

**ASSETS****CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>37,779.27</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>45,793.95</b></u>

**TOTAL ASSETS** 45,793.95

**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-662.91
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-662.91
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	-117.38
Great West Life	100.08
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>-680.21</b></u>

**TOTAL LIABILITIES** -680.21

**EQUITY****EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	<u>10,385.20</u>
<b>Total Earnings</b>	<u><b>39,346.26</b></u>

**TOTAL EQUITY** 39,346.26

**LIABILITIES AND EQUITY** 38,666.05

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	60,338.50
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	200.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	5,275.23
Interest Income	0.00
Miscellaneous	104.00
Fines, Book Sales & Services	4,858.02
Rural Memberships	1,437.80
Donations	958.25
Charitable Receipt Donations	1,748.61
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>74,920.41</u>

**TOTAL REVENUE** 74,920.41

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	774.16
New Library Furnishings	808.08
Payroll Expense	265.35
Library Supplies	1,376.28
Administration & Travel	1,804.32
Recruitment expense	0.00
Program Expense	371.35
Repair & Maintenance	121.00
Binding, Microfilming, Laminating	996.75
Training	365.47
Telephone and Fax Expense	1,218.21
Copier & Computer Costs	841.15
Security Monitoring	101.75
GST Expense	17.85
Freight & Postage	242.05
Professional Memberships	0.00
Publicity & Advertising	374.70
Audit & Insurance	2,730.00
Bank Charges	75.00
Miscellaneous	111.48
Wages	45,640.11
EI Expense	1,345.43
CPP Expense	1,787.67
WCB Expense	217.92
Great West Life	1,034.04
L.A.P.P. Expense	1,791.89
AB Health Expense	123.20
<b>TOTAL EXPENSES</b>	<u>64,535.21</u>

**TOTAL EXPENSE** 64,535.21

**NET INCOME** 10,385.20

**REVENUE**

**REVENUE**

Town of Brooks	0.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	1,184.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,171.31
Rural Memberships	657.80
Donations	0.20
Charitable Receipt Donations	248.61
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,261.92</u>

**TOTAL REVENUE**

3,261.92

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	75.08
New Library Furnishings	228.00
Payroll Expense	38.10
Library Supplies	678.48
Administration & Travel	749.29
Recruitment expense	0.00
Program Expense	270.96
Repair & Maintenance	0.00
Binding, Microfilming, Laminating	0.00
Training	0.00
Telephone and Fax Expense	235.01
Copier & Computer Costs	52.10
Security Monitoring	25.00
GST Expense	4.42
Freight & Postage	0.00
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	2,730.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,040.93
EI Expense	325.53
CPP Expense	428.18
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	664.74
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>17,581.62</u>

**TOTAL EXPENSE**

17,581.62

**NET INCOME**

-14,319.70

Account: 1080 Cash In Bank      Deposit No.: \*\*\* all \*\*\*      By statement end date: N  
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
4/1/2003	J151	April03, Brooks Statio...	1130	-	131.24	Y	Cleared
4/4/2003	J152	Apr03, Home Hardware	1131	-	20.32	Y	Cleared
4/4/2003	J153	Local memberships	Deposit	416.00	-	Y	Cleared
4/4/2003	J154	Fines	Deposit	278.01	-	Y	Cleared
4/4/2003	J155	Rural memberships	Deposit	120.00	-	Y	Cleared
4/4/2003	J156	Reimbursement for m...	Deposit	98.44	-	Y	Cleared
4/10/2003	J157	April03, Iwassa Indus...	1132	-	243.96	Y	Cleared
4/10/2003	J158	April03, Bessie Jaco...	1133	-	55.61	Y	Cleared
4/10/2003	J159	April03, Meyers Norri...	1134	-	2,921.10	Y	Cleared
4/14/2003	J171	April03, Koffee Bean ...	1135	-	38.68	Y	Cleared
4/11/2003	J172	Fines etc.	Deposit	282.50	-	Y	Cleared
4/11/2003	J173	Local memberships	Deposit	216.00	-	Y	Cleared
4/11/2003	J174	Rural memberships	Deposit	317.80	-	Y	Cleared
4/11/2003	J175	Donation - Anderson ...	Deposit	248.61	-	Y	Cleared
4/17/2003	J176	Local memberships	Deposit	214.00	-	Y	Cleared
4/17/2003	J177	Fines etc.	Deposit	236.30	-	Y	Cleared
4/17/2003	J178	Rural Memberships	Deposit	120.00	-	Y	Cleared
4/17/2003	J179	April03, Ikon Office S...	1136	-	55.75	Y	Cleared
4/17/2003	J180	April03, Stricker Books	1137	-	80.73	Y	Cleared
4/17/2003	J181	April03, Telus	1138	-	148.50	Y	Cleared
4/17/2003	J182	April2003, Telus	1139	-	51.84	Y	Cleared
4/17/2003	J183	April17/03, Telus	1140	-	51.00	Y	Cleared
4/17/2003	J184	April03, Brodart	1141	-	530.49	Y	Cleared
4/17/2003	J185	April03, Royal Bank V...	1142	-	543.73	Y	Cleared
4/17/2003	J186	April03, Julia Reinhart	1143	-	21.12	Y	Cleared
4/17/2003	J187	April03, Les Brost	1144	-	200.00	Y	Cleared
4/23/2003	J188	April03, Alberta Librar...	1145	-	342.00	N	Outstanding
4/25/2003	J189	Local memberships	Deposit	288.00	-	Y	Cleared
4/25/2003	J190	Donation	Deposit	0.20	-	Y	Cleared
4/25/2003	J191	Fines etc.	Deposit	374.50	-	Y	Cleared
4/25/2003	J192	Rural memberships	Deposit	100.00	-	Y	Cleared
4/30/2003	J205	April03, Local Authori...	1154	-	771.63	N	Outstanding
4/30/2003	J209	Securtek Security fee	Debit	-	26.75	Y	Cleared
4/30/2003	J210	ADP Payroll fee for A...	Debit	-	40.77	Y	Cleared
4/30/2003	J211	Alberta Health Expense	Debit	-	44.00	Y	Cleared
4/30/2003	J217	Payroll for April 2003	Debit	-	11,159.68	Y	Cleared
4/30/2003	J218	Br Dest. Fee	Debit	-	5.00	Y	Cleared
4/17/2003	J219	Reversing J176. Corr...	ADJDeposit	-	214.00	Y	Cleared
4/17/2003	J220	Local memberships	Deposit	264.00	-	Y	Cleared
			3,574.36	17,697.90			

			Debits	Credits
4/4/2003	J151	1130, April03, Brooks Stationers		
		2100 GST Paid on Purchases	8.59	-
		5070 Library Supplies	122.65	-
		1080 Cash In Bank	-	131.24
4/4/2003	J152	1131, Apr03, Home Hardware		
		2100 GST Paid on Purchases	1.33	-
		5090 Program Expense	18.99	-
		1080 Cash In Bank	-	20.32
4/4/2003	J153	Deposit, Local memberships		
		4090 Local Memberships	-	416.00
		1080 Cash In Bank	416.00	-
4/4/2003	J154	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	278.01
		1080 Cash In Bank	278.01	-
4/4/2003	J155	Deposit, Rural memberships		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
4/4/2003	J156	Deposit, Reimbursement for meals - SLS		
		5080 Administration & Travel	-	98.44
		1080 Cash In Bank	98.44	-
4/10/2003	J157	1132, April03, Iwassa Industries		
		2100 GST Paid on Purchases	15.96	-
		5050 New Library Furnishings	228.00	-
		1080 Cash In Bank	-	243.96
4/10/2003	J158	1133, April03, Bessie Jacowishen		
		2100 GST Paid on Purchases	3.64	-
		5090 Program Expense	51.97	-
		1080 Cash In Bank	-	55.61
4/10/2003	J159	1134, April03, Meyers Norris Penny		
		2100 GST Paid on Purchases	191.10	-
		5240 Audit & Insurance	2,730.00	-
		1080 Cash In Bank	-	2,921.10
4/14/2003	J171	1135, April03, Koffee Bean Kafe		
		2100 GST Paid on Purchases	2.53	-
		5080 Administration & Travel	36.15	-
		1080 Cash In Bank	-	38.68
4/11/2003	J172	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	282.50
		1080 Cash In Bank	282.50	-
4/11/2003	J173	Deposit, Local memberships		
		4090 Local Memberships	-	216.00
		1080 Cash In Bank	216.00	-
4/11/2003	J174	Deposit, Rural memberships		
		4140 Rural Memberships	-	317.80
		1080 Cash In Bank	317.80	-
4/11/2003	J175	Deposit, Donation - Anderson - EID		
		4170 Charitable Receipt Donations	-	248.61
		1080 Cash In Bank	248.61	-
4/17/2003	J176	Deposit, Local memberships		
		4090 Local Memberships	-	214.00
		1080 Cash In Bank	214.00	-
4/17/2003	J177	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	236.30
		1080 Cash In Bank	236.30	-

			Debits	Credits
4/17/2003	J178	Deposit, Rural Memberships		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
4/17/2003	J179	1136, April03, Ikon Office Solutions		
		2100 GST Paid on Purchases	3.65	-
		5160 Copier & Computer Costs	52.10	-
		1080 Cash In Bank	-	55.75
4/17/2003	J180	1137, April03, Stricker Books		
		2100 GST Paid on Purchases	5.65	-
		5030 Books & Materials	75.08	-
		1080 Cash In Bank	-	80.73
4/17/2003	J181	1138, April03, Telus		
		2100 GST Paid on Purchases	9.66	-
		5140 Telephone and Fax Expense	138.84	-
		1080 Cash In Bank	-	148.50
4/17/2003	J182	1139, April2003, Telus		
		2100 GST Paid on Purchases	3.36	-
		5140 Telephone and Fax Expense	48.48	-
		1080 Cash In Bank	-	51.84
4/17/2003	J183	1140, April17/03, Telus		
		2100 GST Paid on Purchases	3.31	-
		5140 Telephone and Fax Expense	47.69	-
		1080 Cash In Bank	-	51.00
4/17/2003	J184	1141, April03, Brodart		
		2100 GST Paid on Purchases	34.73	-
		5070 Library Supplies	495.76	-
		1080 Cash In Bank	-	530.49
4/17/2003	J185	1142, April03, Royal Bank Visa		
		2100 GST Paid on Purchases	35.20	-
		5070 Library Supplies	60.07	-
		5080 Administration & Travel	448.46	-
		1080 Cash In Bank	-	543.73
4/17/2003	J186	1143, April03, Julia Reinhart		
		5080 Administration & Travel	21.12	-
		1080 Cash In Bank	-	21.12
4/17/2003	J187	1144, April03, Les Brost		
		5090 Program Expense	200.00	-
		1080 Cash In Bank	-	200.00
4/23/2003	J188	1145, April03, Alberta Library Trustees Assn.		
		5080 Administration & Travel	342.00	-
		1080 Cash In Bank	-	342.00
4/25/2003	J189	Deposit, Local memberships		
		4090 Local Memberships	-	288.00
		1080 Cash In Bank	288.00	-
4/25/2003	J190	Deposit, Donation		
		4160 Donations	-	0.20
		1080 Cash In Bank	0.20	-
4/25/2003	J191	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	374.50
		1080 Cash In Bank	374.50	-
4/25/2003	J192	Deposit, Rural memberships		
		4140 Rural Memberships	-	100.00
		1080 Cash In Bank	100.00	-
4/30/2003	J205	1154, April03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	771.63	-
		1080 Cash In Bank	-	771.63

			Debits	Credits
4/30/2003	J209	Debit, Securtek Security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
4/30/2003	J210	Debit, ADP Payroll fee for April		
		5060 Payroll Expense	38.10	-
		5180 GST Expense	2.67	-
		1080 Cash In Bank	-	40.77
4/30/2003	J211	Debit, Alberta Health Expense		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
4/30/2003	J217	Debit, Payroll for April 2003		
		5300 Wages	11,040.93	-
		5310 EI Expense	325.53	-
		5320 CPP Expense	428.18	-
		5350 L.A.P.P. Expense	664.74	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	100.08
		2400 L.A.P.P. Payable	-	1,186.42
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	11,159.68
4/30/2003	J218	Debit, Br Dest. Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
4/17/2003	J219	ADJDeposit, Reversing J176. Correction is J220.		
		4090 Local Memberships	214.00	-
		1080 Cash In Bank	-	214.00
4/17/2003	J220	Deposit, Local memberships		
		4090 Local Memberships	-	264.00
		1080 Cash In Bank	264.00	-
			22,602.76	22,602.76

**Brooks Public Library Board Meeting Minutes**  
**July 24, 2003**

**Present:** Julia Reinhart (Librarian), Mary Beecroft, Jonathan Jaikaran, Karen Bonora, Jerri Schindeler, Rudy Esau, Gloria Evans, Terry Welsh - Town of Brooks, Pat Walsh, Henry Najda, Carina Weisbach, Elsie Strach.

Jonathan called the meeting to order at 6:40 p.m.

Jonathan introduced Terry Welsh to go over some Capital Projects done and projects proposed for 2003-2005. Roof painting, heating system and carpeting - these will be included in budget over the next few years.

Jonathan introduced Elsie Strach - County of Newell representative.

Motion to approve agenda as printed. Moved by Carina. Seconded by Henry. **Carried.**

Minutes of the May 22, 2003 meeting were read. Moved adoption of minutes by Jerri. Seconded by Pat. **Carried.**

**Business Arising**

- Information session for elected officials - to attend an info session and tour at 4:30 p.m. on Thursday, October 23. Board members to attend.
- Foundation met to discuss Death by Chocolate. Julia presented them with the "Wish List".

**Correspondence**

- Letter from Honorable Gene Zwozdesky. Grant has been received.
- Brooks Public Library Annual Report reviewed and discussed.
- Medicine Hat Public Library Annual Report for 2002 was passed around for perusal.
- ALTA Handbook handed out.
- Shortgrass Clippings passed around for Board members to review.

**Financial Report**

Henry reviewed the financial reports for May and June. Alberta Grant received amount of \$49,781.00 - Budget to be prepared in August, presented in September. Motion to approve expenditures of \$16,899.31 for May. Moved by Henry. Seconded by Carina. **Carried.**

Motion to approve expenditures for \$13,594.55 for June. Moved by Henry. Seconded by Pat. **Carried.**

**Shortgrass Report**

- Rudy reported that the Shortgrass Library Board met on July 16, 2003 to discuss various items. Rudy will still be on the Shortgrass Board for another term.
- Julia and Jonathan met with Lyle Oberg to discuss funding for Libraries.



**Librarian's Report**

-as per attached printed report.

**Personnel Committee Report**

- to meet on Aug. 13th @ 6:30pm to discuss Recognition Policy.

**Policy Committee Report**

- no report.

**Plan of service Committee**

- to meet on Aug. 6<sup>th</sup> @ 6:30pm

**Patron Appreciation Night**

- to be held Tuesday, September 23,2003. Maxine, Bessie, Julia, Gloria and Carina are on the Committee.

**New Business**

- Canadian Library Conference in Toronto - Julia attended. She said it was very well attended. 2 very good speakers - Gloria Steinam and Ralph Nader. Julia gave an overview on the Conference.
- Core Bags - will be going out after September 5<sup>th</sup>. Elsie, Pat and Gloria volunteered to help stuff bags.
- New Logo - Dennis Siebel with the Q-13 Radio Station will be doing a story on this. The Board voted on the submissions – choosing 4.
- Donation Board - installed on the east wall. Brochure to inform patrons regarding donations and support of the library.
- Professional Development Day - Friday, October 3, 2003. Julia will be working on details - reference interview will be the topic of workshop on this day.

Finance Committee - Wednesday, August 27 at 8:30 a.m.

Board Meeting - Thursday, August 28 at 6:30 p.m.

Mary Beecroft moved adjournment at 8:30 p.m.



# Town of Brooks

Capital Budget  
2002 to 2004

## BROOKS PUBLIC LIBRARY

Priority	Project	Prior Years	2003	2004	2005
1	Rooftop HVAC Unit		\$15,000		
2	Exterior Cladding Replacement		\$2,500		
3	Humidifier		\$4,500		
4	Parking Lot Resurfacing		\$15,700		
1	Repainting			\$6,750	
2	Boiler Replacement			\$13,000	
1	Carpet Replacement				\$16,500
		<b>TOTAL</b>	<b>\$37,700.00</b>	<b>\$19,750.00</b>	<b>\$16,500.00</b>

**NOTE: Budgeting for the 2003 - 2005  
Capital Budget for the Public Library is  
based on the Ten Year Plan.**

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. Wed. July 23rd, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, Henry Najda and Julia Reinhart

- 1) The grant from the province of Alberta in the amount of \$49,781.00 was received in June.
- 2) The 3<sup>rd</sup> installment from the Town of Brooks has also been received.
- 3) A memo from the Shortgrass Library System outlining the breakdown of the materials allotment for the Brooks Public Library was discussed.
- 4) A letter from the Town of Brooks providing information re: budget preparation was also discussed. The Town would like the operating budget for the Brooks Public Library submitted by Sept. 15, 2003. Presentations of the budget to the Town will take place early in October.
- 5) Motion to accept the expenditure of \$13,594.55 for the month of June 2003.
- 6) Next Finance Committee Meeting will be on Wed. Aug. 27<sup>th</sup> , 2003
- 7) Meeting adjourned at 9:00 a.m.

**2003 Annual Budget for the Brooks Public Library**

**JUNE 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	30,169.25	90,507.75
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	49,781.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,254.00	7,837.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	104.00
Fines, books and services	18,000.00	1,748.30	8,116.31
Rural Memberships	2,500.00	140.00	1,937.80
Donations	2,000.00	0.00	958.25
Charitable Receipt Donations	2,000.00	0.00	1,748.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	0.00	100.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>83,092.55</b>	<b>166,103.85</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	0.00	780.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	0.00	810.86
New Library Furnishings	2,000.00	0.00	808.08
Payroll Expense	500.00	39.49	343.08
Library Supplies	5,000.00	280.70	1,764.95
Administration & Travel	4,000.00	0.00	2,842.80
Program Expense	2,000.00	20.86	559.01
Repair & Maintenance	2,800.00	4.39	125.39
Rebinding	1,500.00	0.00	996.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	241.83	1,855.23
Copier & Computer Costs	2,500.00	30.05	1,376.72
Security Monitoring	350.00	80.00	206.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.53	26.82
Freight & Postage	950.00	96.00	442.80
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	0.00	1,011.05
Audit and Insurance	3,000.00	0.00	2,730.00
Bank Charges	35.00	5.00	85.00

Miscellaneous	500.00	0.00	111.48
Wages (includes temp. staff)	131,060.00	11,566.43	68,785.13
EI Expense	4,000.00	340.97	2,027.72
CPP Expense	4,700.00	440.71	2,684.05
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	412.79	2,635.25
AB Health Expense	370.00	30.80	184.80
<b>Total Expenses</b>	<b>245,236.00</b>	<b>13,594.55</b>	<b>95,029.07</b>
<b>Net (Loss) Earnings</b>	<b>(7,430.00)</b>		
<b>Liabilities</b>		<b>-1,787.52</b>	<b>-1,787.52</b>
<b>Total Expense (after liabilities)</b>		<b>15,382.07</b>	<b>96,816.59</b>
<b>Net Income (w/o liabilities)</b>		<b>69,498.00</b>	<b>71,074.78</b>

**ASSETS****CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	97,361.54
<b>TOTAL CURRENT ASSETS</b>	<u>105,376.22</u>

**TOTAL ASSETS** 105,376.22

**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-932.94	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-932.94
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		-154.11
Great West Life		-700.47
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>-1,787.52</u>

**TOTAL LIABILITIES** -1,787.52

**EQUITY****EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	<u>71,074.78</u>
<b>Total Earnings</b>	<u>100,035.84</u>

**TOTAL EQUITY** 100,035.84

**LIABILITIES AND EQUITY** 98,248.32

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. Wed. June 11th, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, Henry Najda and Julia Reinhart

- 1) Julia informed the committee that the application for the provincial grant had been received and accepted. The funding should be transferred shortly.
- 2) The 3<sup>rd</sup> installment from the Town of Brooks is expected in July.
- 3) The 1<sup>st</sup> installment of the Shortgrass Library System levy will be paid at the beginning of July.
- 4) Motion to accept the expenditure of \$16,899.31 for the month of May 2003.
- 5) Next Finance Committee Meeting will be on Wed. July 23<sup>rd</sup>, 2003
- 6) Meeting adjourned at 9:00 a.m.

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. Wed. June 11th, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, Henry Najda and Julia Reinhart

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- 2) The 3<sup>rd</sup> installment from the Town of Brooks is expected in July.
- 3) The 1<sup>st</sup> installment of the Shortgrass Library System levy will be paid at the beginning of July.
- 4) Motion to accept the expenditure of \$16,899.31 for the month of May 2003.
- 5) Next Finance Committee Meeting will be on Wed. July 23<sup>rd</sup> , 2003
- 6) Meeting adjourned at 9:00 a.m.



**2003 Annual Budget for the Brooks Public Library**  
**MAY 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	60,338.50
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	200.00
AB. Temp Employment Grants	4,000.00	3,763.20	3,763.20
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,308.00	6,583.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	104.00
Fines, books and services	18,000.00	1,509.99	6,368.01
Rural Memberships	2,500.00	360.00	1,797.80
Donations	2,000.00	0.00	958.25
Charitable Receipt Donations	2,000.00	0.00	1,748.61
Fundraisers	2,000.00	66.20	66.20
Adopt-a-magazine	0.00	100.00	100.00
GST Recovery	1,000.00	983.50	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>8,090.89</b>	<b>83,011.30</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	0.00
Shortgrass – Rural membership	1,250.00	780.00	780.00
Shortgrass-Dynix	6,000.00	0.00	0.00
Books & Materials	4,000.00	36.70	810.86
New Library Furnishings	2,000.00	0.00	808.08
Payroll Expense	500.00	38.24	303.59
Library Supplies	5,000.00	107.97	1,484.25
Administration & Travel	4,000.00	1,038.48	2,842.80
Program Expense	2,000.00	166.80	538.15
Repair & Maintenance	2,800.00	0.00	121.00
Rebinding	1,500.00	0.00	996.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	395.19	1,613.40
Copier & Computer Costs	2,500.00	505.52	1,346.67
Security Monitoring	350.00	25.00	126.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.44	22.29
Freight & Postage	950.00	104.75	346.80
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	636.35	1,011.05
Audit and Insurance	3,000.00	0.00	2,730.00
Bank Charges	35.00	5.00	80.00

Miscellaneous	500.00	0.00	111.48
Wages (includes temp. staff)	131,060.00	11,578.59	57,218.70
EI Expense	4,000.00	341.32	1,686.75
CPP Expense	4,700.00	455.67	2,243.34
WCB Expense	400.00	217.92	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	430.57	2,222.46
AB Health Expense	370.00	30.80	154.00
<b>Total Expenses</b>	<b>245,236.00</b>	<b>16,899.31</b>	<b>81,434.52</b>
<b>Net (Loss) Earnings</b>	<b>(7,430.00)</b>		
<b>Liabilities</b>		<b>-1,503.13</b>	<b>-1,503.13</b>
<b>Total Expense (after liabilities)</b>		<b>15,396.18</b>	<b>82,937.65</b>
<b>Net Income (w/o liabilities)</b>		<b>-8,808.42</b>	<b>1,576.78</b>

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	28,147.93
<b>TOTAL CURRENT ASSETS</b>	<u>36,162.61</u>

**TOTAL ASSETS** 36,162.61

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-882.04	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-882.04
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		-154.11
Great West Life		-466.98
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>-1,503.13</u>

**TOTAL LIABILITIES** -1,503.13

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	<u>1,576.78</u>
<b>Total Earnings</b>	<u>30,537.84</u>

**TOTAL EQUITY** 30,537.84

**LIABILITIES AND EQUITY** 29,034.71

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. Wed. July 23rd, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, Henry Najda and Julia Reinhart

- 1) The grant from the province of Alberta in the amount of \$49,781.00 was received in June.
- 2) The 3<sup>rd</sup> installment from the Town of Brooks has also been received.
- 3) A memo from the Shortgrass Library System outlining the breakdown of the materials allotment for the Brooks Public Library was discussed.
- 4) A letter from the Town of Brooks providing information re: budget preparation was also discussed. The Town would like the operating budget for the Brooks Public Library submitted by Sept. 15, 2003. Presentations of the budget to the Town will take place early in October.
- 5) Motion to accept the expenditure of \$13,594.55 for the month of June 2003.
- 6) Next Finance Committee Meeting will be on Wed. Aug. 27<sup>th</sup>, 2003
- 7) Meeting adjourned at 9:00 a.m.

*Atlas of Alberta Lakes*

**Brooks Public Library Board Meeting Minutes**  
**Wednesday, August 27, 2003**

**Present** - Jonathan Jaikaran, Gloria Evans, Karen Bonora, Julia Reinhart (Librarian), Jerri Schindeler, Elsie Strach, Henry Najda, Carina Weisbach.

**Absent** - Rudy Esau, Mary Beecroft, Pat Walsh.

Jonathan called the meeting to order at 6:30 p.m.

Motion to approve agenda as printed. Moved by Karen. Seconded by Carina. **Carried.**

Minutes of the July 24, 2003 meeting were read. Motion to approve the minutes as printed. Moved by Henry. Seconded by Jerri. **Carried.**

**Business Arising**

- Looked over the logos for the library logo contest. Prizes handed out to recipients. Other logos were looked at to see which would be the most appropriate.
- Donation Board and 2 donors recognized on board. To be mentioned in the Library News in the paper.
- Directors Insurance - Julia has approached Town of Brooks but has not heard back.

**Correspondence**

- Net Speed 2003 - Edmonton - technological seminars involving libraries. It is a two day conference. Julia will not be attending.

**Finance Committee Report**

- Henry received the financial statements and asked about what grants are available to libraries.
- Henry moved the expenses of \$42,190.37 for the month of July 2003 be approved. Seconded by Karen. **Carried.**

**Shortgrass Report**

- Shortgrass Library System is looking at an increase in non-resident fees in 2004. Moved by Jerri to increase individual non-resident membership. Seconded by Karen. **Carried.** One abstained.

**Librarian's Report**

- per attached report.

**Personnel Committee Report**

- it has been worked on but not ready for printing.

**Policy Committee Report**

- no report

### **Plan of Service Report**

- report completed and submitted.

### **Patron Appreciation Night**

- Tuesday, September 23, 2003 from 5 p.m. to 7 p.m. Gloria report on Barbecue, getting water, etc.

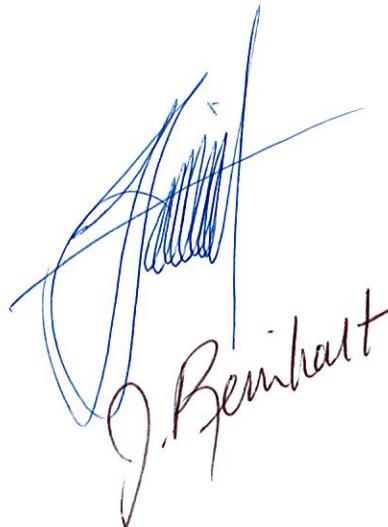
### **New Business**

- 2004 Budget was presented by Jonathan and discussed by the Board. Moved by Henry that the 2004-2005-2006 budget be approved as printed. Seconded by Jerri. Carried.
- Northern Exposure to Leadership - training for librarian and will be available 2004.
- APLEN CAP III - eligible for \$3200.00 for furniture, software and hardware. Jerri moved that Julia apply to obtain two computers with the APLEN CAP funding. Seconded by Gloria. **Carried.**
- APLEN workshops on Wednesday, September 16, 2003. How to approach elected officials for funding. Effective use of APLEN campaign materials and strategies.
- Vandalism and problems with youths - Julia reported on some problems that have been happening at the library.
- Medieval Fair - Plans are being made for May 2004.

Finance Committee meeting - Wednesday, September 24, 2003 at 8:30 a.m.

Board Meeting - Thursday, September 25, 2003 at 6:30 p.m.

Jonathan Jaikaran moved meeting adjourn at 8:45 p.m.



J. Reinhart

**Brooks Public Library**  
**Finance Committee Meeting**  
**8:30 a.m. Wed. August 27th, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, Henry Najda and Julia Reinhart

- 1) 2004 Budget figures were discussed and are to be forwarded for Board approval.
- 2) Julia to investigate if Canada Heritage grants are available to libraries.
- 3) The first installment to Shortgrass Library System of \$21,177.30 was paid as was our internet connectivity charges and Dynix fee.
- 4) Motion to accept the expenditure of ~~\$44,079.698~~ <sup>42,190.37</sup> for the month of July 2003.
- 5) Next Finance Committee Meeting will be on Wed. Sept. 24<sup>th</sup>, 2003
- 6) Meeting adjourned at 9:00 a.m.

**2003 Annual Budget for the Brooks Public Library**  
**JULY 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	90,507.75
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,470.00	9,307.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	52.00	156.00
Fines, books and services	18,000.00	1,692.45	9,808.76
Rural Memberships	2,500.00	260.00	2,197.80
Donations	2,000.00	0.00	958.25
Charitable Receipt Donations	2,000.00	150.00	1,898.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	0.00	100.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>3,624.45</b>	<b>169,728.30</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	21,177.30	21,177.30
Shortgrass – Rural membership	1,250.00	0.00	780.00
Shortgrass-Dynix	6,000.00	3,345.16	3,345.16
Books & Materials	4,000.00	110.77	921.63
New Library Furnishings	2,000.00	231.42	1,039.50
Payroll Expense	500.00	39.35	382.43
Library Supplies	5,000.00	889.38	2,654.33
Administration & Travel	4,000.00	1,344.18	4,186.98
Program Expense	2,000.00	427.12	986.13
Repair & Maintenance	2,800.00	0.00	125.39
Rebinding	1,500.00	135.00	1,131.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	270.09	2,125.32
Copier & Computer Costs	2,500.00	276.10	1,652.82
Security Monitoring	350.00	25.00	231.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.51	31.33
Freight & Postage	950.00	171.30	614.10
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	0.00	1,011.05
Audit and Insurance	3,000.00	0.00	2,730.00
Bank Charges	35.00	18.60	103.60



Miscellaneous	500.00	0.00	111.48
Wages (includes temp. staff)	131,060.00	12,410.53	81,195.66
EI Expense	4,000.00	365.79	2,393.51
CPP Expense	4,700.00	485.72	3,169.77
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	432.25	3,067.50
AB Health Expense	370.00	30.80	215.60
<b>Total Expenses</b>	245,236.00	42,190.37	137,219.44
<b>Net (Loss) Earnings</b>	(7,430.00)		-1,889.32
<b>Liabilities</b>			-1,787.52
<b>Total Expense (after liabilities)</b>			96,816.59
<b>Net Income (w/o liabilities)</b>			71,074.78

*Correct*  
*W/o*  
*should be*  
 40,301.05  
 -1,889.32  
 -1,787.52  
 96,816.59  
 71,074.78  
 135330.12

Miscellaneous	500.00	0.00	111.48
Wages (includes temp. staff)	131,060.00	12,410.53	81,195.66
EI Expense	4,000.00	365.79	2,393.51
CPP Expense	4,700.00	485.72	3,169.77
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	432.25	3,067.50
AB Health Expense	370.00	30.80	215.60
<b>Total Expenses</b>	245,236.00	42,190.37	137,219.44
<b>Net (Loss) Earnings</b>	(7,430.00)		
<b>Liabilities</b>		-1,889.32	-1,787.52
<b>Total Expense (after liabilities)</b>		44,079.69	96,816.59
<b>Net Income (w/o liabilities)</b>		-38,565.92	71,074.78

**ASSETS****CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>58,693.82</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>66,708.50</b></u>

**TOTAL ASSETS** 66,708.50

**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-1,134.82
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,134.82
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	-154.11
Great West Life	-600.39
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>-1,889.32</b></u>

**TOTAL LIABILITIES** -1,889.32

**EQUITY****EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	<u>32,508.86</u>
<b>Total Earnings</b>	<u><b>61,469.92</b></u>

**TOTAL EQUITY** 61,469.92

**LIABILITIES AND EQUITY** 59,580.60

**REVENUE****REVENUE**

Town of Brooks	0.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	1,470.00
Interest Income	0.00
Miscellaneous	52.00
Fines, Book Sales & Services	1,692.45
Rural Memberships	260.00
Donations	0.00
Charitable Receipt Donations	150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,624.45</u>

<b>TOTAL REVENUE</b>	<u>3,624.45</u>
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**EXPENSE****EXPENSES**

Shortgrass Expense	21,177.30
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	110.77
New Library Furnishings	231.42
Payroll Expense	39.35
Library Supplies	889.38
Administration & Travel	1,344.18
Recruitment expense	0.00
Program Expense	427.12
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	135.00
Staff Training	0.00
Telephone and Fax Expense	270.09
Copier & Computer Costs	276.10
Security Monitoring	25.00
GST Expense	4.51
Freight & Postage	171.30
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	18.60
Miscellaneous	0.00
Wages	12,410.53
EI Expense	365.79
CPP Expense	485.72
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	432.25
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>42,190.37</u>

<b>TOTAL EXPENSE</b>	<u>42,190.37</u>
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<b>NET INCOME</b>	<u>-38,565.92</u>
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**REVENUE****REVENUE**

Town of Brooks	90,507.75
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	49,981.00
AB. Temp. Employment Grants	3,763.20
County of Newell	0.00
Local Memberships	9,307.23
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	9,808.76
Rural Memberships	2,197.80
Donations	958.25
Charitable Receipt Donations	1,898.61
Fundraisers	66.20
Adopt-a-magazine	100.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>169,728.30</u>

**TOTAL REVENUE** 169,728.30

**EXPENSE****EXPENSES**

Shortgrass Expense	21,177.30
Shortgrass - Rural mem. payment	780.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	921.63
New Library Furnishings	1,039.50
Payroll Expense	382.43
Library Supplies	2,654.33
Administration & Travel	4,186.98
Recruitment expense	0.00
Program Expense	986.13
Repair & Maintenance	125.39
Rebinding, Microfilming, Laminating	1,131.75
Staff Training	365.47
Telephone and Fax Expense	2,125.32
Copier & Computer Costs	1,652.82
Security Monitoring	231.75
GST Expense	31.33
Freight & Postage	614.10
Professional Memberships	0.00
Publicity & Advertising	1,011.05
Audit & Insurance	2,730.00
Bank Charges	103.60
Miscellaneous	111.48
Wages	81,195.66
EI Expense	2,393.51
CPP Expense	3,169.77
WCB Expense	435.84
Great West Life	1,034.04
L.A.P.P. Expense	3,067.50
AB Health Expense	215.60
<b>TOTAL EXPENSES</b>	<u>137,219.44</u>

**TOTAL EXPENSE** 137,219.44

**NET INCOME** 32,508.86

Account: 1080 Cash In Bank

Deposit No.: \*\*\* all \*\*\*

By statement end date: N

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
2/2003	J281	July03, Brodart	1189	-	290.11		Y Cleared
7/2/2003	J282	July03, Royal Bank Vi...	1190	-	364.78		Y Cleared
7/2/2003	J283	July03, Telus	1191	-	34.68		Y Cleared
7/2/2003	J284	July03, Brooks Bulletin	1192	-	125.19		Y Cleared
7/2/2003	J285	July03, Ben's Office ...	1193	-	144.45		Y Cleared
7/2/2003	J286	July03, Shortgrass Li...	1194	-	42,354.60		Y Cleared
7/2/2003	J287	July2003, Shortgrass ...	1195	-	28.80		Y Cleared
7/2/2003	J288	July02/03, Shortgrass...	1196	-	52.00		Y Cleared
7/2/2003	J289	July03, Variety Magic ...	1197	-	250.00		Y Cleared
7/2/2003	J290	July03, Becci Pierog	1198	-	77.28		Y Cleared
7/2/2003	J291	Reversing J286. Corr...	ADJ1194	42,354.60	-		Y Cleared
7/2/2003	J292	July03, Shortgrass Li...	1194	-	21,177.30		Y Cleared
7/2/2003	J293	July2/03, Shortgrass ...	1199	-	65.40		Y Cleared
7/11/2003	J302	July03, Brooks Statio...	1200	-	21.94		Y Cleared
7/11/2003	J303	Fines etc.	Deposit	664.55	-		Y Cleared
7/11/2003	J304	Local memberships	Deposit	438.00	-		Y Cleared
7/11/2003	J305	Rural memberships	Deposit	120.00	-		Y Cleared
7/11/2003	J306	July03, Ikon Office S...	1201	-	136.84		Y Cleared
7/11/2003	J307	July11/2003, Shortgr...	1202	-	168.80		Y Cleared
7/11/2003	J308	July03, Connie Goudie	1203	-	18.75		Y Cleared
7/11/2003	J309	July03, Becci Pierog	1204	-	28.88		Y Cleared
7/11/2003	J310	July03, Engravables	1205	-	6.96		Y Cleared
7/18/2003	J311	Local memberships	Deposit	432.00	-		Y Cleared
7/18/2003	J312	Fines etc.	Deposit	328.85	-		Y Cleared
7/18/2003	J313	Donation - C. Patterson	Deposit	150.00	-		Y Cleared
7/18/2003	J314	July2003, Telus	1206	-	53.65		Y Cleared
7/18/2003	J315	July21/03, Telus	1207	-	53.14		Y Cleared
7/18/2003	J316	July21/2003, Telus	1208	-	147.41		Y Cleared
7/18/2003	J317	July03, University of ...	1209	-	5.00		N Outstanding
7/18/2003	J318	July21/2003, Shortgr...	1210	-	888.29		Y Cleared
7/21/2003	J319	July21/03, Shortgrass...	1211	-	2,456.87		Y Cleared
7/21/2003	J320	July2003, Royal Bank...	1212	-	1,204.36		Y Cleared
7/21/2003	J321	July03, CNL Commu...	1213	-	21.35		Y Cleared
7/11/2003	J322	Reversing J307. Corr...	ADJ1202	168.80	-		Y Cleared
7/11/2003	J323	July11/2003, Shortgr...	1202	-	166.80		N Outstanding
7/25/2003	J324	Fines etc.	Deposit	441.49	-		Y Cleared
7/25/2003	J325	Local memberships	Deposit	234.00	-		Y Cleared
7/25/2003	J326	Rural memberships	Deposit	60.00	-		Y Cleared
7/25/2003	J327	July2003, Canada Post	1214	-	129.47		Y Cleared
7/25/2003	J328	July03, Successories...	1215	-	246.08		N Outstanding
7/25/2003	J329	July2003, Successori...	1216	-	34.22		N Outstanding
7/25/2003	J330	July25/03, Successor...	1217	-	100.87		N Outstanding
7/25/2003	J331	July03, Julia Reinhart	1218	-	176.00		N Outstanding
7/28/2003	J332	July2003, Engravables	1219	-	81.43		N Outstanding
7/31/2003	J340	Jul03, Local Authoriti...	1223	-	786.27		N Outstanding
7/30/2003	J349	Securtek Security fee	Debit	-	26.75		Y Cleared
7/30/2003	J350	ADP Payroll fee for J...	Debit	-	42.11		Y Cleared
7/30/2003	J351	Item returned unpaid ...	Debit	-	23.00		Y Cleared
7/30/2003	J352	AB Health - Julia	Debit	-	44.00		Y Cleared
7/31/2003	J353	Reversing J340. Corr...	ADJ1223	786.27	-		Y Cleared
7/30/2003	J354	Jul03, Local Authoriti...	1223	-	786.27		Y Cleared
7/30/2003	J355	Payroll for July 2003	Debit	-	12,794.74		Y Cleared
7/30/2003	J356	Br. Dest Fee	Debit	-	5.00		Y Cleared
7/30/2003	J357	Reversing J356. Corr...	ADJDebit	5.00	-		Y Cleared
7/30/2003	J358	Br. Dest Fee	Debit	-	5.00		Y Cleared
7/30/2003	J359	Reversing J358. Corr...	ADJDebit	5.00	-		Y Cleared
7/31/2003	J360	Br. Dest Fee	Debit	-	5.00		Y Cleared
7/30/2003	J361	Reversing J355. Corr...	ADJDebit	12,794.74	-		Y Cleared
7/31/2003	J362	Payroll for July 2003	Debit	-	12,794.74		Y Cleared
7/30/2003	J363	Reversing J352. Corr...	ADJDebit	44.00	-		Y Cleared
7/31/2003	J364	AB Health - Julia	Debit	-	44.00		Y Cleared
7/30/2003	J365	Reversing J351. Corr...	ADJDebit	23.00	-		Y Cleared
7/31/2003	J366	Item returned unpaid ...	Debit	-	23.00		Y Cleared
7/30/2003	J367	Reversing J350. Corr...	ADJDebit	42.11	-		Y Cleared
7/31/2003	J368	ADP Payroll fee for J...	Debit	-	42.11		Y Cleared
7/30/2003	J369	Reversing J349. Corr...	ADJDebit	26.75	-		Y Cleared
7/31/2003	J370	Securtek Security fee	Debit	-	26.75		Y Cleared



Account: 1080 Cash In Bank

Deposit No.: \*\*\* all \*\*\*

By statement end date: N

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date		Comment	Source	Debits	Credits	Deposit No.	C	Status
7/30/2003	J371	Reversing J354. Corr...	ADJ1223	786.27	-		Y	Cleared
7/31/2003	J372	Jul03, Local Authoriti...	1223	-	786.27		Y	Cleared
7/4/2003	J373	Rural Memberships	Deposit	80.00	-		Y	Cleared
7/4/2003	J374	Fines etc.	Deposit	275.56	-		Y	Cleared
7/4/2003	J375	Reimbursement for S...	Deposit	52.00	-		Y	Cleared
7/4/2003	J376	Local memberships	Deposit	366.00	-		Y	Cleared
				60,678.99	99,346.71			



			Debits	Credits
7/2/2003	J281	1189, July03, Brodart		
		2100 GST Paid on Purchases	18.98	-
		5070 Library Supplies	271.13	-
		1080 Cash In Bank	-	290.11
7/2/2003	J282	1190, July03, Royal Bank Visa		
		2100 GST Paid on Purchases	20.11	-
		5070 Library Supplies	217.33	-
		5080 Administration & Travel	27.50	-
		5090 Program Expense	99.84	-
		1080 Cash In Bank	-	364.78
7/2/2003	J283	1191, July03, Telus		
		2100 GST Paid on Purchases	2.27	-
		5140 Telephone and Fax Expense	32.41	-
		1080 Cash In Bank	-	34.68
7/2/2003	J284	1192, July03, Brooks Bulletin		
		2100 GST Paid on Purchases	8.19	-
		5080 Administration & Travel	117.00	-
		1080 Cash In Bank	-	125.19
7/2/2003	J285	1193, July03, Ben's Office Machines		
		2100 GST Paid on Purchases	9.45	-
		5120 Rebinding, Microfilming, Laminating	135.00	-
		1080 Cash In Bank	-	144.45
7/2/2003	J286	1194, July03, Shortgrass Library System		
		5020 Shortgrass Expense	42,354.60	-
		1080 Cash In Bank	-	42,354.60
7/2/2003	J287	1195, July2003, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	28.80
7/2/2003	J288	1196, July02/03, Shortgrass Library System		
		5080 Administration & Travel	52.00	-
		1080 Cash In Bank	-	52.00
7/2/2003	J289	1197, July03, Variety Magic Co.		
		5090 Program Expense	250.00	-
		1080 Cash In Bank	-	250.00
7/2/2003	J290	1198, July03, Becci Pierog		
		5090 Program Expense	77.28	-
		1080 Cash In Bank	-	77.28
7/2/2003	J291	ADJ1194, Reversing J286. Correction is J292.		
		1080 Cash In Bank	42,354.60	-
		5020 Shortgrass Expense	-	42,354.60
7/2/2003	J292	1194, July03, Shortgrass Library System		
		5020 Shortgrass Expense	21,177.30	-
		1080 Cash In Bank	-	21,177.30
7/2/2003	J293	1199, July2/03, Shortgrass Library System		
		2100 GST Paid on Purchases	4.28	-
		5030 Books & Materials	61.12	-
		1080 Cash In Bank	-	65.40
7/11/2003	J302	1200, July03, Brooks Stationers		
		2100 GST Paid on Purchases	1.44	-
		5070 Library Supplies	20.50	-
		1080 Cash In Bank	-	21.94
7/11/2003	J303	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	664.55
		1080 Cash In Bank	664.55	-

			Debits	Credits
7/11/2003	J304	Deposit, Local memberships		
		4090 Local Memberships	-	438.00
		1080 Cash In Bank	438.00	-
7/11/2003	J305	Deposit, Rural memberships		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
7/11/2003	J306	1201, July03, Ikon Office Solutions		
		2100 GST Paid on Purchases	8.95	-
		5160 Copier & Computer Costs	127.89	-
		1080 Cash In Bank	-	136.84
7/11/2003	J307	1202, July11/2003, Shortgrass Library System		
		5070 Library Supplies	168.80	-
		1080 Cash In Bank	-	168.80
7/11/2003	J308	1203, July03, Connie Goudie		
		5080 Administration & Travel	18.75	-
		1080 Cash In Bank	-	18.75
7/11/2003	J309	1204, July03, Becci Pierog		
		5070 Library Supplies	28.88	-
		1080 Cash In Bank	-	28.88
7/11/2003	J310	1205, July03, Engravables		
		2100 GST Paid on Purchases	0.46	-
		5080 Administration & Travel	6.50	-
		1080 Cash In Bank	-	6.96
7/18/2003	J311	Deposit, Local memberships		
		4090 Local Memberships	-	432.00
		1080 Cash In Bank	432.00	-
7/18/2003	J312	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	328.85
		1080 Cash In Bank	328.85	-
7/18/2003	J313	Deposit, Donation - C. Patterson		
		4170 Charitable Receipt Donations	-	150.00
		1080 Cash In Bank	150.00	-
7/18/2003	J314	1206, July2003, Telus		
		2100 GST Paid on Purchases	3.48	-
		5140 Telephone and Fax Expense	50.17	-
		1080 Cash In Bank	-	53.65
7/18/2003	J315	1207, July21/03, Telus		
		2100 GST Paid on Purchases	3.45	-
		5140 Telephone and Fax Expense	49.69	-
		1080 Cash In Bank	-	53.14
7/18/2003	J316	1208, July21/2003, Telus		
		2100 GST Paid on Purchases	9.59	-
		5140 Telephone and Fax Expense	137.82	-
		1080 Cash In Bank	-	147.41
7/18/2003	J317	1209, July03, University of Alberta		
		5080 Administration & Travel	5.00	-
		1080 Cash In Bank	-	5.00
7/18/2003	J318	1210, July21/2003, Shortgrass Library System		
		5022 Shortgrass - Dynix and telecom.	888.29	-
		1080 Cash In Bank	-	888.29
7/21/2003	J319	1211, July21/03, Shortgrass Library System		
		5022 Shortgrass - Dynix and telecom.	2,456.87	-
		1080 Cash In Bank	-	2,456.87

			Debits	Credits
7/21/2003	J320	1212, July2003, Royal Bank Visa		
		2100 GST Paid on Purchases	76.42	-
		5030 Books & Materials	33.65	-
		5080 Administration & Travel	957.43	-
		5160 Copier & Computer Costs	128.26	-
		5250 Bank Charges	8.60	-
		1080 Cash In Bank	-	1,204.36
7/21/2003	J321	1213, July03, CNL Communication		
		2100 GST Paid on Purchases	1.40	-
		5160 Copier & Computer Costs	19.95	-
		1080 Cash In Bank	-	21.35
7/11/2003	J322	ADJ1202, Reversing J307. Correction is J323.		
		1080 Cash In Bank	168.80	-
		5070 Library Supplies	-	168.80
7/11/2003	J323	1202, July11/2003, Shortgrass Library System		
		5070 Library Supplies	166.80	-
		1080 Cash In Bank	-	166.80
7/25/2003	J324	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	441.49
		1080 Cash In Bank	441.49	-
7/25/2003	J325	Deposit, Local memberships		
		4090 Local Memberships	-	234.00
		1080 Cash In Bank	234.00	-
7/25/2003	J326	Deposit, Rural memberships		
		4140 Rural Memberships	-	60.00
		1080 Cash In Bank	60.00	-
7/25/2003	J327	1214, July2003, Canada Post		
		2100 GST Paid on Purchases	8.47	-
		5200 Freight & Postage	121.00	-
		1080 Cash In Bank	-	129.47
7/25/2003	J328	1215, July03, Successories of Canada		
		2100 GST Paid on Purchases	16.10	-
		5050 New Library Furnishings	149.99	-
		5070 Library Supplies	49.99	-
		5200 Freight & Postage	30.00	-
		1080 Cash In Bank	-	246.08
7/25/2003	J329	1216, July2003, Successories of Canada		
		2100 GST Paid on Purchases	2.24	-
		5070 Library Supplies	23.98	-
		5200 Freight & Postage	8.00	-
		1080 Cash In Bank	-	34.22
7/25/2003	J330	1217, July25/03, Successories of Canada		
		2100 GST Paid on Purchases	6.60	-
		5070 Library Supplies	81.97	-
		5200 Freight & Postage	12.30	-
		1080 Cash In Bank	-	100.87
7/25/2003	J331	1218, July03, Julia Reinhart		
		5030 Books & Materials	16.00	-
		5080 Administration & Travel	160.00	-
		1080 Cash In Bank	-	176.00
7/28/2003	J332	1219, July2003, Engravables		
		5050 New Library Furnishings	81.43	-
		1080 Cash In Bank	-	81.43
7/31/2003	J340	1223, Jul03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	786.27	-
		1080 Cash In Bank	-	786.27

			Debits	Credits
7/30/2003	J349	Debit, Securtek Security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
7/30/2003	J350	Debit, ADP Payroll fee for July 2003		
		5060 Payroll Expense	39.35	-
		5180 GST Expense	2.76	-
		1080 Cash In Bank	-	42.11
7/30/2003	J351	Debit, Item returned unpaid - membership cheq.		
		4120 Fines, Book Sales & Services	18.00	-
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	23.00
7/30/2003	J352	Debit, AB Health - Julia		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
7/31/2003	J353	ADJ1223, Reversing J340. Correction is J354.		
		1080 Cash In Bank	786.27	-
		2400 L.A.P.P. Payable	-	786.27
7/30/2003	J354	1223, Jul03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	786.27	-
		1080 Cash In Bank	-	786.27
7/30/2003	J355	Debit, Payroll for July 2003		
		5300 Wages	12,410.53	-
		5310 EI Expense	365.79	-
		5320 CPP Expense	485.72	-
		5350 L.A.P.P. Expense	432.25	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	100.08
		2400 L.A.P.P. Payable	-	786.27
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	12,794.74
7/30/2003	J356	Debit, Br. Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
7/30/2003	J357	ADJDebit, Reversing J356. Correction is J358.		
		1080 Cash In Bank	5.00	-
		5250 Bank Charges	-	5.00
7/30/2003	J358	Debit, Br. Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
7/30/2003	J359	ADJDebit, Reversing J358. Correction is J360.		
		1080 Cash In Bank	5.00	-
		5250 Bank Charges	-	5.00
7/31/2003	J360	Debit, Br. Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
7/30/2003	J361	ADJDebit, Reversing J355. Correction is J362.		
		1080 Cash In Bank	12,794.74	-
		2400 L.A.P.P. Payable	786.27	-
		2420 Great West Life	100.08	-
		2440 AB Health Payable	44.00	-
		5300 Wages	-	12,410.53
		5310 EI Expense	-	365.79
		5320 CPP Expense	-	485.72
		5350 L.A.P.P. Expense	-	432.25
		5360 AB Health Expense	-	30.80

			Debits	Credits
7/31/2003	J362	Debit, Payroll for July 2003		
		5300 Wages	12,410.53	-
		5310 EI Expense	365.79	-
		5320 CPP Expense	485.72	-
		5350 L.A.P.P. Expense	432.25	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	100.08
		2400 L.A.P.P. Payable	-	786.27
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	12,794.74
7/30/2003	J363	ADJDebit, Reversing J352. Correction is J364.		
		1080 Cash In Bank	44.00	-
		2440 AB Health Payable	-	44.00
7/31/2003	J364	Debit, AB Health - Julia		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
7/30/2003	J365	ADJDebit, Reversing J351. Correction is J366.		
		1080 Cash In Bank	23.00	-
		4120 Fines, Book Sales & Services	-	18.00
		5250 Bank Charges	-	5.00
7/31/2003	J366	Debit, Item returned unpaid - membership cheq.		
		4120 Fines, Book Sales & Services	18.00	-
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	23.00
7/30/2003	J367	ADJDebit, Reversing J350. Correction is J368.		
		1080 Cash In Bank	42.11	-
		5060 Payroll Expense	-	39.35
		5180 GST Expense	-	2.76
7/31/2003	J368	Debit, ADP Payroll fee for July 2003		
		5060 Payroll Expense	39.35	-
		5180 GST Expense	2.76	-
		1080 Cash In Bank	-	42.11
7/30/2003	J369	ADJDebit, Reversing J349. Correction is J370.		
		1080 Cash In Bank	26.75	-
		5170 Security Monitoring	-	25.00
		5180 GST Expense	-	1.75
7/31/2003	J370	Debit, Securtek Security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
7/30/2003	J371	ADJ1223, Reversing J354. Correction is J372.		
		1080 Cash In Bank	786.27	-
		2400 L.A.P.P. Payable	-	786.27
7/31/2003	J372	1223, Jul03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	786.27	-
		1080 Cash In Bank	-	786.27
7/4/2003	J373	Deposit, Rural Memberships		
		4140 Rural Memberships	-	80.00
		1080 Cash In Bank	80.00	-
7/4/2003	J374	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	275.56
		1080 Cash In Bank	275.56	-
7/4/2003	J375	Deposit, Reimbursement for SHO shirts		
		4110 Miscellaneous	-	52.00
		1080 Cash In Bank	52.00	-

7/4/2003

J376

Deposit, Local memberships  
4090 Local Memberships  
1080 Cash In Bank

<u>Debits</u>	<u>Credits</u>
-	366.00
366.00	-
<hr/>	
162,816.75	162,816.75

**2003 Annual Budget for the Brooks Public Library**  
**AUGUST 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	90,507.75
Gov't of Canada – Summer Em.	1,432.00	0.00	0.00
Province of Alberta	46,684.00	0.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	0.00
Local Memberships	18,500.00	1,722.00	11,029.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	156.00
Fines, books and services	18,000.00	1,862.34	11,671.10
Rural Memberships	2,500.00	700.00	2,897.80
Donations	2,000.00	50.00	1,008.25
Charitable Receipt Donations	2,000.00	0.00	1,898.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	1,800.00	1,900.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>6,134.34</b>	<b>175,862.64</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	21,177.30
Shortgrass – Rural membership	1,250.00	0.00	780.00
Shortgrass-Dynix	6,000.00	0.00	3,345.16
Books & Materials	4,000.00	284.72	1,206.35
New Library Furnishings	2,000.00	394.73	1,434.23
Payroll Expense	500.00	40.50	422.93
Library Supplies	5,000.00	857.25	3,511.58
Administration & Travel	4,000.00	7.88	4,194.86
Program Expense	2,000.00	25.00	1,011.13
Repair & Maintenance	2,800.00	0.00	125.39
Rebinding	1,500.00	0.00	1,131.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	321.60	2,446.92
Copier & Computer Costs	2,500.00	58.73	1,711.55
Security Monitoring	350.00	25.00	256.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.59	35.92
Freight & Postage	950.00	121.70	735.80
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	608.25	1,619.30
Audit and Insurance	3,000.00	0.00	2,730.00
Bank Charges	35.00	5.00	108.60

Miscellaneous	500.00	26.25	137.73
Wages (includes temp. staff)	131,060.00	11,380.96	92,576.62
EI Expense	4,000.00	335.52	2,729.03
CPP Expense	4,700.00	438.28	3,608.05
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	412.79	3,480.29
AB Health Expense	370.00	30.80	246.40
<b>Total Expenses</b>	<b>245,236.00</b>	<b>15,379.55</b>	<b>152,598.99</b>
<b>Net (Loss) Earnings</b>	<b>(7,430.00)</b>		
<b>Liabilities</b>		<b>-2,625.03</b>	<b>-2,625.03</b>
<b>Total Expense (after liabilities)</b>		<b>18,004.58</b>	<b>155,224.02</b>
<b>Net Income (w/o liabilities)</b>		<b>-9,245.21</b>	<b>23,263.65</b>



**ASSETS****CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>48,712.90</u>
<b>TOTAL CURRENT ASSETS</b>	<u>56,727.58</u>

**TOTAL ASSETS**56,727.58**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-1,303.47
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,303.47
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	-154.11
Great West Life	-1,167.45
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>-2,625.03</u>

**TOTAL LIABILITIES**-2,625.03**EQUITY****EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	<u>23,263.65</u>
<b>Total Earnings</b>	<u>52,224.71</u>

**TOTAL EQUITY**52,224.71**LIABILITIES AND EQUITY**49,599.68

**REVENUE****REVENUE**

Town of Brooks	0.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	1,722.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,862.34
Rural Memberships	700.00
Donations	50.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	1,800.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>6,134.34</u>

**TOTAL REVENUE**6,134.34**EXPENSE****EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	284.72
New Library Furnishings	394.73
Payroll Expense	40.50
Library Supplies	857.25
Administration & Travel	7.88
Recruitment expense	0.00
Program Expense	25.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	321.60
Copier & Computer Costs	58.73
Security Monitoring	25.00
GST Expense	4.59
Freight & Postage	121.70
Professional Memberships	0.00
Publicity & Advertising	608.25
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	26.25
Wages	11,380.96
EI Expense	335.52
CPP Expense	438.28
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	412.79
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>15,379.55</u>

**TOTAL EXPENSE**15,379.55**NET INCOME**-9,245.21

**REVENUE****REVENUE**

Town of Brooks	90,507.75
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	49,981.00
AB. Temp. Employment Grants	3,763.20
County of Newell	0.00
Local Memberships	11,029.23
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	11,671.10
Rural Memberships	2,897.80
Donations	1,008.25
Charitable Receipt Donations	1,898.61
Fundraisers	66.20
Adopt-a-magazine	1,900.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>175,862.64</u>

**TOTAL REVENUE**175,862.64**EXPENSE****EXPENSES**

Shortgrass Expense	21,177.30
Shortgrass - Rural mem. payment	780.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	1,206.35
New Library Furnishings	1,434.23
Payroll Expense	422.93
Library Supplies	3,511.58
Administration & Travel	4,194.86
Recruitment expense	0.00
Program Expense	1,011.13
Repair & Maintenance	125.39
Rebinding, Microfilming, Laminating	1,131.75
Staff Training	365.47
Telephone and Fax Expense	2,446.92
Copier & Computer Costs	1,711.55
Security Monitoring	256.75
GST Expense	35.92
Freight & Postage	735.80
Professional Memberships	0.00
Publicity & Advertising	1,619.30
Audit & Insurance	2,730.00
Bank Charges	108.60
Miscellaneous	137.73
Wages	92,576.62
EI Expense	2,729.03
CPP Expense	3,608.05
WCB Expense	435.84
Great West Life	1,034.04
L.A.P.P. Expense	3,480.29
AB Health Expense	246.40
<b>TOTAL EXPENSES</b>	<u>152,598.99</u>

**TOTAL EXPENSE**152,598.99**NET INCOME**23,263.65

**Brooks Public Library Board Meeting Minutes**  
**Thursday, October 23, 2003**

**Present** - Jonathan Jaikaran, Henry Najda, Jerri Schindeler, Karen Bonora, Pat Walsh, Rudy Esau, Gloria Evans, Carina Weisbach, Julia Reinhart (Librarian), Elsie Strach.

**Absent** - Mary Beecroft

Jonathan called the meeting to order at 5:49 p.m.

Motion to approve agenda as printed. Moved by Henry. Seconded by Karen. **Carried.**

Minutes of the meeting were read. Moved by Jerri. Seconded by Carina that the minutes be approved as printed. **Carried.**

**Business Arising**

- Presentation of 2004 Budget on November 4<sup>th</sup> at 5:30 p.m. at Town of Brooks. Karen, Jonathan and Julia will do the presentation.
- Logo by Computer Connections was chosen by a show of hands.
- Non-Resident fee increase - Shortgrass Board has proposed a fee increase to \$70.00 next year and \$80.00 the following year for Non-Resident Individual Memberships. Julia has written to Shortgrass expressing our concern over the proposal to eliminate the Non-resident Family Membership. Tabled decision on Family Memberships to November meeting.
- Patron Appreciation Night - 80 to 100 enjoyed the evening of hot dogs, popcorn and Rice- Krispee squares. Thank-you cards have been sent to the donors.
- Northern Exposure to Leadership Program - Julia has applied to attend. Will take place in January.
- APLEN CAP III - funding won't happen until January for equipment only.
- APLEN Workshop - Henry gave an overview of the workshop.
- Problems with Youth - RCMP have been contacted. Parents to come in and talk with Librarian.
- Medieval Fair - May 29, 2004.
  - 10:00 a.m. - 5:00 p.m. working with the Society for Creative Anachronism.
  - There will be jousting demos. Town of Brooks is aware of plans.

**Correspondence**

- Shortgrass Clippings - news about various libraries.
- July - Shortgrass Library Meeting - Barbecue and meeting.
- Trustee Voice - handed out to Board members.
- Pencil sketches will be on display in November. => Very good
- November Calendar - showing library events coming up.

**Financial Report**

- Henry reviewed the financial report for August. Motion by Henry. Seconded by Pat that expenses of \$15,239.55 for the month of August be approved. **Carried.**
- September financial report reviewed. Moved by Henry. Seconded by Rudy that the expenditures of \$13,933.10 for the month of September be approved. **Carried.**

- Discussion of Endowment Fund tabled to the December meeting.

### **Shortgrass Library System Report**

- Rudy recapped some of the issues being looked into. Looking at Integrated Library System. Budget will be assessed for infrastructure up-grading.

### **Librarian's Report**

- as per attached report.

### **Personnel Committee Report**

- no report.

### **Policy Committee Report**

- no report.

### **Plan of Service Committee**

- Plan of Service is completed.

### **New Business**

- Shortgrass Library System Survey - Board to turn these into Julia by Monday.
- ALTA Trustee Workshop - November 22, 2003. Board members, Karen Bonora and Carina Weisbach to attend. Julia Reinhart also to attend.
- meeting with Library Managers and Board Chairs. Jonathan and Julia attended on October 15 and found it very informative.
- Amnesty Week - November 3<sup>rd</sup> - 8<sup>th</sup>. Board agreed by a show of hands.
- Election of Board Members:
  - Nominations for Chairman - Henry Najda. Nominated by Karen Bonora. Seconded by Pat Walsh. **Carried.**
  - Moved by Gloria Evans that Jerri act as Secretary. Seconded by Elsie Stach. **Carried.**
  - Vice Chair - nominated by volunteering is Carina Weisbach. Henry moved. Seconded by Rudy. **Carried.**
  - Treasurer - Henry nominated Gloria Evans. Gloria declined. Elsie volunteered for Treasurer.
- Julia, Jonathan and Elsie did a presentation to the County Council Thursday morning, October 23, 2003.
- Jonathan thanked Julia for her presentation to Councillors at the Meet and Greet event, Thursday, October 23.

Finance Committee meeting - Wednesday, November 26, 2003 at 8:30 a.m.

Board Meeting - Thursday, November 27, 2003 at 6:30 p.m.

Meeting adjourned at 7:25 p.m. Motion by Gloria Evans.

Henry - Chair  
Jerri - Sec  
Carina - VC  
Elsie - Treas

- Discussion of Endowment Fund tabled to the December meeting.

### Shortgrass Library System Report

- Rudy recapped some of the issues being looked into. Looking at Integrated Library System. Budget will be assessed for infrastructure up-grading.

### Librarian's Report

- as per attached report.

### Personnel Committee Report

- no report.

### Policy Committee Report

- no report.

### Plan of Service Committee

- Plan of Service is completed.

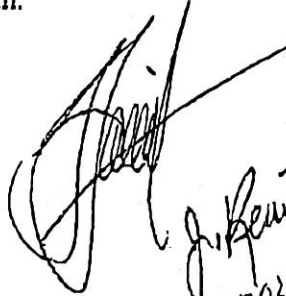
### New Business

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- Election of Board Members:
  - Nominations for Chairman - Henry Najda. Nominated by Karen Bonora. Seconded by Pat Walsh. **Carried.**
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Finance Committee meeting - Wednesday, November 26, 2003 at 8:30 a.m.

Board Meeting - Thursday, November 27, 2003 at 6:30 p.m.

Meeting adjourned at 7:25 p.m. Motion by Gloria Evans.

  
J. Reinhart  
2003/11/25.

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. Wed. October 22nd, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, and Julia Reinhart  
Absent: Henry Najda

- 1) The committee discussed what direction to take with the Endowment Fund and tabled this item until the December financial meeting.
- 2) The number of local memberships sold this year appear are down slightly. Some of the possible reasons for this were discussed.
- 3) Motion to accept the expenditure of \$13,933.10 for the month of September 2003.
- 4) Next Finance Committee Meeting will be on Wed. Nov. 26<sup>th</sup>, 2003
- 5) Meeting adjourned at 9:00 a.m.

**2003 Annual Budget for the Brooks Public Library**  
**SEPTEMBER 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	30,169.25	120,677.00
Gov't of Canada – Summer Em.	1,432.00	1,446.00	1,446.00
Province of Alberta	46,684.00	0.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	9,694.64	9,694.64
Local Memberships	18,500.00	1,386.00	12,415.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	156.00
Fines, books and services	18,000.00	1,212.63	12,883.73
Rural Memberships	2,500.00	500.00	3,397.80
Donations	2,000.00	0.00	1,008.25
Charitable Receipt Donations	2,000.00	375.00	2,273.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	400.00	2,300.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>45,183.52</b>	<b>221,046.16</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	21,177.30
Shortgrass – Rural membership	1,250.00	710.00	1,490.00
Shortgrass-Dynix	6,000.00	0.00	3,345.16
Books & Materials	4,000.00	90.26	1,296.61
New Library Furnishings	2,000.00	954.37	2,388.60
Payroll Expense	500.00	40.50	463.43
Library Supplies	5,000.00	35.15	3,546.73
Administration & Travel	4,000.00	27.50	4,222.36
Program Expense	2,000.00	60.29	1,071.42
Repair & Maintenance	2,800.00	22.76	148.15
Rebinding	1,500.00	0.00	1,131.75
Staff Training	2,100.00	0.00	365.47
Telephone & Fax Expense	3,500.00	0.00	2,446.92
Copier & Computer Costs	2,500.00	0.00	1,711.55
Security Monitoring	350.00	25.00	281.75
Computer Technician	3,000.00	0.00	0.00
GST Expense	21.00	4.59	40.51
Freight & Postage	950.00	0.00	735.80
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	21.28	1,640.58
Audit and Insurance	3,000.00	0.00	2,730.00
Bank Charges	35.00	5.00	113.60



Miscellaneous	500.00	0.00	137.73
Wages (includes temp. staff)	131,060.00	10,749.92	103,326.54
EI Expense	4,000.00	316.96	3,045.99
CPP Expense	4,700.00	415.86	4,023.91
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	422.86	3,903.15
AB Health Expense	370.00	30.80	277.20
<b>Total Expenses</b>	<b>245,236.00</b>	<b>13,933.10</b>	<b>166,532.09</b>
<b>Net (Loss) Earnings</b>	<b>(7,430.00)</b>		
<b>Liabilities</b>		<b>-2,605.96</b>	<b>-2,605.96</b>
<b>Total Expense (after liabilities)</b>		<b>16,539.06</b>	<b>169,138.05</b>
<b>Net Income (w/o liabilities)</b>		<b>31,250.42</b>	<b>54,514.07</b>

**ASSETS****CURRENT ASSETS**

GIC Account		0.00
GST Recoverable		983.50
Endowment Fund		6,981.18
Furn. & Shelving Reserve		0.00
Cash On Hand / Float		50.00
Cash In Bank		<u>79,982.39</u>
<b>TOTAL CURRENT ASSETS</b>		<u><u>87,997.07</u></u>

**TOTAL ASSETS**87,997.07**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales		0.00
GST Paid on Purchases	-1,384.48	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-1,384.48
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	<u>0.00</u>	
Receiver General Payable		0.00
L.A.P.P. Payable		-154.11
Great West Life		-1,067.37
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><u>-2,605.96</u></u>

**TOTAL LIABILITIES**-2,605.96**EQUITY****EARNINGS**

Endowment Fund Reserves		6,981.18
Retained Earnings		21,979.88
Current Earnings		<u>54,514.07</u>
<b>Total Earnings</b>		<u><u>83,475.13</u></u>

**TOTAL EQUITY**83,475.13**LIABILITIES AND EQUITY**80,869.17

**REVENUE****REVENUE**

Town of Brooks	120,677.00
Govt. of Canada - Summer Employ. P	1,446.00
Province of Alberta	49,981.00
AB. Temp. Employment Grants	3,763.20
County of Newell	9,694.64
Local Memberships	12,415.23
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	12,883.73
Rural Memberships	3,397.80
Donations	1,008.25
Charitable Receipt Donations	2,273.61
Fundraisers	66.20
Adopt-a-magazine	2,300.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>221,046.16</u>

**TOTAL REVENUE** 221,046.16

**EXPENSE****EXPENSES**

Shortgrass Expense	21,177.30
Shortgrass - Rural mem. payment	1,490.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	1,296.61
New Library Furnishings	2,388.60
Payroll Expense	463.43
Library Supplies	3,546.73
Administration & Travel	4,222.36
Recruitment expense	0.00
Program Expense	1,071.42
Repair & Maintenance	148.15
Rebinding, Microfilming, Laminating	1,131.75
Staff Training	365.47
Telephone and Fax Expense	2,446.92
Copier & Computer Costs	1,711.55
Security Monitoring	281.75
Computer Technician	0.00
GST Expense	40.51
Freight & Postage	735.80
Professional Memberships	0.00
Publicity & Advertising	1,640.58
Audit & Insurance	2,730.00
Bank Charges	113.60
Miscellaneous	137.73
Wages	103,326.54
EI Expense	3,045.99
CPP Expense	4,023.91
WCB Expense	435.84
Great West Life	1,034.04
L.A.P.P. Expense	3,903.15
AB Health Expense	277.20
<b>TOTAL EXPENSES</b>	<u>166,532.09</u>

**TOTAL EXPENSE** 166,532.09

**NET INCOME** 54,514.07

**REVENUE****REVENUE**

Town of Brooks	30,169.25
Gov't. of Canada - Summer Employ. P	1,446.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	9,694.64
Local Memberships	1,386.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,212.63
Rural Memberships	500.00
Donations	0.00
Charitable Receipt Donations	375.00
Fundraisers	0.00
Adopt-a-magazine	400.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>45,183.52</u>

**TOTAL REVENUE**45,183.52**EXPENSE****EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	710.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	90.26
New Library Furnishings	954.37
Payroll Expense	40.50
Library Supplies	35.15
Administration & Travel	27.50
Recruitment expense	0.00
Program Expense	60.29
Repair & Maintenance	22.76
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Technician	0.00
GST Expense	4.59
Freight & Postage	0.00
Professional Memberships	0.00
Publicity & Advertising	21.28
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	10,749.92
EI Expense	316.96
CPP Expense	415.86
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	422.86
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>13,933.10</u>

**TOTAL EXPENSE**13,933.10**NET INCOME**31,250.42

**Brooks Public Library Board Meeting Minutes**  
**Tuesday, November 25, 2003**

**Present** - Julia Reinhart (Librarian), Jonathan Jaikaran, Jerri Schindeler, Carina Weisbach, Rudy Esau, Karen Bonora, Elsie Strach.

**Absent** - Henry Najda, Gloria Evans, Mary Beecroft, Pat Walsh.

Jonathan called the meeting to order at 6:40 p.m.

Motion to approve the agenda as printed. Moved by Rudy. Seconded by Karen. **Carried.**

Minutes of the October 23, 2003 meeting were read. Moved by Jerri. Seconded by Carina that the minutes be approved as printed. **Carried.**

**Business Arising**

- Presentation of 2004 Budget at Town of Brooks Office.
- Shortgrass Non-Resident fees increase to be delayed for the time being. The Shortgrass Library System Board will review them in September.
- Northern Exposure - Julia was not accepted to attend from over subscription.
- CAP III - Grant available to purchase new equipment. Julia will assess which computers will be replaced.
- Trustee Workshop - on November 22, 2003. Four people attended; Rudy, Carina, Julia and Karen. Very informative.
- Amnesty Week - November 3 to November 8, 2003. A good response.
- The advertisement for new Board membership was published in the Brooks Bulletin.
- Library to get extra money from County - article in the Books Bulletin.

**Correspondence**

- ALTA - web site announcement.
- Pat Walsh and Henry Najda appointments have been approved, in letter, from the Town of Brooks.

**Financial Report**

- see Financial Report for details.
- Expenditures of \$38,836.16 for the month of October was moved by Jonathan. Seconded by Carina. Carried.

**Shortgrass Library System Report**

- Rudy gave an overview of the meetings and business which will effect Shortgrass and Brooks Public Library in the future.

**Librarian's Report**

- as per printed report.

**Personnel Committee**

- no report

**Policy Committee**

- no report

**Plan of Service Committee**

- no report

Julia presented retirement gifts to Rudy and Jonathan.

**New Business**

- Dino Champlone has applied for a position on the Library Board. Karen will do a reference check and phone interview. Elsie moved that Dino Champlone be approved for the Board, dependant on Karen's findings. Seconded by Carina. **Carried.**
- Staff and Board gathering - Carina to head up ideas for a BBQ.
- Operations and Maintenance Grant - received letter regarding the special one time \$5000.00 grant from Alberta Community Development.
- Elsie brought information that Julia contact - Allan Martens - re : Utility Grant.

Board Meeting dates for 2004 were set as follows: Jan. 22, Feb. 26, March 25, April 22, May 27, June 24, July 22, August 26, Sept. 23, Oct. 28 and Nov. 25.

Finance Committee Meeting - Wednesday, January 21, 2004 at 8:30 a.m.

Board Meeting - Thursday, January 22, 2004 at 6:30 p.m.

Meeting adjourned at 8:45 p.m.

*Mary May 26 - Jan 22/04*  
*J. Bembart*

**Brooks Public Library  
Finance Committee Meeting  
8:15 a.m. November 25th, 2003**

Present: Jerri Schindeler, Jonathan Jaikaran, and Julia Reinhart  
Absent: Henry Najda

- 1) An increase in the travel reimbursement amount for staff on library business from .25 per km to .30 per km was discussed and passed.
- 2) The purchase of 3,000 plastic library cards with our new logo was discussed and passed. This will happen in the new year.
- 3) The purchase of one t-shirt (with new logo) per staff member was discussed and passed.
- 4) The CAP III grant was discussed and computer equipment will be purchased with the funds.
- 5) In recognition of the extra time, effort and volunteerism at the library and during library related community events, a monetary Christmas gift in the amounts of \$100 for full time staff, \$75 for staff at 70%, and \$50 for part time staff were discussed and passed.
- 6) \$1000 of the Book Endowment funds is to be used for the purchase of materials.
- 7) Motion to accept the expenditure of \$38,836.16 for the month of October 2003.
- 8) Next Finance Committee Meeting will be on ~~Wed. January 28<sup>th</sup>~~, 2003
- 9) Meeting adjourned at 9:00 a.m.

Wed. Dec. 17<sup>th</sup> - Elsie, Henry.  
8:30 am

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical techniques employed.

3. The third part of the document presents the results of the study. It includes a series of tables and graphs that illustrate the findings and trends observed during the experiment.

4. The fourth part of the document discusses the implications of the findings and provides recommendations for future research. It highlights the need for further investigation into the underlying mechanisms and factors influencing the results.

5. The fifth part of the document concludes the study and summarizes the key findings. It reiterates the importance of accurate record-keeping and the need for ongoing research in this field.

6. The sixth part of the document provides a list of references and sources used in the study. It includes a comprehensive bibliography of relevant literature and research papers.

7. The seventh part of the document contains a list of appendices and supplementary materials. These include additional data, charts, and detailed descriptions of the experimental setup.

8. The eighth part of the document provides a list of acknowledgments and thanks to the individuals and organizations that supported the study. It expresses gratitude for their contributions and assistance.

9. The ninth part of the document contains a list of contact information for the author and the research team. It includes email addresses and phone numbers for further inquiries.

10. The tenth part of the document provides a list of keywords and terms used throughout the study. It includes a glossary of key concepts and definitions.



**2003 Annual Budget for the Brooks Public Library**  
**OCTOBER 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	120,677.00
Gov't of Canada – Summer Em.	1,432.00	0.00	1,446.00
Province of Alberta	46,684.00	0.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	9,694.64
Local Memberships	18,500.00	1,788.00	14,203.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	156.00
Fines, books and services	18,000.00	1,542.53	14,426.26
Rural Memberships	2,500.00	320.00	3,717.80
Donations	2,000.00	0.00	1,008.25
Charitable Receipt Donations	2,000.00	0.00	2,273.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	0.00	2,300.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>3,650.53</b>	<b>224,696.69</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	21,177.30	42,354.60
Shortgrass – Rural membership	1,250.00	0.00	1,490.00
Shortgrass-Dynix	6,000.00	0.00	3,345.16
Books & Materials	4,000.00	215.02	1,511.63
New Library Furnishings	2,000.00	-513.80	1,874.80
Payroll Expense	500.00	41.85	505.28
Library Supplies	5,000.00	266.83	3,813.56
Administration & Travel	4,000.00	240.20	4,462.56
Program Expense	2,000.00	717.83	1,789.25
Repair & Maintenance	2,800.00	1,818.86	1,967.01
Rebinding	1,500.00	0.00	1,131.75
Staff Training	2,100.00	328.20	693.67
Telephone & Fax Expense	3,500.00	623.31	3,070.23
Copier & Computer Costs	2,500.00	273.72	1,985.27
Security Monitoring	350.00	25.00	306.75
Computer Technician	3,000.00	138.86	138.86
GST Expense	21.00	4.69	45.20
Freight & Postage	950.00	33.63	769.43
Professional Memberships	300.00	0.00	0.00
Publicity and Advertising	1,600.00	31.00	1,671.58
Audit and Insurance	3,000.00	192.40	2,922.40
Bank Charges	35.00	45.00	158.60

Miscellaneous	500.00	17.95	155.68
Wages (includes temp. staff)	131,060.00	11,902.67	115,229.21
EI Expense	4,000.00	342.01	3,388.00
CPP Expense	4,700.00	449.90	4,473.81
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,034.04
LAPP Expense	5,000.00	432.93	4,336.08
AB Health Expense	370.00	30.80	308.00
<b>Total Expenses</b>	245,236.00	38,836.16	205,368.25
<b>Net (Loss) Earnings</b>	(7,430.00)		
<b>Liabilities</b>		-3,219.68	-3,219.68
<b>Total Expense (after liabilities)</b>		42,055.84	208,587.93
<b>Net Income (w/o liabilities)</b>		-35,185.63	19,328.44

**ASSETS****CURRENT ASSETS**

GIC Account		0.00
GST Recoverable		983.50
Endowment Fund		6,981.18
Furn. & Shelving Reserve		0.00
Cash On Hand / Float		50.00
Cash In Bank		44,183.04
<b>TOTAL CURRENT ASSETS</b>		<u>52,197.72</u>

**TOTAL ASSETS**52,197.72**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,764.71	
GST Paid on Books	0.00	
Net GST Owing/Refund		-1,764.71
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	0.00	
Receiver General Payable		0.00
L.A.P.P. Payable		-154.11
Great West Life		-1,300.86
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
<b>TOTAL CURRENT LIABILITIES</b>		<u>-3,219.68</u>

**TOTAL LIABILITIES**-3,219.68**EQUITY****EARNINGS**

Endowment Fund Reserves		6,981.18
Retained Earnings		21,979.88
Current Earnings		19,328.44
<b>Total Earnings</b>		<u>48,289.50</u>

**TOTAL EQUITY**48,289.50**LIABILITIES AND EQUITY**45,069.82

**REVENUE****REVENUE**

Town of Brooks	120,677.00
Gov't. of Canada - Summer Employ. P	1,446.00
Province of Alberta	49,981.00
AB. Temp. Employment Grants	3,763.20
County of Newell	9,694.64
Local Memberships	14,203.23
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	14,426.26
Rural Memberships	3,717.80
Donations	1,008.25
Charitable Receipt Donations	2,273.61
Fundraisers	66.20
Adopt-a-magazine	2,300.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>224,696.69</u>

**TOTAL REVENUE**224,696.69**EXPENSE****EXPENSES**

Shortgrass Expense	42,354.60
Shortgrass - Rural mem. payment	1,490.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	1,511.63
New Library Furnishings	1,874.80
Payroll Expense	505.28
Library Supplies	3,813.56
Administration & Travel	4,462.56
Recruitment expense	0.00
Program Expense	1,789.25
Repair & Maintenance	1,967.01
Rebinding, Microfilming, Laminating	1,131.75
Staff Training	693.67
Telephone and Fax Expense	3,070.23
Copier & Computer Costs	1,985.27
Security Monitoring	306.75
Computer Technician	138.86
GST Expense	45.20
Freight & Postage	769.43
Professional Memberships	0.00
Publicity & Advertising	1,671.58
Audit & Insurance	2,922.40
Bank Charges	158.60
Miscellaneous	155.68
Wages	115,229.21
EI Expense	3,388.00
CPP Expense	4,473.81
WCB Expense	435.84
Great West Life	1,034.04
L.A.P.P. Expense	4,336.08
AB Health Expense	308.00
<b>TOTAL EXPENSES</b>	<u>205,368.25</u>

**TOTAL EXPENSE**205,368.25**NET INCOME**19,328.44

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	0.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	1,788.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,542.53
Rural Memberships	320.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,650.53</u>

**TOTAL REVENUE** 3,650.53

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	21,177.30
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	215.02
New Library Furnishings	-513.80
Payroll Expense	41.85
Library Supplies	266.83
Administration & Travel	240.20
Recruitment expense	0.00
Program Expense	717.83
Repair & Maintenance	1,818.86
Rebinding, Microfilming, Laminating	0.00
Staff Training	328.20
Telephone and Fax Expense	623.31
Copier & Computer Costs	273.72
Security Monitoring	25.00
Computer Technician	138.86
GST Expense	4.69
Freight & Postage	33.63
Professional Memberships	0.00
Publicity & Advertising	31.00
Audit & Insurance	192.40
Bank Charges	45.00
Miscellaneous	17.95
Wages	11,902.67
EI Expense	342.01
CPP Expense	449.90
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	432.93
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>38,836.16</u>

**TOTAL EXPENSE** 38,836.16

**NET INCOME** -35,185.63

			<u>Debits</u>	<u>Credits</u>
10/3/2003	J433	1250, Oct/03, Koffee Bean Kafe		
		2100 GST Paid on Purchases	7.29	-
		5130 Staff Training	104.20	-
		1080 Cash In Bank	-	111.49
10/4/2003	J434	1251, Oct03, Shortgrass Library System		
		5175 Computer Technician	138.86	-
		1080 Cash In Bank	-	138.86
10/4/2003	J435	1252, Oct04/03, Shortgrass Library System		
		5020 Shortgrass Expense	21,177.30	-
		1080 Cash In Bank	-	21,177.30
10/4/2003	J436	1253, Oct03, Telus Mobility		
		2100 GST Paid on Purchases	2.37	-
		5140 Telephone and Fax Expense	33.20	-
		1080 Cash In Bank	-	35.57
10/4/2003	J437	1254, Oct03, Telus		
		2100 GST Paid on Purchases	3.45	-
		5140 Telephone and Fax Expense	49.69	-
		1080 Cash In Bank	-	53.14
10/4/2003	J438	1255, Oct04/03, Telus		
		2100 GST Paid on Purchases	10.50	-
		5140 Telephone and Fax Expense	150.85	-
		1080 Cash In Bank	-	161.35
10/4/2003	J439	1256, October03, Telus		
		2100 GST Paid on Purchases	3.55	-
		5140 Telephone and Fax Expense	51.14	-
		1080 Cash In Bank	-	54.69
10/4/2003	J440	1257, Oct03, Brodart		
		2100 GST Paid on Purchases	6.80	-
		5070 Library Supplies	97.13	-
		1080 Cash In Bank	-	103.93
10/4/2003	J441	1258, October03, Brodart		
		2100 GST Paid on Purchases	112.16	-
		5050 New Library Furnishings	445.00	-
		5070 Library Supplies	1,136.70	-
		5200 Freight & Postage	20.59	-
		1080 Cash In Bank	-	1,714.45
10/4/2003	J442	1259, Oct03, Great-West Life Assurance Compan		
		2420 Great West Life	333.57	-
		1080 Cash In Bank	-	333.57
10/4/2003	J443	1260, Oct03, Grande Prairie Public Library		
		5260 Miscellaneous	17.95	-
		1080 Cash In Bank	-	17.95
10/4/2003	J444	1261, Oct03, Home Hardware		
		2100 GST Paid on Purchases	1.12	-
		5090 Program Expense	15.97	-
		1080 Cash In Bank	-	17.09
10/4/2003	J445	1262, Oct03, Ikon Office Solutions		
		2100 GST Paid on Purchases	6.08	-
		5160 Copier & Computer Costs	86.83	-
		1080 Cash In Bank	-	92.91
10/4/2003	J446	1263, Oct03, Brooks Bulletin		
		2100 GST Paid on Purchases	1.09	-
		5220 Publicity & Advertising	15.50	-
		1080 Cash In Bank	-	16.59
10/4/2003	J447	1264, Oct03, Engravables		
		2100 GST Paid on Purchases	1.82	-
		5070 Library Supplies	26.00	-

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	27.82
10/4/2003	J448	1265, Oct03, Vauxhall Advance		
		2100 GST Paid on Purchases	1.19	-
		5030 Books & Materials	17.00	-
		1080 Cash In Bank	-	18.19
10/4/2003	J449	1266, Oct03, Bessie Jacowishen		
		5090 Program Expense	32.64	-
		1080 Cash In Bank	-	32.64
10/4/2003	J450	ADJ1266, Reversing J449. Correction is J451.		
		1080 Cash In Bank	32.64	-
		5090 Program Expense	-	32.64
10/4/2003	J451	1266, Oct03, Bessie Jacowishen		
		5090 Program Expense	32.64	-
		1080 Cash In Bank	-	32.64
10/4/2003	J452	1267, Oct03, Hanna Harold		
		2100 GST Paid on Purchases	2.45	-
		5030 Books & Materials	35.00	-
		1080 Cash In Bank	-	37.45
10/4/2003	J453	1268, Oct03, DocuCom		
		2100 GST Paid on Purchases	105.36	-
		5100 Repair & Maintenance	1,505.16	-
		1080 Cash In Bank	-	1,610.52
10/3/2003	J466	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	303.75
		1080 Cash In Bank	303.75	-
10/3/2003	J467	Deposit, Local memberships		
		4090 Local Memberships	-	468.00
		1080 Cash In Bank	468.00	-
10/3/2003	J468	Deposit, Rural memberships		
		4140 Rural Memberships	-	140.00
		1080 Cash In Bank	140.00	-
10/7/2003	J469	1270, Oct03, Arthur Slade		
		5090 Program Expense	285.00	-
		1080 Cash In Bank	-	285.00
10/15/2003	J476	1272, Oct03, SEACIRA		
		5130 Staff Training	30.00	-
		1080 Cash In Bank	-	30.00
10/20/2003	J477	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	301.41
		1080 Cash In Bank	301.41	-
10/20/2003	J478	Deposit, Local memberships		
		4090 Local Memberships	-	324.00
		1080 Cash In Bank	324.00	-
10/20/2003	J479	Deposit, Rural memberships		
		4140 Rural Memberships	-	60.00
		1080 Cash In Bank	60.00	-
10/20/2003	J480	Deposit, Foundation reimbursement of funds		
		4180 Fundraisers	-	1,951.80
		1080 Cash In Bank	1,951.80	-
10/20/2003	J481	1273, Oct03, Royal Bank Visa		
		2100 GST Paid on Purchases	25.47	-
		5030 Books & Materials	122.69	-
		5080 Administration & Travel	108.20	-
		5090 Program Expense	212.71	-
		5130 Staff Training	89.00	-

			Debits	Credits
		5250 Bank Charges	40.00	-
		1080 Cash In Bank	-	598.07
10/20/2003	J482	1274, Oct03, Brooks Stationers		
		2100 GST Paid on Purchases	13.08	-
		5160 Copier & Computer Costs	186.89	-
		1080 Cash In Bank	-	199.97
10/20/2003	J483	1275, Oct03, Multi Valu Mart (Brooks) IGA		
		5090 Program Expense	22.75	-
		1080 Cash In Bank	-	22.75
10/20/2003	J484	1276, October20/03, Telus		
		2100 GST Paid on Purchases	9.67	-
		5140 Telephone and Fax Expense	140.60	-
		1080 Cash In Bank	-	150.27
10/20/2003	J485	1277, October20th03, Telus		
		2100 GST Paid on Purchases	3.83	-
		5140 Telephone and Fax Expense	55.70	-
		1080 Cash In Bank	-	59.53
10/20/2003	J486	1278, October20-03, Telus		
		2100 GST Paid on Purchases	3.87	-
		5140 Telephone and Fax Expense	56.25	-
		1080 Cash In Bank	-	60.12
10/20/2003	J487	1279, October03, Brooks Bulletin		
		2100 GST Paid on Purchases	1.09	-
		5220 Publicity & Advertising	15.50	-
		1080 Cash In Bank	-	16.59
10/20/2003	J488	1280, Oct03, Bassano Publishers		
		5030 Books & Materials	20.33	-
		1080 Cash In Bank	-	20.33
10/22/2003	J489	1281, Oct03, Chads Behavioral Services		
		5030 Books & Materials	20.00	-
		1080 Cash In Bank	-	20.00
10/27/2003	J490	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	352.89
		1080 Cash In Bank	352.89	-
10/27/2003	J491	Deposit, Local membership		
		4090 Local Memberships	-	282.00
		1080 Cash In Bank	282.00	-
10/27/2003	J492	1282, Oct03, Jardel Carpet cleaning		
		2100 GST Paid on Purchases	17.15	-
		5100 Repair & Maintenance	245.00	-
		1080 Cash In Bank	-	262.15
10/27/2003	J493	1283, Oct03, Ronnie Adams		
		2100 GST Paid on Purchases	11.20	-
		5090 Program Expense	148.76	-
		1080 Cash In Bank	-	159.96
10/27/2003	J494	1284, Oct03, Iwassa Industries		
		2100 GST Paid on Purchases	4.81	-
		5100 Repair & Maintenance	68.70	-
		1080 Cash In Bank	-	73.51
10/27/2003	J495	1285, Oct2003, Telus Mobility		
		2100 GST Paid on Purchases	7.51	-
		5140 Telephone and Fax Expense	85.88	-
		1080 Cash In Bank	-	93.39
10/27/2003	J496	ADJ1285, Reversing J495. Correction is J497.		
		1080 Cash In Bank	93.39	-
		2100 GST Paid on Purchases	-	7.51



			Debits	Credits
		5140 Telephone and Fax Expense	-	85.88
10/27/2003	J497	1285, Oct2003, Telus Mobility		
		2100 GST Paid on Purchases	7.51	-
		5140 Telephone and Fax Expense	85.88	-
		1080 Cash In Bank	-	93.39
10/30/2003	J498	1286, Oct03, Alberta Library Trustees Assn.		
		5130 Staff Training	105.00	-
		1080 Cash In Bank	-	105.00
10/31/2003	J499	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	385.12
		1080 Cash In Bank	385.12	-
10/31/2003	J500	Deposit, Local Memberships		
		4090 Local Memberships	-	288.00
		1080 Cash In Bank	288.00	-
10/31/2003	J501	Deposit, Rural memberships		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
10/31/2003	J502	1287, Oct2003, Bessie Jacowishen		
		5080 Administration & Travel	77.00	-
		1080 Cash In Bank	-	77.00
10/31/2003	J503	1288, Oct03, Computer Connection		
		2100 GST Paid on Purchases	3.85	-
		5080 Administration & Travel	55.00	-
		1080 Cash In Bank	-	58.85
10/31/2003	J504	1289, Oct03, Purolator Courier		
		5200 Freight & Postage	13.04	-
		1080 Cash In Bank	-	13.04
10/31/2003	J505	1290, Oct03, Meyers Norris Penny		
		2100 GST Paid on Purchases	13.47	-
		5240 Audit & Insurance	192.40	-
		1080 Cash In Bank	-	205.87
10/31/2003	J506	1291, Oct03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	787.51	-
		1080 Cash In Bank	-	787.51
10/31/2003	J515	Debit, Securek fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
10/31/2003	J516	Debit, ADP payroll fee - Oct2003		
		5060 Payroll Expense	41.85	-
		5180 GST Expense	2.94	-
		1080 Cash In Bank	-	44.79
10/31/2003	J517	Debit, Alberta Health		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
10/31/2003	J518	Debit, Payroll October 2003		
		5300 Wages	11,902.67	-
		5310 EI Expense	342.01	-
		5320 CPP Expense	449.90	-
		5350 L.A.P.P. Expense	432.93	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	100.08
		2400 L.A.P.P. Payable	-	787.51
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	12,226.72

			<u>Debits</u>	<u>Credits</u>
10/31/2003	J519	Debit, Br. Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
10/31/2003	J520	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	199.36
		1080 Cash In Bank	199.36	-
10/31/2003	J521	Deposit, Local memberships		
		4090 Local Memberships	-	426.00
		1080 Cash In Bank	426.00	-
10/20/2003	J526	ADJDeposit, Reversing J480. Correction is J527.		
		4180 Fundraisers	1,951.80	-
		1080 Cash In Bank	-	1,951.80
10/20/2003	J527	Deposit, Foundation reimbursement of funds		
		5070 Library Supplies	-	993.00
		5050 New Library Furnishings	-	958.80
		1080 Cash In Bank	1,951.80	-
			<hr/>	<hr/>
			52,091.26	52,091.26

**Brooks Public Library  
Finance Committee Meeting  
8:30 a.m. December 17th, 2003**

Present: Jerri Schindeler, Julia Reinhart, Henry Najda and Elsie Strach

- 1) Julia has received instructions from Meyers, Norris, Penny for the completion of the 2003 audit. She will be putting the requested materials together and submitting these by the end of January 2004.
- 2) Motion to accept the expenditure of \$16,504.13 for the month of November 2003.
- 3) Next Finance Committee Meeting will be on Wed. January 21st, 2004
- 4) Meeting adjourned at 9:00 a.m.

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
Recoverable	983.50
Endowment Fund	6,981.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	29,727.40
<b>TOTAL CURRENT ASSETS</b>	<u>37,742.08</u>

**TOTAL ASSETS** 37,742.08

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,079.50
GST Paid on Books	0.00
Net GST Owing/Refund	-2,079.50
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
Receiver General Payable	0.00
L.A.P.P. Payable	-154.11
Great West Life	-1,419.31
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>-3,652.92</u>

**TOTAL LIABILITIES** -3,652.92

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	21,979.88
Current Earnings	5,306.04
<b>Total Earnings</b>	<u>34,267.10</u>

**TOTAL EQUITY** 34,267.10

**LIABILITIES AND EQUITY** 30,614.18

**2003 Annual Budget for the Brooks Public Library**  
**NOVEMBER 2003**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	120,677.00
Gov't of Canada – Summer Em.	1,432.00	0.00	1,446.00
Province of Alberta	46,684.00	0.00	49,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	9,694.64
Local Memberships	18,500.00	983.78	15,187.01
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	156.00
Fines, books and services	18,000.00	1,177.95	15,604.21
Rural Memberships	2,500.00	120.00	3,837.80
Donations	2,000.00	0.00	1,008.25
Charitable Receipt Donations	2,000.00	200.00	2,473.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	0.00	2,300.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>2,481.73</b>	<b>227,178.42</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	42,354.60
Shortgrass – Rural membership	1,250.00	0.00	1,490.00
Shortgrass-Dynix	6,000.00	0.00	3,345.16
Books & Materials	4,000.00	1,862.37	3,374.00
New Library Furnishings	2,000.00	450.46	2,325.26
Payroll Expense	500.00	51.25	556.53
Library Supplies	5,000.00	53.50	3,867.06
Administration & Travel	4,000.00	190.99	4,653.55
Program Expense	2,000.00	75.24	1,864.49
Repair & Maintenance	2,800.00	0.00	1,967.01
Rebinding	1,500.00	395.45	1,527.20
Staff Training	2,100.00	233.57	927.24
Telephone & Fax Expense	3,500.00	294.81	3,365.04
Copier & Computer Costs	2,500.00	190.36	2,175.63
Security Monitoring	350.00	25.00	331.75
Computer Technician	3,000.00	0.00	138.86
GST Expense	21.00	5.35	50.55
Freight & Postage	950.00	116.93	886.36
Professional Memberships	300.00	200.00	200.00
Publicity and Advertising	1,600.00	15.50	1,687.08
Audit and Insurance	3,000.00	0.00	2,922.40
Bank Charges	35.00	5.00	163.60

Miscellaneous	500.00	0.00	155.68
Wages (includes temp. staff)	131,060.00	10,953.65	126,182.86
EI Expense	4,000.00	207.41	3,595.41
CPP Expense	4,700.00	231.94	4,705.75
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	509.82	1,543.86
LAPP Expense	5,000.00	404.73	4,740.81
AB Health Expense	370.00	30.80	338.80
<b>Total Expenses</b>	245,236.00	16,504.13	221,872.38
<b>Net (Loss) Earnings</b>	(7,430.00)		
<b>Liabilities</b>		-3,652.92	-3,652.92
<b>Total Expense (after liabilities)</b>		20,157.05	225,525.30
<b>Net Income (w/o liabilities)</b>		-14,022.40	1,653.12

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	120,677.00
Govt. of Canada - Summer Employ. P	1,446.00
Province of Alberta	49,981.00
AB. Temp. Employment Grants	3,763.20
County of Newell	9,694.64
Local Memberships	15,187.01
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	15,604.21
Rural Memberships	3,837.80
Donations	1,008.25
Charitable Receipt Donations	2,473.61
Fundraisers	66.20
Adopt-a-magazine	2,300.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>227,178.42</u>

**TOTAL REVENUE** 227,178.42

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	42,354.60
Shortgrass - Rural mem. payment	1,490.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	3,374.00
New Library Furnishings	2,325.26
Payroll Expense	556.53
Library Supplies	3,867.06
Administration & Travel	4,653.55
Recruitment expense	0.00
Program Expense	1,864.49
Repair & Maintenance	1,967.01
Binding, Microfilming, Laminating	1,527.20
Training	927.24
Telephone and Fax Expense	3,365.04
Copier & Computer Costs	2,175.63
Security Monitoring	331.75
Computer Technician	138.86
GST Expense	50.55
Freight & Postage	886.36
Professional Memberships	200.00
Publicity & Advertising	1,687.08
Audit & Insurance	2,922.40
Bank Charges	163.60
Miscellaneous	155.68
Wages	126,182.86
EI Expense	3,595.41
CPP Expense	4,705.75
WCB Expense	435.84
Great West Life	1,543.86
L.A.P.P. Expense	4,740.81
AB Health Expense	338.80
<b>TOTAL EXPENSES</b>	<u>221,872.38</u>

**TOTAL EXPENSE** 221,872.38

**NET INCOME** 5,306.04







**REVENUE**

<b>REVENUE</b>	
Town of Brooks	0.00
Province of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
AB. Temp. Employment Grants	0.00
County of Newell	0.00
Local Memberships	983.78
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,177.95
Rural Memberships	120.00
Donations	0.00
Charitable Receipt Donations	200.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>2,481.73</u>

**TOTAL REVENUE** 2,481.73

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	1,862.37
New Library Furnishings	450.46
Payroll Expense	51.25
Library Supplies	53.50
Administration & Travel	190.99
Recruitment expense	0.00
Program Expense	75.24
Repair & Maintenance	0.00
Binding, Microfilming, Laminating	395.45
Staff Training	233.57
Telephone and Fax Expense	294.81
Copier & Computer Costs	190.36
Security Monitoring	25.00
Computer Technician	0.00
GST Expense	5.35
Freight & Postage	116.93
Professional Memberships	200.00
Publicity & Advertising	15.50
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	10,953.65
EI Expense	207.41
CPP Expense	231.94
WCB Expense	0.00
Great West Life	509.82
L.A.P.P. Expense	404.73
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>16,504.13</u>

**TOTAL EXPENSE** 16,504.13

**NET INCOME** -14,022.40



1. The first part of the document is a list of names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

2. The second part of the document is a list of the names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

3. The third part of the document is a list of the names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

4. The fourth part of the document is a list of the names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

5. The fifth part of the document is a list of the names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

6. The sixth part of the document is a list of the names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list includes the names of the members of the committee, the names of the members of the sub-committee, and the names of the members of the advisory committee. The addresses are given in full, including the street name, the city, the state, and the zip code.

Account: 1080 Cash In Bank      Deposit No.: \*\*\* all \*\*\*      By statement end date: N  
 Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
11/1/2003	J507	Nov03, Canadian Libr...	1292	-	125.00	N	Outstanding
11/7/2003	J508	Nov03, Brodart	1293	-	1,128.70	Y	Cleared
11/7/2003	J509	Nov03, Canada Post	1294	-	51.36	Y	Cleared
11/7/2003	J510	Nov03, Brooks Statio...	1295	-	141.30	Y	Cleared
11/7/2003	J511	Nov03, Home Hardw...	1296	-	5.61	Y	Cleared
11/7/2003	J512	Nov03, Julia Reinhart	1297	-	42.27	Y	Cleared
11/7/2003	J513	Nov03, Medicin Hat ...	1298	-	50.00	Y	Cleared
11/7/2003	J514	Nov03, Great-West Li...	1299	-	333.57	Y	Cleared
11/14/2003	J522	Fines etc.	Deposit	322.10	-	Y	Cleared
11/14/2003	J523	Local memberships	Deposit	264.00	-	Y	Cleared
11/14/2003	J524	Rural memberships	Deposit	120.00	-	Y	Cleared
11/14/2003	J525	Donation from Found...	Deposit	1,054.86	-	Y	Cleared
11/14/2003	J528	Nov03, Ikon Office S...	1300	-	45.92	Y	Cleared
11/14/2003	J529	Nov03, Multi Valu Ma...	1301	-	109.43	Y	Cleared
11/14/2003	J530	Nov03, Deines Micro...	1302	-	423.13	Y	Cleared
11/14/2003	J531	Nov03, Medicine Hat ...	1303	-	36.30	Y	Cleared
11/14/2003	J532	Nov03, Freedom to R...	1304	-	20.00	Y	Cleared
11/20/2003	J533	nov2003, Canada Post	1305	-	51.36	Y	Cleared
11/21/2003	J534	Fines etc.	Deposit	256.95	-	Y	Cleared
11/21/2003	J535	Local membership	Deposit	228.00	-	Y	Cleared
11/21/2003	J536	Nov03, Karen Bonora	1306	-	66.00	Y	Cleared
11/21/2003	J537	Nov03, Royal Bank Vi...	1307	-	2,719.36	Y	Cleared
11/21/2003	J538	Nov03, Purolator Cou...	1308	-	20.93	Y	Cleared
11/21/2003	J539	Nov03, Brooks Bulletin	1309	-	16.59	Y	Cleared
11/21/2003	J540	Nov03, Telus	1310	-	153.24	Y	Cleared
11/21/2003	J541	Nov2003, Telus	1311	-	55.65	Y	Cleared
11/21/2003	J542	November2003, Telus	1312	-	56.44	Y	Cleared
11/28/2003	J546	Local memberships	Deposit	275.78	-	Y	Cleared
11/28/2003	J548	Fines etc.	Deposit	361.50	-	Y	Cleared
11/30/2003	J550	Dec03, Great-West L...	1314	-	394.78	N	Outstanding
11/30/2003	J551	Dec03, Library Assoc...	1315	-	80.25	N	Outstanding
11/30/2003	J552	Dec03, Telus Mobility	1316	-	49.99	N	Outstanding
11/30/2003	J553	Nov03, Local Authoriti...	1317	-	736.21	N	Outstanding
11/30/2003	J563	Securtek security fee	Debit	-	26.75	Y	Cleared
11/30/2003	J564	Payroll Fee for Nov03	Debit	-	46.29	Y	Cleared
11/30/2003	J565	Alberta Health - Julia	Debit	-	44.00	Y	Cleared
11/30/2003	J566	Payroll Fee - processi...	Debit	-	8.56	Y	Cleared
11/30/2003	J567	Payroll for November ...	Debit	-	10,948.24	Y	Cleared
11/30/2003	J568	Br. Dest. Fee	Debit	-	5.00	Y	Cleared
11/7/2003	J569	Fines etc.	Deposit	237.40	-	Y	Cleared
11/7/2003	J570	Local memberships	Deposit	216.00	-	Y	Cleared
11/7/2003	J571	Donations	Deposit	200.00	-	Y	Cleared
			3,536.59	17,992.23			

			<u>Debits</u>	<u>Credits</u>
11/7/2003	J507	1292, Nov03, Canadian Library Association 5210 Professional Memberships 1080 Cash In Bank	125.00 -	- 125.00
11/7/2003	J508	1293, Nov03, Brodart 2100 GST Paid on Purchases 5050 New Library Furnishings 5200 Freight & Postage 1080 Cash In Bank	73.84 975.00 79.86 -	- - - 1,128.70
11/7/2003	J509	1294, Nov03, Canada Post 2100 GST Paid on Purchases 5200 Freight & Postage 1080 Cash In Bank	3.36 48.00 -	- - 51.36
11/7/2003	J510	1295, Nov03, Brooks Stationers 2100 GST Paid on Purchases 5070 Library Supplies 5160 Copier & Computer Costs 1080 Cash In Bank	9.25 13.50 118.55 -	- - - 141.30
11/7/2003	J511	1296, Nov03, Home Hardware 2100 GST Paid on Purchases 5090 Program Expense 1080 Cash In Bank	0.37 5.24 -	- - 5.61
11/7/2003	J512	1297, Nov03, Julia Reinhart 5130 Staff Training 1080 Cash In Bank	42.27 -	- 42.27
11/7/2003	J513	1298, Nov03, Medicin Hat Museum and Art Galle 5090 Program Expense 1080 Cash In Bank	50.00 -	- 50.00
11/7/2003	J514	1299, Nov03, Great-West Life Assurance Compan 2420 Great West Life 5340 Great West Life 1080 Cash In Bank	100.08 233.49 -	- - 333.57
11/14/2003	J522	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 322.10	322.10 -
11/14/2003	J523	Deposit, Local memberships 4090 Local Memberships 1080 Cash In Bank	- 264.00	264.00 -
11/14/2003	J524	Deposit, Rural memberships 4140 Rural Memberships 1080 Cash In Bank	- 120.00	120.00 -
11/14/2003	J525	Deposit, Donation from Found. - newspaper rack 5050 New Library Furnishings 5200 Freight & Postage 1080 Cash In Bank	- - 1,054.86	975.00 79.86 -
11/14/2003	J528	1300, Nov03, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	3.00 42.92 -	- - 45.92
11/14/2003	J529	1301, Nov03, Multi Valu Mart (Brooks) IGA 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	7.66 101.77 -	- - 109.43
11/14/2003	J530	1302, Nov03, Deines Micro-Film Service 2100 GST Paid on Purchases 5120 Rebinding, Microfilming, Laminating 1080 Cash In Bank	27.68 395.45 -	- - 423.13

			Debits	Credits
11/14/2003	J531	1303, Nov03, Medicine Hat Public Library		
		5130 Staff Training	36.30	-
		1080 Cash In Bank	-	36.30
11/14/2003	J532	1304, Nov03, Freedom to Read Kit		
		5090 Program Expense	20.00	-
		1080 Cash In Bank	-	20.00
11/20/2003	J533	1305, nov2003, Canada Post		
		2100 GST Paid on Purchases	3.36	-
		5200 Freight & Postage	48.00	-
		1080 Cash In Bank	-	51.36
11/21/2003	J534	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	256.95
		1080 Cash In Bank	256.95	-
11/21/2003	J535	Deposit, Local membership		
		4090 Local Memberships	-	228.00
		1080 Cash In Bank	228.00	-
11/21/2003	J536	1306, Nov03, Karen Bonora		
		5130 Staff Training	66.00	-
		1080 Cash In Bank	-	66.00
11/21/2003	J537	1307, Nov03, Royal Bank Visa		
		2100 GST Paid on Purchases	159.42	-
		5030 Books & Materials	1,862.37	-
		5050 New Library Furnishings	450.46	-
		5070 Library Supplies	40.00	-
		5080 Administration & Travel	89.22	-
		5130 Staff Training	89.00	-
		5160 Copier & Computer Costs	28.89	-
		1080 Cash In Bank	-	2,719.36
11/21/2003	J538	1308, Nov03, Purolator Courier		
		5200 Freight & Postage	20.93	-
		1080 Cash In Bank	-	20.93
11/21/2003	J539	1309, Nov03, Brooks Bulletin		
		2100 GST Paid on Purchases	1.09	-
		5220 Publicity & Advertising	15.50	-
		1080 Cash In Bank	-	16.59
11/21/2003	J540	1310, Nov03, Telus		
		2100 GST Paid on Purchases	9.97	-
		5140 Telephone and Fax Expense	143.27	-
		1080 Cash In Bank	-	153.24
11/21/2003	J541	1311, Nov2003, Telus		
		2100 GST Paid on Purchases	3.61	-
		5140 Telephone and Fax Expense	52.04	-
		1080 Cash In Bank	-	55.65
11/21/2003	J542	1312, November2003, Telus		
		2100 GST Paid on Purchases	3.66	-
		5140 Telephone and Fax Expense	52.78	-
		1080 Cash In Bank	-	56.44
11/28/2003	J546	Deposit, Local memberships		
		4090 Local Memberships	-	275.78
		1080 Cash In Bank	275.78	-
11/28/2003	J548	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	361.50
		1080 Cash In Bank	361.50	-
11/30/2003	J550	1314, Dec03, Great-West Life Assurance Compan		
		2420 Great West Life	118.45	-
		5340 Great West Life	276.33	-
		1080 Cash In Bank	-	394.78

			Debits	Credits
11/30/2003	J551	1315, Dec03, Library Association of Alberta		
		2100 GST Paid on Purchases	5.25	-
		5210 Professional Memberships	75.00	-
		1080 Cash In Bank	-	80.25
11/30/2003	J552	1316, Dec03, Telus Mobility		
		2100 GST Paid on Purchases	3.27	-
		5140 Telephone and Fax Expense	46.72	-
		1080 Cash In Bank	-	49.99
11/30/2003	J553	1317, Nov03, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	736.21	-
		1080 Cash In Bank	-	736.21
11/30/2003	J563	Debit, Securtek security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
11/30/2003	J564	Debit, Payroll Fee for Nov03		
		5060 Payroll Expense	43.25	-
		5180 GST Expense	3.04	-
		1080 Cash In Bank	-	46.29
11/30/2003	J565	Debit, Alberta Health - Julia		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
11/30/2003	J566	Debit, Payroll Fee - processing charges		
		5060 Payroll Expense	8.00	-
		5180 GST Expense	0.56	-
		1080 Cash In Bank	-	8.56
11/30/2003	J567	Debit, Payroll for November 2003		
		5300 Wages	10,953.65	-
		5310 EI Expense	207.41	-
		5320 CPP Expense	231.94	-
		5350 L.A.P.P. Expense	404.73	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	100.00
		2400 L.A.P.P. Payable	-	736.21
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	10,948.24
11/30/2003	J568	Debit, Br. Dest. Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
11/7/2003	J569	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	237.40
		1080 Cash In Bank	237.40	-
11/7/2003	J570	Deposit, Local memberships		
		4090 Local Memberships	-	216.00
		1080 Cash In Bank	216.00	-
11/7/2003	J571	Deposit, Donations		
		4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
			22,409.11	22,409.11

Account: 1080 Cash In Bank

Deposit No.: \*\*\* all \*\*\*

By statement end date: N

Cleared: Y, Deposit error: Y, Payment error: Y, NSF: Y, Reversed: Y, Void: Y, Adjustment: Y, Outstanding: Y

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
10/3/2003	J433	Oct/03, Koffee Bean ...	1250	111.49		Y	Cleared
10/4/2003	J434	Oct03, Shortgrass Li...	1251	138.86		Y	Cleared
10/4/2003	J435	Oct04/03, Shortgrass...	1252	21,177.30		Y	Cleared
10/4/2003	J436	Oct03, Telus Mobility	1253	35.57		Y	Cleared
10/4/2003	J437	Oct03, Telus	1254	53.14		Y	Cleared
10/4/2003	J438	Oct04/03, Telus	1255	161.35		Y	Cleared
10/4/2003	J439	October03, Telus	1256	54.69		Y	Cleared
10/4/2003	J440	Oct03, Brodart	1257	103.93		Y	Cleared
10/4/2003	J441	October03, Brodart	1258	1,714.45		Y	Cleared
10/4/2003	J442	Oct03, Great-West Li...	1259	333.57		Y	Cleared
10/4/2003	J443	Oct03, Grande Prairi...	1260	17.95		Y	Cleared
10/4/2003	J444	Oct03, Home Hardware	1261	17.09		Y	Cleared
10/4/2003	J445	Oct03, Ikon Office So...	1262	92.91		Y	Cleared
10/4/2003	J446	Oct03, Brooks Bulletin	1263	16.59		Y	Cleared
10/4/2003	J447	Oct03, Engravables	1264	27.82		Y	Cleared
10/4/2003	J448	Oct03, Vauxhall Adva...	1265	18.19		Y	Cleared
10/4/2003	J449	Oct03, Bessie Jacowi...	1266	32.64		Y	Cleared
10/4/2003	J450	Reversing J449. Corr...	ADJ1266			Y	Cleared
10/4/2003	J451	Oct03, Bessie Jacowi...	1266	32.64		Y	Cleared
10/4/2003	J452	Oct03, Hanna Harold	1267	37.45		Y	Cleared
10/4/2003	J453	Oct03, DocuCom	1268	1,610.52		Y	Cleared
10/3/2003	J466	Fines etc.	Deposit			Y	Cleared
10/3/2003	J467	Local memberships	Deposit			Y	Cleared
10/3/2003	J468	Rural memberships	Deposit			Y	Cleared
10/7/2003	J469	Oct03, Arthur Slade	1270	285.00		Y	Cleared
10/15/2003	J476	Oct03, SEACIRA	1272	30.00		N	Outstanding
10/20/2003	J477	Fines etc.	Deposit			Y	Cleared
10/20/2003	J478	Local memberships	Deposit			Y	Cleared
10/20/2003	J479	Rural memberships	Deposit			Y	Cleared
10/20/2003	J480	Foundation reimburse...	Deposit			Y	Cleared
10/20/2003	J481	Oct03, Royal Bank Visa	1273	598.07		Y	Cleared
10/20/2003	J482	Oct03, Brooks Statio...	1274	199.97		Y	Cleared
10/20/2003	J483	Oct03, Multi Valu Mar...	1275	22.75		Y	Cleared
10/20/2003	J484	October20/03, Telus	1276	150.27		Y	Cleared
10/20/2003	J485	October20th03, Telus	1277	59.53		Y	Cleared
10/20/2003	J486	October20-03, Telus	1278	60.12		Y	Cleared
10/20/2003	J487	October03, Brooks B...	1279	16.59		Y	Cleared
10/20/2003	J488	Oct03, Bassano Publi...	1280	20.33		Y	Cleared
10/22/2003	J489	Oct03, Chads Behavi...	1281	20.00		N	Outstanding
10/27/2003	J490	Fines etc.	Deposit			Y	Cleared
10/27/2003	J491	Local membership	Deposit			Y	Cleared
10/27/2003	J492	Oct03, Jardel Carpet ...	1282	262.15		N	Outstanding
10/27/2003	J493	Oct03, Ronnie Adams	1283	159.96		N	Outstanding
10/27/2003	J494	Oct03, Iwassa Indust...	1284	73.51		Y	Cleared
10/27/2003	J495	Oct2003, Telus Mobility	1285	93.39		Y	Cleared
10/27/2003	J496	Reversing J495. Corr...	ADJ1285			Y	Cleared
10/27/2003	J497	Oct2003, Telus Mobility	1285	93.39		N	Outstanding
10/30/2003	J498	Oct03, Alberta Library...	1286	105.00		N	Outstanding
10/31/2003	J499	Fines etc.	Deposit			Y	Cleared
10/31/2003	J500	Local Memberships	Deposit			Y	Cleared
10/31/2003	J501	Rural memberships	Deposit			Y	Cleared
10/31/2003	J502	Oct2003, Bessie Jac...	1287	77.00		Y	Cleared
10/31/2003	J503	Oct03, Computer Co...	1288	58.85		N	Outstanding
10/31/2003	J504	Oct03, Purolator Cou...	1289	13.04		N	Outstanding
10/31/2003	J505	Oct03, Meyers Norris...	1290	205.87		N	Outstanding
10/31/2003	J506	Oct03, Local Authoriti...	1291	787.51		N	Outstanding
11/7/2003	J507	Nov03, Canadian Libr...	1292	125.00		N	Outstanding
11/7/2003	J508	Nov03, Brodart	1293	1,128.70		N	Outstanding
11/7/2003	J509	Nov03, Canada Post	1294	51.36		N	Outstanding
11/7/2003	J510	Nov03, Brooks Statio...	1295	141.30		N	Outstanding
11/7/2003	J511	Nov03, Home Hardw...	1296	5.61		N	Outstanding
11/7/2003	J512	Nov03, Julia Reinhart	1297	42.27		N	Outstanding
11/7/2003	J513	Nov03, Medicin Hat ...	1298	50.00		N	Outstanding
11/7/2003	J514	Nov03, Great-West Li...	1299	333.57		N	Outstanding
10/31/2003	J515	Securek fee	Debit			Y	Cleared
10/31/2003	J516	ADP payroll fee - Oct...	Debit			Y	Cleared
10/31/2003	J517	Alberta Health	Debit			Y	Cleared

Printed On: 11/14/2003





Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
10/31/2003	J518	Payroll October 2003	Debit	-	12,226.72	Y	Cleared
10/31/2003	J519	Br. Destination Fee	Debit	-	5.00	Y	Cleared
10/31/2003	J520	Fines etc.	Deposit	199.36	-	Y	Cleared
10/31/2003	J521	Local memberships	Deposit	426.00	-	Y	Cleared
11/14/2003	J522	Fines etc.	Deposit	322.10	-	N	Outstanding
11/14/2003	J523	Local memberships	Deposit	264.00	-	N	Outstanding
11/14/2003	J524	Rural memberships	Deposit	120.00	-	N	Outstanding
11/14/2003	J525	Donation from Found....	Deposit	1,054.86	-	N	Outstanding
10/20/2003	J526	Reversing J480. Corr...	ADJDeposit	-	1,951.80	N	Outstanding
10/20/2003	J527	Foundation reimburse...	Deposit	1,951.80	-	N	Outstanding
			9,441.12	45,357.32			