

			<u>Debits</u>	<u>Credits</u>
8/2004	J471	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 230.77	230.77 -
8/6/2004	J472	Deposit, Local memberships 4090 Resident Cardholder Fees 1080 Cash In Bank	- 288.00	288.00 -
8/6/2004	J473	Deposit, Rural membership 4140 Non-resident Cardholder Fees 1080 Cash In Bank	- 60.00	60.00 -
8/9/2004	J474	1576, Aug 2004, Securtek Monitoring Solutions 2100 GST Paid on Purchases 5170 Security Monitoring 1080 Cash In Bank	2.45 35.00 -	- - 37.45
8/9/2004	J475	1577, Aug 2004, Brooks Computer Service 2100 GST Paid on Purchases 5060 Payroll Expense 1080 Cash In Bank	3.50 50.00 -	- - 53.50
8/9/2004	J476	1578, Aug 2004, Cactus Communications 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	5.22 74.57 -	- - 79.79
8/2004	J477	1579, Aug 2004, University of British Columbi 5200 Freight & Postage 1080 Cash In Bank	12.00 -	- 12.00
8/9/2004	J478	1580, Aug 2004, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	5.87 83.85 -	- - 89.72
8/9/2004	J479	1581, Aug 2004, Telus Mobility 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	4.32 64.60 -	- - 68.92
8/13/2004	J486	1582, Aug04, Canada Post 2100 GST Paid on Purchases 5200 Freight & Postage 1080 Cash In Bank	6.86 98.00 -	- - 104.86
8/13/2004	J487	Deposit, Fines 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 260.60	260.60 -
8/13/2004	J488	Deposit, Local Memberships 4090 Resident Cardholder Fees 1080 Cash In Bank	- 366.00	366.00 -

			<u>Debits</u>	<u>Credits</u>
8/1/2004	J489	Deposit, Rural Membership 4140 Non-resident Cardholder Fees 1080 Cash In Bank	- 60.00	60.00 -
8/13/2004	J490	Deposit, Telephone Reimbursment 5140 Telephone and Fax Expense 1080 Cash In Bank	- 32.92	32.92 -
8/13/2004	J491	Deposit, Adopt-a-Magazine Program 4185 Adopt-a-magazine 1080 Cash In Bank	- 1,000.00	1,000.00 -
8/13/2004	J492	1583, Aug 2004, Brooks Greenhouses 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	3.27 46.73 -	- - 50.00
8/13/2004	J493	1584, Aug 2004, Town of Brooks 2420 AUMA Extended Health 5340 AUMA Extended Health 1080 Cash In Bank	138.28 322.64 -	- - 460.92
8/13/2004	J494	1585, Aug 2004, Jessica Corcoran 2100 GST Paid on Purchases 5090 Program Expense 1080 Cash In Bank	1.21 30.11 -	- - 31.32
8/13/2004	J495	1586, July04, Gloria Evans 5080 Administration & Travel 1080 Cash In Bank	158.86 -	- 158.86
8/20/2004	J496	1587, Aug04, The Alberta Library 5130 Staff Training 1080 Cash In Bank	160.50 -	- 160.50
8/20/2004	J497	1588, Aug04, Medicine Hat Museum & Art Galler 5090 Program Expense 1080 Cash In Bank	50.00 -	- 50.00
8/20/2004	J498	1589, Aug04, Brooks Bulletin 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	3.50 50.00 -	- - 53.50
8/20/2004	J499	1590, Aug04, Royal Bank Visa 2100 GST Paid on Purchases 5050 New Library Furnishings 5160 Copier & Computer Costs 1080 Cash In Bank	41.59 24.83 569.27 -	- - - 635.69
8/20/2004	J500	1591, Aug2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	10.94 157.15 -	- - 168.09

			Debits	Credits
8/1/2004	J501	1592, August2004, Telus		
		2100 GST Paid on Purchases	3.83	-
		5140 Telephone and Fax Expense	55.19	-
		1080 Cash In Bank	-	59.02
8/20/2004	J502	1593, Aug04, Telus		
		2100 GST Paid on Purchases	3.75	-
		5140 Telephone and Fax Expense	54.04	-
		1080 Cash In Bank	-	57.79
8/31/2004	J503	1594, Aug04, Ronnie Adams		
		5300 Wages	1,102.72	-
		1080 Cash In Bank	-	981.05
		2310 EI Payable	-	21.83
		2320 CPP Payable	-	40.15
		2330 Income Tax Payable	-	59.69
8/31/2004	J504	1595, Aug04, Ryan Anderson		
		5300 Wages	69.56	-
		1080 Cash In Bank	-	68.18
		2310 EI Payable	-	1.38
8/31/2004	J505	1596, Aug04, Jessica Corcoran		
		5300 Wages	1,034.63	-
		1080 Cash In Bank	-	977.36
		2310 EI Payable	-	20.49
		2320 CPP Payable	-	36.78
8/31/2004	J506	1597, Aug04, Bessie Jacowishen		
		5300 Wages	1,926.54	-
		1080 Cash In Bank	-	1,413.58
		2310 EI Payable	-	38.15
		2320 CPP Payable	-	80.93
		2330 Income Tax Payable	-	243.64
		2400 L.A.P.P. Payable	-	107.92
		2420 AUMA Extended Health	-	42.32
8/31/2004	J507	1598, Aug04, Maxine Meldrum		
		5300 Wages	1,926.54	-
		1080 Cash In Bank	-	1,452.16
		2310 EI Payable	-	38.15
		2320 CPP Payable	-	324.57
		2400 L.A.P.P. Payable	-	107.92
		2420 AUMA Extended Health	-	3.74
8/31/2004	J508	1599, Aug04, Becci Pierog		
		5300 Wages	234.75	-
		1080 Cash In Bank	-	230.10
		2310 EI Payable	-	4.65
8/31/2004	J509	1600, Aug04, Nancy Reid		
		5300 Wages	643.39	-
		1080 Cash In Bank	-	613.24
		2310 EI Payable	-	12.74
		2320 CPP Payable	-	17.41

			<u>Debits</u>	<u>Credits</u>
8/1/2004	J510	1601, Aug04, Julia Reinhart		
		5300 Wages	3,149.54	-
		1080 Cash In Bank	-	2,179.45
		2310 EI Payable	-	62.36
		2320 CPP Payable	-	141.46
		2330 Income Tax Payable	-	553.56
		2400 L.A.P.P. Payable	-	176.44
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
8/31/2004	J511	1602, Aug04, Bruce Schmidt		
		5300 Wages	574.87	-
		1080 Cash In Bank	-	549.47
		2310 EI Payable	-	11.38
		2320 CPP Payable	-	14.02
8/31/2004	J512	1603, Aug04, Sharon Wilson		
		5300 Wages	401.08	-
		1080 Cash In Bank	-	387.72
		2310 EI Payable	-	7.94
		2320 CPP Payable	-	5.42
8/20/2004	J513	Deposit, Local Memberships		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
8/20/2004	J514	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	398.86
		1080 Cash In Bank	398.86	-
8/20/2004	J515	Deposit, Non-res memberships		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
8/27/2004	J516	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	365.90
		1080 Cash In Bank	365.90	-
8/27/2004	J517	Deposit, Resioent cardholders		
		4090 Resident Cardholder Fees	-	294.00
		1080 Cash In Bank	294.00	-
8/27/2004	J518	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	500.00
		1080 Cash In Bank	500.00	-
8/27/2004	J519	Deposit, Adopt-a-magazine		
		4185 Adopt-a-magazine	-	500.00
		1080 Cash In Bank	500.00	-
8/20/2004	J520	Deposit, Adopt-a-magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-

			<u>Debits</u>	<u>Credits</u>
8/1/2004	J521	1604, Aug 2004, Brooks Bulletin		
		2100 GST Paid on Purchases	1.68	-
		5220 Publicity & Advertising	24.00	-
		1080 Cash In Bank	-	25.68
8/30/2004	J522	1605, Aug2004, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
8/30/2004	J523	1606, Aug 2004, Canadian Library Association		
		5210 Professional Memberships	200.00	-
		1080 Cash In Bank	-	200.00
8/30/2004	J524	1607, Aug 2004, Brooks Stationers		
		2100 GST Paid on Purchases	4.13	-
		5070 Library Supplies	59.00	-
		1080 Cash In Bank	-	63.13
8/30/2004	J525	1608, Aug 2004, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	28.80
8/30/2004	J526	1609, Aug2004, Telus Mobility		
		2100 GST Paid on Purchases	3.74	-
		5140 Telephone and Fax Expense	49.28	-
		1080 Cash In Bank	-	53.02
8/30/2004	J527	1610, Aug2004, Jessica Corcoran		
		2100 GST Paid on Purchases	0.72	-
		5090 Program Expense	10.30	-
		1080 Cash In Bank	-	11.02
8/30/2004	J528	1611, Aug2004, Shortgrass Library System		
		5021 Shortgrass - Non-resident fees	1,630.00	-
		1080 Cash In Bank	-	1,630.00
8/31/2004	J529	1612, Aug04, Canada Customs and Revenue Agenc		
		2310 EI Payable	219.07	-
		2320 CPP Payable	417.10	-
		2330 Income Tax Payable	1,100.53	-
		5310 EI Expense	306.69	-
		5320 CPP Expense	417.10	-
		1080 Cash In Bank	-	2,460.49
8/31/2004	J530	1613, Aug04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	392.28	-
		5350 L.A.P.P. Expense	462.31	-
		1080 Cash In Bank	-	854.59
8/31/2004	J541	Debit, Securtek security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75

			<u>Debits</u>	<u>Credits</u>
8/1/2004	J542	Debit, Alberta Health - Julia		
		2440 AB Health Payable	13.20	-
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	44.00
8/31/2004	J543	Debit, Br Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<hr/>	<hr/>
			23,822.58	23,822.58

Brooks Public Library Board Meeting Minutes
Thursday, October 28, 2004

Present- Dino Champlone, Henry Najda, Gloria Evans, Elsie Strach, Julia Reinhart (Head Librarian), Jerri Schindeler, Karen Nelson, Tilley Gamble-Altwasser.

Absent – Mary Beecroft, Pat Walsh.

Mission Statement

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

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

The Board perused the agenda. Moved by Gloria. Seconded by Karen that the agenda be accepted as printed. **Carried.**

Minutes of the September 23, 2004 meeting were read. An amendment was made to the wording of paragraph 4: Policy S3 referring to playing games and Chat Rooms in the Computer Lab. Moved by Dino. Seconded by Elsie. **Carried.**

Correspondence

- Shortgrass Board Meeting Minutes were passed around.
- Shortgrass Plan of Service for 2005-2007 was passed around.
- Chair, Margaret Douglass- County of Newell passed away. Sympathy card will be sent.

Financial Report

- Budget proposal for 2005 will be about mid November.
- Christmas Holiday – pay and staff breaks. The library will be closed Friday, Dec. 24th, Saturday, Dec 25th, Sunday, Dec. 26th and Monday, Dec. 27th. The library will be closed Friday, Dec. 31st, Saturday, January 1st, 2005 and Sunday, January 2nd, 2005.
- Henry received the September Financial report. Moved by Henry that the expenses for September of \$32,433.91 be approved. Seconded by Jerri. **Carried.**

Librarian Report

- Julia gave the report as per printed and attached.
- Julia stressed points of interest and activities of the past month.

Personnel Committee

- No report

Policy Committee Report

- Bylaws to be sent to Council for ratification.

Board Developing Standing Committee

- New Board Trustee Job and Position Description being worked on plus, Trustee Orientation and Education and as well as Board Recruitment and Membership.
- Brooks Library Board Calendar- month to month dates to remember was discussed.

New Business

- ALTA - feedback on courses
- Ad going in paper for a new Board member. Jerri Schindeler has resigned her position with the Board.
- Orientation of Town and County Councilors to be invited to library in the near future.
- Karen moved and seconded by Dino that Christmas bonuses for full time staff be \$100.00 each and part-time staff be \$50.00 each.
- Head Librarian will be given 5 days off as Christmas Bonus. Moved by Elsie. Seconded by Gloria. **Carried.**
- Town Christmas gathering – letters will be sent to Board members.
- Umbrella draw was won by Gloria Evans.

Meeting adjourned at 8:12 p.m. Moved by Elsie

Next Board meeting – Thursday, November 25, 2004 @ 6:30 p.m.

Maya Mayda
2004/11/25
J. Benhart

**Brooks Library Board
Finance Standing Committee Meeting
8:00am October 12th, 2004**

Present: Jerri Schindler, Julia Reinhart and Henry Najda

Absent: Elsie Strach

- 1) Meeting was called to order at 8:05 am
- 2) Julia mentioned that a presentation of the budget proposal for 2005 to Council would not take place until after municipal elections and would occur sometime in November.
- 3) A discussion was held re: Christmas holidays. Christmas Day, Boxing Day and New Year's Day fall on weekends this year and arrangements for payment of staff and lieu time need to be made by Julia. It was discussed that the Library could be closed Friday Dec. 24th. Full time permanent staff would then receive two lieu days (instead of three) and part time staff would be paid based on a formula Julia uses for holiday pay.
- 4) Receipts and Expenditures for the month of September were discussed and reviewed by the Committee. Expenditures for the month totaled \$32,433.91. Motion to accept expenditures for the month of September 2004.
- 5) The meeting was adjourned at 8:45am.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,241.41
Endowment Fund	6,187.23
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>13,168.18</u>
TOTAL CURRENT ASSETS	<u>20,646.82</u>

TOTAL ASSETS 20,646.82

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-1,573.91	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-1,573.91
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	-0.01	
CPP Payable	243.62	
Income Tax Payable	<u>-243.64</u>	
Receiver General Payable		-0.03
L.A.P.P. Payable		-1,221.11
AUMA Extended Health		138.24
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-2,656.81</u>

TOTAL LIABILITIES -2,656.81

EQUITY

EARNINGS

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>-6,189.76</u>
Total Earnings	<u>16,175.73</u>

TOTAL EQUITY 16,175.73

LIABILITIES AND EQUITY 13,518.92

Brooks Library Board
Receipts and Expenditures for September 2004

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	125,000	0.00	93,750.00
HRDC – Summer Student	1,500	0.00	0.00
Province of Alberta	50,000	000	49,781.00
Industry Canada - CAP 3 Grant	2,500	0.00	2,131.36
Industry Canada - CAP YI Grant	4,500	0.00	5,017.60
Canada Council for the Arts Grant	0.00	0.00	3,090.00
County of Newell Library Board	16,000	0.00	0.00
Resident Cardholder Fees	18,000	1,618.01	12,902.01
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,536.26	13,260.27
Non-resident Cardholder Fees	4,000	380.00	3,640.00
Donations	2,000	0.00	667.95
Charitable Receipt Donations	2,000	0.00	2,206.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	300.00	2,100.00
GST Recovery	1,000	0.00	1,242.56
Total Revenue	246,900	3,834.27	189,788.91
Expenditures			
SLS Expense (Materials Allot.)	44,000	21,699.48	43,398.96
Shortgrass – Non-resident Fees	2,000	0.00	2,150.00
Dynix and Telecom (SLS)	4,000	0.00	4,605.08
Books & Materials	4,000	272.09	675.36
New Library Furnishings	2,000	-825.00	828.08
Library Equipment	3,000	0.00	1,800.95
Payroll Expense	600	0.00	523.00
Library Supplies	6,000	-1,050.29	4,681.07
Administration & Travel	3,000	34.00	2,328.73
Program Expense	2,000	0.00	1,219.28
CC for the Arts Expense	0	0.00	3,089.44
Repair & Maintenance	2,500	0.00	181.30
Rebinding	2,000	0.00	135.00
Staff Training	2,500	0.00	1,596.55
Telephone & Fax Expense	3,500	292.88	2,884.16
Copier & Computer Costs	2,500	162.84	1,535.87
Security Monitoring	400	25.00	315.00
Computer Main. Contracts	2,000	0.00	106.51
GST Expense	0.00	1.75	23.70

Freight & Postage	1,000	0.00	603.28
Professional Memberships	300	0.00	400.00
Publicity and Advertising	2,000	210.00	574.16
Audit and Insurance	3,500	0.00	2,344.00
Bank Charges	200	10.00	171.65
Miscellaneous	200	0.00	15.83
Wages (includes temp. staff)	135,000	10,392.08	106,123.65
EI Expense	2,500	288.06	2,962.58
CPP Expense	6,000	395.48	4,122.63
WCB Expense	500	0.00	461.56
AUMA Expense	3,400	0.00	1,244.25
LAPP Expense	5,900	494.74	4,599.84
AB Health Expense	400	30.80	277.20
Total Expenses	246,900	32,433.91	195,978.67

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,618.01
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,536.26
Non-resident Cardholder Fees	380.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	300.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,834.27</u>

TOTAL REVENUE 3,834.27

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	21,699.48
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	272.09
New Library Furnishings	-825.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	-1,050.29
Administration & Travel	34.00
Recruitment expense	0.00
Program Expense	0.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	292.88
Copier & Computer Costs	162.84
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	0.00
Professional Memberships	0.00
Publicity & Advertising	210.00
Audit & Insurance	0.00
Bank Charges	10.00
Miscellaneous	0.00
Wages	10,392.08
EI Expense	288.06
CPP Expense	395.48

Brooks Public Library
Income Statement 9/1/2004 to 9/30/2004

WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	494.74
AB Health Expense	<u>30.80</u>
TOTAL EXPENSES	<u>32,433.91</u>

TOTAL EXPENSE	<u>32,433.91</u>
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NET INCOME	<u><u>-28,599.64</u></u>
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REVENUE

REVENUE

Town of Brooks	93,750.00
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	2,131.36
Industry Canada - CAP YI	5,017.60
Canada Council for the Arts Grant	3,090.00
County of Newell Library Board	0.00
Resident Cardholder Fees	12,902.01
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	13,260.27
Non-resident Cardholder Fees	3,640.00
Donations	667.95
Charitable Receipt Donations	2,206.16
Fundraisers	0.00
Adopt-a-magazine	2,100.00
GST Recovery	1,242.56
TOTAL REVENUE	<u>189,788.91</u>

TOTAL REVENUE 189,788.91

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	43,398.96
Shortgrass - Non-resident fees	2,150.00
Dynix and Telecom (SLS)	4,605.08
Books & Materials	675.36
New Library Furnishings	828.08
Library Equipment	1,800.95
Payroll Expense	523.00
Library Supplies	4,681.07
Administration & Travel	2,328.73
Recruitment expense	0.00
Program Expense	1,219.28
Canada Council for the Arts expense	3,089.44
Repair & Maintenance	181.30
Rebinding, Microfilming, Laminating	135.00
Staff Training	1,596.55
Telephone and Fax Expense	2,884.16
Copier & Computer Costs	1,535.87
Security Monitoring	315.00
Computer Main. Contracts	106.51
GST Expense	23.70
Freight & Postage	603.28
Professional Memberships	400.00
Publicity & Advertising	574.16
Audit & Insurance	2,344.00
Bank Charges	171.65
Miscellaneous	15.83
Wages	106,123.65
EI Expense	2,962.58
CPP Expense	4,122.63

Brooks Public Library
Income Statement 1/1/2004 to 9/30/2004

WCB Expense	461.56
AUMA Extended Health	1,244.25
L.A.P.P. Expense	4,599.84
AB Health Expense	<u>277.20</u>
TOTAL EXPENSES	<u>195,978.67</u>

TOTAL EXPENSE	<u>195,978.67</u>
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NET INCOME	<u><u>-6,189.76</u></u>
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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
9/3/2004	J536	Fines etc. Deposit	522.22	-		Y	Cleared
9/3/2004	J537	Resident cardho... Deposit	570.01	-		Y	Cleared
9/3/2004	J538	Non-resident ca... Deposit	60.00	-		Y	Cleared
9/3/2004	J539	Adopt-a-magazi... Deposit	100.00	-		Y	Cleared
9/3/2004	J540	Reimburse from... Deposit	2,202.00	-		Y	Cleared
9/10/2004	J544	Resident Cardh... Deposit	222.00	-		Y	Cleared
9/10/2004	J545	Fines etc. Deposit	257.55	-		Y	Cleared
9/10/2004	J546	Non-resident ca... Deposit	60.00	-		Y	Cleared
9/10/2004	J547	Adopt-a-magazi... Deposit	200.00	-		Y	Cleared
9/10/2004	J548	Sept04, Brooks ... 1614	-	63.13		Y	Cleared
9/10/2004	J549	Sept04, Grand ... 1615	-	170.77		Y	Cleared
9/10/2004	J550	Sept04, Hanna ... 1616	-	37.45		Y	Cleared
9/10/2004	J551	Sept04, Ikon Of... 1617	-	71.84		Y	Cleared
9/30/2004	J552	Sept04, Shortgr... 1618	-	21,699.48		Y	Cleared
9/17/2004	J553	Fines etc. Deposit	404.47	-		Y	Cleared
9/17/2004	J554	Resident Cardh... Deposit	568.00	-		Y	Cleared
9/17/2004	J555	Non-resident ca... Deposit	140.00	-		Y	Cleared
9/23/2004	J556	Sept04, Royal B... 1619	-	425.11		Y	Cleared
9/23/2004	J557	Sept04, Brooks ... 1620	-	190.46		Y	Cleared
9/23/2004	J558	Sept04, Vauxha... 1621	-	18.19		Y	Cleared
9/23/2004	J559	Sept04, Bassan... 1622	-	20.33		Y	Cleared
9/23/2004	J560	Sept04, Brooks ... 1623	-	36.38		N	Outstanding
9/23/2004	J561	Sept04, Telus 1624	-	276.48		Y	Cleared
9/23/2004	J562	Sept2004, Broo... 1625	-	34.24		Y	Cleared
9/23/2004	J563	Sept04, Telus ... 1626	-	36.87		Y	Cleared
9/30/2004	J564	Sept04, Ronnie ... 1627	-	921.30		N	Outstanding
9/30/2004	J565	Sept04, Ryan A... 1628	-	68.18		N	Outstanding
9/30/2004	J566	Sept04, Bessie ... 1629	-	1,413.58		Y	Cleared
9/30/2004	J567	Sept04, Maxine ... 1630	-	1,460.07		Y	Cleared
9/30/2004	J568	Sept04, Becci P... 1631	-	289.56		N	Outstanding
9/30/2004	J569	Sept04, Nancy ... 1632	-	321.93		N	Outstanding
9/30/2004	J570	Sept04, Julia R... 1633	-	2,448.34		N	Outstanding
9/30/2004	J571	Sept04, Bruce ... 1634	-	683.36		N	Outstanding
9/30/2004	J572	Sept04, Sharon ... 1635	-	437.49		N	Outstanding
9/30/2004	J573	Sept04, Canada... 1636	-	2,529.68		N	Outstanding
9/30/2004	J574	Sept04, Local A... 1637	-	914.54		N	Outstanding
9/30/2004	J588	Securitek debit	-	26.75		Y	Cleared
9/30/2004	J589	Alberta Health Debit	-	44.00		Y	Cleared
9/30/2004	J590	Destination Fee Debit	-	5.00		Y	Cleared
9/30/2004	J591	Debit	-	17.00		Y	Cleared
9/24/2004	J592	Fines Debit	352.02	-		Y	Cleared
9/24/2004	J593	Local Members... Debit	390.00	-		Y	Cleared
			6,048.27	34,661.51			

			<u>Debits</u>	<u>Credits</u>
9/3/2004	J536	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	522.22
		1080 Cash In Bank	522.22	-
9/3/2004	J537	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	570.01
		1080 Cash In Bank	570.01	-
9/3/2004	J538	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
9/3/2004	J539	Deposit, Adopt-a-magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
9/3/2004	J540	Deposit, Reimburse from BLFoundation		
		5050 New Library Furnishings	-	825.00
		5070 Library Supplies	-	1,377.00
		1080 Cash In Bank	2,202.00	-
9/10/2004	J544	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	222.00
		1080 Cash In Bank	222.00	-
9/10/2004	J545	Deposit, Fines etc.		
		4090 Resident Cardholder Fees	-	257.55
		1080 Cash In Bank	257.55	-
9/10/2004	J546	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
9/10/2004	J547	Deposit, Adopt-a-magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
9/10/2004	J548	1614, Sept04, Brooks Stationers		
		2100 GST Paid on Purchases	4.13	-
		5070 Library Supplies	59.00	-
		1080 Cash In Bank	-	63.13
9/10/2004	J549	1615, Sept04, Grand & Toy		
		2100 GST Paid on Purchases	11.17	-
		5070 Library Supplies	159.60	-
		1080 Cash In Bank	-	170.77
9/10/2004	J550	1616, Sept04, Hanna Harold		
		2100 GST Paid on Purchases	2.45	-
		5030 Books & Materials	35.00	-
		1080 Cash In Bank	-	37.45
9/10/2004	J551	1617, Sept04, Ikon Office Solutions		
		2100 GST Paid on Purchases	4.70	-
		5160 Copier & Computer Costs	67.14	-
		1080 Cash In Bank	-	71.84

			<u>Debits</u>	<u>Credits</u>
9/30/2004	J552	1618, Sept04, Shortgrass Library System 5020 SLS Expense (Materials Allott... 1080 Cash In Bank	21,699.48 -	- 21,699.48
9/17/2004	J553	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 404.47	404.47 -
9/17/2004	J554	Deposit, Resident Cardholders 4090 Resident Cardholder Fees 1080 Cash In Bank	- 568.00	568.00 -
9/17/2004	J555	Deposit, Non-resident cardholders 4140 Non-resident Cardholder Fees 1080 Cash In Bank	- 140.00	140.00 -
9/23/2004	J556	1619, Sept04, Royal Bank Visa 2100 GST Paid on Purchases 5030 Books & Materials 5070 Library Supplies 5160 Copier & Computer Costs 1080 Cash In Bank	21.54 199.76 108.11 95.70 -	- - - - 425.11
9/23/2004	J557	1620, Sept04, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	12.46 178.00 -	- - 190.46
9/23/2004	J558	1621, Sept04, Vauxhall Advance 2100 GST Paid on Purchases 5030 Books & Materials 1080 Cash In Bank	1.19 17.00 -	- - 18.19
9/23/2004	J559	1622, Sept04, Bassano Publishers 5030 Books & Materials 1080 Cash In Bank	20.33 -	- 20.33
9/23/2004	J560	1623, Sept04, Brooks Greenhouses 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	2.38 34.00 -	- - 36.38
9/23/2004	J561	1624, Sept04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	17.97 258.51 -	- - 276.48
9/23/2004	J562	1625, Sept2004, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	2.24 32.00 -	- - 34.24
9/23/2004	J563	1626, Sept04, Telus Mobility 2100 GST Paid on Purchases 5140 Telephone and Fax Expense	2.50 34.37	- -

			Debits	Credits
		1080 Cash In Bank	-	36.87
9/30/2004	J564	1627, Sept04, Ronnie Adams		
		5300 Wages	1,026.29	-
		1080 Cash In Bank	-	921.30
		2310 EI Payable	-	20.32
		2320 CPP Payable	-	36.36
		2330 Income Tax Payable	-	48.31
9/30/2004	J565	1628, Sept04, Ryan Anderson		
		5300 Wages	69.56	-
		1080 Cash In Bank	-	68.18
		2310 EI Payable	-	1.38
9/30/2004	J566	1629, Sept04, Bessie Jacowishen		
		5300 Wages	1,926.54	-
		1080 Cash In Bank	-	1,413.58
		2310 EI Payable	-	38.15
		2320 CPP Payable	-	80.93
		2330 Income Tax Payable	-	243.64
		2400 L.A.P.P. Payable	-	107.92
		2420 AUMA Extended Health	-	42.32
9/30/2004	J567	1630, Sept04, Maxine Meldrum		
		5300 Wages	1,939.05	-
		1080 Cash In Bank	-	1,460.07
		2310 EI Payable	-	38.39
		2320 CPP Payable	-	81.55
		2330 Income Tax Payable	-	246.67
		2400 L.A.P.P. Payable	-	108.63
		2420 AUMA Extended Health	-	3.74
9/30/2004	J568	1631, Sept04, Becci Pierog		
		5300 Wages	295.61	-
		1080 Cash In Bank	-	289.56
		2310 EI Payable	-	5.85
		2320 CPP Payable	-	0.20
9/30/2004	J569	1632, Sept04, Nancy Reid		
		5300 Wages	330.39	-
		1080 Cash In Bank	-	321.93
		2310 EI Payable	-	6.54
		2320 CPP Payable	-	1.92
9/30/2004	J570	1633, Sept04, Julia Reinhart		
		5300 Wages	3,628.15	-
		1080 Cash In Bank	-	2,448.34
		2310 EI Payable	-	71.84
		2320 CPP Payable	-	165.16
		2330 Income Tax Payable	-	703.29
		2400 L.A.P.P. Payable	-	203.25
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20

			<u>Debits</u>	<u>Credits</u>
9/30/2004	J571	1634, Sept04, Bruce Schmidt		
		5300 Wages	721.94	-
		1080 Cash In Bank	-	683.36
		2310 EI Payable	-	14.29
		2320 CPP Payable	-	21.30
		2330 Income Tax Payable	-	2.99
9/30/2004	J572	1635, Sept04, Sharon Wilson		
		5300 Wages	454.55	-
		1080 Cash In Bank	-	437.49
		2310 EI Payable	-	9.00
		2320 CPP Payable	-	8.06
9/30/2004	J573	1636, Sept04, Canada Customs and Revenue Agen		
		2310 EI Payable	205.76	-
		2320 CPP Payable	395.48	-
		2330 Income Tax Payable	1,244.90	-
		5310 EI Expense	288.06	-
		5320 CPP Expense	395.48	-
		1080 Cash In Bank	-	2,529.68
9/30/2004	J574	1637, Sept04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	419.80	-
		5350 L.A.P.P. Expense	494.74	-
		1080 Cash In Bank	-	914.54
9/30/2004	J588	debit, Securitek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
9/30/2004	J589	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
9/30/2004	J590	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
9/30/2004	J591	Debit,		
		4090 Resident Cardholder Fees	12.00	-
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	17.00
9/24/2004	J592	Debit, Fines		
		4120 Fines, Book Sales & Services	-	352.02
		1080 Cash In Bank	352.02	-
9/24/2004	J593	Debit, Local Membership		
		4090 Resident Cardholder Fees	-	270.00
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	390.00	-

<u>Debits</u>	<u>Credits</u>
43,058.05	43,058.05

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
1/6/2004	J1	Jan03, Great-W...	1337	-	394.78		Y	Cleared
1/6/2004	J2	Jan04, Shortgra...	1338	-	69.36		Y	Cleared
1/6/2004	J3	Jan2004, Short...	1339	-	913.04		Y	Cleared
1/6/2004	J4	Jan06/04, Short...	1340	-	28.80		Y	Cleared
1/6/2004	J5	Jan04, Memory ...	1341	-	1,766.57		Y	Cleared
1/6/2004	J6	Jan04, Brooks ...	1342	-	16.59		Y	Cleared
1/6/2004	J7	Jan04, Telus M...	1343	-	35.44		Y	Cleared
1/6/2004	J8	Jan06/2004, Sh...	1344	-	520.00		Y	Cleared
1/6/2004	J9	Jan04, Local Au...	1345	-	1,221.12		Y	Cleared
1/9/2004	J10	Fines etc.	Deposit	461.15	-		Y	Cleared
1/9/2004	J11	Local members...	Deposit	390.00	-		Y	Cleared
1/9/2004	J12	Rural members...	Deposit	120.00	-		Y	Cleared
1/9/2004	J13	Donations - hon...	Deposit	35.00	-		Y	Cleared
1/9/2004	J14	CRD - Carl And...	Deposit	306.16	-		Y	Cleared
1/9/2004	J15	CDR - T.Gambl...	Deposit	750.00	-		Y	Cleared
1/9/2004	J16	Reimburse from...	Deposit	887.78	-		Y	Cleared
1/9/2004	J17	Canada Council...	Deposit	3,090.00	-		Y	Cleared
1/9/2004	J18	CAP reimburse ...	Deposit	1,379.84	-		Y	Cleared
1/16/2004	J19	Fines etc.	Deposit	343.58	-		Y	Cleared
1/16/2004	J20	Local members...	Deposit	252.00	-		Y	Cleared
1/16/2004	J21	Rural Members...	Deposit	280.00	-		Y	Cleared
1/16/2004	J22	Donations	Deposit	40.00	-		Y	Cleared
1/16/2004	J23	Jan04, Telus	1346	-	151.47		Y	Cleared
1/21/2004	J24	Jan2004, Brook...	1347	-	25.68		Y	Cleared
1/21/2004	J25	Jan04, Medicin...	1348	-	65.00		Y	Cleared
1/21/2004	J26	Jan04, Royal B...	1349	-	847.27		Y	Cleared
1/21/2004	J27	Jan 04, Harry Ni...	1350	-	400.00		Y	Cleared
1/21/2004	J28	Jan 04, Sew W...	1351	-	221.49		Y	Cleared
1/21/2004	J29	Jan 04, Telus	1352	-	56.03		Y	Cleared
1/21/2004	J30	Jan 21,04, Telus	1354	-	55.64		Y	Cleared
1/21/2004	J31	Jan 04, Bessie ...	1353	-	157.17		Y	Cleared
1/21/2004	J32	Jan04, Ikon Offi...	1355	-	25.24		Y	Cleared
1/21/2004	J33	Jan04, Brodart	1356	-	899.34		Y	Cleared
1/21/2004	J34	Jan04, Brooks ...	1357	-	32.64		Y	Cleared
1/21/2004	J35	Jan04, Brooks ...	1358	-	57.78		Y	Cleared
1/21/2004	J36	Jan04, Larry Dye	1359	-	29.95		Y	Cleared
1/21/2004	J37	Reversing J33. ...	ADJ1356	899.34	-		Y	Cleared
1/21/2004	J38	Jan04, Brodart	1356	-	899.34		Y	Cleared
1/21/2004	J39	Reversing J26. ...	ADJ1349	847.27	-		Y	Cleared
1/21/2004	J40	Jan04, Royal B...	1349	-	847.27		Y	Cleared
1/23/2004	J41	Fines etc.	Deposit	291.77	-		Y	Cleared
1/23/2004	J42	Local Members...	Deposit	376.80	-		Y	Cleared
1/23/2004	J43	Rural Members...	Deposit	120.00	-		Y	Cleared
1/23/2004	J44	Town of Brooks ...	Deposit	31,250.00	-		Y	Cleared
1/23/2004	J45	Jan04, Canada ...	1360	-	52.43		Y	Cleared
1/23/2004	J46	Jan04, Julia Rei...	1361	-	240.00		Y	Cleared
1/30/2004	J47	Jan04, Ronnie ...	1362	-	1,184.43		Y	Cleared
1/30/2004	J48	Jan04, Ryan An...	1363	-	853.96		Y	Cleared
1/30/2004	J49	Jan04, Bessie J...	1364	-	1,407.92		Y	Cleared
1/30/2004	J50	Jan04, Maxine ...	1365	-	1,408.03		Y	Cleared
1/30/2004	J51	Jan04, Evelyn ...	1366	-	127.84		Y	Cleared
1/30/2004	J52	Jan04, Nancy R...	1367	-	580.87		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
1/30/2004	J53	Jan2004, Julia ...	1368	-	2,696.88	Y	Cleared
1/30/2004	J54	Jan04, Bruce S...	1369	-	819.22	Y	Cleared
1/30/2004	J55	Jan04, Sharon ...	1370	-	721.68	Y	Cleared
1/30/2004	J56	Fines,etc	deposit	227.35	-	Y	Cleared
1/30/2004	J57	Local Members...	Deposit	281.00	-	Y	Cleared
1/30/2004	J58	Rural Members...	Deposit	60.00	-	Y	Cleared
1/30/2004	J59	Donations	Deposit	50.00	-	Y	Cleared
1/30/2004	J60	Jan 2004, Brook...	1371	-	31.99	Y	Cleared
1/30/2004	J61	Jan2004, Servic...	1372	-	12.00	Y	Cleared
1/30/2004	J62	Jan 2004, Brodart	1373	-	183.83	Y	Cleared
1/30/2004	J63	Jan 2004, Gran...	1374	-	256.16	Y	Cleared
1/30/2004	J64	Jan 2004, Telus	1375	-	42.64	Y	Cleared
1/31/2004	J65	Jan2004, Local ...	1376	-	967.88	Y	Cleared
1/30/2004	J66	Jan04, Alberta ...	1377	-	195.00	Y	Cleared
1/31/2004	J67	Jan04, Canada ...	1378	-	3,130.61	Y	Cleared
2/6/2004	J68	Fines, etc	deposit	336.78	-	Y	Cleared
2/6/2004	J69	Local Members...	deposit	276.00	-	Y	Cleared
2/6/2004	J70	Rural Members...	Deposit	120.00	-	Y	Cleared
2/6/2004	J71	CAP 3 Grant - ...	Deposit	2,131.36	-	Y	Cleared
2/6/2004	J72	Feb2004, Brook...	1379	-	25.68	Y	Cleared
2/6/2004	J73	Feb2004, Brodart	1380	-	15.88	Y	Cleared
2/6/2004	J74	Feb2004, Brook...	1381	-	31.99	Y	Cleared
2/6/2004	J75	Feb2004, Harry ...	1382	-	400.00	Y	Cleared
2/6/2004	J76	Feb2004, Ikon ...	1383	-	58.32	Y	Cleared
2/6/2004	J77	Feb2004, Purol...	1384	-	23.39	Y	Cleared
1/31/2004	J78	Securtek Securi...	Debit	-	26.75	Y	Cleared
1/31/2004	J79	AB Health-Julia	Debit	-	44.00	Y	Cleared
1/31/2004	J80	Cheque Printing...	Debit	-	91.65	Y	Cleared
1/31/2004	J81	ADP Processing...	Debit	-	8.56	Y	Cleared
1/31/2004	J82	Br Dest Fee	Debit	-	5.00	Y	Cleared
1/31/2004	J83	Error with ADP ...	Deposit	753.43	-	Y	Cleared
2/10/2004	J84	Feb04, Alberta ...	1385	-	50.00	Y	Cleared
1/30/2004	J85	Reversing J47. ...	ADJ1362	1,184.43	-	Y	Cleared
1/30/2004	J86	Jan04, Ronnie ...	1362	-	1,184.43	Y	Cleared
1/30/2004	J87	Reversing J48. ...	ADJ1363	853.96	-	Y	Cleared
1/30/2004	J88	Jan04, Ryan An...	1363	-	853.96	Y	Cleared
1/30/2004	J89	Reversing J49. ...	ADJ1364	1,407.92	-	Y	Cleared
1/30/2004	J90	Jan04, Bessie J...	1364	-	1,407.92	Y	Cleared
1/30/2004	J91	Reversing J50. ...	ADJ1365	1,408.03	-	Y	Cleared
1/30/2004	J92	Jan04, Maxine ...	1365	-	1,408.03	Y	Cleared
1/30/2004	J93	Reversing J51. ...	ADJ1366	127.84	-	Y	Cleared
1/30/2004	J94	Jan04, Evelyn ...	1366	-	127.84	Y	Cleared
1/30/2004	J95	Reversing J52. ...	ADJ1367	580.87	-	Y	Cleared
1/30/2004	J96	Jan04, Nancy R...	1367	-	580.87	Y	Cleared
1/30/2004	J97	Reversing J53. ...	ADJ1368	2,696.88	-	Y	Cleared
1/30/2004	J98	Jan2004, Julia ...	1368	-	2,696.88	Y	Cleared
1/30/2004	J99	Reversing J54. ...	ADJ1369	819.22	-	Y	Cleared
1/30/2004	J100	Jan04, Bruce S...	1369	-	819.22	Y	Cleared
1/30/2004	J101	Reversing J55. ...	ADJ1370	721.68	-	Y	Cleared
1/30/2004	J102	Jan04, Sharon ...	1370	-	721.68	Y	Cleared
1/31/2004	J103	Reversing J65. ...	ADJ1376	967.88	-	Y	Cleared
1/31/2004	J104	Jan2004, Local ...	1376	-	967.88	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
1/31/2004	J105	Reversing J67. ...	ADJ1378	3,130.61	-		Y Cleared
1/31/2004	J106	Jan04, Canada ...	1378	-	3,130.61		Y Cleared
1/31/2004	J107	Reversing J79. ...	ADJDebit	44.00	-		Y Cleared
1/31/2004	J108	AB Health-Julia	Debit	-	44.00		Y Cleared
1/31/2004	J109	Reversing J104....	ADJ1376	967.88	-		Y Cleared
1/31/2004	J110	Jan2004, Local ...	1376	-	967.88		Y Cleared
2/13/2004	J111	Fines, etc	Deposit	267.50	-		Y Cleared
2/13/2004	J112	Local Members...	Deposit	312.00	-		Y Cleared
2/13/2004	J113	Rural Members...	Deposit	200.00	-		Y Cleared
2/13/2004	J114	Feb04, Brooks ...	1386	-	47.08		Y Cleared
2/13/2004	J115	Feb04, Brooks ...	1387	-	25.68		Y Cleared
2/17/2004	J116	Feb04, Holly Sc...	1388	-	17.95		Y Cleared
2/24/2004	J117	Feb 2004, Medi...	1389	-	238.00		Y Cleared
2/24/2004	J118	Feb 2004, Short...	1390	-	130.00		Y Cleared
2/24/2004	J119	Feb 2004, Broo...	1391	-	69.55		Y Cleared
2/24/2004	J120	FEB 2004, Adp	1392	-	1.61		Y Cleared
2/24/2004	J121	February 04, Br...	1393	-	25.68		Y Cleared
2/24/2004	J122	February2004, ...	1394	-	176.55		Y Cleared
2/24/2004	J123	Feb 2004, Telus	1395	-	155.92		Y Cleared
2/24/2004	J124	Feb04, Telus	1396	-	55.64		Y Cleared
2/24/2004	J125	Feb2004, Telus	1397	-	56.06		Y Cleared
2/24/2004	J126	Feb2004, Royal...	1398	-	405.08		Y Cleared
2/20/2004	J127	Fines, etc..	deposit	404.80	-		Y Cleared
2/20/2004	J128	Local Members...	Deposit	271.00	-		Y Cleared
2/20/2004	J129	Rural Members...	deposit	220.00	-		Y Cleared
2/27/2004	J130	Feb04, Ronnie ...	1399	-	1,040.79		Y Cleared
2/27/2004	J131	Feb04, Ryan An...	1400	-	808.43		Y Cleared
2/27/2004	J132	Feb04, Bessie J...	1401	-	1,259.71		Y Cleared
2/27/2004	J133	Feb04, Maxine ...	1402	-	1,352.63		Y Cleared
2/27/2004	J134	Feb04, Evelyn ...	1403	-	508.04		Y Cleared
2/27/2004	J135	Feb04, Nancy R...	1404	-	495.91		Y Cleared
2/27/2004	J136	Feb2004, Julia ...	1405	-	2,696.88		Y Cleared
2/27/2004	J137	Feb04, Bruce S...	1406	-	470.66		Y Cleared
2/27/2004	J138	Feb04, Sharon ...	1407	-	313.06		Y Cleared
2/29/2004	J139	Feb04, Local A...	1408	-	928.59		Y Cleared
2/29/2004	J140	Feb04, Canada ...	1409	-	2,785.06		Y Cleared
2/27/2004	J141	Fines, etc	deposit	208.15	-		Y Cleared
2/27/2004	J142	Local Members...	Deposit	406.00	-		Y Cleared
2/27/2004	J143	Brooks Library ...	Deposit	840.50	-		Y Cleared
2/27/2004	J144	Feb 27,2004, T...	1410	-	34.45		Y Cleared
2/27/2004	J145	Feb2004, Work...	1411	-	232.06		Y Cleared
2/27/2004	J146	Feb 2004, Alber...	1412	-	125.00		Y Cleared
2/5/2004	J147	Fines, etc	Deposit	327.45	-		Y Cleared
2/5/2004	J148	Local Members...	deposit	360.00	-		Y Cleared
2/5/2004	J149	Rural Members...	Deposit	120.00	-		Y Cleared
2/8/2004	J150	Mar2004, Adp	1413	-	8.56		Y Cleared
2/8/2004	J151	Mar2004, Short...	1414	-	37.15		Y Cleared
2/8/2004	J152	Mar2004, Meyer...	1415	-	111.28		Y Cleared
2/8/2004	J153	Mar2004, Brook...	1416	-	203.30		Y Cleared
2/8/2004	J154	Mar 8,2004, Bro...	1417	-	34.24		Y Cleared
2/9/2004	J155	Mar04, AALT C...	1418	-	500.00		Y Cleared
2/29/2004	J156	Securtek Securi...	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
2/29/2004	J157	ADP Payroll an...	Debit	-	112.89		Y Cleared
2/29/2004	J158	Alberta Health f...	Debit	-	44.00		Y Cleared
2/29/2004	J159	Branch Dest Fee	Debit	-	5.00		Y Cleared
2/29/2004	J160	Service Fee	Debit	-	5.00		Y Cleared
2/29/2004	J161	Service Charge	Debit	-	25.00		Y Cleared
2/8/2004	J162	Reversing J150....	ADJ1413	8.56	-		Y Cleared
3/8/2004	J163	Mar2004, Adp	1413	-	8.56		Y Cleared
2/8/2004	J164	Reversing J151....	ADJ1414	37.15	-		Y Cleared
3/8/2004	J165	Mar2004, Short...	1414	-	37.15		Y Cleared
2/8/2004	J166	Reversing J152....	ADJ1415	111.28	-		Y Cleared
3/8/2004	J167	Mar2004, Meyer...	1415	-	111.28		Y Cleared
2/8/2004	J168	Reversing J153....	ADJ1416	203.30	-		Y Cleared
3/8/2004	J169	Mar2004, Brook...	1416	-	203.30		Y Cleared
2/8/2004	J170	Reversing J154....	ADJ1417	34.24	-		Y Cleared
3/8/2004	J171	Mar 8,2004, Bro...	1417	-	34.24		Y Cleared
3/9/2004	J172	Mar04, Julia Rei...	1419	-	66.00		Y Cleared
3/12/2004	J173	Fines, etc	deposit	258.15	-		Y Cleared
3/12/2004	J174	Local Members...	Deposit	336.00	-		Y Cleared
3/12/2004	J175	Rural Members...	Deposit	60.00	-		Y Cleared
3/12/2004	J176	Donation for La...	Deposit	42.95	-		Y Cleared
3/12/2004	J177	Mar2004, Ikon ...	1420	-	56.42		Y Cleared
3/15/2004	J178	Mar04, Canada ...	1421	-	52.43		Y Cleared
3/19/2004	J179	Fines, etc	Deposit	374.55	-		Y Cleared
3/19/2004	J180	Local Members...	Deposit	282.00	-		Y Cleared
3/19/2004	J181	Rural Members...	Deposit	180.00	-		Y Cleared
3/19/2004	J182	Town of Brooks	Deposit	31,250.00	-		Y Cleared
3/19/2004	J183	Brooks Statione...	Deposit	31.99	-		Y Cleared
3/19/2004	J184	Mar2004, Brook...	1422	-	62.01		Y Cleared
3/19/2004	J185	Mar2004, Telus	1423	-	154.26		Y Cleared
3/19/2004	J186	Mar 19,2004, T...	1424	-	56.36		Y Cleared
3/19/2004	J187	Mar04, Telus	1425	-	55.65		Y Cleared
3/19/2004	J188	Mar2004, Royal...	1426	-	43.70		Y Cleared
3/19/2004	J189	Mar04, Nancy R...	1427	-	103.23		Y Cleared
3/26/2004	J190	Fines, etc..	Deposit	290.29	-		Y Cleared
3/26/2004	J191	Local Members...	Deposit	464.00	-		Y Cleared
3/26/2004	J192	Donation-Bob S...	Deposit	150.00	-		Y Cleared
3/26/2004	J193	CAP YI Grant	Deposit	1,800.96	-		Y Cleared
3/26/2004	J194	Mar 26,2004, T...	1428	-	39.29		Y Cleared
3/26/2004	J195	Mar 2004, Short...	1429	-	1,500.00		Y Cleared
3/31/2004	J196	Mar04, Ronnie ...	1430	-	981.05		Y Cleared
3/31/2004	J197	Mar04, Ryan An...	1431	-	1,126.21		Y Cleared
3/31/2004	J198	Mar04, Bessie J...	1432	-	1,415.73		Y Cleared
3/31/2004	J199	Mar04, Maxine ...	1433	-	1,518.84		Y Cleared
3/31/2004	J200	Mar04, Evelyn ...	1434	-	483.78		Y Cleared
3/31/2004	J201	Mar2004, Nanc...	1435	-	491.86		Y Cleared
3/31/2004	J202	Mar2004, Julia ...	1436	-	2,696.88		Y Cleared
3/31/2004	J203	Mar04, Bruce S...	1437	-	644.87		Y Cleared
3/31/2004	J204	Mar04, Sharon ...	1438	-	445.79		Y Cleared
3/31/2004	J205	Mar04, Canada ...	1439	-	3,127.22		Y Cleared
3/31/2004	J206	Mar04, Local A...	1440	-	990.75		Y Cleared
4/2/2004	J207	Fines, etc.	Deposit	306.68	-		Y Cleared
4/2/2004	J208	Local Members...	Deposit	300.00	-		Y Cleared

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Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
4/2/2004	J209	Rural Members... Deposit	60.00	-		Y	Cleared
4/2/2004	J210	Apr2004, Mega... 1441	-	35.44		Y	Cleared
4/2/2004	J211	Apr2004, Medici... 1442	-	50.00		Y	Cleared
4/2/2004	J212	Apr2004, Shortg... 1443	-	147.74		Y	Cleared
4/2/2004	J213	Apr2004, Iwaas... 1444	-	48.15		Y	Cleared
4/2/2004	J214	Apr2004, Brook... 1445	-	17.12		Y	Cleared
4/2/2004	J215	April04, Maxine ... 1446	-	66.00		Y	Cleared
4/6/2004	J216	Apr04, Gloria S... 1447	-	910.84		Y	Cleared
4/6/2004	J217	Apr04, Linde Tu... 1448	-	89.60		Y	Cleared
4/8/2004	J218	Apr04, Neil Sarj... 1449	-	70.40		Y	Cleared
4/8/2004	J219	Fines Deposit	355.73	-		Y	Cleared
4/8/2004	J220	Local Members... deposit	264.00	-		Y	Cleared
4/8/2004	J221	Apr04, Brooks B... 1450	-	42.80		Y	Cleared
4/8/2004	J222	Apr04, Ben's Of... 1451	-	144.46		Y	Cleared
4/8/2004	J223	Apr2004, Brodart 1452	-	40.28		Y	Cleared
3/31/2004	J224	Securtek Debit	-	26.75		Y	Cleared
3/31/2004	J225	Alberta Health-J... Debit	-	44.00		Y	Cleared
3/31/2004	J226	Destiantion fee debit	-	5.00		Y	Cleared
3/26/2004	J227	Reversing J193... ADJDeposit	-	1,800.96		Y	Cleared
3/26/2004	J228	CAP YI Grant Deposit	1,800.96	-		Y	Cleared
4/13/2004	J229	Apr04, Canada ... 1453	-	52.43		Y	Cleared
4/16/2004	J230	Fines Deposit	-	266.45		Y	Cleared
4/16/2004	J231	Local Members... Deposit	-	396.00		Y	Cleared
4/16/2004	J232	Rural Members... Deposit	-	140.00		Y	Cleared
4/16/2004	J233	Donation-Brook... Deposit	-	500.00		Y	Cleared
4/16/2004	J234	Apr2004, Memo... 1454	-	160.45		Y	Cleared
4/16/2004	J235	Apr 2004, Brook... 1455	-	25.68		Y	Cleared
4/16/2004	J236	apr2004, Telus 1456	-	159.29		Y	Cleared
4/16/2004	J237	Apr 2004, Telus 1457	-	55.65		Y	Cleared
4/16/2004	J238	Apr04, Telus 1458	-	56.45		Y	Cleared
4/19/2004	J240	Apr04, Koffee B... 1459	-	80.35		Y	Cleared
4/20/2004	J241	Apr04, Meyers ... 1460	-	6,676.80		Y	Cleared
4/21/2004	J242	Apr04, Ann Alma 1461	-	1,420.00		Y	Cleared
4/21/2004	J243	Apr2004, Ann A... 1462	-	18.00		Y	Cleared
4/30/2004	J244	Apr04, Ronnie ... 1463	-	989.58		Y	Cleared
4/30/2004	J245	Apr04, Ryan An... 1464	-	325.97		Y	Cleared
4/30/2004	J246	Apr04, Bessie J... 1465	-	1,489.25		Y	Cleared
4/30/2004	J247	Apr04, Maxine ... 1466	-	1,453.35		Y	Cleared
4/30/2004	J248	Apr04, Evelyn ... 1467	-	427.12		Y	Cleared
4/30/2004	J249	Apr04, Nancy R... 1468	-	435.22		Y	Cleared
4/30/2004	J250	Apr04, Julia Rei... 1469	-	2,726.76		Y	Cleared
4/30/2004	J251	Apr04, Bruce S... 1470	-	487.26		Y	Cleared
4/30/2004	J252	Apr04, Sharon ... 1471	-	603.39		Y	Cleared
4/30/2004	J253	Apr04, Canada ... 1472	-	2,815.02		Y	Cleared
4/30/2004	J254	Apr04, Local Au... 1473	-	969.54		Y	Cleared
4/21/2004	J255	April2004, Ann ... 1474	-	54.88		Y	Cleared
4/21/2004	J256	Apr2004, Julia ... 1475	-	144.15		Y	Cleared
4/21/2004	J257	Reversing J256... ADJ1475	144.15	-		Y	Cleared
4/21/2004	J258	Apr2004, Julia ... 1475	-	144.15		Y	Cleared
4/23/2004	J259	Fines,etc Deposit	-	291.63		Y	Cleared
4/23/2004	J260	Local Members... Deposit	-	317.20		Y	Cleared
4/23/2004	J261	Apr 04, Telus 1476	-	34.95		Y	Cleared

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Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
4/23/2004	J262	Apr 2004, APLAC	1477	-	25.00		Y Cleared
4/23/2004	J263	Apr 2004, Royal...	1478	-	782.18		Y Cleared
4/23/2004	J264	Fines, etc	Deposit	-	330.61		Y Cleared
4/23/2004	J265	Local Members...	Deposit	-	246.00		Y Cleared
5/6/2004	J266	May 6 2004, Br...	1479	-	100.00		Y Cleared
5/6/2004	J267	May 6,2004, lw...	1480	-	26.75		Y Cleared
5/6/2004	J268	May6,2004, Bro...	1481	-	201.07		Y Cleared
5/6/2004	J269	May 6, 2004, Fa...	1482	-	315.00		Y Cleared
5/6/2004	J270	May 6,2004, Fa...	1483	-	315.00		Y Cleared
5/6/2004	J271	May 6,2004, Ev...	1484	-	36.85		Y Cleared
5/6/2004	J272	May04, Faye R...	1485	-	10.00		Y Cleared
4/7/2004	J273	Fines, etc	Deposit	-	285.89		Y Cleared
4/7/2004	J274	Local Members...	Deposit	-	371.00		Y Cleared
4/7/2004	J275	Rural Members...	Deposit	-	60.00		Y Cleared
4/7/2004	J276	Reversing J275...	ADJDeposit	60.00	-		Y Cleared
4/7/2004	J277	Rural Members...	Deposit	-	60.00		Y Cleared
4/7/2004	J278	Reversing J277...	ADJDeposit	60.00	-		Y Cleared
5/7/2004	J279	Rural Members...	Deposit	-	60.00		Y Cleared
4/7/2004	J280	Reversing J274...	ADJDeposit	371.00	-		Y Cleared
5/7/2004	J281	Local Members...	Deposit	-	371.00		Y Cleared
4/7/2004	J282	Reversing J273...	ADJDeposit	285.89	-		Y Cleared
5/7/2004	J283	Fines, etc	Deposit	-	285.89		Y Cleared
4/30/2004	J284	Securetek Secu...	Debit	-	26.75		Y Cleared
4/30/2004	J285	Alberta Health	Debit	-	44.00		Y Cleared
4/30/2004	J286	Destination Fee	Debit	-	5.00		Y Cleared
4/16/2004	J287	Reversing J231...	ADJDeposit	396.00	-		Y Cleared
4/16/2004	J288	Local Members...	Deposit	396.00	-		Y Cleared
4/16/2004	J289	Reversing J230...	ADJDeposit	266.45	-		Y Cleared
4/16/2004	J290	Fines	Deposit	266.45	-		Y Cleared
4/16/2004	J291	Reversing J232...	ADJDeposit	140.00	-		Y Cleared
4/16/2004	J292	Rural Members...	Deposit	140.00	-		Y Cleared
4/16/2004	J293	Reversing J233...	ADJDeposit	500.00	-		Y Cleared
4/16/2004	J294	Donation-Brook...	Deposit	500.00	-		Y Cleared
4/23/2004	J295	Reversing J265...	ADJDeposit	246.00	-		Y Cleared
4/23/2004	J296	Local Members...	Deposit	246.00	-		Y Cleared
4/23/2004	J297	Reversing J264...	ADJDeposit	330.61	-		Y Cleared
4/23/2004	J298	Fines, etc	Deposit	330.61	-		Y Cleared
4/23/2004	J299	Reversing J260...	ADJDeposit	317.20	-		Y Cleared
4/23/2004	J300	Local Members...	Deposit	317.20	-		Y Cleared
4/23/2004	J301	Reversing J259...	ADJDeposit	291.63	-		Y Cleared
4/23/2004	J302	Fines,etc	Deposit	291.63	-		Y Cleared
4/23/2004	J303	Reversing J296...	ADJDeposit	-	246.00		Y Cleared
4/30/2004	J304	Local Members...	Deposit	246.00	-		Y Cleared
4/23/2004	J305	Reversing J298...	ADJDeposit	-	330.61		Y Cleared
4/30/2004	J306	Fines, etc	Deposit	330.61	-		Y Cleared
4/30/2004	J307	May04, Canada...	1486	-	13.74		Y Cleared
4/21/2004	J308	Reversing J242...	ADJ1461	1,420.00	-		Y Cleared
4/21/2004	J309	Apr04, Ann Alma	1461	-	1,420.00		Y Cleared
5/14/2004	J310	May04, Brooks ...	1487	-	25.68		Y Cleared
5/14/2004	J311	May04, Brodart	1488	-	77.51		Y Cleared
5/14/2004	J312	May04, Ikon Off...	1489	-	126.64		Y Cleared
5/14/2004	J313	May04, Telus	1490	-	55.65		Y Cleared

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Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
5/14/2004	J314	May14/04, Telus	1491	-	153.21		Y Cleared
5/14/2004	J315	May14,2004, Te...	1492	-	56.21		Y Cleared
5/14/2004	J316	Reversing J315....	ADJ1492	56.21	-		Y Cleared
5/14/2004	J317	May14,2004, Te...	1492	-	56.21		Y Cleared
5/14/2004	J318	May04, Town of...	1493	-	921.84		Y Cleared
5/18/2004	J319	May04, Ronnie ...	1494	-	40.00		Y Cleared
5/18/2004	J320	May04, Canada...	1495	-	129.00		Y Cleared
5/26/2004	J321	May04, Julia Re...	1496	-	167.41		Y Cleared
5/31/2004	J322	May31,2004, Ju...	1497	-	2,706.84		Y Cleared
5/31/2004	J323	May31,2004, R...	1498	-	1,113.01		Y Cleared
5/31/2004	J324	May04, Ryan A...	1499	-	272.71		Y Cleared
5/31/2004	J325	May04, Jessica ...	1500	-	532.31		Y Cleared
5/31/2004	J326	May04, Bessie ...	1501	-	1,349.24		Y Cleared
5/31/2004	J327	May04, Maxine ...	1502	-	1,404.67		Y Cleared
5/31/2004	J328	May04, Evelyn ...	1503	-	362.39		Y Cleared
5/31/2004	J329	May04, Nancy ...	1504	-	516.13		Y Cleared
5/31/2004	J330	May04, Bruce S...	1505	-	669.42		Y Cleared
5/31/2004	J331	May04, Sharon ...	1506	-	578.51		Y Cleared
5/31/2004	J332	May04, Canada...	1507	-	2,867.97		Y Cleared
5/31/2004	J333	May04, Local A...	1508	-	948.32		Y Cleared
5/27/2004	J334	May 27 2004, ...	1509	-	31.67		Y Cleared
5/27/2004	J335	May 27 2004, B...	1510	-	214.00		Y Cleared
5/27/2004	J336	May 27, 2004, T...	1511	-	40.17		Y Cleared
5/27/2004	J337	May 27 2004, ...	1512	-	229.50		Y Cleared
5/27/2004	J338	May 27, 2004, ...	1513	-	889.25		Y Cleared
5/28/2004	J339	Local Members...	Deposit	294.00	-		Y Cleared
5/28/2004	J340	Fines	Deposit	406.94	-		Y Cleared
5/28/2004	J341	Rural Members...	Deposit	80.00	-		Y Cleared
6/4/2004	J342	Fines	Deposit	411.03	-		Y Cleared
6/4/2004	J343	Local Members...	Deposit	276.00	-		Y Cleared
6/4/2004	J344	Rural Members...	Deposit	200.00	-		Y Cleared
6/4/2004	J345	GST Rebate	Deposit	1,242.56	-		Y Cleared
6/4/2004	J346	Reimburse by S...	Deposit	250.00	-		Y Cleared
6/7/2004	J347	June 2004, Bes...	1514	-	33.38		Y Cleared
6/7/2004	J348	June 2004, Sho...	1515	-	314.64		Y Cleared
6/7/2004	J349	June 2004, Med...	1516	-	50.00		Y Cleared
6/7/2004	J350	June 2004, Bro...	1517	-	432.57		Y Cleared
5/31/2004	J351	Securtek securit...	Debit	-	26.75		Y Cleared
5/31/2004	J352	AB Health for J...	Debit	-	44.00		Y Cleared
5/31/2004	J353	Br Dest Fee	Debit	-	5.00		Y Cleared
5/14/2004	J354	Local members...	Deposit	234.00	-		Y Cleared
5/14/2004	J355	Fines	Deposit	308.50	-		Y Cleared
5/14/2004	J356	Rural members...	Deposit	120.00	-		Y Cleared
5/14/2004	J357	Local members...	Deposit	240.00	-		Y Cleared
5/14/2004	J358	Fines	Deposit	265.76	-		Y Cleared
5/14/2004	J359	Donation from ...	Deposit	4,000.00	-		Y Cleared
5/31/2004	J360	Fines for May 21	Deposit	5.00	-		Y Cleared
5/7/2004	J361	Reversing J283....	ADJDeposit	285.89	-		Y Cleared
5/7/2004	J362	Fines, etc	Deposit	285.89	-		Y Cleared
5/7/2004	J363	Reversing J281....	ADJDeposit	371.00	-		Y Cleared
5/7/2004	J364	Local Members...	Deposit	371.00	-		Y Cleared
5/7/2004	J365	Reversing J279....	ADJDeposit	60.00	-		Y Cleared

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Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
5/7/2004	J366	Rural Members...	Deposit	60.00	-		Y Cleared
6/15/2004	J367	June 2004, Can...	1518	-	52.43		Y Cleared
6/18/2004	J368	Fines	Deposit	-	562.55		Y Cleared
6/18/2004	J369	Local Members...	Deposit	-	354.00		Y Cleared
6/25/2004	J370	Local Members...	Deposit	-	408.00		Y Cleared
6/25/2004	J371	Fines	Deposit	-	353.63		Y Cleared
6/25/2004	J372	Rural Members...	Deposit	-	60.00		Y Cleared
6/25/2004	J373	Royal Purple D...	Deposit	-	500.00		Y Cleared
6/25/2004	J374	Town of Brooks	Deposit	-	31,250.00		Y Cleared
6/25/2004	J375	Reversing J374....	ADJDeposit	31,250.00	-		Y Cleared
6/25/2004	J376	Town of Brooks	Deposit	31,250.00	-		Y Cleared
6/25/2004	J377	Reversing J373....	ADJDeposit	500.00	-		Y Cleared
6/25/2004	J378	Royal Purple D...	Deposit	500.00	-		Y Cleared
6/25/2004	J379	Reversing J372....	ADJDeposit	60.00	-		Y Cleared
6/25/2004	J380	Rural Members...	Deposit	60.00	-		Y Cleared
6/25/2004	J381	Reversing J371....	ADJDeposit	353.63	-		Y Cleared
6/25/2004	J382	Fines	Deposit	353.63	-		Y Cleared
6/18/2004	J383	Reversing J369....	ADJDeposit	354.00	-		Y Cleared
6/18/2004	J384	Local Members...	Deposit	354.00	-		Y Cleared
6/18/2004	J385	Reversing J368....	ADJDeposit	562.55	-		Y Cleared
6/18/2004	J386	Fines	Deposit	562.55	-		Y Cleared
5/7/2004	J387	Reversing J366....	ADJDeposit	-	60.00		Y Cleared
5/7/2004	J388	Rural Members...	Deposit	60.00	-		Y Cleared
6/25/2004	J389	June 2004, Bes...	1519	-	30.76		Y Cleared
6/25/2004	J390	June 2004, Bro...	1520	-	13.91		Y Cleared
6/25/2004	J391	June 2004, Bro...	1521	-	6.24		Y Cleared
6/25/2004	J392	June2004, Brod...	1522	-	214.81		Y Cleared
6/25/2004	J393	June04, Brodart	1523	-	1,415.00		Y Cleared
6/25/2004	J394	June 04, Brooks...	1524	-	6.24		Y Cleared
6/25/2004	J395	June 2004, Bro...	1525	-	113.95		Y Cleared
6/25/2004	J396	June 2004, Bro...	1526	-	127.22		Y Cleared
6/25/2004	J397	June 2004, Ha...	1527	-	250.75		Y Cleared
6/25/2004	J398	June 04, Ikon O...	1528	-	45.45		Y Cleared
6/25/2004	J399	June 2004, All-...	1529	-	58.85		Y Cleared
6/25/2004	J400	June 2004, Med...	1530	-	80.25		Y Cleared
6/25/2004	J401	June 2004, Telus	1531	-	151.44		Y Cleared
6/25/2004	J402	June 04, Telus	1532	-	55.65		Y Cleared
6/25/2004	J403	June04, Telus	1533	-	56.01		Y Cleared
6/25/2004	J404	June 04, Telus ...	1534	-	34.65		Y Cleared
6/25/2004	J405	June 2004, Roy...	1535	-	587.85		Y Cleared
6/30/2004	J406	June04, Julia R...	1536	-	2,706.84		Y Cleared
6/30/2004	J407	June04, Ronnie ...	1537	-	917.03		Y Cleared
6/30/2004	J408	June04, Ryan A...	1538	-	174.71		Y Cleared
6/30/2004	J409	June04, Jessica...	1539	-	1,268.68		Y Cleared
6/30/2004	J410	June04, Bessie ...	1540	-	1,403.85		Y Cleared
6/30/2004	J411	June04, Maxine...	1541	-	1,460.07		Y Cleared
6/30/2004	J412	June04, Evelyn ...	1542	-	25.56		Y Cleared
6/30/2004	J413	June04, Becci P...	1543	-	213.06		Y Cleared
6/30/2004	J414	June04, Nancy ...	1544	-	136.36		Y Cleared
6/30/2004	J415	June04, Bruce ...	1545	-	746.07		Y Cleared
6/30/2004	J416	jUNE04, Sharon...	1546	-	586.80		Y Cleared
6/30/2004	J417	June04, Canad...	1547	-	2,944.58		Y Cleared

Brooks Public Library
 Account Reconciliation Detail Report 1/1/2004 to 10/30/2004

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
6/30/2004	J418	June04, Local A...	1548	-	969.54		Y Cleared
7/2/2004	J419	Fines etc.	Deposit	421.72	-		Y Cleared
7/2/2004	J420	Local members...	Deposit	306.00	-		Y Cleared
7/2/2004	J421	Rural members...	Deposit	140.00	-		Y Cleared
7/2/2004	J422	July04, Photo D...	1549	-	50.00		Y Cleared
7/2/2004	J423	July04, Brooks ...	1550	-	107.00		Y Cleared
7/2/2004	J424	July04, Select P...	1551	-	19.00		Y Cleared
7/8/2004	J425	July04, Shortgr...	1552	-	21,699.48		Y Cleared
7/8/2004	J426	July2004, Short...	1553	-	3,715.51		Y Cleared
7/9/2004	J427	July04, A+ Vari...	1554	-	265.00		Y Cleared
7/9/2004	J428	Rural members...	Deposit	222.00	-		Y Cleared
7/9/2004	J429	Local members...	Deposit	366.00	-		Y Cleared
7/9/2004	J430	Fines etc.	Deposit	534.19	-		Y Cleared
7/16/2004	J431	Local members...	Deposit	438.00	-		Y Cleared
7/16/2004	J432	Fines etc.	Deposit	370.40	-		Y Cleared
7/16/2004	J433	Rural members...	Deposit	30.00	-		Y Cleared
7/16/2004	J434	Donation - C. P...	Deposit	500.00	-		Y Cleared
7/20/2004	J435	July04, Ikon Off...	1555	-	142.46		Y Cleared
7/20/2004	J436	July04, Harry Ni...	1556	-	825.00		Y Cleared
7/20/2004	J437	July04, Ronnie ...	1557	-	60.41		Y Cleared
7/20/2004	J438	July04, Jessica ...	1558	-	17.97		Y Cleared
7/20/2004	J439	July04, Royal B...	1559	-	15.83		Y Cleared
7/20/2004	J440	July04, Telus	1560	-	164.15		Y Cleared
7/20/2004	J441	July2004, Telus	1561	-	60.36		Y Cleared
7/20/2004	J442	July20,2004, Te...	1562	-	60.67		Y Cleared
6/30/2004	J443	Securtek securit...	Debit	-	26.75		Y Cleared
6/30/2004	J444	AB Health - Julia	Debit	-	44.00		Y Cleared
6/30/2004	J445	Br Dest Fee	Debit	-	5.00		Y Cleared
6/30/2004	J446	Fines etc.	Deposit	496.04	-		Y Cleared
6/30/2004	J447	Local members...	Deposit	277.00	-		Y Cleared
6/30/2004	J448	Admin and Travel	Deposit	45.00	-		Y Cleared
6/25/2004	J449	Reversing J370....	ADJDeposit	408.00	-		Y Cleared
6/25/2004	J450	Local Members...	Deposit	408.00	-		Y Cleared
7/21/2004	J451	July04, Canada ...	1563	-	131.61		Y Cleared
7/23/2004	J452	Fines etc.	Deposit	416.39	-		Y Cleared
7/23/2004	J453	Local members...	Deposit	576.00	-		Y Cleared
7/23/2004	J454	Adoptmag - H...	Deposit	100.00	-		Y Cleared
7/23/2004	J455	CAP YI final pa...	Deposit	1,839.80	-		Y Cleared
7/30/2004	J456	July2004, Ronni...	1564	-	1,100.55		Y Cleared
7/30/2004	J457	July04, Ryan A...	1565	-	144.87		Y Cleared
7/30/2004	J458	July2004, Jessi...	1566	-	1,147.31		Y Cleared
7/30/2004	J459	July04, Bessie J...	1567	-	1,413.58		Y Cleared
7/30/2004	J460	July04, Maxine ...	1568	-	1,396.76		Y Cleared
7/30/2004	J461	July04, Becci Pi...	1569	-	221.57		Y Cleared
7/30/2004	J462	July04, Nancy ...	1570	-	572.77		Y Cleared
7/30/2004	J463	July04, Julia Re...	1571	-	2,706.84		Y Cleared
7/30/2004	J464	July04, Bruce S...	1572	-	619.98		Y Cleared
7/30/2004	J465	July04, Sharon ...	1573	-	739.09		Y Cleared
7/30/2004	J466	July04, Canada ...	1574	-	3,014.69		Y Cleared
7/30/2004	J467	July04, Local A...	1575	-	959.20		Y Cleared
7/30/2004	J468	Fines	Deposit	257.24	-		Y Cleared
7/30/2004	J469	Local Members...	Deposit	312.00	-		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
7/30/2004	J470	Rural Members... Deposit	60.00	-		Y	Cleared
8/6/2004	J471	Fines etc. Deposit	230.77	-		Y	Cleared
8/6/2004	J472	Local members... Deposit	288.00	-		Y	Cleared
8/6/2004	J473	Rural members... Deposit	60.00	-		Y	Cleared
8/9/2004	J474	Aug 2004, Secu... 1576	-	37.45		Y	Cleared
8/9/2004	J475	Aug 2004, Broo... 1577	-	53.50		Y	Cleared
8/9/2004	J476	Aug 2004, Cact... 1578	-	79.79		Y	Cleared
8/9/2004	J477	Aug 2004, Univ... 1579	-	12.00		Y	Cleared
8/9/2004	J478	Aug 2004, Ikon ... 1580	-	89.72		Y	Cleared
8/9/2004	J479	Aug 2004, Telus... 1581	-	68.92		Y	Cleared
7/30/2004	J480	Securitek Debit	-	26.75		Y	Cleared
7/30/2004	J481	Alberta Health Debit	-	44.00		Y	Cleared
7/30/2004	J482	Destination Fee Debit	-	5.00		Y	Cleared
7/30/2004	J483	Alberta Govern... Deposit	49,781.00	-		Y	Cleared
7/23/2004	J484	Reversing J455... ADJDeposit	-	1,839.80		Y	Cleared
7/23/2004	J485	CAP YI final pa... Deposit	1,836.80	-		Y	Cleared
8/13/2004	J486	Aug04, Canada ... 1582	-	104.86		Y	Cleared
8/13/2004	J487	Fines Deposit	260.60	-		Y	Cleared
8/13/2004	J488	Local Members... Deposit	366.00	-		Y	Cleared
8/13/2004	J489	Rural Members... Deposit	60.00	-		Y	Cleared
8/13/2004	J490	Telephone Rei... Deposit	32.92	-		Y	Cleared
8/13/2004	J491	Adopt-a-Magazi... Deposit	1,000.00	-		Y	Cleared
8/13/2004	J492	Aug 2004, Broo... 1583	-	50.00		Y	Cleared
8/13/2004	J493	Aug 2004, Town... 1584	-	460.92		Y	Cleared
8/13/2004	J494	Aug 2004, Jessi... 1585	-	31.32		Y	Cleared
8/18/2004	J495	July04, Gloria E... 1586	-	158.86		Y	Cleared
8/20/2004	J496	Aug04, The Alb... 1587	-	160.50		Y	Cleared
8/20/2004	J497	Aug04, Medicin... 1588	-	50.00		Y	Cleared
8/20/2004	J498	Aug04, Brooks ... 1589	-	53.50		Y	Cleared
8/20/2004	J499	Aug04, Royal B... 1590	-	635.69		Y	Cleared
8/20/2004	J500	Aug2004, Telus 1591	-	168.09		Y	Cleared
8/20/2004	J501	August2004, Tel... 1592	-	59.02		Y	Cleared
8/20/2004	J502	Aug04, Telus 1593	-	57.79		Y	Cleared
8/31/2004	J503	Aug04, Ronnie ... 1594	-	981.05		Y	Cleared
8/31/2004	J504	Aug04, Ryan An... 1595	-	68.18		N	Outstanding
8/31/2004	J505	Aug04, Jessica ... 1596	-	977.36		Y	Cleared
8/31/2004	J506	Aug04, Bessie J... 1597	-	1,413.58		Y	Cleared
8/31/2004	J507	Aug04, Maxine ... 1598	-	1,452.16		Y	Cleared
8/31/2004	J508	Aug04, Becci Pi... 1599	-	230.10		Y	Cleared
8/31/2004	J509	Aug04, Nancy R... 1600	-	613.24		Y	Cleared
8/31/2004	J510	Aug04, Julia Re... 1601	-	2,179.45		Y	Cleared
8/31/2004	J511	Aug04, Bruce S... 1602	-	549.47		Y	Cleared
8/31/2004	J512	Aug04, Sharon ... 1603	-	387.72		Y	Cleared
8/20/2004	J513	Local Members... Deposit	354.00	-		Y	Cleared
8/20/2004	J514	Fines etc. Deposit	398.86	-		Y	Cleared
8/20/2004	J515	Non-res membe... Deposit	60.00	-		Y	Cleared
8/27/2004	J516	Fines etc. Deposit	365.90	-		Y	Cleared
8/27/2004	J517	Resioent cardho... Deposit	294.00	-		Y	Cleared
8/27/2004	J518	Non-resident ca... Deposit	500.00	-		Y	Cleared
8/27/2004	J519	Adopt-a-magazi... Deposit	500.00	-		Y	Cleared
8/20/2004	J520	Adopt-a-magazi... Deposit	200.00	-		Y	Cleared
8/30/2004	J521	Aug 2004, Broo... 1604	-	25.68		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
8/30/2004	J522	Aug2004, Brook...	1605	-	53.50		Y Cleared
8/30/2004	J523	Aug 2004, Cana...	1606	-	200.00		Y Cleared
8/30/2004	J524	Aug 2004, Broo...	1607	-	63.13		Y Cleared
8/30/2004	J525	Aug 2004, Short...	1608	-	28.80		Y Cleared
8/30/2004	J526	Aug2004, Telus ...	1609	-	53.02		Y Cleared
8/30/2004	J527	Aug2004, Jessi...	1610	-	11.02		N Outstanding
8/30/2004	J528	Aug2004, Short...	1611	-	1,630.00		Y Cleared
8/31/2004	J529	Aug04, Canada ...	1612	-	2,460.49		Y Cleared
8/31/2004	J530	Aug04, Local A...	1613	-	854.59		Y Cleared
7/16/2004	J531	Reversing J433...	ADJDeposit	-	30.00		Y Cleared
7/16/2004	J532	Fines etc.	Deposit	30.00	-		Y Cleared
7/9/2004	J533	Reversing J428...	ADJDeposit	-	222.00		Y Cleared
7/9/2004	J534	Rural members...	Deposit	180.00	-		Y Cleared
7/9/2004	J535	Fines etc.	Deposit	42.00	-		Y Cleared
9/3/2004	J536	Fines etc.	Deposit	522.22	-		Y Cleared
9/3/2004	J537	Resident cardho...	Deposit	570.01	-		Y Cleared
9/3/2004	J538	Non-resident ca...	Deposit	60.00	-		Y Cleared
9/3/2004	J539	Adopt-a-magazi...	Deposit	100.00	-		Y Cleared
9/3/2004	J540	Reimburse from...	Deposit	2,202.00	-		Y Cleared
8/31/2004	J541	Securtek securit...	Debit	-	26.75		Y Cleared
8/31/2004	J542	Alberta Health - ...	Debit	-	44.00		Y Cleared
8/31/2004	J543	Br Dest Fee	Debit	-	5.00		Y Cleared
9/10/2004	J544	Resident Cardh...	Deposit	222.00	-		Y Cleared
9/10/2004	J545	Fines etc.	Deposit	257.55	-		Y Cleared
9/10/2004	J546	Non-resident ca...	Deposit	60.00	-		Y Cleared
9/10/2004	J547	Adopt-a-magazi...	Deposit	200.00	-		Y Cleared
9/10/2004	J548	Sept04, Brooks ...	1614	-	63.13		Y Cleared
9/10/2004	J549	Sept04, Grand ...	1615	-	170.77		Y Cleared
9/10/2004	J550	Sept04, Hanna ...	1616	-	37.45		Y Cleared
9/10/2004	J551	Sept04, Ikon Of...	1617	-	71.84		Y Cleared
9/30/2004	J552	Sept04, Shortgr...	1618	-	21,699.48		Y Cleared
9/17/2004	J553	Fines etc.	Deposit	404.47	-		Y Cleared
9/17/2004	J554	Resident Cardh...	Deposit	568.00	-		Y Cleared
9/17/2004	J555	Non-resident ca...	Deposit	140.00	-		Y Cleared
9/23/2004	J556	Sept04, Royal B...	1619	-	425.11		Y Cleared
9/23/2004	J557	Sept04, Brooks ...	1620	-	190.46		Y Cleared
9/23/2004	J558	Sept04, Vauxha...	1621	-	18.19		Y Cleared
9/23/2004	J559	Sept04, Bassan...	1622	-	20.33		Y Cleared
9/23/2004	J560	Sept04, Brooks ...	1623	-	36.38		N Outstanding
9/23/2004	J561	Sept04, Telus	1624	-	276.48		Y Cleared
9/23/2004	J562	Sept2004, Broo...	1625	-	34.24		Y Cleared
9/23/2004	J563	Sept04, Telus ...	1626	-	36.87		Y Cleared
9/30/2004	J564	Sept04, Ronnie ...	1627	-	921.30		N Outstanding
9/30/2004	J565	Sept04, Ryan A...	1628	-	68.18		N Outstanding
9/30/2004	J566	Sept04, Bessie ...	1629	-	1,413.58		Y Cleared
9/30/2004	J567	Sept04, Maxine ...	1630	-	1,460.07		Y Cleared
9/30/2004	J568	Sept04, Becci P...	1631	-	289.56		N Outstanding
9/30/2004	J569	Sept04, Nancy ...	1632	-	321.93		N Outstanding
9/30/2004	J570	Sept04, Julia R...	1633	-	2,448.34		N Outstanding
9/30/2004	J571	Sept04, Bruce ...	1634	-	683.36		N Outstanding
9/30/2004	J572	Sept04, Sharon ...	1635	-	437.49		N Outstanding
9/30/2004	J573	Sept04, Canada...	1636	-	2,529.68		N Outstanding

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
9/30/2004	J574	Sept04, Local A...	1637	-	914.54		N Outstanding
10/4/2004	J575	Oct04, DocuCom	1638	-	1,658.80		N Outstanding
10/8/2004	J576	Local Members...	Deposit	312.00	-		N Outstanding
10/8/2004	J577	Fines. etc	Deposit	339.96	-		N Outstanding
10/8/2004	J578	Rural Members...	Deposit	120.00	-		N Outstanding
10/8/2004	J579	County of Newell	Deposit	15,990.16	-		N Outstanding
10/8/2004	J580	Oct 2004, CNL ...	1639	-	21.35		N Outstanding
10/8/2004	J581	Oct 2004, Brodart	1640	-	232.80		N Outstanding
10/8/2004	J582	Oct 2004, Brook...	1641	-	53.50		N Outstanding
10/8/2004	J583	Oct 2004, Ikon ...	1642	-	34.94		N Outstanding
10/8/2004	J584	Oct 2004, Brook...	1643	-	77.89		N Outstanding
10/8/2004	J585	Oct 2004, Brook...	1644	-	4.71		N Outstanding
10/8/2004	J586	Oct 2004, Purol...	1645	-	19.12		N Outstanding
10/8/2004	J587	Oct 2004, Mem...	1646	-	1,300.05		N Outstanding
9/30/2004	J588	Securitek	debit	-	26.75		Y Cleared
9/30/2004	J589	Alberta Health	Debit	-	44.00		Y Cleared
9/30/2004	J590	Destination Fee	Debit	-	5.00		Y Cleared
9/30/2004	J591		Debit	-	17.00		Y Cleared
9/24/2004	J592	Fines	Debit	352.02	-		Y Cleared
9/24/2004	J593	Local Members...	Debit	390.00	-		Y Cleared
10/1/2004	J594	Fines etc.	Deposit	356.02	-		N Outstanding
10/1/2004	J595	Resident cardho...	Deposit	354.00	-		N Outstanding
10/1/2004	J596	Non-resident ca...	Deposit	180.00	-		N Outstanding
10/1/2004	J597	HRDC Summer ...	Deposit	1,410.00	-		N Outstanding
10/1/2004	J598	Town of Brooks ...	Deposit	31,250.00	-		N Outstanding
9/10/2004	J599	Reversing J545...	ADJDeposit	-	257.55		N Outstanding
9/10/2004	J600	Fines etc.	Deposit	257.55	-		N Outstanding
			310,128.16	272,065.75			

Brooks Public Library Board Meeting Minutes
Thursday, November 25, 2004

PRESENT: Henry Najda, Dino Champlone, Julia Reinhart, Karen Nelson, Elsie Strach, Mary Beecroft.

ABSENT: Tilley Gamble-Altwasser, Gloria Evans, Pat Walsh.

MISSION STATEMENT

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

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

The Board perused the agenda. Moved by Karen and seconded by Mary, that the agenda be accepted as printed. Carried.

Minutes of the October 28 meeting were read. Moved by Mary that the minutes be approved as printed. Seconded by Dino. Carried.

BUSINESS ARISING:

- a) Motion made by Mary to appoint Gloria as our new Secretary. Seconded by Karen. Carried.
- b) The Library will host an orientation of the Town and County Councillors. Julia will extend the invitation and confirm a possible date.
- c) A Library Board and staff potluck supper will be held at the Library board room on January 17, 2005 at 6:00 p.m. Elsie to co-ordinate.
- d) Library Board members have received invitations to the Town of Brooks Christmas party on December 17.

CORRESPONDENCE:

- a) Letter from the Town of Brooks regarding the appointment of Pat Walsh as the Library representative for the next year. Martin Shields was appointed as the alternate.
- b) Advertisement to the Brooks Bulletin for a new Library Board Trustee to fill the vacancy (replacement for Jerri Schindeler).

FINANCIAL REPORT:

Financial Report was presented by Elsie. Motion to approve the October expenses of \$14,071.23 was made by Elsie. Seconded by Dino. Carried.

Henry and Julia were in attendance at the Town of Brooks Council Meeting on Monday, November 22 to requisition an increase in funding of \$22,500.00 for 2005. A handout of the presentation was passed out to the Library Board.

A clipping from the Brooks Bulletin referring to the Library presentation was circulated to the Board members.

Next Finance meeting will be December 15, at 8:00 a.m.

LIBRARIAN REPORT:

Julia gave her report as printed.

PERSONNEL COMMITTEE REPORT:

Items to be determined at the January 2005 meeting.

POLICY COMMITTEE REPORT:

The committee is doing a major alteration to the Resource Management policy. A skeleton draft has been prepared and the Committee should have a final draft for the January 2005 meeting. The next meeting will be set by the committee members.

BOARD DEVELOPMENT STANDING COMMITTEE:

Final reading of draft policies G1, G2 and G3 , Governance of trustee job descriptions, trustee orientation and education and trustee recruitment and memberships.

Karen moved that we adopt new policy G1 on Board Trustee Job and Position Descriptions. Seconded by Dino and Carried.

Karen moved that we adopt new policy G2 on Trustee Orientation and Education. Seconded by Mary. Carried.

Karen moved that we adopt new policy G3 on Board Trustee Recruitment and Membership. Seconded by Elsie. Carried.

A calendar for 2005 outlining events of interest to the Board was distributed.

NEW BUSINESS:

- a) Discussion regarding Rosemary joining the Shortgrass Library System.
- b) A thank-you gift for Jerri: Karen to shop at engravables for a gift and Julia to obtain a gift certificate from Chapters Book Store.
- c) Discussion on the AUMA and AAMD&C resolutions to increase library funding.
- d) Vice Chair position to be filled at the January 2005 meeting.
- e) Jackie Murray re: Centennial Celebrations will be attending the January 2005 meeting.
- f) Discussion regarding the photocopier usage and the time involved with the public. A coin operated copier would cost approx. \$7,000. Julia to explore the possibility of a grant.
- g) Buttons "I'm a Library Lover" were passed out.

Next Meeting will be January 27, 2005 at 6:30 p.m.

Moved by Dino, Seconded by Karen, meeting adjourned at 8:20pm.

Henry Hyde Jun 27/05
J Reinhart

**Brooks Library Board
Finance Standing Committee Meeting
8:00am November 19th, 2004**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of October were discussed and reviewed by the Committee. Expenditures for the month totaled \$14,071.23. Motion to accept expenditures for the month of October 2004
- 3) Henry, Elsie and Julia discussed the presentation of the 2005 budget proposal to be given to Council Monday Nov. 22nd at 5:30pm.
- 4) The meeting was adjourned at 9:00 am.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,241.41
Endowment Fund	6,187.23
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	51,681.99
TOTAL CURRENT ASSETS	<u>59,160.63</u>

TOTAL ASSETS 59,160.63

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,815.43
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-1,815.43
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	243.62
Income Tax Payable	<u>-243.64</u>
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
UJMA Extended Health	207.37
W.B. Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,829.20</u>

TOTAL LIABILITIES -2,829.20

EQUITY

EARNINGS

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>32,496.44</u>
Total Earnings	<u>54,861.93</u>

TOTAL EQUITY 54,861.93

LIABILITIES AND EQUITY 52,032.73

Brooks Library Board
Receipts and Expenditures for October 2004

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	125,000	31,250.00	125,000.00
HRDC – Summer Student	1,500	1,410.00	1,410.00
Province of Alberta	50,000	0.00	49,781.00
Industry Canada - CAP 3 Grant	2,500	0.00	2,131.36
Industry Canada - CAP YI Grant	4,500	0.00	5,017.60
Canada Council for the Arts Grant	0.00	0.00	3,090.00
County of Newell Library Board	16,000	15,990.16	15,990.16
Resident Cardholder Fees	18,000	1,578.00	14,480.01
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,609.27	14,869.54
Non-resident Cardholder Fees	4,000	720.00	4,360.00
Donations	2,000	0.00	667.95
Charitable Receipt Donations	2,000	0.00	2,206.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	200.00	2,300.00
GST Recovery	1,000	0.00	1,242.56
Total Revenue	246,900	52,757.43	242,546.34
Expenditures			
SLS Expense (Materials Allot.)	44,000	0.00	43,398.96
Shortgrass – Non-resident Fees	2,000	0.00	2,150.00
Dynix and Telecom (SLS)	4,000	0.00	4,605.08
Books & Materials	4,000	0.00	675.36
New Library Furnishings	2,000	0.00	828.08
Library Equipment	3,000	0.00	1,800.95
Payroll Expense	600	50.00	573.00
Library Supplies	6,000	77.19	4,758.26
Administration & Travel	3,000	0.00	2,328.73
Program Expense	2,000	0.00	1,219.28
CC for the Arts Expense	0	0.00	3,089.44
Repair & Maintenance	2,500	1,550.28	1,731.58
Rebinding	2,000	0.00	135.00
Staff Training	2,500	0.00	1,596.55
Telephone & Fax Expense	3,500	258.68	3,142.84
Copier & Computer Costs	2,500	-42.40	1,493.47
Security Monitoring	400	25.00	340.00
Computer Main. Contracts	2,000	0.00	106.51
GST Expense	0.00	1.75	25.45

Freight & Postage	1,000	16.98	620.26
Professional Memberships	300	0.00	400.00
Publicity and Advertising	2,000	0.00	574.16
Audit and Insurance	3,500	0.00	2,344.00
Bank Charges	200	5.00	176.65
Miscellaneous	200	0.00	15.83
Wages (includes temp. staff)	135,000	10,882.70	117,006.35
EI Expense	2,500	286.96	3,249.54
CPP Expense	6,000	413.53	4,536.16
WCB Expense	500	0.00	461.56
AUMA Expense	3,400	0.00	1,244.25
LAPP Expense	5,900	514.76	5,114.60
AB Health Expense	400	30.80	308.00
Total Expenses	246,900	14,071.23	210,049.90

REVENUE

VENUE	
Town of Brooks	125,000.00
HRDC - Summer Student	1,410.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	2,131.36
Industry Canada - CAP YI	5,017.60
Canada Council for the Arts Grant	3,090.00
County of Newell Library Board	15,990.16
Resident Cardholder Fees	14,480.01
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	14,869.54
Non-resident Cardholder Fees	4,360.00
Donations	667.95
Charitable Receipt Donations	2,206.16
Fundraisers	0.00
Adopt-a-magazine	2,300.00
GST Recovery	1,242.56
TOTAL REVENUE	<u>242,546.34</u>

TOTAL REVENUE 242,546.34

EXPENSE

EXPENSES	
SLS Expense (Materials Allotment)	43,398.96
Shortgrass - Non-resident fees	2,150.00
Dynix and Telecom (SLS)	4,605.08
Books & Materials	675.36
New Library Furnishings	828.08
Library Equipment	1,800.95
Payroll Expense	573.00
Library Supplies	4,758.26
Administration & Travel	2,328.73
Recruitment expense	0.00
Program Expense	1,219.28
Canada Council for the Arts expense	3,089.44
Repair & Maintenance	1,731.58
Rebinding, Microfilming, Laminating	135.00
Staff Training	1,596.55
Telephone and Fax Expense	3,142.84
Copier & Computer Costs	1,493.47
Security Monitoring	340.00
Computer Main. Contracts	106.51
GST Expense	25.45
Freight & Postage	620.26
Professional Memberships	400.00
Publicity & Advertising	574.16
Audit & Insurance	2,344.00
Bank Charges	176.65
Miscellaneous	15.83
Wages	117,006.35
Expense	3,249.54
CPP Expense	4,536.16

REVENUE

TOTAL REVENUE	2,250,000
GOVT GRANTS	1,000,000
SALES	1,250,000
INTEREST	50,000
OTHER	50,000
TOTAL REVENUE	2,250,000

TOTAL EXPENSES

TOTAL EXPENSES	2,250,000
PERSONNEL	1,000,000
OPERATING	1,250,000
DEPRECIATION	50,000
OTHER	50,000
TOTAL EXPENSES	2,250,000

Brooks Public Library
Income Statement 1/1/2004 to 10/31/2004

WCB Expense	461.56
AUMA Extended Health	1,244.25
A.P.P. Expense	5,114.60
AB Health Expense	308.00
TOTAL EXPENSES	<u>210,049.90</u>
TOTAL EXPENSE	<u>210,049.90</u>
NET INCOME	<u><u>32,496.44</u></u>

REVENUE

REVENUE	
Town of Brooks	31,250.00
HRDC - Summer Student	1,410.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
Canada Council for the Arts Grant	0.00
County of Newell Library Board	15,990.16
Resident Cardholder Fees	1,578.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,609.27
Non-resident Cardholder Fees	720.00
Donations	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	200.00
GST Recovery	0.00
TOTAL REVENUE	<u>52,757.43</u>

TOTAL REVENUE 52,757.43

EXPENSE

EXPENSES	
Supplies Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	77.19
Administration & Travel	0.00
Recruitment expense	0.00
Program Expense	0.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	1,550.28
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	258.68
Copier & Computer Costs	-42.40
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	16.98
Professional Memberships	0.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	10,882.70
Expense	286.96
CPP Expense	413.53

WCB Expense	0.00
AUMA Extended Health	0.00
A.P.P. Expense	514.76
AB Health Expense	30.80
TOTAL EXPENSES	<u>14,071.23</u>

TOTAL EXPENSE	<u>14,071.23</u>
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NET INCOME	<u><u>38,686.20</u></u>
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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
10/4/2004	J575	Oct04, DocuCom	1638	-	1,658.80		Y Cleared
10/8/2004	J576	Local Members...	Deposit	312.00	-		Y Cleared
10/8/2004	J577	Fines. etc	Deposit	339.96	-		Y Cleared
10/8/2004	J578	Rural Members...	Deposit	120.00	-		Y Cleared
10/8/2004	J579	County of Newell	Deposit	15,990.16	-		Y Cleared
10/8/2004	J580	Oct 2004, CNL ...	1639	-	21.35		N Outstanding
10/8/2004	J581	Oct 2004, Brodart	1640	-	232.80		Y Cleared
10/8/2004	J582	Oct 2004, Brook...	1641	-	53.50		Y Cleared
10/8/2004	J583	Oct 2004, Ikon ...	1642	-	34.94		Y Cleared
10/8/2004	J584	Oct 2004, Brook...	1643	-	77.89		Y Cleared
10/8/2004	J585	Oct 2004, Brook...	1644	-	4.71		Y Cleared
10/8/2004	J586	Oct 2004, Purol...	1645	-	19.12		Y Cleared
10/8/2004	J587	Oct 2004, Mem...	1646	-	1,300.05		Y Cleared
10/1/2004	J594	Fines etc.	Deposit	356.02	-		Y Cleared
10/1/2004	J595	Resident cardho...	Deposit	354.00	-		Y Cleared
10/1/2004	J596	Non-resident ca...	Deposit	180.00	-		Y Cleared
10/1/2004	J597	HRDC Summer ...	Deposit	1,410.00	-		Y Cleared
10/1/2004	J598	Town of Brooks ...	Deposit	31,250.00	-		Y Cleared
10/15/2004	J601	Fines	deposit	270.30	-		Y Cleared
10/15/2004	J602	Local Members...	Deposit	342.00	-		Y Cleared
10/15/2004	J603	Rural Members...	Deposit	120.00	-		Y Cleared
10/15/2004	J604	Reimbursement...	Deposit	1,527.57	-		Y Cleared
10/15/2004	J605	Oct 2004, Telus	1647	-	276.66		Y Cleared
10/29/2004	J606	Oct04, Ronnie ...	1648	-	972.50		N Outstanding
10/29/2004	J607	Oct04, Ryan An...	1649	-	157.67		N Outstanding
10/29/2004	J608	Oct04, Michelle ...	1650	-	285.49		N Outstanding
10/29/2004	J609	Oct04, Bessie J...	1651	-	1,366.09		Y Cleared
10/29/2004	J610	Oct04, Maxine ...	1652	-	1,404.67		Y Cleared
10/29/2004	J611	Oct04, Becci Pi...	1653	-	34.09		N Outstanding
10/29/2004	J612	Oct04, Nancy R...	1654	-	321.93		N Outstanding
10/29/2004	J613	Oct04, Julia Re...	1655	-	2,717.35		N Outstanding
10/29/2004	J614	Oct04, Bruce S...	1656	-	676.38		N Outstanding
10/29/2004	J615	Oct04, Sharon ...	1657	-	445.79		N Outstanding
10/29/2004	J616	Oct04, Local Au...	1658	-	951.56		N Outstanding
10/31/2004	J617	Oct04, Canada ...	1659	-	2,682.10		N Outstanding
10/22/2004	J618	Fines etc.	Deposit	317.99	-		Y Cleared
10/22/2004	J619	Resident cardho...	Deposit	300.00	-		Y Cleared
10/22/2004	J620	Non-resident ca...	Deposit	140.00	-		Y Cleared
10/22/2004	J621	Adopt-a-mag Lu...	Deposit	100.00	-		Y Cleared
10/22/2004	J622	Resident Cardh...	Deposit	270.00	-		Y Cleared
10/22/2004	J623	Fines etc.	Deposit	325.00	-		Y Cleared
10/22/2004	J624	Non-resident ca...	Deposit	160.00	-		Y Cleared
10/22/2004	J625	Adopt-a-mag M...	Deposit	100.00	-		Y Cleared
10/22/2004	J626	Reversing J625...	ADJDeposit	-	100.00		Y Cleared
10/29/2004	J627	Adopt-a-mag M...	Deposit	100.00	-		Y Cleared
10/22/2004	J628	Reversing J624...	ADJDeposit	-	160.00		Y Cleared
10/29/2004	J629	Non-resident ca...	Deposit	160.00	-		Y Cleared
10/22/2004	J630	Reversing J623...	ADJDeposit	-	325.00		Y Cleared
10/29/2004	J631	Fines etc.	Deposit	325.00	-		Y Cleared
10/22/2004	J632	Reversing J622...	ADJDeposit	-	270.00		Y Cleared
10/29/2004	J633	Resident Cardh...	Deposit	270.00	-		Y Cleared
10/31/2004	J646	Securitek	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
10/31/2004	J647	Alberta Health	-	44.00		Y	Cleared
10/31/2004	J648	Destination Fee	-	5.00		Y	Cleared
			55,140.00	16,626.19			

			<u>Debits</u>	<u>Credits</u>
10/4/2004	J575	1638, Oct04, DocuCom		
		2100 GST Paid on Purchases	108.52	-
		5100 Repair & Maintenance	1,550.28	-
		1080 Cash In Bank	-	1,658.80
10/8/2004	J576	Deposit, Local Memberships		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
10/8/2004	J577	Deposit, Fines. etc		
		4120 Fines, Book Sales & Services	-	339.96
		1080 Cash In Bank	339.96	-
10/8/2004	J578	Deposit, Rural Membership		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
10/8/2004	J579	Deposit, County of Newell		
		4060 County of Newell Library Board	-	15,990.16
		1080 Cash In Bank	15,990.16	-
10/8/2004	J580	1639, Oct 2004, CNL Communication		
		2100 GST Paid on Purchases	1.40	-
		5160 Copier & Computer Costs	19.95	-
		1080 Cash In Bank	-	21.35
10/8/2004	J581	1640, Oct 2004, Brodart		
		2100 GST Paid on Purchases	15.23	-
		5070 Library Supplies	217.57	-
		1080 Cash In Bank	-	232.80
10/8/2004	J582	1641, Oct 2004, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
10/8/2004	J583	1642, Oct 2004, Ikon Office Solutions		
		2100 GST Paid on Purchases	2.29	-
		5160 Copier & Computer Costs	32.65	-
		1080 Cash In Bank	-	34.94
10/8/2004	J584	1643, Oct 2004, Brooks Stationers		
		2100 GST Paid on Purchases	5.10	-
		5070 Library Supplies	72.79	-
		1080 Cash In Bank	-	77.89
10/8/2004	J585	1644, Oct 2004, Brooks Home Hardware		
		2100 GST Paid on Purchases	0.31	-
		5070 Library Supplies	4.40	-
		1080 Cash In Bank	-	4.71
10/8/2004	J586	1645, Oct 2004, Purolator Courier		
		2100 GST Paid on Purchases	2.14	-
		5200 Freight & Postage	16.98	-
		1080 Cash In Bank	-	19.12

			<u>Debits</u>	<u>Credits</u>
10/8/2004	J587	1646, Oct 2004, Memory Lane Computers		
		2100 GST Paid on Purchases	85.05	-
		5055 Library Equipment	1,215.00	-
		1080 Cash In Bank	-	1,300.05
10/1/2004	J594	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	356.02
		1080 Cash In Bank	356.02	-
10/1/2004	J595	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
10/1/2004	J596	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	180.00
		1080 Cash In Bank	180.00	-
10/1/2004	J597	Deposit, HRDC Summer Student Grant		
		4040 Province of Alberta	-	1,410.00
		1080 Cash In Bank	1,410.00	-
10/1/2004	J598	Deposit, Town of Brooks - 4th installment		
		4020 Town of Brooks	-	31,250.00
		1080 Cash In Bank	31,250.00	-
10/15/2004	J601	deposit, Fines		
		4120 Fines, Book Sales & Services	-	270.30
		1080 Cash In Bank	270.30	-
10/15/2004	J602	Deposit, Local Membership		
		4090 Resident Cardholder Fees	-	342.00
		1080 Cash In Bank	342.00	-
10/15/2004	J603	Deposit, Rural Membership		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
10/15/2004	J604	Deposit, Reimbursement from Foundation		
		5070 Library Supplies	-	217.57
		5055 Library Equipment	-	1,215.00
		5160 Copier & Computer Costs	-	95.00
		1080 Cash In Bank	1,527.57	-
10/15/2004	J605	1647, Oct 2004, Telus		
		2100 GST Paid on Purchases	17.98	-
		5140 Telephone and Fax Expense	258.68	-
		1080 Cash In Bank	-	276.66
10/29/2004	J606	1648, Oct04, Ronnie Adams		
		5300 Wages	1,091.80	-
		1080 Cash In Bank	-	972.50
		2310 EI Payable	-	21.62
		2320 CPP Payable	-	39.61
		2330 Income Tax Payable	-	58.07

			Debits	Credits
10/29/2004	J607	1649, Oct04, Ryan Anderson		
		5300 Wages	160.85	-
		1080 Cash In Bank	-	157.67
		2310 EI Payable	-	3.18
10/29/2004	J608	1650, Oct04, Michelle Cornish		
		5300 Wages	291.26	-
		1080 Cash In Bank	-	285.49
		2310 EI Payable	-	5.77
10/29/2004	J609	1651, Oct04, Bessie Jacowishen		
		5300 Wages	1,851.48	-
		1080 Cash In Bank	-	1,366.09
		2310 EI Payable	-	36.66
		2320 CPP Payable	-	77.21
		2330 Income Tax Payable	-	225.48
		2400 L.A.P.P. Payable	-	103.72
		2420 AUMA Extended Health	-	42.32
10/29/2004	J610	1652, Oct04, Maxine Meldrum		
		5300 Wages	1,851.48	-
		1080 Cash In Bank	-	1,404.67
		2310 EI Payable	-	36.66
		2320 CPP Payable	-	77.21
		2330 Income Tax Payable	-	225.48
		2400 L.A.P.P. Payable	-	103.72
		2420 AUMA Extended Health	-	3.74
10/29/2004	J611	1653, Oct04, Becci Pierog		
		5300 Wages	34.78	-
		1080 Cash In Bank	-	34.09
		2310 EI Payable	-	0.69
10/29/2004	J612	1654, Oct04, Nancy Reid		
		5300 Wages	330.39	-
		1080 Cash In Bank	-	321.93
		2310 EI Payable	-	6.54
		2320 CPP Payable	-	1.92
10/29/2004	J613	1655, Oct04, Julia Reinhart		
		5300 Wages	4,094.17	-
		1080 Cash In Bank	-	2,717.35
		2310 EI Payable	-	70.55
		2320 CPP Payable	-	188.22
		2330 Income Tax Payable	-	852.42
		2400 L.A.P.P. Payable	-	229.36
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
10/29/2004	J614	1656, Oct04, Bruce Schmidt		
		5300 Wages	713.02	-
		1080 Cash In Bank	-	676.38
		2310 EI Payable	-	14.12
		2320 CPP Payable	-	20.86
		2330 Income Tax Payable	-	1.66

Brooks Public Library
All Journal Entries 10/1/2004 to 10/31/2004

			<u>Debits</u>	<u>Credits</u>
10/29/2004	J615	1657, Oct04, Sharon Wilson		
		5300 Wages	463.47	-
		1080 Cash In Bank	-	445.79
		2310 EI Payable	-	9.18
		2320 CPP Payable	-	8.50
10/29/2004	J616	1658, Oct04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	436.80	-
		5350 L.A.P.P. Expense	514.76	-
		1080 Cash In Bank	-	951.56
10/31/2004	J617	1659, Oct04, Canada Customs and Revenue Agenc		
		2310 EI Payable	204.97	-
		2320 CPP Payable	413.53	-
		2330 Income Tax Payable	1,363.11	-
		5310 EI Expense	286.96	-
		5320 CPP Expense	413.53	-
		1080 Cash In Bank	-	2,682.10
10/22/2004	J618	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	317.99
		1080 Cash In Bank	317.99	-
10/22/2004	J619	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
10/22/2004	J620	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
10/22/2004	J621	Deposit, Adopt-a-mag Lutes/Bell		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
10/22/2004	J622	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	270.00
		1080 Cash In Bank	270.00	-
10/22/2004	J623	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	325.00
		1080 Cash In Bank	325.00	-
10/22/2004	J624	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	160.00
		1080 Cash In Bank	160.00	-
10/22/2004	J625	Deposit, Adopt-a-mag MNP		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
10/22/2004	J626	ADJDeposit, Reversing J625. Correction is J627.		
		4185 Adopt-a-magazine	100.00	-
		1080 Cash In Bank	-	100.00

			<u>Debits</u>	<u>Credits</u>
10/29/2004	J627	Deposit, Adopt-a-mag MNP 4185 Adopt-a-magazine 1080 Cash In Bank	- 100.00	100.00 -
10/22/2004	J628	ADJDeposit, Reversing J624. Correction is J629. 4140 Non-resident Cardholder Fees 1080 Cash In Bank	160.00 -	- 160.00
10/29/2004	J629	Deposit, Non-resident cardholders 4140 Non-resident Cardholder Fees 1080 Cash In Bank	- 160.00	160.00 -
10/22/2004	J630	ADJDeposit, Reversing J623. Correction is J631. 4120 Fines, Book Sales & Services 1080 Cash In Bank	325.00 -	- 325.00
10/29/2004	J631	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	- 325.00	325.00 -
10/22/2004	J632	ADJDeposit, Reversing J622. Correction is J633. 4090 Resident Cardholder Fees 1080 Cash In Bank	270.00 -	- 270.00
10/29/2004	J633	Deposit, Resident Cardholders 4090 Resident Cardholder Fees 1080 Cash In Bank	- 270.00	270.00 -
10/31/2004	J646	Debit, Securitek 5170 Security Monitoring 5180 GST Expense 1080 Cash In Bank	25.00 1.75 -	- - 26.75
10/31/2004	J647	Debit, Alberta Health 5360 AB Health Expense 2440 AB Health Payable 1080 Cash In Bank	30.80 13.20 -	- - 44.00
10/31/2004	J648	Debit, Destination Fee 5250 Bank Charges 1080 Cash In Bank	5.00 -	- 5.00
			74,266.93	74,266.93

Brooks Public Library

Overview 2003-04

Quick History

Since its inception in 1951, the Brooks Public Library has undergone a number of changes from its once being housed in the Brooks Rest Room to its current home in the former headquarters for the Eastern Irrigation District. In 1993 the building was purchased by the town and was then expanded to approximately 7,500+ sq feet in size.

The Stats

Our Collection - includes books, pamphlets, compact disks, magazines, newspapers, cassettes, kits, CD-ROMs, Videos, DVDs, and databases - was 48,738 by the end of 2002, grew by 5.5% in 2003 to **51,577**

Check it out, check it in - was 118,415 circs by the end of 2002, grew by 2.8% in 2003 to **121,827** - 13,117 sent to other Shortgrass libraries, 7,335 came to our patrons from other Shortgrass libraries. As of November 3, **94,211** items had been circulated for 2004.

Cardholders - 1,893 residents and 153 non-residents in 2002, **1,832** residents and **129** non-residents in 2003, a decrease of 3.2% - but things are looking up as current figures have increased again to **1,963** residents and **109** non-residents as of October 2004.

Through our doors - in 2002 just over 62,000 people visited the Library, last year this number rose to **63,006**, and so far this year **55,442** have come through our doors at the Library.

Computer lab uses - was 10,816 by the end of 2002, grew by 13% in 2003 to **12,480**. We have five computers available for the public to use for research, email, resume writing and internet surfing.

Programming sessions - last year we had **3,948** people come out to our various programs ranging from basic computer sessions to author visits to class tours. This year the number is has risen to **4,562** and this was primarily due to the *Medieval Faire* held in late May.

The Basic Facts

At present the library is open 54 hours a week, 302 days a year.

Resident individual cardholders pay \$12.00 per, resident families pay \$18.00, non-resident individuals pay \$60.00 and families pay \$80.00. Residents include those living in County of Newell Divisions 1, 4, 5, 6 and 10.

The Library employs one head librarian, two full time staff, and five part time staff. We also take advantage of youth employment granting opportunities and hire a Summer Program Coordinator as well as a computer assistant when such opportunities present themselves.

Our Board and its Mission

Our Board currently consists of nine members. They are:

Henry Najda, Chair
Jerri Schlindeler, Secretary
Pat Walsh, Town Council representative
Elsie Strach, County of Newell representative and Treasurer
Gloria Evans, Board member
Mary Beecroft, Board member
Dino Champlone, Board member
Tilly Gamble Altwasser, Board member
Karen Nelson, Board member

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

Brooks Public Library Three Year Budget Proposal 2005-2007

Receipts	Current 2004	Year 2005	Year 2006	Year 2007
Town of Brooks	125,000.00	147,500.00	160,200.00	170,000.00
Province of Alberta	50,000.00	50,000.00	50,000.00	50,000.00
Province of Alberta (via Cof Newell Library Board)	9,300.00	9,300.00	9,300.00	9,300.00
County of Newell Grants (via Cof Newell Lib Board)	6,700.00	6,748.00	10,000.00	12,000.00
Federal Grants	8,500.00	5,500.00	5,500.00	5,500.00
Resident Card Fees	18,000.00	17,500.00	18,000.00	19,000.00
Non-resident Card Fees	4,000.00	4,000.00	4,000.00	4,000.00
Fines, Books & Services	18,000.00	17,500.00	18,000.00	19,000.00
Donations	4,000.00	8,000.00	8,000.00	8,000.00
Fundraisers/ Adopt-a-magazine	2,200.00	2,500.00	3,000.00	3,500.00
Interest Income	0.00	0.00	0.00	0.00
Miscellaneous	200.00	200.00	200.00	200.00
GST Recovery	1,000.00	2,000.00	2,000.00	2,000.00
Total Revenue	246,900.00	270,748.00	288,200.00	302,500.00
Expenditures				
Shortgrass Library System Expenses				
SLS Expense (Materials Allotment)	44,000.00	45,000.00	45,000.00	45,000.00
SLS – Non-resident Card Fees	2,000.00	2,000.00	2,000.00	2,000.00
Dynix and Telecom (SLS)	4,000.00	5,000.00	6,000.00	6,000.00
Staffing				
Temporary Staff	5,400.00	5,500.00	5,500.00	5,500.00
Staff Training	2,500.00	2,500.00	3,000.00	3,500.00
Wages (inc. benefits)	148,300.00	163,648.00	170,000.00	178,000.00
Materials				
Books, Periodicals, Newspapers	4,000.00	5,000.00	6,000.00	7,000.00
Library Supplies	6,000.00	5,000.00	6,000.00	6,000.00
Furnishings and Equipment	5,000.00	5,000.00	6,000.00	7,000.00
Maintenance				
Computer Maintenance Contracts	2,000.00	2,000.00	3,000.00	3,200.00
Copier & Computer Expense	2,500.00	3,000.00	3,500.00	4,000.00
Rebinding & Microfilming	2,000.00	2,000.00	2,000.00	2,000.00
Repair & Maintenance	2,500.00	3,000.00	4,000.00	4,500.00
Administration				
Conference & Travel	3,000.00	3,000.00	4,000.00	4,000.00
Program Expense	2,000.00	2,000.00	3,000.00	4,000.00
Security Monitoring	400.00	600.00	600.00	600.00
Bank Charges	200.00	200.00	200.00	300.00
Payroll Expense	600.00	800.00	800.00	800.00
Publicity & Advertising	2,000.00	2,000.00	3,000.00	3,500.00
Telephone & Fax Expense	3,500.00	4,000.00	4,500.00	5,000.00
Audit & Insurance	3,500.00	7,500.00	7,500.00	7,500.00
Freight & Postage	1,000.00	1,500.00	2,000.00	2,500.00
Professional Memberships	300.00	300.00	400.00	400.00
Miscellaneous	200.00	200.00	200.00	200.00
GST Expense	0.00	0.00	0.00	0.00
Total Expenses	246,900.00	270,748.00	288,200.00	302,500.00

**Brooks Public Library Budget Request for 2005
Explanation of Changes to Revenue and Expenditures**

Revenue/ Receipts

Federal Grants in previous years, the Board has received a grant from Industry Canada in the amount of \$3,400 to be used for computer equipment purchases. Based on demographic statistics, Brooks is no longer eligible for this grant.

Donations an added \$4,000 has been included accounting for an anticipated donation from Meyers, Norris and Penny.

GST Recovery due to a change in federal legislation the Library anticipates recovering all GST paid out in 2004.

Expenditures

SLS Expense (materials allotment) includes anticipated increase of 2.5% being asked for by the Shortgrass Library System.

Dynix and Telecom increase based on expense for 2004.

Wages (inc. benefits)

- i) increase of 9.3% partially based on expense for 2004
- ii) Board attempting to keep pace with hourly wages of Town of Brooks clerical staff and have set out an increase of 3%
- ii) coverage of holiday time for long term full time staff – over 10 years service receive 4 weeks
- iii) pension contributions for full time staff will increase again in 2005
- iv) training an important component of Board's plan of service
- v) need to keep up with increased use of facility and user demand

Books, periodicals, newspapers small increase to cover rising costs of library materials.

Audit and insurance this figure has been incorporated into budget to accurately reflect the cost of an audit – off set by donation made by Meyers, Norris and Penny when audit is completed.

Appendix "A"		2003	2004	2005
Administration				
Receptionist, Typist Cashier	start	13.14	13.66	14.21
	after 6 mo	13.53	14.07	14.63
	after 12 mo	13.94	14.49	15.07
	after 24 mo	14.35	14.93	15.52
Clerk 1	start	13.14	13.66	14.21
	after 6 mo	13.53	14.07	14.63
	after 12 mo	13.94	14.49	15.07
	after 24 mo	14.35	14.93	15.52
Clerk 2	start	13.53	14.07	14.63
	after 6 mo	13.94	14.49	15.07
	after 12 mo	14.35	14.93	15.52
	after 24 mo	14.76	15.37	15.98
Clerk 3	start	13.94	14.49	15.07
	after 6 mo	14.35	14.93	15.52
	after 12 mo	14.78	15.37	15.98
	after 24 mo	15.23	15.83	16.47
Clerk 4	start	14.33	14.90	15.50
	after 6 mo	14.76	15.35	15.96
	after 12 mo	15.20	15.81	16.45
	after 24 mo	15.66	16.29	16.94
Clerk 5	start	15.13	15.74	16.37
	after 6 mo	15.59	16.21	16.86
	after 12 mo	16.06	16.70	17.37
	after 24 mo	16.54	17.20	17.89
RCMP Clerk	start	13.94	14.49	15.07
	after 6 mo	14.35	14.93	15.52
	after 12 mo	14.78	15.37	15.98
	after 24 mo	15.23	15.83	16.47

Staff Volunteerism 2004

Last year it was estimated that staff members spent a total of 360 hours volunteering for various library related activities.

1. Staff members take books to shut-ins and seniors after library hours.
2. Preschool Story and Toddler times, as well as other programming activities are, often, prepared by staff at home. This entails the selection of stories, preparation of crafts, as well as the organization and purchase of supplies and treats.
3. Much of the time spent preparing for this year's Medieval Faire was done with volunteer assistance of staff members and members of the public.
4. The preparation and organization of special events such as fundraisers as well as the participation in these events are also done after hours.
5. For the period of a month, staff members sort mail at the provincial building at 8am each work day as we make use of the government courier for the transferal of materials between libraries outside the Shortgrass system.
6. During lunch hours breaks a staff member goes to both the post office and the provincial building to pick up library mail.
7. Materials to be recycled are taken to the depot after work hours.

Brooks Public Library

Programming Statistics for January to October 2004

Date	Sessions	Program	Attendance
Jan-Dec		Outreach- Seniors Book Delivery - Delivery of materials to inbound patrons who are unable to come to the library	
	48	4 hours per week - 22 registered patrons x 48 visits	1056
Jan-Nov	5	Story Time	90
Jan-Nov	12	Toddler Time	130
Jan-Mar	50	One-on-one computer training sessions	50
Jan-Oct	8	Art Gallery	386
January	3	Computer training workshops	5
January	4	Computers for Beginners workshops	40
February	4	Super Saturdays for kids	32
February	5	Lunch Box Talks - Around the World	82
February	3	Computer training workshops	8
March	2	Super Saturdays for kids	30
March	3	Computer training workshops	11
March	1	Landlord and Tenant Law	12
April/May	3	Author Visits	79
May	2	Nursery School Tour (ages 3-5)	40
May	1	Medieval Faire	1000
June	2	School Tours - grades 1 - 6	55
July-Aug	5	Summer Reading Program- Family fun events	330
July-Aug	36	Summer Reading Program - grades 1-6 (36 x 20)	720
July-Aug	18	Paired Reading	54
August	1	Patron Appreciation Night	200
Oct	2	Tour - Grade 2 classes	65
Oct	1	Author Visit	26
Oct	2	Super Saturdays for kids	22
Nov	2	Super Saturdays for kids	15
Nov	4	Computers for Beginners workshops	24
TOTAL	227		4562

Building Maintenance 2004

On behalf of the Brooks Public Library Board, and Staff I would like to offer thanks to the Town and to Terry and his crew for the service they have provided this year.

I met with Terry Walsh during the summer months to discuss various maintenance issues. A tour was done on the interior and the exterior of the building. Here are the issues as well as updates:

- 1) Minor maintenance issues
 - a) Seal around the outer entrance doors was replaced.
 - b) Garbage receptacle is now located at entrance of building.
 - c) New signage has been installed around interior.
- 2) Temperature inside building

A humidifier was mounted above the magazine section in the spring and over the late summer/early fall a new boiler system was installed. All the pipes were cleared out and the heat seems to be working well.
- 3) Lighting

Currently the lighting around the exterior of the building is in working order. Kelly recently replaced all broken bulbs.
- 4) Graffiti and vandalism

Graffiti has not been a problem this year but vandalism continues to be an issue as we had two of our large windows smashed in late June. These were promptly replaced by the Town and we have not had any major incidents of vandalism since.
- 5) Signage

We would also like to ask the Town to continue considering the possibility of placing additional library signage along 2nd St. and/or Cassils Rd. leading up to our facility.
- 6) Cleaning interior

In recent months, the cleaning of the interior of the building has not been consistent. Terry has looked into this matter and some improvements have been made.
- 7) Painting

Terry has informed me that some painting may be done in the building in the coming months. We need to coordinate times as the library is open 54 a week and it will be difficult to do the work when we are open.
- 8) Carpeting

There are plans to re-carpet a portion of the floor space in the library. The areas chosen will most likely be the well worn, high traffic areas.

Brooks Public Library
Mid Year Review 2004
By Julia Reinhart, Head Librarian
September 2004

Over the past eight months, the Brooks Public Library has seen various changes, challenges and successes come to pass. This review is intended to provide our stakeholders, the Town of Brooks and the County of Newell, with information on what has taken place this year at the Library.

Governance and Board Changes

In December 2003, long time Board members, Jonathan Jaikaran and Rudy Esau both finished their terms of nine years. Since the beginning of 2004, three new members have been appointed by the Town of the Brooks to the Board. Tilly Gamble-Altwasser, Dino Champlone and Karen Nelson have all signed on for a period of three years and the Board is pleased to welcome them.

The Policy Standing Committee of the Board has been working on revising several policies as well as Board By-laws. With the addition of new sections and schedules, the By-laws have undergone a complete reworking to better reflect the Library's daily operations.

The Library's Collection

All areas of the Library's collection continue to grow with additional resources. So far a total of 2,369 new items have been added to the Library's collection this year including materials in children's and adult fiction, large print, adult non-fiction, CDs, magazines, and the reference section. As the collection increases changes need to be made for better access to materials and over the past half year, the children's fiction collection was completely re-categorized. Needless to say, parents of small children are very pleased with the change.

Cardholders on the Rise

At this time last year the Library saw a fairly dramatic downturn in the number of residents and non-residents purchasing library cards. This year, however, we have seen a steady increase back to pre-2003 numbers, with the number of current cardholders standing at approximately a hundred more over last year at this time.

Programming Highlights

To encourage and increase library patronage, the Library has continued to offer a number of well attended programs to Brooks and County of Newell residents. Over the past year the library has hosted exhibits by local artists such as Rita Wildschut and Pat Neufeld, and well known provincial artists including Alex Janvier and Bill Laing. With a generous grant from the Canada Council for the Arts, the Library was also able to host Canadian authors Gloria Sawai, Faye Reineberg Holt, and Ann Alma. As in previous years, the Library held it's "Around the World in 29 Days" series of lunch box talks given by people who come from all parts of the globe and now reside in Brooks. Library users also had an opportunity to sharpen their internet skills with help from our CAP sponsored Internet Assistant. And our 2004 Summer Reading Program and Family Fun Events were extremely popular again this year. Both Story Time and Toddler Time

Sept 15, 2004

To Whom It May Concern:

This letter is being written in support of the Brooks Public Library.

Thirty years ago the Brooks Public Library shared the upper floor of the Town Hall with the Court Room. Today, of course, the facilities of all three have been greatly enhanced. The Library probably has the choice location as a buffer between the downtown core and Evergreen Park. With lots of trees and lots of parking, it is a great place to spend time. The earlier Library had dozens of books and a collection of magazines equal to the typical doctor's waiting room. Now there are thousands of books on the shelves and access provided to millions more. There is a fine assortment of current newspapers and magazines as well as a room of computers with internet access. As well, it is the center for heritage and cultural presentations.

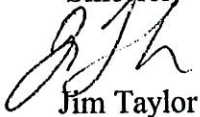
I have made great personal use of the library over the years. At one time, I drove a truck for night deliveries and always took along an audio cassette book.. Our children all had library cards and we would visit it regularly. Since my retirement, 3 1/2 years ago, I have made a visit to the library to browse through the newspapers and magazines a regular part of my daily ritual. Although I seldom check books out, anymore, many times I have made use of the technical and research sections to solve problems and to find information. Many times I have discovered interesting items just by chance. Often I have been the last to leave at closing time.

While at the library I have observed many students (youngsters and adults) working on their school work. Experts seem to agree that a good study environment is a key to success at school. Many homes do not provide that kind of environment, but the library does. Even if the students only use their own texts, the library provides the right environment.

I have also noticed a great interest in the computer room of the library. There is often a line up and the librarians must encourage patrons not to exceed their share of time. I do not know if these computers are being used for research or for e mail, but either way they are very popular and serving a community need.

I am trying to say how much I appreciate our Public Library with its serene atmosphere, multitude of information and polite and helpful staff.

Sincerely



Jim Taylor

Attention: Julia Reinhart - Head Librarian

BROOKS PUBLIC LIBRARY TESTIMONIAL

It is my pleasure to express my sincere admiration for the Brooks Public Library and its staff.

The selections of serious reading material and the wide choices of well-known authors and such varied popular fiction is great. There is so much to enjoy.

The large Print books are excellent for my husband's reading enjoyment.

If a particular interest catches my attention the Library always has sources for me to peruse and often they will obtain something else from other branches.

I have enjoyed the classical CD's selections and notice the vast choices of all types of music. While I am not a video viewer I have noticed young mothers with many tapes for their children. There seems to be many adult choices too.

The children's 'fun-animal-mat' is a real source of enjoyment for them and it is certainly a pull-in for their beginning interest in the Library. It certainly ensures that the Library is a great place and that books are fun and the start of a lifetime of interest, learning and reading pleasures.

I have been able to take a couple of computer courses and appreciate the expertise shared. I have enjoyed the many special occasions hosted by the friendly staff. They are so friendly and helpful to everyone...toddlers to seniors.

Their showcase of latest publications/books on the display shelves introduces many subjects and new authors to me.

These are first hand observations but I am sure there must be many other things that do not touch me.

My final comment is that the Brooks Public Library is one of the finest sources of knowledge and enjoyment that I have experienced. What a wonderful value for a Brooks Public Library membership!

Please continue to support the expansive ideas and purchases they feel necessary to continue their excellent efforts on the public's behalf.

Sincerely,



October 18, 2004

Brooks Public Library Board
P.O. Box 1149
Brooks, Alberta
T1R 0G7

To Whom It May Concern,

The Brooks Public Library is a wonderful asset to the town of Brooks. My family and I have been members and users of the Library for the past 20 years, and I have seen it grow and flourish into the great place it is today.

My children always attended the story time program for pre-schoolers when they were very young, and as they grew they enjoyed the benefits of the summertime reading programs and activities. I tried to teach them at an early age that the library was an important part of the community because I strongly believe that it is. My children are teenagers now and still use the library on a regular basis for pleasure reading, doing research assignments for school, and they both love the books on tape that the library has when we go on holidays or long road trips.

I am a frequent user of the Brooks Public Library, as any of your staff will tell you. Being a school librarian, I use the public library to add and complement the programs I use at school. I love that fact that the Brooks library is a member of the Shortgrass System because I can usually get any book at all that I am looking for within a few short days. I use this benefit repeatedly. I also like that I can check for books, hold books, renew books, etc. via the internet. It is an excellent service that is offered, one which I again, use constantly.

The Brooks Library is so very fortunate to have the staff that it does, too. They try to get to know their customers, always treating them with respect, friendliness, dignity, and of course a smile! I know that my children always feel welcome in the building, and so do I. You can ask them just about anything and they will always try to help you in some way or another.

When my children were younger, we always enjoyed and looked forward to the Family Fun Evenings. Throughout the years we have never attended one that we did not have a great time at! Now as the children grow, we enjoy the Author Visits

and talks, and wish that there was additional available funding to host more of these sessions.

I just can not imagine what my family's life would be like if we did not have the Brooks Public Library to visit at least once a week!

Yours sincerely,

Karen Bonora

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