

**Brooks Public Library Board Meeting Minutes**  
**Thursday, January 22, 2004**

**Present** - Henry Najda, Elsie Strach, Gloria Evans, Pat Walsh, Tilly Gamble(Guest), Carina Weisbach, Dino Champlone, Julia Reinhart (Librarian).

**Absent** - Mary Beecroft

Called to order at 6:30 p.m.

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

Minutes of the November 25, 2003 meeting were read. Amended - Librarians report as per attached printed reports. Moved by Jerri. Seconded by Elsie. **Carried.**

**Business Arising**

- Town of Brooks allotment for 2004 will be \$125,000.00. An increase of 3.6% over 2003.
- CAP III - funding for upgrading equipment available. A computer, scanner, DeepFreeze software and six chairs have been purchased
- County of Newell Grant - a letter was sent for utility grant and accepted by County.

**Correspondence**

- Town of Brooks appointing Dino Champlone for a 3 year term -beginning January 6, 2004.
- Karen Bonora - resigned from the Library Board.
- Shortgrass Clipping - letter and notes as greetings.
- Directors Insurance - are insured under the Town of Brooks Policy.

**Financial Report**

- Elsie moved the expenses for December of \$29,736.70 be approved. Seconded by Gloria. **Carried.**
- Brooks Computer Services will be doing payroll as of January 2004.
- Motion to approve the subsidization of 50% of Julia's home internet costs for the year 2004. Moved by Elsie. Seconded by Pat. **Carried.**
- AALT Conference for Library Technicians, May 13-16 in Canmore. Julia watching for details and plans to send a couple of Brooks staff to the Conference. Julia to attend Jasper Conference, April 29-May2,2004. Moved by Jerri. Seconded by Pat. **Carried.**
- Motion that Henry Najda, Julia Reinhart and Elsie Strach be authorized to sign cheques. Moved by Jerri. Seconded by Carina. **Carried.**
- Gloria moved that Elsie Strach be Treasurer. Seconded by Carina. **Carried.**
- Finance Committee will be meeting around the 12<sup>th</sup> of each month.
- Budget for the year 2004 was reviewed by Julia.

**Librarian Report**

- as per attached report.

**Personnel Committee Report**

- no report

**Policy Committee Report**

- no report

**Plan-of-Service Committee Report**

- dissolved

**New Business**

- Board Development Standing Committee - keep abreast of what is required as a Board member. Committee members will be Carina, Henry and Gloria.

- Tilly Gamble - application to sit on the Library Board. Elsie moved. Seconded by Gloria. **Carried.** Letter to be sent to Town of Brooks recommending Tilly be appointed to the Board.

Finance Committee Meeting - Wednesday, February 11, 2004 at 8:00 a.m.

Library Board Meeting - Thursday, February 26, 2004 at 6.30 p.m.

Meeting adjourned at 7:40 p.m. by Pat Walsh.

*Henry Hays - Feb 26/04.*  
*Julia Reinhart*

**Brooks Public Library**  
**Finance Committee Meeting**  
**8:30am January 21<sup>st</sup>, 2004**

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

- 1) Newly revised budget was presented to the Committee. Increases from the Town of Brooks and County of Newell have been incorporated into budget for 2004.
- 2) Finance Committee meetings will now be held closer to the middle of each month at 8:00 am.
- 3) Due to problems with ADP over the past, Julia has been looking into finding a new payroll agency.
- 4) Motion to approve the subsidization of half (50%) of Julia's home internet costs for the year 2004.
- 5) Motion to accept the expenditure of \$29,736.79 for the month of December 2003.
- 6) Next meeting will be held on Thursday February 12<sup>th</sup> at 8:00am.
- 7) Meeting adjourned at 9:10am

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

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	120,677.00	0.00	120,677.00
Gov't of Canada – Summer Em.	1,432.00	0.00	1,446.00
Province of Alberta	46,684.00	5,000.00	54,981.00
AB. Temp Employment Grants	4,000.00	0.00	3,763.20
County of Newell	18,813.00	0.00	9,694.64
Local Memberships	18,500.00	1,314.22	16,501.23
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	156.00
Fines, books and services	18,000.00	1,244.40	16,848.61
Rural Memberships	2,500.00	360.00	4,197.80
Donations	2,000.00	0.00	1,008.25
Charitable Receipt Donations	2,000.00	275.00	2,948.61
Fundraisers	2,000.00	0.00	66.20
Adopt-a-magazine	0.00	-200.00	2,100.00
GST Recovery	1,000.00	0.00	983.50
<b>Total Revenue</b>	<b>237,806.00</b>	<b>7,993.62</b>	<b>235,372.04</b>
<b>Expenditures</b>			
Shortgrass Expense	50,000.00	0.00	42,354.60
Shortgrass – Rural membership	1,250.00	0.00	1,490.00
Shortgrass-Dynix	6,000.00	0.00	3,345.16
Books & Materials	4,000.00	1,924.32	5,298.32
New Library Furnishings	2,000.00	0.00	2,325.26
Payroll Expense	500.00	81.11	637.64
Library Supplies	5,000.00	511.12	4,378.18
Administration & Travel	4,000.00	187.75	4,841.30
Program Expense	2,000.00	35.83	1,900.32
Repair & Maintenance	2,800.00	68.64	2,035.65
Rebinding	1,500.00	0.00	1,527.20
Staff Training	2,100.00	59.00	986.24
Telephone & Fax Expense	3,500.00	244.55	3,609.59
Copier & Computer Costs	2,500.00	48.10	2,223.73
Security Monitoring	350.00	25.00	356.75
Computer Technician	3,000.00	144.60	283.46
GST Expense	21.00	7.43	57.98
Freight & Postage	950.00	0.00	886.36
Professional Memberships	300.00	20.00	220.00
Publicity and Advertising	1,600.00	15.50	1,702.58
Audit and Insurance	3,000.00	0.00	2,922.40
Bank Charges	35.00	5.00	168.60

Miscellaneous	500.00	0.00	155.68
Wages (includes temp. staff)	131,060.00	16,599.21	142,782.07
EI Expense	4,000.00	227.33	3,822.74
CPP Expense	4,700.00	275.78	4,981.53
WCB Expense	400.00	0.00	435.84
Great West Life	2,800.00	0.00	1,543.86
LAPP Expense	5,000.00	4,536.92	9,277.73
AB Health Expense	370.00	30.80	369.60
<b>Total Expenses</b>	245,236.00	25,047.99	246,920.37
<b>Net (Loss) Earnings</b>	(7,430.00)		
<b>Liabilities</b>		4,688.80	4,688.80
<b>Total Expense (after liabilities)</b>		29,736.79	251,609.17
<b>Net Income (w/o liabilities)</b>		-17,054.37	-16,237.13

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,181.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>22,014.75</u>
<b>TOTAL CURRENT ASSETS</b>	<u><b>29,229.43</b></u>

<b>TOTAL ASSETS</b>	<u><u>29,229.43</u></u>
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**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,424.88
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-2,424.88
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	<u>0.00</u>
Receiver General Payable	0.00
L.A.P.P. Payable	8,414.54
Great West Life	-1,300.86
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><b>4,688.80</b></u>

<b>TOTAL LIABILITIES</b>	<u><u>4,688.80</u></u>
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**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	10,431.55
Current Earnings	<u>0.00</u>
<b>Total Earnings</b>	<u><b>17,412.73</b></u>

<b>TOTAL EQUITY</b>	<u><u>17,412.73</u></u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>22,101.53</u></u>
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**REVENUE**

<b>REVENUE</b>	
Town of Brooks	0.00
Gov't. of Canada - Summer Employ. P	0.00
Province of Alberta	5,000.00
AB. Temp. Employment Grants	0.00
Canada Council for the Arts Grant	0.00
County of Newell	0.00
Local Memberships	1,314.22
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,244.40
Rural Memberships	360.00
Donations	0.00
Charitable Receipt Donations	275.00
Fundraisers	0.00
Adopt-a-magazine	-200.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>7,993.62</u>

**TOTAL REVENUE** 7,993.62

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	1,924.32
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	81.11
Library Supplies	511.12
Administration & Travel	187.75
Recruitment expense	0.00
Program Expense	35.83
Canada Council for the Arts expense	0.00
Repair & Maintenance	68.64
Rebinding, Microfilming, Laminating	0.00
Staff Training	59.00
Telephone and Fax Expense	244.55
Copier & Computer Costs	48.10
Security Monitoring	25.00
Computer Technician	144.60
GST Expense	7.43
Freight & Postage	0.00
Professional Memberships	20.00
Publicity & Advertising	15.50
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	16,599.21
EI Expense	227.33
CPP Expense	275.78
WCB Expense	0.00
Great West Life	0.00
L.A.P.P. Expense	4,536.92
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>25,047.99</u>

**TOTAL EXPENSE** 25,047.99

**NET INCOME** -17,054.37

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	120,677.00
Govt. of Canada - Summer Employ. P	1,446.00
Province of Alberta	54,981.00
AB. Temp. Employment Grants	3,763.20
Canada Council for the Arts Grant	0.00
County of Newell	9,694.64
Local Memberships	16,501.23
Interest Income	0.00
Miscellaneous	156.00
Fines, Book Sales & Services	16,848.61
Rural Memberships	4,197.80
Donations	1,008.25
Charitable Receipt Donations	2,948.61
Fundraisers	66.20
Adopt-a-magazine	2,100.00
GST Recovery	983.50
<b>TOTAL REVENUE</b>	<u>235,372.04</u>

**TOTAL REVENUE** 235,372.04

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	42,354.60
Shortgrass - Rural mem. payment	1,490.00
Shortgrass - Dynix and telecom.	3,345.16
Books & Materials	5,298.32
New Library Furnishings	2,325.26
Library Equipment	0.00
Payroll Expense	637.64
Library Supplies	4,378.18
Administration & Travel	4,841.30
Recruitment expense	0.00
Program Expense	1,900.32
Canada Council for the Arts expense	0.00
Repair & Maintenance	2,035.65
Rebinding, Microfilming, Laminating	1,527.20
Staff Training	986.24
Telephone and Fax Expense	3,609.59
Copier & Computer Costs	2,223.73
Security Monitoring	356.75
Computer Technician	283.46
GST Expense	57.98
Freight & Postage	886.36
Professional Memberships	220.00
Publicity & Advertising	1,702.58
Audit & Insurance	2,922.40
Bank Charges	168.60
Miscellaneous	155.68
Wages	142,782.07
EI Expense	3,822.74
CPP Expense	4,981.53
WCB Expense	435.84
Great West Life	1,543.86
L.A.P.P. Expense	9,277.73
AB Health Expense	369.60
<b>TOTAL EXPENSES</b>	<u>246,920.37</u>

**TOTAL EXPENSE** 246,920.37

**NET INCOME** -11,548.33



			<u>Debits</u>	<u>Credits</u>
12/1/2003	J543	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	361.50
		1080 Cash In Bank	361.50	-
12/1/2003	J544	Deposit, Local memberships		
		4090 Local Memberships	-	275.78
		1080 Cash In Bank	275.78	-
12/1/2003	J545	ADJDeposit, Reversing J544. Correction is J546.		
		4090 Local Memberships	275.78	-
		1080 Cash In Bank	-	275.78
12/1/2003	J547	ADJDeposit, Reversing J543. Correction is J548.		
		4120 Fines, Book Sales & Services	361.50	-
		1080 Cash In Bank	-	361.50
12/1/2003	J549	1313, Dec03, Alberta Public Sector		
		2100 GST Paid on Purchases	20.65	-
		5030 Books & Materials	340.79	-
		1080 Cash In Bank	-	361.44
12/5/2003	J554	1318, Dec03, Shortgrass Library System		
		5175 Computer Technician	144.60	-
		1080 Cash In Bank	-	144.60
12/5/2003	J555	1319, Dec05/03, Shortgrass Library System		
		5130 Staff Training	59.00	-
		1080 Cash In Bank	-	59.00
12/5/2003	J556	1320, December03, Shortgrass Library System		
		5030 Books & Materials	71.66	-
		1080 Cash In Bank	-	71.66
12/5/2003	J557	1321, Dec5,2003, Shortgrass Library System		
		2100 GST Paid on Purchases	161.98	-
		5030 Books & Materials	2,313.95	-
		1080 Cash In Bank	-	2,475.93
12/5/2003	J558	1322, Dec03, Home Hardware		
		2100 GST Paid on Purchases	0.53	-
		5090 Program Expense	7.60	-
		1080 Cash In Bank	-	8.13
12/5/2003	J559	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	270.22
		1080 Cash In Bank	270.22	-
12/5/2003	J560	Deposit, Rural memberships		
		4140 Rural Memberships	-	60.00
		1080 Cash In Bank	60.00	-
12/5/2003	J561	Deposit, Reimbursement from SHO Materials		
		5050 New Library Furnishings	-	2,192.16
		1080 Cash In Bank	2,192.16	-
12/5/2003	J562	Deposit, Donation - J. Hjash		
		4170 Charitable Receipt Donations	-	50.00
		1080 Cash In Bank	50.00	-
12/12/2003	J572	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	276.70
		1080 Cash In Bank	276.70	-
12/12/2003	J573	Deposit, Local memberships		
		4090 Local Memberships	-	204.22
		1080 Cash In Bank	204.22	-
12/12/2003	J574	Deposit, Rural memberships		
		4140 Rural Memberships	-	180.00
		1080 Cash In Bank	180.00	-

			Debits	Credits
12/12/2003	J575	Deposit, Donation - P. Clarke		
		4170 Charitable Receipt Donations	-	25.00
		1080 Cash In Bank	25.00	-
12/12/2003	J576	Debit, Reversing deposit 423		
		4185 Adopt-a-magazine	100.00	-
		1080 Cash In Bank	-	100.00
12/12/2003	J577	Debit, Reversing deposit 424		
		4185 Adopt-a-magazine	100.00	-
		1080 Cash In Bank	-	100.00
12/12/2003	J579	Deposit, Transfer of Endowment funds		
		1040 Endowment Fund	1,000.00	-
		1080 Cash In Bank	-	1,000.00
12/12/2003	J580	ADJDeposit, Reversing J579. Correction is J581.		
		1080 Cash In Bank	1,000.00	-
		1040 Endowment Fund	-	1,000.00
12/12/2003	J581	Deposit, Transfer of Endowment funds		
		1040 Endowment Fund	-	1,000.00
		1080 Cash In Bank	1,000.00	-
12/12/2003	J582	1323, Dec03, Foothills Library Association		
		5210 Professional Memberships	20.00	-
		1080 Cash In Bank	-	20.00
12/12/2003	J583	1324, Dec03, Ikon Office Solutions		
		2100 GST Paid on Purchases	3.37	-
		5160 Copier & Computer Costs	48.10	-
		1080 Cash In Bank	-	51.47
12/12/2003	J584	1325, Dec03, Brooks Bulletin		
		2100 GST Paid on Purchases	1.09	-
		5220 Publicity & Advertising	15.50	-
		1080 Cash In Bank	-	16.59
12/12/2003	J585	1326, Dec03, Julia Reinhart		
		5080 Administration & Travel	66.00	-
		1080 Cash In Bank	-	66.00
12/5/2003	J586	Deposit, Local memberships		
		4090 Local Memberships	-	648.00
		1080 Cash In Bank	648.00	-
12/16/2003	J587	1327, Dec03, Royal Bank Visa		
		5030 Books & Materials	1,398.67	-
		1080 Cash In Bank	-	1,398.67
12/5/2003	J588	ADJDeposit, Reversing J561. Correction is J589.		
		5050 New Library Furnishings	2,192.16	-
		1080 Cash In Bank	-	2,192.16
12/5/2003	J589	Deposit, Reimbursement from SHO Materials		
		5030 Books & Materials	-	2,192.16
		1080 Cash In Bank	2,192.16	-
12/16/2003	J590	1328, Dec03, Bessie Wester		
		2100 GST Paid on Purchases	32.23	-
		5030 Books & Materials	460.45	-
		1080 Cash In Bank	-	492.68
12/19/2003	J591	1329, Dec03, Rockin' Ronnie's		
		2100 GST Paid on Purchases	1.11	-
		5070 Library Supplies	15.98	-
		1080 Cash In Bank	-	17.09
12/19/2003	J592	1330, Dec03, Access Copyright		
		2100 GST Paid on Purchases	5.60	-
		5080 Administration & Travel	80.00	-

			Debits	Credits
		1080 Cash In Bank	-	85.60
12/19/2003	J593	1331, Dec03, Brodart		
		2100 GST Paid on Purchases	12.83	-
		5070 Library Supplies	183.28	-
		1080 Cash In Bank	-	196.11
12/19/2003	J594	1332, Dec03, Telus		
		2100 GST Paid on Purchases	4.19	-
		5140 Telephone and Fax Expense	51.46	-
		1080 Cash In Bank	-	55.65
12/19/2003	J595	1333, Dec2003, Telus		
		2100 GST Paid on Purchases	4.75	-
		5140 Telephone and Fax Expense	51.46	-
		1080 Cash In Bank	-	56.21
12/19/2003	J596	1334, Dec19,2003, Telus		
		2100 GST Paid on Purchases	9.85	-
		5140 Telephone and Fax Expense	141.63	-
		1080 Cash In Bank	-	151.48
12/19/2003	J597	1335, Dec03, Medicine Hat Public Library		
		5100 Repair & Maintenance	68.64	-
		1080 Cash In Bank	-	68.64
12/16/2003	J598	ADJ1327, Reversing J587. Correction is J599.		
		1080 Cash In Bank	1,398.67	-
		5030 Books & Materials	-	1,398.67
12/16/2003	J599	1327, Dec03, Royal Bank Visa		
		2100 GST Paid on Purchases	87.20	-
		5030 Books & Materials	929.63	-
		5070 Library Supplies	311.86	-
		5080 Administration & Travel	41.75	-
		5090 Program Expense	28.23	-
		1080 Cash In Bank	-	1,398.67
12/19/2003	J600	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	369.53
		1080 Cash In Bank	369.53	-
12/19/2003	J601	Deposit, Local memberships		
		4090 Local Memberships	-	168.00
		1080 Cash In Bank	168.00	-
12/19/2003	J602	Deposit, Donation - Linda and Joe Hajash		
		4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
12/31/2003	J603	1336, Dec2003, Julia Reinhart		
		5300 Wages	3,464.55	-
		1080 Cash In Bank	-	3,464.55
12/31/2003	J604	Deposit, Local memberships		
		4090 Local Memberships	-	294.00
		1080 Cash In Bank	294.00	-
12/31/2003	J605	Deposit, Fines etc.		
		4120 Fines, Book Sales & Services	-	327.95
		1080 Cash In Bank	327.95	-
12/31/2003	J606	Deposit, Rural memberships		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
12/31/2003	J607	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>
12/31/2003	J608	Debit, ADP payroll fee		
		5060 Payroll Expense	40.50	-
		5180 GST Expense	2.84	-
		1080 Cash In Bank	-	43.34
12/31/2003	J609	Debit, AB Health - J.Reinhart		
		2440 AB Health Payable	44.00	-
		1080 Cash In Bank	-	44.00
12/31/2003	J610	Debit, ADP payroll fee		
		5060 Payroll Expense	40.50	-
		5180 GST Expense	2.84	-
		1080 Cash In Bank	-	43.34
12/31/2003	J611	Debit, Branch Dest. Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
12/31/2003	J612	Debit, Payroll for Dec03		
		5300 Wages	12,381.23	-
		5310 EI Expense	227.33	-
		5320 CPP Expense	275.78	-
		5350 L.A.P.P. Expense	4,536.92	-
		5360 AB Health Expense	30.80	-
		2420 Great West Life	-	118.45
		2400 L.A.P.P. Payable	-	8,568.65
		2440 AB Health Payable	-	44.00
		1080 Cash In Bank	-	8,720.96
12/31/2003	J613	Debit, Alberta gov't op grant		
		4040 Province of Alberta	-	5,000.00
		1080 Cash In Bank	5,000.00	-
12/31/2003	J614	Debit, Adjusting ADP entry		
		5060 Payroll Expense	0.11	-
		1080 Cash In Bank	-	0.11
12/31/2003	J615	Debit, Adjustment due to error payroll Dec03		
		5300 Wages	753.43	-
		1080 Cash In Bank	-	753.43
			<u>49,671.53</u>	<u>49,671.53</u>

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
12/1/2003	J543	Fines etc. Deposit	361.50	-		Y	Cleared
12/1/2003	J544	Local memberships Deposit	275.78	-		Y	Cleared
12/1/2003	J545	Reversing J544. Corr... ADJDeposit	-	275.78		Y	Cleared
12/1/2003	J547	Reversing J543. Corr... ADJDeposit	-	361.50		Y	Cleared
12/1/2003	J549	Dec03, Alberta Public... 1313	-	361.44		Y	Cleared
12/5/2003	J554	Dec03, Shortgrass Li... 1318	-	144.60		Y	Cleared
12/5/2003	J555	Dec05/03, Shortgras... 1319	-	59.00		Y	Cleared
12/5/2003	J556	December03, Shortgr... 1320	-	71.66		Y	Cleared
12/5/2003	J557	Dec5,2003, Shortgra... 1321	-	2,475.93		Y	Cleared
12/5/2003	J558	Dec03, Home Hardw... 1322	-	8.13		Y	Cleared
12/5/2003	J559	Fines etc. Deposit	270.22	-		Y	Cleared
12/5/2003	J560	Rural memberships Deposit	60.00	-		Y	Cleared
12/5/2003	J561	Reimbursement from ... Deposit	2,192.16	-		Y	Cleared
12/5/2003	J562	Donation - J. Hjash Deposit	50.00	-		Y	Cleared
12/12/2003	J572	Fines etc. Deposit	276.70	-		Y	Cleared
12/12/2003	J573	Local memberships Deposit	204.22	-		Y	Cleared
12/12/2003	J574	Rural memberships Deposit	180.00	-		Y	Cleared
12/12/2003	J575	Donation - P. Clarke Deposit	25.00	-		Y	Cleared
12/12/2003	J576	Reversing deposit 423 Debit	-	100.00		Y	Cleared
12/12/2003	J577	Reversing deposit 424 Debit	-	100.00		Y	Cleared
12/12/2003	J579	Transfer of Endowme... Deposit	-	1,000.00		Y	Cleared
12/12/2003	J580	Reversing J579. Corr... ADJDeposit	1,000.00	-		Y	Cleared
12/12/2003	J581	Transfer of Endowme... Deposit	1,000.00	-		Y	Cleared
12/12/2003	J582	Dec03, Foothills Libra... 1323	-	20.00		N	Outstanding
12/12/2003	J583	Dec03, Ikon Office S... 1324	-	51.47		Y	Cleared
12/12/2003	J584	Dec03, Brooks Bulletin 1325	-	16.59		Y	Cleared
12/12/2003	J585	Dec03, Julia Reinhart 1326	-	66.00		Y	Cleared
12/5/2003	J586	Local memberships Deposit	648.00	-		Y	Cleared
12/16/2003	J587	Dec03, Royal Bank Vi... 1327	-	1,398.67		Y	Cleared
12/5/2003	J588	Reversing J561. Corr... ADJDeposit	-	2,192.16		Y	Cleared
12/5/2003	J589	Reimbursement from ... Deposit	2,192.16	-		Y	Cleared
12/16/2003	J590	Dec03, Bessie Wester 1328	-	492.68		Y	Cleared
12/19/2003	J591	Dec03, Rockin' Ronni... 1329	-	17.09		N	Outstanding
12/19/2003	J592	Dec03, Access Copyr... 1330	-	85.60		N	Outstanding
12/19/2003	J593	Dec03, Brodart 1331	-	196.11		Y	Cleared
12/19/2003	J594	Dec03, Telus 1332	-	55.65		Y	Cleared
12/19/2003	J595	Dec2003, Telus 1333	-	56.21		Y	Cleared
12/19/2003	J596	Dec19,2003, Telus 1334	-	151.48		Y	Cleared
12/19/2003	J597	Dec03, Medicine Hat ... 1335	-	68.64		Y	Cleared
12/16/2003	J598	Reversing J587. Corr... ADJ1327	1,398.67	-		Y	Cleared
12/16/2003	J599	Dec03, Royal Bank Vi... 1327	-	1,398.67		Y	Cleared
12/19/2003	J600	Fines etc. Deposit	369.53	-		Y	Cleared
12/19/2003	J601	Local memberships Deposit	168.00	-		Y	Cleared
12/19/2003	J602	Donation - Linda and ... Deposit	200.00	-		Y	Cleared
12/31/2003	J603	Dec2003, Julia Reinh... 1336	-	3,464.55		N	Outstanding
12/31/2003	J604	Local memberships Deposit	294.00	-		Y	Cleared
12/31/2003	J605	Fines etc. Deposit	327.95	-		Y	Cleared
12/31/2003	J606	Rural memberships Deposit	120.00	-		Y	Cleared
12/31/2003	J607	Securtek security fee Debit	-	26.75		Y	Cleared
12/31/2003	J608	ADP payroll fee Debit	-	43.34		Y	Cleared
12/31/2003	J609	AB Health - J.Reinhart Debit	-	44.00		Y	Cleared
12/31/2003	J610	ADP payroll fee Debit	-	43.34		Y	Cleared
12/31/2003	J611	Branch Dest. Fee Debit	-	5.00		Y	Cleared
12/31/2003	J612	Payroll for Dec03 Debit	-	8,720.96		Y	Cleared
12/31/2003	J613	Alberta gov't op grant Debit	5,000.00	-		Y	Cleared
12/31/2003	J614	Adjusting ADP entry Debit	-	0.11		Y	Cleared
12/31/2003	J615	Adjustment due to err... Debit	-	753.43		Y	Cleared
			16,613.89	24,326.54			

**2004 Annual Budget for the Brooks Public Library**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000		
Gov't of Canada – Summer Em.	1,500		
Province of Alberta	50,000		
CAP Grants	7,000		
County of Newell	16,000		
Local Memberships	18,000		
Interest Income	0		
Miscellaneous	200		
Fines, books and services	18,000		
Rural Memberships	4,000		
Donations	2,000		
Charitable Receipt Donations	2,000		
Fundraisers	200		
Adopt-a-magazine	2,000		
GST Recovery	1,000		
<b>Total Revenue</b>	<b>246,900</b>		
<b>Expenditures</b>			
Shortgrass Expense	44,000		
Shortgrass – Rural membership	2,000		
Shortgrass-Dynix	4,000		
Books & Materials	4,000		
New Library Furnishings	2,000		
Library Equipment	3,000		
Payroll Expense	600		
Library Supplies	6,000		
Administration & Travel	3,000		
Program Expense	2,000		
Repair & Maintenance	2,500		
Rebinding	2,000		
Staff Training	2,500		
Telephone & Fax Expense	3,500		
Copier & Computer Costs	2,500		
Security Monitoring	400		
Computer Technician	2,000		
GST Expense	0.00		
Freight & Postage	1,000		
Professional Memberships	300		
Publicity and Advertising	2,000		
Audit and Insurance	3,500		

Bank Charges	200		
Miscellaneous	200		
Wages (includes temp. staff)	135,000		
EI Expense	2,500		
CPP Expense	6,000		
WCB Expense	500		
Great West Life	3,400		
LAPP Expense	5,900		
AB Health Expense	400		
<b>Total Expenses</b>	<b>246,900</b>		
<b>Net (Loss) Earnings</b>			
<b>Liabilities</b>			
<b>Total Expense (after liabilities)</b>			
<b>Net Income (w/o liabilities)</b>			

**Brooks Public Library Board Meeting Minutes**  
**Thursday, February 26,2004**

**Present:** Carina Weisbach, Henry Najda, Dino Champlone, Jerri Schindeler, Julia Reinhart (librarian), Tilley Gamble-Altwasser

**Absent:** Elsie Strach, Gloria Evans, Mary Beecroft, Pat Walsh

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

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

Minutes of the January 22, 2004 Board meeting were read. Motion to approve minutes as printed. Moved by Jerri. Seconded by Tilly. **Carried.**

**Business Arising**

- Julia will attend LAA Conference April 30-May 2, 2004.
- AALT Conference in Canmore-May 13-16. Maxine and Bessie will be attending. Motion to approve two staff members attend. Moved by Carina. Seconded by Dino. **Carried.**

**Correspondence**

- Town of Brooks letter appointing Tilly Gamble-Altwasser.
- Letter from Shortgrass Library System regarding Non-Resident fees. Family membership retained and fees will not be increased.
- By-law was amended under definition; defining resident and non-resident. Moved by Jerri that this be the first reading of the amendment to the bylaw. Seconded by Tilly. **Carried.**
- Letter from Sherry-Lynn Glawe was read regarding memberships of non-resident. A letter will be sent replying to her concerns.
- A thank-you note was received from Mary Beecroft and family.
- Letter from Shortgrass Library System regarding, Planning the Future. A session is scheduled for Wednesday, March 17. Registration date is March 10, 2004.
- The Trustee Voice was handed out. Items of interest are "Public Libraries and International Trade" and "Intellectual Freedom in the Internet Age; Lethbridge Public Libraries Experience".
- March Calenders of activities was passed out.

**Financial Report**

- Records given to Meyers, Norris and Penny for audit of 2003.
  - A draft of a Mandate for Finance Committee was worked on.
- Moved by Henry that the expenditures in the amount of \$19,914.77 for the month of January 2003 be approved as printed. Seconded by Carina. **Carried.**



### **Librarians Report**

- as per attached details
- Ryan has been doing workshops and his CAP contract has been extended for another month.

### **Personnel Committee Report**

- no report

### **Policy Committee Report**

- Indexed by subject. They are being reviewed. Will meet on Monday, March 15 at 5:00 p.m.

### **Board Development Standing Committee**

- Board Development Day, Saturday April 17, 2004
- Pat McNamee at County of Newell, March 27, 2004
- Meeting set for Tuesday, March 9 at 5:00 p.m. Board Development Standing Committee.

### **New Business**

- New library card draft passed around.
- Full GST refund for municipalities starting in February
- Computer Policy review - policy to remain as is.
- Public posters or table displays in library.-Until a policy is developed any fund-raising or solicitation activities prohibited. Moved by Tilly. Seconded by Dino. **Carried.**
- Use of the Board Room - several requests have been made. Motion by Dino to amend the Policy to read "It is the general policy of the board to allow only library related meetings to be held on the premises." Seconded by Tilly. **Carried.**

Next meeting- Thursday, March 25 at 6:30 p.m.

Adjourned by Carina at 8:25 p.m.

*Lucy Najda*  
*Mar 25/09*

*J. Reinhart*  
*Mar 25/09.*

**Brooks Public Library**  
**Finance Standing Committee Meeting**  
**8:00am February 11, 2004**

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

- 1) Receipts and Expenditures for the month of January were discussed and reviewed by the Committee. Motion to accept the expenditure of \$19,914.77 for the month of January 2004.
- 2) A progress report on the audit of the 2003 financial statements was provided by Julia. Materials necessary for the audit to take place have been provided to Meyers, Norris and Penny.
- 3) Members of the Committee worked on preparing a Draft Mandate for the Finance Standing Committee. The Mandate will outline the general purpose of the Committee, its roles and responsibilities, and composition. The Draft will be presented to the Board once it has been reviewed by the Committee.
- 4) Meeting was adjourned at 9:00am
- 5) Next meeting will take place on: Thursday March 11<sup>th</sup> at 8:00am

**Brooks Public Library**  
**Receipts and Expenditures for January 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	31,250.00	31,250.00
Gov't of Canada – Summer Em.	1,500	0.00	0.00
Province of Alberta	50,000	0.00	0.00
CAP Grants	7,000	1,379.84	1,379.84
Canada Council for the Arts Grant	0.00	3,090.00	3,090.00
County of Newell	16,000	0.00	0.00
Local Memberships	18,000	1,299.80	1,299.80
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,323.85	1,323.85
Rural Memberships	4,000	580.00	580.00
Donations	2,000	125.00	125.00
Charitable Receipt Donations	2,000	1,056.16	1,056.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	0.00
GST Recovery	1,000	0.00	0.00
<b>Total Revenue</b>	<b>246,900</b>	<b>40,104.65</b>	<b>40,104.65</b>
<b>Expenditures</b>			
Shortgrass Expense	44,000	0.00	0.00
Shortgrass – Rural membership	2,000	520.00	520.00
Shortgrass-Dynix	4,000	913.04	913.04
Books & Materials	4,000	-421.58	-421.58
New Library Furnishings	2,000	1,145.00	1,145.00
Library Equipment	3,000	1,651.00	1,651.00
Payroll Expense	600	8.00	8.00
Library Supplies	6,000	840.43	840.43
Administration & Travel	3,000	273.00	273.00
Program Expense	2,000	0.00	0.00
CC for the Arts Expense	0	0.00	0.00
Repair & Maintenance	2,500	181.30	181.30
Rebinding	2,000	0.00	0.00
Staff Training	2,500	260.00	260.00
Telephone & Fax Expense	3,500	559.00	559.00
Copier & Computer Costs	2,500	23.59	23.59
Security Monitoring	400	25.00	25.00
Computer Technician	2,000	69.36	69.36
GST Expense	0.00	2.31	2.31
Freight & Postage	1,000	144.50	144.50

Professional Memberships	300	0.00	0.00
Publicity and Advertising	2,000	39.50	39.50
Audit and Insurance	3,500	0.00	0.00
Bank Charges	200	96.65	96.65
Miscellaneous	200	0.00	0.00
Wages (includes temp. staff)	135,000	11,898.89	11,898.89
EI Expense	2,500	350.73	350.73
CPP Expense	6,000	504.33	504.33
WCB Expense	500	0.00	0.00
Great West Life	3,400	276.33	276.33
LAPP Expense	5,900	523.59	523.59
AB Health Expense	400	30.80	30.80
<b>Total Expenses</b>	<b>246,900</b>	<b>19,914.77</b>	<b>19,914.77</b>
<b>Liabilities</b>			
<b>Total Expense (after liabilities)</b>			
<b>Net Income (w/o liabilities)</b>		<b>20,189.88</b>	<b>20,189.88</b>

**ASSETS****CURRENT ASSETS**

GIC Account		0.00
GST Recoverable		983.50
Endowment Fund		6,181.18
Furn. & Shelving Reserve		0.00
Cash On Hand / Float		50.00
Cash In Bank		40,680.88
<b>TOTAL CURRENT ASSETS</b>		<u>47,895.56</u>

**TOTAL ASSETS**47,895.56**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00	
GST Paid on Purchases	-2,727.51	
GST Paid on Books	0.00	
Net GST Owning/Refund		-2,727.51
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Income Tax Payable	0.00	
Receiver General Payable		0.00
L.A.P.P. Payable		7,193.42
Great West Life		-1,300.86
AB Health Payable		0.00
W.C.B. Payable		0.00
Miscellaneous		0.00
<b>TOTAL CURRENT LIABILITIES</b>		<u>3,165.05</u>

**TOTAL LIABILITIES**3,165.05**EQUITY****EARNINGS**

Endowment Fund Reserves		6,981.18
Retained Earnings		10,431.55
Current Earnings		20,189.88
<b>Total Earnings</b>		<u>37,602.61</u>

**TOTAL EQUITY**37,602.61**LIABILITIES AND EQUITY**40,767.66

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	
Govt. of Canada - Summer Employ. P	31,250.00
Province of Alberta	0.00
Industry Canada Grants-CAP	0.00
AB. Temp. Employment Grants	0.00
Canada Council for the Arts Grant	1,379.84
County of Newell	3,090.00
Local Memberships	0.00
Interest Income	1,299.80
Miscellaneous	0.00
Fines, Book Sales & Services	0.00
Rural Memberships	1,323.85
Donations	580.00
Charitable Receipt Donations	125.00
Fundraisers	1,056.16
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>40,104.65</u>

**TOTAL REVENUE**

40,104.65

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	520.00
Shortgrass - Dynix and telecom.	913.04
Books & Materials	-421.58
New Library Furnishings	1,145.00
Library Equipment	1,651.00
Payroll Expense	8.00
Library Supplies	840.43
Administration & Travel	273.00
Recruitment expense	0.00
Program Expense	0.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	181.30
Rebinding, Microfilming, Laminating	0.00
Staff Training	260.00
Telephone and Fax Expense	559.00
Copier & Computer Costs	23.59
Security Monitoring	25.00
Computer Technician	69.36
GST Expense	2.31
Freight & Postage	144.50
Professional Memberships	0.00
Publicity & Advertising	39.50
Audit & Insurance	0.00
Bank Charges	96.65
Miscellaneous	0.00
Wages	11,898.89
EI Expense	350.73
CPP Expense	504.33
WCB Expense	0.00
Great West Life	276.33
L.A.P.P. Expense	523.59
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>19,914.77</u>

**TOTAL EXPENSE**

19,914.77

**NET INCOME**

20,189.88

			Debits	Credits
1/6/2004	J1	1337, Jan03, Great-West Life Assurance Compan 2420 Great West Life 5340 Great West Life 1080 Cash In Bank	118.45 276.33 -	- - 394.78
1/6/2004	J2	1338, Jan04, Shortgrass Library System 5175 Computer Technician 1080 Cash In Bank	69.36 -	-
1/6/2004	J3	1339, Jan2004, Shortgrass Library System 5022 Shortgrass - Dynix and telecom. 1080 Cash In Bank	913.04 -	69.36 -
1/6/2004	J4	1340, Jan06/04, Shortgrass Library System 5070 Library Supplies 1080 Cash In Bank	28.80 -	913.04 -
1/6/2004	J5	1341, Jan04, Memory Lane Computers 2100 GST Paid on Purchases 5055 Library Equipment 1080 Cash In Bank	115.57 1,651.00 -	28.80 -
1/6/2004	J6	1342, Jan04, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	1.09 15.50 -	1,766.57 -
1/6/2004	J7	1343, Jan04, Telus Mobility 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	2.32 33.12 -	16.59 -
1/6/2004	J8	1344, Jan06/2004, Shortgrass Library System 5021 Shortgrass - Rural mem. payment 1080 Cash In Bank	520.00 -	35.44 -
1/6/2004	J9	1345, Jan04, Local Authorities Pension Plan 2400 L.A.P.P. Payable 1080 Cash In Bank	1,221.12 -	520.00 -
1/9/2004	J10	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	-	1,221.12 461.15
1/9/2004	J11	Deposit, Local memberships 4090 Local Memberships 1080 Cash In Bank	461.15 -	-
1/9/2004	J12	Deposit, Rural memberships 4140 Rural Memberships 1080 Cash In Bank	390.00 -	390.00 -
1/9/2004	J13	Deposit, Donations - honor of D.Hansen 4160 Donations 1080 Cash In Bank	120.00 -	120.00 -
1/9/2004	J14	Deposit, CRD - Carl Anderson Fund 4170 Charitable Receipt Donations 1080 Cash In Bank	35.00 -	35.00 -
1/9/2004	J15	Deposit, CDR - T.Gamble/HJA Consulting 4170 Charitable Receipt Donations 1080 Cash In Bank	306.16 -	306.16 -
1/9/2004	J16	Deposit, Reimburse from SHO - materials 5030 Books & Materials 1080 Cash In Bank	750.00 -	750.00 -
1/9/2004	J17	Deposit, Canada Council for the Arts grant 4055 Canada Council for the Arts Grant 1080 Cash In Bank	887.78 -	887.78 -
			3,090.00	3,090.00

			Debits	Credits
004	J18	Deposit, CAP reimburse for Oct/Nov03 4050 AB. Temp. Employment Grants 1080 Cash In Bank	-	1,379.84
1/16/2004	J19	Deposit, Fines etc. 4120 Fines, Book Sales & Services 1080 Cash In Bank	1,379.84	-
1/16/2004	J20	Deposit, Local membership 4090 Local Memberships 1080 Cash In Bank	343.58	-
1/16/2004	J21	Deposit, Rural Memberships 4140 Rural Memberships 1080 Cash In Bank	252.00	252.00
1/16/2004	J22	Deposit, Donations 4160 Donations 1080 Cash In Bank	280.00	280.00
1/16/2004	J23	1346, Jan04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	40.00 9.85 141.62	40.00
1/21/2004	J24	1347, Jan2004, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	1.68 24.00	151.47
1/21/2004	J25	1348, Jan04, Medicine Hat Community Foundatio 5130 Staff Training 1080 Cash In Bank	65.00	25.68
1/21/2004	J26	1349, Jan04, Royal Bank Visa 2100 GST Paid on Purchases 5030 Books & Materials 5070 Library Supplies 5100 Repair & Maintenance 1080 Cash In Bank	18.75 307.18 340.04 181.30	65.00
1/21/2004	J27	1350, Jan 04, Harry Nielsen 5050 New Library Furnishings 1080 Cash In Bank	400.00	847.27
1/21/2004	J28	1351, Jan 04, Sew Whatever 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	14.49 207.00	400.00
1/21/2004	J29	1352, Jan 04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	3.64 52.39	221.49
1/21/2004	J30	1354, Jan 21,04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	3.61 52.03	56.03
1/21/2004	J31	1353, Jan 04, Bessie Wester 2100 GST Paid on Purchases 5030 Books & Materials 1080 Cash In Bank	10.28 146.89	55.64
1/21/2004	J32	1355, Jan04, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	1.65 23.59	157.17
			-	25.24



			Debits	Credits
1/21/2004	J33	1356, Jan04, Brodart		
		2100 GST Paid on Purchases	58.84	-
		5050 New Library Furnishings	745.00	-
		5200 Freight & Postage	95.50	-
		1080 Cash In Bank	-	-
1/21/2004	J34	1357, Jan04, Brooks Stationers		899.34
		2100 GST Paid on Purchases	2.14	-
		5070 Library Supplies	30.50	-
		1080 Cash In Bank	-	-
1/21/2004	J35	1358, Jan04, Brooks Greenhouses		32.64
		2100 GST Paid on Purchases	3.78	-
		5080 Administration & Travel	54.00	-
		1080 Cash In Bank	-	-
1/21/2004	J36	1359, Jan04, Larry Dye		57.78
		5030 Books & Materials	29.95	-
		1080 Cash In Bank	-	-
1/21/2004	J37	ADJ1356, Reversing J33. Correction is J38.		29.95
		1080 Cash In Bank	-	-
		2100 GST Paid on Purchases	899.34	-
		5050 New Library Furnishings	-	58.84
		5200 Freight & Postage	-	745.00
1/21/2004	J38	1356, Jan04, Brodart		95.50
		2100 GST Paid on Purchases	58.84	-
		5050 New Library Furnishings	745.00	-
		5200 Freight & Postage	95.50	-
		1080 Cash In Bank	-	-
1/21/2004	J39	ADJ1349, Reversing J26. Correction is J40.		899.34
		1080 Cash In Bank	847.27	-
		2100 GST Paid on Purchases	-	18.75
		5030 Books & Materials	-	307.18
		5070 Library Supplies	-	340.04
		5100 Repair & Maintenance	-	181.30
1/21/2004	J40	1349, Jan04, Royal Bank Visa		181.30
		2100 GST Paid on Purchases	36.57	-
		5030 Books & Materials	289.36	-
		5070 Library Supplies	340.04	-
		5100 Repair & Maintenance	181.30	-
		1080 Cash In Bank	-	-
1/23/2004	J41	Deposit, Fines etc.		847.27
		4120 Fines, Book Sales & Services	-	-
		1080 Cash In Bank	291.77	-
1/23/2004	J42	Deposit, Local Memberships		-
		4090 Local Memberships	-	-
		1080 Cash In Bank	376.80	-
1/23/2004	J43	Deposit, Rural Membership		-
		4140 Rural Memberships	-	-
		1080 Cash In Bank	120.00	120.00
1/23/2004	J44	Deposit, Town of Brooks - first quarter		-
		4020 Town of Brooks	-	-
		1080 Cash In Bank	31,250.00	31,250.00
1/23/2004	J45	1360, Jan04, Canada Post		-
		2100 GST Paid on Purchases	3.43	-
		5200 Freight & Postage	49.00	-
		1080 Cash In Bank	-	-
2004	J46	1361, Jan04, Julia Reinhart		52.43
		5140 Telephone and Fax Expense	240.00	-
		1080 Cash In Bank	-	-
			-	240.00

			Debits	Credits
1/30/2004	J47	1362, Jan04, Ronnie Adams 5300 Wages 1080 Cash In Bank	1,184.43	-
1/30/2004	J48	1363, Jan04, Ryan Anderson 5300 Wages 1080 Cash In Bank	853.96	1,184.43
1/30/2004	J49	1364, Jan04, Bessie Jacowishen 5300 Wages 1080 Cash In Bank	1,407.92	853.96
1/30/2004	J50	1365, Jan04, Maxine Meldrum 5300 Wages 1080 Cash In Bank	1,408.03	-
1/30/2004	J51	1366, Jan04, Evelyn Murray 5300 Wages 1080 Cash In Bank	127.84	1,408.03
1/30/2004	J52	1367, Jan04, Nancy Reid 5300 Wages 1080 Cash In Bank	580.87	-
1/30/2004	J53	1368, Jan2004, Julia Reinhart 5300 Wages 1080 Cash In Bank	2,696.88	580.87
1/30/2004	J54	1369, Jan04, Bruce Schmidt 5300 Wages 1080 Cash In Bank	819.22	-
1/30/2004	J55	1370, Jan04, Sharon Wilson 5300 Wages 1080 Cash In Bank	721.68	819.22
1/30/2004	J56	deposit, Fines, etc 4120 Fines, Book Sales & Services 1080 Cash In Bank	227.35	721.68
1/30/2004	J57	Deposit, Local Memberships 4090 Local Memberships 1080 Cash In Bank	281.00	227.35
1/30/2004	J58	Deposit, Rural Memberships 4140 Rural Memberships 1080 Cash In Bank	60.00	281.00
1/30/2004	J59	Deposit, Donations 4160 Donations 1080 Cash In Bank	50.00	60.00
1/30/2004	J60	1371, Jan 2004, Brooks Stationers 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	2.09 29.90	-
1/30/2004	J61	1372, Jan2004, Service Du Pret Entre Biblioth 5080 Administration & Travel 1080 Cash In Bank	12.00	31.99
1/30/2004	J62	1373, Jan 2004, Brodart 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	12.04 171.79	-
1/30/2004	J63	1374, Jan 2004, Grand & Toy 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	16.76 239.40	183.83
			-	256.16

			Debits	Credits
1/30/2004	J64	1375, Jan 2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	2.80 39.84 -	-
1/31/2004	J65	1376, Jan2004, Local Authorities Pension Plan 2400 L.A.P.P. Payable 1080 Cash In Bank	-	42.64
1/30/2004	J66	1377, Jan04, Alberta Library Conference 2004 5130 Staff Training 1080 Cash In Bank	-	967.88
1/31/2004	J67	1378, Jan04, Canada Customs and Revenue Agenc 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 1080 Cash In Bank	-	195.00
1/31/2004	J78	Debit, Securtek Security Fee 5170 Security Monitoring 5180 GST Expense 1080 Cash In Bank	-	3,130.61
1/31/2004	J79	Debit, AB Health-Julia 2440 AB Health Payable 1080 Cash In Bank	25.00 1.75 -	-
1/31/2004	J80	Debit, Cheque Printing Fee 5250 Bank Charges 1080 Cash In Bank	-	26.75
1/31/2004	J81	Debit, Cheque Printing Fee 5250 Bank Charges 1080 Cash In Bank	44.00 -	44.00
1/31/2004	J81	Debit, ADP Processing Charge- 2003 5060 Payroll Expense 5180 GST Expense 1080 Cash In Bank	91.65 -	91.65
1/31/2004	J82	Debit, ADP Processing Charge- 2003 5060 Payroll Expense 5180 GST Expense 1080 Cash In Bank	8.00 0.56 -	-
1/31/2004	J82	Debit, Br Dest Fee 5250 Bank Charges 1080 Cash In Bank	-	8.56
1/31/2004	J83	Debit, Br Dest Fee 5250 Bank Charges 1080 Cash In Bank	5.00 -	-
1/31/2004	J83	Deposit, Error with ADP -Reimburs for file 65 5300 Wages 1080 Cash In Bank	-	5.00
1/30/2004	J85	ADJ1362, Reversing J47. Correction is J86. 1080 Cash In Bank 5300 Wages	753.43 -	753.43
1/30/2004	J86	ADJ1362, Reversing J47. Correction is J86. 1080 Cash In Bank 5300 Wages	1,184.43 -	-
1/30/2004	J86	1362, Jan04, Ronnie Adams 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable	-	1,184.43
1/30/2004	J87	ADJ1363, Reversing J48. Correction is J88. 1080 Cash In Bank 5300 Wages	1,375.67 -	-
1/30/2004	J88	ADJ1363, Reversing J48. Correction is J88. 1080 Cash In Bank 5300 Wages	-	1,184.43
1/30/2004	J88	1363, Jan04, Ryan Anderson 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable	-	27.24
2004	J89	ADJ1364, Reversing J49. Correction is J90. 1080 Cash In Bank 5300 Wages	-	53.66
			853.96	110.34
			940.16	853.96
			-	18.62
			-	32.10
			-	35.48
			1,407.92	-
			-	1,407.92

			Debits	Credits
1/30/2004	J90	1364, Jan04, Bessie Jacowishen		
		5300 Wages		
		1080 Cash In Bank	1,985.13	
		2310 EI Payable	-	1,407.92
		2320 CPP Payable	-	39.31
		2330 Income Tax Payable	-	83.83
		2400 L.A.P.P. Payable	-	257.82
		2420 Great West Life	-	111.21
			-	85.04
1/30/2004	J91	ADJ1365, Reversing J50. Correction is J92.		
		1080 Cash In Bank		
		5300 Wages	1,408.03	
1/30/2004	J92	1365, Jan04, Maxine Meldrum		
		5300 Wages		
		1080 Cash In Bank	1,851.48	
		2310 EI Payable	-	1,408.03
		2320 CPP Payable	-	36.66
		2330 Income Tax Payable	-	77.21
		2400 L.A.P.P. Payable	-	225.48
		2420 Great West Life	-	103.72
			-	0.38
1/30/2004	J93	ADJ1366, Reversing J51. Correction is J94.		
		1080 Cash In Bank		
		5300 Wages	127.84	
1/30/2004	J94	1366, Jan04, Evelyn Murray		
		5300 Wages		
		1080 Cash In Bank	130.42	
		2310 EI Payable	-	127.84
1/30/2004	J95	ADJ1367, Reversing J52. Correction is J96.		
		1080 Cash In Bank		
		5300 Wages	580.87	
1/30/2004	J96	1367, Jan04, Nancy Reid		
		5300 Wages		
		1080 Cash In Bank	608.61	
		2310 EI Payable	-	580.87
		2320 CPP Payable	-	12.05
1/30/2004	J97	ADJ1368, Reversing J53. Correction is J98.		
		1080 Cash In Bank		
		5300 Wages	2,696.88	
1/30/2004	J98	1368, Jan2004, Julia Reinhart		
		5300 Wages		
		1080 Cash In Bank	4,094.17	
		2310 EI Payable	-	2,696.88
		2320 CPP Payable	-	81.06
		2330 Income Tax Payable	-	188.22
		2400 L.A.P.P. Payable	-	852.42
		2420 Great West Life	-	229.36
		2440 AB Health Payable	-	33.03
1/30/2004	J99	ADJ1369, Reversing J54. Correction is J100.		
		1080 Cash In Bank		
		5300 Wages	819.22	
1/30/2004	J100	1369, Jan04, Bruce Schmidt		
		5300 Wages		
		1080 Cash In Bank	895.73	
		2310 EI Payable	-	819.22
		2320 CPP Payable	-	17.74
		2330 Income Tax Payable	-	29.90
1/30/2004	J101	ADJ1370, Reversing J55. Correction is J102.		
		1080 Cash In Bank		
		5300 Wages	721.68	
			-	721.68

			Debits	Credits
1/30/2004	J102	1370, Jan04, Sharon Wilson		
		5300 Wages	770.95	-
		1080 Cash In Bank	-	721.68
		2310 EI Payable	-	15.26
		2320 CPP Payable	-	23.72
		2330 Income Tax Payable	-	10.29
1/31/2004	J103	ADJ1376, Reversing J65. Correction is J104.		
		1080 Cash In Bank	967.88	-
		2400 L.A.P.P. Payable	-	967.88
1/31/2004	J104	1376, Jan2004, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	444.29	-
		5350 L.A.P.P. Expense	523.59	-
		1080 Cash In Bank	-	967.88
1/31/2004	J105	ADJ1378, Reversing J67. Correction is J106.		
		1080 Cash In Bank	3,130.61	-
		2310 EI Payable	-	601.25
		2320 CPP Payable	-	1,008.66
		2330 Income Tax Payable	-	1,520.70
1/31/2004	J106	1378, Jan04, Canada Customs and Revenue Agenc		
		2310 EI Payable	250.52	-
		2320 CPP Payable	504.33	-
		2330 Income Tax Payable	1,520.70	-
		5310 EI Expense	350.73	-
		5320 CPP Expense	504.33	-
		1080 Cash In Bank	-	3,130.61
1/31/2004	J107	ADJDebit, Reversing J79. Correction is J108.		
		1080 Cash In Bank	44.00	-
		2440 AB Health Payable	-	44.00
2004	J108	Debit, AB Health-Julia		
		2440 AB Health Payable	13.20	-
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	44.00
			99,056.94	99,056.94

**Brooks Public Library Board Meeting Minutes**  
**Thursday, March 25, 2004**

**Present-** Dino Champlone, Pat Walsh, Tilley Gamble-Altwasser, Gloria Evans, Elsie Strach, Henry Najda, Julia Reinhart (Librarian), Jerri Schindeler  
*Reinhart*

**Absent** – Mary Beecroft, Carina Weisbach

**Mission Statement**

It is the mission of the Brooks Public Library to act as a community gathering place dedicated to the provision of lifelong learning and personal enrichment opportunities for people of all ages. The library accomplishes this mission by providing equitable access to high quality service, collections and facilities.

**Call to Order**

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

Motion to approve agenda as printed. Moved by Gloria. Seconded by Pat Walsh.

**Carried.**

Minutes of the February 26 meeting were read. Motion to approve minutes as printed. Moved by Jerri. Seconded by Pat. **Carried.**

**Business Arising**

- Policy Committee to review and revise by-laws. Recommendations to be presented to the Board at next meeting. Moved by Tilley. Seconded by Dino that motion be tabled to the next meeting. **Carried.**
- Reply to the letter from non-resident was written and sent.
- Computer lab signage – notice of Policy posted for patrons information.
- Shortgrass Library System Preferred Futuring session was attended by Julia and board members. Very positive experience and information.

**Correspondence**

-Shortgrass Library System minutes, Shortgrass Clippings and Mission Statement were read. Mission statement of the Brooks Public Library will be integrated into the minutes for a trail period.

**Financial Report**

-Financial report reviewed by Elsie. Moved by Elsie that February expenses of \$15,361.04 be approved. Seconded by Jerri. **Carried.**

-Finance Standing Committee Mandate Statement was read by Board members. Moved by Gloria. Seconded by Tilley that Mandate Statement be accepted as printed. **Carried.**

**Librarian Report**

-as per printed and attached.

**Personnel Committee Report**

-no report. Committee members are Julia, Pat and Henry  
-Committee to develop policy to cover Staff/Board travel and recognition.

**Policy Committee Report**

-Mandate Statement in the developmental stage.  
-Policy Committee meeting Tuesday, March 30 at 5:00 p.m.

**Board Development Standing Committee**

-Board Building Day on Saturday, April 17.  
-Pat McNamee of Strategic Information and Libraries Branch, Alberta  
Community Development will be presenting

**New Business**

-Artposts Committee Members are Julia Reinhart, Linda Hajash and Laurie Sims.  
The committee will choose what will be put on display. A catalog of Brooks and  
Area Visual Artists will be made.  
-Board Secretary position will become vacant in the near future.  
-Gloria mentioned that Lois Hole was very approving of libraries.

Next meeting – Thursday, April 22, 2004 at 6:30 p.m.

Pat Walsh moved that meeting be adjourned at 7:42 p.m.

*Laurie Hajash*  
*April 22/04.*

*J. Reinhart*  
*April 22/04.*

**Brooks Public Library  
Finance Standing Committee Meeting  
8:00am March 11, 2004**

Present: Jerri Schindler, 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 February were discussed and reviewed by the Committee. Expenditures for the month totaled \$15,361.04.
- 3) Elsie Strach to provide second signature on cheques paid to JuliaReinhart at end of each month.
- 4) Receipt of second quarterly payment from the Town of Brooks is expected in early April.
- 5) Julia will look into whether or not the Library Board has over draught protection at the Royal Bank.
- 6) The extended health care provider for the Town and the Library has changed from Great West Life to AUMA as of February 1, 2004.
- 7) The Committee reviewed and edited its mandate statement for Board approval.
- 8) Meeting was adjourned at 9:00am
- 9) Next meeting will take place on: Tuesday April13<sup>th</sup> at 8:00am



**Brooks Public Library**  
**Receipts and Expenditures for February 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	0.00	31,250.00
Gov't of Canada – Summer Em.	1,500	0.00	0.00
Province of Alberta	50,000	0.00	0.00
CAP 3 Grant	2,500	2,131.36	2,131.36
CAP YI Grant	4,500	0.00	1,379.84
Canada Council for the Arts Grant	0.00	0.00	3,090.00
County of Newell	16,000	0.00	0.00
Local Memberships	18,000	1,625.00	2,924.80
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,544.68	2,868.53
Rural Memberships	4,000	660.00	1,240.00
Donations	2,000	0.00	125.00
Charitable Receipt Donations	2,000	0.00	1,056.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	0.00
GST Recovery	1,000	0.00	0.00
<b>Total Revenue</b>	<b>246,900</b>	<b>5,961.04</b>	<b>46,065.69</b>
<b>Expenditures</b>			
Shortgrass Expense	44,000	0.00	0.00
Shortgrass – Rural membership	2,000	0.00	520.00
Shortgrass-Dynix	4,000	0.00	913.04
Books & Materials	4,000	0.00	-421.58
New Library Furnishings	2,000	-440.5	704.50
Library Equipment	3,000	0.00	1,651.00
Payroll Expense	600	115.00	123.00
Library Supplies	6,000	669.02	1,509.45
Administration & Travel	3,000	223.75	496.75
Program Expense	2,000	32.00	32.00
CC for the Arts Expense	0	0.00	0.00
Repair & Maintenance	2,500	0.00	181.30
Rebinding	2,000	0.00	0.00
Staff Training	2,500	891.42	1,151.42
Telephone & Fax Expense	3,500	282.43	841.43
Copier & Computer Costs	2,500	54.50	78.09
Security Monitoring	400	25.00	50.00
Computer Technician	2,000	37.15	106.51
GST Expense	0.00	9.14	11.45

Freight & Postage	1,000	21.86	166.36
Professional Memberships	300	175.00	175.00
Publicity and Advertising	2,000	72.00	111.50
Audit and Insurance	3,500	104.00	104.00
Bank Charges	200	35.00	131.65
Miscellaneous	200	0.00	0.00
Wages (includes temp. staff)	135,000	11,528.74	23,427.63
EI Expense	2,500	319.58	670.31
CPP Expense	6,000	440.75	945.08
WCB Expense	500	232.06	232.06
Great West Life	3,400	0.00	276.33
LAPP Expense	5,900	502.34	1,025.93
AB Health Expense	400	30.80	61.60
<b>Total Expenses</b>	<b>246,900</b>	<b>15,361.04</b>	<b>35,275.81</b>
<b>Liabilities</b>			
<b>Total Expense (after liabilities)</b>			
<b>Net Income (w/o liabilities)</b>		<b>-9,400.00</b>	<b>10,789.88</b>

**ASSETS**

**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,181.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	31,307.92
<b>TOTAL CURRENT ASSETS</b>	<u>38,522.60</u>

**TOTAL ASSETS**

38,522.60

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,818.92
GST Paid on Books	0.00
Net GST Owing/Refund	<u>-2,818.92</u>
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
Receiver General Payable	0.00
L.A.P.P. Payable	7,193.42
Great West Life	-1,182.41
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>3,192.09</u>

**TOTAL LIABILITIES**

3,192.09

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	10,431.55
Current Earnings	10,789.88
<b>Total Earnings</b>	<u>28,202.61</u>

**TOTAL EQUITY**

28,202.61

**LIABILITIES AND EQUITY**

31,394.70



**REVENUE**

<b>REVENUE</b>	
Town of Brooks	31,250.00
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
Industry Canada Grants-CAP	2,131.36
AB. Temp. Employment Grants	1,379.84
Canada Council for the Arts Grant	3,090.00
County of Newell	0.00
Local Memberships	2,924.80
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	2,868.53
Rural Memberships	1,240.00
Donations	125.00
Charitable Receipt Donations	1,056.16
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>46,065.69</u>

**TOTAL REVENUE** 46,065.69

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	520.00
Shortgrass - Dynix and telecom.	913.04
Books & Materials	-421.58
New Library Furnishings	704.50
Library Equipment	1,651.00
Payroll Expense	123.00
Library Supplies	1,509.45
Administration & Travel	496.75
Recruitment expense	0.00
Program Expense	32.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	181.30
Rebinding, Microfilming, Laminating	0.00
Staff Training	1,151.42
Telephone and Fax Expense	841.43
Copier & Computer Costs	78.09
Security Monitoring	50.00
Computer Technician	106.51
GST Expense	11.45
Freight & Postage	166.36
Professional Memberships	175.00
Publicity & Advertising	111.50
Audit & Insurance	104.00
Bank Charges	131.65
Miscellaneous	0.00
Wages	23,427.63
EI Expense	670.31
CPP Expense	945.08
WCB Expense	232.06
Great West Life	276.33
L.A.P.P. Expense	1,025.93
AB Health Expense	61.60
<b>TOTAL EXPENSES</b>	<u>35,275.81</u>

**TOTAL EXPENSE** 35,275.81

**NET INCOME** 10,789.88



**REVENUE**

**REVENUE**

Town of Brooks	
Govt. of Canada - Summer Employ. P	0.00
Province of Alberta	0.00
Industry Canada Grants-CAP	0.00
AB. Temp. Employment Grants	2,131.36
Canada Council for the Arts Grant	0.00
County of Newell	0.00
Local Memberships	0.00
Interest Income	1,625.00
Miscellaneous	0.00
Fines, Book Sales & Services	0.00
Rural Memberships	1,544.68
Donations	660.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>5,961.04</u>

**TOTAL REVENUE**

5,961.04

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	0.00
New Library Furnishings	0.00
Library Equipment	-440.50
Payroll Expense	0.00
Library Supplies	115.00
Administration & Travel	669.02
Recruitment expense	223.75
Program Expense	0.00
Canada Council for the Arts expense	32.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	891.42
Copier & Computer Costs	282.43
Security Monitoring	54.50
Computer Technician	25.00
GST Expense	37.15
Freight & Postage	9.14
Professional Memberships	21.86
Publicity & Advertising	175.00
Audit & Insurance	72.00
Bank Charges	104.00
Miscellaneous	35.00
Wages	0.00
EI Expense	11,528.74
CPP Expense	319.58
WCB Expense	440.75
Great West Life	232.06
L.A.P.P. Expense	0.00
AB Health Expense	502.34
<b>TOTAL EXPENSES</b>	<u>30.80</u>
	<u>15,361.04</u>

**TOTAL EXPENSE**

15,361.04

**NET INCOME**

-9,400.00





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
2/1/04	J68	Fines, etc					
2/6/2004	J69	Local Membership	deposit				
2/6/2004	J70	Rural Membership	336.78	-		Y	Cleared
2/6/2004	J71	CAP 3 Grant - Reimb...	276.00	-		Y	Cleared
2/6/2004	J72	Feb2004, Brooks Bull...	120.00	-		Y	Cleared
2/6/2004	J73	Feb2004, Brodard	2,131.36	-		Y	Cleared
2/6/2004	J74	Feb2004, Brooks Stat...	-	25.68		Y	Cleared
2/6/2004	J75	Feb2004, Harry Nielsen	-	15.88		Y	Cleared
2/6/2004	J76	Feb2004, Ikon Office ...	-	31.99		Y	Cleared
2/6/2004	J77	Feb2004, Purolator C...	-	400.00		Y	Cleared
2/10/2004	J84	Feb04, Alberta Assoc...	-	58.32		Y	Cleared
2/13/2004	J111	Fines, etc	-	23.39		Y	Cleared
2/13/2004	J112	Local Membership	Deposit	50.00		N	Outstanding
2/13/2004	J113	Rural Membership	267.50	-		Y	Cleared
2/13/2004	J114	Feb04, Brooks Green...	312.00	-		Y	Cleared
2/13/2004	J115	Feb04, Brooks Bulletin	200.00	-		Y	Cleared
2/17/2004	J116	Feb04, Holly Schnell	-	47.08		Y	Cleared
2/24/2004	J117	Feb 2004, Medicine ...	-	25.68		Y	Cleared
2/24/2004	J118	Feb 2004, Shortgrass...	-	17.95		Y	Cleared
2/24/2004	J119	Feb 2004, Brooks Bul...	-	238.00		N	Outstanding
2/24/2004	J120	FEB 2004, Adp	-	130.00		Y	Cleared
2/24/2004	J121	February 04, Brooks ...	-	69.55		Y	Cleared
2/24/2004	J122	February2004, Brook...	-	1.61		Y	Cleared
2/24/2004	J123	Feb 2004, Telus	-	25.68		Y	Cleared
2/24/2004	J124	Feb04, Telus	-	176.55		Y	Cleared
2/24/2004	J125	Feb2004, Telus	-	155.92		N	Outstanding
2/20/2004	J126	Feb2004, Royal Bank...	-	55.64		N	Outstanding
2/20/2004	J127	Fines, etc..	-	56.06		N	Outstanding
2/20/2004	J128	Local Membership	deposit	405.08		N	Outstanding
2/20/2004	J129	Rural Membership	404.80	-		Y	Cleared
2/27/2004	J130	Feb04, Ronnie Adams	271.00	-		Y	Cleared
2/27/2004	J131	Feb04, Ryan Anderson	220.00	-		Y	Cleared
2/27/2004	J132	Feb04, Bessie Jacowi...	-	1,040.79		N	Outstanding
2/27/2004	J133	Feb04, Maxine Meldr...	-	808.43		N	Outstanding
2/27/2004	J134	Feb04, Evelyn Murray	-	1,259.71		Y	Cleared
2/27/2004	J135	Feb04, Nancy Reid	-	1,352.63		N	Outstanding
2/27/2004	J136	Feb2004, Julia Reinh...	-	508.04		N	Outstanding
2/27/2004	J137	Feb04, Bruce Schmidt	-	495.91		N	Outstanding
2/29/2004	J138	Feb04, Sharon Wilson	-	2,696.88		N	Outstanding
2/29/2004	J139	Feb04, Local Authoriti...	-	470.66		N	Outstanding
2/27/2004	J140	Feb04, Canada Cust...	-	313.06		N	Outstanding
2/27/2004	J141	Fines, etc	-	928.59		N	Outstanding
2/27/2004	J142	Local Membership	deposit	2,785.06		N	Outstanding
2/27/2004	J143	Brooks Library Found...	208.15	-		Y	Cleared
2/27/2004	J144	Feb 27, 2004, Telus	406.00	-		Y	Cleared
2/27/2004	J145	Feb2004, Workers C...	840.50	-		Y	Cleared
2/27/2004	J146	Feb 2004, Alberta Lib...	-	34.45		N	Outstanding
2/5/2004	J147	Fines, etc	-	232.06		N	Outstanding
2/5/2004	J148	Local Membership	Deposit	125.00		N	Outstanding
2/5/2004	J149	Rural Membership	327.45	-		N	Outstanding
2/8/2004	J150	Mar2004, Adp	360.00	-		N	Outstanding
2/8/2004	J151	Mar2004, Shortgrass ...	120.00	-		N	Outstanding
2/8/2004	J152	Mar2004, Meyers Nor...	-	8.56		N	Outstanding
2/8/2004	J153	Mar2004, Brooks Bull...	-	37.15		N	Outstanding
2/9/2004	J154	Mar 8, 2004, Brooks B...	-	111.28		N	Outstanding
2/29/2004	J155	Mar04, AALT Confer...	-	203.30		N	Outstanding
2/29/2004	J156	Securtek Security fee	Debit	34.24		N	Outstanding
2/29/2004	J157	ADP Payroll and T-4s	Debit	500.00		N	Outstanding
2/29/2004	J158	Alberta Health for Julia	Debit	26.75		Y	Cleared
2/29/2004	J159	Branch Dest Fee	Debit	112.89		Y	Cleared
2/29/2004	J160	Service Fee	Debit	44.00		Y	Cleared
2/29/2004	J161	Service Charge	Debit	5.00		Y	Cleared
				5.00		Y	Cleared
				25.00		Y	Cleared

6,801.54 16,174.50

			Debits	Credits
2/6/2004	J68	deposit, Fines, etc 4120 Fines, Book Sales & Services 1080 Cash In Bank	-	336.78
2/6/2004	J69	deposit, Local Membership 4090 Local Memberships 1080 Cash In Bank	336.78 -	-
2/6/2004	J70	Deposit, Rural Membership 4140 Rural Memberships 1080 Cash In Bank	276.00 -	-
2/6/2004	J71	Deposit, CAP 3 Grant - Reimbursement by SHO 4045 Industry Canada Grants-CAP 1080 Cash In Bank	120.00 -	-
2/6/2004	J72	1379, Feb2004, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	2,131.36 1.68 24.00 -	2,131.36 -
2/6/2004	J73	1380, Feb2004, Brodart 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	1.04 14.84 -	25.68 -
2/6/2004	J74	1381, Feb2004, Brooks Stationers 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	2.09 29.90 -	15.88 -
2/6/2004	J75	1382, Feb2004, Harry Nielsen 5050 New Library Furnishings 1080 Cash In Bank	400.00 -	31.99 -
2/6/2004	J76	1383, Feb2004, Ikon Office Solutions 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	3.82 54.50 -	400.00 -
2/6/2004	J77	1384, Feb2004, Purolator Courier 2100 GST Paid on Purchases 5200 Freight & Postage 1080 Cash In Bank	1.53 21.86 -	58.32 -
2/10/2004	J84	1385, Feb04, Alberta Association of Library T 5210 Professional Memberships 1080 Cash In Bank	50.00 -	23.39 -
2/13/2004	J111	Deposit, Fines, etc 4120 Fines, Book Sales & Services 1080 Cash In Bank	-	50.00
2/13/2004	J112	Deposit, Local Membership 4090 Local Memberships 1080 Cash In Bank	267.50 -	267.50 -
2/13/2004	J113	Deposit, Rural Membership 4140 Rural Memberships 1080 Cash In Bank	312.00 -	312.00 -
2/13/2004	J114	1386, Feb04, Brooks Greenhouses 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	200.00 3.08 44.00 -	200.00 -
2/13/2004	J115	1387, Feb04, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	1.68 24.00 -	47.08 -
			-	25.68

			Debits	Credits
2/17/2004	J116	1388, Feb04, Holly Schnell 5080 Administration & Travel 1080 Cash In Bank	17.95	-
2/20/2004	J117	1389, Feb 2004, Medicine Hat College 2100 GST Paid on Purchases 5130 Staff Training 1080 Cash In Bank	15.58 222.42	17.95
2/24/2004	J118	1390, Feb 2004, Shortgrass Library System 5080 Administration & Travel 1080 Cash In Bank	130.00	-
2/24/2004	J119	1391, Feb 2004, Brooks Bulletin 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	4.55 65.00	130.00
2/24/2004	J120	1392, FEB 2004, Adp 2100 GST Paid on Purchases 5060 Payroll Expense 1080 Cash In Bank	0.11 1.50	69.55
2/24/2004	J121	1393, February 04, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity & Advertising 1080 Cash In Bank	1.68 24.00	1.61
2/24/2004	J122	1394, February2004, Brooks Bulletin 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	11.55 165.00	25.68
2/24/2004	J123	1395, Feb 2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	10.14 145.78	176.55
2/24/2004	J124	1396, Feb04, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	3.61 52.03	155.92
2/24/2004	J125	1397, Feb2004, Telus 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	3.64 52.42	55.64
2/24/2004	J126	1398, Feb2004, Royal Bank Visa 5070 Library Supplies 5080 Administration & Travel 5130 Staff Training 1080 Cash In Bank	204.28 31.80 169.00	56.06
2/20/2004	J127	deposit, Fines, etc.. 4120 Fines, Book Sales & Services 1080 Cash In Bank	404.80	405.08
2/20/2004	J128	Deposit, Local Membership 4090 Local Memberships 1080 Cash In Bank	-	404.80
2/20/2004	J129	deposit, Rural Membership 4140 Rural Memberships 1080 Cash In Bank	271.00	271.00
2/27/2004	J130	1399, Feb04, Ronnie Adams 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable	220.00 1,179.14	220.00
			-	1,040.79
			-	23.35
			-	43.93

			Debits	Credits
		2330 Income Tax Payable	-	71.07
2/27/2004	J131	1400, Feb04, Ryan Anderson		
		5300 Wages		
		1080 Cash In Bank	881.92	-
		2310 EI Payable	-	808.43
		2320 CPP Payable	-	17.46
		2330 Income Tax Payable	-	29.22
			-	26.81
2/27/2004	J132	1401, Feb04, Bessie Jacowishen		
		5300 Wages		
		1080 Cash In Bank	1,750.86	-
		2310 EI Payable	-	1,259.71
		2320 CPP Payable	-	34.67
		2330 Income Tax Payable	-	72.23
		2400 L.A.P.P. Payable	-	201.13
		2420 Great West Life	-	98.08
			-	85.04
2/27/2004	J133	1402, Feb04, Maxine Meldrum		
		5300 Wages		
		1080 Cash In Bank	1,763.91	-
		2310 EI Payable	-	1,352.63
		2320 CPP Payable	-	34.93
		2330 Income Tax Payable	-	72.88
		2400 L.A.P.P. Payable	-	204.28
		2420 Great West Life	-	98.81
			-	0.38
2/27/2004	J134	1403, Feb04, Evelyn Murray		
		5300 Wages		
		1080 Cash In Bank	530.36	-
		2310 EI Payable	-	508.04
		2320 CPP Payable	-	10.50
			-	11.82
2/27/2004	J135	1404, Feb04, Nancy Reid		
		5300 Wages		
		1080 Cash In Bank	517.32	-
		2310 EI Payable	-	495.91
		2320 CPP Payable	-	10.24
			-	11.17
2/27/2004	J136	1405, Feb2004, Julia Reinhart		
		5300 Wages		
		1080 Cash In Bank	4,094.17	-
		2310 EI Payable	-	2,696.88
		2320 CPP Payable	-	81.06
		2330 Income Tax Payable	-	188.22
		2400 L.A.P.P. Payable	-	852.42
		2420 Great West Life	-	229.36
		2440 AB Health Payable	-	33.03
			-	13.20
2/27/2004	J137	1406, Feb04, Bruce Schmidt		
		5300 Wages		
		1080 Cash In Bank	490.20	-
		2310 EI Payable	-	470.66
		2320 CPP Payable	-	9.71
			-	9.83
2/27/2004	J138	1407, Feb04, Sharon Wilson		
		5300 Wages		
		1080 Cash In Bank	320.86	-
		2310 EI Payable	-	313.06
		2320 CPP Payable	-	6.35
			-	1.45
2/29/2004	J139	1408, Feb04, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	426.25	-
		5350 L.A.P.P. Expense	502.34	-
		1080 Cash In Bank	-	928.59
2/29/2004	J140	1409, Feb04, Canada Customs and Revenue Agenc		
		2310 EI Payable	228.27	-
		2320 CPP Payable	440.75	-
		2330 Income Tax Payable	1,355.71	-
		5310 EI Expense	319.58	-

			Debits	Credits
		5320 CPP Expense	440.75	-
		1080 Cash In Bank	-	2,785.06
2/1/2004	J141	deposit, Fines, etc		
		4120 Fines, Book Sales & Services	-	208.15
		1080 Cash In Bank	208.15	-
2/27/2004	J142	Deposit, Local Membership		
		4090 Local Memberships	-	406.00
		1080 Cash In Bank	406.00	-
2/27/2004	J143	Deposit, Brooks Library Foundation		
		5050 New Library Furnishings	-	840.50
		1080 Cash In Bank	840.50	-
2/27/2004	J144	1410, Feb 27,2004, Telus		
		2100 GST Paid on Purchases	2.25	-
		5140 Telephone and Fax Expense	32.20	-
		1080 Cash In Bank	-	34.45
2/27/2004	J145	1411, Feb2004, Workers Compensation Board		
		5330 WCB Expense	232.06	-
		1080 Cash In Bank	-	232.06
2/27/2004	J146	1412, Feb 2004, Alberta Library Trustees Assn		
		5210 Professional Memberships	125.00	-
		1080 Cash In Bank	-	125.00
2/5/2004	J147	Deposit, Fines, etc		
		4120 Fines, Book Sales & Services	-	327.45
		1080 Cash In Bank	327.45	-
2/5/2004	J148	deposit, Local Membership		
		4090 Local Memberships	-	360.00
		1080 Cash In Bank	360.00	-
2/5/2004	J149	Deposit, Rural Membership		
		4140 Rural Memberships	-	120.00
		1080 Cash In Bank	120.00	-
2/8/2004	J150	1413, Mar2004, Adp		
		2100 GST Paid on Purchases	0.56	-
		5060 Payroll Expense	8.00	-
		1080 Cash In Bank	-	8.56
2/8/2004	J151	1414, Mar2004, Shortgrass Library System		
		5175 Computer Technician	37.15	-
		1080 Cash In Bank	-	37.15
2/8/2004	J152	1415, Mar2004, Meyers Norris Penny		
		2100 GST Paid on Purchases	7.28	-
		5240 Audit & Insurance	104.00	-
		1080 Cash In Bank	-	111.28
2/8/2004	J153	1416, Mar2004, Brooks Bulletin		
		2100 GST Paid on Purchases	13.30	-
		5070 Library Supplies	190.00	-
		1080 Cash In Bank	-	203.30
2/8/2004	J154	1417, Mar 8,2004, Brooks Bulletin		
		2100 GST Paid on Purchases	2.24	-
		5090 Program Expense	32.00	-
		1080 Cash In Bank	-	34.24
2/9/2004	J155	1418, Mar04, AALT Conference		
		5130 Staff Training	500.00	-
		1080 Cash In Bank	-	500.00
2/29/2004	J156	Debit, Securtek Security fee		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	26.75
2/29/2004	J157	Debit, ADP Payroll and T-4s		
		5060 Payroll Expense	105.50	-
		5180 GST Expense	7.39	-
		1080 Cash In Bank	-	112.89
2/29/2004	J158	Debit, Alberta Health for Julia		
		2440 AB Health Payable	13.20	-
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	44.00
2/29/2004	J159	Debit, Branch Dest Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
2/29/2004	J160	Debit, Service Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
2/29/2004	J161	Debit, Service Charge		
		5250 Bank Charges	25.00	-
		1080 Cash In Bank	-	25.00
			<hr/> 25,558.67	<hr/> 25,558.67

**BROOKS LIBRARY BOARD  
FINANCE STANDING COMMITTEE  
Mandate Statement  
March 25<sup>th</sup>, 2004**

**General Purpose:**

The Finance Standing Committee functions to ensure the accuracy of accounts for the Brooks Public Library; and is responsible for making recommendations to the Board regarding Library finances.

**Roles and Responsibilities:**

- To develop, delete and/or revise relevant Board policies for recommendation to the Board for approval.
- To manage the assets of the Library.
- To monitor and review revenue and expenditures on a monthly basis.
- To draft an annual budget to be presented to the Board in August of each year.
- To present approved annual budget to major stakeholders.
- To oversee the auditing process. Financial statements are to be presented to the auditor by the end of January of each year.
- To review the annual audited financial statements with the auditor and present these at the following Board meeting.
- To provide approved audited financial statements to major stakeholders.

**Composition and Appointment:**

The committee shall be comprised of the Board Chairperson, Treasurer and Secretary. The Chairperson of this committee shall be appointed from within the committee. The Head Librarian shall be present as an ex officio member for advice and counsel.

**Meetings:**

Meetings are to occur mid-month and on a monthly basis. Additional meetings will be called by the Chair of the committee.

**Review:**

Evaluation of the committee shall be carried out annually by comparing activities of the committee with the Mandate Statement. The Mandate Statement will be reviewed annually at the January meeting.

**Brooks Library Board Meeting Minutes**  
**Thursday, April 22<sup>nd</sup>, 2004**

**Present** - Dino Champlone, Henry Najda, Elsie Strach, Pat Walsh, Jerri Schindler, Gloria Evans, Tilly Gamble-Altwasser, Julia Reinhart (Librarian).

**Absent** - Mary Beecroft, Carina Weisbach.

**Mission Statement**

It is the mission of the Brooks Public Library to act as a community gathering place dedicated to the provision of lifelong learning and personal enrichment opportunities for people of all ages. The library accomplishes this mission by providing equitable access to high quality service, collections and facilities.

Henry Najda called the meeting to order at 6:33 p.m.

Motion to approve agenda as printed. Moved by Pat. Seconded by Gloria. **Carried.**

Minutes of the March 25<sup>th</sup> board meeting were read. Julia Reinhart's name - spelling corrected. Moved by Tilly. Seconded by Pat. **Carried.**

**Business Arising**

- Trustee Workshop - Henry commented that the Workshop at the College was informative and positive. Elsie, Gloria, Henry and Julia were in attendance.
- Death by Chocolate - Friday, April 23, 2004 from 11:30 a.m. to 4:30 p.m.

**Correspondence**

- Lois Hole - supporter of libraries. The Hole Family has donated books written by Lois Hole to the library. Books are at Shortgrass Office and should be arriving soon.

**Financial Report**

- Elsie reviewed the financial statements for the period ending March 31, 2004.
- Audit Financial Statement for 2003 were reviewed from auditors Meyers, Norris and Penny. They also applied for the GST Refund. The Statements were reviewed and discussed.
- Moved by Elsie that March expenses in the amount of \$16,614.62 be approved. Seconded by Jerri. **Carried.**
- Fiscal Management Policy is being worked on.

**Librarian Report**

- as per printed attachment.
- Circulation Desk needs to be expanded. Space problem mentioned. Also, air circulation in Computer Lab is poor when lab is full.

**Personnel Committee Report**

- no report. Next meeting May 18, 2004.



### Policy Committee Report

- Mandate Statement reviewed and discussed. Moved by Jerri. Seconded by Dino to accept Mandate Statement as printed. **Carried.**
- Governance Policy #G6 was reviewed. This Policy creates procedure for the organization, development & review of Board Policies pertinent to operation of the library. Motion to approve policy #G6 moved by Elsie. Seconded by Pat. **Carried.**

### Board Development Standing Committee

- Policies for Computer Room Use and Board Room Use were given to Pat McNamee.
- Board Development - Pat McNamee spoke to Board and enlightened us on the duties as trustees.
- Funding break down passed out for discussion.
- Mandate Statement for Board Development Standing Committee was reviewed. Moved by Gloria. Seconded by Pat that Mandate Statement be accepted as printed. **Carried.**

### New Business

- Communities in Bloom - develop new flower bed at end of drive by the main road. Garbage receptacle to be painted.
- Outreach services to seniors and homebound. Looking at ways of serving the seniors in the community. Gloria and Tilly will form a committee to research needs.
- Improve signage - Would like to see Brooks Public Library sign at park entrance. Road signs - pamphlets at motels, Tourist Information booth were just a few ways to promote the library.
- Letter writing campaign - Plans and discussion on how to implement this idea.
- Overdue Items- reviewed procedure on collections of items and fines. Discussed having a lawyer write letters to patrons with items not returned.
- ALTA Board Training Module - Board members to review website. URL to be provided at next meeting.

Next meeting - Thursday, May 27, 2004 at 6:30 p.m.

Meeting adjourned by Pat at 8:57 p.m. Seconded by Jerri. **Carried.**

*Henry Nejda*  
*May 26/2004.*

*J. Reinhart*  
*2004/05/26.*

**Brooks Library Board  
Finance Standing Committee Meeting  
8:00am April 13th, 2004**

Present: Jerri Schindler, Julia Reinhart, and Elsie Strach  
Absent: Henry Najda

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of March were discussed and reviewed by the Committee. Receipts for the month totaled \$35,488.90 including the second quarterly payment from the Town of Brooks. Expenditures for the month totaled \$16,614.62
- 3) The new Finance Standing Committee Mandate Statement was handed out.
- 4) Julia reported that the Library Board does not have over draught protection at the Royal Bank, but because the main account is account managed nothing would be returned and we would also be contacted by the bank if this occurred.
- 5) The Committee discussed, reviewed and edited the Board Policy G.5: Fiscal Management.
- 6) There was also some discussion re: the Endowment Fund. Discussion and possible changes to be talked about further at next meeting.
- 7) Meeting was adjourned at 9:00am
- 8) Next meeting will take place on: Tuesday May 11<sup>th</sup> at 8:00am.

**ASSETS**

**NON-CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	983.50
Endowment Fund	6,181.18
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	50,640.73
<b>TOTAL CURRENT ASSETS</b>	<u>57,855.41</u>

<b>TOTAL ASSETS</b>	<u>57,855.41</u>
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**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,849.97
GST Paid on Books	0.00
Net GST Owing/Refund	-2,849.97
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	-0.02
Income Tax Payable	0.00
Receiver General Payable	-0.03
L.A.P.P. Payable	7,193.43
Great West Life	-1,063.96
LAB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>3,279.47</u>

<b>TOTAL LIABILITIES</b>	<u>3,279.47</u>
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**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,981.18
Retained Earnings	10,431.55
Current Earnings	30,035.31
<b>Total Earnings</b>	<u>47,448.04</u>

<b>TOTAL EQUITY</b>	<u>47,448.04</u>
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<b>LIABILITIES AND EQUITY</b>	<u>50,727.51</u>
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**Brooks Library Board**  
**Receipts and Expenditures for March 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	31,250.00	62,500.00
Gov't of Canada – Summer Em.	1,500	0.00	0.00
Province of Alberta	50,000	0.00	0.00
CAP 3 Grant	2,500	0.00	2,131.36
CAP YI Grant	4,500	1,800.96	3,180.80
Canada Council for the Arts Grant	0.00	0.00	3,090.00
County of Newell	16,000	0.00	0.00
Local Memberships	18,000	1,082.00	4,006.80
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	922.99	3,791.52
Rural Memberships	4,000	240.00	1,480.00
Donations	2,000	42.95	167.95
Charitable Receipt Donations	2,000	150.00	1,206.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	0.00
GST Recovery	1,000	0.00	0.00
<b>Total Revenue</b>	<b>246,900</b>	<b>35,488.90</b>	<b>81,554.59</b>
<b>Expenditures</b>			
Shortgrass Expense	44,000	0.00	0.00
Shortgrass – Rural membership	2,000	0.00	520.00
Shortgrass-Dynix	4,000	0.00	913.04
Books & Materials	4,000	0.00	-421.58
New Library Furnishings	2,000	0.00	704.50
Library Equipment	3,000	0.00	1,651.00
Payroll Expense	600	8.00	123.00
Library Supplies	6,000	1,658.01	2,977.46
Administration & Travel	3,000	66.00	562.75
Program Expense	2,000	135.23	135.23
CC for the Arts Expense	0	0.00	0.00
Repair & Maintenance	2,500	0.00	181.30
Rebinding	2,000	0.00	0.00
Staff Training	2,500	0.00	1,151.42
Telephone & Fax Expense	3,500	285.69	1,127.12
Copier & Computer Costs	2,500	154.38	232.47
Security Monitoring	400	25.00	75.00
Computer Technician	2,000	37.15	106.51
GST Expense	0.00	1.75	13.20

Freight & Postage	1,000	49.00	215.36
Professional Memberships	300	0.00	175.00
Publicity and Advertising	2,000	0.00	111.50
Audit and Insurance	3,500	104.00	104.00
Bank Charges	200	5.00	136.65
Miscellaneous	200	0.00	0.00
Wages (includes temp. staff)	135,000	12,670.18	36,097.81
EI Expense	2,500	351.22	1,021.53
CPP Expense	6,000	497.24	1,442.32
WCB Expense	500	0.00	232.06
Great West Life	3,400	0.00	276.33
LAPP Expense	5,900	535.97	1,561.90
AB Health Expense	400	30.80	92.40
<b>Total Expenses</b>	<b>246,900</b>	<b>16,614.62</b>	<b>51,519.28</b>

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	31,250.00
Gov't. of Canada - Summer Emplo...	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	1,800.96
Canada Council for the Arts Grant	0.00
County of Newell	0.00
Local Memberships	1,082.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	922.99
Rural Memberships	240.00
Donations	42.95
Charitable Receipt Donations	150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>35,488.90</u>

**TOTAL REVENUE** 35,488.90

**EXPENSE**

**EXPENSES**

Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	0.00
Shortgrass - Dynix and telecom.	0.00
Books & Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	8.00
Library Supplies	1,658.01
Administration & Travel	66.00
Recruitment expense	0.00
Program Expense	135.23
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	0.00
Copier & Computer Costs	285.69
Security Monitoring	154.38
Computer Technician	25.00
GST Expense	37.15
Freight & Postage	1.75
Professional Memberships	49.00
Publicity & Advertising	0.00
Audit & Insurance	0.00
Bank Charges	104.00
Miscellaneous	5.00
Wages	0.00
Utilities Expense	12,670.18
CPP Expense	351.22
	<u>497.24</u>

WCB Expense	0.00
Great West Life	0.00
A.P.P. Expense	535.97
AB Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>16,614.62</u>
<b>TOTAL EXPENSE</b>	<u>16,614.62</u>
<b>NET INCOME</b>	<u><u>18,874.28</u></u>

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	62,500.00
Gov't. of Canada - Summer Emplo...	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	2,131.36
Industry Canada - CAP YI	3,180.80
Canada Council for the Arts Grant	3,090.00
County of Newell	0.00
Local Memberships	4,006.80
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	3,791.52
Rural Memberships	1,480.00
Donations	167.95
Charitable Receipt Donations	1,206.16
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>81,554.59</u>

**TOTAL REVENUE** 81,554.59

**EXPENSE**

<b>EXPENSES</b>	
Shortgrass Expense	0.00
Shortgrass - Rural mem. payment	520.00
Shortgrass - Dynix and telecom.	913.04
Books & Materials	-421.58
New Library Furnishings	704.50
Library Equipment	1,651.00
Payroll Expense	123.00
Library Supplies	2,977.46
Administration & Travel	562.75
Recruitment expense	0.00
Program Expense	135.23
Canada Council for the Arts expense	0.00
Repair & Maintenance	181.30
Rebinding, Microfilming, Laminating	0.00
Staff Training	1,151.42
Telephone and Fax Expense	1,127.12
Copier & Computer Costs	232.47
Security Monitoring	75.00
Computer Technician	106.51
GST Expense	13.20
Freight & Postage	215.36
Professional Memberships	175.00
Publicity & Advertising	111.50
Audit & Insurance	104.00
Bank Charges	136.65
Miscellaneous	0.00
Wages	36,097.81
Oil Expense	1,021.53
CPP Expense	1,442.32





WCB Expense	232.06
Great West Life	276.33
U.P.P. Expense	1,561.90
AB Health Expense	92.40
<b>TOTAL EXPENSES</b>	<u>51,519.28</u>
<b>TOTAL EXPENSE</b>	<u>51,519.28</u>
<b>NET INCOME</b>	<u><u>30,035.31</u></u>

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
3/8/2004	J163	Mar2004, Adp	1413	-	8.56	N Outstanding
3/8/2004	J165	Mar2004, Short...	1414	-	37.15	N Outstanding
3/8/2004	J167	Mar2004, Meyer...	1415	-	111.28	Y Cleared
3/8/2004	J169	Mar2004, Brook...	1416	-	203.30	N Outstanding
3/8/2004	J171	Mar 8,2004, Bro...	1417	-	34.24	N Outstanding
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	N Outstanding
3/26/2004	J195	Mar 2004, Short...	1429	-	1,500.00	N Outstanding
3/31/2004	J196	Mar04, Ronnie ...	1430	-	981.05	N Outstanding
3/31/2004	J197	Mar04, Ryan An...	1431	-	1,126.21	N Outstanding
3/31/2004	J198	Mar04, Bessie J...	1432	-	1,415.73	Y Cleared
3/31/2004	J199	Mar04, Maxine ...	1433	-	1,518.84	N Outstanding
3/31/2004	J200	Mar04, Evelyn ...	1434	-	483.78	N Outstanding
3/31/2004	J201	Mar2004, Nanc...	1435	-	491.86	N Outstanding
3/31/2004	J202	Mar2004, Julia ...	1436	-	2,696.88	N Outstanding
3/31/2004	J203	Mar04, Bruce S...	1437	-	644.87	N Outstanding
3/31/2004	J204	Mar04, Sharon ...	1438	-	445.79	N Outstanding
3/31/2004	J205	Mar04, Canada ...	1439	-	3,127.22	N Outstanding
3/31/2004	J206	Mar04, Local A...	1440	-	990.75	N Outstanding
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	N Outstanding
3/26/2004	J228	CAP YI Grant	Deposit	1,800.96	-	N Outstanding
			37,321.85	18,383.57		

Year	Month	Day	Location	Amount	Balance
1900	Jan	1	Bank of America	100.00	100.00
1900	Jan	5	Bank of America	50.00	50.00
1900	Jan	10	Bank of America	25.00	25.00
1900	Jan	15	Bank of America	12.50	12.50
1900	Jan	20	Bank of America	6.25	6.25
1900	Jan	25	Bank of America	3.12	3.12
1900	Jan	31	Bank of America	1.56	1.56
1900	Feb	1	Bank of America	1.56	0.00
1900	Feb	5	Bank of America	7.81	7.81
1900	Feb	10	Bank of America	15.62	15.62
1900	Feb	15	Bank of America	23.44	23.44
1900	Feb	20	Bank of America	31.25	31.25
1900	Feb	25	Bank of America	39.06	39.06
1900	Feb	29	Bank of America	46.88	46.88
1900	Mar	1	Bank of America	54.69	54.69
1900	Mar	5	Bank of America	62.50	62.50
1900	Mar	10	Bank of America	70.31	70.31
1900	Mar	15	Bank of America	78.12	78.12
1900	Mar	20	Bank of America	85.94	85.94
1900	Mar	25	Bank of America	93.75	93.75
1900	Mar	31	Bank of America	101.56	101.56
1900	Apr	1	Bank of America	109.38	109.38
1900	Apr	5	Bank of America	117.19	117.19
1900	Apr	10	Bank of America	125.00	125.00
1900	Apr	15	Bank of America	132.81	132.81
1900	Apr	20	Bank of America	140.62	140.62
1900	Apr	25	Bank of America	148.44	148.44
1900	Apr	30	Bank of America	156.25	156.25
1900	May	1	Bank of America	164.06	164.06
1900	May	5	Bank of America	171.88	171.88
1900	May	10	Bank of America	179.69	179.69
1900	May	15	Bank of America	187.50	187.50
1900	May	20	Bank of America	195.31	195.31
1900	May	25	Bank of America	203.12	203.12
1900	May	31	Bank of America	210.94	210.94
1900	Jun	1	Bank of America	218.75	218.75
1900	Jun	5	Bank of America	226.56	226.56
1900	Jun	10	Bank of America	234.38	234.38
1900	Jun	15	Bank of America	242.19	242.19
1900	Jun	20	Bank of America	249.00	249.00
1900	Jun	25	Bank of America	256.81	256.81
1900	Jun	30	Bank of America	264.62	264.62
1900	Jul	1	Bank of America	272.44	272.44
1900	Jul	5	Bank of America	280.25	280.25
1900	Jul	10	Bank of America	288.06	288.06
1900	Jul	15	Bank of America	295.88	295.88
1900	Jul	20	Bank of America	303.69	303.69
1900	Jul	25	Bank of America	311.50	311.50
1900	Jul	31	Bank of America	319.31	319.31
1900	Aug	1	Bank of America	327.12	327.12
1900	Aug	5	Bank of America	334.94	334.94
1900	Aug	10	Bank of America	342.75	342.75
1900	Aug	15	Bank of America	350.56	350.56
1900	Aug	20	Bank of America	358.38	358.38
1900	Aug	25	Bank of America	366.19	366.19
1900	Aug	31	Bank of America	374.00	374.00
1900	Sep	1	Bank of America	381.81	381.81
1900	Sep	5	Bank of America	389.62	389.62
1900	Sep	10	Bank of America	397.44	397.44
1900	Sep	15	Bank of America	405.25	405.25
1900	Sep	20	Bank of America	413.06	413.06
1900	Sep	25	Bank of America	420.88	420.88
1900	Sep	30	Bank of America	428.69	428.69
1900	Oct	1	Bank of America	436.50	436.50
1900	Oct	5	Bank of America	444.31	444.31
1900	Oct	10	Bank of America	452.12	452.12
1900	Oct	15	Bank of America	459.94	459.94
1900	Oct	20	Bank of America	467.75	467.75
1900	Oct	25	Bank of America	475.56	475.56
1900	Oct	31	Bank of America	483.38	483.38
1900	Nov	1	Bank of America	491.19	491.19
1900	Nov	5	Bank of America	499.00	499.00
1900	Nov	10	Bank of America	506.81	506.81
1900	Nov	15	Bank of America	514.62	514.62
1900	Nov	20	Bank of America	522.44	522.44
1900	Nov	25	Bank of America	530.25	530.25
1900	Nov	30	Bank of America	538.06	538.06
1900	Dec	1	Bank of America	545.88	545.88
1900	Dec	5	Bank of America	553.69	553.69
1900	Dec	10	Bank of America	561.50	561.50
1900	Dec	15	Bank of America	569.31	569.31
1900	Dec	20	Bank of America	577.12	577.12
1900	Dec	25	Bank of America	584.94	584.94
1900	Dec	31	Bank of America	592.75	592.75

1900

NOTES re: 2003 Audited Financial Statements

- 1) Registered Charity Information Return filled out and filed on behalf of the Library Board
- 2) Application for GST/HST rebate filled out and filed on behalf of the Library Board
- 3) Cash basis vs. Accrual basis – cash basis does not conform to generally accepted accounting principles
- 4) Would like a written estimate for cost of audit
- 5) Net assets have decreased when compared with 2002 amount
- 6) Library ran at a budgeted deficit in 2003
- 7) Explanation of “Statement of Operations”
  - a. Computer – should be Computer Maintenance Contracts
  - b. Office – refers to new furnishings
  - c. Professional Fees – refers to Audit and insurance
  - d. Repairs and Maintenance – refers to repair and maintenance, rebinding, microfilming, laminating, and copier and computer costs
  - e. Publications and subscriptions – refers to Books and Materials
  - f. Salaries, wages and benefits – includes payroll expense, wages, wage increases, temporary employment contracts, EI, CPP, WCB, LAPP, GWL, and Alberta Health expenses – LAPP expense totaled \$5,230, \$1,021 over last year’s amount
  - g. Shortgrass – Dynix and telecommunications – should be Shortgrass Expense (Materials Allotment or  $\$3.65 \times 11,604$  levy paid to SLS)
  - h. Telephone, fax and internet – includes Dynix and Telecom. Expense as well as Telephone and fax expense
  - i. Travel and entertainment – refers to travel, meals, accommodations, Jasper conference (attended by staff and board member) and CLA conference attended by staff member
- 8) \$29,493 in assets was carried over at year end.

**Brooks Library Board Meeting Minutes**  
**Wednesday, May 26, 2004**

**Present** – Julia Reinhart (Head Librarian), Henry Najda, Elsie Strach, Gloria Evans, Mary Beecroft, Tilly Gamble-Altwasser, Jerri Schindeler.

**Absent** – Dino Champlone, Pat Walsh, Carina Weisbach.

**Mission Statement**

It is the mission of the Brooks Public Library to act as a community gathering place dedicated to the provision of lifelong learning and personal enrichment opportunities for people of all ages. The library accomplishes this mission by providing equitable access to high quality service, collections and facilities.

Henry Najda called the meeting to order at 6:35 p.m.

Motion to approve agenda as printed. Moved by Gloria. Seconded by Mary. **Carried.**

Minutes of the April 22, 2004 meeting were read. Moved by Jerri. Seconded by Elsie. **Carried.**

**Business Arising**

- Press release re: donation in honour of Lois Hole was published in the Brooks Bulletin and Brooks County Chronicle.
- Outreach Service – Tilly, Gloria and Julia met to review the best way to improve and carry on this service.
- Death by Chocolate – a success but no report of what funds were realized.
- Improved Signage – Julia met with Terry Welsh. Plans are being made for a sign at the front of the building.
- Roofing problems – Terry Welsh is working on scheduling repair. There are some other more minor repairs to the building that are required and these were discussed by Julia and Terry.
- ALTA Board Training module – Trustees can go on the computer for information about being a Trustee.
- Letter from lawyer – to compose a letter for overdue items. Julia has not contacted a lawyer, but will in the future.
- BPL Brochures are being placed in various outlets for public information.
- Communities in Bloom – have found a student who will be painting the garbage receptacle.

**Correspondence**

- Shortgrass Library System 2003 Annual Report was received.
- Invitation to the Medieval Faire, May 29 was given to Board members. This event was covered very nicely in the Brooks and County Chronicle with a two page advertisement.

### **Financial Report**

- Elsie reviewed the Financial Statements for the period ending April 30, 2004.
- Elsie moved that the April expenses of \$23,598.41 be approved and paid. Seconded by Mary. **Carried.**
- Fiscal Management - Policy G.5 governing Fiscal Management of the Library was read. Moved by Mary. Seconded by Tilly that the Fiscal Management Policy G.5 be approved as printed. **Carried.**
- Endowment Fund – Established 1989 – has a balance of \$6,187.23. Minutes from 1989 will be researched.
- Change to Audit – was minor correction made to audit by MNP.

### **Librarian Report**

- as attached in the printed report.
- Staff met and reviewed computer lab congestion and discussed some solutions.

### **Personnel Committee Report**

- Policy HR.5 taken back to the committee for further discussion.

### **Policy Committee Report**

- Draft of Bylaws is ready for a final look by the committee.

### **Board Development Standing Committee**

- Gloria, Henry and Julia - Handbook in progress.
- Karen Nelson has applied to become a Board Member. Moved by Gloria. Seconded by Elsie that Karen Nelson be recommended to the Town of Brooks for the Board. **Carried.**
- Funding Breakdown – handout.

### **New Business**

- Patron Appreciation Night - being planned for September. Gloria will coordinate.
- Need Vice Chair for July 22 meeting.

Next meeting – Thursday, June 24, 2004 at 6:30 p.m.

Motion to adjourn by Tilly. Seconded by Gloria. **Carried.**

*Mary Noyda  
June 24/04.*

*J. Reinhardt  
June 24/04.*

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

Present: Jerri Schindler, Julia Reinhart, and Elsie Strach

Absent with regrets: Henry Najda

- 1) Meeting was called to order at 8:05 am
- 2) Receipts and Expenditures for the month of April were discussed and reviewed by the Committee. Expenditures for the month totaled \$23,598.41.
- 3) The Committee reviewed Board Policy G.5: Fiscal Management.
- 4) The Committee also had a brief look at the Financial Statements and Annual Report for the Shortgrass Library System.
- 5) There was also some discussion re: the Endowment Fund. Julia will contact Karen Armbruster to get some historical background on this fund and will put this item on the agenda for the next board meeting.
- 6) Meeting was adjourned at 8:50am
- 7) Next meeting will take place on: Thursday June 10<sup>th</sup> at 8:00am.



**Brooks Library Board**  
**Receipts and Expenditures for April 2004**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
Town of Brooks	125,000	0.00	62,500.00
HRDC – Summer Student	1,500	0.00	0.00
Province of Alberta	50,000	0.00	0.00
Industry Canada - CAP 3 Grant	2,500	0.00	2,131.36
Industry Canada - CAP YI Grant	4,500	0.00	3,180.80
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	1,523.20	5,530.00
Interest Income	0	0.00	0.00
Miscellaneous	200	0.00	0.00
Fines, books and services	18,000	1,533.10	5,324.62
Non-resident Cardholder Fees	4,000	200.00	1,680.00
Donations	2,000	500.00	667.95
Charitable Receipt Donations	2,000	0.00	1,206.16
Fundraisers	200	0.00	0.00
Adopt-a-magazine	2,000	0.00	0.00
GST Recovery	1,000	0.00	0.00
<b>Total Revenue</b>	<b>246,900</b>	<b>3,756.30</b>	<b>85,310.89</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	44,000	0.00	0.00
Shortgrass – Non-resident Fees	2,000	0.00	520.00
Dynix and Telecom (SLS)	4,000	0.00	913.04
Books & Materials	4,000	487.20	65.62
New Library Furnishings	2,000	45.00	749.50
Library Equipment	3,000	149.95	1,800.95
Payroll Expense	600	0.00	123.00
Library Supplies	6,000	305.38	3,282.84
Administration & Travel	3,000	300.04	862.79
Program Expense	2,000	140.24	275.47
CC for the Arts Expense	0	2,580.44	2,580.44
Repair & Maintenance	2,500	0.00	181.30
Rebinding	2,000	135.00	135.00
Staff Training	2,500	0.00	1,151.42
Telephone & Fax Expense	3,500	286.42	1,413.54
Copier & Computer Costs	2,500	0.00	232.47
Security Monitoring	400	25.00	100.00
Computer Main. Contracts	2,000	0.00	106.51
GST Expense	0.00	1.75	14.95

Freight & Postage	1,000	55.00	270.36
Professional Memberships	300	25.00	200.00
Publicity and Advertising	2,000	80.00	191.50
Audit and Insurance	3,500	6,240.00	6,344.00
Bank Charges	200	5.00	141.65
Miscellaneous	200	0.00	0.00
Wages (includes temp. staff)	135,000	11,429.10	47,526.91
EI Expense	2,500	316.80	1,338.33
CPP Expense	6,000	435.80	1,878.12
WCB Expense	500	0.00	232.06
AUMA Expense	3,400	0.00	276.33
LAPP Expense	5,900	524.49	2,086.39
AB Health Expense	400	30.80	123.20
<b>Total Expenses</b>	<b>246,900</b>	<b>23,598.41</b>	<b>75,117.69</b>

**ASSETS**

**CURRENT ASSETS**

C. 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	30,207.73
<b>TOTAL CURRENT ASSETS</b>	<u>37,686.37</u>

**TOTAL ASSETS**

37,686.37

**LIABILITIES**

**CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-986.51
GST Paid on Books	0.00
Net GST Owing/Refund	-986.51
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	-0.02
Income Tax Payable	0.00
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
AUMA Extended Health	207.43
Health Payable	0.00
Vv.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>-2,000.22</u>

**TOTAL LIABILITIES**

-2,000.22

**EQUITY**

**EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	10,193.20
<b>Total Earnings</b>	<u>32,558.69</u>

**TOTAL EQUITY**

32,558.69

**LIABILITIES AND EQUITY**

30,558.47



**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	1,523.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,533.10
Non-resident Cardholder Fees	200.00
Donations	500.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>3,756.30</u>

**TOTAL REVENUE** 3,756.30

**EXPENSE**

**EXPENSES**

SLS Expense (Materials Allotment)	0.00
Cartgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	487.20
New Library Furnishings	45.00
Library Equipment	149.95
Payroll Expense	0.00
Library Supplies	305.38
Administration & Travel	300.04
Recruitment expense	0.00
Program Expense	140.24
Canada Council for the Arts expense	2,580.44
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	135.00
Staff Training	0.00
Telephone and Fax Expense	286.42
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	55.00
Professional Memberships	25.00
Publicity & Advertising	80.00
Audit & Insurance	6,240.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,429.10
FI Expense	316.80
Expenses	435.80



1. The first part of the document  
 2. discusses the general principles  
 3. of the proposed system.  
 4. It is intended to provide a  
 5. clear and concise overview  
 6. of the key components and  
 7. objectives of the project.  
 8. The second part of the document  
 9. details the specific methods  
 10. and procedures used in the  
 11. study. This section includes  
 12. a description of the data  
 13. collection process, the  
 14. experimental setup, and the  
 15. analysis techniques employed.  
 16. The third part of the document  
 17. presents the results of the  
 18. study. This section includes  
 19. a discussion of the findings,  
 20. a comparison of the results  
 21. with previous research, and  
 22. a conclusion regarding the  
 23. overall effectiveness of the  
 24. proposed system.

1. The first part of the document



2. discusses the general principles  
 3. of the proposed system.  
 4. It is intended to provide a  
 5. clear and concise overview  
 6. of the key components and  
 7. objectives of the project.  
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 21. with previous research, and  
 22. a conclusion regarding the  
 23. overall effectiveness of the  
 24. proposed system.



WCB Expense	0.00
AUMA Extended Health	0.00
L.P.P. Expense	524.49
Al. Health Expense	30.80
<b>TOTAL EXPENSES</b>	<u>23,598.41</u>

**TOTAL EXPENSE** 23,598.41

**NET INCOME** -19,842.11

**REVENUE**

<b>REVENUE</b>	
Town of Brooks	62,500.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	2,131.36
Industry Canada - CAP YI	3,180.80
Canada Council for the Arts Grant	3,090.00
County of Newell Library Board	0.00
Resident Cardholder Fees	5,530.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	5,324.62
Non-resident Cardholder Fees	1,680.00
Donations	667.95
Charitable Receipt Donations	1,206.16
Fundraisers	0.00
Adopt-a-magazine	0.00
GST Recovery	0.00
<b>TOTAL REVENUE</b>	<u>85,310.89</u>

**TOTAL REVENUE** 85,310.89

**EXPENSE**

<b>EXPENSES</b>	
SLS Expense (Materials Allotment)	0.00
Grass - Non-resident fees	520.00
Dynix and Telecom (SLS)	913.04
Books & Materials	65.62
New Library Furnishings	749.50
Library Equipment	1,800.95
Payroll Expense	123.00
Library Supplies	3,282.84
Administration & Travel	862.79
Recruitment expense	0.00
Program Expense	275.47
Canada Council for the Arts expense	2,580.44
Repair & Maintenance	181.30
Rebinding, Microfilming, Laminating	135.00
Staff Training	1,151.42
Telephone and Fax Expense	1,413.54
Copier & Computer Costs	232.47
Security Monitoring	100.00
Computer Main. Contracts	106.51
GST Expense	14.95
Freight & Postage	270.36
Professional Memberships	200.00
Publicity & Advertising	191.50
Audit & Insurance	6,344.00
Bank Charges	141.65
Miscellaneous	0.00
Wages	47,526.91
FI Expense	1,338.33
Expenses	1,878.12





WCB Expense	232.06
AUMA Extended Health	276.33
L.P.P. Expense	2,086.39
Al. Health Expense	<u>123.20</u>
<b>TOTAL EXPENSES</b>	<u>75,117.69</u>

<b>TOTAL EXPENSE</b>	<u>75,117.69</u>
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<b>NET INCOME</b>	<u><u>10,193.20</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
4/2/2004	J207	Fines, etc. Deposit	306.68	-		Y Cleared
4/2/2004	J208	Local Members... Deposit	300.00	-		Y Cleared
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		N Outstanding
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
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		N Outstanding
4/30/2004	J245	Apr04, Ryan An... 1464	-	325.97		N Outstanding
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		N Outstanding
4/30/2004	J249	Apr04, Nancy R... 1468	-	435.22		N Outstanding
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		N Outstanding
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		N Outstanding
4/23/2004	J262	Apr 2004, APLAC 1477	-	25.00		N Outstanding
4/23/2004	J263	Apr 2004, Royal... 1478	-	782.18		Y Cleared
4/23/2004	J264	Fines, etc Deposit	-	330.61		Y Cleared