

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
APRIL 21, 2005
HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Karen Nelson, Sheila Tiegs, Elsie Strach, Gloria Evans (recording secretary), Tilly Gamble-Altwasser, Henry Najda (chair), Julia Reinhart (head librarian), Dino Champlone

ABSENT: Martin Shields, Pat Walsh, Mary Beecroft

VISION STATEMENT

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

MISSION STATEMENT

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

- 1. Call to Order:** Henry called the meeting to order at 6:30 p.m.
- 2. Approval of Agenda:** Moved by Karen/Elsie the agenda be adopted as circulated. Carried.
- 3. Approval of March 24, 2005, Board Meeting Minutes:** Moved by Karen/Sheila. Carried.
- 4. Business Arising from March Minutes:**
 - a. Alberta Library Conference: Julia, Karen and Martin will meet the Medicine Hat bus to Jasper at 7:30 a.m. April 28 at Tim Horton's.
 - b. Trade show volunteers (staff and board members) were thanked for assisting at the library booth at the Trade Show April 15 to 17. There were positive comments made by Shortgrass staff regarding the volunteers.
 - c. Julia gave an update on the Lois Hole Legacy Program regarding proposed changes to the Endowment Fund and asking for input of the donors to the fund. Julia is working on this proposal.
 - d. Special Resolution S2005.1: **Moved by Karen/Gloria we accept the revisions to ALTA board's resolution regarding voting at the ALTA annual general meetings. Carried.** Resolution 2005.1 regarding library fees province wide: **Moved by Tilly/Karen that we support the resolution. Defeated.**
 - e. Entrance rugs: Julia reported on the cost of entrance runners from Canadian Linen—about \$600 per winter. We will leave the matter for the time being.
 - f. Information regarding Parliamentary Procedures was handed out for our information.
- 5. Correspondence:**
 - a. A revised list of board information was handed out for our binders.

- b. A letter from Gary Mar, Minister of Community Development, was distributed advising that the province will provide funding to libraries for monthly SuperNet connection fees. The Alberta government will also provide an increase in funding to libraries serving growing populations only. We are unsure what impact, if any this second piece of funding will have on operating grants for the Brooks Public Library. We were also given the April 14, 2005, Chinook Arch Board Report for information. We will not act on their suggestion of contacting the government about library funding at this time.

6. Finance Committee Report: (Henry, Julia, Elsie)

- a. Henry presented the March 2005 financial report. **Henry/Karen moved acceptance of March expenditures of \$20,829.24. Carried.**
- b. The Audited Financial Statements for 2004 from Meyers Norris Penny were distributed. Henry noted Julia ran a tight ship with an excess of \$5 of receipts over disbursements for the 2004 year.
- c. Next meeting of the Financial Committee Wednesday May 18 at 8:00 a.m.

7. Shortgrass Library System Report: The report was tabled in Shortgrass representative's (Martin's) absence.

8. Human Resources Report: (Henry, Julia, Pat, Karen)

- a. **Moved by Gloria/Dino we accept Human Resources Standing Committee Mandate as circulated. Carried.** Karen volunteered to sit on this committee.
- b. Next meeting of Human Resources Committee—Thursday, May 26 following the Board meeting.

9. Policy Committee Report: (Henry, Dino, Tilly, Julia)

- a. The committee will meet Thursday, May 5 at 5:00 p.m.

10. Board Development Report: (Karen, Julia, Gloria)

Karen reported on the Board Development Day held in April. Those who attended were positive about the morning's work.

11. Librarian's Report:

- a. Julia has been working on a display for the Alberta Library Conference.
- b. The library brochure has been revised.
- c. Global TV from Edmonton was at Brooks Public Library to do some taping on the importance of libraries. The taping may be seen at the Alberta Library Conference and in the provincial Library Renewed campaign in TV ads.
- d. Julia reported problems with the server are electrical. She will have an electrician do the necessary work. Julia is going to map the total connection system and put it into writing.
- e. Julia stated a coin-operated photocopier will cost about \$6000. She is looking into grants to help cover the costs.
- f. One part-time staff is leaving and summer program coordinator needs to be hired. Julia will advertise for these positions.
- g. Colin Wildshut will exhibit in the gallery in May.
- h. There is a possibility of Dr. Phil Currie being a speaker at the library in June.
- i. A used book sale is to be held.
- j. The summer reading club theme is "Blast Off."

- k. The Medieval Faire is to be July 23. The Tumblewood Theatre is performing A Mid Summer's Night Dream in connection with the faire.

12. New Business:

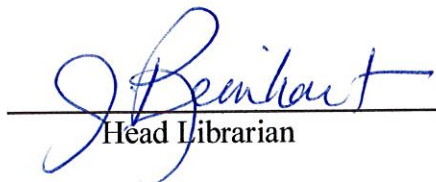
- a. Board members are going to distribute BPL brochures to various places in town, especially where visitors will see them.
- b. Four warning signs were purchased in an attempt to lessen the vandalism at the library.
- c. Signage—we will look into this further in the fall/winter.
- d. We discussed the need to open Sundays for a few hours. Julia will talk to the staff and report back to the board.
- e. A vision statement resulting from the Board Development morning was distributed: Brooks Public Library: A vibrant and inspiring resource connecting our diverse community to the world. **Moved by Dino/Tilly that the vision statement be accepted. Carried.**
- f. A Library Design and Planning workshop is being held at the Lethbridge Public Library Tuesday, June 7. Gloria and Julia will attend. Tilly may attend as well.
- g. We were encouraged to reply to the ad in the Brooks Bulletin regarding provincial infrastructure grants that the town will receive over the next five years. The library is listed in the ad as one possible project that might receive some of the money.
- h. The Death by Chocolate volunteer appreciation tea being held by the Foundation is set for May 6 at the Legion. They need more volunteers to help them that day. Let Julia know if you can help.
- i. There is an ALTA Trustee Workshop in Medicine Hat on October 15.

13. Next Meeting: Thursday, May 26 at 6:30 p.m.

Adjournment: Moved by Dino/Tilly. Carried.



Chair



Head Librarian

TOWN OF BROOKS LIBRARY BOARD
HUMAN RESOURCES STANDING COMMITTEE
DRAFT Mandate Statement
April 5, 2005

General Purpose:

The purpose of the Human Resource Standing Committee is to assist and where appropriate make recommendations to the Town of Brooks Library Board concerning matters relating to personnel functions and issues.

Roles and Responsibilities:

- Provide leadership and recommendations to the Board re: the recruitment, selection and evaluation of the Head Librarian.
- To develop, delete and/or revise relevant and effective Board policies for recommendation to the Board for approval.
- Ensure the provision of necessary qualified staff and facilitate good working conditions for the staff.
- Develop remuneration and benefit programs to ensure that staff members are fairly compensated for work expectations, within the fiscal capacity of the Library.
- Submit recommendations for changes or additions to the annual budget to the Finance Standing Committee before budget is approved by the Board.

Composition and Appointment:

The committee will be comprised of no fewer than three Board members, all will be appointed by the Chair of the Board. The Chair of this committee will be appointed from within in the committee. Membership may be increased at the discretion of the Board Chair. The Head Librarian will be present as an ex officio member for advice and counsel.

All membership appointments will be for one year. Re-appointments are permitted.

Meetings:

Meetings will occur a minimum of two times a year and are at the call of 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 and committee membership will be reviewed annually at the spring meeting.

**Brooks Library Board
Finance Standing Committee Meeting
12:30 pm April 9th, 2005**

Present: Julia Reinhart and Henry Najda
Absent with regrets: Elsie Strach

- 1) Meeting was called to order at 12:30 pm.
- 2) Receipts and Expenditures for the month of March were discussed and reviewed by the Committee. Items of note: Receipt of second installment of funding from Town, Expenditure on books and materials to be reimbursed by SHO, and Staff training expense for LAA and AALT conference fees. Expenditures for the month totaled \$20,829.24. Motion to accept expenditures for the month of March 2005.
- 3) The meeting was adjourned at 1:00 pm.

Brooks Library Board
Receipts and Expenditures for March 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	32,812.50	65,625.00
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	0.00
Industry Canada - CAP YI Grant	4,000.00	999.60	2,156.28
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,458.10	3,636.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,692.58	4,507.61
Non-resident Cardholder Fees	5,000.00	240.00	820.00
Donations	7,000.00	150.00	795.76
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	256,998.00	37,352.78	78,540.75
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	0.00
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	4,244.58	4,520.61
New Library Furnishings	898.00	0.00	0.00
Library Equipment	1,000.00	647.60	789.34
Payroll Expense	800.00	50.00	210.00
Library Supplies	4,000.00	430.79	720.28
Administration & Travel	3,000.00	96.00	384.70
Program Expense	1,000.00	100.00	181.46
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	0.00
Staff Training	2,500.00	830.00	1,056.36
Telephone & Fax Expense	4,000.00	359.01	909.58
Copier & Computer Costs	2,500.00	195.43	282.57
Security Monitoring	600.00	25.00	75.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	5.25
Freight & Postage	1,000.00	100.00	194.68
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	24.00	52.00

Audit and Insurance	6,500.00	0.00	0.00
Bank Charges	200.00	5.00	15.00
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,581.84	33,359.86
EI Expense	3,500.00	316.15	910.67
CPP Expense	4,000.00	473.33	1,334.77
WCB Expense	500.00	163.56	406.56
AUMA Expense	1,800.00	161.32	484.06
LAPP Expense	7,000.00	808.28	1,970.21
AB Health Expense	700.00	215.60	277.20
Total Expenses	256,998.00	20,829.24	48,615.16

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,241.41
Endowment Fund	6,187.23
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	50,808.62
TOTAL CURRENT ASSETS	<u>58,287.26</u>

TOTAL ASSETS	<u>58,287.26</u>
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LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,453.66
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-2,453.66
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	243.62
Income Tax Payable	<u>-243.64</u>
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
AUMA Extended Health	0.00
AB Health Payable	0.00
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-3,674.80</u>

TOTAL LIABILITIES	<u>-3,674.80</u>
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EQUITY

EARNINGS

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>29,925.59</u>
Total Earnings	<u>52,291.08</u>

TOTAL EQUITY	<u>52,291.08</u>
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LIABILITIES AND EQUITY	<u>48,616.28</u>
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REVENUE

REVENUE	
Town of Brooks	32,812.50
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	999.60
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,458.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,692.58
Non-resident Cardholder Fees	240.00
Donations	0.00
Charitable Receipt Donations	150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>37,352.78</u>

TOTAL REVENUE 37,352.78

EXPENSE

EXPENSES	
SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	4,244.58
New Library Furnishings	0.00
Library Equipment	647.60
Payroll Expense	50.00
Library Supplies	430.79
Administration & Travel	96.00
Recruitment expense	0.00
Program Expense	100.00
Canada Council for the Arts expense	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	830.00
Telephone and Fax Expense	359.01
Copier & Computer Costs	195.43
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	100.00
Professional Memberships	0.00
Publicity & Advertising	24.00
Audit & Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,581.84
EI Expense	316.15

CPP Expense	473.33
WCB Expense	163.56
AUMA Extended Health	161.32
L.A.P.P. Expense	808.28
AB Health Expense	<u>215.60</u>
TOTAL EXPENSES	<u>20,829.24</u>

TOTAL EXPENSE 20,829.24

NET INCOME 16,523.54

REVENUE

REVENUE	
Town of Brooks	65,625.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,156.28
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	3,636.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	4,507.61
Non-resident Cardholder Fees	820.00
Donations	0.00
Charitable Receipt Donations	795.76
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	0.00
TOTAL REVENUE	<u>78,540.75</u>

TOTAL REVENUE 78,540.75

EXPENSE

EXPENSES	
SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	4,520.61
New Library Furnishings	0.00
Library Equipment	789.34
Payroll Expense	210.00
Library Supplies	720.28
Administration & Travel	384.70
Recruitment expense	0.00
Program Expense	181.46
Canada Council for the Arts expense	0.00
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	1,056.36
Telephone and Fax Expense	909.58
Copier & Computer Costs	282.57
Security Monitoring	75.00
Computer Main. Contracts	175.00
GST Expense	5.25
Freight & Postage	194.68
Professional Memberships	175.00
Publicity & Advertising	52.00
Audit & Insurance	0.00
Bank Charges	15.00
Miscellaneous	0.00
Wages	33,359.86
EI Expense	910.67

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CPP Expense	1,334.77
WCB Expense	406.56
AUMA Extended Health	484.06
L.A.P.P. Expense	1,970.21
AB Health Expense	<u>277.20</u>
TOTAL EXPENSES	<u>48,615.16</u>

TOTAL EXPENSE	<u>48,615.16</u>
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NET INCOME	<u><u>29,925.59</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
3/18/2005	J80	Fines	Deposit	363.50	-		N Outstanding
3/18/2005	J81	Resident Cardh...	Deposit	186.00	-		N Outstanding
3/18/2005	J82	Non-Resident C...	Deposit	80.00	-		N Outstanding
3/4/2005	J85	Fines	Deposit	308.71	-		Y Cleared
3/4/2005	J86	Resident Cardh...	Deposit	300.00	-		Y Cleared
3/4/2005	J87	Non-Resident C...	Deposit	80.00	-		Y Cleared
3/4/2005	J88	Cap YI	Deposit	999.60	-		Y Cleared
3/7/2005	J89	Mar2005, Brodart	1773	-	692.94		Y Cleared
3/7/2005	J90	Mar2005, Brook...	1774	-	25.68		Y Cleared
3/7/2005	J91	Mar2005, Ikon ...	1775	-	53.96		Y Cleared
3/7/2005	J92	Mar2005, Brook...	1776	-	53.50		Y Cleared
3/7/2005	J93	Mar2005, Short...	1777	-	28.80		Y Cleared
3/7/2005	J94	Mar2005, Medic...	1778	-	100.00		Y Cleared
3/7/2005	J95	Mar2005, Brook...	1779	-	11.73		Y Cleared
3/7/2005	J96	Mar2005, Stitch...	1780	-	276.04		Y Cleared
3/7/2005	J97	Mar2005, Telus ...	1781	-	35.21		Y Cleared
3/7/2005	J98	Mar2005, Work...	1782	-	163.56		Y Cleared
3/7/2005	J99	March 2005, Al...	1783	-	280.00		N Outstanding
3/15/2005	J103	Mar05, Julia Rei...	1784	-	4,147.82		Y Cleared
3/22/2005	J104	March05, Cana...	1785	-	107.00		Y Cleared
3/18/2005	J105	Fines	Deposit	346.92	-		Y Cleared
3/18/2005	J106	Resident Memb...	Deposit	330.00	-		Y Cleared
3/18/2005	J107	Non-Resident M...	Deposit	80.00	-		Y Cleared
3/22/2005	J108	Mar2005, Ronni...	1786	-	40.62		N Outstanding
3/22/2005	J109	Mar 2005, Broo...	1787	-	142.36		Y Cleared
3/22/2005	J110	Mar2005, Comp...	1788	-	155.15		N Outstanding
3/22/2005	J111	Mar 2005, Maxi...	1789	-	96.00		Y Cleared
3/22/2005	J112	Mar2005, CanM...	1790	-	58.80		N Outstanding
3/22/2005	J113	Mar 2005, Telus...	1791	-	71.51		Y Cleared
3/22/2005	J114	Mar2005, Telus	1792	-	277.24		Y Cleared
3/28/2005	J115	Mar05, AALT C...	1793	-	550.00		N Outstanding
3/31/2005	J116	March05, Veron...	1794	-	966.03		N Outstanding
3/31/2005	J117	Mar05, Veronic...	1795	-	264.00		N Outstanding
3/31/2005	J118	March05, Bessi...	1796	-	1,545.67		Y Cleared
3/31/2005	J119	March05, Maxim...	1797	-	1,540.40		N Outstanding
3/31/2005	J120	March05, Julia ...	1798	-	2,726.92		Y Cleared
3/31/2005	J121	Mar05, Bruce S...	1799	-	531.94		N Outstanding
3/31/2005	J122	Mar05, Sharon ...	1800	-	913.36		N Outstanding
3/31/2005	J123	Mar05, Tena Za...	1801	-	264.27		N Outstanding
3/31/2005	J124	Mar05, Canada ...	1802	-	3,074.95		N Outstanding
3/31/2005	J125	Mar05, Town of ...	1803	-	230.46		N Outstanding
3/31/2005	J128	Mar05, Local A...	1804	-	1,507.33		N Outstanding
4/1/2005	J129	Fines	Deposit	374.08	-		N Outstanding
4/1/2005	J130	Resident Cardh...	Deposit	282.00	-		N Outstanding
4/1/2005	J131	Non- Resident ...	Deposit	60.00	-		N Outstanding
4/8/2005	J132	Fines	Deposit	477.61	-		N Outstanding
4/8/2005	J133	Resident Cardh...	Deposit	186.00	-		N Outstanding
4/8/2005	J134	Non- Resident ...	Deposit	60.00	-		N Outstanding
4/8/2005	J135	Cap YI Reimbur...	Deposit	561.68	-		N Outstanding
3/31/2005	J136	Securtek	Debit	-	26.75		Y Cleared
3/31/2005	J137	AB Health	Debit	-	44.00		Y Cleared
3/31/2005	J138	Destination Fee	Debit	-	5.00		Y Cleared

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

<u>Date</u>	<u>Comment</u>	<u>Source</u>	<u>Debits</u>	<u>Credits</u>	<u>Deposit No.</u>	<u>C</u>	<u>Status</u>
3/24/2005	J139	Fines	Deposit	261.25	-	Y	Cleared
3/24/2005	J140	Resident Cardh...	Deposit	312.00	-	Y	Cleared
3/24/2005	J141	Towm of Brooks	Deposit	32,812.50	-	Y	Cleared
3/24/2005	J142	Donation	Deposit	150.00	-	Y	Cleared
3/11/2005	J143	Fines	Deposit	412.20	-	Y	Cleared
3/11/2005	J144	Resident Cardh...	Deposit	330.10	-	Y	Cleared
				39,354.15	21,009.00		

			<u>Debits</u>	<u>Credits</u>
3/18/2005	J80	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	363.50
		1080 Cash In Bank	363.50	-
3/18/2005	J81	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	186.00
		1080 Cash In Bank	186.00	-
3/18/2005	J82	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
3/4/2005	J85	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	308.71
		1080 Cash In Bank	308.71	-
3/4/2005	J86	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
3/4/2005	J87	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
3/4/2005	J88	Deposit, Cap YI		
		4050 Industry Canada - CAP YI	-	999.60
		1080 Cash In Bank	999.60	-
3/7/2005	J89	1773, Mar2005, Brodart		
		2100 GST Paid on Purchases	45.34	-
		5055 Library Equipment	647.60	-
		1080 Cash In Bank	-	692.94
3/7/2005	J90	1774, Mar2005, Brooks Bulletin		
		2100 GST Paid on Purchases	1.68	-
		5220 Publicity & Advertising	24.00	-
		1080 Cash In Bank	-	25.68
3/7/2005	J91	1775, Mar2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	3.53	-
		5160 Copier & Computer Costs	50.43	-
		1080 Cash In Bank	-	53.96
3/7/2005	J92	1776, Mar2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
3/7/2005	J93	1777, Mar2005, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	28.80
3/7/2005	J94	1778, Mar2005, Medicine Hat Museum & Art Gall		
		5090 Program Expense	100.00	-
		1080 Cash In Bank	-	100.00

			<u>Debits</u>	<u>Credits</u>
3/7/2005	J95	1779, Mar2005, Brooks Stationers		
		2100 GST Paid on Purchases	0.77	-
		5070 Library Supplies	10.96	-
		1080 Cash In Bank	-	11.73
3/7/2005	J96	1780, Mar2005, Stitch FX		
		2100 GST Paid on Purchases	18.06	-
		5070 Library Supplies	257.98	-
		1080 Cash In Bank	-	276.04
3/7/2005	J97	1781, Mar2005, Telus Mobility		
		2100 GST Paid on Purchases	2.30	-
		5140 Telephone and Fax Expense	32.91	-
		1080 Cash In Bank	-	35.21
3/7/2005	J98	1782, Mar2005, Workers Compensation Board		
		5330 WCB Expense	163.56	-
		1080 Cash In Bank	-	163.56
3/7/2005	J99	1783, March 2005, Alberta Library Conference		
		5130 Staff Training	280.00	-
		1080 Cash In Bank	-	280.00
3/15/2005	J103	1784, Mar05, Julia Reinhart		
		5030 Books & Materials	4,147.82	-
		1080 Cash In Bank	-	4,147.82
3/22/2005	J104	1785, March05, Canada Post		
		2100 GST Paid on Purchases	7.00	-
		5200 Freight & Postage	100.00	-
		1080 Cash In Bank	-	107.00
3/18/2005	J105	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	346.92
		1080 Cash In Bank	346.92	-
3/18/2005	J106	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	330.00
		1080 Cash In Bank	330.00	-
3/18/2005	J107	Deposit, Non-Resident Membership		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
3/22/2005	J108	1786, Mar2005, Ronnie Adams		
		2100 GST Paid on Purchases	2.66	-
		5030 Books & Materials	37.96	-
		1080 Cash In Bank	-	40.62
3/22/2005	J109	1787, Mar 2005, Brooks Stationers		
		2100 GST Paid on Purchases	9.31	-
		5070 Library Supplies	133.05	-
		1080 Cash In Bank	-	142.36

			<u>Debits</u>	<u>Credits</u>
3/22/2005	J110	1788, Mar2005, Computer Connection		
		2100 GST Paid on Purchases	10.15	-
		5160 Copier & Computer Costs	145.00	-
		1080 Cash In Bank	-	155.15
3/22/2005	J111	1789, Mar 2005, Maxine Meldrum		
		5080 Administration & Travel	96.00	-
		1080 Cash In Bank	-	96.00
3/22/2005	J112	1790, Mar2005, CanMedia Inc.		
		5030 Books & Materials	58.80	-
		1080 Cash In Bank	-	58.80
3/22/2005	J113	1791, Mar 2005, Telus Mobility		
		2100 GST Paid on Purchases	4.63	-
		5140 Telephone and Fax Expense	66.88	-
		1080 Cash In Bank	-	71.51
3/22/2005	J114	1792, Mar2005, Telus		
		2100 GST Paid on Purchases	18.02	-
		5140 Telephone and Fax Expense	259.22	-
		1080 Cash In Bank	-	277.24
3/28/2005	J115	1793, Mar05, AALT Conference		
		5130 Staff Training	550.00	-
		1080 Cash In Bank	-	550.00
3/31/2005	J116	1794, March05, Veronica Adams		
		5300 Wages	1,324.26	-
		1080 Cash In Bank	-	966.03
		2310 EI Payable	-	25.82
		2320 CPP Payable	-	51.11
		2330 Income Tax Payable	-	94.64
		2400 L.A.P.P. Payable	-	160.26
		2440 AB Health Payable	-	26.40
3/31/2005	J117	1795, Mar05, Veronica Adams		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
3/31/2005	J118	1796, March05, Bessie Jacowishen		
		5300 Wages	2,156.44	-
		1080 Cash In Bank	-	1,545.67
		2310 EI Payable	-	42.05
		2320 CPP Payable	-	92.31
		2330 Income Tax Payable	-	296.08
		2400 L.A.P.P. Payable	-	138.01
		2420 AUMA Extended Health	-	42.32
3/31/2005	J119	1797, March05, Maxine Meldrum		
		5300 Wages	2,086.26	-
		1080 Cash In Bank	-	1,540.40
		2310 EI Payable	-	40.68
		2320 CPP Payable	-	88.83
		2330 Income Tax Payable	-	279.09

			<u>Debits</u>	<u>Credits</u>
		2400 L.A.P.P. Payable	-	133.52
		2420 AUMA Extended Health	-	3.74
3/31/2005	J120	1798, March05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P. Payable	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
3/31/2005	J121	1799, Mar05, Bruce Schmidt		
		5300 Wages	555.86	-
		1080 Cash In Bank	-	531.94
		2310 EI Payable	-	10.84
		2320 CPP Payable	-	13.08
3/31/2005	J122	1800, Mar05, Sharon Wilson		
		5300 Wages	1,013.49	-
		1080 Cash In Bank	-	913.36
		2310 EI Payable	-	19.76
		2320 CPP Payable	-	35.73
		2330 Income Tax Payable	-	44.64
3/31/2005	J123	1801, Mar05, Tena Zatylny		
		5300 Wages	269.53	-
		1080 Cash In Bank	-	264.27
		2310 EI Payable	-	5.26
3/31/2005	J124	1802, Mar05, Canada Customs and Revenue Agenc		
		2310 EI Payable	225.84	-
		2320 CPP Payable	473.33	-
		2330 Income Tax Payable	1,586.30	-
		5310 EI Expense	316.15	-
		5320 CPP Expense	473.33	-
		1080 Cash In Bank	-	3,074.95
3/31/2005	J125	1803, Mar05, Town of Brooks		
		2420 AUMA Extended Health	69.14	-
		5340 AUMA Extended Health	161.32	-
		1080 Cash In Bank	-	230.46
3/31/2005	J128	1804, Mar05, Local Authorities Pension Plan		
		2400 L.A.P.P. Payable	699.05	-
		5350 L.A.P.P. Expense	808.28	-
		1080 Cash In Bank	-	1,507.33
3/31/2005	J136	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75

			<u>Debits</u>	<u>Credits</u>
3/31/2005	J137	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
3/31/2005	J138	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
3/24/2005	J139	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	261.25
		1080 Cash In Bank	261.25	-
3/24/2005	J140	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
3/24/2005	J141	Deposit, Town of Brooks		
		4020 Town of Brooks	-	32,812.50
		1080 Cash In Bank	32,812.50	-
3/24/2005	J142	Deposit, Donation		
		4160 Donations	-	150.00
		1080 Cash In Bank	150.00	-
3/11/2005	J143	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	412.20
		1080 Cash In Bank	412.20	-
11/2005	J144	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	330.10
		1080 Cash In Bank	330.10	-
			<hr/>	<hr/>
			61,455.03	61,455.03

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 26, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Henry ^{Najda} Najda, Julia Reinhart, Karen Nelson, Sheila Tieg, Martin Shields, Tilly Gamble-Altwasser, Gloria Evans, Dino Champlone
ABSENT: Mary Beecroft, Pat Walsh, Elsie Strach

VISION STATEMENT

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

MISSION STATEMENT

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

1. **Call to Order:** Henry called the meeting to order at 6:30 p.m.
2. **Welcome Leif Anderson:** Henry introduced Leif Anderson, Chair of Shortgrass Library Board prior to a half hour in-camera session after which Leif Anderson left.
3. **Approval of Agenda:** Moved by Karen/Sheila the agenda be accepted as circulated. Carried.
4. **Approval of April 21, 2005, Board Meeting Minutes:** Moved by Gloria/Dino. Carried.
5. **Business Arising from April 21, 2005, Minutes:**
 - a) Alberta Library Conference Reports: Karen gave an informative and humorous report of the keynote speakers' topics and of the sessions. Julia related the librarian's views of the sessions she attended. Martin added comments about the S. Alta displays at the conference and recognition of the S. Alta attendees. The reports of the three Brooks people who attended indicated the conference was well received.
 - b) Letter from Gary Mar: Nothing came out of conference related to Mar's letter. Julia will send thank you letters to MLA Oberg and G. Mar regarding the government's support in covering the monthly connection fee for Super Net.
 - c) Signage on windows: Julia reported on the signage that has been placed on four library windows to act as a vandalism deterrent.
 - d) Sunday openings—staff input: Staff was supportive of the 6-month trial initiative to open Sunday afternoons beginning after the long weekend in September and then every Sunday after that. Monday to Friday evenings will be shortened by one hour. Staff and Julia will fill in the Sunday time slots. Sunday use will be tracked and evaluated after the trial period. The Sunday opening will be promoted via the media and notices in the library.
 - e) Staff recognition: The policy relating to staff recognition (HR 6) will be implemented as it stands for both full and part-time staff so some part-time staff may be recognized before full-time staff.
 - f) New vision statement: A handout was received to be placed with the Plan of Service binder section.
 - g) Library Design and Planning Workshop—June 7: Julia and Gloria will attend this Lethbridge workshop. Henry may attend as well.
 - h) "What would you do with the money?" responses: The library was listed as a possible option in the Brooks Bulletin's survey for some of the government funds being received by the Town. It was checked as one choice on a few surveys.
6. **Correspondence:** A list of members of each Standing Committee was handed out.

7. Finance Committee Report:

- a) In Elsie's absence, Henry reviewed the April financial statement. **Henry/Karen moved acceptance of April expenditures totaling \$26,599.14. Carried.**
- b) The next meeting of the Financial Committee is June 13 at 8 a.m. Julia noted the provincial grant is on its way.

8. Shortgrass Library System Report: Martin had no report as the scheduled Shortgrass meeting had been postponed.

9. Human Resources Report: Human Resources Committee Report: The committee will meet following this board meeting.

10. Policy Committee Report:

- a) Items being worked on include HR 7—Health and Safety, HR 8—Working Alone, and procedures involving these two items. Julia has made a list of policy items that require development or completion.
- b) Next meeting: Monday, June 20 at 5:00 p.m.

11. Board Development Report: No report. It was suggested that ideas to discuss at our next Board Development day relate to some of the ideas presented by Karen in her report to the board following the Alberta Library Conference.

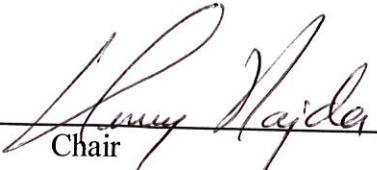
12. Librarian's Report: Julia's reviewed her distributed report. The report is attached. She noted she has hired staff to update and redesign the library website.

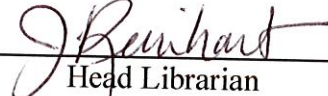
13. New Business:

- a) Patron Appreciation Event: **Moved by Karen/Sheila the we hold a Patron Appreciation barbeque August 15, 2005. Defeated.**
- b) Building Renovation and Expansion: Julia has received a suggestion from a library user to seek the assistance of EID in regards to renovation and expansion. Perhaps EID archives could be housed in the library. Further discussion will follow the Design Workshop. Martin stated the importance of letting Town Councilors know what is happening at the library in relation to renovation and expansion.
- c) Reappointments for Trustees Gloria Evans and Mary Beecroft: The Board will recommend to Brooks Town Council the reappointment of Gloria for a second three-year term. Henry will speak with Mary Beecroft regarding her trustee position. An application will be given to another person who has expressed an interest in sitting on the Board.
- d) Discussion of Chair appointment: Henry stated he would like to step down as chair and will remain on the board until his term expires in November of 2006. **Sheila/Tilly nominated Dino as chair effective August 25, 2005. Carried.**

Next Meeting: Thursday, June 23, 2005 at 6:30 p.m.

Adjournment: Sheila/Tilly moved adjournment. Carried.


Chair


Head Librarian

Brooks Library Board
Finance Standing Committee Meeting
8:00 am, May 18th, 2005

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) MNP had some requests with regards to the audit and those have now been implemented i.e. purchase of current Simply accounting software.
- 3) Receipts and Expenditures for the month of April were discussed and reviewed by the Committee. Items of note: Under Expenditures, Books and Materials appear to be over budget but funds will be reimbursed by Shortgrass. Also audit was paid for in total, and MNP will be providing a donation of \$ 4,000 which will be reflected in May Financial statements under Receipts: Donations. Expenditures for the month totaled \$26,599.14. Motion to accept expenditures for the month of April 2005.
- 4) The meeting was adjourned at 8:45 am.

ASSETS**CURRENT ASSETS**

GIC Account	0.00
GST Recoverable	1,241.41
Endowment Fund	6,187.23
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	27,119.38
TOTAL CURRENT ASSETS	<u>34,598.02</u>

TOTAL ASSETS34,598.02**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-3,492.08
GST Paid on Books	<u>0.00</u>
Net GST Owing/Refund	-3,492.08
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	-0.01
CPP Payable	243.62
Income Tax Payable	<u>-243.64</u>
Receiver General Payable	-0.03
L.A.P.P. Payable	-1,221.11
AUMA Extended Health	-0.01
AB Health Payable	26.40
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-4,686.83</u>

TOTAL LIABILITIES-4,686.83**EQUITY****EARNINGS**

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>7,248.38</u>
Total Earnings	<u>29,613.87</u>

TOTAL EQUITY29,613.87**LIABILITIES AND EQUITY**24,927.04

Brooks Library Board
Receipts and Expenditures for April 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	65,625.00
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	0.00
Industry Canada - CAP YI Grant	4,000.00	561.68	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,302.00	4,938.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,968.25	6,475.86
Non-resident Cardholder Fees	5,000.00	240.00	1,060.00
Donations	7,000.00	-150.00	645.76
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	256,998.00	3,921.93	82,462.68
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	0.00
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	4,998.15	9,518.76
New Library Furnishings	898.00	0.00	0.00
Library Equipment	1,000.00	4.00	793.34
Payroll Expense	800.00	105.00	315.00
Library Supplies	4,000.00	469.19	1,189.47
Administration & Travel	3,000.00	540.12	924.82
Program Expense	1,000.00	219.75	401.21
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	0.00
Staff Trainings	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	288.18	1,197.76
Copier & Computer Costs	2,500.00	174.99	457.56
Security Monitoring	600.00	73.00	148.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	7.00
Freight & Postage	1,000.00	22.69	217.37
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	652.00	704.00

Audit and Insurance	6,500.00	6,300.00	6,300.00
Bank Charges	200.00	5.00	20.00
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,020.82	44,380.68
EI Expense	3,500.00	300.84	1,211.51
CPP Expense	4,000.00	444.46	1,779.23
WCB Expense	500.00	0.00	406.56
AUMA Expense	1,800.00	161.32	645.38
LAPP Expense	7,000.00	787.08	2,757.29
AB Health Expense	700.00	30.80	308.00
Total Expenses	256,998.00	26,599.14	75,214.30

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	561.68
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,302.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,968.25
Non-resident Cardholder Fees	240.00
Donations	0.00
Charitable Receipt Donations	-150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,921.93</u>

TOTAL REVENUE 3,921.93

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	4,998.15
New Library Furnishings	0.00
Library Equipment	4.00
Payroll Expense	105.00
Library Supplies	469.19
Administration & Travel	540.12
Recruitment expense	0.00
Program Expense	219.75
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	288.18
Copier & Computer Costs	174.99
Security Monitoring	73.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	22.69
Professional Memberships	0.00
Publicity & Advertising	652.00
Audit & Insurance	6,300.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,020.82
EI Expense	300.84

Printed On: 5/9/2005

CPP Expense	444.46
WCB Expense	0.00
AUMA Extended Health	161.32
L.A.P.P. Expense	787.08
AB Health Expense	30.80
TOTAL EXPENSES	<u>26,599.14</u>
TOTAL EXPENSE	<u>26,599.14</u>
NET INCOME	<u><u>-22,677.21</u></u>

REVENUE

REVENUE

Town of Brooks	65,625.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,717.96
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	4,938.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	6,475.86
Non-resident Cardholder Fees	1,060.00
Donations	0.00
Charitable Receipt Donations	645.76
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	0.00
TOTAL REVENUE	<u>82,462.68</u>

TOTAL REVENUE 82,462.68

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	9,518.76
New Library Furnishings	0.00
Library Equipment	793.34
Payroll Expense	315.00
Library Supplies	1,189.47
Administration & Travel	924.82
Recruitment expense	0.00
Program Expense	401.21
Canada Council for the Arts expense	0.00
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	1,056.36
Telephone and Fax Expense	1,197.76
Copier & Computer Costs	457.56
Security Monitoring	148.00
Computer Main. Contracts	175.00
GST Expense	7.00
Freight & Postage	217.37
Professional Memberships	175.00
Publicity & Advertising	704.00
Audit & Insurance	6,300.00
Bank Charges	20.00
Miscellaneous	0.00
Wages	44,380.68
EI Expense	1,211.51

CPP Expense	1,779.23
WCB Expense	406.56
AUMA Extended Health	645.38
L.A.P.P. Expense	2,757.29
AB Health Expense	308.00
TOTAL EXPENSES	<u>75,214.30</u>
TOTAL EXPENSE	<u>75,214.30</u>
NET INCOME	<u>7,248.38</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
4/1/2005	J129	Fines	Deposit	374.08	-		Y	Cleared
4/1/2005	J130	Resident Cardh...	Deposit	282.00	-		Y	Cleared
4/1/2005	J131	Non- Resident ...	Deposit	60.00	-		Y	Cleared
4/8/2005	J132	Fines	Deposit	477.61	-		Y	Cleared
4/8/2005	J133	Resident Cardh...	Deposit	186.00	-		Y	Cleared
4/8/2005	J134	Non- Resident ...	Deposit	60.00	-		Y	Cleared
4/8/2005	J135	Cap YI Reimbur...	Deposit	561.68	-		Y	Cleared
4/8/2005	J145	April2005, Carr ...	1805	-	145.05		Y	Cleared
4/8/2005	J146	April2005, Broo...	1806	-	58.85		Y	Cleared
4/8/2005	J147	April2005, Broo...	1807	-	73.30		Y	Cleared
4/8/2005	J148	April2005, Short...	1808	-	360.00		N	Outstanding
4/8/2005	J149	April2005, Broo...	1809	-	100.00		N	Outstanding
4/12/2005	J152	April2005, Town...	1810	-	50.00		N	Outstanding
4/20/2005	J153	April2005, Lyle ...	1811	-	22.47		Y	Cleared
4/15/2005	J154	Fines	Deposit	242.35	-		Y	Cleared
4/15/2005	J155	Resident Memb...	Deposit	306.00	-		Y	Cleared
4/22/2005	J156	Fines	Deposit	587.84	-		Y	Cleared
4/22/2005	J157	Resident Memb...	Deposit	288.00	-		Y	Cleared
4/22/2005	J158	April2005, Meye...	1812	-	6,741.00		Y	Cleared
4/22/2005	J159	April2005, All-K...	1813	-	51.36		N	Outstanding
4/22/2005	J160	April2005, Ikon ...	1814	-	88.52		Y	Cleared
4/22/2005	J161	April2005, Broo...	1815	-	449.40		Y	Cleared
4/22/2005	J162	April2005, Brodart	1816	-	260.90		N	Outstanding
4/22/2005	J163	April2005, Telus	1817	-	273.51		Y	Cleared
4/22/2005	J164	April2005, Telus...	1818	-	45.09		Y	Cleared
4/22/2005	J165	April2005, Roya...	1819	-	5,401.51		Y	Cleared
4/25/2005	J166	Apr2005, The Al...	1820	-	120.91		Y	Cleared
4/29/2005	J167	April2005, Ronn...	1821	-	1,149.95		N	Outstanding
4/29/2005	J168	April2005, Bessi...	1822	-	1,314.42		Y	Cleared
4/29/2005	J169	April2005, Maxi...	1823	-	1,408.83		N	Outstanding
4/29/2005	J170	April2005, Julia ...	1824	-	2,726.92		Y	Cleared
4/29/2005	J171	April05, Julia R...	1825	-	268.51		Y	Cleared
4/29/2005	J172	April2005, Bruc...	1826	-	557.83		N	Outstanding
4/29/2005	J173	April2005, Shar...	1827	-	530.65		N	Outstanding
4/29/2005	J174	April2005, Tena...	1828	-	411.07		N	Outstanding
4/29/2005	J175	April2005, Cana...	1829	-	2,877.01		Y	Cleared
4/29/2005	J176	April2005, Local...	1830	-	1,467.79		Y	Cleared
4/27/2005	J177	April05, Shortgr...	1831	-	150.00		N	Outstanding
4/30/2005	J178	Apr2005, Brook...	1832	-	32.37		N	Outstanding
4/30/2005	J179	Apr2005, Purola...	1833	-	24.28		N	Outstanding
4/30/2005	J180	Apr2005, Ikon ...	1834	-	98.72		N	Outstanding
4/30/2005	J181	Apr2005, Town ...	1835	-	230.46		N	Outstanding
4/30/2005	J182	Apr2005, Shortg...	1836	-	32.08		N	Outstanding
4/30/2005	J183	Apr 2005, Brook...	1837	-	89.88		N	Outstanding
4/30/2005	J184	Apr 2005, Brook...	1838	-	53.50		N	Outstanding
4/30/2005	J185	Apr 2005, Brook...	1839	-	51.36		N	Outstanding
4/29/2005	J186	Resident Memb...	Deposit	240.00	-		Y	Cleared
4/29/2005	J187	Fines	Deposit	318.45	-		Y	Cleared
4/29/2005	J188	Non-Resident M...	Deposit	120.00	-		Y	Cleared
4/30/2005	J189	Securtek	Debit	-	26.75		Y	Cleared
4/30/2005	J190	Alberta Health	Debit	-	44.00		Y	Cleared
4/30/2005	J191	Destination Fee	Debit	-	5.00		Y	Cleared

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

Date	Comment	Source	Debits	Credits	Deposit No.	C	Status
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			4,104.01	27,793.25			
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			<u>Debits</u>	<u>Credits</u>
4/1/2005	J129	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	374.08
		1080 Cash In Bank	374.08	-
4/1/2005	J130	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
4/1/2005	J131	Deposit, Non- Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
4/8/2005	J132	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	477.61
		1080 Cash In Bank	477.61	-
4/8/2005	J133	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	186.00
		1080 Cash In Bank	186.00	-
4/8/2005	J134	Deposit, Non- Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
4/8/2005	J135	Deposit, Cap YI Reimbursement		
		4050 Industry Canada - CAP YI	-	561.68
		1080 Cash In Bank	561.68	-
4/8/2005	J145	1805, April2005, Carr McLean		
		2100 GST Paid on Purchases	9.50	-
		5030 Books & Materials	135.55	-
		1080 Cash In Bank	-	145.05
4/8/2005	J146	1806, April2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.85	-
		5060 Payroll Expense	55.00	-
		1080 Cash In Bank	-	58.85
4/8/2005	J147	1807, April2005, Brooks Stationers		
		2100 GST Paid on Purchases	4.80	-
		5070 Library Supplies	68.50	-
		1080 Cash In Bank	-	73.30
4/8/2005	J148	1808, April2005, Shortgrass Library System		
		5080 Administration & Travel	360.00	-
		1080 Cash In Bank	-	360.00
4/8/2005	J149	1809, April2005, Brooks Community Adult Learn		
		5220 Publicity & Advertising	100.00	-
		1080 Cash In Bank	-	100.00
4/12/2005	J152	1810, April2005, Town of Brooks		
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	50.00

			<u>Debits</u>	<u>Credits</u>
4/20/2005	J153	1811, April2005, Lyle Weis		
		2100 GST Paid on Purchases	1.47	-
		5030 Books & Materials	21.00	-
		1080 Cash In Bank	-	22.47
4/15/2005	J154	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	242.35
		1080 Cash In Bank	242.35	-
4/15/2005	J155	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	306.00
		1080 Cash In Bank	306.00	-
4/22/2005	J156	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	587.84
		1080 Cash In Bank	587.84	-
4/22/2005	J157	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	288.00
		1080 Cash In Bank	288.00	-
4/22/2005	J158	1812, April2005, Meyers Norris Penny		
		2100 GST Paid on Purchases	441.00	-
		5240 Audit & Insurance	6,300.00	-
		1080 Cash In Bank	-	6,741.00
4/22/2005	J159	1813, April2005, All-Knight Security		
		2100 GST Paid on Purchases	3.36	-
		5170 Security Monitoring	48.00	-
		1080 Cash In Bank	-	51.36
4/22/2005	J160	1814, April2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	5.79	-
		5160 Copier & Computer Costs	82.73	-
		1080 Cash In Bank	-	88.52
4/22/2005	J161	1815, April2005, Brooks Bulletin		
		2100 GST Paid on Purchases	29.40	-
		5220 Publicity & Advertising	420.00	-
		1080 Cash In Bank	-	449.40
4/22/2005	J162	1816, April2005, Brodart		
		2100 GST Paid on Purchases	17.08	-
		5070 Library Supplies	243.82	-
		1080 Cash In Bank	-	260.90
4/22/2005	J163	1817, April2005, Telus		
		2100 GST Paid on Purchases	17.78	-
		5140 Telephone and Fax Expense	255.73	-
		1080 Cash In Bank	-	273.51
4/22/2005	J164	1818, April2005, Telus Mobility		
		2100 GST Paid on Purchases	2.95	-
		5140 Telephone and Fax Expense	42.14	-
		1080 Cash In Bank	-	45.09

			<u>Debits</u>	<u>Credits</u>
4/22/2005	J165	1819, April2005, Royal Bank Visa		
		2100 GST Paid on Purchases	468.84	-
		5030 Books & Materials	4,728.45	-
		5080 Administration & Travel	49.77	-
		5090 Program Expense	154.45	-
		1080 Cash In Bank	-	5,401.51
4/25/2005	J166	1820, Apr2005, The Alberta Library		
		2100 GST Paid on Purchases	7.91	-
		5070 Library Supplies	113.00	-
		1080 Cash In Bank	-	120.91
4/29/2005	J167	1821, April2005, Ronnie Adams		
		5300 Wages	1,618.54	-
		1080 Cash In Bank	-	1,149.95
		2310 EI Payable	-	31.56
		2320 CPP Payable	-	65.68
		2330 Income Tax Payable	-	165.87
		2400 L.A.P.P. Payable	-	179.08
		2440 AB Health Payable	-	26.40
4/29/2005	J168	1822, April2005, Bessie Jacowishen		
		5300 Wages	1,786.40	-
		1080 Cash In Bank	-	1,314.42
		2310 EI Payable	-	34.83
		2320 CPP Payable	-	73.99
		2330 Income Tax Payable	-	206.51
		2400 L.A.P.P. Payable	-	114.33
		2420 AUMA Extended Health	-	42.32
4/29/2005	J169	1823, April2005, Maxine Meldrum		
		5300 Wages	1,875.72	-
		1080 Cash In Bank	-	1,408.83
		2310 EI Payable	-	36.58
		2320 CPP Payable	-	78.41
		2330 Income Tax Payable	-	228.12
		2400 L.A.P.P. Payable	-	120.04
		2420 AUMA Extended Health	-	3.74
4/29/2005	J170	1824, April2005, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P. Payable	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
4/29/2005	J171	1825, April05, Julia Reinhart		
		2100 GST Paid on Purchases	1.78	-
		5030 Books & Materials	113.15	-
		5055 Library Equipment	4.00	-
		5070 Library Supplies	28.92	-
		5080 Administration & Travel	130.35	-
		1080 Cash In Bank	-	268.51

			<u>Debits</u>	<u>Credits</u>
		5140 Telephone and Fax Expense	-	9.69
4/29/2005	J172	1826, April2005, Bruce Schmidt		
		5300 Wages	583.66	-
		1080 Cash In Bank	-	557.83
		2310 EI Payable	-	11.38
		2320 CPP Payable	-	14.45
4/29/2005	J173	1827, April2005, Sharon Wilson		
		5300 Wages	554.47	-
		1080 Cash In Bank	-	530.65
		2310 EI Payable	-	10.81
		2320 CPP Payable	-	13.01
4/29/2005	J174	1828, April2005, Tena Zatylny		
		5300 Wages	426.03	-
		1080 Cash In Bank	-	411.07
		2310 EI Payable	-	8.31
		2320 CPP Payable	-	6.65
4/29/2005	J175	1829, April2005, Canada Customs and Revenue A		
		2310 EI Payable	214.90	-
		2320 CPP Payable	444.46	-
		2330 Income Tax Payable	1,472.35	-
		5310 EI Expense	300.84	-
		5320 CPP Expense	444.46	-
		1080 Cash In Bank	-	2,877.01
4/29/2005	J176	1830, April2005, Local Authorities Pension Pl		
		2400 L.A.P.P. Payable	680.71	-
		5350 L.A.P.P. Expense	787.08	-
		1080 Cash In Bank	-	1,467.79
4/27/2005	J177	1831, April05, Shortgrass Library System		
		4170 Charitable Receipt Donations	150.00	-
		1080 Cash In Bank	-	150.00
4/30/2005	J178	1832, Apr2005, Brooks Stationers		
		2100 GST Paid on Purchases	2.12	-
		5070 Library Supplies	14.95	-
		5090 Program Expense	15.30	-
		1080 Cash In Bank	-	32.37
4/30/2005	J179	1833, Apr2005, Purolator Courier		
		2100 GST Paid on Purchases	1.59	-
		5200 Freight & Postage	22.69	-
		1080 Cash In Bank	-	24.28
4/30/2005	J180	1834, Apr2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	6.46	-
		5160 Copier & Computer Costs	92.26	-
		1080 Cash In Bank	-	98.72
4/30/2005	J181	1835, Apr2005, Town of Brooks		
		2420 AUMA Extended Health	69.14	-
		5340 AUMA Extended Health	161.32	-

			Debits	Credits
		1080 Cash In Bank	-	230.46
4/30/2005	J182	1836, Apr2005, Shortgrass Library System		
		4120 Fines, Book Sales & Services	32.08	-
		1080 Cash In Bank	-	32.08
4/30/2005	J183	1837, Apr 2005, Brooks & County Chronicle		
		2100 GST Paid on Purchases	5.88	-
		5220 Publicity & Advertising	84.00	-
		1080 Cash In Bank	-	89.88
4/30/2005	J184	1838, Apr 2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
4/30/2005	J185	1839, Apr 2005, Brooks Bulletin		
		2100 GST Paid on Purchases	3.36	-
		5220 Publicity & Advertising	48.00	-
		1080 Cash In Bank	-	51.36
4/29/2005	J186	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
4/29/2005	J187	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	318.45
		1080 Cash In Bank	318.45	-
4/29/2005	J188	Deposit, Non-Resident Membership		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
4/30/2005	J189	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
4/30/2005	J190	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
4/30/2005	J191	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			34,828.10	34,828.10

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am, May 18th, 2005**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) MNP had some requests with regards to the audit and those have now been implemented i.e. purchase of current Simply accounting software.
- 3) Receipts and Expenditures for the month of April were discussed and reviewed by the Committee. Items of note: Under Expenditures, Books and Materials appear to be over budget but funds will be reimbursed by Shortgrass. Also audit was paid for in total, and MNP will be providing a donation of \$ 4,000 which will be reflected in May Financial statements under Receipts: Donations. Expenditures for the month totaled \$26,599.14. Motion to accept expenditures for the month of April 2005.
- 4) The meeting was adjourned at 8:45 am.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,241.41
Endowment Fund	6,187.23
Furn. & Shelving Reserve	0.00
Cash On Hand / Float	50.00
Cash In Bank	<u>27,119.38</u>
TOTAL CURRENT ASSETS	<u>34,598.02</u>

TOTAL ASSETS 34,598.02

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00	
GST Paid on Purchases	-3,492.08	
GST Paid on Books	<u>0.00</u>	
Net GST Owing/Refund		-3,492.08
Accounts Payable		0.00
Vacation Payable		0.00
EI Payable	-0.01	
CPP Payable	243.62	
Income Tax Payable	<u>-243.64</u>	
Receiver General Payable		-0.03
L.A.P.P. Payable		-1,221.11
AUMA Extended Health		-0.01
AB Health Payable		26.40
W.C.B. Payable		0.00
Miscellaneous		<u>0.00</u>
TOTAL CURRENT LIABILITIES		<u>-4,686.83</u>

TOTAL LIABILITIES -4,686.83

EQUITY

EARNINGS

Endowment Fund Reserves	6,187.23
Retained Earnings	16,178.26
Current Earnings	<u>7,248.38</u>
Total Earnings	<u>29,613.87</u>

TOTAL EQUITY 29,613.87

LIABILITIES AND EQUITY 24,927.04

Brooks Library Board
Receipts and Expenditures for April 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	65,625.00
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	0.00
Industry Canada - CAP YI Grant	4,000.00	561.68	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,302.00	4,938.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,968.25	6,475.86
Non-resident Cardholder Fees	5,000.00	240.00	1,060.00
Donations	7,000.00	-150.00	645.76
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	256,998.00	3,921.93	82,462.68
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	0.00
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	4,998.15	9,518.76
New Library Furnishings	898.00	0.00	0.00
Library Equipment	1,000.00	4.00	793.34
Payroll Expense	800.00	105.00	315.00
Library Supplies	4,000.00	469.19	1,189.47
Administration & Travel	3,000.00	540.12	924.82
Program Expense	1,000.00	219.75	401.21
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	0.00
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	288.18	1,197.76
Copier & Computer Costs	2,500.00	174.99	457.56
Security Monitoring	600.00	73.00	148.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	7.00
Freight & Postage	1,000.00	22.69	217.37
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	652.00	704.00

Audit and Insurance	6,500.00	6,300.00	6,300.00
Bank Charges	200.00	5.00	20.00
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,020.82	44,380.68
EI Expense	3,500.00	300.84	1,211.51
CPP Expense	4,000.00	444.46	1,779.23
WCB Expense	500.00	0.00	406.56
AUMA Expense	1,800.00	161.32	645.38
LAPP Expense	7,000.00	787.08	2,757.29
AB Health Expense	700.00	30.80	308.00
Total Expenses	256,998.00	26,599.14	75,214.30

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	561.68
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,302.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	1,968.25
Non-resident Cardholder Fees	240.00
Donations	0.00
Charitable Receipt Donations	-150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,921.93</u>

TOTAL REVENUE 3,921.93

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	4,998.15
New Library Furnishings	0.00
Library Equipment	4.00
Payroll Expense	105.00
Library Supplies	469.19
Administration & Travel	540.12
Recruitment expense	0.00
Program Expense	219.75
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	288.18
Copier & Computer Costs	174.99
Security Monitoring	73.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight & Postage	22.69
Professional Memberships	0.00
Publicity & Advertising	652.00
Audit & Insurance	6,300.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	11,020.82
EI Expense	300.84

Printed On: 5/9/2005

CPP Expense	444.46
WCB Expense	0.00
AUMA Extended Health	161.32
L.A.P.P. Expense	787.08
AB Health Expense	30.80
TOTAL EXPENSES	<u>26,599.14</u>
TOTAL EXPENSE	<u>26,599.14</u>
NET INCOME	<u><u>-22,677.21</u></u>

REVENUE

REVENUE

Town of Brooks	65,625.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,717.96
Canada Council for the Arts Grant	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	4,938.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales & Services	6,475.86
Non-resident Cardholder Fees	1,060.00
Donations	0.00
Charitable Receipt Donations	645.76
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	0.00
TOTAL REVENUE	<u>82,462.68</u>

TOTAL REVENUE 82,462.68

EXPENSE

EXPENSES

SLS Expense (Materials Allotment)	0.00
Shortgrass - Non-resident fees	0.00
Dynix and Telecom (SLS)	0.00
Books & Materials	9,518.76
New Library Furnishings	0.00
Library Equipment	793.34
Payroll Expense	315.00
Library Supplies	1,189.47
Administration & Travel	924.82
Recruitment expense	0.00
Program Expense	401.21
Canada Council for the Arts expense	0.00
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	1,056.36
Telephone and Fax Expense	1,197.76
Copier & Computer Costs	457.56
Security Monitoring	148.00
Computer Main. Contracts	175.00
GST Expense	7.00
Freight & Postage	217.37
Professional Memberships	175.00
Publicity & Advertising	704.00
Audit & Insurance	6,300.00
Bank Charges	20.00
Miscellaneous	0.00
Wages	44,380.68
EI Expense	1,211.51

Printed On: 5/9/2005

CPP Expense	1,779.23
WCB Expense	406.56
AUMA Extended Health	645.38
L.A.P.P. Expense	2,757.29
AB Health Expense	308.00
TOTAL EXPENSES	<u>75,214.30</u>
TOTAL EXPENSE	<u>75,214.30</u>
NET INCOME	<u><u>7,248.38</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	Account	Comment	Source	Debits	Credits	Deposit No.	C	Status
4/1/2005	J129	Fines	Deposit	374.08	-		Y	Cleared
4/1/2005	J130	Resident Cardh...	Deposit	282.00	-		Y	Cleared
4/1/2005	J131	Non- Resident ...	Deposit	60.00	-		Y	Cleared
4/8/2005	J132	Fines	Deposit	477.61	-		Y	Cleared
4/8/2005	J133	Resident Cardh...	Deposit	186.00	-		Y	Cleared
4/8/2005	J134	Non- Resident ...	Deposit	60.00	-		Y	Cleared
4/8/2005	J135	Cap YI Reimbur...	Deposit	561.68	-		Y	Cleared
4/8/2005	J145	April2005, Carr ...	1805	-	145.05		Y	Cleared
4/8/2005	J146	April2005, Broo...	1806	-	58.85		Y	Cleared
4/8/2005	J147	April2005, Broo...	1807	-	73.30		Y	Cleared
4/8/2005	J148	April2005, Short...	1808	-	360.00		N	Outstanding
4/8/2005	J149	April2005, Broo...	1809	-	100.00		N	Outstanding
4/12/2005	J152	April2005, Town...	1810	-	50.00		N	Outstanding
4/20/2005	J153	April2005, Lyle ...	1811	-	22.47		Y	Cleared
4/15/2005	J154	Fines	Deposit	242.35	-		Y	Cleared
4/15/2005	J155	Resident Memb...	Deposit	306.00	-		Y	Cleared
4/22/2005	J156	Fines	Deposit	587.84	-		Y	Cleared
4/22/2005	J157	Resident Memb...	Deposit	288.00	-		Y	Cleared
4/22/2005	J158	April2005, Meye...	1812	-	6,741.00		Y	Cleared
4/22/2005	J159	April2005, All-K...	1813	-	51.36		N	Outstanding
4/22/2005	J160	April2005, Ikon ...	1814	-	88.52		Y	Cleared
4/22/2005	J161	April2005, Broo...	1815	-	449.40		Y	Cleared
4/22/2005	J162	April2005, Brodart	1816	-	260.90		N	Outstanding
4/22/2005	J163	April2005, Telus	1817	-	273.51		Y	Cleared
4/22/2005	J164	April2005, Telus...	1818	-	45.09		Y	Cleared
4/22/2005	J165	April2005, Roya...	1819	-	5,401.51		Y	Cleared
4/25/2005	J166	Apr2005, The Al...	1820	-	120.91		Y	Cleared
4/29/2005	J167	April2005, Ronn...	1821	-	1,149.95		N	Outstanding
4/29/2005	J168	April2005, Bessi...	1822	-	1,314.42		Y	Cleared
4/29/2005	J169	April2005, Maxi...	1823	-	1,408.83		N	Outstanding
4/29/2005	J170	April2005, Julia ...	1824	-	2,726.92		Y	Cleared
4/29/2005	J171	April05, Julia R...	1825	-	268.51		Y	Cleared
4/29/2005	J172	April2005, Bruc...	1826	-	557.83		N	Outstanding
4/29/2005	J173	April2005, Shar...	1827	-	530.65		N	Outstanding
4/29/2005	J174	April2005, Tena...	1828	-	411.07		N	Outstanding
4/29/2005	J175	April2005, Cana...	1829	-	2,877.01		Y	Cleared
4/29/2005	J176	April2005, Local...	1830	-	1,467.79		Y	Cleared
4/27/2005	J177	April05, Shortgr...	1831	-	150.00		N	Outstanding
4/30/2005	J178	Apr2005, Brook...	1832	-	32.37		N	Outstanding
4/30/2005	J179	Apr2005, Purola...	1833	-	24.28		N	Outstanding
4/30/2005	J180	Apr2005, Ikon ...	1834	-	98.72		N	Outstanding
4/30/2005	J181	Apr2005, Town ...	1835	-	230.46		N	Outstanding
4/30/2005	J182	Apr2005, Shortg...	1836	-	32.08		N	Outstanding
4/30/2005	J183	Apr 2005, Brook...	1837	-	89.88		N	Outstanding
4/30/2005	J184	Apr 2005, Brook...	1838	-	53.50		N	Outstanding
4/30/2005	J185	Apr 2005, Brook...	1839	-	51.36		N	Outstanding
4/29/2005	J186	Resident Memb...	Deposit	240.00	-		Y	Cleared
4/29/2005	J187	Fines	Deposit	318.45	-		Y	Cleared
4/29/2005	J188	Non-Resident M...	Deposit	120.00	-		Y	Cleared
4/30/2005	J189	Securtek	Debit	-	26.75		Y	Cleared
4/30/2005	J190	Alberta Health	Debit	-	44.00		Y	Cleared
4/30/2005	J191	Destination Fee	Debit	-	5.00		Y	Cleared

			<u>Debits</u>	<u>Credits</u>
4/1/2005	J129	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	374.08
		1080 Cash In Bank	374.08	-
4/1/2005	J130	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
4/1/2005	J131	Deposit, Non- Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
4/8/2005	J132	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	477.61
		1080 Cash In Bank	477.61	-
4/8/2005	J133	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	186.00
		1080 Cash In Bank	186.00	-
4/8/2005	J134	Deposit, Non- Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
4/8/2005	J135	Deposit, Cap YI Reimbursement		
		4050 Industry Canada - CAP YI	-	561.68
		1080 Cash In Bank	561.68	-
4/8/2005	J145	1805, April2005, Carr McLean		
		2100 GST Paid on Purchases	9.50	-
		5030 Books & Materials	135.55	-
		1080 Cash In Bank	-	145.05
4/8/2005	J146	1806, April2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.85	-
		5060 Payroll Expense	55.00	-
		1080 Cash In Bank	-	58.85
4/8/2005	J147	1807, April2005, Brooks Stationers		
		2100 GST Paid on Purchases	4.80	-
		5070 Library Supplies	68.50	-
		1080 Cash In Bank	-	73.30
4/8/2005	J148	1808, April2005, Shortgrass Library System		
		5080 Administration & Travel	360.00	-
		1080 Cash In Bank	-	360.00
4/8/2005	J149	1809, April2005, Brooks Community Adult Learn		
		5220 Publicity & Advertising	100.00	-
		1080 Cash In Bank	-	100.00
4/12/2005	J152	1810, April2005, Town of Brooks		
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	50.00

			<u>Debits</u>	<u>Credits</u>
4/20/2005	J153	1811, April2005, Lyle Weis		
		2100 GST Paid on Purchases	1.47	-
		5030 Books & Materials	21.00	-
		1080 Cash In Bank	-	22.47
4/15/2005	J154	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	242.35
		1080 Cash In Bank	242.35	-
4/15/2005	J155	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	306.00
		1080 Cash In Bank	306.00	-
4/22/2005	J156	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	587.84
		1080 Cash In Bank	587.84	-
4/22/2005	J157	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	288.00
		1080 Cash In Bank	288.00	-
4/22/2005	J158	1812, April2005, Meyers Norris Penny		
		2100 GST Paid on Purchases	441.00	-
		5240 Audit & Insurance	6,300.00	-
		1080 Cash In Bank	-	6,741.00
4/22/2005	J159	1813, April2005, All-Knight Security		
		2100 GST Paid on Purchases	3.36	-
		5170 Security Monitoring	48.00	-
		1080 Cash In Bank	-	51.36
4/22/2005	J160	1814, April2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	5.79	-
		5160 Copier & Computer Costs	82.73	-
		1080 Cash In Bank	-	88.52
4/22/2005	J161	1815, April2005, Brooks Bulletin		
		2100 GST Paid on Purchases	29.40	-
		5220 Publicity & Advertising	420.00	-
		1080 Cash In Bank	-	449.40
4/22/2005	J162	1816, April2005, Brodart		
		2100 GST Paid on Purchases	17.08	-
		5070 Library Supplies	243.82	-
		1080 Cash In Bank	-	260.90
4/22/2005	J163	1817, April2005, Telus		
		2100 GST Paid on Purchases	17.78	-
		5140 Telephone and Fax Expense	255.73	-
		1080 Cash In Bank	-	273.51
4/22/2005	J164	1818, April2005, Telus Mobility		
		2100 GST Paid on Purchases	2.95	-
		5140 Telephone and Fax Expense	42.14	-
		1080 Cash In Bank	-	45.09

			Debits	Credits
4/22/2005	J165	1819, April2005, Royal Bank Visa		
		2100 GST Paid on Purchases	468.84	-
		5030 Books & Materials	4,728.45	-
		5080 Administration & Travel	49.77	-
		5090 Program Expense	154.45	-
		1080 Cash In Bank	-	5,401.51
4/25/2005	J166	1820, Apr2005, The Alberta Library		
		2100 GST Paid on Purchases	7.91	-
		5070 Library Supplies	113.00	-
		1080 Cash In Bank	-	120.91
4/29/2005	J167	1821, April2005, Ronnie Adams		
		5300 Wages	1,618.54	-
		1080 Cash In Bank	-	1,149.95
		2310 EI Payable	-	31.56
		2320 CPP Payable	-	65.68
		2330 Income Tax Payable	-	165.87
		2400 L.A.P.P. Payable	-	179.08
		2440 AB Health Payable	-	26.40
4/29/2005	J168	1822, April2005, Bessie Jacowishen		
		5300 Wages	1,786.40	-
		1080 Cash In Bank	-	1,314.42
		2310 EI Payable	-	34.83
		2320 CPP Payable	-	73.99
		2330 Income Tax Payable	-	206.51
		2400 L.A.P.P. Payable	-	114.33
		2420 AUMA Extended Health	-	42.32
4/29/2005	J169	1823, April2005, Maxine Meldrum		
		5300 Wages	1,875.72	-
		1080 Cash In Bank	-	1,408.83
		2310 EI Payable	-	36.58
		2320 CPP Payable	-	78.41
		2330 Income Tax Payable	-	228.12
		2400 L.A.P.P. Payable	-	120.04
		2420 AUMA Extended Health	-	3.74
4/29/2005	J170	1824, April2005, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,726.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P. Payable	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
4/29/2005	J171	1825, April05, Julia Reinhart		
		2100 GST Paid on Purchases	1.78	-
		5030 Books & Materials	113.15	-
		5055 Library Equipment	4.00	-
		5070 Library Supplies	28.92	-
		5080 Administration & Travel	130.35	-
		1080 Cash In Bank	-	268.51

			<u>Debits</u>	<u>Credits</u>
		5140 Telephone and Fax Expense	-	9.69
4/29/2005	J172	1826, April2005, Bruce Schmidt		
		5300 Wages	583.66	-
		1080 Cash In Bank	-	557.83
		2310 EI Payable	-	11.38
		2320 CPP Payable	-	14.45
4/29/2005	J173	1827, April2005, Sharon Wilson		
		5300 Wages	554.47	-
		1080 Cash In Bank	-	530.65
		2310 EI Payable	-	10.81
		2320 CPP Payable	-	13.01
4/29/2005	J174	1828, April2005, Tena Zatylny		
		5300 Wages	426.03	-
		1080 Cash In Bank	-	411.07
		2310 EI Payable	-	8.31
		2320 CPP Payable	-	6.65
4/29/2005	J175	1829, April2005, Canada Customs and Revenue A		
		2310 EI Payable	214.90	-
		2320 CPP Payable	444.46	-
		2330 Income Tax Payable	1,472.35	-
		5310 EI Expense	300.84	-
		5320 CPP Expense	444.46	-
		1080 Cash In Bank	-	2,877.01
4/29/2005	J176	1830, April2005, Local Authorities Pension Pl		
		2400 L.A.P.P. Payable	680.71	-
		5350 L.A.P.P. Expense	787.08	-
		1080 Cash In Bank	-	1,467.79
4/27/2005	J177	1831, April05, Shortgrass Library System		
		4170 Charitable Receipt Donations	150.00	-
		1080 Cash In Bank	-	150.00
4/30/2005	J178	1832, Apr2005, Brooks Stationers		
		2100 GST Paid on Purchases	2.12	-
		5070 Library Supplies	14.95	-
		5090 Program Expense	15.30	-
		1080 Cash In Bank	-	32.37
4/30/2005	J179	1833, Apr2005, Purolator Courier		
		2100 GST Paid on Purchases	1.59	-
		5200 Freight & Postage	22.69	-
		1080 Cash In Bank	-	24.28
4/30/2005	J180	1834, Apr2005, Ikon Office Solutions		
		2100 GST Paid on Purchases	6.46	-
		5160 Copier & Computer Costs	92.26	-
		1080 Cash In Bank	-	98.72
4/30/2005	J181	1835, Apr2005, Town of Brooks		
		2420 AUMA Extended Health	69.14	-
		5340 AUMA Extended Health	161.32	-

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	230.46
'30/2005	J182	1836, Apr2005, Shortgrass Library System		
		4120 Fines, Book Sales & Services	32.08	-
		1080 Cash In Bank	-	32.08
4/30/2005	J183	1837, Apr 2005, Brooks & County Chronicle		
		2100 GST Paid on Purchases	5.88	-
		5220 Publicity & Advertising	84.00	-
		1080 Cash In Bank	-	89.88
4/30/2005	J184	1838, Apr 2005, Brooks Computer Service		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
4/30/2005	J185	1839, Apr 2005, Brooks Bulletin		
		2100 GST Paid on Purchases	3.36	-
		5220 Publicity & Advertising	48.00	-
		1080 Cash In Bank	-	51.36
4/29/2005	J186	Deposit, Resident Membership		
		4090 Resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
4/29/2005	J187	Deposit, Fines		
		4120 Fines, Book Sales & Services	-	318.45
		1080 Cash In Bank	318.45	-
29/2005	J188	Deposit, Non-Resident Membership		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
4/30/2005	J189	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
4/30/2005	J190	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
4/30/2005	J191	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<hr/>	<hr/>
			34,828.10	34,828.10

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 23, 2005
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Henry Najda (Chair), Julia Reinhart (Head Librarian), Sheila Tiegs, Karen Nelson, Elsie Strach, Tilly Gamble-Altwasser, Dino Champlone, Gloria Evans

ABSENT: Pat Walsh, Martin Shields

VISION STATEMENT

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

MISSION STATEMENT

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

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

2. Approval of Agenda: Moved by Karen/Elsie the agenda be accepted as circulated. Carried.

3. Approval of May 26 Board Meeting Minutes: Tilly/Sheila moved acceptance of minutes. Carried.

4. Business Arising from May 26 Minutes:

- a. Thank you letters sent to Hons. Mar and Oberg
- b. Sunday openings: The 6 month trial run will be from Sept. 18, 2005, to March 19, 2006. On long weekends the library will be closed. Upgrades could be done during downtime. Julia expressed her concern regarding the loss of three evening hours. Staff will track the type of use the library receives on Sundays.
- c. Library Design and Planning Workshop: Members are to read the handouts before the July meeting and be prepared to discuss question #5 on funding. One-half hour discussion will take place at the July meeting.
- d. A trustee application has been received from Cathleen Patterson. **Moved by Gloria/Karen the applicant be recommended to Town Council. Carried.**
- e. A thank-you card was signed for Mary Beecroft for her time as a trustee.
- f. Information was received about the Medieval Faire.

5. Correspondence:

- a. 2004 Annual Report was received. It also is sent to the County, the County Library Board, the Town, SLS and SLS Library Board. A copy will be sent to MLA Lyle Oberg.
- b. A mid-year review was received.
- c. SLS Library System 2004 Annual Report was received.

6. Finance Committee Report: (Henry, Elsie)

- a. **Elsie/Dino moved acceptance of May expenditures of \$29, 877.00. Carried.**
- b. Next meeting: Tuesday, July 12 8:00 a.m.

7. Shortgrass Library System Report: (Martin)

- a. In Martin's absence Henry reported Julia has accepted the part time SLS position likely beginning November 2005 and through to September 2006. An official announcement will be made later. SLS will reimburse BPL for their share of Julia's wages and benefits that we cover during her time with SLS. The Human Resources Committee will further discussions with a part time person to fill in during Julia's absence.

8. Human Resources Report: (Sheila, Pat, Karen, Henry)

- a. **Code of Conduct: Dino/Elsie moved acceptance of the distributed Code. Carried.** It is to be placed in the Human Resources section of Policies in the binder.
- b. Summer Coordinator job description: **Dino/Sheila moved acceptance of the job description. Carried.** It is to be placed in HR 3 section of Policies.
- c. Next meeting: Monday July 18 at 5:00 p.m.

9. Policy Committee Report: (Dino, Tilly, Henry)

- a. Health and Safety policies are in progress.
- b. Next meeting: Monday August 25 following the regular Board meeting.

10. Board Development Report: (Karen, Gloria) The committee will meet with the Trustee applicant after the Town approves her application.

11. Librarian's Report: Julia highlighted library happenings. Sheila and Elsie plan to attend the SLS barbeque in Medicine Hat June 29.

12. New Business:

a. Consent Agenda: Karen provided information on consent agendas. Everything that requires no discussion is placed on the Consent Agenda and moved by one motion. If anyone wants to discuss an item it can be placed in New Business. The idea is to leave time for non-routine business. Trustees are responsible to read all information prior to the Board meeting. The information will be received by e-mail from Julia or in print form for those without e-mail. We will try a Consent agenda at our next meeting.

13. Next Meeting: Thursday, July 28 at 6:30 p.m.

Adjournment: Moved by Sheila/Tilly. Carried.


Chair


Head Librarian

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am, June 20th, 2005**

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of May were discussed and reviewed by the Committee. Items of note: Under Receipts, BPL received the grant from for the Government of Alberta and a large donation from Meyers, Norris and Penny. Under Expenditures, the first installment of the Shortgrass levy was paid and the library was reimbursed by Shortgrass for books and materials it purchased in March. Conference costs fall under Admin and Travel. Expenditures for the month totaled \$29,877.00. Motion to accept expenditures for the month of May 2005.
- 3) There was some discussion re: proposed budget for 2006-2008. The next committee meeting will be devoted to a discussion of this item as the committee intends to present the budget to the Board at the August meeting.
- 4) The meeting was adjourned at 8:45 am.

ASSETS

CURRENT ASSETS

Account	0.00
Grant Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	<u>55,402.60</u>
TOTAL CURRENT ASSETS	<u>63,703.60</u>

TOTAL ASSETS 63,703.60

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,493.08
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	69.13
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-1,371.15</u>

TOTAL LIABILITIES -1,371.15

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	<u>35,572.85</u>
CURRENT EARNINGS	<u>65,074.75</u>

TOTAL EQUITY 65,074.75

LIABILITIES AND EQUITY 63,703.60

Brooks Library Board
Receipts and Expenditures for May 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	65,625.00
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	49,781.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,026.00	5,964.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,128.88	7,604.74
Non-resident Cardholder Fees	5,000.00	80.00	1,140.00
Donations	7,000.00	4,124.98	4,770.74
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	2,053.55	2,053.55
Total Revenue	256,998.00	58,194.41	140,657.09
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	22,221.66	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	-9,103.86	414.90
New Library Furnishings	898.00	30.00	30.00
Library Equipment	1,000.00	0.00	793.34
Payroll Expense	800.00	50.00	365.00
Library Supplies	4,000.00	113.50	1,302.97
Administration & Travel	3,000.00	1,684.74	2,609.56
Program Expense	1,000.00	0.00	401.21
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	452.53	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	133.37	1,331.13
Copier & Computer Costs	2,500.00	229.95	687.51
Security Monitoring	600.00	25.00	173.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	1.75
Freight & Postage	1,000.00	35.21	252.58
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	0.00	704.00

Audit and Insurance	6,500.00	0.00	6,300.00
Bank Charges	200.00	4.99	24.99
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	12,300.02	56,680.70
EI Expense	3,500.00	335.74	1,547.25
CPP Expense	4,000.00	477.86	2,257.09
WCB Expense	500.00	137.70	544.26
AUMA Expense	1,800.00	0.00	645.32
LAPP Expense	7,000.00	716.04	3,473.33
AB Health Expense	700.00	30.80	338.80
Total Expenses	256,998.00	29,877.00	105,084.24

REVENUE

REVENUE	
Town of Brooks	65,625.00
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	2,717.96
County of Newell Library Board	0.00
Resident Cardholder Fees	5,964.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	7,604.74
Non-resident Cardholder Fees	1,140.00
Charitable Receipt Donations	4,770.74
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	2,053.55
TOTAL REVENUE	<u>140,657.09</u>

TOTAL REVENUE 140,657.09

EXPENSE

EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	414.90
New Library Furnishings	30.00
Library Equipment	793.34
Payroll Expense	365.00
Library Supplies	1,302.97
Administration & Travel	2,609.56
Recruitment Expense	0.00
Program Expense	401.21
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	1,056.36
Telephone and Fax Expense	1,331.13
Copier & Computer Costs	687.51
Security Monitoring	173.00
Computer Main. Contracts	175.00
GST Expense	1.75
Freight and Postage	252.58
Professional Memberships	175.00
Publicity and Advertising	704.00
Audit and Insurance	6,300.00
Bank Charges	24.99
Miscellaneous	0.00
Wages	56,680.70
EI Expense	1,547.25
CPP Expense	2,257.09
WCB Expense	544.26
AUMA Extended Health	645.32
L.A.P.P. Expense	3,473.33
AB Health Expense	338.80
TOTAL EXPENSES	<u>105,084.24</u>

TOTAL EXPENSE 105,084.24

NET INCOME 35,572.85

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,026.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,128.88
Non-resident Cardholder Fees	80.00
Charitable Receipt Donations	4,124.98
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	2,053.55
TOTAL REVENUE	<u>58,194.41</u>

TOTAL REVENUE 58,194.41

EXPENSE

EXPENSES

SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-9,103.86
New Library Furnishings	30.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	113.50
Administration & Travel	1,684.74
Recruitment Expense	0.00
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	0.00
Telephone and Fax Expense	133.37
Copier & Computer Costs	229.95
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	35.21
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	4.99
Miscellaneous	0.00
Wages	12,300.02
EI Expense	335.74
CPP Expense	477.86
WCB Expense	137.70
AUMA Extended Health	0.00
L.A.P.P. Expense	716.04
AB Health Expense	30.80
TOTAL EXPENSES	<u>29,877.00</u>

TOTAL EXPENSE 29,877.00

NET INCOME 28,317.41

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Account: 1080 Cash In Bank
 Statement start date: 05/01/2005
 Statement end date: 05/31/2005
 Reconciliation date: 05/31/2005

Reconciled

Financial Institution
 Statement Balance Forward as of 05/01/2005
 Transactions on or before 05/31/2005
 Deposits recorded in Statement

32,240.82

Deposit No.	Date	JE#	Source	Comment	Status	Deposits
	01/01/2005	N/A	MNP		Cleared	42.75
	05/01/2005	J77	MNP Adjustment	MNP adjustment	Cleared	42.75
	05/06/2005	J3	Deposit	Resident Cardholder	Cleared	204.00
	05/06/2005	J4	Deposit	Fines	Cleared	302.01
	05/06/2005	J5	Deposit	SLS reimbursement	Cleared	9,177.80
	05/13/2005	J6	Deposit	Fines	Cleared	249.72
	05/13/2005	J7	Deposit	Resident Cardholders	Cleared	220.00
	05/13/2005	J8	Deposit	Donation - D.Ingram	Cleared	100.00
	05/13/2005	J9	Deposit	Donation - MNP	Cleared	4,000.00
	05/13/2005	J10	Deposit	GST recovery	Cleared	2,053.55
	05/13/2005	J63	Deposit	Resident Cardholders	Cleared	220.00
	05/13/2005	J6	Deposit	Resident Cardholders	Cleared	2.00
	05/20/2005	J11	Deposit	Fines	Cleared	251.40
	05/20/2005	J12	Deposit	Resident Cardholders	Cleared	264.00
	05/20/2005	J13	Deposit	Resident Cardholders	Cleared	24.98
	05/20/2005	J60	Deposit	Donation for Law Now	Cleared	49,781.00
	05/25/2005	J14	Deposit	Alberta Government	Cleared	336.00
	05/27/2005	J14	Deposit	Resident Cardholders	Cleared	325.75
	05/27/2005	J15	Deposit	Fines etc.	Cleared	140.00
	05/27/2005	J16	Deposit	Non-resident cardholders	Cleared	101.90
	05/31/2005	J65	ADJDebit	Reversing J64. Correction is J66.	Cleared	101.90
	05/31/2005	J66	Debit	Discrepancy with new file - clean up	Cleared	101.90
	05/31/2005	J68	Reverse	AB Health	Cleared	44.00
	05/31/2005	J69	Reverse	Dest fee	Cleared	5.00
	05/31/2005	J70	Reverse	Securtek	Cleared	26.75
	05/31/2005	J72	ADJDiscrep	Reversing J71. Correction is J73.	Cleared	107.26
	05/31/2005	J73	Deposit	Discrepancy with new file	Cleared	107.26
	05/31/2005	J76	ADJDiscrepanc	Reversing J74. Correction is J76.	Cleared	107.26
	05/31/2005	J79	Debit	Bank Error	Cleared	0.01
Total Deposits recorded in Statement						68,339.05

Deposit No.	Date	JE#	Source	Comment	Status	Withdrawals
	10/08/2004	N/A	1639		Cleared	-21.35
	12/31/2004	N/A	1723	Oct04, CNLComp	Cleared	-21.40
	04/08/2005	N/A	1808	April05, Shortgrass	Cleared	-360.00
	04/30/2005	N/A	1839	Brooks Bulletin	Cleared	-51.36
	04/30/2005	N/A	1838	Brooks Computer Services	Cleared	-53.50
	04/30/2005	N/A	1837	Brooks Chronicle	Cleared	-89.88

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Date	JE#	Source	Comment	Status	Amount
04/30/2005	N/A	1835	Town of Brooks	Cleared	-230.46
04/30/2005	N/A	1834	Ikon Office	Cleared	-98.72
04/30/2005	N/A	1833	Purulator	Cleared	-24.28
04/30/2005	N/A	1832	Brooks Stationers	Cleared	-32.37
04/30/2005	N/A	1828	T. Zetylny	Cleared	-411.07
04/30/2005	N/A	1827	S. Wilson	Cleared	-530.65
04/30/2005	N/A	1826	B. Schmidt	Cleared	-557.83
04/30/2005	N/A	1823	M.Meldrum	Cleared	-1,408.83
04/30/2005	N/A	1821	R. Adams	Cleared	-1,149.95
04/30/2005	N/A	1816	brodart	Cleared	-260.90
04/30/2005	N/A	1813	All knigh	Cleared	-51.36
04/30/2005	N/A	1809	April2005, BCALC	Cleared	-100.00
04/30/2005	N/A	1836	Shortgrass Library System	Cleared	-32.08
05/01/2005	J78	ADJMNPN Adjust	Reversing J77. Correction is J78.	Adjustment	-42.75
05/02/2005	J58	Debit	Securtek security fee	Cleared	-26.75
05/13/2005	J62	ADJDeposit	Reversing J7. Correction is J63.	Cleared	-220.00
05/31/2005	J18	1841	May05, Purulator	Cleared	-37.67
05/31/2005	J19	1842	May05, Deines Micro-film Services...	Cleared	-484.21
05/31/2005	J22	1845	May05, CNL	Cleared	-246.05
05/31/2005	J23	1846	May05, Bessie Jacowishen	Cleared	-32.10
05/31/2005	J24	1847	May05, RBC VISA	Cleared	-1,243.90
05/31/2005	J25	1848	May05, Telus	Cleared	-106.06
05/31/2005	J27	1850	May05, Grace Fox	Cleared	-14.99
05/31/2005	J31	1854	May2005, Bessie Jacowishen	Cleared	-1,434.03
05/31/2005	J32	1855	May05, Laura Koronko	Cleared	-739.51
05/31/2005	J55	Debit	Securtek	Cleared	-26.75
05/31/2005	J56	Debit	Alberta Health	Cleared	-44.00
05/31/2005	J57	Debit	Destination Fee	Cleared	-5.00
05/31/2005	J59	Debit	AB Health	Cleared	-44.00
05/31/2005	J61	Debit	Br. Dest fee	Cleared	-5.00
05/31/2005	J64	Debit	Discrepancy with new file - clean up	Cleared	-101.90
05/31/2005	J67	Reverse	Discrepancy	Cleared	-101.90
05/31/2005	J71	Discrep	Discrepancy with new file	Cleared	-107.26
05/31/2005	J74	Discrepancy	Discrepancy trans#3	Cleared	-107.26
05/31/2005	J75	ADJDeposit	Reversing J73. Correction is J75.	Cleared	-107.26
Total Withdrawals recorded in Statement					-10,764.34
Total					57,574.71
Bank Transactions					
Income					0.00
Expense					0.00
Adjustment Required					0.00
Statement End Balance as of 05/31/2005					89,815.53
Outstanding Deposits					
Deposit No.	Date	JE#	Source	Status	Amount
	03/18/2005	N/A	Deposit	Outstanding	80.00
	03/18/2005	N/A	Deposit	Outstanding	186.00
	03/18/2005	N/A	Deposit	Outstanding	363.50
Total Outstanding Deposits					629.50

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Outstanding Withdrawals Deposit No.	Date	JE#	Source	Comment	Status	
	04/30/2005	N/A	1810	April2005, Town of Brooks	Outstanding	-50.00
	02/17/2005	N/A	1759	Feb04, Matthew	Outstanding	-34.95
	05/20/2005	J17	1840	May05, Sharon Wilson	Outstanding	-234.89
	05/31/2005	J20	1843	May05, Ronnie Adams	Outstanding	-263.07
	05/31/2005	J21	1844	May05, Law Now	Outstanding	-24.95
	05/31/2005	J26	1849	May05, Connie Pierson	Outstanding	-60.00
	05/31/2005	J28	1851	May05, Julia Reinhart	Outstanding	-2,729.92
	05/31/2005	J29	1852	May2005, Ronnie Adams	Outstanding	-1,179.46
	05/31/2005	J30	1853	May05, Gavin Hoenmans	Outstanding	-61.18
	05/31/2005	J33	1856	May05, Maxine Meldrum	Outstanding	-1,472.61
	05/31/2005	J34	1857	May05, Patricia Neufeld	Outstanding	-170.50
	05/31/2005	J35	1858	May05, Bruce Schmidt	Outstanding	-497.45
	05/31/2005	J36	1859	May05, Sharon Wilson	Outstanding	-669.70
	05/31/2005	J37	1860	May05, Khethwen Woo	Outstanding	-230.17
	05/31/2005	J38	1861	May05, Ten Zatyiny	Outstanding	-127.88
	05/31/2005	J39	1862	May2005, Julia Reinhart	Outstanding	-56.22
	05/31/2005	J40	1863	May05, Workers' Compensation B...	Outstanding	-137.70
	05/31/2005	J41	1864	May05, Brooks Bulletin	Outstanding	-53.50
	05/31/2005	J42	1865	May2005, Telus Mobility	Outstanding	-36.65
	05/31/2005	J43	1866	May05, Brooks Computer Services...	Outstanding	-53.50
	05/31/2005	J44	1867	May05, Shortgrass Library System	Outstanding	-22,221.66
	05/31/2005	J45	1868	May05, Larry G. Jacobsen	Outstanding	-20.00
	05/31/2005	J46	1869	May05, Iwassa Industries	Outstanding	-67.95
	05/31/2005	J47	1870	May, Canada Customs and Reven...	Outstanding	-3,073.18
	05/31/2005	J48	1871	May05, Local Authorities Pension ...	Outstanding	-1,335.34
	10/15/2003	N/A	1272	Oct03, SEACIRA	Outstanding	-30.00
	04/27/2005	N/A	1831	Shortgrass Library System	Outstanding	-150.00
Total Outstanding Withdrawals						-35,042.43
Total Outstanding Transactions as of 05/31/2005						-34,412.93
Adjusted Statement End Balance as of 05/31/2005						55,402.60

General Ledger Account Book balance as of 04/30/2005	Debits recorded in account Deposit No.	Date	JE#	Source	Comment	Status	
		05/06/2005	J3	Deposit	Resident Cardholder	Cleared	204.00
		05/06/2005	J4	Deposit	Fines	Cleared	302.01
		05/06/2005	J5	Deposit	SLS reimbursement	Cleared	9,177.80
		05/13/2005	J6	Deposit	Fines	Cleared	249.72
		05/13/2005	J7	Deposit	Resident Cardholders	Cleared	220.00
		05/13/2005	J8	Deposit	Donation - D. Ingram	Cleared	100.00
		05/13/2005	J9	Deposit	Donation - MNP	Cleared	4,000.00
		05/13/2005	J10	Deposit	GST recovery	Cleared	2,053.55
		05/13/2005	J63	Deposit	Resident Cardholders	Cleared	220.00
		05/13/2005	J63	Deposit	Resident Cardholders	Cleared	2.00
		05/20/2005	J11	Deposit	Fines	Cleared	251.40
Total Outstanding Transactions as of 05/31/2005							27,162.13

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

05/20/2005	J12	Deposit	Resident Cardholders	Cleared	264.00
05/20/2005	J13	Deposit	Donation for Law Now	Cleared	24.98
05/25/2005	J60	Deposit	Alberta Government	Cleared	49,781.00
05/27/2005	J14	Deposit	Resident Cardholders	Cleared	336.00
05/27/2005	J15	Deposit	Fines etc.	Cleared	325.75
05/27/2005	J16	Deposit	Non-resident cardholders	Cleared	140.00
05/31/2005	J65	ADJDebit	Reversing J64. Correction is J66.	Cleared	101.90
05/31/2005	J66	Debit	Discrepancy with new file - clean up	Cleared	101.90
05/31/2005	J68	Reverse	AB Health	Cleared	44.00
05/31/2005	J69	Reverse	Dest fee	Cleared	5.00
05/31/2005	J70	Reverse	Securtek	Cleared	26.75
05/31/2005	J72	ADJDiscrep	Reversing J71. Correction is J73.	Cleared	107.26
05/31/2005	J73	Deposit	Discrepancy with new file	Cleared	107.26
05/31/2005	J76	ADJDiscrepanc	Reversing J74. Correction is J76.	Cleared	107.26
05/01/2005	J77	MNP Adjustmen	Adjustment	Cleared	42.75
05/31/2005	J79	Debit	Bank Error	Cleared	0.01
Total Debits recorded in account					68,296.30

Credits recorded in account Deposit No.	Date	JE#	Source	Comment	Status	
	05/02/2005	J68	Debit	Securtek security fee	Cleared	-26.75
	05/13/2005	J62	ADJDeposit	Reversing J7. Correction is J63.	Cleared	-220.00
	05/20/2005	J17	1840	May05, Sharon Wilson	Outstanding	-234.89
	05/31/2005	J18	1841	May05, Purolator	Cleared	-37.67
	05/31/2005	J19	1842	May05, Deines Micro-film Services...	Cleared	-484.21
	05/31/2005	J20	1843	May05, Ronnie Adams	Outstanding	-263.07
	05/31/2005	J21	1844	May05, Law Now	Outstanding	-24.95
	05/31/2005	J22	1845	May05, CNL	Cleared	-246.05
	05/31/2005	J23	1846	May05, Bessie Jacowishen	Cleared	-32.10
	05/31/2005	J24	1847	May05, RBC VISA	Cleared	-1,243.90
	05/31/2005	J25	1848	May05, Telus	Cleared	-106.06
	05/31/2005	J26	1849	May05, Connie Pierson	Outstanding	-60.00
	05/31/2005	J27	1850	May05, Grace Fox	Cleared	-14.99
	05/31/2005	J28	1851	May05, Julia Reinhart	Outstanding	-2,729.92
	05/31/2005	J29	1852	May2005, Ronnie Adams	Outstanding	-1,179.46
	05/31/2005	J30	1853	May05, Gavin Hoernmans	Outstanding	-61.18
	05/31/2005	J31	1854	May2005, Bessie Jacowishen	Cleared	-1,434.03
	05/31/2005	J32	1855	May05, Laura Koronko	Cleared	-739.51
	05/31/2005	J33	1856	May05, Maxine Meldrum	Outstanding	-1,472.61
	05/31/2005	J34	1857	May05, Patricia Neufeld	Outstanding	-170.50
	05/31/2005	J35	1858	May05, Bruce Schmidt	Outstanding	-497.45
	05/31/2005	J36	1859	May05, Sharon Wilson	Outstanding	-669.70
	05/31/2005	J37	1860	May05, Khetwhen Woo	Outstanding	-230.17
	05/31/2005	J38	1861	May05, Ten Zatylny	Outstanding	-127.88
	05/31/2005	J39	1862	May2005, Julia Reinhart	Outstanding	-56.22
	05/31/2005	J40	1863	May05, Workers' Compensation B...	Outstanding	-137.70
	05/31/2005	J41	1864	May05, Brooks Bulletin	Outstanding	-53.50
	05/31/2005	J42	1865	May2005, Telus Mobility	Outstanding	-36.65
	05/31/2005	J43	1866	May05, Brooks Computer Services...	Outstanding	-53.50
	05/31/2005	J44	1867	May05, Shortgrass Library System	Outstanding	-22,221.66
	05/31/2005	J45	1868	May05, Larry G. Jacobsen	Outstanding	-20.00

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Date	Account	Description	Amount
05/31/2005	J46	1869	
05/31/2005	J47	1870	
05/31/2005	J48	1871	
05/31/2005	J55	Debit	-67.95
05/31/2005	J56	Debit	-3,073.18
05/31/2005	J57	Debit	-1,335.34
05/31/2005	J59	Debit	-26.75
05/31/2005	J61	Debit	-44.00
05/31/2005	J64	Debit	-5.00
05/31/2005	J67	Debit	-44.00
05/31/2005	J71	Reverse	-5.00
05/31/2005	J74	Discrep	-101.90
05/31/2005	J75	ADJDeposit	-101.90
05/01/2005	J78	ADJMNP Adjust	-107.26
		Total Credits recorded in account	-42.75
		Book balance as of 05/31/2005	28,240.47
		Bank Transactions	55,402.60
		Income	
		Expense	
		Adjustment Required	0.00
		Adjusted Book Balance as of 05/31/2005	0.00
			55,402.60

Brooks Public Library
 All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
05/06/2005	J3	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	204.00
		1080 Cash In Bank	204.00	-
05/06/2005	J4	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	302.01
		1080 Cash In Bank	302.01	-
05/06/2005	J5	Deposit, SLS reimbursement		
		5030 Books and Materials	-	9,177.80
		1080 Cash In Bank	9,177.80	-
05/13/2005	J6	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	249.72
		1080 Cash In Bank	249.72	-
05/13/2005	J8	Deposit, Donation - D.Ingram		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
05/13/2005	J9	Deposit, Donation - MNP		
		4170 Charitable Receipt Donations	-	4,000.00
		1080 Cash In Bank	4,000.00	-
05/13/2005	J10	Deposit, GST recovery		
		4220 GST Recovery	-	2,053.55
		1080 Cash In Bank	2,053.55	-
05/20/2005	J11	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	251.40
		1080 Cash In Bank	251.40	-
05/20/2005	J12	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	264.00
		1080 Cash In Bank	264.00	-
05/20/2005	J13	Deposit, Donation for Law Now		
		4170 Charitable Receipt Donations	-	24.98
		1080 Cash In Bank	24.98	-
05/27/2005	J14	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	336.00
		1080 Cash In Bank	336.00	-
05/27/2005	J15	Deposit, Fines etc.		
		4120 Fines, Book Sales and Services	-	325.75
		1080 Cash In Bank	325.75	-
05/27/2005	J16	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
05/20/2005	J17	1840, May05, Sharon Wilson		
		5080 Administration & Travel	234.89	-
		1080 Cash In Bank	-	234.89
05/31/2005	J18	1841, May05, Purolator		
		2100 GST Paid on Purchases	2.46	-
		5200 Freight and Postage	35.21	-
		1080 Cash In Bank	-	37.67
05/31/2005	J19	1842, May05, Deines Micro-film Services Ltd.		
		2100 GST Paid on Purchases	31.68	-
		5120 Rebinding, Microfilming, Laminating	452.53	-
		1080 Cash In Bank	-	484.21
05/31/2005	J20	1843, May05, Ronnie Adams		
		2100 GST Paid on Purchases	16.59	-
		5080 Administration & Travel	246.48	-
		1080 Cash In Bank	-	263.07

Brooks Public Library
All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
05/31/2005	J21	1844, May05, Law Now		
		5030 Books and Materials	24.95	-
		1080 Cash In Bank	-	24.95
05/31/2005	J22	1845, May05, CNL		
		2100 GST Paid on Purchases	16.10	-
		5160 Copier & Computer Costs	229.95	-
		1080 Cash In Bank	-	246.05
05/31/2005	J23	1846, May05, Bessie Jacowishen		
		2100 GST Paid on Purchases	2.10	-
		5050 New Library Furnishings	30.00	-
		1080 Cash In Bank	-	32.10
05/31/2005	J24	1847, May05, RBC VISA		
		2100 GST Paid on Purchases	81.38	-
		5080 Administration & Travel	1,162.52	-
		1080 Cash In Bank	-	1,243.90
05/31/2005	J25	1848, May05, Telus		
		2100 GST Paid on Purchases	6.94	-
		5140 Telephone and Fax Expense	99.12	-
		1080 Cash In Bank	-	106.06
05/31/2005	J26	1849, May05, Connie Pierson		
		4140 Non-resident Cardholder Fees	60.00	-
		1080 Cash In Bank	-	60.00
05/31/2005	J27	1850, May05, Grace Fox		
		5030 Books and Materials	14.99	-
		1080 Cash In Bank	-	14.99
05/31/2005	J28	1851, May05, Julia Reinhart		
		5300 Wages	4,179.00	-
		1080 Cash In Bank	-	2,729.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P.	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
05/31/2005	J29	1852, May2005, Ronnie Adams		
		5300 Wages	1,544.97	-
		1080 Cash In Bank	-	1,179.46
		2310 EI Payable	-	30.13
		2320 CPP Payable	-	62.04
		2330 Income Tax Payable	-	148.06
		2400 L.A.P.P.	-	98.88
		2440 AB Health Payable	-	26.40
05/31/2005	J30	1853, May05, Gavin Hoenmans		
		5300 Wages	62.40	-
		1080 Cash In Bank	-	61.18
		2310 EI Payable	-	1.22
05/31/2005	J31	1854, May2005, Bessie Jacowishen		
		5300 Wages	1,977.80	-
		1080 Cash In Bank	-	1,434.03
		2310 EI Payable	-	38.57
		2320 CPP Payable	-	83.46
		2330 Income Tax Payable	-	252.84
		2400 L.A.P.P.	-	126.58
		2420 AUMA Extended Health	-	42.32
05/31/2005	J32	1855, May05, Laura Koronko		
		5300 Wages	791.19	-
		1080 Cash In Bank	-	739.51
		2310 EI Payable	-	15.43

Brooks Public Library
All Journal Entries 05/01/2005 to 05/31/2005

				Debits	Credits
		2320	CPP Payable	-	24.73
		2330	Income Tax Payable	-	11.52
05/31/2005	J33	1856, May05, Maxine Meldrum			
		5300	Wages	1,977.80	-
		1080	Cash In Bank	-	1,472.61
		2310	EI Payable	-	38.57
		2320	CPP Payable	-	83.46
		2330	Income Tax Payable	-	252.84
		2400	L.A.P.P.	-	126.58
		2420	AUMA Extended Health	-	3.74
05/31/2005	J34	1857, May05, Patricia Neufeld			
		5300	Wages	173.89	-
		1080	Cash In Bank	-	170.50
		2310	EI Payable	-	3.39
05/31/2005	J35	1858, May05, Bruce Schmidt			
		5300	Wages	518.81	-
		1080	Cash In Bank	-	497.45
		2310	EI Payable	-	10.12
		2320	CPP Payable	-	11.24
05/31/2005	J36	1859, May05, Sharon Wilson			
		5300	Wages	708.99	-
		1080	Cash In Bank	-	669.70
		2310	EI Payable	-	13.83
		2320	CPP Payable	-	20.66
		2330	Income Tax Payable	-	4.80
05/31/2005	J37	1860, May05, Khethwen Woo			
		5300	Wages	234.75	-
		1080	Cash In Bank	-	230.17
		2310	EI Payable	-	4.58
05/31/2005	J38	1861, May05, Ten Zatylny			
		5300	Wages	130.42	-
		1080	Cash In Bank	-	127.88
		2310	EI Payable	-	2.54
05/31/2005	J39	1862, May2005, Julia Reinhart			
		2100	GST Paid on Purchases	1.37	-
		5030	Books and Materials	14.00	-
		5080	Administration & Travel	40.85	-
		1080	Cash In Bank	-	56.22
05/31/2005	J40	1863, May05, Workers' Compensation Board Albe			
		5330	WCB Expense	137.70	-
		1080	Cash In Bank	-	137.70
05/31/2005	J41	1864, May05, Brooks Bulletin			
		2100	GST Paid on Purchases	3.50	-
		5070	Library Supplies	50.00	-
		1080	Cash In Bank	-	53.50
05/31/2005	J42	1865, May2005, Telus Mobility			
		2100	GST Paid on Purchases	2.40	-
		5140	Telephone and Fax Expense	34.25	-
		1080	Cash In Bank	-	36.65
05/31/2005	J43	1866, May05, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	3.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	53.50
05/31/2005	J44	1867, May05, Shortgrass Library System			
		5020	SLS Expense (Materials)	22,221.66	-
		1080	Cash In Bank	-	22,221.66

Brooks Public Library
All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
05/31/2005	J45	1868, May05, Larry G. Jacobsen		
		5030 Books and Materials	20.00	-
		1080 Cash In Bank	-	20.00
05/31/2005	J46	1869, May05, Iwassa Industries		
		2100 GST Paid on Purchases	4.45	-
		5070 Library Supplies	63.50	-
		1080 Cash In Bank	-	67.95
05/31/2005	J47	1870, May, Canada Customs and Revenue Agency		
		2310 EI Payable	239.81	-
		2320 CPP Payable	477.86	-
		2330 Income Tax Payable	1,541.91	-
		5310 EI Expense	335.74	-
		5320 CPP Expense	477.86	-
		1080 Cash In Bank	-	3,073.18
05/31/2005	J48	1871, May05, Local Authorities Pension Plan		
		2400 L.A.P.P.	619.30	-
		5350 L.A.P.P. Expense	716.04	-
		1080 Cash In Bank	-	1,335.34
05/31/2005	J55	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
05/31/2005	J56	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
05/31/2005	J57	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
05/02/2005	J58	Debit, Securtek security fee		
		5170 Security Monitoring	25.00	-
		2100 GST Paid on Purchases	1.75	-
		1080 Cash In Bank	-	26.75
05/31/2005	J59	Debit, AB Health		
		2440 AB Health Payable	13.20	-
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	44.00
05/25/2005	J60	Deposit, Alberta Government		
		4040 Province of Alberta	-	49,781.00
		1080 Cash In Bank	49,781.00	-
05/31/2005	J61	Debit, Br.Dest fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
05/13/2005	J63	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	222.00
		1080 Cash In Bank	220.00	-
		1080 Cash In Bank	2.00	-
05/31/2005	J66	Debit, Discrepancy with new file - clean up		
		3560 Retained Earnings	-	101.90
		1080 Cash In Bank	101.90	-
05/31/2005	J67	Reverse, Discrepancy		
		3560 Retained Earnings	101.90	-
		1080 Cash In Bank	-	101.90
05/31/2005	J68	Reverse, AB Health		
		2440 AB Health Payable	-	13.20
		5360 AB Health Expense	-	30.80

All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
		1080 Cash In Bank	44.00	-
05/31/2005	J69	Reverse, Dest fee		
		5250 Bank Charges	-	5.00
		1080 Cash In Bank	5.00	-
05/31/2005	J70	Reverse, Securtek		
		5170 Security Monitoring	-	25.00
		2100 GST Paid on Purchases	-	1.75
		1080 Cash In Bank	26.75	-
05/31/2005	J79	Debit, Bank Error		
		5250 Bank Charges	-	0.01
		1080 Cash In Bank	0.01	-
			109,966.88	109,966.88

Brooks Library Board
Finance Standing Committee Meeting
8:00 am, June 20th, 2005

Present: Julia Reinhart, Henry Najda and Elsie Strach

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of May were discussed and reviewed by the Committee. Items of note: Under Receipts, BPL received the grant from for the Government of Alberta and a large donation from Meyers, Norris and Penny. Under Expenditures, the first installment of the Shortgrass levy was paid and the library was reimbursed by Shortgrass for books and materials it purchased in March. Conference costs fall under Admin and Travel. Expenditures for the month totaled \$29,877.00. Motion to accept expenditures for the month of May 2005.
- 3) There was some discussion re: proposed budget for 2006-2008. The next committee meeting will be devoted to a discussion of this item as the committee intends to present the budget to the Board at the August meeting.
- 4) The meeting was adjourned at 8:45 am.

ASSETS

CURRENT ASSETS

Account	0.00
Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	55,402.60
TOTAL CURRENT ASSETS	<u>63,703.60</u>

TOTAL ASSETS

63,703.60

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-1,493.08
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	0.00
AB Health Payable	69.13
W.C.B. Payable	52.80
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-1,371.15</u>

TOTAL LIABILITIES

-1,371.15

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	35,572.85
CURRENT EARNINGS	<u>65,074.75</u>

TOTAL EQUITY

65,074.75

LIABILITIES AND EQUITY

63,703.60

Brooks Library Board
Receipts and Expenditures for May 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	65,625.00
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	49,781.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	0.00	0.00
Resident Cardholder Fees	17,000.00	1,026.00	5,964.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,128.88	7,604.74
Non-resident Cardholder Fees	5,000.00	80.00	1,140.00
Donations	7,000.00	4,124.98	4,770.74
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	0.00	1,000.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	2,053.55	2,053.55
Total Revenue	256,998.00	58,194.41	140,657.09
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	22,221.66	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	0.00
Dynix and Telecom (SLS)	5,000.00	0.00	0.00
Books & Materials	2,000.00	-9,103.86	414.90
New Library Furnishings	898.00	30.00	30.00
Library Equipment	1,000.00	0.00	793.34
Payroll Expense	800.00	50.00	365.00
Library Supplies	4,000.00	113.50	1,302.97
Administration & Travel	3,000.00	1,684.74	2,609.56
Program Expense	1,000.00	0.00	401.21
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	452.53	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	133.37	1,331.13
Copier & Computer Costs	2,500.00	229.95	687.51
Security Monitoring	600.00	25.00	173.00
Computer Main. Contracts	1,000.00	0.00	175.00
GST Expense	0.00	1.75	1.75
Freight & Postage	1,000.00	35.21	252.58
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	0.00	704.00

Audit and Insurance	6,500.00	0.00	6,300.00
Bank Charges	200.00	4.99	24.99
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	12,300.02	56,680.70
EI Expense	3,500.00	335.74	1,547.25
CPP Expense	4,000.00	477.86	2,257.09
WCB Expense	500.00	137.70	544.26
AUMA Expense	1,800.00	0.00	645.32
LAPP Expense	7,000.00	716.04	3,473.33
AB Health Expense	700.00	30.80	338.80
Total Expenses	256,998.00	29,877.00	105,084.24

REVENUE

REVENUE	
Town of Brooks	65,625.00
DC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,717.96
County of Newell Library Board	0.00
Resident Cardholder Fees	5,964.10
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	7,604.74
Non-resident Cardholder Fees	1,140.00
Charitable Receipt Donations	4,770.74
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,000.00
GST Recovery	2,053.55
TOTAL REVENUE	<u>140,657.09</u>

TOTAL REVENUE 140,657.09

EXPENSE

EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	414.90
New Library Furnishings	30.00
Library Equipment	793.34
Payroll Expense	365.00
Library Supplies	1,302.97
Administration & Travel	2,609.56
Recruitment Expense	0.00
Program Expense	401.21
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	1,056.36
Telephone and Fax Expense	1,331.13
Copier & Computer Costs	687.51
Security Monitoring	173.00
Computer Main. Contracts	175.00
GST Expense	1.75
Freight and Postage	252.58
Professional Memberships	175.00
Publicity and Advertising	704.00
Audit and Insurance	6,300.00
Bank Charges	24.99
Miscellaneous	0.00
Wages	56,680.70
EI Expense	1,547.25
CPP Expense	2,257.09
WCB Expense	544.26
AUMA Extended Health	645.32
L.A.P.P. Expense	3,473.33
AB Health Expense	338.80
TOTAL EXPENSES	<u>105,084.24</u>

TOTAL EXPENSE 105,084.24

NET INCOME 35,572.85

REVENUE

REVENUE	
Town of Brooks	0.00
.DC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,026.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,128.88
Non-resident Cardholder Fees	80.00
Charitable Receipt Donations	4,124.98
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	2,053.55
TOTAL REVENUE	<u>58,194.41</u>
TOTAL REVENUE	<u>58,194.41</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-9,103.86
New Library Furnishings	30.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	113.50
Administration & Travel	1,684.74
Recruitment Expense	0.00
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	452.53
Staff Training	0.00
Telephone and Fax Expense	133.37
Copier & Computer Costs	229.95
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	35.21
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	0.00
Miscellaneous	4.99
Wages	0.00
EI Expense	12,300.02
CPP Expense	335.74
WCB Expense	477.86
AUMA Extended Health	137.70
L.A.P.P. Expense	0.00
AB Health Expense	716.04
TOTAL EXPENSES	<u>29,877.00</u>
TOTAL EXPENSE	<u>29,877.00</u>
NET INCOME	<u>28,317.41</u>

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Account: 1080 Cash In Bank
 Statement start date: 05/01/2005
 Statement end date: 05/31/2005
 Reconciliation date: 05/31/2005
 Reconciled

Financial Institution
 Statement Balance Forward as of 05/01/2005
 Transactions on or before 05/31/2005
 Deposits recorded in Statement

32,240.82

Deposit No.	Date	JE#	Source	Comment	Status	Deposits
01/01/2005	01/01/2005	N/A	MNP	MNP adjustment	Cleared	
05/01/2005	05/01/2005	J77	MNP Adjustment	Adjustment	Cleared	42.75
05/06/2005	05/06/2005	J3	Deposit	Resident Cardholder	Cleared	42.75
05/06/2005	05/06/2005	J4	Deposit	Fines	Cleared	204.00
05/06/2005	05/06/2005	J5	Deposit	SLS reimbursement	Cleared	302.01
05/13/2005	05/13/2005	J6	Deposit	Fines	Cleared	9,177.80
05/13/2005	05/13/2005	J7	Deposit	Resident Cardholders	Cleared	249.72
05/13/2005	05/13/2005	J8	Deposit	Donation - D.Ingram	Cleared	220.00
05/13/2005	05/13/2005	J9	Deposit	Donation - MNP	Cleared	100.00
05/13/2005	05/13/2005	J10	Deposit	GST recovery	Cleared	4,000.00
05/13/2005	05/13/2005	J63	Deposit	Resident Cardholders	Cleared	2,053.55
05/13/2005	05/13/2005	J63	Deposit	Resident Cardholders	Cleared	220.00
05/20/2005	05/20/2005	J11	Deposit	Fines	Cleared	2.00
05/20/2005	05/20/2005	J12	Deposit	Resident Cardholders	Cleared	251.40
05/20/2005	05/20/2005	J13	Deposit	Donation for Law Now	Cleared	264.00
05/25/2005	05/25/2005	J60	Deposit	Alberta Government	Cleared	24.98
05/27/2005	05/27/2005	J14	Deposit	Resident Cardholders	Cleared	49,781.00
05/27/2005	05/27/2005	J15	Deposit	Fines etc.	Cleared	336.00
05/31/2005	05/31/2005	J16	Deposit	Non-resident cardholders	Cleared	325.75
05/31/2005	05/31/2005	J65	ADJDebit	Reversing J64. Correction is J66.	Cleared	140.00
05/31/2005	05/31/2005	J66	Debit	Discrepancy with new file - clean up	Cleared	101.90
05/31/2005	05/31/2005	J68	Reverse	AB Health	Cleared	101.90
05/31/2005	05/31/2005	J69	Reverse	Dest fee	Cleared	44.00
05/31/2005	05/31/2005	J70	Reverse	Securtek	Cleared	5.00
05/31/2005	05/31/2005	J72	ADJDiscrep	Reversing J71. Correction is J73.	Cleared	26.75
05/31/2005	05/31/2005	J73	Deposit	Discrepancy with new file	Cleared	107.26
05/31/2005	05/31/2005	J76	ADJDiscrepanc	Reversing J74. Correction is J76.	Cleared	107.26
05/31/2005	05/31/2005	J79	Debit	Bank Error	Cleared	107.26
Total Deposits recorded in Statement						0.01

68,339.05

Deposit No.	Date	JE#	Source	Comment	Status	Withdrawals
10/08/2004	10/08/2004	N/A	1639	Oct04,CNLComp	Cleared	-21.35
12/31/2004	12/31/2004	N/A	1723	Dec04,Royal	Cleared	-21.40
04/08/2005	04/08/2005	N/A	1808	April05, Shortgrass	Cleared	-360.00
04/30/2005	04/30/2005	N/A	1839	Brooks Bulletin	Cleared	-51.36
04/30/2005	04/30/2005	N/A	1838	Brooks Computer Services	Cleared	-53.50
04/30/2005	04/30/2005	N/A	1837	Brooks Chronicle	Cleared	-89.88

Printed On: 06/14/2005

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
 Report By: Statement end date

Date	JE#	Source	Comment	Status	Amount
04/30/2005	N/A	1835	Town of Brooks	Cleared	-230.46
04/30/2005	N/A	1834	Ikon Office	Cleared	-98.72
04/30/2005	N/A	1833	Puroiator	Cleared	-24.28
04/30/2005	N/A	1832	Brooks Stationers	Cleared	-32.37
04/30/2005	N/A	1828	T. Zetylny	Cleared	-411.07
04/30/2005	N/A	1827	S. Wilson	Cleared	-530.65
04/30/2005	N/A	1826	B. Schmidt	Cleared	-557.83
04/30/2005	N/A	1823	M. Meldrum	Cleared	-1,408.83
04/30/2005	N/A	1821	R. Adams	Cleared	-1,149.95
04/30/2005	N/A	1816	brodart	Cleared	-260.90
04/30/2005	N/A	1813	All knigh	Cleared	-51.36
04/30/2005	N/A	1809	April2005, BCALC	Cleared	-100.00
04/30/2005	N/A	1836	Shortgrass Library System	Cleared	-32.08
05/01/2005	J78	ADJMNIP Adjust	Reversing J77. Correction is J78.	Adjustment	-42.75
05/02/2005	J58	Debit	Securtek security fee	Cleared	-26.75
05/13/2005	J62	ADJDeposit	Reversing J7. Correction is J63.	Cleared	-220.00
05/31/2005	J18	1841	May05, Puroiator	Cleared	-37.67
05/31/2005	J19	1842	May05, Deines Micro-film Services...	Cleared	-484.21
05/31/2005	J22	1845	May05, CNL	Cleared	-246.05
05/31/2005	J23	1846	May05, Bessie Jacowishen	Cleared	-32.10
05/31/2005	J24	1847	May05, RBC VISA	Cleared	-1,243.90
05/31/2005	J25	1848	May05, Telus	Cleared	-106.06
05/31/2005	J27	1850	May05, Grace Fox	Cleared	-14.99
05/31/2005	J31	1854	May2005, Bessie Jacowishen	Cleared	-1,434.03
05/31/2005	J32	1855	May05, Laura Koronko	Cleared	-739.51
05/31/2005	J55	Debit	Securtek	Cleared	-26.75
05/31/2005	J56	Debit	Alberta Health	Cleared	-44.00
05/31/2005	J57	Debit	Destination Fee	Cleared	-5.00
05/31/2005	J59	Debit	AB Health	Cleared	-44.00
05/31/2005	J61	Debit	Br. Dest fee	Cleared	-5.00
05/31/2005	J64	Debit	Discrepancy with new file - clean up	Cleared	-101.90
05/31/2005	J67	Reverse	Discrepancy	Cleared	-101.90
05/31/2005	J71	Discrep	Discrepancy with new file	Cleared	-107.26
05/31/2005	J74	Discrepancy	Discrepancy trans#3	Cleared	-107.26
05/31/2005	J75	ADJDeposit	Reversing J73. Correction is J75.	Cleared	-107.26
Total Withdrawals recorded in Statement					-10,764.34
Total					57,574.71
Bank Transactions					
Income					0.00
Expense					0.00
Adjustment Required					0.00
Statement End Balance as of 05/31/2005					89,815.53
Outstanding Deposits					
Deposit No.	Date	JE#	Source	Status	Amount
	03/18/2005	N/A	Deposit	Outstanding	80.00
	03/18/2005	N/A	Deposit	Outstanding	186.00
	03/18/2005	N/A	Deposit	Outstanding	363.50
Total Outstanding Deposits					629.50

Brooks Public Library
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Outstanding Withdrawals				Status	
Deposit No.	Date	JE#	Source	Comment	
	04/30/2005	N/A	1810	April2005, Town of Brooks	Outstanding
	02/17/2005	N/A	1759	Feb04, Matthew	Outstanding
	05/20/2005	J17	1840	May05, Sharon Wilson	Outstanding
	05/31/2005	J20	1843	May05, Ronnie Adams	Outstanding
	05/31/2005	J21	1844	May05, Law Now	Outstanding
	05/31/2005	J26	1849	May05, Connie Pierson	Outstanding
	05/31/2005	J28	1851	May05, Julia Reinhart	Outstanding
	05/31/2005	J29	1852	May2005, Ronnie Adams	Outstanding
	05/31/2005	J30	1853	May05, Gavin Hoenmans	Outstanding
	05/31/2005	J33	1856	May05, Maxine Meldrum	Outstanding
	05/31/2005	J34	1857	May05, Patricia Neufeld	Outstanding
	05/31/2005	J35	1858	May05, Bruce Schmidt	Outstanding
	05/31/2005	J36	1859	May05, Sharon Wilson	Outstanding
	05/31/2005	J37	1860	May05, Kethwen Woo	Outstanding
	05/31/2005	J38	1861	May05, Ten Zatyiny	Outstanding
	05/31/2005	J39	1862	May2005, Julia Reinhart	Outstanding
	05/31/2005	J40	1863	May05, Workers' Compensation B...	Outstanding
	05/31/2005	J41	1864	May05, Brooks Bulletin	Outstanding
	05/31/2005	J42	1865	May2005, Telus Mobility	Outstanding
	05/31/2005	J43	1866	May05, Brooks Computer Services...	Outstanding
	05/31/2005	J44	1867	May05, Shortgrass Library System	Outstanding
	05/31/2005	J45	1868	May05, Larry G. Jacobsen	Outstanding
	05/31/2005	J46	1869	May05, Iwassa Industries	Outstanding
	05/31/2005	J47	1870	May, Canada Customs and Reven...	Outstanding
	05/31/2005	J48	1871	May05, Local Authorities Pension ...	Outstanding
	10/15/2003	N/A	1272	Oct03, SEACIRA	Outstanding
	04/27/2005	N/A	1831	Shortgrass Library System	Outstanding
Total Outstanding Withdrawals					-150.00
Total Outstanding Transactions as of 05/31/2005					-35,042.43
Adjusted Statement End Balance as of 05/31/2005					-34,412.93
					55,402.60

General Ledger Account				Status	
Deposit No.	Date	JE#	Source	Comment	
	05/06/2005	J3	Deposit	Resident Cardholder	Cleared
	05/06/2005	J4	Deposit	Fines	Cleared
	05/06/2005	J5	Deposit	SLS reimbursement	Cleared
	05/13/2005	J6	Deposit	Fines	Cleared
	05/13/2005	J7	Deposit	Resident Cardholders	Cleared
	05/13/2005	J8	Deposit	Donation - D.Ingram	Cleared
	05/13/2005	J9	Deposit	Donation - MNP	Cleared
	05/13/2005	J10	Deposit	GST recovery	Cleared
	05/13/2005	J63	Deposit	Resident Cardholders	Cleared
	05/13/2005	J63	Deposit	Resident Cardholders	Cleared
	05/20/2005	J11	Deposit	Fines	Cleared
Total Outstanding Transactions as of 05/31/2005					204.00
Adjusted Statement End Balance as of 05/31/2005					302.01
					9,177.80
					249.72
					220.00
					100.00
					4,000.00
					2,053.55
					220.00
					2.00
					251.40

Brooks Public Library
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Date	JE#	Source	Comment	Status	Amount
05/20/2005	J12	Deposit	Resident Cardholders	Cleared	264.00
05/20/2005	J13	Deposit	Donation for Law Now	Cleared	24.98
05/25/2005	J60	Deposit	Alberta Government	Cleared	49,781.00
05/27/2005	J14	Deposit	Resident Cardholders	Cleared	336.00
05/27/2005	J15	Deposit	Fines etc.	Cleared	325.75
05/27/2005	J16	Deposit	Non-resident cardholders	Cleared	140.00
05/31/2005	J65	ADJDebit	Reversing J64. Correction is J66.	Cleared	101.90
05/31/2005	J66	Debit	Discrepancy with new file - clean up	Cleared	101.90
05/31/2005	J68	Reverse	AB Health	Cleared	44.00
05/31/2005	J69	Reverse	Dest fee	Cleared	5.00
05/31/2005	J70	Reverse	Securtek	Cleared	26.75
05/31/2005	J72	ADJDiscrep	Reversing J71. Correction is J73.	Cleared	107.26
05/31/2005	J73	Deposit	Discrepancy with new file	Cleared	107.26
05/31/2005	J76	ADJDiscrepanc	Reversing J74. Correction is J76.	Cleared	107.26
05/01/2005	J77	MNP Adjustmen	Adjustment	Cleared	42.75
05/31/2005	J79	Debit	Bank Error	Cleared	0.01

Total Debits recorded in account 68,296.30

Deposit No.	Date	JE#	Source	Comment	Status	Amount
	05/02/2005	J58	Debit	Securtek security fee	Cleared	-26.75
	05/13/2005	J62	ADJDeposit	Reversing J7. Correction is J63.	Cleared	-220.00
	05/20/2005	J17	1840	May05, Sharon Wilson	Outstanding	-234.89
	05/31/2005	J18	1841	May05, Purolator	Cleared	-37.67
	05/31/2005	J19	1842	May05, Deines Micro-film Services...	Cleared	-484.21
	05/31/2005	J20	1843	May05, Ronnie Adams	Outstanding	-263.07
	05/31/2005	J21	1844	May05, Law Now	Outstanding	-24.95
	05/31/2005	J22	1845	May05, CNL	Cleared	-246.05
	05/31/2005	J23	1846	May05, Bessie Jacowishen	Cleared	-32.10
	05/31/2005	J24	1847	May05, RBC VISA	Cleared	-1,243.90
	05/31/2005	J25	1848	May05, Telus	Cleared	-106.06
	05/31/2005	J26	1849	May05, Connie Pierson	Outstanding	-60.00
	05/31/2005	J27	1850	May05, Grace Fox	Cleared	-14.99
	05/31/2005	J28	1851	May05, Julia Reinhart	Outstanding	-2,729.92
	05/31/2005	J29	1852	May2005, Ronnie Adams	Outstanding	-1,179.46
	05/31/2005	J30	1853	May05, Gavin Hoenmans	Outstanding	-61.18
	05/31/2005	J31	1854	May2005, Bessie Jacowishen	Cleared	-1,434.03
	05/31/2005	J32	1855	May05, Laura Koronko	Cleared	-739.51
	05/31/2005	J33	1856	May05, Maxine Meldrum	Outstanding	-1,472.61
	05/31/2005	J34	1857	May05, Patricia Neufeld	Outstanding	-170.50
	05/31/2005	J35	1858	May05, Bruce Schmidt	Outstanding	-497.45
	05/31/2005	J36	1859	May05, Sharon Wilson	Outstanding	-669.70
	05/31/2005	J37	1860	May05, Khehwen Woo	Outstanding	-230.17
	05/31/2005	J38	1861	May05, Ten Zatyiny	Outstanding	-127.88
	05/31/2005	J39	1862	May2005, Julia Reinhart	Outstanding	-56.22
	05/31/2005	J40	1863	May05, Workers' Compensation B...	Outstanding	-137.70
	05/31/2005	J41	1864	May05, Brooks Bulletin	Outstanding	-53.50
	05/31/2005	J42	1865	May2005, Telus Mobility	Outstanding	-36.65
	05/31/2005	J43	1866	May05, Brooks Computer Services...	Outstanding	-53.50
	05/31/2005	J44	1867	May05, Shortgrass Library System	Outstanding	-22,221.66
	05/31/2005	J45	1868	May05, Larry G. Jacobsen	Outstanding	-20.00

Brooks Public Library
 Account Reconciliation Detail Report 05/01/2005 to 05/31/2005
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Date	Account	Description	Amount	Balance
05/31/2005	J46	1869		
05/31/2005	J47	1870		
05/31/2005	J48	1871		
05/31/2005	J55	Debit	-67.95	
05/31/2005	J56	Debit	-3,073.18	
05/31/2005	J57	Debit	-1,335.34	
05/31/2005	J59	Debit	-26.75	
05/31/2005	J61	Debit	-44.00	
05/31/2005	J64	Debit	-5.00	
05/31/2005	J67	Reverse	-44.00	
05/31/2005	J71	Discrep	-5.00	
05/31/2005	J74	Discrepancy	-101.90	
05/31/2005	J75	ADJDeposit	-101.90	
05/01/2005	J78	ADJMNP Adjust	-107.26	
		Total Credits recorded in account	-42.75	
				-40,055.83
		Book balance as of 05/31/2005		28,240.47
		Bank Transactions		55,402.60
		Income		
		Expense		
		Adjustment Required	0.00	
		Adjusted Book Balance as of 05/31/2005	0.00	55,402.60

			Debits	Credits
05/06/2005	J3	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	204.00
		1080 Cash In Bank	204.00	-
05/06/2005	J4	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	302.01
		1080 Cash In Bank	302.01	-
05/06/2005	J5	Deposit, SLS reimbursement		
		5030 Books and Materials	-	9,177.80
		1080 Cash In Bank	9,177.80	-
05/13/2005	J6	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	249.72
		1080 Cash In Bank	249.72	-
05/13/2005	J8	Deposit, Donation - D.Ingram		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
05/13/2005	J9	Deposit, Donation - MNP		
		4170 Charitable Receipt Donations	-	4,000.00
		1080 Cash In Bank	4,000.00	-
05/13/2005	J10	Deposit, GST recovery		
		4220 GST Recovery	-	2,053.55
		1080 Cash In Bank	2,053.55	-
05/20/2005	J11	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	251.40
		1080 Cash In Bank	251.40	-
05/20/2005	J12	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	264.00
		1080 Cash In Bank	264.00	-
J/2005	J13	Deposit, Donation for Law Now		
		4170 Charitable Receipt Donations	-	24.98
		1080 Cash In Bank	24.98	-
05/27/2005	J14	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	336.00
		1080 Cash In Bank	336.00	-
05/27/2005	J15	Deposit, Fines etc.		
		4120 Fines, Book Sales and Services	-	325.75
		1080 Cash In Bank	325.75	-
05/27/2005	J16	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	140.00
		1080 Cash In Bank	140.00	-
05/20/2005	J17	1840, May05, Sharon Wilson		
		5080 Administration & Travel	234.89	-
		1080 Cash In Bank	-	234.89
05/31/2005	J18	1841, May05, Purolator		
		2100 GST Paid on Purchases	2.46	-
		5200 Freight and Postage	35.21	-
		1080 Cash In Bank	-	37.67
05/31/2005	J19	1842, May05, Deines Micro-film Services Ltd.		
		2100 GST Paid on Purchases	31.68	-
		5120 Rebinding, Microfilming, Laminating	452.53	-
		1080 Cash In Bank	-	484.21
05/31/2005	J20	1843, May05, Ronnie Adams		
		2100 GST Paid on Purchases	16.59	-
		5080 Administration & Travel	246.48	-
		1080 Cash In Bank	-	263.07

Brooks Public Library
All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
05/31/2005	J21	1844, May05, Law Now		
		5030 Books and Materials	24.95	-
		1080 Cash In Bank	-	24.95
05/31/2005	J22	1845, May05, CNL		
		2100 GST Paid on Purchases	16.10	-
		5160 Copier & Computer Costs	229.95	-
		1080 Cash In Bank	-	246.05
05/31/2005	J23	1846, May05, Bessie Jacowishen		
		2100 GST Paid on Purchases	2.10	-
		5050 New Library Furnishings	30.00	-
		1080 Cash In Bank	-	32.10
05/31/2005	J24	1847, May05, RBC VISA		
		2100 GST Paid on Purchases	81.38	-
		5080 Administration & Travel	1,162.52	-
		1080 Cash In Bank	-	1,243.90
05/31/2005	J25	1848, May05, Telus		
		2100 GST Paid on Purchases	6.94	-
		5140 Telephone and Fax Expense	99.12	-
		1080 Cash In Bank	-	106.06
05/31/2005	J26	1849, May05, Connie Pierson		
		4140 Non-resident Cardholder Fees	60.00	-
		1080 Cash In Bank	-	60.00
05/31/2005	J27	1850, May05, Grace Fox		
		5030 Books and Materials	14.99	-
		1080 Cash In Bank	-	14.99
05/31/2005	J28	1851, May05, Julia Reinhart		
		5300 Wages	4,179.00	-
		1080 Cash In Bank	-	2,729.92
		2310 EI Payable	-	81.43
		2320 CPP Payable	-	192.27
		2330 Income Tax Payable	-	871.85
		2400 L.A.P.P.	-	267.26
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
05/31/2005	J29	1852, May2005, Ronnie Adams		
		5300 Wages	1,544.97	-
		1080 Cash In Bank	-	1,179.46
		2310 EI Payable	-	30.13
		2320 CPP Payable	-	62.04
		2330 Income Tax Payable	-	148.06
		2400 L.A.P.P.	-	98.88
		2440 AB Health Payable	-	26.40
05/31/2005	J30	1853, May05, Gavin Hoenmans		
		5300 Wages	62.40	-
		1080 Cash In Bank	-	61.18
		2310 EI Payable	-	1.22
05/31/2005	J31	1854, May2005, Bessie Jacowishen		
		5300 Wages	1,977.80	-
		1080 Cash In Bank	-	1,434.03
		2310 EI Payable	-	38.57
		2320 CPP Payable	-	83.46
		2330 Income Tax Payable	-	252.84
		2400 L.A.P.P.	-	126.58
		2420 AUMA Extended Health	-	42.32
05/31/2005	J32	1855, May05, Laura Koronko		
		5300 Wages	791.19	-
		1080 Cash In Bank	-	739.51
		2310 EI Payable	-	15.43

			Debits	Credits
		2320 CPP Payable	-	24.73
		2330 Income Tax Payable	-	11.52
05/31/2005	J33	1856, May05, Maxine Meldrum		
		5300 Wages	1,977.80	-
		1080 Cash In Bank	-	1,472.61
		2310 EI Payable	-	38.57
		2320 CPP Payable	-	83.46
		2330 Income Tax Payable	-	252.84
		2400 L.A.P.P.	-	126.58
		2420 AUMA Extended Health	-	3.74
05/31/2005	J34	1857, May05, Patricia Neufeld		
		5300 Wages	173.89	-
		1080 Cash In Bank	-	170.50
		2310 EI Payable	-	3.39
05/31/2005	J35	1858, May05, Bruce Schmidt		
		5300 Wages	518.81	-
		1080 Cash In Bank	-	497.45
		2310 EI Payable	-	10.12
		2320 CPP Payable	-	11.24
05/31/2005	J36	1859, May05, Sharon Wilson		
		5300 Wages	708.99	-
		1080 Cash In Bank	-	669.70
		2310 EI Payable	-	13.83
		2320 CPP Payable	-	20.66
		2330 Income Tax Payable	-	4.80
05/31/2005	J37	1860, May05, Khethwen Woo		
		5300 Wages	234.75	-
		1080 Cash In Bank	-	230.17
		2310 EI Payable	-	4.58
05/31/2005	J38	1861, May05, Ten Zatyiny		
		5300 Wages	130.42	-
		1080 Cash In Bank	-	127.88
		2310 EI Payable	-	2.54
05/31/2005	J39	1862, May2005, Julia Reinhart		
		2100 GST Paid on Purchases	1.37	-
		5030 Books and Materials	14.00	-
		5080 Administration & Travel	40.85	-
		1080 Cash In Bank	-	56.22
05/31/2005	J40	1863, May05, Workers' Compensation Board Albe		
		5330 WCB Expense	137.70	-
		1080 Cash In Bank	-	137.70
05/31/2005	J41	1864, May05, Brooks Bulletin		
		2100 GST Paid on Purchases	3.50	-
		5070 Library Supplies	50.00	-
		1080 Cash In Bank	-	53.50
05/31/2005	J42	1865, May2005, Telus Mobility		
		2100 GST Paid on Purchases	2.40	-
		5140 Telephone and Fax Expense	34.25	-
		1080 Cash In Bank	-	36.65
05/31/2005	J43	1866, May05, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
05/31/2005	J44	1867, May05, Shortgrass Library System		
		5020 SLS Expense (Materials)	22,221.66	-
		1080 Cash In Bank	-	22,221.66

Brooks Public Library
All Journal Entries 05/01/2005 to 05/31/2005

			Debits	Credits
05/31/2005	J45	1868, May05, Larry G. Jacobsen		
		5030 Books and Materials	20.00	-
		1080 Cash In Bank	-	20.00
05/31/2005	J46	1869, May05, Iwassa Industries		
		2100 GST Paid on Purchases	4.45	-
		5070 Library Supplies	63.50	-
		1080 Cash In Bank	-	67.95
05/31/2005	J47	1870, May, Canada Customs and Revenue Agency		
		2310 EI Payable	239.81	-
		2320 CPP Payable	477.86	-
		2330 Income Tax Payable	1,541.91	-
		5310 EI Expense	335.74	-
		5320 CPP Expense	477.86	-
		1080 Cash In Bank	-	3,073.18
05/31/2005	J48	1871, May05, Local Authorities Pension Plan		
		2400 L.A.P.P.	619.30	-
		5350 L.A.P.P. Expense	716.04	-
		1080 Cash In Bank	-	1,335.34
05/31/2005	J55	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
05/31/2005	J56	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
05/31/2005	J57	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
05/31/2005	J58	Debit, Securtek security fee		
		5170 Security Monitoring	25.00	-
		2100 GST Paid on Purchases	1.75	-
		1080 Cash In Bank	-	26.75
05/31/2005	J59	Debit, AB Health		
		2440 AB Health Payable	13.20	-
		5360 AB Health Expense	30.80	-
		1080 Cash In Bank	-	44.00
05/25/2005	J60	Deposit, Alberta Government		
		4040 Province of Alberta	-	49,781.00
		1080 Cash In Bank	49,781.00	-
05/31/2005	J61	Debit, Br.Dest fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
05/13/2005	J63	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	222.00
		1080 Cash In Bank	220.00	-
		1080 Cash In Bank	2.00	-
05/31/2005	J66	Debit, Discrepancy with new file - clean up		
		3560 Retained Earnings	-	101.90
		1080 Cash In Bank	101.90	-
05/31/2005	J67	Reverse, Discrepancy		
		3560 Retained Earnings	101.90	-
		1080 Cash In Bank	-	101.90
05/31/2005	J68	Reverse, AB Health		
		2440 AB Health Payable	-	13.20
		5360 AB Health Expense	-	30.80

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	44.00	-
05/01/2005	J69	Reverse, Dest fee		
		5250 Bank Charges	-	5.00
		1080 Cash In Bank	5.00	-
05/31/2005	J70	Reverse, Securtek		
		5170 Security Monitoring	-	25.00
		2100 GST Paid on Purchases	-	1.75
		1080 Cash In Bank	26.75	-
05/31/2005	J79	Debit, Bank Error		
		5250 Bank Charges	-	0.01
		1080 Cash In Bank	0.01	-
			<u>109,966.88</u>	<u>109,966.88</u>