MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD July 27, 2005 HELD IN BROOKS PUBLIC LIBRARY

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

ABSENT:

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: Henry welcomed new board member Cathleen Patterson.
- 3. Approval of Agenda: Gloria/Karen moved approval of agenda. Carried.
- 4. Consent Agenda:
 - a. June 2005 Board Meeting Minutes
 - b. Finance Committee Report (Next Meeting—August 23 at 8:00 a.m.)
 - c. Librarian's Report
 - d. Correspondence
 - i. Names and positions of staff members received
 - ii. Brooks Library Board Trustee list received
 - iii. Consent agenda materials from internet to be read for our information http: www.urbanext.uiuc.edu/ler/LGIEN2002-0015.html http: www.axi.ca/tca/Sep2002tea06-2.htm

Following some questions regarding consent items, moved by Karen/Dino the consent agenda items be approved. Carried.

5. Business Arising:

- a. Public Services Librarian position: an in-camera session took place
- b. Discussion of the question: How does a library get funding to build a new library or renovate an existing one? Some of the comments and questions included the following:
 - Why do we need to expand?
 - Look at present and future demographics.
 - What is the population trend?
 - What is the projected population growth?
 - Consider industry such as Luscar coal mine as possible population growth and funding source.
 - Government funding is a possibility. Perhaps as infrastructure?

- Get Dr. Oberg in the picture early.
- Get City council on board with proposed plans.
- Consider EID and County as funding sources.
- Find a library architectural person to survey our situation and provide information.

The Board suggested an expansion and renovation of existing facility within a five year time frame.

HOMEWORK: Each of us is to send a list of questions relating to expansion and renovation issues to Julia by August 20. The Board can answer the questions in an attempt to focus this issue.

Julia is to send a letter of information to City Council regarding our plans and stating there is an opportunity to purchase land next to the present facility right now.

- 6. Shortgrass Library System Report: (Martin)
 - a. Martin reported the SLS barbeque went well. Several staff and Board members attended.
 - b. Henry read a letter from SLS chair regarding the proposal for Julia's part-time secondment in
- 7. Human Resources Report: (Henry, Karen, Sheila, Pat)
 - a. Proposed wage grid for 2006, 2007, 2008 for library staff: Moved by Dino/Pat the proposed b. Next meeting: Thursday, September 15 at 5:00 p.m.
- 8. Board Development Report: (Karen, Gloria)
 - The committee will meet with Cathleen prior to the August meeting if Cathleen sees a need to meet. Henry suggested she choose a committee or two to be part of.
- 9. Policy Committee report: (Dino, Tilly, Henry)
 - b. Policy C.2-Gifts and Donations and Attachment A, B, C, D: Sheila/Dino moved acceptance of c. Next meeting: August 29 following Board meeting

New Business: none

Next Meeting: August 29 at 6:30 p.m

25th. MM

Adjournment: Moved by Pat/Tilly. Carried.

Head Librarian

Brooks Library Board Finance Standing Committee Meeting 8:00 am, July 12th, 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 June were discussed and reviewed by the Committee. Items of note: Under Receipts, BPL received the third installment of funds from the Town of Brooks. Under Expenditures: Library Equipment, two refurbished computers were purchased and installed in the computer lab, Library Supplies: tattle tape was purchased. Expenditures for the month totaled \$21,115.16. Motion to accept expenditures for the month of June 2005.
- 3) The creation of a wage grid was discussed and will be further discussed at the next Human Resources Committee meeting. Once we have an idea how much wages will be in 2006 the rest of the budget will be built. It was suggested that Julia speak with Pat McNamee to get some tips on how to present the budget to town and county councilors this year. Julia to follow up.
- 4) The meeting was adjourned at 8:55 am.

ASSETS

AUGETS	
CURRENT ASSETS C'C Account T Recoverable Endowment Fund Furn. & Shelving Reserve Cash On Hand/Float Cash In Bank TOTAL CURRENT ASSETS TOTAL ASSETS	0.00 2,058.55 6,192.45 0.00 50.00 71,382.93 79,683.93
LIABILITIES	79,683.93
CURRENT LIABILITIES GST Charged on Sales GST Paid on Purchases GST Paid on Books Accounts Payable Vacation Payable EI Payable CPP Payable Income Tax Payable L.A.P.P. AUMA Extended Health AB Health Payable W.C.B. Payable Miscellaneous TOTAL CURRENT LIABILITIES	0.00 -1,729.42 0.00 0.00 0.00 0.00 0.00 0.00 0.00 -0.01 0.00 0.00
EQUITY	
EARNINGS downent Fund Reserves lained Earnings Current Earnings CURRENT EARNINGS TOTAL EQUITY	6,192.45 23,309.45 51,911.46 81,413.36
LIABILITIES AND EQUITY	
	79,683.93

Brooks Library Board Receipts and Expenditures for June 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	32,812.50	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	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	1,662.00	7,626.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	2,779.27	10,384.01
Non-resident Cardholder Fees	5,000.00	0.00	
Donations	7,000.00	200.00	1,140.00 4,970.74
Fundraisers	300.00	0.00	
Medieval Faire	0.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	1,000.00
GST Recovery	2,000.00	0.00	0.00
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0.00	2,053.55
Total Revenue	256,998.00	37,453.77	170 110 06
		31,433.11	178,110.86
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22 221 66
Shortgrass – Non-resident Fees	2,000.00	560.00	22,221.66
Dynix and Telecom (SLS)	5,000.00	0.00	560.00
Books & Materials	2,000.00	80.90	0.00
New Library Furnishings	898.00	138.88	495.80
Library Equipment	1,000.00	919.90	168.88
Payroll Expense	800.00	50.00	1,713.24
Library Supplies	4,000.00	1,133.14	415.00
Administration & Travel	3,000.00	632.09	2,436.11
Program Expense	1,000.00	625.00	3,241.65
Repair & Maintenance	2,000.00	0.00	1,026.21
Rebinding	1,000.00	0.00	125.00
Staff Training	2,500.00	0.00	452.53
Telephone & Fax Expense	4,000.00	264.60	1,056.36
Copier & Computer Costs	2,500.00		1,595.73
Security Monitoring	600.00	211.40	898.91
Computer Main. Contracts	1,000.00	84.98	257.98
GST Expense	0.00	0.00	175.00
Freight & Postage	1,000.00	1.75	3.50
Professional Memberships	300.00	100.00	352.58
Publicity and Advertising	1,000.00	0.00	175.00
	1,000.00	162.00	866.00

Audit and Insurance	6,500.00		
Bank Charges	200.00	0.00	6,300.0
Miscellaneous	200.00	5.00	29.9
Wages (includes temp. staff)	152,000.00	0.00	0.0
EI Expense	3,500.00	13,681.04	70,361.7
CPP Expense	4,000.00	373.50	1,920.7
WCB Expense	500.00	539.36	2,796.45
AUMA Expense	1,800.00	0.00	544.26
LAPP Expense	7,000.00	614.53	1,259.85
AB Health Expense	700.00	721.49	4,194.82
	700.00	215.60	554.40
Total Expenses	256,998.00	21.115	
		21,115.16	126,199.40

REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	32,812.50
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	0.00
Interest Income	1,662.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	2,779.27
Charitable Receipt Donations	0.00
Fundraisers	200.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	0.00
TOTAL REVENUE	37,453.77
TOTAL REVENUE	37,453.77
EXPENSE	
EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	560.00
Books and Materials	0.00
New Library Furnishings	80.90
Library Equipment	138.88
Payroll Expense	919.90
Library Supplies	50.00
Administration & Travel	1,133.14
Recruitment Expense	632.09
Program Expense	0.00
Repair & Maintenance	625.00
Rebinding, Microfilming, Laminating Staff Training	0.00 0.00
Telephone and Fau F	0.00
Telephone and Fax Expense Copier & Computer Costs	264.60
Security Monitoring	211.40
Computer Main. Contracts	84.98
GST Expense	0.00
Freight and Postage	1.75
Professional Memberships	100.00
Publicity and Advertising	0.00
Audit and Insurance	162.00
Bank Charges	0.00
Miscellaneous	5.00
Wages	0.00
El Expense	13,681.04
CPP Expense	373.50
WCB Expense	539.36
AUMA Extended Health	0.00 614.53
L.A.P.P. Expense AB Health Expense	721.49
TOTAL EXPENSES	215.60
EXI LINGES	21,115.16
TOTAL EXPENSE	
	21,115 16

21,115.16

16,338.61

Printed On: 07/08/2005

NET INCOME

30,00,2003	
REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	98 437 50
Province of Alberta	98,437.50 0.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP VI	0.00
County of Newell Library Roard	2,717.96
Resident Cardholder Fees	0.00
Interest Income	7,626.10
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	10,384.01
Charitable Receipt Donations Fundraisers	1,140.00
Adopt-a-magazine	4,970.74
Medieval Faire	0.00
GST Recovery	0.00 1,000.00
TOTAL REVENUE	2,053.55
	178,110.86
TOTAL REVENUE	
7	178,110.86
EXPENSE	
FVP	
EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	22,221.66
SLS - Dynix and Telecom Books and Materials	560.00
New Library Furnishings	0.00 495.80
Library Equipment	168.88
Payroll Expense	1,713.24
Library Supplies	415.00
Administration & Travel	2,436.11
Recruitment Expense	3,241.65
Program Expense	0.00
Repair & Maintenance	1,026.21
Rebinding, Microfilming, Laminating	125.00
Otan Halling	452.53
Telephone and Fax Expense	1,056.36
Copier & Computer Costs Security Monitoring	1,595.73
Computer Main. Contracts	898.91 257.98
GST Expense	175.00
Freight and Postage	3.50
Professional Memberships	352.58
Publicity and Advertising	175.00
Audit and Insurance	866.00
Bank Charges	6,300.00
Miscellaneous	29.99
Wages El Expense	0.00
CPP Expense	70,361.74
WCB Expense	1,920.75
AUMA Extended Health	2,796.45 544.26
L.A.P.P. Expense	1,259.85
AB Health Expense	4,194.82
TOTAL EXPENSES	554.40
	126,199.40
TOTAL EXPENSE	,
NET INCOME	126,199.40
NET INCOME	2000
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	J93	16. 66	06r	J89	18 0 0	98 98	J85	J84	J83	J82	J49	į			J124	J123	1127	J120	J81	J80			150	_		2002/06	30/2005	•			ince as	. IS	J. ()					06.6)
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Jjustment Required Jjusted Book Balance as of 06/30/2005	J110 June05, RBC Royal Bank VISA J112 J1903 June05, CanMedia Inc. J113 J1904 June05, Brooks Bulletin J114 J1905 June05, Brooks Computer Service J116 J1906 June05, Shortgrass Library System J126 Debit J127 Debit J127 Debit Destination Fee Outstanding	1886 JuneO5, Canada Post 1887 JuneO5, Canada Post 1888 JuneO5, Gavin Hoenmans 1889 JuneO5, Bessie Jacowishen O 1891 JuneO5, Laura Koronko O 1892 JuneO5, Maxine Meldrum O 1892 JuneO5, Patricia Neufeld JuneO5, Patricia Neufeld O 1893 JuneO5, Sharon Wilson 1896 JuneO5, Sharon Wilson 1896 JuneO5, Canada Customs and Re 1899 JuneO5, Ronnie Adams Outstanding
0.00 0.00	-264.00 -396.00 -507.08 -59.87 -113.42 -10.65 -53.50 -150.47 -560.00 -26.75 -44.00 -5.00 -21,491.39	-230.00 -107.00 9 -1,100.35 -1,434.03 -1,126.86 -1,472.61 -564.86 -2,726.92 -462.95 -796.06 -524.39 -3,370.26 -1,345.50
0.00 0.00 71,382.93	15,980.33 71,382.93	

Brooks Public Library Account Reconciliation Detail Report 06/01/2005 to 06/30/2005 Report By: Statement end date

		2000		
06/10	/2005	J49 1872, June05, Sears	Debits	Credits
		5050 New Library Furnishings 1080 Cash In Bank	138.88	-
06/03	/2005	Deposit, Fines	-	138.88
		4120 Fines, Book Sales and Services 1080 Cash In Bank	- 527.45	527.45
06/03/	2005 J	Deposit, Resident Membership 4090 Resident Cardholder Fees	327.45	
06/10/2	2005 J	1080 Cash In Bank Deposit, Fines	294.00	294.00
		4120 Fines, Book Sales and Services 1080 Cash In Bank	400.04	422.61
06/10/2	005 J5	 Deposit, Resident Membership 4090 Resident Cardholder Fees 1080 Cash In Bank 	422.61	336.00
06/10/20	005 J5	Deposit, Donation 4170 Charitable Receipt Donation	336.00	-
06/17/20	105 J80	Cash in Bank	200.00	200.00
06/17/20	05	4120 Fines, Book Sales and Services 1080 Cash In Bank	553.60	553.60
00/1//20	05 J81	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank		342.00
06/17/200)5 J82	1873, June2005, Katherine Zagorsky	342.00	9=
W		4120 Fines, Book Sales and Services 1080 Cash In Bank	17.95	<u>-</u>
06/17/200	5 J83	1874, June2005, Ikon Office Solution 2100 GST Paid on Purchases	. 	17.95
06/47/000		1080 Copier & Computer Costs Cash In Bank	5.78 82.55 -	- - 88.33
06/17/2005	5 J84	1875, June 2005, Grand & Toys 2100 GST Paid on Purchases 5070 Library Supplies	18.86	-
06/17/2005	105	1080 Cash In Bank	269.40	288.26
30,7772000	J85	1876, June 2005, Telus Communications 2100 GST Paid on Purchases 5140 Telephone and Fax Expense	18.41	
06/47/0005		Cash in Bank	264.60	- - 283.01
06/17/2005	J86	1877, June 2005, The Alberta Library 2100 GST Paid on Purchases	50.50	203.01
		5070 Library Supplies 1080 Cash In Bank	58.50 835.74	-
06/17/2005	J87	1878, June 2005, All-Knight Security 2100 GST Paid on Purchases	-	894.24
		5170 Security Monitoring 1080 Cash In Bank	3.85 55.00	-
06/17/2005	J88	1879, June2005, The Brooks and County Chronic 2100 GST Paid on Purchases		58.85
		5220 Publicity and Advertising 1080 Cash In Bank	3.92 56.00	-
06/17/2005	J89	1880, June2005, Rick Smallwood	-	59.92
		5030 Books and Materials	3.00	-
		1080 Cash In Bank	24.95	27.05
Printed On: 0			5	27.95

Printed On: 07/08/2005

			Debits	Cradita
06/17/2	2005 J90	1881, June 2005, CNL Computer Sale		Credits
		2100 GST Paid on Purchases		
		5055 Library Equipment	64.39	-
		1080 Cash In Bank	919.90	004.00
06/17/2	.005 J91	1882, June 2005, Brooks Stationers	-	984.29
		2100 GST Paid on Purchases		
		5160 Copier & Computer Costs	8.67	-
		5170 Security Monitoring	118.90	:=
		1080 Cash In Bank	4.98	-
06/17/20	005 J92	1883, June2005, Brooks Stationers		132.55
		2100 GST Paid on Purchases		
		5070 Library Supplies	1.96	<u>=</u> 3
		1080 Cash In Bank	28.00	
06/17/20	05 J93		4 0	29.96
	00 030	1884, June 2005, Town of Brooks		
		2420 AUMA Extended Health 5340 AUMA Extended Health	263.36	
		1080 Cash In Bank	614.53	-
00/00/0	. -	Sacri III Balik	-	877.89
06/22/200	05 J94	1885, June05, Dr. Phil Currie		
		5080 Administration & Travel	20	
		5090 Program Expense	30.00	12. 5 .
		1080 Cash In Bank	200.00	-
06/22/200)5 J95	1886, June05, Canada Post	-	230.00
	35(5 , 5)	2100 GST Paid on Purchases		
		5200 Freight and Postage	7.00	_
		1080 Cash In Bank	100.00	=
06/30/200	5 100		5 1	107.00
00/00/200	5 J96	1887, June05, Ronnie Adams		
		5300 Wages 1080 Cash In Bank	1,618.54	
		O GOTT ITT DOTTE	1,010:54	1,100.35
		2310 El Payable 2320 CPP Payable	-	31.56
		2330 Income Tax Payable	-	65.68
		2400 L.A.P.P.	-	165.87
		2420 AUMA Extended Health	-	103.59
		2440 AB Health Payable	-	125.09
06/30/2005	J97		-	26.40
00/2000	397	1888, June05, Gavin Hoenmans		
		5300 Wages 1080 Cash In Bank	159.90	
		2310 El Payable	-	156.78
00/00/00			-	3.12
06/30/2005	J98	1889, June05, Bessie Jacowishen		J. 12
		5300 Wages	4.077.00	
		1080 Cash In Bank	1,977.80	
		2310 El Payable	-	1,434.03
		2320 CPP Payable 2330 Income Tax Payable		38.57
		2330 Income Tax Payable 2400 L.A.P.P.	-	83.46 252.84
		2420 AUMA Extended Health	_	252.84 126.58
00/00/00		Tealth Landided Fleatth	-	42.32
06/30/2005	J99	1890, June05, Laura Koronko		.2.02
		5300 Wages	1 000	
		1080 Cash In Bank	1,286.77	-
		2310 El Payable	-	1,126.86
		2320 CPP Payable		25.09
		2330 Income Tax Payable	-	49.26 85.56
06/30/2005	J100	891, June05, Maxine Meldrum	-	85.56
		5300 Wages		
		1080 Cash In Bank	1,977.80	-
		2310 El Payable	in the second se	1,472.61
		2320 CPP Payable	=	38.57
				00
		2330 Income Tax Payable	-	83.46
		2330 Income Tax Payable 2400 L.A.P.P.	-	83.46 252.84 126.58

Printed On: 07/08/2005

		2420 AUMA Extended Health	Debits	Credits
06/30/2005	J101	1892, June05, Patricia Neufeld 5300 Wages 1080 Cash In Bank 2310 El Payable	591.22 -	3.74 - 564.86
		2320 CPP Payable	-	11.53 14.83
06/30/2005	J102	1893, June05, Julia Reinhart 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health 2440 AB Health Payable	4,176.00 - - - - - - -	2,726.92 81.43 192.27 871.85 267.26 23.07 13.20
06/30/2005	J103	1894, June05, Bruce Schmidt 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable	481.75 - - -	462.95 9.39 9.41
06/30/2005	J104	1895, June05, Sharon Wilson 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable	863.51 - - -	796.06 16.84 28.31 22.30
06/30/2005	J105	1896, June05, Khethwen Woo 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable	547.75 - - -	524.39 10.68 12.68
06/30/2005	J106	1897, June05, Canada Customs and Revenue Agen 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 5310 EI Expense 5320 CPP Expense 1080 Cash In Bank	266.78 539.36 1,651.26 373.50 539.36	3,370.26
06/30/2005	J107	1898, June05, Local Authorities Pension Plan 2400 L.A.P.P. 5350 L.A.P.P. Expense 1080 Cash In Bank	624.01 721.49	1,345.50
06/30/2005 J	J108	1899, June2005, Ronnie Adams 2440 AB Health Payable 5360 AB Health Expense 1080 Cash In Bank	79.20 184.80	264.00
06/30/2005 J	109	1900, June05, Mad Science of Southern Alberta 2100 GST Paid on Purchases 5090 Program Expense 1080 Cash In Bank	21.00 375.00	396.00
06/30/2005 J	110	1901, June05, RBC Royal Bank VISA 2100 GST Paid on Purchases 5080 Administration & Travel 1080 Cash In Bank	1.24 505.84	507.08
06/30/2005 J1	111	1902, June05, CanMedia Inc. 2100 GST Paid on Purchases 5030 Books and Materials 1080 Cash In Bank	3.92 55.95 -	- - 59.87

Printed On: 07/08/2005

06/30/2005	J112	1903, June05, Brooks Bulletin	Debits	Credits
		2100 GST Paid on Purchases	7.42	_
		5220 Publicity and Advertising	106.00	-
		1080 Cash In Bank	-	113.42
06/30/2005	J113	1904, June05, CNL		
		2100 GST Paid on Purchases	0.70	100
		5160 Copier & Computer Costs	9.95	_
		1080 Cash In Bank	-	10.65
06/30/2005	J114	1905, June05, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	2 50	
		5060 Payroll Expense	3.50 50.00	=
		1080 Cash In Bank	50.00	53.50
06/20/2005	1445			33.30
06/30/2005	J115	1906, June2005, Julia Reinhart		
		2100 GST Paid on Purchases	4.22	-
		5080 Administration & Travel	96.25	-
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	150.47
06/30/2005	J116	1907, June05, Shortgrass Library System		
		5021 SLS - Non-resident fees	560.00	
		1080 Cash In Bank	500.00	560.00
06/24/2005	J120	Demonit Firms		000.00
00/24/2005	J 120	Deposit, Fines 4120 Fines Book Sales and Senices		
		4120 Fines, Book Sales and Services 1080 Cash In Bank	E CONTRACTOR CONTRACTOR	543.45
		TOOU CASITIII BAIIK	543.45	=
06/24/2005	J121	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
06/30/2005	J122	Deposit, Fines		
		4120 Fines, Book Sales and Services		
		1080 Cash In Bank	750 11	750.11
20/00/00			750.11	1.578
06/30/2005	J123	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
06/30/2005	J124	Deposit, Town of Brooks		
		4020 Town of Brooks		00 040 50
		1080 Cash In Bank	32,812.50	32,812.50
00/00/0005			32,012.50	-
06/30/2005	J125	Debit, Securtek		
		5170 Security Monitoring	25.00	·-
		5180 GST Expense 1080 Cash In Bank	1.75	-
		1080 Cash in Bank	#	26.75
06/30/2005	J126	Debit, AB Health		
		5360 AB Health Expense	30.80	_
		2440 AB Health Payable	13.20	_
		1080 Cash In Bank	-	44.00
06/30/2005	J127	Debit, Destination Fee		
		5250 Bank Charges	E 00	
		1080 Cash In Bank	5.00	
			-	5.00
			62,278.34	62,278.34
				32,270.07

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD August 25, 2005 HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Henry Najda (Chair), Julia Reinhart (Head Librarian), Tilly Gamble-Altwasser, Pat

Walsh, Sheila Tiegs, Elsie Strach, Gloria Evans

REGRETS: Cathleen Patterson, Martin Shields, Karen Nelson, Dino Champlone

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: Motion: "To approve the agenda as circulated"

Moved: Pat; Seconded: Sheila. Carried

3. Consent Agenda:

a) July 25 2005 minutes

b) Finance Committee Report (Next meeting: Sept. 13 at 8:00 a.m.)

c) Librarian's Report

d) Shortgrass Library System, Board Development committee, Policy Committee meeting August 29 at 5:00 p.m.

e) Correspondence-none

Motion: "To approve Consent Agenda items"

Moved: Tilly; Seconded Elsie. Carried.

Action Item 1: Julia to ask Foundation for funds for tattle tape at their Sept. 13 meeting Action Item 2: Julia to send letter to County to ask for a budget presentation date. Board will be asking for an increase from the County equal to amount Town provides.

4. Human Resources Committee Report (Henry, Karen, Sheila, Pat)

a) Letter re secondment: Julia read the letter that was drafted regarding her secondment to Shortgrass.

Motion: "To approve the letter agreeing to Julia's secondment to Shortgrass"

Moved: Sheila; Seconded: Pat. Carried.

b) Public Services Librarian position

Motion: "To move in-camera"

Moved: Elsie; Seconded: Tilly. Carried

Discussion of the applicants and the position followed.

Motion: "To move out-of-camera"
Moved: Elsie: Seconded: Pat. Carried.

Motion: "To make an offer to Shannon Christoffersen for half time Public Services Librarian

postion"

Moved: Pat; Seconded: Elsie. Carried.

Action Item 3: Human Resources Committee to write contract for Public Services Librarian position.

5. Business Arising from July 25, 2005 Minutes:

a) Signed thank you card for Ronnie re the Medieval Faire

b) Proposed Budget 2006 to 2008: Elsie and Henry reviewed the proposed budget and some suggested wording changes were made.

Motion: "To approve the Proposed Budget for 2006 to 2008 with the amended wording changes"

Moved: Elsie; Seconded: Sheila. Carried

Action Item 4: Julia and a couple Board members are to make presentations to City and County councils this fall.

c) Library Expansion and Renovations

- i. Letter to City Council re empty residential lot: The mayor spoke to Henry regarding Council's awareness of our letter and stated they will look into the residential lot.
- ii. Discussion of questions put forth by trustees: Some of the comments follow.
 - Needs assessment to be done
 - Possibility of holding public forums at the library
 - Structural concerns
 - Statistics to show the need for expansion
 - Concern for the Foundation regarding fundraising

Action Item 5: Julia to contact other libraries that might have needs assessments we can view. She will get the feedback she receives to the Board a week before our next meeting.

Action Item 6: Julia to begin looking for historical data of anecdotal documented observations and history and professional documentation of building systems maintenance. Terry Welsh may have some of the information.

Action Item 7: Julia to send invitations to MLA and MP and City and County councils to any functions we have to keep them informed.

6. New Business:

- a) Medieval Faire2006—The Board is highly in favor of holding a faire next year.
- b) Canada Book mailing rate: Brief discussion noting our position.

Action Item 8: Elsie and Sheila to draft a letter to Canada Post minister with copies to be sent to MLA and MP. Dino to proof and sign the letter.

- c) Signing authority change: Moved by Sheila Tiegs/Elsie Strach to remove Henry Nadja's name as signing authority and replace it with the name of the new Board Chair Dino Champlone. Carried.
- d) Sunday opening kick off: Sept. 18, 2005

Action Item 9: Library staff to have all who attend the first Sunday opening put their names in for a draw for a resident membership.

- e) ALTA Workshop in Medicine Hat Saturday October 15. Gloria is interested in attending. We have until our next meeting to indicate trustee attendance.
- 7. Next Meeting; Thursday, September 22 at 6:30 p.m.

Motion: "to adjourn"

Moved: Tilly; Seconded: Gloria. Carried.

Chair

Head ihrarian

Brooks Library Board Finance Standing Committee Meeting 8:00 am August 23rd, 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 July were discussed and reviewed by the Committee. Items of note: Under Receipts, funds donated by TD Canada Trust were paid to James Durbano as an honorarium. Under Expenditures: the Dynix bill was paid for the year, and BPL received a reimbursement under Admin and Travel. Expenditures for the month totaled \$20,329.37. Motion to accept expenditures for the month of July 2005.
- 3) The proposed budget for 2006-2008 was also discussed and will be presented by the Treasurer at the next Board meeting.
- 4) The meeting was adjourned at 8:55 am.

Brooks Library Board Receipts and Expenditures for July 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	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	1,669.00	9,295.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	2,131.65	12,515.66
Non-resident Cardholder Fees	5,000.00	320.00	1,460.00
Donations	7,000.00	-200.00	4,770.74
Fundraisers	300.00	0.00	0.00
Medieval Faire	0.00	257.15	1,257.15
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	4,177.80	182,288.66
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	3,884.53	3,884.53
Books & Materials	2,000.00	350.65	846.45
New Library Furnishings	898.00	281.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	50.00	465.00
Library Supplies	4,000.00	597.45	3,033.56
Administration & Travel	3,000.00	-193.66	3,047.99
Program Expense	1,000.00	41.49	1,067.70
Repair & Maintenance	2,000.00	0.00	125.00
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	265.55	1,861.28
Copier & Computer Costs	2,500.00	562.15	1,461.06
Security Monitoring	600.00	25.00	282.98
Computer Main. Contracts	1,000.00	141.00	316.00
GST Expense	0.00	1.75	5.25
Freight & Postage	1,000.00	0.00	352.58
Professional Memberships	300.00	0.00	175.00
Publicity and Advertising	1,000.00	0.00	866.00

Audit and Insurance	6,500.00	0.00	6,300.00
Bank Charges	200.00	24.59	54.58
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	12,725.08	83,085.82
EI Expense	3,500.00	347.37	2,268.12
CPP Expense	4,000.00	491.80	3,288.25
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	0.00	1,259.85
LAPP Expense	7,000.00	702.82	4,897.64
AB Health Expense	700.00	30.80	585.20
Total Expenses	256,998.00	20,329.37	146,527.77

ASSETS

CURRENT ASSETS GIC Account GST Recoverable Endowment Fund Furn. & Shelving Reserve Cash On Hand/Float Cash In Bank TOTAL CURRENT ASSETS	0.00 2,058.55 6,192.45 0.00 50.00 55,175.37 63,476.37
TOTAL ASSETS	63,476.37
LIABILITIES	
CURRENT LIABILITIES GST Charged on Sales GST Paid on Purchases GST Paid on Books Accounts Payable Vacation Payable EI Payable CPP Payable Income Tax Payable L.A.P.P. AUMA Extended Health AB Health Payable W.C.B. Payable Miscellaneous TOTAL CURRENT LIABILITIES	0.00 -1,923.64 0.00 0.00 0.00 0.00 0.00 0.00 110.82 26.40 0.00 -1,786.42
TOTAL LIABILITIES	-1,786.42
EQUITY	
EARNINGS Endowment Fund Reserves Retained Earnings Current Earnings CURRENT EARNINGS	6,192.45 23,309.45 35,760.89 65,262.79
TOTAL EQUITY	65,262.79
LIABILITIES AND EQUITY	63,476.37

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REVENUE	
REVENUE	
Town of Brooks	98,437.50
HRDC - 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	9,295.10
Interest Income Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	12,515.66
Charitable Receipt Donations	1,460.00 4,770.74
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	182,288.66
TOTAL REVENUE	182,288.66
EXPENSE	
EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	846.45
New Library Furnishings	449.88
Library Equipment	1,713.24
Payroll Expense	465.00
Library Supplies	3,033.56
Administration & Travel	3,047.99
Recruitment Expense	0.00
Program Expense Repair & Maintenance	1,067.70
Rebinding, Microfilming, Laminating	125.00
Staff Training	452.53
Telephone and Fax Expense	1,056.36 1,861.28
Copier & Computer Costs	1,461.06
Security Monitoring	282.98
Computer Main. Contracts	316.00
GST Expense	5.25
Freight and Postage	352.58
Professional Memberships	175.00
Publicity and Advertising	866.00
Audit and Insurance	6,300.00
Bank Charges	54.58
Miscellaneous	0.00
Wages	83,085.82
EI Expense CPP Expense	2,268.12
WCB Expense	3,288.25
AUMA Extended Health	544.26
L.A.P.P. Expense	1,259.85
AB Health Expense	4,897.64
TOTAL EXPENSES	<u>585.20</u> 146,527.77
TOTAL EXPENSE	146,527.77

35,760.89

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NET INCOME

Brooks Public Library Income Statement 07/01/2005 to 07/31/2005

REVENUE

REVENUE	
REVENUE	
Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,669.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,131.65
Non-resident Cardholder Fees	320.00
Charitable Receipt Donations	-200.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	257.15
GST Recovery	0.00
TOTAL REVENUE	4,177.80
TOTAL REVENUE	4,177.80
EXPENSE	
EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	350.65
New Library Furnishings	281.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	597.45
Administration & Travel	-193.66
Recruitment Expense	0.00
Program Expense	41.49
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating Staff Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	265.55 562.15
Security Monitoring	25.00
Computer Main. Contracts	141.00
GST Expense	1.75
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	24.59
Miscellaneous	0.00
Wages	12,724.08
El Expense	347.37
CPP Expense	491.80
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	702.82
AB Health Expense	30.80
TOTAL EXPENSES	20,328.37
TOTAL EXPENSE	20,328.37

-16,150.57

Printed On: 08/10/2005

NET INCOME

84,892.63

s of 07/01/2005 31/2005 It JE#	ncial Institution atement Balance Forward as of 07/01/2005 ansactions on or before 07/31/2005 Deposits recorded in Statement Deposit No. Date JE#
	onciled
07/01/2005 07/31/2005 07/31/2005	ount: 1080 Cash In Bank ament start date: ament end date: anciliation date:

Schools recorded III ordinated	וון טושובו ובו ול					
Deposit No.	Date	JE#	Source	Comment		1
	07/08/2005	1117	Danasit	Comment	Status	Deposits
	07/00/2006		Deposit	rines	Cleared	650.19
	C002/00/10	210	Deposit	Resident Membership	Cleared	500
	07/08/2005	J119	Deposit	Non-Resident Cardholders	Cicaled	565.00
	07/15/2005	.1166	Denosit	Tisson	Cleared	140.00
	07/15/2005	1167			Cleared	512.78
	07/15/2005	1100	Deposit	Resident Memberships	Cleared	360.00
	2000000	200	Deposit	Alberta Library	Cleared	602 07
	C002/27/10	J 13/	Deposit	Fines	Cleared	100
	0//22/2005	J138	Deposit	Resident Memberships	Closed	000.00
N.	07/29/2005	J155	AD.11932	Payering 1464 Compation in 1460	Cicalcu	456.00
	07/29/2005	1150	AD 11939	Demoir 1654 Out of the 1900.	Adjustment	3,358.51
	07/29/2005	1201	AD 11023	Reversing J151. Collection is J160.	Adjustment	1,184.97
	07/20/2005	153	AD 14000	Neversing Jipo. Correction is Jib2.	Adjustment	3,358.51
	27000000	200	SZEI CON	Reversing J160. Correction is J164.	Adjustment	560 32
	01/29/2000	2108	Deposit	Fines	Cleared	405 45
	0//29/2005	J170	Deposit	Resident Cardholder	Cleared	200.00
	07/29/2005	J171	Deposit	Non-Resident Cardholder	Closed	288.00
	07/29/2005	J170	Deposit	Modicinal Editor	Cleared	180.00
otal Deposits recorded in Statement	orded in Statemer	7	Coposit	Medieval Falle	Cleared	257.15

13,533.08

Vithdrawals recorded in Statement	ded in Statement					
Deposit No.	Date	JE#	Source	Comment		
	06/22/2005	J94	1885	luneOS Or Phil Currie		Vitnorawais
	06/30/2005		1887	limos Danie Adams		-230.00
	08/30/2005	100	1000	ourieds, Northie Addition	Cleared	-1,100.35
	000000000000000000000000000000000000000	0	1009	June05, Bessie Jacowishen	Cleared	-1 434 03
	06/30/2005	J101	1892	June05, Patricia Neufeld		13.00
	06/30/2005	J102	1893	lune05 Iulia Bainhart		-504.86
	06/30/2005	J103	1804	luncos, calla i con liait		-2,726.92
	06/30/2005	.1105	1806	limpos Khathing Million		462.95
	06/30/2005	38	1807	Carledo, Mieniwen Woo		-524.39
	08/30/2005	1107	1808	Julieus, Callada Customs and Re	Cleared	-3,370.26
	06/20/2006	200	1090	Juneus, Local Authorities Pension	Cleared	-1.345.50
	00/00/00/00	2100	989	June2005, Ronnie Adams	Cleared	52.20
	00/20/20/20	9109	UUBT	June05, Mad Science of Southern		308.00
	06/30/2005	J110	1901	June05, RBC Royal Bank VISA		507.00
	06/30/2005	J111	1902	June05 CanMedia Inc		-00.00
	06/30/2005	J112	1903	lineOf Brooks Bulletin	_	-59.87
	06/30/2005	1113	1002	limpos Chi	_	-113.42
	06/30/2005	1114	1005	Juliedo, CINE		-10.65
	06/30/2005	1115	1006	Limpons Lilling Computer Service		-53.50
	06/30/2005	1116	1907	Juliezuos, Julia Keinnari	_	-150.47
*		0	1907	Julieus, Snortgrass Library System	Cleared	-560.00
ad On: 08/10/2005	h					
30 011. 00/10/200	ď					

Page 1

Deposit No.	Outstanding Deposits Deposit No. Deposit No. O3/18 O3/18 O3/18 Otal Outstanding Depos Utstanding Withdrawals	Total Withdrawals re Total Bank Transactions Income Expense Justment Required
Date 04/30/2005 02/17/2005 10/15/2003 04/27/2005 07/22/2005 07/22/2005 07/22/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005	Deposit No. Date Deposit No. Date 03/18/2005 03/18/2005 03/18/2005 03/18/2005 otal Outstanding Deposits Outstanding Withdrawals	07/18/2005 J1: 07/29/2005 J1: 07/31/2005 J1:
JE# NIA NIA NIA NIA NIA J140 J140 J142 J143 J144 J145 J145 J150 J150 J150	JE# N/A N/A	J128 J129 J130 J131 J132 J133 J134 J136 J146 J147 J148 J151 J151 J154 J159 J180 atement
Source 1810 1759 1272 1831 1917 1918 1919 1920 1921 1921 1922 1923 1923 1923 1923 1923	Source Deposit Deposit Deposit	1908 1909 1910 1911 1912 1913 1914 1916 1924 1925 1926 1929 1932 1932 1932 1932 Debit Debit
Comment April2005, Town of Brooks Feb04, Matthew Oct03, SEACIRA Shortgrass Library System July 2005, Brooks Bulletin July 2005, Memory Lane Computers July 2005, Telus Communications July 2005, Telus Communications July 2005, Royal Bank Visa July05, Julia Reinhart July05, Julia Reinhart July05, Ronnie Adams July05, Roxine Meldrum July05, Patricia Neufeld July05, Sharon Wilson	Comment Non-res. cardholders Res. cardholders Fines	July2005, Ikon Office Solution July2005, Alpha Vico Inc. July2005, Alpha Vico Inc. July2005, Shortgrass Library Syst July2005, Shortgrass Library System July2005, Shortgrass Library System July2005, Gloria Evans July2005, Brooks Computer Servi July2005, Brooks Stationers July2005, Brooks Stationers July05, Bessie Jacowishen July05, Baruce Schmidt July05, Bruce Schmidt July05, Canada Customs and Rev July05, Bruce Schmidt Securtek Alberta Health Destination Fee
Status Outstanding	Status Outstanding Outstanding Outstanding Outstanding	Cleared Cleare
-50.00 -34.95 -30.00 -150.00 -123.05 -427.99 -284.01 -791.99 -36.44 -2,726.92 -1,137.76 -1,416.80 -322.03 -589.88	80.00 186.00 363.50 629.50	-109.36 -389.47 -320.36 -1,314.51 -165.09 -2,570.02 -96.00 -53.50 -64.15 -1,378.22 -1,079.47 -1,184.97 -3,358.51 -560.32 -26.75 -44.00 -50.00 0.00
	68,312.64	-16,579.99 0.00

d On: 08/10/2005

d On:	Total D	Total Tota Adjust Aneral I Sook b Fransa Debits
Deposit No.	ebits rec	Total Outstanding Wit Total Outstanding Outstand
Date 07/18/2005 07/18/2005 07/18/2005 07/18/2005 07/18/2005 07/18/2005 07/18/2005 07/18/2005 07/29/2005 07/29/2005	07/08/2005 07/08/2005 07/08/2005 07/08/2005 07/22/2005 07/29/2005	07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 Total Outstanding Withdrawals Total Outstanding Transactions as Adjusted Statement End Balance as Outstanding Transactions as Debits recorded in account Deposit No. Date J
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	07/08/2005 07/08/2005 07/08/2005 07/22/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/15/2005	07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005 07/29/2005
JE# J128 J129 J130 J131 J132 J133 J133 J136 J136 J139 J140 J140 J141 J142 J143	J117 J118 J119 J137 J159 J161 J163 J166 J167 J168 J169 J170 J177	07/29/2005 J153 07/29/2005 J157 07/29/2005 J157 07/29/2005 J168 07/29/2005 J162 07/29/2005 J164 07/29/2005 J165 Total Outstanding Withdrawals Total Outstanding Transactions as of 07/31/2005 Adjusted Statement End Balance as of 07/31/2005 Inneral Ledger Account 300k balance as of 06/30/2005 Pransactions on or before 07/31/2005 Debits recorded in account Deposit No. Date 07/29/2005 J162 1162 1163 1164 1165 1165 1166 1166 1167 1168 1168 1168 1168 1168
Source 1908 1909 1910 1911 1912 1913 1914 1915 1916 1916 1917 1918 1918 1919 1920	Deposit Deposit Deposit Deposit Deposit Deposit Deposit Deposit ADJ1932 ADJ1932 ADJ1929 Deposit	1931 1933 1934 1932 1929 1929 1935
Comment July2005, Ikon Office Solu July2005, Brodart July2005, Shortgrass Libra July2005, Brooks Compute July2005, Brooks Stationen July2005, Brooks Stationen July2005, Brooks Stationen July2005, Brooks Stationen July2005, Telus Communic July2005, Telus Communic July2005, Telus Communic July2005, Julia Reinhart	Comment Fines Resident Men Non-Resident Fines Resident Mer Reversing J15 Reversing J15 Reversing J16 Reversing J16 Reversing J16 Fines Resident Mem Alberta Library Fines Resident Cardt Non-Resident (Medieval Faire	Julyos, Julyos, Julyos, Julyos, Julyos,
Comment July2005, Ikon Office Solution July2005, Brodart July2005, Alpha Vico Inc. July2005, Shortgrass Library: July2005, Shortgrass Library Sys July2005, Shortgrass Library Sys July2005, Gloria Evans July2005, Brooks Computer S July 2005, Brooks Stationers July 2005, Brooks Bulletin July 2005, Brooks Bulletin July 2005, Memory Lane Comp July 2005, Telus Communicatic July 2005, Royal Bank Visa July2005, Julia Reinhart	Comment Fines Resident Membership Non-Resident Cardholders Fines Resident Memberships Reversing J154. Correction Reversing J156. Correction Reversing J160.	July05, Khethwen Woo July05, Local Authorities July05, James Durbano July05, Canada Custom July05, Bruce Schmidt July05, Shannon Christo
Comment July2005, Ikon Office Solution July2005, Brodart July2005, Alpha Vico Inc. July2005, Shortgrass Library Syst July2005, Shortgrass Library System July2005, Shortgrass Library System July2005, Shortgrass Library System July2005, Brooks Computer Servi July2005, Brooks Computer Servi July2005, Brooks Stationers July2005, Brooks Stationers July2005, Brooks Stationers July2005, Memory Lane Computers July2005, Telus Communications July2005, Royal Bank Visa July05, Julia Reinhart	Comment Fines Resident Membership Non-Resident Cardholders Fines Resident Memberships Resident Memberships Reversing J154. Correction is J156. Reversing J156. Correction is J162. Reversing J160. Correction is J164. Resident Memberships Fines Fines Alberta Library Fines Resident Cardholder Von-Resident Cardholder Von-Resident Cardholder	July05, Khethwen Woo July05, Local Authorities Pension July05, James Durbano July05, Canada Customs and Rev July05, Bruce Schmidt July05, Shannon Christoffersen
		ension nd Rev rsen
Status Cleared Coutstanding Outstanding Outstanding Outstanding Outstanding	Status Cleared Cleared Cleared Cleared Cleared Cleared Adjustment Adjustment Adjustment Cleared	Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding
-109.36 -389.47 -320.36 -1,314.51 -165.09 -2,570.02 -96.00 -53.50 -64.15 -123.05 -427.99 -284.01 -791.99 -36.44	650.19 565.00 140.00 563.53 456.00 3,358.51 1,184.97 3,358.51 560.32 512.78 360.00 692.97 405.15 288.00 180.00	-297.74 -1,310.68 -200.00 -3,137.70 -557.83 -141.00
	<u>ವ</u> ಶ	
	13.533.08	-13,766.77
		-13.1 55.1 71,3
		-13,137.27 55,175.37 71,382.93

Jjustr Jjuste	Bank Inco	Total
ijustment Required ijusted Book Balan	ook balance as of Bank Transactions Income Expense	Credits
quired Balance	ook balance as of 07/31/2005 Bank Transactions Income Expense	Peccorded 0 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
jjustment Required Jjusted Book Balance as of 07/31/2005	31/2005	07/29/2005 07/31/2005 07/31/2005 07/31/2005 07/31/2005 07/31/2005 07/31/2005
31/2005		55 J144 56 J145 56 J146 57 J150 57 J15
		488788888888888888888888888888888888888
		1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1932 1932 1933 1934 1929 1935 1935 1936 1936 1937 1938 1938 1938
		Julyos, Julyos
		July2005, Julia Reinhart July05, Ronnie Adams July05, Gavin Hoenmans July05, Bessie Jacowishen July05, Patricia Neufeld July05, Patricia Neufeld July05, Bruce Schmidt July05, Sharon Wilson July05, Canada Customs and F July05, Canada Customs and F July05, Canada Customs and F July05, Local Authorities Pensic July05, Bruce Schmidt July05, Sharon Christoffersen Securtek Alberta Health Destination Fee
		OOS, Julia Reinha 5, Ronnie Adams 5, Gavin Hoenma 6, Bessie Jacowi 6, Laura Koronko 6, Maxine Meldru 7, Patricia Neufel 8, Bruce Schmidt 9, Sharon Wilson 9, Khethwen Woo 9, Canada Custor 1, Can
		July2005, Julia Reinhart July05, Ronnie Adams July05, Gavin Hoenmans July05, Bessie Jacowishen July05, Bessie Jacowishen July05, Maxine Meldrum July05, Patricia Neufeld July05, Bruce Schmidt July05, Sharon Wilson July05, Sharon Wilson July05, Canada Customs and Rev July05, Canada Customs and Rev July05, Local Authorities Pension July05, James Durbano July05, Bruce Schmidt July05, Bruce Schmidt July05, Bruce Schmidt July05, Sharon Christoffersen Securtek Alberta Health Destination Fee
		000000000000000000000000000000000000000
		Outstanding Cleared Cleared Cleared Cleared Cleared Outstanding Outstanding Outstanding Reversed Outstanding
		-2,726.92 -1,137.76 -160.61 -1,378.22 -1,079.47 -1,416.80 -322.03 -1,184.97 -589.88 -297.74 -3,358.51 -1,310.68 -200.00 -560.32 -3,137.70 -567.83 -141.00 -26.75 -44.00
		26.92 97.76 90.61 88.22 9.47 9.47 9.48 9.88 9.88 9.80 9.88 9.
0.0	-29,740.64	
0.00	4	
0.00 0.00 55,175.37	-16,207.	
112102	37 156	

ooks Public Library count Reconciliation Detail Report 07/01/2005 to 07/31/2005 port By: Statement end date

	07/08/20	005 J11	7 Deposit, Fines	Debits	Credits
			4120 Fines, Book Sales and Services	<u>~</u>	650.19
			1080 Cash In Bank	650.19	030.19
	07/08/20	005 J11	B Deposit, Resident Membership		
			4090 Resident Cardholder Fees	_	E6E 00
			1080 Cash In Bank	565.00	565.00
	07/08/20	05 J119	Deposit, Non-Resident Cardholders		
			4140 Non-resident Cardholder Fees		440.00
			1080 Cash In Bank	140.00	140.00
	07/18/200	05 J128	1908, July2005, Ikon Office Solution	0.05155	· · · · · · · · · · · · · · · · · · ·
			2100 GST Paid on Purchases	7.45	
			5160 Copier & Computer Costs	7.15 102.21	1 2 10
			1080 Cash In Bank	-	109.36
	07/18/200)5 J129	1000, duly2003, blogali		
_			2100 GST Paid on Purchases	25.48	
			5070 Library Supplies 1080 Cash In Bank	363.99	-
			Cash in Bank	3	389.47
	07/18/200	5 J130	1910, July2005, Alpha Vico Inc.		
			2100 GST Paid on Purchases	39.36	_
			5050 New Library Furnishings 1080 Cash In Bank	281.00	-
	07/19/2007				320.36
	07/18/2005	5 J131	1911, July 2005, Shortgrass Library System		
			5022 SLS - Dynix and Telecom 1080 Cash In Bank	1,314.51	-
	07/40/000=		Oddii iii Darik	·=	1,314.51
	07/18/2005	J132	1912, July2005, Shortgrass Library System		
			2100 GST Paid on Purchases 5030 Books and Materials	10.80	
			1080 Cash In Bank	154.29	-
	07/18/2005	1100		-	165.09
	0771072005	J133	1913, July05, Shortgrass Library System		
			5022 SLS - Dynix and Telecom 1080 Cash In Bank	2,570.02	_
	07/18/2005	1404			2,570.02
	07/10/2005	J134	1914, July 2005, Gloria Evans		
			5080 Administration & Travel 1080 Cash In Bank	96.00	:=
	07/19/2005	1405		≅ 3	96.00
	07/18/2005	J135	1915, July 2005, Brooks Computer Services Ltd		
			2100 GST Paid on Purchases 5060 Payroll Expense	3.50	.=.
			1080 Cash In Bank	50.00	
	07/18/2005	J136		-	53.50
	0111012000	3130	1916, July 2005, Brooks Stationers 2100 GST Paid on Purchases		
			5160 Copier & Computer Costs	4.20	-
			1080 Cash In Bank	59.95	64.45
	07/22/2005	J137	Deposit, Fines	-	64.15
			4120 Fines, Book Sales and Services		
			1080 Cash In Bank	- E62 E2	563.53
	07/22/2005	J138	Donosit Desident sa	563.53	-
	2000	0100	Deposit, Resident Memberships 4090 Resident Cardholder Fees		
			1080 Cash In Bank	-	456.00
	07/22/2005	J139		456.00	-
	J. 1. 2. 2. 000	3139	1917, July 2005, Brooks Bulletin 2100 GST Paid on Purchases		
			5070 Library Supplies	8.05	-
			1080 Cash In Bank	115.00	400.05
	07/22/2005	J140		-	123.05
		3170	1918, July 2005, Memory Lane Computers 2100 GST Paid on Purchases		
			5160 Copier & Computer Costs	28.00	1.4
			p- separate and the second	399.99	-
	D-1-4-10				

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		1080 Cash In Bank	Debits	Credits 427.99
07/22/2005	J141	1919, July 2005, Telus Communications 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank	18.46 265.55	284.01
07/22/2005	J142	1920, July 2005, Royal Bank Visa 2100 GST Paid on Purchases 5030 Books and Materials 5070 Library Supplies 5080 Administration & Travel 5090 Program Expense 5250 Bank Charges 1080 Cash In Bank	49.22 196.36 82.02 403.31 41.49 19.59	- - - - - - 791.99
07/29/2005	J143	1921, July05, Julia Reinhart 5070 Library Supplies 1080 Cash In Bank	36.44 -	- 36.44
07/29/2005	J144	1922, July2005, Julia Reinhart 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health 2440 AB Health Payable	4,176.00 - - - - - - -	2,726.92 81.43 192.27 871.85 267.26 23.07 13.20
07/29/2005	J145	1923, July05, Ronnie Adams 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health 2440 AB Health Payable	1,544.97 - - - - - - -	1,137.76 30.13 62.04 148.06 98.88 41.70 26.40
07/29/2005	J146	1924, July05, Gavin Hoenmans 5300 Wages 1080 Cash In Bank 2310 El Payable	163.80 - -	160.61 3.19
07/29/2005	J147	1925, July05, Bessie Jacowishen 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health	1,888.48 - - - - - -	1,378.22 36.83 79.04 231.21 120.86 42.32
07/29/2005	J148	1926, July05, Laura Koronko 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable	1,225.91 - - - - -	1,079.47 23.91 46.25 76.28
07/29/2005	J149	1927, July05, Maxine Meldrum 5300 Wages 1080 Cash In Bank 2310 EI Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health	1,888.48 - - - - - - -	1,416.80 36.83 79.04 231.21 120.86 3.74

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			Debits	Credits
07/29/2005	J150	1928, July05, Patricia Neufeld 5300 Wages	330.39	-
		1080 Cash In Bank	=	322.03
		2310 El Payable	=	6.44
		2320 CPP Payable	-	1.92
07/29/2005	J152	1930, July05, Sharon Wilson		
		5300 Wages	618.09	-
		1080 Cash In Bank	-	589.88
		2310 El Payable 2320 CPP Payable		12.05
			-	16.16
07/29/2005	J153	1931, July05, Khethwen Woo		
		5300 Wages 1080 Cash In Bank	304.30	-
		2310 El Payable	-	297.74
		2320 CPP Payable	-	5.93 0.63
07/29/2005	J157	1033 July 05 Local Authorities Panaion Dian		
0172072000	0107	1933, July05, Local Authorities Pension Plan 2400 L.A.P.P.	607.86	
		5350 L.A.P.P. Expense	702.82	
		1080 Cash In Bank	-	1,310.68
07/29/2005	1150	1024 July 05 James Durt and		.,
0112912005	J158	1934, July05, James Durbano 4170 Charitable Receipt Donations	000.00	
		1080 Cash In Bank	200.00	200.00
			-	200.00
07/29/2005	J162	1932, July05, Canada Customs and Revenue Agen		
		2310 El Payable 2320 CPP Payable	248.12	-
		2330 Income Tax Payable	491.80	-
		5310 El Expense	1,558.61 347.37	-
		5320 CPP Expense	491.80	-
		1080 Cash In Bank	-	3,137.70
07/29/2005	J164	1929, July05, Bruce Schmidt		
		5300 Wages 1080 Cash In Bank	583.66	
		1080 Cash In Bank 2310 El Payable	= 0	557.83
		2320 CPP Payable	-	11.38 14.45
07/20/2005	1405			17.70
07/29/2005	J165	1935, July05, Shannon Christoffersen	Servicina denter	
		5175 Computer Main. Contracts 1080 Cash In Bank	141.00	-
		Too Cash in Daire	ē .	141.00
07/15/2005	J166	Deposit, Fines		
		4120 Fines, Book Sales and Services 1080 Cash In Bank	-	512.78
		1000 Cash in Balik	512.78	=:
07/15/2005	J167	Deposit, Resident Memberships		
		4090 Resident Cardholder Fees	-	360.00
		1080 Cash In Bank	360.00	-
07/15/2005	J168	Deposit, Alberta Library		
		5080 Administration & Travel	-	692.97
		1080 Cash In Bank	692.97	-
07/29/2005	J169	Deposit, Fines		
		4120 Fines, Book Sales and Services	=	405.15
		1080 Cash In Bank	405.15	-
07/29/2005	J170	Deposit, Resident Cardholder		
3.720.2000	0170	4090 Resident Cardholder Fees	9	200.00
		1080 Cash In Bank	288.00	288.00
07/00/00			200.00	· = *
07/29/2005	J171	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees 1080 Cash In Bank	400.00	180.00
		Cash in Dailk	180.00	-

All Journal Entries 07/01/2005 to 07/31/2005

	272.0000		Debits	Credits
07/29/2005	J172	Deposit, Medieval Faire 4190 Medieval Faire		057.45
				257.15
		1080 Cash In Bank	257.15	-
07/31/2005	J178	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	_
		1080 Cash In Bank	-	26.75
07/31/2005	J179	Debit, Alberta Health		
		5360 AB Health Expense	30.80	120
		2440 AB Health Payable	13.20	2
		1080 Cash In Bank	-	44.00
07/31/2005	J180	Debit, Destination Fee		
0110112000	0.00	5250 Bank Charges	5.00	
		1080 Cash In Bank	5.00	
		1000 Casii iii Balik	-	5.00
			29,405.92	29,405.92

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD September 22, 2005 HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Julia Reinhart (Head Librarian), Sheila Tiegs, Gloria Evans, Karen Nelson, Cathleen Patterson, Elsie Strach, Pat Walsh, Martin Shields, Tilly Gamble-Altwasser

REGRETS: Henry Najda

VISION STATEMENT

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

MISSION STATEMENT

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

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

2. Welcome: Since Terry Welsh was not in attendance, we continued on with the agenda.

3. Approval of Agenda: Motion: "To approve the agenda as circulated" Moved: Sheila; Seconded: Karen. Carried.

4. Review of Action Items from August 25, 2005 Minutes

DECDONGIDAL ION	
	STATUS
Julia	Approved
Julia	Completed
	Completed
Human Resources	In progress
	in progress
	Country
Juna	County completed;
	City presentation to
	be done
Julia	Completed
Julia	In progress
	1 8
Julia	On-going
	on going
Letter: Sheila and Elsie	In progress
	in progress
	Completed
	Completed
	Human Resources committee Julia Julia

5. Consent Agenda

- a. August 2005 Board meeting minutes
- Finance Committee Report including Copy of Budget package. Next meeting October 13@8 a.m.
- c. Board Development Committee—no report
- d. D. Human Resources Committee
 - i. Public Services Librarian job description and job description for LA1, LA2, LA3 and LA4 positions not yet complete
 - ii. Next meeting: Nov. 15 @ 5 p.m.

Motion: "To approve Consent Agenda items"

Moved: Elsie; Seconded: Pat. Carried.

- 6. Shortgrass Library System Report: Dino briefed the Board regarding the meeting he and Julia attended in relation to Super Net and ILS (Integrated Library System).
- 7. Librarian's Report: Julia gave an oral report which included the following:
 - a. The library is taking part in Telling Our Story event Sept 24.
 - b. Toddler Time and Story Time begin Oct. 5
 - c. The Lois Hole Library Legacy Launch open house is Tuesday, Oct. 18 at 7 p.m. MLA Oberg has not yet replied to his invitation to attend.
 - d. Upcoming art exhibits were reviewed.
 - e. Staff have led tours and presentations.
 - f. The first Sunday opening saw approximately 70 patrons in attendance. Several positive comments were received. Two free memberships were given out.
 - g. The library will be closed Monday, November 21 for staff development including ILS information.
- 8. Policy Committee Report:
 - a. Health and Safety Policy-draft handed out. Policy not yet completed.

Action Item 1: Policy Committee to complete the Health and Safety Policy.

b. Violence and Harassment Policy

Motion: "To approve the Violence and Harassment Policy"

Moved: Tilly; Seconded: Sheila. Carried.

c. Next Meeting: To be announced

- 9. Correspondence: An article from Medicine Hat News regarding our building expansion/renovation was circulated.
- 10. Business Arising from August 2005 Board meeting minutes
 - a. ALTA Workshop—October 15 from 9:00 a.m. to 4 p.m. in Medicine Hat. Elsie, Dino and Cathleen expressed interest in attending.
 - b. Budget presentation to County of Newell council: Dino, Elsie and Julia reported on their meeting with County council today, Sept. 22. They felt they were heard and there was a positive exchange of ideas with County council. There was some reservation expressed regarding the Board's request for funding to match that provided by the City of Brooks.

Action Item 2: Next month the Board is to discuss whether or not to notify patrons whose memberships are due.

- c. Library expansion and Renovation
 - Needs Assessment—Reviewed the findings Julia received from various libraries relating to their expansions. Discussed moving Needs Assessment into Plan of Service. No decision on that.
 - ii. Professional Library Planner—probably needed.
 - iii. Fundraising by library organization vs. paid professional fundraiser—the consensus seemed to be that it is best if the fundraising is done by community members who are known in Brooks and area and who know Brooks and area.

Action Item 3: Board members are to prepare two questions we would like to see added to the "Are You Satisfied" survey for next meeting. The questions could be rated on a scale, or Yes or No responses or open ended requiring a short written response.

Action Item 4: Board members are to present names of possible fundraisers at our next meeting.

- 11. New Business: Brooks Library Foundation meeting—Dino and Julia spoke of their meeting with the Foundation and their future as a group and their options. The Foundation would likely benefit from additional members who are enthused about helping the Library. Julia mentioned the need for the Foundation to remain even if it is in name only because of its status as a charitable organization.
- 12. Next Board Meeting: Thursday, October 27th at 6:30 p.m.

Motion: "To adjourn the meeting"

Moved: Karen; Seconded: Sheila. Carried.

Dino Champlone

Julia Reintrovt

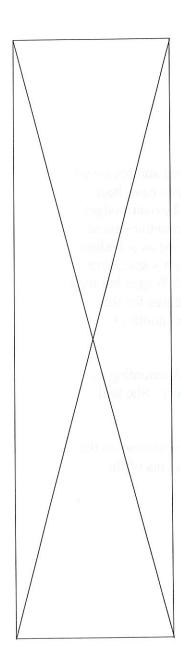
ACTION ITEMS August 25, 2005 Board Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To request funds from Foundation for	Julia	In progress
tattle tape		Fregress
Action Item 2: To set up meeting with County council	Julia	In progress
for presentation of 2006 budget		an progress
Action Item 3: To write contract for Public Services	Human Resources	In progress
Librarian Position	committee	an progress
Action Item 4: To make presentations to City and	Dino, Henry, Elsie and Julia	This fall
County councils regarding proposed budget	, , , , , , , , , , , , , , , , , , , ,	11110 1411
Action Item 5: To contact other libraries for needs	Julia	By Sept 15
assessments		By Sopt 13
Action Item 6: To look for written documentation re	Julia	In progress
building system's maintenance		in progress
Action Item 7: To send invitations to MLA and MP	Julia	On-going
and City and County for any library functions		on going
Action Item 8: To draft a letter to Canada Post	Letter: Sheila and Elsie	In progress
minister with copies to MLA and MP.	Proof and sign: Dino	in progress
Action Item 9: To have attendees at first Sunday	Library staff	Sept 18
opening put names in for resident membership draw	-	5 0 pt 10

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

Present: Elsie Strach, Dino Champlone and Julia Reinhart

- 1) Meeting was called to order at 8:10 am.
- 2) Receipts and Expenditures for the month of August were discussed and reviewed by the Committee. Items of note: Under Receipts four magazines have been readopted. Under Expenditures Books & Materials appears to be over budget but Board will be reimbursed by Shortgrass; Admin & Travel reimbursement explains the minus amount; Professional Memberships appear to be over budget but Julia has reimbursed library and this will appear on next month's statement. The committee noted that it's likely we will be under budget with Wages but over budget with EI, CPP and AUMA expenses by year end. Expenditures for the month totaled \$18,683.52. Motion to accept expenditures for the month of August 2005.
- 3) Elsie had some concerns about how GST is recorded in Simply Accounting as well as how it appears on the monthly reconciliation/ balance sheet. She will assist Julia in trying to resolve this issue.
- 4) The County has invited the Board to do the proposed budget presentation on the afternoon of Sept. 22nd, 2005. The Committee discussed components of the presentation and will meet again on Thursday for final prep.
- 5) The meeting was adjourned at 9:30 am.



Brooks Public Library Balance Sheet As at 08/31/2005

ASSETS

CURRENT ASSETS GIC Account	0.00
GST Recoverable	0.00
Endowment Fund	2,058.55
Furn. & Shelving Reserve	6,192.45
Cash On Hand/Float	0.00 50.00
Cash In Bank	39,934.47
TOTAL CURRENT ASSETS	48,235.47
TOTAL ASSETS	48,235.47
LIABILITIES	10,200.11
CURRENT LIABILITIES	
GST Charged on Sales	0.00
GST Paid on Purchases	-1,998.20
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
El Payable	0.00
CPP Payable	0.00
Income Tax Payable L.A.P.P.	0.00
AUMA Extended Health	0.00
	-0.01
AB Health Payable W.C.B. Payable	52.80
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	0.00
TOTAL CORRENT LIABILITIES	1,945.41
TOTAL LIABILITIES	-1,945.41
EQUITY	
EARNINGS	
Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	20,678.98
CURRENT EARNINGS	50,180.88
TOTAL EQUITY	50,180.88
LIABILITIES AND EQUITY	48,235.47
The state of the s	40,200.47

Printed On: 09/13/2005

Brooks Library Board Receipts and Expenditures for August 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	98,437.50
HRDC – Summer Student	1,500.00	0.00	0.00
Province of Alberta	50,000.00	0.00	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	1,488.00	10,783.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,533.61	14,049.27
Non-resident Cardholder Fees	5,000.00	180.00	1,640.00
Donations	7,000.00	0.00	4,770.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	400.00	400.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
		0.00	2,033.33
Total Revenue	256,998.00	3,601.61	185,890.27
		5,001.01	103,070.27
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	22,221.66
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	2,378.48	3,224.93
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	110.00	
Library Supplies	4,000.00	71.27	575.00
Administration & Travel	3,000.00	-29.61	3,104.83
Program Expense	1,000.00	126.94	3,018.38
Repair & Maintenance	2,000.00	0.00	1,194.64
Rebinding	1,000.00	0.00	125.00
Staff Training	2,500.00	0.00	452.53
Telephone & Fax Expense	4,000.00	367.34	1,056.36
Copier & Computer Costs	2,500.00	95.40	2,228.62
Security Monitoring	600.00	25.00	1,556.46
Computer Main. Contracts	1,000.00	0.00	307.98
GST Expense	0.00	1.75	316.00
Freight & Postage	1,000.00		7.00
Professional Memberships	300.00	0.00	352.58
Publicity and Advertising	1,000.00	230.00	405.00

Audit	6,500.00	0.00	(200 00
		0.00	6,300.00
Bank Charges	200.00	17.78	72.36
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	13,038.20	96,124.02
EI Expense	3,500.00	355.95	2,624.07
CPP Expense	4,000.00	506.23	3,794.48
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	517.24	1,777.09
LAPP Expense	7,000.00	740.75	5,638.39
AB Health Expense	700.00	30.80	616.00
Total Expenses	256,998.00	18,683.52	165,211.29

REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	98,437.50
Province of Alberta	0.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	2,717.96
Resident Cardholder Fees	0.00
Interest Income	10,783.10
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	14,049.27
Charitable Receipt Donations	1,640.00
Fundraisers	4,770.74
Adopt-a-magazine	0.00
Medieval Faire	400.00
GST Recovery	1,257.15
TOTAL REVENUE	2,053.55
TO THE REVERIOR	185,890.27
TOTAL REVENUE	
TO THE REVEROE	185,890.27
EXPENSE	
EXPENSES	
SLS Expense (Materials)	22,221.66
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	3,224.93
New Library Furnishings	449.88
Library Equipment	1,713.24
Payroll Expense	575.00
Library Supplies	3,104.83
Administration & Travel	3,018.38
Recruitment Expense	0.00
Program Expense	1,194.64
Repair & Maintenance	125.00
Rebinding, Microfilming, Laminating Staff Training	452.53
Telephone and Four Four	1,056.36
Telephone and Fax Expense Copier & Computer Costs	2,228.62
Security Monitoring	1,556.46
Computer Main. Contracts	307.98
GST Expense	316.00
Freight and Postage	7.00
Professional Memberships	352.58
Publicity and Advertising	405.00
Audit and Insurance	966.00
Bank Charges	6,300.00
Miscellaneous	72.36
Wages	0.00
El Expense	96,124.02
CPP Expense	2,624.07
WCB Expense	3,794.48
AUMA Extended Health	544.26
L.A.P.P. Expense	1,777.09
AB Health Expense	5,638.39
TOTAL EXPENSES	616.00
O TOE EXPENSES	165,211.29
TOTAL EXPENSE	165,211.29
NET INCOME	100,211.20

20,678.98

Printed On: 09/13/2005

NET INCOME

REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	0.00
Interest Income	1,488.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	1,533.61
Charitable Receipt Donations	180.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	400.00
GST Recovery	0.00
TOTAL REVENUE	0.00
TOTAL DEVELOP	3,601.61
TOTAL REVENUE	3 601 61
EXPENSE	3,601.61
EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	2,378.48
Library Equipment	0.00
Payroll Expense	0.00 110.00
Library Supplies Administration & Travel	71.27
Recruitment Expense	-29.61
Program Expense	0.00
Repair & Maintenance	126.94
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	367.34
Security Monitoring	95.40
Computer Main, Contracts	25.00
GST Expense	0.00
Freight and Postage	1.75
Professional Memberships	0.00
Publicity and Advertising	230.00
Audit and Insurance	100.00
Bank Charges	0.00
Miscellaneous	17.78
Wages El Expense	0.00 13,038.20
CPP Expense	355.95
WCB Expense	506.23
AUMA Extended Health	0.00
L.A.P.P. Expense	517.24
AB Health Expense	740.75
TOTAL EXPENSES	30.80
	18,683.52
TOTAL EXPENSE	40.000 ==
NET INCOME	18,683.52

-15,081.91

Printed On: 09/13/2005

NET INCOME

Page 1

ted On: 09/13/2005	Deposit No.	Withdrawals r	Reconciled Financial Institution Statement Balance Transactions on o Deposits recorded Deposits No. Total Deposits recorded	Account: 1080 Cash in Bank Statement start date:
005	Date 07/22/2005 07/22/2005 07/22/2005 07/22/2005 07/29/2005 08/25/2005 08/25/2005	Withdrawals recorded in Statement	tatement end date: 08/31/20 econciliation date: 08/31/20 econciled Inancial Institution Statement Balance Forward as of 08/01/2005 Deposits recorded in Statement Deposit No. Date JE# 08/05/2005 08/05/2005 J177 08/12/2005 J177 08/12/2005 J177 08/12/2005 J181 08/12/2005 J181 08/12/2005 J183 08/19/2005 J183 08/19/2005 J184 08/19/2005 J185 08/19/2005 J186 08/26/2005 J186 08/26/2005 J187 08/26/2005 J183 08/26/2005 J183 08/26/2005 J183 08/26/2005 J183 08/26/2005 J183 08/26/2005 J183 08/26/2005 J233 Total Deposits recorded in Statement	Cash In Bank date:
	JE# J139 J140 J141 J142 J143 J144 J150 J150 J152 J153 J157 J158 J162 J162 J162 J162 J163 J165 J168 J169 J173 J173 J173 J173 J173 J173 J173 J173	Ä	08/31/2005 08/31/2005 08/31/2005 1/2005 1/2005 1/77 1/76 1/77 1/81 1/82 1/183 1/184 1/185 1/186 1/230 1/231 1/231 1/233 1/233 1/233 1/233 1/233 1/233 1/233 1/233 1/233	08/01/2005
	Source 1917 1918 1919 1920 1921 1922 1923 1927 1928 1930 1931 1934 1934 1934 1935 1936 1936 1936 1937 1938		Source Deposit	
	Comment July 2005, Brooks Bulletin July 2005, Memory Lane Computers July 2005, Telus Communications July 2005, Telus Communications July 2005, Royal Bank Visa July05, Julia Reinhart July2005, Julia Reinhart July2005, Julia Reinhart July05, Ronnie Adams July05, Patricia Neufeld July05, Patricia Neufeld July05, Sharon Wilson July05, Sharon Wilson July05, Sharon Wilson July05, Local Authorities Pension July05, Local Authorities Pension July05, Local Authorities Pension July05, Canada Customs and Rev. July05, Bruce Schmidt July05, Bruce Schmidt July05, Shannon Christoffersen Aug2005, Brooks Computer Servic. Aug2005, Julia Reinhart Aug2005, Canadian Library Associ Aug 2005, Laura Koronko		Comment Fines Resident Memberships Non-Resident Memberships Reimbursment from TAL Fines Resident Cardholder Adopt-a-Magazine Fines Resident Membership Non-Resident Membership Non-Resident Cardholder Fines Resident Membership Non-Resident Membership Non-Resident Membership	
	Status Cleared		Status Cleared	
-100.00	Withdrawals -123.05 -427.99 -284.01 -791.99 -36.44 -2,726.92 -1,137.76 -1,416.80 -322.03 -589.88 -297.74 -1,310.68 -200.00 -3,137.70 -557.83 -141.00 -53.50 -2,647.67		Deposits 493.07 324.00 60.00 573.84 441.39 468.00 314.85 318.00 60.00 284.30 378.00 60.00 378.00 300.00	

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-18,984.64 629.50	-14,198,48 -13,568.98				/2005	as of 08/31	Total Outstanding Transactions as of 08/31/2005	Total Outs
1942 Aug 2005, Ike Office Solution 102.08		-64.20	Outstanding	Augus, brooks computer Services	900	i	tanding Withdrawals	Total Outs
1942 Aug 2005, Ikon Office Solution 102 08		-160.50	Outstanding	Aug05, The Alberta Library	1982	1213	08/31/2005	
1942 Aug2005, Iron Office Solution Cleared -102.08		-1,381.40	Outstanding	Aug05, Local Authorities Pension	3 8	313	08/31/2005	
1942		-3,275.78	Outstanding		1960	321	08/31/2005	
1942 Aug 2005, Illen Office Solution Cleared 102.08		-317.98	Outstanding	Aug05, Khethwen Woo	1959	2209	08/31/2005	
1942 Aug2005, Ikon Office Solution Cleared 1944 Aug 2005, The Brooks and County. Cleared 1945 1946 Aug2005, The Brooks and County. Cleared 1947 1948 1949 194		-395 24	Outstanding		1958	200	00/31/2005	
1942 Aug2005, Ikon Office Solution Cleared 1944 Aug 2005, The Brooks and County. Cleared 197,00		-707 63	Outstanding		1957	J207	08/31/2005	
1942 Aug2005, Ikon Office Solution Cleared 1944 Aug 2005, The Brooks and County. Cleared 1945 Aug 2005, The Brooks and County. Cleared 1946 Aug2005, The Brooks and County. Cleared 1947 1948 Aug2005, The Brooks Cleared 1947 1948 Aug2005, Thorn of Brooks Cleared 1948 1949 1949 1940 19		-2 726 92	Outstanding	Aug05, Julia Reinhart	1956	J206	08/31/2005	
1942 Aug2005, Ikon Office Solution 102.08		-354 40	Outstanding	Aug05, Patricia Neufeld	1955	J205	08/31/2005	
1942 Aug2005, Ikon Office Solution 1944 Aug 2005, Tells of 1945 Aug2005, Ikon Office Solution 1944 Aug 2005, Tells of 1945 Aug2005, Tells of 1945 Aug2005, Tells of 1945 Aug2005, Royal Bank Visa 1953 Aug2005, Royal Bank Visa 1954 Aug2005, Tells of 1952 Aug205, Sharing of 1952 Aug205, Bessel accomment 1954 Aug205, Sharing Cleared 1952 Aug205, Bessel accomment 1954 Aug205, Sharing Cleared 1952 Aug205, Royale Adams 1954 Aug205, Royale Adams 1954 Aug205, Sharing Cleared 1952 Aug205, Bessel accomment 1955 Aug205, Sharing Cleared 1952 Aug205, Bessel accomment 1956 Aug205, Sharing Cleared 1952 Aug205, Bessel accomment 1954 Aug205, Sharing Cleared 1952 Aug205, Bessel accomment 1955 Aug205, Bessel acc		-1.528.43	Outstanding	Aug05, Maxine Meldrum	1954	J204	08/31/2005	
24 1942 Aug 2005, Ikon Office Solution Cleared 1944 Aug 2005, Ten Brooks and County, Cleared 1945 Aug 2005, Ten Brooks and County, Cleared 1946 Aug 2005, Town of Brooks Cleared 1947 Aug 2005, Town of Brooks Cleared 1948 Aug 2005, Town of Brooks Cleared 1948 Aug 2005, Town of Brooks Cleared 1948 Aug 2005, Town of Brooks Cleared 1940 1940 Aug 2005, Town of Brooks Cleared 1940 1940 1940 Aug 2005, Romine Adams Outstanding 1940 Aug 2005, Romine Adams Outstanding 1950 Aug 2005, Romine Adams Outstand		-1 517 76	Outstanding	Aug05, Bessie Jacowishen	1952	J202	08/31/2005	
2		-137 SS	Outstanding	Aug05, Gavin Hoenmans	1951	J201	08/31/2005	
2 1942 Aug2005, Ikon Office Solution 5 1946 Aug 2005, The Brooks and County, Cleared 1946 Aug 2005, The Brooks and County, Cleared 1947 Aug 2005, Town of Brooks 7 1947 Aug 2005, Town of Brooks 8 1953 Aug05, Laura Koronko 1953 Aug05, Laura Koronko 1954 Augu05, St. Jaura Koronko 1955 Aug05, Laura Koronko 1955 Aug05, Laura Koronko 1956 Aug05, Laura Koronko 1957 Aug05, Laura Koronko 1958 Aug05, PLAC Memberships 1958 Aug05, Shortyrass Library System 1959 Aug05, Shortyrass Library System 1950 Aug05, Shortyrass August August August August August August Augu		1 206 73	Outstanding	Aug05, Ronnie Adams	1950	J200	08/31/2005	
1942 Aug2005, Ikon Office Solution Cleared 1944 Aug2005, The Brooks and County Cleared -385.685 1946 Aug2005, The Brooks and County Cleared -385.685 1947 Aug2005, Town of Brooks Cleared -137.29 -138.90 -138.90 -138.90 -138.90 -138.90 -26.75 -26.		-M. 87	Outstanding	Aug05, Shannon Christoffersen	1949	J199	08/31/2005	
2		-54 48	Outstanding	Aug2005, Shortgrass Library Syst	1948	J198	08/22/2005	
2 1942 Aug2005, Ikon Office Solution Cleared 1944 Aug2005, The Brooks and County Cleared -385, 85 1946 Aug2005, The Brooks and County Cleared -385, 85 1946 Aug2005, Town of Brooks Cleared -385, 80 1947 Aug2005, Town of Brooks Cleared -738, 90 1953 Aug2005, Town of Brooks Cleared -28, 738, 90 1953 Aug2005, Town of Brooks Cleared -28, 738, 90 Securiek Cleared -28, 90 Securiek Cle		-25.00 -25.02	Outstanding	Aug 2005, APLAC Memberships	1943	J193	08/25/2005	
2			Outstanding	Aug2005, Telus Mobility	1941	JIYI	00/25/205	
2 1942 Aug2005, Ikon Office Solution 4 1944 Aug 2005, Tells Communications 5 1946 Aug 2005, Tells Communications 6 1946 Aug 2005, Tells Communications 7 1947 Aug 2005, Town of Brooks 7 1947 Aug 2005, Town of Brooks 8 1953 Aug50, Laura Koronko Cleared -335, 39 1953 Aug 2005, Town of Brooks Cleared -43, 39 1953 Aug 2005, Town of Brooks Cleared -26, 73 1955 Aug 2005, Town of Brooks Cleared -44, 00 1956 Cleared -44, 00 1957 Cleared -44, 00 1957 Cleared -44, 00 1958 Cleared -45, 00 1958 Clear		-27 93	Outstanding	Aug 2005, Maxine Meldrum	1939	J189	08/25/2005	
2		150.00	Outstanding	Shortgrass Library System	1831	Z	04/2//2005	
2 1942 Aug2005, Ikon Office Solution 1944 Aug 2005, Telus Communications 1946 Aug 2005, Telus Communications 1946 Aug2005, Royal Bank Visa 1947 Aug 2005, Town of Brooks 1983 Aug005, Laura Koronko Cleared 26.75 Debit Securtek 1990 Cleared 26.75 Cleared 26.75 Debit Alberta Health 29 Debit Alberta Health 29 Deposit Peposit Non-res. cardholders 29 Deposit Peposit Res. cardholders 29 Deposit Res. cardholders 29 Deposit Res. cardholders 29 Outstanding 263.50 Outstanding		-30.00	Outstanding	Oct03, SEACIRA	12/2	N	04/07/0005	
2		-34 95	Outstanding	Feb04, Matthew	1/28		10/15/2003	
2 1942 Aug2005, Ikon Office Solution 1944 Aug 2005, The Brooks and County Cleared 1946 Aug 2005, The Brooks and County Cleared 1946 Aug2005, Royal Bank Visa 1947 Aug 2005, Town of Brooks 1947 Aug 2005, Town of Brooks 1953 Aug505, Laura Koronko 1956 Securtek 1956 Aug2005, Laura Koronko 1956 Cleared 1956 Aug2005, Laura Koronko 1956 Cleared 1956 Pebit 1956 Alberta Health 1956 Cleared 1956 Pebit 1956 Pebit 1956 Peposit 1956 Pepo		-50.00	Outstanding	April2005, Town of Brooks	1810		02/17/2005	
2 1942 Aug2005, Ikon Office Solution 1944 Aug 2005, The Brooks and County Cleared 1946 Aug 2005, Telus Communications 1946 Aug2005, Royal Bank Visa 1947 Aug 2005, Royal Bank Visa 1953 Aug2005, Royal Bank Visa 1953 Aug2005, Iaura Koronko Cleared 1947 Aug 2005, Iaura Koronko Cleared 1948 Alberta Health Cleared 195, Pobit Alberta Health Debit Deposit Poposit Non-res, cardholders Poposit Res, c			Status	Comment	Source	- C-#		-
2 1942 Aug2005, Ikon Office Solution Cleared -102.08 4 1944 Aug 2005, The Brooks and County Cleared -107.00 5 1945 Aug 2005, The Brooks and County Cleared -385.85 6 1946 Aug2005, Ryal Bank Visa Cleared -385.85 1953 Aug205, Laura Koronko Cleared -737.29 Obbit Securtek Cleared -895.90 Securtek Cleared -26.75 Alberta Health Cleared -44.00 Debit Destination Fee Cleared -5.00 Jessel Aug. Cleared -5.00 Jessel -5.00 -18,984.64 Source Comment 0.00 Non-res, cardholders Outstanding 80.00 Deposit Res, cardholders Outstanding 80.00 Outstanding 363.50 629.50	į				?	ī ŧ	ing Withdrawals	Outstandi
2 1942 Aug2005, Ikon Office Solution Cleared -102.08 4 1944 Aug 2005, The Brooks and County Cleared -107.00 5 1945 Aug 2005, Telus Communications Cleared -385.85 6 1946 Aug2005, Royal Bank Visa Cleared -385.85 7 Aug 2005, Town of Brooks Cleared -738.90 9 Aug205, Laura Koronko Cleared -895.90 9 Cleared -26.75 9 Alberta Health Cleared -26.75 194.00 Debit Alberta Health Cleared -44.00 195.00 Debit Debit -44.00 -5.00 195.00 -78.94.64 -5.00 -18.984.64 196.00 -78.94.64 -78.90 -78.90 196.00 -78.90 -78.90 -78.90 196.00 -78.90 -78.90 -78.90 197.00 -78.90 -78.90 -78.90 197.00 -78.90 -78.90	629.50	363.50	Catetalicilis	•			standing Deposits	Total Outs
2 1942 Aug2005, Ikon Office Solution Cleared -102.08 4 1944 Aug 2005, The Brooks and County Cleared -107.00 5 1945 Aug 2005, Telus Communications Cleared -385.85 6 1946 Aug 2005, Telus Communications Cleared -137.29 7 1947 Aug 2005, Laura Koronko Cleared -885.90 9 Securtek Cleared -26.75 Augot, Laura Koronko Cleared -26.75 Debit Alberta Health Cleared -44.00 Debit Destination Fee Cleared -5.00 Outcase -5.00 -18,984.64 Source Comment Outcased Deposit Non-res. cardholders Outcased 80.00 Outcased Outcased 0.00 Outcased Outcased 80.00		186.00	Outstanding	Fines	Deposit	N N	03/18/2005	
2 1942 Aug2005, Ikon Office Solution Cleared -102.08 4 1944 Aug 2005, The Brooks and County Cleared -107.00 5 1945 Aug 2005, Telus Communications Cleared -385.85 6 1946 Aug 2005, Town of Brooks Cleared -738.90 7 1947 Aug 2005, Laura Koronko Cleared -738.90 9 Debit Alberta Health Cleared -26.75 9 Alberta Health Cleared -44.00 1940 Destination Fee Cleared -5.00 1940 Alberta Health -5.00 -18.984.64 1940 Alberta Health -5.00 -6.00 1940 Alberta Health -6.00 0.00 194		186.00	Outstanding	Res. cardholders	Deposit	Z	03/18/2005	
2 1942 Aug2005, Ikon Office Solution Cleared 1944 Aug 2005, The Brooks and County Cleared 1945 Aug 2005, Telus Communications Cleared 1946 Aug2005, Town of Brooks Cleared 1947 Aug2005, Laura Koronko Cleared 1953 Aug05, Laura Koronko Cleared 1953 Augots, Laura Koronko Cleared 1967, 738.90 Pebit Alberta Health Cleared 1968, 90 Debit Alberta Health Destination Fee Cleared 1969, 90 Octobre 1969,		80.00	Outstanding	Non-res. cardholders	Deposit	Z	03/18/2005	
2 1942 Aug2005, Ikon Office Solution Cleared -102.08 4 1944 Aug 2005, The Brooks and County Cleared -107.00 5 1945 Aug 2005, Telus Communications Cleared -385.85 6 1946 Aug2005, Town of Brooks Cleared -137.29 7 1947 Aug2005, Town of Brooks Cleared -738.90 9 Securitek Cleared -895.90 9 Securitek Cleared -26.75 Alberta Health Cleared -44.00 Debit Destination Fee Cleared -5.00 -18,984.64 -18,984.64			Status	Comment	Source	JE#		Deposit
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2 1942 Aug2005, Ikon Office Solution Cleared 4 1944 Aug 2005, The Brooks and County Cleared 5 1945 Aug 2005, Telus Communications Cleared 6 1946 Aug2005, Royal Bank Visa Cleared 7 1947 Aug 2005, Town of Brooks Cleared 8 1953 Aug05, Laura Koronko Cleared 9 Debit Alberta Health Cleared Debit Alberta Health Cleared Cleared Cleared Cleared	-18,984.64					S. C. I.		Total
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared J197 1947 Aug 2005, Town of Brooks Cleared J203 1953 Aug05, Laura Koronko Cleared J228 Debit Securitek Cleared J228 Debit Alberta Health Cleared J229 Debit Control of the Cleared		-5.00	Cleared	Destillation ree	כפונ	tement	hdrawals recorded in Sta	Total Wit
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared J197 1947 Aug 2005, Town of Brooks Cleared J203 1953 Aug05, Laura Koronko Cleared J228 Debit Securité		44.00	Cleared		Dobii:	1229	08/31/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared J197 1947 Aug 2005, Town of Brooks Cleared J203 1953 Aug05, Laura Koronko Cleared J227 Debit Securities		-26.75	Cleared	Alberta Health	Debit	J228	08/31/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared J197 1947 Aug 2005, Town of Brooks Cleared J203 1953 Aug05 Laura Koronko		-895.90	Cleared	Secure Kolonko	Debit	J227	08/31/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared J197 1947 Aug 2005 Town of Brooks		-/38.90	Cleared	Aug05 Laura Koronko	1953	J203	08/31/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared J196 1946 Aug2005, Royal Bank Visa Cleared		-137.29	Cleared	Aug 2005. Town of Brooks	1947	J197	08/25/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005, The Brooks and County Cleared J195 1945 Aug 2005, Telus Communications Cleared		-300.00 437.00	Cleared	Aug2005, Royal Bank Visa	1946	J196	08/25/2005	
J192 1942 Aug2005, Ikon Office Solution Cleared J194 1944 Aug 2005. The Brooks and County Cleared		-107.00		Aug 2005, Telus Communications	1945	J195	08/25/2005	
J192 1942 Aug2005 Ikon Office Solution Cleaned		-102.08		Aug 2005. The Brooks and County	1944	J194	08/25/2005	
		100	Closrod	Aug2005. Ikon Office Solution	1942	J192	08/25/2005	

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Deposit No. ted On: 09/13/2005	General Ledger Account Book balance as of 07/2 Transactions on or beft Debits recorded in account Deposit No. Det 08/7 08/7 08/7 08/7 08/7 08/7 08/7 08/7
Date 08/03/2005 08/25/2005 08/31/2005	eneral Ledger Account Book balance as of 07/31/2005 Transactions on or before 08/31/2005 Debits recorded in account Deposit No. 08/05/2005 08/05/2005 J1 08/05/2005 08/12/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/19/2005 08/26/2005 08/26/2005 J1 Credits recorded in account Credits recorded in account
JE# J173 J187 J188 J190 J191 J192 J193 J194 J195 J196 J197 J198 J199 J200 J201 J202 J203 J204 J206 J207 J208	31/2005 31/2005 JE# J1776 J1776 J1777 J181 J182 J183 J184 J185 J186 J230 J231 J232 J233
Source 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1948 1949 1950 1951 1952 1953 1955 1956 1957 1958	Source Deposit
Comment Aug2005, Brooks Computer Servic Aug2005, Julia Reinhart Aug2005, Canadian Library Associ Aug 2005, Maxine Meldrum Aug 2005, Laura Koronko Aug2005, Telus Mobility Aug2005, Ikon Office Solution Aug 2005, Ikon Office Solution Aug 2005, The Brooks and County Aug2005, Telus Communications Aug 2005, Telus Communications Aug2005, Royal Bank Visa Aug2005, Royal Bank Visa Aug2005, Shortgrass Library Syst Aug2005, Shortgrass Library Syst Aug2005, Shortgrass Library Syst Aug2005, Shortgrass Library Syst Aug05, Shamnon Christoffersen Aug05, Bessie Jacowishen Aug05, Bessie Jacowishen Aug05, Laura Koronko Aug05, Datricia Neufeld Aug05, Patricia Neufeld Aug05, Patricia Neufeld Aug05, Bruce Schmidt Aug05, Sharon Wilson Aug05, Khethwen Woo	Comment Fines Resident Memberships Non-Resident from TAL Fines Resident Cardholder Fines Resident Cardholder Adopt-a-Magazine Resident Membership Non-Resident Cardholder Adopt-a-Magazine Resident Membership Non-Resident Cardholder Adopt-a-Magazine
Status Cleared Cleared Cleared Outstanding Cleared Outstanding Cleared Outstanding Cleared Outstanding Cleared Outstanding Cleared Cleared Cleared Cleared Cleared Cleared Cleared Outstanding	Status Cleared
-53.50 -2,647.67 -230.00 -27.93 -108.88 -6.62 -102.08 -25.00 -107.00 -385.85 -137.29 -738.90 -54.48 -44.87 -1,206.73 -1,37.66 -1,517.76 -895.90 -1,528.43 -354.40 -2,726.92 -707.63 -395.24 -317.98	493.07 324.00 60.00 573.84 441.39 468.00 314.85 318.00 60.00 100.00 284.30 378.00 60.00 300.00

4,175.45

Brooks Public Library Account Reconciliation Detail Report 08/01/2005 to 08/31/2005 Report By: Statement end date

Adjustment Required Adjusted Book Balance as of 08/31/2005	Book balance as of 08/31/2005 Bank Transactions Income Expense	08/31/2005 J; 08/31/2005 J; 08/31/2005 J; 08/31/2005 J; 08/31/2005 J; 08/31/2005 J; 08/31/2005 J; Total Credits recorded in account
5		J210 J211 J212 J213 J227 J228 J228 J229
		1960 1961 1962 1963 Debit Debit
		Aug05, Canada Customs and Rev Aug05, Local Authorities Pension Aug05, The Alberta Library Aug05, Brooks Computer Services Securtek Alberta Health Destination Fee
		Outstanding Outstanding Outstanding Outstanding Outstanding Cleared Cleared Cleared
0.00 0.00 39	-19,416.35	-3,275.78 -1,381.40 -160.50 -64.20 -26.75 -44.00 -5.00
0.00 0.00 39,934.47	-15,240.90 39,934.47	

08/03/2	2005 J1	73 1936, Aug2005, Brooks Computer Services Ltd.	Debits	Credits
		2100 GST Paid on Purchases 5060 Payroll Expense	3.50	100
		1080 Cash In Bank	50.00	_
08/05/2	005 J17		-	53.50
	011	74 Deposit, Fines 4120 Fines, Book Sales and Services		
		1080 Cash In Bank	-	493.07
08/05/20	005 J17		493.07	=
	017	5 Deposit, Resident Memberships 4090 Resident Cardholder Fees		
		1080 Cash In Bank	-	324.00
08/05/20	05 J17	Donosit New Day	324.00	=
	2	Deposit, Non-Resident Memberships 4140 Non-resident Cardholder Fees		
		1080 Cash In Bank	-	60.00
08/05/20	05 J177		60.00	-
_	01//	Deposit, Reimbursment from TAL 5080 Administration & Travel		
		1080 Cash In Bank	-	573.84
08/12/200	05 J181		573.84	-
	0101	Deposit, Fines 4120 Fines Rook Sales and G		
		4120 Fines, Book Sales and Services 1080 Cash In Bank	<u>=</u>	441.39
08/12/200	5 J182		441.39	-
	0 3102	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees 1080 Cash In Bank	-	468.00
08/19/200	5 J183		468.00	-
	3 3103	Deposit, Fines 4120 Fines Book Sales and Sanita		
		4120 Fines, Book Sales and Services 1080 Cash In Bank	-	314.85
08/19/2005	J184		314.85	-
30/10/2000	J 104	Deposit, Resident Cardholder 4090 Resident Cardholder Food		
		4090 Resident Cardholder Fees 1080 Cash In Bank	_	318.00
08/19/2005	J185		318.00	-
10/2000	3100	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees 1080 Cash In Bank	-	60.00
08/19/2005	J186		60.00	-
	3100	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine		
		4185 Adopt-a-magazine 1080 Cash In Bank	_	100.00
08/25/2005	J187		100.00	-
	3107	1937, Aug2005, Julia Reinhart 5030 Books and Materials		
		5030 Books and Materials 5080 Administration & Travel	2,378.48	
		1080 Cash In Bank	269.19	-
08/25/2005	J188	1938 Aug2005 Committee	= 1	2,647.67
		1938, Aug2005, Canadian Library Association 5210 Professional Memberships		
		1080 Cash in Bank	230.00	-
08/25/2005	J189		=	230.00
		1939, Aug 2005, Maxine Meldrum 2100 GST Paid on Purchases		
		Supplies	1.96	7 <u>2</u>
		1080 Cash In Bank	25.97	-
08/25/2005	J190	1940, Aug 2005, Laura Koronko	5.5	27.93
		2100 GST Paid on Purchases		
		5090 Program Expense	7.62	-
		1080 Cash In Bank	101.26	
08/25/2005	J191	1941, Aug2005, Telus Mobility	-	108.88
		140 Telephone and Fax Expense		
		1080 Cash In Bank	6.62	-
			-	6.62

08/25/	/2005 J	192 1942, Aug2005, Ikon Office Solution	Debits	Credits
		2100 GST Paid on Purchases	100 100 10	
		5 160 Copier & Computer Costs	6.68	-
		1080 Cash In Bank	95.40	=0
08/25/2	2005 .11	93 1943 Aug 2005 ADI AO A	- x	102.08
		TO TO, AUG ZUUS API AI Mombombin-		
		5080 Administration & Travel 1080 Cash In Bank	25.00	
		Casii in Bank	25.00	25.00
08/25/2	2005 J1	94 1944, Aug 2005, The Brooks and County Chronic		25.00
		5220 Publicity and Advertising	7.00	_
		1080 Cash In Bank	100.00	-
08/25/20	005 J19		=	107.00
-	000 018	TO TO TOUR COUNTY OF THE COUNT		
		2100 GS I Pald on Purchagos	25.13	
		5140 Telephone and Fax Expense 1080 Cash In Bank	360.72	-
00.00		Casii in Bank	500.72	205.05
08/25/20)05 J19	1946, Aug2005, Royal Bank Visa		385.85
		2100 GST Paid on Purchages		
		5070 Library Sunnies	7.97	_
		5080 Administration & Travel	16.50	_
		3230 Bank Charges	100.04	-
		1080 Cash In Bank	12.78	-
08/25/200	05 J197	1047 4	2 7	137.29
	0137	TO THE AUGUST TOWN OF Brooks		
		2420 AUMA Extended Health	221.66	
		5340 AUMA Extended Health	517.24	-
		1080 Cash In Bank	517.24	720.00
08/25/200	5 J198	1948, Aug2005, Shortgrass Library System	(E)	738.90
		5090 Program Expense	28.80	_
		1080 Cash In Bank	25.68	=
08/31/2005	5 J199		1.	54.48
	3 3199	1949, Aug05, Shannon Christoffersen		
		vvages	45.70	
		Odon in Dank	45.76	77 <u>-</u>
		2310 El Payable	-	44.87
08/31/2005	J200	1950, Aug05, Ronnie Adams	4 .	0.89
		5300 Wages		
		1080 Cash In Bank	1,655.33	_
		2310 El Payable		1,206.73
		2320 CPP Payable	-	32.28
		2330 Income Tax Payable	=	67.50
		2400 L.A.P.P. 2420 AUMA Extended Health	-	174.78
		- CAUCHUCU FIEAIII	-	105.94
		2440 AB Health Payable	(= 4	41.70
08/31/2005	J201	1951, Aug05, Gavin Hoenmans	-	26.40
		5300 Wages		
		1080 Cash In Bank	140.40	_
		2310 El Payable	(=	137.66
08/31/2005	1000		-	2.74
00/01/2003	J202	1952, Aug05, Bessie Jacowishen		
		vvages	0.444.==	
		1080 Cash In Bank	2,111.78	-
		2310 El Payable 2320 CPP Payable	- '	1,517.76
				41.18
		2330 Income Tax Payable 2400 L.A.P.P.	-	90.10
		- · · · · · · · · · · · · · · · · · · ·	-	285.27 135.45
00/04/6==		2420 AUMA Extended Health	-	135.15 42.32
08/31/2005	J203	1953, Aug05, Laura Koronko	8000	42.32
		5300 Wages		
		1080 Cash In Bank	991.16	-
		2310 El Payable	-	895.90
		2320 CPP Payable	-	19.33
			-	34.62
Printed On: 09	/13/2005			

Printed On: 09/13/2005

1954, Aug05, Maxine Meldrum 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health 2400 L.A.P.P. 2420 AUMA Extended Health 25300 Wages 1080 Cash In Bank 208/31/2005 J205 1955, Aug05, Patricia Neufeld 5300 Wages 1080 Cash In Bank 2310 El Payable 354.40			2330 Income Tax Payable	Debits	Ordano
1080	08/31/2	2005 J2	, Augus, Maxine Meldrum	-	41.31
			1080 Cash in Barts	2.067 12	
2320 CPP Payable 478 4			Cacil III Dalik	2,007.12	1 500 40
2330 Income Tax Payable 274.84				_	
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1080 Cash In Bank 378.00	
378.00	378.00
NO INCIDANT ISSUE	-
08/26/2005 J232 Deposit, Non-Resident Cardholder	
4140 Non-resident Cardholder Fees	
1080 Cash in Bank	60.00
60.00	-
Deposit, Adopt-a-Magazine	
4185 Adopt-a-magazine	
1080 Cash In Bank - 30	00.00
300.00	-
26,796.48 26,79	

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD October 25, 2005 HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Julia Reinhart (Head Librarian), Sheila Tiegs, Karen Nelson, Elsie Strach, Pat Walsh, Henry Najda

REGRETS: Gloria Evans, Martin Shields, Tilly Gamble-Altwasser, Cathleen Patterson

VISION STATEMENT

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

MISSION STATEMENT

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

- 1. Call to Order: Dino called the meeting to order at 6:45 p.m.
- 2. Approval of Agenda: Motion: "To approve the agenda as circulated"

Moved: Karen; Seconded: Pat. Carried.

3. Review of Action Items from October 25, 2005 Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To complete the Health and Safety	Policy Committee	In Progress
Policy		
Action Item 2: Discussion of possibility of notifying	Julia and Maxine are	In progress
patrons whose memberships are due.	working on this	
Action Item 3: Prepare two questions for the "Are	Board Members	Discussed at
You Satisfied" survey.		meeting
Action Item 4: To present names of possible local	Board Members	Discussed at
fundraisers.		meeting
Action Item 5: To draft a letter re: Canada Book Rate	Elsie, Sheila and Dino	Completed
to Canada Post Minister with copies to MLA and MP		-
Action Item 6: To write contract for Public Services	Human Resources	In progress
Librarian Position	Committee	
Action Item 7: To look for written documentation re:	Julia	In progress
building system maintenance		1 0

4. Consent Agenda

- a. September 2005 Board meeting minutes
- b. Finance Committee Report including Copy of Budget package. Next meeting November 15th@ 8 a.m.
- c. Librarian's Report Netspeed report available
- d. Board Development Committee no report

e. Policy Committee – no report. Meeting planned for January

Motion: "To approve Consent Agenda items" Moved: Henry; Seconded: Elsie. Carried.

- 5. Correspondence: Letters and information passed around for members to read.
 - a) Letter from County re: Budget request
 - b) Letter from City re: budget request
 - c) Letter to City re: Proclamation of Canadian Library Week and Response
 - d) Shortgrass Library System Board meeting minutes
 - e) Shortgrass Library System Budget Request to the City of Brooks
 - f) Shortgrass Clippings
 - g) Brooks Library Board Contact Information and term dates more corrections need to be made.
- 6. Shortgrass Library System Report: Tabled. (Martin absent)
- 7. Human Resources Committee
 - i. Public Service Librarian Job description will be attached to contract. Policy no. HR3 Julia answered questions Board members had. Board members asked that LA1 have a Criminal Record Check included the same as all other Library Assistants.

Motion: "to move as amended"

Moved: Pat; Seconded: Sheila. Carried.

- 8. Business arising from the September 2005 Board meeting minutes:
 - a. ALTA Workshop report attached. It was an excellent session. There was a lot of discussion and questions
 - i. Discovered that Elsie Strach was never formally appointed by the City to the Board. Julia will ask the County to forward a letter to the City of Brooks making this request.
 - ii. Board felt a suggestion box was a good idea. Julia said she could implement this easily.
 - iii.ALTA looking for Southern Alberta Rep. Julia mentioned it to the Board to seek out possible interest.
 - b. Brooks Library Foundation
 - i. Julia attended the October 11, 2005 meeting and they made the decision to "FOLD". The money (approximately \$23,000) will go into a separate account strictly for the Building Fund.
 - ii. Have a newspaper article done by the Brooks Bulletin and the Brooks and County Chronicle about the Foundation and what has happened. Julia also suggested sending thank-you's to those who have been involved

iii.Decision re: donation - \$200.00 that the Brooks Public Library Board donated to the Endowment Fund in honor of Wanda White.

Motion: re; changes to Endowment Fund- the original amount of \$200.00 placed in the Endowment Fund by the Brooks Library Board in honor of Wanda White will be moved to the Building Fund

Moved: Henry; Seconded: Elsie. Carried.

- c. Library Expansion and Renovation
 - i. Questions to be added to "Are You Satisfied" Survey. Several ideas for questions were suggested that Julia noted. Suggestion for staff to actually assist patrons filling out the surveys.
 - ii. Names of possible fundraisers. Murray Hauck's name was brought up by Sheila. Discussion **Tabled** for the next meeting.

Motion: to have an alternate roundtable workshop meeting to discuss building vision planning.

Moved: Sheila; Seconded: Pat. Carried.

Date chosen for Workshop: November 17th @ 6:30 p.m. at the Brooks Public Library.

9.New Business

- a. Julia asked for a list of Committees each Board member is on.
- b. Campaign poster Julia offered then to anyone who wants to put them up around the city.
- c. Alberta Library Promo DVD Julia ran the 5 minute DVD for the Board members. It was excellent.
- d. Staff and Board Christmas Function Board decided to hold a Potluck function in January at the Library. Date to be determined at the November meeting.

Motion: to close for the Christmas Holidays the following dates: Dec. 24th, 25th, 26th, 27th and Dec. 31st, Jan. 1st, and 2nd.

Moved: Sheila; Seconded: Pat. Carried.

e. Vandalism -2 more windows broken by rocks. It will cost \$1000.00 -\$1500.00 to fix them and the replacement will be covered by the city's insurance.

12. Next Board Meeting: Tuesday, November 22nd @ 6:30 p.m.

Motion: "To adjourn the meeting"

Moved: Henry. Carried.

ACTION ITEMS October 25th, 2005 Board Minutes

ACTION	RESPONSIBILITY	STATUS
Action Item 1: To complete the	Policy Committee	In progress
Health and Safety Policy		
Action Item 2: Notification of	Julia and Maxine	Letters to go out shortly –
patrons whose memberships are		handout of letter provided *
due.		
Action Item 3: To write	Human Resources Committee	Draft complete
contract for Public Services		
Librarian Position	e	
Action Item 4: Thank yous sent	Julia, Dino to sign	Complete
to Foundation members		
Action Item 5: Updated list of	Julia	Complete
Committee members		-
Action Item 6: Formal	Julia	In progress
appointment of Elsie Strach to		,- ,-
Board		

Achin Item 7-Suggestion Box

Julia

In progress.

Brooks Library Board Finance Standing Committee Meeting 8:00 am October 13th, 2005

Present: Elsie Strach and Julia Reinhart

Regrets: Dino Champlone

1) Meeting was called to order at 8:05 am.

- 2) Receipts and Expenditures for the month of September were discussed in detail and reviewed by the Committee. Items of note: Under Receipts final installment from City; grant from HRDC; grant from County of Newell Library Board. Under Expenditures final payment to SLS for materials allotment; Books & Materials appears to be over budget but Board will be reimbursed by Shortgrass; Repair and Maintenance maintenance contract for microfilm reader was paid; Professional Memberships was reimbursed. Expenditures for the month totaled \$41,718.02. Motion to accept expenditures for the month of September 2005.
- 3) Julia informed Elsie that letters were sent out to Endowment Fund supporters re: change to Lois Hole Library Legacy program. Several have responded and will be putting their money towards a renovation and building fund Julia will be setting up. Others have chosen to put their Endowment Funds towards the purchase of new library materials through the LHLLP.
- 4) The meeting was adjourned at 8:30 am.

Brooks Library Board Receipts and Expenditures for September 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	32,812.50	131,250.00
HRDC – Summer Student	1,500.00	1,446.00	1,446.00
Province of Alberta	50,000.00	0.00	49,781.00
Industry Canada - CAP YI Grant	4,000.00	0.00	2,717.96
County of Newell Library Board	16,048.00	15,084.64	15,084.64
Resident Cardholder Fees	17,000.00	1,516.00	12,299.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,814.23	15,863.50
Non-resident Cardholder Fees	5,000.00	500.00	2,140.00
Donations	7,000.00	500.00	5,270.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	1,400.00	1,800.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	55,073.37	240,963.64
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	22,221.66	44,443.32
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	3,652.52	6,877.45
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	0.00	1,713.24
Payroll Expense	800.00	0.00	575.00
Library Supplies	4,000.00	107.69	3,212.52
Administration & Travel	3,000.00	238.97	3,257.35
Program Expense	1,000.00	50.00	1,244.64
Repair & Maintenance	2,000.00	1,626.84	1,751.84
Rebinding	1,000.00	0.00	452.53
Staff Training	2,500.00	0.00	1,056.36
Telephone & Fax Expense	4,000.00	307.55	2,536.17
Copier & Computer Costs	2,500.00	43.56	1,600.02
Security Monitoring	600.00	25.00	332.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	8.75
Freight & Postage	1,000.00	100.00	452.58
Professional Memberships	300.00	-100.00	305.00
Publicity and Advertising	1,000.00	224.00	1,190.00

Audit	6,500.00	0.00	
Bank Charges	200.00	0.00	6,300.0
Miscellaneous	200.00	6.33	78.6
Wages (includes temp. staff)	152,000.00	0.00	0.0
EI Expense		11,689.40	107,813.4
CPP Expense	3,500.00	325.95	2,950.0
WCB Expense	4,000.00	461.55	4,256.0
AUMA Expense	500.00	0.00	544.20
	1,800.00	0.00	1,777.09
LAPP Expense	7,000.00	704.45	
AB Health Expense	700.00	30.80	6,342.84
		30.80	646.80
Total Expenses	256,998.00	41 710 00	
	3.00	41,718.02	206,929.31

ASSETS

CURRENT ASSETS GIC Account	0.00
GST Recoverable	2,058.55
Endowment Fund	6,192.45
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	52,926.14
TOTAL CURRENT ASSETS	61,227.14
TOTAL ASSETS	61,227.14
LIABILITIES	,
CURRENT LIABILITIES	
GST Charged on Sales	0.00
GST Paid on Purchases	0.00 -2,499.11
GST Paid on Books	
Accounts Payable	0.00
Vacation Payable	0.00
El Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00 0.00
L.A.P.P.	0.00
AUMA Extended Health	110.82
AB Health Payable	79.20
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	-2,309.09
TOTAL LIABILITIES	
	2,309.09
EQUITY	
EARNINGS	
Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	<u>34,034.33</u>
CURRENT EARNINGS	63,536.23
TOTAL EQUITY	
- INE EKOIT	63,536.23
IABILITIES AND EQUITY	
WIND EQUITY	61,227.14

REVENUE

REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	32,812.50
Province of Alberta	1,446.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	15,084.64
Interest Income	1,516.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	1,814.23
Charitable Receipt Donations	500.00
Fundraisers	500.00
Adopt-a-magazine Medieval Faire	0.00
GST Recovery	1,400.00
TOTAL REVENUE	0.00
. OTAL KEVENUE	55,073.37
TOTAL REVENUE	
THE VENUE	55,073.37
EXPENSE	
EXPENSES	
SLS Expense (Materials)	00.00
SLS - Non-resident fees	22,221.66
SLS - Dynix and Telecom	0.00
Books and Materials	0.00 3,652.52
New Library Furnishings Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	0.00
Administration & Travel	107.69
Recruitment Expense	238.97
Program Expense	0.00
Repair & Maintenance	50.00
Rebinding, Microfilming, Laminating	1,626.84
Stair Fraining	0.00
Telephone and Fax Expense	0.00
Copier & Computer Costs	307.55
Security Monitoring	43.56
Computer Main. Contracts	25.00
GST Expense	0.00
Freight and Postage	1.75 100.00
Professional Memberships Publicity and Advertising	-100.00
Audit and Insurance	224.00
Bank Charges	0.00
Miscellaneous	6.33
Wages	0.00
El Expense	11,689.40
CPP Expense	325.95
WCB Expense	461.55
AUMA Extended Health	0.00
L.A.P.P. Expense	0.00
AB Health Expense	704.45
TOTAL EXPENSES	30.80
TOTAL EXPENSE	41,718.02
- OLAL EVLEUSE	41 718 02

41,718.02

13,355.35

Printed On: 10/07/2005

NET INCOME

REVENUE	
REVENUE	
Town of Brooks	
HRDC - Summer Student	131,250.00
Province of Alberta	1,446.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP VI	0.00
County of Newell Library Board	2,717.96
Nesident Cardholder Fees	15,084.64
Interest Income	12,299.10
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Not resident Cardholder Fees	15,863.50
Chantable Receipt Donations	2,140.00
rundraisers	5,270.74
Adopt-a-magazine	0.00
Medieval Faire	1,800.00
GST Recovery	1,257.15
TOTAL REVENUE	2,053.55
TOTAL REVENUE	240,963.64
TOTAL REVENUE	-
EXPENSE	240,963.64
EVENIE	
EXPENSES	
SLS Expense (Materials)	
SLS - Non-resident fees	44,443.32
SLS - Dynix and Telecom	560.00
Books and Materials	3,884.53
New Library Furnishings	6,877.45
Library Equipment Payroll Expense	449.88
Library Supplies	1,713.24
Administration & Travel	575.00
Recruitment Expense	3,212.52
Program Expense	3,257.35
	0.00

Program Expense 0.00 Repair & Maintenance 1,244.64 Rebinding, Microfilming, Laminating 1,751.84 Staff Training 452.53 Telephone and Fax Expense 1,056.36 Copier & Computer Costs 2,536.17 Security Monitoring 1,600.02 Computer Main. Contracts 332.98 GST Expense 316.00 Freight and Postage 8.75 Professional Memberships 452.58 Publicity and Advertising 305.00 Audit and Insurance 1,190.00 Bank Charges 6,300.00 Miscellaneous 78.69 Wages 0.00 El Expense 107,813.42 CPP Expense 2,950.02 WCB Expense 4,256.03 AUMA Extended Health 544.26 L.A.P.P. Expense 1,777.09 AB Health Expense 6,342.84 **TOTAL EXPENSES** 646.80 206,929.31

TOTAL EXPENSE

NET INCOME

206,929.31

34,034.33

00/00/000	_		Debits	Cradita
09/02/200	5 J214	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank		282.00
09/02/2005	5 J215	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	377.04	377.04
09/02/2005	5 J216	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	600.00	600.00
09/09/2005	J217	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	276.00	276.00
09/09/2005	J218	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	325.72	325.72
09/09/2005	J219	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees 1080 Cash In Bank	60.00	60.00
09/09/2005	J220	Deposit, Adopt-a-Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	300.00	300.00
09/12/2005	J221	1964, Sept2005, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity and Advertising 1080 Cash In Bank	5.60 80.00	- - 85.60
09/12/2005	J222	1965, Sept 2005, Ikon Office Solution 2100 GST Paid on Purchases 5160 Copier & Computer Costs 1080 Cash In Bank	3.05 43.56	- - 46.61
09/12/2005	J223	1966, Sept 2005, Grand & Toys 2100 GST Paid on Purchases 5070 Library Supplies 1080 Cash In Bank	7.54 107.69	-
09/12/2005	J224	1967, Sept 2005, Shortgrass Library System 4120 Fines, Book Sales and Services 1080 Cash In Bank	27.20	115.23 - 27.20
09/12/2005	J225	1968, Sept 2005, Esplande Arts & Heritage Cen 5090 Program Expense 1080 Cash In Bank	50.00	50.00
09/13/2005	J226	1969, Sept05, Canada Customs and Revenue Agen 2100 GST Paid on Purchases 5200 Freight and Postage 1080 Cash In Bank	7.00 100.00	- 107.00
09/16/2005	J234	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	- 399.55	399.55
09/16/2005	J235	Deposit, Resident Membership 4090 Resident Cardholder Fees 1080 Cash In Bank	316.00	316.00
09/16/2005	J236	Deposit, Non-Resident Cardholders 4140 Non-resident Cardholder Fees 1080 Cash In Bank	240.00	240.00

09/16/200	5 J237	Deno	sit Dooks and Marty : 1	Debits	Credits
	0207	503	sit, Books and Materials		- J. Gallo
		521	20010 and Materials	-	40.20
			Professional Memberships Cash In Bank	<u></u>	100.00
		100	O Cash in Bank	140.20	
09/16/2005	J238	Depos	it, Adopt-a-Magazine		
		418	5 Adopt-a-magazine		
		108	Cash In Bank		200.00
			July Dalik	200.00	20
09/22/2005	J239	1970,	Sept 2005, The Alberta Library		
		2100	GST Paid on Purchases		
		5220	Publicity and Advertising	2.80	-
		1080	Cash In Bank	40.00	(<u>=</u> :
00/00/00===				-	42.80
09/22/2005	J240	1971, 8	Sept 2005, Julia Reinhart		
		5080	Administration & Travel	100.40	
		1080	Cash In Bank	122.10	
00/00/000=				-	122.10
09/22/2005	J241	1972, S	Sept 2005, Brooks Bulletin		
		2100	GST Paid on Purchases	F 60	
		5220	Publicity and Advertising	5.60	-
		1080	Cash In Bank	80.00	-
00/22/2005	10.10			-	85.60
09/22/2005	J242	1973, S	ept 2005, Telus Communications		
		2100	GST Paid on Purchases	10.04	
		5140	Telephone and Fax Expense	18.24	=
		1080	Cash In Bank	262.23	-
00/22/2005				-	280.47
09/22/2005	J243	1974, Se	ept 2005, Royal Bank Visa		
		2100	GST Paid on Purchases	225 50	
		5030	Books and Materials	335.52 4,768.23	-
		5080	Administration & Travel		-
		5250	Bank Charges	28.87	-
		1080	Cash In Bank	1.33	
00/20/2005				·-	5,133.95
09/30/2005	J244	1975, Se	pt05, Ronnie Adams		
		5300	Wages	1 502 02	
		1080	Cash In Bank	1,502.93	-
		2310	El Payable		1,111.48
		2320	CPP Payable	₩	29.31
		2330	Income Tax Payable	₩.	59.96
		2400	L.A.P.P.	5. 	137.89
		2420	AUMA Extended Health	* -	96.19
		2440	AB Health Payable		41.70
09/30/2005	1040	40		-	26.40
03/30/2005	J246	1977, Sep	ot05, Bessie Jacowishen		
		5300 i	Wages	1,875.72	
		1080	Cash In Bank	1,075.72	1 270 04
		2310	El Payable	-	1,370.24
		2320	CPP Payable	-	36.58
		2330	Income Tax Payable	-	78.41
		2400	LA.P.P.		228.12
		2420	AUMA Extended Health	-	120.05
09/30/2005	J247	1070 0		-	42.32
00/00/2003	J241	1978, Sept	05, Maxine Meldrum		
		5300 V		1,965.04	
		1080	Cash In Bank	1,000.04	1,464.64
		2310	El Payable		
		2320	CPP Payable	- **2	38.32
		2330	Income Tax Payable		82.83 240.75
			L.A.P.P.	· <u>-</u>	249.75 125.76
		2420	AUMA Extended Health		125.76
09/30/2005	1240			-	3.74
03/30/2005 ,	J248	1979, Sept	05, Patricia Neufeld		
		5300 W	/ages	390.00	
			Cash In Bank	390.00	277.50
		2310	El Payable	=	377.52
		2320	CPP Payable	. 	7.61
			880	/ -	4.87

1907 1907	09/30/200)5 J249	1000 00005 1 11 7 1 10	Debits	Credits
Cash In Bank	03/30/200	JJ J249	i coo, copioo, dulla i Cililiai i		элошко
1				4,176.00	0.700.00
				-	
				-	
2420			The same sales	-	
2440				= = = = = = = = = = = = = = = = = = = =	
19/30/2005			2440 AB Health Payable	-	
1000	00/00/000			-	13.20
1080	09/30/2008	5 J250	1981, Sept05, Bruce Schmidt		
1940 1940				634.61	=:
1820 1820					605.26
16.98 16.9			2320 CPP Pavable	=	12.37
1080			3,42,10	11 -01	16.98
1980	09/30/2005	J252	1983, Sept05, Khethwen Woo		
1090			5300 Wages	504.28	_
1983 2000			1080 Cash In Bank	-	483.93
19/30/2005			2310 El Payable 2320 CPR Payable	-	
S500 Wages			2020 CFF Fayable	~	10.52
1080 Cash In Bank 5300 581.41	09/30/2005	J254	1982, Sept05, Sharon Wilson		
Cash In Bank Cash			5300 Wages	609.00	
11.88				-	581 4 1
15.71 1976			ajabio	-	
1980			2520 CPP Payable	<u>.</u>	
1980 Cash In Bank 2310 El Payable 31.33 31.82 31.34 31	09/30/2005	J256	1976, Sept05. Shannon Christoffersen		
1984 Sept 2005 Cash in Bank - 31.33 0.49			5300 Wages	31.92	
1984 Sept			- Cash in Bank	31.02	31 33
1984 Sept2005 Canada Customs and Revenue Ag 2310 El Payable 2320 CPP Payable 461.55 - 461.55 - 2330 Income Tax Payable 1,487.61 - 235.95 - 23			2310 El Payable	******	
2320	09/30/2005	J257	1984, Sept2005, Canada Customs and Revenue Ag		
1,487.61 1,487.61			2320 CPP Payable		-
S310 El Expense 325.95 -			2330 Income Tax Payable		-
1080 Cash In Bank			5310 El Expense		-
1080 Cash In Bank - 2,964.48			5320 CPP Expense		,
09/23/2005 J258 Deposit, 4120 ash In Bank Fines, Book Sales and Services ash In Bank - 481.74 481.74 481.74 - 09/23/2005 J259 Deposit, Resident cardholders 4090 ash In Bank Resident Cardholder Fees - 288.00 - 09/23/2005 J260 Deposit, Non-resident cardholders 4140 ash In Bank Non-resident Cardholder Fees - 140.00 ash In Bank 09/23/2005 J261 Deposit, Adopt-a-magazine 4185 adopt-a-magazine Cash In Bank - 100.00 ash In Bank 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank - 500.00 ash In Bank 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks - 4th installment 4020 ash In Bank 32,812.50 ash 12.50 ash In Bank 09/23/2005 J265 Deposit, Reimbursement books and materials Books and Materials - 1,075.51			1080 Cash In Bank		2,964,48
120	09/23/2005	J258	Deposit Fines		
1080 Cash In Bank 481.74 09/23/2005 J259 Deposit, Resident cardholders 4090 Resident Cardholder Fees 1080 Cash In Bank 288.00 09/23/2005 J260 Deposit, Non-resident cardholders 4140 Non-resident Cardholder Fees 4140 Non-resident Cardholder Fees 1080 Cash In Bank 140.00 09/23/2005 J261 Deposit, Adopt-a-magazine 4185 Adopt-a-magazine 4185 Adopt-a-magazine 4185 Adopt-a-magazine 5030 Cash In Bank 500.00 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank 500.00 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks 1080 Cash In Bank 32,812.50 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 5030 Fees to Reimbursement books and materials 5030 Books and Materials 5030 Fees to Reimbursement fees 5 1,075.51					101 = 1
Deposit, Resident Cardholders			1080 Cash In Bank	- 481 74	481.74
A090	09/23/2005	1250	Demant D. 11	701.74	-
1080 Cash In Bank 288.00 - 09/23/2005 J260 Deposit, Non-resident cardholders 4140 Non-resident Cardholder Fees - 140.00 1080 Cash In Bank 140.00 - 09/23/2005 J261 Deposit, Adopt-a-magazine 4185 Adopt-a-magazine 4185 Adopt-a-magazine - 100.00 1080 Cash In Bank 100.00 - 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank 500.00 - 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks 1080 Cash In Bank 32,812.50 - 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 5030 Books and Materials 5030 Books and Materials 5030 Cash In Bank - 1,075.51	00/20/2005	J259	4000 D 11 10 11 11		
09/23/2005 J260 Deposit, Non-resident cardholders				<u>-</u>	288.00
4140 Non-resident Cardholder Fees 4140 Non-resident Cardholder Fees 1080 Cash In Bank 140.00 - 09/23/2005 J261 Deposit, Adopt-a-magazine 4185 Adopt-a-magazine 1080 Cash In Bank 100.00 - 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank 500.00 - 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks 1080 Cash In Bank 32,812.50 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 5030 Books and Materials 5030 Cash In Bank - 1,075.51			Cash in Bank	288.00	-
14140	09/23/2005	J260	Deposit, Non-resident cardholders		
09/23/2005 J261 Deposit, Adopt-a-magazine			4140 Non-resident Cardholder Fees	_	140.00
4185 Adopt-a-magazine 1080 Cash In Bank 100.00 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations 1080 Cash In Bank 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks 1080 Cash In Bank 32,812.50 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 1080 Cash In Bank - 1,075.51			1080 Cash In Bank	140.00	-
4185 Adopt-a-magazine - 100.00 Cash In Bank 100.00 - 09/23/2005 J262 Deposit, Donation - C.Patterson 4170 Charitable Receipt Donations - 500.00 Cash In Bank 500.00 - 09/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks - 32,812.50 1080 Cash In Bank 32,812.50 - 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials - 1,075.51	09/23/2005	J261	Deposit Adopt-a-magazine		
1080 Cash In Bank 100.00 1080 Cash In Bank			4185 Adopt-a-magazine		
09/23/2005 J262 Deposit, Donation - C.Patterson - 500.00 4170 Charitable Receipt Donations - 500.00 1080 Cash In Bank 500.00 - 09/23/2005 J263 Deposit, Town of Brooks - 4th installment - 32,812.50 1080 Cash In Bank 32,812.50 - 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials - 1,075.51			1080 Cash In Bank	100.00	100.00
4170 Charitable Receipt Donations 1080 Cash In Bank O9/23/2005 J263 Deposit, Town of Brooks - 4th installment 4020 Town of Brooks 1080 Cash In Bank 32,812.50 O9/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 1080 Cash In Bank - 1,075.51	00/23/2005	1000	D	100.00	-
1080 Cash In Bank 500.00 1080 Cash In Bank 32,812.50 1080 Cash In Bank 32,812.50 1080 Cash In Bank 32,812.50 1080 Cash In Bank 500.00 1080 Cash	03/23/2003	J202	Deposit, Donation - C.Patterson		
09/23/2005 J263 Deposit, Town of Brooks - 4th installment				-	500.00
4020 Town of Brooks - 411 installment 4020 Town of Brooks - 32,812.50 1080 Cash In Bank 32,812.50 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 1080 Cash In Bank - 1,075.51			1000 Cash in Bank	500.00	14
4020 Town of Brooks - 32,812.50 1080 Cash In Bank 32,812.50 09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 1080 Cash In Bank - 1,075.51	09/23/2005	J263	Deposit, Town of Brooks - 4th installment		
09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials 1080 Cash in Pank 1080 Cash in Pank			4020 Town of Brooks		32 912 50
09/23/2005 J265 Deposit, Reimbursement books and materials 5030 Books and Materials - 1,075.51			1080 Cash In Bank	32.812.50	02,012.00
5030 Books and Materials 1080 Cash In Bents 1,075.51	09/23/2005	.1265	Denosit Poimhuraement had		
1080 Cach la Bank - 1,0/5.51		0200	5030 Books and Meterials		
1,0/5.51			1080 Cash In Bank	4 075 54	1,075.51
				1,0/5.51	-

			Debits	Credits
09/30/2005	J266	1985, Sept2005, Shortgrass Library System 5020 SLS Expense (Materials) 1080 Cash In Bank	22,221.66	22,221.66
09/30/2005	J267	1986, Sept05, Second Street Drycleaners 2100 GST Paid on Purchases 5100 Repair & Maintenance 1080 Cash In Bank	2.10 30.00	32.10
09/30/2005	J268	1987, Sept05, Brooks Bulletin 2100 GST Paid on Purchases 5220 Publicity and Advertising 1080 Cash In Bank	1.68 24.00	- - 25.68
09/30/2005	J269	1988, Sept05, Telus Communications 5140 Telephone and Fax Expense 1080 Cash In Bank	89.03	89.03
09/30/2005	J270	1989, Sept2005, Maxine Meldrum 5080 Administration & Travel 1080 Cash In Bank	88.00	- 88.00
09/30/2005	J271	1990, Sept05, Docucom Limited Partnership 2100 GST Paid on Purchases 5100 Repair & Maintenance 1080 Cash In Bank	111.78 1,596.84	- - 1,708.62
09/30/2005	J272	1991, Sept05, Local Authorities Pension Plan 2400 L.A.P.P. 5350 L.A.P.P. Expense 1080 Cash In Bank	609.26 704.45	- 1,313.71
09/23/2005	J274	Deposit, GST recovery 4030 HRDC - Summer Student 1080 Cash In Bank	1,446.00	1,446.00
09/30/2005	J278	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	- 257.38	257.38 -
09/30/2005	J279	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	354.00	354.00
09/30/2005	J280	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees 1080 Cash In Bank	60.00	60.00
09/30/2005	J281	Deposit, Reimbursement 5140 Telephone and Fax Expense 1080 Cash In Bank	- 43.71	43.71
09/30/2005	J282	Deposit, County of Newell 4060 County of Newell Library Board 1080 Cash In Bank	- 15,084.64	15,084.64
09/30/2005	J283	Deposit, Adopt-a.Magazine 4185 Adopt-a-magazine 1080 Cash In Bank	200.00	200.00
09/30/2005	J288	Debit, Securtek 5170 Security Monitoring 5180 GST Expense 1080 Cash In Bank	25.00 1.75	- - 26.75
09/30/2005	J289	Debit, AB Health 5360 AB Health Expense 2440 AB Health Payable 1080 Cash In Bank	30.80 13.20	44.00

09/30/2005	J290	Debit, Destination Fee	Debits	Credits
	0200	5250 Bank Charges 1080 Cash In Bank	5.00	5.00
			102,664.98	102,664.98

Brooks Public Library Reconciliation Transactions Detail Report 09/01/2005 to 09/30/2005

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

Date	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	С	Status
09/02/2005	J214	Resident Cardholder	Deposit	282.00			v	Classed
09/02/2005	J215	Fines	Deposit	377.04	-			Cleared Cleared
09/02/2005	J216	Adopt-a-Magazine	Deposit	600.00	_			Cleared
09/09/2005	J217	Resident Cardholder	Deposit	276.00	_			Cleared
09/09/2005	J218	Fines	Deposit	325.72	_			Cleared
09/09/2005	J219	Non-Resident Cardholder	Deposit	60.00	_			
09/09/2005	J220	Adopt-a-Magazine	Deposit	300.00	_			Cleared
09/12/2005	J221	Sept2005, Brooks Bulletin	1964	-	85.60			Cleared
09/12/2005	J222	Sept 2005, Ikon Office Solution	1965	-	46.61			Cleared
09/12/2005	J223	Sept 2005, Grand & Toys	1966		115.23			Cleared
09/12/2005	J224	Sept 2005, Shortgrass Library Sys		-	27.20			Cleared
09/12/2005	J225	Sept 2005, Esplande Arts & Herita		_	50.00			Cleared
09/13/2005	J226	Sept05, Canada Customs and Rev	1969	<u> </u>	107.00		Υ	Cleared
09/16/2005	J234	Fines	Deposit	399.55	-		Y	Cleared
09/16/2005	J235	Resident Membership	Deposit	316.00	-		Y	Cleared
09/16/2005	J236	Non-Resident Cardholders	Deposit	240.00	-		Υ	Cleared
09/16/2005	J237	Books and Materials	Deposit	140.20	-			Cleared
09/16/2005	J238	Adopt-a-Magazine	Deposit	200.00	-		Υ	Cleared
09/22/2005	J239	Sept 2005, The Alberta Library	1970	-	42.80			Cleared
09/22/2005 09/22/2005	J240 J241	Sept 2005, Julia Reinhart	1971	-	122.10			Cleared
09/22/2005	J241 J242	Sept 2005, Brooks Bulletin	1972	=	85.60			Cleared
09/22/2005	J242 J243	Sept 2005, Telus Communications	1973	·-	280.47			Cleared
09/30/2005	J243 J244	Sept 2005, Royal Bank Visa Sept05, Ronnie Adams	1974	-	5,133.95			Cleared
09/30/2005	J245	Sept05, Shannon Christoffersen	1975 1976	-	1,111.48			Outstanding
09/30/2005	J246	Sept05, Sharmon Christonersen	1977	-	24.47			Reversed
09/30/2005	J247	Sept05, Maxine Meldrum	1978	-	1,370.24			Cleared
09/30/2005	J248	Sept05, Patricia Neufeld	1979	-	1,464.64 377.52			Outstanding
09/30/2005	J249	Sept05, Julia Reinhart	1980	<u>.</u>	2,726.92			Outstanding
09/30/2005	J250	Sept05, Bruce Schmidt	1981		605.26			Outstanding Cleared
09/30/2005	J251	Sept05, Sharon Wilson	1982		605.26			Reversed
09/30/2005	J252	Sept05, Khethwen Woo	1983	<u>-</u>	483.93			Outstanding
09/30/2005	J253	Reversing J251. Correction is J254.	ADJ1982	605.26	-100.00			Adjustment
09/30/2005	J254	Sept05, Sharon Wilson	1982	-	581.41			Outstanding
09/30/2005	J255	Reversing J245. Correction is J256.	ADJ1976	24.47	-			Adjustment
09/30/2005	J256	Sept05, Shannon Christoffersen	1976	the property of the state of th	31.33	12	25 0	Outstanding
09/30/2005	J257	Sept2005, Canada Customs and	1984	<u>-</u>	2,964.48	1		Outstanding
09/23/2005	J258	Fines	Deposit	481.74	2.00			Cleared
09/23/2005	J259	Resident cardholders	Deposit	288.00	-	.)	1	Cleared
09/23/2005 09/23/2005	J260	Non-resident cardholders	Deposit	140.00	-	1	1	Cleared
09/23/2005	J261 J262	Adopt-a-magazine	Deposit	100.00	-	١	(Cleared
09/23/2005	J263	Donation - C.Patterson Town of Brooks - 4th installment	Deposit	500.00	-			Cleared
09/23/2005		GST recovery	Deposit	32,812.50	-	27		Cleared
09/23/2005	J265	Reimbursement books and materials	Deposit	1,446.00	-	j		Reversed
09/30/2005	J266	Sept2005, Shortgrass Library Syst	1985	1,075.51	-			Cleared
09/30/2005		Sept05, Second Street Drycleaners	1986	-	22,221.66			Cleared
09/30/2005		Sept05, Brooks Bulletin	1987	_	32.10			Outstanding
09/30/2005		Sept05, Telus Communications	1988	 	25.68 89.03			Cleared
09/30/2005		Sept2005, Maxine Meldrum	1989	=	88.00	IY		Outstanding Outstanding
09/30/2005		Sept05, Docucom Limited Partner	1990		1,708.62			Dutstanding
09/30/2005	J272	Sept05, Local Authorities Pension	1991		1,313.71	Ü	, ,	Cleared
09/23/2005	J273	Reversing J264. Correction is J274.		_	1,446.00			Adjustment
09/23/2005		GST recovery	Deposit	1,446.00	1,110.00			Cleared
09/30/2005	J278	Fines	Deposit	257.38	_			Cleared
09/30/2005	J279	Resident Cardholder	Deposit	354.00	-			Cleared
09/30/2005	J280	Non-Resident Cardholder	Deposit	60.00	-			Cleared
09/30/2005	J281	Reimbursement	Deposit	43.71	0 =			Cleared
09/30/2005		County of Newell	Deposit	15,084.64	9 <u>=</u>			Cleared
09/30/2005		Adopt-a.Magazine	Deposit	200.00	_			cleared
09/30/2005		Securtek	Debit		26.75			leared
09/30/2005			Debit	-	44.00	Ý	Č	leared
09/30/2005	J290	Destination Fee	Debit	72	5.00			leared
				58,435.72	45,444.05			
				Value 2 • 100 € 1	consist Data Statement			

Brooks Midlic Library Reconciliation Transactions Detail Report 09/01/2005 to 09/30/2005

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

Tran. No. Comment

Source

Deposits Withdrawals Deposit No. C Status

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD November 22, 2005 HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Shannon Christoffersen, Pat Walsh, Henry Najda, Sheila Tiegs, Gloria Evans, Cathleen Patterson, Julia Reinhart (Head Librarian)

REGRETS: Martin Shields, Karen Nelson, Elsie Strach, Tilly Gamble-Altwasser

VISION STATEMENT

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

MISSION STATEMENT

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

- 1. Call to Order: Dino called the meeting to order at 6:30.
- 2. Welcome: Dino welcomed Shannon Christoffersen to the meeting.
- 3. Approval of the Agenda: Motion: to approve the agenda as amended Moved: Pat; Seconded: Sheila. Carried
- 4. Consent Agenda:
 - a) October 2005 Action Items
 - b) October 2005 Board meeting minutes
 - c) Finance Committee Report—next meeting December 15 @ 8 am
 - d) Librarian's Report—amended to remove from Consent agenda—Julia to give orally
 - e) Board Development Committee—no report—meeting re Board Development Day TBA
 - f) Policy Committee—no report—next meeting Thursday, January 26 after Board meeting Motion: to approve Consent Agenda as amended Moved: Cathleen; Seconded: Henry. Carried

Librarian's Report:

- a) There will be physical changes to the collection arrangement within the next month b) Present gallery exhibit well received
- c) December and January exhibits organized
- d) Second Toddler Time added to January schedule because of demand
- e) Julia started with Shortgrass in November.
- f) BPL Staff Professional Day was November 21. For our users, Monday is not a good day to close. In future may have to have some staff work that day, especially for the
- g) The Tilley library has joined the Shortgrass system

5. Correspondence:

- a) Letter from City of Brooks reappointing Pat Walsh and Martin Shields to Board
- b) Secondment contract between Shortgrass and BPL covering Julia's half time with Shortgrass from November 1, 2005 to October 31, 2006
- c) Shortgrass ALTA report circulated
- d) BPL contact info and term dates handed out
- e) Reply from prime minister's office responding to our letter regarding postal book rates
- 6. Shortgrass Library System Report: Tabled
- 7. Human Resources Committee:
 - a) Nov. 15 meeting cancelled due to Budget presentation to City that evening. Meeting to be rescheduled for early 2006.
- 8. Business Arising from the October 2005 Board minutes:
 - a) Budget Presentation to City Council: A letter will be sent to City Council reminding them of their commitment of 5% for 3 year period. We have not heard from County Council regarding the results of BPL's budget meeting with them.
 - b) Library Expansion Report: Sheila, Henry, Elsie and Gloria met Nov. 17. Sheila reported we would like to ask the Lethbridge librarian to attend a Board development day in March with us to talk to us regarding library expansion as they have just expanded their library. Sheila will be the point person for further informal expansion meetings. The next meeting will be Thursday, January 12, 2006 at 6:30 p.m.
 - c) A revised committee Member list was handed out.
 - d) Staff and Board Christmas function: We will have a potluck at the library January 9, 2006. Elsie will be asked to organize the function along with a staff member.

9. New Business:

- a) Representative for Board to attend SLS Christmas Banquet on Dec. 7 -speak to Julia about it if interested in attending
- b) Dates for next year's Board meetings: Wed., Jan. 25; Feb. 23; March 23; Tues., Apr 25; May 25; June 22; July 27; Aug. 24; Sept. 28; Oct. 26; Nov. 23.
- c) Staff Christmas Gifts: Julia and Shannon left the meeting during the discussion.

Motion: "to give gift certificates in last year's amounts for staff (\$100.00 for full time staff; \$50.00 for part time staff; \$25.00 for new staff—3 months)"

Moved: Pat; Seconded: Sheila.

Amendment: "to give gift certificates from local merchants"

Moved: Henry; Seconded: Sheila. Carried.

Vote on original motion: Carried.

Motion: "to give Julia \$250.00 gift certificate from local merchants"

Moved: Pat; Seconded: Henry. Carried.

Julia will check with staff for their gift certificate preferred merchants.

d) City Christmas Party: Let Julia know if attending.

10. Next Board Meeting: Wednesday, Jan	uary 25 at 6:30
Motion: "to adjourn the meeting" Mov	ed: Henry, Carried
Chair	_ Skuitast
	Head Librarian

ACTION ITEMS Brooks Library Board Meeting November 22nd, 2005

ACTION	RESPONSIBILITY	STATUS
Action item 1: To send	Julia/ Dino	Complete
letter re: funding to City		
Council		
Action item 2: To contact	Julia	Complete
Lethbridge librarian re:		_
expansion		
Action item 3: To ask Elsie	Julia	Complete
and one staff member to		
organize staff/board		
function		
Action item 4: To ask staff	Julia	Complete
re: their gift certificate		·
preferred merchants		

Brooks Library Board Finance Standing Committee Meeting 8:00 am November 15th, 2005

Present: Elsie Strach, Julia Reinhart and Dino Champlone

- 1) Meeting was called to order at 8:05 am.
- 2) Receipts and Expenditures for the month of October were discussed in detail and reviewed by the Committee. Items of note: Under Expenditures Books & Materials amount was reimbursed by Shortgrass; Library Equipment received donation of \$400 to be strictly used for a new computer workstation; Library Supplies were reimbursed by donation from Foundation; Administration and Travel was reimbursed by Shortgrass for Julia's attendance at Netspeed Conference. Expenditures for the month totaled \$7,545.53. Motion to accept expenditures for the month of October 2005.
- 3) The donation made by the Foundation to the Brooks Public Library Building Fund was discussed and will appear on the Balance Sheet for December 2005. The total donated was \$22,306.93.
- 4) The Committee discussed Christmas gifts and dinner out for library staff. It was decided that this item should be brought to the Board for decision.
- 5) A budget presentation to the City of Brooks Council will be done later today and the Committee spent time preparing for this meeting.
- 6) The meeting was adjourned at 9:00 am.

Brooks Library Board Receipts and Expenditures for October 2005

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	131,250.00	0.00	131,250.00
HRDC – Summer Student	1,500.00	0.00	1,446.00
Province of Alberta	50,000.00	0.00	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	15,084.64
Resident Cardholder Fees	17,000.00	1,292.00	13,591.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	48.00	48.00
Fines, books and services	20,500.00	1,424.96	17,288.46
Non-resident Cardholder Fees	5,000.00	120.00	2,260.00
Donations	7,000.00	0.00	5,270.74
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	100.00	1,900.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
			2,000.00
Total Revenue	256,998.00	2,984.96	243,948.60
		, , , , , , , , , , , , , , , , , , , ,	213,710.00
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	44,443.32
Shortgrass – Non-resident Fees	2,000.00	0.00	560.00
Dynix and Telecom (SLS)	5,000.00	0.00	3,884.53
Books & Materials	2,000.00	-6,404.98	472.47
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	-400.00	1,313.24
Payroll Expense	800.00	13.38	588.38
Library Supplies	4,000.00	-413.90	2,798.62
Administration & Travel	3,000.00	-88.00	3,169.35
Program Expense	1,000.00	0.00	1,244.64
Repair & Maintenance	2,000.00	9.38	1,761.22
Rebinding	1,000.00	67.50	520.03
Staff Training	2,500.00	728.00	1,784.36
Telephone & Fax Expense	4,000.00	187.28	2,723.45
Copier & Computer Costs	2,500.00	70.01	1,670.03
Security Monitoring	600.00	25.00	357.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	10.50
Freight & Postage	1,000.00	8.60	461.18
Professional Memberships	300.00	25.00	
Publicity and Advertising	1,000.00	100.00	330.00 1,290.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	45.00	123.69
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,661.59	119,475.01
EI Expense	3,500.00	243.02	3,193.04
CPP Expense	4,000.00	389.55	4,645.58
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	517.24	2,294.33
LAPP Expense	7,000.00	729.31	7,072.15
AB Health Expense	700.00	30.80	677.60
Total Expenses	256,998.00	7,545.53	214,474.84

ASSETS

CURRENT ASSETS	
SIC Account	
GST Recoverable	0.00
Endowment Fund	2,058.55
Furn. & Shelving Reserve	6,192.45
Cash On Hand/Float	0.00
Cash In Bank	50.00
TOTAL CURRENT ASSETS	48,218.98
TOTAL CORRENT ASSETS	<u>56,519.98</u>
TOTAL ASSETS	56,519.98
LIABILITIES	
CURRENT LIABILITIES	
GST Charged on Sales	0.00
GST Paid on Purchases	-2,561.27
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
El Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-0.01
AB Health Payable	105.60
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	-2,455.68
TOTAL LIABILITIES	-2,455.68
EQUITY	
~ARNINGS	
Endowment Fund Reserves	75 EV
Retained Earnings	6,192.45
Current Earnings	23,309.45
CURRENT EARNINGS	29,473.76
	58,975.66
TOTAL EQUITY	58,975.66
LIABILITIES AND EQUITY	FO F10
	56,519.98

REVENUE

REVENUE	
PSVENUE	
wn of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,292.00
Interest Income	0.00
Miscellaneous	48.00
Fines, Book Sales and Services	1,424.96
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine Medieval Faire	100.00
GST Recovery	0.00
TOTAL REVENUE	0.00
TOTAL REVENUE	2,984.96
TOTAL REVENUE	2,984.96
EXPENSE	
EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-6,404.98
New Library Furnishings	0.00
Library Equipment	-400.00
Payroll Expense	13.38
Library Supplies	-413.90
Administration & Travel	-88.00
⁻³cruitment Expense	0.00
ogram Expense	0.00
Repair & Maintenance	9.38
Rebinding, Microfilming, Laminating	67.50
Staff Training	728.00
Telephone and Fax Expense	187.28
Copier & Computer Costs	70.01
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage Professional Memberships	8.60
Publicity and Advertising	25.00
Audit and Insurance	100.00
Bank Charges	0.00
Miscellaneous	45.00
Wages	0.00
El Expense	11,661.59
CPP Expense	243.02
WCB Expense	389.55
AUMA Extended Health	0.00
L.A.P.P. Expense	517.24
AB Health Expense	729.31
TOTAL EXPENSES	30.80
TOTAL EXPENSE	7,545.53
NEW WAR AND	7,545.53

-4,560.57

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NET INCOME

REVENUE	
PEVENUE	
wn of Brooks	
HRDC - Summer Student	131,250.00
Province of Alberta	1,446.00
Industry Canada - CAP 3	49,781.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	2,717.96
Resident Cardholder Fees	15,084.64
Interest Income	13,591.10
Miscellaneous	0.00
Fines, Book Sales and Services	48.00
Non-resident Cardholder Fees	17,288.46
Charitable Receipt Donations	2,260.00
Fundraisers	5,270.74
Adopt-a-magazine	0.00
Medieval Faire	1,900.00
GST Recovery	1,257.15
TOTAL REVENUE	2,053.55
	243,948.60
TOTAL REVENUE	
	243,948.60
EXPENSE	
EXPENSES	
SLS Expense (Materials)	44 442 00
SLS - Non-resident fees	44,443.32
SLS - Dynix and Telecom	560.00 3,884.53
Books and Materials	
New Library Furnishings Library Equipment	472.47 449.88
Payroll Expense	1,313.24
Library Supplies	588.38
Administration & Travel	2,798.62
ecruitment Expense	3,169.35
gram Expense	0.00
Repair & Maintenance	1,244.64
Rebinding, Microfilming, Laminating	1,761.22
Staff Training	520.03
Telephone and Fax Expense	1,784.36
Copier & Computer Costs	2,723.45
Security Monitoring	1,670.03
Computer Main, Contracts	357.98
GS1 Expense	316.00
Freight and Postage	10.50
Professional Memberships	461.18
Publicity and Advertising	330.00
Audit and Insurance	1,290.00
Bank Charges	6,300.00
Miscellaneous	123.69
Wages	0.00
El Expense	119,475.01
CPP Expense	3,193.04
WCB Expense	4,645.58
AUMA Extended Health	544.26
L.A.P.P. Expense	2,294.33
AB Health Expense	7,072.15
TOTAL EXPENSES	677.60
TOTAL EXPENSE	214,474.84
- VIAL ENFENSE	214,474.84
NET INCOME	£17,714.04

29,473.76

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NET INCOME

Account: 1080 Cash In Bank

Deposit No.: *** all ***

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

3	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	C	Status
40/04/0005	1075	Oct05, Alberta Library Trustees As	1992	_1	70.00		Υ	Reversed
10/04/2005	J275	Reversing J275. Correction is J277.	AD 11002	70.00	-			Adjustment
10/04/2005	J276	Oct05, Alberta Library Trustees As	1002	70.00	105.00			Outstanding
10/04/2005	J277		Deposit	559.84	-			Cleared
10/07/2005	J284	Fines	Deposit	384.00	_		Y	Cleared
10/07/2005	J285	Resident Cardholder	Deposit	88.00	-			Cleared
10/07/2005	J286	Reimbursement	Deposit	100.00	-			Cleared
10/07/2005	J287	Adopt-a-Magazine	1993	100.00	74.91		1050	Cleared
10/07/2005	J291	Oct 2005, Ikon Office Solution	1993	=	9.20			Cleared
10/07/2005	J292	Oct 2005, The Alberta Library		_	10.04		1963	Cleared
10/07/2005	J293	Oct 2005, Brooks Home Hardware	1995 1996		72.23		-	Cleared
10/07/2005	J294	Oct 2005, Ben's Office Machines		-	100.00			Cleared
10/07/2005	J295	Oct 2005, Brooks Community Adul	1997	-	29.75		058	Cleared
10/25/2005	J296	Oct 2005, Kari Bolen	1998	* -	54.98			Outstanding
10/25/2005	J297	Oct 2005, Telus Mobility	1999	-	397.13			Cleared
10/25/2005	J298	Oct 2005, Royal Bank Visa	2000	-	738.90			Cleared
10/25/2005	J299	Oct 2005, City of Brooks	2001	, -	13.38			Outstanding
10/25/2005	J300	Oct 2005, Brooks Computer Servi	2002	-				Outstanding
10/25/2005	J301	Oct 2005, Brodart	2003	(-	444.42			Outstanding
10/25/2005	J302	Oct 2005, Telus Communications	2004	i=	172.96			
10/25/2005	J303	Oct 2005, Foothills Library Associ	2005	1-	25.00			Outstanding
10/25/2005	J304	OCt 2005, Julia Reinhart	2006		253.90			Outstanding
10/25/2005	J305	Fines	Deposit	297.84	-			Cleared
10/14/2005	J306	Resident Cardholder	Deposit	332.00	-			Cleared
10/14/2005	J307	Non-Resident Cardholder	Deposit	60.00	-		and the	Cleared
10/21/2005	J308	Fines	Deposit	298.88	-			Cleared
10/21/2005	J309	Resident Cardholder	Deposit	312.00	-		-	Cleared
10/21/2005	J310	Non-Resident Cardholder	Deposit	60.00	-			Cleared
10/21/2005	J311	Reimbursement for Materials	Deposit	6,404.98	-			Cleared
10/21/2005	J312	Library Equipment	Deposit	200.00	-			Cleared
10/31/2005	J313	Oct05, Ronnie Adams	2007	>=	1,045.80			Outstanding
10'31/2005	J314	Oct05, Bessie Jacowishen	2008	-	1,362.26			Cleared
1/2005	J315	Oct05, Maxine Meldrum	2009	-	1,456.66			Outstanding
10/31/2005	J316	Oct05, Patricia Neufeld	2010	· -	267.68			Outstanding
10/31/2005	J317	Oct05, Julia Reinhart	2011	·-	2,798.42			Outstanding
10/31/2005	J318	Oct05, Bruce Schmidt	2012	1/ =	609.57			Outstanding
10/31/2005	J319	Oct05, Tamara Van Horne	2013	-	230.17			Outstanding
10/31/2005	J320	Oct05, Sharon Wilson	2014	a a .	657.58			Outstanding
10/31/2005	J321	Oct05, Khethwen Woo	2015	::=	419.16		N	Outstanding
10/31/2005	J322	Oct05, Canada Customs and Rev	2016	×=	2,661.01		N	Outstanding
10/31/2005	J323	Oct05, Local Authorities Pension	2017	-	1,364.73		N	Outstanding
10/28/2005	J325	Fines	Deposit	298.15	-			Cleared
10/28/2005	J326	Resident Cardholder	Deposit	264.00	-		10000	Cleared
10/28/2005	J327	Donation - Newell Assoc Clinic	Deposit	200.00	-		-	Cleared
10/28/2005	J328	Reimburse from Foundation	Deposit	835.74	-			Cleared
10/23/2005	J337	Securtek	Debit		26.75		Υ	Cleared
10/03/2005	J338	AB Health for October	Debit		44.00		Y	Cleared
10/1//2005	J340	Br Dest Fee	Debit	<u>e</u>	5.00		Υ	Cleared
10/31/2005	J340 J341	Adjustment by bank	Deposit	48.00	-		Υ	Cleared
10/21/2005	J341	Adjustition by balls	2 apoon					
				10 813 43	15.520.59			

10,813.43

15,520.59

10/04/	/2005 J	277 1992, Oct05, Alberta Library Trustees Associa	Debits	Credits
		Stail Training		
		1080 Cash In Bank	105.00	-
10/07/2	2005 1	84 Denosit Finas	•	105.00
	2000 32	zoposii, i ilies		
		4120 Fines, Book Sales and Services 1080 Cash In Bank		FEO 0 .
		1080 Cash In Bank	559.84	559.84
10/07/2	2005 J2	Deposit, Resident Cardholder	333.84	-
		4090 Resident Cardholder Fees		
		1080 Cash In Bank	_	384.00
10/07/0			384.00	-
10/07/2	:005 J2	6 Deposit, Reimbursement		
		5080 Administration & Travel		
		1080 Cash In Bank		88.00
10/07/20	005 J28	7 Domesit A.L.	88.00	-
	320	2000k, Adopt-a-Magazine		
		4185 Adopt-a-magazine		400
		1080 Cash In Bank	100.00	100.00
10/07/20	005 J29	1993, Oct 2005, Ikon Office Solution	100.00	-
		2100 GST Paid on Purchases		
		5160 Copier & Computer Costs	4.90	
		1080 Cash In Bank	70.01	_
10/07/00/			-	74.91
10/07/200	05 J292	TOOT, OUL 2003. THE Alberta Library		
		2100 GST Paid on Purchages		
		5200 Freight and Postage	0.60	-
		1080 Cash In Bank	8.60	-
10/07/200)5 J293	1005 Oct 0005 7	-	9.20
_	- 0200	1995, Oct 2005, Brooks Home Hardware		
		2100 GST Paid on Purchases 5100 Repair & Maintenance	0.66	
		5100 Repair & Maintenance 1080 Cash In Bank	9.38	
	223	Odsii iii Balik	-	10.04
7/2005	5 J294	1996, Oct 2005, Ben's Office Machines		10.04
		2100 GST Paid on Purchases		
		5120 Rebinding, Microfilming Laminating	4.73	-
		1080 Cash In Bank	67.50	-
10/07/2005	J295	1007 Out coop -	-	72.23
	0200	1997, Oct 2005, Brooks Community Adult Learni		
		r dolicity and Advertising	100.00	
		1080 Cash In Bank	100.00	100.00
10/25/2005	J296	1998, Oct 2005, Kari Bolen		100.00
		4120 Fines, Book Sales and Services		
		1080 Cash In Bank	29.75	_
10/25/2005	100-		-	29.75
10/20/2005	J297	1999, Oct 2005, Telus Mobility		4×1044 000 F 255
		2100 GST Paid on Purchases	e	
		5140 Telephone and Fax Expense	3.60	-
		1080 Cash In Bank	51.38	-
10/25/2005	J298	2000 Oct 2005 Parel Parel	> 	54.98
		2000, Oct 2005, Royal Bank Visa 5130 Staff Training		
		5250 Bank Charges	357.13	
		1080 Cash In Bank	40.00	-
10/05/0000	<u>graneror</u>			397.13
10/25/2005	J299	2001, Oct 2005, City of Brooks		-57.10
		2420 AUMA Extended Health		
		5340 AUMA Extended Health	221.66	-
		1080 Cash In Bank	517.24	-
10/25/2005	1200			738.90
. 5,20,2003	J300	2002, Oct 2005, Brooks Computer Services Ltd.		
		ayron Expense	40.00	
		1080 Cash In Bank	13.38	_
1 `5/2005	J301	2003 Oct 2005 Park		13.38
		2003, Oct 2005, Brodart		
		2100 GST Paid on Purchases 5070 Library Supplies	29.08	
		Library Supplies	415.34	-
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			1080 Cash In Bank	Debits	Credits
	5/200	5 J302	 2004, Oct 2005, Telus Communications 2100 GST Paid on Purchases 5140 Telephone and Fax Expense 1080 Cash In Bank 	18.13 154.83	444.42 - - 172.96
	10/25/2005	5 J303	 2005, Oct 2005, Foothills Library Association 5210 Professional Memberships 1080 Cash In Bank 	25.00	25.00
	10/25/2005	5 J304	2006, OCt 2005, Julia Reinhart 2100 GST Paid on Purchases 5070 Library Supplies 5130 Staff Training 1080 Cash In Bank 5140 Telephone and Fax Expense	0.46 6.50 265.87 -	- - - 253.90 18.93
	10/25/2005	J305	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	297.84	297.84
	10/14/2005	J306	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	332.00	332.00
	10/14/2005	J307	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees 1080 Cash In Bank	60.00	60.00
	10/21/2005	J308	Deposit, Fines 4120 Fines, Book Sales and Services 1080 Cash In Bank	298.88	298.88
	1071/2005	J309	Deposit, Resident Cardholder 4090 Resident Cardholder Fees 1080 Cash In Bank	312.00	312.00
	10/21/2005	J310	Deposit, Non-Resident Cardholder 4140 Non-resident Cardholder Fees 1080 Cash In Bank	60.00	60.00
	10/21/2005	J311	Deposit, Reimbursement for Materials 5030 Books and Materials 1080 Cash In Bank	- 6,404.98	6,404.98
	10/21/2005	J312	Deposit, Library Equipment 5055 Library Equipment 1080 Cash In Bank	200.00	200.00
	10/31/2005	J313	2007, Oct05, Ronnie Adams 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health 2440 AB Health Payable	1,397.83 - - - - - -	1,045.80 27.26 54.76 112.45 89.46 41.70
1	10/31/2005	J314	2008, Oct05, Bessie Jacowishen 5300 Wages 1080 Cash In Bank 2310 El Payable 2320 CPP Payable 2330 Income Tax Payable 2400 L.A.P.P. 2420 AUMA Extended Health	1,862.96 - - - - - -	26.40 1,362.26 36.33 77.78 225.04 119.23 42.32

Printed On: 11/14/2005

			5.1.4	0
10/31/2005	J315	2009, Oct05, Maxine Meldrum	Debits	Credits
*5		5300 Wages	1,952.28	
		1080 Cash In Bank	5. .	1,456.66
		2310 El Payable	£ ≅	38.07
		2320 CPP Payable 2330 Income Tax Payable	-	82.20 246.66
		2400 L.A.P.P.	-	124.95
		2420 AUMA Extended Health	=	3.74
10/31/2005	J316	2010, Oct05, Patricia Neufeld		
		5300 Wages	273.00	-
		1080 Cash In Bank	≅:	267.68
		2310 El Payable	-	5.32
10/31/2005	J317	2011, Oct05, Julia Reinhart	4.470.00	
		5300 Wages 1080 Cash In Bank	4,176.00	2 709 42
		2310 El Payable	-	2,798.42 27.61
		2320 CPP Payable	-	130.77
		2330 Income Tax Payable	_	881.15
		2400 L.A.P.P.	_	301.78
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
10/31/2005	J318	2012, Oct05, Bruce Schmidt		
		5300 Wages	639.24	
		1080 Cash In Bank		609.57
		2310 El Payable 2320 CPP Payable	-	12.47 17.20
		A South Control of the Control of th) -	17.20
10/31/2005	J319	2013, Oct05, Tamara Van Horne	00475	
		5300 Wages 1080 Cash In Bank	234.75	220.47
		2310 El Payable	-	230.17 4.58
1/2005	J320	2014, Oct05, Sharon Wilson		
		5300 Wages	690.81	=
		1080 Cash In Bank	=	657.58
		2310 El Payable	.=	13.47
		2320 CPP Payable	-	19.76
10/31/2005	J321	2015, Oct05, Khethwen Woo	10.1.70	
		5300 Wages 1080 Cash In Bank	434.72	410.16
		1080 Cash In Bank 2310 El Payable		419.16 8.48
		2320 CPP Payable	-	7.08
10/31/2005	J322	2016, Oct05, Canada Customs and Revenue Agenc		
		2310 El Payable	173.59	**
		2320 CPP Payable	389.55	-
		2330 Income Tax Payable	1,465.30	8 -
		5310 El Expense	243.02	7 -
		5320 CPP Expense 1080 Cash In Bank	389.55	2,661.01
10/31/2005	J323	2017 Octob Local Authorities Paneign Plan		
10/3 1/2003	3323	2017, Oct05, Local Authorities Pension Plan 2400 L.A.P.P.	635,42	12
		5350 L.A.P.P. Expense	729.31	_
		1080 Cash In Bank	-	1,364.73
10/28/2005	J325	Deposit, Fines		
		4120 Fines, Book Sales and Services		298.15
		1080 Cash In Bank	298.15	Nerse terrestêntêse P ar e
10/28/2005	J326	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	(4	264.00
		1080 Cash In Bank	264.00	-

Brooks Public Library All Journal Entries 10/01/2005 to 10/31/2005

			Debits	Credits
10/28/2005	J327	Deposit, Donation - Newell Assoc Clinic 4170 Charitable Receipt Donations	-	200.00
		1080 Cash In Bank	200.00	-
10/28/2005	J328	Deposit, Reimburse from Foundation		
		5070 Library Supplies	- 005.74	835.74
		1080 Cash In Bank	835.74	-
10/03/2005	J337	Debit, Securtek		
		5170 Security Monitoring	25.00	=
		5180 GST Expense	1.75	-
		1080 Cash In Bank	y -2	26.75
10/17/2005	J338	Debit, AB Health for October		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	12
		1080 Cash In Bank	=	44.00
10/31/2005	J340	Debit, Br Dest Fee		
		5250 Bank Charges	5.00	T-
		1080 Cash In Bank	-	5.00
10/21/2005	J341	Deposit, Adjustment by bank		
		4110 Miscellaneous	V =	48.00
		1080 Cash In Bank	48.00	-
			29,027.24	29,027.24