

**Brooks Library Board
Finance Standing Committee Meeting
8:00 am January 19th, 2006**

Present: Elsie Strach, Dino Champlone and Julia Reinhart

1. Meeting was called to order at 8:05 am
2. Receipts and Expenditures for the month of November and December 2005 were discussed and reviewed by the Committee.
 - a) Items of note from November: *Receipts* – donation of \$22,406.93 – funds provided to BPL from the Brooks Library Foundation. This amount has been moved into the Building Fund Account. *Expenditures* – minus amount of \$335.73 and \$80.25 reimbursed from Shortgrass Library System for Netspeed Conference expenses.
 - b) Items of note from December: *Receipts* – various year end donations received from library users. *Expenditures* – purchase of computer (\$1230.00) with funds raised for this purpose; \$604.94 for staff Christmas gift certificates; reduced wage amount – includes reimbursement from Shortgrass for Julia's wages
3. Julia presented a modified budget to the committee for discussion. Some items of note include – *Receipts* - amount City has committed for 2006 of \$137,813.00 (up five % from last year); the donation of \$8,000 from the Lakeside group has been included in donations; *Expenditures* – changes to Furnishings and Equipment to account for anticipated donations to be used for these items; changes to staff wages and benefits to reflect approved wage grid and projected payroll for 2006.
4. Finance Meeting adjourned at 9:00 am

Brooks Library Board
Receipts and Expenditures for November 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	1,272.00	14,863.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	48.00
Fines, books and services	20,500.00	1,195.99	18,484.45
Non-resident Cardholder Fees	5,000.00	320.00	2,580.00
Donations	7,000.00	22,406.93	27,677.67
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	100.00	2,000.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	25,294.92	269,243.52
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	103.37	575.84
New Library Furnishings	898.00	0.00	449.88
Library Equipment	1,000.00	0.00	1,313.24
Payroll Expense	800.00	50.00	638.38
Library Supplies	4,000.00	190.35	2,988.97
Administration & Travel	3,000.00	-335.73	2,833.62
Program Expense	1,000.00	66.28	1,310.92
Repair & Maintenance	2,000.00	0.00	1,761.22
Rebinding	1,000.00	0.00	520.03
Staff Training	2,500.00	-80.25	1,704.11
Telephone & Fax Expense	4,000.00	517.82	3,241.27
Copier & Computer Costs	2,500.00	184.56	1,854.59
Security Monitoring	600.00	25.00	382.98
Computer Main. Contracts	1,000.00	0.00	316.00
GST Expense	0.00	1.75	12.25
Freight & Postage	1,000.00	200.00	661.18
Professional Memberships	300.00	50.00	380.00
Publicity and Advertising	1,000.00	74.00	1,364.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	18.24	141.93
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	12,164.89	131,639.90
EI Expense	3,500.00	218.12	3,411.16
CPP Expense	4,000.00	265.52	4,911.10
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	517.24	2,811.57
LAPP Expense	7,000.00	746.81	7,818.96
AB Health Expense	700.00	30.80	708.40
Total Expenses	256,998.00	15,008.77	229,483.61

ASSETS

CURRENT ASSETS

STIC Account	0.00
ST Recoverable	2,058.55
Building Fund	28,499.38
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	36,041.06
TOTAL CURRENT ASSETS	<u>66,648.99</u>

TOTAL ASSETS

66,648.99

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-2,633.98
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-110.84
AB Health Payable	132.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-2,612.82</u>

TOTAL LIABILITIES

-2,612.82

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	39,759.91
CURRENT EARNINGS	<u>69,261.81</u>

TOTAL EQUITY

69,261.81

LIABILITIES AND EQUITY

66,648.99

ASSETS

1,000.00
2,000.00
3,000.00
4,000.00
5,000.00
6,000.00
7,000.00
8,000.00
9,000.00
10,000.00

Cash
Accounts Receivable
Inventory
Prepaid Expenses
Other Assets
TOTAL CURRENT ASSETS

LIABILITIES

1,000.00
2,000.00
3,000.00
4,000.00
5,000.00
6,000.00
7,000.00
8,000.00
9,000.00
10,000.00

Accounts Payable
Notes Payable
Other Liabilities
TOTAL CURRENT LIABILITIES

EQUITY

1,000.00
2,000.00
3,000.00
4,000.00
5,000.00
6,000.00
7,000.00
8,000.00
9,000.00
10,000.00

Common Stock
Retained Earnings
Other Equity
TOTAL EQUITY

TOTAL ASSETS AND EQUITY

10,000.00

10,000.00



REVENUE

REVENUE	
Town of Brooks	131,250.00
DC - Summer Student	1,446.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,717.96
County of Newell Library Board	15,084.64
Resident Cardholder Fees	14,863.10
Interest Income	0.00
Miscellaneous	48.00
Fines, Book Sales and Services	18,484.45
Non-resident Cardholder Fees	2,580.00
Charitable Receipt Donations	27,677.67
Fundraisers	0.00
Adopt-a-magazine	2,000.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	<u>269,243.52</u>

TOTAL REVENUE 269,243.52

EXPENSE

EXPENSES	
SLS Expense (Materials)	44,443.32
SLS - Non-resident fees	560.00
SLS - Dynix and Telecom	3,884.53
Books and Materials	575.84
New Library Furnishings	449.88
Library Equipment	1,313.24
Payroll Expense	638.38
Library Supplies	2,988.97
Administration & Travel	2,833.62
Recruitment Expense	0.00
Program Expense	1,310.92
Repair & Maintenance	1,761.22
Rebinding, Microfilming, Laminating	520.03
Staff Training	1,704.11
Telephone and Fax Expense	3,241.27
Copier & Computer Costs	1,854.59
Security Monitoring	382.98
Computer Main. Contracts	316.00
GST Expense	12.25
Freight and Postage	661.18
Professional Memberships	380.00
Publicity and Advertising	1,364.00
Audit and Insurance	6,300.00
Bank Charges	141.93
Miscellaneous	0.00
Wages	131,639.90
EI Expense	3,411.16
CPP Expense	4,911.10
WCB Expense	544.26
AUMA Extended Health	2,811.57
L.A.P.P. Expense	7,818.96
AB Health Expense	708.40
TOTAL EXPENSES	<u>229,483.61</u>

TOTAL EXPENSE 229,483.61

NET INCOME 39,759.91

REVENUE

REVENUE	
Town of Brooks	0.00
DC - 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	1,272.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,195.99
Non-resident Cardholder Fees	320.00
Charitable Receipt Donations	22,406.93
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>25,294.92</u>

TOTAL REVENUE 25,294.92

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	103.37
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	190.35
Administration & Travel	-335.73
Recruitment Expense	0.00
Program Expense	66.28
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	-80.25
Telephone and Fax Expense	517.82
Copier & Computer Costs	184.56
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	200.00
Professional Memberships	50.00
Publicity and Advertising	74.00
Audit and Insurance	0.00
Bank Charges	18.24
Miscellaneous	0.00
Wages	12,164.89
EI Expense	218.12
CPP Expense	265.52
WCB Expense	0.00
AUMA Extended Health	517.24
L.A.P.P. Expense	746.81
AB Health Expense	30.80
TOTAL EXPENSES	<u>15,008.77</u>

TOTAL EXPENSE 15,008.77

NET INCOME 10,286.15

Brooks Public Library
 Reconciliation Transactions Detail Report 11/01/2005 to 11/30/2005

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

Date	Tran. No.	Comment	Source	Deposits	Withdrawals	Deposit No.	C	Status
11/01/2005	J324	Nov05, Canada Post	2018	-	107.00		Y	Cleared
11/04/2005	J329	Resident Cardholders	Deposit	312.00	-		Y	Cleared
11/04/2005	J330	Fines etc.	Deposit	274.68	-		Y	Cleared
11/04/2005	J331	Non-resident cardholders	Deposit	180.00	-		Y	Cleared
11/04/2005	J332	Adpot-a-magazine	Deposit	100.00	-		Y	Cleared
11/10/2005	J333	Reimburse from SHO - Netspeed	Deposit	80.25	-		Y	Cleared
11/10/2005	J334	Fines etc.	Deposit	235.90	-		Y	Cleared
11/10/2005	J335	Resident cardholders	Deposit	318.00	-		Y	Cleared
11/10/2005	J336	Br Dest Fee	Debit	-	5.00		Y	Cleared
11/10/2005	J339	Reversing J336. Correction is J340.	ADJDebit	5.00	-		Y	Reversed
11/14/2005	J344	Nov05, Brooks Stationers	2019	-	127.22		Y	Adjustment
11/14/2005	J345	Nov05, Brooks Community Adult L...	2020	-	50.00		Y	Cleared
11/14/2005	J346	Nov05, Brooks Bulletin	2021	-	83.46		Y	Cleared
11/14/2005	J347	Nov05, AALT	2022	-	50.00		Y	Cleared
11/15/2005	J349	Donation by Foundation - Building ...	Deposit	22,306.93	-		Y	Cleared
11/15/2005	J350	Correction of error in deposit	Deposit	-	22,306.93		Y	Cleared
11/24/2005	J351	Nov 2005, Brooks Bulletin	2023	-	25.68		N	Outstanding
11/24/2005	J352	Nov 2005, Brooks Computer Servi...	2024	-	53.50		N	Outstanding
11/24/2005	J353	Nov 2005, Ikon Office Solution	2025	-	70.26		Y	Cleared
11/24/2005	J354	Nov 2005, Julia Reinhart	2026	-	33.26		N	Outstanding
11/24/2005	J355	Nov 2005, Telus Communications	2027	-	443.87		N	Outstanding
11/24/2005	J356	Nov 2005, Royal Bank Visa	2028	-	300.38		N	Outstanding
11/18/2005	J357	Fines	Deposit	266.84	-		Y	Cleared
11/18/2005	J358	Resident Cardholders	Deposit	372.00	-		Y	Cleared
11/18/2005	J359	Non-Resident Cardholders	Deposit	60.00	-		Y	Cleared
11/18/2005	J360	Donation	Deposit	100.00	-		Y	Cleared
11/27/2005	J361	Nov2005, Canada Post	2029	-	107.00		Y	Cleared
11/30/2005	J362	Nov05, Ronnie Adams	2030	-	1,137.76		N	Outstanding
11/30/2005	J363	Nov05, Shannon Christoffersen	2031	-	335.41		N	Outstanding
11/30/2005	J364	Nov05, Bessie Jacowishen	2032	-	1,465.93		Y	Cleared
11/30/2005	J365	Nov05, Maxine Meldrum	2033	-	1,408.82		N	Outstanding
11/30/2005	J366	Nov05, Patricia Neufeld	2034	-	319.43		N	Outstanding
11/30/2005	J367	Nov05, Julia Reinhart	2035	-	2,869.71		N	Outstanding
11/30/2005	J368	NOv05, Bruce Schmidt	2036	-	506.07		N	Outstanding
11/30/2005	J369	Nov05, Tamara Van Horne	2037	-	402.97		N	Outstanding
11/30/2005	J370	Nov05, Sharon Wilson	2038	-	572.95		N	Outstanding
11/30/2005	J371	Nov05, Khethwen Woo	2039	-	313.93		N	Outstanding
11/30/2005	J372	Nov05, Canada Customs and Rev...	2040	-	2,434.65		N	Outstanding
11/30/2005	J373	Nov05, Telus Mobility	2041	-	92.10		N	Outstanding
11/30/2005	J374	Nov05, City of Brooks	2042	-	738.90		N	Outstanding
11/30/2005	J375	Nov05, Local Authorities Pension ...	2043	-	1,477.28		N	Outstanding
11/30/2005	J398	Securtek	Debit	-	26.75		Y	Cleared
11/30/2005	J399	AB Health	Debit	-	44.00		Y	Cleared
11/30/2005	J400	Destination Fee	Debit	-	5.00		Y	Cleared
11/25/2005	J401	Fines	Deposit	418.57	-		Y	Cleared
11/25/2005	J402	Resident Cardholder	Deposit	270.00	-		Y	Cleared
11/25/2005	J403	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
11/25/2005	J404	Shortgrass Library System	Deposit	357.13	-		Y	Cleared
				25,737.30	37,915.22			

Brooks Public Library
All Journal Entries 11/01/2005 to 11/30/2005

			Debits	Credits
11/01/2005	J324	2018, Nov05, Canada Post		
		2100 GST Paid on Purchases	7.00	-
		5200 Freight and Postage	100.00	-
		1080 Cash In Bank	-	107.00
11/04/2005	J329	Deposit, Resident Cardholders		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
11/04/2005	J330	Deposit, Fines etc.		
		4120 Fines, Book Sales and Services	-	274.68
		1080 Cash In Bank	274.68	-
11/04/2005	J331	Deposit, Non-resident cardholders		
		4140 Non-resident Cardholder Fees	-	180.00
		1080 Cash In Bank	180.00	-
11/04/2005	J332	Deposit, Adpot-a-magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
11/10/2005	J333	Deposit, Reimburse from SHO - Netspeed		
		5130 Staff Training	-	80.25
		1080 Cash In Bank	80.25	-
11/10/2005	J334	Deposit, Fines etc.		
		4120 Fines, Book Sales and Services	-	235.90
		1080 Cash In Bank	235.90	-
11/10/2005	J335	Deposit, Resident cardholders		
		4090 Resident Cardholder Fees	-	318.00
		1080 Cash In Bank	318.00	-
11/14/2005	J344	2019, Nov05, Brooks Stationers		
		2100 GST Paid on Purchases	8.32	-
		5160 Copier & Computer Costs	118.90	-
		1080 Cash In Bank	-	127.22
11/14/2005	J345	2020, Nov05, Brooks Community Adult Learning		
		5220 Publicity and Advertising	50.00	-
		1080 Cash In Bank	-	50.00
11/14/2005	J346	2021, Nov05, Brooks Bulletin		
		2100 GST Paid on Purchases	5.46	-
		5070 Library Supplies	78.00	-
		1080 Cash In Bank	-	83.46
11/14/2005	J347	2022, Nov05, AALT		
		5210 Professional Memberships	50.00	-
		1080 Cash In Bank	-	50.00
11/15/2005	J348	Deposit, Donation by Foundation - Building fund		
		1040 Building Fund	-	22,306.93
		1040 Building Fund	22,306.93	-
11/15/2005	J349	Deposit, Donation by Foundation - Building Fund		
		1040 Building Fund	-	22,306.93
		1080 Cash In Bank	22,306.93	-
11/15/2005	J350	Deposit, Correction of error in deposit		
		1040 Building Fund	22,306.93	-
		1080 Cash In Bank	-	22,306.93
11/24/2005	J351	2023, Nov 2005, Brooks Bulletin		
		2100 GST Paid on Purchases	1.68	-
		5220 Publicity and Advertising	24.00	-
		1080 Cash In Bank	-	25.68

Brooks Public Library
All Journal Entries 11/01/2005 to 11/30/2005

			Debits	Credits
11/24/2005	J352	2024, Nov 2005, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases		
		5060 Payroll Expense	3.50	-
		1080 Cash In Bank	50.00	-
11/24/2005	J353	2025, Nov 2005, Ikon Office Solution		53.50
		2100 GST Paid on Purchases		
		5160 Copier & Computer Costs	4.60	-
		1080 Cash In Bank	65.66	-
11/24/2005	J354	2026, Nov 2005, Julia Reinhart		70.26
		2100 GST Paid on Purchases		
		5080 Administration & Travel	0.78	-
		5090 Program Expense	21.40	-
		1080 Cash In Bank	11.08	-
11/24/2005	J355	2027, Nov 2005, Telus Communications		33.26
		2100 GST Paid on Purchases		
		5140 Telephone and Fax Expense	18.15	-
		1080 Cash In Bank	425.72	-
11/24/2005	J356	2028, Nov 2005, Royal Bank Visa		443.87
		2100 GST Paid on Purchases		
		5030 Books and Materials	16.22	-
		5070 Library Supplies	103.37	-
		5090 Program Expense	112.35	-
		5250 Bank Charges	55.20	-
		1080 Cash In Bank	13.24	-
11/18/2005	J357	Deposit, Fines		300.38
		4120 Fines, Book Sales and Services		
		1080 Cash In Bank		266.84
11/18/2005	J358	Deposit, Resident Cardholders	266.84	-
		4090 Resident Cardholder Fees		
		1080 Cash In Bank		372.00
11/18/2005	J359	Deposit, Non-Resident Cardholders	372.00	-
		4140 Non-resident Cardholder Fees		
		1080 Cash In Bank		60.00
11/18/2005	J360	Deposit, Donation	60.00	-
		4170 Charitable Receipt Donations		
		1080 Cash In Bank		100.00
11/27/2005	J361	2029, Nov2005, Canada Post	100.00	-
		2100 GST Paid on Purchases		
		5200 Freight and Postage	7.00	-
		1080 Cash In Bank	100.00	-
11/30/2005	J362	2030, Nov05, Ronnie Adams		107.00
		5300 Wages		
		1080 Cash In Bank	1,544.97	-
		2310 EI Payable		1,137.76
		2320 CPP Payable		30.13
		2330 Income Tax Payable		62.04
		2400 L.A.P.P.		148.06
		2420 AUMA Extended Health		98.88
		2440 AB Health Payable		41.70
11/30/2005	J363	2031, Nov05, Shannon Christoffersen		26.40
		5300 Wages		
		1080 Cash In Bank	344.76	-
		2310 EI Payable		335.41
		2320 CPP Payable		6.72
1/30/2005	J364	2032, Nov05, Bessie Jacowishen		2.63
		5300 Wages		
		1080 Cash In Bank	2,028.84	-
		2310 EI Payable		1,465.93
				39.56

			Debits	Credits
		2320 CPP Payable	-	85.99
		2330 Income Tax Payable	-	265.19
		2400 L.A.P.P.	-	129.85
		2420 AUMA Extended Health	-	42.32
11/30/2005	J365	2033, Nov05, Maxine Meldrum		
		5300 Wages	1,875.72	-
		1080 Cash In Bank	-	1,408.82
		2310 EI Payable	-	36.58
		2320 CPP Payable	-	78.41
		2330 Income Tax Payable	-	228.12
		2400 L.A.P.P.	-	120.05
		2420 AUMA Extended Health	-	3.74
11/30/2005	J366	2034, Nov05, Patricia Neufeld		
		5300 Wages	327.60	-
		1080 Cash In Bank	-	319.43
		2310 EI Payable	-	6.39
		2320 CPP Payable	-	1.78
11/30/2005	J367	2035, Nov05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,869.71
		2330 Income Tax Payable	-	888.33
		2400 L.A.P.P.	-	381.69
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
11/30/2005	J368	2036, NOv05, Bruce Schmidt		
		5300 Wages	528.07	-
		1080 Cash In Bank	-	506.07
		2310 EI Payable	-	10.30
		2320 CPP Payable	-	11.70
11/30/2005	J369	2037, Nov05, Tamara Van Horne		
		5300 Wages	417.33	-
		1080 Cash In Bank	-	402.97
		2310 EI Payable	-	8.14
		2320 CPP Payable	-	6.22
11/30/2005	J370	2038, Nov05, Sharon Wilson		
		5300 Wages	599.91	-
		1080 Cash In Bank	-	572.95
		2310 EI Payable	-	11.70
		2320 CPP Payable	-	15.26
11/30/2005	J371	2039, Nov05, Khethwen Woo		
		5300 Wages	321.69	-
		1080 Cash In Bank	-	313.93
		2310 EI Payable	-	6.27
		2320 CPP Payable	-	1.49
11/30/2005	J372	2040, Nov05, Canada Customs and Revenue Agenc		
		2310 EI Payable	155.79	-
		2320 CPP Payable	265.52	-
		2330 Income Tax Payable	1,529.70	-
		5310 EI Expense	218.12	-
		5320 CPP Expense	265.52	-
		1080 Cash In Bank	-	2,434.65
11/30/2005	J373	2041, Nov05, Telus Mobility		
		5140 Telephone and Fax Expense	92.10	-
		1080 Cash In Bank	-	92.10
11/30/2005	J374	2042, Nov05, City of Brooks		
		2420 AUMA Extended Health	221.66	-
		5340 AUMA Extended Health	517.24	-
		1080 Cash In Bank	-	738.90

Brooks Public Library
 All Journal Entries 11/01/2005 to 11/30/2005

			Debits	Credits
11/30/2005	J375	2043, Nov05, Local Authorities Pension Plan		
		2400 L.A.P.P.	730.47	-
		5350 L.A.P.P. Expense	746.81	-
		1080 Cash In Bank	-	1,477.28
11/30/2005	J376	Deposit, Donation from Foundation		
		1040 Building Fund	22,306.93	-
		4170 Charitable Receipt Donations	-	22,306.93
11/30/2005	J398	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
11/30/2005	J399	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
11/30/2005	J400	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
11/25/2005	J401	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	418.57
		1080 Cash In Bank	418.57	-
11/25/2005	J402	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	270.00
		1080 Cash In Bank	270.00	-
11/25/2005	J403	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
11/25/2005	J404	Deposit, Shortgrass Library System		
		5080 Administration & Travel	-	357.13
		1080 Cash In Bank	357.13	-
			111,088.29	111,088.29

Brooks Library Board
Receipts and Expenditures for December 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	966.00	15,829.10
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	48.00
Fines, books and services	20,500.00	1,210.08	19,694.53
Non-resident Cardholder Fees	5,000.00	240.00	2,820.00
Donations	7,000.00	1,080.00	28,757.67
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	2,000.00
Medieval Faire	0.00	0.00	1,257.15
GST Recovery	2,000.00	0.00	2,053.55
Total Revenue	256,998.00	3,496.08	272,739.60
Expenditures			
SLS Expense (Materials Allot.)	45,000.00	0.00	44,443.32
Shortgrass – Non-resident Fees	2,000.00	840.00	1,400.00
Dynix and Telecom (SLS)	5,000.00	457.32	4,341.85
Books & Materials	2,000.00	263.86	839.70
New Library Furnishings	898.00	5.35	455.23
Library Equipment	1,000.00	1,230.00	2,543.24
Payroll Expense	800.00	100.00	738.38
Library Supplies	4,000.00	953.77	3,942.74
Administration & Travel	3,000.00	604.94	3,438.56
Program Expense	1,000.00	64.80	1,375.72
Repair & Maintenance	2,000.00	67.17	1,828.39
Rebinding	1,000.00	0.00	520.03
Staff Training	2,500.00	100.00	1,804.11
Telephone & Fax Expense	4,000.00	257.11	3,498.38
Copier & Computer Costs	2,500.00	28.33	1,882.92
Security Monitoring	600.00	25.00	407.98
Computer Main. Contracts	1,000.00	160.00	476.00
GST Expense	0.00	1.75	14.00
Freight & Postage	1,000.00	17.93	679.11
Professional Memberships	300.00	145.00	525.00
Publicity and Advertising	1,000.00	0.00	1,364.00

Audit	6,500.00	0.00	6,300.00
Bank Charges	200.00	8.21	150.14
Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	152,000.00	11,818.14	143,458.04
EI Expense	3,500.00	265.62	3,676.78
CPP Expense	4,000.00	354.11	5,265.21
WCB Expense	500.00	0.00	544.26
AUMA Expense	1,800.00	-26.92	2,784.65
LAPP Expense	7,000.00	702.17	8,521.13
AB Health Expense	700.00	138.60	847.00
Total Expenses	256,998.00	18,582.26	248,065.87

Brooks Public Library
Balance Sheet As at 12/31/2005

ASSETS**CURRENT ASSETS**

CCC Account	0.00
IT Recoverable	2,058.55
Building Fund	28,499.38
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	20,811.88
TOTAL CURRENT ASSETS	<u>51,419.81</u>

TOTAL ASSETS51,419.81**LIABILITIES****CURRENT LIABILITIES**

GST Charged on Sales	0.00
GST Paid on Purchases	-2,861.41
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	-0.01
AB Health Payable	105.60
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-2,755.82</u>

TOTAL LIABILITIES-2,755.82**EQUITY****EARNINGS**


Endowment Fund Reserves	6,192.45
Retained Earnings	23,309.45
Current Earnings	24,673.73
CURRENT EARNINGS	<u>54,175.63</u>

TOTAL EQUITY54,175.63**LIABILITIES AND EQUITY**51,419.81



LIABILITIES AND EQUITY

TOTAL EQUITY


 Common Stock
 Retained Earnings
TOTAL EQUITY

24,170.00

24,170.00

24,170.00

EQUITY

TOTAL LIABILITIES

Accounts Payable
 Wages Payable
 Income Tax Payable
 L.A.R.P.
 Admin-Expense Payable
 All Other Payable
TOTAL CURRENT LIABILITIES

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

2,400.00

TOTAL ASSETS

TOTAL CURRENT ASSETS


 Cash
 Accounts Receivable
 Inventory
 Prepaid Expenses
TOTAL CURRENT ASSETS

24,170.00

24,170.00

24,170.00

24,170.00

24,170.00

24,170.00

CURRENT ASSETS


 Cash
 Accounts Receivable
 Inventory
 Prepaid Expenses
TOTAL CURRENT ASSETS

ASSETS

Cash
 Accounts Receivable
 Inventory
 Prepaid Expenses
TOTAL ASSETS

REVENUE

REVENUE	
Town of Brooks	0.00
DC - 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	966.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,210.08
Non-resident Cardholder Fees	240.00
Charitable Receipt Donations	1,080.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,496.08</u>

TOTAL REVENUE 3,496.08

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	840.00
SLS - Dynix and Telecom	457.32
Books and Materials	263.86
New Library Furnishings	5.35
Library Equipment	1,230.00
Payroll Expense	100.00
Library Supplies	953.77
Administration & Travel	604.94
Recruitment Expense	0.00
Program Expense	64.80
Repair & Maintenance	67.17
Rebinding, Microfilming, Laminating	0.00
Staff Training	100.00
Telephone and Fax Expense	257.11
Copier & Computer Costs	28.33
Security Monitoring	25.00
Computer Main. Contracts	160.00
GST Expense	1.75
Freight and Postage	17.93
Professional Memberships	145.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	8.21
Miscellaneous	0.00
Wages	11,818.14
EI Expense	265.62
CPP Expense	354.11
WCB Expense	0.00
AUMA Extended Health	-26.92
L.A.P.P. Expense	702.17
AB Health Expense	138.60
TOTAL EXPENSES	<u>18,582.26</u>

TOTAL EXPENSE 18,582.26

NET INCOME -15,086.18

Brooks Public Library
Income Statement 01/01/2005 to 12/31/2005

REVENUE**REVENUE**

Town of Brooks	131,250.00
DC - Summer Student	1,446.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	2,717.96
County of Newell Library Board	15,084.64
Resident Cardholder Fees	15,829.10
Interest Income	0.00
Miscellaneous	48.00
Fines, Book Sales and Services	19,694.53
Non-resident Cardholder Fees	2,820.00
Charitable Receipt Donations	28,757.67
Fundraisers	0.00
Adopt-a-magazine	2,000.00
Medieval Faire	1,257.15
GST Recovery	2,053.55
TOTAL REVENUE	<u>272,739.60</u>

TOTAL REVENUE 272,739.60

EXPENSE**EXPENSES**

SLS Expense (Materials)	44,443.32
SLS - Non-resident fees	1,400.00
SLS - Dynix and Telecom	4,341.85
Books and Materials	839.70
New Library Furnishings	455.23
Library Equipment	2,543.24
Payroll Expense	738.38
Library Supplies	3,942.74
Administration & Travel	3,438.56
Recruitment Expense	0.00
Program Expense	1,375.72
Repair & Maintenance	1,828.39
Rebinding, Microfilming, Laminating	520.03
Staff Training	1,804.11
Telephone and Fax Expense	3,498.38
Copier & Computer Costs	1,882.92
Security Monitoring	407.98
Computer Main. Contracts	476.00
GST Expense	14.00
Freight and Postage	679.11
Professional Memberships	525.00
Publicity and Advertising	1,364.00
Audit and Insurance	6,300.00
Bank Charges	150.14
Miscellaneous	0.00
Wages	143,458.04
EI Expense	3,676.78
CPP Expense	5,265.21
WCB Expense	544.26
AUMA Extended Health	2,784.65
L.A.P.P. Expense	8,521.13
AB Health Expense	847.00
TOTAL EXPENSES	<u>248,065.87</u>

TOTAL EXPENSE 248,065.87

NET INCOME 24,673.73

Brooks Public Library
 Reconciliation Transactions Detail Report 12/01/2005 to 12/31/2005

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.	C	Status
12/02/2005	J377	Fines	Deposit	225.55	-		Y	Cleared
12/02/2005	J378	Resident Cardholder	Deposit	150.00	-		Y	Cleared
12/02/2005	J379	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
12/02/2005	J380	Donation	Deposit	50.00	-		Y	Cleared
12/02/2005	J381	Donation	Deposit	100.00	-		Y	Cleared
12/09/2005	J382	Fines	Deposit	288.69	-		Y	Cleared
12/09/2005	J383	Resident Cardholder	Deposit	198.00	-		Y	Cleared
12/09/2005	J384	Reimbursement for Flowers	Deposit	40.00	-		Y	Cleared
12/09/2005	J385	Shortgrass Library System	Deposit	2,302.09	-		Y	Cleared
12/09/2005	J386	Dec 2005, Maxine Meldrum	2044	-	32.79		N	Outstanding
12/09/2005	J387	Dec 2005, Julia Reinhart	2045	-	5.35		Y	Cleared
12/09/2005	J388	Dec 2005, Ronnie Adams	2046	-	71.87		N	Outstanding
12/09/2005	J389	Dec 2005, Brooks Greenhouses Ltd.	2047	-	40.00		Y	Cleared
12/09/2005	J390	Dec 2005, Ikon Office Solution	2048	-	30.31		Y	Cleared
12/09/2005	J391	Dec 2005, Alberta Association of L...	2049	-	50.00		N	Outstanding
12/09/2005	J392	Dec 2005, Shortgrass Library Syst...	2050	-	100.00		Y	Cleared
12/09/2005	J393	Dec2005, Shortgrass Library Syst...	2051	-	28.80		Y	Cleared
12/09/2005	J394	Dec 2005, Esplande Arts & Herita...	2052	-	50.00		Y	Cleared
12/09/2005	J395	Dec 2005, Brooks Computer Servi...	2053	-	53.50		Y	Cleared
12/09/2005	J396	Dec 2005, CNL	2054	-	171.20		Y	Cleared
12/09/2005	J397	Dec2005, Ronnie Adams	2055	-	176.00		N	Outstanding
12/30/2005	J405	Dec05, Ronnie Adams	2056	-	1,584.39		N	Outstanding
12/30/2005	J406	Dec05, Shannon Christoffersen	2057	-	1,374.56		N	Outstanding
12/30/2005	J407	Dec05, Bessie Jacowishen	2058	-	1,378.22		Y	Cleared
12/30/2005	J408	Dec05, Maxine Meldrum	2059	-	1,448.69		N	Outstanding
12/30/2005	J409	Dec05, Patricia Neufeld	2060	-	644.76		N	Outstanding
12/30/2005	J410	Dec05, Julia Reinhart	2061	-	2,869.71		Y	Cleared
12/30/2005	J411	Dec05, Bruce Schmidt	2062	-	402.57		N	Outstanding
12/30/2005	J412	Dec05, Tamara Van Horne	2063	-	297.74		N	Outstanding
12/30/2005	J413	Dec05, Sharon Wilson	2064	-	344.47		N	Outstanding
12/30/2005	J414	Dec05, Khethwen Woo	2065	-	238.69		N	Outstanding
12/30/2005	J415	Dec05, Canada Customs and Rev...	2066	-	3,020.34		N	Outstanding
12/30/2005	J416	Dec05, Local Authorities Pension ...	2067	-	1,645.24		N	Outstanding
12/30/2005	J417	Dec2005, Julia Reinhart	2068	-	35.84		Y	Reversed
12/30/2005	J418	Dec05, Brooks Bulletin	2069	-	29.96		N	Outstanding
12/30/2005	J419	Dec05, Engravables	2070	-	29.21		N	Outstanding
12/30/2005	J420	Dec05, Grand and Toy	2071	-	289.33		N	Outstanding
12/30/2005	J421	Dec05, Shortgrass Library System	2072	-	457.32		N	Outstanding
12/30/2005	J422	Dec30,2005, Shortgrass Library S...	2073	-	301.52		N	Outstanding
12/30/2005	J423	Dec05, Telus Communications	2074	-	275.11		N	Outstanding
12/30/2005	J424	Dec05, Royal Bank Visa	2075	-	557.89		N	Outstanding
12/30/2005	J425	Reversing J417. Correction is J426.	ADJ2068	35.84	-		Y	Adjustment
12/30/2005	J426	Dec2005, Julia Reinhart	2068	-	20.00		Y	Cleared
12/30/2005	J427	Dec30/05, Julia Reinhart	2076	-	101.65		Y	Cleared
12/30/2005	J428	Dec 2005, Memory Lane Computers	2077	-	1,316.10		N	Outstanding
12/30/2005	J429	Dec2005, Brooks Computer Servic...	2078	-	53.50		N	Outstanding
12/30/2005	J430	Dec 2005, Brodart	2079	-	568.92		N	Outstanding
12/16/2005	J431	Fines	Deposit	213.35	-		Y	Cleared
12/16/2005	J432	Resident Cardholder	Deposit	264.00	-		Y	Cleared
12/16/2005	J433	Donation	Deposit	300.00	-		Y	Cleared
12/23/2005	J434	Fines	Deposit	223.74	-		Y	Cleared
12/23/2005	J435	Resident Cardholder	Deposit	222.00	-		Y	Cleared
12/23/2005	J436	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
12/23/2005	J437	Donation	Deposit	130.00	-		Y	Cleared
12/30/2005	J438	Fines	Deposit	258.75	-		Y	Cleared
12/30/2005	J439	Resident Cardholder	Deposit	132.00	-		Y	Cleared
12/30/2005	J440	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
12/30/2005	J441	Donation	Deposit	500.00	-		Y	Cleared
12/30/2005	J442	Dec.30,2005, Shortgrass Library S...	2080	-	840.00		N	Outstanding
12/30/2005	J443	Dec05, Brooks Stationers	2081	-	91.89		N	Outstanding
12/31/2005	J444	Securtek	Debit	-	26.75		Y	Cleared
12/31/2005	J445	AB Health	Debit	-	44.00		Y	Cleared
12/31/2005	J446	Destination Fee	Debit	-	5.00		Y	Cleared

5,874.01 21,103.19

Brooks Public Library
Reconciliation Transactions Detail Report 12/01/2005 to 12/31/2005

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

<u>Dr</u>	<u>Tran. No.</u>	<u>Comment</u>	<u>Source</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Deposit No.</u>	<u>C</u>	<u>Status</u>
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Brooks Public Library
All Journal Entries 12/01/2005 to 12/31/2005

			Debits	Credits
12/02/2005	J377	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	225.55
		1080 Cash In Bank	225.55	-
12/02/2005	J378	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	150.00
		1080 Cash In Bank	150.00	-
12/02/2005	J379	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
12/02/2005	J380	Deposit, Donation		
		4170 Charitable Receipt Donations	-	50.00
		1080 Cash In Bank	50.00	-
12/02/2005	J381	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
12/09/2005	J382	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	288.69
		1080 Cash In Bank	288.69	-
12/09/2005	J383	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	198.00
		1080 Cash In Bank	198.00	-
12/09/2005	J384	Deposit, Reimbursement for Flowers		
		5080 Administration & Travel	-	40.00
		1080 Cash In Bank	40.00	-
12/09/2005	J385	Deposit, Shortgrass Library System		
		5350 L.A.P.P. Expense	-	171.77
		5340 AUMA Extended Health	-	26.92
		5360 AB Health Expense	-	15.40
		5300 Wages	-	2,088.00
		1080 Cash In Bank	2,302.09	-
12/09/2005	J386	2044, Dec 2005, Maxine Meldrum		
		2100 GST Paid on Purchases	1.70	-
		5080 Administration & Travel	31.09	-
		1080 Cash In Bank	-	32.79
12/09/2005	J387	2045, Dec 2005, Julia Reinhart		
		5050 New Library Furnishings	5.35	-
		1080 Cash In Bank	-	5.35
12/09/2005	J388	2046, Dec 2005, Ronnie Adams		
		2100 GST Paid on Purchases	4.70	-
		5100 Repair & Maintenance	67.17	-
		1080 Cash In Bank	-	71.87
12/09/2005	J389	2047, Dec 2005, Brooks Greenhouses Ltd.		
		2100 GST Paid on Purchases	2.62	-
		5080 Administration & Travel	37.38	-
		1080 Cash In Bank	-	40.00
12/09/2005	J390	2048, Dec 2005, Ikon Office Solution		
		2100 GST Paid on Purchases	1.98	-
		5160 Copier & Computer Costs	28.33	-
		1080 Cash In Bank	-	30.31
12/09/2005	J391	2049, Dec 2005, Alberta Association of Librar		
		5210 Professional Memberships	50.00	-
		1080 Cash In Bank	-	50.00
12/09/2005	J392	2050, Dec 2005, Shortgrass Library System		
		5130 Staff Training	100.00	-
		1080 Cash In Bank	-	100.00

			Debits	Credits
12/09/2005	J393	2051, Dec2005, Shortgrass Library System		
		5070 Library Supplies	28.80	-
		1080 Cash In Bank	-	28.80
12/09/2005	J394	2052, Dec 2005, Esplande Arts & Heritage Cent		
		5090 Program Expense	50.00	-
		1080 Cash In Bank	-	50.00
12/09/2005	J395	2053, Dec 2005, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
12/09/2005	J396	2054, Dec 2005, CNL		
		2100 GST Paid on Purchases	11.20	-
		5175 Computer Main. Contracts	160.00	-
		1080 Cash In Bank	-	171.20
12/09/2005	J397	2055, Dec2005, Ronnie Adams		
		2440 AB Health Payable	52.80	-
		5360 AB Health Expense	123.20	-
		1080 Cash In Bank	-	176.00
12/30/2005	J405	2056, Dec05, Ronnie Adams		
		5300 Wages	2,259.65	-
		1080 Cash In Bank	-	1,584.39
		2310 EI Payable	-	44.06
		2320 CPP Payable	-	97.42
		2330 Income Tax Payable	-	321.06
		2400 L.A.P.P.	-	144.62
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
12/30/2005	J406	2057, Dec05, Shannon Christoffersen		
		5300 Wages	1,646.32	-
		1080 Cash In Bank	-	1,374.56
		2310 EI Payable	-	32.10
		2320 CPP Payable	-	67.06
		2330 Income Tax Payable	-	172.60
12/30/2005	J407	2058, Dec05, Bessie Jacowishen		
		5300 Wages	1,888.48	-
		1080 Cash In Bank	-	1,378.22
		2310 EI Payable	-	36.83
		2320 CPP Payable	-	79.04
		2330 Income Tax Payable	-	231.21
		2400 L.A.P.P.	-	120.86
		2420 AUMA Extended Health	-	42.32
12/30/2005	J408	2059, Dec05, Maxine Meldrum		
		5300 Wages	1,939.52	-
		1080 Cash In Bank	-	1,448.69
		2310 EI Payable	-	37.82
		2320 CPP Payable	-	81.57
		2330 Income Tax Payable	-	243.57
		2400 L.A.P.P.	-	124.13
		2420 AUMA Extended Health	-	3.74
12/30/2005	J409	2060, Dec05, Patricia Neufeld		
		5300 Wages	677.04	-
		1080 Cash In Bank	-	644.76
		2310 EI Payable	-	13.20
		2320 CPP Payable	-	19.08
12/30/2005	J410	2061, Dec05, Julia Reinhart		
		5300 Wages	4,176.00	-
		1080 Cash In Bank	-	2,869.71
		2330 Income Tax Payable	-	888.33
		2400 L.A.P.P.	-	381.69

			Debits	Credits
		2420 AUMA Extended Health	-	23.07
		2440 AB Health Payable	-	13.20
1 /2005	J411	2062, Dec05, Bruce Schmidt		
		5300 Wages	416.90	-
		1080 Cash In Bank	-	402.57
		2310 EI Payable	-	8.13
		2320 CPP Payable	-	6.20
12/30/2005	J412	2063, Dec05, Tamara Van Horne		
		5300 Wages	304.30	-
		1080 Cash In Bank	-	297.74
		2310 EI Payable	-	5.93
		2320 CPP Payable	-	0.63
12/30/2005	J413	2064, Dec05, Sharon Wilson		
		5300 Wages	354.49	-
		1080 Cash In Bank	-	344.47
		2310 EI Payable	-	6.91
		2320 CPP Payable	-	3.11
12/30/2005	J414	2065, Dec05, Khethwen Woo		
		5300 Wages	243.44	-
		1080 Cash In Bank	-	238.69
		2310 EI Payable	-	4.75
12/30/2005	J415	2066, Dec05, Canada Customs and Revenue Agenc		
		2310 EI Payable	189.73	-
		2320 CPP Payable	354.11	-
		2330 Income Tax Payable	1,856.77	-
		5310 EI Expense	265.62	-
		5320 CPP Expense	354.11	-
		1080 Cash In Bank	-	3,020.34
12/30/2005	J416	2067, Dec05, Local Authorities Pension Plan		
		2400 L.A.P.P.	771.30	-
		5350 L.A.P.P. Expense	873.94	-
		1080 Cash In Bank	-	1,645.24
12/30/2005	J418	2069, Dec05, Brooks Bulletin		
		2100 GST Paid on Purchases	1.96	-
		5080 Administration & Travel	28.00	-
		1080 Cash In Bank	-	29.96
12/30/2005	J419	2070, Dec05, Engravables		
		2100 GST Paid on Purchases	1.91	-
		5070 Library Supplies	27.30	-
		1080 Cash In Bank	-	29.21
12/30/2005	J420	2071, Dec05, Grand and Toy		
		2100 GST Paid on Purchases	18.93	-
		5070 Library Supplies	270.40	-
		1080 Cash In Bank	-	289.33
12/30/2005	J421	2072, Dec05, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	457.32	-
		1080 Cash In Bank	-	457.32
12/30/2005	J422	2073, Dec30,2005, Shortgrass Library System		
		2100 GST Paid on Purchases	19.73	-
		5030 Books and Materials	263.86	-
		5200 Freight and Postage	17.93	-
		1080 Cash In Bank	-	301.52
12/30/2005	J423	2074, Dec05, Telus Communications		
		2100 GST Paid on Purchases	18.00	-
		5140 Telephone and Fax Expense	257.11	-
		1080 Cash In Bank	-	275.11

			Debits	Credits
12/30/2005	J424	2075, Dec05, Royal Bank Visa		
		2100 GST Paid on Purchases	1.72	-
		5070 Library Supplies	9.69	-
		5080 Administration & Travel	528.47	-
		5090 Program Expense	14.80	-
		5250 Bank Charges	3.21	-
		1080 Cash In Bank	-	557.89
12/30/2005	J426	2068, Dec2005, Julia Reinhart		
		5080 Administration & Travel	20.00	-
		1080 Cash In Bank	-	20.00
12/30/2005	J427	2076, Dec30/05, Julia Reinhart		
		2100 GST Paid on Purchases	6.65	-
		5210 Professional Memberships	95.00	-
		1080 Cash In Bank	-	101.65
12/30/2005	J428	2077, Dec 2005, Memory Lane Computers		
		2100 GST Paid on Purchases	86.10	-
		5055 Library Equipment	1,230.00	-
		1080 Cash In Bank	-	1,316.10
12/30/2005	J429	2078, Dec2005, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.50	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.50
12/30/2005	J430	2079, Dec 2005, Brodart		
		2100 GST Paid on Purchases	37.22	-
		5070 Library Supplies	531.70	-
		1080 Cash In Bank	-	568.92
12/16/2005	J431	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	213.35
		1080 Cash In Bank	213.35	-
12/16/2005	J432	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	264.00
		1080 Cash In Bank	264.00	-
12/16/2005	J433	Deposit, Donation		
		4170 Charitable Receipt Donations	-	300.00
		1080 Cash In Bank	300.00	-
12/23/2005	J434	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	223.74
		1080 Cash In Bank	223.74	-
12/23/2005	J435	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	222.00
		1080 Cash In Bank	222.00	-
12/23/2005	J436	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
12/23/2005	J437	Deposit, Donation		
		4170 Charitable Receipt Donations	-	30.00
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	130.00	-
12/30/2005	J438	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	258.75
		1080 Cash In Bank	258.75	-
12/30/2005	J439	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	132.00
		1080 Cash In Bank	132.00	-

Brooks Public Library
All Journal Entries 12/01/2005 to 12/31/2005

			Debits	Credits
12/30/2005	J440	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
12/30/2005	J441	Deposit, Donation		
		4170 Charitable Receipt Donations	-	500.00
		1080 Cash In Bank	500.00	-
12/30/2005	J442	2080, Dec.30,2005, Shortgrass Library System		
		5021 SLS - Non-resident fees	840.00	-
		1080 Cash In Bank	-	840.00
12/30/2005	J443	2081, Dec05, Brooks Stationers		
		2100 GST Paid on Purchases	6.01	-
		5070 Library Supplies	85.88	-
		1080 Cash In Bank	-	91.89
12/31/2005	J444	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
12/31/2005	J445	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
12/31/2005	J446	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			30,227.86	30,227.86

Brooks Public Library Board Meeting Minutes
Thursday, February 23, 2006

Present: Dino Champlone (Chairman), Sheila Tiegs, Shannon Christofferson, Julia Reinhart (Head Librarian), Henry Najda, Martin Shields, Elsie Strach.

Absent: Karen Nelson, Gloria Evans, Tilly Gamble-Altwasser, Cathleen Patterson, Pat Walsh (alternate).

Mission Statement

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

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

Approval of Agenda. moved by Martin. Seconded by Sheila. **Carried**

Consent Agenda

- Librarians' report moved to Business Arising. Approve Consent Agenda as amended. Moved by Elsie. Seconded by Martin.

Correspondence

- Letter from City of Brooks – operating budget grant for the next three years.
- A year in Review @ the Brooks Public Library circulated.
- Shortgrass Library System Board minutes circulated.
- Circulated a letter from the Honourable John McCallum – re: Library Mail Rate.
- Available letter from the Office of the Leader of the Opposition – re: Library Mail Rate.
- Circulated a letter from the Canadian Heritage – re: Library Mail Rate.
- Circulated a card for Board from Staff.

Shortgrass Library System Report

- Looking at budgeting for video conferencing and would use it for in-service training.
- Shortgrass to participate in demo to see how system video conferencing will work.
- Lobbying continues with MLA's for increased library funding.
- Summer Reading Program is being developed.

Board Development Committee

- Board Development Day will be March 25, 2006 from 9:00 a.m. to 12:00 p.m.
- need questions to ask on how Lethbridge developed their new library plan.

Business arising from the November 2005 Board meeting minutes


- Continue Christmas Staff and Board potluck in January.
- Staff Christmas gifts were well received. Staff liked the idea of choosing their gift certificates from local businesses.
- Library Expansion and Renovations
 - Annual report and survey findings distributed. See Attached.

- Issues about weakness in foreign language selection were discussed. Difficulty obtaining books, as we don't have a reachable database. Library has acquired 8 boxes of French language books from Parkland Regional Library.
- Computer lab was seen as needing improvement in space and should be addressed in proposed renovations.
- Librarians Report – report attached.
 - The books for Year-end have been sent to Meyers, Norris and Penny.
 - Meeting with County Rep to discuss funding.
 - Funding for a new photocopier donated by Lakeside.
 - Julia will follow up on directors' insurance.

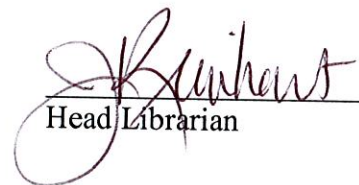
New Business

- Change name to City of Brooks Library Board. Moved by Elsie. Seconded by Sheila. **Motion Carried.**
- Sunday Openings
 - seem to be popular.
 - People not able to come on Saturdays are coming on Sundays.
 - Lots of families.
 - Suggestion to keep open until 5:00 p.m. **Motion** - Martin moved Sunday opening throughout the year from 1:00 p.m. to 5:00 p.m. Seconded by Elsie. **Carried.** Amend to motion to Sunday openings effective March 26th, 2006.
- South walls of Library will be painted March 11 and 12.
- Lighting in Parking lot – Julia to talk to Terry Welsh.
- Julia met with Terry Welsh to discuss maintenance and repair items that will be carried out over the next couple of years.
- ALC Conference – Julia and Sheila will be attending.
- Changes to Policy No. S.3 – Shannon will make updates to policy to deal with new computer technology.
- Future date for Building committee will be March 9, 2006.

Motion to adjourn by Martin. Seconded by Elsie. **Carried.**



 Chair



 Head Librarian

ACTION ITEMS
Brooks Library Board Meeting
February 23rd, 2005

ACTION	RESPONSIBILITY	STATUS
Action item 1: To send letters out to MPs re: Library Mail Rate	Julia	Incomplete
Action item 2: To follow up on whether or not Board is covered under City's insurance policy with AUMA	Julia	Complete
Action item 3: To ask T. Welsh about an extra light standard in parking lot	Julia	Complete
Action item 4: To make suggested changes to Policy S.3	Shannon	Complete

Brooks Library Board Meeting
Feb. 23rd, 2006

Items of Note from the 2005 Annual Report and Survey

- Total of all collections – 2005 – 55,081 2004 – 54,095
- Total people entering library – 2005 – 63,350 2004 – 63,500
- Total items borrowed – 2005 – approx. 120,200 2004 - 124,571
- Total library cardholders – 2005 – approx. 1,910 2004 – 2,043
- Total computer lab users – 2005 – 12,038 2004 – 12,640
- Total participants in programs – 2005 – approx. 5,800 2004 – 4,706

Survey Highlights

- Thanks to Shannon for developing such a comprehensive but easy to follow and brief survey
- 139 surveys were completed over a two week period
- Staff, hours, and most aspects of the facility were rated highly
- Areas of improvement include specific parts of the collection – most poorly rated area is the Multilingual materials coming in at 3.5 out of 5 – CDs, Young adult materials, Talking books, and DVDs were next but still rated fairly well at 4.1 – 4.3 out of 5
- Computer lab space (rated at 3.8) and Number of computers available (rated at 4.1)
- Overall rating of the Brooks Public Library – 4.6 out of 5

Brooks Library Board
Finance Standing Committee Meeting
8:00 am February 17th, 2006

Present: Elsie Strach, Julia Reinhart and Dino Champlone

- 1) Meeting was called to order at 7:55 am
- 2) Receipts and Expenditures for the month of January were discussed in detail and reviewed by the Committee. Items of note: Under Receipts – City of Brooks – received first of quarterly installments; Donations - \$8,000 from the Lakeside Group; Under Expenditures: Books and materials – donated funds to Lois Hole Library Legacy Program to cover this expense; Furnishings and Equipment – purchase of shelving for south wall. Expenditures for the month totaled \$18,760.15. Motion to accept expenditures for the month of January 2006.
- 3) Julia reported that the financial materials for 2005 will go to Meyers, Norris and Penny in the next week.
- 4) The meeting was adjourned at 8:10 am.

Brooks Library Board Budget
January 2006

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	137,813.00	34,453.25	34,453.25
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	0.00
Industry Canada - CAP V Grant	1,975.00	0.00	0.00
County of Newell Library Board	15,085.00	0.00	0.00
Resident Cardholder Fees	16,000.00	1,188.00	1,188.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,289.38	1,289.38
Non-resident Cardholder Fees	3,000.00	200.00	200.00
Donations	14,000.00	8,000.00	8,000.00
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	264,300.00	45,130.63	45,130.63
Expenditures			
SLS Expense (Materials Allot.)	45,604.00	0.00	0.00
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	0.00
Books & Materials	0.00	507.14	507.14
Furnishings and Equipment	12,000.00	678.52	678.52
Payroll Expense	800.00	0.00	0.00
Library Supplies	4,000.00	393.11	393.11
Administration & Travel	3,000.00	380.00	380.00
Program Expense	1,000.00	0.00	0.00
Repair & Maintenance	2,000.00	0.00	0.00
Rebinding	500.00	0.00	0.00
Staff Training	2,500.00	260.00	260.00
Telephone & Fax Expense	3,500.00	262.46	262.46
Copier & Computer Costs	2,000.00	20.13	20.13
Security Monitoring	600.00	25.00	25.00
Computer Main. Contracts	1,000.00	0.00	0.00
GST Expense	0.00	1.75	1.75
Freight & Postage	1,000.00	0.00	0.00
Professional Memberships	400.00	200.00	200.00
Publicity and Advertising	1,000.00	107.00	107.00
Audit and Insurance	6,500.00	0.00	0.00
Bank Charges	200.00	25.27	25.27

Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	147,896.00	14,092.92	14,092.92
EI Expense	4,000.00	368.97	368.97
CPP Expense	5,500.00	596.67	596.67
WCB Expense	600.00	0.00	0.00
AUMA Expense	4,000.00	0.00	0.00
LAPP Expense	8,500.00	810.41	810.41
AB Health Expense	1,000.00	30.80	30.80
Total Expenses	264,300.00	18,760.15	18,760.15

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	2,058.55
Building Fund	27,699.38
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	47,976.50
TOTAL CURRENT ASSETS	<u>77,784.43</u>

TOTAL ASSETS

77,784.43

LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-3,004.50
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	110.82
AB Health Payable	132.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>-2,761.68</u>

TOTAL LIABILITIES

-2,761.68

EQUITY

EARNINGS

Endowment Fund Reserves	6,192.45
Retained Earnings	47,983.18
Current Earnings	26,370.48
CURRENT EARNINGS	<u>80,546.11</u>

TOTAL EQUITY

80,546.11

LIABILITIES AND EQUITY

77,784.43

REVENUE

REVENUE

Town of Brooks	34,453.25
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	1,188.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,289.38
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	8,000.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>45,130.63</u>

TOTAL REVENUE

45,130.63

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	507.14
New Library Furnishings	678.52
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	393.11
Administration & Travel	380.00
Recruitment Expense	0.00
Program Expense	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	260.00
Telephone and Fax Expense	262.46
Copier & Computer Costs	20.13
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	0.00
Professional Memberships	200.00
Publicity and Advertising	107.00
Audit and Insurance	0.00
Bank Charges	25.27
Miscellaneous	0.00
Wages	14,092.92
EI Expense	368.97
CPP Expense	596.67
WCB Expense	0.00
AUMA Extended Health	0.00
L.A.P.P. Expense	810.41
AB Health Expense	30.80
TOTAL EXPENSES	<u>18,760.15</u>

TOTAL EXPENSE

18,760.15

NET INCOME

26,370.48

Brooks Public Library
Reconciliation Transactions Detail Report 01/01/2006 to 01/31/2006

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.	C	Status
01/06/2006	J1	Fines	Deposit	258.49	-		Y	Cleared
01/06/2006	J2	Resident Cardholder	Deposit	240.00	-		Y	Cleared
01/06/2006	J3	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
01/06/2006	J4	Town of Brooks	Deposit	34,453.25	-		Y	Cleared
01/13/2006	J5	Fines	Deposit	404.62	-		Y	Cleared
01/13/2006	J6	Resident Cardholder	Deposit	282.00	-		Y	Cleared
01/13/2006	J7	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
01/13/2006	J8	Donation	Deposit	8,000.00	-		Y	Cleared
01/18/2006	J9	Jan2006, Alberta Library Trustees ...	2082	-	125.00		N	Outstanding
01/18/2006	J10	Jan2006, Brooks Stationers	2083	-	71.64		Y	Cleared
01/18/2006	J11	Jan2006, Shortgrass Library System	2084	-	542.64		Y	Cleared
01/18/2006	J12	Jan 2006, The Brooks and County ...	2085	-	29.96		Y	Cleared
01/18/2006	J13	Jan2006, Foothills Library Associa...	2086	-	25.00		Y	Cleared
01/18/2006	J14	Jan2006, Access Copyright	2087	-	85.60		Y	Cleared
01/18/2006	J15	Jan2006, Ikon Office Solution	2088	-	21.54		Y	Cleared
01/18/2006	J16	Jan2006, Brooks Bulletin	2089	-	230.59		Y	Cleared
01/18/2006	J17	Jan2006, Telus Communications	2090	-	280.52		Y	Cleared
01/25/2006	J18	Jan 2005, Royal Bank Visa	2091	-	725.96		N	Outstanding
01/25/2006	J19	Jan 2006, Alpha Vico Inc.	2092	-	726.02		N	Outstanding
01/25/2006	J20	Jan 2005, The Brooks and County ...	2093	-	29.96		N	Outstanding
01/25/2006	J21	Jan 2006, Library Association of Al...	2094	-	50.00		N	Outstanding
01/25/2006	J22	Jan 2006, Brooks Bulletin	2095	-	27.29		N	Outstanding
01/20/2006	J23	Fines	Deposit	358.01	-		Y	Cleared
01/20/2006	J24	Resident Cardholder	Deposit	324.00	-		Y	Cleared
01/31/2006	J25	Jan06, Ronnie Adams	2096	-	1,264.64		N	Outstanding
01/31/2006	J26	Jan06, Shannon Christoffersen	2097	-	1,397.66		N	Outstanding
01/31/2006	J27	Jan06, Bessie Jacowishen	2098	-	1,610.29		Y	Cleared
01/31/2006	J28	Jan06, Maxine Meldrum	2099	-	1,639.69		N	Outstanding
01/31/2006	J29	Jan06, Patricia Neufeld	2100	-	183.70		N	Outstanding
01/31/2006	J30	Jan06, Julia Reinhart	2101	-	2,822.68		N	Outstanding
01/31/2006	J31	Jan06, Bruce Schmidt	2102	-	434.71		N	Outstanding
01/31/2006	J32	Jan06, Tamara Van Horne	2103	-	399.88		N	Outstanding
01/31/2006	J33	Jan06, Sharon Wilson	2104	-	627.78		Y	Cleared
01/31/2006	J34	Jan06, Khethwen Woo	2105	-	292.32		N	Outstanding
01/31/2006	J35	Jan06, Canada Customs and Rev...	2106	-	3,472.14		N	Outstanding
01/31/2006	J36	Jan06, Local Authorities Pension ...	2107	-	1,516.25		N	Outstanding
01/31/2006	J37	Jan2006, Canada Customs and R...	2108	-	56.80		N	Outstanding
01/27/2006	J38	Fines	Deposit	268.26	-		Y	Cleared
01/27/2006	J39	Resident Cardholder	Deposit	342.00	-		Y	Cleared
01/27/2006	J40	Non Resident Cardholder	Deposit	60.00	-		Y	Cleared
01/31/2006	J55	Securtek	Debit	-	26.75		Y	Cleared
01/31/2006	J56	AB Health	Debit	-	44.00		Y	Cleared
01/31/2006	J57	Destination fee	Debit	-	5.00		Y	Cleared
01/31/2006	J58	Funds from Lois Hole Program	transfer	-	800.00		Y	Reversed
01/31/2006	J59	Reversing J58. Correction is J60.	ADJtransfer	800.00	-		Y	Adjustment
01/31/2006	J62	Transfer from Lois Hole Program	Transfer	800.00	-		Y	Cleared
				46,730.63	19,566.01			

Brooks Public Library
All Journal Entries 01/01/2006 to 01/31/2006

			Debits	Credits
01/06/2006	J1	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	258.49
		1080 Cash In Bank	258.49	-
01/06/2006	J2	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	240.00
		1080 Cash In Bank	240.00	-
01/06/2006	J3	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
01/06/2006	J4	Deposit, Town of Brooks		
		4020 Town of Brooks	-	34,453.25
		1080 Cash In Bank	34,453.25	-
01/13/2006	J5	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	404.62
		1080 Cash In Bank	404.62	-
01/13/2006	J6	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	282.00
		1080 Cash In Bank	282.00	-
01/13/2006	J7	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
01/13/2006	J8	Deposit, Donation		
		4170 Charitable Receipt Donations	-	8,000.00
		1080 Cash In Bank	8,000.00	-
01/18/2006	J9	2082, Jan2006, Alberta Library Trustees Assoc		
		5210 Professional Memberships	-	125.00
		1080 Cash In Bank	125.00	-
01/18/2006	J10	2083, Jan2006, Brooks Stationers		
		2100 GST Paid on Purchases	4.69	-
		5070 Library Supplies	66.95	-
		1080 Cash In Bank	-	71.64
01/18/2006	J11	2084, Jan2006, Shortgrass Library System		
		2100 GST Paid on Purchases	35.50	-
		5030 Books and Materials	507.14	-
		1080 Cash In Bank	-	542.64
01/18/2006	J12	2085, Jan 2006, The Brooks and County Chronic		
		2100 GST Paid on Purchases	1.96	-
		5220 Publicity and Advertising	28.00	-
		1080 Cash In Bank	-	29.96
01/18/2006	J13	2086, Jan2006, Foothills Library Association		
		5210 Professional Memberships	25.00	-
		1080 Cash In Bank	-	25.00
01/18/2006	J14	2087, Jan2006, Access Copyright		
		2100 GST Paid on Purchases	5.60	-
		5080 Administration & Travel	80.00	-
		1080 Cash In Bank	-	85.60
01/18/2006	J15	2088, Jan2006, Ikon Office Solution		
		2100 GST Paid on Purchases	1.41	-
		5160 Copier & Computer Costs	20.13	-
		1080 Cash In Bank	-	21.54
01/18/2006	J16	2089, Jan2006, Brooks Bulletin		
		2100 GST Paid on Purchases	15.09	-
		5070 Library Supplies	190.00	-
		5220 Publicity and Advertising	25.50	-
		1080 Cash In Bank	-	230.59

			Debits	Credits
01/18/2006	J17	2090, Jan2006, Telus Communications		
		2100 GST Paid on Purchases	18.06	-
		5140 Telephone and Fax Expense	262.46	-
		1080 Cash In Bank	-	280.52
01/25/2006	J18	2091, Jan 2005, Royal Bank Visa		
		2100 GST Paid on Purchases	9.53	-
		5070 Library Supplies	136.16	-
		5080 Administration & Travel	300.00	-
		5130 Staff Training	260.00	-
		5250 Bank Charges	20.27	-
		1080 Cash In Bank	-	725.96
01/25/2006	J19	2092, Jan 2006, Alpha Vico Inc.		
		2100 GST Paid on Purchases	47.50	-
		5050 New Library Furnishings	678.52	-
		1080 Cash In Bank	-	726.02
01/25/2006	J20	2093, Jan 2005, The Brooks and County Chronic		
		2100 GST Paid on Purchases	1.96	-
		5220 Publicity and Advertising	28.00	-
		1080 Cash In Bank	-	29.96
01/25/2006	J21	2094, Jan 2006, Library Association of Albert		
		5210 Professional Memberships	50.00	-
		1080 Cash In Bank	-	50.00
01/25/2006	J22	2095, Jan 2006, Brooks Bulletin		
		2100 GST Paid on Purchases	1.79	-
		5220 Publicity and Advertising	25.50	-
		1080 Cash In Bank	-	27.29
01/20/2006	J23	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	358.01
		1080 Cash In Bank	358.01	-
01/20/2006	J24	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	324.00
		1080 Cash In Bank	324.00	-
01/31/2006	J25	2096, Jan06, Ronnie Adams		
		5300 Wages	1,718.00	-
		1080 Cash In Bank	-	1,264.64
		2310 EI Payable	-	32.13
		2320 CPP Payable	-	69.30
		2330 Income Tax Payable	-	167.86
		2400 L.A.P.P.	-	115.97
		2420 AUMA Extended Health	-	41.70
		2440 AB Health Payable	-	26.40
01/31/2006	J26	2097, Jan06, Shannon Christoffersen		
		5300 Wages	1,646.32	-
		1080 Cash In Bank	-	1,397.66
		2310 EI Payable	-	30.79
		2320 CPP Payable	-	67.06
		2330 Income Tax Payable	-	150.81
01/31/2006	J27	2098, Jan06, Bessie Jacowishen		
		5300 Wages	2,226.15	-
		1080 Cash In Bank	-	1,610.29
		2310 EI Payable	-	41.63
		2320 CPP Payable	-	95.76
		2330 Income Tax Payable	-	285.88
		2400 L.A.P.P.	-	150.27
		2420 AUMA Extended Health	-	42.32
01/31/2006	J28	2099, Jan06, Maxine Meldrum		
		5300 Wages	2,211.60	-
		1080 Cash In Bank	-	1,639.69

			Debits	Credits
		2310 EI Payable		
		2320 CPP Payable	-	41.36
		2330 Income Tax Payable	-	95.04
		2400 L.A.P.P.	-	282.49
		2420 AUMA Extended Health	-	149.28
			-	3.74
01/31/2006	J29	2100, Jan06, Patricia Neufeld		
		5300 Wages		
		1080 Cash In Bank	187.20	-
		2310 EI Payable	-	183.70
			-	3.50
01/31/2006	J30	2101, Jan06, Julia Reinhart		
		5300 Wages		
		1080 Cash In Bank	4,301.00	-
		2310 EI Payable	-	2,822.68
		2320 CPP Payable	-	80.43
		2330 Income Tax Payable	-	198.46
		2400 L.A.P.P.	-	872.84
		2420 AUMA Extended Health	-	290.32
		2440 AB Health Payable	-	23.07
			-	13.20
01/31/2006	J31	2102, Jan06, Bruce Schmidt		
		5300 Wages		
		1080 Cash In Bank	451.03	-
		2310 EI Payable	-	434.71
		2320 CPP Payable	-	8.43
			-	7.89
01/31/2006	J32	2103, Jan06, Tamara Van Horne		
		5300 Wages		
		1080 Cash In Bank	413.66	-
		2310 EI Payable	-	399.88
		2320 CPP Payable	-	7.74
			-	6.04
01/31/2006	J33	2104, Jan06, Sharon Wilson		
		5300 Wages		
		1080 Cash In Bank	639.74	-
		2310 EI Payable	-	627.78
			-	11.96
01/31/2006	J34	2105, Jan06, Khethwen Woo		
		5300 Wages		
		1080 Cash In Bank	298.22	-
		2310 EI Payable	-	292.32
		2320 CPP Payable	-	5.58
			-	0.32
01/31/2006	J35	2106, Jan06, Canada Customs and Revenue Agenc		
		2310 EI Payable		
		2320 CPP Payable	263.55	-
		2330 Income Tax Payable	539.87	-
		5310 EI Expense	1,759.88	-
		5320 CPP Expense	368.97	-
		1080 Cash In Bank	539.87	-
			-	3,472.14
01/31/2006	J36	2107, Jan06, Local Authorities Pension Plan		
		2400 L.A.P.P.		
		5350 L.A.P.P. Expense	705.84	-
		1080 Cash In Bank	810.41	-
			-	1,516.25
01/31/2006	J37	2108, Jan2006, Canada Customs and Revenue Age		
		5320 CPP Expense		
		1080 Cash In Bank	56.80	-
			-	56.80
01/27/2006	J38	Deposit, Fines		
		4120 Fines, Book Sales and Services		
		1080 Cash In Bank	-	268.26
			268.26	-
01/27/2006	J39	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees		
		1080 Cash In Bank	-	342.00
			342.00	-

Brooks Public Library
 All Journal Entries 01/01/2006 to 01/31/2006

			Debits	Credits
01/27/2006	J40	Deposit, Non Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
01/31/2006	J55	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
01/31/2006	J56	Debit, AB Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
01/31/2006	J57	Debit, Destination fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
01/31/2006	J60	transfer, Funds from Lois Hole Program		
		1040 Building Fund	-	800.00
		5030 Books and Materials	800.00	-
01/31/2006	J61	transfer, Transfer from Lois Hole Program		
		1040 Building Fund	-	800.00
		5030 Books and Materials	800.00	-
01/31/2006	J62	Transfer, Transfer from Lois Hole Program		
		1040 Building Fund	-	800.00
		1080 Cash In Bank	800.00	-
			69,716.21	69,716.21

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
March 23, 2006
HELD IN BROOKS PUBLIC LIBRARY

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

REGRETS: Sheila Tiegs

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. Approval of Agenda: The Librarians' report was moved to New Business. **Motion to approve agenda. Moved: Martin; Seconded: Pat. Carried.**
3. Consent Agenda: **Motion to approve Consent Agenda. Moved: Karen; Seconded: Henry. Carried.**
4. Correspondence:
 - a) Letter from R. Sander—architect: To be filed
 - b) Portfolio from Paul Thomas Becher—architect: To be filed
 - c) Minutes of the February Shortgrass Board Meeting—circulated
 - d) Shortgrass Clippings—given to each board member
 - e) Access information @your library—handed out to each board member
 - f) Suggestions and comments from 2006 survey—handed out to everyone
5. Shortgrass Library System Report—Martin reported a workshop regarding board members' roles and responsibilities was held at their last meeting.
6. Board Development Report: Liz Rossnagel, director of Lethbridge Public Library, will be leading a morning workshop Saturday, March 25, 2006, at Brooks Public Library. The topic is library expansion and renovation. Questions the board had submitted were compiled and sent to Liz so she could comment on our questions
7. Business Arising from the February 2006 Board meeting minutes
 - a) Funding from the County: The County has given an additional \$2.50 per capita increase. Our budget has been revised accordingly.

- b) Lighting in parking lot: Julia contacted Terry Welsh at the City office. He will check into the situation and get back to us.
- c) Changes to Policy No. S3: The policy was handed out and Shannon spoke to the needed change. **Motion: to amend the policy as suggested. Moved: Elsie; Seconded: Pat. Carried.**
- d) Directors' Insurance: Julia stated she had checked regarding the insurance. Our Board members are covered as additionally named insured.
- e) Library Expansion and/or Renovation: When Sheila returns, a date for the next meeting will be set.

8. New Business

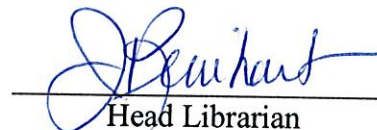
- a) One-time grant from Province of Alberta: All libraries in the province will receive a \$1.71 per capita grant each year for two years. Our library will receive approximately \$20,000 directly and approximately \$3,000 from the County. Following discussion regarding where this grant could be best used, Board members suggested Julia could look into expansion of hours, additional programming, and possibly equipment. Julia will follow up on the ideas and do what is best at this time. A thank you letter is to be sent to our MLA highlighting what the grant will be used for. A letter will be sent to our MP notifying him of the same.
- b) Trustee workshop: to be held November 4, 2006, at Brooks Campus.
- c) Invitation to Rosemary Community Library celebration was extended.
- d) System wide Staff Development Day—Monday, November 27, 2006. All Brooks Library staff will attend.
- e) Board Sub-committees: Committees: Human Resources and Policy sub-committees will meet 3 to 4 times a year. Julia will set up dates.
- f) Presentation by Chair at next Board meeting.
- g) Librarians' Report: Handouts were given to Board members and Shannon highlighted some of the information. Julia informed the Board Bessie and Maxine will be attending a library technicians' workshop in May. She reported the Kinettes have donated \$2000.00 to the library following discussions with them.

9. Next Board meeting: Tuesday, April 25 at 6:30 pm.

Adjournment: **Motion: to adjourn the meeting. Moved: Pat. Carried.**



Chair



Head Librarian

ACTION ITEMS
Brooks Library Board Meeting
March 23, 2006

ACTION	RESPONSIBILITY	STATUS
Action item 1—Information re parking lot lighting	Julia	In progress
Action item 2—Use of monies in the one-time provincial grant	Julia/Shannon	In progress
Letters to MLA and MP re the grant	Dino/Julia	In progress
Dates for Sub-committees meetings in 2006	Julia	In progress

Brooks Library Board
Finance Standing Committee Meeting
8:00 am March 15th, 2006

Present: Elsie Strach, Julia Reinhart and Dino Champlone

- 1) Meeting was called to order at 8:00 am
- 2) Receipts and Expenditures for the month of February were discussed in detail and reviewed by the Committee. Items of note: Under Receipts – Donations – received from long time library users; Under Expenditures: Staff training – funds for two people to attend Jasper Conference; Under Prof. memberships – Shortgrass provided reimbursement. Expenditures for the month totaled \$15,658.68. Motion to accept expenditures for the month of February 2006.
- 3) The committee discussed the annual per capita increase of \$2.50 the County of Newell will be providing and made some revisions to the budget to reflect this increase. The areas of Program Expense, Staff Training and Publicity and Advertising, and Wages have been increased. Motion to accept changes to the Brooks Library Board Budget.
- 4) The added funding to be provided by the province was also discussed and some suggestions were made. These will be presented at the Board meeting on March 23rd.
- 5) The meeting was adjourned at 8:45 am.

Brooks Library Board Budget for 2006

Receipts	Annual Budget	Current Month	Total to Date
Town of Brooks	137,813.00		
HRDC – Summer Student	1,446.00		
Province of Alberta	49,781.00		
Industry Canada - CAP V Grant	1,975.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,000.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	20,500.00		
Non-resident Cardholder Fees	3,000.00		
Donations	14,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
GST Recovery	2,000.00		
Total Revenue	269,690.00		
Expenditures			
SLS Expense (Materials Allot.)	45,604.00		
Shortgrass – Non-resident Fees	1,500.00		
Dynix and Telecom (SLS)	3,500.00		
Books & Materials	0.00		
Furnishings and Equipment	12,000.00		
Payroll Expense	800.00		
Library Supplies	4,000.00		
Administration & Travel	3,000.00		
Program Expense	2,500.00		
Repair & Maintenance	2,000.00		
Rebinding	500.00		
Staff Training	4,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	2,000.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	400.00		
Publicity and Advertising	2,000.00		
Audit and Insurance	6,500.00		
Bank Charges	200.00		
Miscellaneous	200.00		

Wages (includes temp. staff)	149,286.00		
EI Expense	4,000.00		
CPP Expense	5,500.00		
WCB Expense	600.00		
AUMA Expense	4,000.00		
LAPP Expense	8,500.00		
AB Health Expense	1,000.00		
Total Expenses	269,690.00		

Brooks Library Board Budget
February 2006

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	137,813.00	0.00	34,453.25
HRDC – Summer Student	1,446.00	0.00	0.00
Province of Alberta	49,781.00	0.00	0.00
Industry Canada - CAP V Grant	1,975.00	0.00	0.00
County of Newell Library Board	15,085.00	0.00	0.00
Resident Cardholder Fees	16,000.00	1,480.00	2,668.00
Interest Income	0.00	0.00	0.00
Miscellaneous	200.00	0.00	0.00
Fines, books and services	20,500.00	1,474.55	2,763.93
Non-resident Cardholder Fees	3,000.00	180.00	380.00
Donations	14,000.00	1,481.50	9,481.50
Fundraisers	300.00	0.00	0.00
Adopt-a-magazine	2,200.00	0.00	0.00
GST Recovery	2,000.00	0.00	0.00
Total Revenue	264,300.00	4,616.05	49,746.68
Expenditures			
SLS Expense (Materials Allot.)	45,604.00	0.00	0.00
Shortgrass – Non-resident Fees	1,500.00	0.00	0.00
Dynix and Telecom (SLS)	3,500.00	0.00	0.00
Books & Materials	0.00	121.66	628.80
Furnishings and Equipment	12,000.00	117.24	795.76
Payroll Expense	800.00	50.00	50.00
Library Supplies	4,000.00	76.42	469.53
Administration & Travel	3,000.00	14.49	394.49
Program Expense	1,000.00	65.66	65.66
Repair & Maintenance	2,000.00	0.00	0.00
Rebinding	500.00	0.00	0.00
Staff Training	2,500.00	390.00	650.00
Telephone & Fax Expense	3,500.00	276.77	539.23
Copier & Computer Costs	2,000.00	59.80	79.93
Security Monitoring	600.00	25.00	50.00
Computer Main. Contracts	1,000.00	0.00	0.00
GST Expense	0.00	1.75	3.50
Freight & Postage	1,000.00	25.00	25.00
Professional Memberships	400.00	-50.82	149.18
Publicity and Advertising	1,000.00	79.00	186.00
Audit and Insurance	6,500.00	0.00	0.00
Bank Charges	200.00	39.94	65.21

Miscellaneous	200.00	0.00	0.00
Wages (includes temp. staff)	147,896.00	12,189.67	26,282.59
EI Expense	4,000.00	353.32	722.29
CPP Expense	5,500.00	566.72	1,163.39
WCB Expense	600.00	131.87	131.87
AUMA Expense	4,000.00	0.00	0.00
LAPP Expense	8,500.00	847.99	1,658.40
AB Health Expense	1,000.00	277.20	308.00
Total Expenses	264,300.00	15,658.68	34,418.83

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	2,058.55
Building Fund	27,699.38
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	<u>36,915.07</u>
TOTAL CURRENT ASSETS	<u>66,723.00</u>

TOTAL ASSETS	<u>66,723.00</u>
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LIABILITIES

CURRENT LIABILITIES

GST Charged on Sales	0.00
GST Paid on Purchases	-3,054.93
GST Paid on Books	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	0.00
AUMA Extended Health	221.65
AB Health Payable	52.80
W.C.B. Payable	0.00
Miscellaneous	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>-2,780.48</u>

TOTAL LIABILITIES	<u>-2,780.48</u>
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EQUITY

EARNINGS

Building

Endowment Fund Reserves	6,192.45
Retained Earnings	47,983.18
Current Earnings	<u>15,327.85</u>
CURRENT EARNINGS	<u>69,503.48</u>

TOTAL EQUITY	<u>69,503.48</u>
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LIABILITIES AND EQUITY	<u>66,723.00</u>
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REVENUE

REVENUE

Town of Brooks	
HRDC - Summer Student	34,453.25
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	0.00
Interest Income	2,668.00
Miscellaneous	0.00
Fines, Book Sales and Services	0.00
Non-resident Cardholder Fees	2,763.93
Charitable Receipt Donations	380.00
Fundraisers	9,481.50
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>0.00</u>
	<u>49,746.68</u>
TOTAL REVENUE	
	<u>49,746.68</u>

EXPENSE

EXPENSES

SLS Expense (Materials)	
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	628.80
Library Equipment	795.76
Payroll Expense	0.00
Library Supplies	50.00
Administration & Travel	469.53
Recruitment Expense	394.49
Program Expense	0.00
Repair & Maintenance	65.66
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	650.00
Copier & Computer Costs	539.23
Security Monitoring	79.93
Computer Main. Contracts	50.00
GST Expense	0.00
Freight and Postage	3.50
Professional Memberships	25.00
Publicity and Advertising	149.18
Audit and Insurance	186.00
Bank Charges	0.00
Miscellaneous	65.21
Wages	0.00
EI Expense	26,282.59
CPP Expense	722.29
WCB Expense	1,163.39
AUMA Extended Health	131.87
L.A.P.P. Expense	0.00
AB Health Expense	1,658.40
TOTAL EXPENSES	<u>308.00</u>
	<u>34,418.83</u>
TOTAL EXPENSE	
	<u>34,418.83</u>
NET INCOME	
	<u>15,327.85</u>

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	1,480.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,474.55
Non-resident Cardholder Fees	180.00
Charitable Receipt Donations	1,481.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>4,616.05</u>

TOTAL REVENUE	<u>4,616.05</u>
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EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	121.66
New Library Furnishings	117.24
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	76.42
Administration & Travel	14.49
Recruitment Expense	0.00
Program Expense	65.66
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	390.00
Telephone and Fax Expense	276.77
Copier & Computer Costs	59.80
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.75
Freight and Postage	25.00
Professional Memberships	-50.82
Publicity and Advertising	79.00
Audit and Insurance	0.00
Bank Charges	39.94
Miscellaneous	0.00
Wages	12,189.67
EI Expense	353.32
CPP Expense	566.72
WCB Expense	131.87
AUMA Extended Health	0.00
L.A.P.P. Expense	847.99
AB Health Expense	277.20
TOTAL EXPENSES	<u>15,658.68</u>

TOTAL EXPENSE	<u>15,658.68</u>
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NET INCOME	<u>-11,042.63</u>
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Brooks Public Library
Reconciliation Transactions Detail Report 02/01/2006 to 02/28/2006

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.	C	Status
02/03/2006	J41	Fines	Deposit	499.20	-		Y	Cleared
02/03/2006	J42	Resident Cardholder	Deposit	316.00	-		Y	Cleared
02/06/2006	J43	Feb 2006, Ikon Office Solution	2109	-	63.99		Y	Cleared
02/06/2006	J44	Feb 2006, Alberta Library Confere...	2110	-	195.00		N	Outstanding
02/06/2006	J45	Feb 2006, Ronnie Adams	2111	-	88.00		N	Outstanding
02/06/2006	J46	Feb 2006, Alberta Health Care Ins...	2112	-	264.00		Y	Cleared
02/06/2006	J47	Feb 2006, Brooks Stationers	2113	-	144.16		Y	Cleared
02/06/2006	J48	Feb 2006, Brooks Bulletin	2114	-	27.29		Y	Cleared
02/06/2006	J49	Feb 2006, Shortgrass Library Syst...	2115	-	35.93		Y	Cleared
02/06/2006	J50	Feb 2006, Brooks Home Hardware	2116	-	11.76		Y	Cleared
02/06/2006	J51	Feb 2006, Brooks Computer Servi...	2117	-	53.50		Y	Cleared
02/06/2006	J52	Feb 2006, Esplanade Arts and Her...	2118	-	50.00		Y	Cleared
02/06/2006	J53	Feb 2006, Can Media Inc.	2119	-	63.13		N	Outstanding
02/06/2006	J54	Feb 2006, Canada Post	2120	-	26.75		Y	Cleared
02/24/2006	J65	Feb 06, The Brooks and County C...	2121	-	29.96		N	Outstanding
02/24/2006	J66	Feb 06, RBC Royal Bank VISA	2122	-	9.94		N	Outstanding
02/24/2006	J67	Feb 06, Brooks Bulletin	2123	-	27.29		N	Outstanding
02/10/2006	J68	Fines	Deposit	480.06	-		Y	Cleared
02/10/2006	J69	Resident Cardholders	Deposit	420.00	-		Y	Cleared
02/10/2006	J70	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
02/10/2006	J71	Donation	Deposit	231.50	-		Y	Cleared
02/10/2006	J72	Shortgrass Library System	Deposit	2,392.87	-		Y	Cleared
02/17/2006	J73	Fines	Deposit	238.14	-		Y	Cleared
02/17/2006	J74	Resident Cardholder	Deposit	390.00	-		Y	Cleared
02/17/2006	J75	Donation	Deposit	1,000.00	-		Y	Cleared
02/24/2006	J76	Fines	Deposit	257.15	-		Y	Cleared
02/24/2006	J77	Resident Cardholder	Deposit	354.00	-		Y	Cleared
02/24/2006	J78	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
02/24/2006	J79	Dontion	Deposit	250.00	-		Y	Cleared
02/27/2006	J80	Feb2006, Alberta Library Conferen...	2124	-	195.00		N	Outstanding
02/27/2006	J81	Feb2006, University of Alberta	2125	-	24.95		N	Outstanding
02/27/2006	J82	Feb2006, Workers' Compensation ...	2126	-	131.87		N	Outstanding
02/27/2006	J83	Feb 2006, Julia Reinhart	2127	-	27.26		N	Outstanding
02/27/2006	J84	Feb 2006, Telus Communications	2128	-	282.36		N	Outstanding
02/27/2006	J85	Feb2006, Ronnie Adams	2129	-	16.84		N	Outstanding
02/27/2006	J86	Feb2006, Bessie Jacowishen	2130	-	51.30		Y	Cleared
02/28/2006	J87	Feb06, Ronnie Adams	2131	-	1,241.16		N	Outstanding
02/28/2006	J88	Feb06, Shannon Christoffersen	2132	-	1,397.66		Y	Cleared
02/28/2006	J89	Feb06, Bessie Jacowishen	2133	-	1,490.88		Y	Cleared
02/28/2006	J90	Feb06, Maxine Meldrum	2134	-	1,437.60		N	Outstanding
02/28/2006	J91	Feb06, Patricia Neufeld	2135	-	183.70		N	Outstanding
02/28/2006	J92	Feb06, Julia Reinhart	2136	-	2,822.67		N	Outstanding
02/28/2006	J93	Feb06, Bruce Schmidt	2137	-	1,262.09		N	Outstanding
02/28/2006	J94	Feb06, Tamara Van Horne	2138	-	507.46		N	Outstanding
02/28/2006	J95	Feb06, Sharon Wilson	2139	-	604.17		N	Outstanding
02/28/2006	J96	Feb06, Khethwen Woo	2140	-	207.68		N	Outstanding
02/28/2006	J97	Feb06, Canada Customs and Rev...	2141	-	3,477.30		N	Outstanding
02/28/2006	J98	Feb06, Local Authorities Pension ...	2142	-	1,516.95		N	Outstanding
02/28/2006	J102	Securtek	Debit	-	26.75		Y	Cleared
02/28/2006	J103	Alberta Health	Debit	-	44.00		Y	Cleared
02/28/2006	J104	Destination Fee	Debit	-	5.00		Y	Cleared
02/28/2006	J105	Service Fee	Debit	-	25.00		Y	Cleared

7,008.92 18,070.35

			Debits	Credits
02/28/2006	J87	2131, Feb06, Ronnie Adams		
		5300 Wages		
		1080 Cash In Bank	1,680.75	-
		2310 EI Payable	-	1,241.16
		2320 CPP Payable	-	31.43
		2330 Income Tax Payable	-	67.45
		2400 L.A.P.P.	-	159.16
		2420 AUMA Extended Health	-	113.45
		2440 AB Health Payable	-	41.70
02/28/2006	J88	2132, Feb06, Shannon Christoffersen		
		5300 Wages		
		1080 Cash In Bank	1,646.32	-
		2310 EI Payable	-	1,397.66
		2320 CPP Payable	-	30.79
		2330 Income Tax Payable	-	67.06
02/28/2006	J89	2133, Feb06, Bessie Jacowishen		
		5300 Wages		
		1080 Cash In Bank	2,037.00	-
		2310 EI Payable	-	1,490.88
		2320 CPP Payable	-	38.09
		2330 Income Tax Payable	-	86.39
		2400 L.A.P.P.	-	241.82
		2420 AUMA Extended Health	-	137.50
02/28/2006	J90	2134, Feb06, Maxine Meldrum		
		5300 Wages		
		1080 Cash In Bank	1,891.50	-
		2310 EI Payable	-	1,437.60
		2320 CPP Payable	-	35.37
		2330 Income Tax Payable	-	79.19
		2400 L.A.P.P.	-	207.92
		2420 AUMA Extended Health	-	127.68
02/28/2006	J91	2135, Feb06, Patricia Neufeld		
		5300 Wages		
		1080 Cash In Bank	187.20	-
		2310 EI Payable	-	183.70
02/28/2006	J92	2136, Feb06, Julia Reinhart		
		5300 Wages		
		1080 Cash In Bank	4,301.00	-
		2310 EI Payable	-	2,822.67
		2320 CPP Payable	-	80.43
		2330 Income Tax Payable	-	198.46
		2400 L.A.P.P.	-	872.84
		2420 AUMA Extended Health	-	290.33
		2440 AB Health Payable	-	23.07
02/28/2006	J93	2137, Feb06, Bruce Schmidt		
		5300 Wages		
		1080 Cash In Bank	1,431.53	-
		2310 EI Payable	-	1,262.09
		2320 CPP Payable	-	7.40
		2330 Income Tax Payable	-	56.42
02/28/2006	J94	2138, Feb06, Tamara Van Horne		
		5300 Wages		
		1080 Cash In Bank	529.10	-
		2310 EI Payable	-	507.46
		2320 CPP Payable	-	9.89
2/28/2006	J95	2139, Feb06, Sharon Wilson		
		5300 Wages		
		1080 Cash In Bank	615.68	-
		2310 EI Payable	-	604.17
			-	11.51

			Debits	Credits
02/28/2006	J96	2140, Feb06, Khethwen Woo		
		5300 Wages	211.64	-
		1080 Cash In Bank	-	207.68
		2310 EI Payable	-	3.96
02/28/2006	J97	2141, Feb06, Canada Customs and Revenue Agenc		
		2310 EI Payable	252.37	-
		2320 CPP Payable	566.72	-
		2330 Income Tax Payable	1,738.17	-
		5310 EI Expense	353.32	-
		5320 CPP Expense	566.72	-
		1080 Cash In Bank	-	3,477.30
02/28/2006	J98	2142, Feb06, Local Authorities Pension Plan		
		2400 L.A.P.P.	668.96	-
		5350 L.A.P.P. Expense	847.99	-
		1080 Cash In Bank	-	1,516.95
02/28/2006	J102	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.75	-
		1080 Cash In Bank	-	26.75
02/28/2006	J103	Debit, Alberta Health		
		5360 AB Health Expense	30.80	-
		2440 AB Health Payable	13.20	-
		1080 Cash In Bank	-	44.00
02/28/2006	J104	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
02/28/2006	J105	Debit, Service Fee		
		5250 Bank Charges	25.00	-
		1080 Cash In Bank	-	25.00
			19,626.72	19,626.72

ANNUAL REPORT AND SURVEY OF PUBLIC LIBRARIES IN ALBERTA FOR THE YEAR 2005

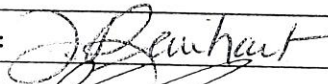

Name of Library Board: City of Brooks Library Board	
Name of Library: Brooks Public Library	
Telephone: 403-362-2947	Fax: 403-362-8111
Library Email: bpublicl@eidnet.org	National Library Code:
ILLO Email (if different from above):	
Website: www.shortgrass-lib.ab.ca/bpl/index.htm	

Library Manager: Julia Reinhart	
Telephone: (B) 403-362-2947	Alternate Phone:

Respondent: Julia Reinhart	
Telephone (B)	Alternate phone:

Mailing/Street address of Library:	
City/Town: Box 1149, 420-1 st Ave. W., Brooks	
Province: Alberta	Postal Code: T1R 1B9

Date Report Approved by Board: Feb. 17, 2006.
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Signature: 	Library Manager	Print Name: Julia Reinhart
Signature: 	Chairperson	Print Name: Dino Champlone

Instructions and Definitions

Please refer to instructions and definitions given throughout the form, as you complete the report.

General Instructions:

- * Identification: Please give the business telephone of the library manager if different from the library telephone.
- * Enter zero (0) if your library does not hold the material and N/A (not applicable) if your library does not offer the service for which data is requested. **Do not leave any lines blank.**
- * If exact information is not available for an item, please enter your best estimate for the requested figure and indicate by writing "est" that the figure is an estimate.

Please contact the Libraries, Community and Voluntary Sector Services Branch at (780) 644-5487 if you have any questions about this form. Send the original copy of the completed report to Alberta Community Development, Libraries, Community and Voluntary Sector Services Branch, 803 Standard Life Centre, 10405 Jasper Avenue, Edmonton AB T5J 4R7. Retain one copy for your files. System members send one copy to your system headquarters.

