

Brooks Library Board Budget
June 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	36,093.75	110,798.25
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00	49,781.00	49,781.00
Province One Time Grant	23,528.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00	1,560.00	8,037.00
Interest Income	0.00		
Miscellaneous	200.00	240.45	250.45
Fines, books and services	19,000.00	2,464.55	9,932.17
Non-resident Cardholder Fees	1,000.00	180.00	1,140.00
Donations	3,000.00	62.95	4,705.95
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00	1,750.00	1,750.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	92,132.70	186,494.82
Expenditures			
SLS Expense (Materials Allot.)	46,764.00	23,382.00	23,382.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	4,825.45	4,944.36
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	95.00	375.00
Library Supplies	4,500.00	1,674.09	2,426.74
Administration & Travel	3,000.00	78.01	1,586.25
Program Expense	1,500.00	472.61	779.97
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		19.45
Rebinding	500.00		704.51
Staff Training	3,750.00	398.26	1,919.56
Telephone & Fax Expense	3,500.00	271.22	1,603.66
Copier & Computer Costs	2,000.00	152.50	1,016.58
Security Monitoring	600.00	25.00	150.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	9.00
Freight & Postage	1,000.00		288.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00	60.00	545.14

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	69.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,271.13	89,077.19
EI Expense	4,400.00	384.82	2,244.68
CPP Expense	6,000.00	614.82	3,638.24
WCB Expense	500.00		385.30
AUMA Expense	3,000.00	504.88	1,767.03
LAPP Expense	8,500.00	757.18	3,868.05
AB Health Expense	1,200.00	215.60	585.20
Total Expenses	287,702.00*	49,189.07	149,678.08

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

Brooks Library Board Budget
June 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	36,093.75 (-2,517.00 insurance)	110,798.25 (108,281.25)
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00	49,781.00	49,781.00
Province One Time Grant	23,528.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00	1,560.00	8,037.00
Interest Income	0.00		
Miscellaneous	200.00	240.45	250.45
Fines, books and services	19,000.00	2,464.55	9,932.17
Non-resident Cardholder Fees	1,000.00	180.00	1,140.00
Donations	3,000.00	62.95	4,705.95
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00	1,750.00	1,750.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	92,132.70	186,494.82
Expenditures			
SLS Expense (Materials Allot.)	46,764.00	23,382.00	23,382.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00	4,825.45	4,944.36
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	95.00	375.00
Library Supplies	4,500.00	1,674.09	2,426.74
Administration & Travel	3,000.00	78.01	1,586.25
Program Expense	1,500.00	472.61	779.97
Medieval Faire	0.00		
Repair & Maintenance	2,000.00		19.45
Rebinding	500.00		704.51
Staff Training	3,750.00	398.26	1,919.56
Telephone & Fax Expense	3,500.00	271.22	1,603.66
Copier & Computer Costs	2,000.00	152.50	1,016.58
Security Monitoring	600.00	25.00	150.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	9.00
Freight & Postage	1,000.00		288.62
Professional Memberships	500.00		55.00

Publicity and Advertising	750.00	60.00	545.14
Audit and Insurance	6,500.00	(+2,517.00)	7,142.00 (4,625.00)
Bank Charges	200.00	5.00	69.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,271.13	89,077.19
EI Expense	4,400.00	384.82	2,244.68
CPP Expense	6,000.00	614.82	3,638.24
WCB Expense	500.00		385.30
AUMA Expense	3,000.00	504.88	1,767.03
LAPP Expense	8,500.00	757.18	3,868.05
AB Health Expense	1,200.00	215.60	585.20
Total Expenses	287,702.00*	49,189.07	149,678.08

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

Mactavish & Company

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T1A 2Z8

Phone -- 403-528-4995
Toll Free -- 1-877-528-4994
Fax -- 403-529-0807

FAX COVER SHEET

To: Shannon

Firm: Brooks Public Library

Date: 21-Jun-07

From: Karen Smith

Number of Pages: 2

Fax Number: 1-403-362-8111

Shannon:

Please find attached as per our telephone conversation.

If you have any questions, please call me directly.

Thanks,

Karen

The information contained in this fax is **CONFIDENTIAL** and subject to accountant/client confidentiality. If the reader of this fax communication is not the intended recipient, or agent responsible for delivering this fax communication, you are hereby notified that any dissemination, distribution or copying of this fax is strictly prohibited. If you receive this fax in error, please notify us immediately by telephone and return the original fax communication to us by mail at our expense. Thank you.

**Brooke Public Library
YE ADJUSTMENTS
AS AT December 31st, 2006**

		Debit	Credit	
1030	GST Recoverable		\$ 1,371.45	
1040	Building Fund	\$ 16.86		
1080	Cash In Bank		\$ 488.18	
1200	Accounts Receivable		\$ 236.59	**SEE BELOW
2050	Accounts Payable	\$ 1,722.88		**SEE BELOW
2051	Accrued Liabilities		\$ 3,800.00	
2100	GST Paid on Purchases		\$ 2,909.95	
2137	LAPP Pension Payable		\$ 59.94	
2310	EI Payable		\$ 19.37	
2320	CPP Payable		\$ 81.07	
2330	Income Tax Payable	\$ 258.55		
2420	AUMA Extended Health	\$ 0.03		
3560	Retained Earnings	\$ 6,968.23		
		<u>\$ 8,966.55</u>	<u>\$ 8,966.55</u>	

****ACCOUNTS RECEIVABLE -**

You will have to go through the A/R Module and apply the credit to the O/S that was listed in your Year-End - Balance as of 12/31/06 is zero for A/R with adjustment.

outstanding

Jan 1, 2007.

1 by entry → general ledger.

**** ACCOUNTS PAYABLE -**

You will have to go through the A/P Module and apply the debit to the O/S that was listed in your Year-End - Balance as of 12/31/06 is zero for A/R with adjustment.

*- entered on July 11/07
and backdated as
Jan 2/07*



OTTAWA ON K1A 0L5

THE BROOKS PUBLIC LIBRARY
BOARD
BROOKS PUBLIC LIBRARY BRD
PO BOX 1149
BROOKS AB T1R 1B9

Date Issued
2007-06-19
Notice Number
01
BN/Registration Number
10681 4015 RR0001

Thank you for filing your information return for the fiscal period ending 2006-12-31. This document summarizes the information you filed. It also provides a calculation of your disbursement quota based on the information provided. If you have any questions, or do not agree with the information in this summary, please contact us at 1-800-267-2384 (English) or 1-888-892-5667 (bilingual).

Please check the information in this summary carefully.

Important message

You did not make any changes on the Registered Charity Basic Information sheet.

Financial information

Based on the financial information you provided, our automated system recalculated some of your amounts. The amounts you declared and the amounts we recalculated are shown below. If you disagree with our amounts, you must contact us within 45 days. Otherwise, we will consider the recalculated amounts as accepted by the charity.

Declared	Total assets	Recalculated
63,931		63,751

Declared	Total revenue	Recalculated
314,772		314,772

Declared	Total liabilities	Recalculated
5,464		5,464

Declared	Total expenditures	Recalculated
301,279		301,279

Disbursement quota and capital gains pool

We have calculated your disbursement quota **based on information you provided, and your charity's designation.** If there have been any changes in the information you provided, the amount of your disbursement quota may change. See attached for details.

You may have already calculated your disbursement quota using the worksheet included in the guide that came with your information return package. If your calculation differs from ours, please contact us.

Based on the information you provided, we calculated that you have met your disbursement quota for the fiscal period ending 2006-12-31. Your disbursement excess is \$ 233,646.

NOTE: This excess may be used to reduce a disbursement shortfall in the previous fiscal period or in any fiscal period in the next five years.

Based on the information you provided, we have estimated your disbursement quota requirement for the fiscal period ending 2007-12-31 to be \$ 16,730 .

NOTE: If the charity spends amounts from enduring property or transfers enduring property to a qualified donee in the fiscal period ending in 2007, the charity's disbursement quota in 2007 may be higher.

DETAILED CAPITAL GAINS AND DISBURSEMENT QUOTA CALCULATIONS

000016

This summary provides detailed calculations regarding your capital gains pool, your capital gains reduction and your disbursement quota. The line numbers referred to correspond to those in the Capital Gains and Disbursement Quota Worksheet included in the guide.

Step 1: Calculating the capital gains pool and capital gains reduction for the fiscal period covered by the return.

Capital Gains Pool Calculation

Description	Amount	
Capital gains pool opening balance (line 5 from preceding fiscal period)		1
Capital gains realized and declared in the fiscal period from dispositions of enduring property		2
Capital gains available for the fiscal period (add lines 1 and 2)		3
Capital gains reduction for the fiscal period (line 11 from Capital Gains Reduction Calculation)	0	4
Capital gains pool ending balance (line 3 minus line 4)		5

Capital Gains Reduction Calculation

Description	Amount	
Multiply line 5900 by 3.5%		6
Amount from line 3 of the Capital Gains Pool Calculation		7
Lesser of lines 6 and 7		8
Amount from line 21 in Step 2 of the Disbursement Quota Calculation		9
Lesser of lines 8 and 9 - Maximum capital gains reduction for the fiscal period		10
Amount the charity is claiming as a capital gains reduction	0	11

Step 2: Calculating the disbursement quota requirement for the fiscal period covered by the return.

Description	Amount	
Eligible amount of tax-receipted gifts in preceding fiscal period	30758	12
Amount deemed to be a tax-receipted gift in preceding fiscal period		13
Add lines 12 and 13	30758	14
Eligible amount of tax-receipted enduring property in preceding fiscal period		15
Line 14 minus line 15		16
Multiply line 16 by 80%	24606	17
Enduring property spent in the fiscal period		18
Multiply line 18 by 80%		19
Enduring property transferred to qualified donees		20
Add lines 19 and 20		21
Capital gains reduction the charity is claiming (line 11 from Capital Gains Reduction Calculation)	0	22
Line 21 minus line 22	0	23
Amount received from other registered charities in preceding fiscal period		24
Specified gifts received in preceding fiscal period		25
Enduring property received from other registered charities in preceding fiscal period		26
Add lines 25 and 26		27
Line 24 minus line 27		28
Multiply line 28 by 80%		29
Average value of property		30
Amount from line 16		31
Amount from line 18	30758	32
Amount from line 20		33
Amount from line 28		34
Add lines 31 to 34	30758	35
Line 30 minus line 35	0	36
Number of days in the fiscal period	365	37
Multiply line 36 by line 37 and divide by 365	0	38
Multiply line 38 by 3.5%	0	39
Disbursement quota requirement for the fiscal period (add lines 17, 23, 29, and 39)	24606	40

Step 3: Calculating if the charity met its disbursement quota for the fiscal period covered by the return.

Description	Amount	
Amount spent on charitable programs	258252	41
Gifts to qualified donees excluding enduring property		42
Enduring property transferred to qualified donees		43
Amount of accumulated property for the fiscal period		44
Special reduction amount for the fiscal period		45
Total expenditures for the fiscal period (add lines 41 to 45)	258252	46
Disbursement quota requirement from line 40	24606	47
Total expenditures from line 46	258252	48
Disbursement quota excess OR shortfall (line 47 minus line 48)	-233646	49

Step 4: Estimating the disbursement quota requirement for the next fiscal period.

Description	Amount	
Eligible amount of tax-receipted gifts for the fiscal period	20912	50
Accumulated property deemed tax-receipted for the fiscal period		51
Add lines 50 and 51	20912	52
Eligible amount of tax-receipted enduring property for the fiscal period		53
Line 52 minus line 53	20912	54
Multiply line 54 by 80%	16730	55
Amounts received from other registered charities for the fiscal period		56
Specified gifts received from other registered charities for the fiscal period		57
Enduring property received from other registered charities for the fiscal period		58
Add lines 57 and 58		59
Line 56 minus line 59		60
Multiply line 60 by 80%		61
Average value of property		62
Amount from line 54	20912	63
Amount from line 60		64
Add lines 63 and 64	20912	65
Line 62 minus line 65	0	66
Number of days in the fiscal period	365	67
Multiply line 66 by line 67 and divide by 365	0	68
Multiply line 68 by 3.5%	0	69
Estimated disbursement quota requirement for the next fiscal period (add lines 55, 61 and 69)*	16730	70

***Does not account for enduring property spent in the next fiscal period or transferred to a qualified donee.**

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	69,658.86
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>99,029.65</u>

TOTAL ASSETS

99,029.65

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,282.12
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	-66.00
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>3,745.54</u>

TOTAL LIABILITIES

3,745.54

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	36,816.74
CURRENT EARNINGS	<u>95,284.11</u>

TOTAL EQUITY

95,284.11

LIABILITIES AND EQUITY

99,029.65

Brooks Public Library
Income Statement 06/01/2007 to 06/30/2007

REVENUE**REVENUE**

Town of Brooks	36,093.75
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,560.00
Interest Income	0.00
Miscellaneous	240.45
Fines, Book Sales and Services	2,464.55
Non-resident Cardholder Fees	180.00
Charitable Receipt Donations	62.95
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	1,750.00
GST Recovery	0.00
TOTAL REVENUE	<u>92,132.70</u>

TOTAL REVENUE 92,132.70

EXPENSE**EXPENSES**

SLS Expense (Materials)	23,382.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	4,825.45
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	95.00
Library Supplies	1,674.09
Administration & Travel	78.01
Recruitment Expense	0.00
Program Expense	472.61
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	398.26
Telephone and Fax Expense	271.22
Copier & Computer Costs	152.50
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	60.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,271.13
Wage Reimbursement	0.00
EI Expense	384.82
CPP Expense	614.82
WCB Expense	0.00
AUMA Extended Health	504.88
L.A.P.P. Expense	757.18
AB Health Expense	215.60
TOTAL EXPENSES	<u>49,189.07</u>

TOTAL EXPENSE 49,189.07

NET INCOME 42,943.63

REVENUE

REVENUE	
Town of Brooks	110,798.25
HRDC - Summer Student	0.00
Province of Alberta	49,781.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	8,037.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	9,932.17
Non-resident Cardholder Fees	1,140.00
Charitable Receipt Donations	4,705.95
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	1,750.00
GST Recovery	0.00
TOTAL REVENUE	<u>186,494.82</u>
TOTAL REVENUE	<u>186,494.82</u>

EXPENSE

EXPENSES	
SLS Expense (Materials)	23,382.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	4,944.36
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	375.00
Library Supplies	2,426.74
Administration & Travel	1,586.25
Recruitment Expense	0.00
Program Expense	779.97
Medieval Faire	0.00
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	704.51
Staff Training	1,919.56
Telephone and Fax Expense	1,603.66
Copier & Computer Costs	1,016.58
Security Monitoring	150.00
Computer Main. Contracts	0.00
GST Expense	9.00
Freight and Postage	288.62
Professional Memberships	55.00
Publicity and Advertising	545.14
Audit and Insurance	7,142.00
Bank Charges	69.00
Miscellaneous	0.00
Wages	89,077.19
Wage Reimbursement	0.00
EI Expense	2,244.68
CPP Expense	3,638.24
WCB Expense	385.30
AUMA Extended Health	1,767.03
L.A.P.P. Expense	3,868.05
AB Health Expense	585.20
TOTAL EXPENSES	<u>149,678.08</u>
TOTAL EXPENSE	<u>149,678.08</u>
NET INCOME	<u>36,816.74</u>

Brooks Public Library

Reconciliation Transactions Detail Report 06/01/2007 to 06/30/2007

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
06/04/2007	J250	June 2007, Jon Bowie	2571	-	150.00		N
06/04/2007	J251	June 2007, Brian Anderson	2572	-	150.00		Y
06/04/2007	J252	June 07, Shannon Vossepoe	2573	-	83.42		Y
06/04/2007	J253	Reversing J252. Correction is J254.	ADJ2573	83.42	-		Y
06/04/2007	J254	June 07, Shannon Vossepoe	2573	-	46.68		Y
06/01/2007	J261	Fines	Deposit	254.05	-		Y
06/01/2007	J262	Resident Cardholder	Deposit	200.00	-		Y
06/01/2007	J263	Non-Resident Cardholder	Deposit	60.00	-		Y
06/01/2007	J264	Medieval Faire	Deposit	1,650.00	-		Y
06/01/2007	J265	Workers Compensation Board	Deposit	240.45	-		Y
06/08/2007	J266	Fines	Deposit	628.30	-		Y
06/08/2007	J267	Resident Cardholder	Deposit	336.00	-		Y
06/15/2007	J268	June 2007, RBC Royal Bank VISA	2574	-	5,088.52		Y
06/15/2007	J269	June 2007, Shortgrass Library Sys...	2575	-	23,382.00		Y
06/15/2007	J270	June 2007, Telus Communications	2576	-	287.39		Y
06/15/2007	J271	June 2007, Water Pure & Simple	2577	-	16.50		Y
06/15/2007	J272	June 2007, Brooks Computer Serv...	2578	-	100.70		Y
06/15/2007	J273	June 2007, Xerox Canada Ltd.	2579	-	161.65		Y
06/15/2007	J274	June 2007, BRK Equipment Rentals	2580	-	80.14		Y
06/15/2007	J275	June 2007, Brooks and County Ch...	2581	-	63.60		Y
06/15/2007	J276	June 2007, Brooks Stationers	2582	-	71.66		Y
06/15/2007	J277	June 07, Shortgrass Library System	2583	-	1,222.17		Y
06/15/2007	J278	Jun 2007, Shannon Vossepoe	2584	-	31.20		Y
06/15/2007	J279	June 2007, Alberta Health Care In...	2585	-	621.42		Y
06/21/2007	J280	June 2007, Karen Nelson	2586	-	44.00		Y
06/21/2007	J281	June 2007, Ronnie Adams	2587	-	413.28		N
06/21/2007	J282	June 2007, Law Now	2588	-	24.95		N
06/25/2007	J283	June 2007, City of Brooks	2589	-	21.20		N
06/29/2007	J284	June 07, Ronnie Adams	2590	-	1,383.90		N
06/29/2007	J285	June 2007, Jillian Clarke	2591	-	561.65		Y
06/29/2007	J286	June 2007, Jing Han	2592	-	418.12		N
06/29/2007	J287	June 2007, Bessie Jacowishen	2593	-	1,598.37		Y
06/29/2007	J288	June 2007, Lesley Jensen	2594	-	1,599.09		N
06/29/2007	J289	June 2007, Cathryn Krochak	2595	-	773.88		N
06/29/2007	J290	June 2007, Maxine Meldrum	2596	-	1,571.16		N
06/29/2007	J291	June 2007, Patricia Neufeld	2597	-	221.62		N
06/29/2007	J292	June 2007, Tamara Van Horne	2598	-	1,264.81		Y
06/29/2007	J293	June 2007, Shannon Vossepoe	2599	-	2,494.57		Y
06/29/2007	J294	June 2007, Canada Customs and ...	2600	-	3,394.92		N
06/29/2007	J295	June 2007, Local Authorities Pensi...	2601	-	1,416.66		N
06/29/2007	J296	June 07, Lesley Jensen	2602	-	22.15		N
06/29/2007	J297	June 2007, Grand & Toy	2603	-	407.38		N
06/29/2007	J298	June 2007, AMSC Insurance Servi...	2604	-	721.22		N
06/15/2007	J300	Fines	Deposit	558.68	-		Y
06/15/2007	J301	Resident Cardholder	Deposit	300.00	-		Y
06/22/2007	J302	Fines	Deposit	550.91	-		Y
06/22/2007	J303	Resident Cardholder	Deposit	372.00	-		Y
06/22/2007	J304	Non-Resident Cardholder	Deposit	120.00	-		Y
06/22/2007	J305	Donation	Deposit	24.95	-		Y
06/22/2007	J306	Medieval Faire	Deposit	100.00	-		Y
06/22/2007	J307	City of Brooks	Deposit	36,093.75	-		Y
06/29/2007	J308	Fines	Deposit	472.61	-		Y
06/29/2007	J309	Resident Cardholder	Deposit	330.00	-		Y
06/29/2007	J310	Donation	Deposit	38.00	-		Y
06/30/2007	J314	Securtek	Debit	-	26.50		Y
06/30/2007	J315	Destination Fee	Debit	-	5.00		Y
06/07/2007	J316	Province of Alberta	Deposit	49,781.00	-		Y
06/01/2007	J317	Reversing J262. Correction is J318.	ADJDeposit	-	200.00		Y
06/01/2007	J318	Resident Cardholder	Deposit	220.00	-		Y
06/01/2007	J319	Reversing J318. Correction is J320.	ADJDeposit	-	220.00		Y
06/01/2007	J320	Resident Cardholder	Deposit	222.00	-		Y
				92,636.12	50,361.48		

Brooks Public Library
All Journal Entries 06/01/2007 to 06/30/2007

			Debits	Credits
06/04/2007	J250	2571, June 2007, Jon Bowie		
		5090 Program Expense	150.00	-
		1080 Cash In Bank	-	150.00
06/04/2007	J251	2572, June 2007, Brian Anderson		
		5090 Program Expense	150.00	-
		1080 Cash In Bank	-	150.00
06/04/2007	J254	2573, June 07, Shannon Vossepel		
		5090 Program Expense	46.68	-
		1080 Cash In Bank	-	46.68
06/01/2007	J261	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	254.05
		1080 Cash In Bank	254.05	-
06/01/2007	J263	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
06/01/2007	J264	Deposit, Medieval Faire		
		4190 Medieval Faire	-	1,650.00
		1080 Cash In Bank	1,650.00	-
06/01/2007	J265	Deposit, Workers Compensation Board		
		4110 Miscellaneous	-	240.45
		1080 Cash In Bank	240.45	-
06/08/2007	J266	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	628.30
		1080 Cash In Bank	628.30	-
06/08/2007	J267	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	336.00
		1080 Cash In Bank	336.00	-
06/15/2007	J268	2574, June 2007, RBC Royal Bank VISA		
		2100 GST Paid on Purchases	288.02	-
		5030 Books and Materials	4,800.50	-
		1080 Cash In Bank	-	5,088.52
06/15/2007	J269	2575, June 2007, Shortgrass Library System		
		5020 SLS Expense (Materials)	23,382.00	-
		1080 Cash In Bank	-	23,382.00
06/15/2007	J270	2576, June 2007, Telus Communications		
		2100 GST Paid on Purchases	16.17	-
		5140 Telephone and Fax Expense	271.22	-
		1080 Cash In Bank	-	287.39
06/15/2007	J271	2577, June 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
06/15/2007	J272	2578, June 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	5.70	-
		5060 Payroll Expense	95.00	-
		1080 Cash In Bank	-	100.70
06/15/2007	J273	2579, June 2007, Xerox Canada Ltd.		
		2100 GST Paid on Purchases	9.15	-
		5160 Copier & Computer Costs	152.50	-
		1080 Cash In Bank	-	161.65
06/15/2007	J274	2580, June 2007, BRK Equipment Rentals		
		2100 GST Paid on Purchases	4.54	-
		5090 Program Expense	75.60	-
		1080 Cash In Bank	-	80.14

Brooks Public Library
All Journal Entries 06/01/2007 to 06/30/2007

			Debits	Credits
06/15/2007	J275	2581, June 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases	3.60	-
		5220 Publicity and Advertising	60.00	-
		1080 Cash In Bank	-	63.60
06/15/2007	J276	2582, June 2007, Brooks Stationers		
		2100 GST Paid on Purchases	4.06	-
		5070 Library Supplies	67.60	-
		1080 Cash In Bank	-	71.66
06/15/2007	J277	2583, June 07, Shortgrass Library System		
		5070 Library Supplies	1,222.17	-
		1080 Cash In Bank	-	1,222.17
06/15/2007	J278	2584, Jun 2007, Shannon Vossepoel		
		2100 GST Paid on Purchases	1.77	-
		5090 Program Expense	29.43	-
		1080 Cash In Bank	-	31.20
06/15/2007	J279	2585, June 2007, Alberta Health Care Insurance Plan		
		2440 AB Health Payable	405.82	-
		5360 AB Health Expense	215.60	-
		1080 Cash In Bank	-	621.42
06/21/2007	J280	2586, June 2007, Karen Nelson		
		2100 GST Paid on Purchases	2.49	-
		5080 Administration & Travel	41.51	-
		1080 Cash In Bank	-	44.00
06/21/2007	J281	2587, June 2007, Ronnie Adams		
		2100 GST Paid on Purchases	15.02	-
		5130 Staff Training	398.26	-
		1080 Cash In Bank	-	413.28
06/21/2007	J282	2588, June 2007, Law Now		
		5030 Books and Materials	24.95	-
		1080 Cash In Bank	-	24.95
06/25/2007	J283	2589, June 2007, City of Brooks		
		2100 GST Paid on Purchases	1.20	-
		5080 Administration & Travel	20.00	-
		1080 Cash In Bank	-	21.20
06/29/2007	J284	2590, June 07, Ronnie Adams		
		5300 Wages	1,888.95	-
		1080 Cash In Bank	-	1,383.90
		2310 EI Payable	-	34.00
		2320 CPP Payable	-	79.07
		2330 Income Tax Payable	-	195.98
		2400 L.A.P.P.	-	127.51
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
06/29/2007	J285	2591, June 2007, Jillian Clarke		
		5300 Wages	586.82	-
		1080 Cash In Bank	-	561.65
		2310 EI Payable	-	10.56
		2320 CPP Payable	-	14.61
06/29/2007	J286	2592, June 2007, Jing Han		
		5300 Wages	432.90	-
		1080 Cash In Bank	-	418.12
		2310 EI Payable	-	7.79
		2320 CPP Payable	-	6.99

Brooks Public Library

All Journal Entries 06/01/2007 to 06/30/2007

			Debits	Credits
06/29/2007	J287	2593, June 2007, Bessie Jacowishen		
		5300 Wages	2,190.00	-
		1080 Cash In Bank	-	1,598.37
		2310 EI Payable	-	39.42
		2320 CPP Payable	-	93.97
		2330 Income Tax Payable	-	267.56
		2400 L.A.P.P.	-	147.89
		2420 AUMA Extended Health	-	42.79
06/29/2007	J288	2594, June 2007, Lesley Jensen		
		5300 Wages	1,699.36	-
		1080 Cash In Bank	-	1,599.09
		2310 EI Payable	-	30.59
		2320 CPP Payable	-	69.68
06/29/2007	J289	2595, June 2007, Cathryn Krochak		
		5300 Wages	814.42	-
		1080 Cash In Bank	-	773.88
		2310 EI Payable	-	14.66
		2320 CPP Payable	-	25.88
06/29/2007	J290	2596, June 2007, Maxine Meldrum		
		5300 Wages	2,085.00	-
		1080 Cash In Bank	-	1,571.16
		2310 EI Payable	-	37.53
		2320 CPP Payable	-	88.77
		2330 Income Tax Payable	-	242.59
		2400 L.A.P.P.	-	140.74
		2420 AUMA Extended Health	-	4.21
06/29/2007	J291	2597, June 2007, Patricia Neufeld		
		5300 Wages	225.68	-
		1080 Cash In Bank	-	221.62
		2310 EI Payable	-	4.06
06/29/2007	J292	2598, June 2007, Tamara Van Horne		
		5300 Wages	1,743.00	-
		1080 Cash In Bank	-	1,264.81
		2310 EI Payable	-	31.37
		2320 CPP Payable	-	71.84
		2330 Income Tax Payable	-	161.27
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	194.62
06/29/2007	J293	2599, June 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
06/29/2007	J294	2600, June 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	274.87	-
		2320 CPP Payable	614.82	-
		2330 Income Tax Payable	1,505.59	-
		5310 EI Expense	384.82	-
		5320 CPP Expense	614.82	-
		1080 Cash In Bank	-	3,394.92
06/29/2007	J295	2601, June 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	659.48	-
		5350 L.A.P.P. Expense	757.18	-
		1080 Cash In Bank	-	1,416.66
06/29/2007	J296	2602, June 07, Lesley Jensen		
		2100 GST Paid on Purchases	1.25	-
		5090 Program Expense	20.90	-

Brooks Public Library

All Journal Entries 06/01/2007 to 06/30/2007

			Debits	Credits
		1080 Cash In Bank	-	22.15
06/29/2007	J297	2603, June 2007, Grand & Toy		
		2100 GST Paid on Purchases	23.06	-
		5070 Library Supplies	384.32	-
		1080 Cash In Bank	-	407.38
06/29/2007	J298	2604, June 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	216.34	-
		5340 AUMA Extended Health	504.88	-
		1080 Cash In Bank	-	721.22
06/15/2007	J300	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	558.68
		1080 Cash In Bank	558.68	-
06/15/2007	J301	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	300.00
		1080 Cash In Bank	300.00	-
06/22/2007	J302	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	550.91
		1080 Cash In Bank	550.91	-
06/22/2007	J303	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	372.00
		1080 Cash In Bank	372.00	-
06/22/2007	J304	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	120.00
		1080 Cash In Bank	120.00	-
06/22/2007	J305	Deposit, Donation		
		4170 Charitable Receipt Donations	-	24.95
		1080 Cash In Bank	24.95	-
06/22/2007	J306	Deposit, Medieval Faire		
		4190 Medieval Faire	-	100.00
		1080 Cash In Bank	100.00	-
06/22/2007	J307	Deposit, City of Brooks		
		4020 Town of Brooks	-	36,093.75
		1080 Cash In Bank	36,093.75	-
06/29/2007	J308	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	472.61
		1080 Cash In Bank	472.61	-
06/29/2007	J309	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	330.00
		1080 Cash In Bank	330.00	-
06/29/2007	J310	Deposit, Donation		
		4170 Charitable Receipt Donations	-	38.00
		1080 Cash In Bank	38.00	-
06/30/2007	J314	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
06/30/2007	J315	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
06/07/2007	J316	Deposit, Province of Alberta		
		4040 Province of Alberta	-	49,781.00
		1080 Cash In Bank	49,781.00	-

Brooks Public Library
All Journal Entries 06/01/2007 to 06/30/2007

			<u>Debits</u>	<u>Credits</u>
06/01/2007	J320	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	222.00
		1080 Cash In Bank	222.00	-
			<hr/>	<hr/>
			145,374.72	145,374.72

Brooks Library Board
Finance Standing Committee Meeting
10:00 am August 30, 2007

Present: Elsie Strach and Shannon Vossepoel

Regrets: Dino Champlone

- 1) Meeting was called to order at 10:08 am.
- 2) Receipts and Expenditures for the month of July were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for July:

- Province One-Time Grant: Received Public Library Development Initiative Funding for the City of Brooks. The County of Newell portion is still to come.
- Fines, books, and services include sales of Knight of Murder tickets. Knight of Murder was oversold with 87 tickets costing \$25.00 each. The cost of the supper (\$15.00 per person) will come out of that number. Proceeds from this event will fund the cost of the Brooks and County Chronicle pullout.
- Received one \$1,000 donation; one \$100 donation in support of the Cowboy Poetry event; and one \$500.00 donation in memory of Anna Grethe Nielsen.

Expenditures for July:

- Shortgrass Library System: Dynix and Telecom costs paid out.
 - Books and Materials: Books purchased as requested by donors with donated funds.
 - Library Supplies: Tattle-tape security strips purchased for book and A/V materials.
 - Administration and Travel: Cell phone use reimbursed for Book Buy Trip; water purchased for staff room cooler; nametags purchased for new staff.
 - Program expense: Supplies for Beadworx (clay and other items – cost covered by course registration fee of \$10.00 per person); supplies for Harry Potter Day (craft supplies, snacks, prizes).
 - Medieval Faire: purchase of Murder Mystery Game for Knight of Murder.
 - Freight and Postage: cost of shipping tattle tape; stamps for mailing (2 rolls of 100).
 - Publicity and Advertising: Employment ad for Library Assistant.
- 3) Discussed 2008 draft budget in preparation for emergency budget meeting on August 30, 2008 at 6:30pm.
 - 4) Meeting was adjourned at 10:30 am.

Finance Meeting Notes: July 2007

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- Freight and Postage: cost of shipping tattle tape; stamps for mailing (2 rolls of 100).
- Publicity and Advertising: Employment ad for Library Assistant.

Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.

Brooks Library Board Budget
July 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		110,798.25
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00	19,842.84	19,842.84
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00	1,560.00	9,597.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	2,221.75	12,153.92
Non-resident Cardholder Fees	1,000.00	80.00	1,220.00
Donations	3,000.00	1,600.00	6,305.95
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		100.00
Medieval Faire	0.00		1,750.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	25,304.59	211,799.41
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		23,382.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00	2,586.73	2,586.73
Books & Materials (Donations)	0.00	33.84	4,978.20
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	55.00	430.00
Library Supplies	4,500.00	969.09	3,395.83
Administration & Travel	3,000.00	59.00	1,645.25
Program Expense	1,500.00	107.73	887.70
Medieval Faire	0.00	63.01	63.01
Repair & Maintenance	2,000.00		19.45
Rebinding	500.00		704.51
Staff Training	3,750.00		1,919.56
Telephone & Fax Expense	3,500.00	141.84	1,745.50
Copier & Computer Costs	2,000.00		1,016.58
Security Monitoring	600.00	25.00	175.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	10.50
Freight & Postage	1,000.00	104.00	392.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00	25.50	570.64

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	74.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,301.96	104,379.15
EI Expense	4,400.00	385.60	2,630.28
CPP Expense	6,000.00	613.56	4,251.80
WCB Expense	500.00		385.30
AUMA Expense	3,000.00	252.43	2,019.46
LAPP Expense	8,500.00	748.19	4,616.24
AB Health Expense	1,200.00		585.20
Total Expenses	287,702.00*	21,478.98	171,157.06

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	73,574.72
Accounts Receivable	0.00

TOTAL CURRENT ASSETS 102,945.51

TOTAL ASSETS 102,945.51

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,363.47
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	105.60
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 3,835.79

TOTAL LIABILITIES 3,835.79

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	40,642.35

CURRENT EARNINGS 99,109.72

TOTAL EQUITY 99,109.72

LIABILITIES AND EQUITY 102,945.51

Brooks Public Library
Income Statement 07/01/2007 to 07/31/2007

REVENUE

REVENUE

Town of Brooks	0.00
HRDC - Summer Student	0.00
Province of Alberta	19,842.84
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,560.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,221.75
Non-resident Cardholder Fees	80.00
Charitable Receipt Donations	1,600.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>25,304.59</u>

TOTAL REVENUE 25,304.59

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	33.84
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	969.09
Administration & Travel	59.00
Recruitment Expense	0.00
Program Expense	107.73
Medieval Faire	63.01
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	141.84
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	104.00
Professional Memberships	0.00
Publicity and Advertising	25.50
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	15,301.96
Wage Reimbursement	0.00
EI Expense	385.60
CPP Expense	613.56
WCB Expense	0.00
AUMA Extended Health	252.43
L.A.P.P. Expense	748.19
AB Health Expense	0.00
TOTAL EXPENSES	<u>21,478.98</u>

TOTAL EXPENSE 21,478.98

NET INCOME 3,825.61

Brooks Public Library
Income Statement 01/01/2007 to 07/31/2007

REVENUE

REVENUE

Town of Brooks	110,798.25
HRDC - Summer Student	0.00
Province of Alberta	69,623.84
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	9,597.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	12,153.92
Non-resident Cardholder Fees	1,220.00
Charitable Receipt Donations	6,305.95
Fundraisers	0.00
Adopt-a-magazine	100.00
Medieval Faire	1,750.00
GST Recovery	0.00
TOTAL REVENUE	<u>211,799.41</u>

TOTAL REVENUE

211,799.41

EXPENSE

EXPENSES

SLS Expense (Materials)	23,382.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	4,978.20
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	430.00
Library Supplies	3,395.83
Administration & Travel	1,645.25
Recruitment Expense	0.00
Program Expense	887.70
Medieval Faire	63.01
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	704.51
Staff Training	1,919.56
Telephone and Fax Expense	1,745.50
Copier & Computer Costs	1,016.58
Security Monitoring	175.00
Computer Main. Contracts	0.00
GST Expense	10.50
Freight and Postage	392.62
Professional Memberships	55.00
Publicity and Advertising	570.64
Audit and Insurance	7,142.00
Bank Charges	74.00
Miscellaneous	0.00
Wages	104,379.15
Wage Reimbursement	0.00
EI Expense	2,630.28
CPP Expense	4,251.80
WCB Expense	385.30
AUMA Extended Health	2,019.46
L.A.P.P. Expense	4,616.24
AB Health Expense	585.20
TOTAL EXPENSES	<u>171,157.06</u>

TOTAL EXPENSE

171,157.06

NET INCOME

40,642.35

Brooks Public Library

Reconciliation Transactions Detail Report 07/01/2007 to 07/31/2007

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
07/06/2007	J311	Fines	Deposit	675.95	-		Y
07/06/2007	J312	Resident Cardholder	Deposit	384.00	-		Y
07/06/2007	J313	Donation	Deposit	500.00	-		Y
07/13/2007	J321	July 2007, Shortgrass Library Syst...	3001	-	2,678.17		Y
07/13/2007	J322	July 2007, Brooks Bulletin	3002	-	27.03		Y
07/13/2007	J323	July 2007, Brooks Computer Servi...	3003	-	58.30		Y
07/13/2007	J324	July 2007, Water Pure & Simple	3004	-	16.50		Y
07/13/2007	J325	July 2007, Shannon Vossepoel	3005	-	6.36		Y
07/13/2007	J326	July 2007, Royal Bank Visa	3006	-	296.11		Y
07/19/2007	J327	July 2007, Telus Communications	3007	-	150.24		Y
07/19/2007	J328	July 2007, Cathryn Krochak	3008	-	28.20		N
07/13/2007	J329		Deposit	518.29	-		Y
07/13/2007	J330	Resident Cardholder	Deposit	372.00	-		Y
07/13/2007	J331	Donation	Deposit	100.00	-		Y
07/20/2007	J332	Fines	Deposit	500.06	-		Y
07/20/2007	J333	Resident Cardholder	Deposit	498.00	-		Y
07/20/2007	J334	Donation	Deposit	1,000.00	-		Y
07/20/2007	J335	Province of Alberta	Deposit	19,842.84	-		Y
07/27/2007	J336	Fines	Deposit	527.45	-		Y
07/27/2007	J337	Resident Cardholder	Deposit	306.00	-		Y
07/27/2007	J338	Non-Resident Cardholder	Deposit	80.00	-		Y
07/31/2007	J339	July 07, Shannon Vossepoel	3009	-	2,494.57		Y
07/31/2007	J340	July 2007, Ronnie Adams	3010	-	1,198.56		N
07/31/2007	J341	July 2007, Jillian Clarke	3011	-	301.50		N
07/31/2007	J342	July 2007, Jing Han	3012	-	579.59		N
07/31/2007	J343	July 2007, Bessie Jacowishen	3013	-	1,654.82		Y
07/31/2007	J344	July 2007, Lesley Jensen	3014	-	1,401.01		N
07/31/2007	J345	July 07, Cathryn Krochak	3015	-	829.14		N
07/31/2007	J346	July 2007, Maxine Meldrum	3016	-	1,627.61		N
07/31/2007	J347	July 2007, Patricia Neufeld	3017	-	277.02		N
07/31/2007	J348	July 2007, Tamara Van Horne	3018	-	1,556.40		Y
07/31/2007	J349	July 2007, AMSC Insurance Servi...	3019	-	360.61		N
07/31/2007	J350	July 2007, Canada Customs and ...	3020	-	3,449.47		N
07/31/2007	J351	July 2007, Local Authorities Pensi...	3021	-	1,399.84		N
07/31/2007	J352	July 2007, Brodart	3022	-	966.18		N
07/31/2007	J370	Securtek	Debit	-	26.50		Y
07/31/2007	J371	Destination Fee	Debit	-	5.00		Y
				25,304.59	21,388.73		

Brooks Public Library
Reconciliation Transactions Detail Report 07/01/2007 to 07/31/2007

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

Status _____

- Cleared
- Cleared
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Brooks Public Library
All Journal Entries 07/01/2007 to 07/31/2007

			Debits	Credits
07/06/2007	J311	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	675.95
		1080 Cash In Bank	675.95	-
07/06/2007	J312	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	384.00
		1080 Cash In Bank	384.00	-
07/06/2007	J313	Deposit, Donation		
		4170 Charitable Receipt Donations	-	500.00
		1080 Cash In Bank	500.00	-
07/13/2007	J321	3001, July 2007, Shortgrass Library System		
		5022 SLS - Dynix and Telecom	2,586.73	-
		5030 Books and Materials	33.84	-
		5070 Library Supplies	57.60	-
		1080 Cash In Bank	-	2,678.17
07/13/2007	J322	3002, July 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	1.53	-
		5220 Publicity and Advertising	25.50	-
		1080 Cash In Bank	-	27.03
07/13/2007	J323	3003, July 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.30	-
		5060 Payroll Expense	55.00	-
		1080 Cash In Bank	-	58.30
07/13/2007	J324	3004, July 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
07/13/2007	J325	3005, July 2007, Shannon Vossepoel		
		2100 GST Paid on Purchases	0.36	-
		5090 Program Expense	6.00	-
		1080 Cash In Bank	-	6.36
07/13/2007	J326	3006, July 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	13.07	-
		5080 Administration & Travel	14.30	-
		5090 Program Expense	101.73	-
		5091 Medieval Faire	63.01	-
		5200 Freight and Postage	104.00	-
		1080 Cash In Bank	-	296.11
07/19/2007	J327	3007, July 2007, Telus Communications		
		2100 GST Paid on Purchases	8.40	-
		5140 Telephone and Fax Expense	141.84	-
		1080 Cash In Bank	-	150.24
07/19/2007	J328	3008, July 2007, Cathryn Krochak		
		5080 Administration & Travel	28.20	-
		1080 Cash In Bank	-	28.20
07/13/2007	J329	Deposit,		
		4120 Fines, Book Sales and Services	-	518.29
		1080 Cash In Bank	518.29	-
07/13/2007	J330	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	372.00
		1080 Cash In Bank	372.00	-
07/13/2007	J331	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-

			Debits	Credits
07/20/2007	J332	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	500.06
		1080 Cash In Bank	500.06	-
07/20/2007	J333	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	498.00
		1080 Cash In Bank	498.00	-
07/20/2007	J334	Deposit, Donation		
		4170 Charitable Receipt Donations	-	1,000.00
		1080 Cash In Bank	1,000.00	-
07/20/2007	J335	Deposit, Province of Alberta		
		4040 Province of Alberta	-	19,842.84
		1080 Cash In Bank	19,842.84	-
07/27/2007	J336	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	527.45
		1080 Cash In Bank	527.45	-
07/27/2007	J337	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	306.00
		1080 Cash In Bank	306.00	-
07/27/2007	J338	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	80.00
		1080 Cash In Bank	80.00	-
07/31/2007	J339	3009, July 07, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
07/31/2007	J340	3010, July 2007, Ronnie Adams		
		5300 Wages	1,593.40	-
		1080 Cash In Bank	-	1,198.56
		2310 EI Payable	-	28.68
		2320 CPP Payable	-	64.44
		2330 Income Tax Payable	-	125.70
		2400 L.A.P.P.	-	107.53
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
07/31/2007	J341	3011, July 2007, Jillian Clarke		
		5300 Wages	307.84	-
		1080 Cash In Bank	-	301.50
		2310 EI Payable	-	5.54
		2320 CPP Payable	-	0.80
07/31/2007	J342	3012, July 2007, Jing Han		
		5300 Wages	606.06	-
		1080 Cash In Bank	-	579.59
		2310 EI Payable	-	10.91
		2320 CPP Payable	-	15.56
07/31/2007	J343	3013, July 2007, Bessie Jacowishen		
		5300 Wages	2,280.00	-
		1080 Cash In Bank	-	1,654.82
		2310 EI Payable	-	41.04
		2320 CPP Payable	-	98.42
		2330 Income Tax Payable	-	288.96
		2400 L.A.P.P.	-	153.97
		2420 AUMA Extended Health	-	42.79

Brooks Public Library

All Journal Entries 07/01/2007 to 07/31/2007

			Debits	Credits
07/31/2007	J344	3014, July 2007, Lesley Jensen		
		5300 Wages	1,486.94	-
		1080 Cash In Bank	-	1,401.01
		2310 EI Payable	-	26.76
		2320 CPP Payable	-	59.17
07/31/2007	J345	3015, July 07, Cathryn Krochak		
		5300 Wages	874.02	-
		1080 Cash In Bank	-	829.14
		2310 EI Payable	-	15.73
		2320 CPP Payable	-	28.83
		2330 Income Tax Payable	-	0.32
07/31/2007	J346	3016, July 2007, Maxine Meldrum		
		5300 Wages	2,175.00	-
		1080 Cash In Bank	-	1,627.61
		2310 EI Payable	-	39.15
		2320 CPP Payable	-	93.23
		2330 Income Tax Payable	-	263.99
		2400 L.A.P.P.	-	146.81
		2420 AUMA Extended Health	-	4.21
07/31/2007	J347	3017, July 2007, Patricia Neufeld		
		5300 Wages	282.10	-
		1080 Cash In Bank	-	277.02
		2310 EI Payable	-	5.08
07/31/2007	J348	3018, July 2007, Tamara Van Horne		
		5300 Wages	2,091.60	-
		1080 Cash In Bank	-	1,556.40
		2310 EI Payable	-	37.65
		2320 CPP Payable	-	89.10
		2330 Income Tax Payable	-	244.16
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	145.20
07/31/2007	J349	3019, July 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
07/31/2007	J350	3020, July 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	275.43	-
		2320 CPP Payable	613.56	-
		2330 Income Tax Payable	1,561.32	-
		5310 EI Expense	385.60	-
		5320 CPP Expense	613.56	-
		1080 Cash In Bank	-	3,449.47
07/31/2007	J351	3021, July 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	651.65	-
		5350 L.A.P.P. Expense	748.19	-
		1080 Cash In Bank	-	1,399.84
07/31/2007	J352	3022, July 2007, Brodart		
		2100 GST Paid on Purchases	54.69	-
		5070 Library Supplies	911.49	-
		1080 Cash In Bank	-	966.18
07/31/2007	J370	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
07/31/2007	J371	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00

<u>Debits</u>	<u>Credits</u>
50,075.06	50,075.06

**MINUTES OF
BROOKS PUBLIC LIBRARY ANNUAL GENERAL MEETING
September 27, 2007
Held at Brooks Public Library**

PRESENT: Martin Shields, Karen Nelson, Sheila Tiegs, Elsie Strach, Shannon Vossepoel (Librarian), Dino Champlone (Chair), Cathleen Patterson, Tilly Gamble-Altwasser, Joyce Aasen, Gloria Evans

REGRETS: Michael Glynn Macdonald

GUESTS: Harold Storlien (Director of Shortgrass Library System), Dwight Nagel (Chair, Shortgrass Library System), Myra Altwasser, Ian Altwasser

VISION STATEMENT

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

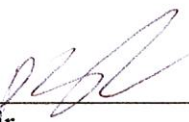
MISSION STATEMENT

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

1. Call to Order: Dino Champlone called the meeting to order at 6:35 p.m.
2. Guests Harold Storlien and Dwight Nagel were welcomed.
3. Approval of Agenda: Moved by Martin Shields/Sheila Tiegs. Carried.
4. Library Board Elections:
 - a) Chairperson: Dino Champlone let his name stand as chair. Joyce Aasen/Martin Shields moved nominations cease. Carried.
 - b) Vice-chairperson: Tilly Gamble-Altwasser let her name stand as vice chair. Karen Nelson/Elsie Strach moved nominations cease. Carried.
 - c) Secretary: Gloria Evans let her name stand. Martin Shields/Sheila Tiegs moved nominations cease. Carried.
 - d) Treasurer: Elsie Strach let her name stand. Martin Shields/Karen Nelson moved nominations cease. Carried.
5. Plan of Service 2008 – 2012: Martin Shields/Karen Nelson moved acceptance of the Plan of Service 2008-2012. Carried.
6. Librarian's Report: Shannon Vossepoel gave a comprehensive report of the past year. See attached.
7. Shortgrass Library System report: Martin Shields turned the report over to Harold Storlien.
8. Shortgrass Library System Overview: Harold Storlien handed out Shortgrass brochures and reviewed the contents. The municipalities that make up Shortgrass were also discussed. He noted ILS has been delayed until spring 2008. Dwight Nagel spoke about Shortgrass as well.
9. Adjournment: Cathleen Patterson moved adjournment at 7:50 pm.



Librarian



Chair

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 27, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Gloria Evans, Joyce Aasen, Cathleen Patterson, Dino Champlone (Chair), Shannon Vossepoel (Librarian), Elsie Strach, Sheila Tiegs, Martin Shields

REGRETS: Michael Glynn Macdonald, Tilly Gamble-Altwasser, Karen Nelson

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 8:05 pm.
2. Approval of Agenda: Moved by Joyce/Sheila. Carried.
3. Consent Agenda: Moved by Sheila, Cathleen to accept June 2007 Board meeting minutes, August 2007 budget meeting minutes, Finance Committee report including receipts and expenditures for June 2007, July 2007 and August 2007. Carried.
4. Correspondence: The following items were circulated:
 - a. Shortgrass Library System: June minutes
 - b. Shortgrass Library System: photos from SLS barbeque
 - c. Shortgrass Library System: City of Brooks Budget Request 2008
 - d. Yellowhead Regional Library: Public Library Development Initiative
 - e. Florence Nelson-Smith: Thank you
 - f. Skills Link Program: Thank you
 - g. Grassroots: A Centennial Exhibition of Art from Southern Alberta Communities
 - h. Board Development Program
 - i. SAILS: Southern Alberta Integrated Library
 - j. Alberta Municipal Affairs and Housing: Vision for Public Library Service in Alberta
5. Business Arising from the June 2007 Board meeting minutes
 - a. Changes to Bylaws – third and final reading of the following:
By-law 5.1 to include an additional line: Cardholder named on library card will be the only person that may use the card. *The cardholder may designate alternate people to access his/her library records. Moved by Elsie/Cathleen. Carried.*
By-law 5.4 to include an additional line: A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. *In the case of a family membership, the cardholder of the master membership is responsible for all library items borrowed on all family membership cards and will compensate the library for all library items damaged or lost*

while borrowed on their card or those of the additional members. Moved by Joyce/Sheila. Carried.

By-law C.1 Change to overdue fines to read Children's materials charge per day \$0.10 to a maximum of \$2.00. Adult and Young Adult materials charge per day \$0.25 to a maximum of \$5.00. **Moved by Martin/Joyce. Carried.** Shannon will forward the bylaws to City Council for ratification.

- b. Proposed Change to Policy S.4.1: Building Use: **Moved by Martin/Joyce to accept the proposed change. Carried.**
 - c. Training Coordinator update: Shannon circulated a letter she sent to government officials regarding the programs and workshops run by the training coordinator.
 - d. Annual General Meeting: Shannon noted regret replies sent by Minister Solberg and Minister Oberg.
 - e. Punk the library: Shannon reported Medicine Hat College, Brooks Campus is donating six 2003 computers to the library. She provided updated information on the Punk the Library event.
 - f. By-law changes: By-laws require three readings and then are to be sent to the City Council for ratification.
 - g. Alberta Library Conference Report from Gloria Evans circulated.
6. New Business
- a. Newell Tourism Association Membership Invitation: No action taken
 - b. Wiggins Adjustments: No action taken on the information from this collection agency.
 - c. Air Quality: The Public Health Inspector is to test air quality in the library.
 - d. Friends of the Library: The Board agreed that it is acceptable for Pat Neufeld to start a Friends of the Library group again.
 - e. 2008 Budget: **Moved by Martin/Joyce to adopt the draft of the 2008 Budget. Carried.**
7. Adjournment: **Moved by Sheila. Carried.**
8. **Next Board Meeting: Thursday, October 25, 2007 at 6:30 pm**


Chair


Librarian

**BROOKS MUNICIPAL LIBRARY
BOARD POLICY**

CATEGORY: **Services** **POLICY NO. S.4.1**
TITLE: **Library Building Use** **REPLACES: S.4**
DATE APPROVED: Sept. 27, 2007

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.

It is the general policy of the Board to allow only library related meetings to be held on the premises. Permission may be granted for non-library-related meetings at the discretion of the Board.

Brooks Library Board Budget for 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	1,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	287,797.00		
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,000.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	1,000.00		
Medieval Faire	0.00		
Repair & Maintenance	1,750.00		
Rebinding	787.00		
Staff Training	3,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	1,750.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		
Publicity and Advertising	800.00		
Audit and Insurance	7,500.00		

Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	169,620.00		
EI Expense	4,400.00		
CPP Expense	6,500.00		
WCB Expense	500.00		
AUMA Expense	4,000.00		
LAPP Expense	9,500.00		
AB Health Expense	800.00		
Total Expenses	287,797.00		

*City of Brooks funding increased to promised 2008 funding levels plus an additional \$2,517 to cover insurance expenses, plus an additional \$8,165 to cover the expected per capita increase to the Shortgrass Materials Allotment.

**County of Newell funding increased to promised 2008 funding levels.

***Province of Alberta funding increased to accommodate new population of 13,581 (funding is per capita based).

****Shortgrass Materials Allotment increased to expected 2008 levels. Shortgrass is expected to receive funding based on the population increase to 13,581. All municipalities signed an agreement guaranteeing that all levies would be population based. Please note that Shortgrass receives an operational budget from the city as well as a materials budget. The materials budget is tied to the Brooks Public Library's operating budget from the City of Brooks.

*****Wages and benefits increased to include Tamara Van Horne as a part-time LA2 as we are no longer funded for Training Coordinator in 2008 unless we receive a grant.

Notes of explanation:

1. Projected wages taken from wage grid
2. Part time staff – Employees are at 12% MERC because they are paid at 4% VAC – first four years of employment are at 4%, fifth and subsequent years are at 6% - check Alberta Employment Standards site for more information - <http://www.hre.gov.ab.ca/cps/rde/xchg/hre/hs.xsl/1224.html>
3. Full time staff – 8% MERC
4. LAPP – used 2007 %s for LAPP – this may change in 2008
5. AUMA and AB Health benefits are based on current rates
6. LAPP for Head Librarian – second percentage refers to pension earned after YMPE of 40,500

**Brooks Library Board
Finance Standing Committee Meeting
10:00 am September 19, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:00 am.
- 2) Receipts and Expenditures for the month of August were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for August:

- Donations: Received \$120.00 from two donors to use as we see fit.
- Fundraisers: \$366.76 was raised from the Medieval Faire Booth's book sale.
- Adopt-a-Magazine: received an early subscription. We have two so far this year and expect many more.
- Medieval Faire: The Knight of Murder fundraiser was oversold and raised enough money to cover all advertising costs for the Faire and a little extra.

Expenditures for August:

- Books and Materials: Books purchased as requested by donors with donated funds.
 - Administration and Travel: water purchased for staff room cooler.
 - Program expense: supplies for Harry Potter Day (craft supplies, snacks, prizes), glue sticks.
 - Medieval Faire: payment for musicians (cost covered by donation), payment to Heritage Inn for providing Knight of Murder food and venue (cost covered with Knight of Murder ticket sales), payment for Chronicle insert (newspaper ad)
 - Copier and Computer Costs: purchased Norton Antivirus software for lab computers.
 - Publicity and Advertising: printing of 2006 annual reports, ad for a library assistant (ran in May 2007)
 - Bank Charges: includes cost of a cancelled cheque from a patron. Cost has been charged to patron's library account.
- 3) It was noted that the year-end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.
 - 4) Draft budget was approved by the Finance Committee and will be sent to the Board for approval at the September 27, 2007 Board Meeting.
 - 5) Meeting was adjourned at 10:45 am.

Finance Meeting Notes: August 2007

Receipts for August:

- Donations: Received \$120.00 from two donors to use as we see fit.
- Fundraisers: \$366.76 was raised from the Medieval Faire Booth's book sale.
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- Copier and Computer Costs: purchased Norton Antivirus software for lab computers.
- Publicity and Advertising: printing of 2006 annual reports, ad for a library assistant (ran in May 2007)
- Bank Charges: includes cost of a cancelled cheque from a patron. Cost has been charged to patron's library account.

Additional Notes:

- Medieval Faire Fundraiser, "Knight of Murder", tickets were sold through the register under programming, but have been moved to their proper place under receipts as "Medieval Faire" in Simply Accounting and in the budget lines.
- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.

Brooks Library Board Budget
August 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		110,798.25
HRDC – Summer Student	1,715.00		
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00		19,842.84
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		
Resident Cardholder Fees	16,500.00	1,716.00	11,313.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	1,260.08	13,414.00
Non-resident Cardholder Fees	1,000.00	120.00	1,340.00
Donations	3,000.00	120.00	6,425.95
Fundraisers	300.00	366.76	366.76
Adopt-a-magazine	2,200.00	100.00	200.00
Medieval Faire	0.00	2,563.00	4,313.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	6,245.84	218,045.25
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		23,382.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		2,586.73
Books & Materials (Donations)	0.00	104.18	5,082.38
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	50.00	480.00
Library Supplies	4,500.00		3,395.83
Administration & Travel	3,000.00	16.50	1,661.75
Program Expense	1,500.00	96.76	984.46
Medieval Faire	0.00	3,692.52	3,755.53
Repair & Maintenance	2,000.00		19.45
Rebinding	500.00		704.51
Staff Training	3,750.00	210.00	2,129.56
Telephone & Fax Expense	3,500.00	234.90	1,980.40
Copier & Computer Costs	2,000.00	199.99	1,216.57
Security Monitoring	600.00	25.00	200.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	12.00
Freight & Postage	1,000.00		392.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00	118.75	689.39

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	12.00	86.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	15,277.42	119,656.57
EI Expense	4,400.00	384.99	3,015.27
CPP Expense	6,000.00	613.13	4,864.93
WCB Expense	500.00	143.69	528.99
AUMA Expense	3,000.00	252.43	2,271.89
LAPP Expense	8,500.00	800.58	5,416.82
AB Health Expense	1,200.00		585.20
Total Expenses	287,702.00*	22,234.34	193,391.40

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

Brooks Public Library
Balance Sheet As at 08/31/2007

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	57,453.91
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>86,824.70</u>

TOTAL ASSETS

86,824.70

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,535.38
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	145.20
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>3,703.48</u>

TOTAL LIABILITIES

3,703.48

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	24,653.85
CURRENT EARNINGS	<u>83,121.22</u>

TOTAL EQUITY

83,121.22

LIABILITIES AND EQUITY

86,824.70

Brooks Public Library
Income Statement 01/01/2007 to 08/31/2007

REVENUE**REVENUE**

Town of Brooks	110,798.25
HRDC - Summer Student	0.00
Province of Alberta	69,623.84
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	11,313.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	13,414.00
Non-resident Cardholder Fees	1,340.00
Charitable Receipt Donations	6,425.95
Fundraisers	366.76
Adopt-a-magazine	200.00
Medieval Faire	4,313.00
GST Recovery	0.00
TOTAL REVENUE	<u>218,045.25</u>

TOTAL REVENUE218,045.25**EXPENSE****EXPENSES**

SLS Expense (Materials)	23,382.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	5,082.38
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	480.00
Library Supplies	3,395.83
Administration & Travel	1,661.75
Recruitment Expense	0.00
Program Expense	984.46
Medieval Faire	3,755.53
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	704.51
Staff Training	2,129.56
Telephone and Fax Expense	1,980.40
Copier & Computer Costs	1,216.57
Security Monitoring	200.00
Computer Main. Contracts	0.00
GST Expense	12.00
Freight and Postage	392.62
Professional Memberships	55.00
Publicity and Advertising	689.39
Audit and Insurance	7,142.00
Bank Charges	86.00
Miscellaneous	0.00
Wages	119,656.57
Wage Reimbursement	0.00
EI Expense	3,015.27
CPP Expense	4,864.93
WCB Expense	528.99
AUMA Extended Health	2,271.89
L.A.P.P. Expense	5,416.82
AB Health Expense	585.20
TOTAL EXPENSES	<u>193,391.40</u>

TOTAL EXPENSE193,391.40**NET INCOME**24,653.85

Brooks Public Library
Income Statement 08/01/2007 to 08/31/2007

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 Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,716.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,260.08
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	120.00
Fundraisers	366.76
Adopt-a-magazine	100.00
Medieval Faire	2,563.00
GST Recovery	0.00
TOTAL REVENUE	<u>6,245.84</u>

TOTAL REVENUE 6,245.84

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	104.18
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	0.00
Administration & Travel	16.50
Recruitment Expense	0.00
Program Expense	96.76
Medieval Faire	3,692.52
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	0.00
Staff Training	210.00
Telephone and Fax Expense	234.90
Copier & Computer Costs	199.99
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	0.00
Professional Memberships	0.00
Publicity and Advertising	118.75
Audit and Insurance	0.00
Bank Charges	12.00
Miscellaneous	0.00
Wages	15,277.42
Wage Reimbursement	0.00
EI Expense	384.99
CPP Expense	613.13
WCB Expense	143.69
AUMA Extended Health	252.43
L.A.P.P. Expense	800.58
AB Health Expense	0.00
TOTAL EXPENSES	<u>22,234.34</u>

TOTAL EXPENSE 22,234.34

NET INCOME -15,988.50

Brooks Public Library
Reconciliation Transactions Detail Report 08/01/2007 to 08/31/2007

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
08/11/2007	J353	Aug 2007, Meewasin Brass	3023	-	1,593.20		Y
08/14/2007	J354	August 2007, Lesley Jensen	3024	-	25.90		Y
08/14/2007	J355	August 2007, Brooks Computer ...	3025	-	53.00		Y
08/14/2007	J356	August 2007, Water Pure & Simple	3026	-	16.50		Y
08/14/2007	J357	August 2007, Shortgrass Library ...	3027	-	104.18		Y
08/14/2007	J358	August 2007, Memory Lane Com...	3028	-	211.99		Y
08/03/2007	J359	Fines	Deposit	1,471.41	-		Y
08/03/2007	J360	Resident Cardholder	Deposit	414.00	-		Y
08/03/2007	J361	Non-Resident Cardholder	Deposit	60.00	-		Y
08/10/2007	J362	Fines	Deposit	930.81	-		Y
08/10/2007	J363	Resident Cardholder	Deposit	246.00	-		Y
08/10/2007	J364	Medieval Faire	Deposit	388.00	-		Y
08/10/2007	J365	Adopt-a-Magazine	Deposit	100.00	-		Y
08/17/2007	J366	Fines	Deposit	373.85	-		Y
08/17/2007	J367	Resident Cardholder	Deposit	354.00	-		Y
08/17/2007	J368	Donation	Deposit	20.00	-		Y
08/17/2007	J369	Fundraising	Deposit	366.76	-		Y
08/24/2007	J372	August 2007, Telus Communicati...	3029	-	248.89		N
08/24/2007	J373	August 2007, Royal Bank Visa	3030	-	120.88		Y
08/24/2007	J374	August 2007, Workers' Compens...	3031	-	143.69		Y
08/24/2007	J375	August 2007, Heritage Inn - Brooks	3032	-	1,335.09		Y
08/24/2007	J376	August 2007, Brooks and County...	3033	-	837.40		Y
08/24/2007	J377	August 2007, Brooks Bulletin	3034	-	125.88		Y
08/24/2007	J378	August 2007, The Alberta Library	3035	-	222.60		N
08/31/2007	J379	August 2007, Ronnie Adams	3036	-	1,395.95		N
08/31/2007	J380	August 2007, Jillian Clarke	3037	-	480.92		Y
08/31/2007	J381	August 2007, Jing Han	3038	-	328.41		N
08/31/2007	J382	August 2007, Bessie Jacowishen	3039	-	1,748.90		Y
08/31/2007	J383	Aug 2007, Lesley Jensen	3040	-	879.74		N
08/31/2007	J384	August 2007, Cathryn Krochak	3041	-	820.20		N
08/31/2007	J385	August 2007, Maxine Meldrum	3042	-	1,759.32		N
08/31/2007	J386	August 2007, Patricia Neufeld	3043	-	261.19		N
08/31/2007	J387	August 2007, Tamara Van Home	3044	-	1,662.45		Y
08/31/2007	J388	August 2007, Shannon Vossepoeel	3045	-	2,494.57		Y
08/31/2007	J389	August 2007, Canada Customs a...	3046	-	3,598.83		N
08/31/2007	J390	August 2007, Local Authorities P...	3047	-	1,497.86		N
08/31/2007	J391	August 2007, AMSC Insurance S...	3048	-	360.61		N
08/24/2007	J397	Fines	Deposit	304.34	-		Y
08/24/2007	J398	Resident Cardholder	Deposit	312.00	-		Y
08/24/2007	J399	Non-Resident Cardholder	Deposit	60.00	-		Y
08/31/2007	J400	Fines	Deposit	381.56	-		Y
08/31/2007	J401	Resident Cardholder	Deposit	390.00	-		Y
08/31/2007	J402	Donation	Deposit	100.00	-		Y
08/31/2007	J412	Securtek	Debit	-	26.50		Y
08/31/2007	J413	Destination Fee	Debit	-	5.00		Y
08/07/2007	J414	Returned Cheque	Debit	-	26.89		Y
08/07/2007	J415	Bank Charges for returned Cheque	Debit	-	7.00		Y
				6,272.73	22,393.54		

Brooks Public Library
All Journal Entries 08/01/2007 to 08/31/2007

			Debits	Credits
08/11/2007	J353	3023, Aug 2007, Meewasin Brass		
		5091 Medieval Faire	1,593.20	-
		1080 Cash In Bank	-	1,593.20
08/14/2007	J354	3024, August 2007, Lesley Jensen		
		2100 GST Paid on Purchases	1.47	-
		5090 Program Expense	24.43	-
		1080 Cash In Bank	-	25.90
08/14/2007	J355	3025, August 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
08/14/2007	J356	3026, August 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
08/14/2007	J357	3027, August 2007, Shortgrass Library System		
		5030 Books and Materials	104.18	-
		1080 Cash In Bank	-	104.18
08/14/2007	J358	3028, August 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	12.00	-
		5160 Copier & Computer Costs	199.99	-
		1080 Cash In Bank	-	211.99
08/03/2007	J359	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	1,471.41
		1080 Cash In Bank	1,471.41	-
08/03/2007	J360	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	414.00
		1080 Cash In Bank	414.00	-
08/03/2007	J361	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/10/2007	J362	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	930.81
		1080 Cash In Bank	930.81	-
08/10/2007	J363	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	246.00
		1080 Cash In Bank	246.00	-
08/10/2007	J364	Deposit, Medieval Faire		
		4190 Medieval Faire	-	388.00
		1080 Cash In Bank	388.00	-
08/10/2007	J365	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
08/17/2007	J366	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	373.85
		1080 Cash In Bank	373.85	-
08/17/2007	J367	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
08/17/2007	J368	Deposit, Donation		
		4170 Charitable Receipt Donations	-	20.00
		1080 Cash In Bank	20.00	-
08/17/2007	J369	Deposit, Fundraising		
		4180 Fundraisers	-	366.76
		1080 Cash In Bank	366.76	-

Brooks Public Library
All Journal Entries 08/01/2007 to 08/31/2007

			Debits	Credits
08/24/2007	J372	3029, August 2007, Telus Communications		
		2100 GST Paid on Purchases	13.99	-
		5140 Telephone and Fax Expense	234.90	-
		1080 Cash In Bank	-	248.89
08/24/2007	J373	3030, August 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	6.72	-
		5090 Program Expense	72.33	-
		5091 Medieval Faire	41.83	-
		1080 Cash In Bank	-	120.88
08/24/2007	J374	3031, August 2007, Workers' Compensation Board Alberta		
		5330 WCB Expense	143.69	-
		1080 Cash In Bank	-	143.69
08/24/2007	J375	3032, August 2007, Heritage Inn - Brooks		
		2100 GST Paid on Purchases	67.60	-
		5091 Medieval Faire	1,267.49	-
		1080 Cash In Bank	-	1,335.09
08/24/2007	J376	3033, August 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases	47.40	-
		5091 Medieval Faire	790.00	-
		1080 Cash In Bank	-	837.40
08/24/2007	J377	3034, August 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	7.13	-
		5220 Publicity and Advertising	118.75	-
		1080 Cash In Bank	-	125.88
08/24/2007	J378	3035, August 2007, The Alberta Library		
		2100 GST Paid on Purchases	12.60	-
		5130 Staff Training	210.00	-
		1080 Cash In Bank	-	222.60
08/31/2007	J379	3036, August 2007, Ronnie Adams		
		5300 Wages	1,908.23	-
		1080 Cash In Bank	-	1,395.95
		2310 EI Payable	-	34.35
		2320 CPP Payable	-	80.02
		2330 Income Tax Payable	-	200.56
		2400 L.A.P.P.	-	128.86
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
08/31/2007	J380	3037, August 2007, Jillian Clarke		
		5300 Wages	500.24	-
		1080 Cash In Bank	-	480.92
		2310 EI Payable	-	9.00
		2320 CPP Payable	-	10.32
08/31/2007	J381	3038, August 2007, Jing Han		
		5300 Wages	336.70	-
		1080 Cash In Bank	-	328.41
		2310 EI Payable	-	6.06
		2320 CPP Payable	-	2.23
08/31/2007	J382	3039, August 2007, Bessie Jacowishen		
		5300 Wages	2,430.00	-
		1080 Cash In Bank	-	1,748.90
		2310 EI Payable	-	43.74
		2320 CPP Payable	-	105.85
		2330 Income Tax Payable	-	324.63
		2400 L.A.P.P.	-	164.09
		2420 AUMA Extended Health	-	42.79
08/31/2007	J383	3040, Aug 2007, Lesley Jensen		
		5300 Wages	927.94	-
		1080 Cash In Bank	-	879.74
		2310 EI Payable	-	16.70
		2320 CPP Payable	-	31.50

Brooks Public Library
All Journal Entries 08/01/2007 to 08/31/2007

			Debits	Credits
08/31/2007	J384	3041, August 2007, Cathryn Krochak		
		5300 Wages	864.08	-
		1080 Cash In Bank	-	820.20
		2310 EI Payable	-	15.55
		2320 CPP Payable	-	28.33
08/31/2007	J385	3042, August 2007, Maxine Meldrum		
		5300 Wages	2,385.00	-
		1080 Cash In Bank	-	1,759.32
		2310 EI Payable	-	42.93
		2320 CPP Payable	-	103.62
		2330 Income Tax Payable	-	313.93
		2400 L.A.P.P.	-	160.99
		2420 AUMA Extended Health	-	4.21
08/31/2007	J386	3043, August 2007, Patricia Neufeld		
		5300 Wages	265.98	-
		1080 Cash In Bank	-	261.19
		2310 EI Payable	-	4.79
08/31/2007	J387	3044, August 2007, Tamara Van Horne		
		5300 Wages	2,054.25	-
		1080 Cash In Bank	-	1,662.45
		2310 EI Payable	-	36.98
		2320 CPP Payable	-	87.25
		2330 Income Tax Payable	-	235.28
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
08/31/2007	J388	3045, August 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
08/31/2007	J389	3046, August 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	274.99	-
		2320 CPP Payable	613.13	-
		2330 Income Tax Payable	1,712.59	-
		5310 EI Expense	384.99	-
		5320 CPP Expense	613.13	-
		1080 Cash In Bank	-	3,598.83
08/31/2007	J390	3047, August 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	697.28	-
		5350 L.A.P.P. Expense	800.58	-
		1080 Cash In Bank	-	1,497.86
08/31/2007	J391	3048, August 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
08/24/2007	J397	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	304.34
		1080 Cash In Bank	304.34	-
08/24/2007	J398	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
08/24/2007	J399	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/31/2007	J400	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	381.56
		1080 Cash In Bank	381.56	-

Brooks Public Library
All Journal Entries 08/01/2007 to 08/31/2007

			<u>Debits</u>	<u>Credits</u>
08/31/2007	J401	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
08/31/2007	J402	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
08/31/2007	J412	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
08/31/2007	J413	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
08/07/2007	J414	Debit, Returned Cheque		
		4120 Fines, Book Sales and Services	26.89	-
		1080 Cash In Bank	-	26.89
08/07/2007	J415	Debit, Bank Charges for returned Cheque		
		5250 Bank Charges	7.00	-
		1080 Cash In Bank	-	7.00
08/31/2007	J420	Correction, 87 Medieval Faire Fundraiser Tickets sold under acct#4120 - should be #4190		
		4120 Fines, Book Sales and Services	2,175.00	-
		4190 Medieval Faire	-	2,175.00
			<u>34,287.04</u>	<u>34,287.04</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
October 25, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Joyce Aasen, Sheila Tiegs, Tilly Gamble-Altwasser (vice chair), Karen Nelson, Elsie Strach, Shannon Vossepoel (librarian), Gloria Evans

REGRETS: Dino Champlone, 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: Tilly called the meeting to order at 6:35 pm.
2. Approval of Agenda: Motion to approve the agenda with two additions: Elsie/Sheila. Carried.
3. Consent Agenda: Motion to accept September 2007 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for September 2007 and Librarian's Report: Karen/Gloria. Carried.
4. Correspondence
 - a. October declared Canadian Library Month by City of Brooks
 - b. Shortgrass Library System Board Meeting Minutes circulated
 - c. Shortgrass Library System Shortgrass Clippings circulated
 - d. Patron suggestions reviewed
 - e. Brooks Bulletin News Clippings circulated
5. Shortgrass Library System Report: none available
6. Netspeed Report: Shannon attended a three-day conference in Calgary last week reporting she found the information presented both interesting and valuable. She provided a written summary of the various sessions along with her oral report. She hopes to institute some of the ideas at BPL.
7. Business Arising from September 2007 Board Meeting Minutes
 - a. Air Quality: The Public Health testing machine is not working properly so we are waiting for results of tests. Shannon will follow up with Public Health.
 - b. 2008 Budget: has been sent to the City for approval.
 - c. Changes to Bylaws: have been sent to the City for approval.
 - d. Plan of Service: Looks excellent. Copies have been sent to the City, County, Shortgrass Library System, and the Province
 - e. Friends of the Library: Setting up this charitable organization requires much paperwork. Shannon is looking after finding the right person. It may take some time.
8. New Business
 - a. Canadian Library Association and the Federal Government proclaimed October 19, 2007, as National Canadian Library Support Staff Day. Our support staff received flowers.

- b. **Minimum Wage:** As of September 2007 minimum wage was increased to \$8.00 per hour. One of the support staff is at this level and will receive back pay for the difference for September.
 - c. **City Council Orientation:** Shannon will organize an open house for all City and County councilors, including the Mayor and the Reeve, to become familiar with the library for sometime early in 2008. City council will appoint representatives to BPL Board prior to the Nov Board meeting.
 - d. **APLEN Committee:** Due to the resignation of Shortgrass Library System's representative Julia Reinhart on the APLEN committee, Shannon will now be the representative. This requires her attendance at meetings in Edmonton three times a year. APLEN covers the expenses.
 - e. **Technology in the Library:** Shannon reported Punk the Library initiative resulted in the library being offered 3 to 4 year old computers from Brooks Campus and Credit Union. The number of computers is not known at this time. These computers, which are several years newer than the ones currently in the library, will be welcome replacements for our current computers. Punk the Library initiative also brought in \$1200.00 which will be used to upgrade the computer programs. There was also a digital camera and camera card donated to library.
 - f. **Policy Committee Meeting:** A meeting is to be set for this committee—Tilly, Joyce, Cathleen, Dino.
 - g. **Evaluating the Library Space:** Early in 2008 the Board will go through a process to evaluate the library space with a view of looking at where we fit now as far as Alberta library standards and after getting population estimates for the future from the City, looking at what our needs will be in the future. Karen and Gloria will organize the process.
9. **Adjournment:** Moved by Joyce at 7:15 pm.

Next Board Meeting: Thursday, November 22, 2007


Chair


Librarian

**Brooks Library Board
Finance Standing Committee Meeting
9:00 am October 22, 2007**

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 9:02 am.
- 2) Receipts and Expenditures for the month of September were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for September:

- City of Brooks: Received fourth quarterly installment of funding
- HRDC: Received summer student grant funding – slightly lower than expected as the grant did not cover the entire time that our student worked this year
- Provincial One-Time Grant: Received County portion of grant funding.
- County of Newell: Received annual installment of funding.
- Fundraisers: \$425 raised from ‘Punk the Library’ in September.
- Adopt-a-Magazine: annual subscriptions have begun pouring in. We have 20 subscriptions so far.

Expenditures for September:

- SLS Expense: second half of the materials allotment was paid.
 - Library Supplies: print cartridges, labels.
 - Administration and Travel: water purchased for staff room cooler.
 - Program expense: clay for upcoming Teen Beadworx program in November.
 - Medieval Faire: extra tickets purchased for draw were returned.
 - Rebinding: Laminate purchased for laminator.
 - Copier and Computer Costs: Photocopying costs from May-August 2007.
 - Publicity and Advertising: AGM advertisements.
- 3) It was noted that we have not yet received our GST rebate – it usually arrives in July. Shannon has looked into the situation and discovered that the auditor did not file our application. The problem is being corrected.
 - 4) Meeting was adjourned at 9:45 am.

Finance Meeting Notes: September 2007

Receipts for September:

- City of Brooks: Received fourth quarterly installment of funding
- HRDC: Received summer student grant funding – slightly lower than expected as the grant did not cover the entire time that our student worked this year
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- Rebinding: Laminate purchased for laminator.
- Copier and Computer Costs: Photocopying costs from May-August 2007.
- Publicity and Advertising: AGM advertisements.

Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.
- Have not yet received our GST rebate – it usually arrives in July. After looking into situation, discovered that auditor did not file our application. The problem is being corrected.

Brooks Library Board Budget
September 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00	36,093.75	146,892.00
HRDC – Summer Student	1,715.00	1,288.00	1,288.00
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00	3,686.76	23,529.60
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00	20,474.64	20,474.64
Resident Cardholder Fees	16,500.00	1,449.00	12,762.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	1,565.72	14,979.72
Non-resident Cardholder Fees	1,000.00	120.00	1,460.00
Donations	3,000.00		6,425.95
Fundraisers	300.00	425.00	791.76
Adopt-a-magazine	2,200.00	1,800.00	2,000.00
Medieval Faire	0.00		4,313.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	66,902.87	284,948.12
Expenditures			
SLS Expense (Materials Allot.)	46,764.00	23,382.00	46,764.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		2,586.73
Books & Materials (Donations)	0.00		5,082.38
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	50.00	530.00
Library Supplies	4,500.00	79.50	3,475.33
Administration & Travel	3,000.00	16.50	1,678.25
Program Expense	1,500.00	80.99	1065.45
Medieval Faire	0.00	-11.00	3,744.53
Repair & Maintenance	2,000.00		19.45
Rebinding	500.00	129.98	834.49
Staff Training	3,750.00		2,129.56
Telephone & Fax Expense	3,500.00	232.84	2,213.24
Copier & Computer Costs	2,000.00	180.91	1,397.48
Security Monitoring	600.00	25.00	225.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	13.50
Freight & Postage	1,000.00	129.00	521.62
Professional Memberships	500.00		55.00
Publicity and Advertising	750.00	153.00	842.39

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	91.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	13,551.61	133,208.18
EI Expense	4,400.00	341.48	3,356.75
CPP Expense	6,000.00	544.14	5,409.07
WCB Expense	500.00		528.99
AUMA Expense	3,000.00	252.43	2,524.32
LAPP Expense	8,500.00	726.02	6,142.84
AB Health Expense	1,200.00		585.20
Total Expenses	287,702.00*	39,870.90	233,262.30

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

** Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	84,463.42
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>113,834.21</u>

TOTAL ASSETS

113,834.21

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,597.44
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	184.80
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>3,681.02</u>

TOTAL LIABILITIES

3,681.02

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	51,685.82

CURRENT EARNINGS

110,153.19

TOTAL EQUITY

110,153.19

LIABILITIES AND EQUITY

113,834.21

Brooks Public Library
Income Statement 09/01/2007 to 09/30/2007

REVENUE**REVENUE**

Town of Brooks	36,093.75
HRDC - Summer Student	1,288.00
Province of Alberta	3,686.76
Industry Canada - CAP 3	0.00
Industry Canada - CAP Y1	0.00
County of Newell Library Board	20,474.64
Resident Cardholder Fees	1,449.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,565.72
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	0.00
Fundraisers	425.00
Adopt-a-magazine	1,800.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>66,902.87</u>

TOTAL REVENUE66,902.87**EXPENSE****EXPENSES**

SLS Expense (Materials)	23,382.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	79.50
Administration & Travel	16.50
Recruitment Expense	0.00
Program Expense	80.99
Medieval Faire	-11.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminating	129.98
Staff Training	0.00
Telephone and Fax Expense	232.84
Copier & Computer Costs	180.91
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	129.00
Professional Memberships	0.00
Publicity and Advertising	153.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	13,551.61
Wage Reimbursement	0.00
EI Expense	341.48
CPP Expense	544.14
WCB Expense	0.00
AUMA Extended Health	252.43
L.A.P.P. Expense	726.02
AB Health Expense	0.00
TOTAL EXPENSES	<u>39,870.90</u>

TOTAL EXPENSE39,870.90**NET INCOME**27,031.97

Brooks Public Library
Income Statement 01/01/2007 to 09/30/2007

REVENUE

REVENUE	
Town of Brooks	146,892.00
HRDC - Summer Student	1,288.00
Province of Alberta	73,310.60
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	20,474.64
Resident Cardholder Fees	12,762.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	14,979.72
Non-resident Cardholder Fees	1,460.00
Charitable Receipt Donations	6,425.95
Fundraisers	791.76
Adopt-a-magazine	2,000.00
Medieval Faire	4,313.00
GST Recovery	0.00
TOTAL REVENUE	<u>284,948.12</u>

TOTAL REVENUE 284,948.12

EXPENSE

EXPENSES	
SLS Expense (Materials)	46,764.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	5,082.38
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	530.00
Library Supplies	3,475.33
Administration & Travel	1,678.25
Recruitment Expense	0.00
Program Expense	1,065.45
Medieval Faire	3,744.53
Repair & Maintenance	19.45
Rebinding, Microfilming, Laminating	834.49
Staff Training	2,129.56
Telephone and Fax Expense	2,213.24
Copier & Computer Costs	1,397.48
Security Monitoring	225.00
Computer Main. Contracts	0.00
GST Expense	13.50
Freight and Postage	521.62
Professional Memberships	55.00
Publicity and Advertising	842.39
Audit and Insurance	7,142.00
Bank Charges	91.00
Miscellaneous	0.00
Wages	133,208.18
Wage Reimbursement	0.00
EI Expense	3,356.75
CPP Expense	5,409.07
WCB Expense	528.99
AUMA Extended Health	2,524.32
L.A.P.P. Expense	6,142.84
AB Health Expense	585.20
TOTAL EXPENSES	<u>233,262.30</u>

TOTAL EXPENSE 233,262.30

NET INCOME 51,685.82

Brooks Public Library
Reconciliation Transactions Detail Report 09/01/2007 to 09/30/2007

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
09/07/2007	J392	September 2007, Brooks Station...	3049	-	84.27		Y
09/07/2007	J393	September 2007, Brooks Compu...	3050	-	53.00		Y
09/07/2007	J394	September 2007, Water Pure & ...	3051	-	16.50		Y
09/07/2007	J395	September 2007, Ben's Office M...	3052	-	137.78		Y
09/07/2007	J396	September 2007, Khethwen Woo	3053	-	85.85		Y
09/07/2007	J403	Fines	Deposit	349.12	-		Y
09/07/2007	J404	Resident Cardholder	Deposit	219.00	-		Y
09/07/2007	J405	Adopt-a-Magazine	Deposit	600.00	-		Y
09/14/2007	J406	Fines	Deposit	327.36	-		Y
09/14/2007	J407	Resident Cardholder	Deposit	372.00	-		Y
09/14/2007	J408	Non-Resident Cardholder	Deposit	60.00	-		Y
09/14/2007	J409	Adopt-a-Magazine	Deposit	200.00	-		Y
09/14/2007	J410	County of Newell	Deposit	3,686.76	-		Y
09/14/2007	J411	County of Newell	Deposit	20,474.64	-		Y
09/14/2007	J416	September 2007, Royal Bank Visa	3054	-	125.74		Y
09/14/2007	J417	September 2007, Xerox Canada ...	3055	-	191.76		Y
09/14/2007	J418	September 2007, Shortgrass Libr...	3056	-	23,382.00		Y
09/14/2007	J419	September 2007, Brooks Bulletin	3057	-	54.06		Y
09/26/2007	J421	September 2007, Telus Commun...	3058	-	246.70		N
09/26/2007	J422	Sept 2007, Brooks Bulletin	3059	-	108.12		Y
09/28/2007	J423	September 2007, Shannon Voss...	3060	-	2,494.57		Y
09/28/2007	J424	September 2007, Ronnie Adams	3061	-	1,319.38		N
09/28/2007	J425	September 2007, Jillian Clarke	3062	-	794.89		Y
09/28/2007	J426	September 2007, Jing Han	3063	-	328.41		N
09/28/2007	J427	September 2007, Bessie Jacowis...	3064	-	1,400.86		Y
09/28/2007	J428	September 2007, Cathryn Krochak	3065	-	883.92		N
09/28/2007	J429	September 2007, Maxine Meldrum	3066	-	1,548.03		N
09/28/2007	J430	September 2007, Patricia Neufeld	3067	-	221.62		N
09/28/2007	J431	September 2007, Tamara Van H...	3068	-	1,515.42		Y
09/28/2007	J432	September 2007, Canada Custod...	3069	-	3,150.01		N
09/28/2007	J433	September 2007, AMSC Insuran...	3070	-	360.61		N
09/28/2007	J434	September 2007, Local Authoriti...	3071	-	1,358.36		N
09/21/2007	J440	Fines	Deposit	521.49	-		Y
09/21/2007	J441	Resident Cardholder	Deposit	354.00	-		Y
09/21/2007	J442	Non-Resident Cardholder	Deposit	60.00	-		Y
09/21/2007	J443	Adopt-a-Magazine	Deposit	800.00	-		Y
09/28/2007	J444	Fines	Deposit	367.75	-		Y
09/28/2007	J445	Resident Cardholder	Deposit	504.00	-		Y
09/28/2007	J446	Adopt-a-Magazine	Deposit	200.00	-		Y
09/28/2007	J447	City of Brooks	Deposit	36,093.75	-		Y
09/28/2007	J448	HRDC - Summer Student	Deposit	1,288.00	-		Y
09/28/2007	J449	Punk the Library	Deposit	425.00	-		Y
09/30/2007	J454	Securtek	Debit	-	26.50		Y
09/30/2007	J455	Destination Fee	Debit	-	5.00		Y
				66,902.87	39,893.36		

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
08/11/2007	J353	3023, Aug 2007, Meewasin Brass		
		5091 Medieval Faire	1,593.20	-
		1080 Cash In Bank	-	1,593.20
08/14/2007	J354	3024, August 2007, Lesley Jensen		
		2100 GST Paid on Purchases	1.47	-
		5090 Program Expense	24.43	-
		1080 Cash In Bank	-	25.90
08/14/2007	J355	3025, August 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
08/14/2007	J356	3026, August 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
08/14/2007	J357	3027, August 2007, Shortgrass Library System		
		5030 Books and Materials	104.18	-
		1080 Cash In Bank	-	104.18
08/14/2007	J358	3028, August 2007, Memory Lane Computers		
		2100 GST Paid on Purchases	12.00	-
		5160 Copier & Computer Costs	199.99	-
		1080 Cash In Bank	-	211.99
08/03/2007	J359	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	1,471.41
		1080 Cash In Bank	1,471.41	-
08/03/2007	J360	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	414.00
		1080 Cash In Bank	414.00	-
08/03/2007	J361	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/10/2007	J362	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	930.81
		1080 Cash In Bank	930.81	-
08/10/2007	J363	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	246.00
		1080 Cash In Bank	246.00	-
08/10/2007	J364	Deposit, Medieval Faire		
		4190 Medieval Faire	-	388.00
		1080 Cash In Bank	388.00	-
08/10/2007	J365	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
08/17/2007	J366	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	373.85
		1080 Cash In Bank	373.85	-
08/17/2007	J367	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
08/17/2007	J368	Deposit, Donation		
		4170 Charitable Receipt Donations	-	20.00
		1080 Cash In Bank	20.00	-
08/17/2007	J369	Deposit, Fundraising		
		4180 Fundraisers	-	366.76
		1080 Cash In Bank	366.76	-

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
08/24/2007	J372	3029, August 2007, Telus Communications		
		2100 GST Paid on Purchases	13.99	-
		5140 Telephone and Fax Expense	234.90	-
		1080 Cash In Bank	-	248.89
08/24/2007	J373	3030, August 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	6.72	-
		5090 Program Expense	72.33	-
		5091 Medieval Faire	41.83	-
		1080 Cash In Bank	-	120.88
08/24/2007	J374	3031, August 2007, Workers' Compensation Board Alberta		
		5330 WCB Expense	143.69	-
		1080 Cash In Bank	-	143.69
08/24/2007	J375	3032, August 2007, Heritage Inn - Brooks		
		2100 GST Paid on Purchases	67.60	-
		5091 Medieval Faire	1,267.49	-
		1080 Cash In Bank	-	1,335.09
08/24/2007	J376	3033, August 2007, Brooks and County Chronicle		
		2100 GST Paid on Purchases	47.40	-
		5091 Medieval Faire	790.00	-
		1080 Cash In Bank	-	837.40
08/24/2007	J377	3034, August 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	7.13	-
		5220 Publicity and Advertising	118.75	-
		1080 Cash In Bank	-	125.88
08/24/2007	J378	3035, August 2007, The Alberta Library		
		2100 GST Paid on Purchases	12.60	-
		5130 Staff Training	210.00	-
		1080 Cash In Bank	-	222.60
08/31/2007	J379	3036, August 2007, Ronnie Adams		
		5300 Wages	1,908.23	-
		1080 Cash In Bank	-	1,395.95
		2310 EI Payable	-	34.35
		2320 CPP Payable	-	80.02
		2330 Income Tax Payable	-	200.56
		2400 L.A.P.P.	-	128.86
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
08/31/2007	J380	3037, August 2007, Jillian Clarke		
		5300 Wages	500.24	-
		1080 Cash In Bank	-	480.92
		2310 EI Payable	-	9.00
		2320 CPP Payable	-	10.32
08/31/2007	J381	3038, August 2007, Jing Han		
		5300 Wages	336.70	-
		1080 Cash In Bank	-	328.41
		2310 EI Payable	-	6.06
		2320 CPP Payable	-	2.23
08/31/2007	J382	3039, August 2007, Bessie Jacowishen		
		5300 Wages	2,430.00	-
		1080 Cash In Bank	-	1,748.90
		2310 EI Payable	-	43.74
		2320 CPP Payable	-	105.85
		2330 Income Tax Payable	-	324.63
		2400 L.A.P.P.	-	164.09
		2420 AUMA Extended Health	-	42.79
08/31/2007	J383	3040, Aug 2007, Lesley Jensen		
		5300 Wages	927.94	-
		1080 Cash In Bank	-	879.74
		2310 EI Payable	-	16.70
		2320 CPP Payable	-	31.50

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
08/31/2007	J384	3041, August 2007, Cathryn Krochak		
		5300 Wages	864.08	-
		1080 Cash In Bank	-	820.20
		2310 EI Payable	-	15.55
		2320 CPP Payable	-	28.33
08/31/2007	J385	3042, August 2007, Maxine Meldrum		
		5300 Wages	2,385.00	-
		1080 Cash In Bank	-	1,759.32
		2310 EI Payable	-	42.93
		2320 CPP Payable	-	103.62
		2330 Income Tax Payable	-	313.93
		2400 L.A.P.P.	-	160.99
		2420 AUMA Extended Health	-	4.21
08/31/2007	J386	3043, August 2007, Patricia Neufeld		
		5300 Wages	265.98	-
		1080 Cash In Bank	-	261.19
		2310 EI Payable	-	4.79
08/31/2007	J387	3044, August 2007, Tamara Van Horne		
		5300 Wages	2,054.25	-
		1080 Cash In Bank	-	1,662.45
		2310 EI Payable	-	36.98
		2320 CPP Payable	-	87.25
		2330 Income Tax Payable	-	235.28
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
08/31/2007	J388	3045, August 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
08/31/2007	J389	3046, August 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	274.99	-
		2320 CPP Payable	613.13	-
		2330 Income Tax Payable	1,712.59	-
		5310 EI Expense	384.99	-
		5320 CPP Expense	613.13	-
		1080 Cash In Bank	-	3,598.83
08/31/2007	J390	3047, August 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	697.28	-
		5350 L.A.P.P. Expense	800.58	-
		1080 Cash In Bank	-	1,497.86
08/31/2007	J391	3048, August 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
09/07/2007	J392	3049, September 2007, Brooks Stationers		
		2100 GST Paid on Purchases	4.77	-
		5070 Library Supplies	79.50	-
		1080 Cash In Bank	-	84.27
09/07/2007	J393	3050, September 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
09/07/2007	J394	3051, September 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
09/07/2007	J395	3052, September 2007, Ben's Office Machines		
		2100 GST Paid on Purchases	7.80	-
		5120 Rebinding, Microfilming, Laminating	129.98	-
		1080 Cash In Bank	-	137.78

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
09/07/2007	J396	3053, September 2007, Khethwen Woo		
		2100 GST Paid on Purchases	4.86	-
		5090 Program Expense	80.99	-
		1080 Cash In Bank	-	85.85
08/24/2007	J397	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	304.34
		1080 Cash In Bank	304.34	-
08/24/2007	J398	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	312.00
		1080 Cash In Bank	312.00	-
08/24/2007	J399	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
08/31/2007	J400	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	381.56
		1080 Cash In Bank	381.56	-
08/31/2007	J401	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	390.00
		1080 Cash In Bank	390.00	-
08/31/2007	J402	Deposit, Donation		
		4170 Charitable Receipt Donations	-	100.00
		1080 Cash In Bank	100.00	-
09/07/2007	J403	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	349.12
		1080 Cash In Bank	349.12	-
09/07/2007	J404	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	219.00
		1080 Cash In Bank	219.00	-
09/07/2007	J405	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	600.00
		1080 Cash In Bank	600.00	-
09/14/2007	J406	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	327.36
		1080 Cash In Bank	327.36	-
09/14/2007	J407	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	372.00
		1080 Cash In Bank	372.00	-
09/14/2007	J408	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
09/14/2007	J409	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
09/14/2007	J410	Deposit, County of Newell		
		4040 Province of Alberta	-	3,686.76
		1080 Cash In Bank	3,686.76	-
09/14/2007	J411	Deposit, County of Newell		
		4060 County of Newell Library Board	-	20,474.64
		1080 Cash In Bank	20,474.64	-
08/31/2007	J412	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
08/31/2007	J413	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
08/07/2007	J414	Debit, Returned Cheque		
		4120 Fines, Book Sales and Services	26.89	-
		1080 Cash In Bank	-	26.89
08/07/2007	J415	Debit, Bank Charges for returned Cheque		
		5250 Bank Charges	7.00	-
		1080 Cash In Bank	-	7.00
09/14/2007	J416	3054, September 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	7.74	-
		5200 Freight and Postage	129.00	-
		1080 Cash In Bank	-	125.74
		5091 Medieval Faire	-	11.00
09/14/2007	J417	3055, September 2007, Xerox Canada Ltd.		
		2100 GST Paid on Purchases	10.85	-
		5160 Copier & Computer Costs	180.91	-
		1080 Cash In Bank	-	191.76
09/14/2007	J418	3056, September 2007, Shortgrass Library System		
		5020 SLS Expense (Materials)	23,382.00	-
		1080 Cash In Bank	-	23,382.00
09/14/2007	J419	3057, September 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	3.06	-
		5220 Publicity and Advertising	51.00	-
		1080 Cash In Bank	-	54.06
08/31/2007	J420	Correction, 87 Medieval Faire Fundraiser Tickets sold under acct#4120 - should be #4190		
		4120 Fines, Book Sales and Services	2,175.00	-
		4190 Medieval Faire	-	2,175.00
09/26/2007	J421	3058, September 2007, Telus Communications		
		2100 GST Paid on Purchases	13.86	-
		5140 Telephone and Fax Expense	232.84	-
		1080 Cash In Bank	-	246.70
09/26/2007	J422	3059, Sept 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	6.12	-
		5220 Publicity and Advertising	102.00	-
		1080 Cash In Bank	-	108.12
09/28/2007	J423	3060, September 2007, Shannon Vossepoel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34
09/28/2007	J424	3061, September 2007, Ronnie Adams		
		5300 Wages	1,786.15	-
		1080 Cash In Bank	-	1,319.38
		2310 EI Payable	-	32.15
		2320 CPP Payable	-	73.98
		2330 Income Tax Payable	-	171.53
		2400 L.A.P.P.	-	120.62
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
09/28/2007	J425	3062, September 2007, Jillian Clarke		
		5300 Wages	836.94	-
		1080 Cash In Bank	-	794.89
		2310 EI Payable	-	15.06
		2320 CPP Payable	-	26.99
09/28/2007	J426	3063, September 2007, Jing Han		
		5300 Wages	336.70	-
		1080 Cash In Bank	-	328.41

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

			Debits	Credits
		2310 EI Payable	-	6.06
		2320 CPP Payable	-	2.23
09/28/2007	J427	3064, September 2007, Bessie Jacowishen		
		5300 Wages	1,875.00	-
		1080 Cash In Bank	-	1,400.86
		2310 EI Payable	-	33.75
		2320 CPP Payable	-	78.38
		2330 Income Tax Payable	-	192.66
		2400 L.A.P.P.	-	126.56
		2420 AUMA Extended Health	-	42.79
09/28/2007	J428	3065, September 2007, Cathryn Krochak		
		5300 Wages	943.54	-
		1080 Cash In Bank	-	883.92
		2310 EI Payable	-	16.98
		2320 CPP Payable	-	32.27
		2330 Income Tax Payable	-	10.37
09/28/2007	J429	3066, September 2007, Maxine Meldrum		
		5300 Wages	2,100.00	-
		1080 Cash In Bank	-	1,548.03
		2310 EI Payable	-	37.80
		2320 CPP Payable	-	89.51
		2330 Income Tax Payable	-	278.63
		2400 L.A.P.P.	-	141.82
		2420 AUMA Extended Health	-	4.21
09/28/2007	J430	3067, September 2007, Patricia Neufeld		
		5300 Wages	225.68	-
		1080 Cash In Bank	-	221.62
		2310 EI Payable	-	4.06
09/28/2007	J431	3068, September 2007, Tamara Van Horne		
		5300 Wages	1,842.60	-
		1080 Cash In Bank	-	1,515.42
		2310 EI Payable	-	33.17
		2320 CPP Payable	-	76.77
		2330 Income Tax Payable	-	184.95
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
09/28/2007	J432	3069, September 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	243.92	-
		2320 CPP Payable	544.14	-
		2330 Income Tax Payable	1,476.33	-
		5310 EI Expense	341.48	-
		5320 CPP Expense	544.14	-
		1080 Cash In Bank	-	3,150.01
09/28/2007	J433	3070, September 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
09/28/2007	J434	3071, September 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	632.34	-
		5350 L.A.P.P. Expense	726.02	-
		1080 Cash In Bank	-	1,358.36
09/21/2007	J440	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	521.49
		1080 Cash In Bank	521.49	-
09/21/2007	J441	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	354.00
		1080 Cash In Bank	354.00	-
09/21/2007	J442	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-

Brooks Public Library
All Journal Entries 08/01/2007 to 09/30/2007

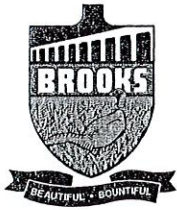
			<u>Debits</u>	<u>Credits</u>
09/21/2007	J443	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	800.00
		1080 Cash In Bank	800.00	-
09/28/2007	J444	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	367.75
		1080 Cash In Bank	367.75	-
09/28/2007	J445	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	504.00
		1080 Cash In Bank	504.00	-
09/28/2007	J446	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
09/28/2007	J447	Deposit, City of Brooks		
		4020 Town of Brooks	-	36,093.75
		1080 Cash In Bank	36,093.75	-
09/28/2007	J448	Deposit, HRDC - Summer Student		
		4030 HRDC - Summer Student	-	1,288.00
		1080 Cash In Bank	1,288.00	-
09/28/2007	J449	Deposit, Punk the Library		
		4180 Fundraisers	-	425.00
		1080 Cash In Bank	425.00	-
09/30/2007	J454	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
09/30/2007	J455	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<u>144,138.78</u>	<u>144,138.78</u>

Brooks Library Board Budget for 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00*		
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	1,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	287,797.00		
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,000.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	1,000.00		
Medieval Faire	0.00		
Repair & Maintenance	1,750.00		
Rebinding	787.00		
Staff Training	3,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	1,750.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		
Publicity and Advertising	800.00		
Audit and Insurance	7,500.00		

Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	169,620.00		
EI Expense	4,400.00		
CPP Expense	6,500.00		
WCB Expense	500.00		
AUMA Expense	4,000.00		
LAPP Expense	9,500.00		
AB Health Expense	800.00		
Total Expenses	287,797.00		

*City of Brooks funding increased to the agreed 2008 funding levels plus an additional \$2,517 to cover agreed insurance expenses, plus an additional \$8,165 to cover the per capita increase to the Shortgrass Materials Allotment (documentation attached to budget).



CITY OF BROOKS

201 - 1ST Ave. West
Bag 880
Brooks, AB T1R 0Z6
362-3333
Fax: 501-0090
www.brooks.ca
Email: wmcgonigal@brooks.ca



December 20th, 2005

Brooks Public Library
PO Box 1149
Brooks, Alberta
T1R 1B9

Attention: Julia Reinhart

Dear Ms. Reinhart:

RE: 2006 -2008 Budget Requisition

On behalf of Council, I would like to thank you for meeting with Council during budget deliberations.

I am pleased to advise that Council approved the 2006 – 2008 Operating and Capital budgets for the City December 19th. Council approved funding to the Brooks Public Library as follows:

Year:	Approved Funding:
2006	\$ 137,813.00
2007	\$ 144,375.00
2008	\$ 150,938.00

Should you have any questions in this regard, please do not hesitate to contact myself.

Yours truly,

Wanda Mortensen
Director Corporate Services

Cc: Accounts Payable

Brooks Library Board Budget for 2008

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	161,620.00		
HRDC – Summer Student	1,715.00		
Province of Alberta	58,262.00		
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	21,500.00		
Resident Cardholder Fees	16,500.00		
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00		
Non-resident Cardholder Fees	1,000.00		
Donations	3,000.00		
Fundraisers	300.00		
Adopt-a-magazine	2,200.00		
Medieval Faire	0.00		
GST Recovery	2,500.00		
Total Revenue	287,797.00		
Expenditures			
SLS Expense (Materials Allot.)	56,090.00		
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Donations)	0.00		
Furnishings and Equipment	1,000.00		
Payroll Expense	800.00		
Library Supplies	4,500.00		
Administration & Travel	3,000.00		
Program Expense	1,000.00		
Medieval Faire	0.00		
Repair & Maintenance	1,750.00		
Rebinding	787.00		
Staff Training	3,000.00		
Telephone & Fax Expense	3,500.00		
Copier & Computer Costs	1,750.00		
Security Monitoring	600.00		
Computer Main. Contracts	1,000.00		
GST Expense	0.00		
Freight & Postage	1,000.00		
Professional Memberships	500.00		
Publicity and Advertising	800.00		
Audit and Insurance	7,500.00		

Bank Charges	200.00		
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	169,620.00		
EI Expense	4,400.00		
CPP Expense	6,500.00		
WCB Expense	500.00		
AUMA Expense	4,000.00		
LAPP Expense	9,500.00		
AB Health Expense	800.00		
Total Expenses	287,797.00		

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
November 29, 2007
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Shannon Vossepoel (librarian), Tilly Gamble-Altwasser, Joyce Aasen, Sheila Tiegs, Gloria Evans

REGRETS: Cathleen Patterson, Martin Shields, Elsie Strach, Karen Nelson

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 6:35 pm.
2. Approval of Agenda: Sheila added the City Christmas party as item "f" in New Business. Motion to approve agenda as amended: Sheila/Tilly. Carried.
3. Consent Agenda: Motion to approve October 2007 Board Meeting Minutes, Finance Committee Report including receipts and expenditures for October 2007: Joyce/Sheila. Carried.
4. Correspondence
 - a. Province of Alberta: letter of approval of Brooks Public Library Plan of Service from Alberta Municipal Affairs and Housing. Letter states next Plan of Service due end of 2012.
 - b. City of Brooks representative to BPL Board of Trustees is Martin Shields with Noel Moriyama being the alternate representative with the term ending October 2008.
 - c. Shortgrass Library System Christmas Banquet and Social: Shannon tentatively set to attend. No present Board member is able to attend.
 - d. Shortgrass Library System Plan of Service 2008 – 2010: circulated.
 - e. Shortgrass Library System September Meeting Minutes: circulated.
 - f. The Trustee Voice: copies given to each Board member
5. Librarian's Report: copies given to Board members
6. Shortgrass Library System Report: tabled in Martin's absence

7. Business Arising from October 2007 Board meeting minutes

- a. Air Quality: no news. Shannon will follow up.
- b. 2008 Budget: Sent to City, County and other agencies we are to send to. Budget approved by City.
- c. Changes to Bylaws: updated and new copies handed out and sent to the Province.
- d. City Council Orientation: We are aiming for a March 2008 orientation for Council.

8. New Business

- a. County of Newell Request: Shannon replied with general information to the request for information regarding non-resident memberships.
 - b. Griffin Park School Request: Motion to respond positively to Griffin Park School's request to be an alternate site as an Emergency Evacuation Site: Tilly/Gloria. Carried. Shannon will follow up.
 - c. Staff Holiday Gifts: The Board decided to send Holiday Greetings to all employees with cards and edible gifts. Dino will prepare the cards, Gloria will provide fudge, Joyce will provide hot chocolate and tea, Sheila will provide Tim Horton's coffee and other goodies. Tilly will provide a treat. Dino will present these gifts at their staff party on December 14. These gifts are in addition to the two days off as the Board previously had decided to close the library on December 23 and 24, 2007. As requested by the Board, Shannon will purchase a new bar size fridge for the staff.
 - d. Board and Staff Party: Date set for Monday, January 14 at 6:00 pm at the library. Food will be organized by Karen and Gloria. There will be a white elephant gift exchange.
 - e. PLDI Grant (Public Library Development Initiative): Shannon has applied for \$35,498 grant to cover the cost of the Training Coordinator wages and benefits and some additional equipment and possible courses and opportunities for patrons.
 - f. City Christmas Party: December 14. Shannon will contact Board members to see if they are able to attend.
9. Standards for Member Libraries: Karen and Gloria will bring ideas regarding the organization of a workshop on this topic to the January meeting.
10. Adjournment: Tilly moved adjournment.
11. Next Board Meeting: January 24, 2008 at 6:30 pm.

Sherry Farnsworth
Head Librarian
Jan 24, 2008

24
Board Chair

Brooks Library Board
Finance Standing Committee Meeting
10:00 am November 14, 2007

Present: Dino Champlone, Elsie Strach, and Shannon Vossepoel

- 1) Meeting was called to order at 10:05 am.
- 2) Receipts and Expenditures for the month of October were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for October:

- Cardholder Fees and Fines are on track – should meet or exceed budgeted allotments.
- Fundraiser: \$840.50 raised from ‘Punk the Library’ in October.
- Adopt-a-Magazine: received 23 subscriptions so far.

Expenditures for October:

- Books & Materials: SLS reimbursed us for annual book buying trip.
 - Library Supplies: Envelopes, letterhead paper, post-it notes, ink cartridges for printers, cleaning supplies
 - Administration and Travel: Mileage and meal reimbursement for ‘Vision of Public Library Service’ meeting in Lethbridge and Netspeed Conference in Calgary.
 - Program Expense: Craft supplies for Halloween program.
 - Repair and Maintenance: Annual maintenance fee for microfilm machines.
 - Professional Memberships: CLA membership renewed.
- 3) It was noted that we still have not received our GST rebate, but the mistake was rectified and it has been sent in by our auditor. At this point, there is a possibility that we may not receive it until next year.
 - 4) Have applied for a PLDI grant from the province in the amount of \$35,498.00 to cover another year of wages for Training Coordinator and associated programming and service costs. Grant decisions will be made before the end of December.
 - 5) Shannon noted that we are expecting to go over budget in three areas: library supplies as we will need to purchase some items that cannot wait until the new year; and wage-related items such as EI and CPP.
 - 6) Meeting was adjourned at 9:45 am.

Finance Meeting Notes: October 2007

Receipts for October:

- Cardholder Fees and Fines are on track – should meet or exceed budgeted allotments.
- Fundraiser: \$840.50 raised from 'Punk the Library' in October.
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Expenditures for October:

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- Library Supplies: Envelopes, letterhead paper, post-it notes, ink cartridges for printers, cleaning supplies
- Administration and Travel: Mileage and meal reimbursement for 'Vision of Public Library Service' meeting in Lethbridge and Netspeed Conference in Calgary.
- Program Expense: Craft supplies for Halloween program.
- Repair and Maintenance: Annual maintenance fee for microfilm machines.
- ~~Medieval Faire: extra tickets purchased for draw were returned.~~
- Professional Memberships: CLA membership renewed.

Additional Notes:

- Year end adjustment (2006) from Mactavish and Co. was entered on July 11, 2007 and backdated to January 2, 2007. This may cause minor differences in Income Statements and Balance Sheets printed from Simply.
- Still have not received our GST rebate, but it has been sent in by the auditor. At this point, it may not be rebated until next year.
- Have applied for a PLDI grant from the province in the amount of \$35,498.00 to cover another year of wages for Training Coordinator and associated programming and service costs. Grant decisions will be made before the end of December.

- will go over budget in 3 areas.

Brooks Library Board Budget
October 2007

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks	144,375.00		146,892.00
HRDC – Summer Student	1,715.00		1,288.00
Province of Alberta	49,781.00		49,781.00
Province One Time Grant	23,528.00		23,529.60
Industry Canada - CAP Grants	0.00		
County of Newell Library Board	20,475.00		20,474.64
Resident Cardholder Fees	16,500.00	1,149.00	13,911.00
Interest Income	0.00		
Miscellaneous	200.00		250.45
Fines, books and services	19,000.00	1,410.86	16,390.58
Non-resident Cardholder Fees	1,000.00	120.00	1,580.00
Donations	3,000.00		6,425.95
Fundraisers	300.00	840.50	1,632.26
Adopt-a-magazine	2,200.00	300.00	2,300.00
Medieval Faire	0.00		4,313.00
GST Recovery	2,500.00		
Total Revenue	284,574.00*	3,820.36	288,768.48
Expenditures			
SLS Expense (Materials Allot.)	46,764.00		46,764.00
Shortgrass – Non-resident Fees	500.00		
Dynix and Telecom (SLS)	3,000.00		2,586.73
Books & Materials (Donations)	0.00	-5,015.61	66.77
Furnishings and Equipment	1,926.00		1095.55
Payroll Expense	800.00	100.00	630.00
Library Supplies	4,500.00	526.03	4,001.36
Administration & Travel	3,000.00	294.90	1,973.15
Program Expense	1,500.00	6.89	1072.34
Medieval Faire	0.00		3,744.53
Repair & Maintenance	2,000.00	1,693.92	1,713.37
Rebinding	500.00		834.49
Staff Training	3,750.00		2,129.56
Telephone & Fax Expense	3,500.00	234.02	2,447.26
Copier & Computer Costs	2,000.00		1,397.48
Security Monitoring	600.00	25.00	250.00
Computer Main. Contracts	1,000.00		
GST Expense	0.00	1.50	15.00
Freight & Postage	1,000.00		521.62
Professional Memberships	500.00	200.00	255.00
Publicity and Advertising	750.00		842.39

Audit and Insurance	6,500.00		7,142.00**
Bank Charges	200.00	5.00	96.00
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	179,612.00	14,397.83	147,606.01
EI Expense	4,400.00	362.84	3,719.59
CPP Expense	6,000.00	582.41	5,991.48
WCB Expense	500.00		528.99
AUMA Expense	3,000.00	252.43	2,776.75
LAPP Expense	8,500.00	774.38	6,917.22
AB Health Expense	1,200.00	277.20	862.40
Total Expenses	287,702.00*	14,718.74	247,981.04

*Brooks Public Library had a surplus budget in 2006 of \$3,128.00. These surplus funds will offset the 2007 deficit in the amount of \$3,128.00.

**Additional funding was provided from the City of Brooks in the amount of \$2,517.00 to offset an increase in insurance costs.

Brooks Public Library
Balance Sheet As at 10/31/2007

ASSETS

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,597.14
Building Fund	27,723.65
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	73,327.91
Accounts Receivable	0.00
TOTAL CURRENT ASSETS	<u>102,698.70</u>

TOTAL ASSETS

102,698.70

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	5,300.00
GST Charged on Sales	0.00
GST Paid on Purchases	-1,755.37
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	25.07
Income Tax Payable	0.00
L.A.P.P.	-123.25
AUMA Extended Health	-108.16
AB Health Payable	105.60
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>3,443.89</u>

TOTAL LIABILITIES

3,443.89

EQUITY

EARNINGS

Building Fund Reserves	28,314.20
Externally restricted	200.00
Retained Earnings	29,953.17
Current Earnings	40,787.44
CURRENT EARNINGS	<u>99,254.81</u>

TOTAL EQUITY

99,254.81

LIABILITIES AND EQUITY

102,698.70

Brooks Public Library
Income Statement 10/01/2007 to 10/31/2007

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 Y1	0.00
County of Newell Library Board	0.00
Resident Cardholder Fees	1,149.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,410.86
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	0.00
Fundraisers	840.50
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	<u>3,820.36</u>

TOTAL REVENUE 3,820.36

EXPENSE**EXPENSES**

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	-5,015.61
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	100.00
Library Supplies	526.03
Administration & Travel	294.90
Recruitment Expense	0.00
Program Expense	6.89
Medieval Faire	0.00
Repair & Maintenance	1,693.92
Rebinding, Microfilming, Laminating	0.00
Staff Training	0.00
Telephone and Fax Expense	234.02
Copier & Computer Costs	0.00
Security Monitoring	25.00
Computer Main. Contracts	0.00
GST Expense	1.50
Freight and Postage	0.00
Professional Memberships	200.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	14,397.83
Wage Reimbursement	0.00
EI Expense	362.84
CPP Expense	582.41
WCB Expense	0.00
AUMA Extended Health	252.43
L.A.P.P. Expense	774.38
AB Health Expense	277.20
TOTAL EXPENSES	<u>14,718.74</u>

TOTAL EXPENSE 14,718.74

NET INCOME -10,898.38

Brooks Public Library
Income Statement 01/01/2007 to 10/31/2007

REVENUE

REVENUE

Town of Brooks	146,892.00
HRDC - Summer Student	1,288.00
Province of Alberta	73,310.60
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
County of Newell Library Board	20,474.64
Resident Cardholder Fees	13,911.00
Interest Income	0.00
Miscellaneous	250.45
Fines, Book Sales and Services	16,390.58
Non-resident Cardholder Fees	1,580.00
Charitable Receipt Donations	6,425.95
Fundraisers	1,632.26
Adopt-a-magazine	2,300.00
Medieval Faire	4,313.00
GST Recovery	0.00
TOTAL REVENUE	<u>288,768.48</u>

TOTAL REVENUE

288,768.48

EXPENSE

EXPENSES

SLS Expense (Materials)	46,764.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,586.73
Books and Materials	66.77
New Library Furnishings	345.55
Library Equipment	750.00
Payroll Expense	630.00
Library Supplies	4,001.36
Administration & Travel	1,973.15
Recruitment Expense	0.00
Program Expense	1,072.34
Medieval Faire	3,744.53
Repair & Maintenance	1,713.37
Rebinding, Microfilming, Laminating	834.49
Staff Training	2,129.56
Telephone and Fax Expense	2,447.26
Copier & Computer Costs	1,397.48
Security Monitoring	250.00
Computer Main. Contracts	0.00
GST Expense	15.00
Freight and Postage	521.62
Professional Memberships	255.00
Publicity and Advertising	842.39
Audit and Insurance	7,142.00
Bank Charges	96.00
Miscellaneous	0.00
Wages	147,606.01
Wage Reimbursement	0.00
EI Expense	3,719.59
CPP Expense	5,991.48
WCB Expense	528.99
AUMA Extended Health	2,776.75
L.A.P.P. Expense	6,917.22
AB Health Expense	862.40
TOTAL EXPENSES	<u>247,981.04</u>

TOTAL EXPENSE

247,981.04

NET INCOME

40,787.44

Brooks Public Library
Reconciliation Transactions Detail Report 10/01/2007 to 10/31/2007

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	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	C
10/10/2007	J435	October 2007, Brooks Computer ...	3072	-	53.00		Y
10/10/2007	J436	October 2007, Docucom Limited ...	3073	-	1,795.56		Y
10/10/2007	J437	October 2007, Brooks Stationers	3074	-	20.09		Y
10/10/2007	J438	October 2007, Brooks Bulletin	3075	-	413.40		Y
10/10/2007	J439	October 2007, Water Pure & Sim...	3076	-	16.50		Y
10/05/2007	J450	Resident Cardholder	Deposit	177.00	-		Y
10/05/2007	J451	Fines	Deposit	342.12	-		Y
10/05/2007	J452	Non-Resident Cardholder	Deposit	60.00	-		Y
10/05/2007	J453	Adopt-a-Magazine	Deposit	100.00	-		Y
10/23/2007	J456	October 2007, Alberta Health Car...	3077	-	264.00		Y
10/23/2007	J457	Oct 2007, Alberta Health Care In...	3078	-	132.00		Y
10/23/2007	J458	October 2007, Royal Bank Visa	3079	-	124.11		Y
10/23/2007	J459	October 2007, Telus Communica...	3080	-	247.95		Y
10/23/2007	J460	October 2007, Canadian Library ...	3081	-	200.00		N
10/23/2007	J461	October 2007, Ronnie Adams	3082	-	12.59		N
10/29/2007	J462	October 2007, Brian Brennan	3083	-	72.00		Y
10/31/2007	J463	Oct 2007, Ronnie Adams	3084	-	1,367.81		N
10/31/2007	J464	October 2007, Jillian Clarke	3085	-	543.70		Y
10/31/2007	J465	October 2007, Jing Han	3086	-	391.21		N
10/31/2007	J466	October 2007, Bessie Jacowishen	3087	-	1,730.08		Y
10/31/2007	J467	October 2007, Cathryn Krochak	3088	-	954.36		Y
10/31/2007	J468	October 2007, Maxine Meldrum	3089	-	1,594.64		N
10/31/2007	J469	October 2007, Patricia Neufeld	3090	-	293.10		N
10/31/2007	J470	October 2007, Tamara Van Horne	3091	-	1,697.06		N
10/31/2007	J471	October 2007, Shannon Vossepoel	3092	-	2,494.57		Y
10/31/2007	J472	October 2007, Canada Customs ...	3093	-	3,454.31		N
10/31/2007	J473	October 2007, Local Authorities ...	3094	-	1,448.84		N
10/31/2007	J474	October 2007, AMSC Insurance ...	3095	-	360.61		N
10/31/2007	J475	Oct 2007, Brooks Computer Serv...	3096	-	53.00		N
10/31/2007	J476	October 2007, Russell Christoffer...	3097	-	97.20		N
10/31/2007	J477	October 07, Shannon Vossepoel	3098	-	181.20		Y
10/12/2007	J478	Fines	Deposit	270.40	-		Y
10/12/2007	J479	Resident Cardholder	Deposit	258.00	-		Y
10/12/2007	J480	Adopt-a-Magazine	Deposit	200.00	-		Y
10/12/2007	J481	Punk the Library	Deposit	175.00	-		Y
10/12/2007	J482	Shortgrass Library System	Deposit	5,088.52	-		Y
10/19/2007	J483	Fines	Deposit	365.64	-		Y
10/19/2007	J484	Resident Cardholder	Deposit	336.00	-		Y
10/19/2007	J485	Non-Resident Cardholder	Deposit	60.00	-		Y
10/19/2007	J486	Punk the Library	Deposit	607.50	-		Y
10/26/2007	J487	Resident Cardholder	Deposit	378.00	-		Y
10/26/2007	J488	Fines	Deposit	432.70	-		Y
10/26/2007	J489	Punk the Library	Deposit	58.00	-		Y
10/31/2007	J499	Securtek	Debit	-	26.50		Y
10/31/2007	J501	Destination Fee	Debit	-	5.00		Y
				8,908.88	20,044.39		

Brooks Public Library
All Journal Entries 10/01/2007 to 10/31/2007

			Debits	Credits
10/10/2007	J435	3072, October 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
10/10/2007	J436	3073, October 2007, Docucom Limited Partnership		
		2100 GST Paid on Purchases	101.64	-
		5100 Repair & Maintenance	1,693.92	-
		1080 Cash In Bank	-	1,795.56
10/10/2007	J437	3074, October 2007, Brooks Stationers		
		2100 GST Paid on Purchases	1.14	-
		5070 Library Supplies	18.95	-
		1080 Cash In Bank	-	20.09
10/10/2007	J438	3075, October 2007, Brooks Bulletin		
		2100 GST Paid on Purchases	23.40	-
		5070 Library Supplies	390.00	-
		1080 Cash In Bank	-	413.40
10/10/2007	J439	3076, October 2007, Water Pure & Simple		
		5080 Administration & Travel	16.50	-
		1080 Cash In Bank	-	16.50
10/05/2007	J450	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	177.00
		1080 Cash In Bank	177.00	-
10/05/2007	J451	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	342.12
		1080 Cash In Bank	342.12	-
10/05/2007	J452	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
10/05/2007	J453	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	100.00
		1080 Cash In Bank	100.00	-
10/23/2007	J456	3077, October 2007, Alberta Health Care Insurance Plan		
		2440 AB Health Payable	79.20	-
		5360 AB Health Expense	184.80	-
		1080 Cash In Bank	-	264.00
10/23/2007	J457	3078, Oct 2007, Alberta Health Care Insurance Plan		
		2440 AB Health Payable	39.60	-
		5360 AB Health Expense	92.40	-
		1080 Cash In Bank	-	132.00
10/23/2007	J458	3079, October 2007, Royal Bank Visa		
		2100 GST Paid on Purchases	7.03	-
		5070 Library Supplies	117.08	-
		1080 Cash In Bank	-	124.11
10/23/2007	J459	3080, October 2007, Telus Communications		
		2100 GST Paid on Purchases	13.93	-
		5140 Telephone and Fax Expense	234.02	-
		1080 Cash In Bank	-	247.95
10/23/2007	J460	3081, October 2007, Canadian Library Association		
		5210 Professional Memberships	200.00	-
		1080 Cash In Bank	-	200.00
10/23/2007	J461	3082, October 2007, Ronnie Adams		
		2100 GST Paid on Purchases	0.71	-
		5030 Books and Materials	4.99	-
		5090 Program Expense	6.89	-
		1080 Cash In Bank	-	12.59
10/29/2007	J462	3083, October 2007, Brian Brennan		
		2100 GST Paid on Purchases	4.08	-
		5030 Books and Materials	67.92	-

Brooks Public Library
All Journal Entries 10/01/2007 to 10/31/2007

			<u>Debits</u>	<u>Credits</u>
		1080 Cash In Bank	-	72.00
10/31/2007	J463	3084, Oct 2007, Ronnie Adams		
		5300 Wages	1,863.25	-
		1080 Cash In Bank	-	1,367.81
		2310 EI Payable	-	33.54
		2320 CPP Payable	-	77.79
		2330 Income Tax Payable	-	189.87
		2400 L.A.P.P.	-	125.75
		2420 AUMA Extended Health	-	42.09
		2440 AB Health Payable	-	26.40
10/31/2007	J464	3085, October 2007, Jillian Clarke		
		5300 Wages	567.58	-
		1080 Cash In Bank	-	543.70
		2310 EI Payable	-	10.22
		2320 CPP Payable	-	13.66
10/31/2007	J465	3086, October 2007, Jing Han		
		5300 Wages	404.04	-
		1080 Cash In Bank	-	391.21
		2310 EI Payable	-	7.27
		2320 CPP Payable	-	5.56
10/31/2007	J466	3087, October 2007, Bessie Jacowishen		
		5300 Wages	2,400.00	-
		1080 Cash In Bank	-	1,730.08
		2310 EI Payable	-	43.20
		2320 CPP Payable	-	104.36
		2330 Income Tax Payable	-	317.50
		2400 L.A.P.P.	-	162.07
		2420 AUMA Extended Health	-	42.79
10/31/2007	J467	3088, October 2007, Cathryn Krochak		
		5300 Wages	1,032.93	-
		1080 Cash In Bank	-	954.36
		2310 EI Payable	-	18.59
		2320 CPP Payable	-	36.69
		2330 Income Tax Payable	-	23.29
10/31/2007	J468	3089, October 2007, Maxine Meldrum		
		5300 Wages	2,122.50	-
		1080 Cash In Bank	-	1,594.64
		2310 EI Payable	-	38.21
		2320 CPP Payable	-	90.63
		2330 Income Tax Payable	-	251.51
		2400 L.A.P.P.	-	143.30
		2420 AUMA Extended Health	-	4.21
10/31/2007	J469	3090, October 2007, Patricia Neufeld		
		5300 Wages	298.48	-
		1080 Cash In Bank	-	293.10
		2310 EI Payable	-	5.38
10/31/2007	J470	3091, October 2007, Tamara Van Horne		
		5300 Wages	2,104.05	-
		1080 Cash In Bank	-	1,697.06
		2310 EI Payable	-	37.87
		2320 CPP Payable	-	89.71
		2330 Income Tax Payable	-	247.12
		2420 AUMA Extended Health	-	19.09
		2440 AB Health Payable	-	13.20
10/31/2007	J471	3092, October 2007, Shannon Vossepel		
		5300 Wages	3,605.00	-
		1080 Cash In Bank	-	2,494.57
		2310 EI Payable	-	64.89
		2320 CPP Payable	-	164.01
		2330 Income Tax Payable	-	638.19
		2400 L.A.P.P.	-	243.34

Brooks Public Library
All Journal Entries 10/01/2007 to 10/31/2007

			Debits	Credits
10/31/2007	J472	3093, October 2007, Canada Customs and Revenue Agency		
		2310 EI Payable	259.17	-
		2320 CPP Payable	582.41	-
		2330 Income Tax Payable	1,667.48	-
		5310 EI Expense	362.84	-
		5320 CPP Expense	582.41	-
		1080 Cash In Bank	-	3,454.31
10/31/2007	J473	3094, October 2007, Local Authorities Pension Plan		
		2400 L.A.P.P.	674.46	-
		5350 L.A.P.P. Expense	774.38	-
		1080 Cash In Bank	-	1,448.84
10/31/2007	J474	3095, October 2007, AMSC Insurance Services Limited		
		2420 AUMA Extended Health	108.18	-
		5340 AUMA Extended Health	252.43	-
		1080 Cash In Bank	-	360.61
10/31/2007	J475	3096, Oct 2007, Brooks Computer Services Ltd.		
		2100 GST Paid on Purchases	3.00	-
		5060 Payroll Expense	50.00	-
		1080 Cash In Bank	-	53.00
10/31/2007	J476	3097, October 2007, Russell Christoffersen		
		5080 Administration & Travel	97.20	-
		1080 Cash In Bank	-	97.20
10/31/2007	J477	3098, October 07, Shannon Vossepoel		
		5080 Administration & Travel	181.20	-
		1080 Cash In Bank	-	181.20
10/12/2007	J478	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	270.40
		1080 Cash In Bank	270.40	-
10/12/2007	J479	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	258.00
		1080 Cash In Bank	258.00	-
10/12/2007	J480	Deposit, Adopt-a-Magazine		
		4185 Adopt-a-magazine	-	200.00
		1080 Cash In Bank	200.00	-
10/12/2007	J481	Deposit, Punk the Library		
		4180 Fundraisers	-	175.00
		1080 Cash In Bank	175.00	-
10/12/2007	J482	Deposit, Shortgrass Library System		
		5030 Books and Materials	-	5,088.52
		1080 Cash In Bank	5,088.52	-
10/19/2007	J483	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	365.64
		1080 Cash In Bank	365.64	-
10/19/2007	J484	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	336.00
		1080 Cash In Bank	336.00	-
10/19/2007	J485	Deposit, Non-Resident Cardholder		
		4140 Non-resident Cardholder Fees	-	60.00
		1080 Cash In Bank	60.00	-
10/19/2007	J486	Deposit, Punk the Library		
		4180 Fundraisers	-	607.50
		1080 Cash In Bank	607.50	-
10/26/2007	J487	Deposit, Resident Cardholder		
		4090 Resident Cardholder Fees	-	378.00
		1080 Cash In Bank	378.00	-

Brooks Public Library

All Journal Entries 10/01/2007 to 10/31/2007

			<u>Debits</u>	<u>Credits</u>
10/26/2007	J488	Deposit, Fines		
		4120 Fines, Book Sales and Services	-	432.70
		1080 Cash In Bank	432.70	-
10/26/2007	J489	Deposit, Punk the Library		
		4180 Fundraisers	-	58.00
		1080 Cash In Bank	58.00	-
10/31/2007	J499	Debit, Securtek		
		5170 Security Monitoring	25.00	-
		5180 GST Expense	1.50	-
		1080 Cash In Bank	-	26.50
10/31/2007	J501	Debit, Destination Fee		
		5250 Bank Charges	5.00	-
		1080 Cash In Bank	-	5.00
			<u>32,284.57</u>	<u>32,284.57</u>