

**Brooks Public Library**  
**All Journal Entries 07/01/2010 to 07/31/2010**

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	15.06
		2320	CPP Payable	-	28.65
07/30/2010	J300	4009, July - 2010, Jillian Clarke			
		5300	Wages	1,264.02	-
		1080	Cash In Bank	-	1,157.83
		2310	EI Payable	-	21.87
		2320	CPP Payable	-	48.13
		2330	Income Tax Payable	-	36.19
07/30/2010	J301	4010, July - 2010, Crystal Skriver			
		5300	Wages	1,920.67	-
		1080	Cash In Bank	-	1,638.22
		2310	EI Payable	-	33.23
		2320	CPP Payable	-	80.64
		2330	Income Tax Payable	-	168.58
07/30/2010	J302	4011, July - 2010, Maxine Meldrum			
		5300	Wages	2,705.60	-
		1080	Cash In Bank	-	1,961.31
		2310	EI Payable	-	46.81
		2320	CPP Payable	-	120.06
		2330	Income Tax Payable	-	354.45
		2400	L.A.P.P.	-	218.02
		2420	AUMA Extended Health	-	4.95
07/30/2010	J303	4012, July-2010, Bessie Jacowishen			
		5300	Wages	2,705.60	-
		1080	Cash In Bank	-	1,916.09
		2310	EI Payable	-	46.81
		2320	CPP Payable	-	120.06
		2330	Income Tax Payable	-	354.45
		2400	L.A.P.P.	-	218.02
		2420	AUMA Extended Health	-	50.17
07/30/2010	J304	4013, July 2010, Bruce Schmidt			
		5300	Wages	665.44	-
		1080	Cash In Bank	-	635.43
		2310	EI Payable	-	11.51
		2320	CPP Payable	-	18.50
07/30/2010	J305	4014, July*2010, Cathryn Krochak			
		5300	Wages	2,241.90	-
		1080	Cash In Bank	-	1,657.74
		2310	EI Payable	-	38.78
		2320	CPP Payable	-	96.99
		2330	Income Tax Payable	-	245.73
		2400	L.A.P.P.	-	180.62
		2420	AUMA Extended Health	-	22.04
07/30/2010	J306	4015, July-2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,632.57
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	185.24
		2330	Income Tax Payable	-	103.90
		2420	AUMA Extended Health	-	25.47
07/30/2010	J307	4016, July 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	321.25	-
		2320	CPP Payable	792.17	-
		2330	Income Tax Payable	1,494.43	-
		5310	EI Expense	449.74	-
		5320	CPP Expense	792.17	-
		1080	Cash In Bank	-	3,849.76

**Brooks Public Library**  
**All Journal Entries 07/01/2010 to 07/31/2010**

		Account Number	Account Description	Debits	Credits
07/30/2010	J308	4017, July 2010, Local	Authorities Pension Plan		
		2400	L.A.P.P.	792.29	-
		5350	L.A.P.P. Expense	890.59	-
		1080	Cash In Bank	-	1,682.88
07/30/2010	J309	4018, July 2010, AMSC	Insurance Services Limited		
		2420	AUMA Extended Health	125.05	-
		5340	AUMA Extended Health	291.87	-
		1080	Cash In Bank	-	416.92
07/30/2010	J321	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	173.82
		1080	Cash In Bank	173.82	-
07/30/2010	J322	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	570.00
		1080	Cash In Bank	570.00	-
07/02/2010	J329	Deposit, Province of Alberta			
		4040	Province of Alberta	-	73,337.00
		1080	Cash In Bank	73,337.00	-
07/02/2010	J330	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
07/21/2010	J332	Deposit, Alberta Government			
		4040	Province of Alberta	-	1,499.10
		1080	Cash In Bank	1,499.10	-
07/02/2010	J334	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
07/16/2010	J339	Deposit, Relay for Life T-Shirts			
		4110	Miscellaneous	-	160.00
		1080	Cash In Bank	160.00	-
				<u>160,303.59</u>	<u>160,303.59</u>

# Brooks Public Library

## Balance Sheet As at 06/30/2010

### ASSET

#### CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	32,426.55
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

<b>TOTAL CURRENT ASSETS</b>	<u>120,761.71</u>
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<b>TOTAL ASSET</b>	<u><u>120,761.71</u></u>
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### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,718.42
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

<b>TOTAL CURRENT LIABILITIES</b>	<u>2,014.80</u>
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<b>TOTAL LIABILITY</b>	<u>2,014.80</u>
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### EQUITY

#### EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-29,989.13

<b>CURRENT EARNINGS</b>	<u>118,746.91</u>
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<b>TOTAL EQUITY</b>	<u>118,746.91</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>120,761.71</u></u>
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**Brooks Public Library**  
**Balance Sheet As at 06/01/2010**

**ASSET**

**CURRENT ASSETS**

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	52,447.11
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 140,782.27

**TOTAL ASSET** 140,782.27

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,568.80
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 2,164.42

**TOTAL LIABILITY** 2,164.42

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-10,118.19

**CURRENT EARNINGS** 138,617.85

**TOTAL EQUITY** 138,617.85

**LIABILITIES AND EQUITY** 140,782.27

# Brooks Public Library

## Income Statement 06/01/2010 to 06/30/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,790.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,704.18
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	235.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,128.53
<b>TOTAL REVENUE</b>	<b>4,857.71</b>

### TOTAL REVENUE

4,857.71

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	249.99
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	0.00
Administration & Travel	71.50
Recruitment Expense	0.00
Program Expense	465.37
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	1,070.06
Telephone and Fax Expense	249.64
Copier & Computer Costs	446.77
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	125.91
Professional Memberships	0.00
Publicity and Advertising	157.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	330.00
Wages	19,055.42
Wage Reimbursement	0.00
EI Expense	461.54
CPP Expense	801.83
WCB Expense	0.00
AUMA Extended Health	291.87
L.A.P.P. Expense	896.75
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>24,728.65</b>

**Brooks Public Library**  
**Income Statement 06/01/2010 to 06/30/2010**

TOTAL EXPENSE	<u>24,728.65</u>
NET INCOME	<u><u>-19,870.94</u></u>

# Brooks Public Library

## Income Statement 01/01/2010 to 06/30/2010

### REVENUE

#### REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,458.90
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	10,367.03
Resident Cardholder Fees	10,801.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	8,448.51
Non-resident Cardholder Fees	480.00
Charitable Receipt Donations	2,762.50
Fundraisers	724.53
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,128.53
<b>TOTAL REVENUE</b>	<b>143,667.02</b>

**TOTAL REVENUE** 143,667.02

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	28,180.50
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	628.99
Library Equipment	0.00
Payroll Expense	370.00
Library Supplies	1,945.87
Administration & Travel	1,511.72
Recruitment Expense	0.00
Program Expense	1,106.33
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,405.58
Telephone and Fax Expense	1,539.85
Copier & Computer Costs	1,418.47
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	550.00
Professional Memberships	394.75
Publicity and Advertising	431.50
Audit and Insurance	6,662.00
Bank Charges	128.72
Miscellaneous	330.00
Wages	110,004.75
Wage Reimbursement	0.00
EI Expense	2,664.31
CPP Expense	4,624.91
WCB Expense	790.45
AUMA Extended Health	1,587.36
L.A.P.P. Expense	5,696.14
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>173,656.15</b>

**Brooks Public Library**  
**Income Statement 01/01/2010 to 06/30/2010**

TOTAL EXPENSE	<u>173,656.15</u>
NET INCOME	<u><u>-29,989.13</u></u>



# Brooks Public Library

## Reconciliation Transactions Detail Report 06/01/2010 to 06/30/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
06/15/2010	J217	june 2010, Brooks Bulletin	3963	-	136.50		Y	Cleared
06/15/2010	J218	june-2010, Shortgrass Librar...	3964	-	45.00		Y	Cleared
06/15/2010	J219	June~2010, Shortgrass Libra...	3965	-	10.84		Y	Cleared
06/15/2010	J220	june 2010, Buddy Gale	3966	-	250.00		Y	Cleared
06/15/2010	J221	June 2010, BRK Equipment ...	3967	-	198.45		Y	Cleared
06/15/2010	J222	june 2010, Xerox Canada Ltd.	3968	-	421.86		Y	Cleared
06/16/2010	J223	June^2010, Brooks Bulletin	3969	-	28.35		Y	Cleared
06/16/2010	J224	June%2010, RBC Royal Ban...	3970	-	1,673.78		Y	Cleared
06/17/2010	J225	June&2010, Telus Communi...	3971	-	262.04		Y	Cleared
06/29/2010	J240	June-2010, Jillian Clarke	3974	-	1,235.70		Y	Cleared
06/29/2010	J241	June__2010, Mark Huff	3975	-	3,028.37		Y	Cleared
06/29/2010	J242	June_2010, Bessie Jacowish...	3976	-	1,916.09		Y	Cleared
06/29/2010	J243	June..2010, Cathryn Krochak	3977	-	1,570.33		Y	Cleared
06/29/2010	J244	June**2010, Maxine Meldrum	3978	-	1,994.33		Y	Cleared
06/29/2010	J245	June_2010, Bruce Schmidt	3979	-	385.18		Y	Cleared
06/29/2010	J246	June-2010, Tamara Van Hor...	3980	-	1,713.41		Y	Cleared
06/29/2010	J247	June-2010, Barbara Maisonn...	3981	-	790.08		Y	Cleared
06/29/2010	J248	June-2010, Sherry Lush	3982	-	402.26		Y	Cleared
06/29/2010	J249	June-2010, Crystal Skriver	3983	-	1,787.59		Y	Cleared
06/29/2010	J250	June 2010, Canada Custom...	3984	-	4,572.63		Y	Cleared
06/29/2010	J251	June 2010, Local Authorities ...	3985	-	1,694.52		Y	Cleared
06/29/2010	J252	June 2010, AMSC Insurance...	3986	-	416.92		Y	Cleared
06/29/2010	J253	June-2010, Shannon Vossep...	3987	-	66.00		Y	Cleared
06/29/2010	J254	June^2010, Maxine Meldrum	3988	-	9.51		Y	Cleared
06/29/2010	J255	June\$2010, Crystal Skriver	3989	-	16.53		Y	Cleared
06/29/2010	J256	June 2010, Christel Thread	3990	-	189.00		Y	Cleared
06/29/2010	J257	June 2010, Brooks Compute...	3991	-	52.50		Y	Cleared
06/29/2010	J258	June--2010, Water Pure & Si...	3992	-	5.50		Y	Cleared
06/04/2010	J273	Fines	Deposit	654.76	-		Y	Cleared
06/04/2010	J274	Resident Cardholder	Deposit	440.00	-		N	Outstanding
06/04/2010	J275	Government of Canada	Deposit	1,128.53	-		Y	Cleared
06/04/2010	J276	Donation	Deposit	35.00	-		Y	Cleared
06/11/2010	J277	Fines	Deposit	409.25	-		Y	Cleared
06/11/2010	J278	Residnet Cardholder	Deposit	490.00	-		Y	Cleared
06/11/2010	J279	Donation	Deposit	200.00	-		Y	Cleared
06/18/2010	J280	Fines	Deposit	295.75	-		Y	Cleared
06/18/2010	J281	Residnet Cardholder	Deposit	500.00	-		Y	Cleared
06/25/2010	J282	Fines	Deposit	344.42	-		Y	Cleared
06/25/2010	J283	Residnet Cardholder	Deposit	360.00	-		Y	Cleared
06/30/2010	J297	Destination Fee	Debit	-	5.00		Y	Cleared
				4,857.71	24,878.27			

**Brooks Public Library**  
**All Journal Entries 06/01/2010 to 06/30/2010**

		Account Number	Account Description	Debits	Credits
06/15/2010	J217	3963, june 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	6.50	-
		5220	Publicity and Advertising	130.00	-
		1080	Cash In Bank	-	136.50
06/15/2010	J218	3964, june-2010, Shortgrass Library System			
		5160	Copier & Computer Costs	45.00	-
		1080	Cash In Bank	-	45.00
06/15/2010	J219	3965, June~2010, Shortgrass Library System			
		2100	GST Paid on Purchases	0.52	-
		5090	Program Expense	10.32	-
		1080	Cash In Bank	-	10.84
06/15/2010	J220	3966, june 2010, Buddy Gale			
		5090	Program Expense	250.00	-
		1080	Cash In Bank	-	250.00
06/15/2010	J221	3967, June 2010, BRK Equipment Rentals			
		2100	GST Paid on Purchases	9.45	-
		5090	Program Expense	189.00	-
		1080	Cash In Bank	-	198.45
06/15/2010	J222	3968, june 2010, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	20.09	-
		5160	Copier & Computer Costs	401.77	-
		1080	Cash In Bank	-	421.86
06/16/2010	J223	3969, June^2010, Brooks Bulletin			
		2100	GST Paid on Purchases	1.35	-
		5220	Publicity and Advertising	27.00	-
		1080	Cash In Bank	-	28.35
06/16/2010	J224	3970, June%2010, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	86.88	-
		5050	New Library Furnishings	249.99	-
		5130	Staff Training	1,070.06	-
		5200	Freight and Postage	116.85	-
		5260	Miscellaneous	150.00	-
		1080	Cash In Bank	-	1,673.78
06/17/2010	J225	3971, June&2010, Telus Communications			
		2100	GST Paid on Purchases	12.40	-
		5140	Telephone and Fax Expense	249.64	-
		1080	Cash In Bank	-	262.04
06/29/2010	J240	3974, June-2010, Jillian Clarke			
		5300	Wages	1,362.19	-
		1080	Cash In Bank	-	1,235.70
		2310	EI Payable	-	23.57
		2320	CPP Payable	-	52.99
		2330	Income Tax Payable	-	49.93
06/29/2010	J241	3975, June__2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,028.37
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	185.24
		2330	Income Tax Payable	-	708.10
		2420	AUMA Extended Health	-	25.47
06/29/2010	J242	3976, June_2010, Bessie Jacowishen			
		5300	Wages	2,705.60	-
		1080	Cash In Bank	-	1,916.09
		2310	EI Payable	-	46.81
		2320	CPP Payable	-	120.06

**Brooks Public Library**  
**All Journal Entries 06/01/2010 to 06/30/2010**

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	-	354.45
		2400	L.A.P.P.	-	218.02
		2420	AUMA Extended Health	-	50.17
06/29/2010	J243	3977, June..2010, Cathryn Krochak			
		5300	Wages	2,100.90	-
		1080	Cash In Bank	-	1,570.33
		2310	EI Payable	-	36.35
		2320	CPP Payable	-	90.01
		2330	Income Tax Payable	-	212.83
		2400	L.A.P.P.	-	169.34
		2420	AUMA Extended Health	-	22.04
06/29/2010	J244	3978, June**2010, Maxine Meldrum			
		5300	Wages	2,759.00	-
		1080	Cash In Bank	-	1,994.33
		2310	EI Payable	-	47.73
		2320	CPP Payable	-	122.71
		2330	Income Tax Payable	-	366.91
		2400	L.A.P.P.	-	222.37
		2420	AUMA Extended Health	-	4.95
06/29/2010	J245	3979, June_2010, Bruce Schmidt			
		5300	Wages	397.28	-
		1080	Cash In Bank	-	385.18
		2310	EI Payable	-	6.87
		2320	CPP Payable	-	5.23
06/29/2010	J246	3980, June-2010, Tamara Van Horne			
		5300	Wages	2,332.95	-
		1080	Cash In Bank	-	1,713.41
		2310	EI Payable	-	40.36
		2320	CPP Payable	-	101.55
		2330	Income Tax Payable	-	267.17
		2400	L.A.P.P.	-	188.04
		2420	AUMA Extended Health	-	22.42
06/29/2010	J247	3981, June-2010, Barbara Maisonneuve			
		5300	Wages	831.17	-
		1080	Cash In Bank	-	790.08
		2310	EI Payable	-	14.38
		2320	CPP Payable	-	26.71
06/29/2010	J248	3982, June-2010, Sherry Lush			
		5300	Wages	415.58	-
		1080	Cash In Bank	-	402.26
		2310	EI Payable	-	7.19
		2320	CPP Payable	-	6.13
06/29/2010	J249	3983, June-2010, Crystal Skriver			
		5300	Wages	2,134.08	-
		1080	Cash In Bank	-	1,787.59
		2310	EI Payable	-	36.92
		2320	CPP Payable	-	91.20
		2330	Income Tax Payable	-	218.37
06/29/2010	J250	3984, June 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	329.67	-
		2320	CPP Payable	801.83	-
		2330	Income Tax Payable	2,177.76	-
		5310	EI Expense	461.54	-
		5320	CPP Expense	801.83	-
		1080	Cash In Bank	-	4,572.63
06/29/2010	J251	3985, June 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	797.77	-

**Brooks Public Library**  
**All Journal Entries 06/01/2010 to 06/30/2010**

		Account Number	Account Description	Debits	Credits
		5350	L.A.P.P. Expense	896.75	-
		1080	Cash In Bank	-	1,694.52
06/29/2010	J252	3986, June 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	125.05	-
		5340	AUMA Extended Health	291.87	-
		1080	Cash In Bank	-	416.92
06/29/2010	J253	3987, June-2010, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
06/29/2010	J254	3988, June^2010, Maxine Meldrum			
		2100	GST Paid on Purchases	0.45	-
		5200	Freight and Postage	9.06	-
		1080	Cash In Bank	-	9.51
06/29/2010	J255	3989, June\$2010, Crystal Skriver			
		2100	GST Paid on Purchases	0.48	-
		5090	Program Expense	16.05	-
		1080	Cash In Bank	-	16.53
06/29/2010	J256	3990, June 2010, Christel Thread			
		2100	GST Paid on Purchases	9.00	-
		5260	Miscellaneous	180.00	-
		1080	Cash In Bank	-	189.00
06/29/2010	J257	3991, June 2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
06/29/2010	J258	3992, June--2010, Water Pure & Simple			
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
06/04/2010	J273	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	654.76
		1080	Cash In Bank	654.76	-
06/04/2010	J274	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	440.00
		1080	Cash In Bank	440.00	-
06/04/2010	J275	Deposit, Government of Canada			
		4220	GST Recovery	-	1,128.53
		1080	Cash In Bank	1,128.53	-
06/04/2010	J276	Deposit, Donation			
		4170	Charitable Receipt Donations	-	35.00
		1080	Cash In Bank	35.00	-
06/11/2010	J277	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	409.25
		1080	Cash In Bank	409.25	-
06/11/2010	J278	Deposit, Residnet Cardholder			
		4090	Resident Cardholder Fees	-	490.00
		1080	Cash In Bank	490.00	-
06/11/2010	J279	Deposit, Donation			
		4170	Charitable Receipt Donations	-	200.00
		1080	Cash In Bank	200.00	-
06/18/2010	J280	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	295.75

**Brooks Public Library**  
**All Journal Entries 06/01/2010 to 06/30/2010**

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	295.75	-
06/18/2010	J281		Deposit, Residnet Cardholder		
		4090	Resident Cardholder Fees	-	500.00
		1080	Cash In Bank	500.00	-
06/25/2010	J282		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	344.42
		1080	Cash In Bank	344.42	-
06/25/2010	J283		Deposit, Residnet Cardholder		
		4090	Resident Cardholder Fees	-	360.00
		1080	Cash In Bank	360.00	-
06/30/2010	J297		Debit, Destination Fee		
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
				<u>33,968.06</u>	<u>33,968.06</u>

**Brooks Library Board  
Finance Standing Committee Meeting  
9:30am, September 30, 2010**

Present: Dino Champlone, Elsie Strach, Mark Huff, Shannon Vossepoel

- 1) Meeting was called to order at 9:30am.
- 2) Receipts and Expenditures for the month of August 2010 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for August:**

- RISE Grants: \$ 13,788.28

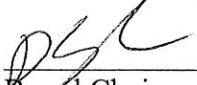
**Expenditures for August:**


- Books and Materials (Donations): \$200.46 Scammell Books, *Dear Boss* book (1 copy),
- Library Supplies: \$184.30 barcodes, labelmaker tape, Brodart manila files,
- Payroll Expense: \$55.00: Payroll for September
- Administration and Travel: \$249.87 Office Cooler Water, 2 police background cheques, MM & BJ travel to SLS for training,
- Program Expenses: \$470.59 Summer Reading Program Improv Show, Tyrrell Videoconference, All of Summer Reading Program small expense receipts,
- Staff Training: \$64.20
- Telephone & Fax Expense: \$262.48 Monthly Phone Bill,
- Copier and Computer Costs: \$595.86 Printer Ink, Barcode Wands,
- Freight & Postage: \$92.49 Purolator Bill,
- Publicity & Advertising: \$358.51 Advertising LAII positions, Leisure Centre Guide advert,
- Bank Charges: \$5.00: cheque account destination fee.

**Discussion Points:**

- Signing Cheques

- 3) Meeting was adjourned at 10:00am.

  
\_\_\_\_\_  
Board Chair  
Sep 28 / 2010  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Acting Head Librarian  
9/28/2010  
\_\_\_\_\_  
Date



**Brooks Library Board**  
**Rec & Exp: 2010 August**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		138,078.75
City of Brooks Miscellaneous	9,100.00		2,458.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55	13,788.28	13,788.28
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	1,680.00	14,821.00
Interest Income	0.00		
Miscellaneous	200.00		160.00
Fines, books and services	19,000.00	1,541.17	11,915.33
Non-resident Cardholder Fees	700.00	60.00	720.00
Donations	3,000.00	500.00	3,312.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		1,128.53
<b>Total Revenue</b>	<b>426,115.07</b>	<b>17,569.45</b>	<b>326,754.47</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00		28,180.50
SLS Expense (eBook Binding)	7,000.00		4,692.80
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		566.64
Books & Materials (Donations)	0.00	200.46	210.41
Furnishings and Equipment	8,500.00		3,057.99
Payroll Expense	900.00	55.00	425.00
Library Supplies	9,500.00	184.30	3,387.78
Administration & Travel	8,375.00	249.87	1,772.59
Program Expense	5,000.00	470.59	1,872.66
Repair & Maintenance	4,200.00		85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	64.20	2,469.78
Telephone & Fax Expense	3,500.00	262.48	2,064.52
Copier & Computer Costs	2,500.07	595.86	2,014.33
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		



GST Expense	0.00		
Freight & Postage	2,000.00	92.49	699.38
Professional Memberships	600.00		394.75
Publicity and Advertising	3,500.00	358.51	1,042.76
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	5.00	138.72
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	17,910.30	146,483.88
EI Expense	5,700.00	433.78	3,547.83
CPP Expense	9,900.00	745.13	6,162.21
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	291.87	2,171.10
LAPP Expense	12,000.00	906.17	7,492.90
<b>Total Expenses</b>	<b>\$426,115.07</b>	<b>22,826.01</b>	<b>227,304.98</b>

# Brooks Public Library

## Balance Sheet As at 08/31/2010

### ASSET

#### CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	121,299.43
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 209,694.59

**TOTAL ASSET** 209,694.59

### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,224.16
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 1,509.06

**TOTAL LIABILITY** 1,509.06

### EQUITY

#### EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	59,449.49

**CURRENT EARNINGS** 208,185.53

**TOTAL EQUITY** 208,185.53

**LIABILITIES AND EQUITY** 209,694.59

**Brooks Public Library**  
**Balance Sheet As at 08/01/2010**

**ASSET****CURRENT ASSETS**

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	126,624.15
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 215,019.31

**TOTAL ASSET** 215,019.31

**LIABILITY****CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,156.00
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 1,577.22

**TOTAL LIABILITY** 1,577.22

**EQUITY****EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	64,706.05

**CURRENT EARNINGS** 213,442.09

**TOTAL EQUITY** 213,442.09

**LIABILITIES AND EQUITY** 215,019.31

# Brooks Public Library

## Income Statement 08/01/2010 to 08/31/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	13,788.28
Grant Funding	0.00
Resident Cardholder Fees	1,680.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,541.17
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	500.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<u>17,569.45</u>
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<b>TOTAL REVENUE</b>	<u>17,569.45</u>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	200.46
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	184.30
Administration & Travel	249.87
Recruitment Expense	0.00
Program Expense	470.59
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	64.20
Telephone and Fax Expense	262.48
Copier & Computer Costs	595.86
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	92.49
Professional Memberships	0.00
Publicity and Advertising	358.51
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	17,910.30
Wage Reimbursement	0.00
EI Expense	433.78
CPP Expense	745.13
WCB Expense	0.00
AUMA Extended Health	291.87
L.A.P.P. Expense	906.17
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<u>22,826.01</u>
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**Brooks Public Library**  
**Income Statement 08/01/2010 to 08/31/2010**

TOTAL EXPENSE	<u>22,826.01</u>
NET INCOME	<u><u>-5,256.56</u></u>

# Brooks Public Library

## Income Statement 01/01/2010 to 08/31/2010

### REVENUE

#### REVENUE

Town of Brooks	138,078.75
City of Brooks Misc	2,458.90
HRDC - Summer Student	0.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	28,231.80
Grant Funding	10,367.03
Resident Cardholder Fees	14,821.00
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	11,915.33
Non-resident Cardholder Fees	720.00
Charitable Receipt Donations	2,812.50
Fundraisers	724.53
Adopt-a-magazine	500.00
Medieval Faire	0.00
GST Recovery	1,128.53
<b>TOTAL REVENUE</b>	<b>286,754.47</b>

### TOTAL REVENUE

286,754.47

### EXPENSE

#### EXPENSES

SLS Expense (Materials)	28,180.50
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	5,259.44
Books and Materials	210.41
New Library Furnishings	628.99
Library Equipment	2,429.00
Payroll Expense	425.00
Library Supplies	3,387.78
Administration & Travel	1,772.59
Recruitment Expense	0.00
Program Expense	1,872.66
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,469.78
Telephone and Fax Expense	2,064.52
Copier & Computer Costs	2,014.33
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	699.38
Professional Memberships	394.75
Publicity and Advertising	1,042.76
Audit and Insurance	6,662.00
Bank Charges	138.72
Miscellaneous	330.00
Wages	146,483.88
Wage Reimbursement	0.00
EI Expense	3,547.83
CPP Expense	6,162.21
WCB Expense	790.45
AUMA Extended Health	2,171.10
L.A.P.P. Expense	7,492.90
AB Health Expense	0.00
<b>TOTAL EXPENSES</b>	<b>227,304.98</b>

**Brooks Public Library**  
**Income Statement 01/01/2010 to 08/31/2010**

TOTAL EXPENSE	<u>227,304.98</u>
NET INCOME	<u>59,449.49</u>

# Brooks Public Library

## Reconciliation Transactions Detail Report 08/01/2010 to 08/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
08/10/2010	J310	August2010, Mark Huff	4019	-	15.82		Y	Cleared
08/10/2010	J311	August2010, Brooks and Co...	4020	-	81.90		Y	Cleared
08/10/2010	J312	August 2010, David Gabert	4021	-	320.00		Y	Cleared
08/10/2010	J313	August 2010, Brooks Home ...	4022	-	22.03		Y	Cleared
08/10/2010	J314	August 2010, Brooks Compu...	4023	-	57.75		Y	Cleared
08/10/2010	J315	August 2010, Computing Ex...	4024	-	121.72		Y	Cleared
08/10/2010	J316	August 2010, Memory Lane ...	4025	-	415.80		Y	Cleared
08/10/2010	J317	August 2010, Water Pure & ...	4026	-	5.50		Y	Cleared
08/10/2010	J318	August 2010, Brooks Bulletin	4027	-	18.90		Y	Cleared
08/10/2010	J319	August 2010, Purolator	4028	-	38.95		Y	Cleared
08/10/2010	J320	August 2010, Royal Bank Visa	4029	-	371.01		Y	Cleared
08/06/2010	J323	Fines	Deposit	235.50	-		Y	Cleared
08/06/2010	J324	Resident Cardholder	Deposit	255.00	-		Y	Cleared
08/13/2010	J325	Fines	Deposit	563.99	-		Y	Cleared
08/13/2010	J326	Residnet Cardholder	Deposit	610.00	-		Y	Cleared
08/13/2010	J327	Video Conferencing (from Bo...	Deposit	50.00	-		Y	Cleared
08/13/2010	J328	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/25/2010	J337	August 2010, Telus Commu...	4030	-	262.48		Y	Cleared
08/27/2010	J340	August - 2010, Jillian Clarke	4031	-	1,196.76		Y	Cleared
08/27/2010	J341	August++2010, Mark Huff	4032	-	3,632.57		Y	Cleared
08/27/2010	J342	August 2010, Bessie Jacowi...	4033	-	1,916.09		Y	Cleared
08/27/2010	J343	August - 2010, Cathryn Kroc...	4034	-	1,509.15		Y	Cleared
08/27/2010	J344	August 2010, Maxine Meldrum	4035	-	1,928.13		Y	Cleared
08/27/2010	J345	August 2010, Bruce Schmidt	4036	-	644.71		Y	Cleared
08/27/2010	J346	August 2010, Tamara Van H...	4037	-	1,904.86		Y	Cleared
08/27/2010	J347	August - 2010, Crystal Skriver	4038	-	899.56		Y	Cleared
08/27/2010	J348	August 2010, Lucy Newnes	4039	-	412.75		Y	Cleared
08/27/2010	J349	August 2010, Marisa Bader	4040	-	507.08		Y	Cleared
08/27/2010	J350	August 2010, Canada Custo...	4041	-	3,606.35		Y	Cleared
08/27/2010	J351	August 2010, Local Authoriti...	4042	-	1,712.32		Y	Cleared
08/27/2010	J352	August 2010, AMSC Insuran...	4043	-	416.92		Y	Cleared
08/27/2010	J353	August 2010, Ronnie Adams	4044	-	40.57		Y	Cleared
08/27/2010	J354	Aug 2010, Maxine Meldrum	4045	-	64.20		Y	Cleared
08/27/2010	J355	August-2010, Marisa Bader	4046	-	52.50		Y	Cleared
08/27/2010	J356	August--2010, Lucy Newnes	4047	-	52.50		Y	Cleared
08/27/2010	J357	August**2010, Mark Huff	4048	-	11.33		Y	Cleared
08/27/2010	J358	August 2010, Crystal Skriver	4049	-	92.65		Y	Cleared
08/27/2010	J359	August 2010, Brodart	4050	-	171.49		Y	Cleared
08/27/2010	J360	Aug - 2010, City of Brooks	4051	-	108.15		Y	Cleared
08/27/2010	J361	Aug 2010, Brooks Bulletin	4052	-	18.90		Y	Cleared
08/27/2010	J362	August 2010, Grand & Toy	4053	-	135.14		Y	Cleared
08/27/2010	J363	Aug 2010, Purolator	4054	-	53.54		Y	Cleared
08/27/2010	J364	Aug 2010, Shortgrass Librar...	4055	-	56,418.60		Y	Reversed
08/27/2010	J365	Aug 2010, Computing Excell...	4056	-	88.14		Y	Cleared
08/27/2010	J366	Aug--2010, Water Pure & Si...	4057	-	11.00		Y	Cleared
08/27/2010	J367	august 2010, Catherine Mun...	4058	-	19.95		Y	Cleared
08/27/2010	J368	Reversing J364. Correction i...	ADJ4055	56,418.60	-		Y	Adjustment
08/20/2010	J375	Fines	Deposit	422.31	-		Y	Cleared
08/20/2010	J376	Resident Cardholder	Deposit	355.00	-		Y	Cleared
08/20/2010	J377	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
08/20/2010	J378	RISE	Deposit	13,788.25	-		Y	Reversed
08/27/2010	J379	Fines	Deposit	319.37	-		Y	Cleared
08/27/2010	J380	Resident Cardholder	Deposit	460.00	-		Y	Cleared
08/27/2010	J381	Adopt-a-Magazine	Deposit	400.00	-		Y	Cleared
08/02/2010	J389	Destination Fee	Debit	-	5.00		Y	Cleared
08/20/2010	J390	Reversing J378. Correction i...	ADJDe...	-	13,788.25		Y	Adjustment
08/20/2010	J391	RISE	Deposit	13,788.28	-		Y	Cleared
				87,826.30	93,151.02			



**Brooks Public Library**  
**All Journal Entries 08/01/2010 to 08/31/2010**

		Account Number	Account Description	Debits	Credits
08/10/2010	J310	4019, August2010, Mark Huff			
		2100	GST Paid on Purchases	0.48	-
		5220	Publicity and Advertising	15.34	-
		1080	Cash In Bank	-	15.82
08/10/2010	J311	4020, August2010, Brooks and County Chronicle			
		2100	GST Paid on Purchases	3.90	-
		5220	Publicity and Advertising	78.00	-
		1080	Cash In Bank	-	81.90
08/10/2010	J312	4021, August 2010, David Gabert			
		5090	Program Expense	320.00	-
		1080	Cash In Bank	-	320.00
08/10/2010	J313	4022, August 2010, Brooks Home Hardware			
		2100	GST Paid on Purchases	1.05	-
		5070	Library Supplies	20.98	-
		1080	Cash In Bank	-	22.03
08/10/2010	J314	4023, August 2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
08/10/2010	J315	4024, August 2010, Computing Excellence			
		2100	GST Paid on Purchases	5.80	-
		5160	Copier & Computer Costs	115.92	-
		1080	Cash In Bank	-	121.72
08/10/2010	J316	4025, August 2010, Memory Lane Computers			
		2100	GST Paid on Purchases	19.80	-
		5160	Copier & Computer Costs	396.00	-
		1080	Cash In Bank	-	415.80
08/10/2010	J317	4026, August 2010, Water Pure & Simple			
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
08/10/2010	J318	4027, August 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	0.90	-
		5220	Publicity and Advertising	18.00	-
		1080	Cash In Bank	-	18.90
08/10/2010	J319	4028, August 2010, Purolator			
		5200	Freight and Postage	38.95	-
		1080	Cash In Bank	-	38.95
08/10/2010	J320	4029, August 2010, Royal Bank Visa			
		2100	GST Paid on Purchases	0.23	-
		5030	Books and Materials	180.51	-
		5080	Administration & Travel	4.67	-
		5090	Program Expense	100.00	-
		5220	Publicity and Advertising	85.60	-
		1080	Cash In Bank	-	371.01
08/06/2010	J323	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	235.50
		1080	Cash In Bank	235.50	-
08/06/2010	J324	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	255.00
		1080	Cash In Bank	255.00	-
08/13/2010	J325	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	563.99
		1080	Cash In Bank	563.99	-

**Brooks Public Library**  
**All Journal Entries 08/01/2010 to 08/31/2010**

	Account Number	Account Description	Debits	Credits
08/13/2010	J326	Deposit, Residnet Cardholder		
	4090	Resident Cardholder Fees	-	610.00
	1080	Cash In Bank	610.00	-
08/13/2010	J327	Deposit, Video Conferencing (from Bow Island)		
	5090	Program Expense	-	50.00
	1080	Cash In Bank	50.00	-
08/13/2010	J328	Deposit, Adopt-a-Magazine		
	4185	Adopt-a-magazine	-	100.00
	1080	Cash In Bank	100.00	-
08/25/2010	J337	4030, August 2010, Telus Communications		
	5140	Telephone and Fax Expense	262.48	-
	1080	Cash In Bank	-	262.48
08/27/2010	J340	4031, August - 2010, Jillian Clarke		
	5300	Wages	1,313.10	-
	1080	Cash In Bank	-	1,196.76
	2310	EI Payable	-	22.72
	2320	CPP Payable	-	50.56
	2330	Income Tax Payable	-	43.06
08/27/2010	J341	4032, August++2010, Mark Huff		
	5300	Wages	4,016.67	-
	1080	Cash In Bank	-	3,632.57
	2310	EI Payable	-	69.49
	2320	CPP Payable	-	185.24
	2330	Income Tax Payable	-	103.90
	2420	AUMA Extended Health	-	25.47
08/27/2010	J342	4033, August 2010, Bessie Jacowishen		
	5300	Wages	2,705.60	-
	1080	Cash In Bank	-	1,916.09
	2310	EI Payable	-	46.81
	2320	CPP Payable	-	120.06
	2330	Income Tax Payable	-	354.45
	2400	L.A.P.P.	-	218.02
	2420	AUMA Extended Health	-	50.17
08/27/2010	J343	4034, August - 2010, Cathryn Krochak		
	5300	Wages	2,002.20	-
	1080	Cash In Bank	-	1,509.15
	2310	EI Payable	-	34.64
	2320	CPP Payable	-	85.13
	2330	Income Tax Payable	-	189.80
	2400	L.A.P.P.	-	161.44
	2420	AUMA Extended Health	-	22.04
08/27/2010	J344	4035, August 2010, Maxine Meldrum		
	5300	Wages	2,652.20	-
	1080	Cash In Bank	-	1,928.13
	2310	EI Payable	-	45.88
	2320	CPP Payable	-	117.42
	2330	Income Tax Payable	-	341.99
	2400	L.A.P.P.	-	213.83
	2420	AUMA Extended Health	-	4.95
08/27/2010	J345	4036, August 2010, Bruce Schmidt		
	5300	Wages	675.38	-
	1080	Cash In Bank	-	644.71
	2310	EI Payable	-	11.68
	2320	CPP Payable	-	18.99
08/27/2010	J346	4037, August 2010, Tamara Van Horne		

**Brooks Public Library**  
**All Journal Entries 08/01/2010 to 08/31/2010**

		Account Number	Account Description	Debits	Credits
		5300	Wages	2,641.95	-
		1080	Cash In Bank	-	1,904.86
		2310	EI Payable	-	45.71
		2320	CPP Payable	-	116.84
		2330	Income Tax Payable	-	339.26
		2400	L.A.P.P.	-	212.86
		2420	AUMA Extended Health	-	22.42
08/27/2010	J347	4038, August - 2010, Crystal Skriver			
		5300	Wages	948.48	-
		1080	Cash In Bank	-	899.56
		2310	EI Payable	-	16.41
		2320	CPP Payable	-	32.51
08/27/2010	J348	4039, August 2010, Lucy Newnes			
		5300	Wages	426.82	-
		1080	Cash In Bank	-	412.75
		2310	EI Payable	-	7.38
		2320	CPP Payable	-	6.69
08/27/2010	J349	4040, August 2010, Marisa Bader			
		5300	Wages	527.90	-
		1080	Cash In Bank	-	507.08
		2310	EI Payable	-	9.13
		2320	CPP Payable	-	11.69
08/27/2010	J350	4041, August 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	309.85	-
		2320	CPP Payable	745.13	-
		2330	Income Tax Payable	1,372.46	-
		5310	EI Expense	433.78	-
		5320	CPP Expense	745.13	-
		1080	Cash In Bank	-	3,606.35
08/27/2010	J351	4042, August 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	806.15	-
		5350	L.A.P.P. Expense	906.17	-
		1080	Cash In Bank	-	1,712.32
08/27/2010	J352	4043, August 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	125.05	-
		5340	AUMA Extended Health	291.87	-
		1080	Cash In Bank	-	416.92
08/27/2010	J353	4044, August 2010, Ronnie Adams			
		5220	Publicity and Advertising	40.57	-
		1080	Cash In Bank	-	40.57
08/27/2010	J354	4045, Aug 2010, Maxine Meldrum			
		5130	Staff Training	64.20	-
		1080	Cash In Bank	-	64.20
08/27/2010	J355	4046, August-2010, Marisa Bader			
		2100	GST Paid on Purchases	2.50	-
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	52.50
08/27/2010	J356	4047, August--2010, Lucy Newnes			
		2100	GST Paid on Purchases	2.50	-
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	52.50
08/27/2010	J357	4048, August**2010, Mark Huff			
		5090	Program Expense	11.33	-
		1080	Cash In Bank	-	11.33

**Brooks Public Library**  
**All Journal Entries 08/01/2010 to 08/31/2010**

		Account Number	Account Description	Debits	Credits
08/27/2010	J358	4049, August 2010, Crystal Skriver			
		2100	GST Paid on Purchases	3.39	-
		5090	Program Expense	89.26	-
		1080	Cash In Bank	-	92.65
08/27/2010	J359	4050, August 2010, Brodart			
		2100	GST Paid on Purchases	8.17	-
		5070	Library Supplies	163.32	-
		1080	Cash In Bank	-	171.49
08/27/2010	J360	4051, Aug - 2010, City of Brooks			
		2100	GST Paid on Purchases	5.15	-
		5220	Publicity and Advertising	103.00	-
		1080	Cash In Bank	-	108.15
08/27/2010	J361	4052, Aug 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	0.90	-
		5220	Publicity and Advertising	18.00	-
		1080	Cash In Bank	-	18.90
08/27/2010	J362	4053, August 2010, Grand & Toy			
		2100	GST Paid on Purchases	6.44	-
		5080	Administration & Travel	128.70	-
		1080	Cash In Bank	-	135.14
08/27/2010	J363	4054, Aug 2010, Purolator			
		5200	Freight and Postage	53.54	-
		1080	Cash In Bank	-	53.54
08/27/2010	J365	4056, Aug 2010, Computing Excellence			
		2100	GST Paid on Purchases	4.20	-
		5160	Copier & Computer Costs	83.94	-
		1080	Cash In Bank	-	88.14
08/27/2010	J366	4057, Aug--2010, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
08/27/2010	J367	4058, august 2010, Catherine Munn Smith			
		5030	Books and Materials	19.95	-
		1080	Cash In Bank	-	19.95
08/20/2010	J375	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	422.31
		1080	Cash In Bank	422.31	-
08/20/2010	J376	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	355.00
		1080	Cash In Bank	355.00	-
08/20/2010	J377	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
08/27/2010	J379	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	319.37
		1080	Cash In Bank	319.37	-
08/27/2010	J380	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	460.00
		1080	Cash In Bank	460.00	-
08/27/2010	J381	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	400.00
		1080	Cash In Bank	400.00	-

**Brooks Public Library**  
**All Journal Entries 08/01/2010 to 08/31/2010**

		Account Number	Account Description	Debits	Credits
08/02/2010	J389	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
08/20/2010	J391	Deposit, RISE			
		4065	RISE Grant Funding	-	13,788.28
		1080	Cash In Bank	13,788.28	-
				<u>43,922.26</u>	<u>43,922.26</u>

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD  
OCTOBER 28, 2010  
HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Tilly Gamble-Altwasser (Vice Chair), Elsie Strach, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Karen Bonora, Gloria Evans, Cathleen Patterson, Karen Nelson, Joyce Aasen

REGRETS: Dino Champlone

GUEST: Stewart Luchies, City of Brooks Facilities Manager.

**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 6:37 P.M.
2. Approval of Agenda: **Karen N./Karen B . moved the approval of the Agenda. Carried.**
3. Welcome Stewart Luchies, City of Brooks Facilities Manager. Tilly welcomed Mr. Luchies.
4. Roof Update: Mr. Luchies advised that the trusses are up. They are probably behind schedule as there were problems getting the trusses on time and now the cold weather is slowing work down. The hunter green metal roofing will be installed next week and all mechanical should be hooked up by the end of the week. Snow slides will be installed and metal clad over the stucco will be added, likely in the spring. The children's section will be checked again, after the roof is completed.

Windows: It is hoped that the windows in the children's section will be replaced, and he is working on replacing all windows eventually.

Mr Luchies will refer the tree trimming to the Parks division, and lighting will be checked for both the parking lot and for the sign.

5. Consent Agenda: **Moved by Gloria/Elsie the following items in the Consent Agenda. Carried.**
  - a) September 2010 Board Meeting Minutes
  - b) October 2010 Finance Committee Meeting Minutes
  - c) September 2010 Receipts and Expenditures
  - d) October Librarian's Report

6. Correspondence:
  - a) Shortgrass Library System – Memorandum.
  - b) Shortgrass Library System – Plan of Service 2011-2013.
  - c) Shortgrass Library System – June 16, 2010 Board Meeting Minutes
  - d) Shortgrass Clippings July-September 2010
  - e) RISE Review October 2010
  - f) Levar Payne, MP – Correspondence
  - g) Hector Goudreau, Alberta Municipal Affairs – Correspondence
  
7. Business arising from the September 2010 Board meeting minutes.
  - a) Head Librarian Transition: Shannon reported that she is now working a minimum of half-time and has completed, among other things: the budget, staff reviews, and ordered supplies.
  - b) Kathy Ramer Presentation; Shannon contacted Kathy, but to date no correspondence has been received from Ms. Ramer.
  
8. New Business:
  - a) Patron Ban. Warren Chugg has sent correspondence to both Mark and Shannon regarding his lifetime ban from the library and wants to meet with the Board. The Board directs no further contact/correspondence with Mr. Chugg. Shannon will contact the City with our concerns (re: lighting in the parking lot given this situation) and staff should be advised how to respond to phone calls from him, and should also record time and date of the calls.
  - b) 2009 Annual Report Error Three errors were found, they were:
    - Number of patron cards
    - Number in the collection.
    - Number of items circulated
 Shannon has made the corrections with the government and will write a letter to the shareholders making the corrections.
  - c) HR needs a volunteer: Karen Bonora volunteered to join Karen Nelson and Cathleen Patterson on this committee.
  - d) Policy Committee: Tabled until January.
  - e) Trustee Workshop: November 6, 2010
  - f) Holiday Hours for Library: **Moved by Elsie/Gloria the Library closes ½ days December 24th and 31<sup>st</sup> and December 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> and also January 1st and 2nd. Carried.**
  - g) Staff Recognition – Tamara Van Horne and Shannon Vossepoel have been employed at the library for 5 years. Shannon will look after a gift for Tamara to be presented at the annual Christmas party.
  - h) Southern Alberta Library Conference March 4<sup>th</sup> and 5<sup>th</sup> 2011. Shannon will forward information to all board members.
  
9. 2010 Budget: After some discussion it was decided to table this item until the November meeting.
  
10. Adjournment: Karen N. moved we adjourn at 8:30 P.M.

11. Next Board Meeting : 6:30 November 25, 2010



Board Chair



Librarian

Date: Dec 5/2010



**Brooks Library Board  
Finance Standing Committee Meeting  
12:00pm, October 21, 2010**

Present: Elsie Strach, Shannon Vossepoel  
Regrets: Dino Champlone

- 1) Meeting was called to order at 12:00pm.
- 2) Receipts and Expenditures for the month of September 2010 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for September**

- City of Brooks Annual Funding: final quarterly installment for 2010 received.
- City of Brooks Miscellaneous: reimbursement for audit expenses.
- Non-Resident Fees: Now exceeding projected budget.
- Adopt-a-Magazine: Ten magazines adopted so far.

**Expenditures for September:**

- SLS Expense (Materials Allotment): second half of 2010 allotment paid out.
- Library Supplies: barcodes, cleaning supplies.
- Administration and Travel: pizza and snacks for staff preparing float, reimbursement for food expenses for Mark Huff for Book Buy.
- Program Expense: Snacks for Wii Game Day.
- Copier and Computer Costs: new hard drive for public access computer, ink for staff printers, copier fees from May 31/2010 to September 2/2010.
- Freight and Postage: Stamps.
- Professional Memberships: Payment for ARMA membership for Mark Huff.

**Discussion Points:**

- 2011 Budget.

- 3) Meeting was adjourned at 12:30pm.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Head Librarian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Finance Meeting Notes: September 2010**

### **Receipts for September**

- City of Brooks Annual Funding: final quarterly installment for 2010 received.
- City of Brooks Miscellaneous: reimbursement for audit expenses.
- Non-Resident Fees: Now exceeding projected budget.
- Adopt-a-Magazine: Ten magazines adopted so far.

### **Expenditures for September:**

- SLS Expense (Materials Allotment): second half of 2010 allotment paid out.
- Library Supplies: barcodes, cleaning supplies.
- Administration and Travel: pizza and snacks for staff preparing float, reimbursement for food expenses for Mark Huff for Book Buy.
- Program Expense: Snacks for Wii Game Day.
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- Freight and Postage: Stamps.
- Professional Memberships: Payment for ARMA membership for Mark Huff.

### **Discussion Points:**

- 2011 Budget.

**Brooks Library Board**  
**September 2010 Receipts and Expenditures**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00	46,026.25	184,105.00
City of Brooks Miscellaneous	9,100.00	4,830.00	7,288.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		13,788.28
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	1,410.00	16,231.00
Interest Income	0.00		
Miscellaneous	200.00		160.00
Fines, books and services	19,000.00	1,014.25	12,929.58
Non-resident Cardholder Fees	700.00	60.00	780.00
Donations	3,000.00		3,312.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00	1,000.00	1,000.00
GST Recovery	1,000.00		1,128.53
<b>Total Revenue</b>	<b>426,115.07</b>	<b>54,340.50</b>	<b>381,094.97</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00	28,180.50	56,361.00
SLS Expense (eBook Binding)	7,000.00		4,692.80
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		566.64
Books & Materials (Donations)	0.00		210.41
Furnishings and Equipment	8,500.00		3,057.99
Payroll Expense	900.00	60.00	485.00
Library Supplies	9,500.00	145.32	3,533.10
Administration & Travel	8,375.00	82.89	1,855.48
Program Expense	5,000.00	19.57	1,892.23
Repair & Maintenance	4,200.00		85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00		2,469.78
Telephone & Fax Expense	3,500.00	263.23	2,327.75
Copier & Computer Costs	2,500.07	421.02	2,435.35
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	114.00	813.38
Professional Memberships	600.00	295.00	689.75
Publicity and Advertising	3,500.00		1,042.76
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	5.00	143.72
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	18,371.79	164,855.67
EI Expense	5,700.00	444.94	3,992.77
CPP Expense	9,900.00	782.43	6,944.64
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	291.87	2,462.97
LAPP Expense	12,000.00	903.63	8,396.53
<b>Total Expenses</b>	<b>\$426,115.07</b>	<b>50,381.19</b>	<b>277,686.17</b>

**Brooks Public Library**  
**Balance Sheet As at 09/30/2010**

**ASSET**

**CURRENT ASSETS**

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	125,220.45
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

**TOTAL CURRENT ASSETS** 213,615.61

**TOTAL ASSET** 213,615.61

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,262.45
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

**TOTAL CURRENT LIABILITIES** 1,470.77

**TOTAL LIABILITY** 1,470.77

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	63,408.80

**CURRENT EARNINGS** 212,144.84

**TOTAL EQUITY** 212,144.84

**LIABILITIES AND EQUITY** 213,615.61

**Brooks Public Library**  
**Balance Sheet As at 09/01/2010**

**ASSET****CURRENT ASSETS**

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	121,299.43
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>209,694.59</u>

<b>TOTAL ASSET</b>	<u><u>209,694.59</u></u>
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**LIABILITY****CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,224.16
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,509.06</u>

<b>TOTAL LIABILITY</b>	<u>1,509.06</u>
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**EQUITY****EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	59,449.49
<b>CURRENT EARNINGS</b>	<u>208,185.53</u>

<b>TOTAL EQUITY</b>	<u>208,185.53</u>
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<b>LIABILITIES AND EQUITY</b>	<u><u>209,694.59</u></u>
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# Brooks Public Library

## Income Statement 09/01/2010 to 09/30/2010

### REVENUE

#### REVENUE

Town of Brooks	46,026.25
City of Brooks Misc	4,830.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,410.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,014.25
Non-resident Cardholder Fees	60.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	1,000.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<b>54,340.50</b>
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<b>TOTAL REVENUE</b>	<b>54,340.50</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	28,180.50
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	60.00
Library Supplies	145.32
Administration & Travel	82.89
Recruitment Expense	0.00
Program Expense	19.57
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	263.23
Copier & Computer Costs	421.02
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	114.00
Professional Memberships	295.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	18,371.79
Wage Reimbursement	0.00
EI Expense	444.94
CPP Expense	782.43
WCB Expense	0.00
AUMA Extended Health	291.87
L.A.P.P. Expense	903.63
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>50,381.19</b>
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**Brooks Public Library**  
**Income Statement 09/01/2010 to 09/30/2010**

TOTAL EXPENSE	<u>50,381.19</u>
NET INCOME	<u><u>3,959.31</u></u>



# Brooks Public Library

## Income Statement 01/01/2010 to 09/30/2010

### REVENUE

#### REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,288.90
HRDC - Summer Student	0.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	28,231.80
Grant Funding	10,367.03
Resident Cardholder Fees	16,231.00
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	12,929.58
Non-resident Cardholder Fees	780.00
Charitable Receipt Donations	2,812.50
Fundraisers	724.53
Adopt-a-magazine	1,500.00
Medieval Faire	0.00
GST Recovery	1,128.53

<b>TOTAL REVENUE</b>	<b>341,094.97</b>
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<b>TOTAL REVENUE</b>	<b>341,094.97</b>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	56,361.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	5,259.44
Books and Materials	210.41
New Library Furnishings	628.99
Library Equipment	2,429.00
Payroll Expense	485.00
Library Supplies	3,533.10
Administration & Travel	1,855.48
Recruitment Expense	0.00
Program Expense	1,892.23
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,469.78
Telephone and Fax Expense	2,327.75
Copier & Computer Costs	2,435.35
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	813.38
Professional Memberships	689.75
Publicity and Advertising	1,042.76
Audit and Insurance	6,662.00
Bank Charges	143.72
Miscellaneous	330.00
Wages	164,855.67
Wage Reimbursement	0.00
EI Expense	3,992.77
CPP Expense	6,944.64
WCB Expense	790.45
AUMA Extended Health	2,462.97
L.A.P.P. Expense	8,396.53
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<b>277,686.17</b>
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**Brooks Public Library**  
**Income Statement 01/01/2010 to 09/30/2010**

TOTAL EXPENSE	<u>277,686.17</u>
NET INCOME	<u><u>63,408.80</u></u>

## Brooks Public Library

## Reconciliation Transactions Detail Report 09/01/2010 to 09/30/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
09/09/2010	J369	September 2010, Shortgrass...	4059	-	28,238.10		Y	Cleared
09/14/2010	J370	September 2010, Memory La...	4060	-	82.95		Y	Cleared
09/14/2010	J371	September 2010, Computing...	4061	-	86.06		Y	Cleared
09/14/2010	J372	September 2010, Brooks Co...	4062	-	63.00		Y	Cleared
09/14/2010	J373	September 2010, Xerox Can...	4063	-	273.06		Y	Cleared
09/14/2010	J374	September 2010, Brooks Ho...	4064	-	92.11		Y	Cleared
09/03/2010	J382	Resident Cardholder	Deposit	425.00	-		Y	Cleared
09/03/2010	J383	Fines	Deposit	243.43	-		Y	Cleared
09/03/2010	J384	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/10/2010	J385	Fines	Deposit	262.99	-		Y	Cleared
09/10/2010	J386	Residnet Cardholder	Deposit	270.00	-		Y	Cleared
09/10/2010	J387	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/10/2010	J388	City of Brooks	Deposit	46,026.25	-		Y	Cleared
09/23/2010	J392	September 2010, Telus Com...	4065	-	263.23		Y	Cleared
09/23/2010	J393	September 2010, RBC Royal...	4066	-	169.76		Y	Cleared
09/24/2010	J394	Sept 2010, Mark Huff	4067	-	351.55		Y	Cleared
09/27/2010	J395	September 2010, Maxine Me...	4068	-	1,939.13		Y	Cleared
09/27/2010	J396	September 2010, Bessie Jac...	4069	-	1,949.11		Y	Cleared
09/27/2010	J397	September 2010, Bruce Sch...	4070	-	450.05		Y	Cleared
09/27/2010	J398	September 2010, Tamara Va...	4071	-	1,694.20		Y	Cleared
09/27/2010	J399	September 2010, Cathryn Kr...	4072	-	1,657.74		Y	Cleared
09/27/2010	J400	September 2010, Jillian Clarke	4073	-	1,187.04		Y	Cleared
09/27/2010	J401	September 2010, Mark Huff	4074	-	4,752.31		Y	Cleared
09/27/2010	J402	September 2010, Lucy Newn...	4075	-	360.34		Y	Cleared
09/27/2010	J403	September 2010, Marisa Ba...	4076	-	412.75		Y	Cleared
09/27/2010	J404	September 2010, Canada C...	4077	-	4,267.55		Y	Cleared
09/27/2010	J405	September 2010, Local Auth...	4078	-	416.92		Y	Reversed
09/27/2010	J406	Reversing J405. Correction i...	ADJ4078	416.92	-		Y	Adjustment
09/27/2010	J407	September 2010, AMSC Ins...	4079	-	416.92		Y	Cleared
09/27/2010	J408	September - 2010, Local Aut...	4080	-	1,707.52		Y	Cleared
09/17/2010	J423	Fines	Deposit	236.32	-		Y	Cleared
09/17/2010	J424	Resident Cardholder	Deposit	350.00	-		Y	Cleared
09/17/2010	J425	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
09/17/2010	J426	Adopt-a-Magazine	Deposit	300.00	-		Y	Cleared
09/24/2010	J427	Fines	Deposit	271.51	-		Y	Cleared
09/24/2010	J428	Resident Cardholder	Deposit	365.00	-		Y	Cleared
09/24/2010	J429	City of Brooks	Deposit	4,830.00	-		Y	Cleared
09/24/2010	J430	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
09/30/2010	J440	Destination Fee	Debit	-	5.00		Y	Cleared
				54,757.42	50,836.40			

**Brooks Public Library**  
**All Journal Entries 09/01/2010 to 09/30/2010**

		Account Number	Account Description	Debits	Credits
09/09/2010	J369	4059, September 2010,	Shortgrass Library System		
		5020	SLS Expense (Materials)	28,180.50	-
		5070	Library Supplies	57.60	-
		1080	Cash In Bank	-	28,238.10
09/14/2010	J370	4060, September 2010,	Memory Lane Computers		
		2100	GST Paid on Purchases	3.95	-
		5160	Copier & Computer Costs	79.00	-
		1080	Cash In Bank	-	82.95
09/14/2010	J371	4061, September 2010,	Computing Excellence		
		2100	GST Paid on Purchases	4.10	-
		5160	Copier & Computer Costs	81.96	-
		1080	Cash In Bank	-	86.06
09/14/2010	J372	4062, September 2010,	Brooks Computer Services Ltd.		
		2100	GST Paid on Purchases	3.00	-
		5060	Payroll Expense	60.00	-
		1080	Cash In Bank	-	63.00
09/14/2010	J373	4063, September 2010,	Xerox Canada Ltd.		
		2100	GST Paid on Purchases	13.00	-
		5160	Copier & Computer Costs	260.06	-
		1080	Cash In Bank	-	273.06
09/14/2010	J374	4064, September 2010,	Brooks Home Hardware		
		2100	GST Paid on Purchases	4.39	-
		5070	Library Supplies	87.72	-
		1080	Cash In Bank	-	92.11
09/03/2010	J382	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	425.00
		1080	Cash In Bank	425.00	-
09/03/2010	J383	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	243.43
		1080	Cash In Bank	243.43	-
09/03/2010	J384	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/10/2010	J385	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	262.99
		1080	Cash In Bank	262.99	-
09/10/2010	J386	Deposit, Residnet Cardholder			
		4090	Resident Cardholder Fees	-	270.00
		1080	Cash In Bank	270.00	-
09/10/2010	J387	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/10/2010	J388	Deposit, City of Brooks			
		4020	Town of Brooks	-	46,026.25
		1080	Cash In Bank	46,026.25	-
09/23/2010	J392	4065, September 2010,	Telus Communications		
		5140	Telephone and Fax Expense	263.23	-
		1080	Cash In Bank	-	263.23
09/23/2010	J393	4066, September 2010,	RBC Royal Bank VISA		
		2100	GST Paid on Purchases	7.15	-
		5080	Administration & Travel	29.04	-
		5090	Program Expense	19.57	-

**Brooks Public Library**  
**All Journal Entries 09/01/2010 to 09/30/2010**

		Account Number	Account Description	Debits	Credits
		5200	Freight and Postage	114.00	-
		1080	Cash In Bank	-	169.76
09/24/2010	J394	4067, Sept 2010, Mark Huff			
		2100	GST Paid on Purchases	2.70	-
		5080	Administration & Travel	53.85	-
		5210	Professional Memberships	295.00	-
		1080	Cash In Bank	-	351.55
09/27/2010	J395	4068, September 2010, Maxine Meldrum			
		5300	Wages	2,670.00	-
		1080	Cash In Bank	-	1,939.13
		2310	EI Payable	-	46.19
		2320	CPP Payable	-	118.30
		2330	Income Tax Payable	-	346.15
		2400	L.A.P.P.	-	215.28
		2420	AUMA Extended Health	-	4.95
09/27/2010	J396	4069, September 2010, Bessie Jacowishen			
		5300	Wages	2,759.00	-
		1080	Cash In Bank	-	1,949.11
		2310	EI Payable	-	47.73
		2320	CPP Payable	-	122.71
		2330	Income Tax Payable	-	366.91
		2400	L.A.P.P.	-	222.37
		2420	AUMA Extended Health	-	50.17
09/27/2010	J397	4070, September 2010, Bruce Schmidt			
		5300	Wages	466.80	-
		1080	Cash In Bank	-	450.05
		2310	EI Payable	-	8.08
		2320	CPP Payable	-	8.67
09/27/2010	J398	4071, September 2010, Tamara Van Horne			
		5300	Wages	2,302.05	-
		1080	Cash In Bank	-	1,694.20
		2310	EI Payable	-	39.83
		2320	CPP Payable	-	100.02
		2330	Income Tax Payable	-	259.96
		2400	L.A.P.P.	-	185.62
		2420	AUMA Extended Health	-	22.42
09/27/2010	J399	4072, September 2010, Cathryn Krochak			
		5300	Wages	2,241.90	-
		1080	Cash In Bank	-	1,657.74
		2310	EI Payable	-	38.78
		2320	CPP Payable	-	96.99
		2330	Income Tax Payable	-	245.73
		2400	L.A.P.P.	-	180.62
		2420	AUMA Extended Health	-	22.04
09/27/2010	J400	4073, September 2010, Jillian Clarke			
		5300	Wages	1,300.83	-
		1080	Cash In Bank	-	1,187.04
		2310	EI Payable	-	22.50
		2320	CPP Payable	-	49.95
		2330	Income Tax Payable	-	41.34
09/27/2010	J401	4074, September 2010, Mark Huff			
		5300	Wages	5,833.73	-
		1080	Cash In Bank	-	4,752.31
		2310	EI Payable	-	100.92
		2320	CPP Payable	-	275.19
		2330	Income Tax Payable	-	679.84
		2420	AUMA Extended Health	-	25.47

**Brooks Public Library**  
**All Journal Entries 09/01/2010 to 09/30/2010**

		Account Number	Account Description	Debits	Credits
09/27/2010	J402	4075, September 2010,	Lucy Newnes		
		5300	Wages	370.66	-
		1080	Cash In Bank	-	360.34
		2310	EI Payable	-	6.41
		2320	CPP Payable	-	3.91
09/27/2010	J403	4076, September 2010,	Marisa Bader		
		5300	Wages	426.82	-
		1080	Cash In Bank	-	412.75
		2310	EI Payable	-	7.38
		2320	CPP Payable	-	6.69
09/27/2010	J404	4077, September 2010,	Canada Customs and Revenue Agency		
		2310	EI Payable	317.82	-
		2320	CPP Payable	782.43	-
		2330	Income Tax Payable	1,939.93	-
		5310	EI Expense	444.94	-
		5320	CPP Expense	782.43	-
		1080	Cash In Bank	-	4,267.55
09/27/2010	J407	4079, September 2010,	AMSC Insurance Services Limited		
		2420	AUMA Extended Health	125.05	-
		5340	AUMA Extended Health	291.87	-
		1080	Cash In Bank	-	416.92
09/27/2010	J408	4080, September - 2010,	Local Authorities Pension Plan		
		2400	L.A.P.P.	803.89	-
		5350	L.A.P.P. Expense	903.63	-
		1080	Cash In Bank	-	1,707.52
09/17/2010	J423	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	236.32
		1080	Cash In Bank	236.32	-
09/17/2010	J424	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	350.00
		1080	Cash In Bank	350.00	-
09/17/2010	J425	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
09/17/2010	J426	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	300.00
		1080	Cash In Bank	300.00	-
09/24/2010	J427	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	271.51
		1080	Cash In Bank	271.51	-
09/24/2010	J428	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	365.00
		1080	Cash In Bank	365.00	-
09/24/2010	J429	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	4,830.00
		1080	Cash In Bank	4,830.00	-
09/24/2010	J430	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
09/30/2010	J440	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00

**Brooks Public Library**  
**All Journal Entries 09/01/2010 to 09/30/2010**

<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
		108,729.10	108,729.10

**MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD**  
**November 25, 2010**  
**HELD IN BROOKS PUBLIC LIBRARY**

PRESENT: Dino Champlone, (Chair) Tilly Gamble-Altwasser (Vice Chair), Elsie Strach, Shannon Vossepoel (Head Librarian), Karen Bonora, Gloria Evans, Karen Nelson, Joyce Aasen

REGRETS: Kimberley Sharkey, 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 by Dino called the meeting to order at 6:31 P.M.
2. Approval of Agenda: **Gloria/Karen B. moved the approval of the Agenda as amended. Carried.**
3. Consent Agenda: **Moved by Karen N /Tilly the following items in the Consent Agenda. Carried.**
  - a) October 2010 Board Meeting Minutes
  - b) November Finance Committee Meeting Minutes:**Moved by Tilly/Gloria the November Finance Committee Meeting Minutes be approved as amended. Carried**
  - c) October 2010 Receipts and Expenditures
  - d) November Librarian's Report
4. Correspondence:
  - a) Shortgrass Library System – Announcement of new CEO. Petra Mauerhoof has been appointed the new Shortgrass Library System CEO.
  - b) Shortgrass Library System – RISE Review
  - c) Shortgrass Library System –Congratulation on Minister's Award. A letter of congratulations has been received from Kathy Herman, Chair of the Shortgrass Library Board
  - d) City of Brooks – Kim Sharkey Appointment
  - e) City of Brooks – Karen Bonora Appointment
5. Business arising from the October 2010 Board meeting minutes.
  - a) Staff Recognition – Tamara Van Horne and Shannon Vossepoel.  
Dino and Shannon will look after gifts to be presented at the January Staff/Board party.



- b) Southern Alberta Library Conference  
Shannon, Tamara, Karen N. and Karen B. will be attending.

6. New Business:

- a) Staff and Board Holiday Party – January 24, 2011 at 6:00 p.m.
- b) CAP grant: Shannon advised the CAP grant of \$1,330.00 will be used to purchase two new hard drives for computers used by the public..
- c) RISE grant ending: The RISE grant for 2011 will be cut in half, (approximately \$14, 000,00).
- d) Biblicommons coming December 15, 2010. This new service is for the Patron Catalog and will include patron interactive reviews and book lists.
- e) Tell Me More/Auralog funding cuts from APLEN. The funding for this program ends in March 2011. Shortgrass is looking at funding for this program or to replace it with the Mango language learning software program.

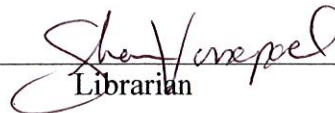
- 7. 2011 Budget: After some discussing **Karen N/Karen B. moved the approval of the Draft budget as amended. Carried**

- 8. Adjournment:**Gloria moved to Adjourn at 7:21 pm. Carried.**

- 9. Next board Meeting 6:30 pm January 27, 2011



Board Chair



Librarian

Date: Jan 29/2011

**Brooks Library Board  
Finance Standing Committee Meeting  
2:00pm, November 24, 2010**

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 2:00pm.
- 2) Receipts and Expenditures for the month of October 2010 were discussed in detail and reviewed by the Committee. Items of Note:

**Receipts for October**

- City of Brooks Miscellaneous: reimbursement for security expenses.
- HRDC Summer Student: Grant money reimbursing portion of summer student wages received.
- Adopt-a-Magazine: Seventeen magazines adopted so far.

**Expenditures for October:**

- DYNIX and Telecom: 2010 fees paid out.
- Books and Materials: Items purchased at Chapters during annual Book Buy. To be reimbursed by Shortgrass out of materials allotment.
- Library Supplies: letterhead stationery and envelopes.
- Administration and Travel: travel expenses for Bessie and Maxine to attend Shortgrass CEO farewell (mileage), water for office cooler, nametags for new employees, travel expenses for Cathryn for Book Buy (mileage, food, cell charges to library), travel expenses for Bessie for Book Buy (food)
- Program Expense: restocking craft supplies for 2011, exhibition fees for Art Gallery (December and January), snacks for Wii Game Day.
- Repair and Maintenance: service contract renewal for microfilm machine.
- Staff Training: registration for NEXT conference for Mark Huff.
- Copier and Computer Costs: Ink for staff printers.
- Security Monitoring: First installment of annual security fee.
- Computer Maintenance Contracts: Norton Antivirus 2011 purchased for all library computers.
- Professional Memberships: Payment for CLA membership for Shannon Vossepoel.
- Bank Charges: Fee on VISA card for exceeding limit at Book Buy.

**Discussion Points:**

- County of Newell Library Funding not yet received
- GIC accounts up for renewal – determined to reinvest for another 2 year period.
- 2011 Budget.

- 3) Meeting was adjourned at <sup>2:45</sup>~~2:30~~pm.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Head Librarian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Finance Meeting Notes: October 2010**

### **Receipts for October**

- City of Brooks Miscellaneous: reimbursement for security expenses.
- HRDC Summer Student: Grant money reimbursing portion of summer student wages received.
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### **Expenditures for October:**

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- Bank Charges: Fee on VISA card for exceeding limit at Book Buy.

### **Discussion Points:**

- County of Newell funding not yet received.
- GIC accounts up for renewal.
- 2011 Budget.

**Brooks Library Board**  
**October 2010 Receipts and Expenditures**

<b>Receipts</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Total to Date</b>
City of Brooks Annual Funding	184,105.00		184,105.00
City of Brooks Miscellaneous	9,100.00	315.00	7,603.90
HRDC – Summer Student	2,000.00	2,156.00	2,156.00
Province of Alberta	73,337.00		74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		13,788.28
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	1,734.40	17,965.40
Interest Income	0.00		
Miscellaneous	200.00		160.00
Fines, books and services	19,000.00	1,938.71	14,868.29
Non-resident Cardholder Fees	700.00	220.00	1,000.00
Donations	3,000.00	-500.00*	2,812.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00	700.00*	1,700.00
GST Recovery	1,000.00		1,128.53
<b>Total Revenue</b>	<b>426,115.07</b>	<b>6,564.11</b>	<b>387,659.08</b>
<b>Expenditures</b>			
SLS Expense (Materials Allot.)	56,371.00		56,361.00
SLS Expense (eBook Binding)	7,000.00		4,692.80
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00	2,077.11	2,643.75
Books & Materials (Donations)	0.00	4,480.73	4,691.14
Furnishings and Equipment	8,500.00		3,057.99
Payroll Expense	900.00	55.00	540.00
Library Supplies	9,500.00	640.00	4,173.10
Administration & Travel	8,375.00	267.68	2,123.16
Program Expense	5,000.00	557.77	2,450.00
Repair & Maintenance	4,200.00	1,851.00	1,936.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	225.75	2,695.53
Telephone & Fax Expense	3,500.00	250.84	2,578.59
Copier & Computer Costs	2,500.07	352.72	2,788.07
Security Monitoring	600.00	300.00	300.00
Computer Main. Contracts	1,534.00	396.00	396.00

GST Expense	0.00		
Freight & Postage	2,000.00		813.38
Professional Memberships	600.00	200.00	889.75
Publicity and Advertising	3,500.00		1,042.76
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	25.00	168.72
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	17,099.88	181,955.55
EI Expense	5,700.00	414.16	4,406.93
CPP Expense	9,900.00	718.61	7,663.25
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	172.97	2,635.94
LAPP Expense	12,000.00	1,282.32	9,678.85
<b>Total Expenses</b>	<b>\$426,115.07</b>	<b>31,367.54</b>	<b>309,053.71</b>

\*\$500.00 was entered into the August receipts and expenditures as a donation. This was an error. Those funds should have been entered as Adopt-A-Magazine. It was entered correctly in Simply Accounting and has now been corrected here.

**Brooks Public Library**  
**Balance Sheet As at 10/31/2010**

**ASSET**

**CURRENT ASSETS**

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	100,003.67
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>188,398.83</u>

**TOTAL ASSET** 188,398.83

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,701.27
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-40.69
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,057.42</u>

**TOTAL LIABILITY** 1,057.42

**EQUITY**

**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	38,605.37
<b>CURRENT EARNINGS</b>	<u>187,341.41</u>

**TOTAL EQUITY** 187,341.41

**LIABILITIES AND EQUITY** 188,398.83

# Brooks Public Library

## Balance Sheet As at 10/01/2010

### ASSET

#### CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	128,115.34
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00
<b>TOTAL CURRENT ASSETS</b>	<u>216,510.50</u>

**TOTAL ASSET** 216,510.50

### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,262.45
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,470.77</u>

**TOTAL LIABILITY** 1,470.77

### EQUITY

#### EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	66,303.69
<b>CURRENT EARNINGS</b>	<u>215,039.73</u>

**TOTAL EQUITY** 215,039.73

**LIABILITIES AND EQUITY** 216,510.50

# Brooks Public Library

## Income Statement 10/01/2010 to 10/31/2010

### REVENUE

#### REVENUE

Town of Brooks	0.00
City of Brooks Misc	315.00
HRDC - Summer Student	2,156.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	1,734.40
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,938.71
Non-resident Cardholder Fees	220.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	200.00
Medieval Faire	0.00
GST Recovery	0.00

<b>TOTAL REVENUE</b>	<u>6,564.11</u>
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<b>TOTAL REVENUE</b>	<u>6,564.11</u>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	2,077.11
Books and Materials	4,480.73
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	640.00
Administration & Travel	267.68
Recruitment Expense	0.00
Program Expense	557.77
Medieval Faire	0.00
Repair & Maintenance	1,851.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	225.75
Telephone and Fax Expense	250.84
Copier & Computer Costs	352.72
Security Monitoring	300.00
Computer Main. Contracts	396.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	200.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	25.00
Miscellaneous	0.00
Wages	17,099.88
Wage Reimbursement	0.00
EI Expense	414.16
CPP Expense	718.61
WCB Expense	0.00
AUMA Extended Health	172.97
L.A.P.P. Expense	1,282.32
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<u>31,367.54</u>
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**Brooks Public Library**  
**Income Statement 10/01/2010 to 10/31/2010**

TOTAL EXPENSE	<u>31,367.54</u>
NET INCOME	<u><u>-24,803.43</u></u>

# Brooks Public Library

## Income Statement 01/01/2010 to 10/31/2010

### REVENUE

#### REVENUE

Town of Brooks	184,105.00
City of Brooks Misc	7,603.90
HRDC - Summer Student	2,156.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	28,231.80
Grant Funding	10,367.03
Resident Cardholder Fees	17,965.40
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	14,868.29
Non-resident Cardholder Fees	1,000.00
Charitable Receipt Donations	2,812.50
Fundraisers	724.53
Adopt-a-magazine	1,700.00
Medieval Faire	0.00
GST Recovery	1,128.53

<b>TOTAL REVENUE</b>	<u>347,659.08</u>
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<b>TOTAL REVENUE</b>	<u>347,659.08</u>
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### EXPENSE

#### EXPENSES

SLS Expense (Materials)	56,361.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	7,336.55
Books and Materials	4,691.14
New Library Furnishings	628.99
Library Equipment	2,429.00
Payroll Expense	540.00
Library Supplies	4,173.10
Administration & Travel	2,123.16
Recruitment Expense	0.00
Program Expense	2,450.00
Medieval Faire	0.00
Repair & Maintenance	1,936.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,695.53
Telephone and Fax Expense	2,578.59
Copier & Computer Costs	2,788.07
Security Monitoring	300.00
Computer Main. Contracts	396.00
GST Expense	0.00
Freight and Postage	813.38
Professional Memberships	889.75
Publicity and Advertising	1,042.76
Audit and Insurance	6,662.00
Bank Charges	168.72
Miscellaneous	330.00
Wages	181,955.55
Wage Reimbursement	0.00
EI Expense	4,406.93
CPP Expense	7,663.25
WCB Expense	790.45
AUMA Extended Health	2,635.94
L.A.P.P. Expense	9,678.85
AB Health Expense	0.00

<b>TOTAL EXPENSES</b>	<u>309,053.71</u>
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**Brooks Public Library**  
**Income Statement 01/01/2010 to 10/31/2010**

TOTAL EXPENSE	<u>309,053.71</u>
NET INCOME	<u><u>38,605.37</u></u>

## Brooks Public Library

## Reconciliation Transactions Detail Report 10/01/2010 to 10/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
10/08/2010	J409	October2010, Maxine Meldrum	4081	-	66.00		N	Outstanding
10/08/2010	J410	October 2010, Water Pure & ...	4082	-	5.50		Y	Cleared
10/08/2010	J411	October 2010, Brooks Comp...	4083	-	57.75		Y	Cleared
10/08/2010	J412	October 2010, Computing E...	4084	-	102.83		Y	Cleared
10/08/2010	J413	October 2010, Shortgrass Li...	4085	-	2,077.11		Y	Cleared
10/08/2010	J414	October 2010, Maxine Meldr...	4086	-	14.70		N	Outstanding
10/08/2010	J415	October 2010, Tamara Van ...	4087	-	12.79		N	Outstanding
10/08/2010	J416	October 2010, Bessie Jacow...	4088	-	20.53		Y	Reversed
10/08/2010	J417	October 2010, Cathryn Kroc...	4089	-	843.97		Y	Cleared
10/08/2010	J418	October2010, Shortgrass Lib...	4090	-	225.75		Y	Cleared
10/08/2010	J419	October 2010, Securtek - A ...	4091	-	315.00		Y	Cleared
10/08/2010	J420	Reversing J416. Correction i...	ADJ4088	20.53	-		Y	Adjustment
10/08/2010	J421	October 2010, Bessie Jacow...	4092	-	11.60		Y	Cleared
10/08/2010	J422	October 2010, Critical Contr...	4093	-	1,943.55		Y	Cleared
10/01/2010	J431	Fines	Deposit	328.89	-		Y	Cleared
10/01/2010	J432	Resident Cardholder	Deposit	410.00	-		Y	Cleared
10/01/2010	J433	Government of Canada	Deposit	2,156.00	-		Y	Cleared
10/08/2010	J434	Fines	Deposit	422.16	-		Y	Cleared
10/08/2010	J435	Resident Cardholder	Deposit	400.00	-		Y	Cleared
10/08/2010	J436	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
10/08/2010	J437	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
10/15/2010	J438	Resident Cardholder	Deposit	140.00	-		Y	Cleared
10/15/2010	J439	Fines	Deposit	221.25	-		Y	Cleared
10/21/2010	J441	October 2010, RBC Royal B...	4094	-	4,729.77		Y	Cleared
10/21/2010	J442	October 2010, Telus Commu...	4095	-	263.30		Y	Cleared
10/21/2010	J443	October 2010, Esplanade Art...	4096	-	150.00		N	Outstanding
10/29/2010	J444	October 2010, Shannon Vos...	4097	-	2,986.06		Y	Cleared
10/29/2010	J445	October 2010, Jillian Clarke	4098	-	1,346.12		Y	Cleared
10/29/2010	J446	Oct 2010, Bessie Jacowishen	4099	-	1,838.88		Y	Cleared
10/29/2010	J447	Oct 2010, Cathryn Krochak	4100	-	1,587.81		Y	Cleared
10/29/2010	J448	Oct 2010, Maxine Meldrum	4101	-	1,817.89		Y	Cleared
10/29/2010	J449	October 2010, Bruce Schmidt	4102	-	552.01		N	Outstanding
10/29/2010	J450	Oct 2010, Tamara Van Horne	4103	-	1,641.66		Y	Cleared
10/29/2010	J451	October 2010, Lucy Newnes	4104	-	674.79		N	Outstanding
10/29/2010	J452	October 2010, Marisa Bader	4105	-	376.06		N	Outstanding
10/29/2010	J453	October 2010, Canada Cust...	4106	-	4,168.74		N	Outstanding
10/29/2010	J454	October 2010, Local Authorit...	4107	-	2,425.37		N	Outstanding
10/29/2010	J455	October 2010, AMSC Insura...	4108	-	247.08		N	Outstanding
10/29/2010	J456	October 2010, Brooks Bulletin	4109	-	672.00		N	Outstanding
10/29/2010	J457	October 2010, Memory Lane...	4110	-	415.80		N	Outstanding
10/29/2010	J458	Oct 2010, Water Pure & Sim...	4111	-	11.00		N	Outstanding
10/29/2010	J459	October 2010, Canadian Libr...	4112	-	200.00		N	Outstanding
10/22/2010	J466	Fines	Deposit	341.66	-		Y	Cleared
10/22/2010	J467	Resident Cardholder	Deposit	360.00	-		Y	Cleared
10/22/2010	J468	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
10/29/2010	J469	Fines	Deposit	424.40	-		N	Outstanding
10/29/2010	J470	Resident Cardholder	Deposit	424.40	-		Y	Cleared
10/29/2010	J471	Fines	Deposit	200.35	-		Y	Cleared
10/29/2010	J472	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
10/29/2010	J473	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
10/29/2010	J474	City of Brooks	Deposit	315.00	-		Y	Cleared
				6,584.64	31,801.42			

**Brooks Public Library**  
**All Journal Entries 10/01/2010 to 10/31/2010**

		Account Number	Account Description	Debits	Credits
10/08/2010	J409	4081, October2010, Maxine Meldrum			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
10/08/2010	J410	4082, October 2010, Water Pure & Simple			
		5080	Administration & Travel	5.50	-
		1080	Cash In Bank	-	5.50
10/08/2010	J411	4083, October 2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
10/08/2010	J412	4084, October 2010, Computing Excellence			
		2100	GST Paid on Purchases	4.90	-
		5160	Copier & Computer Costs	97.93	-
		1080	Cash In Bank	-	102.83
10/08/2010	J413	4085, October 2010, Shortgrass Library System			
		5022	SLS - Dynix and Telecom	2,077.11	-
		1080	Cash In Bank	-	2,077.11
10/08/2010	J414	4086, October 2010, Maxine Meldrum			
		2100	GST Paid on Purchases	0.70	-
		5080	Administration & Travel	14.00	-
		1080	Cash In Bank	-	14.70
10/08/2010	J415	4087, October 2010, Tamara Van Horne			
		5090	Program Expense	12.79	-
		1080	Cash In Bank	-	12.79
10/08/2010	J417	4089, October 2010, Cathryn Krochak			
		2100	GST Paid on Purchases	34.07	-
		5080	Administration & Travel	160.13	-
		5090	Program Expense	394.98	-
		5160	Copier & Computer Costs	254.79	-
		1080	Cash In Bank	-	843.97
10/08/2010	J418	4090, October2010, Shortgrass Library System			
		5130	Staff Training	225.75	-
		1080	Cash In Bank	-	225.75
10/08/2010	J419	4091, October 2010, Securtek - A SaskTel Company			
		2100	GST Paid on Purchases	15.00	-
		5170	Security Monitoring	300.00	-
		1080	Cash In Bank	-	315.00
10/08/2010	J421	4092, October 2010, Bessie Jacowishen			
		2100	GST Paid on Purchases	0.55	-
		5080	Administration & Travel	11.05	-
		1080	Cash In Bank	-	11.60
10/08/2010	J422	4093, October 2010, Critical Control Solutions Inc.			
		2100	GST Paid on Purchases	92.55	-
		5100	Repair & Maintenance	1,851.00	-
		1080	Cash In Bank	-	1,943.55
10/01/2010	J431	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	328.89
		1080	Cash In Bank	328.89	-
10/01/2010	J432	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	410.00
		1080	Cash In Bank	410.00	-
10/01/2010	J433	Deposit, Government of Canada			

**Brooks Public Library**  
**All Journal Entries 10/01/2010 to 10/31/2010**

		Account Number	Account Description	Debits	Credits
		4030	HRDC - Summer Student	-	2,156.00
		1080	Cash In Bank	2,156.00	-
10/08/2010	J434	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	422.16
		1080	Cash In Bank	422.16	-
10/08/2010	J435	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	400.00
		1080	Cash In Bank	400.00	-
10/08/2010	J436	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
10/08/2010	J437	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
10/15/2010	J438	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	140.00
		1080	Cash In Bank	140.00	-
10/15/2010	J439	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	221.25
		1080	Cash In Bank	221.25	-
10/21/2010	J441	4094, October 2010, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	224.04	-
		5030	Books and Materials	4,480.73	-
		5250	Bank Charges	25.00	-
		1080	Cash In Bank	-	4,729.77
10/21/2010	J442	4095, October 2010, Telus Communications			
		2100	GST Paid on Purchases	12.46	-
		5140	Telephone and Fax Expense	250.84	-
		1080	Cash In Bank	-	263.30
10/21/2010	J443	4096, October 2010, Esplanade Arts and Heritage Centre			
		5090	Program Expense	150.00	-
		1080	Cash In Bank	-	150.00
10/29/2010	J444	4097, October 2010, Shannon Vossepoel			
		5300	Wages	4,524.00	-
		1080	Cash In Bank	-	2,986.06
		2310	EI Payable	-	78.27
		2320	CPP Payable	-	209.50
		2330	Income Tax Payable	-	864.92
		2400	L.A.P.P.	-	385.25
10/29/2010	J445	4098, October 2010, Jillian Clarke			
		5300	Wages	1,503.32	-
		1080	Cash In Bank	-	1,346.12
		2310	EI Payable	-	26.01
		2320	CPP Payable	-	59.98
		2330	Income Tax Payable	-	71.21
10/29/2010	J446	4099, Oct 2010, Bessie Jacowishen			
		5300	Wages	2,581.00	-
		1080	Cash In Bank	-	1,838.88
		2310	EI Payable	-	44.65
		2320	CPP Payable	-	113.89
		2330	Income Tax Payable	-	325.38
		2400	L.A.P.P.	-	208.03
		2420	AUMA Extended Health	-	50.17

**Brooks Public Library**  
**All Journal Entries 10/01/2010 to 10/31/2010**

		Account Number	Account Description	Debits	Credits
10/29/2010	J447	4100, Oct 2010, Cathryn Krochak			
		5300	Wages	2,129.10	-
		1080	Cash In Bank	-	1,587.81
		2310	EI Payable	-	36.83
		2320	CPP Payable	-	91.41
		2330	Income Tax Payable	-	219.41
		2400	L.A.P.P.	-	171.60
		2420	AUMA Extended Health	-	22.04
10/29/2010	J448	4101, Oct 2010, Maxine Meldrum			
		5300	Wages	2,474.20	-
		1080	Cash In Bank	-	1,817.89
		2310	EI Payable	-	42.80
		2320	CPP Payable	-	108.61
		2330	Income Tax Payable	-	300.47
		2400	L.A.P.P.	-	199.48
		2420	AUMA Extended Health	-	4.95
10/29/2010	J449	4102, October 2010, Bruce Schmidt			
		5300	Wages	576.06	-
		1080	Cash In Bank	-	552.01
		2310	EI Payable	-	9.97
		2320	CPP Payable	-	14.08
10/29/2010	J450	4103, Oct 2010, Tamara Van Horne			
		5300	Wages	2,217.08	-
		1080	Cash In Bank	-	1,641.66
		2310	EI Payable	-	38.36
		2320	CPP Payable	-	95.81
		2330	Income Tax Payable	-	240.14
		2400	L.A.P.P.	-	178.69
		2420	AUMA Extended Health	-	22.42
10/29/2010	J451	4104, October 2010, Lucy Newnes			
		5300	Wages	707.62	-
		1080	Cash In Bank	-	674.79
		2310	EI Payable	-	12.24
		2320	CPP Payable	-	20.59
10/29/2010	J452	4105, October 2010, Marisa Bader			
		5300	Wages	387.50	-
		1080	Cash In Bank	-	376.06
		2310	EI Payable	-	6.70
		2320	CPP Payable	-	4.74
10/29/2010	J453	4106, October 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	295.83	-
		2320	CPP Payable	718.61	-
		2330	Income Tax Payable	2,021.53	-
		5310	EI Expense	414.16	-
		5320	CPP Expense	718.61	-
		1080	Cash In Bank	-	4,168.74
10/29/2010	J454	4107, October 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,143.05	-
		5350	L.A.P.P. Expense	1,282.32	-
		1080	Cash In Bank	-	2,425.37
10/29/2010	J455	4108, October 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	74.11	-
		5340	AUMA Extended Health	172.97	-
		1080	Cash In Bank	-	247.08
10/29/2010	J456	4109, October 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	32.00	-
		5070	Library Supplies	640.00	-

**Brooks Public Library**  
**All Journal Entries 10/01/2010 to 10/31/2010**

		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	672.00
10/29/2010	J457	4110, October 2010, Memory Lane Computers			
		2100	GST Paid on Purchases	19.80	-
		5175	Computer Main. Contracts	396.00	-
		1080	Cash In Bank	-	415.80
10/29/2010	J458	4111, Oct 2010, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
10/29/2010	J459	4112, October 2010, Canadian Library Association			
		5210	Professional Memberships	200.00	-
		1080	Cash In Bank	-	200.00
10/22/2010	J466	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	341.66
		1080	Cash In Bank	341.66	-
10/22/2010	J467	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	360.00
		1080	Cash In Bank	360.00	-
10/22/2010	J468	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
10/29/2010	J469	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	424.40
		1080	Cash In Bank	424.40	-
10/29/2010	J470	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	424.40
		1080	Cash In Bank	424.40	-
10/29/2010	J471	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	200.35
		1080	Cash In Bank	200.35	-
10/29/2010	J472	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
10/29/2010	J473	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
10/29/2010	J474	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	315.00
		1080	Cash In Bank	315.00	-
				42,623.60	42,623.60