

Brooks Public Library
Income Statement 01/01/2011 to 03/31/2011

TOTAL EXPENSE	<u>70,969.53</u>
NET INCOME	<u><u>47,043.58</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 03/01/2011 to 03/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
03/04/2011	J77	Fines	Deposit	400.79	-		Y	Cleared
03/04/2011	J78	Resident Cardholder	Deposit	465.00	-		Y	Cleared
03/04/2011	J79	City of Brooks	Deposit	2,111.15	-		Y	Cleared
03/11/2011	J80	Fines	Deposit	359.12	-		Y	Cleared
03/11/2011	J81	Resident Cardholder	Deposit	470.00	-		Y	Cleared
03/13/2011	J84	March 2011, Mary-Ann Kirkby	4225	-	100.00		Y	Cleared
03/14/2011	J85	March 2011, City of Brooks	4226	-	50.00		Y	Cleared
03/16/2011	J86	March 2011, Brodart	4227	-	477.13		Y	Cleared
03/16/2011	J87	March 2011, Brooks Comput...	4228	-	52.50		Y	Cleared
03/16/2011	J88	March 2011, Xerox Canada ...	4229	-	172.99		Y	Cleared
03/16/2011	J89	March 2011, Shortgrass Libr...	4230	-	57.60		Y	Cleared
03/16/2011	J90	March 2011, Karen Nelson	4231	-	96.00		N	Outstanding
03/16/2011	J91	March 2011, Esplanade Arts ...	4232	-	225.00		Y	Cleared
03/16/2011	J92	March 2011, Jillian Clarke	4233	-	2.28		Y	Cleared
03/24/2011	J94	March 2011, Telus Communi...	4234	-	261.67		N	Outstanding
03/24/2011	J95	March 2011, RBC Royal Ban...	4235	-	749.94		Y	Cleared
03/31/2011	J96	March 2011, Shannon Vosse...	4236	-	3,019.75		Y	Cleared
03/31/2011	J97	March 2011, Marisa Bader	4237	-	831.58		N	Outstanding
03/31/2011	J98	Mar 2011, Jillian Clarke	4238	-	1,419.78		Y	Cleared
03/31/2011	J99	March 2011, Bessie Jacowis...	4239	-	2,027.08		Y	Cleared
03/31/2011	J100	March 2011, Cathryn Krochak	4240	-	1,667.03		N	Outstanding
03/31/2011	J101	March 2011, Maxine Meldrum	4241	-	2,064.10		Y	Cleared
03/31/2011	J102	March 2011, Lucy Newnes	4242	-	307.77		N	Outstanding
03/31/2011	J103	March 2011, Bruce Schmidt	4243	-	578.16		N	Outstanding
03/31/2011	J104	March 2011, Tamara Van Ho...	4244	-	1,795.71		Y	Cleared
03/31/2011	J105	March 2011, Cajsa Johnsson	4245	-	1,047.64		Y	Cleared
03/31/2011	J106	March 2011, Canada Custo...	4246	-	4,832.51		N	Outstanding
03/31/2011	J107	March 2011, Local Authoritie...	4247	-	2,764.23		N	Outstanding
03/31/2011	J108	Mar 2011, Local Authorities ...	4248	-	193.97		Y	Reversed
03/31/2011	J109	March 2011, AMSC Insuranc...	4249	-	340.66		N	Outstanding
03/31/2011	J118	Reversing J108. Correction i...	ADJ4248	193.97	-		Y	Adjustment
03/31/2011	J119	Mar 2011, Local Authorities ...	4248	-	193.97		N	Outstanding
03/18/2011	J134	Fines	Deposit	227.20	-		Y	Cleared
03/18/2011	J135	Resident Cardholder	Deposit	440.00	-		Y	Cleared
03/25/2011	J136	Resident Cardholder	Deposit	460.00	-		Y	Cleared
03/25/2011	J137	Fines	Deposit	395.00	-		Y	Cleared
03/25/2011	J138	Town of Brooks	Deposit	92,052.50	-		Y	Cleared
03/21/2011	J151	Matured GIC	Deposit	50,502.77	-		Y	Cleared
				148,077...	25,329.05			

Brooks Public Library
All Journal Entries 03/01/2011 to 03/31/2011

		Account Number	Account Description	Debits	Credits
03/04/2011	J77	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	400.79
		1080	Cash In Bank	400.79	-
03/04/2011	J78	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	465.00
		1080	Cash In Bank	465.00	-
03/04/2011	J79	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	2,111.15
		1080	Cash In Bank	2,111.15	-
03/11/2011	J80	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	359.12
		1080	Cash In Bank	359.12	-
03/11/2011	J81	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	470.00
		1080	Cash In Bank	470.00	-
03/13/2011	J84	4225, March 2011, Mary-Ann Kirkby			
		5090	Program Expense	100.00	-
		1080	Cash In Bank	-	100.00
03/14/2011	J85	4226, March 2011, City of Brooks			
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	50.00
03/16/2011	J86	4227, March 2011, Brodart			
		2100	GST Paid on Purchases	22.72	-
		5090	Program Expense	420.00	-
		5200	Freight and Postage	34.41	-
		1080	Cash In Bank	-	477.13
03/16/2011	J87	4228, March 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
03/16/2011	J88	4229, March 2011, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	8.24	-
		5160	Copier & Computer Costs	164.75	-
		1080	Cash In Bank	-	172.99
03/16/2011	J89	4230, March 2011, Shortgrass Library System			
		5070	Library Supplies	57.60	-
		1080	Cash In Bank	-	57.60
03/16/2011	J90	4231, March 2011, Karen Nelson			
		5080	Administration & Travel	96.00	-
		1080	Cash In Bank	-	96.00
03/16/2011	J91	4232, March 2011, Esplanade Arts and Heritage Centre			
		5090	Program Expense	225.00	-
		1080	Cash In Bank	-	225.00
03/16/2011	J92	4233, March 2011, Jillian Clarke			
		5090	Program Expense	2.28	-
		1080	Cash In Bank	-	2.28
03/24/2011	J94	4234, March 2011, Telus Communications			
		2100	GST Paid on Purchases	12.38	-
		5140	Telephone and Fax Expense	249.29	-
		1080	Cash In Bank	-	261.67
03/24/2011	J95	4235, March 2011, RBC Royal Bank VISA			

Brooks Public Library
All Journal Entries 03/01/2011 to 03/31/2011

		Account Number	Account Description	Debits	Credits
		2100	GST Paid on Purchases	25.73	-
		5030	Books and Materials	10.46	-
		5055	Library Equipment	228.95	-
		5080	Administration & Travel	126.14	-
		5090	Program Expense	149.00	-
		5130	Staff Training	204.75	-
		5250	Bank Charges	4.91	-
		1080	Cash In Bank	-	749.94
03/31/2011	J96	4236, March 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	3,019.75
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	413.29
03/31/2011	J97	4237, March 2011, Marisa Bader			
		5300	Wages	876.10	-
		1080	Cash In Bank	-	831.58
		2310	EI Payable	-	15.59
		2320	CPP Payable	-	28.93
03/31/2011	J98	4238, Mar 2011, Jillian Clarke			
		5300	Wages	1,604.77	-
		1080	Cash In Bank	-	1,419.78
		2310	EI Payable	-	28.56
		2320	CPP Payable	-	65.00
		2330	Income Tax Payable	-	91.43
03/31/2011	J99	4239, March 2011, Bessie Jacowishen			
		5300	Wages	2,904.00	-
		1080	Cash In Bank	-	2,027.08
		2310	EI Payable	-	51.69
		2320	CPP Payable	-	129.90
		2330	Income Tax Payable	-	397.23
		2400	L.A.P.P.	-	246.63
		2420	AUMA Extended Health	-	51.47
03/31/2011	J100	4240, March 2011, Cathryn Krochak			
		5300	Wages	2,269.80	-
		1080	Cash In Bank	-	1,667.03
		2310	EI Payable	-	40.40
		2320	CPP Payable	-	98.39
		2330	Income Tax Payable	-	248.75
		2400	L.A.P.P.	-	192.64
		2420	AUMA Extended Health	-	22.59
03/31/2011	J101	4241, March 2011, Maxine Meldrum			
		5300	Wages	2,885.85	-
		1080	Cash In Bank	-	2,064.10
		2310	EI Payable	-	51.37
		2320	CPP Payable	-	129.01
		2330	Income Tax Payable	-	392.99
		2400	L.A.P.P.	-	243.24
		2420	AUMA Extended Health	-	5.14
03/31/2011	J102	4242, March 2011, Lucy Newnes			
		5300	Wages	314.50	-
		1080	Cash In Bank	-	307.77
		2310	EI Payable	-	5.60
		2320	CPP Payable	-	1.13
03/31/2011	J103	4243, March 2011, Bruce Schmidt			
		5300	Wages	604.40	-
		1080	Cash In Bank	-	578.16

Brooks Public Library
All Journal Entries 03/01/2011 to 03/31/2011

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	10.76
		2320	CPP Payable	-	15.48
03/31/2011	J104	4244, March 2011, Tamara Van Horne			
		5300	Wages	2,480.40	-
		1080	Cash In Bank	-	1,795.71
		2310	EI Payable	-	44.15
		2320	CPP Payable	-	108.86
		2330	Income Tax Payable	-	298.07
		2400	L.A.P.P.	-	210.64
		2420	AUMA Extended Health	-	22.97
03/31/2011	J105	4245, March 2011, Cajsa Johnsson			
		5300	Wages	1,123.20	-
		1080	Cash In Bank	-	1,047.64
		2310	EI Payable	-	19.99
		2320	CPP Payable	-	41.16
		2330	Income Tax Payable	-	14.41
03/31/2011	J106	4246, March 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	350.25	-
		2320	CPP Payable	831.84	-
		2330	Income Tax Payable	2,328.22	-
		5310	EI Expense	490.36	-
		5320	CPP Expense	831.84	-
		1080	Cash In Bank	-	4,832.51
03/31/2011	J107	4247, March 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,306.44	-
		5350	L.A.P.P. Expense	1,457.79	-
		1080	Cash In Bank	-	2,764.23
03/31/2011	J109	4249, March 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
03/31/2011	J119	4248, Mar 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	91.32	-
		5350	L.A.P.P. Expense	102.65	-
		1080	Cash In Bank	-	193.97
03/18/2011	J134	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	227.20
		1080	Cash In Bank	227.20	-
03/18/2011	J135	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	440.00
		1080	Cash In Bank	440.00	-
03/25/2011	J136	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	460.00
		1080	Cash In Bank	460.00	-
03/25/2011	J137	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	395.00
		1080	Cash In Bank	395.00	-
03/25/2011	J138	Deposit, Town of Brooks			
		4020	Town of Brooks	-	92,052.50
		1080	Cash In Bank	92,052.50	-
03/21/2011	J151	Deposit, Matured GIC			
		1020	GIC Account	-	50,502.77
		1080	Cash In Bank	50,502.77	-

Brooks Public Library
All Journal Entries 03/01/2011 to 03/31/2011

<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
		177,937.53	177,937.53

Finance Meeting Notes: April 2011

Receipts for April:

- Donations: annual donation from Robert Scammell to purchase materials for the Scammell Collection.

Expenditures for April:

- Furnishings and Equipment: two new staff computers (evergreening program) – Shannon and Maxine – plus antivirus software.
- Library Supplies: Camtasia studio software for creating staff and public training videos and online advertising.
- Administration and Travel: deposit for Jasper Park Lodge for Alberta Library Conference, registration fees for Cathleen Patterson to attend ALC, flowers for Maxine Meldrum (surgery), spare keys to Head Librarian office for janitorial staff, water for office cooler.
- Program Expense: snacks for wii gaming day, supplies for children's puppetry workshop, digital photo frame for advertising at circulation desk, door prizes for 60th anniversary celebration
- Staff Training: registration fees for Jill Clarke to attend AALT.
- Professional Memberships: AALT membership fees.
- Publicity and Advertising: Advertisement in Lakeside Leisure Guide.
- Bank Charges: Annual Visa Fee.

Discussion Points:

- Shannon Vossepoel pension installments (maternity leave)
- Cost effectiveness of self-checkout machine
- Review of 2010 Audit provided by Mactavish & Co.
- 2012-2014 Budget

Brooks Library Board
April 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		92,052.50
City of Brooks Miscellaneous	9,100.00		2,111.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,900.00	6,592.20
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00	1,414.99	5,536.47
Non-resident Cardholder Fees	700.00	80.00	200.00
Donations	3,000.00	250.00	1,377.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	3,644.99	121,658.10
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		25.45
Furnishings and Equipment	6,877.00	3,254.00	3,655.26
Payroll Expense	900.00	115.00	215.00
Library Supplies	8,500.00	753.90	1,112.54
Administration & Travel	4,500.00	771.77	1,532.91
Program Expense	4,000.00	304.27	1,398.19
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00	375.00	579.75
Telephone & Fax Expense	3,500.00	246.91	994.02
Copier & Computer Costs	4,000.00		895.68
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00		48.77
Professional Memberships	600.00	250.00	345.00

Publicity and Advertising	1,770.00	283.59	674.59
Audit and Insurance	8,500.00		2,003.00
Bank Charges	200.00	19.00	59.09
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	16,487.29	71,329.95
EI Expense	5,700.00	410.87	1,777.57
CPP Expense	9,900.00	673.92	2,976.51
WCB Expense	900.00	375.10	663.71
AUMA Expense	4,000.00	238.49	955.05
LAPP Expense	17,200.00	1,180.19	5,466.79
Total Expenses	\$386,601.00	25,739.30	96,708.83

Brooks Public Library
Balance Sheet As at 04/29/2011

ASSET

CURRENT ASSETS

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	97,616.46
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 200,508.85

TOTAL ASSET 200,508.85

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-4,811.05
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES -79.97

TOTAL LIABILITY -79.97

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	24,949.27

CURRENT EARNINGS 200,588.82

TOTAL EQUITY 200,588.82

LIABILITIES AND EQUITY 200,508.85

Brooks Public Library

Income Statement 04/01/2011 to 04/29/2011

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	1,900.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,414.99
Non-resident Cardholder Fees	80.00
Charitable Receipt Donations	250.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	3,644.99

TOTAL REVENUE

3,644.99

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	0.00
Library Equipment	3,254.00
Payroll Expense	115.00
Library Supplies	753.90
Administration & Travel	771.77
Recruitment Expense	0.00
Program Expense	304.27
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	375.00
Telephone and Fax Expense	246.91
Copier & Computer Costs	0.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	0.00
Professional Memberships	250.00
Publicity and Advertising	283.59
Audit and Insurance	0.00
Bank Charges	19.00
Miscellaneous	0.00
Wages	16,487.29
Wage Reimbursement	0.00
EI Expense	410.87
CPP Expense	673.92
WCB Expense	375.10
AUMA Extended Health	238.49
L.A.P.P. Expense	1,180.19
AB Health Expense	0.00
TOTAL EXPENSES	25,739.30

Brooks Public Library
Income Statement 04/01/2011 to 04/29/2011

TOTAL EXPENSE	<u>25,739.30</u>
NET INCOME	<u><u>-22,094.31</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 04/29/2011

REVENUE

REVENUE	
Town of Brooks	92,052.50
City of Brooks Misc	2,111.15
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	6,592.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	5,536.47
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	1,377.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	121,658.10

TOTAL REVENUE 121,658.10

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	25.45
New Library Furnishings	0.00
Library Equipment	3,655.26
Payroll Expense	215.00
Library Supplies	1,112.54
Administration & Travel	1,532.91
Recruitment Expense	0.00
Program Expense	1,398.19
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	579.75
Telephone and Fax Expense	994.02
Copier & Computer Costs	895.68
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	48.77
Professional Memberships	345.00
Publicity and Advertising	674.59
Audit and Insurance	2,003.00
Bank Charges	59.09
Miscellaneous	0.00
Wages	71,329.95
Wage Reimbursement	0.00
EI Expense	1,777.57
CPP Expense	2,976.51
WCB Expense	663.71
AUMA Extended Health	955.05
L.A.P.P. Expense	5,466.79
AB Health Expense	0.00
TOTAL EXPENSES	96,708.83

Printed On: 05/18/2011

Brooks Public Library
Income Statement 01/01/2011 to 04/29/2011

TOTAL EXPENSE	<u>96,708.83</u>
NET INCOME	<u><u>24,949.27</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 04/01/2011 to 04/29/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
04/20/2011	J110	April 2011, RBC Royal Bank ...	4250	-	1,870.63		Y	Cleared
04/20/2011	J111	April 2011, Telus Communic...	4251	-	259.17		Y	Cleared
04/20/2011	J112	April 2011, Memory Lane Co...	4252	-	3,416.70		Y	Cleared
04/20/2011	J113	April 2011, Brooks Computer...	4253	-	120.75		Y	Cleared
04/20/2011	J114	April 2011, Lakeside Leisure ...	4254	-	108.15		N	Outstanding
04/20/2011	J115	April 2011, Jillian Clarke	4255	-	41.94		Y	Cleared
04/20/2011	J116	April 2011, Water Pure & Si...	4256	-	11.00		Y	Cleared
04/20/2011	J117	April 2011, Planet Micro	4257	-	791.60		N	Outstanding
04/29/2011	J120	April 2011, Marisa Bader	4258	-	810.62		Y	Cleared
04/29/2011	J121	Apr 2011, Jillian Clarke	4259	-	1,441.88		Y	Cleared
04/29/2011	J122	April 2011, Bessie Jacowishen	4260	-	1,859.88		Y	Cleared
04/29/2011	J123	April 2011, Cathryn Krochak	4261	-	1,626.66		N	Outstanding
04/29/2011	J124	April 2011, Maxine Meldrum	4262	-	531.90		N	Outstanding
04/29/2011	J125	April 2011, Lucy Newnes	4263	-	349.67		N	Outstanding
04/29/2011	J126	April 2011, Bruce Schmidt	4264	-	520.83		N	Outstanding
04/29/2011	J127	April 2011, Tamara Van Horne	4265	-	1,600.26		Y	Cleared
04/29/2011	J128	April 2011, Shannon Vossep...	4266	-	2,928.43		N	Outstanding
04/29/2011	J129	April 2011, Cajsa Johnsson	4267	-	821.10		Y	Cleared
04/29/2011	J130	April 2011, Canada Customs...	4268	-	3,827.48		N	Outstanding
04/29/2011	J131	April 2011, Local Authorities ...	4269	-	2,240.07		N	Outstanding
04/29/2011	J132	April 2011, AMSC Insurance ...	4270	-	340.66		N	Outstanding
04/29/2011	J133	April 2011, Workers' Compe...	4271	-	375.10		N	Outstanding
04/01/2011	J139	Resident Cardholder	Deposit	575.00	-		Y	Cleared
04/01/2011	J140	Fines	Deposit	350.20	-		Y	Cleared
04/01/2011	J141	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
04/01/2011	J142	Donations	Deposit	250.00	-		Y	Cleared
04/08/2011	J143	Fines	Deposit	248.20	-		Y	Cleared
04/08/2011	J144	Resident Cardholder	Deposit	405.00	-		Y	Cleared
04/15/2011	J145	Fines	Deposit	257.09	-		Y	Cleared
04/15/2011	J146	Resident Cardholder	Deposit	395.00	-		Y	Cleared
04/21/2011	J147	Fines	Deposit	295.35	-		Y	Cleared
04/21/2011	J148	Resident Cardholder	Deposit	230.00	-		Y	Cleared
04/29/2011	J149	Fines	Deposit	264.15	-		Y	Cleared
04/29/2011	J150	Resident Cardholder	Deposit	315.00	-		Y	Cleared
04/21/2011	J152	Transfer of Funds from Cash...	Debit	65,000.00	-		Y	Reversed
04/18/2011	J153	NSF Returned from Resident...	Debit	-	20.00		Y	Cleared
04/18/2011	J154	NSF Bank Charges	Debit	-	7.00		Y	Cleared
04/21/2011	J155	Reversing J152. Correction i...	ADJDe...	-	65,000.00		Y	Adjustment
04/28/2011	J156	Funds Transfered	Debit	-	65,000.00		Y	Cleared
				68,664.99	155,921.48			

ooks Public Library
 Journal Entries 04/01/2011 to 04/29/2011

		Account Number	Account Description	Debits	Credits
04/20/2011	J110	4250, April 2011, RBC	Royal Bank VISA	34.09	-
		2100	GST Paid on Purchases	760.77	-
		5080	Administration & Travel	263.33	-
		5090	Program Expense	375.00	-
		5130	Staff Training	250.00	-
		5210	Professional Memberships	175.44	-
		5220	Publicity and Advertising	12.00	-
		5250	Bank Charges	-	1,870.63
		1080	Cash In Bank		
04/20/2011	J111	4251, April 2011, Telus	Communications	12.26	-
		2100	GST Paid on Purchases	246.91	-
		5140	Telephone and Fax Expense	-	259.17
		1080	Cash In Bank		
04/20/2011	J112	4252, April 2011, Memory Lane	Computers	162.70	-
		2100	GST Paid on Purchases	3,254.00	-
		5055	Library Equipment	-	3,416.70
		1080	Cash In Bank		
04/20/2011	J113	4253, April 2011, Brooks	Computer Services Ltd.	5.75	-
		2100	GST Paid on Purchases	115.00	-
		5060	Payroll Expense	-	120.75
		1080	Cash In Bank		
04/20/2011	J114	4254, April 2011, Lakeside	Leisure Centre	108.15	-
		5220	Publicity and Advertising	-	108.15
		1080	Cash In Bank		
04/20/2011	J115	4255, April 2011, Jillian	Clarke	1.00	-
		2100	GST Paid on Purchases	40.94	-
		5090	Program Expense	-	41.94
		1080	Cash In Bank		
04/20/2011	J116	4256, April 2011, Water Pure	& Simple	11.00	-
		5080	Administration & Travel	-	11.00
		1080	Cash In Bank		
04/20/2011	J117	4257, April 2011, Planet	Micro	37.70	-
		2100	GST Paid on Purchases	753.90	-
		5070	Library Supplies	-	791.60
		1080	Cash In Bank		
04/29/2011	J120	4258, April 2011, Marisa	Bader	853.63	-
		5300	Wages	-	810.62
		1080	Cash In Bank	-	15.19
		2310	EI Payable	-	27.82
		2320	CPP Payable	-	
04/29/2011	J121	4259, Apr 2011, Jillian	Clarke	1,636.37	-
		5300	Wages	-	1,441.88
		1080	Cash In Bank	-	29.13
		2310	EI Payable	-	66.56
		2320	CPP Payable	-	98.80
		2330	Income Tax Payable	-	
04/29/2011	J122	4260, April 2011, Bessie	Jacowishen	2,631.75	-
		5300	Wages	-	1,859.88
		1080	Cash In Bank	-	46.85
		2310	EI Payable	-	116.43
		2320	CPP Payable	-	333.75
		2330	Income Tax Payable	-	223.37
		2400	L.A.P.P.	-	51.47
		2420	AUMA Extended Health	-	
04/29/2011	J123	4261, April 2011, Cathryn	Krochak		

rooks Public Library
Journal Entries 04/01/2011 to 04/29/2011

		Account Number	Account Description	Debits	Credits
				2,204.33	-
		5300	Wages	-	1,626.66
		1080	Cash In Bank	-	39.24
		2310	EI Payable	-	95.15
		2320	CPP Payable	-	233.49
		2330	Income Tax Payable	-	187.20
		2400	L.A.P.P.	-	22.59
		2420	AUMA Extended Health	-	-
04/29/2011	J124	4262, April 2011, Maxine Meldrum		617.10	-
		5300	Wages	-	531.90
		1080	Cash In Bank	-	10.98
		2310	EI Payable	-	16.70
		2320	CPP Payable	-	52.38
		2400	L.A.P.P.	-	5.14
		2420	AUMA Extended Health	-	-
04/29/2011	J125	4263, April 2011, Lucy Newnes		359.42	-
		5300	Wages	-	349.67
		1080	Cash In Bank	-	6.40
		2310	EI Payable	-	3.35
		2320	CPP Payable	-	-
04/29/2011	J126	4264, April 2011, Bruce Schmidt		542.93	-
		5300	Wages	-	520.83
		1080	Cash In Bank	-	9.66
		2310	EI Payable	-	12.44
		2320	CPP Payable	-	-
04/29/2011	J127	4265, April 2011, Tamara Van Horne		2,162.40	-
		5300	Wages	-	1,600.26
		1080	Cash In Bank	-	38.49
		2310	EI Payable	-	93.12
		2320	CPP Payable	-	223.92
		2330	Income Tax Payable	-	183.64
		2400	L.A.P.P.	-	22.97
		2420	AUMA Extended Health	-	-
04/29/2011	J128	4266, April 2011, Shannon Vossepoel		4,614.50	-
		5300	Wages	-	2,928.43
		1080	Cash In Bank	-	82.14
		2310	EI Payable	-	213.98
		2320	CPP Payable	-	885.34
		2330	Income Tax Payable	-	504.61
		2400	L.A.P.P.	-	-
04/29/2011	J129	4267, April 2011, Cajsa Johnsson		864.86	-
		5300	Wages	-	821.10
		1080	Cash In Bank	-	15.39
		2310	EI Payable	-	28.37
		2320	CPP Payable	-	-
04/29/2011	J130	4268, April 2011, Canada Customs and Revenue Agency		293.47	-
		2310	EI Payable	673.92	-
		2320	CPP Payable	1,775.30	-
		2330	Income Tax Payable	410.87	-
		5310	EI Expense	673.92	-
		5320	CPP Expense	-	3,827.48
		1080	Cash In Bank	-	-
04/29/2011	J131	4269, April 2011, Local Authorities Pension Plan		1,059.88	-
		2400	L.A.P.P.	1,180.19	-
		5350	L.A.P.P. Expense	-	2,240.07
		1080	Cash In Bank	-	-
04/29/2011	J132	4270, April 2011, AMSC Insurance Services Limited		102.17	-
		2420	AUMA Extended Health	-	-

Brooks Public Library
All Journal Entries 04/01/2011 to 04/29/2011

		Account Number	Account Description	Debits	Credits
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
04/29/2011	J133	4271, April 2011, Workers' Compensation Board Alberta			
		5330	WCB Expense	375.10	-
		1080	Cash In Bank	-	375.10
04/01/2011	J139	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	575.00
		1080	Cash In Bank	575.00	-
04/01/2011	J140	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	350.20
		1080	Cash In Bank	350.20	-
04/01/2011	J141	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
04/01/2011	J142	Deposit, Donations			
		4170	Charitable Receipt Donations	-	250.00
		1080	Cash In Bank	250.00	-
04/08/2011	J143	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	248.20
		1080	Cash In Bank	248.20	-
04/08/2011	J144	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	405.00
		1080	Cash In Bank	405.00	-
04/15/2011	J145	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	257.09
		1080	Cash In Bank	257.09	-
04/15/2011	J146	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	395.00
		1080	Cash In Bank	395.00	-
04/21/2011	J147	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	295.35
		1080	Cash In Bank	295.35	-
04/21/2011	J148	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	230.00
		1080	Cash In Bank	230.00	-
04/29/2011	J149	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	264.15
		1080	Cash In Bank	264.15	-
04/29/2011	J150	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00
		1080	Cash In Bank	315.00	-
04/18/2011	J153	Debit, NSF Returned from Resident Cardholder			
		4090	Resident Cardholder Fees	20.00	-
		1080	Cash In Bank	-	20.00
04/18/2011	J154	Debit, NSF Bank Charges			
		5250	Bank Charges	7.00	-
		1080	Cash In Bank	-	7.00
04/28/2011	J156	Debit, Funds Transferred			
		1090	Reserve Fund	65,000.00	-

Brooks Public Library
All Journal Entries 04/01/2011 to 04/29/2011

<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
1080	Cash In Bank	-	65,000.00
		<u>98,582.53</u>	<u>98,582.53</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 23, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (chair), Shannon Vossepoel (head librarian), Elsie Strach, Kimberly Sharkey, Tilly Altwasser, Gloria Evans

REGRETS: Joyce Aasen, Karen Bonora, Karen Nelson, Cathleen Patterson

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:35 pm.
2. Approval of Agenda: Elsie/Kim moved the acceptance of the agenda as circulated. Carried.
3. Consent Agenda: Gloria/Tilly moved the acceptance of the following consent agenda items. Carried.
 - a. May 2010 Board Meeting Minutes
 - b. June 2011 Finance Committee Meeting Minutes
 - c. May 2011 Receipts and Expenditures
 - d. June Librarian's Report
4. Correspondence
 - a. Shortgrass Library System—2011 Materials Allotment is \$46,851.95.
 - b. Shortgrass Library System—April 2011 Board Meeting minutes
5. Business Arising from May 2011 Board Meeting Minutes
 - a. Safe Harbour Program—Shannon continues to attempt to reach the organizing group.
 - b. Library Board openings—Shannon has advertised in Brooks Bulletin. The ad will also be on BPL facebook and will be included in the weekly radio report.
 - c. Friends of the Library—The recent bake sale held by the Friends brought in over \$900.00.
 - d. Paypal Update—Paypal will be added to the library website by September. This is another way donations may be made to the library.
6. New Business
 - a. Cathleen Patterson reappointment-tabled
 - b. 2010 Annual Report: The report is at the printers. It will be available for the Sept meeting.
 - c. Bibliocommons: will be in use by July.
 - d. Wikipedia: Brooks Public Library is now on Wikipedia.

e. Digital meetings: Shannon suggested that the Board consider using e-mail for meetings, especially the Policy Committee as a means to expedite the discussion and passing of new/updated policies.

f. Conference Report for SALC: Tamara Van Horne's report was distributed.

g. Conference Reports for AALT (Jill Clarke and Maxine Meldrum): tabled

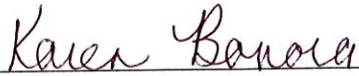
7. 2012 – 2014 Budget

Dino would like to see the Finance Committee and other interested Board members bring forth 3 options to the full Board for discussion. The current shortfall is approximately \$18,000. Dino will follow up with an e-mail to Board members.

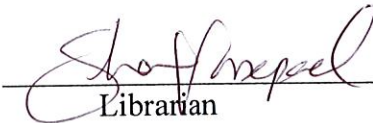
There was a lengthy discussion of SLS funding from the City of Brooks and BPL.

8. Adjournment: Gloria moved the meeting be adjourned at 8:05 pm.

Next Board Meeting: 6:30 p.m., September 22, 2011



Board Chair



Librarian

Date:

OCT. 24/11.

**Brooks Library Board
Finance Standing Committee Meeting
10:00am, June 22, 2011**

Present: Dino Champlone, Elsie Strach, Shannon Vossepoel

- 1) Meeting was called to order at 10:00am.
- 2) Receipts and Expenditures for the month of May 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for May:

- Additional Grant Funding: Received Culture and Community Spirit Grant.
- Non-resident Fees: Refund for a recent Duchess membership following Duchess joining Shortgrass.
- Donations: received \$200 from the Ladies Auxiliary to the Royal Canadian Legion #63.

Expenditures for May:

- SLS Expense: First half of materials allotment paid out to Shortgrass.
- Library Supplies: rubber stamp, padded envelopes for ILLs, tissues.
- Administration and Travel: payment for Jasper Park Lodge for Alberta Library Conference, membership information cards, water for office cooler, criminal record check for Nicole Schmidt.
- Program Expense: coffee for programs, performance fees for Bud Edgar for Cowboy Poetry.
- Staff Training: registration fees for Maxine Meldrum to attend AALT.
- Copier and Computer Costs: ink for office printers.
- Freight and Postage: shipping audit materials to Mactavish and Co.

Discussion Points:

- **Paypal Update:** Shannon Vossepoel reported that she and Tamara Van Horne are working to get the Paypal information onto the website. There have been delays due to website changeovers with Bibliocommons that took priority.
- **2012-2014 Budget:** After reviewing the budget, Finance Committee members are recommending to the Board that the Finance committee work on the budget over the summer and present 3-4 budget options to the Library Board in September.

- 3) Meeting was adjourned at 11:00am.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: May 2011

Receipts for May:

- Additional Grant Funding: Received Culture and Community Spirit Grant.
- Non-resident Fees: Refund for a recent Duchess membership following Duchess joining Shortgrass.
- Donations: received \$200 from the Ladies Auxiliary to the Royal Canadian Legion #63.

Expenditures for May:

- SLS Expense: First half of materials allotment paid out to Shortgrass.
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- Program Expense: coffee for programs, performance fees for Bud Edgar for Cowboy Poetry.
- Staff Training: registration fees for Maxine Meldrum to attend AALT.
- Copier and Computer Costs: ink for office printers.
- Freight and Postage: shipping audit materials to Mactavish and Co.

Discussion Points:

- Paypal Update
- 2012-2014 Budget

Brooks Library Board
May 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		92,052.50
City of Brooks Miscellaneous	9,100.00		2,111.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00	2,306.03	2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,245.00	7,837.20
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	17,000.00	1,621.74	7,158.21
Non-resident Cardholder Fees	700.00	-80.00	120.00
Donations	3,000.00	200.00	1,577.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	5,292.77	126,950.87
Expenditures			
SLS Expense (Materials Allot.)	56,904.00	28,452.00	28,452.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		25.45
Furnishings and Equipment	6,877.00		3,655.26
Payroll Expense	900.00	50.00	265.00
Library Supplies	8,500.00	41.46	1,154.00
Administration & Travel	4,500.00	1,028.51	2,561.42
Program Expense	4,000.00	409.99	1,808.18
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		
Staff Training	4,500.00	375.00	954.75
Telephone & Fax Expense	3,500.00	247.05	1,241.07
Copier & Computer Costs	4,000.00	97.82	993.50
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	35.65	84.42
Professional Memberships	600.00		345.00

Publicity and Advertising	1,770.00		674.59
Audit and Insurance	8,500.00		2,003.00
Bank Charges	200.00		59.09
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	19,319.62	90,649.57
EI Expense	5,700.00	481.45	2,259.02
CPP Expense	9,900.00	796.46	3,772.97
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	238.49	1,193.54
LAPP Expense	17,200.00	1,704.59	7,171.38
Total Expenses	\$386,601.00	53,278.09	149,986.92

Brooks Public Library
Balance Sheet As at 05/31/2011

ASSET**CURRENT ASSETS**

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	49,539.27
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>152,431.66</u>
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TOTAL ASSET	<u><u>152,431.66</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	-4,902.92
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>-171.84</u>
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TOTAL LIABILITY	<u>-171.84</u>
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EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-23,036.05

CURRENT EARNINGS	<u>152,603.50</u>
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TOTAL EQUITY	<u>152,603.50</u>
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LIABILITIES AND EQUITY	<u><u>152,431.66</u></u>
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Brooks Public Library

Income Statement 05/01/2011 to 05/31/2011

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	2,306.03
Resident Cardholder Fees	1,245.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,621.74
Non-resident Cardholder Fees	-80.00
Charitable Receipt Donations	200.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	5,292.77
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TOTAL REVENUE	5,292.77
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EXPENSE

EXPENSES

SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	41.46
Administration & Travel	1,028.51
Recruitment Expense	0.00
Program Expense	409.99
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	375.00
Telephone and Fax Expense	247.05
Copier & Computer Costs	97.82
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	35.65
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	0.00
Miscellaneous	0.00
Wages	19,319.62
Wage Reimbursement	0.00
EI Expense	481.45
CPP Expense	796.46
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,704.59
AB Health Expense	0.00

TOTAL EXPENSES	53,278.09
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Brooks Public Library
Income Statement 05/01/2011 to 05/31/2011

TOTAL EXPENSE	<u>53,278.09</u>
NET INCOME	<u><u>-47,985.32</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 05/31/2011

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,111.15
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	2,306.03
Resident Cardholder Fees	7,837.20
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	7,158.21
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	1,577.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	126,950.87
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TOTAL REVENUE	126,950.87
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EXPENSE

EXPENSES

SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	25.45
New Library Furnishings	0.00
Library Equipment	3,655.26
Payroll Expense	265.00
Library Supplies	1,154.00
Administration & Travel	2,561.42
Recruitment Expense	0.00
Program Expense	1,808.18
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	954.75
Telephone and Fax Expense	1,241.07
Copier & Computer Costs	993.50
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	84.42
Professional Memberships	345.00
Publicity and Advertising	674.59
Audit and Insurance	2,003.00
Bank Charges	59.09
Miscellaneous	0.00
Wages	90,649.57
Wage Reimbursement	0.00
EI Expense	2,259.02
CPP Expense	3,772.97
WCB Expense	663.71
AUMA Extended Health	1,193.54
L.A.P.P. Expense	7,171.38
AB Health Expense	0.00

TOTAL EXPENSES	149,986.92
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Brooks Public Library
Income Statement 01/01/2011 to 05/31/2011

TOTAL EXPENSE	<u>149,986.92</u>
NET INCOME	<u><u>-23,036.05</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 05/01/2011 to 05/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
05/19/2011	J157	May 2011, Local Authorities ...	4272	-	541.82		Y	Cleared
05/25/2011	J158	May 2011, RBC Royal Bank ...	4273	-	1,310.56		N	Outstanding
05/25/2011	J159	May 2011, Telus Communic...	4274	-	259.32		N	Outstanding
05/26/2011	J160	May 2011, Shortgrass Librar...	4275	-	28,452.00		N	Outstanding
05/26/2011	J161	May 2011, Purolator	4276	-	37.43		N	Outstanding
05/26/2011	J162	May 2011, Computing Excel...	4277	-	102.71		Y	Cleared
05/26/2011	J163	May 2011, Brooks Bulletin	4278	-	73.50		N	Outstanding
05/26/2011	J164	May 2011, Iwaasa Industries...	4279	-	16.28		N	Outstanding
05/31/2011	J165	May 2011, Marisa Bader	4280	-	622.05		N	Outstanding
05/31/2011	J166	May 2011, Jillian Clarke	4281	-	1,189.00		Y	Cleared
05/31/2011	J167	May 2011, Bessie Jacowishen	4282	-	1,804.04		Y	Cleared
05/31/2011	J168	May 2011, Cathryn Krochak	4283	-	1,523.88		N	Outstanding
05/31/2011	J169	May 2011, Maxine Meldrum	4284	-	2,151.58		N	Outstanding
05/31/2011	J170	May 2011, Lucy Newnes	4285	-	187.54		N	Outstanding
05/31/2011	J171	May 2011, Bruce Schmidt	4286	-	625.93		N	Outstanding
05/31/2011	J172	May 2011, Tamara Van Horne	4287	-	1,805.49		Y	Cleared
05/31/2011	J173	May 2011, Shannon Vossep...	4288	-	2,764.03		Y	Cleared
05/31/2011	J174	May 2011, Cajsa Johnsson	4289	-	842.05		Y	Cleared
05/31/2011	J175	May 2011, Nicole Schmidt	4290	-	711.09		Y	Cleared
05/31/2011	J176	May 2011, Rachel Harris	4291	-	163.03		Y	Cleared
05/31/2011	J177	May 2011, Canada Customs...	4292	-	4,578.65		N	Outstanding
05/31/2011	J178	May 2011 2, Local Authoritie...	4293	-	2,689.77		N	Outstanding
05/31/2011	J179	May 2011, AMSC Insurance ...	4294	-	340.66		N	Outstanding
05/31/2011	J180	May 2011 2, Maxine Meldrum	4295	-	12.60		N	Outstanding
05/31/2011	J181	May 2011 3, Bessie Jacowis...	4296	-	24.65		Y	Cleared
05/31/2011	J182	May 2011 2, Nicole Schmidt	4297	-	50.00		Y	Cleared
05/31/2011	J183	May 2011, Water Pure & Si...	4298	-	11.00		N	Outstanding
05/31/2011	J184	May 2011, Engravables	4299	-	6.80		N	Outstanding
05/31/2011	J185	May 2011, Brooks Computer...	4300	-	52.50		N	Outstanding
05/31/2011	J186	May 2011, Bud Edgar	4301	-	420.00		N	Outstanding
05/31/2011	J187	May 2011, Larry and Bette V...	4302	-	60.00		N	Outstanding
05/06/2011	J188	Fines	Deposit	447.94	-		Y	Cleared
05/06/2011	J189	Resident Cardholder	Deposit	385.00	-		Y	Cleared
05/13/2011	J190	Fines	Deposit	318.30	-		Y	Cleared
05/13/2011	J191	Resident Cardholder	Deposit	235.00	-		Y	Cleared
05/20/2011	J192	Fines	Deposit	428.80	-		Y	Cleared
05/20/2011	J193	Resident Cardholder	Deposit	305.00	-		Y	Cleared
05/20/2011	J194	Donation	Deposit	200.00	-		Y	Cleared
05/27/2011	J195	Fines	Deposit	426.70	-		Y	Cleared
05/27/2011	J196	Resident Cardholder	Deposit	300.00	-		Y	Cleared
05/05/2011	J200	Alberta Government	Deposit	2,306.03	-		Y	Cleared
05/05/2011	J201	Reversing J200. Correction i...	ADJDe...	-	2,306.03		N	Outstanding
05/05/2011	J202	Culture and Community Spiri...	Deposit	2,306.03	-		N	Outstanding
				7,658.80	55,735.99			

Brooks Public Library
All Journal Entries 05/01/2011 to 05/31/2011

		Account Number	Account Description	Debits	Credits
05/19/2011	J157	4272, May 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	255.72	-
		5350	L.A.P.P. Expense	286.10	-
		1080	Cash In Bank	-	541.82
05/25/2011	J158	4273, May 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	44.55	-
		5080	Administration & Travel	891.01	-
		5130	Staff Training	375.00	-
		1080	Cash In Bank	-	1,310.56
05/25/2011	J159	4274, May 2011, Telus Communications			
		2100	GST Paid on Purchases	12.27	-
		5140	Telephone and Fax Expense	247.05	-
		1080	Cash In Bank	-	259.32
05/26/2011	J160	4275, May 2011, Shortgrass Library System			
		5020	SLS Expense (Materials)	28,452.00	-
		1080	Cash In Bank	-	28,452.00
05/26/2011	J161	4276, May 2011, Purolator			
		2100	GST Paid on Purchases	1.78	-
		5200	Freight and Postage	35.65	-
		1080	Cash In Bank	-	37.43
05/26/2011	J162	4277, May 2011, Computing Excellence			
		2100	GST Paid on Purchases	4.89	-
		5160	Copier & Computer Costs	97.82	-
		1080	Cash In Bank	-	102.71
05/26/2011	J163	4278, May 2011, Brooks Bulletin			
		2100	GST Paid on Purchases	3.50	-
		5080	Administration & Travel	70.00	-
		1080	Cash In Bank	-	73.50
05/26/2011	J164	4279, May 2011, Iwaasa Industries Inc.			
		2100	GST Paid on Purchases	0.78	-
		5070	Library Supplies	15.50	-
		1080	Cash In Bank	-	16.28
05/31/2011	J165	4280, May 2011, Marisa Bader			
		5300	Wages	651.46	-
		1080	Cash In Bank	-	622.05
		2310	EI Payable	-	11.60
		2320	CPP Payable	-	17.81
05/31/2011	J166	4281, May 2011, Jillian Clarke			
		5300	Wages	1,301.51	-
		1080	Cash In Bank	-	1,189.00
		2310	EI Payable	-	23.17
		2320	CPP Payable	-	49.99
		2330	Income Tax Payable	-	39.35
05/31/2011	J167	4282, May 2011, Bessie Jacowishen			
		5300	Wages	2,541.00	-
		1080	Cash In Bank	-	1,804.04
		2310	EI Payable	-	45.23
		2320	CPP Payable	-	111.94
		2330	Income Tax Payable	-	312.59
		2400	L.A.P.P.	-	215.73
		2420	AUMA Extended Health	-	51.47
05/31/2011	J168	4283, May 2011, Cathryn Krochak			
		5300	Wages	2,037.00	-
		1080	Cash In Bank	-	1,523.88
		2310	EI Payable	-	36.26

Brooks Public Library
All Journal Entries 05/01/2011 to 05/31/2011

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	86.86
		2330	Income Tax Payable	-	194.47
		2400	L.A.P.P.	-	172.94
		2420	AUMA Extended Health	-	22.59
05/31/2011	J169	4284, May 2011, Maxine Meldrum			
		5300	Wages	3,031.05	-
		1080	Cash In Bank	-	2,151.58
		2310	EI Payable	-	53.95
		2320	CPP Payable	-	136.19
		2330	Income Tax Payable	-	426.86
		2400	L.A.P.P.	-	257.33
		2420	AUMA Extended Health	-	5.14
05/31/2011	J170	4285, May 2011, Lucy Newnes			
		5300	Wages	190.94	-
		1080	Cash In Bank	-	187.54
		2310	EI Payable	-	3.40
05/31/2011	J171	4286, May 2011, Bruce Schmidt			
		5300	Wages	655.62	-
		1080	Cash In Bank	-	625.93
		2310	EI Payable	-	11.67
		2320	CPP Payable	-	18.02
05/31/2011	J172	4287, May 2011, Tamara Van Horne			
		5300	Wages	2,496.30	-
		1080	Cash In Bank	-	1,805.49
		2310	EI Payable	-	44.43
		2320	CPP Payable	-	109.64
		2330	Income Tax Payable	-	301.78
		2400	L.A.P.P.	-	211.99
		2420	AUMA Extended Health	-	22.97
05/31/2011	J173	4288, May 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,764.03
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	669.01
05/31/2011	J174	4289, May 2011, Cajsa Johnsson			
		5300	Wages	887.33	-
		1080	Cash In Bank	-	842.05
		2310	EI Payable	-	15.79
		2320	CPP Payable	-	29.49
05/31/2011	J175	4290, May 2011, Nicole Schmidt			
		5300	Wages	746.93	-
		1080	Cash In Bank	-	711.09
		2310	EI Payable	-	13.30
		2320	CPP Payable	-	22.54
05/31/2011	J176	4291, May 2011, Rachel Harris			
		5300	Wages	165.98	-
		1080	Cash In Bank	-	163.03
		2310	EI Payable	-	2.95
05/31/2011	J177	4292, May 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	343.89	-
		2320	CPP Payable	796.46	-
		2330	Income Tax Payable	2,160.39	-
		5310	EI Expense	481.45	-
		5320	CPP Expense	796.46	-
		1080	Cash In Bank	-	4,578.65

Brooks Public Library
All Journal Entries 05/01/2011 to 05/31/2011

		Account Number	Account Description	Debits	Credits
05/31/2011	J178	4293, May 2011 2, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,271.28	-
		5350	L.A.P.P. Expense	1,418.49	-
		1080	Cash In Bank	-	2,689.77
05/31/2011	J179	4294, May 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
05/31/2011	J180	4295, May 2011 2, Maxine Meldrum			
		2100	GST Paid on Purchases	0.60	-
		5070	Library Supplies	12.00	-
		1080	Cash In Bank	-	12.60
05/31/2011	J181	4296, May 2011 3, Bessie Jacowishen			
		2100	GST Paid on Purchases	0.70	-
		5070	Library Supplies	13.96	-
		5090	Program Expense	9.99	-
		1080	Cash In Bank	-	24.65
05/31/2011	J182	4297, May 2011 2, Nicole Schmidt			
		5080	Administration & Travel	50.00	-
		1080	Cash In Bank	-	50.00
05/31/2011	J183	4298, May 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
05/31/2011	J184	4299, May 2011, Engravables			
		2100	GST Paid on Purchases	0.30	-
		5080	Administration & Travel	6.50	-
		1080	Cash In Bank	-	6.80
05/31/2011	J185	4300, May 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
05/31/2011	J186	4301, May 2011, Bud Edgar			
		2100	GST Paid on Purchases	20.00	-
		5090	Program Expense	400.00	-
		1080	Cash In Bank	-	420.00
05/31/2011	J187	4302, May 2011, Larry and Bette Van Pypen			
		4140	Non-resident Cardholder Fees	80.00	-
		1080	Cash In Bank	-	60.00
		4090	Resident Cardholder Fees	-	20.00
05/06/2011	J188	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	447.94
		1080	Cash In Bank	447.94	-
05/06/2011	J189	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	385.00
		1080	Cash In Bank	385.00	-
05/13/2011	J190	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	318.30
		1080	Cash In Bank	318.30	-
05/13/2011	J191	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	235.00
		1080	Cash In Bank	235.00	-

Brooks Public Library
All Journal Entries 05/01/2011 to 05/31/2011

		Account Number	Account Description	Debits	Credits
05/20/2011	J192	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	428.80
		1080	Cash In Bank	428.80	-
05/20/2011	J193	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	305.00
		1080	Cash In Bank	305.00	-
05/20/2011	J194	Deposit, Donation			
		4170	Charitable Receipt Donations	-	200.00
		1080	Cash In Bank	200.00	-
05/27/2011	J195	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	426.70
		1080	Cash In Bank	426.70	-
05/27/2011	J196	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	300.00
		1080	Cash In Bank	300.00	-
05/05/2011	J202	Deposit, Culture and Community Spirit Grant			
		4070	Grant Funding	-	2,306.03
		1080	Cash In Bank	2,306.03	-
				<u>63,732.64</u>	<u>63,732.64</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 29, 2011
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone, Chairman, Shannon Vossepoel (Head Librarian), Kimberley Sharkey, Karen Nelson, Joyce Aasen, Karen Bonora, Elsie Strach, Tilly Gamble-Altwasser, Cathleen Patterson

REGRETS:

VISION STATEMENT

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

MISSION STATEMENT

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

1. Call to Order: Dino called the meeting to order at 6:30 pm.
2. Approval of Agenda:
Karen B./Karen N. moved the approval of the Agenda. Carried.
3. Board Election (Shannon Vossepoel to Chair election portion of meeting):
 - a) Chair: **Karen Bonora** allowed her name to stand. No other candidates stepped forward. **Joyce/Elsie** moved **Karen Bonora** be named Board Chair. **Carried. Karen Bonora elected.**
 - b) Vice Chair: **Tilly Gamble Altwasser** allowed her name to stand. No other candidates stepped forward. **Karen N/Kimberley** moved **Tilly Gamble Altwasser** continue as Vice Chair. **Carried. Tilly Gamble Altwasser elected.**
 - c) Secretary: **Joyce Aasen** allowed her name to stand. No other candidates stepped forward. **Kimberly/Dino** moved **Joyce Aasen** continue as Secretary. **Carried. Joyce Aasen elected.**
 - d) Treasurer: **Cathleen Patterson** allowed her name to stand. No other candidates stepped forward. **Karen N / Tilly** moved **Cathleen Patterson** be named Treasurer. **Carried. Cathleen Patterson elected.**
 - e) Past Chair: **Dino Champlone** will occupy the position of 'Past Chair' as previous Chair of the Library Board for a one year term.
 - f) Elsie Strach needs to be removed as a signing authority.

- g) Karen Bonora and Cathleen Patterson, in the positions of Chair and Treasurer, respectively, are to be added as signing authorities. Dino Champlone, as Past Chair, and Shannon Vossepoel, as Head Librarian, will remain signing authorities.
4. Consent Agenda: **Moved by Karen N/Tilly the following items in the Consent Agenda. Carried.**
 - a) June 2011, 2011 Board Meeting Minutes.
 - b) August and September 2011 Finance Committee Meeting Minutes
 - c) June, July and August 2011 Receipts and Expenditures
 - d) September Librarian's Report
 5. Correspondence:
 - a) Government of Alberta - 2011 Operating Grant
 - b) Alberta Culture and Community Spirit - Alberta Arts Days 2011
 - c) LeVar Payne, Member of Parliament - Thank you re" 2010 Annual Report
 - d) Shortgrass Library System - Joint Meeting 2011 Minutes
 - e) Shortgrass Library System - April, May, June 2011 Shortgrass Clippings
 6. Business arising from the June 2011 Board meeting minutes.
 - a) Safe Harbour Program: The library can not become a member at this time as the Safe Harbour organization is currently experiencing some financial problems.
 - b) Paypal Update: It was suggested we hold up on this until our website is updated.
 - c) Cathleen Patterson Reappointment: **Tilly/Karen N.** recommended the reappointment of **Cathleen Patterson** for a third three year term. **Carried.**
 - d) 2010 Annual Report was presented.
 - e) Conference Reports for AALT - Jill Clarke and Maxine Meldrum reports were circulated.
 7. New Business:
 - a) Library Snapshot Day: October 3rd to 6th has been assigned for the promotion of Libraries with a number of activities planned. October 6th is designated Advocacy day.
 - b) RISE Videoconferences - funding. Tabled to October meeting.
 - c) Library Bylaws: **Cathleen/Tilly moved the Fee Schedule be accepted as presented. Carried.**
 - d) Freegal Music: Tabled until January 2012 meeting.
 - e) Debit Machine/Till: Tabled to the October meeting.
 - f) Library Renovations: A request will be made to the City to allow electrical wiring be done for the new computer stations.
 - g) Lisa Crosby Board Application: **Cathleen/Karen N moved acceptance of this applicant. Carried.**
 - h) Board Binders: New binders were distributed.
 - i) Medieval Faire Update: Shannon noted that Brooks Public Library has had

representation on the Medieval Faire Society Board for three years and that the Faire has grown into a two-day festival. The Board agreed that having representation on this Board is no longer necessary and that the Library would continue as a vendor/performer for the Faire.

j) Policy Meeting - Computer policy, personnel policies. It was decided that the Committees be reviewed and reassigned at the October Meeting.

8. 2012-2014 Budget: **Cathleen/Karen B. moved the draft Budget be accepted as presented. Carried.**

9. Adjournment .

Moved by Tilly the meeting adjourn at 8:40 p.m.

10. Next Board Meeting: 6:30 pm October 27, 2011


Board Chair
Librarian



Date: Nov. 2, 2011.

BYLAWS OF THE CITY OF BROOKS LIBRARY BOARD

Date Approved: October 28, 1999

Date Revised: September 29, 2011

The City of Brooks Library Board enacts the following By-laws pursuant to the *Province of Alberta Libraries Act, R.S.A.2000, Chapter L-11, Section 36* and the *Libraries Amendment Act, 1998* which states:

- 36** (1) A board may pass by-laws for the safety and use of the library, including
- (a) the terms and conditions under which
 - i) the public may be admitted to the building
 - ii) public library property may be used or borrowed by members of the public and
 - iii) borrowing privileges may be suspended or forfeited;
 - (b) notwithstanding subsection (3), fees to be paid by members of the public for
 - i) the issuance of library borrowing cards, and
 - ii) the use of those parts of the building not used for the purposes of the public library
 - iii) photocopying
 - iv) receiving information in a printed, electronic, magnetic, or other format, and
 - v) receiving, on request, a library service not normally provided by the public library.
 - (c) penalties to be paid by members of the public for abuse of borrowing privileges.
- (2) The *Regulations Act* does not apply to by-laws passed under subsection (1).
- (3) A by-law or part of a by-law that requires a member of the public to pay a fee or charge for any of the following is invalid:
- (a) admittance to any portion of the building used for public library purposes;
 - (b) using library resources on library premises;
 - (c) borrowing library resources, in any format normally lent by the library;
 - (d) acquiring library resources through inter-library loan;
 - (e) consultation with members of the library staff;
 - (f) receiving basic information services.

1. Definitions in these Bylaws shall mean:

- 1.1. **Applicant:** in the case of 8.0 below, a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.
- 1.2. **Board:** the City of Brooks Library Board.
- 1.3. **Cardholder:** the registered user of a current library card.
- 1.4. **Cardholder Categories** shall include the following:
 - 1.4.1. Adult: any person 18 years and older.
 - 1.4.2. Young adult: any person 13 through 17 years of age.
 - 1.4.3. Child: any person up to and including 12 years of age.
 - 1.4.4. Family: two or more members of the same family residing in the same home.
 - 1.4.5. Senior: any person 65 years of age or older.
 - 1.4.6. TAL Card borrower: a cardholder from outside the Shortgrass Library

System with a current TAL card.

- 1.5. **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 1.6. **Head Librarian:** the person charged by the Board with operation of the Brooks Public Library.
- 1.7. **Library:** the Brooks Public Library.
- 1.8. **Library resources:** any resources, regardless of format, that are held in the Brooks Public Library's collection, or borrowed by the Brooks Public Library, and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD Roms, and electronic databases.
- 1.9. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- 1.10. **Non-resident:** any person who has a residence outside the City of Brooks, does not pay City of Brooks property or business taxes, and is not a resident of any member municipality of the Shortgrass Library System.
- 1.11. **Resident:** any person who resides within the City of Brooks or any division of the County of Newell which is a member of Shortgrass Library System and/ or pays City of Brooks property or business taxes.
- 1.12. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

2. Interpreting the Bylaws

- 2.1. The Board is a corporation as defined by the *Interpretation Act, R.S.A. 2000 Chapter 1-8*.
- 2.2. The Board may, from time to time, change the specifics set out in the accompanying Schedules.

3. Admittance to/ Conduct in the Building

- 3.1. The building is to be open free of charge to the public for library purposes at the hours posted.
- 3.2. No person using the library building shall:
 - 3.2.1. Create any unnecessary disturbance for other library users and/ or contravene Library Board Policy.
 - 3.2.2. Take away any library item from the building unless the item has been properly checked out in agreement with the procedures established for the circulation of library items.
 - 3.2.3. Go into or stay in the building except during those time periods chosen for public use.
 - 3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.
- 3.3. Except with the permission of the Head Librarian, no person shall:
 - 3.3.1. Consume food or drink.
 - 3.3.2. Bring any animal, other than an aid dog, into the building.
 - 3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair or walker,



- baby carriage or stroller, into the building.
- 3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building and/ or library staff may ask for outside assistance.
 - 3.5. All persons using the library shall comply with applicable public health regulations.
 - 3.6. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present at all times. Town of Brooks staff have access to the building in relation to building concerns. Security persons may have access to the building under special circumstances.
4. Procedures for Acquiring a Library Card
 - 4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:
 - 4.1.1. Completion of an official Brooks Public Library card application form.
 - 4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.
 - 4.1.3. Presentation Payment of any applicable fees as outlined in Schedule A.
 - 4.1.4. Presentation of photo identification in the case of a TAL cardholder.
 - 4.2. Applicants will receive a library card which:
 - 4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Head Librarian under 7.3.
 - 4.2.2. Remains the property of the Brooks Public Library.
 - 4.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/ legal guardian in the case of a Child or under special circumstances.
 - 4.3. Applicants may receive a TAL card:
 - 4.3.1. If the applicant is a resident cardholder in good standing.
 5. Responsibilities of a Cardholder
 - 5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records.
 - 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.
 - 5.3. Cardholders must notify the library of any change of address or telephone number as soon as possible.
 - 5.4. A cardholder is responsible for all library items borrowed on their card and will

compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family membership, the cardholder of the master membership is responsible for all library items borrowed on all family membership cards and will compensate the library for all library items damaged or lost while borrowed on their card or those of the additional members.

5.5. A cardholder will return to the library or renew any library item on or before the due date as provided in Schedule B.

6. Loan of Library Resources

6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

6.2. Loan periods for library resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Head Librarian.

7. Penalty Provisions

7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

7.2. Cardholders are responsible for all charges resulting from failing to return or the late return of library resources, as outlined in Schedule C.

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/ or loss or damage assessments.

7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence is set out in Schedule C.

7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Brooks Library Board in accordance with the *Libraries Act, s.42*.

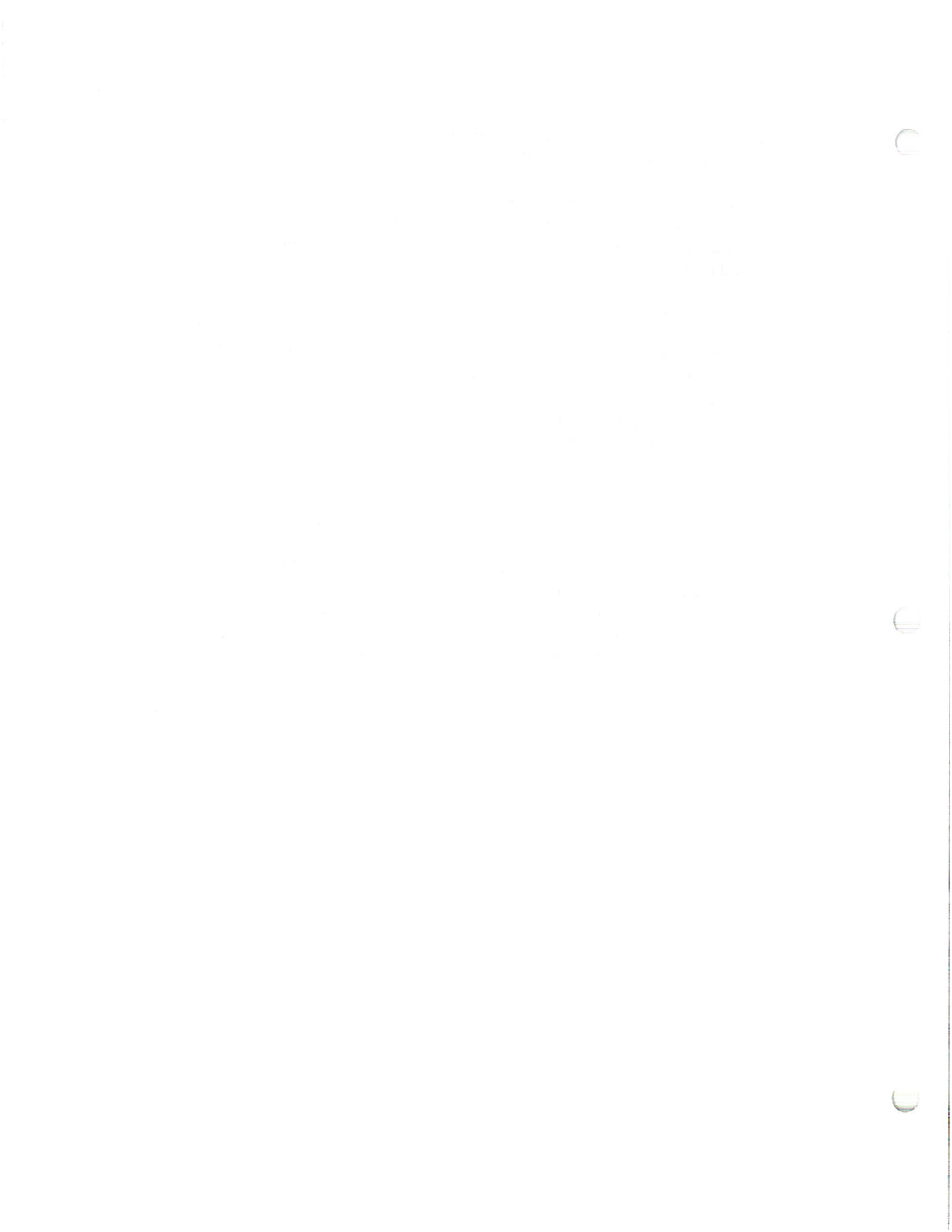
8. Freedom of Information and Protection of Privacy

8.1. In accordance with s.95 of the *Freedom of Information and Privacy Act, RSA 2000, cF-25*, the Head Librarian is designated as Coordinator responsible for the purposes of the *Freedom of Information and Privacy Act*.

8.2. Where an applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation, A R 200/ 95*, as set out in Schedule D and as amended from time to time or any successor regulation that sets fees for requests from the Board.

9. Service and Equipment Rental

9.1. Refer to schedule E for these fees.



SCHEDULE A – Fees for the Issuance of Library Cards

Resident Individual (Adult, Young Adult, or Child) Card Fee	\$15.00/ year
Resident Family Card Fee	\$20.00/ year
Temporary (3 month) Individual Card Fee	\$5.00/ card
Non-resident Individual (Adult, Young Adult, or Child) Card Fee	\$60.00/ year
Non-resident Family Card Fee	\$80.00/ year
Replacement Card Fee	\$ 2.00/ card

Card fees may be waived at the discretion of the Head Librarian – proof of hardship may be required.

All library cards are subject to review.



SCHEDULE B – Loan Periods for Library Resources

All circulating resources are loaned for three weeks, with the following exceptions:

1. Items in high demand, excluding video recordings, are loaned for two weeks.
2. Video recordings are loaned for one week.
3. Items loaned as a vacation loan, excluding video recordings, are loaned for six weeks.
4. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
5. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of video recordings which may be renewed once for a total loan of two weeks. All renewals are subject to recall or reservations from other cardholders.

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

C.1 Overdue Fines

Material Type	Charge per day	Maximum Fine
Children's Materials including fiction, non-fiction, and audiovisual materials	\$0.10	\$2.00
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25	\$5.00

C.2 Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/ are due and the cardholder is called and/ or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/ are due and the cardholder is called and/ or a message is left.
3. A third and final notice is produced four weeks after the item(s) is/ are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$5.00, or have other fees owing totaling an amount greater than \$5.00, will not be allowed to borrow resources until their account is paid.
5. Notwithstanding paragraph 5., accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived in special circumstances.

C.3 Penalties for lost or damaged items

1. The original purchase cost if it is available, shall be charged. If this is not available a fee for the type of item damaged or lost shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
2. A processing fee of \$3.50 will be charged on any lost or damaged item.

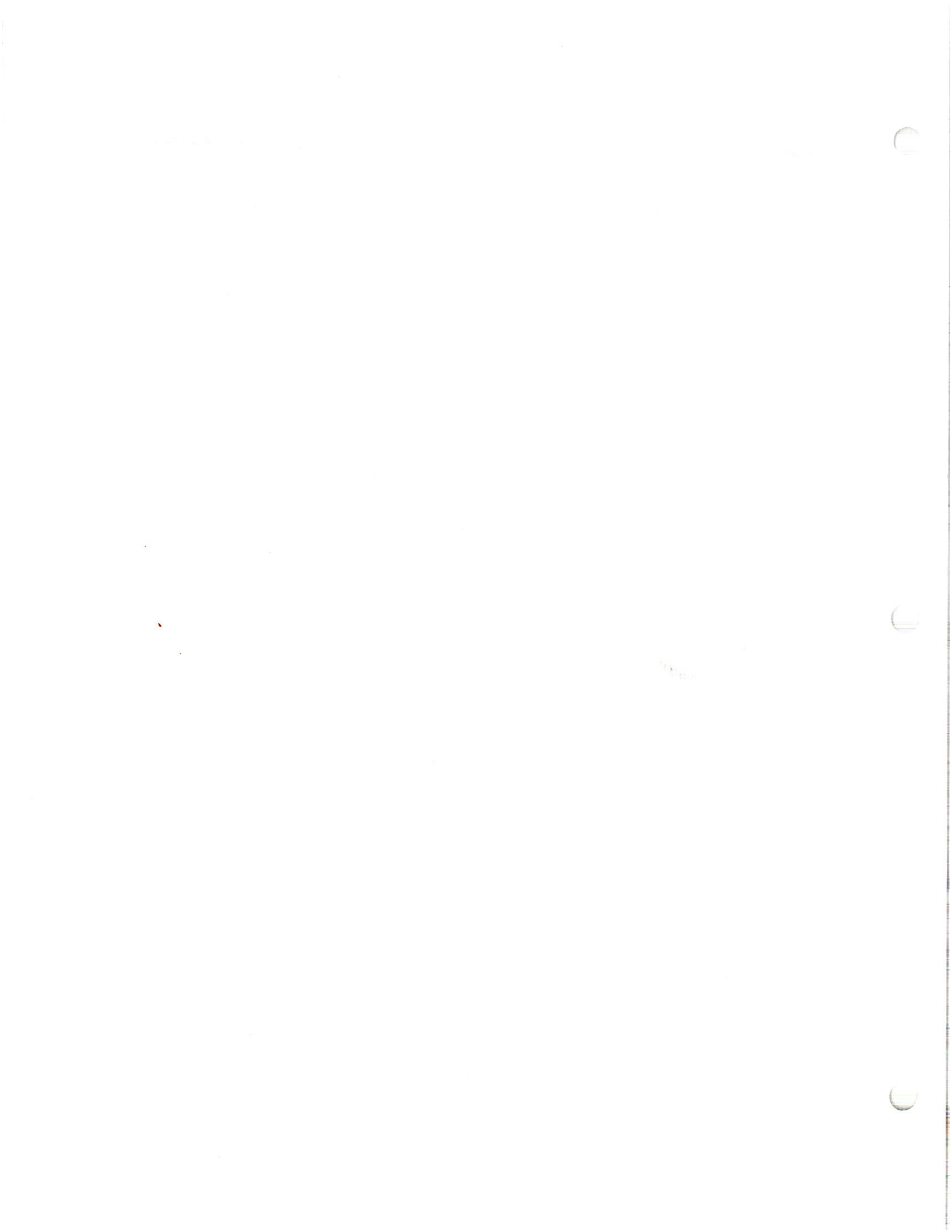
SCHEDULE D – Fee Schedule for Requests by Applicants under the *Freedom of Information and Privacy Act*

The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

Initial application fee including GST	\$27.00
For locating and retrieving a record	\$6.75 per ¼ hour
For producing a record from an electronic record	
a) computer processing and related charges	Actual amount charged to library
b) computer programming	\$10.00 per ¼ hour
For preparing and handling a record for disclosure	\$6.75 per ¼ hour
For supervising the examination of a record	\$6.75 per ¼ hour
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred

SCHEDULE E – Service and Equipment Fees

Photocopying and Printing	\$0.25 per page
Computer Diskettes	\$1.00 per diskette
Screen	\$2.50 per day
AV equipment	\$10.00 per day
Laminating	\$0.50 per inch
Lamination pouch	\$1.50 per pouch



**Brooks Library Board
Finance Standing Committee Meeting
4:00pm, August 17, 2011**

Present: Dino Champlone, Elsie Strach, Kimberley Sharkey, Shannon Vossepoel

- 1) Meeting was called to order at 4:00pm.
- 2) Receipts and Expenditures for the months of June and July 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for June:

- Miscellaneous: WCB dividend.
- Donations: received \$1,050.00 in individual donations from patrons.

Expenditures for June:

- Library Supplies: cleaning supplies, USB keys for staff
- Administration and Travel: gift certificate prize for staff e-reader contest, embroidered hooded jacket for Tamara Van Horne (5 year service award), water for office cooler, criminal record check for Rachel Harris, travel expenses (mileage) for Shannon Vossepoel to attend SLS Joint Meeting.
- Program Expense: coffee for programs, food for Cowboy Poetry BBQ event, supplies for Cowpoke Camp Super Saturday.
- Rebinding, Microfilming, and Laminating: Microfilming of Brooks Bulletin (November 2009-August 2010).
- Staff Training: accommodation at AALT conference for Jill Clarke and Maxine Meldrum (Mayfield Inn).
- Copier and Computer Costs: ink for office printers, photocopying fees from March 2011-May 2011.
- Freight and Postage: shipping Brooks Bulletin to Critical Control for microfilming, stamps
- Publicity and Advertising: printing of 2010 Annual Report, advertising for new Board Trustee positions

Receipts for July:

- City of Brooks: Third quarterly installment of operational funding.
- City of Brooks Miscellaneous: Reimbursement for audit expenses.
- Province of Alberta: Annual operating grant.
- Donations: received \$600.00 from the Brooks Bulletin to cover expenses of microfilming the Brooks Bulletin newspaper.

Expenditures for July:

- Books and Materials: Children's and Nonfiction DVD purchases as approved by Library Board.
- Administration and Travel: staff nametags, water for office cooler.
- Program Expense: food for Cowboy Poetry event, rental of tables and chairs for Cowboy Poetry event, candy for Brooks and District Rodeo parade, coffee for programming
- Copier and Computer Costs: ink for office printers
- Freight and Postage: shipping audit materials and insurance forms via Purolator during postal strike, stamps

Discussion Points:

- **Paypal Update:** Shannon Vossepoel reported that she has found some alternatives to Paypal. Committee recommended that options be brought to Board for review.
- **Audit Box:** Shannon Vossepoel reported that the 2010 files are beginning to be compiled for the auditor and the audit box has been started.
- **2012-2014 Budget:** Shannon Vossepoel prepared four budgets with differing cuts for the Finance Committee to review. Finance Committee made recommendations and Shannon Vossepoel was advised to prepare a budget for Board approval based on Finance Committee recommendations.

3) Meeting was adjourned at 4:45pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: June 2011

Receipts for June:

- Miscellaneous: WCB dividend.
- Donations: received \$1,050.00 in individual donations from patrons.

Expenditures for June:

- Library Supplies: cleaning supplies, USB keys for staff
- Administration and Travel: gift certificate prize for staff e-reader contest, embroidered hooded jacket for Tamara Van Horne (5 year service award), water for office cooler, criminal record check for Rachel Harris, travel expenses (mileage) for Shannon Vossepoel to attend SLS Joint Meeting.
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- Freight and Postage: shipping Brooks Bulletin to Critical Control for microfilming, stamps
- Publicity and Advertising: printing of 2010 Annual Report, advertising for new Board Trustee positions

Discussion Points:

- 2012-2014 Budget
- Paypal

Brooks Library Board
June 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		92,052.50
City of Brooks Miscellaneous	9,100.00		2,111.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	2,040.00	9,877.20
Interest Income	0.00		
Miscellaneous	200.00	151.30	151.30
Fines, books and services	17,000.00	2,158.74	9,316.95
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00	1,050.00	2,627.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	5,400.04	132,350.91
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		28,452.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		
Books & Materials (Additional)	0.00		25.45
Furnishings and Equipment	6,877.00		3,655.26
Payroll Expense	900.00	50.00	315.00
Library Supplies	8,500.00	87.99	1,241.99
Administration & Travel	4,500.00	265.49	2,820.41
Program Expense	4,000.00	205.39	2,013.57
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00	560.25	560.25
Staff Training	4,500.00	426.33	1,381.08
Telephone & Fax Expense	3,500.00	259.06	1,500.13
Copier & Computer Costs	4,000.00	279.87	1,273.37
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	47.67	132.09
Professional Memberships	600.00		345.00

Publicity and Advertising	1,770.00	193.00	867.59
Audit and Insurance	8,500.00	4,600.00	6,603.00
Bank Charges	200.00	30.90	89.99
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	19,622.36	110,271.93
EI Expense	5,700.00	489.01	2,748.03
CPP Expense	9,900.00	817.45	4,590.42
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	238.49	1,432.03
LAPP Expense	17,200.00	1,669.86	8,841.24
Total Expenses	\$386,601.00	29,843.12	179,823.54

Brooks Public Library
Balance Sheet As at 06/30/2011

ASSET**CURRENT ASSETS**

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	24,780.55
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>127,672.94</u>
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TOTAL ASSET	<u><u>127,672.94</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	-5,225.06
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>-493.98</u>
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TOTAL LIABILITY	<u>-493.98</u>
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EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	-47,472.63

CURRENT EARNINGS	<u>128,166.92</u>
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TOTAL EQUITY	<u>128,166.92</u>
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LIABILITIES AND EQUITY	<u><u>127,672.94</u></u>
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Brooks Public Library

Income Statement 06/01/2011 to 06/30/2011

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	2,040.00
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	2,158.74
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	1,050.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	5,400.04
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TOTAL REVENUE	5,400.04
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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	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	50.00
Library Supplies	87.99
Administration & Travel	265.49
Recruitment Expense	0.00
Program Expense	205.39
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	426.33
Telephone and Fax Expense	259.06
Copier & Computer Costs	279.87
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	47.67
Professional Memberships	0.00
Publicity and Advertising	193.00
Audit and Insurance	4,600.00
Bank Charges	30.90
Miscellaneous	0.00
Wages	19,622.36
Wage Reimbursement	0.00
EI Expense	489.01
CPP Expense	817.45
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,669.86
AB Health Expense	0.00

TOTAL EXPENSES	29,843.12
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Brooks Public Library
Income Statement 06/01/2011 to 06/30/2011

TOTAL EXPENSE	<u>29,843.12</u>
NET INCOME	<u><u>-24,443.08</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 06/30/2011

REVENUE

REVENUE	
Town of Brooks	92,052.50
City of Brooks Misc	2,111.15
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	2,306.03
Resident Cardholder Fees	9,877.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	9,316.95
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	2,627.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	132,350.91

TOTAL REVENUE 132,350.91

EXPENSE

EXPENSES	
SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	25.45
New Library Furnishings	0.00
Library Equipment	3,655.26
Payroll Expense	315.00
Library Supplies	1,241.99
Administration & Travel	2,820.41
Recruitment Expense	0.00
Program Expense	2,013.57
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,381.08
Telephone and Fax Expense	1,500.13
Copier & Computer Costs	1,273.37
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	132.09
Professional Memberships	345.00
Publicity and Advertising	867.59
Audit and Insurance	6,603.00
Bank Charges	89.99
Miscellaneous	0.00
Wages	110,271.93
Wage Reimbursement	0.00
EI Expense	2,748.03
CPP Expense	4,590.42
WCB Expense	663.71
AUMA Extended Health	1,432.03
L.A.P.P. Expense	8,841.24
AB Health Expense	0.00
TOTAL EXPENSES	179,823.54

Printed On: 07/20/2011

Brooks Public Library
Income Statement 01/01/2011 to 06/30/2011

TOTAL EXPENSE	<u>179,823.54</u>
NET INCOME	<u><u>-47,472.63</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 06/01/2011 to 06/30/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
06/03/2011	J197	Resident Cardholder	Deposit	430.00	-		Y	Cleared
06/03/2011	J198	Fines	Deposit	493.44	-		Y	Cleared
06/03/2011	J199	WCB	Deposit	151.30	-		Y	Cleared
06/14/2011	J204	June 2011, Computing Exce...	4303	-	64.00		Y	Cleared
06/14/2011	J205	June 2011, Shannon Vossep...	4304	-	115.64		Y	Cleared
06/14/2011	J206	June 2011, Shortgrass Librar...	4305	-	150.32		Y	Cleared
06/14/2011	J207	June 2011, Xerox Canada Ltd.	4306	-	140.27		N	Outstanding
06/14/2011	J208	June 2011, Purolator	4307	-	27.04		N	Outstanding
06/14/2011	J209	June 2011, Brooks Compute...	4308	-	52.50		Y	Cleared
06/28/2011	J210	June 2011, RBC Royal Bank...	4309	-	645.76		Y	Cleared
06/28/2011	J211	June 2011, Telus Communic...	4310	-	271.93		Y	Cleared
06/30/2011	J212	June 2011, Marisa Bader	4311	-	231.67		Y	Cleared
06/30/2011	J213	June 2011, Jillian Clarke	4312	-	1,366.74		Y	Cleared
06/30/2011	J214	June 2011, Bessie Jacowishen	4313	-	1,926.73		Y	Cleared
06/30/2011	J215	June 2011, Cathryn Krochak	4314	-	1,622.25		N	Outstanding
06/30/2011	J216	June 2011, Maxine Meldrum	4315	-	1,783.37		N	Outstanding
06/30/2011	J217	June 2011, Lucy Newnes	4316	-	339.19		N	Outstanding
06/30/2011	J218	June 2011, Bruce Schmidt	4317	-	578.16		N	Outstanding
06/30/2011	J219	June 2011, Tamara Van Horne	4318	-	1,727.36		Y	Cleared
06/30/2011	J220	Jun 2011, Shannon Vossepoel	4319	-	2,764.03		Y	Cleared
06/30/2011	J221	June 2011, Cajsja Johnsson	4320	-	569.67		N	Outstanding
06/30/2011	J222	June 2011, Rachel Harris	4321	-	1,757.31		N	Outstanding
06/30/2011	J223	June 2011, Canada Custom...	4322	-	4,664.24		N	Outstanding
06/30/2011	J224	June 2011, Local Authorities ...	4323	-	3,165.79		N	Outstanding
06/30/2011	J225	June 2011, AMSC Insurance...	4324	-	340.66		N	Outstanding
06/30/2011	J226	June 2011b, Shannon Vosse...	4325	-	66.00		Y	Cleared
06/30/2011	J227	Jun 2011, Lucy Newnes	4326	-	2.99		N	Outstanding
06/30/2011	J228	Jun 2011, Jillian Clarke	4327	-	7.22		Y	Cleared
06/30/2011	J229	Jun 2011, Cathryn Krochak	4328	-	5.95		N	Outstanding
06/30/2011	J230	Jun 2011, Bessie Jacowishen	4329	-	10.89		Y	Cleared
06/30/2011	J231	June 2011, Mactavish & Co...	4330	-	4,830.00		Y	Cleared
06/30/2011	J232	Jun 2011, Computing Excell...	4331	-	89.60		N	Outstanding
06/30/2011	J233	Reversing J231. Correction i...	ADJ4330	4,830.00	-		Y	Cleared
06/30/2011	J234	June 2011, Mactavish & Co...	4330	-	4,830.00		N	Outstanding
06/30/2011	J235	June 2011, Brooks Bulletin	4332	-	202.65		N	Outstanding
06/30/2011	J236	June 2011, Critical Control S...	4333	-	588.27		N	Outstanding
06/30/2011	J237	June 2011, Water Pure & Si...	4334	-	22.00		N	Outstanding
06/08/2011	J238	Cheque Printing Fee	Debit	-	35.36		Y	Cleared
06/10/2011	J239	Fines	Deposit	400.15	-		Y	Cleared
06/10/2011	J240	Resident Cardholder	Deposit	430.00	-		Y	Cleared
06/17/2011	J241	Fines	Deposit	336.88	-		Y	Cleared
06/17/2011	J242	Resident Cardholder	Deposit	340.00	-		Y	Cleared
06/17/2011	J243	Donation	Deposit	50.00	-		Y	Cleared
06/24/2011	J244	Fines	Deposit	303.48	-		Y	Cleared
06/24/2011	J245	Resident Cardholder	Deposit	400.00	-		Y	Cleared
06/30/2011	J246	Fines	Deposit	624.79	-		Y	Cleared
06/30/2011	J247	Resident Cardholder	Deposit	440.00	-		Y	Cleared
06/30/2011	J248	Donation	Deposit	1,000.00	-		Y	Cleared
				10,230.04	34,995.56			

Brooks Public Library
All Journal Entries 06/01/2011 to 06/30/2011

		Account Number	Account Description	Debits	Credits
06/03/2011	J197	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	430.00
		1080	Cash In Bank	430.00	-
06/03/2011	J198	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	493.44
		1080	Cash In Bank	493.44	-
06/03/2011	J199	Deposit, WCB			
		4110	Miscellaneous	-	151.30
		1080	Cash In Bank	151.30	-
06/14/2011	J204	4303, June 2011, Computing Excellence			
		2100	GST Paid on Purchases	3.05	-
		5160	Copier & Computer Costs	60.95	-
		1080	Cash In Bank	-	64.00
06/14/2011	J205	4304, June 2011, Shannon Vossepoe			
		2100	GST Paid on Purchases	0.48	-
		5080	Administration & Travel	75.00	-
		5090	Program Expense	40.16	-
		1080	Cash In Bank	-	115.64
06/14/2011	J206	4305, June 2011, Shortgrass Library System			
		5080	Administration & Travel	50.00	-
		5090	Program Expense	100.32	-
		1080	Cash In Bank	-	150.32
06/14/2011	J207	4306, June 2011, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	6.68	-
		5160	Copier & Computer Costs	133.59	-
		1080	Cash In Bank	-	140.27
06/14/2011	J208	4307, June 2011, Purolator			
		2100	GST Paid on Purchases	1.29	-
		5200	Freight and Postage	25.75	-
		1080	Cash In Bank	-	27.04
06/14/2011	J209	4308, June 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
06/28/2011	J210	4309, June 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	23.27	-
		5070	Library Supplies	52.63	-
		5080	Administration & Travel	52.49	-
		5090	Program Expense	38.22	-
		5130	Staff Training	426.33	-
		5200	Freight and Postage	21.92	-
		5250	Bank Charges	30.90	-
		1080	Cash In Bank	-	645.76
06/28/2011	J211	4310, June 2011, Telus Communications			
		2100	GST Paid on Purchases	12.87	-
		5140	Telephone and Fax Expense	259.06	-
		1080	Cash In Bank	-	271.93
06/30/2011	J212	4311, June 2011, Marisa Bader			
		5300	Wages	235.87	-
		1080	Cash In Bank	-	231.67
		2310	EI Payable	-	4.20
06/30/2011	J213	4312, June 2011, Jillian Clarke			
		5300	Wages	1,528.96	-
		1080	Cash In Bank	-	1,366.74

Brooks Public Library
All Journal Entries 06/01/2011 to 06/30/2011

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	27.22
		2320	CPP Payable	-	61.25
		2330	Income Tax Payable	-	73.75
06/30/2011	J214	4313, June 2011, Bessie Jacowishen			
		5300	Wages	2,740.65	-
		1080	Cash In Bank	-	1,926.73
		2310	EI Payable	-	48.78
		2320	CPP Payable	-	121.82
		2330	Income Tax Payable	-	359.14
		2400	L.A.P.P.	-	232.71
		2420	AUMA Extended Health	-	51.47
06/30/2011	J215	4314, June 2011, Cathryn Krochak			
		5300	Wages	2,197.05	-
		1080	Cash In Bank	-	1,622.25
		2310	EI Payable	-	39.11
		2320	CPP Payable	-	94.79
		2330	Income Tax Payable	-	231.79
		2400	L.A.P.P.	-	186.52
		2420	AUMA Extended Health	-	22.59
06/30/2011	J216	4315, June 2011, Maxine Meldrum			
		5300	Wages	2,432.10	-
		1080	Cash In Bank	-	1,783.37
		2310	EI Payable	-	43.29
		2320	CPP Payable	-	106.55
		2330	Income Tax Payable	-	287.19
		2400	L.A.P.P.	-	206.56
		2420	AUMA Extended Health	-	5.14
06/30/2011	J217	4316, June 2011, Lucy Newnes			
		5300	Wages	348.19	-
		1080	Cash In Bank	-	339.19
		2310	EI Payable	-	6.20
		2320	CPP Payable	-	2.80
06/30/2011	J218	4317, June 2011, Bruce Schmidt			
		5300	Wages	604.40	-
		1080	Cash In Bank	-	578.16
		2310	EI Payable	-	10.76
		2320	CPP Payable	-	15.48
06/30/2011	J219	4318, June 2011, Tamara Van Horne			
		5300	Wages	2,369.10	-
		1080	Cash In Bank	-	1,727.36
		2310	EI Payable	-	42.17
		2320	CPP Payable	-	103.35
		2330	Income Tax Payable	-	272.12
		2400	L.A.P.P.	-	201.13
		2420	AUMA Extended Health	-	22.97
06/30/2011	J220	4319, Jun 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,764.03
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	669.01
06/30/2011	J221	4320, June 2011, Cajsja Johnsson			
		5300	Wages	595.30	-
		1080	Cash In Bank	-	569.67
		2310	EI Payable	-	10.60
		2320	CPP Payable	-	15.03

Brooks Public Library
All Journal Entries 06/01/2011 to 06/30/2011

		Account Number	Account Description	Debits	Credits
06/30/2011	J222	4321, June 2011, Rachel Harris			
		5300	Wages	1,956.24	-
		1080	Cash In Bank	-	1,757.31
		2310	EI Payable	-	34.82
		2320	CPP Payable	-	82.40
		2330	Income Tax Payable	-	81.71
06/30/2011	J223	4322, June 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	349.29	-
		2320	CPP Payable	817.45	-
		2330	Income Tax Payable	2,191.04	-
		5310	EI Expense	489.01	-
		5320	CPP Expense	817.45	-
		1080	Cash In Bank	-	4,664.24
06/30/2011	J224	4323, June 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,495.93	-
		5350	L.A.P.P. Expense	1,669.86	-
		1080	Cash In Bank	-	3,165.79
06/30/2011	J225	4324, June 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
06/30/2011	J226	4325, June 2011b, Shannon Vossepoel			
		5080	Administration & Travel	66.00	-
		1080	Cash In Bank	-	66.00
06/30/2011	J227	4326, Jun 2011, Lucy Newnes			
		5090	Program Expense	2.99	-
		1080	Cash In Bank	-	2.99
06/30/2011	J228	4327, Jun 2011, Jillian Clarke			
		2100	GST Paid on Purchases	0.08	-
		5090	Program Expense	7.14	-
		1080	Cash In Bank	-	7.22
06/30/2011	J229	4328, Jun 2011, Cathryn Krochak			
		2100	GST Paid on Purchases	0.28	-
		5090	Program Expense	5.67	-
		1080	Cash In Bank	-	5.95
06/30/2011	J230	4329, Jun 2011, Bessie Jacowishen			
		5090	Program Expense	10.89	-
		1080	Cash In Bank	-	10.89
06/30/2011	J232	4331, Jun 2011, Computing Excellence			
		2100	GST Paid on Purchases	4.27	-
		5160	Copier & Computer Costs	85.33	-
		1080	Cash In Bank	-	89.60
06/30/2011	J234	4330, June 2011, Mactavish & Company			
		2100	GST Paid on Purchases	230.00	-
		5240	Audit and Insurance	4,600.00	-
		1080	Cash In Bank	-	4,830.00
06/30/2011	J235	4332, June 2011, Brooks Bulletin			
		2100	GST Paid on Purchases	9.65	-
		5220	Publicity and Advertising	193.00	-
		1080	Cash In Bank	-	202.65
06/30/2011	J236	4333, June 2011, Critical Control Solutions Inc.			
		2100	GST Paid on Purchases	28.02	-
		5120	Rebinding, Microfilming, Laminati...	560.25	-
		1080	Cash In Bank	-	588.27

Brooks Public Library
All Journal Entries 06/01/2011 to 06/30/2011

		Account Number	Account Description	Debits	Credits
06/30/2011	J237	4334, June 2011, Water Pure & Simple			
		5080	Administration & Travel	22.00	-
		1080	Cash In Bank	-	22.00
06/08/2011	J238	Debit, Cheque Printing Fee			
		5070	Library Supplies	35.36	-
		1080	Cash In Bank	-	35.36
06/10/2011	J239	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	400.15
		1080	Cash In Bank	400.15	-
06/10/2011	J240	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	430.00
		1080	Cash In Bank	430.00	-
06/17/2011	J241	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	336.88
		1080	Cash In Bank	336.88	-
06/17/2011	J242	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	340.00
		1080	Cash In Bank	340.00	-
06/17/2011	J243	Deposit, Donation			
		4170	Charitable Receipt Donations	-	50.00
		1080	Cash In Bank	50.00	-
06/24/2011	J244	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	303.48
		1080	Cash In Bank	303.48	-
06/24/2011	J245	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	400.00
		1080	Cash In Bank	400.00	-
06/30/2011	J246	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	624.79
		1080	Cash In Bank	624.79	-
06/30/2011	J247	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	440.00
		1080	Cash In Bank	440.00	-
06/30/2011	J248	Deposit, Donation			
		4170	Charitable Receipt Donations	-	1,000.00
		1080	Cash In Bank	1,000.00	-
				<u>40,521.48</u>	<u>40,521.48</u>

Finance Meeting Notes: July 2011

Receipts for July:

- City of Brooks: Third quarterly installment of operational funding.
- City of Brooks Miscellaneous: Reimbursement for audit expenses.
- Province of Alberta: Annual operating grant.
- Donations: received \$600.00 from the Brooks Bulletin to cover expenses of microfilming the Brooks Bulletin newspaper.

Expenditures for July:

- Books and Materials: Children's and Nonfiction DVD purchases as approved by Library Board.
- Administration and Travel: staff nametags, water for office cooler.
- Program Expense: food for Cowboy Poetry event, rental of tables and chairs for Cowboy Poetry event, candy for Brooks and District Rodeo parade, coffee for programming
- Copier and Computer Costs: ink for office printers
- Freight and Postage: shipping audit materials and insurance forms via Purolator during postal strike, stamps

Discussion Points:

- 2012-2014 Budget
- 2011 Audit Box started
- Paypal

Brooks Library Board
July 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00	46,026.25	138,078.75
City of Brooks Miscellaneous	9,100.00	4,830.00	6,941.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00	73,337.00	73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,910.00	11,787.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	2,046.21	11,363.16
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00	600.00	3,227.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	\$386,601.00	128,749.46	261,100.37
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		28,452.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00	462.32	462.32
Books & Materials (Additional)	0.00	3,454.13	3,479.58
Furnishings and Equipment	6,877.00		3,655.26
Payroll Expense	900.00	55.00	370.00
Library Supplies	8,500.00		1,241.99
Administration & Travel	4,500.00	24.00	2,844.41
Program Expense	4,000.00	404.32	2,417.89
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00		1,381.08
Telephone & Fax Expense	3,500.00	256.65	1,756.78
Copier & Computer Costs	4,000.00	85.33	1,358.70
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	226.43	358.52
Professional Memberships	600.00		345.00

Publicity and Advertising	1,770.00		867.59
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00	6.07	96.06
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	19,300.29	129,572.22
EI Expense	5,700.00	480.99	3,229.02
CPP Expense	9,900.00	813.17	5,403.59
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	238.49	1,670.52
LAPP Expense	17,200.00	1,647.09	10,488.33
Total Expenses	\$386,601.00	27,454.28	207,277.82

Brooks Public Library
Balance Sheet As at 07/29/2011

ASSET**CURRENT ASSETS**

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	126,030.52
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS	<u>228,922.91</u>
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TOTAL ASSET	<u><u>228,922.91</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	-5,270.27
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES	<u>-539.19</u>
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TOTAL LIABILITY	<u>-539.19</u>
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EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	53,822.55

CURRENT EARNINGS	<u>229,462.10</u>
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TOTAL EQUITY	<u>229,462.10</u>
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LIABILITIES AND EQUITY	<u><u>228,922.91</u></u>
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Brooks Public Library

Income Statement 07/01/2011 to 07/29/2011

REVENUE

REVENUE

Town of Brooks	46,026.25
City of Brooks Misc	4,830.00
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	1,910.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	2,046.21
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	600.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	<u>128,749.46</u>
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TOTAL REVENUE	<u>128,749.46</u>
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EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	3,454.13
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	55.00
Library Supplies	0.00
Administration & Travel	24.00
Recruitment Expense	0.00
Program Expense	404.32
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	256.65
Copier & Computer Costs	85.33
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	226.43
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	6.07
Miscellaneous	0.00
Wages	19,300.29
Wage Reimbursement	0.00
EI Expense	480.99
CPP Expense	813.17
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,647.09
AB Health Expense	0.00

TOTAL EXPENSES	<u>27,454.28</u>
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Brooks Public Library
Income Statement 07/01/2011 to 07/29/2011

TOTAL EXPENSE	<u>27,454.28</u>
NET INCOME	<u><u>101,295.18</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 07/29/2011

REVENUE

REVENUE

Town of Brooks	138,078.75
City of Brooks Misc	6,941.15
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	2,306.03
Resident Cardholder Fees	11,787.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	11,363.16
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	3,227.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	<u>261,100.37</u>
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TOTAL REVENUE	<u>261,100.37</u>
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EXPENSE

EXPENSES

SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	3,479.58
New Library Furnishings	0.00
Library Equipment	3,655.26
Payroll Expense	370.00
Library Supplies	1,241.99
Administration & Travel	2,844.41
Recruitment Expense	0.00
Program Expense	2,417.89
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,381.08
Telephone and Fax Expense	1,756.78
Copier & Computer Costs	1,358.70
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	358.52
Professional Memberships	345.00
Publicity and Advertising	867.59
Audit and Insurance	6,603.00
Bank Charges	96.06
Miscellaneous	0.00
Wages	129,572.22
Wage Reimbursement	0.00
EI Expense	3,229.02
CPP Expense	5,403.59
WCB Expense	663.71
AUMA Extended Health	1,670.52
L.A.P.P. Expense	10,488.33
AB Health Expense	0.00

TOTAL EXPENSES	<u>207,277.82</u>
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Brooks Public Library
Income Statement 01/01/2011 to 07/29/2011

TOTAL EXPENSE	<u>207,277.82</u>
NET INCOME	<u><u>53,822.55</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 07/01/2011 to 07/29/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
07/08/2011	J249	Fines	Deposit	697.50	-		Y	Cleared
07/08/2011	J250	Residentt Cardholder	Deposit	665.00	-		Y	Cleared
07/08/2011	J251	City of Brooks	Deposit	46,026.25	-		Y	Cleared
07/15/2011	J252	Fines	Deposit	452.54	-		Y	Cleared
07/15/2011	J253	Resident Cardholder	Deposit	400.00	-		Y	Cleared
07/15/2011	J254	Donation	Deposit	600.00	-		Y	Cleared
07/29/2011	J255	July 2011, Shannon Vossep...	4335	-	2,764.03		Y	Cleared
07/29/2011	J256	July 2011, Marisa Bader	4336	-	663.95		N	Outstanding
07/29/2011	J257	July 2011, Jillian Clarke	4337	-	1,249.10		N	Outstanding
07/29/2011	J258	July 2011, Bessie Jacowishen	4338	-	1,859.88		Y	Cleared
07/29/2011	J259	July 2011, Cathryn Krochak	4339	-	1,479.10		N	Outstanding
07/29/2011	J260	July 2011, Maxine Meldrum	4340	-	1,906.21		N	Outstanding
07/29/2011	J261	July 2011, Bruce Schmidt	4341	-	587.71		N	Outstanding
07/29/2011	J262	July 2011, Tamara Van Horne	4342	-	1,668.77		Y	Cleared
07/29/2011	J263	July 2011, Cajsa Johnsson	4343	-	705.85		N	Outstanding
07/29/2011	J264	July 2011, Rachel Harris	4344	-	1,603.28		Y	Cleared
07/29/2011	J265	July 2011, Canada Customs ...	4345	-	4,528.84		N	Outstanding
07/29/2011	J266	July 2011, Local Authorities ...	4346	-	3,122.65		N	Outstanding
07/29/2011	J267	July 2011, AMSC Insurance ...	4347	-	340.66		N	Outstanding
07/29/2011	J268	July 2011, RBC Royal Bank ...	4350	-	601.95		Y	Cleared
07/29/2011	J269	July 2011, Telus Communica...	4351	-	269.39		Y	Cleared
07/29/2011	J270	July 2011, Shortgrass Librar...	4352	-	3,916.45		N	Outstanding
07/29/2011	J271	July 2011, Purolator	4353	-	54.38		N	Outstanding
07/29/2011	J272	July 2011, Water Pure & Sim...	4354	-	11.00		N	Outstanding
07/29/2011	J273	Jul 2011, Bessie Jacowishen	4355	-	18.94		Y	Cleared
07/29/2011	J274	July 2011, Brooks Computer ...	4356	-	57.75		N	Outstanding
07/29/2011	J275	July 2011, Computing Excell...	4357	-	89.60		N	Outstanding
07/22/2011	J276	Fines	Deposit	461.54	-		Y	Cleared
07/22/2011	J277	Resident Cardholder	Deposit	365.00	-		Y	Cleared
07/22/2011	J278	City of Brooks	Deposit	4,830.00	-		Y	Cleared
07/29/2011	J279	Resident Cardholder	Deposit	480.00	-		Y	Cleared
07/29/2011	J280	Fines	Deposit	434.63	-		Y	Cleared
07/14/2011	J287	Alberta Government	Deposit	73,337.00	-		Y	Cleared
				128,749...	27,499.49			

Brooks Public Library
All Journal Entries 07/01/2011 to 07/29/2011

		Account Number	Account Description	Debits	Credits
07/08/2011	J249	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	697.50
		1080	Cash In Bank	697.50	-
07/08/2011	J250	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	665.00
		1080	Cash In Bank	665.00	-
07/08/2011	J251	Deposit, City of Brooks			
		4020	Town of Brooks	-	46,026.25
		1080	Cash In Bank	46,026.25	-
07/15/2011	J252	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	452.54
		1080	Cash In Bank	452.54	-
07/15/2011	J253	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	400.00
		1080	Cash In Bank	400.00	-
07/15/2011	J254	Deposit, Donation			
		4170	Charitable Receipt Donations	-	600.00
		1080	Cash In Bank	600.00	-
07/29/2011	J255	4335, July 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,764.03
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	669.01
07/29/2011	J256	4336, July 2011, Marisa Bader			
		5300	Wages	696.38	-
		1080	Cash In Bank	-	663.95
		2310	EI Payable	-	12.40
		2320	CPP Payable	-	20.03
07/29/2011	J257	4337, July 2011, Jillian Clarke			
		5300	Wages	1,377.32	-
		1080	Cash In Bank	-	1,249.10
		2310	EI Payable	-	24.52
		2320	CPP Payable	-	53.74
		2330	Income Tax Payable	-	49.96
07/29/2011	J258	4338, July 2011, Bessie Jacowishen			
		5300	Wages	2,631.75	-
		1080	Cash In Bank	-	1,859.88
		2310	EI Payable	-	46.85
		2320	CPP Payable	-	116.43
		2330	Income Tax Payable	-	333.75
		2400	L.A.P.P.	-	223.37
		2420	AUMA Extended Health	-	51.47
07/29/2011	J259	4339, July 2011, Cathryn Krochak			
		5300	Wages	1,964.25	-
		1080	Cash In Bank	-	1,479.10
		2310	EI Payable	-	34.96
		2320	CPP Payable	-	83.26
		2330	Income Tax Payable	-	177.51
		2400	L.A.P.P.	-	166.83
		2420	AUMA Extended Health	-	22.59
07/29/2011	J260	4340, July 2011, Maxine Meldrum			
		5300	Wages	2,631.75	-
		1080	Cash In Bank	-	1,906.21

Brooks Public Library
All Journal Entries 07/01/2011 to 07/29/2011

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	46.85
		2320	CPP Payable	-	116.43
		2330	Income Tax Payable	-	333.75
		2400	L.A.P.P.	-	223.37
		2420	AUMA Extended Health	-	5.14
07/29/2011	J261	4341, July 2011, Bruce Schmidt			
		5300	Wages	614.64	-
		1080	Cash In Bank	-	587.71
		2310	EI Payable	-	10.94
		2320	CPP Payable	-	15.99
07/29/2011	J262	4342, July 2011, Tamara Van Horne			
		5300	Wages	2,273.70	-
		1080	Cash In Bank	-	1,668.77
		2310	EI Payable	-	40.47
		2320	CPP Payable	-	98.63
		2330	Income Tax Payable	-	249.88
		2400	L.A.P.P.	-	192.98
		2420	AUMA Extended Health	-	22.97
07/29/2011	J263	4343, July 2011, Cajsa Johnsson			
		5300	Wages	741.31	-
		1080	Cash In Bank	-	705.85
		2310	EI Payable	-	13.20
		2320	CPP Payable	-	22.26
07/29/2011	J264	4344, July 2011, Rachel Harris			
		5300	Wages	1,754.69	-
		1080	Cash In Bank	-	1,603.28
		2310	EI Payable	-	31.23
		2320	CPP Payable	-	72.42
		2330	Income Tax Payable	-	47.76
07/29/2011	J265	4345, July 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	343.56	-
		2320	CPP Payable	813.17	-
		2330	Income Tax Payable	2,077.95	-
		5310	EI Expense	480.99	-
		5320	CPP Expense	813.17	-
		1080	Cash In Bank	-	4,528.84
07/29/2011	J266	4346, July 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,475.56	-
		5350	L.A.P.P. Expense	1,647.09	-
		1080	Cash In Bank	-	3,122.65
07/29/2011	J267	4347, July 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
07/29/2011	J268	4350, July 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	20.50	-
		5080	Administration & Travel	13.00	-
		5090	Program Expense	385.38	-
		5200	Freight and Postage	177.00	-
		5250	Bank Charges	6.07	-
		1080	Cash In Bank	-	601.95
07/29/2011	J269	4351, July 2011, Telus Communications			
		2100	GST Paid on Purchases	12.74	-
		5140	Telephone and Fax Expense	256.65	-
		1080	Cash In Bank	-	269.39
07/29/2011	J270	4352, July 2011, Shortgrass Library System			

Brooks Public Library
All Journal Entries 07/01/2011 to 07/29/2011

		Account Number	Account Description	Debits	Credits
		5022	SLS - Dynix and Telecom	462.32	-
		5030	Books and Materials	3,454.13	-
		1080	Cash In Bank	-	3,916.45
07/29/2011	J271	4353, July 2011, Purolator			
		2100	GST Paid on Purchases	4.95	-
		5200	Freight and Postage	49.43	-
		1080	Cash In Bank	-	54.38
07/29/2011	J272	4354, July 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
07/29/2011	J273	4355, Jul 2011, Bessie Jacowishen			
		5090	Program Expense	18.94	-
		1080	Cash In Bank	-	18.94
07/29/2011	J274	4356, July 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
07/29/2011	J275	4357, July 2011, Computing Excellence			
		2100	GST Paid on Purchases	4.27	-
		5160	Copier & Computer Costs	85.33	-
		1080	Cash In Bank	-	89.60
07/22/2011	J276	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	461.54
		1080	Cash In Bank	461.54	-
07/22/2011	J277	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	365.00
		1080	Cash In Bank	365.00	-
07/22/2011	J278	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	4,830.00
		1080	Cash In Bank	4,830.00	-
07/29/2011	J279	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	480.00
		1080	Cash In Bank	480.00	-
07/29/2011	J280	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	434.63
		1080	Cash In Bank	434.63	-
07/14/2011	J287	Deposit, Alberta Government			
		4040	Province of Alberta	-	73,337.00
		1080	Cash In Bank	73,337.00	-
				161,061.36	161,061.36

**Brooks Library Board
Finance Standing Committee Meeting
1:30pm, September 23, 2011**

Present: Dino Champlone, Elsie Strach, Kimberley Sharkey, Shannon Vossepoel

- 1) Meeting was called to order at 1:30pm.
- 2) Receipts and Expenditures for the month of August 2011 were discussed in detail and reviewed by the Committee. Items of Note:

Receipts for August:

- Adopt-a-Magazine: Adopt-a-Magazine fundraiser has started up again. Three donations in August. At present, it looks like we will exceed projected receipts for this budget line.
- GST Recovery: Reimbursement for 2010 GST expenses.

Expenditures for August:

- Furnishings and Equipment: New overhead projector to replace one damaged by patron. Patron has been invoiced.
- Library Supplies: Computer software (cheque reissued – vendor did not receive original payment made in April – original cheque was cancelled), paper, envelopes for ILLs, daytimer, cleaning supplies, book labels.
- Administration and Travel: travel expenses for Shannon Vossepoel to attend Shortgrass event, water for office cooler.
- Program Expense: craft supplies for Medieval Faire, exhibition fees for art gallery (Sept 2011, Oct 2011, Jan 2012, May 2012, June 2012).
- Freight and Postage: freight charges for supply orders.
- Bank Charges: additional \$10.00 charge to stop payment on cheque not received by vendor.

Discussion Points:

- **Simply Accounting Anomaly:** Kimberley Sharkey noted that Simply Accounting seems to have an anomaly in the GIC accounts, likely due to an entry error. Shannon Vossepoel is investigating the concern.
- **2012-2014 Budget:** Finance Committee reviewed the 2012 budget presented by Shannon Vossepoel. Finance Committee moved that the budget be forwarded to the Library Board for approval.

- 3) Meeting was adjourned at 3:00pm.

Board Chair

Head Librarian

Date

Date

Finance Meeting Notes: August 2011

Receipts for August:

- Adopt-a-Magazine: Adopt-a-Magazine fundraiser has started up again. Three donations in August.
- GST Recovery: Reimbursement for 2010 GST expenses.

Expenditures for August:

- Furnishings and Equipment: New overhead projector to replace one damaged by patron. Patron has been invoiced.
- Library Supplies: Computer software (cheque reissued – vendor did not receive original payment made in April – original cheque was cancelled), paper, envelopes for ILLs, daytimer, cleaning supplies, book labels.
- Administration and Travel: travel expenses for Shannon Vossepoel to attend Shortgrass event, water for office cooler.
- Program Expense: craft supplies for Medieval Faire, exhibition fees for art gallery (Sept 2011, Oct 2011, Jan 2012, May 2012, June 2012).
- Freight and Postage: freight charges for supply orders.
- Bank Charges: additional \$10.00 charge to stop payment on cheque not received by vendor.

Discussion Points:

- 2012-2014 Budget

Brooks Library Board
August 2011 Receipts and Expenditures

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		138,078.75
City of Brooks Miscellaneous	9,100.00		6,941.15
HRDC – Summer Student	2,000.00		
Province of Alberta	74,836.00		73,337.00
RISE Grants (2011)	13,788.00		13,788.28
Additional Grant Funding	2,562.00		2,306.03
County of Newell Library Board	35,185.00		
2010 Allocated Funds	20,000.00		
Resident Cardholder Fees	20,625.00	1,455.00	13,242.20
Interest Income	0.00		
Miscellaneous	200.00		151.30
Fines, books and services	17,000.00	1,564.55	12,927.71
Non-resident Cardholder Fees	700.00		120.00
Donations	3,000.00		3,227.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00	300.00	300.00
GST Recovery	1,000.00	1,103.16	1,103.16
Total Revenue	\$386,601.00	4,422.71	265,523.08
Expenditures			
SLS Expense (Materials Allot.)	56,904.00		28,452.00
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,000.00		462.32
Books & Materials (Additional)	0.00		3,479.58
Furnishings and Equipment	6,877.00	389.00	4,044.26
Payroll Expense	900.00	50.00	420.00
Library Supplies	8,500.00	1,607.67	2,095.76
Administration & Travel	4,500.00	77.00	2,921.71
Program Expense	4,000.00	576.26	2,994.15
Repair & Maintenance	3,000.00		
Rebinding, Microfilming, and Laminating	1,000.00		560.25
Staff Training	4,500.00		1,381.08
Telephone & Fax Expense	3,500.00	257.70	2,014.48
Copier & Computer Costs	4,000.00	153.58	1,512.28
Security Monitoring	600.00		
GST Expense	0.00		
Freight & Postage	1,000.00	45.13	403.65
Professional Memberships	600.00		345.00

Publicity and Advertising	1,770.00		867.59
Audit and Insurance	8,500.00		6,603.00
Bank Charges	200.00	15.00	111.06
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	235,000.00	20,494.21	150,066.43
EI Expense	5,700.00	510.73	3,739.75
CPP Expense	9,900.00	872.27	6,275.86
WCB Expense	900.00		663.71
AUMA Expense	4,000.00	238.49	1,909.01
LAPP Expense	17,200.00	1,742.75	12,231.08
Total Expenses	\$386,601.00	27,029.79	233,553.71

Brooks Public Library
Balance Sheet As at 08/31/2011

ASSET**CURRENT ASSETS**

GIC Account	-502.77
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	104,079.91
Reserve Fund	65,000.00
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 206,972.30

TOTAL ASSET 206,972.30

LIABILITY**CURRENT LIABILITIES**

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-5,367.70
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	-68.30
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES -636.62

TOTAL LIABILITY -636.62

EQUITY**EARNINGS**

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	137,125.35
Current Earnings	31,969.37

CURRENT EARNINGS 207,608.92

TOTAL EQUITY 207,608.92

LIABILITIES AND EQUITY 206,972.30

Brooks Public Library

Income Statement 08/01/2011 to 08/31/2011

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	1,455.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,564.55
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	1,103.16

TOTAL REVENUE	<u>4,422.71</u>
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TOTAL REVENUE	<u>4,422.71</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	0.00
New Library Furnishings	0.00
Library Equipment	389.00
Payroll Expense	50.00
Library Supplies	1,607.67
Administration & Travel	77.00
Recruitment Expense	0.00
Program Expense	576.26
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	257.70
Copier & Computer Costs	153.58
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	45.13
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	0.00
Bank Charges	15.00
Miscellaneous	0.00
Wages	20,494.21
Wage Reimbursement	0.00
EI Expense	510.73
CPP Expense	872.27
WCB Expense	0.00
AUMA Extended Health	238.49
L.A.P.P. Expense	1,742.75
AB Health Expense	0.00

TOTAL EXPENSES	<u>27,029.79</u>
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Brooks Public Library
Income Statement 08/01/2011 to 08/31/2011

TOTAL EXPENSE	<u>27,029.79</u>
NET INCOME	<u><u>-22,607.08</u></u>

Brooks Public Library

Income Statement 01/01/2011 to 08/31/2011

REVENUE

REVENUE

Town of Brooks	138,078.75
City of Brooks Misc	6,941.15
HRDC - Summer Student	0.00
Province of Alberta	73,337.00
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	2,306.03
Resident Cardholder Fees	13,242.20
Interest Income	0.00
Miscellaneous	151.30
Fines, Book Sales and Services	12,927.71
Non-resident Cardholder Fees	120.00
Charitable Receipt Donations	3,227.50
Fundraisers	0.00
Adopt-a-magazine	300.00
Medieval Faire	0.00
GST Recovery	1,103.16
TOTAL REVENUE	265,523.08

TOTAL REVENUE	265,523.08
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EXPENSE

EXPENSES

SLS Expense (Materials)	28,452.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	462.32
Books and Materials	3,479.58
New Library Furnishings	0.00
Library Equipment	4,044.26
Payroll Expense	420.00
Library Supplies	2,095.76
Administration & Travel	2,921.41
Recruitment Expense	0.00
Program Expense	2,994.15
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	560.25
Staff Training	1,381.08
Telephone and Fax Expense	2,014.48
Copier & Computer Costs	1,512.28
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	403.65
Professional Memberships	345.00
Publicity and Advertising	867.59
Audit and Insurance	6,603.00
Bank Charges	111.06
Miscellaneous	0.00
Wages	150,066.43
Wage Reimbursement	0.00
EI Expense	3,739.75
CPP Expense	6,275.86
WCB Expense	663.71
AUMA Extended Health	1,909.01
L.A.P.P. Expense	12,231.08
AB Health Expense	0.00
TOTAL EXPENSES	233,553.71

Printed On: 09/09/2011

Brooks Public Library
Income Statement 01/01/2011 to 08/31/2011

TOTAL EXPENSE	<u>233,553.71</u>
NET INCOME	<u><u>31,969.37</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 08/01/2011 to 08/31/2011

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
08/05/2011	J281	Fines	Deposit	415.61	-		Y	Cleared
08/05/2011	J282	Resident Memberships	Deposit	350.00	-		Y	Cleared
08/12/2011	J283	Fines	Deposit	297.20	-		Y	Cleared
08/12/2011	J284	Resident Cardholder	Deposit	455.00	-		Y	Cleared
08/12/2011	J285	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/12/2011	J286	Government of Canada	Deposit	1,103.16	-		Y	Cleared
08/12/2011	J289	August 2011, Planet Micro	4358	-	791.60		Y	Cleared
08/12/2011	J290	August 2011, Brooks Compu...	4359	-	52.50		Y	Cleared
08/12/2011	J291	August 2011, Grand & Toy	4360	-	776.21		Y	Cleared
08/12/2011	J292	August 2011, Cathryn Krochak	4361	-	103.13		Y	Cleared
08/12/2011	J293	August 2011, Maxine Meldrum	4362	-	22.69		Y	Cleared
08/31/2011	J294	August 2011, Shannon Voss...	4363	-	72.30		Y	Cleared
08/31/2011	J295	Aug 2011, Shannon Vossep...	4364	-	2,764.03		Y	Cleared
08/31/2011	J296	August 2011, Marisa Bader	4365	-	878.72		Y	Cleared
08/31/2011	J297	August 2011, Jillian Clarke	4366	-	1,219.06		Y	Cleared
08/31/2011	J298	August 2011, Bessie Jacowi...	4367	-	2,004.90		Y	Cleared
08/31/2011	J299	Aug 2011, Cathryn Krochak	4368	-	1,671.44		Y	Cleared
08/31/2011	J300	Aug 2011, Maxine Meldrum	4369	-	2,051.23		N	Outstanding
08/31/2011	J301	August 2011, Bruce Schmidt	4370	-	559.05		N	Outstanding
08/31/2011	J302	August 2011, Tamara Van H...	4371	-	1,805.49		Y	Cleared
08/31/2011	J303	August 2011, Cajsa Johnsson	4372	-	684.90		Y	Cleared
08/31/2011	J304	August 2011, Rachel Harris	4373	-	1,640.87		N	Outstanding
08/31/2011	J305	August 2011, Canada Custod...	4374	-	4,934.21		N	Outstanding
08/31/2011	J306	August 2011, Local Authoriti...	4375	-	3,303.89		N	Outstanding
08/31/2011	J307	August 2011, AMSC Insuran...	4376	-	340.66		N	Outstanding
08/31/2011	J308	August 2011, Esplanade Art...	4377	-	375.00		N	Outstanding
08/31/2011	J309	August 2011, Telus Commu...	4378	-	270.50		N	Outstanding
08/31/2011	J310	August 2011, RBC Royal Ba...	4379	-	220.52		N	Outstanding
08/31/2011	J311	August 2011, Brodart	4380	-	460.44		N	Outstanding
08/31/2011	J312	August 2011, Water Pure & ...	4381	-	11.00		N	Outstanding
08/31/2011	J313	August 2011, Computing Ex...	4382	-	135.58		N	Outstanding
08/19/2011	J314	Fines	Deposit	499.68	-		Y	Cleared
08/19/2011	J315	Resident Cardholder	Deposit	265.00	-		Y	Cleared
08/19/2011	J316	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/26/2011	J317	Fines	Deposit	352.06	-		Y	Cleared
08/26/2011	J318	Resident Cardholder	Deposit	385.00	-		Y	Cleared
08/26/2011	J319	Adopt-a-Magazine	Deposit	100.00	-		Y	Cleared
08/11/2011	J326	Bank Charges-Stop Paymen...	Debit	-	15.00		Y	Cleared
				4,422.71	27,164.92			

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		Account Number	Account Description	Debits	Credits
08/05/2011	J281	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	415.61
		1080	Cash In Bank	415.61	-
08/05/2011	J282	Deposit, Resident Memberships			
		4090	Resident Cardholder Fees	-	350.00
		1080	Cash In Bank	350.00	-
08/12/2011	J283	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	297.20
		1080	Cash In Bank	297.20	-
08/12/2011	J284	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	455.00
		1080	Cash In Bank	455.00	-
08/12/2011	J285	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
08/12/2011	J286	Deposit, Government of Canada			
		4220	GST Recovery	-	1,103.16
		1080	Cash In Bank	1,103.16	-
08/12/2011	J289	4358, August 2011, Planet Micro			
		2100	GST Paid on Purchases	37.70	-
		5070	Library Supplies	753.90	-
		1080	Cash In Bank	-	791.60
08/12/2011	J290	4359, August 2011, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
08/12/2011	J291	4360, August 2011, Grand & Toy			
		2100	GST Paid on Purchases	36.96	-
		5070	Library Supplies	739.25	-
		1080	Cash In Bank	-	776.21
08/12/2011	J292	4361, August 2011, Cathryn Krochak			
		2100	GST Paid on Purchases	4.91	-
		5090	Program Expense	98.22	-
		1080	Cash In Bank	-	103.13
08/12/2011	J293	4362, August 2011, Maxine Meldrum			
		2100	GST Paid on Purchases	1.08	-
		5070	Library Supplies	8.00	-
		5200	Freight and Postage	13.61	-
		1080	Cash In Bank	-	22.69
08/31/2011	J294	4363, August 2011, Shannon Vossepoel			
		2100	GST Paid on Purchases	0.30	-
		5080	Administration & Travel	66.00	-
		5090	Program Expense	6.00	-
		1080	Cash In Bank	-	72.30
08/31/2011	J295	4364, Aug 2011, Shannon Vossepoel			
		5300	Wages	4,614.50	-
		1080	Cash In Bank	-	2,764.03
		2310	EI Payable	-	82.14
		2320	CPP Payable	-	213.98
		2330	Income Tax Payable	-	885.34
		2400	L.A.P.P.	-	669.01
08/31/2011	J296	4365, August 2011, Marisa Bader			
		5300	Wages	926.64	-

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		Account Number	Account Description	Debits	Credits
		1080	Cash In Bank	-	878.72
		2310	EI Payable	-	16.49
		2320	CPP Payable	-	31.43
08/31/2011	J297	4366, August 2011, Jillian Clarke			
		5300	Wages	1,339.42	-
		1080	Cash In Bank	-	1,219.06
		2310	EI Payable	-	23.84
		2320	CPP Payable	-	51.86
		2330	Income Tax Payable	-	44.66
08/31/2011	J298	4367, August 2011, Bessie Jacowishen			
		5300	Wages	2,867.70	-
		1080	Cash In Bank	-	2,004.90
		2310	EI Payable	-	51.05
		2320	CPP Payable	-	128.11
		2330	Income Tax Payable	-	388.76
		2400	L.A.P.P.	-	243.41
		2420	AUMA Extended Health	-	51.47
08/31/2011	J299	4368, Aug 2011, Cathryn Krochak			
		5300	Wages	2,277.08	-
		1080	Cash In Bank	-	1,671.44
		2310	EI Payable	-	40.53
		2320	CPP Payable	-	98.75
		2330	Income Tax Payable	-	250.45
		2400	L.A.P.P.	-	193.32
		2420	AUMA Extended Health	-	22.59
08/31/2011	J300	4369, Aug 2011, Maxine Meldrum			
		5300	Wages	2,867.70	-
		1080	Cash In Bank	-	2,051.23
		2310	EI Payable	-	51.05
		2320	CPP Payable	-	128.11
		2330	Income Tax Payable	-	388.76
		2400	L.A.P.P.	-	243.41
		2420	AUMA Extended Health	-	5.14
08/31/2011	J301	4370, August 2011, Bruce Schmidt			
		5300	Wages	583.91	-
		1080	Cash In Bank	-	559.05
		2310	EI Payable	-	10.39
		2320	CPP Payable	-	14.47
08/31/2011	J302	4371, August 2011, Tamara Van Horne			
		5300	Wages	2,496.30	-
		1080	Cash In Bank	-	1,805.49
		2310	EI Payable	-	44.43
		2320	CPP Payable	-	109.64
		2330	Income Tax Payable	-	301.78
		2400	L.A.P.P.	-	211.99
		2420	AUMA Extended Health	-	22.97
08/31/2011	J303	4372, August 2011, Cajsa Johnsson			
		5300	Wages	718.85	-
		1080	Cash In Bank	-	684.90
		2310	EI Payable	-	12.80
		2320	CPP Payable	-	21.15
08/31/2011	J304	4373, August 2011, Rachel Harris			
		5300	Wages	1,802.11	-
		1080	Cash In Bank	-	1,640.87
		2310	EI Payable	-	32.08
		2320	CPP Payable	-	74.77
		2330	Income Tax Payable	-	54.39

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		Account Number	Account Description	Debits	Credits
08/31/2011	J305	4374, August 2011, Canada Customs and Revenue Agency			
		2310	EI Payable	364.80	-
		2320	CPP Payable	872.27	-
		2330	Income Tax Payable	2,314.14	-
		5310	EI Expense	510.73	-
		5320	CPP Expense	872.27	-
		1080	Cash In Bank	-	4,934.21
08/31/2011	J306	4375, August 2011, Local Authorities Pension Plan			
		2400	L.A.P.P.	1,561.14	-
		5350	L.A.P.P. Expense	1,742.75	-
		1080	Cash In Bank	-	3,303.89
08/31/2011	J307	4376, August 2011, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	102.17	-
		5340	AUMA Extended Health	238.49	-
		1080	Cash In Bank	-	340.66
08/31/2011	J308	4377, August 2011, Esplanade Arts and Heritage Centre			
		5090	Program Expense	375.00	-
		1080	Cash In Bank	-	375.00
08/31/2011	J309	4378, August 2011, Telus Communications			
		2100	GST Paid on Purchases	12.80	-
		5140	Telephone and Fax Expense	257.70	-
		1080	Cash In Bank	-	270.50
08/31/2011	J310	4379, August 2011, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	10.50	-
		5070	Library Supplies	88.52	-
		5090	Program Expense	97.04	-
		5160	Copier & Computer Costs	24.46	-
		1080	Cash In Bank	-	220.52
08/31/2011	J311	4380, August 2011, Brodart			
		2100	GST Paid on Purchases	21.92	-
		5055	Library Equipment	389.00	-
		5070	Library Supplies	18.00	-
		5200	Freight and Postage	31.52	-
		1080	Cash In Bank	-	460.44
08/31/2011	J312	4381, August 2011, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
08/31/2011	J313	4382, August 2011, Computing Excellence			
		2100	GST Paid on Purchases	6.46	-
		5160	Copier & Computer Costs	129.12	-
		1080	Cash In Bank	-	135.58
08/19/2011	J314	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	499.68
		1080	Cash In Bank	499.68	-
08/19/2011	J315	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	265.00
		1080	Cash In Bank	265.00	-
08/19/2011	J316	Deposit, Adopt-a-Magazine			
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
08/26/2011	J317	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	352.06
		1080	Cash In Bank	352.06	-

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		Account Number	Account Description	Debits	Credits
08/26/2011	J318		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	385.00
		1080	Cash In Bank	385.00	-
08/26/2011	J319		Deposit, Adopt-a-Magazine		
		4185	Adopt-a-magazine	-	100.00
		1080	Cash In Bank	100.00	-
08/11/2011	J326		Debit, Bank Charges-Stop Payment Fee		
		5250	Bank Charges	15.00	-
		1080	Cash In Bank	-	15.00
				<u>36,802.15</u>	<u>36,802.15</u>