

Brooks Public Library
All Journal Entries 02/01/2010 to 02/28/2010

		Account Number	Account Description	Debits	Credits
		2310	EI Payable	-	19.57
		2320	CPP Payable	-	41.55
		2330	Income Tax Payable	-	17.57
02/26/2010	J52	3854, Feb 2010, Tamara Van Horne			
		5300	Wages	1,977.60	-
		1080	Cash In Bank	-	1,494.28
		2310	EI Payable	-	34.21
		2320	CPP Payable	-	83.89
		2330	Income Tax Payable	-	183.98
		2400	L.A.P.P.	-	159.35
		2420	AUMA Extended Health	-	21.89
02/26/2010	J53	3855, Feb 2010, Cathryn Krochak			
		5300	Wages	1,938.75	-
		1080	Cash In Bank	-	1,470.54
		2310	EI Payable	-	33.54
		2320	CPP Payable	-	81.94
		2330	Income Tax Payable	-	174.79
		2400	L.A.P.P.	-	156.28
		2420	AUMA Extended Health	-	21.66
02/26/2010	J54	3856, Feb 2010, Jillian Clarke			
		5300	Wages	1,460.37	-
		1080	Cash In Bank	-	1,313.58
		2310	EI Payable	-	25.26
		2320	CPP Payable	-	57.85
		2330	Income Tax Payable	-	63.68
02/26/2010	J55	3857, Feb 2010, Tierney Hansen			
		5300	Wages	550.37	-
		1080	Cash In Bank	-	528.04
		2310	EI Payable	-	9.52
		2320	CPP Payable	-	12.81
02/26/2010	J56	3858, Feb 2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,060.21
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	184.39
		2330	Income Tax Payable	-	702.58
02/26/2010	J57	3859, Feb 2010, Barbara Maisonneuve			
		5300	Wages	769.39	-
		1080	Cash In Bank	-	732.43
		2310	EI Payable	-	13.31
		2320	CPP Payable	-	23.65
02/26/2010	J58	3860, Feb 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	299.43	-
		2320	CPP Payable	714.31	-
		2330	Income Tax Payable	1,742.94	-
		5310	EI Expense	419.20	-
		5320	CPP Expense	714.31	-
		1080	Cash In Bank	-	3,890.19
02/26/2010	J59	3861, Feb 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	714.59	-
		5350	L.A.P.P. Expense	803.25	-
		1080	Cash In Bank	-	1,517.84
02/26/2010	J60	3862, Feb 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	97.61	-
		5340	AUMA Extended Health	227.78	-
		1080	Cash In Bank	-	325.39

Brooks Public Library

All Journal Entries 02/01/2010 to 02/28/2010

		Account Number	Account Description	Debits	Credits
02/26/2010	J61	3863, Feb 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	3.78	-
		5080	Administration & Travel	50.00	-
		5220	Publicity and Advertising	25.50	-
		1080	Cash In Bank	-	79.28
02/26/2010	J62	3864, Feb 2010, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
02/26/2010	J63	3865, Feb 2010, The Brooks and County Chronicle			
		2100	GST Paid on Purchases	1.95	-
		5220	Publicity and Advertising	39.00	-
		1080	Cash In Bank	-	40.95
02/26/2010	J64	3866, Feb 2010, Telus Communications			
		2100	GST Paid on Purchases	12.30	-
		5140	Telephone and Fax Expense	247.63	-
		1080	Cash In Bank	-	259.93
02/26/2010	J65	3867, February 2010, Mark Huff			
		5080	Administration & Travel	69.00	-
		1080	Cash In Bank	-	69.00
02/26/2010	J66	3868, February 2010, AMSC Insurance Services Limited			
		5240	Audit and Insurance	2,062.00	-
		1080	Cash In Bank	-	2,062.00
02/26/2010	J67	3869, Feb 2010, Vancouver Public Library			
		2100	GST Paid on Purchases	0.89	-
		5130	Staff Training	17.79	-
		1080	Cash In Bank	-	18.68
02/26/2010	J68	3870, February 2010, Cathryn Krochak			
		2100	GST Paid on Purchases	1.97	-
		5160	Copier & Computer Costs	39.42	-
		1080	Cash In Bank	-	41.39
02/26/2010	J69	3871, Feb 2010, Workers' Compensation Board Alberta			
		5330	WCB Expense	403.25	-
		1080	Cash In Bank	-	403.25
02/26/2010	J70	3872, Feb 2010, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	52.73	-
		5070	Library Supplies	817.80	-
		5080	Administration & Travel	25.98	-
		5200	Freight and Postage	122.91	-
		5210	Professional Memberships	95.00	-
		5250	Bank Charges	25.41	-
		1080	Cash In Bank	-	1,139.83
02/05/2010	J78	Deposit, 4120	Fines, Book Sales and Services	-	216.61
		1080	Cash In Bank	216.61	-
02/05/2010	J79	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	405.00
		1080	Cash In Bank	405.00	-
02/05/2010	J80	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
02/12/2010	J81	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	334.65
		1080	Cash In Bank	334.65	-

Brooks Public Library
All Journal Entries 02/01/2010 to 02/28/2010

	Account Number	Account Description	Debits	Credits
02/12/2010	J82	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	355.00
	1080	Cash In Bank	355.00	-
02/19/2010	J83	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	222.03
	1080	Cash In Bank	222.03	-
02/19/2010	J84	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	485.00
	1080	Cash In Bank	485.00	-
02/26/2010	J85	Deposit, Fines		
	4120	Fines, Book Sales and Services	-	356.23
	1080	Cash In Bank	356.23	-
02/26/2010	J86	Deposit, Resident Cardholder		
	4090	Resident Cardholder Fees	-	435.00
	1080	Cash In Bank	435.00	-
02/28/2010	J89	Debit, Destination Fee		
	5250	Bank Charges	5.00	-
	1080	Cash In Bank	-	5.00
			<u>30,829.45</u>	<u>30,829.45</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 27, 2010
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Elsie Strach (Acting Chair), Mark Huff (Acting Head Librarian), Karen Nelson, Gloria Evans, Cathleen Patterson, Norm Gerestein, Joyce Aasen, Kimberley Sharkey

REGRETS: Dino Champlone, Tilly Gamble-Altwasser

Guest: Terry Lynne Mactavish

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: Elsie called the meeting to order at 6:30 pm.
2. Approval of Agenda: **Karen/Joyce moved approval of agenda as printed. Carried.**
3. Consent Agenda: **Kimberley/Joyce moved approval of the following consent agenda items. Carried.**
 - a. March 2010 Board Meeting Minutes
 - b. April (for March) 2010 Finance Committee Meeting Minutes
 - c. March 2010 Receipts and Expenditures
 - d. May (for April) 2010 Finance Committee Meeting Minutes
 - e. April 2010 Receipts and Expenditures
 - f. April and May Librarian's Report
 - g. Mark's ALC Report
 - h. Mark's Copyright Symposium Report
4. Correspondence: Each of the following items were circulated:
 - a. MP LaVar Payne letter of congratulations for winning the AB Government Award for Project Connect
 - b. MP Arno Doerksen letter of congratulations
 - c. AB Culture and Community Spirit letter notifying BPL of \$10,367.03 funding
 - d. Sheila Tiegs letter. **Karen/Cathleen moved to accept Sheila's resignation with regret. Carried.**
 - e. SLS Financial Report to Partners
 - f. SLS Financial Statement 2009
 - g. SLS Special Board Meeting March 17, 2010
 - h. SLS Library Manager's Meeting March 22, 2010 Minutes
 - i. SLS March and April 2010 Rise Review
 - j. Marigold Report April 2010



5. Business Arising from March 2010 Board Meeting Minutes
 - a. Wireless Access Update: Patrons are using Wireless daily.
 - b. Patron Fines: There has been no response to the eight collection letters mailed March 26, 2010. Mark will turn the accounts over to a collection agency.
 - c. Warren Chugg Patron ban: A record of Mr. Chugg's contact with BPL is being kept at BPL and being forwarded to RCMP for their file.

6. New Business:
 - a. Board Terms: Karen's second term expires June 20, 2010. **Moved by Norm/Cathleen to request the City to extend Karen Nelson's term for an additional three years. Carried.**
 - b. Board Terms: With one vacancy at the Board level, the Board requested Mark to place an ad in the local paper regarding an opening on the Board. Mark will report the results of the ad to the Board in June. It is hoped a new Board person could begin in September.
 - c. Board Development Day: Discussion of possible topic postponed until fall.
 - d. Board member volunteer for June 12 parade: Cathleen volunteered.
 - e. Facilities Rental Policy S.R. 2: **Moved by Karen/Gloria to accept the Policy as printed. Carried.** The Board gives Mark authority to give a key to BPL to City council for use of video conferencing during times when the library is not open. A letter will be sent to council in care of Mayor Shields.
 - f. Brooks Public Library 2009 Annual Report has been printed.
 - g. Cowboy Poetry June 9. Board members volunteered to assist and to supply rice krispie squares.
 - h. Summer Games: Cathleen requested permission to advertise BPL hours and wireless internet in Summer Games handouts. Permission given. It was suggested some archival materials in the library be displayed July 5 to 10 for visitors to the area to view.

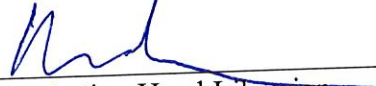
7. Audit 2009: Terry Lynne Mactavish. Terry Lynne reviewed each page of the City of Brooks Library Board Financial Statements to December 31, 2009. Discussion followed regarding BPL's positive financial situation (receipts over expenditures). Mark will monitor cash flow with monthly statements. **Cathleen/Kimberley moved acceptance of City of Brooks Library Board Financial Statements ending December 31, 2009. Carried.**

8. Adjournment: Joyce moved adjournment at 8:08 pm.

9. Next Board Meeting: 6:30 pm June 24, 2010. Be prepared to complete discussion of Plan of Service.



 Acting Board Chair



 Acting Head Librarian

Date: June 3, 2010

**Brooks Library Board
Finance Standing Committee Meeting
2:30pm, April 20, 2010**

Present: Elsie Strach, Mark Huff

- 1) Meeting was called to order at 2:30pm.
- 2) Receipts and Expenditures for the month of March 2010 were discussed in detail and reviewed by the Committee. Items of Note: closing down old legacy bank account.

Receipts for March:

- City of Brooks Misc: \$2,062.00. Reimbursement for building insurance.

Expenditures for March:

- Books & Materials:
- Library Supplies: Brodart Order (file folders and labels)
- Administration and Travel: office chair (Head Librarian office), (hanging files)
- Program Expenses: Esplanade (traveling art exhibits), items for library programming
- Telephone & Fax Expense: Monthly Telus Phone Bill.
- Copier and Computer Costs: Printer ink, Xerox bill, balance on CAP grant overspent.
- Freight & Postage: Purolator, Brodart freight.
- Publicity & Advertising: LA2 adverts, Leisure Centre guide advert (spring 2010)
- Audit & Insurance: Building Insurance, via AUMA. *expense claim submitted to City of Brooks, since they cover this cost for us.
- Bank Charges: MH VISA annual fee (\$12.00), SV VISA overlimit charges (\$19.68), Destination Fee (\$5.00), close old account (\$29.63)


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



Board Chair

Apr 27, 2010

Date



Acting Head Librarian

April 20, 2010

Date

Handwritten text, possibly a signature or date, located in the lower-left quadrant of the page.

CC

CC

DD

Brooks Library Board
Rec & Exp: 2010 March

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00		
City of Brooks Miscellaneous	9,100.00	2,062.00	2,062.00
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55		14,443.52
Additional Grant Funding	6,708.00		
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	1,851.00	5,201.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,307.85	3,709.85
Non-resident Cardholder Fees	700.00	200.00	260.00
Donations	3,000.00	150.00	2,527.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	426,115.07	5,570.85	28,203.87
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		9.95
Furnishings and Equipment	8,500.00		
Payroll Expense	900.00	110.00	220.00
Library Supplies	9,500.00	89.45	1550.62
Administration & Travel	8,375.00	569.28	841.76
Program Expense	5,000.00	147.92	276.63
Repair & Maintenance	4,200.00		
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00		17.79
Telephone & Fax Expense	3,500.00	272.41	768.34
Copier & Computer Costs	2,500.07	277.12	568.33
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	149.17	332.24
Professional Memberships	600.00		95.00
Publicity and Advertising	3,500.00	142.00	240.50
Audit and Insurance	8,500.00		2,062.00
Bank Charges	200.00	66.31	101.72
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00	16,789.03	55,174.37
EI Expense	5,700.00	406.65	1,336.32
CPP Expense	9,900.00	705.76	2320.85
WCB Expense	900.00		403.25
AUMA Expense	5,600.00	254.22	709.78
LAPP Expense	12,000.00	914.88	3005.34
Total Expenses	\$426,115.07	20,894.20	70,623.79

Brooks Public Library

Balance Sheet As at 03/31/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	20,443.98
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 108,779.14

TOTAL ASSET 108,779.14

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,270.20
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,463.02

TOTAL LIABILITY 2,463.02

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-42,419.92

CURRENT EARNINGS 106,316.12

TOTAL EQUITY 106,316.12

LIABILITIES AND EQUITY 108,779.14

Brooks Public Library
Balance Sheet As at 03/01/2010

ASSET

CURRENT ASSETS

GIC Account	0.00
GST Recoverable	1,152.16
Building Fund	874.64
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	84,955.70
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00
TOTAL CURRENT ASSETS	<u>124,165.50</u>

TOTAL ASSET 124,165.50

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,207.19
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>2,526.03</u>

TOTAL LIABILITY 2,526.03

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-27,096.57
CURRENT EARNINGS	<u>121,639.47</u>

TOTAL EQUITY 121,639.47

LIABILITIES AND EQUITY 124,165.50

Brooks Public Library

Income Statement 03/01/2010 to 03/31/2010

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	2,062.00
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	1,851.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,307.85
Non-resident Cardholder Fees	200.00
Charitable Receipt Donations	150.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE 5,570.85

TOTAL REVENUE 5,570.85

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	110.00
Library Supplies	89.45
Administration & Travel	569.28
Recruitment Expense	0.00
Program Expense	147.92
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	272.41
Copier & Computer Costs	277.12
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	149.17
Professional Memberships	0.00
Publicity and Advertising	142.00
Audit and Insurance	0.00
Bank Charges	66.31
Miscellaneous	0.00
Wages	16,789.03
Wage Reimbursement	0.00
EI Expense	406.65
CPP Expense	705.76
WCB Expense	0.00
AUMA Extended Health	254.22
L.A.P.P. Expense	914.88
AB Health Expense	0.00

TOTAL EXPENSES 20,894.20

Brooks Public Library
Income Statement 03/01/2010 to 03/31/2010

TOTAL EXPENSE	<u>20,894.20</u>
NET INCOME	<u><u>-15,323.35</u></u>

Brooks Public Library

Income Statement 01/01/2010 to 03/31/2010

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	2,062.00
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	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	5,201.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	3,709.85
Non-resident Cardholder Fees	260.00
Charitable Receipt Donations	2,527.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	28,203.87

TOTAL REVENUE 28,203.87

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	220.00
Library Supplies	1,550.62
Administration & Travel	841.76
Recruitment Expense	0.00
Program Expense	276.63
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	17.79
Telephone and Fax Expense	768.34
Copier & Computer Costs	568.33
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	332.24
Professional Memberships	95.00
Publicity and Advertising	240.50
Audit and Insurance	2,062.00
Bank Charges	101.72
Miscellaneous	0.00
Wages	55,174.37
Wage Reimbursement	0.00
EI Expense	1,336.32
CPP Expense	2,320.85
WCB Expense	403.25
AUMA Extended Health	709.78
L.A.P.P. Expense	3,005.34
AB Health Expense	0.00
TOTAL EXPENSES	70,623.79

Brooks Public Library
Income Statement 01/01/2010 to 03/31/2010

TOTAL EXPENSE	<u>70,623.79</u>
NET INCOME	<u><u>-42,419.92</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 03/01/2010 to 03/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
03/04/2010	J71	march 2010, Lakeside Leisur...	3873	-	108.15		Y	Cleared
03/04/2010	J72	March 2010, Shortgrass Libr...	3874	-	94.17		Y	Cleared
03/04/2010	J73	march 2010, Grand & Toy	3875	-	558.25		Y	Cleared
03/04/2010	J74	march 2010, Jillian Clarke	3876	-	9.07		Y	Cleared
03/04/2010	J75	march 2010, Purolator	3877	-	29.95		Y	Cleared
03/04/2010	J76	march 2010, Brooks Comput...	3878	-	57.75		Y	Cleared
03/04/2010	J77	march 2010, Esplanade Arts ...	3879	-	60.00		Y	Cleared
03/05/2010	J87	Fines	Deposit	290.00	-		Y	Reversed
03/05/2010	J88	Resident Cardholder	Deposit	240.89	-		Y	Reversed
03/17/2010	J90	march 2010, RBC Royal Ban...	3880	-	12.00		Y	Cleared
03/17/2010	J91	march-2010, RBC Royal Ban...	3881	-	19.68		Y	Cleared
03/17/2010	J92	march 2010, Telus Communi...	3882	-	272.41		Y	Cleared
03/17/2010	J93	march 2010, Brodart	3883	-	123.02		Y	Cleared
03/17/2010	J94	march 2010, Computing Exc...	3884	-	41.39		Y	Cleared
03/17/2010	J95	march 2010, Xerox Canada ...	3885	-	150.71		Y	Cleared
03/30/2010	J96	march 2010, Maxine Meldrum	3886	-	2,039.25		Y	Cleared
03/30/2010	J97	march 2010, Bessie Jacowis...	3887	-	2,005.03		Y	Cleared
03/30/2010	J98	march 2010, Bruce Schmidt	3888	-	450.05		Y	Cleared
03/30/2010	J99	march 2010, Tamara Van Ho...	3889	-	1,704.78		Y	Cleared
03/30/2010	J100	march 2010, Cathryn Krochak	3890	-	1,570.97		Y	Cleared
03/30/2010	J101	mar 2010, Jillian Clarke	3891	-	1,118.89		Y	Cleared
03/30/2010	J102	march 2010, Tierney Hansen	3892	-	231.79		Y	Cleared
03/30/2010	J103	mar 2010, Mark Huff	3893	-	3,060.21		Y	Cleared
03/30/2010	J104	march 2010, Barbara Maison...	3894	-	721.95		Y	Cleared
03/30/2010	J105	march 2010, Canada Custo...	3895	-	4,087.01		Y	Cleared
03/30/2010	J106	march 2010, Local Authoritie...	3896	-	1,728.78		Y	Cleared
03/30/2010	J107	march 2010, Xiao Wen Zhang	3897	-	25.00		Y	Cleared
03/30/2010	J108	march 2010, Mark Huff	3898	-	6.75		Y	Cleared
03/30/2010	J109	03- 2010, Jillian Clarke	3899	-	4.20		Y	Reversed
03/30/2010	J110	Reversing J109. Correction i...	ADJ3899	4.20	-		Y	Adjustment
03/30/2010	J111	03- 2010, Jillian Clarke	3899	-	4.20		Y	Cleared
03/30/2010	J112	2010.03, Jillian Clarke	3900	-	4.20		Y	Cleared
03/30/2010	J113	2010.03, Cathryn Krochak	3902	-	11.84		Y	Reversed
03/30/2010	J114	Reversing J113. Correction i...	ADJ3902	11.84	-		Y	Adjustment
03/30/2010	J115	2010.03, Cathryn Krochak	3902	-	11.84		Y	Reversed
03/30/2010	J116	Reversing J115. Correction i...	ADJ3902	11.84	-		Y	Adjustment
03/30/2010	J117	2010.03, Cathryn Krochak	3902	-	11.84		Y	Cleared
03/30/2010	J118	2010.03, Brooks Computer S...	3903	-	57.75		Y	Cleared
03/30/2010	J119	2010.03, Brooks and County...	3904	-	40.95		Y	Cleared
03/30/2010	J120	march 2010, AMSC Insuranc...	3905	-	351.83		Y	Cleared
03/30/2010	J121	2010.03, Brodart	3906	-	64.84		Y	Cleared
03/30/2010	J122	2010.03, Water Pure & Simple	3907	-	11.00		Y	Cleared
03/30/2010	J123	2010.03, Esplanade Arts and...	3908	-	60.00		Y	Cleared
03/30/2010	J124	2010.03, Purolator	3909	-	53.96		Y	Cleared
03/31/2010	J125	Destination Fee	Debit	-	5.00		Y	Cleared
03/05/2010	J126	Reversing J88. Correction is ...	ADJDe...	-	240.89		Y	Adjustment
03/05/2010	J127	Resident Cardholder	Deposit	290.00	-		Y	Cleared
03/05/2010	J128	Reversing J87. Correction is ...	ADJDe...	-	290.00		Y	Adjustment
03/05/2010	J129	Fines	Deposit	240.89	-		Y	Cleared
03/12/2010	J130	Fines	Deposit	265.66	-		Y	Cleared
03/12/2010	J131	Resident Cardholder	Deposit	385.00	-		Y	Cleared
03/12/2010	J132	Non-Resident Cardholder	Deposit	120.00	-		Y	Cleared
03/19/2010	J133	Fines	Deposit	354.55	-		Y	Cleared
03/19/2010	J134	Resident Cardholder	Deposit	515.00	-		Y	Cleared
03/19/2010	J135	City of Brooks	Deposit	2,062.00	-		Y	Cleared
03/26/2010	J136	Fines	Deposit	471.75	-		Y	Cleared
03/26/2010	J137	Resident Cardholder	Deposit	661.00	-		Y	Cleared
03/26/2010	J138	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
03/26/2010	J139	Donation	Deposit	150.00	-		Y	Cleared
03/31/2010	J144	GIC Purchase	Debit	-	50,000.00		Y	Cleared
03/30/2010	J145	Funds Transfer	Deposit	845.01	-		Y	Cleared
03/31/2010	J146	Reversing J144. Correction i...	ADJDe...	50,000.00	-		Y	Adjustment
03/19/2010	J147	GIC Purchase	Debit	-	50,000.00		Y	Cleared
03/30/2010	J148	Reversing J145. Correction i...	ADJDe...	-	845.01		Y	Adjustment

Printed On: 12/08/2010

Brooks Public Library

Reconciliation Transactions Detail Report 03/01/2010 to 03/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
03/30/2010	J149	Funds Transfer (close 1040 ...	Deposit	845.01	-		Y	Cleared
03/19/2010	J193	Reversing J135. Correction i...	ADJDe...	-	2,062.00		Y	Adjustment
03/19/2010	J194	City of Brooks	Deposit	2,062.00	-		Y	Cleared
				<u>59,906.64</u>	<u>124,418.36</u>			

Brooks Public Library
All Journal Entries 03/01/2010 to 03/31/2010

		Account Number	Account Description	Debits	Credits
03/04/2010	J71	3873, march 2010, Lakeside Leisure Centre			
		2100	GST Paid on Purchases	5.15	-
		5220	Publicity and Advertising	103.00	-
		1080	Cash In Bank	-	108.15
03/04/2010	J72	3874, March 2010, Shortgrass Library System			
		5160	Copier & Computer Costs	94.17	-
		1080	Cash In Bank	-	94.17
03/04/2010	J73	3875, march 2010, Grand & Toy			
		2100	GST Paid on Purchases	26.59	-
		5080	Administration & Travel	496.29	-
		5200	Freight and Postage	35.37	-
		1080	Cash In Bank	-	558.25
03/04/2010	J74	3876, march 2010, Jillian Clarke			
		2100	GST Paid on Purchases	0.43	-
		5090	Program Expense	8.64	-
		1080	Cash In Bank	-	9.07
03/04/2010	J75	3877, march 2010, Purolator			
		2100	GST Paid on Purchases	1.43	-
		5200	Freight and Postage	28.52	-
		1080	Cash In Bank	-	29.95
03/04/2010	J76	3878, march 2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
03/04/2010	J77	3879, march 2010, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
03/17/2010	J90	3880, march 2010, RBC Royal Bank VISA			
		5250	Bank Charges	12.00	-
		1080	Cash In Bank	-	12.00
03/17/2010	J91	3881, march-2010, RBC Royal Bank VISA			
		5250	Bank Charges	19.68	-
		1080	Cash In Bank	-	19.68
03/17/2010	J92	3882, march 2010, Telus Communications			
		5140	Telephone and Fax Expense	272.41	-
		1080	Cash In Bank	-	272.41
03/17/2010	J93	3883, march 2010, Brodart			
		2100	GST Paid on Purchases	5.87	-
		5070	Library Supplies	89.45	-
		5200	Freight and Postage	27.70	-
		1080	Cash In Bank	-	123.02
03/17/2010	J94	3884, march 2010, Computing Excellence			
		2100	GST Paid on Purchases	1.97	-
		5160	Copier & Computer Costs	39.42	-
		1080	Cash In Bank	-	41.39
03/17/2010	J95	3885, march 2010, Xerox Canada Ltd.			
		2100	GST Paid on Purchases	7.18	-
		5160	Copier & Computer Costs	143.53	-
		1080	Cash In Bank	-	150.71
03/30/2010	J96	3886, march 2010, Maxine Meldrum			
		5300	Wages	2,830.20	-
		1080	Cash In Bank	-	2,039.25
		2310	EI Payable	-	48.96

Brooks Public Library
All Journal Entries 03/01/2010 to 03/31/2010

		Account Number	Account Description	Debits	Credits
		2320	CPP Payable	-	126.17
		2330	Income Tax Payable	-	383.22
		2400	L.A.P.P.	-	228.18
		2420	AUMA Extended Health	-	4.42
03/30/2010	J97	3887, march 2010, Bessie Jacowishen			
		5300	Wages	2,848.00	-
		1080	Cash In Bank	-	2,005.03
		2310	EI Payable	-	49.27
		2320	CPP Payable	-	127.05
		2330	Income Tax Payable	-	387.38
		2400	L.A.P.P.	-	229.63
		2420	AUMA Extended Health	-	49.64
03/30/2010	J98	3888, march 2010, Bruce Schmidt			
		5300	Wages	466.80	-
		1080	Cash In Bank	-	450.05
		2310	EI Payable	-	8.08
		2320	CPP Payable	-	8.67
03/30/2010	J99	3889, march 2010, Tamara Van Horne			
		5300	Wages	2,317.50	-
		1080	Cash In Bank	-	1,704.78
		2310	EI Payable	-	40.09
		2320	CPP Payable	-	100.72
		2330	Income Tax Payable	-	263.27
		2400	L.A.P.P.	-	186.75
		2420	AUMA Extended Health	-	21.89
03/30/2010	J100	3890, march 2010, Cathryn Krochak			
		5300	Wages	2,100.90	-
		1080	Cash In Bank	-	1,570.97
		2310	EI Payable	-	36.35
		2320	CPP Payable	-	89.97
		2330	Income Tax Payable	-	212.61
		2400	L.A.P.P.	-	169.34
		2420	AUMA Extended Health	-	21.66
03/30/2010	J101	3891, mar 2010, Jillian Clarke			
		5300	Wages	1,214.93	-
		1080	Cash In Bank	-	1,118.89
		2310	EI Payable	-	21.02
		2320	CPP Payable	-	45.70
		2330	Income Tax Payable	-	29.32
03/30/2010	J102	3892, march 2010, Tierney Hansen			
		5300	Wages	235.87	-
		1080	Cash In Bank	-	231.79
		2310	EI Payable	-	4.08
03/30/2010	J103	3893, mar 2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,060.21
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	184.39
		2330	Income Tax Payable	-	702.58
03/30/2010	J104	3894, march 2010, Barbara Maisonneuve			
		5300	Wages	758.16	-
		1080	Cash In Bank	-	721.95
		2310	EI Payable	-	13.12
		2320	CPP Payable	-	23.09
03/30/2010	J105	3895, march 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	290.46	-
		2320	CPP Payable	705.76	-

Brooks Public Library
All Journal Entries 03/01/2010 to 03/31/2010

		Account Number	Account Description	Debits	Credits
		2330	Income Tax Payable	1,978.38	-
		5310	EI Expense	406.65	-
		5320	CPP Expense	705.76	-
		1080	Cash In Bank	-	4,087.01
03/30/2010	J106	3896, march 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	813.90	-
		5350	L.A.P.P. Expense	914.88	-
		1080	Cash In Bank	-	1,728.78
03/30/2010	J107	3897, march 2010, Xiao Wen Zhang			
		4120	Fines, Book Sales and Services	25.00	-
		1080	Cash In Bank	-	25.00
03/30/2010	J108	3898, march 2010, Mark Huff			
		2100	GST Paid on Purchases	0.32	-
		5080	Administration & Travel	5.99	-
		5200	Freight and Postage	0.44	-
		1080	Cash In Bank	-	6.75
03/30/2010	J111	3899, 03- 2010, Jillian Clarke			
		2100	GST Paid on Purchases	0.20	-
		5090	Program Expense	4.00	-
		1080	Cash In Bank	-	4.20
03/30/2010	J112	3900, 2010.03, Jillian Clarke			
		2100	GST Paid on Purchases	0.20	-
		5090	Program Expense	4.00	-
		1080	Cash In Bank	-	4.20
03/30/2010	J117	3902, 2010.03, Cathryn Krochak			
		2100	GST Paid on Purchases	0.56	-
		5090	Program Expense	11.28	-
		1080	Cash In Bank	-	11.84
03/30/2010	J118	3903, 2010.03, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.75	-
		5060	Payroll Expense	55.00	-
		1080	Cash In Bank	-	57.75
03/30/2010	J119	3904, 2010.03, Brooks and County Chronicle			
		2100	GST Paid on Purchases	1.95	-
		5220	Publicity and Advertising	39.00	-
		1080	Cash In Bank	-	40.95
03/30/2010	J120	3905, march 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	97.61	-
		5340	AUMA Extended Health	254.22	-
		1080	Cash In Bank	-	351.83
03/30/2010	J121	3906, 2010.03, Brodart			
		2100	GST Paid on Purchases	3.09	-
		5080	Administration & Travel	56.00	-
		5200	Freight and Postage	5.75	-
		1080	Cash In Bank	-	64.84
03/30/2010	J122	3907, 2010.03, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
03/30/2010	J123	3908, 2010.03, Esplanade Arts and Heritage Centre			
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
03/30/2010	J124	3909, 2010.03, Purolator			
		2100	GST Paid on Purchases	2.57	-

Brooks Public Library
All Journal Entries 03/01/2010 to 03/31/2010

		Account Number	Account Description	Debits	Credits
		5200	Freight and Postage	51.39	-
		1080	Cash In Bank	-	53.96
03/31/2010	J125		Debit, Destination Fee		
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
03/05/2010	J127		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	290.00
		1080	Cash In Bank	290.00	-
03/05/2010	J129		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	240.89
		1080	Cash In Bank	240.89	-
03/12/2010	J130		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	265.66
		1080	Cash In Bank	265.66	-
03/12/2010	J131		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	385.00
		1080	Cash In Bank	385.00	-
03/12/2010	J132		Deposit, Non-Resident Cardholder		
		4140	Non-resident Cardholder Fees	-	120.00
		1080	Cash In Bank	120.00	-
03/19/2010	J133		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	354.55
		1080	Cash In Bank	354.55	-
03/19/2010	J134		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	515.00
		1080	Cash In Bank	515.00	-
03/26/2010	J136		Deposit, Fines		
		4120	Fines, Book Sales and Services	-	471.75
		1080	Cash In Bank	471.75	-
03/26/2010	J137		Deposit, Resident Cardholder		
		4090	Resident Cardholder Fees	-	661.00
		1080	Cash In Bank	661.00	-
03/26/2010	J138		Deposit, Non-Resident Cardholder		
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
03/26/2010	J139		Deposit, Donation		
		4170	Charitable Receipt Donations	-	150.00
		1080	Cash In Bank	150.00	-
03/19/2010	J147		Debit, GIC Purchase		
		1020	GIC Account	50,000.00	-
		1080	Cash In Bank	-	50,000.00
03/30/2010	J149		Deposit, Funds Transfer (close 1040 Building Fund Acct, TSF balance to 1080)		
		1080	Cash In Bank	845.01	-
			TSF bal from Building Fund		
		5250	Bank Charges	29.63	-
			Diff when closing Acct		
		1040	Building Fund	-	874.64
			Acct Closed, bal tsf'd to 1080		
03/19/2010	J194		Deposit, City of Brooks		
		5240	Audit and Insurance	-	2,062.00
		1080	Cash In Bank	2,062.00	-

Brooks Public Library
All Journal Entries 03/01/2010 to 03/31/2010

	Account Number	Account Description	Debits	Credits
03/19/2010	J335	MH, Adjusting Entry (MH aug 20 2010) corrects Journal Entry 194		
	5240	Audit and Insurance	2,062.00	-
	4025	City of Brooks Misc	-	2,062.00
			<u>83,371.18</u>	<u>83,371.18</u>

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
May 27, 2010
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Elsie Strach (Acting Chair), Mark Huff (Acting Head Librarian), Karen Nelson, Gloria Evans, Cathleen Patterson, Norm Gerestein, Joyce Aasen, Kimberley Sharkey

REGRETS: Dino Champlone, Tilly Gamble-Altwasser

Guest: Terry Lynne Mactavish

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: Elsie called the meeting to order at 6:30 pm.
2. Approval of Agenda: **Karen/Joyce moved approval of agenda as printed. Carried.**
3. Consent Agenda: **Kimberley/Joyce moved approval of the following consent agenda items. Carried.**
 - a. March 2010 Board Meeting Minutes
 - b. April (for March) 2010 Finance Committee Meeting Minutes
 - c. March 2010 Receipts and Expenditures
 - d. May (for April) 2010 Finance Committee Meeting Minutes
 - e. April 2010 Receipts and Expenditures
 - f. April and May Librarian's Report
 - g. Mark's ALC Report
 - h. Mark's Copyright Symposium Report
4. Correspondence: Each of the following items were circulated:
 - a. MP LaVar Payne letter of congratulations for winning the AB Government Award for Project Connect
 - b. MP Arno Doerksen letter of congratulations
 - c. AB Culture and Community Spirit letter notifying BPL of \$10,367.03 funding
 - d. Sheila Tiegs letter. **Karen/Cathleen moved to accept Sheila's resignation with regret. Carried.**
 - e. SLS Financial Report to Partners
 - f. SLS Financial Statement 2009
 - g. SLS Special Board Meeting March 17, 2010
 - h. SLS Library Manager's Meeting March 22, 2010 Minutes
 - i. SLS March and April 2010 Rise Review
 - j. Marigold Report April 2010

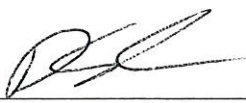
5. Business Arising from March 2010 Board Meeting Minutes
 - a. Wireless Access Update: Patrons are using Wireless daily.
 - b. Patron Fines: There has been no response to the eight collection letters mailed March 26, 2010. Mark will turn the accounts over to a collection agency.
 - c. Warren Chugg Patron ban: A record of Mr. Chugg's contact with BPL is being kept at BPL and being forwarded to RCMP for their file.

6. New Business:
 - a. Board Terms: Karen's second term expires June 20, 2010. **Moved by Norm/Cathleen to request the City to extend Karen Nelson's term for an additional three years. Carried.**
 - b. Board Terms: With one vacancy at the Board level, the Board requested Mark to place an ad in the local paper regarding an opening on the Board. Mark will report the results of the ad to the Board in June. It is hoped a new Board person could begin in September.
 - c. Board Development Day: Discussion of possible topic postponed until fall.
 - d. Board member volunteer for June 12 parade: Cathleen volunteered.
 - e. Facilities Rental Policy S.R. 2: **Moved by Karen/Gloria to accept the Policy as printed. Carried.** The Board gives Mark authority to give a key to BPL to City council for use of video conferencing during times when the library is not open. A letter will be sent to council in care of Mayor Shields.
 - f. Brooks Public Library 2009 Annual Report has been printed.
 - g. Cowboy Poetry June 9. Board members volunteered to assist and to supply rice krispie squares.
 - h. Summer Games: Cathleen requested permission to advertise BPL hours and wireless internet in Summer Games handouts. Permission given. It was suggested some archival materials in the library be displayed July 5 to 10 for visitors to the area to view.

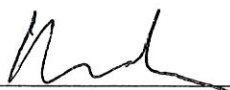
7. Audit 2009: Terry Lynne Mactavish. Terry Lynne reviewed each page of the City of Brooks Library Board Financial Statements to December 31, 2009. Discussion followed regarding BPL's positive financial situation (receipts over expenditures). Mark will monitor cash flow with monthly statements. **Cathleen/Kimberley moved acceptance of City of Brooks Library Board Financial Statements ending December 31, 2009. Carried.**

8. Adjournment: Joyce moved adjournment at 8:08 pm.

9. Next Board Meeting: 6:30 pm June 24, 2010. Be prepared to complete discussion of Plan of Service.



 Acting Board Chair



 Acting Head Librarian

Date: June 3, 2010

**Brooks Library Board
Finance Standing Committee Meeting
6:15pm, May 27, 2010**

Present: Elsie Strach, Mark Huff

- 1) Meeting was called to order at 6:15pm.
- 2) Receipts and Expenditures for the month of ^{April} ~~March~~ 2010 were discussed in detail and reviewed by the Committee. Items of Note: none.

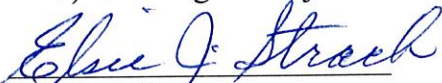
Receipts for April:

- City of Brooks Annual Funding: \$92,052.50
- City of Brooks Misc: \$396.90 Reimbursement for security monitoring (bill paid in 2009)


Expenditures for April:

- Books & Materials:
- Library Furnishings: \$379: Baby Change table, reimbursed by Friends of the Library in May
- Library Supplies: \$69.77: Receipt books from Brooks Stationers.
- Administration and Travel: \$212.00: cheques from Gray Graphics.
- Program Expenses: \$55.00: Okotoks PL, Mary Ann Kirkby VC, \$6 Jill Clarke misc programming, \$35.98: cake and batteries for Wii launch
- Telephone & Fax Expense: \$257.78: Monthly Telus Phone Bill.
- Repair & Maintenance: \$85.00, Swirsky locksmith, fix SV desk lock.
- Staff Training: \$555.83: ALC 2010 expenses, all to be reimbursed by Minister Municipal Affairs office.
- Copier and Computer Costs: \$89.95: webcam for SV computer, \$215.49: Printer ink.
- Freight & Postage: \$35.00: Shipping on baby change table, reimbursed by Friends of the Library in May.
- Professional Memberships: \$200.00: MH CLA membership, \$99.75: MH LAA membership
- Publicity & Advertising: \$34.00: Brooks Bulletin classified ad for LA2.
- Bank Charges: \$12.00: SV VISA annual fee, \$5.00: cheque account destination fee.

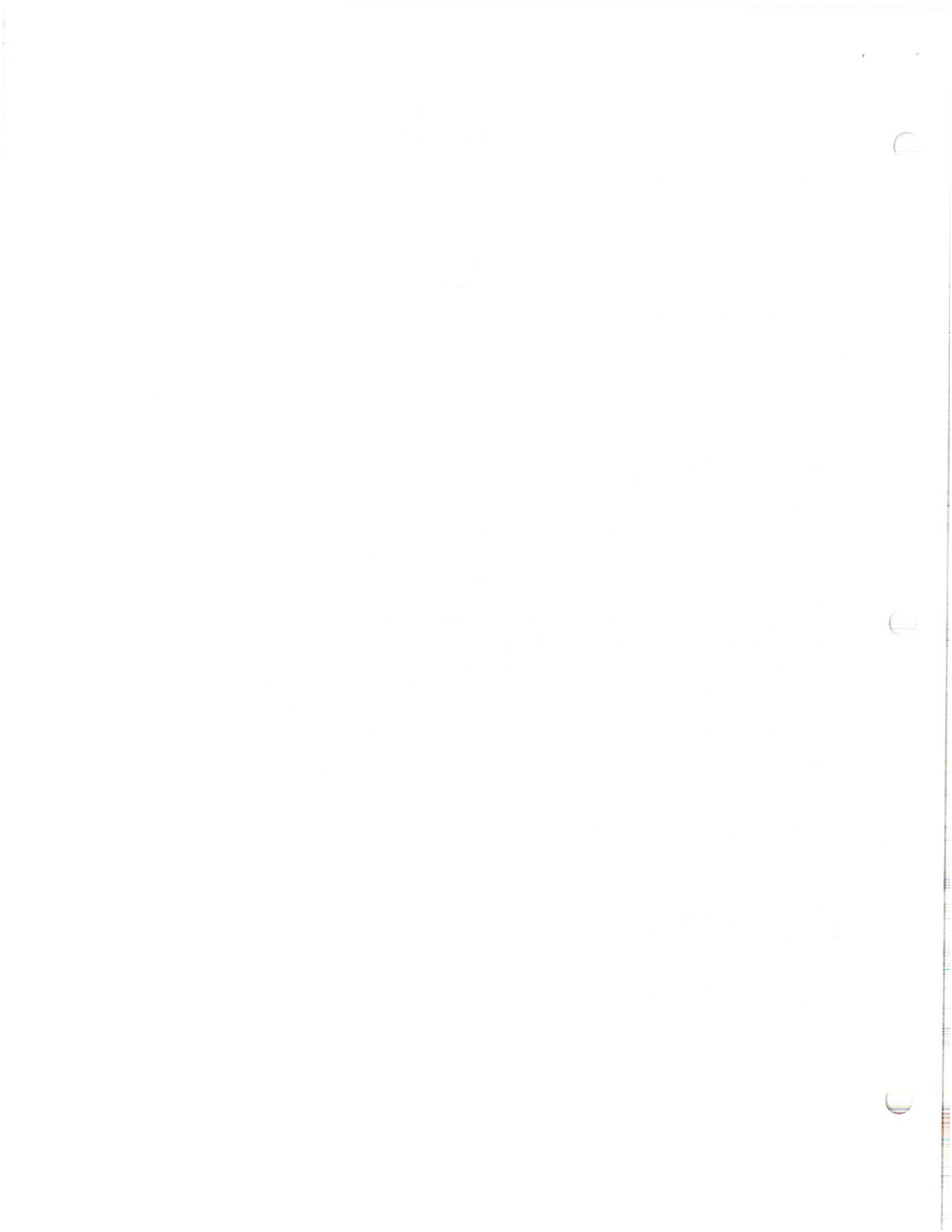
- 3) Meeting was adjourned at 6:30pm.


Board Chair

May 27 / 2010
Date


Acting Head Librarian

MAY 27 / 2010
Date



Brooks Library Board
Rec & Exp: 2010 April

Receipts	Annual Budget	Current Month	Total to Date
City of Brooks Annual Funding	184,105.00	92,052.50	92,052.50
City of Brooks Miscellaneous	9,100.00	396.90	2,458.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55		14,443.52
Additional Grant Funding	6,708.00		
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	2,040.00	7,241.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,400.63	5,110.48
Non-resident Cardholder Fees	700.00		260.00
Donations	3,000.00		2,527.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	426,115.07	95,890.03	124,093.90
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		9.95
Furnishings and Equipment	8,500.00	379.00	379.00
Payroll Expense	900.00		220.00
Library Supplies	9,500.00	69.77	1,620.39
Administration & Travel	8,375.00	212.00	1,053.76
Program Expense	5,000.00	96.98	373.61
Repair & Maintenance	4,200.00	85.00	85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	555.83	573.62
Telephone & Fax Expense	3,500.00	257.78	1,026.12
Copier & Computer Costs	2,500.07	305.44	873.77
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	35.00	367.24
Professional Memberships	600.00	299.75	394.75
Publicity and Advertising	3,500.00	34.00	274.50
Audit and Insurance	8,500.00		2,062.00
Bank Charges	200.00	17.00	118.72
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00	17,554.83	72,729.20
EI Expense	5,700.00	425.18	1,761.50
CPP Expense	9,900.00	740.89	3,061.74
WCB Expense	900.00		403.25
AUMA Expense	5,600.00	234.39	944.17
LAPP Expense	12,000.00	887.33	3,892.67
Total Expenses	\$426,115.07	22,190.17	92,813.96

Brooks Public Library

Balance Sheet As at 04/30/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	94,090.13
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 182,425.29

TOTAL ASSET 182,425.29

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,323.91
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,409.31

TOTAL LIABILITY 2,409.31

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	31,279.94

CURRENT EARNINGS 180,015.98

TOTAL EQUITY 180,015.98

LIABILITIES AND EQUITY 182,425.29

Brooks Public Library

Balance Sheet As at 04/01/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	20,443.98
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 108,779.14

TOTAL ASSET 108,779.14

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,270.20
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,463.02

TOTAL LIABILITY 2,463.02

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	-42,419.92

CURRENT EARNINGS 106,316.12

TOTAL EQUITY 106,316.12

LIABILITIES AND EQUITY 108,779.14

Brooks Public Library

Income Statement 04/01/2010 to 04/30/2010

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	396.90
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	2,040.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,400.63
Non-resident Cardholder Fees	0.00
Charitable Receipt Donations	0.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	<u>95,890.03</u>
----------------------	------------------

TOTAL REVENUE	<u>95,890.03</u>
----------------------	------------------

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	379.00
Library Equipment	0.00
Payroll Expense	0.00
Library Supplies	69.77
Administration & Travel	212.00
Recruitment Expense	0.00
Program Expense	96.98
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	555.83
Telephone and Fax Expense	257.78
Copier & Computer Costs	305.44
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	35.00
Professional Memberships	299.75
Publicity and Advertising	34.00
Audit and Insurance	0.00
Bank Charges	17.00
Miscellaneous	0.00
Wages	17,554.83
Wage Reimbursement	0.00
EI Expense	425.18
CPP Expense	740.89
WCB Expense	0.00
AUMA Extended Health	234.39
L.A.P.P. Expense	887.33
AB Health Expense	0.00

TOTAL EXPENSES	<u>22,190.17</u>
-----------------------	------------------

Brooks Public Library
Income Statement 04/01/2010 to 04/30/2010

TOTAL EXPENSE	<u>22,190.17</u>
NET INCOME	<u><u>73,699.86</u></u>

Brooks Public Library

Income Statement 01/01/2010 to 04/30/2010

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,458.90
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	0.00
Resident Cardholder Fees	7,241.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	5,110.48
Non-resident Cardholder Fees	260.00
Charitable Receipt Donations	2,527.50
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	124,093.90

TOTAL REVENUE 124,093.90

EXPENSE

EXPENSES

SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	379.00
Library Equipment	0.00
Payroll Expense	220.00
Library Supplies	1,620.39
Administration & Travel	1,053.76
Recruitment Expense	0.00
Program Expense	373.61
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	573.62
Telephone and Fax Expense	1,026.12
Copier & Computer Costs	873.77
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	367.24
Professional Memberships	394.75
Publicity and Advertising	274.50
Audit and Insurance	2,062.00
Bank Charges	118.72
Miscellaneous	0.00
Wages	72,729.20
Wage Reimbursement	0.00
EI Expense	1,761.50
CPP Expense	3,061.74
WCB Expense	403.25
AUMA Extended Health	944.17
L.A.P.P. Expense	3,892.67
AB Health Expense	0.00
TOTAL EXPENSES	92,813.96

Brooks Public Library
Income Statement 01/01/2010 to 04/30/2010

TOTAL EXPENSE	<u>92,813.96</u>
NET INCOME	<u><u>31,279.94</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 04/01/2010 to 04/30/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
04/02/2010	J140	Fines	Deposit	246.41	-		Y	Cleared
04/02/2010	J141	Resident Cardholder	Deposit	285.00	-		Y	Cleared
04/09/2010	J142	Fines	Deposit	409.85	-		Y	Cleared
04/09/2010	J143	Resident Cardholder	Depsoit	605.00	-		Y	Cleared
04/16/2010	J150	april 2010, Gray Graphics Ltd.	3910	-	222.60		Y	Cleared
04/16/2010	J151	april 2010, Brooks Bulletin	3911	-	35.70		Y	Cleared
04/16/2010	J152	april 2010, RBC Royal Bank ...	3912	-	12.00		Y	Cleared
04/16/2010	J153	april 2010, Telus Communic...	3913	-	257.78		Y	Cleared
04/16/2010	J154	april 2010, Swirsky Lock Seri...	3914	-	89.25		Y	Cleared
04/16/2010	J155	apl 2010, RBC Royal Bank V...	3915	-	1,326.26		Y	Cleared
04/26/2010	J156	2010 apr, Maxine Meldrum	3916	-	1,940.02		Y	Cleared
04/26/2010	J157	2010 apr, Bessie Jacowishen	3917	-	1,933.41		Y	Cleared
04/26/2010	J158	2010 apr, Bruce Schmidt	3918	-	468.60		Y	Cleared
04/26/2010	J159	2010 apr, Tamara Van Horne	3919	-	1,652.08		Y	Cleared
04/26/2010	J160	2010 apr, Cathryn Krochak	3920	-	1,605.94		Y	Cleared
04/26/2010	J161	2010 apr, Jillian Clarke	3921	-	1,225.97		Y	Cleared
04/26/2010	J162	2010 apr, Mark Huff	3922	-	3,060.21		Y	Cleared
04/26/2010	J163	2010 apr, Barbara Maisonne...	3923	-	1,081.77		Y	Cleared
04/26/2010	J164	2010 apr, Sherry Lush	3924	-	706.23		Y	Cleared
04/26/2010	J165	2010 apr, Canada Customs ...	3925	-	4,159.67		Y	Cleared
04/26/2010	J166	2010 apr, Local Authorities P...	3926	-	1,676.72		Y	Cleared
04/26/2010	J167	2010 apr, AMSC Insurance ...	3927	-	332.00		Y	Cleared
04/26/2010	J168	2010 apr, Brooks Stationers	3928	-	71.40		Y	Cleared
04/26/2010	J169	2010 april, Maxine Meldrum	3929	-	94.45		Y	Cleared
04/26/2010	J170	april 2010, Jillian Clarke	3930	-	6.30		Y	Cleared
04/26/2010	J171	april 2010, Okotoks Public Li...	3931	-	55.00		Y	Cleared
04/26/2010	J172	2010 April, Computing Excel...	3932	-	225.52		Y	Cleared
04/30/2010	J173	Destination fee	Debit	-	5.00		Y	Cleared
04/16/2010	J174	Fines	Deposit	167.60	-		Y	Cleared
04/16/2010	J175	Resident Cardholder	Deposit	265.00	-		Y	Cleared
04/16/2010	J176	City of Brooks	Deposit	396.90	-		Y	Cleared
04/16/2010	J177	City of Brooks	Deposit	92,052.50	-		Y	Cleared
04/23/2010	J178	Resident Cardholder	Deposit	495.00	-		Y	Cleared
04/23/2010	J179	Fines	Deposit	296.37	-		Y	Cleared
04/30/2010	J180	Resident Cardholder	Deposit	390.00	-		Y	Cleared
04/30/2010	J181	Fines	Deposit	280.40	-		Y	Cleared
04/16/2010	J195	Reversing J176. Correction i...	ADJDe...	-	396.90		Y	Adjustment
04/16/2010	J196	City of Brooks	Deposit	396.90	-		Y	Cleared
				96,286.93	22,640.78			

Brooks Public Library
All Journal Entries 04/01/2010 to 04/30/2010

		Account Number	Account Description	Debits	Credits
04/02/2010	J140	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	246.41
		1080	Cash In Bank	246.41	-
04/02/2010	J141	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	285.00
		1080	Cash In Bank	285.00	-
04/09/2010	J142	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	409.85
		1080	Cash In Bank	409.85	-
04/09/2010	J143	Depsoit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	605.00
		1080	Cash In Bank	605.00	-
04/16/2010	J150	3910, april 2010, Gray Graphics Ltd.			
		2100	GST Paid on Purchases	10.60	-
		5080	Administration & Travel	212.00	-
		1080	Cash In Bank	-	222.60
04/16/2010	J151	3911, april 2010, Brooks Bulletin			
		2100	GST Paid on Purchases	1.70	-
		5220	Publicity and Advertising	34.00	-
		1080	Cash In Bank	-	35.70
04/16/2010	J152	3912, april 2010, RBC Royal Bank VISA			
		5250	Bank Charges	12.00	-
		1080	Cash In Bank	-	12.00
04/16/2010	J153	3913, april 2010, Telus Communications			
		5140	Telephone and Fax Expense	257.78	-
		1080	Cash In Bank	-	257.78
04/16/2010	J154	3914, april 2010, Swirsky Lock Serivices			
		2100	GST Paid on Purchases	4.25	-
		5100	Repair & Maintenance	85.00	-
		1080	Cash In Bank	-	89.25
04/16/2010	J155	3915, apl 2010, RBC Royal Bank VISA			
		2100	GST Paid on Purchases	20.70	-
		5050	New Library Furnishings	379.00	-
		5090	Program Expense	35.98	-
		5130	Staff Training	555.83	-
		5200	Freight and Postage	35.00	-
		5210	Professional Memberships	299.75	-
		1080	Cash In Bank	-	1,326.26
04/26/2010	J156	3916, 2010 apr, Maxine Meldrum			
		5300	Wages	2,670.00	-
		1080	Cash In Bank	-	1,940.02
		2310	EI Payable	-	46.19
		2320	CPP Payable	-	118.24
		2330	Income Tax Payable	-	345.85
		2400	L.A.P.P.	-	215.28
		2420	AUMA Extended Health	-	4.42
04/26/2010	J157	3917, 2010 apr, Bessie Jacowishen			
		5300	Wages	2,732.30	-
		1080	Cash In Bank	-	1,933.41
		2310	EI Payable	-	47.27
		2320	CPP Payable	-	121.32
		2330	Income Tax Payable	-	360.38
		2400	L.A.P.P.	-	220.28
		2420	AUMA Extended Health	-	49.64

Brooks Public Library
All Journal Entries 04/01/2010 to 04/30/2010

		Account Number	Account Description	Debits	Credits
04/26/2010	J158	3918, 2010 apr, Bruce Schmidt			
		5300	Wages	486.67	-
		1080	Cash In Bank	-	468.60
		2310	EI Payable	-	8.42
		2320	CPP Payable	-	9.65
04/26/2010	J159	3919, 2010 apr, Tamara Van Horne			
		5300	Wages	2,232.53	-
		1080	Cash In Bank	-	1,652.08
		2310	EI Payable	-	38.62
		2320	CPP Payable	-	96.51
		2330	Income Tax Payable	-	243.45
		2400	L.A.P.P.	-	179.98
		2420	AUMA Extended Health	-	21.89
04/26/2010	J160	3920, 2010 apr, Cathryn Krochak			
		5300	Wages	2,157.30	-
		1080	Cash In Bank	-	1,605.94
		2310	EI Payable	-	37.32
		2320	CPP Payable	-	92.76
		2330	Income Tax Payable	-	225.77
		2400	L.A.P.P.	-	173.85
		2420	AUMA Extended Health	-	21.66
04/26/2010	J161	3921, 2010 apr, Jillian Clarke			
		5300	Wages	1,349.92	-
		1080	Cash In Bank	-	1,225.97
		2310	EI Payable	-	23.35
		2320	CPP Payable	-	52.38
		2330	Income Tax Payable	-	48.22
04/26/2010	J162	3922, 2010 apr, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	3,060.21
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	184.39
		2330	Income Tax Payable	-	702.58
04/26/2010	J163	3923, 2010 apr, Barbara Maisonneuve			
		5300	Wages	1,168.13	-
		1080	Cash In Bank	-	1,081.77
		2310	EI Payable	-	20.21
		2320	CPP Payable	-	43.38
		2330	Income Tax Payable	-	22.77
04/26/2010	J164	3924, 2010 apr, Sherry Lush			
		5300	Wages	741.31	-
		1080	Cash In Bank	-	706.23
		2310	EI Payable	-	12.82
		2320	CPP Payable	-	22.26
04/26/2010	J165	3925, 2010 apr, Canada Customs and Revenue Agency			
		2310	EI Payable	303.69	-
		2320	CPP Payable	740.89	-
		2330	Income Tax Payable	1,949.02	-
		5310	EI Expense	425.18	-
		5320	CPP Expense	740.89	-
		1080	Cash In Bank	-	4,159.67
04/26/2010	J166	3926, 2010 apr, Local Authorities Pension Plan			
		2400	L.A.P.P.	789.39	-
		5350	L.A.P.P. Expense	887.33	-
		1080	Cash In Bank	-	1,676.72
04/26/2010	J167	3927, 2010 apr, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	97.61	-

Brooks Public Library
All Journal Entries 04/01/2010 to 04/30/2010

		Account Number	Account Description	Debits	Credits
		5340	AUMA Extended Health	234.39	-
		1080	Cash In Bank	-	332.00
04/26/2010	J168	3928, 2010 apr, Brooks Stationers			
		2100	GST Paid on Purchases	1.63	-
		5070	Library Supplies	69.77	-
		1080	Cash In Bank	-	71.40
04/26/2010	J169	3929, 2010 april, Maxine Meldrum			
		2100	GST Paid on Purchases	4.50	-
		5160	Copier & Computer Costs	89.95	-
		1080	Cash In Bank	-	94.45
04/26/2010	J170	3930, april 2010, Jillian Clarke			
		2100	GST Paid on Purchases	0.30	-
		5090	Program Expense	6.00	-
		1080	Cash In Bank	-	6.30
04/26/2010	J171	3931, april 2010, Okotoks Public Library			
		5090	Program Expense	55.00	-
		1080	Cash In Bank	-	55.00
04/26/2010	J172	3932, 2010 April, Computing Excellence			
		2100	GST Paid on Purchases	10.03	-
		5160	Copier & Computer Costs	215.49	-
		1080	Cash In Bank	-	225.52
04/30/2010	J173	Debit, Destination fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
04/16/2010	J174	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	167.60
		1080	Cash In Bank	167.60	-
04/16/2010	J175	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	265.00
		1080	Cash In Bank	265.00	-
04/16/2010	J177	Deposit, City of Brooks			
		4020	Town of Brooks	-	92,052.50
		1080	Cash In Bank	92,052.50	-
04/23/2010	J178	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	495.00
		1080	Cash In Bank	495.00	-
04/23/2010	J179	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	296.37
		1080	Cash In Bank	296.37	-
04/30/2010	J180	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	390.00
		1080	Cash In Bank	390.00	-
04/30/2010	J181	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	280.40
		1080	Cash In Bank	280.40	-
04/16/2010	J196	Deposit, City of Brooks			
		4025	City of Brooks Misc	-	396.90
		1080	Cash In Bank	396.90	-
				122,014.51	122,014.51

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
June 24, 2010
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Elsie Strach, Cathleen Patterson, Joyce Aasen, Gloria Evans, Mark Huff (Acting Head Librarian), Tilly Gamble-Altwasser

REGRETS: Karen Nelson, Kimberley Sharkey, Norm Gerestein

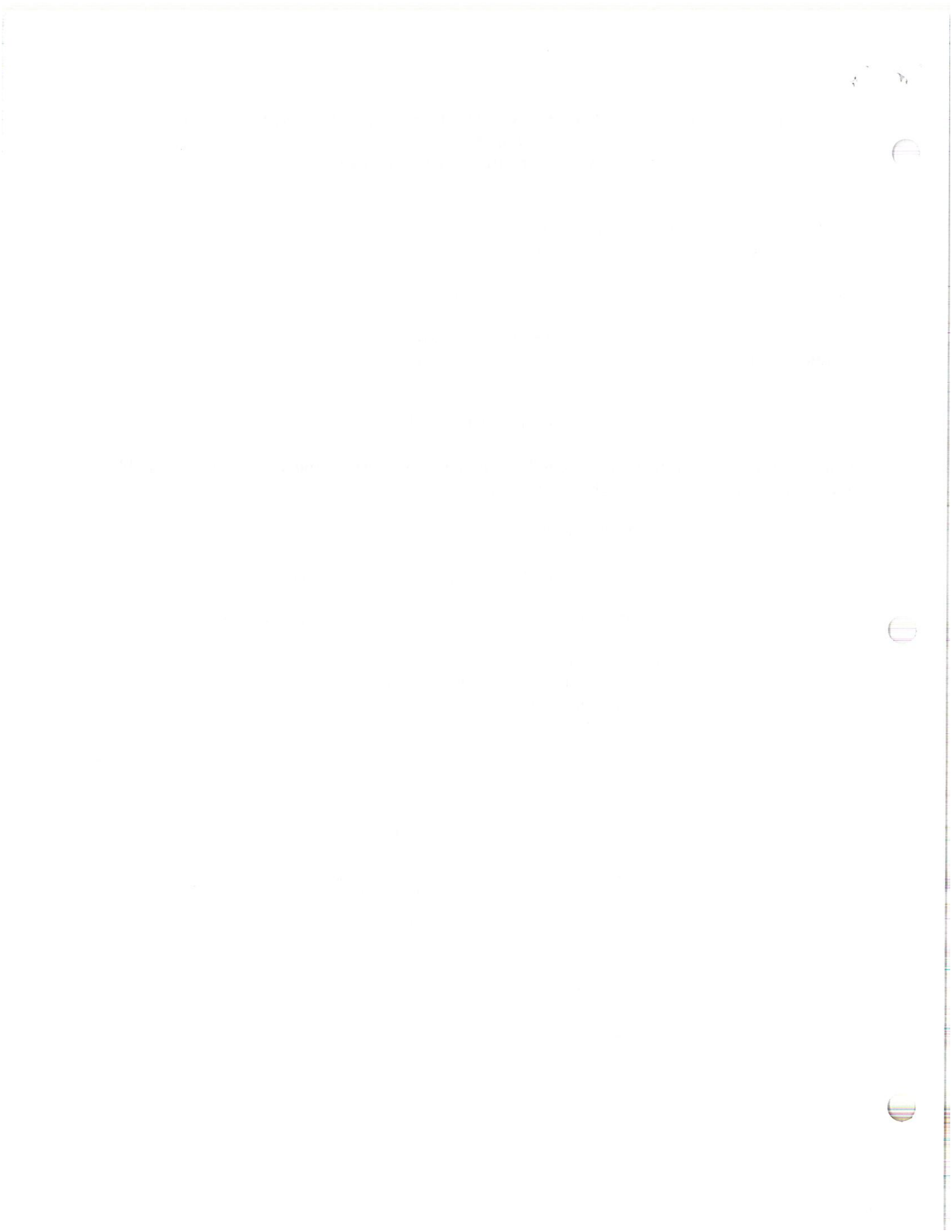
VISION STATEMENT

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.

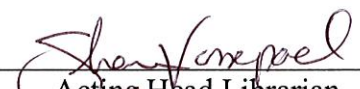
1. Call to Order: Dino called the meeting to order at 6:36 pm.
2. Approval of Agenda: Joyce/Cathleen moved approval of the agenda as printed.
3. Consent Agenda: Gloria/Elsie moved acceptance of the following consent agenda items.
Carried.
 - a. May 2010 Board Meeting Minutes
 - b. June (for May 2010) Finance Committee Meeting Minutes
 - c. May 2010 Receipts and Expenditures
 - d. June Librarian's Report
 - e. Bessie and Cathryn's AALT Reports
4. Correspondence
 - a. Letter from LaVar Payne stating he had received information from BPL
 - b. Karen Bonora letter responding to Board vacancy
 - c. Karen Nelson letter supporting Karen Bonora's application to BPL Board
 - d. Kimberley Sharkey letter supporting Karen Bonora's application to Board
 - e. Shortgrass Library System letter acknowledging BPL's Minister award and recognizing the award with a donation of \$75.00 for the purchase of a book
 - f. Shortgrass Library System: RISE Review circulated
 - g. City of Brooks Code of Conduct Policy: policy distributed for binders and one signed by present Board members to be returned to City
 - h. Tumbleweed Theatre request to use Crook's Nook July 22, 2010 from 8:00 pm to 10:30 pm granted
5. In-camera session: When Mark returned he was told the Board supports him and we are encouraged by what he is doing during his time as Acting Head Librarian.



6. Business Arising from March 2010 Board meeting minutes
 - a. Board Member Vacancy: Cathleen/Joyce moved we accept Karen Bonora's application to become a Board member. Carried. Dino will follow up with a phone call to Karen and Mark will send our recommendation to the City.
7. New Business
 - a. Plan of Service Review part II: Completed the review beginning at Goal 2.
 - b. Sheila Tiegs thank you letter: Dino will sign the letter Mark drafted thanking Sheila for her five years as Library Board member.
8. Adjournment: Joyce moved adjournment at 8:05
9. Next Board Meeting: 6:30 pm September 30, 2010



Board Chair



Acting Head Librarian

Date: July 14/09

October 1, 2010



**Brooks Library Board
Finance Standing Committee Meeting
6:15pm, June 24, 2010**

Present: Dino Champlone, Elsie Strach, Mark Huff

- 1) Meeting was called to order at 6:15pm.
- 2) Receipts and Expenditures for the month of May 2010 were discussed in detail and reviewed by the Committee. Items of Note:.

Receipts for May:

- AB Community Spirit Grant: \$10,367.03

Expenditures for May:

- Library Furnishings: -\$379: Baby Change table reimbursement from Friends of the Library
- Payroll Expense: \$100.00: Payroll for April & May
- Library Supplies: \$325.48: Laminating Material
- Administration and Travel: \$386.46: office cooler water, frames for awards, MH charter bus to ALC (will be reimbursed by prov), keys
- Program Expenses: \$27.09: Super Saturday
- Staff Training: \$761.90: MH trip to ALC (will be reimbursed by prov)
- Telephone & Fax Expense: \$264.09: Monthly Telus Phone Bill.
- Staff Training: \$555.83: ALC 2010 expenses, all to be reimbursed by Minister Municipal Affairs office. \$92.10: MH copyright workshop, SAIN business meeting
- Copier and Computer Costs: \$97.93: Printer ink.
- Freight & Postage: -\$27.00: reimburse from friends of the library on shipping baby change table
- Audit & Insurance: \$4,600.00: MacTavish 2009 Audit
- WCB Expense: \$387.20; WCB premiums, quarterly installment
- Publicity & Advertising: \$34.00: Brooks Bulletin classified ad for LA2.
- Bank Charges: \$12.00: \$5.00: cheque account destination fee.

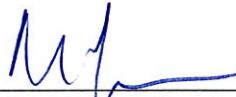
- 3) Meeting was adjourned at 6:30pm.



Board Chair

June 24, 2010

Date



Acting Head Librarian

6/24/10

Date

Brooks Library Board
Rec & Exp: 2010 May

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		2,458.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		
RISE Grants (2009)	14,443.55		14,443.52
Additional Grant Funding	6,708.00	10,367.03	10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	1,770.00	9,011.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,633.85	6,744.33
Non-resident Cardholder Fees	700.00	220.00	480.00
Donations	3,000.00		2,527.50
Fundraisers (Friends of the Library)	500.00		
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		
Total Revenue	426,115.07	13,990.88	138,084.78
Expenditures			
SLS Expense (Materials Allot.)	56,371.00	28,180.50	28,180.50
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		9.95
Furnishings and Equipment	8,500.00	-379.00	0.00
Payroll Expense	900.00	100.00	320.00
Library Supplies	9,500.00	325.48	1,945.87
Administration & Travel	8,375.00	386.46	1,440.22
Program Expense	5,000.00	27.09	400.70
Repair & Maintenance	4,200.00		85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	761.90	1,335.52
Telephone & Fax Expense	3,500.00	264.09	1,290.21
Copier & Computer Costs	2,500.07	97.93	971.70
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	-27.72	339.52
Professional Memberships	600.00		394.75
Publicity and Advertising	3,500.00		274.50
Audit and Insurance	8,500.00	4,600.00	6,662.00
Bank Charges	200.00	5.00	123.72
Miscellaneous	200.00		
Wages (includes temp. staff and VAC pay)	258,285.00	18,220.13	90,949.33
EI Expense	5,700.00	441.27	2,202.77
CPP Expense	9,900.00	761.34	3,823.08
WCB Expense	900.00	387.20	790.45
AUMA Expense	5,600.00	351.32	1,295.49
LAPP Expense	12,000.00	906.72	4,799.39
Total Expenses	\$426,115.07	55,409.71	148,223.67

Brooks Public Library

Balance Sheet As at 05/31/2010

ASSET

CURRENT ASSETS

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

TOTAL CURRENT ASSETS 140,782.27

TOTAL ASSET 140,782.27

LIABILITY

CURRENT LIABILITIES

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

TOTAL CURRENT LIABILITIES 2,164.42

TOTAL LIABILITY 2,164.42

EQUITY

EARNINGS

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

CURRENT EARNINGS 138,617.85

TOTAL EQUITY 138,617.85

LIABILITIES AND EQUITY 140,782.27

Brooks Public Library
Balance Sheet As at 05/01/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	94,090.13
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	0.00
Interest Receivable	133.00

TOTAL CURRENT ASSETS 182,425.29

TOTAL ASSET 182,425.29

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-2,323.91
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00

TOTAL CURRENT LIABILITIES 2,409.31

TOTAL LIABILITY 2,409.31

EQUITY

EARNINGS

Building Fund Reserves	38,314.20
Externally restricted	200.00
Retained Earnings	110,221.84
Current Earnings	31,279.94

CURRENT EARNINGS 180,015.98

TOTAL EQUITY 180,015.98

LIABILITIES AND EQUITY 182,425.29

Brooks Public Library

Income Statement 05/01/2010 to 05/31/2010

REVENUE

REVENUE

Town of Brooks	0.00
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	10,367.03
Resident Cardholder Fees	1,770.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	1,633.85
Non-resident Cardholder Fees	220.00
Charitable Receipt Donations	0.00
Fundraisers	724.53
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00

TOTAL REVENUE	14,715.41
----------------------	------------------

TOTAL REVENUE	14,715.41
----------------------	------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	28,180.50
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	0.00
Payroll Expense	100.00
Library Supplies	325.48
Administration & Travel	386.46
Recruitment Expense	0.00
Program Expense	267.35
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	761.90
Telephone and Fax Expense	264.09
Copier & Computer Costs	97.93
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	56.85
Professional Memberships	0.00
Publicity and Advertising	0.00
Audit and Insurance	4,600.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	18,220.13
Wage Reimbursement	0.00
EI Expense	441.27
CPP Expense	761.34
WCB Expense	387.20
AUMA Extended Health	351.32
L.A.P.P. Expense	906.72
AB Health Expense	0.00

TOTAL EXPENSES	56,113.54
-----------------------	------------------

Brooks Public Library
Income Statement 05/01/2010 to 05/31/2010

TOTAL EXPENSE	<u>56,113.54</u>
NET INCOME	<u><u>-41,398.13</u></u>

Brooks Public Library

Income Statement 01/01/2010 to 05/31/2010

REVENUE

REVENUE

Town of Brooks	92,052.50
City of Brooks Misc	2,458.90
HRDC - Summer Student	0.00
Province of Alberta	0.00
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	10,367.03
Resident Cardholder Fees	9,011.00
Interest Income	0.00
Miscellaneous	0.00
Fines, Book Sales and Services	6,744.33
Non-resident Cardholder Fees	480.00
Charitable Receipt Donations	2,527.50
Fundraisers	724.53
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	138,809.31

TOTAL REVENUE

138,809.31

EXPENSE

EXPENSES

SLS Expense (Materials)	28,180.50
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	0.00
Books and Materials	9.95
New Library Furnishings	379.00
Library Equipment	0.00
Payroll Expense	320.00
Library Supplies	1,945.87
Administration & Travel	1,440.22
Recruitment Expense	0.00
Program Expense	640.96
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	1,335.52
Telephone and Fax Expense	1,290.21
Copier & Computer Costs	971.70
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	424.09
Professional Memberships	394.75
Publicity and Advertising	274.50
Audit and Insurance	6,662.00
Bank Charges	123.72
Miscellaneous	0.00
Wages	90,949.33
Wage Reimbursement	0.00
EI Expense	2,202.77
CPP Expense	3,823.08
WCB Expense	790.45
AUMA Extended Health	1,295.49
L.A.P.P. Expense	4,799.39
AB Health Expense	0.00
TOTAL EXPENSES	148,927.50

Brooks Public Library
Income Statement 01/01/2010 to 05/31/2010

TOTAL EXPENSE	<u>148,927.50</u>
NET INCOME	<u><u>-10,118.19</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 05/01/2010 to 05/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
05/07/2010	J182	Fines	Deposit	357.16	-		N	Outstanding
05/11/2010	J183	may 2010, RBC Royal Bank ...	3933	-	1,076.80		Y	Cleared
05/11/2010	J184	may 2010, Water Pure & Si...	3934	-	11.00		Y	Cleared
05/11/2010	J185	May 2010, Mark Huff	3935	-	92.10		Y	Cleared
05/11/2010	J186	may 2010, Brooks Computer...	3936	-	52.50		Y	Cleared
05/11/2010	J187	may 2010, Cathryn Krochak	3937	-	50.31		Y	Cleared
05/11/2010	J188	May 2010, Ben's Office Mac...	3938	-	325.48		Y	Cleared
05/11/2010	J189	May 2010, Mactavish & Com...	3939	-	4,830.00		Y	Cleared
05/11/2010	J190	may 2010, Shortgrass Librar...	3940	-	205.00		Y	Cleared
05/11/2010	J191	May-2010, Shortgrass Librar...	3941	-	28,180.50		Y	Cleared
05/16/2010	J192	May 2010, Telus Communic...	3942	-	264.09		Y	Cleared
05/28/2010	J197	may 2010, Jillian Clarke	3943	-	987.48		Y	Cleared
05/28/2010	J198	May-2010, Mark Huff	3944	-	2,996.52		Y	Cleared
05/28/2010	J199	May 2010, Bessie Jacowishen	3945	-	1,993.14		Y	Cleared
05/28/2010	J200	May-2010, Cathryn Krochak	3946	-	1,587.81		Y	Cleared
05/28/2010	J201	May-2010, Maxine Meldrum	3947	-	1,900.69		Y	Cleared
05/28/2010	J202	May 2010, Bruce Schmidt	3948	-	589.09		Y	Cleared
05/28/2010	J203	May-2010, Tamara Van Horne	3949	-	1,780.40		Y	Cleared
05/28/2010	J204	May 2010, Barbara Maisonn...	3950	-	988.21		Y	Cleared
05/28/2010	J205	May 2010, Sherry Lush	3951	-	643.34		Y	Cleared
05/28/2010	J206	May 2010, Crystal Skriver	3952	-	766.79		Y	Cleared
05/28/2010	J207	May 2010, Canada Customs...	3953	-	4,232.11		Y	Cleared
05/28/2010	J208	May 2010, Local Authorities ...	3954	-	1,713.36		Y	Cleared
05/28/2010	J209	May 2010, AMSC Insurance ...	3955	-	501.84		Y	Cleared
05/28/2010	J210	May.2010, Jillian Clarke	3956	-	12.50		Y	Cleared
05/28/2010	J211	May.2010, Maxine Meldrum	3957	-	8.36		Y	Cleared
05/28/2010	J212	May*2010, Barbara Maisonn...	3958	-	10.48		Y	Cleared
05/28/2010	J213	May.2010, Water Pure & Si...	3959	-	11.00		Y	Cleared
05/28/2010	J214	May.2010, Brooks Computer...	3960	-	52.50		Y	Cleared
05/28/2010	J215	May.2010, Workers' Compen...	3961	-	387.20		Y	Cleared
05/28/2010	J216	May.2010, Computing Excel...	3962	-	102.83		Y	Cleared
05/07/2010	J226	Fines	Deposit	357.16	-		Y	Cleared
05/07/2010	J227	Resident Cardholder	Deposit	315.00	-		Y	Cleared
05/07/2010	J228	Non-Resident Cardholder	Deposit	140.00	-		Y	Cleared
05/14/2010	J229	Resident Cardholder	Deposit	240.00	-		Y	Cleared
05/14/2010	J230	Fines	Deposit	255.30	-		Y	Cleared
05/21/2010	J231	Fines	Deposit	210.24	-		Y	Cleared
05/21/2010	J232	Resident Cardholder	Deposit	460.00	-		Y	Cleared
05/21/2010	J233	Non-Resident Cardholder	Deposit	80.00	-		Y	Cleared
05/28/2010	J234	Fines	Deposit	453.99	-		Y	Cleared
05/28/2010	J235	Resident Cardholder	Deposit	440.00	-		Y	Cleared
05/14/2010	J236	Brooks Friends of the Library...	Deposit	724.53	-		Y	Cleared
05/13/2010	J237	Province of Alberta Commun...	Deposit	10,367.03	-		Y	Cleared
05/03/2010	J238	Destination Fee	Debit	-	5.00		Y	Cleared
05/28/2010	J239	Resident Cardholder	Deposit	315.00	-		Y	Cleared
				14,715.41	56,358.43			

Brooks Public Library
All Journal Entries 05/01/2010 to 05/31/2010

		Account Number	Account Description	Debits	Credits
05/07/2010	J182	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	357.16
		1080	Cash In Bank	357.16	-
05/11/2010	J183	3933, may 2010, RBC	Royal Bank VISA		
		2100	GST Paid on Purchases	1.29	-
		5080	Administration & Travel	11.49	-
		5090	Program Expense	245.27	-
		5130	Staff Training	761.90	-
		5200	Freight and Postage	56.85	-
		1080	Cash In Bank	-	1,076.80
05/11/2010	J184	3934, may 2010, Water	Pure & Simple		
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
05/11/2010	J185	3935, May 2010, Mark Huff			
		5080	Administration & Travel	92.10	-
		1080	Cash In Bank	-	92.10
05/11/2010	J186	3936, may 2010, Brooks	Computer Services Ltd.		
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
05/11/2010	J187	3937, may 2010, Cathryn	Krochak		
		2100	GST Paid on Purchases	2.40	-
		5080	Administration & Travel	47.91	-
		1080	Cash In Bank	-	50.31
05/11/2010	J188	3938, May 2010, Ben's	Office Machines		
		5070	Library Supplies	325.48	-
		1080	Cash In Bank	-	325.48
05/11/2010	J189	3939, May 2010, Mactavish	& Company		
		2100	GST Paid on Purchases	230.00	-
		5240	Audit and Insurance	4,600.00	-
		1080	Cash In Bank	-	4,830.00
05/11/2010	J190	3940, may 2010, Shortgrass	Library System		
		5080	Administration & Travel	205.00	-
		1080	Cash In Bank	-	205.00
05/11/2010	J191	3941, May-2010, Shortgrass	Library System		
		5020	SLS Expense (Materials)	28,180.50	-
		1080	Cash In Bank	-	28,180.50
05/16/2010	J192	3942, May 2010, Telus	Communications		
		5140	Telephone and Fax Expense	264.09	-
		1080	Cash In Bank	-	264.09
05/28/2010	J197	3943, may 2010, Jillian	Clarke		
		5300	Wages	1,049.26	-
		1080	Cash In Bank	-	987.48
		2310	EI Payable	-	18.15
		2320	CPP Payable	-	37.50
		2330	Income Tax Payable	-	6.13
05/28/2010	J198	3944, May-2010, Mark Huff			
		5300	Wages	4,016.67	-
		1080	Cash In Bank	-	2,996.52
		2310	EI Payable	-	69.49
		2320	CPP Payable	-	186.10
		2330	Income Tax Payable	-	713.62
		2420	AUMA Extended Health	-	50.94

Brooks Public Library
All Journal Entries 05/01/2010 to 05/31/2010

		Account Number	Account Description	Debits	Credits
05/28/2010	J199	3945, May 2010, Bessie Jacowishen			
		5300	Wages	2,830.20	-
		1080	Cash In Bank	-	1,993.14
		2310	EI Payable	-	48.96
		2320	CPP Payable	-	126.23
		2330	Income Tax Payable	-	383.52
		2400	L.A.P.P.	-	228.18
		2420	AUMA Extended Health	-	50.17
05/28/2010	J200	3946, May-2010, Cathryn Krochak			
		5300	Wages	2,129.10	-
		1080	Cash In Bank	-	1,587.81
		2310	EI Payable	-	36.83
		2320	CPP Payable	-	91.41
		2330	Income Tax Payable	-	219.41
		2400	L.A.P.P.	-	171.60
		2420	AUMA Extended Health	-	22.04
05/28/2010	J201	3947, May-2010, Maxine Meldrum			
		5300	Wages	2,607.70	-
		1080	Cash In Bank	-	1,900.69
		2310	EI Payable	-	45.11
		2320	CPP Payable	-	115.22
		2330	Income Tax Payable	-	331.61
		2400	L.A.P.P.	-	210.12
		2420	AUMA Extended Health	-	4.95
05/28/2010	J202	3948, May 2010, Bruce Schmidt			
		5300	Wages	615.78	-
		1080	Cash In Bank	-	589.09
		2310	EI Payable	-	10.65
		2320	CPP Payable	-	16.04
05/28/2010	J203	3949, May-2010, Tamara Van Horne			
		5300	Wages	2,441.10	-
		1080	Cash In Bank	-	1,780.40
		2310	EI Payable	-	42.23
		2320	CPP Payable	-	106.90
		2330	Income Tax Payable	-	292.41
		2400	L.A.P.P.	-	196.74
		2420	AUMA Extended Health	-	22.42
05/28/2010	J204	3950, May 2010, Barbara Maisonneuve			
		5300	Wages	1,050.19	-
		1080	Cash In Bank	-	988.21
		2310	EI Payable	-	18.17
		2320	CPP Payable	-	37.55
		2330	Income Tax Payable	-	6.26
05/28/2010	J205	3951, May 2010, Sherry Lush			
		5300	Wages	673.92	-
		1080	Cash In Bank	-	643.34
		2310	EI Payable	-	11.66
		2320	CPP Payable	-	18.92
05/28/2010	J206	3952, May 2010, Crystal Skriver			
		5300	Wages	806.21	-
		1080	Cash In Bank	-	766.79
		2310	EI Payable	-	13.95
		2320	CPP Payable	-	25.47
05/28/2010	J207	3953, May 2010, Canada Customs and Revenue Agency			
		2310	EI Payable	315.20	-
		2320	CPP Payable	761.34	-
		2330	Income Tax Payable	1,952.96	-
		5310	EI Expense	441.27	-

Brooks Public Library
All Journal Entries 05/01/2010 to 05/31/2010

		Account Number	Account Description	Debits	Credits
		5320	CPP Expense	761.34	-
		1080	Cash In Bank	-	4,232.11
05/28/2010	J208	3954, May 2010, Local Authorities Pension Plan			
		2400	L.A.P.P.	806.64	-
		5350	L.A.P.P. Expense	906.72	-
		1080	Cash In Bank	-	1,713.36
05/28/2010	J209	3955, May 2010, AMSC Insurance Services Limited			
		2420	AUMA Extended Health	150.52	-
		5340	AUMA Extended Health	351.32	-
		1080	Cash In Bank	-	501.84
05/28/2010	J210	3956, May.2010, Jillian Clarke			
		2100	GST Paid on Purchases	0.40	-
		5090	Program Expense	12.10	-
		1080	Cash In Bank	-	12.50
05/28/2010	J211	3957, May.2010, Maxine Meldrum			
		2100	GST Paid on Purchases	0.40	-
		5080	Administration & Travel	7.96	-
		1080	Cash In Bank	-	8.36
05/28/2010	J212	3958, May*2010, Barbara Maisonneuve			
		2100	GST Paid on Purchases	0.50	-
		5090	Program Expense	9.98	-
		1080	Cash In Bank	-	10.48
05/28/2010	J213	3959, May.2010, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
05/28/2010	J214	3960, May.2010, Brooks Computer Services Ltd.			
		2100	GST Paid on Purchases	2.50	-
		5060	Payroll Expense	50.00	-
		1080	Cash In Bank	-	52.50
05/28/2010	J215	3961, May.2010, Workers' Compensation Board Alberta			
		5330	WCB Expense	387.20	-
		1080	Cash In Bank	-	387.20
05/28/2010	J216	3962, May.2010, Computing Excellence			
		2100	GST Paid on Purchases	4.90	-
		5160	Copier & Computer Costs	97.93	-
		1080	Cash In Bank	-	102.83
05/07/2010	J226	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	357.16
		1080	Cash In Bank	357.16	-
05/07/2010	J227	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00
		1080	Cash In Bank	315.00	-
05/07/2010	J228	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	140.00
		1080	Cash In Bank	140.00	-
05/14/2010	J229	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	240.00
		1080	Cash In Bank	240.00	-
05/14/2010	J230	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	255.30
		1080	Cash In Bank	255.30	-

Brooks Public Library
All Journal Entries 05/01/2010 to 05/31/2010

		Account Number	Account Description	Debits	Credits
05/21/2010	J231	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	210.24
		1080	Cash In Bank	210.24	-
05/21/2010	J232	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	460.00
		1080	Cash In Bank	460.00	-
05/21/2010	J233	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	80.00
		1080	Cash In Bank	80.00	-
05/28/2010	J234	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	453.99
		1080	Cash In Bank	453.99	-
05/28/2010	J235	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	440.00
		1080	Cash In Bank	440.00	-
05/14/2010	J236	Deposit, Brooks Friends of the Library (Reimburse-Baby Change Table and Puppets)			
		1080	Cash In Bank	724.53	-
		5090	Program Expense	-	240.26
		5200	Freight and Postage	-	49.57
		5050	New Library Furnishings	-	379.00
		5200	Freight and Postage	-	35.00
		2100	GST Paid on Purchases	-	20.70
05/13/2010	J237	Deposit, Province of Alberta Community Spirit Grant			
		1080	Cash In Bank	10,367.03	-
		4070	Grant Funding	-	10,367.03
05/03/2010	J238	Debit, Destination Fee			
		5250	Bank Charges	5.00	-
		1080	Cash In Bank	-	5.00
05/28/2010	J239	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	315.00
		1080	Cash In Bank	315.00	-
05/14/2010	J336	MH, Adjusting Journal Entry to correct J236 (MH, August 20 2010)			
		5090	Program Expense	240.26	-
		5200	Freight and Postage	49.57	-
		5050	New Library Furnishings	379.00	-
		5200	Freight and Postage	35.00	-
		2100	GST Paid on Purchases	20.70	-
		4180	Fundraisers	-	724.53
				75,785.03	75,785.03

MINUTES OF REGULAR MEETING OF BROOKS PUBLIC LIBRARY BOARD
September 30, 2010
HELD IN BROOKS PUBLIC LIBRARY

PRESENT: Dino Champlone (Chair), Elsie Strach, Shannon Vossepoel (Head Librarian), Norm Gerestein, Kimberley Sharkey, Karen Bonora, Gloria Evans, Mark Huff (Acting Head Librarian), Tilly Gamble-Altwasser, Joyce Aasen, Cathleen Patterson, Karen Nelson

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 6:30pm.
2. Approval of Agenda: Board Elections moved to follow Approval of Agenda. Tilly/Cathleen moved approval of agenda. Carried.
Board Elections:
 - a) Chair: Dino allowed his name to stand. Karen N/Elsie moved nominations cease. Carried. Dino will continue as chair.
 - b) Vice Chair: Tilly allowed her name to stand. Karen N/Cathleen moved nominations cease. Carried. Tilly will continue as vice chair.
 - c) Secretary: Gloria would like to be replaced as secretary. Joyce allowed her name to be put forward. Norm/Elsie moved nominations cease. Carried. Joyce will begin taking minutes at the October meeting.
 - d) Treasurer: Elsie allowed her name to stand. Joyce/Karen N moved nominations cease. Carried. Elsie will continue as treasurer.
3. Consent Agenda: Karen N/Joyce moved the following items in the Consent Agenda. Carried.
 - a. June 2010 Board Meeting Minutes
 - b. August (for June and July) 2010 Finance Committee Meeting Minutes
 - c. Sept (for August) 2010 Finance Committee Meeting Minutes
 - d. June 2010 Receipts and Expenditures
 - e. July 2010 Receipts and Expenditures
 - f. August 2010 Receipts and Expenditures
 - g. July to September Librarian's Report
4. Correspondence:
 - a. Center Point Professional Development Booklets-distributed
 - b. CC'd on Shortgrass—City of Brooks letter re 2011 budget-circulated
 - c. August Marigold Review-circulated
 - d. September RISE Review-distributed
 - e. SLS Board meeting Minutes Aril 21, 2010-circulated
 - f. SLS Joint meeting minutes June 16, 2010-circulated

- g. ALC 2011 Conference requests feedback re speakers or topics of interest to trustees. Shannon will have contact information-circulated
 - h. City of Brooks reappointment letter: Karen Nelson has been reappointed for a three-year term from June 21, 2010 to June 20, 2013-circulated
 - i. Letter from Julia at Shortgrass re trustee training workshop November 6 with Pat McNamee-circulated
 - j. LaVar Payne letter-circulated
 - k. Letter re Alberta Art Days from L. Blackett and H. Goudreau-circulated
 - l. Bonnie Gray letter re provincial funding-circulated
 - m. RISE Review Summer 2010-distributed
 - n. Shortgrass Clippings April, May, June 2010—circulated
 - o. The Alberta Library 2009 Annual Report-circulated
 - p. Mayor Shields' letter re proclaiming October Library Month
 - q. Jill Clarke correspondence-Dino will respond to her correspondence.
5. Business Arising from June 2010 Board meeting minutes-None
6. New Business
- a. Acting Head Librarian Mark Huff's last day September 30, 2010. He has accepted a position in Calgary. Head Librarian Shannon Vossepoel resuming her position October 1, 2010. Shannon will work from home and at the library. Cathleen/Karen B moved the purchase of electronic method of communication (cellular phone) for Shannon to use when she is not on the premises. Carried.
 - b. Joyce/Karen B moved the removal of Mark Huff as Signing Officer effective October 1, 2010. Carried.
 - c. Joyce/Karen B moved the removal of Mark Huff as VISA holder effective October 1, 2010. Carried.
 - d. BPL/Shannon's VISA limit has been increased to \$7,000.00 as noted by Royal Bank's Helen Szoke.
 - e. An AGM must remain on our Plan of Service as it has been forwarded to the Government of Alberta.
 - f. Next Conference October 21-22, 2010—Shannon will follow up with Shortgrass as our seat on the bus will not be used.
 - g. Medieval Faire—Kimberley (as board member of Medieval Faire) asked about BPL's willingness to partner with the Faire and to have a representative on the Faire board. A letter will be sent by the Faire board to BPL. Shannon agreed to sit on that board.
 - h. City election—a forum will be held at 6:30 pm, October 6, 2010 at the Heritage.
 - i. Kathy Ramer's request to meet with BPL board—Karen N/Elsie moved to request a written plan for our October board meeting from Kathy regarding the use of her property and to meet with her at the November board meeting. Carried.
7. Adjournment-Elsie moved adjournment at 7:50 pm.

Next meeting: 6:30 pm, October 28, 2010

T. Gombel
Board Chair

Shannon Vossepoel
Head Librarian

Oct 28, 2010
Date



Brooks Library Board
Finance Standing Committee Meeting
9:00am, August 27, 2010

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

- 1) Meeting was called to order at 9:00am.
- 2) Receipts and Expenditures for the month of June and July 2010 were discussed in detail and reviewed by the Committee. Items of Note:.

Receipts for June:

Expenditures for June:

- Library Furnishings: \$249.99: office chair for MH/SV office
- Payroll Expense: \$50.00: Payroll for June
- Administration and Travel: \$71.50: (SV travel to SLS meeting, office cooler water)
- Program Expenses: \$465.37: (BRK rentals Cowboy Poetry, Buddy Gale Cowboy Poetry, SRP supplies,)
- Staff Training: \$1,070.06: (Jasper Park Lodge Hotel Bill for Alberta Library Conf <reimburse later by AB govt, Carriage house hotel bill for Tech Conference)
- Telephone & Fax Expense: \$249.64: (Monthly Telus Phone Bill)
- Copier and Computer Costs: \$446.77 (copier expense, Deep Freeze for a PC)
- Freight & Postage: \$125.91 (stamps)
- Publicity & Advertising: \$157.00 (printing 2009 Annual Reports, Trustee Advert)
- Bank Charges: \$5.00: cheque account destination fee.
- Misc: \$330.00 (Relay for Life administration costs (board voted to cover this). Relay for Life t-shirt costs (reimbursed by \$\$ collected from team members

Receipts for July:

- City of Brooks: \$46,026.25
- Province of Alberta: \$74,836.10

Expenditures for July:

- SLS – Dynix & Telecom: \$5,259.44
- Library Furnishings: \$2,429.00 (Brodart re-sensitizer, new PC to replace failed OPAC PC.)
- Payroll Expense:
- Library Supplies: \$1,257.61 (shadow box for obelisk display, paper order, tattle-tape)
- Program Expenses: \$295.74 (Cowboy Poetry expenses, esplanade art exhibit)
- Telephone & Fax Expense: \$262.19 (monthly telephone bill)
- Freight & Postage: (for Brodart and Grand & Toy orders)
- Publicity & Advertising: \$252.75 (components for BPL Centennial Parade float)
- Bank Charges: \$5.00 (monthly bank charge)

Discussion Points:

- 2011 Draft Budget
- MH Tax Deductions
- Signing Cheques

3) Meeting was adjourned at 9:45am.

Board Chair

Acting Head Librarian

Date

Date

Brooks Library Board
Rec & Exp: 2010 June

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		2,458.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00		
RISE Grants	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		
Additional Grant Funding	6,708.00		10,367.02
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		
Resident Cardholder Fees	20,625.00	1,790.00	10,801.00
Interest Income	0.00		
Miscellaneous	200.00		
Fines, books and services	19,000.00	1,704.18	8,448.51
Non-resident Cardholder Fees	700.00		480.00
Donations	3,000.00	235.00	2,762.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00	1,128.53	1,128.53
Total Revenue	426,115.07	4,857.71	143,667.02
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		28,180.50
SLS Expense (eBook Binding)	7,000.00		
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00		
Books & Materials (Donations)	0.00		9.95
Furnishings and Equipment	8,500.00	249.99	628.99
Payroll Expense	900.00	50.00	370.00
Library Supplies	9,500.00		1,945.87
Administration & Travel	8,375.00	71.50	1,511.72
Program Expense	5,000.00	465.37	1,106.33
Repair & Maintenance	4,200.00		85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00	1,070.06	2,405.58
Telephone & Fax Expense	3,500.00	249.64	1,539.85
Copier & Computer Costs	2,500.07	446.77	1,418.47
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	125.91	550.00
Professional Memberships	600.00		394.75
Publicity and Advertising	3,500.00	157.00	431.50
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	5.00	128.72
Miscellaneous	200.00	330.00	330.00
Wages (includes temp. staff and VAC pay)	258,285.00	19,055.42	110,004.75
EI Expense	5,700.00	461.54	2,664.31
CPP Expense	9,900.00	801.83	4,624.91
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	291.87	1,587.36
LAPP Expense	12,000.00	896.75	5,696.14
Total Expenses	\$426,115.07	24,728.65	173,656.15

Brooks Library Board
Rec & Exp: 2010 July

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		2,458.90
HRDC – Summer Student	2,000.00		
Province of Alberta	73,337.00	74,836.10	74,836.10
RISE Grants (2010)	14,443.52		14,443.52
RISE Grants (2009)	14,443.55		
Additional Grant Funding	6,708.00		10,367.03
County of Newell Library Board	34,953.00		
2009 Surplus Funds	40,000.00		40,000.00
Resident Cardholder Fees	20,625.00	2,340.00	13,141.00
Interest Income	0.00		
Miscellaneous	200.00	160.00	160.00
Fines, books and services	19,000.00	1,925.65	10,374.16
Non-resident Cardholder Fees	700.00	180.00	660.00
Donations	3,000.00	50.00	2,812.50
Fundraisers (Friends of the Library)	500.00		724.53
Adopt-a-magazine	2,000.00		
GST Recovery	1,000.00		1,128.53
Total Revenue	426,115.07	125,518.00	309,185.02
Expenditures			
SLS Expense (Materials Allot.)	56,371.00		28,180.50
SLS Expense (eBook Binding)	7,000.00	4,692.80	4,692.80
Shortgrass – Non-resident Fees	350.00		
Dynix and Telecom (SLS)	3,400.00	566.64	566.64
Books & Materials (Donations)	0.00		9.95
Furnishings and Equipment	8,500.00	2,429.00	3,057.99
Payroll Expense	900.00		370.00
Library Supplies	9,500.00	1,257.61	3,203.48
Administration & Travel	8,375.00	11.00	1,522.72
Program Expense	5,000.00	295.74	1,402.07
Repair & Maintenance	4,200.00		85.00
Rebinding, Microfilming, and Laminating	2,000.00		589.00
Staff Training	5,000.00		2,405.58
Telephone & Fax Expense	3,500.00	262.19	1,802.04
Copier & Computer Costs	2,500.07		1,418.47
Security Monitoring	600.00		
Computer Main. Contracts	1,534.00		

GST Expense	0.00		
Freight & Postage	2,000.00	56.89	606.89
Professional Memberships	600.00		394.75
Publicity and Advertising	3,500.00	252.75	684.25
Audit and Insurance	8,500.00		6,662.00
Bank Charges	200.00	5.00	133.72
Miscellaneous	200.00		330.00
Wages (includes temp. staff and VAC pay)	258,285.00	18,568.83	128,573.58
EI Expense	5,700.00	449.74	3,114.05
CPP Expense	9,900.00	792.17	5,417.08
WCB Expense	900.00		790.45
AUMA Expense	5,600.00	291.87	1,879.23
LAPP Expense	12,000.00	890.59	6,586.73
Total Expenses	\$426,115.07	30,822.82	204,478.97

Brooks Public Library
Balance Sheet As at 07/31/2010

ASSET

CURRENT ASSETS

GIC Account	50,000.00
GST Recoverable	1,152.16
Building Fund	0.00
Furn. & Shelving Reserve	0.00
Cash On Hand/Float	50.00
Cash In Bank	126,624.15
GIC 0001	30,000.00
GIC 0002	7,000.00
Accounts Receivable	60.00
Interest Receivable	133.00
TOTAL CURRENT ASSETS	<u>215,019.31</u>

TOTAL ASSET 215,019.31

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
MNP Accrual	4,830.00
GST Charged on Sales	0.00
GST Paid on Purchases	-3,156.00
GST Paid on Books	0.00
New Account	0.00
Accounts Payable	0.00
Vacation Payable	0.00
EI Payable	0.00
CPP Payable	0.00
Income Tax Payable	0.00
L.A.P.P.	63.74
AUMA Extended Health	-66.16
AB Health Payable	-94.36
W.C.B. Payable	0.00
Miscellaneous	0.00
TOTAL CURRENT LIABILITIES	<u>1,577.22</u>

TOTAL LIABILITY 1,577.22

EQUITY

EARNINGS

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

CURRENT EARNINGS 213,442.09

TOTAL EQUITY 213,442.09

LIABILITIES AND EQUITY 215,019.31

Brooks Public Library

Balance Sheet As at 07/01/2010

ASSET

CURRENT ASSETS

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

TOTAL CURRENT ASSETS	<u>120,761.71</u>
-----------------------------	-------------------

TOTAL ASSET	<u><u>120,761.71</u></u>
--------------------	--------------------------

LIABILITY

CURRENT LIABILITIES

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

TOTAL CURRENT LIABILITIES	<u>2,014.80</u>
----------------------------------	-----------------

TOTAL LIABILITY	<u>2,014.80</u>
------------------------	-----------------

EQUITY

EARNINGS

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

CURRENT EARNINGS	<u>118,746.91</u>
-------------------------	-------------------

TOTAL EQUITY	<u>118,746.91</u>
---------------------	-------------------

LIABILITIES AND EQUITY	<u><u>120,761.71</u></u>
-------------------------------	--------------------------

Brooks Public Library

Income Statement 07/01/2010 to 07/31/2010

REVENUE

REVENUE	
Town of Brooks	46,026.25
City of Brooks Misc	0.00
HRDC - Summer Student	0.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	0.00
Grant Funding	0.00
Resident Cardholder Fees	2,340.00
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	1,925.65
Non-resident Cardholder Fees	180.00
Charitable Receipt Donations	50.00
Fundraisers	0.00
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	0.00
TOTAL REVENUE	125,518.00

TOTAL REVENUE	125,518.00
----------------------	-------------------

EXPENSE

EXPENSES	
SLS Expense (Materials)	0.00
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	5,259.44
Books and Materials	0.00
New Library Furnishings	0.00
Library Equipment	2,429.00
Payroll Expense	0.00
Library Supplies	1,257.61
Administration & Travel	11.00
Recruitment Expense	0.00
Program Expense	295.74
Medieval Faire	0.00
Repair & Maintenance	0.00
Rebinding, Microfilming, Laminati...	0.00
Staff Training	0.00
Telephone and Fax Expense	262.19
Copier & Computer Costs	0.00
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	56.89
Professional Memberships	0.00
Publicity and Advertising	252.75
Audit and Insurance	0.00
Bank Charges	5.00
Miscellaneous	0.00
Wages	18,568.83
Wage Reimbursement	0.00
EI Expense	449.74
CPP Expense	792.17
WCB Expense	0.00
AUMA Extended Health	291.87
L.A.P.P. Expense	890.59
AB Health Expense	0.00
TOTAL EXPENSES	30,822.82

Brooks Public Library
Income Statement 07/01/2010 to 07/31/2010

TOTAL EXPENSE	<u>30,822.82</u>
NET INCOME	<u><u>94,695.18</u></u>

Brooks Public Library

Income Statement 01/01/2010 to 07/31/2010

REVENUE

REVENUE

Town of Brooks	138,078.75
City of Brooks Misc	2,458.90
HRDC - Summer Student	0.00
Province of Alberta	74,836.10
Industry Canada - CAP 3	0.00
Industry Canada - CAP YI	0.00
PLDI Grant	0.00
County of Newell Library Board	0.00
RISE Grant Funding	14,443.52
Grant Funding	10,367.03
Resident Cardholder Fees	13,141.00
Interest Income	0.00
Miscellaneous	160.00
Fines, Book Sales and Services	10,374.16
Non-resident Cardholder Fees	660.00
Charitable Receipt Donations	2,812.50
Fundraisers	724.53
Adopt-a-magazine	0.00
Medieval Faire	0.00
GST Recovery	1,128.53
TOTAL REVENUE	269,185.02

TOTAL REVENUE	269,185.02
----------------------	-------------------

EXPENSE

EXPENSES

SLS Expense (Materials)	28,180.50
SLS - Non-resident fees	0.00
SLS - Dynix and Telecom	5,259.44
Books and Materials	9.95
New Library Furnishings	628.99
Library Equipment	2,429.00
Payroll Expense	370.00
Library Supplies	3,203.48
Administration & Travel	1,522.72
Recruitment Expense	0.00
Program Expense	1,402.07
Medieval Faire	0.00
Repair & Maintenance	85.00
Rebinding, Microfilming, Laminati...	589.00
Staff Training	2,405.58
Telephone and Fax Expense	1,802.04
Copier & Computer Costs	1,418.47
Security Monitoring	0.00
Computer Main. Contracts	0.00
GST Expense	0.00
Freight and Postage	606.89
Professional Memberships	394.75
Publicity and Advertising	684.25
Audit and Insurance	6,662.00
Bank Charges	133.72
Miscellaneous	330.00
Wages	128,573.58
Wage Reimbursement	0.00
EI Expense	3,114.05
CPP Expense	5,417.08
WCB Expense	790.45
AUMA Extended Health	1,879.23
L.A.P.P. Expense	6,586.73
AB Health Expense	0.00
TOTAL EXPENSES	204,478.97

Brooks Public Library
Income Statement 01/01/2010 to 07/31/2010

TOTAL EXPENSE	<u>204,478.97</u>
NET INCOME	<u><u>64,706.05</u></u>

Brooks Public Library

Reconciliation Transactions Detail Report 07/01/2010 to 07/31/2010

Account: 1080 Cash In Bank

Date	JE#	Comment	Source	Deposits	Withdrawals	Dep...	Cleared	Status
07/20/2010	J259	July 2010, RBC Royal Bank ...	3993	-	258.28		Y	Cleared
07/20/2010	J260	July 2010, Telus Communica...	3994	-	262.19		Y	Cleared
07/20/2010	J261	July 2010, Cathryn Krochak	3995	-	284.27		Y	Cleared
07/20/2010	J262	July 2010, Brodart	3996	-	38.68		Y	Cleared
07/28/2010	J263	July2010, Brodart	3997	-	650.90		Y	Cleared
07/28/2010	J264	July.2010, Brodart	3998	-	1,939.19		Y	Cleared
07/28/2010	J265	July 2010, Esplanade Arts a...	3999	-	60.00		Y	Cleared
07/28/2010	J266	July 2010, Grand & Toy	4000	-	45.02		Y	Cleared
07/28/2010	J267	July2010, Grand & Toy	4001	-	547.26		Y	Cleared
07/28/2010	J268	July 2010, Water Pure & Sim...	4002	-	11.00		Y	Cleared
07/28/2010	J269	July 2010, Bessie Jacowishen	4003	-	31.88		Y	Cleared
07/28/2010	J270	July 2010, Shortgrass Librar...	4004	-	4,927.44		Y	Cleared
07/28/2010	J271	July2010, Shortgrass Library...	4005	-	566.64		Y	Cleared
07/28/2010	J272	July 2010, Memory Lane Co...	4006	-	639.45		Y	Cleared
07/02/2010	J284	Fines	Deposit	713.25	-		Y	Cleared
07/02/2010	J285	Resident Cardholder	Deposit	425.00	-		Y	Cleared
07/02/2010	J287	City of Brooks	Deposit	46,026.25	-		Y	Cleared
07/09/2010	J288	Fines	Deposit	370.02	-		Y	Cleared
07/09/2010	J289	Resident Cardholder	Deposit	420.00	-		Y	Cleared
07/09/2010	J290	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
07/09/2010	J291	Donation	Deposit	50.00	-		Y	Cleared
07/16/2010	J292	Fines	Deposit	376.68	-		Y	Cleared
07/16/2010	J293	Resident Cardholder	Deposit	350.00	-		Y	Cleared
07/16/2010	J294	Relay for Life T-Shirts	Deposit	160.00	-		Y	Cleared
07/23/2010	J295	Fines	Deposit	291.88	-		Y	Cleared
07/23/2010	J296	Resident Cardholder	Deposit	575.00	-		Y	Cleared
07/30/2010	J298	July - 2010, Tamara Van Hor...	4007	-	1,617.68		Y	Cleared
07/30/2010	J299	July - 2010, Barbara Maison...	4008	-	826.77		Y	Cleared
07/30/2010	J300	July - 2010, Jillian Clarke	4009	-	1,157.83		Y	Cleared
07/30/2010	J301	July - 2010, Crystal Skriver	4010	-	1,638.22		Y	Cleared
07/30/2010	J302	July - 2010, Maxine Meldrum	4011	-	1,961.31		Y	Cleared
07/30/2010	J303	July-2010, Bessie Jacowishen	4012	-	1,916.09		Y	Cleared
07/30/2010	J304	July 2010, Bruce Schmidt	4013	-	635.43		Y	Cleared
07/30/2010	J305	July*2010, Cathryn Krochak	4014	-	1,657.74		Y	Cleared
07/30/2010	J306	July-2010, Mark Huff	4015	-	3,632.57		Y	Cleared
07/30/2010	J307	July 2010, Canada Customs ...	4016	-	3,849.76		Y	Cleared
07/30/2010	J308	July 2010, Local Authorities ...	4017	-	1,682.88		Y	Cleared
07/30/2010	J309	July 2010, AMSC Insurance ...	4018	-	416.92		Y	Cleared
07/30/2010	J321	Fines	Deposit	173.82	-		Y	Cleared
07/30/2010	J322	Resident Cardholder	Deposit	570.00	-		Y	Cleared
07/02/2010	J329	Province of Alberta	Deposit	73,337.00	-		Y	Cleared
07/02/2010	J330	Destination Fee	Debit	-	5.00		Y	Cleared
07/09/2010	J331	Non-Resident Cardholder	Deposit	60.00	-		Y	Reversed
07/21/2010	J332	Alberta Government	Deposit	1,499.10	-		Y	Cleared
07/09/2010	J333	Reversing J331. Correction i...	ADJDe...	-	60.00		Y	Adjustment
07/02/2010	J334	Non-Resident Cardholder	Deposit	60.00	-		Y	Cleared
07/16/2010	J338	Reversing J294. Correction i...	ADJDe...	-	160.00		Y	Adjustment
07/16/2010	J339	Relay for Life T-Shirts	Deposit	160.00	-		Y	Cleared
				125,678...	31,480.40			

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

		Account Number	Account Description	Debits	Credits
07/20/2010	J259	3993, July 2010, RBC	Royal Bank VISA		
		2100	GST Paid on Purchases	4.05	-
		5070	Library Supplies	18.49	-
		5090	Program Expense	235.74	-
		1080	Cash In Bank	-	258.28
07/20/2010	J260	3994, July 2010, Telus	Communications		
		5140	Telephone and Fax Expense	262.19	-
		1080	Cash In Bank	-	262.19
07/20/2010	J261	3995, July 2010, Cathryn	Krochak		
		2100	GST Paid on Purchases	13.54	-
		5070	Library Supplies	48.34	-
		5220	Publicity and Advertising	222.39	-
		1080	Cash In Bank	-	284.27
07/20/2010	J262	3996, July 2010, Brodart			
		2100	GST Paid on Purchases	1.84	-
		5070	Library Supplies	23.80	-
		5200	Freight and Postage	13.04	-
		1080	Cash In Bank	-	38.68
07/28/2010	J263	3997, July2010, Brodart			
		2100	GST Paid on Purchases	31.00	-
		5070	Library Supplies	603.90	-
		5200	Freight and Postage	16.00	-
		1080	Cash In Bank	-	650.90
07/28/2010	J264	3998, July.2010, Brodart			
		2100	GST Paid on Purchases	92.34	-
		5055	Library Equipment	1,820.00	-
		5200	Freight and Postage	26.85	-
		1080	Cash In Bank	-	1,939.19
07/28/2010	J265	3999, July 2010, Esplanade	Arts and Heritage Centre		
		5090	Program Expense	60.00	-
		1080	Cash In Bank	-	60.00
07/28/2010	J266	4000, July 2010, Grand & Toy			
		2100	GST Paid on Purchases	2.14	-
		5070	Library Supplies	42.88	-
		1080	Cash In Bank	-	45.02
07/28/2010	J267	4001, July2010, Grand & Toy			
		2100	GST Paid on Purchases	26.06	-
		5070	Library Supplies	520.20	-
		5200	Freight and Postage	1.00	-
		1080	Cash In Bank	-	547.26
07/28/2010	J268	4002, July 2010, Water Pure & Simple			
		5080	Administration & Travel	11.00	-
		1080	Cash In Bank	-	11.00
07/28/2010	J269	4003, July 2010, Bessie	Jacowishen		
		2100	GST Paid on Purchases	1.52	-
		5220	Publicity and Advertising	30.36	-
		1080	Cash In Bank	-	31.88
07/28/2010	J270	4004, July 2010, Shortgrass	Library System		
		2100	GST Paid on Purchases	234.64	-
		5022	SLS - Dynix and Telecom	4,692.80	-
		1080	Cash In Bank	-	4,927.44
07/28/2010	J271	4005, July2010, Shortgrass	Library System		
		5022	SLS - Dynix and Telecom	566.64	-
		1080	Cash In Bank	-	566.64

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

		Account Number	Account Description	Debits	Credits
07/28/2010	J272	4006, July 2010, Memory Lane Computers			
		2100	GST Paid on Purchases	30.45	-
		5055	Library Equipment	609.00	-
		1080	Cash In Bank	-	639.45
07/02/2010	J284	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	713.25
		1080	Cash In Bank	713.25	-
07/02/2010	J285	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	425.00
		1080	Cash In Bank	425.00	-
07/02/2010	J286	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1200	Accounts Receivable	60.00	-
07/02/2010	J287	Deposit, City of Brooks			
		4020	Town of Brooks	-	46,026.25
		1080	Cash In Bank	46,026.25	-
07/09/2010	J288	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	370.02
		1080	Cash In Bank	370.02	-
07/09/2010	J289	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	420.00
		1080	Cash In Bank	420.00	-
07/09/2010	J290	Deposit, Non-Resident Cardholder			
		4140	Non-resident Cardholder Fees	-	60.00
		1080	Cash In Bank	60.00	-
07/09/2010	J291	Deposit, Donation			
		4170	Charitable Receipt Donations	-	50.00
		1080	Cash In Bank	50.00	-
07/16/2010	J292	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	376.68
		1080	Cash In Bank	376.68	-
07/16/2010	J293	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	350.00
		1080	Cash In Bank	350.00	-
07/23/2010	J295	Deposit, Fines			
		4120	Fines, Book Sales and Services	-	291.88
		1080	Cash In Bank	291.88	-
07/23/2010	J296	Deposit, Resident Cardholder			
		4090	Resident Cardholder Fees	-	575.00
		1080	Cash In Bank	575.00	-
07/30/2010	J298	4007, July - 2010, Tamara Van Horne			
		5300	Wages	2,178.45	-
		1080	Cash In Bank	-	1,617.68
		2310	EI Payable	-	37.69
		2320	CPP Payable	-	93.90
		2330	Income Tax Payable	-	231.13
		2400	L.A.P.P.	-	175.63
		2420	AUMA Extended Health	-	22.42
07/30/2010	J299	4008, July - 2010, Barbara Maisonneuve			
		5300	Wages	870.48	-
		1080	Cash In Bank	-	826.77