

M I N U T E S

BROOKS PUBLIC LIBRARY

The Brooks Library Board met on January 24, 1976 with the following members present:

J. Worms
J. Lutes
J. Ireland
D. Smith
B. Peterson
K. Armbruster, Librarian

Ron Brandt was also present representing the School Board.

The minutes of the previous meeting were read and adopted. The treasurer reported a balance of \$1,550.57. Moved by B. Peterson, seconded by D. Smith that we pay the following bills:

Brooks Stationers	\$	5.23
Woodwards		49.09
S & L Management Ltd.		96.20
Alta. Gov't. Telephones		22.02
Garland Publishing Co.		457.16
Alta. Book & Novelty		1,142.54

Mr. Ron Brandt was present to discuss our request for the Brooks School Board minutes. Mr. Brandt said that the school board would be happy to co-operate and supply copies of their minutes to the library, however the school board feels that although their minutes are public property and can be read at the school board office by anyone, that in some instances names of students, names of employees and amounts of salaries should be deleted from the minutes that we receive. Our board was in full agreement.

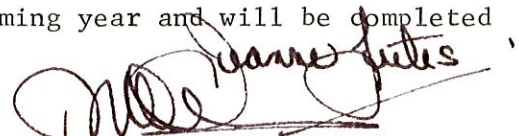
As we have not yet received confirmation from the Town of Brooks re our accounts, the board decided to see Mr. Lindquist again before our next meeting.

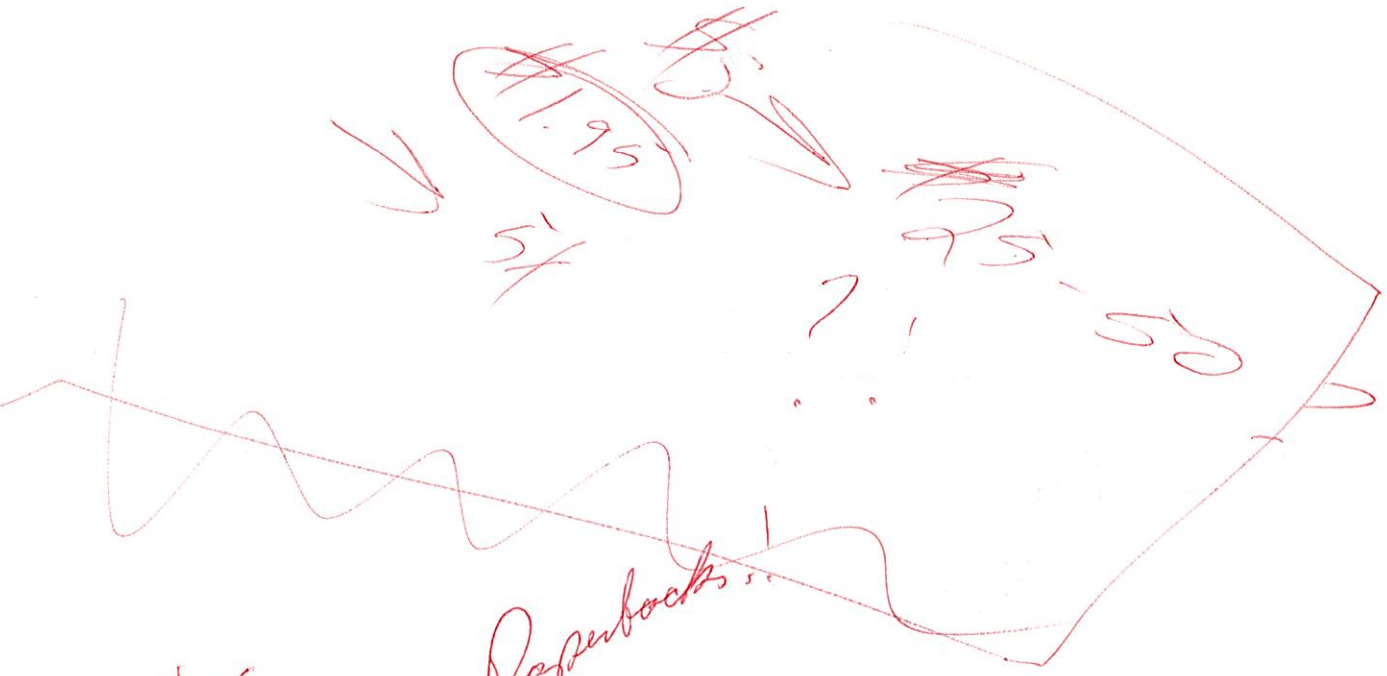
After a discussion on Copying Machines, J. Ireland moved, B. Peterson seconded that we table the discussion until after our budget has been set for 1976. Carried.

Moved by B. Peterson seconded by J. Ireland that the savings account in the Treasury Branch be transferred to our account in the Royal Bank and that we also transfer \$2,000.00 out of the term savings to our chequing account. Carried.

A tentative budget was worked out for the coming year and will be completed at the next meeting.

Adjournment was moved by J. Ireland.





~~Miss. Paperback!~~

1975 Annual Library Report

Statistics

Book Circulation	1970 - 16,353
	1974 - 23,225
	1975 - 27,610
Registered Members	1970 - 1,821
	1974 - 3,080
	1975 - 3,884
Books Purchased	1970 - 574
	1974 - 540
	1975 - 854

As you can see 1975 has been a progressive year for the library. Our membership has risen by 800 members, with 1,632 town adults, 1,348 town juveniles and 904 non-residents.

The increase in the population of Brooks has also increased our grants and we have been able to purchase 854 new books. The Canadian average book price has jumped from \$3.75 per volume in 1971 to \$6.50 per volume in 1975, this price includes children's books. We have been able to save on book prices by buying wholesale and at special sale prices.

We have increased our library hours this year and are now open six afternoons and two evenings a week. We have hired two new part time employees, Mrs. Marilyn Caul and Mrs. Elizebeth Embree. We have trained two high school students on the 'Job Experience' programs.

The library has also received volunteer help for our filing from Mrs. Beatrice Peterson which is greatly appreciated.

Our pre-school story hour has had continued success this year with a total enrollment of 87 children.

The library has hosted an Art Exhibit and a Pottery Show, both of which were well received by the public.

We have given puppet shows and guided tours to the kindergarten and primary children of the area.

The Edmonton Museum and Archives have continued their rotating historical displays and many people have expressed their interest.

We have used the Extension Library of Alberta to obtain special request materials that we could not supply from our own book stock for 88 customers this year. I believe this type of service is vital in small libraries to ensure that every customer has the information he wants and needs.

The rural membership fees were increased this fall on a par with the town grant of 1.75 per capita.

1976 has begun in a busy way with a massive revamping of our membership card system. We hope this will be completed soon and that we can continue to give our patrons the best possible service.

Respectfully submitted,

Karin Armbruster

Librarian

MINUTES

BROOKS PUBLIC LIBRARY

February 25, 1976.

The Brooks Public Library Board met on February 25, 1976 with the following members present:

C. Dunsmore
B. Peterson
J. Worms
J. Lutes
J. Ireland
D. Smith
K. Armbruster, Librarian

The minutes of the January 24th meeting were read and adopted.
The treasurer reported a balance of \$923.11. B. Peterson moved that we pay the following bills:

Brooks Stationers	\$30.20
Historical Society of Alberta	4.00
Green Hall Printers	28.40
E. DeMille Books	49.34
Carr McLean	121.60
Alta. Government Telephones	13.30
Rainier-Bow City Historical Club	10.00

Having received a revised bill of our account with the Town of Brooks, the board will forward our payment, for 1975, of \$4,657.00 to Mr. Lundquist. This leaves a balance owing to the Town of \$16,919.50.

Moved by J. Worms, seconded by J. Ireland that we write the Town of Brooks, Horst Schmidt, Minister of Culture, Youth and Recreation and the County of Newell, showing copies of our budget and explaining that we are caught in an inflationary spiral, that we are unable to meet our financial commitments without additional grants, and that we are faced with additional demands on our library facilities. We will include in our letter to the County of Newell a request that a delegation from the library board be allowed to attend a County of Newell meeting to explain our position with regard to per capita grants from the County and the government. Carried.

The board decided that we will table budget discussions until a future date, and that we will cut back severely on our book budget on our next buying trip in April.

Moved by J. Worms, seconded by J. Ireland that Marilyn Gaul be paid \$120.00 per month. Carried.

The board agreed that our meeting date be changed from the fourth Wednesday to the third Tuesday of the month.

Correspondence was read from Mrs. J. McGowan and the Canadian Library Association.

Adjournment was moved by J. Ireland.



BROOKS PUBLIC LIBRARY

MINUTES

MARCH 16th, 1976

The Brooks Library Board met on the above date with the following members present:

J. Worms
B. Peterson
D. Smith
J. Lutes
K. Armbruster, Librarian

Minutes of the February meeting were read and adopted. The treasurer reported a balance of \$1,408.88. B. Peterson moved that the following bills be paid:

Alberta Book and Novelty	\$7.98
Carr McLean	15.15
Alberta Government Telephones	9.54

J. Worms moved, J. Lutes seconded that we have Thomas Seitz audit our books for 1975. Carried.
Our spring buying trip will be on March 29, 1976, the book budget was set at \$1,500.00.

Adjournment was moved by B. Peterson.

James Lutes


BROOKS PUBLIC LIBRARY

MINUTES

APRIL 20, 1976

The Brooks Public Library Board met on April 20th with the following members present:

J. Worms
B. Peterson
J. Ireland
D. Smith
G. Stark
J. Lutes
K. Armbruster, Librarian

The minutes of the previous meeting were read and adopted. The treasurer reported a balance of \$5,113.84. J. Ireland moved that we pay the following bills:

Deldays	8.80
Alberta Book & Novelty	919.71
Universal Book Bindery	124.27
W. H. Smith	41.58
Woodwards	66.20
John Juergenson	62.00
Brooks Stationers	12.52
Alta. Government Telephones	9.54
Karen Armbruster	18.00

Correspondence was read from E.J. Wiltshire, the Hon. Horst Schmied and the County of Newell.

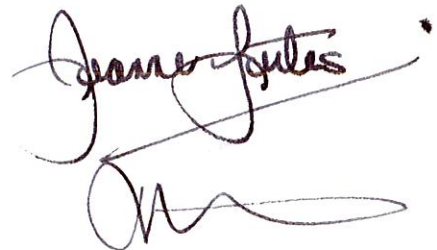
The board decided to contact the Tilley and Bassano library boards and have a date set to attend a County of Newell Council meeting to present our case regarding grants.

The auditors report was reviewed.

The board decided to have some of our National Geographic magazines bound.

Moved by J. Ireland, seconded by J. Worms that expenses be paid for those trustees and the librarian wishing to attend the Alberta Library Trustees meeting in Calgary May 7th and 8th.

Adjournment moved by B. Peterson.

A handwritten signature in dark ink, appearing to read "Jeanne Lutes", with a long horizontal flourish extending to the right.

BROOKS PUBLIC LIBRARY
MINUTES
May 18, 1976

The Brooks Library Board met on May 18, 1976 with the following members present:

J. Lutes
B. Peterson
J. Ireland
J. Worms
C. Stark

The minutes of the previous meeting were read and adopted.

The treasurer reported a balance of \$3,607.99.

Mr. Ireland moved, B. Peterson seconded that the following bills be paid:



Brooks Stationers	\$ 3.65
Karen Armbruster	42.00 (expenses Alta. Trustees
A.G.T.	11.64 meeting)

J. Worms read a presentation prepared to present to the County of Newell Council meeting on May 21.

Moved by J. Ireland, seconded by J. Lutes that we buy the Readers Digest Large print books.

B. Peterson reported on the Alberta Library Trustees meeting.

J. Ireland moved adjournment.

BROOKS PUBLIC LIBRARY
MINUTES
June 15, 1976

The following members of the Brooks Library Board met on June 15, 1976:

B. Peterson
J. Lutes
D. Smith
K. Armbruster, Librarian

The minutes of the May meeting were read and declared adopted.

The treasurer reported a balance of \$3,249.31.

B. Peterson moved, J. Lutes seconded that we pay the following bills:

Universal Book Bindery	\$ 61.05
MacMillan Co. of Canada	29.42
Green Hall Printing	33.60
Sounders Books Wholesale	22.57
Scholastic Book Services	12.53
Commercial Union Assur. Group	113.00
Thomas M. Seitz	80.00
Alta. Govt. Telephones	11.64

A reminder is to be contained in the minutes for next April to the effect that we will review the insurance policy and premium for the following year.

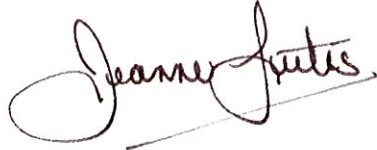

The Board decided to have a used book sale during the summer to get rid of our old books.

The Museum Society is to be asked to remove their things from the old library building before the end of June.

Don Smith's resignation from the Board was accepted with regret. Mr. Smith is moving to Saskatchewan during the summer.

Marilyn Caul will work for Karen during Karen's holidays, and the Board decided to give Marilyn maternity leave in August or September.

The meeting was adjourned by Don Smith.

BROOKS PUBLIC LIBRARY
MINUTES
July 13, 1976

The following members were present at the July 1976 meeting:

J. Lutes
B. Peterson
J. Worms
C. Stark
J. Ireland
K. Armbruster, Librarian

The minutes of the June meeting were read and adopted.

The treasurer reported a bank balance of \$12,917.09. A cheque from the Town of Brooks for \$11,010.00 has been received and deposited to our general account.

It was moved by J. Worms, seconded by J. Lutes that we place \$10,000.00 in term deposits, either 30 or 90 day, depending on which will get the most interest. Carried.

B. Peterson moved, J. Ireland seconded that we pay the A.G.T. bill.

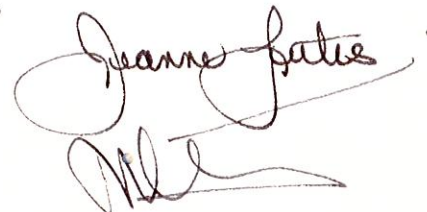
The secretary will contact Russ Weike for suggestions for a new library board member.

The secretary was requested to write Mr. McLelland of the Commercial Union Assurance Group requesting a renewal notice before our insurance expired next year.

Moved by J. Worms, seconded by B. Peterson that we raise the wages of Mrs. Embree and Marilyn Caul ^{TO THE MINIMUM WAGE} .25¢ per hour retroactive June 1, 1976, and that the student hired for the summer this year will be paid the minimum wage. Carried.

Mr. Wiltshire and the library board will attend a County of Newell meeting on July 23.

A letter was read from Mr. R. Scammell stating that he would like to set up and maintain a "Scammell Collection" of natural history and wildlife books. It was moved by J. Ireland, seconded by B. Peterson that we accept Mr. Scammell's offer. The secretary was instructed to write Mr. Scammell accepting his offer, stating that we will designate a separate section of shelving for the collection, that we will purchase the plaque, that we would appreciate it if he would make the initial book selections himself and give us help and guidance in selecting future books for the collection. We will also request that he consider an informal presentation of the collection to the library and that a picture be taken at that time to accompany a short write up for the Brooks Bulletin.



Our next buying trip will be the last week in August.

It was moved by B. Peterson, seconded by J. Lutes that we have plaques engraved and put on a board to be hung in the library, listing names of donations of \$50.00 or more. Carried.

Moved by B. Peterson, seconded by J. Lutes that we spend \$10.00 for a card and gift for Don Smith. Carried.

The meeting was adjourned by J. Worms.

James Lutes
Worms

Brooks Public Library
Minutes
September 7, 1976

The following members were present for the September, 1976 meeting:

J. Lutes
R. Peterson
J. Worms
J. Ireland
K. Armbruster, Librarian

The minutes of the July meeting were read and adopted.

The treasurer reported a bank balance of \$2,685.29.

B. Peterson moved, seconded by J. Ireland that we pay the following bills:

P.O. box rental - \$15.00
National Geographic - \$10.45
Alberta Book and Novelty - \$8.55
Mac Millan of Canada - \$24.18
Alberta Government Telephone - \$11.64
Karen Armbruster (buying trip) lunch - \$6.75
books - \$23.91
Jeanne Lutes (buying trip) gas - \$10.00
B. Peterson (gift for Don Smith) - \$10.00

The treasurer reported placing \$10,000.00 in 90 day term deposits of \$5,000.00 each.

J. Worms moved that Marilyn Caul's hourly rate be raised .25 per hour retroactive June 1, 1976. Seconded by J. Lutes.

Moved by J. Ireland, seconded by R. Peterson that the secretary contact Des James at the County to be sure that they select a board and make their library grant application before the end of the year.



A letter was read from Mr. Scammell stating that our arrangements are satisfactory for the Scammell Collection. A plaque is to be purchased by us for the bookcase.

The board decided to recommend the name of Mr. Roger Kangas to the Town Council for appointment to the library board.

The secretary is to write Coles and Classic Book Stores for a purchase order and/or a library discount.

The librarian reported that story hour will start on the 23rd of September.

The meeting was adjourned by J. Ireland.

BROOKS PUBLIC LIBRARY
Minutes
October 19, 1976

The following members were present at the October meeting:

- J. Lutes
- J. Wormes
- J. Ireland
- K. Armbruster, Librarian

The minutes of the September meeting were read and adopted.
The treasurer reported a bank balance of \$1,209.25.
J. Ireland moved, J. Wormes seconded that we transfer \$4,000.00
from term deposits to our general account.

J. Ireland moved, J. Wormes seconded that we pay the following bills:

- Alberta Government Telephones - \$25.70
- Evelyn De Mille - \$92.97
- Alberta Book & Novelty - \$1,480.27
- Woodward's - \$56.63
- Brooks Stationers - \$11.49
- Green-Hall - \$41.00
- Royal Canada Geographic Society - \$11.00

Mrs. Armbruster will contact Des James regarding County Grant Applications.

J. Ireland moved adjournment.

Jane Lutes
Me

MINUTES
Brooks Public Library
November 16, 1976

The following members were present for the November meeting:

- C. Stark
- B. Peterson
- J. Worms
- J. Ireland
- J. Lutes
- K. Armbruster (librarian)

The minutes of the October meeting were read, moved by J. Ireland, seconded by B. Peterson that they be adopted.

The treasurer reported that our bank balance dated October 29th shows an overdraft of \$465.52 pending the cashing of a term deposit which expired November 4th and was deposited to our current account at that time.

Jean Ireland moved, B. Peterson seconded that we pay the following bills:

Macmillan of Canada	- \$22.93
Elliks	- 5.25
Book Service of Canada	70.97
Ulverscraft Lge. Print	161.50
Historical Society of Alberta	6.00
A.G.T.	

Karen reported that the Elizabeth Rebecca Lodge will donate the \$161.50 for the above large print books, The Kinettes are also interested in donating something to the library besides the set of Sunset Books above which are here from Book Service of Canada and come to \$70.97.

Karen will be in contact with the secretary of the County re library grants.

J. Ireland moved, B. Peterson seconded that Karen attend the Reference Services Workshop in Calgary November 22nd to 24th and that the library pay her expenses.

The library has hosted six classes of kindergarten children and two classes of grade two's. J. Worms is to speak to Russ Wiebe regarding arrangements for future school children coming to the library.

The December meeting will be held at Worms's on Thursday December the 9th at 7:00 p.m.

Adjournment moved by J. Worms.

Jean Lutes
ML

MINUTES
Brooks Public Library
December 9, 1976

The meeting was called to order at the home of J. Worms, the following members were present:

B. Peterson
J. Worms
J. Ireland
J. Lutes
K. Kangas
K. Armbruster, Librarian

Mr. Kangas was welcomed to the board.

The minutes of the November meeting were read, moved by B. Peterson, seconded by J. Ireland that they be adopted.

The treasurer reported a bank balance of \$2,629.22.

B. Peterson moved, J. Ireland seconded that we pay the following bills:

W.H. Smith -	\$ 135.69	
A.G.T.	16.17	
Deldays	8.80	
Universal Book Bindery	93.05	
Readers Digest	17.45	
National Library Resources	259.50	
Brooks Stationers	12.42	
Karen Armbruster	23.00	(book buying trip)
Karen Armbruster	51.00	(Calgary Workshop)
J. Ireland	7.95	(chocolates for Worms's)

Karen reported on the situation with the County re Regional Library Services. Tilley, Patricia, Duchess, Rosemary, Haddington and Bassano have replied. Gem and Rainier have not yet been heard from.

A letter was read from T. Weltshire, enclosing a picture of the first library in Brooks.

Correspondence was received from Blanche Coultis asking the board to once again donate the French awards for the 1975-76 school term. J. Worms will attend the ceremony and present the awards on behalf of the board.

Karen reported that the workshop that she attended in Calgary was worthwhile. Moved by B. Peterson, seconded by J. Ireland that Karen attend a one day workshop on verticle files to be held in Lethbridge. The Time Life books have been donated to the Junior High School and we will have access to them.

Mr. Weibe has been contacted and future visits from classes of school children will be pre-arranged with the board.

After adjournment, a delicious dinner was served by Mrs. Worms, assisted capably by her husband and highlighted by a visit from little Clare.

James Lutes *[Signature]*