

JANUARY MEETING 1979

MINUTES ----

OLD BUSINESS -----

INSURANCE

ALTA. CULTURE WORKSHOP PAYMENT

MARIGOLD REGIONAL

LIBRARY POLICY

TREASURERS REPORT

NEW BUSINESS -----

ANNUAL REPORT

PROPOSED BUDGET FOR 1979

KAREN'S PARKING STALL

TERM OF OFFICE

JANUARY MEETING

The regular meeting of the Brooks Public Library Board was held on Jan. 16 with the following members present: J. Worms, J. Lutes, J. Ireland, C. Stark-Dunsmore, B. Peterson, and K. Armbruster, librarian.

Minutes of the December meeting were read and adopted.

Further checking will be done regarding the possible advantages to the Library of carrying personal liability insurance.

The workshop hosted by the Library on March 4, 1978 has not been paid for by Alberta Culture, so they will be billed again.

A meeting between our Board, The County of Newell Library Board, as many district Libraries as possible and Marigold Regional Library will be set up to discuss the pros and cons of going regional.

Moved by J. Lutes, seconded by J. Ireland, that the Library Policy be accepted. Carried.

The Treasurer reported a bank balance of \$9,147.68, with an additional \$10,000 in term deposits. Moved by B. Peterson, seconded by C. Stark-dunsmore that we pay the bills. They are:

Brooks Stationers	\$ 32.75
W.H. Smith	\$ 2.35
Marshall Books	\$186.61
Green Hall	\$ 42.80
Royal Bank	\$613.29

The annual report was read and accepted.

Following minor changes to the proposed budget, it was also accepted.

All salaries were increased for 1979. Karen will receive \$750 per month because her work load has increased to a full time job. Lilly O. will receive \$4.00 per hour, Liz E. Will receive \$4.00 and so will (typing error) Pat H. Moved by C. Stark-dunsmore, seconded by J. Lutes. Carried The staff have asked to have wage deduction statements included with their pay checks in future.

JAN. MEETING CONT.

C. Stark-Dunsmore will check into the controversy concerning Karen's parking stall.

Moved by B. Peterson, seconded by C. Stark-Dunsmore, that the books be taken to an accountant to be audited. Carried.

Moved by J. Lutes, seconded by B. Peterson, that the Library apply for a Bay card. Carried.

Adjournment moved by C. Stark-Dunsmore.

1978 ANNUAL LIBRARY REPORT

STATISTICS:		<u>1978</u>	<u>1977</u>
	Book Circulation	26,030	27,076
	Memberships	4,098	3,716
	Books Purchased and Donated	2,888	1,013

Statistics show that our membership is up from last year but our book circulation is down by 1,000 books. This is in one particular area, adult fiction. I feel this may be due in part to our inability this past year to provide new light fiction for our readers. We hope to have better luck in our purchasing in the coming year.

In March we played host to the Regional Library Trustees Workshop. There was a good response to this meeting.

The Library Association Annual Convention was held in Jasper on May 3-6. Beatrice Peterson and myself represented Brooks. The emphasis of the convention was on library service with mini-workshops on related topics.

Also in May the Kinettes donated \$500 for the establishment of a childrens record collection. This was undertaken and has met with much success. We hope to continue to expand with annual donations from the Kinettes.

In July we sponsored a summer reading contest for school children in grades one to six. Forty-eight children enrolled in the program and they read an overwhelming 569 books. Prizes were awarded to the children who read the most books in each age category and also a random draw was made so that even the slower reader would have a chance at prizes.

In September we again started our Large Print Service to the Newbrook Lodge on a weekly basis and Talking Book Services to several of the elderly who can no longer read. The Talking Book Service supplies cassettes and tape recorders to anyone with a reading disability. This is done through the local library and it is working very well.

In October we participated in the Information Fair held in Cassils Mall and realized \$82 from used book sales.

November was declared amnesty month and while many took advantage of it, we failed to get our long overdue books back. November 11-17 was "Young Canada Book Week" and we sponsored a free book draw plus many free give aways -- balloons, bumper stickers, buttons, book marks and bicycle stickers. Our Hi-interest Low-vocabulary paperbacks finally came in Nov. and we were able to take them out to Rosemary to introduce them to the children with learning disabilities. We hope this will be a success.

In December we started on a subject card catalogue which is now half finished. We hope to be completed in March. This entails classifying all of our non-fiction into subject areas and typing cards for the new files. When complete, it will have approximately 25,000 cards in it.

Our three pre-school story hour sessions have been a continued success with a total of 100 children enrolled.

We are still participating in the travelling displays of the Edmonton Museum and Archives. These displays have been on a variety of subjects and always interest our patrons.

There have been 30 classes of school and kindergarten children which have toured the library and had stories or puppet shows this year.

1978 also saw the development of a Brooks library policy and job descriptions for the staff.

With representation on the Further Education Council, Southern Alberta Library Services and International Year of the Child, it has been a busy and rewarding year for the Brooks Library.

Respectfully submitted,

Karen Armbruster

BROOKS PUBLIC LIBRARY BOARD
BROOKS, ALBERTA

STATEMENT OF RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1979

	<u>1979</u>	<u>1978</u>
Cash in General Account - January 1	6,766.73	1,080.83
Term Deposits on Hand - January 1	<u>10,000.00</u>	<u>15,000.00</u>
<u>TOTAL CASH ON HAND - OPENING</u>	<u>16,766.73</u>	<u>16,080.83</u>
 <u>RECEIPTS</u>		
Grant - Province of Alberta	12,312.00	10,230.00
Grant - Town of Brooks	16,112.90	13,640.00
Grant - County of Newell	7,123.06	3,567.66
Donations	480.74	1,330.00
Fines and Memberships	1,425.15	988.25
Grant - Southern Alberta Library Service	500.00	Nil
Interest Income	1,113.77	1,067.68
Miscellaneous	<u>169.00</u>	<u>108.40</u>
<u>TOTAL RECEIPTS</u>	<u>39,236.62</u>	<u>30,931.99</u>
 <u>TOTAL TO ACCOUNT FOR</u>	 <u>56,003.35</u>	 <u>47,012.82</u>
 <u>DISBURSEMENTS</u>		
Salaries and Employee Benefits	16,941.72	12,767.79
Books and Periodicals	7,499.59	8,114.04
Payment on Furnishings - Town of Brooks	1,000.00	3,000.00
Equipment Purchases	2,425.86	3,430.26
Supplies	1,145.33	941.29
Book Repair	323.78	679.13
Telephone	227.27	231.10
Interest and Bank Charges	18.93	7.00
Insurance	152.00	151.00
Audit	140.00	135.00
Christmas and Gift Expenses	58.62	317.23
High School Awards	100.00	Nil
Travel Expenses	923.09	316.50
P.O. Box Rental	15.00	15.00
Miscellaneous	<u>102.70</u>	<u>140.75</u>
<u>TOTAL DISBURSEMENTS</u>	<u>31,073.89</u>	<u>30,246.09</u>
 Cash in General Account - December 31	 4,929.46	 6,766.73
Term Deposits - December 31	<u>20,000.00</u>	<u>10,000.00</u>
<u>TOTAL CASH ON HAND</u>	<u>24,929.46</u>	<u>16,766.73</u>
 <u>TOTAL ACCOUNTED FOR</u>	 <u>56,003.35</u>	 <u>47,012.82</u>

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BROOKS, ALBERTA

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PROPOSED BUDGET FOR 1980

INCOME:

Town Grant		\$ 18,400
Provincial Grant		23,880
County Grant (1,255)		6,275
Fines		1,000
Donations and Bank Interest		<u>3,000</u>
	TOTAL	\$ 52,555

WAGES:

Karen		\$ 10,080	
Lily	\$5.00/hr.	4,000	
Pat	4.70/hr.	3,500	
Joan	4.25/hr.	1,550	
Supplement summer students		1,500	
Canada Pension		600	
Extra Hours and Holiday Pay		<u>600</u>	
	TOTAL	\$ 21,830	\$ 21,830

EXPENSES:

Furnishings		\$ 3,000	
Copier		2,000	
Telephone		500	
Book Repair		1,000	
Supplies		2,000	
Insurance		200	
Audit		200	
Travel, Awards, Service Charges		2,000	
Visiting Dignitaries Expenses		500	
Town Repayment		2,000	
Books		13,000	
Films and (slide projector?)		<u>4,000</u>	
	TOTAL	\$ 30,400	
			\$ 52,230

FEB. MEETING

MINUTES

OLD BUSINESS

INSURANCE -J. LUTES

ALTA. CULTURE WORKSHOP PAYMENT

MARIGOLD REGIONAL

TREASURERS REPORT

NEW BUSINESS

COUNTY AGREEMENT

SUMMER STUDENT PROGRAM

KAREN'S REPORT

FEBRUARY MEETING

The regular meeting of the Brooks Public Library Board was held Feb. 20, 1979 with the following members present: J. Worms, L. Alberts, J. Lutes, B. Peterson, and K. Armbruster, librarian.

Minutes of the Jan. meeting were read, amended, and adopted.

According to Mr. Lindquist the Town carries insurance on all town property, including the Library, Contents insurance is our responsibility.

The A.L.T.A. workshop of March 4, 1978 has been paid by Alta. Culture.

The treasurer reported a bank balance of \$8,186.22 after depositing the check for \$3,445.06 recieved from the County of newell for 1978.

Moved by B. Peterson, seconded by L. Alberts, that the Jan. bills be paid. The bills are

		<i>Warehouse Wholesale</i>	<i>#168.00</i>
A.G.T.	\$25.70	Bevan & Hutch	\$140.00
Alta. Book & Nov.	\$.60	Ency. Britannica	\$684.00
Workers Comp.	\$58.22	W.H. Smith	\$ 4.35
Readers Digest	\$91.24	Child Focus	\$ 4.95
Green Hall	\$40.80	Brooks Bulletin	\$ 7.00

The treasurer presented the audited statement for 1978.

The agreement between the Brooks Public Library and the County of Newell was renewed for 1979.

An application for the federally supported summer student employment program has been prepared and submitted. We await further word.

Moved by B. Peterson, seconded by J. Worms, that we renew our subscription to the Brooks Bulletin. Carried.

FEB. MEETING CONTINUED.

A special joint meeting with Marigold Regional and as many local library boards as possible will be held on March 6, 1979.

Moved by J. Lutes, seconded by J. Worms, that the Library purchase a new coffee maker. Carried.

Adjournment moved by B. Peterson, seconded by L. Alberts.

MARCH MEETING

The March meeting of the Brooks Public Library was a special meeting between the Brooks board, County boards, and several representatives of the proposed Marigold Regional Board. Attending for the Brooks board were J. Worms, J. Lutes, C. Stark-dunsmore, B. Peterson, and K. Armbruster, librarian.

The Marigold representitives gave an informative presentation which will be discussed at our next general meeting.

Moved by B. Peterson, seconded by J. Worms, that the bills be paid. Carried.

They are

Natco	\$50.45
Readers Digest	\$91.24
Green Hall	\$38.00
A.G.T.	\$15.52
Libraries Unlimited	
Butterworths	\$20.15

APRIL MEETING

MINUTES

OLD BUSINESS-

INSURANCE

MARIGOLD REGIONAL

TREASURERS REPORT

A.L.T.A. WORKSHOP IN JASPER

REPORT ON REGINA WORKSHOP

ZENITH ADVERTISING

LIBRARIAN'S REPORT

ALTA. CULTURE AUTHOR VISIT

APRIL MEETING

On April 10 the Brooks Public Library held its regular meeting with the following members present; J. Lutes, C. Stark-Dunsmore, J. Ireland, B. Peterson and K. Armbruster, librarian present.

The minutes of the Feb. & March meetings were read and adopted.

Insurance quotes from Pro., Maclellan, and Flannigan will be presented at the next meeting.

The treasurer reported a bank balance of \$5678.00. April bills are;

MEDALTA. TRANSPORT	\$ 19.20
C.C.H. CANADIAN LTD.	\$ 73.50
INGRAMS	\$ 49.98
REGANT BOOK CO.	\$ 17.15
GROLIERS	\$375.87
READERS DIGEST	\$ 32.27
A.L.T.A.	\$ 15.00
J. Lutes	\$ 11.61
TOM BOY	\$ 36.24
BELDAYS	\$ 12.90 & \$12.90

Moved by J. Ireland, seconded by C. Stark-Dunsmore, that the bills be paid.

No answer has been recieved about the summer student program.

A representative of our Board will attend the A.L.T.A. convention in Jasper May 9 - 13 if possible.

Karen reported on the workshop that Lilly and she attended in Regina. Moved by J. Ireland, seconded by J. Lutes, that Karen approach the school board to get their approval to set up a summer student reading program. N.A.L.S. & S.A.L.S. will be placing special advertising in all the local papers through out Alta. to acquaint the public with the Zenith service offered through local Libraries.

APRIL MEETING CONT.

Moved by J. Lutes, seconded by B. Peterson, that the library host a visiting childrens author in the fall.

Marigold Regional was discussed and will be brought up again for further consideration.

Adjournment moved by B. Peterson.

MAY MEETING

On May 15 the regular meeting of the Brooks Public Library Board was held with J. Lutes, J. Ireland, R. Kangas, B. Peterson, and Karen Armbruster, librarian present.

The reading of the minutes was omitted.

Insurance quotations were presented from

GREEN, FLANAGAN & MAGUIRE	\$550.00
WILSON, KROCHACK & BROADBENT	\$198.00
PRO AGENCIES	\$159.50
McLELLAN	\$152.00

Moved by J. Ireland, seconded by J. Lutes that the insurance coverage from Mc Lellan be accepted. Carried.

Approval has been recieved from the anti-inflation board for the '79 wage increases.

Karen reported on the A.L.T. A. & A.L.A. meeting held in Jasper on May 10-11.

The treasurer reported a bank balance of \$3298.85. There is \$10,000 in term savings on which we have just recieved \$262 in interest.

Payment of the May bills was moved by R. Kangas, seconded by B. Peterson

DELDAYS	\$ 12.90	12.90
BRO DART	\$136.85	
W.H. SMITH	\$156.34	
ALTA. BOOK	\$761.16	
BROOKS STAT.	\$ 35.10	
LOWE MARTIN	\$ 11.75	
BUTTERWORTHS	\$ 20.15	
A.G.T.	\$ 25.88	19.83
WOODWARDS	\$325.39	
McLELLAN AGENCIES	\$152.00	
INGRAMS	\$ 49.98	re-issue

A donation of \$100 has been recieved from Bob Scammell and a thank you forwarded.

Moved by J. Ireland, seconded by B. Peterson, that the milage reimbursement be raised to 14¢ per kilometer. Carried.

The Federal Summer Student Employment program has been approved. A rep. will be in Brooks on May 16 to draw up the necessary contracts

Moved by R. Kangas, seconded by J. Ireland, that we purchase the new '79 microfilm material and that a serious evaluation of the whole project be undertaken in '80.

Adjournment moved by B. Peterson.

JUNE MEETING

The June meeting of the Brooks Public Library Board was held with J. Lutes, J. Ireland, R. Kangas, B. Peterson, and K. Armbruster in attendance.

Minutes of the May meeting were read and adopted.

Moved by J. Ireland, seconded by J. Lutes, that an effort be made to notify the school teachers about the microfilm reader. A notice should be placed in the staff room at each school to encourage them to make use of this service.

Although no money has been received from the Federal Gov. to date the summer reading program is progressing well. At the moment the staff is being paid by a bank overdraft.

The treasurer reported a bank balance of \$12.78. Moved by J. Ireland, seconded by B. Peterson, that \$5,000 be transferred from term savings to current account, and that if warranted additional funds be transferred at the discretion of the treasurer. Moved by R. Kangas, seconded by J. Ireland that the current bills be paid and that the bills be paid through the summer.

Tha bills are:	BROOKS STAT.	\$ 10.94	
	QUALITY BOOKS	\$177.50	- US FUNDS
	BOOKS IN CANADA	\$ 9.95	
	KAREN'S BUYING TRIP	\$136.00	
	DELTA'S	\$ 12.75	

COURIER service will be given serious consideration as an alternative to postal service.

Adjournment moved by R. Kangas.

MEMORANDUM

The first meeting of the ... Public Library Board ...

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SEPT. MEETING

The September meeting of the Brooks Public Library was called to order by J. Worms with J. Lutes, J. Ireland, C. Stark-Dunsmore, B. Peterson, and K. Armbruster present.

Minutes of the June meeting were read and adopted.

B. Peterson and K. Armbruster reported that the summer reading program, financed by the Federal Gov. was a success. The Federal Government has donated the camera used by the summer program to the Library.

The treasurer reported a bank balance of \$16,369.00 in the current account with \$15,000 in term savings. The Town Of Brooks and the Prov. Gov. grants have been deposited. Over the summer the treasurer has paid the following bills: JULY

WOODWARDS	\$140
A.G.T.	\$ 36.
PARKLAND	\$ 51.20
MEDALTA TRANSPORT	\$ 23.63
CORPUS INFO SERVICE	\$ 36.75
ALTA. BOOK & NOV.	\$1294.74
W.H. SMITH	\$730.87
QUALITY BOOKS	\$177.51

AUGUST	
A.G.T.	\$ 21.30
POSTAL RENT	\$ 15.00
W.H. SMITH	\$ 3.50
GROLIERS	\$280.45
CHILDREN'S BOOK COU.	

Moved by B. Peterson, seconded by J. Ireland, that the bills for

Sept be paid. They are: SEPT

W. H. SMITH	\$ 5.60
NAT. RECORD CO.	\$245.90
PUROLATOR	\$ 5.30
GROLIERS	\$139.50 7.86
UNIVERSAL BOOK BIN.	\$236.75
WAREHOUSE BOOKS	\$169.00

Sept. Meeting

A large "picture book of Canada" has been donated to the Library by Block Bros.

The Library will act as host to a Visiting author during "World Children's Book Showcase," late this year. Karen will contact Alta. Culture for more information for the next meeting. Moved by J. Ireland, seconded by J. Lutes, that the Library purchase as many books from this display as possible.

Karen reported that Mrs. Alta Crook has contacted her regarding contributing toward the purchase of "old time radio shows," A number of these tapes are on order.

With the close down of S.A.L.S. early in the new year, S.A.L.S. will be donation the "Ency. of Earth Science, and Merritt Students Ency," to the Library.

Mr. Joe leighton has donated six books to the Library in memory of his wife Barbra.

With regret, the present secretary, Beatrice Peterson tendered her resignation to the Library Board.

Adjournment moved by J. Lutes.

OCTOBER MEETING 1979

The regular meeting of the Brooks Public Library Board was held on October 17, 1979 with the following members present: J. Worms, J. Ireland, J. Lutes, Karen Ambruster, librarian and ^{*}Roger Kangas who requested and received a star beside his name.

The minutes of the previous meeting were read and adopted as ammended.

The treasurer reported a bank balance of \$13,413.99 and that we pay the bills, moved by J. Lutes.

Karen reported that Mr. and Mrs. Wes Crook have donated a cassette player in memory of Andy Ireland and Nel Loxton.

The World of Childrens Book Showcase will be in Brooks from November 10 to 30 and Canadian author Barbara Smucker will be here on November 22. We are to arrange for her lunch and visits to schools and the Mennonite Community. Moved by J. Ireland and seconded by J. Lutes that we take her out for dinner.

Early Childhood Services ~~from~~ the County have requested group memberships for 10 books or more. The Board decision is to have books signed for and borrowed by authorized personnel and that E.C.S. will be responsible for replacing any lost books. Maximum to be one book per student and the number of Easy Readers to be borrowed at the librarians discretion.

A request from the Drumheller Library to exchange large print books with our library received Board approval.

A letter from Southern Alberta Library Services was read stating that every library is to get a grant for \$500.00 to be used for furniture or equipment. Roger will look into the cost of a projector and the board will pay the extra amount.

The Board set a tentative date for the Christmas party for Wednesday, December 12. Moved by J. Ireland, seconded by R. Kangas that we invite Beatrice Peterson and that we give her a gift in appreciation for the countless hours of volunteer work that she spent working in the library and also for serving on the board. Carried.

Adjournment moved by J. Worms.

OCTOBER BILLS

Woodwards	\$ 96.84
Royal Canadian Geographical Society	34.50
Green Hall Printing	46.35
Alberta Book	879.60
Purolator	6.90
A.G.T.	24.51
W.H. Smith	248.66
B.C.H.S. Academic Awards Program	100.00
K. Ambruster - buying trip	

79
NOVEMBER MEETING 1980

The regular meeting of the Brooks Public Library Board was held on November 20 with the following members present: J. Worms, J. Ireland, J. Lutes, R. Kangas, J. Sekella and Karen Ambruster, Librarian.

The treasurer reported a balance of \$9,745.74. J. Lutes moved and R. Kangas seconded that we pay the following bills:

A.G.T.	\$ 25.00
Natco	18.21
Alberta Books	145.75
Radio Shack	124.48
E & F Distributors	985.00
Deldays	12.55
Hawkins Gallery	29.95
Grolier	7.86
K. Ambruster	109.00
J. Lutes	29.48
Brooks Stationers	15.94
Encyc. Brit. Public	157.52
Country Oven	10.77
Marie Samanisky	14.95
S.A.I.T.	28.45
Regent Book Co.	47.68
Canadian Wildlife Red.	12.50
Kingfisher Press	

A letter was received from the Libraries Branch allocating a further \$586.44 because of our changed census figure.

There is to be a A.L.T. Assoc. workshop in Lethbridge on November 24. Mrs. Sekella plans to attend.

Jeanne Ireland's resignation from the board was accepted with regret effective January 1st, 1980.

Moved by J. Lutes seconded by R. Kangas that we adopt the following wage scale:

Jean Ross to be raised to	\$3.75/hr. retroactive Oct. 1/79
Karen Ambruster	\$830/mo. effective Jan. 1/80
Patricia Henry	\$4.20/hr. effective Jan. 1/80
Lily Oddleifson	\$4.50/hr. effective Jan. 1/80

The date for the Christmas party is to be December 17 at 7:00 p.m. at Lutes's. Arrangements for dinner to be made by J. Worms.

J. Ireland moved adjournment.

DECEMBER MEETING 1979

The regular meeting of the Brooks Public Library Board was held on December 17 with the following members present: J. Lutes, J. Sekella, J. Worms, R. Kangas, J. Ireland and K. Ambruster, librarian.

Minutes of the previous meeting were read and adopted as corrected.

The treasurer reported a bank balance of \$4,408.70.

J. A. Sekella gave a report on the Lethbridge Trustees Workshop which she attended on our behalf and found useful.

J. Ireland moved, R. Kangas seconded that we apply to the Town of Brooks for a \$10,000.00 grant to be funded from the 75th Anniversary Provincial grant that the town is to receive. The money would enable us to have a permanent Alberta Heritage collection including all local histories in Alberta. This collection is to be housed in the Brooks Public Library. Carried.

The November minutes are to be corrected to state Karen Ambruster's wages \$840.00/mn. not \$830.00/mn.

R. Kangas moved J. Lutes seconded that we approach local service clubs for donations for films.

J. Lutes moved adjournment.