Minutes of the regular meeting of the Brooks Public Library Board
January 12, 1982

Present: Keith Hagen
Karen Armbruster
Jean Franklin
Wanda White
Ron MacDonald
Lorna Johansen

Keith Hagen moved the minutes of December 9, 1981 be adopted as read.

Correspondence:

1. Application to Kinettes for large print book grant:
   Karen reports that the Kinettes have not yet been heard from with regard to our application for monies for large print books.
2. Budget Proposal: A questionaire which asks for various facts about the library:
   Karen reports that circulation is considerable higher in all phases of book lending: 47,491 vs.33,866 in 1980 (A better than 40% increase). Our book count at present is 19,891. Approximately 2000 books were purchased this year. Membership has also increased:

	1980	1981
Adult	2,835	3,031
Children	2,100	2,790
Rural adult	754	788
Rural children	471	547
TOTAL	6,179	7,191

3. Alberta Book and Novelty: ABN 1982 has replaced ABN following the dispolution of ABN. Address and phone particulars remain the same.
4. A letter was received from Joe Forsythe regarding seminar dates to focus on the Interim Report.
5. Karen reported that we have been approved for two people for 52 weeks for the Canada Community-Development Program. It was decided that an interview with the Brooks Bulletin should be made with Joan McCarthy, Project Officer.
6. Thank You cards were received from Beatrice Peterson and Joan Ross for Christmas gifts forwarded to these ladies due to their illness which did not allow them to attend the Christmas party.
7. Grants indexed for inflation: A letter was received from the Minister of Culture that indicates Provincial Library Grants will now be paid in two parts, the first in April.
8. Memo from the Town re: Budget Submissions: Submissions should be submitted to the General Government Services Committee and the step-by-step process is outlined.
9. Medicine Hat College Workshop on being an effective board member. Registration is already closed.
10. Continuing Education of the University of Lethbridge: a letter has been received asking us to participate in a children's book award. This involved labelling particular books and keeping track of the books' circulation. As the letter appears more appropriate for a

school library, Karen will contact the schools to see if they have been contacted.

11. Karen has received the money back from Atlas Electronics regarding a play-back cassette recorder for Mrs. Smith. This machine is suitable for visually impaired individuals. Karen will recontact them as the initial correspondence was lost in the mail.
12. A letter was approved for sending to a family now residing in Burnaby which has not returned 19 library books.
13. An application form has been received for a Canadian Literature Course from February 3 to May 1, 1982. It was approved that Karen be allowed to leave Mondays one hour early to attend the course.

Business arising from the minutes.

1. Application to the Kinettes: Joan Franklin moved that another letter be forwarded to the Kinettes again with regard to our grant application.
   Wanda seconded.
   Carried.
2. Due to Mr. Granger's complaints to former library members, Joe Forsythe, school personel, etc, regarding the books he wants on interlibrary loans Wanda White moved that Mr. Granger be requested to fill in the interlibrary loan slips and be referred to Jill Armitage when encountering further difficulties and that board policy not be altered with regard to 4 books at a time.
   Jean Franklin seconded.
   Carried.
3. Regional Library Meeting on February 19, 1982 in Medicine Hat: Wanda and possible Jean will attend.
4. Discussion concerning obtaining a new Board member. One suggestion was made for Karen to follow up.
5. Grant to Services for the Handicapped: Lorna reported that upon follow up with the Brooks representation, it appears that a request for large print books was unlikely to be met as these kinds of materials were not the kind usually funded by Services for the Handicapped. Hence, the grant was not made.

There was no new business.

Keith moved the meeting be adjourned.

Keith Hagen

January 21, 1982

Brooks Public Library
Box 1149
Brooks, Alberta
T0J 0J0

Brooks Royal Canadian Legion
Brooks, Alberta
T0J 0J0

Dear Legion and Legion Auxiliary:

You have contributed generously to the Library in past years and we appreciate your financial assistance. It has helped us purchase large print books for the elderly and visually handicapped.

This year we have a special problem and we are hoping for your financial support.

There are two children in the Brooks school system that have severe sight problems. They have a reading level of grade 4 or 5. They have requested large print children's books from us. We do not have any, the school system does not have any, Medicine Hat Library does not have any and the Alberta Library Services to the Handicapped does not have any children's large print books.

We feel this is an area that definitely has gone unnoticed. We have been able to borrow a few books from Calgary Public Library which has a good supply - but they are in demand in the city and sometimes our children have to wait for weeks for a book to come.

These children do get talking book tapes but they want to read and improve their skills.

If you feel you could help us in this area, we would like to purchase a selection of large print children's books which could be used throughout the Southern Alberta area.

We feel that all children should have an equal opportunity to read books if it is at all possible.

Sincerely yours,

Karen Armbruster

Karen Armbruster
Librarian

Minutes of the Regular Meeting of the Brooks Library Board
Tuesday, February 9, 1982

Chairman Keith Hagen called the meeting to order at 7:10 P.M. in the Library. Lorna Johansen, Ron McDonald, Wanda White, Jean Franklin, and JeanAnne Sekella were present.

K. Hagen declared the minutes adopted as presented.

Correspondence
The South East Library Project will be holding an information meeting and workshop in the Medicine Hat Public Library on Friday, February 26.
Communication, re the Michele Grainger requests, has been received from Jill Armitage.
The Marigold Report has been received.
The resignation of Library Board member Lorna Johansen was acknowledged with regret.
Our request for funding for large print books has been verbally refused by the Kinettes.

New Business
The Information Fair at the Mall will be held at the end of March. The major emphasis is Senior Citizens.
The Annual Report will appear in the Bulletin. Half-page portions will be donated. The cost of a full page is $600.00.
Response to the budget is expected soon.
Re-assessment of our position, re the Film Club, should occur at the next meeting.
Moved by W. White, seconded by J. Sekella that the Board reimburse K. Armbruster $45.00 for the cost of the Professional Development course. Carried.
The meeting was adjourned at 8:20 P.M. on a motion by L. Johansen.

Keith Hagen

Respectfully submitted; JeanAnne Sekella; Secretary

Minutes of the Regular Meeting of the Brooks Library Board
Tuesday, March 9, 1982

Chairman Keith Hagen called the meeting to order at 7:30 PM in the library. Present were Karen Armbruster, Jean Franklin, Ron McDonald, Heather Miyauchi, Wanda White, and JaneAnne Sekella.

K. Hagen moved, R. McDonald seconded, that the minutes be adopted as read. Carried.

Correspondence
1. The annual convention is April 23-26 at Jasper Park Lodge.
2. Medicine Hat Public Library Workshop will be the evening of April 2 and the day April 3.
3. Alberta Library Trustees Association membership increases from $15.00 to $35.00 this year.

Reports
1. K. Armbruster will draw up a policy re the circulation of the historical tapes, pictures, and transcripts.
2. H. Miyauchi reported that the budget will be submitted to Brooks Town Council on March 22, with a recommendation for acceptance.
3. W. White attended the South East Library Project workshop which provided useful information.
4. The Kinettes rescinded an earlier decision and have funded the purchase of large print books, a $200.00 value.

Moved by R. McDonald, seconded by W. White, that the library be open from 10:00 A.M. until noon every day except Sunday, subject to approval of the budget. Carried.

The schedule of films for the Kids in Action film club will finish on March 20, 1982.
W. White moved, J. Franklin seconded, that FCSS be approached to pay the deficit incurred on the rental of films for the Kids in Action Film Club. Carried.

J. Franklin moved, H. Miyauchi seconded, that the Board approve the attendance of two delegates at the annual Alberta Library Trustees Association Convention in Jasper Park Lodge. Carried.

H. Miyauchi moved, R. McDonald seconded, that the Board pay the registration fee of all trustees attending the trustee seminar in Medicine Hat. Carried.

W. White moved, J. Franklin seconded, that a policy (see attached sheet) re the circulation of Historical Materials be established. Carried.

H. Miyauchi moved, R. McDonald seconded, that the vacancies on the Brooks Library Board be advertised. Carried.

W. White moved, J. Franklin seconded, that our Librarian encourage professional development among the staff, and that we defray any costs incurred, subject to the descretion of the librarian. Carried.

J. Franklin moved, H. Miyauchi seconded, that K. Armbruster be re-imbursed the fifty dollar fee for the Professional Development course. Carried.

The meeting was adjourned at 8:50 P.M.

Respectfully submitted; Jananne Sekella; Secretary

Keith Hayden

Minutes of the Brooks Library Board
Tuesday, April 6, 1982

Chairman Keith Hagen called a regular meeting to order at 7:05 P.M. in the library. Present were Karen Armbruster, Jan Franklin, Ron McDonald, Heather Miyauchi, Wanda White, and JanAnne Sekella.

K. Hagen declared the minutes adopted as printed.

Correspondence
1. Four letters of application re Library Board membership were received. The names of Marylea White and Bill O'Neill are to be submitted to Town Council; a letter of acknowledgement will be sent to other applicants.
2. Marigold is holding Open House at Strathmore on April 17.
3. A copy of the letter re Paperbacks by Mail sent to Mr. Peach.
4. The Marigold Report has been received.
5. The per person grant from the County is $ 6.25.

Moved by Heather Miyauchi, seconded by Wanda White, that the librarian, and the chairman, and one other member form a sub-committee to develop a policy regarding board membership. Carried.

Reports
1. W. White was unable to attend the seminar in Medicine Hat. No other members were able to attend.
2. Kids in Action Film Club (see attached report)

Moved by Jan Franklin, seconded by Ron McDonald, that the bill for the deficit of the Kids in Action Film Club be sent to FCSS. Carried.

Moved by Ron McDonald, seconded by Wanda White, that payment of the bills be authorized. Carried. (See attached summary of bills, January - February, 1982.

Karen Armbruster and Wanda White reported a successful book buying excursion. Approximately two thousand dollars was spent on books.

The proposed budget (see attached sheets) is still before Town Council. The Council's next scheduled meeting is April 26.

A new program for the library is to be instituted April 22, 1982. A monthly coffee party for Seniors is being initiated. Handi-bus service will be available.

The meeting was adjourned at 8:45 P.M.

Respectfully submitted
JanAnne Sekella, Secretary

Keith Hagen

MINUTES OF THE BROOKS LIBRARY BOARD

Tuesday, May 5, 1982

Chairman Keith Hagen called the regular meeting to order at 7:10 P.M. Present were Karen Armbruster, Jean Franklin, Ron McDonald, Bill O'Neill, Marylea White, Wanda White and JeanAnne Sekella.

Keith Hagen declared the minutes adopted as read. New Board members Bill O'Neill and Marylea White were welcomed by the Chairman.

CORRESPONDENCE

1. Notice, re Board appointees, was received from the Town of Brooks.

2. The Development Branch of Employment and Immigration informed us that they would not fund the Summer Funtastic program.

3. Ward 5, County of Newell have sent an advance of $1882.50. Total grant from the County will be $7843.75.

4. The Province has provided an advance of $15,247.57, which represents 50% of the 1981 grant.

5. The Alberta Women's Bureau want to set up a directory of organizations of interest to women. Their request for detailed information is to be referred to Helen Walters.

REPORTS

1. Jasper Conference: Karen Armbruster; Wanda White.
   A worthwhile conference; guest speaker was Dr. Masutu of Japan; expense shut is appended.

2. J. Forsythe has indicated that the Province is going to place in legislation the matter of Board membership, within a year or so.

3. The Senior Citizens program was attended by eighteen people, most of whom had never been in the library before.

4. There were 4-5 Kindergarten tours in April.

5. About fifty people attended the used book sale which netted $67.80.

6. The Information Fair at the Mall will be Thursday, May 27, 1982.

The theme is Senior Citizens. Debbie and Beatrice are in charge of library displays.

7. Alta Crook has offered to donate two pictures to the library. The aqueduct in Italy had been given to Wes Crook. The Eiffel Tower was brought from France by Cindy Ireland.

   Moved by Wanda White, seconded by Jean Franklin, that we accept the pictures offered by Mrs. Crook. Carried.

8. The Regional Meeting in Bassano will be later this month, possibly May 20.

Moved by Jean Franklin, seconded by Ron McDonald, that the Board follow the forthcoming policy of the Department of Culture re term of office for Library Board members. Carried.

NEW BUSINESS

1. The 1982 grant to the Library had been confirmed by Brooks Town Council.

2. The Summer Funtastic Program will operate this year. It will include ages four to fourteen, and may handle as many as 250 participants per day. Possible activities are remedial reading, cooking club, magic club, and puppet plays. June 28 to August 20 is the scheduled time span of the program.

Moved by Ron McDonald, seconded by Bill O'Neill, that the Library be open from 10:00 A.M. to 1:00 P.M. Monday through Saturday until fall. At that time, the policy will be reviewed. Carried.

Moved by JeanAnne Sekella, seconded by Wanda White, that three students be hired to assist with the Summer Funtastic Program. Carried.

A buying trip is scheduled for Wednesday, May 12, 1982.

The meeting was adjourned at 9:00 P.M. on a motion by Jean Franklin.

Respectfully submitted,

JeanAnne Sekella, Secretary

Keith Hagen

Minutes of the Brooks Library Board
Tuesday, June 8, 1982

A regular meeting of the Brooks Library Board was called to order at 7:15 PM by Vice-Chairman Wanda White. Present were Karen Armbruster, Jean Franklin, Marylea White, and Jandanne Sekella.

The minutes were declared adopted as presented.

Correspondence
1. The Marigold Report has been received.
2. Grant applications for Dominion Day celebration (June 30-July 1) for Senior Citizens are filed. A large birthday cake for each day and tea or similar beverage will be available. About forty pictures will be reproduced in poster format.

Old Business
1. The buying trip produced some excellent bargains. Orders for mystery, science fiction, and western genres have been placed.
2. Kathleen Grosfield has been hired to co-ordinate the Summer Funtastic Program. Clubs planned are music, art, spy, magic, poetry, international customs, and story-telling.
3. W. White and K. Armbruster attended the May 27 Regional at Bassano. They are to visit Duchess, Tilley and Rolling Hills to provide information to these Boards. A September meeting will be held in Redcliff.
4. Linda Moyles and Glenda Staples of COMACT have requested Library co-operation for the summer program. They have a seventeen hundred dollar grant.

New Business

Moved by M. White, seconded by J. Franklin, that we purchase twelve poster size prints of pictures for "Canada Day". Carried

A statement of receipts and disbursements for January 1 to April 30, 1982, was presented. (See attached sheets).

The Board discussed the possibility of the attendance of K. Armbruster at the Tennessee Story-telling Conference in October. The possibility of grants-in-aid for this purpose is to be investigated.

Job descriptions of Library positions are now published. (See attached sheets).

Moved by J. Franklin, seconded by M. White, that the next regular meeting be held on Tuesday, July 20, 1982, and that there be no August meeting. Carried.

W. White declared the meeting adjourned at 8:40 p.m.

Respectfully submitted
Jeanne Sekella
Secretary

Keith Hagen

Tuesday. June 8, 1982

LIBRARY AID OR CLERICAL I

Nature of Work:

This is first level clerical assignments, performed under general supervision, including the operation of various pieces of office equipment, typing and filing and shelving of cards of books and records, and related general duties in the operation of a Public Library System.

Examples of Duties:

Duties of this position may include any or all of the following:

1. answering the telephone
2. typing of standardized forms, reports, correspondence
3. filing of books, magazines, index and membership cards
4. operation of office equipment, such as microfiche, photo-copiers, record players, typerwriters
5. performance of minor repairs and reinforcements to books, magazines, paperbacks and records
6. continual review of shelves and racks to ensure proper filing books, etc.
7. checking in and out of books and magazines, assessment of appropriate fines and issuance of library cards
8. assisting with the various aspects of the processing of new books
9. other related duties as may be assigned

Frequent contact with the general public is a normal occurance and employees are expected to provide assistance in terms of card catalogue usage, directions to appropriate book areas and explanations of procedures to patrons.

Supervision Received:

Under the general direction of the Head Librarian.

Minimum Qualifications:

Skill in the use of standard office equipment including a typerwriter. Ability to understand and follow oral and written instructions. Ability to do repetitive tasks with speed and accuracy. Ability to adhere to prescribed routines and the ability to deal tactfully and effectively with the public.

Desirable Qualifications:

Completion of Grade XII and any library related courses or work experience.

LIBRARY AID OR CLERICAL II

Nature of Work:

This is intermediate clerical assignments in the Public Library System performed under minimal supervision and with a greater degree of independent action.

Examples of Duties:

Duties of this position generally encompass many of the functions normally expected of Clerical I, but will also include any or all of the following:

1. providing information to a patron, based on researching of available regular sources.
2. arranging and conducting of Library tours for groups of patrons.
3. initiating and maintaining responsibility for overdue accounts, including typing lists, phoning, etc.
4. performance of special functions such as conducting a childrens story period.
5. related duties as assigned.

Distinguishing Characteristics:

This position differs form those of Clerical I through larger scope and increased diversity of duties. Additionally, contacts with the public and other agencies may be of a more involved nature. Employee may be required to relieve Head Librarian from time to time.

Supervision Received:

Under the general direction of the Head Librarian although employees shall perform duties with large degree of independence within defined guidelines.

Minimum Qualifications:

Completion of Grade XII or equivalent, plus two to three years related experience as a Clerical I or equivalent. Sound knowledge of library procedures and clerical techniques. Skill in the use of standard office equipment including a typewriter. Ability to understand and follow oral and written instructions. Ability to adhere to prescribed routines and the ability to deal tactfully and effectively with the public.

Desirable Qualifications:

Completion of one or two years post secondary education in addition to required experience.

HEAD LIBRARIAN

Nature of Work:

This is the senior level administrative position within the Brooks Public Library system and requires trained techniques and procedures as well as good judgement, initiative and independent action. As supervisor the employee must have a good knowledge of and interest in books and maintain harmonious relations with staff and public.

Examples of Duties:

1. Participates in the hiring, training and supervising of staff. Evaluates their performance and recommends promotions or disciplinary measures.

2. Recommends and selects books and non-print materials appropriate to the library.

3. Is responsible for the cataloguing and classification of books and other library materials.

4. Answers reference questions and assembles material to fill requests.

5. Is responsible for statistics and annual report.

6. Instigates and publicizes library services.

7. Is responsible for the management of the physical plant: daily operations, ordering of supplies, changes in collection arrangement and whatever else is necessary to insure that the library operates efficiently and effectively.

8. Serves on library and community committies as required.

9. Prepares annual budget to be approved by the Library Board.

10. Is responsible for all library programming such as story hours, class tours, summer reading.

11. Maintains current knowledge of trends and developments in libraries through reading and participation in educational workshops.

Supervision Received:

Under the general directions of the Library Board.

Minimum Qualifications:

Completion of Grade Xll and one to two years post secondary education and five years directly related experience. Proven abilities in interpersonal skills, and an interest in books and people.

Desirable Qualifications:

Library technician graduate with several years experience or professional librarian with degree from accredited school.

LIBRARY BOARD MEETING

July 20, 1982

Members Present: K. Armbruster, Librarian
K. Hagen, Chairman
W. White
H. Miyauchi, Councillor
M. White
W. O'Neill

MINUTES: dispensed with the reading of the minutes as they were not available.

CORRESPONDENCE:

1. Department of Culture
The second portion of the annual grant being $19,591.08 has been received. All the provincial money is now in.

Information Only

Note: Karen reported that the Town money has not been received as yet but it has been requested.

Information Only

2. Medicine Hat College, Brooks
The letter advised of the Week of the Pre-School Child, October 17 - 23 and requested the library run some programs for that age group. A phone call on the same subject requested a 15 min. puppet play run every hour on the hour for the Friday.

Karen gave background information on this event.

The Board's concensus was that it would not be feasible to do the puppet show as requested but consideration would be given to other involvement.

Action

3. National Retail Hardware's Assoc.
The book "Personnel Selection and Management" is being sent compliments of Mr. Doug Ingram of Ingram's Department Store.

The Chairman advised to send an appropriate thankyou when the book is received.

Action

4. Alberta Culture
   The proposal for the new regulations on Libraries Grants was received. It shows $3.85 per capita which would be a 10¢ increase. It also included information on per capita grant for establishment of regional libraries.

   Information Only

5. Town of Brooks
   A letter asking for any ideas re utilization and financing of purchase of the old Treasury Branch building.

   Concensus - no input.

   No Action

6. A.L.T.A. Newsletter received.

   Information Only

7. Marigold Library Association newsletter read in part.

   Information Only

8. Alberta Research Council letter re Data Base.

   Information Only

9. Canada Library Association invitation to join.

   Tabled by Chairman

UNFINISHED BUSINESS:

1. Karen reported on the Canada Birthday Celebration. It ran for two afternoons with 182 signatures being collected in the guest book.

Financial report:	Pictures -	Library Funding	240.00
		Grant	375.00
			615.00 revenue
			469.74 expenditure

   The balance of $145.26 was returned to the library funds.

   M. White reported on very positive feedback and that we should send a letter to the Town of Brooks regarding some Town participation next year. Karen suggested a letter to the Town re how successful it was with any request being made next year. Concensus.

   Action

2. Summer Project
Karen reported that close to 1000 children-places a week in the program. A provincial grant was initially refused, but later 3 students for 8 weeks was approved when more government funding became available.
The three students are Kathleen Grosfield, a U. of A. graduate in Education; Diane Volk the part-time staffer and Christy Stenger, a Gr. 12 student who will become the new part-time staffer.

Information Only

3. Heritage Project
Beatrice Petersen must take a 6 week (+) leave of absence. Karen reported that Lee Kramer is available to do a special project in the interim.

Further Reports
to Come

4. 10th Annual National Storytelling Conference, Jonesboro, Tennessee, in October

Karen has been approached numerous times to do a workshop on storytelling for this area. The costs would be: registration $25 and airfare approx. $500-$600 with other expenses for accommodation and meals. It is highly probable there will be grant money available from the Regional S.E. Alberta Assoc. (possible 25% of travelling expenses or 30% of total expenses).

Wanda White moved, M.White seconded we approve the request for Karen Armbruster to attend the Storytelling Conference in Tennessee subject to grant money being available.

H. Miyauchi asked the Board if she should refrain fron voting because of the possibility this booking could be made through Royal Travel. The Board asked H. Miyauchi to vote along with the others.

Motion Carried. Action

NEXT MEETING: September 14, 1982

ADJOURNMENT: W. O'Neill moved adjournment.

Ruth Hagen

BROOKS PUBLIC LIBRARY MEETING

September 7, 1982

Meeting called order at 7:15
Members present: Ron McDonald, Wanda White, Jean Franklin, Mary Lea White, Bill O'Neill, Keith Hagen, Karen Armbruster

The minutes of the July 20, 1982 meeting were presented as typed by councillor, Heather Miyauchi. There were no errors or omissions. Keith Hagen moved and Ron McDonald seconded the minutes be adopted as presented.

Business arising out of the minutes

- Karen reported that the money has been received from the Town and was invested in term deposits.
- Some discussion on the Week of the Pre-School Child and the information display at Medicine Hat College. Discussion tabled until next meeting.
- Book still not received that was donated by Doug Ingram.
- Karen gave a brief report on summer program. 1217 children per week attendance and every indication of great reception by children and public.
- Karen gave a report on the Heritage Project and said that Beatrice Petersen had resigned due to her husbands illness.
- Regarding the National Storytelling Conference. Ron moved and Wanda seconded that Belinda's expenses (excluding travel) be paid as well ad her wages for the days in attendance at the conference. Carried, with 1 opposed.
- Wanda reported that there will be a Regional Library Meeting September 23, 1982 and that she will try to attend.

Treasurer's Report

Discussion ensued regarding the statement of receipts and disbursements for the eight months ended August 31, 1982 and comparison to the budget for 1982.

Karen was requested to pursue having newspapers in our library.

Councillor Jean Franklin moved and Bill O'Neill seconded that we purchase a copy of each and every issue of the Brooks Bulletin from inception up to date but limited to $1,000.00 this year. Carried unanimously.

Karen was to pursue the cost of purchasing a micro flim machine.

Senior Citizens coffee party - October 7, 1982.

Book buying trip, Jean Franklin, Karen Armbruster, Wanda White, Keith Hagen on September 22, 1982.

Ron McDonald moved the meeting be adjourned.

Keith Hagen

Minutes of the Brooks Library Board
Tuesday, October 19, 1982

Vice-Chairman Wanda White called the meeting to order at 7:45 P.M. in the Library. Present were Karen Armbruster, Ron McDonald, Bill O'Neill and JeanAnne Sekella.

The minutes of the September meeting were declared adopted as presented.

Old Business

1. The decision on newspaper subscriptions was tabled until next meeting.
2. Back issues of the Brooks Bulletin are not available.
3. Moved by Ron McDonald, seconded by Bill O'Neill, that Karen survey various models of microfilm readers, and then order an appropriate model. Carried. Cost is expected to be about $700.00.
4. Shelving has not all arrived. The C.P.R. was to carry 22 packages; 21 arrived. Re-ordered but 2 month delay. The missing parcel is necessary for the utilization of the other 21.
5. The Story Tellers Conference was rated excellent by Karen and Belinda. Karen has been approached to do a workshop in 1983.
6. The Coffee Party was well-attented.
7. The fall book-buying trip has yet to occur.

New Business

1. Wanda White reported on the Redcliff Regional meeting. Medicine Hat proposed to build an addition to their library. They suggest that the addition be enlarged and become the site of the Regional Library. Wanda and Karen Armbruster, and Medicine Hat Rep Bart Wilke attended a meeting at Tilley. Tilley does not support the Regional Library. The location of the Regional Library is to be decided December 4, 1982. Delegates are to use their own discretion in voting.
2. Moved by JeanAnne Sekella, seconded by Ron McDonald, that a raise of 6% retroactive to July 1, 1982 be awarded to present Brooks Library Staff members. Carried.
3. Moved by Bill O'Neill, seconded by Ron McDonald, that the proposed budget, as amended, be presented to Mr. Joe Wannet, Town Manager, prior to November 12, 1982. Carried.
4. Notice of the following workshops has been received:
   Redcliff: October 23:Budget, Programs
   Brooks: November 24: Planning
   Brooks: January 26: Financing

The meeting was declared adjourned at 9:30 P.M.

Respectfully submitted,
JeanAnne Sekella
Secretary

Keith Hagen

MINUTES OF THE BROOKS LIBRARY BOARD REGULAR MEETING
TUESDAY, NOVEMBER 9, 1982

Chairman Keith Hagen called the meeting to order at 7:10 PM in the Library. Also present were Karen Armbruster, Jean Franklin, Heather Miyauchi, Ron McDonald, Bill O'Neill, Wanda White, Marylea White and JeanAnne Sekella.

Moved by Keith Hagen, seconded by Marylea White, that the minutes be adopted as read. Carried.

OLD BUSINESS

1. Microfilm reader prices are $1,700.00 to $2,700.00, so no purchase was made.

   Moved by Wanda White, seconded by Jean Franklin, that the purchase of a microfilm reader be postponed indefinitely. Carried.

2. Moved by Jean Franklin, seconded by Marylea White, that we subscribe to The Toronto Globe and Mail. Carried.

CORRESPONDENCE

1. Marigold reports they now have their computer.
2. The Minister Of Culture communicates that help is available for "emerging" library systems.
3. Budget forms have been received by Joe Forsyth, with thanks for suggestions re: the new shortened form.

NEW BUSINESS

1. There will be a meeting with the Town Manager by Keith Hagen, Karen Armbruster, Jean Franklin and Heather Miyauchi on Nov. 17, 1982 re: the proposed budget for 1983.
2. Copies of the amended proposed budget were distributed.
3. Anne Knight and Bill Kinsella of the Authors' Tour will be here November 18, 1982. Grade six students from Central Elementary will be coming to the Library.
4. Don Thompson of Mental Health Services has issued an invitation to meet with the new federal grant application operator, Karen Fitzgerald. Projects are to be twelve to eighteen months in duration. The suggested project is the microfilming of the Brooks Bulletin.

   Moved by Heather Miyauchi, seconded by Jean Franklin, that a Project Proposal be submitted to the Community Development Program. Carried.

5. Customer problem: Three films were requested, fee paid, and taken. Next day, customer returned one film and wanted his money back. No written policy to back up customary practice, so fee was returned.

Moved by Ron McDonald, seconded by Wanda White, that the new written policy re: Audio-Visual Materials be implemented. Carried.

6. The December meeting will be held Wednesday, December 15, 1982 at the home of Karen and Joe Armbruster. The Staff Social, a pot-luck supper at 6:30 PM, will also take place.

   Moved by Ron McDonald, seconded by Bill O'Neill that the Brooks Library Board purchase the meat and the wine for the Staff Social. Carried.

7. The next book-buying trip is scheduled for Tuesday, December 7, 1982. Karen Armbruster, a helper, and any member available shall participate.

The meeting was adjourned at 8:50 PM on a motion by Heather Miyauchi.

Respectfully submitted,
JeanAnne Sekella,
Secretary

Keith Hayes

MINUTES OF THE BROOKS LIBRARY BOARD REGULAR MEETING

Wednesday, December 15, 1982

Chairman, Keith Hagen, called the meeting to order at 8:45 PM at 48 McNab Park Street. Present were Karen Armbruster, Jean Franklin, Wanda White, JeanAnne Sekella and Keith Hagen.

The Chairman declared the minutes adopted as read.

OLD BUSINESS

1. Q13 has offered to donate a number of newspapers and periodicals to the Brooks Library.
2. Approval of funding for forty weeks, for a staff of three, has been approved. Initiating date is February 1, 1983. (Special Project for Special People)
3. No information yet on budget proposed.
4. Belinda accompanied Karen and Joe Armbruster on the book-buying trip.

CORRESPONDENCE

1. Thanks received from Canada's Birthday Committee.
2. Thanks received from Medicine Hat College regarding the Week of the Preschool Child.
3. Okotoks (Sharon Nelson) has requested Karen Armbruster to speak at the Jasper Convention on April 22, 1983

REPORT

Twenty-two people attended the Bow Island Workshop. Medicine Hat proposes to become site of proposed regional system. Alternative proposals are to be submitted, in writing, to the executive of the steering committee by January 15, 1983.

NEW BUSINESS

1. Investigate a resolution, to be presented to the government by the Urban Municipalities Association, that all grant monies go to Councils with no restrictions on assignment of monies.

The meeting was adjourned at 10:25 PM on a motion by Jean Franklin

Respectfully submitted,
JeanAnne Sekella, Secretary

Keith Hagen

PROPOSED BUDGET FOR 1982

EXPENSES	PROPOSED 1981		ACTUAL 1981		PROPOSED 1982
Books, Films, Periodicals	$24,000.00		to Nov. 15 (see enclosed statement)		$27,000.00
Furnishings, shelving, etc.	$ 2,000.00				$ 3,000.00
Telephone	$ 500.00				$ 600.00
Book Repair	$ 1,000.00				$ 1,000.00
Supplies	$ 4,000.00				$ 4,250.00
Insurance	$ 300.00				$ 350.00
Audit	$ 200.00				$ 225.00
* Travel, Service, Charges, Awards (New item)	$ 2,500.00	Fantastic Senior			$ 2,500.00
Programming					$ 2,500.00
Miscellaneous (Freight, Equipment, Repairs, etc.)	$ 500.00				$ 1,000.00
(Sub-total)	$35,000.00				$42,425.00
WAGES					
Karen Armbruster $1320/mo.	$13,800.00		$14,160.00	$1452/mo.	$17,424.00
Belinda Koenning $5.50/hr.	$ 4,500.00		$ 5,358.25	$6.05/hr.	$ 8,550.00
Joan Ross $5.50/hr.	$ 5,000.00		$ 4,696.50	$6.05/hr.	$ 5,700.00
Diane Volk $4.40/hr.	$ 2,000.00		$ 2,353.20	$4.85/hr.	$ 2,270.00
extra hours	$ 2,500.00		included above		$ 0
* supplement summer staff	$ 1,000.00		included above		$ 3,000.00
Canada Pension	$ 600.00		$ 1,090.00		$ 2,000.00
(Sub-total)	$29,400.00				
* Debbie Nicholson		Federal grants 1981	$ 8,481.60		$ 9,500.00
Beatrice Peterson			$ 8,481.60		$ 0 Fed grants
Audrey Franklin			$ 1,993.25		$ 0
			$46,614.40		$48,444.00
Total Expenses	$64,400.00				$90,869.00

PROPOSED BUDGET F 1981 CONTINUED

INCOME	Actual 1980	PROPOSED 1981	ACTUAL 1981	PROPOSED 1982
Provincial Grant		$30,133.00	$30,495.13	$34,500.00
Grant - Town of Brooks		$24,035.00	$24,035.00	$46,000.00
Grant - County Ward 5		$ 6,125.00	$ 6,275.00	$ 6,275.00
Fines, Memberships, Donations		$ 4,000.00	$ 3,071.52	$ 3,000.00
Interest Income		-	$ 3,106.50	$ 1,000.00
Equipment Rental		-	$ 600.00	-
Film Club Receipts		-	$ 1,441.88 spent	-
IYOD Grant		-	$ 750.00 Andrey	
Community Development Grant		-	$20,765.15 wages (fed grant)	-
		$64,293.00	$90,540.18	$90,775.00

This year we have been able to pay for three staff members with federal grants. Two were employed on a one year Community Development Grant which expires January 15, 1982 and one person is on a Canada Manpower Industrial Training Program where the federal government pays 85% of the wages for up to six months. We obtained funds from an International Year of the Disabled Grant and Com-Act for the other 15% of her wages.

The guidelines for the Community Development Grant have changed for 1982 and we will not be able to include Debbie Nicholson, our Outreach person in the Grant.

Because she is an intregal part of the library services and programming, we feel she should become a permanent staff member.

We are herewith asking for an appropriation of $46,000 from the Town of Brooks to meet our 1982 budgetary needs.

BROOKS PUBLIC LIBRARY BOARD
BROOKS, ALBERTA

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE FOUR MONTHS ENDED APRIL 30, 1982

Cash in General Account - January 1	2,986.50	
Term Deposits - January 1	42,614.19	
Total Cash on Hand Opening		45,600.69
Receipts		
Province of Alberta	15,247.57	
County of Newell	1,882.50	
Fines and Memberships	1,462.53	
Equipment Rentals	200.00	
Brooks Outreach Program	64.40	
Film Club Receipts	96.00	
Wage Recovery	986.21	
Misc. Recoveries	55.04	
Interest Income	1,814.46	
Donations	400.00	
Total Receipts		22,208.71
Total to Account For		67,809.40
Disbursements		
Salaries and Employee Benefits	13,288.51	
Workers' Compensation	217.42	
Books	3,980.14	
Periodicals	194.45	
Audio Visual Material	251.12	
Book Repair	440.49	
Freight	151.38	
Insurance	263.00	
Bank Charges & Interest	55.36	
Audit	225.00	
Travel Expense	76.40	
Office Equipment Repair	140.00	
Library Supplies	321.87	
Advertising	24.00	
Jasper Convention	540.32	
Post Office Box Rental	18.00	
Memberships	15.00	
Outreach Program - 1981	31.95	
Film Rental	470.00	
Tuition Fee	55.00	
Telephone	114.64	
Miscellaneous	10.00	
Total Disbursements		20,884.05
Cash in General Account - April 30	11,795.69	
Term Deposits - April 30	27,040.89	
Deposits - April 30	8,088.77	
Total Cash on Hand - Ending		46,925.35
Total Accounted For		67,809.40

BROOKS PUBLIC LIBRARY BOARD
BROOKS, ALBERTA

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE FOUR MONTHS ENDED APRIL 30, 1981

Cash in General Account - January 1	(975.39)	
Term Deposits - January 1	32,500.00	
Total Cash on Hand - Opening		31,524.61
Receipts		
Fines and Memberships	1,037.12	
Interest Income	564.44	
Equipment Rental	200.00	
Total Receipts		1,801.56
Total to Account For		33,326.17
Salaries and Employee Benefits	8,326.88	
Books and Periodicals	6,699.62	
Convention Expenses	711.65	
Supplies	481.56	
Telephone	231.97	
Book Repair	223.70	
Freight	98.97	
Buying Trip Expense	74.78	
Workers' Compensation	74.32	
Bank Charges	47.76	
Miscellaneous	22.95	
Total Disbursements		16,994.16
Cash in General Account - April 30	(3,167.99)	
Term Deposits - April 30	19,500.00	
Total Cash on Hand		16,332.01
Total Accounted For		33,326.17

PROPOSED BUDGET 1982 - FIRST 4 MONTHS

Books, Films, Periodicals	$ 9,000.00
Furnishings, Shelving	$ 1,000.00
Telephone	$ 200.00
Book Repair	$ 350.00
Supplies	$ 1,417.00
Insurance	$ 350.00 total
Audit	$ 225.00 total
Travel, Service Charges, etc.	$ 833.00
Misc. (Freight, repairs, etc.)	$ 167.00
Wages	$16,148.00
	$32,190.00

BROOKS PUBLIC LIBRARY

STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE EIGHT MONTHS ENDED AUGUST 31, 1982.

		Actual	Proposed	Totals
Cash in General Account - January 1982		$2,986.50		
Term Deposits - January 1982		$42,614.19		
				$45,600.69
Receipts				
Town of Brooks		$46,000.00	$46,000.00	
Prov. of Alberta		$34,838.65	$34,500.00	
Wage Recovery		$3,899.24	--	
Interest Income		$3,039.69	$1,000.00	
Fines, Memb. & Donations		$3783.68	$3,000.00	
County of Newell		$1,882.50	$6,275.00	
Equipment Rental		$450.00	--	
Film Club		$428.97	--	
Misc. Recoveries		$315.93	--	
Outreach (travel)		$64.40	--	$140,303.73
Disbursements				
Salaries, Emp. Benifits,WCB		$30,665.47	$48,444.00	
Books, Films, Periodicals				
Books	$10,494.45			
Films	$251.12			
Periodicals	$366.80	$11,112.37	$27,000.00	
Library supplies				
Library	$ 2,379.66			
Photocopier	$275.00	$2,654.66	$4,250.00	
Travel, Service charges, Awards				
Jasper Conven.	$695.37			
Travel expenses	$154.15			
Bank charges	$56.76	$906.28	$2500.00	
Programming				
Film rental	$470.00			
Outreach	$31.95			
Canada Day	$94.74			
Advertising	$56.40	$653.09	$2,500.00	

		Actual	Proposed	Totals
Telephone		$282.05	$600.00	
Book Repair		$277.08	$1,000.00	
Insurance		$263.00	$350.00	
Miscellaneous				
Misc.	$232.78			
Freight	$231.20			
P.O. Box	$18.00			
Tuition	$55.00			
A.L.T.A.	$15.00	$551.98	$1,000.00	
Audit		$225.00	$225.00	
				$48,959.78
Cash in General Account		(-510.92)		
Term Deposits				
A- $27,983.99				
B- $ 8,370.88				
C- $40,000.00				
D- $10,000.00				
E- $5,000.00		$91,354.87		
		$91,343.95		$140,303.73

1982 YEAR END STATISTICAL SYNOPSIS
BROOKS PUBLIC LIBRARY

GENERAL INFORMATION

Library Hours:

1981	1982
Mornings - Tues. and Sat. 10:00 - 12:00	Mornings - Mon. thru Sat. 10:00 - 1:00
Afternoons - Mon. thru Sat. 2:00 - 5:00	Afternoons - Mon. thru Sat. 2:00 - 5:00
Evenings - Tues, Thurs., Sat. 7:00 - 9:00	Evenings - Tues, Thurs, Sat. 7:00 - 9:00
Weekly total: 28 hours	Weekly total: 42 hours Open 300 days in 1982.

Loan Regulations:

1981 and 1982 were the same
Number of books borrowed at one time - 4
Loan Period - 2 weeks
Overdue fines - 5¢ per day, per book
Fees - Residents of Brooks and County of Newell - free
Non-Residents - $2.50 per year
Temporary transient - $10.00 deposit - $8.00 returned
Films on daily rental basis - $1.50 to $8.00
Records and tapes - 25¢ per item

LIBRARY MANAGEMENT

Board Members:

Chairman - Keith Hagen
Secretary - Jean Sekella
Treasurer - Ronald MacDonald
Council Representatives - Heather Miyauchi
Jean Franklin
Members - Wanda White
Marylea White
Bill O'Neill

Personnel:

1981	1982
1 librarian	1 librarian
3 part-time staff	1 full-time
	3 part-time staff

CIRCULATION

1981		1982	
Non-Fiction	9,594	Non-Fiction	12,321
Adult Fiction	19,438	Adult Fiction	21,169
Juvenile Fiction	18,016	Juvenile Fiction	23,412
Records and Tapes	443	Records, tapes & films	958
Interlibrary Loans	250	Interlibrary Loans	491
	47,741	Talking Books	662
			59,013

The circulation figures represent books and materials which have gone out of the library on a two week loan basis and do not include usage of non-circulating reference books, magazines, telephone inquiries or zeroxed materials given to patrons and students to keep.

Our circulation has increased over 1981 by 11,272 volumes even though the town population has not increased. We feel this is due to our extended hours and the economy which is leading more people to borrow rather than buy books.

In June of 1982 we began opening 6 mornings a week from 10 AM- to 1 PM. We kept records of our circulation from 10:00-1:00 every day and a head count of people using the library at noon hour.

No. of people from 12-1 PM		Circulation totals	
June	168	June	842
July	301	July	1,650
August	311	August	1,363
Sept.	226	Sept.	1,134
Oct.	230	Oct.	1,359
Nov.	209	Nov.	1,304
Dec.	234	Dec.	1,031
	1,679		8,683

We feel the present amount of usage justifies the additional hours already and look forward to increased circulation in 1983.

The hourly average book circulation for 1982:

Mornings: 170 days open in 1982
x 3 hours per day
510 hours divided into 8,683= 17 books per hour

Afternoons and Evenings:
300 days open in 1982
x 4 hours per day
1200 hours divided into 50,330 books= 42 books per hour

BOOK STOCK

1981		1982	
Non-Fiction	6,139	Non-Fiction	7,586
Adult Fiction	4,856	Adult Fiction	5,166
Juvenile	3,643	Juvenile	4,119
Pre-School	1,548	Pre-School	1,747
Paperbacks	3,210	Paperbacks	2,955
Large Print	495	Large Print	522
	19,891		22,095
Books not returned in last 5 years	- 534	Books not returned in last 5 years	- 633
	19,357		21,462

Books Purchased

1981	1982
2,132 books	2,698 books
704 withdrawn	494 withdrawn

In 1982 we rebound more of our older books rather than discard them.

The present facility is designed to hold 35,000 volumes and should not reach its maximum capacity for another 10 years. If book prices continue to soar it may be much longer than that.

PUBLIC SERVICES

Interlibrary loans: Obtaining books from other libraries for our patrons to use.

Talking books: Cassette recordings of books which are available to visually and physically handicapped people through Alberta Culture.

Multilingual books: Books in other languages obtained in bulk from the provincial Multilingual Biblioservice for people who wish to use them. These books are available in 28 different languages and at present we have French, German, Spanish, Dutch and Vietnamese.

Reference searches: This may be done in our own collection or we may phone the Zenith line to Medicine Hat. This service is used extensively for term papers and homework.

Consumer Affairs: Pamphlets made available to the patron at no charge from the Consumer Affairs Department.

The above services do not directly cost the library any money at present but they do involve staff time and paper work.

Expanded services which to cost the library money:

Periodical subscriptions: We have increased our periodical subscriptions this year from 8 to 26. We find these magazines are widely read by patrons and students and numerous articles are zeroxed from them.

Telephone directories: We now have telephone directories for most of the major cities in Canada and every city in Alberta.

Extended hours: We are now open every morning and noon hour to accomodate working people, students and mothers with pre-school children.

Programming: Summer funtastic program for children 3 to 14 years of age, pre-school story hours, school tours, shut-in and senior citizen book deliveries, class tours, special programs for the handicapped, bi-monthly coffee parties for senior citizens, kindergarten visitations, childrens films.

Special Program events in 1982

1. Information Fair at Mall - May 27
   Display booth
2. Canada Day Celebration - July 1, 1982
   181 visitors to the library
3. Resource-a-rama and Week of Pre-School Child - October 18-23
   Special childrens programs daily and a display was set up at the Medicine Hat College for parents in the evening.
4. Author tour - November 17
   Alberta Author, Ann Knight spoke to 128 grade six students from Central Elementary School.

MEMBERSHIPS

	1981	1982*
Adult	3,819	
Juvenile	3,337	
Non-Resident	35	
Total	7,191	

*We have not completed our membership count at this time but feel we have gained as many new members this year as we have had transfers and deaths. These statistics will be available by next week.

Our $22,000 increase from the Town of Brooks last year has been broken down as follows:

1.	One new staff member	$ 9,100
2.	other staff wage increases of 10%	2,800
3.	additional CPP, UIC, WCB expenses	1,400
4.	Books, films, periodicals (increase over 1981)	3,000
5.	Programming	2,500
6.	Shelving (increase over 1981)	1,000
7.	Operations increase - supplies, telephone, insurance audit, freight, postage, etc.	2,200
		$22,000

We feel all of these items are of a permanent nature and necessary to provide adequate service to the people of Brooks.