

Minutes of the Brooks Public Library Board Meeting  
Tuesday, January 10, 1984

Chairman Keith Hagen called the meeting to order at 7:15 P.M. in the Library Office. Present were Karen Armbruster, Heather Miyachi, Ron M<sup>c</sup>Donald, Marylea White, and Bill O'Neill.

Moved by M. White, seconded by B. O'Neill, that the minutes be adopted as read. Carried.

Old Business

Moved by R. M<sup>c</sup>Donald, seconded by M. White, that the contract with Bell & Howell not be accepted. Carried.

Moved by K. Hagen, seconded by J. Sekula, that the policy of this Board be that no receipts shall be issued for gifts in kind. Carried.

No further information has been received re the status of materials on Dinosaur Park.

Helene Paquin will complete the readability cataloguing of books. (The STEP grant has been refused.)

Moved by B. O'Neill, seconded by R. M<sup>c</sup>Donald, that we accept a volunteer, on a contract, to complete the readability survey. Carried.

Moved by M. White, seconded by H. Miyachi, that we apply to the Literacy Program, through Cathy Chang for a STEP student to assist Helene Paquin. Carried.







K. Armbruster will present a Storytelling Workshop in Coaldale on January 30. An honorarium of \$ 99.00, plus travel, have been offered.

### New Business

Board members are asked to consider possibilities for a policy which would relate holidays to time of service

The meeting was adjourned at 8:00 PM on a motion by R. Mc Donald.

Respectfully submitted  
Janet Sekella  
Secretary

Keith Hagen







Minutes of the Brooks Library Board

Tuesday, February 7, 1984

Chairman Keith Hagen called the meeting to order at 7:45 P.M. in the Library. Present were Keith Hagen, Wanda White, Ron MacDonald, Bill O'Neill, Heather Miyauchi and Karen Ambruster.

The minutes of the last meeting were not read as Secretary, JeanAnne Sekella was not in attendance.

Correspondence

- Wilson, Krochak & Broadbent have purchased the insurance files of W.W. McLellan and therefore now hold the library insurance policy.
- There is a forthcoming meeting in Medicine Hat on February 16, 1984 to discuss a large print co-operative exchange between libraries in this area.
- There is a Shortgrass Regional meeting in Medicine Hat on February 18.
- The Librarian has been invited to conduct a storytelling workshop in Coldlake, Alberta for the "Northern Lights" project sometime this spring.

Reports

- The 1983 statistics report was presented. Ron MacDonald moved that a full page ad (as in 1980) be taken out in The Brooks Bulletin to present the annual report. Seconded by Wanda White. Carried.
- A report on the new volunteer application forms and our new volunteer, Helen Pacquin, was given.

New Business

- It was the unanimous decision of the board and librarian to terminate the employment of Joan Ross.

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

Respectfully submitted,

Karen Ambruster  
for JeanAnne Sekella, Secretary

*Keith Hagen*



Minutes of the Brooks Public Library Board  
Tuesday, March 13, 1984

Chairman Keith Hagen called the meeting to order at 7:00 P.M. Also present were Karen Ambruster, Jean Franklin, Heather Miyachis, Bill O'Neill, Marylea White, Wanda White and Janonne Sekula.

Moved by K. Hagen, seconded by H. Miyachis, that the minutes of the February 7 meeting be adopted as presented. Carried.

Old Business

April Aitken represented Brooks Public Library at the Medicine Hat meeting. A bibliography was taken to the meeting. Bassano, Duchess, and Rolling Hills have requested assistance with their programs.

W. White reported that new officers for the Short Grass Regional Steering Committee were elected on February 18. The next Executive meeting will be March 18, 1984.

Moved by W. White, seconded by J. Franklin, that the cheque for five thousand dollars, which was received from Alberta Culture, be deposited in the Short Grass Regional Library Account. Carried.

Regulations regarding staffing, have not been circulated to "small" libraries. Towns with populations in excess of ten thousand (possibly Brooks, Spruce Grove, and Camrose) may be required to engage librarians with Masters degrees should they have to replace staff.







Moved by M. White, seconded by W. White, that we obtain a copy of the new regulations regarding the application of the Library Act. Carried

### Correspondence

This year's Convention is scheduled for April 26-29; the deadline for registration is March 26. The fee is \$60.00

Moved by W. White, seconded by J. Franklin that we send up to two delegates to the Jasper Conference. Carried.

### New Business

The Short Grass Regional Steering Committee will sponsor a half day seminar on trustee development on May 12

Two new staff members are Gail Blonde and Sandra Kimura

Moved by B. O'Neill, seconded by M. White, that library hours be from 10:00 AM to 5:00 P.M. Carried.

By staggering the noon hour, no extra staffing will be needed.

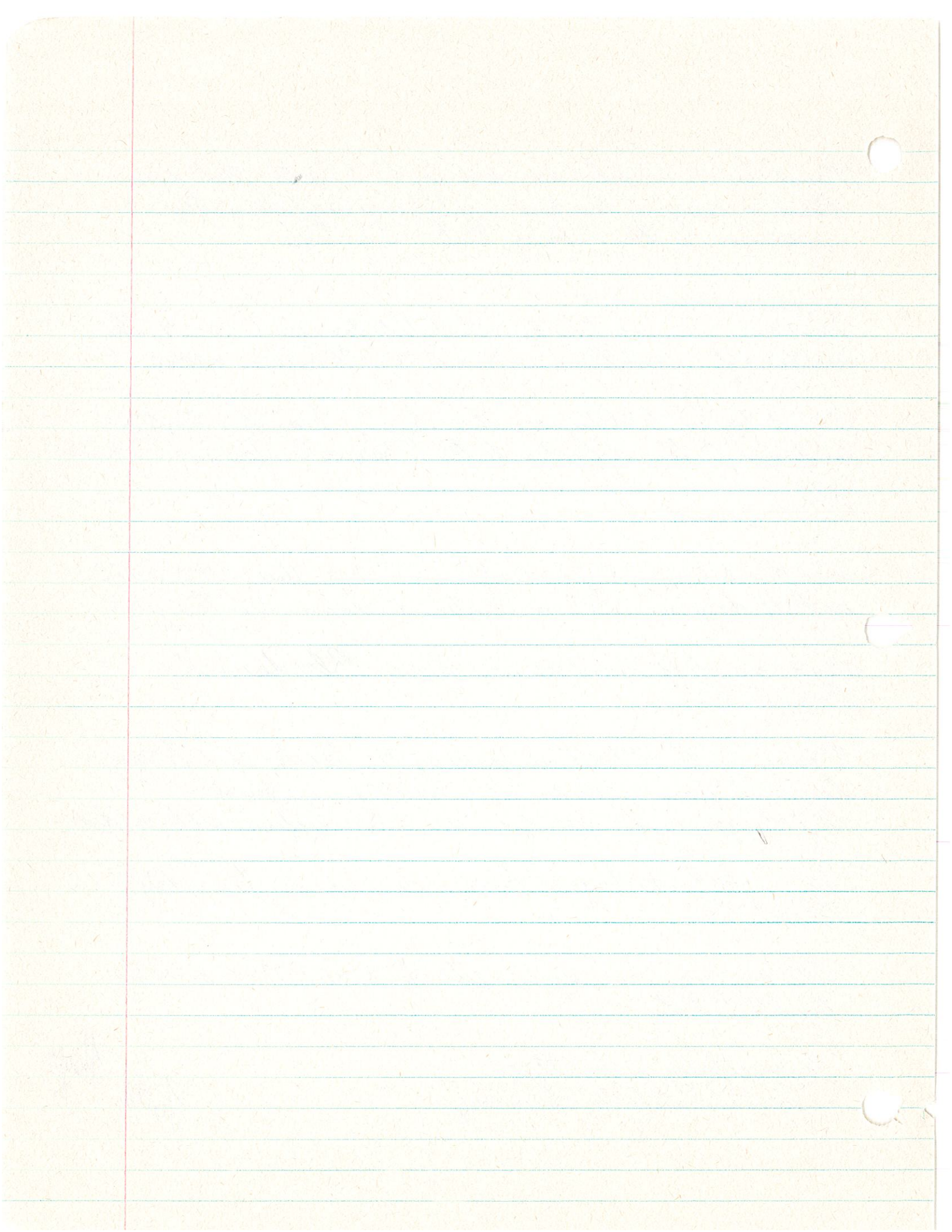
The next book buying trip is planned for Thursday, March 29.

The meeting was adjourned at 8:40 PM on a motion by M. White.

Respectfully submitted,  
Janet Anne Sekella, Secretary

Keith Hayden







MINUTES OF THE BROOKS PUBLIC LIBRARY BOARD  
TUESDAY, APRIL 10, 1984

Chairman Keith Hagen called the meeting to order at 7:00 P.M. Also present were Bill O'Neill, Wanda White, Ron MacDonald and Karen Armbruster.

Moved by Keith Hagen, seconded by Ron MacDonald that the minutes be approved as read by Karen Armbruster.

OLD BUSINESS

1. Keith Hagen mailed the charitable organization annual statement away.
2. Wanda White reported on the Shortgrass Regional executive meeting and mentioned the upcoming trustee's workshop in Medicine Hat on May 12th.
3. Karen Armbruster reported on the recent book buying trip.

NEW BUSINESS

1. Re: Regulations for Municipal Libraries draft 4. Letters of concern are to be sent to Mary LeMessieur, Joe Forsyth and Tom Musgrove.
2. Ron MacDonald volunteered to look into the prices of insurance and get quotes for the next meeting.
3. Bill O'Neill volunteered to approach the Lions Club for a donation for large print books. He would like a written letter of request to take to the meeting.

Meeting was adjourned at 8:15 P.M. on a motion by Wanda White.

*Keith Hagen*



Minutes of the Brooks Public Library Board Regular Meeting  
Tuesday, May 8, 1984

Vice-Chairman Wanda White called the meeting to order at 7:00 PM. Also present were Karen Armbruster, Jean Franklin, Ron M<sup>rs</sup> Donald, Marylea White, and Jeanne Schell.

W. White declared the minutes adopted as read.

Old Business

R. M<sup>rs</sup> Donald presented results of his insurance inquiry.

Moved by R. M<sup>rs</sup> Donald, seconded by M. White, that the insurance policy be purchased from Wilson, Krochak, and Broadbent. Carried.

A copy of the letter sent to Joe Forsyth, Mary Lettensius, and Tom Musgrove was read. No replies have yet been received.

B. O'Neill is to present a request to the Lions Club for funds for Large Print books. A donation towards the next order (\$1300.00) would be appreciated.

Saturday, May 12, is the Board Development Seminar in Medicine Hat. Members to accompany W. White would be welcome.

New Business

The grant of \$8400.00 for the Summer Program has been awarded.

Mrs. LaVern Rose of Ward 5 has been appointed to act as Liaison between the County and Brooks Boards.







Six "Mosaic of Canada" kits have been received, from the federal government, for the Summer Program. A request for another six kits has been sent.

Ethnic organizations will be asked to participate in the Summer Program. Authentic costumes and performances are sought.

Present policy regarding the lending of tapes and records requires amendment. The new Libraries Act requires free access to these items. Proposals will be considered at the June meeting.

H. Paquin has contributed three days a week to the library for the past six weeks. She is leaving to work for the C. D. P.

Moved by R. McDonald, seconded by J. Sekella, that an honorarium of one hundred dollars, and a gift, be presented. Carried.

The meeting was declared adjourned at 8:10 P.M.

Respectfully submitted  
Janet Sekella  
Secretary

Keith Hagen







Minutes of the Brooks Public Library Board  
Regular Meeting, Tuesday, June 12, 1984

Chairman Keith Hagen called the meeting to order at 6:30 P.M. Members present were Karen Armstrong, Jan Franklin, Heather Miyachis, Ron M<sup>c</sup>Donald, Marjua White, Wanda White, and Jarlaine Skellas. Bonnie Gray of Alberta Culture also attended.

Chairman K. Hagen declared the minutes adopted as corrected.

Bonnie Gray explained the current Survey of Audio-Visual Library Services in South-east Alberta. Five major areas of concern were identified in last year's survey. This survey focuses on details in these five categories.

There will be a workshop to explain the Libraries Act of April 1984, and the attendant Regulations, on Saturday, September 29, 1984. Approximately twenty-five delegates from Boards in the Shortgrass region are expected to attend. The locale has yet to be chosen.

More hits for the Summer Fantastic Programme have been received: sixty large hits; two hundred small ones.

W. White attended the May 13 Board Development Seminar in Medicine Hat. It was very good.

A reply to the letter of inquiry re Section 10.2 of the new Act proved less than re-assuring.

Moved by W. White, seconded by R. M<sup>c</sup>Donald, that we approach Council for support in our protest re the Librarian Regulation 10.2. Carried.







The recent book buying trip was successful.

Moved by W. White, seconded by R. M<sup>c</sup>Donald, that a letter of protest again be sent in regard to the proposal for unconditional block funding with nothing specifically for libraries, and that copies of the letter be sent to Julian Kozjak, Tom Musgrove, and the Chairman of the Alberta Library Board. Carried.

Moved by R. M<sup>c</sup>Donald, seconded by A. Miyachis, that approximately fourteen hundred dollars be spent on a 16mm projector. Carried.

An invitation to attend the opening of the Bassano Public Library, June 23 at 2:30 P.M. has been received.

The meeting was adjourned at 9:20 P.M. on a motion by J. Franklin.

Respectfully submitted,  
Janet Sekella  
Secretary

Kath Hagen







LIBRARY BOARD MEETING July 10, 1984

Present: Librarian Karen Armbruster  
Chairman Keith Hagen  
Ronald McDonald  
Wanda White  
Bill O'Neill  
Marylea White  
Councillor Jean Franklin  
Councillor Heather Miyauchi

The minutes of the June 12 meeting were read and the Chairman moved their adoption. It was noted two more protest letters should go out. The secretary was instructed to send a copy of the letter re unconditional block funding to Mary LeMesseurier, Minister and Joe Forsyth.

Correspondence

Letter from Joe Forsyth requesting full-time equivalent staff and area information. A reply from the Librarian was read.

Bonnie Gray requested further information on the library operation.

Letter read from the Library Board to the Town Council regarding new regulations pertaining to qualifications of librarians and requesting support in the library's stand.

Thankyou letter from the Mayor of the Town of Brooks for the hard work and services to the community of the Library Board.

Ft. Saskatchewan Municipal Library letter requesting statistical information on our library.

Letter from Gail Blonde requesting a leave of absence from July 21 to August 4.

Alberta Trustees Newsletter received and Shortgrass Steering Committee name and address list.

Reports

Wanda White reported on the Shortgrass Executive Meeting and the opening of the Bassano Library.

Bill O'Neill reported on a donation from the Lions Club to provide 100 large print books.

Librarian Karen Armbruster reported on the Kinette Club donation of \$500 to the library and advised the Board that the projector has been ordered and will come in under the approved amount.



Business Arising from the Minutes

Insurance: The Librarian reported on the all-risk insurance coverage obtained at \$330.00 through Wilson, Krochack and Broadbent.

Wanda White urged the members to attend the workshop on regulations pertaining to the Library Act.

On July 17 Mr. Joe Forsyth will be touring the Brooks Public Library.

New Business

Moved by Bill O'Neill seconded by Ronald McDonald that Gail Blond be granted leave of absence from July 21 - August 4. CARRIED

Ronald McDonald moved and Bill O'Neill seconded that Council be sent a thankyou letter with respect to the additional space and renovations to the library. CARRIED

The Librarian reported that job a-praisals have been completed for this year and a 6 month financial report was presented to the Board.

The Librarian reported on the procedure of designating the books by reading level and the necessity of maintaining the system initiated through last year's ABLE grant. This will involve extra staff time.

Marylea White moved Wanda White seconded that a parity adjustment of 5% be made to the library staff effective July 1, 1984. CARRIED

Wanda White moved, Ronald McDonald seconded that we add 6 hours of staff time per week. CARRIED

It was reported that the library policies must be filed with the Minister by December 31, 1985 and a lengthy discussion took place on the compilation of policies as presented to the Board.

Moved by Wanda White and seconded by Bill O'Neill that the policy statements as presented and amended by accepted. CARRIED

The Chairman announced the next meeting will be the second Tuesday of September and the meeting was declared adjourned.

*Keith Hagen*



MINUTES OF THE BROOKS PUBLIC LIBRARY BOARD  
TUESDAY, SEPTEMBER 11, 1984

Vice-Chairman Wanda White called the meeting to order at 7:20 p.m. Also present were Karen Armbruster, Heather Miyauchi, Marylea White, and JeanAnne Sekella.

The minutes of the July meeting were declared adopted as read.

CORRESPONDENCE

A workshop on the new Library Act and Regulations is planned for Saturday, October 27. Alberta Culture will pay for the room and ALTA will provide \$100.00 towards lunch. Thirty to forty participants are expected.

The Peace River Co-operative Library Project has invited Librarian Karen Armbruster to present a workshop on alternative sources of funding on October 26 or November 23.

November 17 - 24 is the Annual Children's Book Festival. A kit has been ordered but, due to format changes, no speaker has booked. This year a fee of \$100.00 plus funds for food, lodging, and transportation were expected.

Karen Armbruster will be presenting a session on Friday, September 21, from 10:30 - 11:30 a.m. in Room 237 of Medicine Hat High School for the Intermountain Reading Conference which is sponsored by the International Reading Association.

NEW BUSINESS

Two new grants should soon be available for application submissions.

REPORTS

There will be a Teleconference meeting of the Executive of the Shortgrass Library System. It was noted that Brooks is the only Library in the system with a buying policy.

The Shortgrass Library System will have its General Meeting on Saturday, September 29, in Brooks.

The Workshop on library legislation will be on Saturday, October 27, in Brooks.

The Summer Funtastic Program again proved popular and successful. Registration was high but not all registrants showed up for the time of their registration.

The meeting was declared adjourned at 8:10 p.m.

Respectfully submitted  
JeanAnne Sekella  
Secretary

*Keith Hagen*



LIBRARY BOARD MEETING OCTOBER 9, 1984

Called to order at 7:05 p.m.

Present: Keith Hagan, Karen Armbruster, Wanda White, Bill O'Neill, and Marylea White.

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

\*Motion by Wanda Seconded by Bill  
- that we ratify the actions of the board members of the September meeting. CARRIED

CORRESPONDENCE

A survey by Fort Saskatchewan Library was done during the summer. The results of this survey were presented at the Brooks October meeting. A copy of the survey is included in the minutes.

A letter from J.N. Brodie Town Manager/Municipal Secretary regarding budget submissions. Target dates are November 12 and December 3, 1984.

An informational letter regarding a one day seminar presented by Family and Community Support Services. This will be on November 3, 9:00 to 4:00 at the Community Cultural Center. The topics will interest those who serve on a board.

A letter from J.S. O'Neill Deputy Minister regarding the second installment of the annual grant (18,135.42)

A letter from Calgary Public Library informing us that they would not be able to supply us with 16mm films. Since they received grant money to supply films it was suggested we write to J. Forsyth informing him of Calgary's letter.

\*Motion by Wanda Seconded by Bill  
-that we forward the letter by Calgary Public Library to J. Forsyth regarding their decision to not send the films requested. CARRIED

A letter from Alberta Library Association requesting people to write a paper dealing with Leadership for Libraries.

Correspondence from Mr. Zimmerman requesting a display at our library on the access of information and privacy act.

Alberta Library Trustee's Newspaper.

Informational material on Young Alberta Book Week.

\*Motion by Bill Seconded by Wanda  
-that the general fund cover the overdraft at the Credit Union. CARRIED



NEW BUSINESS

\*Motion by Marylea Seconded by Bill

-that we approach the Town Council for forgiveness of the debenture issued in 1973 on the library furnishings (calculated to the present balance of \$9,039.50) which would be considered our capital budget for 1985.  
CARRIED

Guidelines for 1986 and 1987 Capital Budget.

\*Motion by Keith Seconded by Marylea

-that we contact the Town regarding the Capital Budget indicating we wish to continue with one operational budget which will include our capital purchases.  
CARRIED

\*Motion by Keith Seconded by Wanda

-that we purchase a Microform reader copier on condition we sell or trade our present Microfilm reader.  
CARRIED

Further discussion on preparation of the budget.

\*Motion by Wanda Seconded by Bill

-that we have Amnesty Month during December.  
CARRIED

\*Motion by Keith Seconded by Wanda

-that December 24 be given as a holiday to library staff in lieu of November 11 holiday.  
CARRIED

Letter of resignation from Ron McDonald effective immediately.

Letter of resignation from Keith Hagan.

An advertisement for 2 board members will be in the next issue of the Brooks Bulletin.

\*Motion by Bill Seconded by Marylea

-that our next regular board meeting will be held on Oct.30, 1984.  
CARRIED

Special meeting dealing with 3 year operational budget guidelines will be on October 16, 7:00.

Motion to adjourn.

*Keith Hagan*



SPECIAL MEETING OF BROOKS PUBLIC LIBRARY BOARD  
TUESDAY, OCTOBER 16, 1984

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Chairman Keith Hagan called the meeting to order at 7:10 p.m. in the Library. Also present were Karen Armbruster, Jean Franklin, Marylea White, Wanda White, and JeanAnne Sekella.

The minutes of the regular meeting of October 9, 1984, were read.

The letter to be sent to Council, re the forgiveness of the balance remaining of the shelving and equipment debenture (1973), was read and approved. This would be considered as the Board's Capital Budget for 1985.

A review of the current Operating budget indicates that with 75% of the time elapsed, approximately 75% of the monies have been expended.

The Board discussed concerns, both present and future, in several broad areas. Adequate staff salaries, programming, materials, plant utilization, and the import of computerization and regionalization. Chairman Keith Hagan will prepare a formal list of priorities for the October 30, 1984, meeting.

Librarian Karen Armbruster will be making numerous presentations again this month. The E.I.D., Griffin Park School, Mothers and Tots, and Prairie Pioneers are a few of the recipients.

The meeting was declared adjourned at 9:20 p.m.

Respectfully submitted;  
JeanAnne Sekella  
Secretary

*Keith Hagan*



LIBRARY BOARD MEETING TUESDAY, OCTOBER 30, 1984

Chairman Keith Hagan called the meeting to order at 7:15 p.m. in the Library. Present were Karen Armbruster, Marylea White, Wanda White, and JeanAnne Sekella.

Moved by Keith Hagan, seconded by JeanAnne Sekella that the minutes be adopted as read. CARRIED

CORRESPONDENCE

A letter from John E. Dutton (Calgary Public Library) dealt with the matter of the non-loaning of 16mm films to other libraries.

NEW BUSINESS

Moved by JeanAnne Sekella, seconded by Wanda White, that in order to be fair to all Staff, the one month leave of absence requested by Gail Blonde for December 9, 1984 to January 9, 1985, be denied. CARRIED

Moved by Wanda White, seconded by Marylea White, that we approach Tomboy, I.G.A. and Safeway, to carry Brooks Public Library information on some of their grocery bags. CARRIED  
Estimates of printing costs were thirty to forty dollars per thousand bags.

Moved by Marylea White, seconded by Wanda White, that the number of books that can be borrowed, per card, be changed from four to six. CARRIED UNANIMOUSLY

Second Reading unanimously agreed to by Board. CARRIED UNANIMOUSLY

Third Reading unanimously agreed to by Board. CARRIED UNANIMOUSLY

Librarian Karen Armbruster was requested to make the appropriate changes to the Board Bylaws.

Moved by Keith Hagan, seconded by Wanda White, that Section 2 of the Bylaws be deleted, since information relating to the number of Board members shall henceforth appear in our policy statement. CARRIED UNANIMOUSLY

Second Reading unanimously agreed to by Board. CARRIED UNANIMOUSLY

Third Reading unanimously agreed to by Board. CARRIED UNANIMOUSLY

Librarian Karen Armbruster was requested to make the appropriate changes to the Board Bylaws.



Page Two Library Board Meeting October 30, 1984

Moved by Keith Hagan, seconded by Wanda White, that as a policy of the Board, we have seven members appointed by the Brooks Town Council.  
CARRIED

Moved by Keith Hagan, seconded by Marylea White, that the Board adopt the "Budget Guidelines" presented Tuesday, October 30, 1984.  
CARRIED

Moved by Wanda White, seconded by JeanAnne Sekella, that Budget Proposal Four, as amended, requesting total funds of \$63,550.00 be presented to Council.  
CARRIED

Moved by Keith Hagan, seconded by Marylea White, that forty-five hundred dollars be transferred to an equipment reserve to accommodate purchase of microfilm printer upon sale of microfilm reader.  
CARRIED

The Board accepts with regret the resignation of Bill O'Neill.

Moved by Wanda White, seconded by Keith Hagan, that the matter of additional Board members be postponed until the November meeting.  
CARRIED

Moved by Keith Hagan, seconded by JeanAnne Sekella, that the regular meeting be held on Tuesday, November 20, 1984, and the Christmas Social be held on Wednesday, December 12, 1984.  
CARRIED

Chairman Keith Hagan declared the meeting adjourned at 9:00 p.m.

Respectfully submitted,  
JeanAnne Sekella  
Secretary

*Keith Hagan*



MINUTES OF BROOKS PUBLIC LIBRARY BOARD MEETING  
TUESDAY, NOVEMBER 20, 1984

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Chairman Keith Hagan called the meeting to order at 7:05 p.m. Present were Karen Armbruster, Jean Franklin, Marylea White, Wanda White, and JeanAnne Sekella.

The Chairman declared the minutes adopted as read.

Business Arising from the Minutes.

Moved by Keith Hagan, seconded by Jean Franklin, that the date of the Christmas Party be changed from December 12 to December 19, 1984.

Moved by Keith Hagan, that the amended Bylaw of Brooks Municipal Library Board receive first reading. CARRIED

Moved by Jean Franklin that the amended Bylaw of Brooks Municipal Library Board receive second reading. CARRIED

Moved by Wanda White, seconded by Jean Franklin, that the amended Bylaw of Brooks Municipal Library Board receive third reading. CARRIED UNANIMOUSLY

Moved by Jean Franklin, seconded by Marylea White, that the policy regarding calculation of replacement value of books, lost or destroyed, be revised in accordance with the Bylaw. CARRIED

Moved by Wanda White, seconded by JeanAnne Sekella, that the Board recommend to Council that the following be appointed to the Library Board for a three year term effective January 1, 1985: Albert Holmes; R.D. Mitchell; B. Peterson; Clive Schaupmeyer. CARRIED

Moved by Jean Franklin, seconded by Marylea White, that the ballots be destroyed. CARRIED

REPORT

Shortgrass Co-operative Library System: Wanda White. Karen Armbruster and Wanda White participated in the visit to the Swift Current based system. Some problems such as: no one owns the books; two to four copies only of any one best seller purchased; no input from member Boards; no money for perceived needs, were apparent.

Saturday will be a Teleconference re-costing by outside consultants. The Shortgrass Executive will meet January 16, 1985 and a General meeting as scheduled for February 23, 1985.

It was noted that Mrs. Rose, the County Liaison member, has not attended any Brooks Public Library Board meetings.

The next buying trip is scheduled for Thursday, November 29, 1984.

Karen Armbruster has been requested to present sessions at the College for E.C.S. students and in the Kindergarten for teachers.

Application for a grant for the NEEDS survey has been made by Karen Armbruster, Keith Boquist, and Terry Wilson. The meeting was adjourned at 9:00 p.m. on a motion by Jean Franklin Respectfully submitted; JeanAnne Sekella, Secretary

*Keith Hagan*



MINUTES OF THE BROOKS PUBLIC LIBRARY BOARD  
WEDNESDAY, DECEMBER 19, 1984

Chairman Keith Hagan called the meeting to order at 8:30 p.m. at the Armbruster residence, 48 McNab Park Street. Present were Karen Armbruster, Jean Franklin, Heather Miyauchi, Wanda White, and JeanAnne Sekella.

Moved by Keith Hagan, seconded by JeanAnne Sekella, that the minutes be adopted as read. CARRIED

CORRESPONDENCE

Notice of the confirmation of Library Board Appointees was received December 10, 1984.

The current newsletter from ALTA has been received.

Business Arising from Minutes

1. The secretary is to call Mrs. Rose prior to the next meeting.
2. January 15, 1985 is approved date; March 1 is the start-up date (if Grant Application is approved).
3. Wanda White and Karen Armbruster visited Marigold Co-Operative Library System. Funding is still perceived as a problem.
4. The last Book Buying Trip was successful and right on Budget projections. Karen Armbruster, Wanda White and Keith Hagan participated.

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

Respectfully submitted,  
JeanAnne Sekella  
Secretary

*Keith Hagan*



RE: 3 YEAR BUDGET GUIDELINES

Dear Councillors:

In response to your request for an indication of our budget guidelines for the next few years, we have the following items which we feel are important and must be dealt with.

1. People Resources

Through the years it has been a known fact that the employees of the Brooks Public Library are much underpaid as compared to people employed by the Town of Brooks in an office capacity or other library staff throughout the province.

<u>Town of Brooks Union rate</u>	<u>Medicine Hat Public Library</u>	<u>Brooks Public Library</u>
Clerk 1 - \$ 9.34 per hr.	\$ 8.70 to \$ 9.75 per hr.	\$4.00 to \$4.50 per hr.
Clerk 2 - \$ 9.62 per hr.	\$ 9.85 to \$10.64 per hr.	\$4.50 to \$6.00 per hr.
Clerk 3 - \$ 9.91 per hr.	\$10.72 to \$12.64 per hr.	\$6.00 to \$7.35 per hr.
Clerk 4 - \$10.19 per hr.		
Clerk 5 - \$10.76 per hr.		

As of September 30, 1984 the library staff consisted of:

2 Clerk 1 at \$4.25 to \$4.50 per hour

2 Clerk 2 at \$5.00 per hour

1 Clerk 3 at \$7.35 per hour

The Board realizes that you cannot compare positions which have different job descriptions but we feel that you can compare an employee's worth to an organization. We feel strongly that our employees should be worth more than half of what the staff on the other side of the wall is getting, regardless of the exact duties of the job.

Therefore, we hope to gradually over the next three years, bring the salaries of the library staff more in line with the town clericals and other library clericals in the province. To do this we will need a 20% increase in our salaries budget each year for three years which has been included in our 1985 budget.

2. Resource and reference materials

If you refer back to our budgets submitted to you for the 1982 and 1983 calendar years, you will note that one of our priorities has been additional funding to update our reference materials. These items, such as encyclopedia



sets, are very costly and must be updated on a regular basis.

However, because of your efficiency in giving us our grant early this year, we have been able to accrue unexpected interest income. We feel that this money will be sufficient to meet our immediate needs in reference purchasing and therefore we are not asking for that additional funding in 1985.

### 3. Computerization

The libraries of Alberta have been encouraged by Alberta Culture to look into computer services which would be of benefit to their individual needs. The Board is preparing to evaluate the various options of different computerized systems to determine their applicability and feasibility to the Brooks Public Library. Some obvious benefits would include statistical information, financial bookkeeping duties, and information retrieval on the status of books.

While this is still in the investigative stage, we feel it may be a priority in the near future.

### 4. Shortgrass Co-operative Library System

Considerable promotion and funding from the provincial government has been directed and allotted to what is called the Shortgrass Co-operative Library System. It is obvious in our view that the provincial government is encouraging Co-operative library systems through monetary incentives. The Co-operative system would provide considerably more services to the people of Brooks but would also increase the per capita requirement of the Town.

We presently have one of our Board members on the steering committee so that we have some input as well as feedback as to what is happening. At this point in time there is no committment of the Brooks Library to the Shortgrass System but when the time comes, the committment will have to come from the Town Council.

Respectfully submitted,

Keith Hagen  
Chairman  
Brooks Public Library Board



1984 YEAR END STATISTICAL SYNOPSIS

BROOKS PUBLIC LIBRARY

GENERAL INFORMATION

Library Hours:

<u>1983</u>	<u>1984</u>
Mornings - Mon. thru Sat. 10:00 - 1:00	Monday thru Saturday 10:00 - 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: 48 hours Total days open: 304
Weekly total: 42 hours Total days open: 309	

Loan Regulations:

Number of books borrowed at one time - 6  
 Loan Period - 2 weeks  
 Overdue fines - 5¢ per day, per book  
 Fees - Residents of Brooks and County of Newell - free  
       Non-Residents - \$5.00 per year  
       Temporary transients - \$10.00 deposit - \$8.00 returned

LIBRARY MANAGEMENT

Board Members:

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

Personnel:

<u>1983</u>	<u>1984</u>
5 Permanent	3 full-time
3 Project Workers	3 part-time



CIRCULATION

<u>1983</u>			
Non-Fiction	15,316	Non-Fiction	14,443
Adult Fiction	21,038	Adult Fiction	23,508
Juvenile Fiction	28,101	Juvenile Fiction	31,031
Childrens Records and Cassettes	<u>819</u>	Childrens Records and Cassettes	1,079
TOTAL	65,274	ILL	470
		Talking Books	975
		Multilingual Books	468
		Films	117
		Microfilm	<u>120</u>
		TOTAL	72,211

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 materials, magazines, telephone inquiries or zeroxed materials given to patrons and students to keep.

Our circulation has increased over 1983 by 6,937 volumes.

LIBRARY MATERIALS

<u>1983</u>		<u>1984</u>	
Non-Fiction and Reference	7,870	Non-Fiction and Reference	9,910
Adult Fiction	9,041	Adult Fiction	9,401
Juvenile Fiction	2,943	Juvenile Fiction	3,119
Childrens Fiction	<u>3,752</u>	Childrens Fiction	<u>4,003</u>
	23,606		26,433
Historical Photos	613	Historical Photos	613
Microfische	2,500	Microfische	2,500
Records	110	Records	128
Films	32	Films	78
Slides	800	Slides	800
Cassettes	122	Cassettes	230
Periodicals	139	Periodicals	145
Misc. Directories	223	Newspapers (area)	6
Transcripts	<u>68</u>	Transcripts	<u>68</u>
TOTAL	28,213	TOTAL	31,001

Population Served

Brooks	9,421
County of Newell	<u>5,990</u>
TOTAL	15,411

Library Memberships

<u>1983</u>		<u>1984</u>	
Urban Children	1,864	Urban Children	1,790
Urban Adults	2,785	Urban Adults	2,983
Rural Children	726	Rural Children	589
Rural Adults	2,085	Rural Adults	1,032
Non-Residents	<u>35</u>	Non-Residents	<u>14</u>
TOTAL	7,495	TOTAL	6,408

CHILDRENS PROGRAMMING

Storytime - 4 to 6 week sessions  
2 classes each week  
160 children

Class Tours and Stories: 20 sessions  
310 children

Summer Funtastic Program - 440 children



PROPOSED LIBRARY BUDGET 1985

<u>Income</u>	<u>1983 and 1984</u>	<u>1985 Proposed</u>
Town of Brooks	\$48,300.00	\$ 63,550.00
Province of Alberta	36,270.00	36,270.00
County of Newell	6,785.00	6,785.00
Fines, Memb., Donations	3,000.00	4,000.00
Interest Income	<u>1,000.00</u>	<u>4,000.00</u>
	\$94,705.00	\$114,605.00
 <u>Disbursements</u>		
Salaries	\$48,440.00	\$ 58,500.00
Employee Benefits	-	4,650.00
Books, Films, Magazines	30,000.00	33,000.00
Library Supplies	4,700.00	5,170.00
Service charges, travel conferences	2,500.00	2,500.00
Programming (summer staff, benefits, supplies)	2,500.00	3,300.00
Telephone	660.00	675.00
Bookbinding, repairs	1,000.00	1,200.00
Furnishing (shelving)	3,000.00	3,300.00
Insurance	385.00	385.00
Audit	250.00	330.00
Freight, Postage, Misc.	<u>1,250.00</u>	<u>1,500.00</u>
	\$94,689.00	\$114,510.00

We realize that at first glance this budget may look very inflated, but it is not. With the exception of salaries, we have kept all of our expenses at our 1983 level of service. We have added only minimal increases where inflation has left us no choice.

If we are to upgrade our salaries, we must have the funding to do so.

Respectfully submitted,

*Keith Hagen*

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Chairman