

BROOKS PUBLIC LIBRARY

AGENDA FOR JANUARY 14, 1986

Business arising for the minutes:

1. Legislative Library - Bea Peterson
2. Lee and Sandy Paley

Correspondence

Financial Report

Librarian Report

New Business

1. Needs Project Follow Up.
2. Shortgrass Presentation.
3. Policies - Albert.
4. Year End Statistical Report.

Brooks Library Board Meeting
January 14, 1986

Meeting started at 7:10 P.M.

Present: Keith Hagen, Karen Armluster, Bea Peterson, Wanda White, Richard Mitchell, Albert Holmes, Elvie Shappmeyer, Joyce Rose, Marylea White, Carl Beck

* Motion by Keith seconded by Albert
It was moved to adopt the minutes
as corrected.

Carried

Business Arising from the Minutes

① Legislative Library

It was reported that we have sent our negatives (Brooks Bulletin) and a list of the issues that we are missing. The Legislative Library has agreed to film the issues we are missing in exchange for our negatives.

② Lee and Sandy Paley

Lee and Sandy will perform at the library on March 6/86. We will be encouraging pre-school and Kindergarten children to attend. After discussion it was decided to have the concert at 2:00 P.M. - people must pick up free tickets at the library (the amount of tickets will be limited)

- * Motion by Marylea seconded by Bea
It was moved to have the concert on
March 6th at 2:00 P.M. A limit of 150 free
tickets will be given out at the library.
Carried.

Marylea and Bea will make posters.

Correspondence:

① County of Newell

Karen was approached to be a guest
speaker in Medicine Hat on February 28, 1986
at the Teacher's Convention.

- * Motion by Wanda seconded by Carl
It was moved that we have Karen go
to the Teacher's Convention as a guest speaker.
Carried.

② Canada Day Committee

Motion by Clive seconded by Richard
It was moved that we decline the offer
of hosting the Canada Day celebrations.
Carried.

A letter will be sent to the Town Council
informing them of our decision.

③ Eileen Ohama

Motion by Clive seconded by Albert
It was moved that we grant Eileen
Ohama time off from Feb. 24 to Feb. 27.
Carried

1. Behavioral - observable & measurable actions
that can be directly observed and recorded.
Example: A student raising their hand to answer a question.

2. Cognitive - internal mental processes
that cannot be directly observed.
Example: A student's thought process when solving a math problem.

3. Affective - emotional responses and attitudes
that are difficult to measure directly.
Example: A student's feelings of anxiety or confidence during a test.

4. Physiological - biological responses
that can be measured using scientific instruments.
Example: A student's heart rate or skin conductance during a stressful situation.

5. Metacognitive - higher-order thinking
that involves monitoring and regulating one's own learning.
Example: A student reflecting on their study habits and adjusting them for better performance.

6. Self-regulatory - volitional actions
that are used to control one's own behavior.
Example: A student setting a goal to study for a certain amount of time each day.

7. Developmental - changes in behavior and abilities
over time, often influenced by maturation and experience.
Example: A child's development of language skills from infancy to childhood.

④ Robert Scammell

We received a donation of \$100.00 from Robert Scammell.

⑤ Letter of Resignation

* Motion by Clive

seconded by Carl

It was moved to accept the resignation of Marylea White.

Carried.

* Motion by Albert

seconded by Bea

It was moved that upon receipt of Jan Ann's resignation we place an add in the Brooks Bulletin for two volunteers for the library board.

Carried

Financial Report

We are waiting for the end of the year statement but at this point it appears we are on target.

Librarian's Report

New members have come in as a result of the packets that were delivered to Brooks homes.

New Business

① Year End Statistical Report
See attached report.

② NEEDS Project Follow-up

Nancy Dickie has been hired through a PEP

① 1977-1978
This is a copy of a handwritten letter from Robert Kennedy

② Letter of resignation
* Letter by the
It was found to be the original
of the original letter
Copied

* Letter by the
It was found to be the original
of the original letter
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③ Letter by the
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⑥ Letter by the
It was found to be the original
of the original letter
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grant for six months to act as a public relations person for the Needs Assessment follow up.

③ Shortgrass Presentation

The presentation will be Feb. 3 at 5:00. Karen and Keith will do the presentation. Cliff Dacre will be at the meeting with hand-outs and a welcome from Shortgrass. It was suggested that all board members try to attend to show our support for this project.

④ Computers

After a lengthy discussion it was decided to look into a computer for the library in the early spring. We could possibly contact Cranbrook, Dinton and Mount Royal.

Next Meeting - Feb. 11th

Meeting adjourned.

Keith Hagen

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Brooks Public Library Board Meeting
February 11th, 1986

Meeting started 7:10 P.M.

Present: Karen Armbruster, Bea Peterson, Keith Hagen, Clive Schaupmeyer, Carl Beck, Marylea White

- * Motion by Keith seconded by Bea
It was moved to adapt the minutes as presented.

Carried.

Business arising from the minutes:

- ① Applications for board members

- * Motion by Clive seconded by Bea
It was moved that we reprint the ad in the Brooks Bulletin.

Carried

- ② Shortgrass Report

- approximately thirty people will be attending the meeting on February 15th.

- ③ Computer Follow-up

Karen phoned the Cranbrooke librarian and she found her to be an excellent source of information. Cranbrooke's library is tied into the town's main frame.

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Correspondence

- ① Letter of resignation from Karen Jensen.

- * Motion by Clive seconded by Marylea
It was moved to have a sign made
to remind clients that they must bring
their library cards.

Carried.

New Business

- ① Jasper Conference
May 15th - 14th

Wanda and Karen's expenses will
be paid by Shortgrass.

- * Motion by Clive seconded by Bea
It was moved that we send a maximum
of four people including one staff member
to the Jasper convention at a cost of
approximately \$200.00 a delegate.

Carried.

Financial Statement

Audited statement for 1985 was presented.

- * Motion by Clive seconded by Carl
It was moved to accept the audited
financial statement as presented for 1985.

Carried.

Copy is included in the minutes.

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we shall consider the case of a homogeneous medium.

3. The third part is devoted to the study of the properties of the solutions.

4. In the fourth part, we shall discuss the asymptotic behavior of the solutions.

5. Finally, in the fifth part, we shall give some numerical results.

6. The paper concludes with some remarks and references.

Wages and Salaries

* Motion by Clive seconded by Bea
It was moved to give Karen Armbruster
a 7% increase.

* Motion by Carl seconded by Bea
It was moved to table wages and
salaries until next month.

Carried.

Book buying trip will possibly be Feb. 25th

Joyce Rose will look into getting an
updated contract.

Meeting adjourned 8:50

Next meeting March 11 /86.

Keith Hogen

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1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part we shall consider the case of a homogeneous medium. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem.

3. In the third part we shall consider the case of an inhomogeneous medium. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem and the solutions of the corresponding inhomogeneous problem.

4. In the fourth part we shall consider the case of a medium with a boundary. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem and the solutions of the corresponding inhomogeneous problem.

5. In the fifth part we shall consider the case of a medium with a boundary and a source. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem, the solutions of the corresponding inhomogeneous problem, and the solutions of the corresponding problem with a source.

6. In the sixth part we shall consider the case of a medium with a boundary and a source. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem, the solutions of the corresponding inhomogeneous problem, and the solutions of the corresponding problem with a source.

7. In the seventh part we shall consider the case of a medium with a boundary and a source. It is shown that the solution of the problem is unique and that it can be expressed in terms of the solutions of the corresponding homogeneous problem, the solutions of the corresponding inhomogeneous problem, and the solutions of the corresponding problem with a source.

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AGENDA
MARCH 11, 1986

Business arising from the minutes:

- ✓ 1. Applications for board members.
- ✓ 2. Shortgrass report
- ✓ 3. Jasper Convention
- ✓ 4. Tabled motion regarding wage increases.

✓ Correspondence

✓ Financial Report

✓ Librarian's Report

New Business

- ✓ 1. Policy Report - Albert Holmes
- ✓ 2. Appointment recommendation to Shortgrass Interim Board
- ✓ 3. Ward 5 Contract - Joyce Rose

BROOKS PUBLIC LIBRARY

March 11, 1986

Present: Wanda White, Clive Schaupmeyer, Carl Beck, Eric Fleury, Keith Hagen, Bea Peterson, Richard Mitchell, Albert Holmes, and Karen Armbruster.

Minutes of Feb. meeting were adopted as corrected. Moved by Keith, seconded by Bea. Carried

There are no applications for the Board as yet.

Eric reported that the town council have voted unanimously to support the concept of the Shortgrass Library System.

Moved by Clive, seconded by Bea, that he withdraw his motion concerning Karen A. salary. Carried

Moved by Clive, seconded by Carl that Karen A. receive a 5% salary increase. as of Jan. 1/86 Carried

Moved by Wanda, seconded by Eric that Karen J. receive \$5.00 per hour from Jan. 1/86, \$5.25 from Feb. 1/86.

Rita receive \$5.25 from Jan. 1/86, increased to \$5.50 after 6 mon.

Sandra receive \$6.35 as of Jan. 1/86

Eileen receive \$6.10 from Jan. 1/86, increased to \$6.35 after 6 mon.

Wanda receive \$6.10 from Jan. 1/86, increased to \$6.35 after 6 mon.

Carried

After a year of correspondance the books that were at High Level Bindary at the time they declared bankruptcy can not be located and must be assumed to be lost.

Karen presented the financial statement for Feb.

Applications for funding for three summer positions have been sent in.

Joyce Clark will take over the position when Karen J. leaves at the end of the month.

Due to a theft our insurance company will be contacted to see if we are covered.

Moved by Albert, seconded by Eric that Wanda represent Brooks on the interim Shortgrass Library Board.

Next meeting will be devoted to reviewing Library Policies.

Next meeting will be April 8.

Adjorned by Eric.

GOVERNMENT GRANTS

Received by Brooks Public Library

FEDERAL GRANTS

| | | | |
|-------------------------------------|---------|-------------------------------------|-----------------|
| CCDP | 1981 | Outreach | \$ 20,646.00 |
| CCDP | 1982 | Newell Historical Research Project | 23,129.00 |
| | 1983 | Special Programs for Special People | 28,339.00 |
| NEED | 1983 | Newspaper Preservation | 47,281.00 |
| Canada works | 1985 | Needs Assessment Survey | 23,465.00 |
| Summer Canada | 1980 | Summer Funtastic | 13,834.00 |
| | 1982 | Summer Funtastic | 5,096.00 |
| | 1983 | Summer Funtastic | 6,369.00 |
| | 1984 | Summer Funtastic | 8,222.00 |
| | 1985 | Summer Funtastic | 10,644.00 |
| | 1986 | Summer Funtastic | 10,579.00 |
| Canada Manpower Training Program | 1981-82 | Special employee | <u>6,481.03</u> |
| | | Federal Grants | \$204,085.03 |

PROVINCIAL GRANTS

| | | | |
|----------------|------|------------------------------------|---------------|
| | 1981 | Alberta 75th Heritage Grant-Town | 10,000.00 |
| | 1981 | Alberta 75th Heritage Grant-County | 4,000.00 |
| | 1982 | Artists Grant | 631.05 |
| | 1983 | Step Grant (Assess Books) | 3,960.00 |
| | 1985 | CRC Grant | 23,222.50 |
| | 1986 | CRC Grant | 15,000.00 |
| | 1986 | PEP Grant (Core) | 4,828.00 |
| Special Grants | 1981 | IYDP | 750.00 |
| | 1982 | Canada Day Grant | 575.00 |
| | 1983 | Canada Day Grant | 575.00 |
| | 1985 | Canada Day Grant | 675.00 |
| | 1983 | Alberta Heritage Day Grant | <u>300.00</u> |
| | | Provincial Grants | \$ 64,516.55 |

TOTAL GRANTS \$268,601.58

Brooks Public Library Board meeting April 8/86

Present; Karen Armbruster
Clive Schaupmeyer
Dick Mitchell
Wanda White
Albert Holmes
Keith Hagen
Bea Peterson

Minutes of the March meeting were presented and the chairman moved their adoption.

Correspondence

Letter from Alta. Culture thanking us for the donation to the Multilingual Biblio Service Library.

Business Arrising from the minutes

Moved by Clive, seconded by Albert, that the Board recommend to Council the appointment of Elsa Hendricksen to the Board for a three year term. Carried

Karen reported that our insurance only covers armed theft.

Moved by Dick, seconded by Wanda, that the Library pass a resolution to apply for a grant under the Federal S.E.E.D. program for three project workers. Carried

Karen presented the financial statement.

Reports

Karen reported on the progress made by CORE. The local T.V. station will be filming a 1/2 hour video promoting the Library. CORE will apply for two summer students to edit the tape.

New Business

Albert presented revisions to the Library Policy Handbook for consideration by the Board. A special meeting will be held on April 22 to finalize them.

Next regular meeting will be held May 13.

The meeting was adjourned.

AGENDA

MAY 13, 1986

Business arising from the minutes:

1. Summer students
2. A special meeting.

Correspondence

Financial Report

Convention Report - Keith Hagen

Shortgrass Report - Wanda White

Librarian's Report - Karen Armbruster

New Business

1. Policies - Albert Holmes
2. Ward 5 Contract - Joyce Rose

1985 YEAR END STATISTICAL SYNOPSIS

BROOKS PUBLIC LIBRARY

Population Served

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

CIRCULATION

1985

Library Memberships

| | |
|----------------|--------------|
| Urban Children | 1,967 |
| Urban Adults | 3,527 |
| Rural Children | 597 |
| Rural Adults | <u>1,253</u> |
| Non-Residents | <u>34</u> |
| TOTAL | 7,378 |

| | |
|------------------------------------|------------|
| Non-Fiction | 14,903 |
| Adult Fiction | 25,366 |
| Juvenile Fiction | 39,699 |
| Childrens Records and Cassettes | 6,211 |
| Ill | 151 |
| Talking Books | 1,355 |
| Multilingual Books | 915 |
| Films | 142 |
| Periodicals | <u>583</u> |
| TOTAL | 89,325 |

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 zexoxed materials given to patrons and students to keep.

Our circulation has increased over 1984 by 17,114 volumes.

Board Members: 1986

Chairman - Beatrice Peterson
Vice-Chairman - Wanda White
Secretary - Marylea White
Treasurer - Richard Mitchell
Members - Albert Holmes
Clive Schaupmeyer
JeanAnne Sekella

Council Representatives
Eric Fleury
Carl Beck
County Representative
Joyce Rose

Library Hours

Monday thru Saturday
10:00 - 5:00

Evenings - Tues, Thurs, Sat.
7:00 - 9:00

Weekly total: 48 Hours
Total days open: 304

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 - Free
Non-Residents - \$5.00 per year
Temporary transients - \$10.00 deposit
- \$8.00 returned

Library Materials 1985

Books

| | |
|---------------------------|------------|
| Non-Fiction and Reference | 10,200 |
| Adult Fiction | 5,888 |
| Juvenile Fiction | 3,379 |
| Children's Fiction | 4,820 |
| Paper Backs | 2,527 |
| Large Print | <u>777</u> |
| Sub. Total | 27,591 |
| Cassettes | 704 |
| Records | 97 |
| Periodicals | 116 |
| Pamphlets | 1,319 |
| Films and Microfilm | 158 |
| Historical photos | 613 |
| Microfische | 2,500 |
| Slides | 800 |
| Transcripts | 68 |
| Newspapers (area) | <u>6</u> |
| Total | 33,972 |

CHILDRENS PROGRAMMING

Storytime - 12 sessions of 6 weeks
2 classes each week
140 children involved
Class Tours and Stories - 20 sessions
310 children
Author Reading - 1 session
390 children
Summer Funtastic Program - 395 children

DONATIONS RECEIVED 1985

| | |
|-----------------------------|----------|
| Robert Scammell | \$100.00 |
| Brooks Business Association | \$688.00 |
| Miss Cornish | \$ 30.00 |
| Kinettes | \$500.00 |
| Gangl Family | \$100.00 |
| Ladies Legion Auxiliary | \$200.00 |

Feb. 12/85.

CHECKLIST OF DOCUMENTS REQUIRED UNDER

THE LIBRARIES REGULATION, 1984

| | | <u>Date</u> |
|---------|--|-------------|
| S 7(1) | By laws passed under S 40, Libraries Act | ✓ |
| S 10(2) | Report containing assessment of public library needs of city. | |
| S 10(2) | Goals and objectives of board. | |
| S 11(1) | Plan for comprehensive and efficient service. | |
| S 11(3) | Policies for:- | |
| | Personnel | ✓ |
| | Orientation and continuing education of trustees | |
| | Honoraria and expenses for trustees | |
| | Library materials lent | |
| | Management and use of parts of building not normally used for library purposes | ✓ |
| | Materials selection | ✓ |
| | Conditions for acquisition of materials and information from other sources | |
| | Resource sharing | |
| | Provision of materials in languages other than english | |
| | Community relations | |
| | Co-operation with other community agencies | ✓ |
| | Confidentiality of user records | |
| | Hours of service | |
| | Provision of materials to persons unable to use conventional print material | |

All undated.

BROOKS PUBLIC LIBRARY

GOALS AND OBJECTIVES STATEMENT 1986-1989

1. Goal: To provide and develop a collection that reflects the activities and interest of our community.

Objectives:

1. To provide an accurate and current reference collection by December, 1986 as measured by the Alberta Culture consultative visit and recommendations of August 1985.
2. To maintain a high quality childrens collection as an ongoing concern to be measured in annual reports to the board by the librarian.
3. To identify and satisfy the library needs of young adults, seniors and special groups by January 1988. The results measured in a report to the board by July 1988.
4. To maintain a high quality adult collection as an ongoing concern. The results to be measured in annual reports to the board by the librarian.

2. Goal: To provide library services to satisfy the needs and wishes of the public we serve.

Objectives:

1. To maintain and publicize services to the homebound, Villa's and the Senior Citizens Lodge by January 1986. The results measured in a report to the board by the public relations committee by March 1986.
2. To satisfy the programming needs of children as an ongoing concern to be measured in annual reports to the board by the librarian.
3. To evaluate adult and young adult programming and monitor the demand by January 1988. The results measured in a report to the board by July 1988.
4. To implement new services and programs to meet the perceived needs of our community by January 1989. The results measured in a report to the board by July 1989.

3. Goal: To endeavor to keep abreast of new library developments that will improve the service offered.

Objectives:

1. To support staff development and training in library related skills as an ongoing concern. The results measured in annual reports to the board by the librarian.
2. To cooperate with other libraries and jurisdictions in South Eastern Alberta to provide better service by December 1987. The results measured in the formation of a regional system with reports to the board by July 1988.

3. To share library resources by December 1987. The results measured in annual reports to the board.
4. To evaluate and respond to the population's demand for high technology, such as microfilm printers, computers, video equipment. Evaluation and action to be taken on the microfilm printer by November 1985, computers by December 1988 and video equipment and other high technology equipment by December 1989.
5. To assist trustees to develop their skills and knowledge of libraries through workshops, ALTA meetings and pertinent reading materials as an ongoing concern. Results to be measured by trustee participation.

4. Goal: To increase public awareness of the services available.

Objectives:

1. To establish a public relations committee within the library board by November 1985. Results to be measured in reports to the board by the public relations committee on a quarterly basis.
2. To implement an awareness campaign regarding services, programs and facilities by January 1986. Results to be measured in reports to the board by the public relations committee on a quarterly basis.
3. To work cooperatively with other community and area organizations so that duplication of services can be avoided and interaction and communication maintained by July 1987. Results to be measured in reports to the board.

Box 6
Brooks, Alberta
April 3, 1986

Keith Hagen
Chairman
Library Board
Brooks, Alberta

Dear Keith,

I would like to apply for the
Volunteer Library board member position.

In conversation with Karen
Armbruster I understand this is a three
year term and responsibilities include
monthly meetings and committee work.

I am willing to commit my
time to this worthwhile service and
would appreciate consideration of my
application.

Yours truly,

Elsa Hendrickson

BROOKS PUBLIC LIBRARY BOARD

May 13, 1986

Present; Karen Armbruster
Dick Mitchell
Albert Holmes
Joyce Rose
Elsa Hendricksen
Bea Peterson
Clive Schaupmeyer
Keith Hagen

Minutes of the previous meeting were declared adopted.
The new member, Elsa Hendricksen, was welcomed to the Board.

Correspondence

A letter was received from the Town congratulating Wanda on her appointments to Alberta ^{Library} Culture Board and the steering committee of Shortgrass.

A cheque for \$ ~~19,000.31~~ was received from Alberta Culture.

19,031.00

Business Arrising From the Minutes

Karen reported that the three SEED project workers began on May 7. They are Wayne O'Connor, Wendy Nosterude, & Renea Kopec.

The new Library Policies still require revisions and will be presented at the June meeting.

Karen presented the financial report.

Reports

Keith & Karen reported on the Jasper convention. The workshop that Karen conducted was well attended and there have been a number of follow up calls.

New Business

Sandra has completed the preparations for the summer reading program. She has organized a "Monoporead" game board and is ready for a busy season.

Alberta Culture is sending Bruce Evans and Karen to St. Albert on May 29 to see their computer system.

Clive will contact the elementary schools to see if they would be interested in participating in a "visiting author" tour during Y.A. Book Festival.

Joyce Rose reported on the status of the County contract. Moved by Clive, seconded by Carl that Karen contact Des James for further information.

A workshop on "Canadian Images" will be held in Winnipeg on Oct. 16-18.

Further consideration will be given to sending one or more of our staff.

The chairman announced the next meeting will be held June 10, and the meeting was declared adjourned.

Wanda White

Brooks Public Library June 10 meeting

Minutes

Business Arrising From the Minutes

1. Computer at St. Albert
2. Y.A. Book Festival
3. Contract with County
4. Policies

Correspondence

Librarian's report

Financial report

Shortgrass report

New Business

1. Policies recall all old copies of policies
2. Plan of service
3. Hi-Lo Biblio. problem

BROOKS PUBLIC LIBRARY

June 10, 1986

Present: Karen Armbruster
Dick Mitchell
Joyce Rose
Wanda White
Bea Peterson
Elsa Hendricksen
Albert Holmes
Clive Schaupmeyer

The Minutes of the previous meeting were declared adopted as corrected.

Business Arrising From The Minutes

Karen reported on an informative trip to St. Albert to see their computer system. She will have more information on prices etc. for the next meeting.

Clive & Karen have submitted a proposal for the Y.A. Book Festival. The County of Newell contract rep. suggested that Karen attend their next regular meeting for further clarification of the contract wording.

Correspondence

Moved by Dick, seconded by Bea, that Rita be allowed a weeks holiday as per her request. Carried

A letter was received from Ann Bradshaw thanking Karen for her excellent presentation at the Jasper Convention.

Reports

Karen reported that the summer students are progressing well. Moved by Elsa, seconded by Dick, that the students be given time & resources to participate in the Homecoming Parade. Carried.

Financial report

Karen presented the financial report.

Shortgrass Report

Wanda reported that meetings with Shortgrass and the smaller libraries are continuing.

New Business

The new policies are now complete. Moved by Albert, seconded by Elsa, that the policies be approved and submitted to the Provincial Government. Carried.

Karen pointed the need for the Board to draw up a "plan of service" based on the NEEDS assesment. This plan must be submitted to the Provincial Government and reviewed every five years. Albert & Clive will come up with some goals and objectives for discussion at the next meeting. A lengthy discussion concerning the Hi-Lo Biblio program fallowed. It was decided to leave the question in the hands of Karen and Clive to see if they can find a solution.

Next meeting will be held July 8.

Meeting declared adjourned.

Wanda White

BROOKS PUBLIC LIBRARY

July 8, 1986

Minutes

Business Arrising from the minutes

1. proposal for Y.A. Book Festival
2. Computer
3. Hi-Lo Biblio program

Correspondence

Reports

1. Float
2. Video

Financial report

Shortgrass Report

New Business

1. Needs Assessment plan of service
2. Signing authority

Next meeting Sept. 9, 1986

BROOKS AND DISTRICT PUBLIC LIBRARY
JULY 8, 1986

MINUTES

PRESENT: Karen Ambruster, Elsa Hendricksen, Bea Peterson, Clive Schaupmeyer, Albert Holmes, Carl Beck, Wanda White (Chair)

MINUTES: Approved as circulated.

BUSINESS ARISING FROM MINUTES:

1) Our application for Monica Hughes to come to Brooks was declined; however, Medicine Hat P.L. is having two writers-in-residence and Karen will contact MHPL about the possibility of them coming to Brooks. (Monica Hughes - Nov. 26 to Dec. 6; Fred Stensen - Oct 20 to Oct 31.)

MOTION (Petersen/Hendricksen): That we pay expenses for either of the authors to come to Brooks. CARRIED

2) Karen can get the Hi-Lo bibliography disc straightened out for about \$30, and was requested to procede as the sorted hard copy is of immediate use in the library.

CORRESPONDENCE:

1) From Peace River PL re: Hi-Lo bibliography.

2) From work experience student, Connie Steptoe, thanking the library.

3) From Alberta Culture thanking the library for the policy statements.

4) From Blue Cross re: group health and dental for staff. Karen asked to inquire and present to the September meeting.

5) From Alberta Culture re: second installment of annual grant (\$19030) is coming.

6) From Shortgrass re: use of computers. Karen asked to respond.

7) Received our licence from the Composers, Authors, and Publishers Union, that allows us to hire their members.

REPORTS:

1) FLOAT (Homecoming). Karen reported that the library's float will consist of a volkswagon "beetle" dressed up as a stereotyped old-fashioned librarian, and that the staff will follow the "marm" dressed in Mother goose costumes.

2) CABLE VIDEO. Karen reported that 2 hours of taping had been completed, and that the script was ready.

3) FINANCIAL. Karen presented the financial report. There was discussion regarding the equipment allotment.

MOTION (Schaupmeyer/Holmes): That we purchase a good typing chair for the office. CARRIED

4) SHORTGRASS. Wanda reported little activity. The executive is to meet in Brooks on July 15, 1986.

NEW BUSINESS:

1) PLAN OF SERVICE. Albert and Clive presented a discussion draft of the Plan of Service. More work is required. As the draft identified the formation of three committees, it was agreed that these would be appointed at the September meeting. Elections will

also be held at that time. Clive is to make some revisions to the Plan base on the Needs Assessment survey completed last year. Karen to remind Clive of this task by August 20, 1986.

2) SIGNING AUTHORITY. There are only two members on the Board with signing authority. The regulations require three; however, it was decided to delay appointment until the September election.

3) FALL FAIR. After discussion, it was decided that the library will not participate in the annual fall fair.

NEXT MEETING:

September 9, 1986.

Wanda declared the meeting adjourned at 8:30 PM.

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BROOKS PUBLIC LIBRARY

SEPTEMBER 9, 1986

AGENDA

Minutes

Business Arising from Minutes:

- (a) Writer in residence
- (b) Hi-Lo Bibliography
- (c) Health and Dental insurance for staff
- (d) Elections
- (e) Committees
- (f) Signing authority
- (g) Plan of service

Correspondence

Reports:

- Librarians Report
- Financial Report
- Shortgrass Report

New Business:

BROOKS PUBLIC LIBRARY

1. Minutes of the previous meeting
2. Business arising from the minutes

P.E.P. Grant

Committee reports

Medicine Hat meeting of Shortgrass -

3. Correspondence
4. Financial Report
5. Librarian's report
6. New Business

Computer offer from the Town

7. Next meeting *Budget*

BROOKS AND DISTRICT PUBLIC LIBRARY BOARD MEETING
SEPTEMBER 9, 1986
Held at Library

PRESENT: Karen Armbruster, Clive Schaupmeyer, Wanda White(Chair Person)
Dick Mitchell, Eric Fleury, Elsa Hendrickson, Albert Holmes,
Carl Beck.

Meeting called to order 7:20 pm.

MINUTES: Approved as circulated.

OLD BUSINESS:

1. Two authors coming:
George Swede - November 18, 1986
John Charyk - November 19, 1986
2. Info re Health and Dental Blue Cross given by K. Armbruster.

Discussion.
Action deferred.

3. Elections:
A. Holmes moved, Dick Mitchell seconded that elections be held each September.
Motion carried.

C. Schaupmeyer nominated by E. Hendrickson for Chairman.
Moved and carried. Nominations cease.
W. White nominated by D. Mitchell for Vice Chairman. Moved and carried. Nominations cease.
D. Mitchell nominated by E. Hendrickson for Treasurer. Moved and carried. Nominations cease.
B. Peterson nominated by E. Fleury for secretary. Moved and carried. Nominations cease.
4. Motion by A. Holmes and carried that:
Treasurer, Secretary, Librarian-K. Armbruster have cheque signing authority and that two of the three must sign each cheque.
5. Five Year Plan for service for Brooks Public Library-draft paper presented by C. Schaupmeyer in his response to the Need Assessment Survey.

Discussion.

The following Ad hoc Committees were struck-to bring a proposed plan for the October meeting. (What we hope to accomplish by 1991)

Collections and services
-C. Schaupmeyer

Library Management and Operation
-C. Beck
-E. Hendrickson
Agreed to meet Sept. 18, 4pm.

Public Relations/Awareness
-B. Peterson
-W. White.

Facilities

-D. Mitchell

-A. Holmes

Karen Armbruster to re Ex-Officio member on each committee.

CORRESPONDENCE:

1. From Joe Forsyth - has left for a Two Year Career assignment. Barbara Clubb will replace him for that period as Director of Library services.
2. From Joe Forsyth to Karen - a tribute to her for a job well done.
3. From Alberta Government PEP program:
to get the Hi-Lo bibliography done through this program-
offers payment of minimum wage \$3.80/hr.

Moved by A. Holmes and seconded by C. Beck we

- a. Apply for Pep grant, hire a staff member to get the Hi-Lo bibliography done.
 - b. Attain a Computer / Word Processor at the most economical cost-to assist in documentation of same.
4. Invitation received from Library Board in Medicine Hat to a wine and cheese reception, Oct. 17, 1986 in the evening. C. Schaupmeyer, K. Armbruster, E. Hendrickson expressed interest in going.

ii All Day Workshop in Medicine Hat-Oct. 18, 1986-8:30-2:45 pm.

Topics: Automated and Net Working Systems Micro Computers
in Small libraries. Form operation between
Schools/Libraries.

5. Alberta Library Board requesting submissions from Public Library Boards for the "Creative Librarianship Award" to be in by December 31, 1986.
Discussed.
W. White and B. Peterson will work on a proposed submission and present to the board at a future meeting.

6. Info from Alberta Library Trustees-new bylaws and resolutions have been adopted by Alberta Library Trustee Association.
7. Trustee Newsletter-available to Board members.
8. A request made that we protest (in a formal manner-written) re duty on foreign books.
Noted there is a long process to go through to get the money back on foreign books, and that there could be a simpler process.

LIBRARIAN REPORT:

1. Monoporead game was a good success.
-increase of books taken out this summer (250 per week)
-was time consuming (letter read from S. Kimura re same)
2. Subjecting Micro film done.
3. Fiction Catalogues completed to M.
4. Good response from Float in parade.

FINANCIAL REPORT:
-Given for July and August

SHORT GRASS REPORT:
-No progress

NEW BUSINESS:
-None.

Meeting adjourned at 9:10 pm.

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BROOKS PUBLIC LIBRARY

October 16, 1986

Present: Clive schaupmeyer
Carl Beck
Karen Armbruster
Elsa Hendricksen
Wanda White
Albert Holmes
Eric Fleury
Beatrice Peterson

The minutes of the previous meeting were declared adopted as circulated.

Business arising

Karen reported that she has not had any word on the PEP application. Each of the committees reported on their proposals for a five year plan, followed by a discussion. Each subcommittee will finalize their reports with Karen and bring them to the November meeting for final approval of the 5 year plan of service.

Correspondence

A letter was received and read to the Board outlining the Town of Brooks offer to the Library of space on the new computer. There will be no cost to the Library for the hardware but the Library will be responsible for its share of the cost of maintaining the system. The Library would be required to pay for the cable, our own printer, terminals, software, etc. JDA Computer Service, who are supplying the computer, has been in to discuss our needs with Karen and will give us a quote on hardware, software, and other costs involved. The Town has offered to allow the Library to purchase materials through them, thereby giving us a better cost break.

Financial report

Karen presented the financial report.

New Business

The Library has not received the CRC grant money for 1986 and Eric said he would look into the matter.

The proposed budget for 1987 was presented. There is some concern that the Provincial Government will cut back on funding for libraries in the new year. After going over the costs, salaries, and other requirements for the Library in 1987 it was decided that we should apply to CRC for an operational grant.

Moved by Carl, seconded by Wanda, that we apply to CRC for a \$15,000 operational grant for 1987 to cover shortfalls in our budget. Carried.

Clive suggested that the next draft of the proposed 1987 budget have a decrease in the Provincial grant, and a corresponding decrease in the funding that we will receive from the County.

Moved by Eric, seconded by Carl, that we apply to CRC for a \$50,000 capital grant to be used for expansion. Carried.

The next meeting will be held on November 13, 1986.

Adjournment moved by Clive.



BROOKS PUBLIC LIBRARY

November 13

Minutes

Business arising from the minutes

1. Health benefits ??
2. 5 year plan of service
3. Computer

Correspondence

Librarian's report

1. C.R.C. report
2. P.E.P. worker
3. Letters to council

Financial report

Shortgrass

New Business

1. Budget
2. Christmas party

BROOKS PUBLIC LIBRARY

November 13, 1986

Present: Clive Schaupmeyer
Karen Ambruster
Wnada White
Elsa Hendricksen
Carl Beck
Joyce Rose
Albert Holmes
Bea Peterson

The minutes of the previous meeting were declared adopted as circulated.

Business Arising

Karen reviewed the Health Care Benefits package re; Alta Health Care, 100% dental care, vision care, medicine and coverage outside of Canada.

Moved by Wanda, seconded by Elsa, that we get coverage through the Town for the three full time employees. Carried.

Additional work is required on the 5 year Plan of Service. As there has only been two Plans submitted to the Government so far, it was felt that there would be no problem if we were to take more time to prepare our Plan.

At the January meeting we will again consider the matter.

A statement covering costs of software, printers, terminals needed etc. was received from JDA Computer Service (see computer info-file). The Provincial Government has hired the Librarian from St. Albert to investigate the computer needs of the Shortgrass Library System and report to them by the end of January. It was felt that it would be a wise move to wait until this study was completed before we went ahead with plans for our own system. Karen was encouraged to contact Audrey Mark for opinions and advice concerning computer needs.

Correspondence

Karen has been invited to speak at the Jasper Convention, in May, about the literacy program.

Moved by Albert, seconded by Elsa, that Karen be authorized to spend up to \$200 to get the Hi-Lo Biblio program straightened out, if more money is needed it is to be brought up at the next meeting. Carried.

Karen read the letter she sent to the Town Council requesting their support for the \$50,000 grant from C.R.C.

Anna Lech Mlynarz, the PEP worker started at the Library Nov. 1.

Financial report

Karen presented the financial report.

Shortgrass

Wanda and Karen will attend the Shortgrass meeting in Med. Hat On Saturday.

New business

The proposed budget for 1987 was carefully gone over and it was suggested that the Town should be asked for a small increase to cover a shortfall in the finances.

Moved by Wanda, seconded by Elsa, that Karen be given a 2% increase in salary, Wanda receive \$7.00 per hour, Eileen receive \$7.00 per hour, Rita receive \$6.00 per hour, Joyce receive \$6.00 per hour, and Linda receive \$5.00 per hour. Carried.

Moved by Elsa, seconded by Carl that we approve the budget as amended.

The December meeting will consist of a short business meeting and a pot luck supper at the Armbruster home on December 15.

Meeting adjourned by Clive.

A handwritten signature in dark ink, appearing to be 'AS', followed by a long horizontal flourish.

Brooks Public Library 1986

| | |
|-----------|---|
| January | Stuff CORE Bags Put up Posters at Villas & Newbrook Amnesty Month |
| February | Article re: CORE Book list in Bulletin |
| March | Water bill Advertising Apply grant for Summer Students Delegates to Jasper convention |
| April | Book draw for Young Canada Book Week |
| May | Book List in Bulletin |
| June | Advertise summer reading program |
| July | Prepare display for Fall Fair |
| August | Fall Fair Display Prepare CORE advertising |
| September | Stuff CORE bags Book list in Bulletin |
| October | Article for CORE |
| November | Water bill advertising Book list in Bulletin |
| December | Prepare CORE material Santa colouring contest |

November 6, 1986

Dear Councillors,

The Brooks Library Board has just completed a 5-year long range plan of service, as part of the new provincial library regulations.

We have found that the library does not meet minimum standards for a town our size in several areas. We have a shortage of storage space(which is a problem the town office is facing also), work areas, children's activity and storytime area, meeting rooms and study areas. In two years our book stack area will also be inadequate.

After serious thought, the Board has decided that the best way to prepare for future expansion is to start now. As you know, the provincial government has given each municipality funding in the form of an annual CRC Grant. The library qualifies for this grant in the cultural area.

We have applied for \$50,000 in capital funding for the purpose of establishing a "renovations and expansion fund" for the library, but this money must be matched. We are therefore asking the Town to match the \$50,000 we have applied for this year and the three remaining years of the CRC Grant. This is not unprecedented, Medicine Hat Library has gotten a firm committment from their council for CRC and matching funds for 5 years for renovations to their library.

We feel it is in the best interest of the taxpayers of Brooks, to make use of every possible provincial grant. By creating a reserve fund for expansion now, the funds will be in place when they are needed.

Respectfully Submitted,

Karen Armbruster, on Behalf
of the Brooks Public Library Board

The sub committee on facilities has reviewed the Library Services Guide Kit on building and space requirements.

They have found that the Brooks Library meets the minimum requirements in some areas and is inadequate in others.

1. Our shelving space is minimally adequate for the present collection but will be inadequate in the next 3 years.
2. Our office space, work areas and storage do not meet minimum standards.
3. We totally lack in quiet or study space, Computer space, audio visual space (ie. music listening, video viewing), program space (ie. storytelling or activities), and meeting space.

The sub committee feels there is a need for more space and that immediate action should be taken. They recommend that a committee be formed to investigate the feasibility of expansion.

That this committee should:

- a. determine the additional space needed to meet our needs for the next 5 years.
- b. investigate alternatives
- c. acquire rough cost estimates
- d. investigate funding possibilities (ie. provincial government, CRC grant, etc.)
- e. formulate plans up to such time as technical expertise is necessary. (In other words--do as much as possible without spending any money!)

Should establish a Personnel Committee to:

1. Review yearly Head Librarian Job description with her.
2. Do an annual Performance Appraisal for Head Librarian - commencing 1988.
3. Annually review salaries - make recommendations to the Board.
In doing so compare with other pay scales of similar positions in the province.
4. Establish and review annually, sick (compassionate), Vacation leaves (Personnel Policies).
5. Proposal for 1987 Budget - add Benefit Package offered to Town employees by the Town (Group Plan).
\$70/month for full time staff - ~~in lieu of salary increases~~.
6. Assist in recommending staff development courses.
7. By 1991 - Increase staff by one full time staff.

BROOKS PUBLIC LIBRARY

December 15, 1986

Present: Wanda White

Clive Schaupmeyer
Karen Armbruster
Elsa Hendricksen
Keith Hagen
Carl Beck
Albert Holmes
Heather Miyauchi
Bea Peterson

The minutes of the previous meeting will be read at the January meeting.

Business Arising

Anna is working on the Hi-Lo Biblio program and has agreed to complete the job for \$200.

Karen has been in contact with Audrey Mark about computers. Audrey pointed out some difficulties that might develop if we did not use a pre packaged program. She recommended that we give careful consideration to using Biblio-file type software package.

Financial report

Karen presented the financial report.

New Business

Moved by Elsa, seconded by Wanda, that we purchase small gifts, approximately \$25 each, for each of the staff members. Carried.

It was felt appropriate that the financial committee get estimates on the cost of the annual audit for consideration at the January meeting.

Clive circulated a "Plan for Building and Facilities -- Discussion Paper" and after careful consideration it was felt that the best approach to the issue would be to meet with the Town Council. Karen will contact the Town and ask to be put on the agenda for Jan. 5. Clive, Karen and any other board members who can will attend that meeting to discuss our needs with the Council.

The next meeting will be held January 13, 1987.

Meeting Adjourned by Clive.

