

BROOKS PUBLIC LIBRARY

January 13, 1987

Minutes

Business arising from the minutes

1. Computer
2. Hi-Lo
3. Meeting with Town about building expansion

Correspondence

Librarian's report

1. Year end report
2. Annual report

Financial report

New Business

1. Meeting with the Town on future of Shortgrass Library System
2. Two appointments to the Building Committee

Clive Schaupmeyer - Chairman
Box 1204
572 5th Street West
Brooks, Alberta
T0J 0J0
362-7380

Wanda White - Vice Chairman
Box 507
31 Chinook Road
Brooks, Alberta
T0J 0J0
362-2836

Beatrice Peterson - Secretary
Box 1794
504 1st Street East
Brooks, Alberta
T0J 0J0
362-4329

R.D. Mitchell - Treasurer
324 Lake Stafford Drive
Brooks, Alberta
T0J 0J0
362-7297

Albert Holmes
703 Cassils Road
Brooks, Alberta
T0J 0J0
362-2682

Elsa Hendricksen
55 Fairview Ave.
Brooks, Alberta
T0J 0J0
362-4478

Heather Miyauchi - Councillor
Box 57
27 Douglas Court
Brooks, Alberta
T0J 0J0
362-3264

Carl Beck - Councillor
Box 567
817 4th Avenue West
Brooks, Alberta
T0J 0J0
362-2725

Joyce Rose - County Rep.
Box 367
Brooks, Alberta
T0J 0J0
362-3822

BROOKS AND DISTRICT PUBLIC LIBRARY BOARD MEETING

JANUARY 13, 1987

Held at Library

PRESENT: Joyce Rose, Carl Beck, Wanda White, Dick Mitchell, Clive Schaupmeyer (Chairperson) Elsa Hendricksen (Recorder) Karen Armbruster, Albert Homes.

Meeting called to order 7:10 pm.

MINUTES: The minutes of the previous meetings were declared adopted as circulated.

BUSINESS:

1. Karen is still looking into Computer - IBM - prices, etc.
2. Hi-Lo is almost finished by Anna.
3. Meeting re Building expansion with town on January 5th report given by Clive. Carl elaborated on same. Agreed. A Building committee of Clive, Dick and Albert with Carl Beck and Heather Miyauchi be set up to commence plans particularly in the area of finances.
4. Joyce agreed to communicate plans to the county.

CORRESPONDENCE:

1. Letter from Dane Pierson and Teresa Pettit (Elf Land Studio) re Tour of Alberta - Music and Theatre. This is for ages 5 and up at a cost of \$300.00. June 1-13. Will approach the schools about whether or not to have a joint project. Clive volunteered to see Larry Regner about same.
2. Town of Brooks requesting to know status of Shortgrass Regional Library. A meeting is set for January 19, 1987. Karen will attend. Feedback given that no funds will be needed this year from the town for Shortgrass.
3. Albert moved, Dick seconded that in lieu of the Shortgrass funds not being needed for 1987 that the town set aside this money for the building fund. Carl moved, Joyce seconded that this motion be tabled.
4. From Medicine Hat College - information from Keith Walker requesting to be part of C.O.R.E.
5. From Brooks and District Parks Board - information about participation in the winter festival for the Winter Olympic program.

LIBRARIAN REPORT


1. Year end report and annual report - distributed and discussed. Referr to reports.
2. Agreed to look into the cost of printing the annual report - professionally done to give out to the public in September, '87.

FINANCIAL REPORT

1. November and December reports distributed.
2. Karen reported she is getting quotes for auditors - other accountants suggested. Decision will be made at the February meeting.

Wanda reported she has resigned from the Further Education Committee. Decision to make no decision about replacement for now.

Next meeting February 10, 1987
Meeting adjourned at 8:40 pm.

A handwritten signature in dark ink, consisting of a large, stylized initial 'O' followed by a series of connected loops and a long horizontal stroke extending to the right.

BROOKS PUBLIC LIBRARY

Feb. 10, 1987

Present: Dick Mitchell
Albert Holmes
Wanda White
Heather Miyauchi
Karen Armbruster
Bea Peterson
Carl Beck
Clive Schaupmeyer

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

Business arising

Clive reported on the meeting of the New Building Committee. It was agreed to contact each of the new libraries within the province to ascertain their sources of funding.

Moved by Wanda, seconded by Carl, that John Stinch do the 1986 audit. Carried. Karen will contact the Town about this.

Moved by Albert, seconded by Bea, that we have 4000 copies of the annual report printed as brochures by the Brooks Bulletin. Carried.

Clive has contacted Larry Regner concerning the Elf Land Studio Tour. The information will be forwarded to Mr. Regner and will be handled by the schools.

Correspondence

A letter was received from Further Ed asking the Library for representation on their Board. Albert has agreed to fill this position and Further Ed will be contacted regarding same.

Librarian Report

Karen appeared before the Town Council regarding the status and funding for Shortgrass. The proposed time frame is now Jan. '88 to Dec. '90 with the previously agreed funding. Wanda reported that Medicine Hat Library has now formally approved regionalization, so Shortgrass projects are considerably improved. In light of this, a committee, consisting of Carl, Wanda, & Bea, was struck to come up with a proposal to have Shortgrass headquarters located in Brooks.

Financial Report

Karen presented the financial report.

New Business

April 30 to May 3 are the dates for the Jasper Convention. Karen (speaking), Wanda (Alberta Government) and Clive will represent Brooks at the Convention. The Government computer consultant, Pat Waterton, doesn't recommend use of Bibliofile because it will not give us a Union catalogue. Mini-mite by Bro Dart was suggested as a possible replacement.

C.L.A. convention in Vancouver will focus on computers, hardware and software packages.

Moved by Albert, seconded by Dick, that Karen attend C.L.A. in Vancouver in June. Carried.

Karen reviewed the existing by-laws on membership fees, "that the Library will supply free of charge, Library services to residents of the town and the county

Moved by Dick, seconded by Carl, that we reaffirm our present policy of no charge for library services to Brooks and County residents.

Carl reported on the meeting regarding regionalization with the County of Newell and was thanked for a job well done.

Next meeting will be held March 10.

Meeting adjourned at 8:25.



BROOKS PUBLIC LIBRARY

MINUTES FEBRUARY 3, 1987

NEW BUILDING JOINT COMMITTEE (PBL/COUNCIL)

PRESENT

Heather Miyauchi, Carl Beck, Albert Holmes, Dick Mitchell, Clive Schaupmeyer

DISCUSSION

There was general discussion on the building needs and on possible methods of funding. It was agreed that sources of money had to be found before specific planning could take place; however, some general requirements were discussed. There was agreement that for the purposes of initial planning we would pursue the construction of a two-story addition on the East end of the library. $25' \times 88' = 2200$

This addition would consist of approximately 4600 square feet on the two levels. All of the upper floor would be at the same level as the current library level and would be for library use. The lower floor, or half basement, would be for use both by the Town and library. Approximately 1000 square feet of space currently used by the library would become available to the town. It is recognized that whereas this may not be the final design, it is at least a place to start for the purposes of developing costs. It was further recognized that this would provide somewhat less space for the library than initially proposed, but it was felt that at least for a start the project should be kept at this size until funding sources were identified and evaluated for their ability to fund.

ACTION

SCHAUPMEYER: *to contact Chuck Moser regarding the Recreation, Parks and Wildlife Foundation as a possible source of funds

*to contact Alberta Culture for information on sources of funding used recently by other libraries

*to ask Karen Armbruster about funding for the present building

? MITCHELL: *to contact High River library (he knows someone there) about funding for their new building

*to prepare a rough estimate of building costs for a facility as described above

BECK: *to contact MLA Musgrove about the possibilities of funding from the Wildrose Foundation, the umbrella group for Alberta lotteries

The meeting adjourned at 8:30 PM. A date for the next meeting was not set.

BROOKS PUBLIC LIBRARY

February 10, 1987

Minutes

Business arising from the minutes

1. Building committee
2. Decision on auditors
3. Annual report prices
4. Sponsor Tour of Alberta- Music & Theatre?

Correspondence

Librarian Report

Financial report

Shortgrass

New Business

1. Jasper Convention
2. Membership fees?

BROOKS PUBLIC LIBRARY

March 10, 1987

Minutes

Business arising

1. Report of New Building Committee
2. Report of Shortgrass Headquarters Committee
3. Jasper Convention
4. Council funding for Shortgrass

Correspondence

Librarian Report

Financial report

New Business

1. Toy Lending Library *Child Development Society*
2. Wanda term on Board
3. Contract with County
4. Alta. Culture Heritage

BROOKS PUBLIC LIBRARY

March 10, 1987

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

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

Business Arising

The New Building Committee has been contacted by the Child Development Society who will be speaking to the Board later in the meeting.

Moved by Wanda, seconded by Dick, that Bea attend the Jasper Convention. Carried.
The Town Council has agreed to fund Shortgrass at \$2.50 per capita in '88, and \$3.00 per capita in '89 & '90.

Correspondence

Karen has applied for funding for three summer students. We should know if this is approved by mid April.

A letter approving John Sitch auditing the 1986 books, was received from the Town. Albert will represent the Board at the April 4 ALTA meeting in Lethbridge.

A letter with a \$200 donation and a list of recommended purchases was received from Bob Scammell.

Moved by Wanda, seconded by Elsa, that we comply with Bonnie Greys request for endorsement of the Shortgrass Plan of Service. Carried.

Librarians report

Anna has completed the Hi-Lo Biblio listings. Moved by Dick, seconded by Albert, that we proceed with the purchase of appropriate IBM equipment. Carried. Karen and Clive will handle this.

Financial report

There was no financial report this month because the books are at the auditors.

New Business

After an informative submission from the Child Development Society, it was felt that they should contact the Town Council and explain their needs for additional space.

Wanda has agreed to sit on the Library Board for another three year term.

Moved by Elsa, seconded by Joyce, that Wanda's term be extended for another three years. Carried.

It was brought to the attention of the Board that the establishment of Shortgrass will effect services offered to County residents. Government regulations require all previous agreements to become null and void once an area becomes a region.

Therefore it was felt that we should draw the situation to the attention of County Councillors and residents as soon as possible. Moved by Albert, seconded by Joyce, that we draft a letter to the County Councillors explaining the reasons, changes and costs involved and to inform them of actions we will be taking. Carried.

Meeting adjourned at 9:20 by motion from Carl.



BROOKS PUBLIC LIBRARY

April 14, 1987

Minutes

Business Arising

1. Summer Students
2. ALTA Meeting
3. Computer Equipment
4. Service to County Residents

Correspondence

Librarians Report

Financial Report

New Business

- Friends of Library -
- Agreement

BROOKS PUBLIC LIBRARY

April 14, 1987

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

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

Business Arising

There has been no word on funding for the summer students.

Albert reported on the ALTA meeting in Lethbridge.

Karen, Clive & Dick went into Computerland and will be purchasing the IBM AT. Moved by Albert, seconded by Wanda, that we table the matter of service fees from County of Newell residents until we receive further information from the Shortgrass Interin Board. Carried.

Correspondence

A letter was read from Alberta Culture informing the Board of cuts made in funding Library services. There will be a 3% cut in the per capita funding as well as numerous cuts.

It was decided to decline an offer to participate with the Rec. Dept. on the July 1 celebrations.

Librarians report

Karen has had several request for more information on the budget from the Town Council.

Financial report

Karen presented the financial report for Feb. & March and the 1986 audited statement.

New Business

A letter asking for representation on the Alberta Cultural Heritage Board will be passed on to the Town for further action.

Moved by Dick, seconded by Elsa, that we co-sign the three year contract with Shortgrass and the National Film Board . The video tapes cost \$24 each . Should Shortgrass fail to go we would be responsible to purchase 50 more tapes over the three year term. Carried.

As Anna will be leaving shortly and has done such a good job on the Hi-Lo Biblio listings it was moved by Wanda, seconded by Joyce that we give her an honorarium of \$200. Carried.

The meeting was adjourned at 8:30 by Clive.



BROOKS PUBLIC LIBRARY

May 12, 1987

Present: Clive Schaupmeyer
Dick Mitchell
Carl Beck
Wanda White
Joyce Rose
Karen Armbruster
Bea Peterson

The minutes of the previous meeting were declared adopted as circulated. Clive opened the meeting by telling the Board members that Karen had received the first Creative Librarianship Award for the Province of Alberta at the Jasper Convention. Congratulations were extended and Karen was presented with a gift from the Board members. The publicity committee will prepare a news release for the Brooks Bulletin.

Business Arising

Funding for the three summer students was received, it will only cover their wages. The students were hired and began work May 5.

On June 15 there will be a meeting between Brooks & Medicine Hat on the RECON Project.

The computer has arrived and due to hard bargaining by Karen there is a considerable cost savings.

Bea, Wanda, Karen, & Clive all reported on sessions they attended at the Jasper Convention. All the delegates felt it was an informative and motivating Convention.

Correspondence

Several cards congratulating Karen on her Award have been received.

The Toastmasters Club was given permission to put handouts and pamphlets on public speaking in the Library.

Librarians Report

Wanda D., Eileen, & Karen attended a workshop in Medicine Hat and found it very informative.

The annual report brochures for the September C.O.R.E. bags are printed & ready.

Financial Report

Karen presented the financial report.

New Business

A letter was received from the Town saying there will be a short fall in the funding of the Library of almost \$4000. After careful review, it was moved by Carl, seconded by Dick, to amend the budget to make up the deficit from the book buying budget. Carried.

The New Building Committee will meet at 7:00pm May 21.

Wanda reported that due to Government cutbacks there will be no establishment money for Shortgrass this year. The non-government members of Shortgrass committee met and came up with three alternative proposals which will be taken to the government at the May 22 meeting. The Shortgrass Headquarters committee will meet at 10am May 18, to try to come up with a location for a temporary headquarters.

Meeting adjourned at 9:20 by Clive.



BROOKS PUBLIC LIBRARY

June 9 1987

Present: Clive Schaupmeyer
Dick Mitchell
Carl Beck
Wanda White
Albert Holmes
Elas Hendricksen
Heather Miyauchi
Bea Peterson

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

Business arising

Colleen Swift, a professional librarian presently employed with Alberta Vocational College in Lac La Bishe has been hired as the Co-ordinator for the RECON project. She will begin work on July 6th and will be working primarily in Brooks to begin with.

Clive handed out information he received at the Jasper Convention concerning fund raising for the Library. This information pointed out the need for an external funding body. Clive will pursue this matter and see if there is public support.

The New Building Committee will meet and come up with specific proposals to take to the Town Council.

Wanda told the Board about the Foremost meeting where the final draft of the Shortgrass Steering Committee proposal was completed and forwarded to the Minister, along with a request to have the Shortgrass Interim Board established. Attempts to secure a rent free location for a possible Shortgrass headquarters are proceeding.

Correspondence

A thank you note from Karen to the Board was read.

A letter from the Town Council concerning Board member insurance was distributed.

Any member wishing to take advantage of this will contact the town.

The P.R. Committee will look into the the John Cotton Dana Award.

The financial report was presented.

New Business

C.O.R.E. bags will be stuffed Sept. 4.

The Summer Program plans are underway with the students reading the Microfische and recording the numbers for MITINET.

The Kinnette Club has donated \$500 to purchase a VCR player.

Interested Board members are asked to make recommendations from the NFB film catalogue.

A letter from Karen asking for sabbatical leave from September 1987 to February 1988 so that she could complete her library technician training, was read. Moved by Albert, seconded by Elas, that we agree in principle to granting a sabbatical leave. Carried. The Personnel Committee will meet with Karen to work out the details and will report to the next meeting for further action.

Meeting adjourned by Wanda at 8:20 seconded by Dick.

The next meeting will be held July 7.

Book wagon

CLA membership



LIBRARIANS REPORT

Arising out of the Minutes

1. Colleen Swift, a professional librarian presently employed with Alberta Vocational College in Lac La Bishe has been hired as the Co-ordinator for the RECON project. She will begin work on July 6th and will be working primarily in Brooks to begin with.
2. The C.O.R.E. date for stuffing bags has been set for September 4th. Two able bodies will be needed to help with this job.

New Business

The summer students have been busy planning for the Summer Program. The theme this year is "I Spy With My Little Eye, Something That is READ". There will be three afternoon a week devoted to stories and activities for children. The Monoporead Game will also be played this summer to encourage reading skills.

The students are also engaged in reading the Microfische and recording the book numbers for MITINET.

Six employees will be involved in a one day workshop on DOS and Hard Disk Drive operation put on by the Medicine Hat College.

The Kinettes approached me to see if there was any special project for the library that needed funding in the \$500.00 range, because we will be getting VHS videos soon from the Shortgrass project and we do not have any way of showing them in the library, I suggested that \$500.00 could be spent on a VHS player and perhaps we could pick up a used portable color T.V. They welcomed the suggestion and donated \$500.00 toward the purchase. (Perhaps you have some suggestions as to what type of equipment should be purchased). If a bit more money is required, I believe they will be responsive to the request.

Robert Kelham phoned to cancel their appointment concerning the donation of an electronic bulletin board. They have decided that our one microcomputer was not enough for their purposes.

BROOKS PUBLIC LIBRARY

July 7, 1987

Present: Clive Schaupmeyer
Karen Armbruster
Elsa Hendricksen
Wanda White
Dick Mitchell
Bea Peterson

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

Business arising

The Building Committee met and have established specific needs for expansion of the library facilities. This has been forwarded to the Town Council for consideration.

Moved by Wanda, seconded by Dick that the Library Board write a letter to Tom Musgrove asking him to support Shortgrass and supporting the use of Lottery funds to establish the Shortgrass Library System. Carried.

The P.R. committee felt that the John Cotton Dana award is not relevant at this time.

C.O.R.E. bags will be stuffed September 4. Wanda W. and a member of the staff will assist.

The question of sabbatical leave was held over to a special meeting to get further information.

Correspondence

Beneficiary cards were received, filled out and will be returned to the Town.

Financial report

Karen presented the financial report.

Librarian's report

The C.L.A. conference in Vancouver focussed on computers and was very informative.

The new RECON co-ordinator began work today.

New business

After a discussion it was felt that it was not worth-while renewing our C.L.A. membership.

A special meeting is called for July 8 at 5:00pm.

Meeting adjourned at 9:15.

July 8, 1987

Present: As above with Heather Miyauchi & Carl Beck

The Personnel committee met and came up with a recommendation. Whereas the Library Act requires a town of 10,000 to have a qualified librarian, moved by Elsa, seconded by Dick, that the Board allow Karen partial time off to complete her library technician degree, for a period of six months, September '87 to Feb. '88, at 85% salary, with a commitment to work for the Library for one year after she completes her training. Carried. Opposed by council representatives Miyauchi and Beck.

Special meeting adjourned at 5:30.

The new meeting will be held September 7, 1987.



PROPOSED BUDGET 1987

8TH MONTH SUMMARY

	Budgeted	To date	Remaining
Income	\$130,763.00	\$131,774.02	
		<u>- 6,500.00</u>	
		\$125,274.02	\$ 5,488.98
Expenditures			
Salaries	65,256.00		
Benifits	6,500.00	45,380.44 (63%)	26,375.56
Books, Films, Mag.	36,500.00	21,544.49 (60%)	14,955.51
Library Supplies	6,000.00	1,838.85	4,161.15
Programming	2,500.00	2,040.00	460.00
P.R.	1,000.00	434.87	565.13
Telephone	700.00	331.70	368.30
Service Charges & Travel	3,000.00	3,131.22	(131.22)
Bookbinding, repairs	1,260.00	339.09	920.91
Furnishings	5,000.00	1,156.32	3,843.68
Insurance	405.00	406.00	(1.00)
Audit	450.00	300.00	150.00
Freight, Postage, Misc. copier	1,750.00	692.63	1,057.37
	<u>\$130,321.00</u>	<u>\$ 77,595.61 (60%)</u>	<u>\$52,725.39</u>

BROOKS PUBLIC LIBRARY

September 8, 1987

Present: Clive Schaupmeyer
Karen Armbruster
Wanda White
Elsa Hendricksen
Albert Holmes
Bea Peterson

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

Correspondence

A letter has been sent to the town council asking them to support Shortgrass. The CRC grant money, with matching funding from the town, has been turned over to the town to placed in a separate account. CRC operating and consulting grants have been deposited in the bank.

Financial report

Karen presented the financial report and a 2/3 year summary of spending to date.

Librarian's report

Karen has applied for an extension on the CRC computer funding to complete the project.

The summer program was completed and felt to have been a success.

An application has been sent requesting Federal funding for three employees over a period of one year to complete the RECON project.

New Business

Moved by Wanda seconded by Elsa, that the October meeting be moved to the 14. Carried. There will be a revised plan of service available at the Library for each Board member to review before the October meeting.

Meeting adjourned at 8:15



BROOKS PUBLIC LIBRARY

September 8, 1987

Present: Clive Schaupmeyer
Karen Armbruster
Wanda White
Elsa Hendricksen
Albert Holmes
Bea Peterson

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

Correspondence

A letter has been sent to the town council asking them to support Shortgrass. The CRC grant money, with matching funding from the town, has been turned over to the town to be placed in a separate account. CRC operating and consulting grants have been deposited in the bank.

Financial report

Karen presented the financial report and a 2/3 year summary of spending to date.

Librarian's report

Karen has applied for an extension on the CRC computer funding to complete the project.

The summer program was completed and felt to have been a success.

An application has been sent requesting Federal funding for three employees over a period of one year to complete the RECON project.

New Business

Moved by Wanda seconded by Elsa, that the October meeting be moved to the 14. Carried. There will be a revised plan of service available at the Library for each Board member to review before the October meeting.

Meeting adjourned at 8:15

BROOKS PUBLIC LIBRARY

October 14, 1987

Present: Clive Schaupmeyer
Karen Ambruster
Wanda White
Elsa Hendricksen
Albert Holmes
Bea Peterson
Heather Miyauchi
Joyce Rose

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

Business arising

Moved by Wanda, seconded by Albert, that we ratify the amended Shortgrass Library System Agreement for presentation to Council. Carried. Heather & Carl will take the Agreement to Council.

Moved by Albert, seconded by Elsa, that Bea Peterson be appointed as an alternate member of the Shortgrass Interim Board. Carried.

The Federal Government has approved a grant to cover the cost of four employees for a one year period to complete the RECON project.

Heather will check into the status of the proposed plan for expansion.

Moved by Elsa, seconded by Albert, that this Board formally request the CRC grant of \$28,708, plus accrued interest, presently being held on behalf of the Prairie Pioneers, and the towns matching share of \$28,708, plus accrued interest be forwarded to the Prairie Pioneers. Carried.

Correspondence

Ken Reader, the southern representative on ALTA has requested anyone with concerns about libraries to contact him at Box 758 Medicine Hat.

Karen will contact Shortgrass to see if they will sponsor the Sandy & Lee Paley tour in March.

Financial

Karen presented the financial report.

New business

November will be amnesty month.

Moved by Elsa, seconded by Albert, that we approve the proposed budget. Carried.

Moved by Wanda, seconded by Joyce, the the Library request \$15,000 operational grant from CRC. Carried.

The Brooks Library Foundation has been formed by a group of interested citizens. As we anticipate some vacancies on the Board, Karen will advertise for new members.

Moved by Albert, seconded by Bea, that the next meeting be held on Noverber 17. Carried.

The secretary will notify the town council of the change of dates and give them a copy of the minutes.

Meeting adjourned at 9:10.

BROOKS PUBLIC LIBRARY

November 17, 1987

Minutes

Business arising

1. Shortgrass System agreement
2. RECON status
3. Expansion plans
4. CRC grant money
5. Paley tour
6. Author tour

Correspondence

Financial report

Librarian's report

New Business

1. Election of officers
 - a. Committees
2. CORE Bags for January
3. Job appraisal

BROOKS PUBLIC LIBRARY

November 17, 1987

Present; Clive Schaupmeyer, Karen Armbruster, Elsa Hendricksen, Wanda White, Bob Breakell, Dick Mitchell, Albert Holmes, & Bea Peterson.

The new council representative, Bob Breakell, was welcomed to the Board. The minutes of the previous meeting were declared adopted as amended.

Business Arising

1. No word has been received from Council concerning the Shortgrass Library System Agreement so Bob will check into it.
2. Four new staff members will begin work Monday, November 23, on the RECON project under a Federally funded grant.
3. The Shortgrass Headquarters Building Committee will meet before Christmas.
4. Clive reported a good response when he met with town council concerning the 1988 CRC grant application.
5. This years CRC capital grant money is still in the process of being transfered to the Prairie Pioneers.

Correspondence

1. It was decided not to apply for the CFW grant.
2. A letter was read from the town requesting an audited statement be submitted with our budget application. Karen will talk to Kevin Bridges and explain that our audit is done at the end of December and therefore unavailable at that time.
3. Letters were read from ALTA and LAA urging Board members and interested citizens to contact the Provincial Government to ask that they don't cut funding to Libraries.

Financial report

Karen presented the financial report.

New Business

1. An author tour, featuring Gladys Taylor, will be held in the Library November 18, at 7:00pm. Everyone was urged to attend.
 2. Clive and Dick will both be leaving the Board at the end of their terms. Albert and Bea have both agreed to another three year term.
- Election for the new year were held, the results are;

Chairman	Elsa Hendricksen
Vice	Wanda White
Secretary	Bea Peterson
Treasurer	Albert Holmes

Committees	PR	Wanda White & Bea Peterson
	Personnel	Elsa Hendricksen & Bob Breakell
	Policies	Albert Holmes
	Further Ed Council	Albert Holmes

Moved by Elsa, seconded by Bea, that the signing authority be changed. Carried.
3. The personnel committee will draft a letter to SAIT concerning Karen's job description, appraisal, duties, etc.

The next meeting will be held at 6:30 December 2, at the Hendricksen home and will be a pot luck Christmas party and meeting combined.
Bob moved the meeting adjourn at 8:45.

E. Hendricksen

BROOK'S PUBLIC LIBRARY

December 2, 1987

Present; Karen Armbruster, Albert Holmes, Bob Breakell, Wanda White
Clive Schaupmeyer, Elsa Hendricksen, & Bea Peterson

The minutes of the November meeting will be circulated at the January meeting.

Business arising

1. Wanda has given Kevin Bridges background information on the Shortgrass Library System Agreement, but no official word has been received.
2. The January CORE bag promotion has been organized.
3. The \$6,500 CRC planning money will be placed in a term account until the Library is billed for their share of the engineering costs.

Financial report

No financial statement was available .

Correspondence

A letter was received clarifying the Town position on the CRC grant matching funds for the capital grant held in the Prairie Pioneer account.

New business

Karen reported a successful buying trip and a generous donation of books from Alberta Book And Novelty and Marigold Library System.

The next meeting will be held January 13, 1988.

Clive adjourned the meeting at 9:30.

E. Hendricksen

PROPOSED 1988 OPERATIONAL BUDGET

BROOKS PUBLIC LIBRARY

<u>INCOME</u>	<u>APPROVED 1987</u>	<u>PROPOSED 1988</u>
Town of Brooks	\$ 64,000.00	\$ 64,000.00
Province of Alta.	36,918.00	35,000.00 4% cut?
County of Newell	8,345.00	8,011.00 4% cut?
Fines, Memb., Donations	5,000.00	6,000.00
Interest Income	4,500.00	5,500.00
CRC - Operational	<u>12,000.00</u>	<u>15,000.00</u> ?
	\$130,763.00	\$133,511.00

EXPENDITURES

Shortgrass Regional	-----	23,560.00
Salaries	65,256.00	66,000.00
Books, Rilms, Magazines	36,500.00	18,250.00 50% cut
Benefits	6,500.00	6,600.00
Library Supplies	6,000.00	2,000.00
Service contracts	-----,	1,000.00 computers & equipment
Programming	2,500.00	2,500.00
Publicity	1,000.00	500.00
Telephone	700.00	700.00
Travel, service charges	3,000.00	3,000.00
Bookbinding	1,260.00	1,500.00
Furnishing & shelving	5,000.00	5,000.00
Insurance	405.00	450.00 computer added
Audit	450.00	400.00
Freight, Postage, Misc.	<u>1,750.00</u>	<u>1,750.00</u>
	\$130,321.00	\$133,210.00

1987 YEAR END STATISTICAL SYNOPSIS

BROOKS PUBLIC LIBRARY

Population Served

Brooks	9,464
County of Newell	<u>6,143</u>
TOTAL	15,620

Library Memberships

Urban Children	2,315
Urban Adults	4,623
Rural Children	747
Rural Adults	1,728
Non-Residents	<u>9</u>
TOTAL	8,492

1987 - Board Members

Chairman - Elsa Hendricksen
Vice Chairman - Wanda White
Secretary - Beatrice Peterson
Treasurer - Albert Holmes
Council Representatives -
 Heather Miyauchi
 Bob Breakall
County Rep. - Joyce Rose

Circulation 1987

Non-Fiction	19,097
Adult Fiction	25,727
Junvenile Fiction	41,537
Cassettes & Records	7,823
Periodicals	1,061
Talking Books	1,506
Multi Lingual	472
I.L.L.	404
Films	98
Microfilm	10
Videos	<u>27</u>

TOTAL CIRCULATION 97,627

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 material zexoxed materials given to patrons to keep or telephone inquiries.

Library Hours

Monday thru Saturday
 10:00 AM - 5:00 PM
Evenings - Tues, Thurs, Sat
 7:00 - 9:00 PM
Weekly total - 48 hours
Total days open in 1987 - 302

Library Materials

Reference	936
Non Fiction	11,329
Adult Fiction	9,281
Juvenile Fiction	9,362
Large Print	<u>1,065</u>
Book Total	31,973
Historical Photos	613
Microfische	2,500
Films	81
Slides	800
Cassettes	1,062
Periodicals	170
Newspapers	6
Transcripts	68
Microfilm	49
Filmstrips	28
Videos	22
Maps	26
Talking books	154
Records	<u>91</u>
Total Materials	37,643

Childrens Programming

Storytime - 7 Sessions each running

6-7 weeks

199 Children

2 classes each week

Summer Program -

86 children

Class Tours and Stories - 12 sessions

237 children and adults

GOVERNMENT GRANTS

Received by Brooks Public Library
since 1981

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
	1987/88	Recon Project	67,808.00
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
	1987	Summer Funtastic	8,528.00
Canada Manpower Training Program	1981-82	Special employee	<u>6,481.03</u>
		Federal Grant Totals	\$280,421.03

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
	1987	PEP Grant (Anna)	4,278.46
	1987	CRC Grant - Building, Operating, Planning	47,000.00
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 Grant Totals	<u>\$115,795.01</u>
		TOTAL GRANTS	\$396,216.04