

BROOKS MUNICIPAL LIBRARY
MINUTES

JANUARY 28, 1993
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Vice Chairman Ann Harvie, Councillor Ron Remus,
Councillor Glen Lyster, Mary Grimes, Brian Parker,
Elsa Hendricksen, Jack Regehr, and Librarian
Karen Armbruster

ABSENT: Earl Pierson and Joyce Rose

MOTION: MOVED by Ron Remus, seconded by Jack Regehr that
the agenda be adopted as written.
CARRIED

MOTION: MOVED by Brian Parker, seconded by Mary Grimes
that the minutes of the December 15, 1992 regular
meeting be adopted as circulated.
CARRIED

CORRESPONDENCE:

- a) Glenbow Museum will not be charging freight on our 1993 displays because we were billed a year in advance last year. Our next billing will be January 1994.
- b) We have written confirmation from the Royal Bank stating that they will waive all service charges for 1993 and review our non-profit status each year.
- c) We received our first payment of 1993 from the Town and a letter advising us that we will receive a zero percent increase in our operating grant from them for 1993.
- d) We received a \$4,000 grant from Alberta Foundation for the Arts. This money has been placed in a 30 day GIC and can be used for the book security system.
- e) Letter received from Town concerning the insurance update.

MOTION: MOVED by Brian Parker, seconded by Ron Remus that
the Town continue to insure the library and that we
provide the Town with an updated inventory as soon
as possible.

CARRIED

MOTION: MOVED by Brian Parker, seconded by Elsa Hendricksen that we purchase the hardware for the 3M Book Security System with the donated funds we have received to date and purchase the software as the funds become available.

CARRIED

e) Minutes of the Shortgrass Library Board meeting were circulated.

REPORTS:

Financial Report

Minutes of the financial meeting were circulated.

MOTION:

MOVED by Brian Parker, seconded by Jack Regehr acceptance of the financial report and expenses for December, 1992.

CARRIED

Shortgrass Report

There was no report this month.

Librarians Report

K. Armbruster presented a written annual report of her activities and programming statistics for 1992.

NEW BUSINESS:

a) Moving dates and library closure set for March 1 through March 7, 1993. Librarian to arrange volunteer work schedules and co-ordinate move.

b) Revised 1993 budget

MOTION:

MOVED by Brian Parker, seconded by Jack Regehr to accept the revised 1993 budget.

CARRIED

c) Seven letters of application for the library board have been received from Bob Johnston, Kim Miller, Rick Bjordahl, Joel Akin, Laura Fleury, Joan Redelback and Noreen Shepard. Two positions are open. A vote was taken but due to the absence of Earl Pierson, Joyce Rose and Mary Grimes, Jack Regehr moved to table the decision on the board recommendations to council until next meeting.

CARRIED

NEXT MEETING: February 25, 1993, 6:30 P.M.

ADJOURNMENT:

MOVED by Elsa Hendricksen, seconded by Jack Regehr that the meeting be adjourned at 9:15 P.M.

CARRIED.

FINANCE COMMITTEE MEETING
JANUARY 26, 1993

Held at the Brooks Public Library at 5:00 PM.

Attendance: Earl Pierson, Brian Parker, Joyce Rose, Ann Harvie
and librarian Karen Armbruster.

Topics discussed

- Reviewed December financial statements and year end statements. Recommend approval of expenses of \$30,215.39 for the month of December.
- Reviewed letter from Kevin Bridges concerning insurance policy. Recommend the library continue with current arrangement and send Town an updated inventory as soon as possible.
- Revised the 1993 operating budget to reflect a 0% (zero) increase from the Town for 1993.
- Discussed the funding for the Book security system. Recommend that we purchase the hardware as soon as possible and purchase the strips as we can afford them.

Meeting adjourned at 6:40 PM.

BROOKS MUNICIPAL LIBRARY
MINUTES

FEBRUARY 25, 1993
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Councillor Glen Lyster,
Councillor Ron Remus, Ann Harvie, Brian Parker,
Joyce Rose, Jamie Nesbitt and Librarian Karen
Armbruster

ABSENT: Jack Regehr and Mary Grimes

MOTION: MOVED by Glen Lyster, seconded by Ann Harvie that
the agenda be adopted as written.
CARRIED

MOTION: MOVED by Ron Remus, seconded by Ann Harvie that the
minutes of the January 28, 1993 meeting be amended.
CARRIED

MOTION: MOVED by Ron Remus, seconded by Brian Parker that
the amendment read as follows, "a vote was taken".
CARRIED

BUSINESS ARISING FROM MINUTES:

MOTION: MOVED by Glen Lyster, seconded by Ron Remus that
the Board appointment recommendations be taken
off the table.
CARRIED

MOTION: MOVED by Brian Parker, seconded by Ann Harvie that
the Board recommend the names of Kim Miller and
Joel Akin to Council.
CARRIED

CORRESPONDENCE:

- a) A letter from Mayor Franklin informing the
Board that the Grand Opening of the new library
will be held Thursday evening, June 24,
7 P.M.

REPORTS:

Financial Report
MOTION: MOVED by Brian Parker, seconded by Ann Harvie
acceptance of the financial report and expenses for
January 1993.
CARRIED

Librarian's Report

A report was given on the final plans for the move on March 1st through 7th. The organization of volunteers and staff has been coordinated and everything is a go!

Shortgrass Report

An oral report was given by Jamie Nesbitt.

NEW BUSINESS:

a) Jasper Convention, April 29 -May 2 1993

MOTION:

MOVED by Glen Lyster, seconded by Brian Parker that up to three members be allowed to attend as well as our Librarian.

CARRIED

b) 1992 Christmas Party

The Christmas Party is scheduled for March 24, 7 P.M. Brian Parker, Glen Lyster and Ann Harvie are on the entertainment committee.

NEXT MEETING: March 25, 6:30 P.M. _____

MOTION:

MOVED by Glen Lyster, seconded by Ann Harvie that the meeting be adjourned at 8:45 P.M.

Glen Lyster

FINANCE COMMITTEE MEETING
FEBRUARY 23, 1993

Held at the Brooks Public Library at 5:00 PM.

Attendance: Brian Parker, Joyce Rose, Earl Pierson and
Librarian Karen Armbruster

Topics discussed:

- Reviewed January financial statements and synoptic journal. Books are still at the auditors and should be completed in a week. T4's finished and distributed.

- Discussed a suggestion brought forward by Councillor Nesbitt. He suggested that the library board not pay Shortgrass for the residents of Wards 5 & 10 and retain that money to meet local library expenses. Because of the long standing written agreements between the County, the Library and Shortgrass, the committee felt that it would not be appropriate to renege on the payments. It could cause hard feelings with County residents and monetary loss for the library.

- Discussed grant applications. No word has been received.

Meeting adjourned at 6:30 PM.

BROOKS MUNICIPAL LIBRARY
MINUTES
MARCH 25, 1993
REGULAR MEETING, TIME 6:30 P.M.

- PRESENT: Chairman Earl Pierson, Councillor Glen Lyster, Councillor Ron Remus, Ann Harvie, Kim Miller, Joel Akin, Brian Parker, Joyce Rose and Librarian Karen Armbruster
- ABSENT: Jack Regehr and Mary Grimes
- NOTE: A cordial welcome was extended to the two new board members, Joel Akin and Kim Miller, by Chairman Earl Pierson.
- MOTION: MOVED by Ann Harvie, seconded by Ron Remus that the agenda be adopted as written.
CARRIED
- MOTION: MOVED by Brian Parker, seconded by Ann Harvie that the minutes of the February 25, 1993 meeting be accepted as written.
CARRIED

BUSINESS ARISING FROM MINUTES:

- a) The Grand Opening was discussed, the invitation list and the history of the library were reviewed.
- b) Jasper convention April 28 - May 2. Delegates still undecided, will phone librarian in next few days so registration can be sent in. April meeting date set for week prior to convention, April 22, 6:30. Finance Committee meeting set for April 20, 5 P.M.

CORRESPONDENCE:

- a) There will be a spring workshop for librarians on April 19, at Shortgrass Headquarters. Rowena Lunn, director of Marigold will speak on Collection Development and someone from the Science Alberta Foundation will speak on science programming.
- b) Letter from Alberta Justice re: young offender and remuneration for broken windows. Letter to be forwarded to the Town.
- c) Acknowledgement of grant application received from Bronfman Foundation.

REPORTS:

Financial Report

MOTION: MOVED by Brian Parker, seconded by Glen Lyster acceptance of the financial report and expenses for February, 1993.

CARRIED

MOTION: MOVED by Ann Harvie, seconded by Glen Lyster acceptance of the annual audited financial statement prepared by John Sitch.

CARRIED

NOTE: A recommendation was made by Glen Lyster that a list of payables and receivables be shown on our next year's report.

Librarian's Report

- New building - Most of the work on the building has been completed. Remaining: outside stucco and painting, emergency bar on rear exit, lock on cash drawer, repair on wallpaper patch job, soap dispensers in washrooms, signage, outdoor patio.
- A group of seniors has volunteered to help put security tapes on the library materials. They come two mornings a week.
- A special Easter week Family Night will be held on Friday, April 16 at 7 P.M.

NEW BUSINESS:

Kim Miller volunteered to look into the discrepancy on our moving bill from MacCosham's.

NEXT MEETING: April 22, 1993, 6:30 P.M.

MOTION: MOVED by Joel Akin, seconded by Ann Harvie that the meeting be adjourned at 8:45 P.M.

CARRIED



FINANCE COMMITTEE MEETING
MARCH 23, 1993

Held at the Brooks Public Library at 5:00 P.M.

Attendance: Earl Pierson, Brian Parker, Joyce Rose, Ann Harvie
and librarian Karen Armbruster

Topics discussed:

- Reviewed February financial statements and cheques. Recommend approval of expenses of \$7710.43 for the month of February.
- Reviewed the audited statement for 1992 which was just received from John Sitch. Recommend approval of this report.
- Reviewed and discussed bill from MacCosham's Van Lines re: move to new building. Finance committee feels that action should be taken by the Board concerning the cost. Ann Harvie to draft a letter for discussion at the board meeting.

Meeting adjourned at 6:45 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
APRIL 22, 1993
REGULAR MEETING, TIME 6:38 P.M.

- PRESENT: Chairman Earl Pierson, Ann Harvie, Joel Akin, Kim Miller, Joyce Rose, Jack Regehr, Brian Parker and Librarian Karen Armbruster
- ABSENT: Mary Grimes, Councillor Ron Remus, Councillor Glen Lyster
- MOTION: MOVED by Ann Harvie, seconded by Brian Parker that the agenda be adopted as amended.
CARRIED
- MOTION: MOVED by Ann Harvie, seconded by Joel Akin that the minutes be adopted as written.
CARRIED

BUSINESS ARISING FROM MINUTES:

- a) MacCosham's bill was discussed. Partial payment of \$2,172.95 has been paid. The Board decided to wait until hearing from MacCosham's again before anything more is done.
- b) Ann Harvie, Sharon Wilson and Karen Armbruster will be attending the Jasper Conference on behalf of the staff and Board.

CORRESPONDENCE:

- a) A letter from Gordon Poultney of MacCosham's was received and discussed in business arising from the minutes.

REPORTS:

- Financial Report
- MOTION: MOVED by Brian Parker, seconded by Ann Harvie acceptance of the financial report and expenses for March, 1993 of \$33,886.22.
CARRIED

Librarian's Report

- Monthly circulation statistics for March are up 25% from February. Many positive comments about the new building.
- The Town crew has begun ground work on the new patio and promises to have it completed by the Grand Opening.
- Our first Family Fun Night in the new building was held on April 16. "Spoof" the Magical Clown

was here. We anticipated 40 to 50 people, 120 people attended. We had to move out of the meeting room and into the main library area. Even though there was a shortage of chairs, everyone enjoyed the evening.

- We are conducting 4 to 8 class tours a week. Students and teachers are excited and pleased with the new facilities.

NEW BUSINESS:

Extended library hours - as a result of the statistics kept for the months of March and April, the Board discussed the viability of keeping the library open during the supper hours on Tuesdays, Thursdays and Saturdays for a trial period.

MOTION:

MOVED by Jack Regehr, seconded by Ann Harvie we go ahead with the extra hours of opening for the months of May - August and assess the statistics in September.

CARRIED

NOTE:

Librarian to place ad in the Brook Bulletin concerning extended hours, keep statistical records on number of patrons using library between 5 -7 P.M. and rework staffing schedule to minimize any extra staff hours.

Brian Parker advised the Board that one person from "Support for Independence" a provincial work project, may be available for a 6 month period to help out in the Library and also to coordinate the up coming Needs Assessment Survey which is required by the provincial government this year.

NOTE:

Librarian asked to write proposal and submit to Mr. Parker's office.

Mary Grimes has missed three consecutive meetings without informing the board. Chairman Earl Pierson offered to get in touch with Mary to see if she wished to continue as a board member.

Jack Regehr resigned as chairman of the finance committee due to other commitments.

NEXT MEETING: May 27, 1993, 6:30 P.M.

MOTION:

MOVED by Joel Akin, seconded by Kim Miller that the meeting be adjourned at 7:45 P.M.

CARRIED



FINANCE COMMITTEE MEETING
APRIL 20. 1993

Held at the Brooks Public Library at 5:00 P. M.

Attendance : Earl Pierson, Brian Parker, Joyce Rose and
librarian Karen Armbruster

Topics discussed:

- Reviewed March financial statements. Recommend approval of expenses of \$33,886.22 for the month of March.
- Discussed recent letter received from Gordon Poultney of MacCosham's re: Ann Harvie's letter and our cheque for \$2,172.95. To be presented to the Board.
- Reviewed the statistics kept for the month on the patron activity during opening and closing hours.

	Mar 29 - Apr 3,	Apr 5 - 10,	Apr 12 - 17,	Apr 19 - 23
10 -10:30 AM	52	20	65	101+
10:30 -11 AM	56	27	79	24+
closing 5 PM	62	51	19	58+
8 - 8:30 PM	104	50	76	21+
8:30 - 9 PM	56	26	34	15+
closing 9 PM	21	14	10	0+

This denotes patrons using library and not how many books and materials were checked out by those patrons. The + denotes the fact that there are still 2 days to add to this weekly figure.

- Meeting adjourned at 5:55 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES

MAY 27, 1993
REGULAR MEETING TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Councillor Ron Remus,
Councillor Glen Lyster, Ann Harvie, Joel Akin,
Jack Regehr, Joyce Rose, Jamie Nesbitt, and
Librarian Karen Armbruster

ABSENT: Brian Parker, Mary Grimes and Kim Miller

MOTION: MOVED by J. Regehr, seconded by J. Akin agenda
be adopted as amended.

CARRIED

MOTION: MOVED by J. Regehr, seconded by A. Harvie that
the minutes of the April 22, 1993 meeting be
adopted as written.

CARRIED

BUSINESS ARISING:

- a) Additional billing from MacCosham's has not been received to date. A decision was made by the Board to wait for communication from MacCosham's before any further action is taken.
- b) Jasper Convention - Ann Harvie and Karen Armbruster gave reports on the convention. Topics discussed were:
Creative adapting, promoting goodwill, roll of the trustee, needs assessment, team building, career management. Wormsworth the mascot created by B.C. libraries is for rent to other provinces to promote library activities and awareness.
- c) Extended hours - Statistics are being kept, with good results, 39 to 68 patrons are using the library over the supper hour each week. This is for the first 3 weeks of the trial.
- d) Grand Opening - The council committee has met and the librarian has met with "Winkie" Kimura and the mayor. There will be a slide presentation "History of Brooks", a book draw, and a Strawberry Tea.

- e) Mary Grimes - The board has decided to change the meeting date for the month of June to the third Thursday of the month and to contact those members absent and see if that is an acceptable day for future meetings.

REPORTS:

Shortgrass Report

J. Nesbitt reported on the recent Shortgrass meeting. He also expressed a wish to have the Ward 5 and 10 allocation of \$8118.00, which is sent to Shortgrass on an annual basis, changed to a quarterly payment structure and the fees specifically stated data-communication costs and materials on the Brooks budget. Discussion followed. No action taken at this time.

Financial Report

Financial report given by Earl Pierson. Meeting held prior to Board meeting.

MOTION:

MOVED by J. Regehr, seconded by J. Akin acceptance of financial report and approval of expenses for April of \$11,377.31.

CARRIED

Librarian's Report

- May 19th Family Night featured singer Stewart Duff.
- June 18th Family Night will be a "Polka Dot Party".
- The library will enter a float in the parade again this year. It is good P.R. and the staff is willing to construct it with volunteer time. The theme chosen is from Aladdin "It's a Whole New World".
- County Library Board will have their June meeting in the Brooks library at 5 P.M. Karen will make coffee and conduct tour of the library for the County Board.
- The meeting room is being used for many varied activities, such as literacy tutoring, storytimes, Board and Foundation meetings, school tours, bar-coding work sessions, Family Fun Nights, author talks, etc. In the fall we are planning a series of educational film nights.

NEW BUSINESS:

- Staff
- a) Darlene Forrest has been hired part-time to replace Karene Martin. Shelly Russell is the summer program co-ordinator again this year. Wanda Dickau has been on sick leave.

b) Needs Assessment Survey

A needs assessment questionnaire has been developed by A. Harvie and J. Akin. This assessment is required by the provincial government this year. Monies to staff this project may be available through Social Services.

MOTION:

MOVED by A. Harvie, seconded by R. Remus we go ahead with the needs assessment as soon as possible based on funding.

CARRIED

Glen Lyster volunteered to inquire about other Town Boards that may have up coming surveys to do, so that we could cost share the project.

NEXT MEETING: June 17, 1993, 6:30 P.M.

ADJOURNMENT: MOVED by G. Lyster, seconded by J. Akin that the meeting be adjourned at 8:15 P.M.

Car R. Remus

BROOKS MUNICIPAL LIBRARY
MINUTES
JUNE 17, 1993
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Councillor Ron Remus,
Councillor Glen Lyster, Brian Parker, Joel
Akin, Kim Miller, Mary Grimes, Joyce Rose and
Librarian Karen Armbruster.

ABSENT: Jack Regehr and Ann Harvie

MOTION: MOVED by Kim Miller, seconded by Joel Akin that
the agenda be adopted as amended.
CARRIED

MOTION: MOVED by Ron Remus, seconded by Brian Parker that
the minutes of the May 27, 1993 meeting be
adopted as circulated.
CARRIED

BUSINESS ARISING:

- a) In reply to a letter from MacCosham's about
the moving fee, the board advised a well
worded response reaffirming our motion not
to pay the outstanding bill.
- b) Grand Opening update: A series of activities
have been planned by the library for the
entire week including, amnesty days, free
book draws, a family night "Polka Dot Party",
a guest author night and library tours.
The patio is expected to be finished on time
and a picture presentation is to be made
by council.
- c) Board meeting dates have been changed to the
third Thursday of the month. No meetings
will be held during July and August unless
pressing business arises.
- d) We have been assured of funding for our Needs
Assessment survey through the provincial
ESP programme.

CORRESPONDENCE:

- a) We have received partial payment of \$13,000
from the Government of Alberta for our
annual operating grant. No word has been
received as to when we can expect the rest.

- b) 3M has submitted a maintenance agreement for the security system. The annual cost to be \$1200.00. Librarian was advised to check with other libraries as to their security maintenance costs before the board proceeds.
- c) A letter was received from the secretary of the County Library Board requesting a meeting with the Brooks Library Board to discuss sharing resources for a fee.

MOTION:

MOVED by Brian Parker, seconded by Mary Grimes that the librarian write a letter to the secretary of the County Library Board asking her to expand on her request and to set up a meeting for the fall. A copy of the letter to be sent to the Town as well.

CARRIED

REPORTS:

Financial Report

Minutes of the June 15 financial meeting were circulated.

MOTION:

MOVED by Brian Parker, seconded by Kim Miller acceptance of the financial report and approval of the expenses of \$26,853.01 for the month of May 1993.

CARRIED

Librarian's Report

- There will be staff changes this summer because three of the part-time staff will be leaving. Keith Aasen graduates and will be going to U of C in September, Sandra Regnier will be moving to Camrose with her husband and family in August and Darlene Forrest is quitting to be with her family.
- The library float in the parade this year had an "Aladdin" theme. We received a third place ribbon.
- Summer programming is set to begin July 5.

NEW BUSINESS:

The library has been approached by the 1994 Winter Games committee to host some special cultural events in the library during the week of the Games January 24 - 29th. Doris Cairns, culture director for the games, said that there is money for expenses. The library will have to come up with an agenda of events and a budget.

NOTE: A committee volunteered to look into this project over the summer.

Jack Regehr resigned his position as a board member. The family is moving to Magrath.

MOTION: MOVED by Brian Parker, seconded by Kim Miller that the board submit the name of Noreen Shepard to Town Council to fill this vacancy.

CARRIED

NEXT MEETING: September 16, 1993, 6:30 P.M.

ADJOURNMENT: MOVED by Ron Remus, seconded by Glen Lyster the meeting be adjourned at 9:00 P.M.

CARRIED



FINANCE COMMITTEE MEETING
JUNE 15, 1993

Held at the Brooks Public Library at 5:00 P.M.

Attendance: Earl Pierson, Brian Parker, Ann Harvie and
librarian Karen Armbruster

Topics discussed

- Review of May financial statements, synoptic journal and Bedford accounting. Recommend approval of expenses of \$26,853.01 for the month of May 1993.
- Discussed most recent letter from MacCosham's, recommend full board discussion on this matter.
- Discussed 3M maintenance contract for the book security system. Karen to research repair records of other libraries who have the system.
- Discussed patio progress and approximate cost.

Meeting adjourned at 6.00 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
SEPTEMBER 16, 1993
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Ann Harvie, Kim Miller, Mary Grimes, Brian Parker, Joel Akin, Councillor Ron Remus, Councillor Glen Lyster and Librarian Karen Armbruster.

ABSENT: Noreen Shepard and Joyce Rose

NOTE: In the absence of secretary Joyce Rose, Mary Grimes volunteered to take the minutes.

MOTION: MOVED by Ann Harvie, seconded by Glen Lyster that the agenda be adopted as presented.
CARRIED

MOTION: MOVED by Glen Lyster, seconded by Kim Miller that the minutes of the June 17, 1993 meeting be adopted as circulated.
CARRIED

BUSINESS ARISING:

- a) Jean Stewart of the Town of Brooks be notified of the date change.
- b) Ann Harvie still communicating with the collection agency.
- c) County Library Board has requested a date change in the forthcoming joint meeting. November or January shall be suggested.
- d) Karen Davis has resigned from the Needs Assessment Project. Approval has been granted to hire 2 more staff to complete the project on time.

CORRESPONDENCE:

- a) Winter Games - A schedule of events that the library is willing to host has been sent to the Winter Games Committee for funding approval.
- b) Book Security - Librarian asked to write to 3M company to see if a schematic drawing of the system is available.
- c) Bronfmann Grant - Letter received rejecting library application for funding.

MOTION: MOVED by Brain Parker, seconded by Ron Remus that librarian present Bronfmann proposal to interested local service clubs.

CARRIED

ACTION: Letters to be sent to service clubs.

- d) County of Newell - letter affirming scholarship award presented at grand opening.
- e) Sunrise Engineering - Letter recommending shutting the boiler off in the summer months.
- f) Clive Schaupmeyer - Letter of resignation from Library Foundation and solicitation for new members.

NOTE: Jeanne Lutes has consented to run for chairman of the Library Foundation.

REPORTS:

Financial Report

Minutes of the September 14 financial meeting were circulated.

MOTION: MOVED by Brian Parker, seconded by Kim Miller acceptance of the financial reports for June, July, and August and approval of the expenses.

CARRIED

MOTION: MOVED by Mary Grimes, seconded by Kim Miller that Ann Harvie be the 3rd signing authority to replace Jack Regehr.

CARRIED

Financial report of the patio account presented. A balance of 1,367.40 remaining with underground sprinkling and table canopy yet to be completed.

ACTION: Thank you note to be sent to Terry Welsh and crew for all of the work done on the patio and the grounds.

Librarians Report

- Two thirds of provincial and county grants have not been received to date.
- 5 to 7 p.m. opening continues to be busy and is being monitored by staff.
- Fall programming has begun with pre-school storytimes, class tours and an adult film series on the topic of "Coping".

- Circulation figures continue to rise. We are presently 13,000 circulations above 1992 stats. to date.

NEW BUSINESS

(a) Bylaw changes

MOTION : MOVED by Joel Akin, seconded by Ann Harvie that bylaw 5 (4) and 6 (2) be changed to read as follows:

5 (4) - "16MM films, software and videos shall be loaned for a period of seven (7) days."

6 (2) - A fine of one dollar (\$1.00) per day be charged on each 16MM film, computer software or video kept in excess of seven (7) days without renewal. Twenty dollars (\$20.00) shall be the maximum fine on each of these overdue items.

CARRIED

(b) Hours of opening

MOTION: MOVED by Ron Remus, seconded by Kim Miller that the library continue to remain open from 5 to 7 P.M. until April 30, 1994 (one full year) and that the staff continue to keep statistics on the number of patrons using the facility during those hours.

CARRIED

NEXT MEETING:

October 21, 1993, 6:30 P.M.

Finance committee meeting October 19, 1993, 5:00 P.M.

ADJOURNMENT:

MOVED by Brian Parker, seconded by Glen Lyster meeting be adjourned at 8:47 P.M.

CARRIED



FINANCE COMMITTEE MEETING
SEPTEMBER 13, 1993

Held at the Brooks Public Library at 5:00 P.M.

Attendance: Earl Pierson, Brian Parker, Ann Harvie and
librarian Karen Armbruster

Topics discussed

- Review of June, July and August financial statements, synoptic journal and Bedford accounting. Recommend approval of the following expenses: June - \$10,325.54, July - \$9,291.83, August - \$28,194.00.
- Need for third signing authority to replace Dr. Regehr. Usually this is the board secretary but because she lives out of town this is inconvenient for her.
- August overdraft - late provincial and county payments.

BROOKS MUNICIPAL LIBRARY
MINUTES
OCTOBER 21, 1993
REGULAR MEETING, TIME 6:30

PRESENT: Chairman Earl Pierson, Ann Harvie, Kim Miller, Brian Parker, Joel Akin, Noreen Shepard, Councillor Diane Murray, Mary Grimes (acting secretary) and librarian Karen Armbruster.

ABSENT: Joyce Rose and Councillor Jamie Nesbitt

The meeting was called to order at 6:40 P.M. Earl Pierson welcomed our new board members, Noreen Shepard and Diane Murray.

MOTION: MOVED by Diane Murray, seconded by Joel Akin that the agenda be approved with the addition of a Shortgrass report.

CARRIED

MOTION: MOVED by Brian Parker, seconded by Ann Harvie that the minutes of the September 16, 1993 meeting be adopted as circulated.

CARRIED

BUSINESS ARISING:

- a) There has been no further communication on the moving expense.
- b) 3M has been approached for the schematic drawings of the security gates. They are considering our request.
- c) Letters have been sent to the local service clubs regarding the storytelling festival. No replies have been received to date.

CORRESPONDENCE:

- a) Brooks and District Awareness of the Disabled Committee have raised funds totalling \$569.35 for the purchase of books about disabilities. These will be presented to the library when they arrive.
- b) Town of Brooks has approved the by-law change.
- c) A copy of the Shortgrass, Marigold, Peace resource sharing agreement was circulated.
- d) A letter from Shortgrass outlining the 1994 datacommunications and Dynix maintenance cost sharing ratios was read.

- e) An invitation was received to attend the Medicine Hat Public Library grand opening on October 31, 1993 between 2 - 4 P.M.

REPORTS:

Shortgrass Report

Diane Murray reported on the October Shortgrass Board meeting held at headquarters. Most of the discussion was about the 1994 budget. Items of direct interest to Brooks include:

- 1) Shortgrass will not pay the fax line charges for the Brooks Library in 1994. These amount to approximately \$360.00 per year.
- 2) There may be an increase in non-resident fees in 1994.
- 3) Province to decrease annual Library grants by 3.8%
- 4) Fund Raising possibilities - auction of goods and services, garage sale, dinner.
- 5) Mileage rate decrease from 27 to 20 cents per km.
- 6) Shortgrass may eliminate 1 - 1/2 time office clerical position.

Financial Report

Minutes of the October 19 financial meeting were circulated.

MOTION:

MOVED by Brian Parker, seconded by Kim Miller approval of expenditures of \$10,451.48 for the month of September.

NOTE:

Budget discussion followed. Librarian to contact provincial libraries branch about reduction in 1994 operating grant. Earl Pierson to meet with corporate services committee on November 4 to discuss 1994 library budget planning.

Librarian's Report

- Final 1993 provincial and county grant payments still not received.
- Tuesday night film series is well attended.
- Needs Assessment is 50% completed. Good response from both users and non-users.

NEW BUSINESS

- (a) Author Frank O'Keefe to present a reading on November 2, 10:30 A.M. in the library. He writes humorous fiction for young adults and has won several Canadian awards. This performance is open to the public.

- (b) Library Foundation will be holding their Annual General Meeting on November 22, 1993 in the Library.
- (c) The annual Christmas potluck will be held on Monday, January 10 in the Board Room of the Library. This party will include board members, staff, Foundation members and spouses.

NEXT MEETING:

November 18, 1993, 6:30 P.M.
Finance committee meeting November 16, 1993, 5:00 P.M.

ADJOURNMENT:

MOVED by Ann Harvie, seconded by Joel Akin meeting adjourned at 7:54 P.M.

Joel Akin

FINANCE COMMITTEE MEETING
OCTOBER 19, 1993

Held at the Brooks Public Library at 5:00 P.M.

Attendance: Earl Pierson, Brian Parker, Ann Harvie and
librarian Karen Armbruster

Absent: Joyce Rose

Topics discussed

- Review of September financial statements, synoptic journal and Bedford accounting. Recommend approval of expenses of \$10,451.48 for the month of September.
- Discussed news release from Alberta Community Development department concerning the potential 3.8% reduction in provincial library operating grants for 1994.
- Preliminary discussions concerning 1994 budget followed. The concensus of opinion was that the committee must find out what funding will remain intact and what will be cut before a budget can be drafted and presented to the Board.

Meeting adjourned at 7:00 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
NOVEMBER 18, 1993
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Kim Miller, Joel Akin, Noreen Shepard, Ann Harvie, Joyce Rose, Brian Parker, Councillor Diane Murray, Councillor Jamie Nesbitt and Librarian Karen Armbruster.

ABSENT: Mary Grimes

The meeting was called to order at 6:35 P.M. Earl Pierson welcomed our new council rep., Jamie Nesbitt.

MOTION: MOVED by Diane Murray, seconded by Ann Harvie that the agenda be approved as written.
CARRIED

MOTION: MOVED by Diane Murray, seconded by Joel Akin that the minutes of the October 21 meeting be adopted as circulated.
CARRIED

BUSINESS ARISING:

- a) Corporate Services meeting attended by Earl Pierson. Conclusions: 5% budget cut, no other funding available from Town in 1994.
- b) Other Budget Cuts for 1994: Provincial Grant 3.8%, County Grant 3.8%.
- c) There has been no further communication with McCoshams.
- d) There has been no reply from 3M to date and no reply from any service clubs regarding the storytelling festival.

CORRESPONDENCE:

- a) Invitation received from Manager and staff of Corcan (supplier of library lounge chairs) for an afternoon of holiday cheer, December 3 at Corcan office in Calgary.
- b) Town of Brooks re: Winter Games Special Project The library budget of \$500 has been approved.
- c) Alberta Library Assn. re: Freedom to Read week. February 28 - March 7, 1994 has been declared Freedom to Read week. The library has been asked to participate in some way.

- d) A donation of 2 Alberta history books has been received from Canadian Western Natural Gas.

REPORTS:

Shortgrass Report

Diane Murray reported on the November Shortgrass Board meeting held at headquarters. The 1994 budget was the main topic of the meeting.

- 1) Shortgrass will no longer be paying for the barcodes, freight of materials or the fax line.
- 2) Non-resident fees will be increased in 1994 to \$45.00 a single membership and \$60.00 per family per year.
- 3) The literacy coding service has been discontinued.
- 4) Shortgrass budget will reflect a 5% decrease in the provincial grant.
- 5) Redcliff will be instituting a membership card fee in 1994, \$5.00 - adults, \$2.50 - teens and children free.

Financial Report

Minutes of the November 9 & 16 financial meetings were circulated.

MOTION:

MOVED by Brian Parker, seconded by Kim Miller approval of expenditures of \$14,399.48 for the month of October.

CARRIED

NOTE:

Budget discussion followed. Possibilities of ways to maintain quality of service and generate additional income.

- 1) introduce some type of user fee
- 2) charge for all public use photocopying
- 3) increase lamination fees
- 4) charge full price on all lost or damaged materials
- 5) increase overdue fines to \$.20 per day
- 6) host a garage sale, carnival or raffle

Wages for library staff were discussed. The board members felt staff wages were not adequate compared with other libraries, schools or town employees and may be the reason for the big turn over in staff. A recommendation was made for a three year plan to increase the wages for the staff by \$.25 per hour per calendar quarter for a total of \$1.00 per hour per year, and an increase of \$1.00 per hour for the Librarian per year.

Budget to be discussed further, approved or changed under new business.

Librarian's Report

- Film series - 49 adults attended
- Irish author, Frank Okeeffe, gave a lively presentation to 60 children and adults.
- Christmas storytime session has begun
- Many new "bestsellers" are in the library for Christmas reading.
- The theme for the Summer Reading program in 1994 will be "Reading Rodeo". The program is being developed by the Chinook Arch System.
- Bow Island library sponsored a Casino at Medicine Hat Lodge as a money raiser. It is not known how profitable it was at this time.
- The library will be involved in hosting activities in the library during the Winter Games.
- The Needs Assessment is complete and is now being tabulated. A total of 657 people participated, 212 - non-users, 400 - users and 45 non-residents.
- The annual general Library Foundation meeting will be held November 22 in the library at 7 P.M. Everyone is welcome. The audited statement will be presented.

NEW BUSINESS:

- A) The 1994 proposed budget was presented by Ann Harvey of the finance committee for discussion, changes or approval. She went through each item of the budget with ample time for questions and suggestions.

MOTION:

MOVED by Brian Parker, seconded by Joel Akin that the board accept the proposed 1994 budget and present it to the Town of Brooks.

CARRIED

- B) Christmas party for the Library Foundation, Library Board and staff has been changed to February 14, 1994.

NEXT MEETING:

January 20, 1994, 6:30 P.M.
Finance committee meeting January 18, 5 P.M.

ADJOURNMENT:

MOVED by Diane Murray, seconded by Brian Parker meeting adjourned at 8:35 P.M.

CARRIED

Brian Parker
w-chairing

SPECIAL FINANCE COMMITTEE MEETING

NOVEMBER 9, 1993

Held at Brooks Public Library at 5:00 P.M.

Attendance : Earl Pierson, Brian Parker, Ann Harvie and
librarian Karen Armbruster

Topic discussed:

- 1994 Budget!
- Ways and means of increasing income to meet the cuts in funding.
- Staff wages - to get salary grids and pay scales of other area employers for comparison.
- Earl to meet with Corporate Services committee
- Committee to review and work on budget plan for next meeting.

FINANCE COMMITTEE MEETING

NOVEMBER 16, 1993

Held at Brooks Public Library at 5:00 P.M.

Attendance : Earl Pierson, Brian Parker, Ann Harvie and
librarian Karen Armbruster

Topics discussed:

- Review of October financial statements, synoptic journal and Bedford accounting. Recommend approval of expenses of \$14,933.48 for the month of October 1993.
- Discussed closure of patio account. Librarian met with Mayor Franklin to present an up to date accounting of patio expenses of \$10,939.93. The mayor approved the expenditure of the remaining funds of 1,367.40 on an encyclopedia set and the closure of the account.
- Furnishing Account
Quotes have been coming in for the new photocopier, but it has not been purchased to date because there is a lead on a very good used one. If this does not materialize, the finance committee recommends purchasing the photocopier by the end of the year to close out the furniture account.
- Proposed 1994 budget finalized for presentation to board.

Meeting adjourned at 8:10 P.M.

PROPOSED BUDGET 1994

RECEIPTS

	Jan.1, 1993 to Oct.31	Projected Year End	Proposed 1994
Grants			
Town of Brooks	\$83,430.00	\$83,430.00	\$79,260.00 *1
Province of AB	27,068.00	40,600.00	39,000.00 *2
Newell County	9,088.33	13,025.00	12,500.00 *3
Interest Income	611.49	675.00	500.00
Fines, book sales	11,397.48	13,000.00	15,000.00 *4
Service fees			1,000.00 *5
Donations			
Book Security	11,503.42	11,503.42	0
Burglar System	1,542.82	1,542.82	0
General public	1,100.00	1,100.00	1,100.00
Voluntary card fee			1,500.00 *6
GST Recovery	2,681.39	2,681.39	1,800.00
Used Furn. Sales	805.00	805.00	250.00
Rural Memberships	1,680.00	1,700.00	1,400.00
TOTAL RECEIPTS	<u>\$150,907.93</u>	<u>\$170,062.63</u>	<u>\$153,310.00</u>

1. 5% decrease in Town Grant
2. 3.8% decrease in Provincial Grant
3. 3.8% decrease in Newell County Grant
4. Fines will be raised from 15 cents per book per day to 20 cents per book per day. Maximum of \$7.00 per book.
5. Laminating fees to be raised to \$1.00 set up and staff time plus 25 cents per linear inch ie(18"x24" poster will cost \$5.50).
Photocopy fees of 25 cents to be charged on all photocopying.
6. Voluntary card donation envelopes to be given to all adult patrons.

EXPENSES

	Jan. 1, 1993 to Oct. 31	Projected Year End	Proposed 1994
Shortgrass			
Brooks	\$29,713.95	\$29,713.95	\$29,715.00
Dynix main.			
Data-comm.	8,118.00	8,118.00	5,500.00 *1
Wages, Salaries	\$66,856.54	\$80,648.00	\$86,065.00 *2
Benefits	10,076.24	11,770.00	13,700.00
Materials			
Books, etc.	4,568.17	5,000.00	3,500.00
Special Coll.	0	1,367.40	0
Library Supplies	2,553.02	2,553.02	2,750.00
Programming	2,352.03	2,800.00	2,200.00 *3
Maintenance			
Copier & Computer	2,844.64	3,000.00	2,000.00 *4
Repairs & Main.	391.18	400.00	400.00
Bookbinding	847.08	1,200.00	1,200.00
Administration			
Conf. & travel	2,461.73	2,500.00	2,000.00 *5
Security monitor	376.64	376.74	400.00
Bank Charges	8.90	20.00	20.00
Pub. & Advertising	914.05	1,000.00	1,000.00
Telephone	913.96	1,200.00	1,200.00
Audit	599.20	599.20	600.00
Freight & Postage	737.48	750.00	500.00 *6
Prof. Memb.			60.00
Misc.	20.01	150.00	500.00
MacCoshams	2,172.95	2,172.95	
Book Security	16,551.81	16,551.81	
Patio Expense	10,939.93	10,939.93	
Furn. & Equip.	6,698.22	10,000.00	
	<u>\$170,715.73</u>	<u>\$192,831.00</u>	<u>\$153,310.00</u>

1. Cut \$2,600

The library will retain the additional book funding that has been sent to Shortgrass in the past. This will be a saving of approximately \$2,600.

2. Increase \$5,417

After studying the local market standard for wages of comparable occupations, it is the desire of the finance committee to increase library wages over the next three years to meet those standards. This will be done gradually and as funds can be raised to do so. Increase for 1994, \$5,417.

3. Cut \$600

The library programs will all be looked at closely and some form of user pay will be initiated to some programs to produce a savings of \$600.

4. Cut \$1000

Charging for each copy, having a machine that automatically selects the correct paper size and having a lower per copy maintenance charge and lower service contract cost.

5. Cut \$500

Travel mileage rate will be reduced from .27 to .20 per kilometer. Conference attendance will be limited to 2 delegates at full coverage or more at partial coverage.

6. Cut \$250

Freight charges will decrease in 1994 by the fact that no major furnishing or equipment purchases are planned.