

BROOKS MUNICIPAL LIBRARY
MINUTES
JANUARY 20, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Mary Grimes, Kim Miller, Ann Harvie, Joel Akin,
Councillor Diane Murray, Councillor Jamie
Nesbitt and Librarian Karen Armbruster.

ABSENT: Earl Pierson, Brian Parker, Noreen Shepard and
Joyce Rose

The meeting was called to order at 6:40 P.M. by
Vice Chairman Ann Harvie.

MOTION: MOVED by Joel Akin, seconded by Jamie Nesbitt that
the agenda be approved as written.

CARRIED

MOTION: MOVED by Jamie Nesbitt, seconded by Joel Akin that
the minutes of the November 18 and January 4 -
special meeting, be adopted as circulated.

CARRIED

BUSINESS ARISING:

- a) Budget - The 1994 proposed library budget
has been approved by Council.
- b) Winter Games - All library activities have
been confirmed.
Thursday, 7 P.M. - "Spoof" the Magical Clown
Friday, 7 P.M. - Jim Beardsley and Friend
Saturday, 2 P.M. - Dr. Phillip Currie and Renie
Gross, "A Dinosaur Afternoon".
Ads have been given to radio station,
newspaper, and the recreation centre staff.
- c) Raffle - No reply has been received from the
Alberta Gaming Commission.

CORRESPONDENCE:

- a) 1994 "Freedom to Read" week will be Feb.28 -
Mar. 7. The library will send for a
promotional kit and plan to be a part of
this special week.
- b) International Year of the Family 1994.
Librarian will contact Jan Williams to see
what is being planned for this area. Library
to assist with programming if possible and
wanted by the committee.

REPORTS:

Shortgrass Report

Diane Murray reported on the January Shortgrass Board meeting held at headquarters on January 20, at 10 A.M.

- 1) Marie M. from the Libraries Branch was there to update the Board on Provincial issues.
 - a) the libraries branch will remain a separate entity for the present.
 - b) library grants will remain intact for 1994
 - c) The Strategic Planning Task Force will continue with regional meetings and information gathering. Future plans may include revision of the Libraries Act.
 - d) Municipal Grants (as they are now known) will end in 1997. There may be funding for municipalities under 10,000 population.
 - e) There will no longer be any ministerial appointments to boards.
 - f) Networking and resource sharing still a priority with the branch. Northern libraries becoming linked by Internet.

Finance Report

Minutes of the January 18 financial meeting were circulated.

MOTION:

MOVED by Kim Miller, seconded by Jamie Nesbitt approval of expenditures of \$7,354.61 for the month of November and \$13,893.95 for the month of December 1993.

CARRIED

The financial books have been sent to the auditors.

Director Colleen Swift has sent letters to all rural patrons advising them of the 1994 membership increase. Karen has also phoned all of the Brooks non-resident patrons. There have been very few complaints about the increase.

Librarian's Report

Circulation statistics for 1993 are 145,743. This is an increase of 13,373 over 1992 or approximately 1,115 more circulations per month.

Interlibrary loan stats are also up, 7069 items have been circulated in Brooks (4009 have been loaned to other libraries and 3060 have been borrowed from other libraries).

Current membership count for 1993:
Brooks residents - 4875
Wards 5 & 10 - 441
Brooks Nonresidents - 431
Total library membership - 5747

Our annual inventory is completed
Total 48,085 in library
Missing inventory 142
This is a 60% drop in our missing inventory over
the ten year average of 300 per year. The
security system has been in place 8 months.

Donations received in January totalled \$1460.
Scammell - \$200.00 Legion - \$500.00
Membership cards - \$760.00. People have not
complained to staff about increased fines,
lamination or volunteer card fees. One complaint
about photocopy fee for reference material.

Needs Assessment committee will come up with
recommendations for Board's long range planning.

NEW BUSINESS:

- A) Mary Grimes appointed to temporarily replace
Joyce Rose as secretary for the time that
Joyce is away on holiday.

NEXT MEETING: February 17, 1994, 6:30 P.M.

ADJOURNMENT: MOVED by Jamie Nesbitt, seconded by Diane Murray
meeting adjourned at 8:00 P.M.

Earl R. P.
Dm V

FINANCE COMMITTEE MEETING
JANUARY 18, 1994

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 November and December financial statements and Bedford accounting. Recommend approval of expenses of \$7,354.61 for November and \$13,893.95 for the month of December.
- All financial books sent to auditors.
- Discussed Alberta Gov't. 1992 Statistic report.
- Discussed Shortgrass cutbacks specific to Brooks. The only one that singles out Brooks is the \$360.00 per year fax line charges. Shortgrass never paid monthly line charges for the other libraries. All other down loading is universal. Every library will now pay for barcode labels, freight on books ordered, have reduced travel mileage rate, fewer workshops, no literacy assessment and share in Dynix maintenance costs on a per capita basis.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 4, 1994
SPECIAL MEETING, TIME 5:00 P.M.

PRESENT: Chairman Earl Pierson, Ann Harvie, Kim Miller,
Brian Parker, Noreen Shepard, Mary Grimes, and
librarian Karen Armbruster.

ABSENT: Joel Akin and Councillors Diane Murray and
Jamie Nesbitt.

The meeting was called to order at 5:12 P.M.
by Vice Chairman Ann Harvie. The purpose of
the special meeting was to radify the application
for a raffle licence.

MOTION: MOVED BY Mary Grimes, seconded by Noreen Shepard
that the library hold a raffle in 1994 and that
librarian Karen Armbruster apply for a raffle
licence. Discussion followed.

MOTION CARRIED

ADJOURNMENT: MOVED by Brian Parker, seconded by Kim Miller
meeting adjourned at 5:40 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
FEBRUARY 17, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Councillor Diane Murray, Noreen Shepherd, Ann Harvie, Brian Parker, Kim Miller, Councillor Jamie Nesbitt, Mary Grimes, and Librarian Karen Armbruster.

ABSENT: Joyce Rose and Joel Akin

The meeting was called to order at 6:35 P.M.

MOTION: MOVED by Diane Murray, seconded by Brian Parker that the agenda be approved as circulated.
CARRIED

MOTION: MOVED by Brian Parker, seconded by Diane Murray that the minutes of the January 20, 1994 meeting be adopted as circulated.
CARRIED

BUSINESS ARISING:

- a) Winter Games - The entertainment in the library was a great success. 125 people turned out for "Spoof" the clown on Thursday evening, 75 people turned out for "Beardsley and Friend" on Friday evening and 42 people turned out for the Dinosaur afternoon on Saturday. All the comments we have received have been very positive. There were some out of town people in the audience each day.
- b) Raffle - The library application was refused because we receive some of our funding from the municipality, however, we submitted another application from the Library Foundation and it has been approved. Tickets will be available for sale tomorrow at \$2.00 each. The board can pick up their books of tickets from either Kim Miller, raffle chairman or the library.
- c) Year of the Family - An information packet has been received. Several workshops have been planned throughout the province for 1994.

CORRESPONDENCE:

- a) Letters from the Town - reappointment of Earl Pierson and Brian Parker for another term.
- b) Workshop Information - Earl Pierson has consented to attend a Library Board Chairman's workshop in Calgary on February 26 at the Calgary Public Library.
- c) Information has been received about the Jasper Library Conference, April 28 - May 2. The budget has approved funds for 1 board member and 1 staff member to attend.

REPORTS:

Shortgrass - Nothing to report this month.

Financial Report

Minutes of the February 15 financial meeting were circulated.

MOTION:

MOVED by Brian Parker, seconded by Kim Miller approval of expenditures of \$8,418.23 for the month of January.

CARRIED

MOTION:

MOVED by Brian Parker, seconded by Kim Miller that the library declare Amnesty (no fines) from March 14 - 26 to get long overdue materials back.

CARRIED

Librarian's Report

- The final draft of the Needs Assessment Report has been completed and is ready to send to the Libraries Branch of Community Development.
- The date for the Christmas Party came and went with no interest shown, so it was cancelled.
- Librarian to reserve two rooms at Jasper for the conference. Anyone interested in attending please notify librarian.
- Rotary Club - Librarian talked to Rotary Club about possible sponsorship of a storytelling festival. This would be a fund raiser for the club.

NEW BUSINESS:

a) Needs Assessment Summary - Ann Harvie

MOTION:

MOVED by Ann Harvie, seconded by Jamie Nesbitt that the Needs Assessment Report be sent to Edmonton.

CARRIED

b) Audited Statement for 1993 - A draft copy has been received. The board examined the draft. The final copy should be ready within a week.

NEXT MEETING :

March 17, 1994, 6:30 P.M.

Finance committee meeting March 15, 1994, 5:00 P.M.

ADJOURNMENT:

MOVED by Jamie Nesbitt, seconded by Ann Harvie meeting adjourned at 7:50 P.M.

CARRIED



FINANCE COMMITTEE MEETING
FEBRUARY 15, 1994

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

Attendance: Ann Harvie, Brian Parker and librarian
Karen Armbruster

Absent: Joyce Rose and Earl Pierson

Topics discussed

- Review of January financial statements and Bedford accounting. Recommend approval of expenses of \$8,418.23 for the month of January
- Audit - the audit should be ready for the board meeting on February 17.
- Raffle - approval has been given to the Foundation, a licence number has been received and the order has been placed with the Brooks Bulletin. Hopefully the tickets will be available for distribution at the board meeting.
- Donations for the first two weeks in February total \$747.00.
- The staff has asked that the board consider an Amnesty week in March, to recover long overdue materials, perhaps March 14 - 26.

Meeting adjourned at 5:45 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
MARCH 17, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Ann Harvie, Kim Miller,
Councillor Diane Murray, Noreen Shepherd,
Joel Akin, Mary Grimes, Councillor Jamie Nesbitt,
and Librarian Karen Armbruster

ABSENT: Joyce Rose

The meeting was called to order at 6:35 P.M.

MOTION: MOVED by Diane Murray, seconded by Brian Parker
that the agenda be approved as circulated.
CARRIED

MOTION: MOVED by Jamie Nesbitt, seconded by Kim Miller
that the minutes of the February 17, 1994 meeting
be adopted as circulated.
CARRIED

BUSINESS ARISING:

a) Jasper Conference - Joel Akin volunteered to go.

CORRESPONDENCE:

- a) Alta. Community Development - Library grant to remain intact at \$12M but distributions cause cut to municipal grants of 6% in 1994. No further cuts anticipated for 3 years.
- b) Letter from ASAP committee requesting \$50.00 from each library to help them continue to work on the library strategic planning document. Diane Murray reported that Shortgrass sent \$250.00 on behalf of all of the libraries in the Shortgrass System.
- c) Another letter sent to 3M company requesting troubleshooting manuals for the book security system.
- d) Alta. Govt. Business Plan received and discussed.
- e) Brochures received: Fitness Week, Marigold Newsletter, LAA Newsletter

REPORTS:

Shortgrass

- Shortgrass to do a 3 year business plan
- Colleen Swift and Nanko Dubelboar to meet with Brooks Council on March 21 to discuss rural membership fees and Dynix maintenance costs.

- Dynix to produce an educational video for technical maintenance and up grading. This will eliminate expense of sending technician to workshops and seminars.

- Three new members appointed to the Shortgrass Board to replace retiring members from Foremost, Bow Island and Medicine Hat.

Financial Report

Minutes of the March 15 finance committee meeting were circulated.

MOTION:

MOVED by Ann Harvie, seconded by Brian Parker approval of expenditures of \$8,216.72 for the month of February.

CARRIED

Chairman Earl Pierson stated that he would like to present the audited statement in person to a council meeting. Librarian asked to set up the appointment.

Librarian's Report

- Librarian to be a presenter at the Calgary Young Writer's Workshop on Saturday, March 19.

- Old used and donated books are piling up in the basement. Suggested that the library have a big used book sale in the old library if it is available at no charge for a Sunday afternoon. We could sell raffle tickets and coffee and goodies at the same time.

- The patio fence is getting more wrecked each week by vandals. Suggest that the Bulletin do an article on vandalism with a few pictures of the destruction before it is fixed. Jamie said that was possible. Terry Welsh suggested sensor lights for the patio.

NEW BUSINESS:

- a) Brian Parker informed the Board that he is retiring from his job in a few weeks and he plans to move to Vancouver Island in July. He will stay on the Board until he leaves .

NEXT MEETING:

April 21, 1994, 6:30 P.M.
Finance Committee meeting April 19, 1994, 5:00 P.M.

ADJOURNMENT:

MOVED by Ann Harvie, seconded by Joel Akin
meeting adjourned at 7:30 P.M.

A handwritten signature in blue ink, appearing to read "Dan Vint", with a large flourish extending from the end of the signature.

VICE-CHAIR

FINANCE COMMITTEE MEETING
MARCH 15, 1994

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

Attendance : Ann Harvie, Earl Pierson and librarian
Karen Armbruster

Absent: Joyce Rose and Brian Parker

Topics discussed

- Review of February financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$8,216.92. for the month of February.
- Audited statement reviewed. Auditor's letter received, discussed and all recommendations acted upon.
 1. Manually number deposit slips and enter the total intact and not split up for each revenue type that is included in the deposit.
 2. Enter posting breakdown on the face of the invoice along with your cheque number, date and initials.
 3. Use an accordion type file to hold current year invoices.
 4. The minutes of the regular library board should preferably be signed by two persons to ensure that they are properly reviewed and approved by more than one member.
- Raffle - 100 books of tickets(1/2) are out in the community at present. Would like to get the remaining books out as soon as possible.
- Donations have stopped coming in since the raffle tickets have appeared. We have received only \$4.00 to date this month.

Meeting adjourned at 6:15 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
APRIL 21, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Mary Grimes, Kim Miller, Ann Harvie, Joel Akin,
Councillor Jamie Nesbitt, Noreen Shepherd, Joyce
Rose and Librarian Karen Armbruster.

ABSENT: Earl Pierson, Brian Parker and Diane Murray.

The meeting was called to order at 6:30 P.M.
by Vice Chairman Ann Harvie.

MOTION: MOVED by Mary Grimes, seconded by Noreen Shepherd
that the agenda be approved as written.

CARRIED

MOTION: MOVED by Jamie Nesbitt, seconded by Joel Akin that
the minutes of the March 17 meeting be adopted as
circulated.

CARRIED

BUSINESS ARISING:

- a) 3M - troubleshooting and repair manual has
been received.
- b) Earl Pierson presented the audited statement
to Council at their April 4th meeting.
- c) The Town crew has repaired the patio fence.
- d) Joel Akin from the Board and Wanda Dickau
from the staff will be this year's reps.
at the Jasper Conference.

CORRESPONDENCE:

- a) Letter from the Town asking the library to
develop a 3 year business plan for the years
1995, 1996, 1997. Finance committee has started
working on the plan to be discussed in new
business.
- b) Letter from the Town concerning a library
sign.

NOTE:

- Discussion followed. Librarian instructed to
answer letter.
- c) Letter received from Chamber of Commerce re:
Trade Fair. Smith Funeral Home paid for the
booth fee so that the library can sell raffle
tickets at the Trade Fair.

REPORTS:

Shortgrass Report

There was nothing to report except that the Town has accepted the 1994 Shortgrass Budget.

Finance Report

Minutes of the April 12 and April 19 financial committee meetings were circulated. Discussion followed concerning the 3 Year Business Plan. All board members were invited to help the committee with this plan and to attend the next committee meeting on May 17 at 5 P.M.

MOTION:

MOVED by Noreen Shepherd, seconded by Kim Miller approval of expenditures of \$10,705.94 for the month of March.

CARRIED

Librarian's Report

- Amnesty Days were a success with a number of long overdue books returned. Levi Downey received a prize for returning the longest overdue book (more than 5 years) and Kayleigh Louey received a prize for returning the most overdue books (5).
- The staff ran off a list of everyone that had overdue fines and books still out over \$3.00 per person. The outstanding fines and charges totalled over \$10,000! A concerted effort is being made to collect these books and fines but many people feel that a debt at the library is different than a debt elsewhere and that they are not obligated to pay it.
- Class Tours - The spring tours for school, kindergarten, and nursery are being conducted from now until the end of term. This year we have even had grades 7 and 9 participate.

NEW BUSINESS

- a) Kim Miller has been transferred to Calgary with the Royal Bank so he has tendered his resignation on the library board. The library shall advertise to replace two positions (Brian Parker and Kim Miller).

- b) As part of the 3 Year Planning process, the finance committee has gathered statistics from the Libraries Branch concerning other libraries in the province with a population closest to Brooks. This is to determine how Brooks compares in hours of operation, book stock, circulation, staffing, local appropriations, and total income and expenditures.
- c) Jan Mather, author of the new book "Designing Alberta Gardens" will be at the library on May 4 at 11:00 A.M. to talk about gardening. This program is open to everyone.

NEXT MEETING: May 19, 1994, 6:30 P.M. Finance committee meeting on May 17, 1994 at 5:00 P.M.

ADJOURNMENT: MOVED by Kim Miller, seconded by Joel Akin meeting adjourned at 8:19 P.M.

Jan Mather Vice Chair

Joel Akin

FINANCE COMMITTEE MEETING
APRIL 12, 1994

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

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

Absent: Joyce Rose

Topics discussed

- A letter received by Dr. Pierson and the Library Board from the Town of Brooks requesting a three year business plan (for the years 1995, 1996, 1997) This plan is to outline any changes to service levels or requisitions including any changes that are a result of the Provincial fiscal restraint program.
- The committee decided that immediate action was necessary if a plan was to be in place by September 1 (as requested). Before the next finance meeting, statistics, the present 5 year service plan, previous budgets and other pertinent information will be gathered for review.

Meeting adjourned at 6:15 P.M.

FINANCE COMMITTEE MEETING
APRIL 19, 1994

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

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

Absent: Brian Parker

Topics discussed

- Review of March financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$10,705.94 for the month of march.
- Three year business plan discussed. Karen had gathered statistics from other Alberta communities of nearly the same size. Ann had done some preliminary work on a three year budget with no increases except our wage increase commitment. Services were discussed in a general way. The Board will be approached at the April meeting to see how they would like the finance committee to proceed.
- Raffle tickets - It is uncertain at this time how many tickets have been sold to date. Kim Miller resigned as raffle chairman.
- Trade Fair - Smith Funeral Home has donated the cost of a booth (\$110) to the library. This booth will be used to publicize the library and to sell raffle tickets. It is hoped that all board members and staff will be able to help out.

Meeting adjourned at 7:00 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
MAY 19, 1994
REGULAR MEETING , TIME 6:30 P.M.

PRESENT: Chairman Earl Pierson, Joel Akin, Brian Parker,
Ann Harvie, Noreen Shepherd, Joyce Rose, Councillor
Diane Murray and Librarian Karen Armbruster

ABSENT: Mary Grimes and Councillor Jamie Nesbitt

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

MOTION: MOVED by Joel Akin, seconded by Brian Parker that
the minutes of the April 21, 1994 meeting be
adopted as circulated.
CARRIED

BUSINESS ARISING:

- a) Joel Akin gave a report on the Jasper Convention. He attended 6 sessions, of special interest was the new comers meeting and also the key note speaker from Mexico. Another topic was "Friend raiser, Fun raiser, Fund raiser" Joel has notes on this session which he will share at a later meeting. He enjoyed the session "How to Write a Review for Newspapers", the good food, the scenery, and winning 2nd prize in the dart tournament.
- b) Overdue books and fines - Karen checked with other libraries about how they successfully collect fines and overdue materials. There are no sure-fire methods. It was decided to try to do something on a regional level through Shortgrass. Colleen is looking into the costs and legalities of hiring a collection agency.
- c) Author Jan Mather was very well received. Attendance was 18 adults. Topics covered were landscaping your yard, shelter belts, and covering unattractive areas.

CORRESPONDENCE:

- a) Scammell letter - A book "Birds of Canada", dated 1922 was brought into the library for rebinding and donation. The book was signed as belonging to Bob Scammell's mother before she was married. Mr. Scammell was contacted to see if the book had personal significance and if he would like it as a

keepsake. He came down personally to collect the book and stated he was very happy to receive it.

- b) Community Development Bulletin - they are moving to new quarters. They also included a library Act and Grants update.
- c) Marigold Newsletter
- d) Networking questionnaire

REPORTS:

ShortgrassReport - no report

Financial Report

Minutes of the May 17 finance committee meeting were circulated.

MOTION: MOVED by Brian Parker, seconded by Ann Harvie approval of expenditures of \$8,997.38 for the month of April.

CARRIED

Further discussion on the 3 Year Business Plan. It was decided to have two finance committee meetings in June to work on this plan. June 1 and June 14 at 5:00. Everyone is welcome to come and assist the committee.

Librarian's Report

- The used book sale will be held in the basement of the library on May 27, 10:00 to 5:00 P.M. Other items of used equipment, donations, etc. will also be sold.
- A librarian's sub-committee meeting was held in Redcliff on May 16. Topics of discussion included the Summer Reading Program. This year's theme is "Reading Rodeo".
- Final inspection of the building was held on Wednesday, May 18. Several minor problems are scheduled to be fixed by the contractor.
- A representative from Alberta Lotteries was here on Tuesday, May 17 to inspect the premises and audit the books. This was due to the \$100,000 received from them for the building project. She seemed pleased with the results and took several pictures for her files.

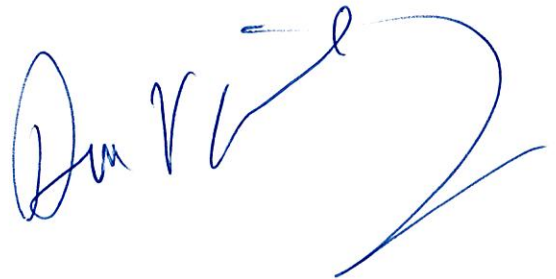
NEW BUSINESS:

- a) Children's author Tollowa Mollel from Africa is coming to speak on June 2 at 2:30 P.M.
- b) We have applied for a provincial ACE grant to subsidize our summer program.
- c) Ad to be placed in the Brooks Bulletin for board members to replace Kim Miller and Brian Parker.

NEXT MEETING : June 16, 6:30 P.M.
Finance committee meeting to be held on June 14,
at 5:00 P.M.

ADJOURNMENT : MOVED by Diane Murray, seconded by Joel Akin
meeting adjourned at 7:40 P.M.

CARRIED



FINANCE COMMITTEE MEETING
MAY 17, 1994

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

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

Absent: Joyce Rose

Topics discussed

- Review of April financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$8,997.38 for the month of April.
- Provincial grant not received yet. First Shortgrass payment of \$14,856.98 due June 1.
- Three year business plan discussed. Goal is to have a preliminary plan ready for presentation at the June Board meeting.
- Trade Fair raffle ticket sales amounted to \$500.00

Meeting adjourned at 6:30 P.M.

BROOKS MUNICIPAL LIBRARY
MINUTES
JUNE 16, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Noreen Shepherd, Ann Harvie, Joel Akin, Mary Grimes, Councillor Jamie Nesbitt, Councillor Diane Murray and Librarian Karen Armbruster

ABSENT: Earl Pierson and Joyce Rose

The meeting was called to order at 6:35 P.M. by Vice Chairman Ann Harvie.

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

MOTION: MOVED by Diane Murray, seconded by Noreen Shepherd that the minutes of the May 19 meeting be adopted as circulated.
CARRIED

BUSINESS ARISING:
a) The used booksale has raised \$761.65 to date.

CORRESPONDENCE:
a) Thank-you note from Diane Murray.
b) Letter from Alberta Community Development advertising various board positions available.
c) Brooks Health Centre - re interview with librarian.
d) Coles Book Store - discount promotion.

REPORTS:

Shortgrass Report

There was nothing to report this month as Diane was unable to attend the meeting. The minutes of the meeting and the librarian's committee meeting are available.

Finance Report

Minutes of the June 1 and June 14 financial committee meetings were circulated.

MOTION: MOVED by Noreen Shepherd, seconded by Joel Akin approval of expenditures of \$23,415.50 for the month of May.

CARRIED

Three year business plan presented at this time. Vice Chairman Ann Harvie highlighted report and explained proposed budget items. Discussion followed.

MOTION: MOVED by Mary Grimes, seconded by Noreen Shepherd the adoption of the three year plan and the submission of the plan to Town Council.
CARRIED

Librarian's Report

Consultant Winston McConnell from the Wildrose Foundation was in Brooks to tour the library facility and to take a few pictures for his final project report. He was impressed !

Librarian attended the Shortgrass automation committee meeting on June 6. This committee has been resurrected to look into long term automation needs of the System and the participating libraries.

On June 22, the Alberta Science Foundation will be at the library to present a hands on workshop for school children on the Swift Fox.

On June 25, the staff will be at the Street Fair to tell stories at 1:00 and 2:00 P.M.

On September 24, the library will host a "Beginning Writer's Workshop". This workshop is sponsored by Shortgrass and will be run by the Writers Guild of Alberta. It is open to the public at a fee of \$25.00 per person.

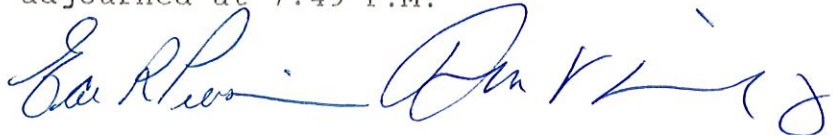
Ticket sales - there is some concern over the number of tickets that have been sold to date. Mary Grimes volunteered to phone the golf club and the mall to see if we could sell tickets at those places. Jamie Nesbitt volunteered to take some books of tickets to sell to businesses.

NEW BUSINESS:

- a) Summer meetings - It was decided to cancel meetings for July and August as usual, unless a need arose .
- b) Ticket draw to be made at the library on Sept. 1. All board members who are able to attend please be there.

NEXT MEETING: September 15, 1994, 6:30 P.M. Finance committee meeting on September 13, 1994, at 5:00 P.M.

ADJOURNMENT: MOVED by Diane Murray, seconded by Joel Akin, meeting adjourned at 7:49 P.M.



BROOKS PUBLIC LIBRARY
MINUTES
SEPTEMBER 15, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Noreen Shepherd, Joel Akin, Ann Harvie, Mary Grimes, Earl Pierson, Councillor Jamie Nesbitt and Librarian Karen Armbruster

ABSENT: Councillor Diane Murray and Joyce Rose

The meeting was called to order at 6:37 P.M. by Chairman Earl Pierson.

MOTION: Approval of agenda - add fundraising to New Business
Noreen / Joel as amended CARRIED

MOTION: Approval of minutes
Jamie / Ann CARRIED

BUSINESS ARISING:

- a) 50/50 Raffle - Linda MacLean of Brooks won \$3,480.00.
- b) Beginning Writer's Workshop - Sept. 24/94 registration \$15.00 includes lunch.

CORRESPONDENCE:

- a) \$300.00 Scholarship from County of Newell to be awarded Sept. 30.
- b) Shortgrass letter asking for Board Members. Brooks Board to ask Wanda White if she would like to run again and ask others to submit applications.
- c) Libraries Branch asking for volunteers to sit on Grant Application Jury. Noreen Shepherd interested.
- d) Received Shortgrass 3 Year Plan of Action.

REPORTS:

Shortgrass Report

Diane Murray was unable to attend the meeting or the farewell lunch for director Colleen Swift, but informed Karen that ads for the director's position have been placed and the personnel committee will be interviewing for the position soon.

Finance Report

Minutes of the September 13 finance committee meeting and the June, July and August financial statements were circulated.

MOTION:

That expenditures for the months of June, July and August be approved.

Noreen / Joel CARRIED

Replies to letters sent to accountants for quotes on 1994 audit.

1. Bevan, Halbert, Ginet, Ens & Gerrard - Mr. Ens phoned to say they were not interested in submitting a quote as they were not prepared to match Mr. Sitch's donation of time.
2. Wiley, O'Brian and Sturgeon - \$3,670.00
3. John Sitch - \$1,000.00

The board unanimously agreed to continue with John Sitch. No motion was necessary as he is currently the auditor appointed by Council.

Librarian's Report

- W.P. Puppeteers from Calgary will be at the library on Sunday afternoon, October 2, at 2:00 to perform the "Laughing Giraffe". This is family entertainment and we hope to have a good turn out.
- Trustee's Workshop will be held in Peace River on October 22.
- Author Richard Thompson will be at the library on November 16 to help celebrate Young Canada Book Week.
- A marketing and library promotion campaign will begin, province wide, on October 14. APLMIT is coordinating a media blitz of the province and local libraries are asked to help if they are financially able. The finance committee and Jamie Nesbitt of the Bulletin will look into costs of local promotion.

NEW BUSINESS:

- a) Elections - Date set for November meeting, after new Board members appointed.
- b) A new trustee's handbook has been written by the Alberta Libraries Trustee Association and distributed to all trustees.
- c) New Board members - Four letters of application were received to fill two vacancies. John Sitch and Marion Reiger were selected as the Board's recommendations to Town Council. Earl will notify candidates that their names have been forwarded to Town Council for approval.

- d) Librarian will send letter to the Brooks Legion requesting a donation for talking books and large print materials for 1995. Requests must be submitted by October 30.
- e) Fundraising for 1995 - Several ideas were discussed concerning ways to raise \$5,000 to meet our 1995 budget projection. Suggestions included; another raffle, gigantic one day book sale, slave auction, turkey supper, small group "theme" dinners, ethnic celebration, old fashioned box social, sale of personalized book marks, etc. No conclusions were reached.

NEXT MEETING: Finance committee - 5:00 P.M. October 18, 1994
General meeting - 6:30 P.M. October 20, 1994

ADJOURNMENT: Meeting adjourned at 8:30 P.M.
Joel / Noreen CARRIED

Joel P. Lewis
Don King

BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 20, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Joyce Rose, Marion Rieger, John Sitch, Councillor
Diane Murray, Earl Pierson, Ann Harvie, Mary
Grimes, Noreen Shepherd and Librarian Karen
Armbruster

ABSENT: Councillor Jamie Nesbitt and Joel Akin

The meeting was called to order at 6:35 P.M.
by Chairman Earl Pierson. He welcomed our
new board members.

MOTION: Approval of agenda
Diane / Ann CARRIED

MOTION: Approval of minutes
Noreen / Joyce CARRIED

BUSINESS ARISING:

- a) 15 people attended the Writer's Workshop held in the library on September 24. Those in attendance found it very useful.
- b) The Sunday afternoon Family Fun day on October 2 was a huge success. Approximately 45 people turned out to see "The Laughing Giraffe" presented by W. P. Puppeteers of Calgary.
- c) No word has been received from the Legion about our request for funding for talking books.
- d) Mary Grimes and Karen Armbruster attended the ASAP workshop in Medicine Hat on October 14.

REPORTS:

Shortgrass Report

Diane Murray attended the October 20 Shortgrass meeting in Medicine Hat.

- Shortgrass did not approve the expenditure for printing promotional postcards.
- The provincial resource sharing grant has been reduced from \$80,000 five years ago to a little over \$4,000.
- A modem will be added to the public access line so that library patrons with computers will be able to dial directly into the Shortgrass catalog.

- A data sheet with Systems information was discussed. A comparison was difficult because of varying fee structures and services to schools.

CORRESPONDENCE:

- Letter received from John Sitch regarding the sale of his practice.
- Letter of introduction from Meyers, Norris, Penny & Co. and an invitation to their opening reception.
- Thank-you letter from Brooks and District Fall Fair Committee and a cheque for \$150 to be used for children's material.
- ALTA workshop questionnaire received.
- Marigold newsletter received.
- Information packet from AB Community Development Review Committee concerning the November 3 public hearings in Medicine Hat and the December 3 deadline date for written submissions concerning library development in Alberta.

MOTION:

That the Brooks Library Board submit a written proposal to the review committee.

Mary / Ann CARRIED

Committee volunteers - Mary Grimes, Ann Harvie, John Sitch and Marion Rieger. Ann to chair the committee. A draft to be brought to the next Board meeting.

Finance Report

- Minutes of the October finance committee were circulated.

MOTION:

That expenditures of \$9,357.27 for the month of September be approved.

John / Marion CARRIED

- The proposed 1995 budget was brought forward by the finance committee. Discussion followed.

MOTION:

To accept the proposed 1995 library budget and present it to council for approval.

Mary / John CARRIED

Chairman Earl Pierson to present it to the Corporate Services committee.

Librarian's Report

- Attended ASAP workshop in Medicine Hat with Mary Grimes on October 14.
- Conducted Brownie Tour.
- Storytelling workshop for Grade 7 students from Griffin Park on October 26, approximately 60 students attended.

- Celebrity Reader at Brooks Primary on October 27.
- Brooks library to be involved in a telecommunications pilot project involving systems resource sharing via government communications network. Details have not been worked out by December. to 21.

NEW BUSINESS:

- a) 1995 budget
- b) Elections in November
- c) Fund raising suggestions. Joel sent a written list of suggestions that he had gleaned from the Jasper Conference. Discussion followed.

NEXT MEETING: Finance committee - 5:00 P.M. November 15, 1994
General meeting - 6:30 P.M. November 17, 1994

ADJOURNMENT: Meeting adjourned at 8:10 P.M.
Noreen / John CARRIED



FINANCE COMMITTEE MEETING
OCTOBER 19, 1994

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

Attendance: Ann Harvie, Earl Pierson, Joyce Rose, Noreen
Shepherd and librarian Karen Armbruster

Topics discussed

- Review of September financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$9,357.27 for the month of September
- 1995 Budget - a proposed budget will be brought to the October Board meeting for discussion. The committee has used the 3 year business plan completed this summer as the basis for the budget.
- A donation of \$7,800 from the Library Foundation will be used to offset expenses in 1995.
- Fundraising ideas were discussed.

Meeting adjourned at 6:50 P.M.

Sept 20, 1994

Fun/Fund/Friend Raiser

Fun Raiser

-volunteer appreciation day
Parade/parade participant
Christmas Tree hunt
Birthday/Anniversary party
Teenage Halloween Party
Author brought in
Employee teams

Friend Raiser-people/groups to work with

Advocacy
Politicians
businesses
Talking to clubs
Welcome wagon

Fund Raisers

This list is fund raisers actually used by libraries in the province and the money they raised.

garage sale-\$200

singing valentines-\$500

Used book sale-\$250

Penny carnival-\$250

murder mystery-\$1700

Adopt a magazine-\$500

Adopt a book-\$35,000 (UofA)

Bingo-\$2500 (some libraries didn't do well)

coupon book-\$1,000-customer picks up coupon, buys product at local business. That business agrees to give a percentage of that sale to library-usually around 5% or whatever they can afford.

Coupons-approach a busy business in town. Tell them you will advertise their business in your place. For example you would make up bookmarks with the name McDonalds or have coupons good for 1/2 off hamburger or subway sandwich. They in turn give you a percentage of sales-this usually only works once with any business.

-selling products-find a unique niche in library where you can sell products that would be book related such as t-shirts, crafts, etc as long as you don't compete with community

Golf, pool, curling, tournaments

Bowling for kids-each player gets pledges to raise support

Black tail formal-fancy dinner at \$100 a plate. Profit used for library

Fiery food festival-various ethnic 'hot' dishes such as chinese, mexican, muslim etc. Could be sponsored

Running marathon-run for the library-have prizes

Bike race-same as above

Truck/tractor rally-local gas station as sponsor

Corn festival

Scavenger hunt-whole town works with RCMP to raise public

awareness for library and have fun at same time
Speed reading competition-see who can read most books in six months
Speed reading competition-see who can read and retain most in 1 hour-sponsored
bring in celebrity or win dinner with celebrity
Teddy bear picnic?
Stationary bike race-who can make it the farthest/longest
Pledged spelling bee
publish a local book as school or community project and use any profits to help library
group of local artists decorate Christmas trees and auction them-
have a ball after and charge admission fee
-have a local contest with major tv awards and award prizes to those who have greatest number of winners

Things to remember when having a special fund raiser

Name of person-event
General purpose of event
responsibilities to make it happen
duties for individuals involved
How much time will it take?
Who will be in charge?
Where will the money come from?
what is the best case/worst case scenario?
Do an evaluation for future use

New EVENT

- 1 Are volunteers burning out on present activities?
2. there should be a committee for special events and also fund raising
3. With a new event, organize, prioritize and chose which event will be done
4. do an update on past events. Will this idea work here in re: to time, date and location?
5. decide length of time it will take to prepare. Set a date and move that date ahead because it always takes more time then you think
6. Decide how much it will cost
7. How will this event be marketed-who's going to spread the word?
8. Take the final idea before the board for approval
9. Designate a chairperson for event. This should be a volunteer outside library board
10. Co-chair should be a board member

BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 17, 1994
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Joyce Rose, Marion Rieger, Earl Pierson, Ann Harvie, Mary Grimes, Joel Akin, Councillor Diane Murray, Councillor Jamie Nesbitt and Librarian Karen Armbruster

ABSENT:

The meeting was called to order at 6:35 by Chairman Earl Pierson.

MOTION: Approval of agenda
Diane / Joel CARRIED

MOTION: Approval of minutes as corrected
Correction - Librarian's report last page to read, "details to be worked out by December"
Ann / Joyce CARRIED

BUSINESS ARISING:

- a) Legion letter requesting funds. Legion Auxiliary gave \$200 for large print books and the Rebekah Lodge gave \$100 for large print books.

CORRESPONDENCE:

- Letter received from Bevin Keith of the Town requesting more information concerning the budget.
- Letter received from Corporate Services asking the Board to consider a 5% reduction in budget.
- Contract renewal for the Glenbow Exhibit.

MOTION: To continue receiving the travelling exhibits from the Glenbow Museum provided the shipping costs remain the same.

Ann / Joel CARRIED

REPORTS:

Public Library Review Committee

The committee submitted their report to the board. It was discussed.

MOTION: To accept their report and forward it to the provincial committee.

Ann / Jamie CARRIED

Shortgrass Report

Diane Murray reported on the recent committee meetings held in Medicine Hat.

- The director selection committee offered the position to Mr. Raymond Lusty of Yorkton, Saskatchewan. He is currently the director

of the Parkland Region which consists of 150 members.

- The budget committee is currently working on the 1995 budget. Shortgrass has received a "windfall" of an additional \$3,000 from Medicine Hat because of a population increase in 1994.

Finance Report

Minutes of the November 15 committee meeting were circulated.

MOTION: That expenditures of \$11,623.16 for the month of October be approved.

Joel / Joyce CARRIED

MOTION: That monies donated to the library specifically for books and materials be ordered through Shortgrass.

Joyce / Marion CARRIED

MOTION: That the raffle funds be used for materials as stipulated on the application.

Jamie / Marion CARRIED

Report on Meeting with Corporate Services

Earl Pierson presented the library budget.

- Library would like to increase wages as per three year plan. Earl stated that if this were to jeopardize staying in the Shortgrass system, he felt the Board and staff would rather stay in Shortgrass.
- Corporate Services asked for a breakdown of benefits, local wage comparisons for entry level positions and the funding comparisons for municipalities of similar populations.

Librarian's Report

- Attended librarian's committee meeting in Redcliff.
- Met with Wray Betts of Q13 about community service advertising for the library.
- Richard Thompson, author of many childrens books was at the library on Nov.16. There was a good turn out and he was excellent. He did sand stories, draw and tell stories and participation stories.
- Librarian told stories at the Christian School for Education Week.

NEW BUSINESS:

- a) To fill the vacancies created by John Sitch and Noreen Shepherd. Letters of application were received from Rudy Esau and Jonathan Jaikaran.

MOTION: That the names of Rudy Esau and Jonathan Jaikaran be forwarded to council for approval.
Marion / Joel CARRIED

- b) Ann Harvie's first term of office on the board has finished. She has consented to let her name be submitted again.

MOTION: That the name of Ann Harvie be forwarded to council for approval.
Diane / Joyce CARRIED

- c) Elections were held, 1995 executive is:
Earl Pierson - Chairman
Ann Harvie - Vice-Chairman
Marion Rieger - Secretary
Joel Akin - Treasurer

NEXT MEETING: Finance Committee - 6:30 P.M. December 15, 1994
General Meeting - 7:00 P.M. December 15, 1994

ADJOURNMENT: Meeting adjourned at 8:35 P.M.
Diane / Marion CARRIED



FINANCE COMMITTEE MEETING
NOVEMBER 15, 1994

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

Attendance: Ann Harvie, Earl Pierson, Joyce Rose and
Librarian Karen Armbruster

Topics discussed

- Review of November financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$11,623.16 for month of October.
- Donations of \$200 - Legion Auxillary, \$100 - Rebekah Lodge were received at Rememberance Day celebration. These donations were specifically for large print books.
- Recommend that donation monies received during year specifically for materials be forwarded to Shortgrass to pay for materials ordered.
- 1995 budget presented to the corporate services committee by Earl Pierson. Report to be given at board meeting.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
DECEMBER 15, 1994
REGULAR MEETING, TIME 7:00 P.M.

PRESENT: Councillor Diane Murray, Joel Akin, Joyce Rose,
Mary Grimes, Earl Pierson, Councillor Jamie Nesbitt,
Marion Rieger and Librarian Karen Armbruster

ABSENT: Ann Harvie

The meeting was called to order at 7:00 P.M. by
Chairman Earl Pierson.

MOTION: Approval of Agenda
Diane / Mary CARRIED

MOTION: Approval of Minutes
Joyce / Jamie CARRIED

REPORTS: Shortgrass Report
Diane Murray attended the December 15, Shortgrass
meeting in Medicine Hat.

- Mr. Raymond Lusty has accepted the position
of Shortgrass Library System Director and
will begin work on January 3, 1995.

Financial Report

- Minutes of the December 5, 1994 special meeting
were circulated.

MOTION: To give staff a small Christmas bonus of \$20 each in
lieu of party, turkey or flowers.
Mary / Joel CARRIED

- Diane Murray reported that Corporate Services
are doing some research on their own concerning
wage comparisons in other centres similar in
size to Brooks. They will study this matter
and present a report to council in January.
Earl Pierson stated that he would like to be
present when the library portion of the budget
is presented to council. Diane feels that the
budget won't be in place until February, 1995.
The library board must wait for council's
decision.

MOTION: That expenditures of \$15,685.41 for the month of
November be approved.
Mary / Joyce CARRIED

Librarian's Report

- Repairmen have been in the library this past month working on the furnace and the lights.
- The Parks Dept. has put up a public library directional sign on 3rd St. West.
- Wanda Dickau is recovering from surgery again. Her results are good and she will be back to work on Monday. Terri Dahl will go in for minor surgery on Tuesday and is expected back to work the following Monday.
- The last Family Night of the year will be on December 21. "Trixie the Magical Elf" will entertain the children. The performance begins at 7:00 P.M. Everyone welcome!

CORRESPONDENCE:

- Letter received from CLA (Canadian Library Assn.) about forthcoming conference to be held June 14-18, 1995 in Calgary.
- Letter and registration sheet received from Vitalize '95, a conference sponsored by the Wildrose Foundation for volunteers. This conference is also to be held in Calgary on June 8-10, 1995. Registration fee \$95.00.

NEW BUSINESS:

- a) Rudy Esau and Jonathan Jaikaran have been approved as new library board members by the Town Council. Ann Harvie was re-appointed for another term.

NEXT MEETING: Finance committee - 5:00 P.M., January 17, 1995
General meeting - 6:30 P.M., January 19, 1995

ADJOURNMENT: Meeting adjourned at 7:55 P.M.

Joel / Joyce

CARRIED

Christmas goodies and refreshments were served, compliments of Marion, Joyce and Mary.


Sec


VICE CHAIR.

SPECIAL FINANCE COMMITTEE MEETING
DECEMBER 5, 1994

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

Attendance: Ann Harvie, Earl Pierson, Joel Akin, Marion Reiger and Librarian Karen Armbruster

Reason for meeting:

- The special meeting was called in response to a letter received from Bevin Keith. The Corporate Services committee wanted to know what impact a cut of \$7,253 from our proposed 1995 budget would have on the library. They asked that ideas on budget cuts and or alternative funding be suggested. They wanted a reply by December 9.
- The committee discussed viable options for cutting the budget and fundraising. After considerable discussion, a report was drafted to be typed and sent to Corporate Services by their deadline date.

The meeting was adjourned at 6:10 P.M.

December, 6, 1994

Bevin Keith, Director of Finance
Town of Brooks
Bag 880
Brooks, Alta.
T1R 1B7

Dear Bevin:

Upon receipt of your November 30 letter, a special finance committee meeting was held to try to discern what another 5% cut in local appropriation would do to the library and its services.

A 5% decrease would lower the local appropriation to \$75,297.00. That amount is \$5,703.00 less than the library was receiving from the Town in 1989.

A 5% decrease of the 1994 appropriation represents a \$7,253.00 deficit in our 1995 budget and a \$15,053.00 deficit for 1996. The 1995 deficit would be more if we did not have the \$7,800 donation from the Library Foundation.

Your question was, what impact will that cut have on library service.

1. For 1995, it represents approximately 967 staff hours. Which would cut approximately 8 hours of operation per week. This could be 1 full day a week, evening closures, or a combination. For 1996 it would represent approximately 1880 staff hours or 2 days of closure a week. The recent Needs Assessment showed clearly that the public wants the library to be open more hours, not less.

The committee feels that it would not like to cut staff wages because a cut in "hours worked" equates to the same thing, less take home pay. It is also known that the Town's staff have not been asked to take a cut in pay even though their contract could have been negotiated. This discrepancy leads to low staff morale and high turnover. In 1993, before the Board implemented a modest increase in staff wages, the staff turnover was an unacceptable 71%. In 1994, since the increase, there has been no staff turnover.

Options for additional income.

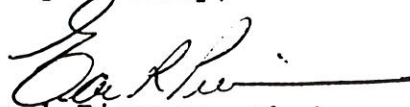
1. Council approval of 1995 budget which represents an increase of only \$3,290.00.

2. Corporate sponsorship - This may work for a year or two, but it is very hard to get a long term commitment as there are many organizations in need of funding. The board is prepared however to send out letters of appeal in 1995, but we feel strongly that donations are not a dependable source of income on which to operate such a professional, long-term institution as a library.
3. Fundraisers - The board and the Library Foundation are actively pursuing two fundraisers. One is the sale of canvas book bags (tote bags) with the library logo imprinted on them. These sell for \$10.00 each and we hope will make good Christmas gifts. If they all sell in 1995, we will realize \$1,000.00. The second fundraiser will be a "Death by Chocolate" Tea and Bake Sale which will be held this coming spring. We hope to raise \$1,000.00 from that sale also. The 50/50 raffle that was conducted in 1994 took 6 months of active selling by the staff, the board and the Foundation members. It raised \$3,400 for the library, but only one third of the tickets sold. Our staff were very co-operative in donating their free time to the above fundraisers, however we sense this level of loyalty and service can't last forever if we continue to expect them to give of themselves and then cut their income.
4. User fees - The establishment of user pay for library services has many pro's and con's and would be the most controversial way to increase income.
Pro - a fee could be set that would cover the deficit for the immediate future and could be raised to cover future needs.
Con - There would no longer be universal access to library service even though the community voted to have their taxes fund a municipal library. People of limited means may be unable to afford to use the library even though they are paying taxes for those very services.

In the recent Needs Assessment conducted last year, the public response was very favourable toward the library and the services it provides, especially the regional concept of Shortgrass, the inter-library loans, the system database and the on-line public access to over 250,000 titles. The committee feels that these services are essential to a thriving, growing community the size of Brooks and in some cases the drawing card to attract new businesses.

The board is prepared to raise funds, cut hours or implement user fees if necessary in order to continue to provide these services by remaining in the Shortgrass System.

Respectfully,


Earl Pierson, Chairman

**BROOKS PUBLIC LIBRARY
1994 YEAR END STATISTICAL SYNOPSIS**

POPULATION SERVED

Brooks	9,464
Wards 5 & 10	<u>1,353</u>
TOTAL	10,817

LIBRARY MEMBERSHIP

Brooks General Public	5,665
Ward 5	279
Ward 10	173
Non-Resident	<u>535</u>
TOTAL	6,652

1995 - BOARD MEMBERS

Chairman - Earl Pierson
 Vice Chairman - Ann Harvie
 Secretary - Marion Rieger
 Treasurer - Joel Akin
 Members - Mary Grimes
 Jonathan Jaikaran,
 Rudy Esau,
 Council Representatives -
 Diane Murray, Jamie Nesbitt
 County Representative -
 Joyce Rose

CIRCULATION 1994

Adult Print	59,278
Adult Non-Print	14,453
Juvenile Print	44,686
Juvenile Non-Print	17,053
Periodicals	4,549
Interlibrary loans: Sent	6,344
Received	4,840
Equipment	9
Photocopies	6,205
Reference	<u>7,826</u>
TOTAL CIRC.	165,243

Books, cassettes, periodicals and interlibrary loans are allowed to circulate for 21 days. Videos and films are allowed to circulate for 7 days.

LIBRARY HOURS

Monday thru Saturday
 10:00 A.M. - 5:00 P.M.
 Evenings - Tuesday, Thursday, and Saturday
 5:00 P.M. - 9:00 P.M.
 Weekly Total - 52 Hours
 Total days open in 1994 - 302

1994 YEAR END STATISTICAL SYNOPSIS

LIBRARY MATERIALS

Books

Reference	2,754
Non-Fiction	13,552
Adult Fic.	11,521
Juv. Fiction	11,845
Large Print	<u>2,577</u>
Sub-Total	42,249

Historical & Summer

Games Photos (sets)	212
Microfische (sets)	4
Films	87
Slides (sets)	9
Cassettes	2,403
Periodicals *	196
Newspapers *	6
Transcripts	68
Microfilm	55
Filmstrips	29
Videos	963
Maps	26
Talking Books	<u>473</u>
Sub Total	4,531

TOTAL MATERIALS 46,780

1994 PROGRAM STATISTICS

PATRON COUNT

Seniors Book Delivery	1176
Pre-School Storytimes	255
Winter Games Programs	242
Library Tours	486
Author Talks	159
Storytelling Workshops	173
Special Events	339
Family Fun Nights	270
Writers Workshop	15
Celebrity Read	64
Summer Funtastic	<u>954</u>
TOTAL	4,133

Senior Villa visits **
(4 per week) 208

Newbrook Lodge visits ** 52

**Approximately 15 people
check out books each visit.

* denotes subscription titles and not individual copies.