

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 19, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Jonathan Jaikaran, Councillor Diane Murray, Joel Akin, Mary Grimes, Marion Rieger and Librarian Karen Armbruster.

ABSENT: Earl Pierson, Rudy Esau, Joyce Rose and Councillor Jamie Nesbitt

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

MOTION: Approval of Agenda
Diane / Mary CARRIED

MOTION: Approval of Minutes
Mary / Joel CARRIED

BUSINESS ARISING:

- a) Welcome to new Board Member Jonathan Jaikaran.
- b) Update of '95 budget progress by Diane

CORRESPONDENCE:

- a) Trustee Orientation Workshop in Lethbridge Saturday, Feb. 11, 1995
- b) Alberta Library Conference '95 in Jasper April 27-30th.

REPORTS:

Shortgrass Report

Diane Murray reported a brief meeting was held on January 19 in Medicine Hat at which the new Shortgrass director, Ray Lusty was welcomed. Mr. Lusty told a bit of his personal history and said that he will be visiting the libraries, library boards, and councils in the region as soon as possible. The dialpac phone lines are now installed and running in Medicine Hat.

Finance Report

A report of the finance committee's Jan. 19 meeting was given by Treasurer Joel Akin. The financial books are at the auditors and should be completed by the February meeting.

MOTION: That expenditures of \$15,080.56 for the month of December be approved.
Joel / Marion CARRIED

Librarian's Report

- Christmas card thank you's were sent to all people who made cash donations in 1994.
- The Christmas Family Night Special with "Trixie the Magical Elf" was a huge success with 110 people of all ages in attendance.
- The year end annual statistical reports are complete. Library borrowing was a record 165,243, up 19,000 from last year. The current membership is 6,652 patrons and there are 46,780 items in the library.

NEW BUSINESS:

- a) Alberta Government data communications project.

MOTION:

That we participate in the AGNPAC pilot project sponsored by the Alberta Gov't.

Mary / Marion CARRIED

- b) Canada Employment. It is their desire to place job kiosks in libraries and malls in various southern Alberta locations.

MOTION:

That we communicate our intent to participate in this project, assuming there is no cost to the library board.

Mary / Marion CARRIED

- c) The 1994 programming statistics and the year end statistical synopsis were circulated. The library has had a good year of growth.

- d) Mary Grimes first term of office has expired.

MOTION:

That we recommend to council that Mary be re-appointed for a second term.

Joel / Jonathan CARRIED

NEXT MEETING: Finance committee - 5:00 P.M., February 14, 1995
General meeting - 6:30 P.M., February 16, 1995.

Adjournment:

Meeting adjourned at 7:55 P.M.

Diane / Joel CARRIED

Karen Ambruster

Joel

FINANCE COMMITTEE MEETING
JANUARY 17, 1995

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

Attendance: Earl Pierson, Joel Akin and Librarian Karen
Armbruster

Topics discussed

- Review of December financial statements and Bedford accounting. Recommend approval of expenses of \$15,685.41 for the month of December.
- Financial books taken to John Sitch for annual audit.

Meeting adjourned at 6:00 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 16, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Mary Grimes, Rudy Esau, Joel Akin,
Earl Pierson and librarian Karen Armbruster

ABSENT: Councillor Diane Murray, Councillor Jamie Nesbitt,
~~Joyce Rose~~, Jonathan Jaikaran and Joyce Rose

The meeting was called to order at 6:36 P.M.
by Chairman Earl Pierson, who welcomed new
board member Rudy Esau.

MOTION: Approval of Agenda
Joel / Ann CARRIED

MOTION: Approval of Minutes
Mary / Ann CARRIED

BUSINESS ARISING:

- a) Shortgrass Library Director Ray Lusty will visit the Brooks Library on March 16.
- b) The AGNPAC Pilot Project has been extended until September due to a slow start.
- c) Shortgrass is negotiating with Canada Employment over proposed installations of job kiosks in public libraries throughout the region.

CORRESPONDENCE:

- a) Letter from Shortgrass stating that their requisition will remain at \$3.15 per capita for 1995.
- b) Letter from Town re-appointing Mary Grimes for a second three year term on the Library Board.
- c) Letter from Alberta Community Development and CLA proclaiming April 3-10 as Information Rights Week.
- d) Letter from Alberta Foundation for the Arts stating that two prize winning Alberta books will be donated to each public library in the province.

- b) Fundraising - Mary gave a report on her meeting with the Foundation. A "Death by Chocolate Tea and Bake Sale " will be held on Friday, April 7 , from 12 noon to 6 P.M. in the "old library". The Foundation is asking for help from the Board and friends of the library. This is the first active fundraiser initiated by the Foundation since the new library has opened.
- c) A library board fundraising committee was suggested. Discussion followed. It was felt that the Board should wait until more members were present.

NEXT MEETING: Finance committee - 5:00 P.M., March 14, 1995
General Meeting - 6:30 P.M., March 16, 1995.

ADJOURNMENT: Meeting adjourned at 7:35 P.M.

Rudy / Ann

CARRIED

Karen Armbuster

[Signature]

FINANCE COMMITTEE MEETING
FEBRUARY 14, 1995

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

Attendance: Earl Pierson, Joel Akin, Mary Grimes and
librarian Karen Armbruster

Topics discussed

- Review of January financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$8,633.37 for the month of January.
- Financial books for 1994 still at auditors, but a draft of the audit is ready for the board meeting.
- Discussion concerning fundraising for 1995, ideas to be brought forward at board meeting.

Meeting adjourned at 6:15 P.M.



CONTENTS
 BROOKS PUBLIC LIBRARY
 FEBRUARY 1993

| | | | |
|--------|---|----------------------------------|---------|
| 1 | - | BELL, DESK | 10 |
| 1 | - | BOOK TRUCK, MET | 200 |
| 41,211 | - | BOOKS, LIBRARY | 989,064 |
| 309 | - | BOOKS, TALKING | 7,725 |
| 2 | - | CABINETS, MET | 660 |
| 2 | - | CALC, SHARP, EL1611A, EL1607 | 146 |
| 1 | - | CAMERA, KODAK TELE-EKTRA 633341C | 99 |
| 2 | - | CAMERA, POLAROID 650 | 100 |
| 1 | - | CARD CATALOGUE, 60 DRAWER | 3,660 |
| 1 | - | CARD CATALOGUE, 36 DRAWER | 1,850 |
| 1 | - | CARD CATALOGUE, 24 DRAWER | 940 |
| 1 | - | CARREL | 390 |
| 1,730 | - | CASSETTES, AUDIO | 25,950 |
| 1 | - | CD DISPLAY RACK | 1,267 |
| 1 | - | CD ROM, SONY INTERNAL | 750 |
| 2 | - | CERTIFICATES, FRAMED | 50 |
| 8 | - | CHAIR, ADULT LOUNGE | 3,752 |
| 8 | - | CHAIR, STENO | 1,600 |
| 2 | - | CHAIR, WOOD UPHOL | 378 |
| 50 | - | CHAIR, STACKING | 4,490 |
| 16 | - | CHAIR, STUDY | 3,324 |
| 1 | - | CHAIR DOLLY | 148 |
| 8 | - | CHILDREN'S CHAIRS, PLASTIC | 216 |
| 1 | - | CLOCK | 30 |
| 1 | - | CLOCK | 54 |
| 1 | - | COFFEE MAKER | 200 |
| 241 | - | COMPACT DISKS | 7,230 |
| 41 | - | COMPUTER GAMES | 2,050 |
| 1 | - | COMPUTER WORK STATION | 450 |
| 1 | - | CONFERENCE TABLE | 500 |
| 1 | - | COPIER, SHARP SF-7300 | 2,050 |
| 1 | - | COPIER, TOSHIBA BD-7815 | 3,595 |
| 9 | - | CUSHIONS, CHILDREN | 635 |
| 1 | - | DEPRESSABLE BOOK TRUCK | 375 |
| 1 | - | DESK SET | 30 |
| 4 | - | DESKS, STENO GREY MET. | 1,600 |
| 1 | - | DESK, WD | 750 |
| 2 | - | DISK STORAGE BOX, SINGLE | 50 |
| 1 | - | FAN, OSCILLATING | 59 |
| 1 | - | FAX, HARRIS/3M 115 | 1,750 |
| 1 | - | FILE CABINET, LATERAL 4 DRAWER | 1,085 |
| 2 | - | FILE CABINET, LEGAL 3 DRAWER | 980 |
| 1 | - | FILE CABINET, LETTER 4 DRAWER | 490 |
| 1 | - | FILE CABINET, OVERSIZE " | 850 |
| 2 | - | FILE CARD BOX 3"X 5" SINGLE | 26 |
| 79 | - | FILM 16MM | 35,550 |
| 28 | - | FILMSTRIPS | 1,120 |
| 2 | - | FIRE EXT. ABC 5# | 86 |
| 1 | - | FIRE EXT. PW 2.5G | 68 |

| | | | |
|-----|---|---|--------|
| 5 | - | FOLDING TABLES 36"X 72" | 3,045 |
| 2 | - | FRAMED, PHOT, PRNT, PAINT. | 90 |
| 5 | - | FRAMED, PHOT, PRNT, PAINT. | 375 |
| 1 | - | FRAMED, PHOT, PRNT, PAINT. | 100 |
| 25 | - | HAND PUPPETS | 750 |
| 1 | - | HEATER, ELECTRIC | 49 |
| 980 | - | HISTORICAL PHOTOS | 2,450 |
| 1 | - | LAMINATOR, GBC 26" | 2,245 |
| 1 | - | LECTERN/SOUND SYSTEM | 1,042 |
| 1 | - | LETTER TRAY 2 TIER | 22 |
| 1 | - | MICROFISHE READER, MICRON 775 | 472 |
| 49 | - | MICROFILM | 980 |
| 1 | - | MICROFILM READER/PRINTER MINOLTA RP407E | 4,881 |
| | - | OFFICE SUPPLIES, VARIOUS | 2,500 |
| 2 | - | PAPERCUTTERS | 200 |
| 130 | - | PERIODICAL SUB. | 6,760 |
| 7 | - | PERIODICAL DISPLAY/STORAGE UNITS | 3,675 |
| 1 | - | POSTER STARAGE UNIT, WD | 1,390 |
| 1 | - | PROJECTION SCREEN | 82 |
| 1 | - | PROJECTION SCREEN | 49 |
| 1 | - | PUPPET STAGE | 918 |
| 4 | - | RACKS, CASSETTE STORAGE | 1,128 |
| 1 | - | RACK, CHILDRENS MULTI-MEDIA 3 TIER | 586 |
| 2 | - | RACKS, PAPERBACK, ROTARY | 512 |
| 7 | - | RACK, PAPERBACK, WD 6-TOWER | 3,765 |
| 76 | - | SHELV, METAL, SF | 456 |
| 9 | - | SLIDE SHOWS | 4,500 |
| 64 | - | STACKS, LIBRARY, OAK END PANELS | 4,800 |
| 8 | - | STACKS, LIBRARY, METAL, DBL | 2,232 |
| 108 | - | STACKS, LIBRARY, METAL, DBL | 46,939 |
| 5 | - | STACKS, LIBRARY, METAL, MAG | 1,990 |
| 57 | - | STACKS, LIBRARY, METAL, SGL | 14,649 |
| 114 | - | STACKS, LIBRARY, WD, SGL, SF | 1,140 |
| 1 | - | STAND, ATLAS | 490 |
| 4 | - | STAPLERS | 80 |
| 3 | - | STORAGE UNITS, LUXOR 39 SERIES | 5,823 |
| 1 | - | STOOL, KICK | 80 |
| 1 | - | TABLE, COFFEE, ROUND | 125 |
| 1 | - | TABLE, COFFEE, SQUARE | 250 |
| 1 | - | TABLE, COMPUTER, WD | 1,204 |
| 1 | - | TABLE, COMPUTER, WD | 300 |
| 1 | - | TABLE, FOLDING, MET | 120 |
| 1 | - | TABLE, KINDERBOX ACTIVITY | 219 |
| 4 | - | TABLES, STUDY | 3,325 |
| 4 | - | TAPE DISPENSERS | 40 |
| 1 | - | TEA KETTLE | 29 |
| 6 | - | TELEPHONES, PANTHER 306 SYS. | 1,500 |
| 1 | - | TYPEWRITER, IBM SEL | 1,235 |
| 1 | - | TYPEWRITER, IBM WR 6 | 2,130 |
| 649 | - | VIDEO RECORDINGS | 19,470 |
| 3 | - | VIDEO STORAGE CABINETS WD, PLEXIGLASS | 4,500 |
| 1 | - | VISUAL AID BOARD, WD, WALL MOUNT | 1,120 |

| | |
|--------------------------|-----|
| 1 - WASTEBASKET, METAL | 12 |
| 3 - WASTEBASKET, PLASTIC | 54 |
| 1 - WASTEBASKET, RD MET | 14 |
| 1 - XMAS DECORATIONS | 300 |

| | |
|-------|--------------------|
| TOTAL | <u>\$1,265,624</u> |
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LIBRARY EQUIPMENT THAT MAY BE INCLUDED IN THE "MOBILE EQUIPMENT APPRAISAL" FOUND ELSEWHERE IN THE POLICY.

| | |
|--|-------|
| 4 - CASSETTE PLAYER/RECORDERS | |
| 2 SONY-46983 AND 2 TELEX-0709 | 600 |
| 2 - COMPUTERS, IDM-X88 TURBO 30MG HD | |
| DATATRAN-DC205SA SCREENS | |
| WITH ROLAND PRINTERS | 6,416 |
| 1 - COMPUTER, IBM PS2-50Z, IBM SCREEN, | |
| PANASONIC KX-P1624 PRINTER | 4,800 |
| 1 - COMPUTER, IBM PS2-80386, IBM SCREEN | 3,800 |
| 1 - COMPUTER, IBM AT, AMDEK SCREEN, | |
| IBM PROPRINTER X-L, | 8,992 |
| 1 - COMPUTER, GC SYS, IDEK SCREEN, | |
| ROLAND-PR1550 PRINTER | 3,280 |
| 1 - COMPUTER PRINTER (OPAC) CANON, BJ300 | 750 |
| 1 - RECORD PLAYER, EARPHONES TELEX | 278 |
| 1 - PROJECTOR, FILMSTRIP, DUKANE 28A85A | 1,133 |
| 1 - PROJECTOR, 8MM, KODAK | 200 |
| 1 - PROJECTOR, MOVIE, 16MM, EIKI-SL-O | 985 |
| 1 - PROJECTOR, MOVIE, 16MM, B&H 2592B | 1,141 |
| 1 - PROJECTOR, OVERHEAD, BUHL | 399 |
| 1 - PROJECTOR, SLIDE, SINGER CARAMATE | 480 |
| 1 - PSION, PORTABLE READER | 1,850 |
| 1 - TV, TOSHIBA CT9070 | 500 |
| 1 - TV/VCR, PANASONIC | 750 |
| 1 - VCR, TOSHIBA M-62350 | 500 |

| | |
|-------|-----------------|
| TOTAL | <u>\$36,854</u> |
|-------|-----------------|

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 16, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Earl Pierson, Rudy Esau, Mary Grimes, Ann Harvie, Councillor Jamie Nesbitt, Councillor Diane Murray, Marion Rieger, Librarian Karen Armbruster and guest Raymond Lusty, director of Shortgrass Library System.

ABSENT: Joyce Rose and Jonathan Jaikaron & JOEL AKIN.

The meeting was called to order at 6:40 by Chairman Earl Pierson who welcomed special guest Ray Lusty.

MOTION: Approval of Agenda
Ann / Diane CARRIED

MOTION: Approval of Minutes
Rudy / Mary CARRIED

BUSINESS ARISING:

- a) Canada Employment Centre re: job kiosk. Shelley Beck has been to the library and the mall to check out facilities for placing the kiosk. No decision has been made yet.
- b) AGNPAC (AB. Gov't. Network) resource sharing meeting will be held in Edmonton on Mar. 21. Karen will attend at Gov't. expense.

CORRESPONDENCE:

- a) Summer Reading Program - Theme for 1995 is "A World of Books".
- b) Report from Bob Batchelder re: Dynix customers conference in Salt Lake City, Utah.
- c) Letter from author Wynn Dyer re: speaking engagement in Brooks; author's fee was beyond budget so we had to refuse.
- d) Registration forms for Jasper Conference have arrived.
- e) Marigold Newsletter

REPORTS:

Shortgrass Report

Diane Murray unable to attend Shortgrass meeting. Ray Lusty gave brief report on himself and his activities since becoming director. He thanked the Board for inviting him to the meeting.

Fundraising Report

Mary Grimes reported on the upcoming "Death by Chocolate" Tea and Bake Sale, April 7, 12 noon to 5:30 P.M. at the "old library". Tickets are now available at the library for \$4.00 ea. Board members, staff and friends are asked to donate chocolate items. Advertising flyers are being distributed about town. Volunteers will be needed for many aspects of the sale.

Finance Report

A report of the finance committee's March 14 meeting was given by Chairman Earl Pierson.

MOTION:

That expenditures of \$8,673.57 for the month of February be approved.

Marion / Ann

CARRIED

Budget adjustments recommended by the Finance Committee to accommodate the shortfall in the 1995 budget include:

1. Lower anticipated part-time staff wage increase by \$.50 per hour for 1995.
2. Cut local book budget by \$1,300.
3. Cut anticipated Shortgrass increase.

Revised budget income \$160,400, revised expenditures \$160,400.

MOTION: To accept the new proposed 1995 budget presented by the finance committee.

Mary / Rudy

CARRIED

NEW BUSINESS:

- a) Mary Grimes selected as a delegate to the Jasper Conference April 27 -30.
- b) Ray Lusty asked if Brooks Public Library would be interested in taking a portion of the Southern Alberta Planning Commission library collection, particularly documents pertaining to Brooks and Newell County. This collection was offered to Shortgrass because the Commission is being disbanded. Shortgrass will process them and the Commission will pay all expenses.

MOTION: To accept part of the Southern Alberta Planning
Commission library collection providing there is no
expense to the library.
Mary / Ann CARRIED

NEXT MEETING:
Finance committee - 5:00 P.M., April 18, 1995
General meeting - 6:30 P.M., April 20, 1995

ADJOURNMENT:
Meeting adjourned at 8:05 P.M.
Mary / Ann CARRIED

Karen Armstrong

John P.

FINANCE COMMITTEE MEETING
MARCH 14, 1995

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

Attendance: Earl Pierson, Joel Akin, Marion Rieger and
librarian Karen Armbruster

Topics discussed

- Review February financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$8,673.57 for month of February.
 - 1994 financial books are still at the auditors.
 - Town council set it's budget for 1995. There will be no increase in the Library grant. The town allocation is \$79,260.00.
 - Budget adjustments recommended by the financial committee to accommodate this shortfall are:
 1. Cut anticipated part-time staff increase by \$.50 per hour for 1995. (\$7.50)
 2. Cut book budget by \$1,300 (\$2,500)
 3. Anticipated Shortgrass increase not needed, saving \$586.
- Revised budget income \$160,400, expenditures \$160,400.
- Fundraiser - "Death by Chocolate", April 7, 1995 to be held in the "old Library".

Meeting adjourned at 6:00 P.M.

PROPOSED BUDGET 1995
BROOKS PUBLIC LIBRARY

RECEIPTS

| Grants | BUDGETED 1994 | PROPOSED 1995 |
|----------------------|---------------------|---------------------|
| Town of Brooks | \$79,260.00 | \$79,260.00 |
| Province of AB | \$38,140.00 | 38,140.00 |
| County of Newell | 12,500.00 | 12,500.00 |
| Interest Income | 500.00 | 600.00 |
| Fines & Book sales | 15,000.00 | 15,000.00 |
| Service Fees | 1,000.00 | 1,000.00 |
| Rural Memb. | 1,500.00 | 1,500.00 |
| Fundraise, Donations | 2,600.00 | 11,800.00 *1 |
| GST Recovery | 2,500.00 | 600.00 |
| | <u>\$153,000.00</u> | <u>\$160,400.00</u> |

*1. This includes the \$7,800 donation from the Library Foundation in 1995.

EXPENSES

| | BUDGETED 1994 | PROPOSED 1995 |
|--|---------------------|---------------------|
| Collection Development | | |
| Shortgrass | \$29,715.00 | \$29,715.00 |
| Local Materials | 3,500.00 | 2,500.00 |
| Rebinding | 1,200.00 | 1,200.00 |
| Library Administration and Service | | |
| Supplies | 2,750.00 | 2,900.00 |
| Conference/travel | 2,000.00 | 2,100.00 |
| Telephone | 1,200.00 | 1,200.00 |
| Audit | 600.00 | 1,070.00 |
| Bank Charges | 20.00 | 25.00 |
| Professional dues | 60.00 | 100.00 |
| Repairs/Maintenance | 400.00 | 500.00 |
| Copier/Computers | 2,000.00 | 2,000.00 |
| Security Monitoring | 400.00 | 440.00 |
| Postage/Freight | 500.00 | 550.00 |
| Programming | 2,200.00 | 2,000.00 |
| Misc. | 500.00 | 475.00 |
| Wages and Benefits | 99,765.00 | 107,422.75 |
| Director | \$36,425.00 | |
| Assistant | 20,878.50 | |
| Library Aide II (1) | 14,572.50 | |
| Library Aide I (3)total | 15,744.00 | |
| Library Aide-student | 3,150.00 | |
| Holidays, sick days | 1,000.00 | |
| Benefits (UIC, CPP,LAPP, Blue Cross,AHC | 15,622.75 | |
| Technology | | |
| Dynix Maintenance | 4,500.00 | 4,300.00 |
| Data Communications | 1,000.00 | 1,000.00 |
| Public Awareness | | |
| Annual Report | 550.00 | 600.00 |
| Advert/Publicity | 450.00 | 400.00 |
| | <u>\$153,310.00</u> | <u>\$160,396.70</u> |

BROOKS PUBLIC LIBRARY
MINUTES *April 20, 1995*
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Earl Pierson, Ann Harvie, Jonathan Jaikaron, Mary Grimes, Marion Rieger, Joyce Rose, Councillors Diane Murray and Jamie Nesbitt, and Librarian Karen Armbruster

ABSENT: Joel Akin and Rudy Esau

The meeting was called to order at 6:40 P.M. by Chairman Earl Pierson.

MOTION: Approval of Agenda
Diane / Marion CARRIED

MOTION: Approval of Minutes
Diane / Mary CARRIED

BUSINESS ARISING:

- a) Brooks Library received the Canada Employment job kiosk.
- b) Mary Grimes is unable to go to Jasper Conference.
- c) "Death by Chocolate" report. Over \$3,000.00 was raised and 125 volunteer bakers were involved.
- d) There has been no news to date concerning the South East Alta. Planning Commission collection.

CORRESPONDENCE:

- a) ALTA newsletter
- b) Canadian Library Assn. conference information. Conference to be held in Calgary, June 14 - 17.

REPORTS:

Shortgrass Report

No meeting has been held since our last meeting.

Finance Report

A report of the finance committee's April 18 meeting was given by Vice Chairman Ann Harvie.

MOTION: That expenditures of \$10,320.21 for the month of March be approved.

Ann / Mary CARRIED

Librarian's Report

- a) Interlibrary loans statistics continue to rise. In March 789 items were loaned out and 888 items were borrowed for a total of 1677 items or 64.5 ILL items

per day being circulated in Brooks. Over 5000 ILL items were circulated by all libraries within the Shortgrass System in March. This is a tangible example of resource sharing and cooperation.

- b) Nursery School tours start next week, 12 classes have been booked for the month of May.
- c) No staff member will be attending the Jasper Conference this year. It is hoped that someone will be able to attend the CLA Conference in Calgary in June.

NEW BUSINESS:

MOTION: To accept the audited financial statement prepared by Meyers Norris Penny & Co. as of December 31, 1994.

Mary / Ann CARRIED

MOTION: To transfer sufficient funds, within the budget, from books and periodicals to salaries, to cover increases in part-time salaries.

Mary / Joyce CARRIED

Fund raising to be discussed further at future meetings.

NEXT MEETING:

Finance committee - 5:00 P.M., May 16, 1995
General meeting - 6:30 P.M., May 18, 1995

ADJOURNMENT:

Meeting adjourned at 8:10 P.M.

Mary / Joyce CARRIED

Karen Armbuster
J. R. Lewis

FINANCE COMMITTEE MEETING
APRIL 18, 1995

Held in the Brooks Public Library at 5:30 P.M.

Attendance: Earl Pierson, Ann Harvie and librarian
Karen Armbruster

Topics discussed

- Review of March financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$10,320.21 for the month of March.
- Second payment from Town of Brooks received.
- Bake sale - Mary Grimes to report at meeting.
- Ann Harvie wishes to reconsider approved budget at meeting.

Meeting adjourned at 7:00 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
MAY 17, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Mary Grimes, Jonathan Jaikaron, Earl Pierson,
Joyce Rose, Rudy Esau, Joel Akin, Marion Rieger,
and Librarian Karen Armbruster

ABSENT: Ann Harvie, Councillors Diane Murray and Jamie
Nesbitt

MOTION: Approval of Agenda
Mary / Joel CARRIED

MOTION: Approval of Minutes
Mary / Joyce CARRIED

BUSINESS ARISING:

a) CLA Conference in Calgary
b) Trustees workshop hosted by Shortgrass on
October 14, 9:00 a.m.-4:00 p.m.
MOTION: That Library Board pay registration fee of \$15.00
for each person who wishes to attend.
Mary / Jonathan CARRIED

CORRESPONDENCE:

- a) Letter from Shortgrass - re: ALTA Workshop
in October.
- b) The public library review committee's
"Discussion Paper". Copies given to each
board member for review.
- c) The ASAP strategic action plan received.

REPORTS:

Shortgrass Report
No report

Finance Report

A report of the finance committee's May 16 meeting
was given by Chairman Earl Pierson.

MOTION: That expenditures of \$8,624.00 for the month of
April be approved.
Joel / Rudy CARRIED

Librarian's Report

- Our senior volunteers, who have been putting
the security strips in the books for us, have
adjourned for the summer.

- The summer program "Book World" is taking shape. We will be offering 8 "clubs" or activities, storytelling, arts & crafts, drama, music, sports & games, computer, puppetry and special events.
- "Paulo" will be our Family Fun Night entertainer on June 2 at 7:00 P.M.
- The Library Foundation will meet next Wednesday at 5:00 P.M. in the library. Board members are invited and encouraged to attend.

NEW BUSINESS:

a) CLA registrations - Karen and Earl expressed some interest in going. Complete program agenda will be available in a few days.

NEXT MEETING:

Finance committee - 5:00 P.M. - June 6, 1995
Regular meeting - 6:30 P.M. - June 8, 1995

ADJOURNMENT:

Meeting adjourned at 7:10 P.M.

Mary / Joel CARRIED

Earl Lewis

Karen Arambuster

FINANCE COMMITTEE MEETING
MAY 16, 1995

Held in the Brooks Public Library at 5:30 P.M.

Attendance: Earl Pierson, Marion Rieger and Librarian
Karen Armbruster

Topics discussed

- Review of April financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$8,624.00 for the month of April.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
JUNE 8, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Earl Pierson, Jonathan Jaikaron, Rudy Esau,
Mary Grimes, Marion Rieger, Joel Akin, and
Librarian Karen Armbruster

ABSENT: Ann Harvie, Councillor Diane Murray and
Councillor Jamie Nesbitt

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

MOTION: Approval of agenda
Joel / Mary CARRIED

MOTION: Approval of minutes
Joel / Rudy CARRIED

BUSINESS ARISING:

- a) Public Review Committee Discussion Paper. Board reviewed the proposed changes and decided to write a letter of support for the document with a request for clarification of one section concerning "free and equal access for all" and the use of membership fees.
- b) Joint Library Foundation / Board meeting held May 23, 5:00 P.M. at the library.

REPORTS:

Shortgrass Report
No report

Finance Report
A report of the finance committee's June 6 meeting was given by Joel Akin.

MOTION: That expenditures of \$24,899.25 for the month of May be approved.
Joel / Rudy CARRIED

Librarian's Report

a) Approximately 70 people attended the "Paulo" concert Family Night. \$32.00 was donated in the silver collection.

b) The staff is continuing to conduct school tours. These will continue until the end of the school year.

c) The summer reading program "Welcome to Bookworld" will begin July 3.

d) Shortgrass will be sponsoring our July 21 Family Fun Night. We will host Dan "The Story Man" at 7:00 P.M.

NEW BUSINESS:

MOTION: That the week of June 19 - 24 be set aside as Amnesty Week and advertised in the local media.

Mary / Rudy

CARRIED

NEXT MEETING:

Finance committee - 5:00 P.M., September 19, 1995
General meeting - 6:30 P.M., September 21, 1995

ADJOURNMENT:

Meeting adjourned at 8:13 P.M.

Joel / Mary

CARRIED

Joel Lewis

Karen Arambuster

FINANCE COMMITTEE MEETING
JUNE 6, 1995

Held in the Brooks Public Library at 5:30 P.M.

Attendance: Earl Pierson, Joel Akin and Librarian
Karen Armbruster

Topics discussed

- Review of May financial statements, journal entries,
and Bedford accounting. Recommend approval of expenses
of \$24,899.25 for the month of May.
- Reviewed Public Library Review Committee's discussion
paper.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
SEPTEMBER 21, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Earl Pierson, Mary Grimes, Diane Murray, Anne Harvie,
Cheryl Pierson, Joel Akin and Librarian Karen Armbruster

ABSENT: Jonathan Jaikaron, Rudy Esau and Jamie Nesbitt

Chairman Earl Pierson welcomed Cheryl Pierson, our new
County representative. The meeting was called to order
at 6:35 P.M.

MOTION: Approval of agenda
Mary / Joel CARRIED

MOTION: Approval of minutes
Joel / Mary CARRIED

BUSINESS ARISING:

- a) Amnesty Week - June 12 - 17
Advertising was done in the Brooks Bulletin, on
the radio, and patrons with overdue materials were
phoned, however, the response was not good. Our
current computer printout shows that there are a
total of 944 people owing \$3.00 or more in fines
and/or lost materials for a total of \$14,422.

MOTION: That the Library Board take more aggressive action to
collect lost items and overdue fines by:

1. Public appeal in the local media in conjunction with
a fall amnesty week.
2. Followed by a board conducted phone campaign
informing delinquents that their names will be
published and on display in the library.
3. Assessment after the campaign to see if further
action is necessary.

Ann / Joel CARRIED

CORRESPONDENCE:

- a) Marion Rieger - letter of resignation
- b) Chamber of Commerce - letter requesting use of board
room for Klein luncheon, July 24. (Promised
donation not received to date.)

ACTION: Letter to be sent to Chamber of Commerce reminding them
of the promised donation.

- c) Note received from actor Paul Gross stating his
willingness to help the library in some way with
its fundraising efforts.

REPORTS:

Shortgrass Report

- Regional directors looking into a provincial union catalog (listing of all materials held by libraries) in CD-Rom format.
- Shortgrass looking into costs of processing donated materials and reprocessing of existing materials for system libraries.
- The budget process has started and Shortgrass is looking at a 0% increase.
- Processing of Southeast Regional Planning materials is taking longer than expected.

Finance Report

A report of the finance committee's September 19 meeting was given by Treasurer Joel Akin.

MOTION: That expenditures of \$10,382.93 (June), \$14,075.51 (July), and \$25,776.39 (August) be approved.
Joel / Ann CARRIED

Librarian's Report

- a) Summer Reading Program is over. It was a success in terms of activities offered and the enthusiasm of the children, but the numbers enrolled were down. This may have been attributed to Medicine Hat College offering children's programming and the Rec. Centre offering full day programming.
- b) Two family fun nights were held during the holidays and they were very well attended.
- c) September is the month that the library has to sort the courier mail at the provincial building. With government cutbacks, each organization that receives courier service must take a one month turn at sorting the mail. This is a rotation that should come up once every 16 months. The staff is volunteering their time, as the mail must be sorted before 9 a.m.
- d) Fall programming has started. The "Liz and Terina Puppet Show" will be our first family night, Sept.22.

CLA Conference Report

Karen attended two sessions, Publishing and Authorship for Seniors, and Board-Staff Relations. Earl attended sessions on; CD-Rom's for Children, CD-Rom's in the Classroom and an Internet Forum. Oral reports and handouts were given.

NEW BUSINESS:

- a) Trustee workshop - Shortgrass headquarters, Oct. 14 9:30 - 4:00. Anyone interested please contact Karen before October 1st deadline.

b) Internet workshop - Calgary, Oct. 16, 9:00 - 4:00.

MOTION: That two staff members attend the Internet workshop in Calgary and purchase any videos that would be helpful to other staff and board members.

Joel / Cheryl CARRIED

c) Travelling art exhibits - Host organization needs wall space that nails and hooks can be pounded into or hanging rails installed, no fluorescent lighting, additional insurance, staff to crate, uncrate, hang and monitor exhibit, keep statistics and file reports.

ACTION: Must decline exhibits because of lighting and wall space.

d) Brooks Library Foundation has applied to Wild Rose Foundation for a grant for public access computers to be housed in the library.

MOTION: That Mary Grimes replace Marion Rieger as board secretary.

Mary / Joel CARRIED

NEXT MEETING:

Finance committee - 5:00 P.M., October 17, 1995
General Meeting - 6:30 P.M., October 19, 1995

ADJOURNMENT:

Meeting adjourned at 8:50 P.M.

Joel / Diane CARRIED

Karen Armbuster

Earl R. Lewis

**FINANCE COMMITTEE MEETING
SEPTEMBER 19, 1995**

Held in the Brooks Public Library at 5:30 P.M.

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

Topics discussed

- Review of financial statements, journal entries and Bedford accounting for the months of June, July and August. Recommend approval of expenses of \$10,382.93 - June, \$14,075.51 - July, \$25,776.39 - August.
- Patrons with overdue fines and lost items. Topic to be brought to general meeting for discussion and action.

Meeting adjourned at 6:15 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 19, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Mary Grimes, Rudy Esau, Earl Pierson, Cheryl Pierson,
Ann Harvie, Jonathan Jaikaron and Librarian Karen
Armbruster

ABSENT: Joel Akin, Diane Murray and Jamie Nesbitt

The meeting was called to order at 6:40 P.M.

MOTION: Approval of agenda
Jonathan / Rudy CARRIED

MOTION: Approval of minutes
Ann / Cheryl CARRIED

BUSINESS ARISING:

- a) Trustee workshop report - Mary
 - 1. reviewed the Libraries Act
 - 2. legal obligations of the board
 - 3. responsibilities of executive positions

- b) Internet workshop report - Karen
 - 1. possibilities for libraries
 - 2. some cost recovery by charging patrons
 - 3. selecting the right server for your business is important
 - 4. E.I.D. advantage: local, high modem - client ratio, charitable organization rates, school to connect in January 1996.

Suggest library consider for 1996 budget year.

CORRESPONDENCE:

- a) Chamber of Commerce donation of \$100 for use of boardroom for Klein event.
- b) Medicine Hat College thank you for allowing "job shadowing" for a day.
- c) WCB - libraries to be consolidated with universities, colleges, museums and art galleries to form larger group. Rate to increase in 1996!
- d) Final report of library review task force received.

REPORTS:

Shortgrass Report
No report.

Finance Committee
A report of the finance committee's October 17 meeting was given by Ann Harvie.

MOTION: That expenditures of \$9,065.80 for the month of September be approved.

Ann / Jonathan CARRIED

Librarian's Report

- a) September Family Fun Night - 35 people attended all had a good time.
- b) Conducted a Storytelling workshop at Griffin Park for all grade 7 students. Kids responded well.
- c) Thanks to Ann Harvie for her well written article in the Brooks Bulletin. It has brought a lot of response.
- d) Amnesty Week is still in progress but many older books are returning. Some have never been on the computer (pre-1990).

NEW BUSINESS:

- a) Trustee replacement

MOTION: To forward the name of Gay Hemsing to Council for appointment to the Board.

Jonathan / Rudy CARRIED

- b) To change the hours of opening on a trial basis to help meet the demands for students who do homework at the library. Tuesday and Thursday evenings are so busy that staff can not provide adequate help. Saturday evening is not usually very busy, therefore the library could close at 5 P.M. on Saturday and open Wednesday evening at no additional hours or cost to the Board.

MOTION: To change Saturday evening opening to Wednesdays on November 1, on a trial basis.

Jonathan / Rudy CARRIED

NEXT MEETING:

Finance committee - 5:00 P.M., November 14, 1995
General Meeting - 6:30 P.M., November 16, 1995

ADJOURNMENT:

Meeting adjourned at 7:35 P.M.

Mary / Jonathan CARRIED



FINANCE COMMITTEE MEETING
OCTOBER 17, 1995

Held in the Brooks Public Library at 5:25 P.M.

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

Topics discussed

- Review of September financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$9,065.80 for the month of September.
- Final 1/4 of Town grant has been received. Final portion of County of Newell grant has been received.
- Donation of \$200 from the Ladies Auxiliary of the Canadian Legion has been received, this has been earmarked for large print books. A donation from the Chamber of Commerce for \$100, for the use of the board room has been received.
- Amnesty Week progressing with large fines and old books being returned. Totals are not available yet. A different type of registration card was discussed. More details will be gathered for November's meeting.
- 1996 budget planning has begun, a draft budget will be available for the November General meeting.

Meeting adjourned at 7:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 16, 1995
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Joel Akin, Rudy Esau, Earl Pierson, Cheryl Pierson, Gay Hemsing, Jonathan Jaikaran, Councillor Diane Murray, Councillor Marg Andrew and Librarian Karen Armbruster

ABSENT: Mary Grimes and Ann Harvie

Meeting called to order by Chairman Earl Pierson at 6:35 P.M. A welcome was extended to new board member Gay Hemsing, new councillor Marg Andrew and Jeanne Lutes and Wanda White from the Library Foundation.

MOTION: Approval of agenda
Diane / Joel CARRIED

MOTION: Approval of minutes
Joel / Rudy CARRIED

Jeanne Lutes, on behalf of the Library Foundation presented a cheque for \$4,000. This money is from the proceeds of the "Death by Chocolate" Tea held in April. Wanda White discussed the Wild Rose grant proposal and the new guidelines for charitable fundraising. She also mentioned the upcoming Foundation Tea, November 21. The purpose of the tea is to recruit new Foundation members and to get ideas for future fundraising activities.

REPORTS: Shortgrass Report

Wanda White reported on the Shortgrass Library Board meeting held November 16.

- The 1996 budget was approved with no increased requisition for the municipalities
- Four board members have resigned. Nanko Dubbelboer, County of Forty Mile - Chairman, Peter Barth - Medicine Hat, Diane Krahn - Foremost, Diane Murray - Brooks.
- Vic Lutz - Redcliff is the new chairman and Brian Whitson - Medicine Hat is the new Vice-Chairman.

Finance Committee Report

A report on the finance committee's November 7 meeting was given by Joel Akin.

MOTION: That expenditures of \$10,227.32 for the month of October be approved.

Cheryl / Joel CARRIED

MOTION: To spend the Library Foundation donation on a CD Rom stacker, CD's, and books.

Joel / Rudy CARRIED

Librarian's Report

- a) Spoke at ATA retired teachers luncheon.
- b) Attended SAIT Rural Libraries Advisory Committee meeting. Points of interest; need for library job training for schools because with budget cuts professional library staff are being replaced by untrained personnel that must have some kind of training. Lethbridge school division has asked SAIT to provide a customized package for schools within their division. The U of L is also interested in this type of training.
- c) Children's author Burt Konzak will be performing in Brooks on November 20 at 1:30 P.M.
- d) December Family Fun Night will feature a Christmas Puppet Play by "Spoof".

CORRESPONDENCE:

- a) Letter from Town of Brooks appointing Diane Murray and Marg Andrew to the Library Board for the 95/96 term.
- b) Letter from the Bow River Water Quality Council announcing a meeting in Brooks on December 6, 6:30 P.M. at the Heritage Inn.
- c) Marigold newsletter

NEW BUSINESS:

- a) 1996 proposed budget. Earl Pierson presented the finance committee's draft budget. Discussion was held

MOTION: That the proposed 1996 budget be accepted and sent to Council for approval.

Joel / Rudy CARRIED

- b) Election of officers:
Earl Pierson - Chairman
Ann Harvie - Vice Chairman
Mary Grimes - Secretary
Joel Akin - Treasurer
Policy committee - Gay Hemsing, Rudy Esau
Finance committee - Joel Akin, Jonathan Jaikaran
- c) No December meeting unless required

NEXT MEETINGS:

Finance committee - 5:00 P.M., January 16, 1996
General meeting - 6:30 P.M., January 18, 1996

ADJOURNMENT:

Meeting adjourned at 8:55 P.M.

Joel CARRIED

Joel Akin Sec *Ann Harvie* *Chair*

FINANCE COMMITTEE MEETING
NOVEMBER 7, 1995

Held in the Brooks Public Library at 5:35 P.M.

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

Topics discussed

- Review of October financial statements, journal entries and Bedford accounting. Recommend approval of expenses of \$10,227.32 for the month of October.
- Amnesty report. 165 items returned - \$1,782 value \$474.60 in long overdue fines collected. Fines and book values still outstanding \$11,305.40
- Proposed budget completed and will be presented to the November Board meeting for discussion. Budget to go to Town by December 1, 1995.

Meeting adjourned at 7:30 P.M.