

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 18, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Gay Hemsing Cheryl Pierson, Jonathan Jaikaron
Mary Grimes, councillor Diane Murray and librarian
Karen Armbruster

ABSENT: Earl Pierson, Joel Akin, Rudy Esau and councillor Marc
Andrew

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

MOTION: Approval of agenda
Diane / Mary CARRIED

MOTION: Approval of minutes
Cheryl / Jonathan CARRIED

BUSINESS ARISING:

- Foundation Tea - Two new members
Decision to have 2nd annual "Death by Chocolate"
fundraiser. Foundation asked for a co-chairman
from the board to help with the tea. Gay Hemsing
volunteered.

CORRESPONDENCE:

- Letter from MIA. P. Wigman re: library exclusion from
lotteries funding document. His letter, addressed to
Premier Klein, noted the exclusion and asked that the
government correct it as soon as possible.
- Letter from Shortgrass re: 1996 budget and 1996 levies
which remain the same as 1995.
- Letter from Bob Scammell with his annual donation
toward wildlife collection plus two copies of his most
recent book.
- Letter, book and donation from Bow Slope Shipping.
- Information on L.A.A. Conference in Jasper on May 2-5.
- Information on C.L.A. Conference in Halifax on June
6 - 9th.

REPORTS:

Shortgrass Report

No one was able to attend meeting. Diane commented
on the updated resource sharing agreement.

Finance Committee Report

- a) A report of the finance committee's January 16
meeting was given by Ann Harvie.

MOTION: That expenditures of \$14,303.77 for the month of November be approved.

Jonathan / Gav CARRIED

MOTION: That expenditures of \$21,271.37 for the month of December be approved.

Jonathan / Cheryl CARRIED

- b) The 1995 financial books have gone to the auditors.
- c) The Foundation has received the Wildrose grant for \$4,852. This money will be spent to purchase one public access computer and lockable workstation.
- d) Jim Gray, service manager for the Brooks area of AGT, approached the librarian about AGT's interest in funding community projects. He asked if there was some project that the library would like to present for consideration.

MOTION: That a proposal be presented to AGT for funding for another public access computer and the on-going networking expenses necessary to link both computers to internet.

Mary / Jonathan CARRIED

Librarian's Report

- Year end statistics have been completed. Only 46 items were missing from this year's inventory. Other statistics are presented in report form.
- The C.N.I.B. has awarded the "White Cane Award" to the Brooks Public Library staff for service above and beyond the call of duty. Wanda Dickau, Terri Dahl, and Bessie Jacowishen were nominated in a glowing letter from Eleanor Snyder a blind patron that uses the services of the library.
- Family Fun Night is scheduled for January 26. 7:00 P.M.. D.J. Warkstein will entertain with songs, comedy and puppetry.

NEW BUSINESS:

- Draft policy reviewed for "use of public access computers". Policy committee to contact Lethbridge and Medicine Hat Libraries for copies of existing policies and present at next meeting.
- Discussion on historical photos and recorded history of Brooks.

NEXT MEETING: Finance committee - 5:00 P.M., February 13, 1996
General meeting - 6:30 P.M., February 15, 1996

ADJOURNMENT:

Meeting adjourned at 8:25 P.M.

La L. Lewis *Karen Abrahamson*

FINANCE COMMITTEE MEETING
JANUARY 16, 1996

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

Attendance: Earl Pierson, Ann Harvie, Joel Akin, Jonathan Jaikaron and librarian Karen Armbruster

Topics discussed

- Review of November and December financial statements, and Bedford accounting. Recommend approval of expenses of \$14,303.77 for the month of November and \$21,271.37 for the month of December.
- Library Foundation Wildrose Grant received. Computer now on order.
- AGT interested in funding worthwhile projects which will benefit the community and raise their corporate image. These projects should be forward thinking, perhaps linked to communication and give credit to AGT. Librarian working with Jim Grey of AGT to submit a proposal. Suggested to date, a second public access multimedia information centre.
- 1995 financial books sent to auditors.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 15, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Gay Hemsing, Cheryl Pierson, Mary Grimes,
Jonathan Jaikaron, Rudy Esau, Earl Pierson, Joel Akin,
and librarian Karen Armbruster

ABSENT: Councillors Diane Murray and Marg Andrew

Bruce Parker from the Bulletin here to take Board
picture.

The meeting was called to order by Chairman Earl Pierson
at 6:53 P.M.

MOTION: Approval of agenda
Ann / Joel CARRIED

MOTION: Approval of minutes
Joel / Gay CARRIED

BUSINESS ARISING:

- Library Foundation meeting - March 13, 1 P.M.
- Jasper Conference - 1 staff going to date
- Grant proposal sent to AGT
- Wild Rose computer ready to be set up
- Family Fun Night a success with 75 participants

REPORTS:

Shortgrass Report

No one to report

Finance Committee Report

A report of the finance committee's February 13
meeting was given by Earl Pierson

MOTION: That expenditures of \$9,649.14 for the month of January
be approved.

Rudy / Jonathan CARRIED

Librarian's Report

Interlibrary loans, circulation and fines are up
for the month of January.

The White Cane Award was presented at a very nice
tea held in the library. There were several visually
impaired people and their caregivers here for the
occasion. All expressed appreciation for the services
the library provides.

Policy Committee Report

A report of the policy committee's February 5 meeting was given by Gay Hemsing.

NEW BUSINESS:

1. Revision and update of policies and by-law.

Spokesperson Gay Hemsing explained all of the revisions the committee felt were necessary to correct and update the library policies and by-law.

MOTION: That the 1st reading of the by-law and policies be approved as changed.

Gay / Jonathan CARRIED

2. Promotional map - Town of Brooks and Chamber of Commerce Discussion followed. Cost of promotion \$320.00. Board felt that the cost was too high for the library to participate.

NEXT MEETING:

Finance committee - 5:00 P.M., March 19, 1996
General meeting - 6:30 P.M., March 21, 1996

ADJOURNMENT:

Meeting adjourned at 8:30 P.M.



POLICY COMMITTEE MEETING
FEBRUARY 5, 1996

Held in the Brooks Public Library at 7:00 P.M.

Attendance: Gay Hemsing, Rudy Esau and Librarian Karen
Armbruster

Topics discussed:

- Review of all policy statements to insure accuracy and clarity.
- The committee went through each policy to update any that it considered outdated and to add new policies where it felt necessary.
- It was decided to put the policies and by-laws on the computer so that revision would be easier in the future.
- Review of the by-laws to insure accuracy and consistency with the policies.
- Committee to present policies and by-laws to Board at February 15 meeting.

Meeting adjourned at 8:30 P.M.

FINANCE COMMITTEE MEETING
FEBRUARY 13, 1996

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

Attendance: Earl Pierson, Jonathan Jaikaron, Joel Akin and
Librarian Karen Armbruster

Topics discussed:

- Review of January financial statements, journal entries, and Bedford accounting. Recommend approval of expenses of \$9,649.14 for the month of January.
- Telephoning of outstanding accounts has seen some results in January's deposit of \$1,818.12 in fines.
- Financial books still with auditors. Hope to have at least a draft by next meeting.

Meeting adjourned at 6:30 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 21, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Gay Hemsing, Rudy Esau, Mary Grimes, Earl Pierson, Joel Akin, Jonathan Jaikaron, Ann Harvie councillors Marg Andrew, Bev Nelson, Jr. and librarian Karen Armbruster

ABSENT: Cheryl Pierson

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

MOTION: Approval of agenda
Joel / Rudy CARRIED

MOTION: Approval of minutes
Gay / Marg CARRIED

BUSINESS ARISING:

- Death by Chocolate
plastic containers needed for baking
Rita Wildshutt did art work for bakesale
next meeting - April 17, 1 P.M., library
- AGT Proposal
- Wild Rose computer
- Mary Grimes and Karen Armbruster going to Jasper

REPORTS:

Shortgrass Report

Bev Nelson ~~Marg Andrew~~ attended her first Shortgrass Board meeting on March 21. Topics discussed include the new government block funding structure. Details and formulas will be worked out by the library systems.

Finance Report

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

MOTION: That expenditures of \$9,939.88 for the month of February be approved.
Joel / Ann CARRIED

MOTION: That the 1995 audit conducted by Meyers Norris Penny & Company be accepted.
Joel / Jonathan CARRIED

Finance committee to finalize user fees proposal for next Board meeting.

MOTION: To accept the policy handbook as distributed and corrected.

Rudy / Joel CARRIED

Librarian's Report

Interlibrary loans, circulation and fines continue to remain high.

The Calgary Young Writers Conference on Saturday March 16 was attended by over 2000 students from various schools in Calgary. As one of the presenters, Karen conducted storytelling workshops to Jr. High and Sr. High groups.

Shortgrass director, Ray Lusty would like to meet with the Brooks Library Board in April to discuss services offered and future directions for the system.

A sample of a new membership card was introduced for discussion.

CORRESPONDENCE:

- Memorial donations have been received for Ray Stafford, long time resident and library member.
- Letter received from Town - appointing Bev Nelson, Jr. to library board
- Final report of the Alberta Libraries Review Committee

NEW BUSINESS:

Joel Akin will not be seeking reappointment at the end of his first term because he intends to move to Bassano. An Ad will be placed in the Brooks Bulletin for a new Board member.

NEXT MEETING:

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

ADJOURNMENT:

Meeting adjourned at 9:00 P.M.

Joel Akin

Karen Armbruster

FINANCE COMMITTEE MEETING
MARCH 19, 1996

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

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

Topics discussed

- Review of February financial statements and Bedford accounting. Recommend approval of expenses of \$9,939.88 for the month of February.
 - Earl Pierson and Karen Armbruster attended a Corporate Services meeting to discuss 1996 Library Budget. Discovered the Council had already set the library budget at 0% increase again this year.
 - Discussed ways to raise the needed \$16,700 shortfall in the budget.
 - A. Donations or corporate sponsorship. May help for the present but board would probably face same situation next year.
 - B. User membership card fees. Long term solution to ongoing problem.
- Positives and negatives to be discussed at Board meeting.
- User fee options : Flat Rate, Tiered Rate, Family/Single Rate discussed. Estimates on user numbers and amount of funds that could be raised this way will be brought before the Board.
 - Reviewed by-laws and policies.

Meeting adjourned at 6:00 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
APRIL 18, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Marg Andrew, Jonathan Jaikaran, Mary Grimes, Rudy Esau, Ann Harvie, Earl Pierson, Cheryl Pierson, Gay Hemsing and librarian Karen Armbruster

ABSENT: Joel Akin and Bev Nelson

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

MOTION: Approval of agenda
Mary / Ann CARRIED

MOTION: Approval of minutes as corrected
Ann / Marg CARRIED

BUSINESS ARISING:

- AGT grant proposal not accepted at this time
- No applications for board vacancy yet
- Tickets for the "Death by Chocolate" tea available

CORRESPONDENCE:

- ALTA letter concerning proposed changes to voting and executive bylaw.
- Letter outlining changes to charitable raffle legislation
- Summary of March 29-31 workshop in Calgary of Libraries ASAP committee

REPORTS:

Shortgrass Report

No report

Finance Report

Report of the April 16 meeting given by Earl Pierson

MOTION: That expenditures of \$9,267.51 for the month of March be approved.

Jonathan / Cheryl CARRIED

Librarian's Report

- Terri Dahl had a baby girl 8 lb. 10 oz. on April 5. Shower to be held at 7:30, April 29 at Armbruster's.
- The theme for the summer reading program is "Camp Readsalot"
- The library received a donation of \$500 from Ms. Elaine Cornish

- The internet is up and running on the public access computer. New general ledger accts. will be set up to track expenses and revenues of internet.

NEW BUSINESS:

- Earl welcomed Ray Lusty and Bob Batchelder from Shortgrass to the meeting. They presented an outline of current library services being provided by Shortgrass and identified future opportunities for the System. They discussed the current computer upgrades at headquarters and the ramifications that future system expansion will have on the libraries now in the system.
- Membership cards - computer generated cards with photographs would cost in the neighbourhood of \$2.50 per card. A Brooks Bulletin quote for 10,000 printed cards is \$673.00.
- User fees - finance committee proposal states " library membership is open to all residents of Brooks and Divisions 5 and 10 in the County of Newell for an annual fee of \$12.00 per person. Members may obtain cards for their children to use the collection in the children's area free of charge. No person will be denied library service due to economic disadvantage." The committee recommends that this statement be included in the bylaw of the library.

MOTION: That the revised and updated bylaw of the Brooks Municipal Library Board be approved in it's entirety.

Jonathan / Gay CARRIED

2ND READING CARRIED

3RD READING CARRIED

Adopted April 18, 1996

NEXT MEETING:

Finance committee - 5:00 P.M., May 14

General meeting - 6:30 P.M., May 16

ADJOURNMENT:

Meeting adjourned at 8:45 P.M.

Don Vining
Karen Armbruster

FINANCE COMMITTEE MEETING
APRIL 16, 1996

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

Attendance: Earl Pierson, Ann Harvie, Joel Akin, Jonathan Jaikaron, Mary Grimes and librarian Karen Armbruster

Topics discussed

- Review of March financial statements, and Bedford accounting. Recommend approval of expenses of \$9,267.51 for the month of ~~December~~ *March*
- User fees - after much discussion, the committee felt that \$12.00 per person per year was needed to raise the \$16,000 budget shortfall. This amount could be promoted as "only a dollar a month" for quality library service. Children of members would use the children's collection free of charge. One fee for one year for all others.
- Recommend that librarian set up specific income and expenditure accounts for internet so that it is easy to track.
- Membership cards - librarian looked into cost of printing new cards, Jonathan to look into legality of asking for driver's licence and credit card no's.

Meeting adjourned at 6:50 P. M.

BROOKS PUBLIC LIBRARY
MINUTES
MAY 16, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Rudy Esau, Cheryl Pierson, Gay Hemsing, Joel Akin, Mary Grimes, Councillor Bev Nelson and Librarian Karen Armbruster
Guest: reporter Simon Cashman

ABSENT: Marg Andrew, Jonathan Jaikaran and Earl Pierson

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

MOTION: Approval of agenda
Rudy / Joel CARRIED

MOTION: Approval of minutes
Joel / Mary CARRIED

BUSINESS ARISING:

- Death by Chocolate Tea and Bake Sale was a success with approximately \$4,000 raised (before expenses). The extra diabetic goodies were taken to the Newbrook lodge and the remainder was sold at the Mall on Saturday. There were many positive comments on the decorations and the beautiful way the goods were displayed. A debriefing meeting of the Foundation will be held on May 22, 1:00 P.M. in the library.
- Membership cards - all local cards will expire June 1st, 1996 to accommodate user fees. Blue cards will be issued to children. Adults will continue to use current cards.
- ALTA meeting at Jasper Conference - Special resolution #1 allowing members to vote by mail was carried. Special resolution #2 carried with some modifications (copy included with minutes).

CORRESPONDENCE:

- Shortgrass librarians committee minutes
- Letter from Alberta Community Development informing libraries of changes in managerial positions.

REPORTS:

Shortgrass Report

Bev Nelson stated that the finance committee is currently reviewing several proposals for distributing provincial funds.

Financial Report

Report of the May 15 meeting given by Joel Akin.

MOTION: That expenses of \$10,392.01 for the month of April be approved.

Cheryl / Rudy CARRIED

Librarian's Report

Summer student, Claire Worms, began work on May 6. The theme for the summer program will be "Camp Readsalot".

Seven kindergarten classes and 2 nursery school classes toured the library in May.

Jasper Conference was very interesting and educational this year. The keynote speaker was Kim Campbell. Sessions attended by the librarian included; persuasive communication, TLC for your computer, Internet, and Improving your memory.

NEW BUSINESS:

- Review of goals and objectives - policy committee of Gay, Rudy, Cheryl and Karen to review current goals and recommend needed changes.
- No summer board meetings unless necessary.

NEXT MEETING:

Finance committee - 5:00 P.M., June 18
General meeting - 6:30 P.M., June 20

ADJOURNMENT:

Meeting adjourned at 7:22 P.M.

Joel / Gay

CARRIED

Don King VICE CHAIR
Karen Armbruster

SPECIAL RESOLUTION #1

WHEREAS, the Board of Directors of the Alberta Library Trustees Association wish to receive guidance from its entire membership on significant issues; and whereas a mail-in ballot proxy vote mechanism if provided for in the by-laws of the association would achieve this;

THEREFORE BE IT RESOLVED that by-law 9.1 be amended to read:

"These by-laws may be rescinded, altered or added to by a Special Resolution passed by a majority of not less than three fourths (3/4) of such members entitled to vote as are present in person, or by proxy, *by mail* at a General meeting, of which twenty-one (21) days notice of intention to propose the motion as a Special Resolution has been given, or at a General Meeting of which less than twenty-one (21) days notice has been given, provided that all members entitled to be present and vote have agreed, in writing or by motion at the meeting, to consider the motion."

Background:

The ALTA Board may be required in the next year, and from time to time, to call a Special Meeting to present special resolutions to rescind, amend or add to the by-laws of the association and seek direction from the membership. The Board of Directors wishes to ensure that all member boards have the opportunity to vote on these important changes through a mail-in or proxy vote. Personal attendance at meetings would be prohibitively expensive and effectively disenfranchise many members.

SPECIAL RESOLUTION #2

BE IT RESOLVED AS A RESOLUTION of the membership of the Alberta Library Trustees Association (ALTA) that:

1. Trustees continue to be associated for purposes of education, information exchange and *Advocacy* lobbying on behalf of public libraries ~~under a separate and distinct trustee association;~~ *Carried*
2. Trustees endorse funding of ALTA from the public libraries operating grants of the provincial government, whether directly from the department having authority for distribution of same from time to time or indirectly from the recipients of such grants; *Carried*
3. Membership in ALTA automatically be extended, without the requirement of the payment of any membership fee, to Trustees of libraries within the System boundaries/area of any System (inclusive of Calgary and Edmonton) providing operating funds to ALTA; *Carried*
4. Trustees endorse the principal of reduction of membership of the ALTA board from twelve to nine persons, each director representing each of the current geographic areas (inclusive of Calgary and Edmonton) with ALTA table officers elected from within its board members. *defeated*

FINANCE COMMITTEE MEETING
MAY 15, 1996

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

Attendance: Earl Pierson, Ann Harvie, Joel Akin, Jonathan
Jairkaran, Mary Grimes and librarian Karen
Armbruster

Topics discussed

- Review of April financial statements and Bedford accounting. Recommend approval of expenses of \$10,392.01 for the month of April.
- User fees - Public announcements and publicity during the week of May 20th.
- Membership cards - All town memberships to expire June 1. Current cards will continue with new expiry dates as they are renewed. Current stock will be used up before other cards are ordered. Children will be issued blue cards.
- Death by Chocolate raised approximately \$4,000 before expenses and should clear approximately \$3,600.

Meeting adjourned at 6:40 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
JUNE 20, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Ann Harvie, Rudy Esau, Cheryl Pierson, Gay Hemsing, Joel Akin, Mary Grimes, Jonathan Jaikaran, Councillor Marg Andrew and Librarian Karen Armbruster

ABSENT: Earl Pierson and Bev Nelson

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

MOTION: Approval of agenda with deletion of Shortgrass report.
Cheryl / Marg CARRIED

MOTION: Approval of minutes
Rudy / Gay CARRIED

BUSINESS ARISING:

- The Library Foundation has approved the purchase of a second public use computer for the library from the proceeds of the "Death By Chocolate" Sale.

CORRESPONDENCE:

- Letter from CNL Computers offering the library up to (\$1,000) one thousand dollars worth of free technical computer servicing in the next year.
- Annual Alberta Government grant has been received.
- Marigold Newsletter received.

REPORTS:

Financial Report

Report of the June 11 meeting given by Joel Akin.

MOTION: That expenses of \$26,211.36 for the month of May be approved.

Mary / Cheryl CARRIED

Librarian's Report

Patrons are coming in to pay their memberships at a good rate. We have 519 paid up in the first 3 weeks of June for a total of \$6,228.00.

Over 40 children have pre-registered for the summer program. Spy camp, space camp and computers are the favourites to date.

The EID has found a sponsor of the library's Internet basic charges for the next 18 months. This represents a \$180.00 saving for the library. They have also volunteered the services of their summer student for 3-4 hours per week to help patrons in the library become familiar with Internet.

NEW BUSINESS:

- Goals and Objectives - The policy committee has reviewed and updated the libraries goals and objectives for the coming 3 years.

MOTION: That the newly revised goals and objectives of the Brooks Public Library be accepted as presented.

Gay / Cheryl CARRIED

- Vandalism - Over the Rodeo week-end, someone vandalized the outside car plug-ins by "jimmying" off the tops and severing the wiring. The RCMP were notified but said there was nothing they could do. The Town was also notified and Al Bessey came over. Mario's Electric came to make sure the breakers were off and to remove the broken tops and cover the bare wires. They will reorder needed parts and fix when they have time.

NEXT MEETING:

Finance committee - 5:00 P.M., September 17, 1996
General meeting - 6:30 P.M., September 19, 1996

ADJOURNMENT:

Meeting adjourned at 7:30 P.M.

Joel / Gay CARRIED

Joel Lewis
Karen Armbruster

FINANCE COMMITTEE MEETING
JUNE 11, 1996

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

Attendance: Ann Harvie, Joel Akin, Jonathan Jaikaran and
librarian Karen Armbruster

Topics discussed

- Review of May financial statements and Bedford accounting. Recommend approval of expenses of \$26,211.36 for the month of May.
- County and Provincial grants have not arrived to date. This leaves the library in a very poor financial situation. There has been another government change in ministerial appointments, Gary Mar is no longer the minister of Community Development. It is now Shirley McClelland.
- Town grant for the 3rd quarter of the year was received on June 3rd.

BROOKS PUBLIC LIBRARY
MINUTES

SEPTEMBER 19, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Earl Pierson, Jonathan Jaikaran, Cheryl Pierson, Rudy Esau, Librarian Karen Armbruster, Ann Harvie.

ABSENT: Gay Hemsing, Mary Grimes, Councillors Marg Andrew and Bev Nelson

1. The meeting was called to order by Chairman Earl Pierson at 6:37 p.m.

2. MOTION: The agenda was approved with no changes.
Ann/Rudy CARRIED

3. MOTION: The minutes of the previous meeting were approved with no amendments
Jonathan/Cheryl CARRIED

4. BUSINESS ARISING:

The outside vehicle plug-ins, vandalized earlier in the year, are not yet in working order. The electrician has been working on them, and they should be completely repaired in time for the colder weather.

5. CORRESPONDENCE:

a) Letter of thanks from Karen Buckley, historical researcher, for help given by library staff when she was working on local historical records this spring.

b) Letter from Shirley McClellan, Minister, advising that distribution of Provincial grants to libraries via Library Systems has been delayed a year. Grants for 1997 will use the same per capita rate as 1996. Population will be based on 1990 figures. A Task Group has been formed to design a funding formula for future years.

c) Minutes of the most recent Shortgrass Board meeting were made available.

d) Newsletter from the Marigold Library System was made available.

6. SHORTGRASS REPORT: Not available

7. FINANCIAL REPORT: Report of the September 17, 1996 Finance Committee Meeting was given by Earl Pierson.

MOTION: That expenses of \$8,805.30 for June 1996, \$14,462.74 for July 1996, and \$27,075.80 for August 1996 be approved.

Cheryl/Rudy CARRIED

DISCUSSION: Policy regarding "new residents" Currently, anyone unable to give proof of having a fixed address (e.g. water bill, phone bill etc.) is charged the non-resident fee of \$45.00, which is refunded, less the regular \$12.00 membership fee, when proof of fixed address is given.

In view of the expansion of Lakeside and the projected influx of new residents, many of whom are expected to be transient, there is a concern that larger numbers of people may join the library and then move on, "forgetting" intentionally or unintentionally, to return library materials.

The temporary housing to be erected near the Lakeside plant is in Ward 5 of the County of Newell, where permanent residents are part of the Brooks Library area and pay only the \$12.00 membership fee. The question arose as to whether this temporary housing would qualify as a "fixed address." Lakeside officials advised Karen that a stay of more than 2 months would be strongly discouraged.

It was decided by consensus that Karen would contact librarians in other communities with similar sudden growth to find out a) what, if any, problems arose, and b) what solutions were found.

Suggestions made at the meeting to counteract the possible increase in loss of materials were:

1) A probation period for all new members, who would pay the non-resident fee to be refunded (less \$12.00) after a set period of time

2) A temporary membership, with a deposit on materials borrowed, which would equal the value of the materials

8. LIBRARIAN'S REPORT:

An interesting and informative written report on summer and fall activities at the library was given to all present.

Karen will once again be participating in this year's Celebrity Read.

Circulation is down somewhat compared to June, July and August of 1995, probably as a result of the new membership fee.

The Annual Report was sent out via the C.O.R.E. bags - this form of inexpensive advertising/distribution may not be available in the future.

There is a problem with flooding in the library offices, and a damp/musty odour in the basement, possibly from irrigation pipes running close to the north side of the building. The pipes have been shut down, but nothing more can be done until the rain stops.

9. NEW BUSINESS:

Joel Akin has resigned from the Board, and an application has been received from Gerry Schindeler.

MOTION: That Gerry Schindeler be recommended to Town Council as a Trustee on the Brooks Public Library Board.

Ann/Rudy CARRIED

10. CONSENSUS: The Alberta Computers for Libraries Project is accepting applications from libraries for refurbished ex-government or donated computers. Karen will apply.

11. NEXT MEETING: October 17, 1996 at 6:30 p.m.

12. Meeting adjourned at 7:40 p.m.



FINANCE COMMITTEE MEETING
SEPTEMBER 17, 1996

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

Attendance: Ann Harvie, Joel Akin, Jonathan Jaikaran, Earl Pierson and librarian Karen Armbruster

Topics discussed

- Review of June, July and August financial statements and Bedford accounting. Recommend approval of expenses of \$8,805.30 for June, \$14,462.74 for July, and \$27,075.80 for August.
- Only the 4th quarter payment from the Town is still outstanding, all other grant money has been received.
- Circulation and memberships are down from last year, however, we hope to meet our projected figure of 1395 by December. At the present time we have 923 paid members.
- There was some discussion about the temporary housing at Lakeside and how those memberships would be handled. It was felt that the current policy which is in place will be sufficient unless problems occur.

Meeting adjourned at 6:15 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 17, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Rudy Esau, Jonathan Jaikaran, Cheryl Pierson, Councillor
Bev Nelson, Mary Grimes, Ann Harvie, Jerri Schindeler
and Librarian Karen Armbruster

ABSENT: Earl Pierson, Gay Hemsing and Councillor Marg Andrew

The meeting was called to order at 6:34 p.m. by Vice
Chairman Ann Harvie. Jerri Schindeler was welcomed
to the Board.

MOTION: Approval of agenda .
Bev / Jonathan CARRIED

MOTION: Approval of September minutes.
Cheryl / Rudy CARRIED

BUSINESS ARISING

Karen reported on phone calls made to libraries in
Lexington, Nebraska and Garden City, Kansas. Both cities
have faced dramatic growth in the last few years due to
industry expansions. They explained ways they have
handled transient or temporary memberships, overdues,
signage, language barriers, etc. Each library has
handled them in different ways, but they both agree that
policies should be in place and the libraries and schools
should be prepared.

CORRESPONDENCE:

- Letter from Photo Ident Card Systems Ltd. explaining
their library membership card system. Letter to go into
files for future reference.

REPORTS:

Shortgrass Report

Bev highlighted the government's implementation of a Task
Force to design an updated library funding formula which
will include new library boards, expanded regional
libraries and the large cities of Calgary and Edmonton.
The Shortgrass budget for 1997 has been approved by the
Board with no municipal increases and a small wage
increase for staff.

Financial Report

Report of the October 15 meeting was given by Jonathan.

MOTION: That expenses of \$9441.47 for the month of September
be approved.

Jonathan / Bev CARRIED

MOTION: That the existing 286 IBM computer used by Wanda Dickau be replaced.

Jonathan / Cheryl CARRIED

DISCUSSION: This computer is 14 years old. It was the first one purchased by the library. It is used everyday for 8 hours and is very slow. The money in the current budget under computer maintenance and new furnishing and equipment should cover the cost of the replacement. The existing keyboard and printer will be used if feasible.

Librarian's Report

There has been some rearrangement of materials in the library. The audiocassettes and videos are being weeded, refurbished and moved to a new location which should make it easier for staff and patrons.

Jennifer Hill of Starworks has volunteered her time to teach searching techniques on the Internet to patrons of the library. This will be done during evening hours. Specific dates have not been established yet.

Science Week is October 18 - 25. The library will be participating in this event by having two hands-on activity centres for the public's use. They are "Magnetism" and "Forensics".

NEW BUSINESS:

Proposed 1997 operating budget

MOTION: That the 1997 proposed budget be accepted as presented.

Jonathan/Cheryl CARRIED

CONSENSUS: The 1997 budget offers no new services. It is another hold the line budget. The library shall try to raise additional funds from memberships to cover a small increase in staff wages which is in keeping with our three year business plan. The requisition to the Town of Brooks will remain the same as the 1994, '95, '96 level. However, if there should be a need for multilingual signage or books in other languages, the library may be forced to ask the Town for additional support.

NEXT MEETING:

Finance committee - 5:00 P.M., November 19, 1996
General meeting - 6:30 P.M., November 21, 1996

ADJOURNMENT:

Meeting adjourned at 8:40 P.M.

Mary / Jerri CARRIED

Wanda Dickau
Karen Christensen

FINANCE COMMITTEE MEETING
OCTOBER 14, 1996

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

Attendance: Jonathan Jaikaran and Librarian Karen Armbruster

Topics discussed

- Review of September financial statement and Bedford accounting. Recommend approval of expenses of \$9,441.27 for the month of September.
- The final payment from the Town was received.
- Monies received from local memberships to date (Oct.15) is \$13,320, which represents 1110 paid up members.
- One of the office computers, used by Wanda Dickau, is in need of upgrading or replacement. It is a 14 year old 286 IBM DOS operated computer. It is very slow. It has several glitches which we work around but a crash would be very disruptive to the functioning of the library. Our statistical data, collections inventory, etc. are kept on that computer. Because of the generous donation of computer repair time by CNL, the library will not have to pay the annual maintenance fee of \$1,150.20 in November. It is suggested that the money budgeted for computer maintenance and the remainder of the library furnishing budget be used to upgrade or purchase a new office computer.
- The proposed operating budget for 1997 was discussed. It will be presented at the October Board meeting.

Meeting adjourned at 6:30 P.M.

PROPOSED BUDGET 1997
BROOKS PUBLIC LIBRARY

RECEIPTS	1996	1997
Town of Brooks	\$79,260.00	\$79,260.00
Province of AB	38,140.00	38,140.00
County of Newell	12,600.00	12,600.00
Fines, Book Sales	16,000.00	18,000.00
Donations, Fundraisers	5,000.00	3,100.00
Service Fees	1,000.00	1,500.00
Internet	1,000.00	1,000.00
Memberships	16,740.00	18,000.00
Rural Memb.	2,500.00	2,500.00
Interest Income	800.00	800.00
GST Recovery & Misc.	600.00	700.00
	<u>\$173,700.00</u>	<u>\$175,600.00</u>

EXPENSES	BUDGET 1996	PROPOSED 1997
Collection Development		
Shortgrass	\$29,715.00	\$29,715.00
Local Materials	4,000.00	4,000.00
Rebinding	1,500.00	2,000.00
sub-total	35,215.00	sub-total 35,715.00
Library Administration and Service		
Supplies	3,000.00	3,000.00
Conference/Travel	2,200.00	2,200.00
Telephone	1,400.00	1,400.00
Audit	1,070.00	1,284.00
Bank Charges	25.00	25.00
Professional Dues	180.00	180.00
Repairs/Maintenance	600.00	600.00
Copier/Computers	2,000.00	2,000.00
Security Monitoring	440.00	440.00
Programming	2,000.00	2,000.00
Postage/Freight	650.00	750.00
Furniture/Equipment	1,000.00	1,000.00
Misc.	1,000.00	1,000.00
sub-total	15,565.00	sub-total 15,879.00
Wages and Benefits		
Director	37,355.00	38,500.00
Assistant	22,506.00	23,436.00
Library Aide II (1)	15,698.00	15,255.00
Library Aides I (3)	18,131.00	17,400.00
Library Page - stud.	3,302.00	3,302.00
Holidays, sick days	1,100.00	1,100.00
Benefits - all	16,877.00	17,720.00
sub-total	114,970.00	sub-total 116,713.00
Technology		
Dynix Maintenance	4,500.00	4,500.00
Data Communications	1,000.00	1,000.00
Internet	1,000.00	500.00
sub-total	6,500.00	sub-total 6,000.00
Public Awareness		
Annual Report	650.00	650.00
Advert./Publicity	800.00	600.00
sub-total	1,450.00	sub-total 1,550.00
	<hr/>	<hr/>
TOTAL	\$173,700.00	\$175,557.00

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Brooks Public Library Benefits Package

1. Full-time (minimum 30 hrs. per wk.) permanent employees are eligible for the following benefits:

- A) Local Authorities Pension Plan - at standard rates
- B) Alberta Health Care - 70/30 split
- C) Blue Cross Medical Plan - 70/30 split -

There are presently 3 employees eligible and receiving these benefits. Karen Armbruster, Wanda Dickau, Bessie Jacowishen.

There are no Weekly Indemnity, Long Term Disability, Life, Dependant Life Insurance, or Accidental Death and Dismemberment benefits at this time.

The library does pay the mandatory CPP, UIC and WCB on all employees.

I have factored in an estimated increase of 5% for benefits for 1997.

Because all of the staff, except the librarian, are on an hourly base, the wages and benefits tend to fluctuate depending on number of hours worked that month, who fills in for whom, etc. But the total monies expended on wages and benefits over the year is usually very close to budget.

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BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 21, 1996
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Gay Hemsing, Jerri Schindeler, Mary Grimes, Earl Pierson,
Rudy Esau, Jonathan Jaikaran, Councillors Marg Andrew and
Bev Nelson, and librarian Karen Armbruster.

ABSENT: Cheryl Pierson and Ann Harvie

The meeting was called to order at 6:35 p.m. by chairman
Earl Pierson.

MOTION: Approval of agenda as amended.
Jerri / Gay CARRIED

MOTION: Approval of the October minutes.
Bev / Rudy CARRIED

BUSINESS ARISING:

1. The 286 IBM computer used by Wanda Dickau will be
replaced by a Pentium 100 supplied and serviced by CNL
for \$1,800.
2. Temporary memberships -

MOTION: That the policy / bylaw committee draft a policy on
transient and temporary memberships and present
the draft to the Board at it's earliest convenience.
Mary / Rudy CARRIED

CORRESPONDENCE:

- CWNG has presented volume 5 of the 20th Century History
Series to the library.
- Marigold newsletter
- Shortgrass newsletter
- Minutes from the Shortgrass Board meeting

REPORTS:

Shortgrass Report

Bev Nelson had nothing to report as there was no meeting
this month.

Financial Report

Report of the November 19 meeting given by Jonathan.

MOTION: That expenses of \$13, 511.81 be approved for the month
of October.
Jonathan / Jerri CARRIED

MOTION: That monies saved in wages, due to Terri Dahl's maternity
leave and retirement be used to purchase books.
Jerri / Gay CARRIED

Jonathan reported that he has contacted the auditors and that they are prepared to keep the audit fees the same as last year. He suggested that the library inscribe a book in appreciation for their donation of time and expertise.

Librarian's Report

- Jennifer Hill is currently giving free 1 hour sessions on Internet on Wednesday evenings. This service has been fully subscribed and she is prepared to continue until there is no further interest.
- Seventy grade 7 students and teachers attended the storytelling workshop presented at Griffin Park School.
- November Family Fun Night, hosted by The Young Alberta Book Festival had a very poor attendance perhaps due to the PD day (no school) and the holiday on Monday.
- Brooks Public Library now has a home page on the Internet.

NEW BUSINESS:

1. Annual elections:
1997 slate of officers
Chairman - Earl Pierson
Vice-chairman - Ann Harvie
Secretary - Mary Grimes
Treasurer & Finance Chairman - Jonathan Jaikaran
2. Staff Christmas gifts


MOTION: That staff receive \$25 each as a Christmas bonus.
Jerri / Marg CARRIED

NEXT MEETING:

Finance committee - 5:00 P.M., January 14, 1997
General meeting - 6:30 P.M., January 16, 1997

ADJOURNMENT:

Meeting adjourned at 7:47 P.M.


Ann Harvie
Karew Arambuster
VICE-CHAIRMAN

FINANCE COMMITTEE MEETING
NOVEMBER 19, 1996

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

Attendance: Mary Grimes, Earl Pierson and librarian Karen
Armbruster

Topic discussed

- Review of October financial statements and Bedford accounting. Recommend approval of expenses of \$13,511.81 for October.
- All payments due the library have been received. Memberships are right on target with the projected budget. This will see a decrease in memberships from 7902 in 1995 to approximately 1400 in 1996.
- The position of treasurer - Finance Committee Chairman is open due to the resignation of Joel Akin. Elections will be held at the November general meeting.

Meeting adjourned at 6:00 P.M.

BROOKS PUBLIC LIBRARY
1996 YEAR END STATISTICAL SYNOPSIS

POPULATION SERVED

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

LIBRARY MEMBERSHIP

Brooks General Public	1,577
Non-Residents	<u>203</u>
TOTAL	1,780

June 1 a \$12.00 annual membership fee was initiated.

1996 - BOARD MEMBERS

Chairman - Earl Pierson
 Vice Chairman - Ann Harvie
 Secretary - Mary Grimes
 Treasurer - Jonathan Jaikaran
 Members - Gay Hemsing,
 Jerri Schindeler,
 Rudy Esau,
 Council Representatives -
 Marg Andrew, Bev Nelson
 County Representative -
 Cheryl Pierson

CIRCULATION 1996

Adult Print	64,565
Adult Non-Print	5,613
Juvenile Print	35,078
Juvenile Non-Print	5,553
Periodicals	5,629
Audio Visual	15,435
Interlibrary loans: Sent	9,709
Received	7,748
Equipment	<u>34</u>
TOTAL CIRC.	149,364

LOAN PERIODS

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	- 10:00 A.M. - 5:00 P.M.
Tuesday	- 10:00 A.M. - 9:00 P.M.
Wednes.	- 10:00 A.M. - 9:00 P.M.
Thurs.	- 10:00 A.M. - 9:00 P.M.
Friday	- 10:00 A.M. - 5:00 P.M.
Sat.	- 10:00 A.M. - 5:00 P.M.
Weekly Total	- 52 Hours

Total days open in 1995 - 302

1996 YEAR END STATISTICAL SYNOPSIS

LIBRARY MATERIALS

Books

Reference	3,181
Non-Fiction	11,999
Adult Fic.	12,291
Juv. Fiction	11,607
Large Print	<u>2,809</u>
Sub-Total	41,887

Historical & Summer

Games Photos (sets) 613

Microfische (sets) 3

Films 99

Slides (sets) 9

Cassettes 2,228

Periodicals * 120

Newspapers * 6

Transcripts 68

Microfilm 57

Filmstrips 29

Videos 1,189

Maps 26

Compact Discs 637

Talking Books 557

Sub Total 5,641

TOTAL MATERIALS 47,528

1996 PROGRAM STATISTICS

PATRON COUNT

Seniors Book Delivery 1200

Pre-School Storytimes 336

Death by Chocolate

Library Tours 378

Author Talks 38

Storytelling Workshops 131

Special Events 138

Family Fun Nights 305

Core Bag Delivery

Celebrity Read 60

Summer Funtastic 1,584

TOTAL 4,170

Senior Villa visits **
(4 per week) 208

Newbrook Lodge visits ** 52

* denotes subscription titles
and not individual copies.

** approximately 15 people
check out books ea. visit.