

BROOKS PUBLIC LIBRARY
MINUTES
JANUARY 16, 1997
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Jerri Schindeler, Ann Harvie, Cheryl Pierson,
Rudy Esau, Gay Hemsing, councillors Marg Andrew,
Bev Nelson and librarian Karen Armbruster.

ABSENT: Earl Pierson, Jonathan Jaikaran and Mary Grimes

The meeting was called to order at 6:35 p.m. by
vice-chairman Ann Harvie.

MOTION: Approval of agenda as amended.
Marg / Rudy CARRIED

MOTION: Approval of the November minutes.
Bev / Cheryl CARRIED

BUSINESS ARISING:

1. The new computer for Wanda has arrived. It
is great!
2. Temporary membership by-law. Rudy thanked Karen
for the draft proposal.

MOTION: To accept the temporary membership by-law and amendments
as read.
Rudy / Jerri CARRIED

MOTION: To accept second reading of temporary by-law and
amendments as read.
Bev / Cheryl CARRIED

CORRESPONDENCE:

- Thank-you from Medicine Hat College - for training
Robin Harvey during work experience week.
- Alberta Community Development - Notice of Alberta
government's commitment of \$4.8 million to link
all public library systems electronically by the
year 2001.
- Alberta Public Affairs Bureau - Notice that Alberta
Government Publications catalog will no longer be
automatically sent to each library. It will be
available on Internet and hard copies will have to
be requested.
- Minutes of Shortgrass Board
- LAPP - Request to vote independence.

MOTION: That we accept the Local Authorities Pension Plan recommendation for independence.

Marg / Rudy

CARRIED

REPORTS:

Shortgrass Report

Bev reported that a new van was to be purchased to replace the damaged one.

- Medicine Hat College will pay Shortgrass \$200 / month to use van delivery between M.H. and Brooks campus.
- Alberta Library Conference will be held April 24 -27 in Jasper.
- The library holdings of other library systems are now available in CD Rom format. This will accommodate inter-library loans between systems and is the first step in the government's electronic link.
- Elkwater Park is requesting old, used paperbacks to set up a book exchange at a local tourist point.

Financial Report

Report of the January 14 meeting was given by Karen. She reported that the financial books were at the auditors, We were on budget for 1996.

MOTION: That expenses of \$19,613.27 for the month of November and expenses of \$14,710.63 for the month of December be accepted.

Cheryl / Jerri

CARRIED

Ann reported on the budget meeting with the Town Council.

- The three year plan of service, which was extended to four years will be finished at the end of 1997.
- A discussion on membership fees and the future of Lakeside expansion and it's potential impact on the library were discussed. Possible corporate donations were also suggested.
- Kevin Bridges thanked the Library Board for staying within the budget.

Librarian's Report

- Pre-school Christmas party was a success.
- December 13 - Storytelling for L. D. S. church.
- December 20 - Karen and Wanda had a book buying trip to Calgary.
- Thanked board on behalf of all the staff for the Christmas bonus'.
- Used book sale will begin on January 23 at the library.

NEW BUSINESS:

1. Annual statistical report presented by librarian.
2. "Death By Chocolate" tea and bake sale tentatively set for May 9th.

NEXT MEETING

Finance committee - 5:00 P.M., February 18, 1997
General meeting - 6:30 P.M., February 20, 1997

ADJOURNMENT

Meeting adjourned at 8:15 P.M.

Barbara
Spencer

FINANCE COMMITTEE MEETING
JANUARY 14, 1997

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

Attendance: Jonathan Jaikaran and librarian Karen
Armbruster

Topics discussed

- Review of November and December financial statements and Bedford accounting. Recommend approval of expenses of \$19,613.27 for the month of November and \$ 14,710.63 for the month of December.
- Ann Harvie agreed to attend the Corporate Services meeting concerning the 1997 budget on Wednesday morning. She will report at the general meeting.
- A draft of a "temporary membership" bylaw was discussed and will be brought to the general meeting.
- 1996 financial books have been taken to the auditors.

Meeting adjourned at 6:00 P.M.



January 27, 1997

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OTTAWA ON K1A 1A2

BN: 10681 4015

BROOKS PUBLIC LIBRARY
BOX 1149
BROOKS AB T1R 1B9

BUSINESS NUMBER
REVENUE CANADA
66 STAPON ROAD
WINNIPEG MB R3C 3M2

In Canada:
1-800-959-8297

Outside Canada:
1-613-941-0100

We have converted your old style Revenue Canada account(s) to the Business Number (BN), as indicated below.

| Your account(s) | Your old number(s) | Your BN |
|---------------------------|---------------------------|-------------------|
| PAYROLL SOURCE DEDUCTIONS | ABX805794 | 10681 4015 RP**** |

If a payroll service bureau, customs broker, or tax professional handles your account(s), let them know. If you have opened new accounts after we converted these ones, we will list them on a separate letter that will be sent to you soon.

When we converted the above account(s), your file did not indicate any other account in your business's name. If you think you have other accounts, call or visit the Revenue Canada office listed above, provide your BN, and we will verify. Our staff can give you locations of other Revenue Canada offices across the country, if you need them.

Pierre Gravelle, Q.C.
Deputy Minister of National Revenue

Si vous désirez que nous communiquions avec vous en français, veuillez composer le 1-800-959-8299 (au Canada).



BROOKS PUBLIC LIBRARY
MINUTES
FEBRUARY 20, 1997
REGULAR MEETING, TIME 6:30 P.M.

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

ABSENT: Ann Harvie and Councillor Bev Nelson

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

MOTION: Approval of agenda
Marg / Cheryl CARRIED

MOTION: Approval of the January minutes
Jerri / Gay CARRIED

BUSINESS ARISING:

1. The date for the "Death by Chocolate" Tea and Bake Sale has been set for May 30, 1997 at the Legion Hall.

CORRESPONDENCE:

- Letter from the Town of Brooks re: possible implications for the library if the town changes to city status.
- Reply sent to Town to inform them that there are no changes in provincial funding, reporting, or operational requirements from any funding body that we are aware of at the present time.
- Newsletters from Marigold, Can Work Net and Northern Lights (summer reading program).
- Shortgrass - 1997 budget and summary, and January minutes.
- Reminder memo from the provincial government that a new 5 - year plan of service is due and must be filed by March 31, 1997.

MOTION: That a committee be struck to prepare a current 5 year plan of service to be presented to the Board at the March general meeting.

Mary / Cheryl CARRIED

Mary Grimes, Cheryl Pierson and Jerri Schindeler volunteered to be on that committee along with librarian Karen Armbruster. First meeting February 27, 9:00 A.M.

REPORTS:

Shortgrass Report

Bev Nelson not present to give a report.

Financial Report

Report of the February 18 meeting was given by finance chairman, Jonathan Jaikaran.

MOTION: That expenses of \$10,156.94 for the month of January be approved.

Jonathan / Cheryl CARRIED

The 1996 audited financial statements were presented to the Board for review and approval.

MOTION: That the 1996 audit be accepted .

Jonathan / Cheryl CARRIED

There was a recommendation from the finance committee that the Brooks Library Board continue to use the current auditors, Meyers, Norris and Penny Co. for 1997.

Librarian's Report

- The used book sale has brought in \$325 to date, but none of the used furnishings have been sold.
- The C.O.R.E. bag delivery was completed in January.
- Jasper Conference is scheduled for April 24-27 this year.
- The Shortgrass librarians committee meeting was held Jan. 27 at headquarters.
- Easter session of pre-school storytime began February 19 with 10 children registered.

NEW BUSINESS:

1. Staff membership fees

MOTION: That library staff will receive complimentary annual library membership.

Rudy / Gay CARRIED

2. Changes to library by-law (temporary membership)

MOTION: To accept third and final reading of the by-law of the Brooks Municipal Library Board.

Marg / Jerri CARRIED

3. Jasper Conference - Board members wanting to attend should notify Karen as soon as possible so that rooms can be booked.
4. Marg informed the Board that the Town of Brooks has renewed the janitorial contract for the library with a monthly increase of \$225.

NEXT MEETING:

Finance committee - 5:00 P.M., March 18, 1997
General meeting - 6:30 P.M., March 20, 1997

ADJOURNMENT

Meeting adjourned at 7:40 P.M.

Karen Aramburo
Karen Aramburo

FINANCE COMMITTEE MEETING
FEBRUARY 18, 1997

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

Attendance: Jonathan Jaikaran, Jerri Schindeler, Ann Harvie
and librarian Karen Armbruster

Topics discussed

- Review of January financial statements and Bedford accounting. Recommend approval of expenses of \$10,156.94 for the month of January.
- Final audit to be ready for Thursday's meeting.
- Jasper Conference information packet received. Jonathan interested in attending.
- Book to be selected for Meyers, Norris and Penny firm as thank-you for donated time.

Meeting adjourned at 5:45 P.M.

BY-LAW OF THE BROOKS MUNICIPAL LIBRARY BOARD

The Brooks Municipal Library Board enacts the following by-law pursuant to The Libraries Act, R.S.A., Chapter L-12.1, 1983, Section 40.

INTERPRETATION

- 1(1) For the purpose of this by-law expression:
- a) "The Libraries Act" refers to R.S.A., Chapter L-12.1, 1983.
 - b) "Board" means the Brooks Library Board
 - c) "member" means a person to whom a library membership card has been issued.
 - d) "librarian" means the person charged by the Board with the operation of the Brooks Library.
 - e) "resident" means a person who has a permanent address in the Town of Brooks or in Division 5 or 10 of the County of Newell and makes his/her home at that address for most of the year.
 - f) "non-resident" means a person who resides outside the Town of Brooks or Division 5 or 10 of the County of Newell.
 - g) "library materials" include all formats of material in the collection of or borrowed by the Brooks Public Library.
 - h) "library" means the Brooks Public (municipal) Library.
- 1(2) Where a stated time limit falls on a day when the library is closed to the public, the time shall be extended to the next open day thereafter.

LIBRARY FACILITY

- Access 2(1) The Library shall be open to the public free of charge at the hours posted.
- Multi Purpose Rooms 2(2) The Board shall establish policies regarding the use of the building.
- Conduct in the Building 2(3) Any person using the library building shall conduct her/himself so as not to disturb other library users.

BROOKS PUBLIC LIBRARY
MINUTES
MARCH 20, 1997
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Rudy Esau, Earl Pierson, Mary Grimes, Anne Harvie,
Cheryl Pierson, Jerri Schindeler, Councillor Bev
Nelson and librarian Karen Armbruster.

ABSENT: Jonathan Jaikaran, Gay Hemsing and Councillor
Marg Andrew.

MOTION: Approval of agenda
Cheryl / Rudy CARRIED

MOTION: Approval of February minutes
Bev / Cheryl CARRIED

CORRESPONDENCE:

- Book endowment donation of \$200 was received from
Meyers Norris Penny & Co.
- Wilderness author, Chris Czajkowski, will have a slide
tape presentation at the library on April 11 at 7:00 P.M.

REPORTS:

Finance Committee

Report of the March 18 meeting was given by librarian
Karen Armbruster.

MOTION: That expenses of \$9,456.17 for the month of February
be approved.

Mary / Rudy CARRIED

Shortgrass Report

Bev Nelson and Wanda White attended 3 meetings in
Medicine Hat on March 20.

Highlights from those meetings:

- Shortgrass received a \$6,000 grant to assess
computerization capabilities of libraries in the
communities within the Shortgrass region.
- Shortgrass has submitted a proposal to house
the provincial audio-book collection. A consortium
of libraries would pay an annual fee for the up
keep and purchase of new materials for the
collection.
- The new van is working well.
- Shortgrass is preparing an equipment disposal list.
- Review of past goals and performances.

Librarian's Report

- The new Shortgrass computer was installed Mar 1 - 5 the library was able to remain open but activity was confined to checking books in and out. The new system is very fast and has a lot of capabilities which the old one did not have.
- Family Fun Night, March 14, with "Sabrina" - the magical clown, was a huge success. 110 people attended.
- Wanda Dickau has been in the hospital for a week with a severe case of the flu. Maxine Meldrum is in New Orleans on holiday so we have been very short staffed.
- TranAlta Utilities did a lighting assessment of the library last week. They will present their findings and recommendations to the Town Council.

NEW BUSINESS:

- Five Year Plan of Service:
Goals
 1. Increase membership
 2. Provide a current and relevant collection
 3. Increase public access to information through resource sharing, networking and multi-media retrieval
 4. Provide quality programming for all ages

Includes 5 year projection of income and expenses. Finance committee chairman asked librarian to gather statistics from Garden City, Kansas concerning staff and circulation increases due to rapid city growth. population 10,000 - 5 full time staff - circ. 80,000 population 40,000 - 20 full time staff - " 240,000 This growth occurred over a period of 5 years.

MOTION: To accept five year plan of service as presented.
Mary / Jerri CARRIED

MOTION: To send flowers to Wanda Dickau.
Jerri / Ann CARRIED

NEXT MEETING:

Finance committee - 5:00 P.M., April 15, 1997
General meeting - 6:30 P.M., April 17, 1997

ADJOURNMENT: Meeting adjourned at 8:47 P.M.

Cal Lee

Karen Armstrong

FINANCE COMMITTEE MEETING
MARCH 18, 1997

Held in the Brooks Public Library at 4:45 P.M.

Attendance: Johathan Jaikaran, Jerri Schindeler and librarian
Karen Armbruster

Topics discussed

- Review of February financial statements and Bedford accounting. Recommend approval of expenses of \$9,456.17 for the month of February.
- Five year plan of service. Projected annual budgets.
- Grant proposal for summer students.

Meeting adjourned at 5:40 P.M.

Brooks Public Library Board Meeting
April 17, 1997
Regular Meeting Time 6:30pm

Present: Jonathan Jaikaran, Jerri Schindeler, Marg Andrews, Rudi Esau, Earl Pierson, Karen Armbruster, Ann Harvie

Absent: Cheryl Pierson, Gay Hemsing, Mary Grimes, Bev Nelson

1. The meeting was called to order at 6:35pm by Chairman Earl Pierson
2. The Agenda was approved with one addition under New Business - Discussion of meeting time. Moved: Jerri Schindeler Seconded: Ann Harvie
3. The Minutes of the previous meeting held on March 20, 1997 were approved as read. Moved: Rudi Esau Seconded: Jonathan Jaikaran
4. Business Arising from the Minutes:
 - a. Librarian K. Armbruster said that the Town office had received a report from TransAlta Utilities concerning the frequent malfunctioning of the lights in the library. The report will be taken to Town Council in the near future.
 - b. K. Armbruster reported that the recent visiting author gave an excellent presentation to a small audience.
 - c. K. Armbruster reported that the recently compiled 5-year Business Plan has been filed with the Province.
5. Correspondence:
 - a. Letter from Shirley McLelland re: Alberta Library Week April 27 - May 3 Jonathan Jaikaran undertook to take a letter to the Mayor of Brooks asking him to declare the same week "Brooks Public Library Week"
Several suggestions were made on how the week should be celebrated - the Librarian agreed to make up a suitable schedule of events. Publicity to be arranged.
 - b. Information regarding "Vitalize" a Volunteers' Conference in Calgary on June 12, 13 and 14. Fee of \$97 includes bus transport to Calgary. K. Armbruster will attend and the fee will be sponsored by the Brooks Library Foundation. The Board expressed its appreciation of this sponsorship.
 - c. The Marigold Newsletter, the Minutes of the most recent Shortgrass Library Board meeting and an invitation to an open house at Grand & Toy were made available.

6. No report from the Shortgrass representative was available

7. Finance Committee.

- a. The Finance Committee Report was approved. Moved: J. Jaikaran Seconded: J. Schindeler
- b. March 1997 expenses of \$12,619.37 were approved. Moved: J. Schindeler Seconded: Marg Andrew
- c. Information: The 1996 GST rebate of \$636.55 has been received

8. Librarian's Report

- a. Provincial funding for one Summer Student position has been approved but the requested funding for a second position involving local fundraising was refused. The Librarian agreed to look into other funding options for the second position
- b. Due to ill-health, one of the staff-members may not be able to attend the Alberta Library Conference in Jasper as arranged. Possible replacements at the Conference were discussed.

9. New Business

- a. After discussion, it was decided to change the day of the regular board meeting from the 3rd to the 4th Thursday of each month, subject to this date also being agreeable to absent members.
The Librarian agreed to check on this.

10. The next meeting (if item 9a is agreeable to all) will be at 6:30pm on May 22, 1997

11. The meeting was adjourned at 7:45pm. Moved: R. Esau Seconded: J. Schindeler

Jamila M. Schindeler

Karen Ambruster

FINANCE COMMITTEE MEETING
APRIL 15, 1997

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

Attendance: Jonathan Jaikaran, Jerri Schindeler and librarian
Karen Armbruster

Topics discussed:

- Review of March financial statements and Bedford accounting. Recommend approval of expenses of \$12,619.37 for the month of March.
- GST Rebate for 1996 has been received. It is \$636.55.
- The 1997 library budget has not been approved by the Town Council to date.
- The province has set April 27 - May 3 as Alberta Library Week in celebration of the 90th anniversary of library legislation in Alberta.

Meeting adjourned at 5:45 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
MAY 22, 1997
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Jonathan Jaikaran, Jerri Schindeler, Rudy Esau, Gay Hemsing, councillors Marg Andrew, Bev Nelson and librarian Karen Armbruster

ABSENT: Earl Pierson, Ann Harvie, Mary Grimes, Cheryl Pierson

The meeting was called to order by Finance Chairman Jonathan Jaikaran at 6:40 P.M.

MOTION: Approval of agenda
Gay / Bev CARRIED

MOTION: Approval of April minutes
Marg / Rudy CARRIED

BUSINESS ARISING:

- TransAlta Utilities was in the building again with an electrician to evaluate the lighting. No conclusion has been reached to date.
- "Library Week" activities were well attended and MacDonald's donated cookies and juice for the entire week.
- The Brooks Bulletin also gave us good coverage of the event at no charge.

CORRESPONDENCE:

- Letter from "Alberta Computers for Schools / Libraries Program" informing us that we are to receive a 486 computer with coloured monitor. This program is sponsored by several levels of government and industry. The computers are used, but in working condition. Our computer has been received and installed for public use in the A-V room.
- Our year of free service from CNL has expired and we will now be charged for service calls.
- The EID is working on a WWW home page for the library. It should be up by the end of May.

REPORTS:

Shortgrass

Bev Nelson and Wanda White attended 3 meetings in Medicine Hat on May 22.

Highlights from those meetings:

Finance & Personnel

- Reviewed March and April financial statements
- Staff evaluation report - Morale and staff performance are good.

Board Meeting

- Grant funding and system requisitions for 1998 will be based on 1996 census.
- System libraries have been assessed for computer technology and capabilities for provincial networking.
- Wanda White presented with provincial trustee of the year award. Special plaque was presented and cake was served.

Standards & Services

- Reviewed goals and objectives and needs assessment.
- Discussed promotional idea (fridge magnet) sponsored by Coaldale library and Realty World.

Finance Committee

Report of the May 21 meeting was given by Jonathan Jaikaran.

MOTION: That expenses of \$11,728.11 for the month of April be approved.

Jonathan / Rudy CARRIED

- No provincial funding has been received to date.
- \$500.00 has been received from the County of Newell.
- The first Shortgrass payment of \$14,857.50 is due May 30th.

MOTION: That the finance committee report be accepted as presented.

Jonathan / Bev CARRIED

Librarian's Report

- Claire Worms has been hired to run the Summer Funtastic program.
- Mary Grimes has tendered her resignation. She will be moving to Calgary.
- "Death by Chocolate" - any donations or support the Board can give will be appreciated by the Foundation.
- The "Adopt a Magazine" campaign has begun. We have 3 donations to date. An add has been placed in the Chamber of Commerce newsletter.
- Librarian will be guest storyteller at the 10th anniversary celebration of the Foremost Public Library on June 5, 1997.

NEW BUSINESS:

- Jasper Conference report given by Jonathan Jaikaran.
- Ad for new trustee to be placed in the Brooks Bulletin in August, due to no summer meetings.
- Dairy Queen is donating \$1.00 from every Fudge Cake Supreme sold during the week of May 25 -31 to the library. This is their contribution to "Death by Chocolate".

NEXT MEETING:

Finance committee - 5:00 P.M., June 24, 1997
General meeting - 6:30 P.M., June 26, 1997

ADJOURNMENT: Meeting adjourned at 7:40 P.M.



VICE-CHAIR



FINANCE COMMITTEE MEETING

MAY 21, 1997

Held in the Brooks Public Library at 4:40 P.M.

Attendance: Jonathan Jaikaran, Jerri Schindeler and librarian
Karen Armbruster

Topic discussed:

- Review of April financial statements and Bedford accounting. Recommend approval of expenses of \$11,728.11 for the month of April.
- Received a cheque from the County of Newell for \$500.
- Have not received any provincial funding to date.
- First installment of Shortgrass levy due May 31. This may create a problem if the provincial money is not received by then.

Meeting adjourned at 5:20 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
JUNE 26, 1997
REGULAR MEETING, TIME 6:30 P.M.

PRESENT: Jerri Schindeler, Rudy Esau, Ann Harvie, Cheryl Pierson,
Councillor Marg Andrew and librarian Karen Armbruster

ABSENT: Earl Pierson, Gay Hemsing, Bev Nelson and Jonathan
Jaikaran

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

MOTION: Approval of agenda
Marg / Cheryl CARRIED

MOTION: Approval of May minutes
Rudy / Jerri CARRIED

BUSINESS ARISING:

- Town of Brooks Council approved the contract with
TransAlta Utilities to upgrade the library lighting.
- The Dairy Queen donation to the "Death by Chocolate"
fundraiser was \$231.00.
- ACE program grant was approved for 1 temporary employee
for 6 months. No person available yet.
- 6 organizations have donated to our "Adopt A Magazine"
campaign.

CORRESPONDENCE:

- Letter received from Redcliff Library regarding an
article in the Medicine Hat Times stating that library
membership in Brooks Public Library was \$5.00 a year
and the library was closed for the summer months. After
contacting the paper, a correction was printed.

REPORTS:

Finance Committee

Report of the June 24 meeting was given by Jerri
Schindeler.

MOTION: The approval of expenses of \$24,315.70 for the month of
May. Jerri / Marg CARRIED

Librarian's Report

- June 5 - Foremost - 10th anniversary of library.
Karen guest storyteller
- June 10 - Library Foundation meeting - Death by
Chocolate donation to the library after expenses
will be approximately \$2,500.

- June 12 - 14 - attended Vitalize Conference in Calgary. Volunteer conference with 1800 delegates from 4 countries. Very informative. Workshops attended include: "Lighten Up" humour in any organization relieves tension and creates good working conditions especially when dealing with volunteers. Motivation - how to keep enthusiasm going, how to attract new members, how to delegate duties. Creativity - how to approach the same old problems or projects in new and innovative ways, (ie. fundraising).
- June 27 - Family Fun Night will feature Jeff McKay's Reptile Show.

NEW BUSINESS:

- Town Council wrote to the government of Alberta asking them to use the 1996 census figures for the annual Libraries Grant.

NEXT MEETING:

Finance committee - 5:00 P.M., September 23, 1997
General Meeting - 6:30 P.M., September 25, 1997

ADJOURNMENT: Meeting adjourned at 7:10 P.M.

Carol P.
Karen Armstrong

FINANCE COMMITTEE MEETING
JUNE 24, 1997

Held in the Brooks Public Library at 4:40 P.M.

Attendance: Jerri Schindeler and librarian Karen Armbruster

Topics discussed:

- Review of May financial statements and Bedford accounting. Recommend approval of expenses of \$24,315.70 for the month of May.
- Received provincial grant of \$38,140 on June 16.
- Local memberships have been coming in at a good rate in June. Approximatey \$3,000 for the month.
- To date, six businesses have donated to our "Adopt A Magazine" campaign. They are: TD Bank, AllCleen Centre, Susan Robertson, Lutes & Bell, Johnston, Morrison, Hunter & Co., CIBC Bank.

Meeting adjourned at 5:20 P.M.

BROOKS PUBLIC LIBRARY
MINUTES
SEPTEMBER 25, 1997
REGULAR MEETING, TIME 6:30 P. M.

PRESENT: Gay Hemsing, Rudy Esau, Marg Andrew, Jerri Schindeler,
Earl Pierson, Bev Nelson, Cheryl Pierson and librarian
Karen Armbruster

ABSENT: Ann Harvie and Jonathan Jaikaran

Darrin Crapo of CNL was present to take videos of the board which will be included in the library's Web Site. The meeting was opened at 6:40 by chairman Earl Pierson.

MOTION: Approval of agenda
Rudy / Jerri CARRIED

MOTION: Approval of June minutes
Cheryl / Bev CARRIED

BUSINESS ARISING:

- Trans Alta has completed the new lighting throughout the building. It is a big improvement and there have been positive comments from many patrons.
- The ACE program grant has not started because there has been no candidates to apply for the position.
- Wanda Dickau started back to work September 8 on a 1/2 day basis. She is still in active treatment and tires easily but wants to work. Maxine Meldrum is working the other 1/2 of the day. The rest of the part-time staff are covering Maxine's hours and things are going relatively well.

CORRESPONDENCE:

- Invitation received to attend Redcliff Library's 30th Anniversary open house on October 4.
- Letter from Edson Public Library requesting samples of our library policies and by-laws.
- Letter of congratulations from Alberta Govt. on our new five year plan of service.
- Letters sent to organizations requesting sponsorship of a fridge magnet with library hours and information which could be used as an advertising tool.
- Alberta Trustees Assoc. will present a brief at the Alberta Growth Summit on behalf of all libraries in the province.
- Adopt-A-Magazine campaign is off to a good start with 10 subscriptions being sponsored to date.

REPORTS:

Finance Committee

Report of the September 23 meeting was given by Jerri Schindeler.

MOTION: The approval of expenses of \$11,658.89 for the month of June, \$14,189.46 for the month of July and \$27,540.35 for the month of August.

Jerri / Gay CARRIED

MOTION: The approval of the purchase of a video cassette rack with the donation funds of the Library Foundation and budgeted furniture funds.

Marg / Gay CARRIED

Shortgrass Report

- Wanda White resigned from Shortgrass Board.
- Jasper Conference next year to have Ben Wicks as keynote speaker.
- Bassano interested in Shortgrass. Ray Lusty attended informational meeting, financing major stumbling block.
- Shortgrass computer upgrade is complete.

Librarian's Report

- Summer Program a success!
 - 106 children in daily program
 - 32 children in pre-school storytime
 - 250+ at "Endangered Reptiles" Family Fun Night
 - 80 at "Mad Science" Family Fun Night
 - 35 at "D. J. Warkentin" Family Fun Night
- Up coming Family Fun Night entertainment
 - "Borderline" - October 24
 - Author Tour - November
 - "Trixie" - Santa's Elf - December 5

NEW BUSINESS:

- Trustees Workshop in Medicine Hat on Saturday, November 1, 1997 from 9:30 to 4:00 P.M. Shortgrass Board is hoping for a good turnout from all system libraries.
- Brooks Board needs two new members to fill the vacancies of Mary Grimes and Ann Harvie. The positions have been advertised in the Brooks Bulletin.

NEXT MEETING:

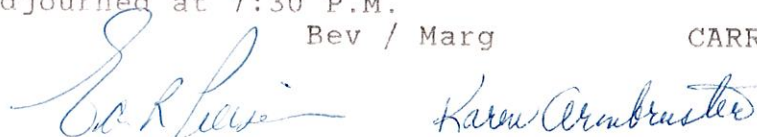
Finance committee - 8:30 A.M., October 20, 1997
General Meeting - 6:30 P.M., October 23, 1997.

ADJOURNMENT:

Meeting adjourned at 7:30 P.M.

Bev / Marg

CARRIED



BROOKS PUBLIC LIBRARY
MINUTES
OCTOBER 23, 1997
REGULAR MEETING, TIME 6:00 P.M.

PRESENT: Councillor Bev Nelson, Gay Hemsing, Ann Harvie, Rudy Esau, Earl Pierson, Jerri Schindeler and librarian Karen Armbruster

ABSENT: Cheryl Pierson, Marg Andrew and Jonathan Jaikaran

The meeting was called at order by Chairman Earl Pierson at 6:05 P.M.

MOTION: Approval of agenda

Bev / Ann CARRIED

MOTION: Approval of September 25 minutes

Rudy / Jerri CARRIED

BUSINESS ARISING:

- "Borderline" to present program on October 24, not October 18 as stated in the Brooks Bulletin.
- November 13th has been scheduled of author David Poulson

CORRESPONDENCE:

- Town of Brooks - Marg Andrew and Bev Nelson have been re-appointed to the library board for another one year term.
- Central Elementary - a letter of invitation from grade 3 student Laura Hemsing, for librarian to be October's Celebrity Reader.
- Shortgrass - minutes of their September 25 board meeting.
- LAPP - Pension plan informational update.

REPORTS:

FINANCE COMMITTEE

Report of the October 20 meeting was given by Jerri Schindeler.

MOTION: The approval of expenses of \$10,193.90 for the month of September.

Jerri / Ann CARRIED

LIBRARIAN'S REPORT

Library Foundation met on October 21 for annual meeting. All current executive resigned. There were not enough members present to fill executive positions. Another meeting will be held in January to decide the fate of the Foundation.

A printout of patrons with outstanding fines reveals a total of \$6,008.00 owing.

Two board members will be attending the library trustees workshop in Medicine Hat on Saturday, November 1.

NEW BUSINESS:

- New Board Members
Mary Grimes has resigned from the board. She has moved to Calgary.
Ann Harvie is retiring in November after completing two terms.
The positions have been advertised in the Brooks Bulletin and two applications have been received. They are; Carreen Webber and Henry Nadja.

MOTION: To accept both applications at this time and submit the names of Carreen Webber and Henry Nadja to Town Council for approval of a three year term on the Brooks Library Board.

Rudy / Gay

CARRIED

1998 Proposed Budget

Earl reviewed the proposed 1998 budget in detail with the board. The budget is based on the assumption that the 1996 census figures will be used for grant payments to Shortgrass and for grants received from various government authorities. It will mean an increase in revenue and expenditures. No wage increases have been budgeted for 1998. The only new budget item is an equipment replacement fund of \$2,000. This fund is to be established as an on going reserve for the systematic replacement of aging equipment. Discussion followed.

MOTION: To accept the proposed 1998 budget as presented by the finance committee and to forward the budget to Town Council for their approval.

Jerri / Rudy

CARRIED

NEXT MEETING:

Finance committee - 8:30 A.M., November 24, 1997
General meeting - 6:30 P.M., November 27, 1997

ADJOURNMENT:

Meeting adjourned at 7:10 P.M.

Rev / Ann

CARRIED



FINANCE COMMITTEE MEETING
OCTOBER 20, 1997

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Jerri Schindeler, Jonathan Jaikaran, Earl Pierson
and librarian Karen Armbruster

Topics discussed:

Review of September financial statements and
Bedford accounting. Recommend approval of
expenses of \$10,193.90 for the month of September.

Reviewed first draft of 1998 budget.

Asked for more detailed breakdown of service fees, fines
and used book income to be presented with budget at
general meeting.

Meeting adjourned at 10:00 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
NOVEMBER 27, 1997

PRESENT: Rudy Esau, Gay Hemsing, Councillor Marg Andrew, Jerri Schindeler, Earl Pierson, Ann Harvie, Cheryl Pierson and librarian Karen Armbruster

ABSENT: Jonathan Jaikaran and Councillor Bev Nelson

MOTION: Approval of agenda
Marg / Rudy CARRIED

MOTION: Approval of October 23rd minutes.
Gay / Jerri CARRIED

BUSINESS ARISING:

- Town has approved Carreen Webber and Henry Najda for a three year term on the Library Board.
- Marg Andrew reported that it cost the town a total of \$134,270.15 for the library in 1997.

CORRESPONDENCE:

- Shortgrass information package including 1998 budget. Per capita levy to remain the same.
- Information on the newest Dynix 170 upgrade.
- Shortgrass Library System now has a website and www links
- Marigold newsletter

REPORTS:

Finance Committee
Report of the November 25 meeting given by Jerri Schindeler.

MOTION: The approval of expenses of \$11,218.69 for the month of October.

Jerri / Ann CARRIED

Librarian's Report

- Family Fun Night - "Borderline" - Very Good - 55 attended
- Librarian's Committee meeting in Med. Hat. The "Pumpkin Festival and Auction" raised \$13,500 for the Foremost Public Library.
- David Poulsen, a children's author told stories and read to 120 grade 6 students on November 13th, in the library. The children sat quietly for 1 hour to listen to his exciting stories.
- The Library Foundation received a donation to purchase large print and talking books for the library. It was an anonymous gift of \$10,000. The books will be purchased over a three year period.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, THUR 6:30 P.M.
NOVEMBER 27, 1997

PRESENT: Rudy Esau, Gay Homestead Coordinator, Mara Andrew, Terry
Schindler, Karl Peterson, and Harvey Grant Peterson
and Librarian Karen Anderson

ABSENT: Jonathan Jackson and Coordinator Ray Nelson

MOTION: Approval of agenda
Mara V Rudy CARRIED

MOTION: Approval of October 27th minutes
Gay V Terry CARRIED

BUSINESS ARISING:
- Tow has approved Karen Weber and Henry Woods
for a three year term on the Library Board.
- Mara Andrew reported that it cost the town a total of
\$134,370.12 for the library in 1997.

CORRESPONDENCE:
- Shortages information package including 1998 budget
per capita levy to remain the same.
- Information on the newsviz drive 130 newsviz.
- Shortages Library System now has a website and web links
Martindale newsletter

REPORTS:
Finance Committee
Report of the November 25 meeting given by Terry
Schindler.

MOTION: The approval of expenses of \$11,319.89 for the month
of October
Gay V Ann CARRIED

Librarian's Report
Early for Book - "Booker" - by V. and is scheduled
Librarian's Committee meeting in Nov. that the amount
Booker and Auction raised \$1,200 for the Regional
Public Library.
David Bolson, a librarian and her first alarm and read
to 150 grade 4 students on November 17th at the library.
The children and staff for a book festival in the
excited about it.
The library board has received a donation of 100 books
taken from the public book for the library. It was
an amount of \$100. The books will be
distributed to a few students.

NEW BUSINESS:

- 1997 Audit - Meyers, Norris, Penny & Co. have been appointed the auditors for 1997-98. Jonathan has volunteered to approach them to see if they will give us the same rate as last year.
- There will be no business meeting in December.

MOTION: That staff members be given a \$100 cash Christmas bonus in lieu of turkeys, or party.

Jerri / Ann

CARRIED

- Wanda still receiving active treatment and staff filling in, sometimes at very short notice. Her treatments should be finished in late January or early February.

NEXT MEETING:

Finance committee - 8:30 A.M., January 18, 1998

General meeting - 6:30 P.M., January 22, 1998

ADJOURNMENT:

Meeting adjourned at 7:23 P.M.

Marg / Gay

CARRIED

Karen Ambruster
Garri

FINANCE COMMITTEE MEETING
NOVEMBER 24, 1997

Held in the Brooks Public Library at 8:30 A.M.

Attendance: Finance chairman Jonathan Jaikaran, Jerri Schindeler and librarian Karen Armbruster

Topics discussed:

- Review of October financial statements and Bedford accounting. Recommend approval of expenses of \$11,218.69 for the month of October.
- All grant funding for the year has now been received.
- The budget is right on target with the exception of wages which are a bit low due to the extended illness of Wanda Dickau. She will finish her chemotherapy in January and will hopefully return to her full time position as assistant librarian in the new year.
- Library has been informed that the Library Foundation will be purchasing talking books and large print books for the library from a donation they received for that purpose.

Meeting adjourned at 9:15 A.M.

November 27, 1997

Corporate Services Committee
Brooks Town Council
Brooks, AB
T1R 1B7

Dear Committee Members:

The Brooks Public Library Board as approved the following budget for 1998.

With the implementation of the \$12.00 annual membership fee last year, the Library has had a noticeable drop in memberships, fines and circulation figures. However, we have had an increase in our in-house usage. Many people are coming to use the materials in the library without taking them out or they are photocopying what they need. We have also found that families that used to have a library card for each individual are now purchasing one card per family, taking fewer books and consequently returning them on time.

In 1997 we estimated revenues of \$18,000 in fines and booksales, \$1,500 in service fees and \$800 in interest income. as of November 20, 1997, we have collected \$11,468.16 in fines and booksales, \$3,306.40 in service fees (photocopying, laminating, etc.) and \$332.77 in interest income. This leaves a short fall of \$5,192.67 in these areas. We cannot make it up in one month.

The Library Board has approved a budget for 1998 that has no surprises. There are no wage increases, no additional hours of operation and no increase in public service. It is a maintenance budget. We have included an equipment replacement reserve because our present microfilm reader, photocopier, and office computer are aging.

The 1998 increase shown in our revenue from the town, county, and province reflects the 1997 increase in population figures. It is not a change in the per capita amount. The increase in payments to Shortgrass is also a reflection of those figures.

We are optimistic that our membership will continue to grow over the next few years and that the fees generated will help off set our increased budget expenses. We have always tried to be frugal stewards of the taxpayers money.

We request \$84,780 from the Town of Brooks to meet our projected 1998 budget needs. Our audited statement for 1997 and our statistical synopsis will follow as soon as they are available in the new year.

Respectfully submitted,

Karen Armbruster

Karen Armbruster, Head Librarian
for Earl Pierson, Chairman

**PROPOSED BUDGET 1998
BROOKS PUBLIC LIBRARY**

| RECEIPTS | 1997 | 1998 |
|------------------------|---------------------|---------------------|
| Town of Brooks | \$79,260.00 | \$84,780.00 |
| Province of AB | 38,140.00 | 40,200.00 |
| County of Newell | 12,600.00 | 13,500.00 |
| Fines, Book Sales | 18,000.00 | 16,200.00 |
| Donations, Fundraisers | 3,100.00 | 3,100.00 |
| Service Fees | 1,500.00 | 1,500.00 |
| Internet | 1,000.00 | 1,000.00 |
| Memberships | 18,000.00 | 18,000.00 |
| Rural Memb. | 2,500.00 | 2,500.00 |
| Interest Income | 800.00 | 500.00 |
| GST Recovery & Misc. | 700.00 | 800.00 |
| | <u>\$175,600.00</u> | <u>\$182,080.00</u> |

Our budget estimates for both receipts and expenditures are based on the current per capita levies multiplied by the 1996 census figures of 10,093.

| EXPENSES | BUDGET 1997 | PROPOSED 1998 |
|---|---------------------|----------------------|
| Collection Development | | |
| Shortgrass | \$29,715.00 | \$31,800.00 |
| Local Materials | 4,000.00 | 4,200.00 |
| Rebinding | 2,000.00 | 2,000.00 |
| sub-total | 35,715.00 | sub-total 38,000.00 |
| Library Administration and Service | | |
| Supplies | 3,000.00 | 3,100.00 |
| Conference/Travel | 2,200.00 | 2,200.00 |
| Telephone | 1,400.00 | 1,500.00 |
| Audit | 1,284.00 | 1,400.00 |
| Bank Charges | 25.00 | 25.00 |
| Professional Dues | 180.00 | 180.00 |
| Repairs/Maintenance | 600.00 | 750.00 |
| Copier/Comp. Main. | 2,000.00 | 2,000.00 |
| Security Monitoring | 440.00 | 440.00 |
| Programming | 2,000.00 | 2,500.00 |
| Postage/Freight | 750.00 | 850.00 |
| Furniture/Shelving | 1,000.00 | 1,000.00 |
| Equipment Reserve | | 2,000.00 |
| Misc. | 1,000.00 | 500.00 |
| sub-total | 15,879.00 | sub-total 18,345.00 |
| Wages and Benefits | | |
| Director | 38,500.00 | 38,500.00 |
| Assistant | 23,436.00 | 23,430.00 |
| Library Aide II (1) | 15,255.00 | 15,255.00 |
| Library Aides I (3) | 17,400.00 | 17,400.00 |
| Library Page - stud. | 3,302.00 | 3,300.00 |
| Holidays, sick days | 1,100.00 | 1,100.00 |
| Benefits - all | 17,720.00 | 18,700.00 |
| sub-total | 116,713.00 | sub-total 117,685.00 |
| Technology | | |
| Dynix Maintenance | 4,500.00 | 5,000.00 |
| Data Communications | 1,000.00 | 1,100.00 |
| Internet | 500.00 | 550.00 |
| sub-total | 6,000.00 | sub-total 6,750.00 |
| Public Awareness | | |
| Annual Report | 650.00 | 650.00 |
| Advert./Publicity | 600.00 | 650.00 |
| sub-total | 1,250.00 | sub-total 1,300.00 |
| TOTAL | \$175,557.00 | \$182,080.00 |

November 27, 1997

Fax 362-4787

Attn: Kevin Bridges

From: Karen Armbruster

RE: Library Services

Here is the information on library services that you requested. If you need any other information, please contact me.

Income received from past years:

| | 1994 | 1995 | 1996 | 1997 to date |
|----------------------|------------|------------|------------|--------------|
| Total annual income | 159,997.00 | 168,483.00 | 181,257.00 | 173,347.00 |
| Town of Brooks grant | 79,260.00 | 79,260.00 | 79,260.00 | 79,260.00 |
| County of Newell | 12,671.23 | 12,874.23 | 12,874.23 | 13,374.23 |

Total expenditures:

| | 1994 | 1995 | 1995 | 1997 to date |
|--|------------|------------|------------|--------------|
| | 158,171.00 | 166,235.00 | 178,994.00 | 155,100.00 |

Number of memberships and income derived:

| <u>Non-Residents</u> | 1994 | 1995 | 1996 | 1997 to date |
|-------------------------------|----------|----------|---------|--------------|
| <u>Outside Wards 10&5</u> | 89 | 132 | 169 | 151 |
| Income | 1,502.50 | 2,250.00 | 2397.50 | 2,280.00 |

Brooks Residents

| | | | Local fees began June 1, 1996 | |
|---------|-------|------|-------------------------------|-----------|
| Town | 5,213 | 5741 | 1374 | 1462 |
| Ward 10 | 173 | 184 | 77 | 75 |
| Ward 5 | 279 | 314 | 126 | 128 |
| Income | 0 | 0 | 15,588.00 | 15,469.00 |

Circulation figures

| | 1994 | 1995 | 1996 | 1997 /Oct 30 |
|---------|---------|---------|---------|--------------|
| Total | 165,243 | 188,710 | 149,364 | 93,592 |
| Ward 10 | ? | 3,978 | 3,242 | 2,579 |
| Ward 5 | ? | 8,944 | 8,724 | 4,724 |