

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
JANUARY 22, 1998

PRESENT: Henry Najda, Councillor Bev Nelson, Carreen Webber,
Rudy Esau, Cheryl Pierson, Earl Pierson, Gay Hemsing
and librarian Karen Armbruster

ABSENT: Jonathan Jaikaran, Jerri Schindeler and councillor
Marg Andrew

Chairman Earl Pierson welcomed our two new board members,
Carreen Webber and Henry Najda

MOTION: Approval of agenda
Cheryl / Henry CARRIED

MOTION: Approval of November 27 minutes
Rudy / Bev CARRIED

BUSINESS ARISING:

- Meyer Norris Penny & Co. has agreed to audit the library books for the same fee as 1997. The books are ready to go.

CORRESPONDENCE:

- Thank you notes from Ann Harvie and Wm. Crump
- APLEN (Alberta Provincial Library Electronic Network) report on long term plan of service to link all libraries in the province by an internet union catalog. Provincial funding of 4.2 million dollars over 3 years is earmarked for this project.
- Marigold newsletter
Conference registration forms for Vitalize '98, and Copyright legislation.

REPORTS:

Finance Committee

- Report of the January 19 meeting given by Earl Pierson.

MOTION: The approval of expenses of \$17,880.39 for the month of December and expenses of \$11,246.52 for the month of November.

Cheryl / Henry

Shortgrass Report

Bev Nelson reported that Shortgrass is applying for \$89,000 from the APLEN funds for a new internet computer and the necessary software to link all of the libraries in the Shortgrass system to the internet. Several questions were brought forward for discussion

1. Will the government be paying the on-going expenses for this network?
2. Will there be staff training and backup support for this network? If so, who will pay?

These questions have not been answered by the government to date.

- Wanda White has resigned from the Shortgrass Board after 12 years of faithful service. She will be missed. Carreen Webber has kindly offered to apply for this position which is a 3 year ministerial appointment.

Librarian's Report

- The Library Foundation fundraiser this year will be a "Bakeless Bake Sale". Wanda White will write a poem which will be sent to all past bakers. They in turn will be invited to a "Death by Chocolate" tea on April 1.
- A professional development day has been planned for the library staff for January 30. It will consist of a tour of Shortgrass headquarters, Medicine Hat Public Library and Redcliff Library. Most of the Brooks staff have not seen the headquarters building or met the staff of the other libraries.

MOTION: Approval of professional development day and the costs incurred.

Henry / Rudy CARRIED

- The broken tables in the conference room have been welded by the town crew.
- Thank-you from the library staff for the Christmas bonus.

NEW BUSINESS:

- Karen presented a review of the proposed new provincial library regulations. All comments and suggestions to the legislation are to be submitted to the province by January 31, 1998.
- Purchase of new office computer to update the 14 year old 286 in Karen's office. This computer is used for all of the bookkeeping, Library Board minutes and correspondence.

MOTION: Approval of the purchase of a new computer for librarian's office. \$2,000.00 to come from the 1997 year-end operational carryover.

Carreen / Rudy CARRIED

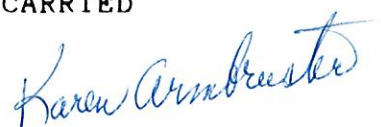
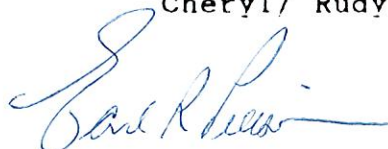
NEXT MEETING:

Finance committee - 8:30 A.M., February 23, 1998
General meeting - 6:30 P.M., February 26, 1998

ADJOURNMENT:

Meeting adjourned at 7:50 P.M.

Cheryl / Rudy CARRIED



FINANCE COMMITTEE MEETING
JANUARY 19, 1998

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

Attendance: Jonathan Jaikaran, Earl Pierson and librarian
Karen Armbruster

Topics discussed:

- Review of November and December's financial statements and Bedford accounting. Recommend approval of expenses of \$11,246.52 for November and \$17,880.39 for the month of December.
- The budget for 1997 was very close to target with the exception of wages. Wanda's 4 month leave of absence was filled by part-time staff at a lower hourly income rate so that there was a saving to the library in that area. We expect to be at full staff in 1998.

We started 1997 with an operational balance of \$14,561. We will begin 1998 with an operational balance of \$16,610.61. Our provincial and county grants are not received until July or August so our Town quarterly grants and our operational balance must see us through until then.

- Financial books to go to auditor this week.

Meeting adjourned at 9:00 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
FEBRUARY 26, 1998

PRESENT: Jonathan Jaikaran, Henry Najda, Carreen Webber, Rudy Esau, Earl Pierson, Councillor Marg Andrew and librarian Karen Armbruster

ABSENT: Gay Hemsing, Cheryl Pierson and councillor Bev Nelson

MOTION: Approval of agenda
Marg / Jonathan CARRIED

MOTION: Approval of January 22 minutes
Henry / Rudy CARRIED

BUSINESS ARISING:

- Professional Development Day - Very good day, Karen thanked Board on behalf of all the staff for the opportunity to attend. It was very informative on everyday library operations at Shortgrass, MHPL, and Redcliff Library.
- New computer - Quotes received from CNL and MNP. CNL's quote included more up-to date equipment and a longer warranty period.

MOTION: To accept the CNL quote for a new office computer.
Jerri / Jonathan CARRIED

CORRESPONDENCE:

- Letter from the Honourable Shirley McLellan appointing Carreen Webber to the Shortgrass Library Board for a two year term.
- Letter from the Town of Brooks reappointing Rudy Esau and Jonathan Jaikaran for a second term on the Brooks Library Board.

REPORTS:

- Financial Report
Report of the February 26 meeting of the finance committee was given by Jonathan.

MOTION: The approval of expenses of \$10,686.01 for the month of January.
Jonathan / Jerri CARRIED

- Librarian's Report
Author Betty Kilgour gave an excellent presentation on her life in Africa with CUSO.
- Pre-school story time begins again March 4. A mother, new to Brooks has offered to volunteer her time as a helper and storyteller. Her name is Alana Rybar.

NEW BUSINESS:

- Review of draft audit. Karen to meet with MNP tomorrow to go over any questions or concerns that Board may have.
- Marg Andrew stated that the Town is still working on the budget, so there is no word on library funding for 1998.
- Jonathan commended Karen on keeping a tight reign on expenditures and staying within the budget.
- Patron who broke the glass on the photocopier was in the library again and was verbally unpleasant to staff. It was recommended that a letter be sent from the Board expressing concern over his behaviour and a recommendation that he bring any questions or remarks he may wish to make to a board meeting.
- Election of officers:
 - Chairman - Earl Pierson
 - Vice-chairman - Rudy Esau
 - Secretary - Jerri Schindeler
 - Finance Chairman - Jonathan Jaikaran
- Henry asked how books are chosen. Karen replied.

NEXT MEETING:

Finance committee - 8:30 A.M., March 23
General meeting - 6:30 P.M., March 26

ADJOURNMENT:

Meeting adjourned at 7:46 P.M.

Jon Schindeler
Karen Ambruster

Finance Committee

AGENDA

**BROOKS PUBLIC LIBRARY
FEBRUARY 24, 1998**

Topics:

1. Review of January's financial statements and Bedford accounting. Recommend approval of expenses of \$10,686.01.
2. Draft audit for 1997 is supposed to be ready for general meeting on Thursday.
3. Two quotes have been received for the new computer in the librarian's office. One from Meyers, Norris, Penny and Co. and one from CNL. They are not identical so it has made selection a bit more difficult.
4. The Library Foundation has sent out 140 "Death by Chocolate" Bakeless bake sale notices. Funds have been coming in, an amount is not known at this time. The tea will be held on April 1.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
MARCH 26, 1998

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

ABSENT: Earl Pierson and Henry Najda

Vice chairman Rudy Esau chaired the meeting.

MOTION: Approval of agenda

Carreen / Gay CARRIED

MOTION: Approval of February 26 /98 minutes with the addition
of Jerri Schindeler present at the meeting.

Marg / Gay CARRIED

BUSINESS ARISING:

- New computer arrived Mar.24. All data has been transferred. An updated version of Simply Accounting will be installed later.
- Storytime volunteer - questionable as she has not shown up yet.
- Letter was not written to Ron Pierrard. Board has decided to restrict his photocopy and equipment use to "staff assistance at all times" and let it go at that.

CORRESPONDENCE:

- Annual audited statements presented. Thank you letter sent to Meyers, Norris, Penny for their contribution of time toward the cost of the audit.
- Letter advertisement from Pro Active Financial Services. They have established a local collection agency.
- Jasper Conference program booklet and registration form available for any board member who would like to attend. Dates - April 30 - May 3.
- Application sent to Young Canada Works Program for summer staff to run our Funtastic children's program.
- Letter advising that Blue Cross rates will be going up slightly this year.

REPORTS:

Finance Committee

- Report of the March 23 meeting given by Jonathan Jaikaran.

MOTION: The approval of expenses of \$10,631.46 for the month of February.

Jonathan / Cheryl

CARRIED

- Discussion of audit followed. Income for 1997 down by \$6,000 from 1996. Memberships were up slightly and the library was able to stay within the reduced budget because of lower salary costs due to illness.
- Meyers, Norris, Penny advised the board that they will be increasing their audit fee next year. They wish to recover at least 75% of their cost. They will give the library a quote at a later date.
- Discussion on the revised computer and internet regulations followed. The board agreed with the updates and changes.

Shortgrass Report

- Carreen and Bev attended the Finance and the Personnel committee meetings on March 19th.
 - Gov't. grants for the APLEN projects were funded at less than 1/3 of what was requested.
 - ALTA membership fees will be increasing in 1999. Fees are based on population. Brooks' fees will jump from \$70 a year to \$125.
 - Vic Lutz and Brian Whitson were elected to another term as Chairman and Vice-chairman of the Shortgrass Board.

Librarian's Report

- Mr. Bill Peterson and Ms. Samantha Richards have been hired to replace Terri Dahl and Val Buteau. Lindsey Warren will be finished in June so one more staff will be hired.
- The "Death by Chocolate" tea is scheduled for April 1, from 12 noon to 3 P.M. at the Legion Hall.
- The Library Foundation will be hosting a come and go birthday celebration for Carl Anderson's 100th birthday in July. They have asked to host it in the library. They feel that Evergreen Park would be a very appropriate setting for such a celebration. They will also invite Renie Gross to autograph her new book, which is a biography of Carl.

MOTION: To allow the Library Foundation to use the library facilities to commemorate C. Anderson's 100th birthday and Renie Gross's new book.

*Mary Andrews / Carreen Webber
Carried*

NEXT MEETING:

Finance committee - 8:30 A.M., April 20, 1998
General meeting - 6:30 P.M., April 23, 1998

ADJOURNMENT:

Meeting adjourned at 7:28 P.M.

Cheryl / Marg

CARRIED



Karen Armbuster

FINANCE COMMITTEE MEETING
MARCH 23, 1998

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

Attendance: Jonathan Jaikaran, Jerri Schildeler and librarian
Karen Armbruster

Topics discussed:

- Review of February's financial statements and Bedford Accounting. Recommend approval of expenses of \$10,631.46 for February.
- Review of 1997 Audit.
- Review of updated public access computer regulations. Librarian and staff feel that the public must be more accountable for their actions and use of the library's computers. The new regulations will require a patron signature of agreement. These regulations will be brought to the March meeting for discussion.

Meeting adjourned at 8:45 A.M.

FINANCE COMMITTEE MEETING
MARCH 21, 1998

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

Attendees: Jonathan Jackson, Jari Schiffeler and Librarian
Karen Ambruster

Topics discussed:

- Review of February's financial statements and Bedford Accounting. Recommend approval of expenses of \$10,631.48 for February.
- Review of 1997 Audit.
- Review of updated public access computer regulations. Librarian and staff feel that the public must be more accountable for their actions and use of the library's computers. The new regulations will require a patron signature of agreement. These regulations will be brought to the March meeting for discussion.

Meeting adjourned at 8:45 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
APRIL 23, 1998

PRESENT: Rudy Esau, Gay Hemsing, Henry Najda, councillor Marg Andrew, Jerri Schindeler, Carreen Webber, Earl Pierson, Jonathan Jaikaran and librarian Karen Armbruster.

ABSENT: Cheryl Pierson and councillor Bev Nelson

The annual staff and board pictures were taken by Bruce Parker of the Brooks Bulletin. The meeting was called to order at 6:40 p.m.

MOTION: Approval of agenda

Marg / Henry CARRIED

MOTION: Approval of amended minutes to include the names of Marg Andrew and Carreen Webber to the successful motion to allow the library Foundation to use the library facilities to commemorate C. Anderson's 100th birthday.

Gay / Rudy CARRIED

BUSINESS ARISING:

- Death by Chocolate Tea earned approximately \$3,400 for the Library Foundation. They have voted to purchase the following items for the library: barcode desensitizer, barcode resensitizer, 2 folding tables for the summer program and \$1,000 worth of children's cassette books.

CORRESPONDENCE:

- Letter from the Town of Brooks approving a grant of \$84,260 for 1998.
- Letter from Alberta Community Development declaring May 3rd to 9th Alberta Library Week. Theme for 1998 is "Grow with your Library". Promotional material included.
- Marigold Newsletter
- IAVE (International Assn. of Volunteer Effort) world conference being held in Edmonton, August 23-27, 1998
Registration forms and information.

REPORTS:

Finance Committee

Report on April 20 meeting given by Earl Pierson.

MOTION: Approval of expenses of \$14,873.61 for the month of March.

Jonathan / Carreen CARRIED

Librarian's Report

- Summer student employment grant approved for one student for 14 weeks.
- Carl Anderson's birthday celebration will be Friday, July 17th from 2 - 4 p.m. at the library. There will also be an autograph session by author Renie Gross for her new book " Groundwork: Carl Anderson, Farm Crusader".
- The Library Foundation has asked the EID Board to generously donate to an endowment fund in honour of Carl. The interest from this fund to be used annually to purchase reference materials for the 8 public libraries in the County of Newell.
- The 1997 GST refund has been received.

NEXT MEETING:

Finance committee - 8:30 A.M., May 25, 1998
General meeting - 6:30 P.M., May 28, 1998

ADJOURNMENT:

Meeting adjourned at 7:00 P.M.

Marg / Carreen

CARRIED

Carl P... *Karen Armbuster*

**FINANCE COMMITTEE MEETING
APRIL 20, 1998**

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

Attendance : Jerri Schindeler, Earl Pierson and librarian
Karen Armbruster

Topics discussed:

- Review of March financial statements and Bedford accounting. Recommend approval of expenses of \$14,873.61 for the month of March, 1998.

- Letter received from the Town of Brooks approving a grant of \$84,260 for 1998. This is \$500 short of our requisiton, but it is our first grant increase since 1992! Certainly a cause for celebration.

Meeting adjourned at 8:55 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
MAY 28, 1998

PRESENT: Henry Najda, councillor Marg Andrew, Jerri Schindeler, Cheryl Pierson, Jonathan Jaikaran, Gay Hemsing, Earl Pierson and librarian Karen Armbruster

ABSENT: Carreen Webber, Rudy Esau and councillor Bev Nelson

MOTION: Approval of agenda
Jonathan / Cheryl CARRIED

MOTION: Approval of April 23 minutes
Jerri / Henry CARRIED

BUSINESS ARISING:

- EID approved a \$50,000 library endowment fund in honour of Carl J. Anderson. Interest from this fund will be used by the 8 public libraries in the county to annually purchase library materials in Carl's honour. The EID will administer the fund and also pay for the July 17 birthday celebration to be held in the Brooks Public Library and Evergreen Park.
- The Library Foundation purchased a second barcode sensitizer and de-sensitizer for the library from their "Death By Chocolate" profits.

CORRESPONDENCE:

- Informational newsletter from Local Authorities Pension Plan outlining their new board policies and their move toward independence from the government.
- Informational letter from Dynix assuring all users that the year 2000 will not affect the system computers as Dynix does not use two digit date storage. It uses a sequential numbering system.

REPORTS:

Finance Report

- Report of the May 25th meeting was given by Jonathan Jaikaran.

MOTION: The approval of expenses of \$11,153.35 for the month of April.

Jonathan / Henry CARRIED

Shortgrass Report

- will be available next month

Librarian's Report

- The third quarter payment from the Town of Brooks and the provincial grant have been received
- Tara Rutherford has been hired as our summer program coordinator. The theme for this year is "Take Me Out to the Library".
- Our Shortgrass computer's were down for two days due to a major circuit board failure in our MUX. A board had to be flown in from Toronto. There was no cost to the library because of our maintenance agreement but it was very inconvenient for patrons and staff.
- The International Reading Association held their poetry contest awards night in the library. Ten students from throughout the county received awards.

NEW BUSINESS:

- Lottery Funds Grant Application- A proposal for a video tape cleaner, inspector, rewinder and a storage cart has been prepared for the board.

MOTION: That the library send the application and the proposal to the Lottery Funds Committee.

Marg / Gay CARRIED

- Summer break in library board meetings

MOTION: That no regular meetings be held in the months of July and August / 1998.

Jerri / Cheryl CARRIED

NEXT MEETING:

Finance committee - 8:30 A.M., June 22, 1998

General meeting - 6:30 P.M., June 25, 1998

ADJOURNMENT:

Meeting adjourned at 7:12 P.M.

Jerri / Cheryl CARRIED

R. Esau

Vice-Chairman

Karen Armstrong

FINANCE COMMITTEE MEETING
MAY 25, 1998

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

Attendance: Jerri Schindeler, Jonathan Jaikaran and librarian
Karen Armbruster

Topics discussed:

- Review of April financial statements and Bedford accounting. Recommend approval of expenses of \$11,153.35 for the month of April, 1998.
- Received third installment of Town grant.

Meeting adjourned at 8:55 A.M.

FINANCE COMMITTEE MEETING
MAY 25, 1998

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

Attendees: Jerry Schindler, Jonathan Jickman and Librarian
Karen Ambuster

Topics discussed:

- Review of April financial statements and Bedford
accounting. Recommend approval of expenses of
\$1,123.35 for the month of April, 1998.

- Received third installment of Town grant.

Meeting adjourned at 8:55 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
JUNE 25, 1998

PRESENT: Carreen Webber, Jerri Schindeler, Rudy Esau, Henry Najda, Cheryl Pierson, Jonathan Jaikaran and librarian Karen Armbruster

ABSENT: Earl Pierson, Gay Hemsing, councillors Marg Andrew and Bev Nelson

Meeting called to order at 6:35 p.m. by vice chairman Rudy Esau

MOTION: Approval of agenda
Carreen / Henry CARRIED

MOTION: Approval of May 28 minutes
Cheryl / Jerri CARRIED

BUSINESS ARISING:

- Plans for Carl Anderson celebration going well. A tent has been rented for the festivities in case of inclement weather or high temperatures.
- We have received unofficial word that our grant proposal for lottery funds has been approved.

CORRESPONDENCE:

- Glenbow Museum Rural Loans program is being cut due to lack of provincial funding. The Museum requests that the stake holders (rural libraries receiving the exhibits) write letters of support for the program to the government. The program is now 10 years old and has been appreciated by thousands of viewers in rural communities.

MOTION: That the board write a letter of support for the continuation of the program.
Henry / Jonathan CARRIED

- Information brochures from Canadian Millennium Partnership Program to be perused and discussed in the fall.

REPORTS:

- Finance Report
Report of the June 22nd meeting was given by Jonathan Jaikaran.

MOTION: The approval of expenses of \$11,511.38 for the month of May.
Jonathan / Cheryl CARRIED

**FINANCE COMMITTEE MEETING
JUNE 22, 1998**

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

Attendance : Jerri Schindeler, librarian Karen Armbruster,
Jonathan Jaikaran reveiwed books later in the
day.

Topics discussed:

- Review of May financial statements and Bedford
accounting. Recommend approval of expenses of
\$11,511.38 for the month of May, 1998.

Meeting adjourned at 8:50 A.M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
SEPTEMBER 24, 1998

PRESENT: Henry Najda, Rudy Esau Carreen Webber, Jerri Schindeler, Jonathan Jaikaran, Cheryl Pierson, Earl Pierson, councillor Marg Andrew and librarian Karen Armbruster

ABSENT: Gay Hemsing and Bev Nelson

MOTION: Approval of agenda
Marg / Carreen CARRIED

MOTION: Approval of June 25/98 minutes
Cheryl / Jonathan CARRIED

BUSINESS ARISING:

- Lottery grant of \$7,888 received and video cleaning machine purchased and running well. Staff now, cleaning, grading and weeding tapes. Exchange rate on purchase has increased the cost of the machine.
- Carl Anderson's birthday celebration was a complete success. Books sales went very well. Renie Gross and her husband donated \$500.00 from the book sales to the FID C. Anderson Endowment Fund which now stands at \$69,040.
- Canadian Millennium Grant Program application received.

CORRESPONDENCE:

- Letter of resignation from part-time employee Samantha Richards
- Price Waterhouse Cooper - Soliciting nominations to sit on the Local Authorities Pension Plan Board of Directors for a four year term.
- Meyers Norris Penny - Year 2000 information. Library hand held scanner not compatible with year 2000. Will check with Town regarding electronic thermostat, outdoor lighting, etc.
- Citation for Citizenship Award information

REPORTS:

- Finance Report
Report of the September 21st meeting was given by Earl Pierson.

MOTION: The approval of expenses of \$27,866.87 for the month of June, \$12,914.08 for the month of July, and \$27,375.11 for the month of August.
Jonathan / Henry CARRIED

Shortgrass Report

Written report by Carreen Webber attached

Librarian's Report

Report on the Netspeed '98 Conference. Where are Alberta Libraries headed, how will the Internet and other new technologies change the image of the library, what does network connectivity mean for the rural libraries, how will these new initiatives be funded. Speakers from the Alberta Government, Industry Canada, Edmonton and Calgary Public, U of A, U of C, and several U.S. Library Systems and Universities addressed these issues.

Conclusions - The federal and provincial governments are pouring money into resource sharing, networking and standardizing libraries and universities. The consumers want it and we, the library community, had better be ready. The Internet and the information highway are here to stay! There are exciting times ahead.

NEW BUSINESS:

- APLEN grant
MOTION: That the Brooks Library Board approve participation in the CAP/APLEN Internet project and other APLEN initiatives and can sustain the Internet connection through Shortgrass Library System membership.

Rudy / Carreen CARRIED

- Technology Plan
Discussion regarding costs, equipment, grant application, etc. followed. Approval of plan tabled until October 29th meeting to give board time to review it.

- Used Book Sale in the mall
The date of the sale was set for October 30 & 31.
Board volunteers include:
Jonathan - pick up and delivery of books to mall
Carreen, Jerri, Henry and Cheryl - sales
Rudy - pack up after sale
Karen will set up and float as needed. Earl, Gay and Bev will be contacted to see if they are available to help.

NEXT MEETING:

Finance committee - 8:30 A.M., October 26, 1998
General meeting - 6:30 P.M., October 29, 1998

ADJOURNMENT:

Meeting adjourned at 8:11 P.M.

Jo Rudy
Karen Armstrong

FINANCE COMMITTEE MEETING
SEPTEMBER 21, 1998

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

Attendance : Jerri Schindeler, Earl Pierson, librarian
Karen Armbruster. Jonathan Jaikaran reviewed
books later in the day.

Topics discussed

- Review of June, July and August financial statements and Bedford accounting. Recommend approval of expenses of \$27,877.87 for the month of June, \$12,914.08 for the month of July, and \$27,375.11 for the month of August, 1998.
- Discussed payment of the video cleaner in light of the unforeseen increase in the exchange rate of the dollar.

Meeting adjourned at 9:00 A. M.

BROOKS PUBLIC LIBRARY
MINUTES
REGULAR MEETING, TIME 6:30 P.M.
OCTOBER 29, 1998

PRESENT: Carreen Webber, Gay Hemsing, Rudy Esau, Jerri Schindeler, Cheryl Pierson, Jonathan Jaikaran, and librarian Karen Armbruster

ABSENT: Henry Najda, Earl Pierson

MOTION: Approval of agenda

Gay / Carreen

CARRIED

MOTION: Approval of September 24/98 minutes

Cheryl / Carreen

CARRIED

BUSINESS ARISING:

MOTION: To change technology plan to read 2 years (24 months) for data entry and \$40,000 as amended cost of data entry and to accept amended plan

Carreen / Jonathan CARRIED

- Mall Book Sale - advertised on radio, in Brooks Bulletin and the Chronicle. Move books to mall on Thursday, Oct. 29 return any left over books to library on Saturday, Oct. 31. Work shifts established.

CORRESPONDENCE:

- Workshop for Trustees in Calgary on Saturday Nov. 7 at Calgary Public Library
- Marigold Newsletter
- Letter from Alberta Pensions regarding year 2000

REPORTS:

Finance Report

Report on the October 19th finance meeting given by Jonathan Jaikaran.

MOTION: Approval of expenses of \$10,697.76 for the month of September.

Jonathan / Cheryl CARRIED

Shortgrass Report

Nothing to report.

Librarian's Report

Librarian attended the Town Hall reopening and accepted a bouquet of flowers on behalf of the Board.

Mary Woodbury was the guest author for Young Alberta Book Week. 60 children and 4 teachers turned out to hear her.

Pre-school storytime finished its fall session with a Halloween costume party.

Michael Mitchell, singer and storyteller will be the Family Fun Night entertainer on November 20. Tickets will be sold at a nominal cost. \$2.00 adults, \$1.00 youths 6 - 16, children under 6 free.

NEW BUSINESS:

1999 Proposed Budget

Jonathan presented the proposed budget that had been prepared by the Finance Committee. Discussion followed. Jonathan had talked to Meyers, Norris, Penny and they are willing to ~~give us a large discount on our audit~~ ^{KEEP THE AUDIT COST THE SAME AS 1997} again this year. The board felt that some token of appreciation or recognition should be given to the company, but no decision was made.

MOTION: To approve the proposed budget of the finance committee and present it to the Town of Brooks along with the request for funding.

Jonathan / Jerri

NEXT MEETING:

Finance committee - 8:30 A.M., November 23, 1998
General meeting - 6:30 P.M., November 26, 1998

ADJOURNMENT:

Meeting adjourned at 7:37 P.M.




BROOKS PUBLIC LIBRARY
MINUTES
NOVEMBER 26, 1998

PRESENT: Gay Hemsing, Cheryl Pierson, Jerri Schindeler, Rudi Esau, Jonathan Jaikaran, Earl Pierson, councillor Rolf Bander and librarian Karen Armbruster

ABSENT: Carreen Webber and Henry Najda

MOTION: Approval of agenda
Jerri / Rudy CARRIED

MOTION: Approval of October 29th minutes
Amendment to minutes to read "Meyers, Norris, Penny and Co. has agreed to keep audit costs the same as 1997 for 1998".

Jonathan / Gay CARRIED

BUSINESS ARISING:

- Used book sale raised \$1,019.66. Sixty seven boxes of books were taken to the mall, 6 were brought back.
- No one from Brooks was able to attend the Trustees Workshop in Calgary.
- The Michael Mitchell concert was well attended and everyone seemed to enjoy the performance.
- Councillor Rolf Bander was introduced. He is the council representative on the board for the coming year. Michelle Blydo is the alternate.

CORRESPONDENCE:

- Alberta Community Development has sent the new Libraries Act to all public libraries in the province.
- Information has been received on the 1999 International Year of the Older Person. The Alberta coordinator is Diane Osberg. The emphasis will be on fitness, health, quality of life.
- Medicine Hat Public Library has introduced a "Mother and Baby" program which offers a free library card for baby, a keepsake book and program information to all mothers who register. Brooks would like to try a similar program in the spring if we are able to get a sponsor.
- Shortgrass has asked for an updated list of board members.

THE REPORT OF THE
COMMISSION ON THE
ACTS OF VIOLENCE

IN THE
CITY OF
NEW YORK

FOR THE
YEAR 1968

BY
THE
COMMISSION

ON THE
ACTS OF VIOLENCE

IN THE
CITY OF
NEW YORK

FOR THE
YEAR 1968

BY
THE
COMMISSION

ON THE
ACTS OF VIOLENCE

IN THE
CITY OF
NEW YORK

FOR THE
YEAR 1968

BY
THE
COMMISSION

ON THE
ACTS OF VIOLENCE

IN THE
CITY OF
NEW YORK

FOR THE
YEAR 1968

BY
THE
COMMISSION

REPORTS:

Finance Report

- Report of the October 31 finance committee meeting was given by Jonathan Jaikaran.

MOTION: The approval of expenses of \$17,968.39 for the month of October.

Jonathan / Cheryl CARRIED

Shortgrass Report

- No report is available this month.

Librarian's Report

- The annual meeting of the Library Foundation was held on November 17. The 1999 executive is chairman - Linda Hajash; vice chairman - Gay Hemsing; secretary - Mary Bessey; treasurer - Koki Patel; directors - Alexis Grimson and Wanda White; past chairman Jeanne Lutes and library liaison Karen Armbruster. The date for the 1999 "Death by Chocolate" tea and bake sale has been set for May 7, 1999. The Carl Anderson Endowment Fund, which is administered by the EID, has \$69,000 to date. Interest from the fund will be divided equally among the public libraries in the district on an annual basis.
- December's Family Fun entertainment will be the magic show of "Trixie, Santa's Magical Elf". She is always a Christmas favourite.

NEW BUSINESS:

- Donations to the Wanda Dickau book endowment have totalled \$612 to date.

MOTION: That \$200 from the administration budget be used toward the endowment fund in recognition of Wanda's 13 years of service.

Jonathan / Rolf CARRIED

- Christmas gifts or party.

MOTION: That employees be given \$25 each for Christmas.

Jonathan / Rudy CARRIED

NEXT MEETING:

Finance committee - 8:30 A.M., January 18, 1999
General meeting - 6:30 P.M., January 21, 1999

ADJOURNMENT:

Meeting adjourned at 7:40 P.M.

Cheryl

FINANCE COMMITTEE MEETING
NOVEMBER 23, 1998

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

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

Topics discussd:

- Used book sale fundraiser
- Review of October financial statements and Bedford accounting. Recommend approval of expenses of \$17,968.39 for the month of October.
- All government grants are in for 1998.
- Lottery fund grant has been expended.
- Discussion about fitting recognition for Wanda Dickau's years of service. Matter to be brought to general meeting.

Meeting adjourned at 9:15 A.M.

November 13, 1998

Corporate Services Committee
Brooks Town Council
Brooks, AB
T1R 1B9

Dear Committee Members:

The Brooks Public Library Board has approved the following budget for 1999. Our audited statement for 1998 and our statistical synopsis will follow as soon as they are available in the new year.

Our budget has increased slightly in several areas to reflect higher costs in the Shortgrass requisition, supplies, telephone and audit. We have also added staff computer training, furniture and a 1/2 time library aide in anticipation of our Alberta Public Library Electronic Network computers.

The Alberta Government, Industry Canada and WEPA have established a \$10,000,000 fund to provide on-line public access to all Albertans through the public library system. This money must be spent on computers and the infrastructure necessary to link libraries to government databases, other libraries and the internet. The Board has applied for \$25,153 for this purpose.

We are disappointed that our library membership has not increased as much as we had anticipated in our five year projection. We had hoped to reach \$30,000 in membership revenue by 1999, however, it has remained at approximately \$18,000 for two years and we cannot assume that it will increase substantially next year. Therefore, we are requesting \$94,800 from the Town of Brooks to meet our projected 1999 budget needs.

Respectfully submitted,

Earl Pierson, Chairman

PROPOSED BUDGET 1999
BROOKS PUBLIC LIBRARY

RECEIPTS	1998	Proposed 1999	5 YEAR PLAN 1999
Town of Brooks	\$84,780.00	\$94,800.00	
Province of AB	40,200.00	40,675.00	
County of Newell	13,500.00	14,400.00	
Fines, Book Sales	16,200.00	17,500.00	
Donations, Fundraisers	3,100.00	4,000.00	
Service Fees	1,500.00	2,100.00	
Internet	1,000.00	--	
Memberships	18,000.00	18,000.00	
Rural Memb.	2,500.00	2,500.00	
Interest Income	500.00	800.00	
GST Recovery & Misc.	800.00	1,100.00	
	<u>\$182,080.00</u>	<u>\$195,875.00</u>	\$195,000

The requisition to the Town is \$10,000 above our Projected 5 Year plan due to a leveling off of membership income and fines. We had hoped for a continual growth in these areas but some residents feel that the annual fee is too high and will not join. They do however continue to use the library for in-house research, job searching, microfilm reading and use of the computers.

EXPENSES	BUDGET 1998	PROPOSED 1999	5 YEAR PLAN 1999
Collection Development			
Shortgrass	\$31,800.00	\$33,300.00	
Local Materials	4,200.00	4,200.00	
Rebinding	2,000.00	2,000.00	
sub-total	38,000.00	sub- 39,500.00	39,500
Library Administration and Service			
Supplies	3,100.00	3,300.00	
Conference/Travel	2,200.00	2,200.00	
Telephone	1,500.00	1,700.00	
Audit	1,400.00	1,600.00	
Bank Charges	25.00	25.00	
Professional Dues	180.00	180.00	
Repairs/Maintenance	750.00	750.00	
Copier/Comp. Main.	2,000.00	2,000.00	
Security Monitoring	440.00	440.00	
Programming	2,500.00	2,500.00	
Staff Comp. Training		1,200.00	
Postage/Freight	850.00	850.00	
Furniture/Shelving	1,000.00	2,500.00	
Equipment Reserve	2,000.00	1,000.00	
Misc.	500.00	500.00	
sub-total	18,345.00	sub- 20,745.00	16,500
Wages and Benefits			
Director	38,500.00	38,500.00	
Assistant	23,430.00	23,430.00	
Library Aide (1.5)	15,255.00	21,955.00	
Library Aides part/t	17,400.00	17,400.00	
Library Page - stud.	3,300.00	3,300.00	
Holidays, sick days	1,100.00	1,100.00	
Benefits - all	18,700.00	19,500.00	
		2%	
		2,503.00	
sub-total	117,685.00	sub- 127,688.00	132,000
Technology			
Dynix Maintenance	5,000.00	5,000.00	
Data Communications	1,100.00	1,000.00	
Internet	550.00	550.00	
sub-total	6,750.00	sub- 6,650.00	6,000
Public Awareness			
Annual Report	650.00	650.00	1,300
Advert./Publicity	650.00	650.00	
sub-total	1,300.00	sub- 1,300.00	
TOTAL	\$182,080.00	\$195,883.00	\$195,300