

**FONDS A49**

**MILLET PUBLIC LIBRARY**

AN INVENTORY OF ITS ARCHIVAL RECORDS HELD BY THE  
MILLET & DISTRICT HISTORICAL SOCIETY

PREPARED BY

KATHRYN IVANY

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Sharlene Hartman

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Allison Easton

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Provenance:	Millet Public Library
Title:	Millet Public Library fonds
Dates:	1953 – 2008
Physical Description:	47 cm of textual records, 1 o/s ledger, 1,119 photographs
Bio/Admin History:	In 1953 three branches of the Women's Institute centred around the Village of Millet contributed representatives to form a Community Library committee to establish a local lending library. Each branch contributed a cash donation and their efforts at fund raising on behalf of the library. Their library board was incorporated as a society in 1957 and in that year they also completed the purchase of a building in the business district of Millet from Mr. Mullins for \$500.00. Eventually, the library came under the jurisdiction of the town of Millet, and was operated with a variety of government (including the town, the county of Wetaskiwin, and provincial) and regional library board grants.
Custodial History:	The records were received in a donation from the Millet Public Library Board in 2005. Another accession was received in 2008 from the Millet Public Library Board contains 982 photographs. Another accession was received in 2020 from the Millet Public Library Board.
Scope/Content:	The fonds consists of administrative documents, financial records, minutes of the board, correspondence, employment records, book inventories, a library manual (1941), and professional association member information donated between 1953 and 1997. There are photographs taken by the Millet Public Library staff ca. 1982-2000.
Title Source:	Title based on the contents of the fonds.
Language:	The material is in English.
Restrictions:	There are no restrictions on access.
Finding Aids:	File list available at repository
Associated/ Related:	Women's Institute fonds: Golden Glow, Millet, and Central Millet
Accruals:	Further accruals are expected.
Record No.:	A49
Repository:	Millet and District Archives
Names:	Millet Community Library

Millet Public Library

Topics: Education

File	1	Certificate of Incorporation / application with bylaws	1956-1957
	2	Administrative forms relating to name search, business number and bylaws	1991-1996
	3	Library Policies	
	4	Library By-laws	
	5	Millet Community Library Secretary's book (minutes)	1953-1956
	6	Millet Community Library Board minute book	1956-1967; 1969-1974
	7	Department of Economic Affairs: Supervisor of Public Libraries – Reports (includes financial reports)	1956-1974
	8	Board Reports – notes	c. 1983
	9	Library Board minutes	1976-1986
	10	Library Board minutes	1987-1990
	11	Library Board minutes	1991-1992
	12	Library Board minutes – includes year end financial statement and donations	1993
	13	Library Board minutes	1994
	14	Library Board minutes	1995
	15	Library Board minutes and auditor's report	1996
	16	Library Board minutes	1997
	17	Library Board minutes	1998-2000
	18	Library Board minutes	2001-2005
	19	Library Budgets	
	20	General Ledger	1953-1958
	21	General Ledger – includes bank reconciliation	1985
	22	General Ledger – includes bank reconciliation / audit	1986
	23	General Ledger	1987
	24	General Ledger	1988
	25	General Ledger – stored in o/s	1992-1994
	26	Correspondence – general	1989-1992
	27	Correspondence – with auditor	1985-1997
	28	Correspondence – grants	1985-1995
	29	Correspondence – insurance	1988-1997
	30	Computer purchase / renovations	1992-1994
	31	Monthly time books	1991-1996
	32	Summer Student Employment Program	1989
	33	Summer Student Employment Program	1990
	34	Summer Student Employment Program	1993
	35	Summer Student Employment Program	1994
	36	Summer Student Employment Program	1993-1994
	37	Summer Student Employment Program	1995
	38	Summer Student Employment Program	1996
	39	Summer Student Employment Program	1997
	40	Pictorial Library Primer	1994
	41	Record of Book Inventory – includes membership list	1954
	42	Book Inventory – includes memorial gifts	1973-1997

43	Library Association of Alberta – membership / conference	1987-1997
44	Alberta Library Trustees' Association – membership / travel subsidies	1984-1997
45	Daybook – recording memberships, fines, and statistics	1974-1981
46	Daybook – recording membership, fines and statistics	1982-1987
47	Daybook – recording membership, fines and statistics	1988-1994
48	Millet Library Grand Opening Guest Book	2008