

FONDS A49

MILLET PUBLIC LIBRARY

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

PREPARED BY

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Provenance:	Millet Public Library
Title:	Millet Public Library fonds
Dates:	1953 – 2000
Physical Description:	30 cm of textual records, 1 o/s ledger, 982 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.
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. 1998-2000.
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	Millet Community Library Secretary's book (minutes)	1953-1956
	4	Millet Community Library Board minute book	1956-1967; 1969-1974
	5	Department of Economic Affairs: Supervisor of Public Libraries – Reports (includes financial reports)	1956-1974
	6	Board Reports – notes	c. 1983
	7	Library Board minutes	1991-1992
	8	Library Board minutes – includes year end financial statement and donations	1993
	9	Library Board minutes	1995
	10	Library Board minutes and auditor's report	1996
	11	Library Board minutes	1997
	12	General Ledger	1953-1958
	13	General Ledger – includes bank reconciliation	1985
	14	General Ledger – includes bank reconciliation / audit	1986
	15	General Ledger	1987
	16	General Ledger	1988
	17	General Ledger – stored in o/s	1992-1994
	18	Correspondence – general	1989-1992
	19	Correspondence – with auditor	1985-1997
	20	Correspondence – grants	1985-1995
	21	Correspondence – insurance	1988-1997
	22	Computer purchase / renovations	1992-1994
	23	Monthly time books	1991-1996
	24	Summer Student Employment Program	1989
	25	Summer Student Employment Program	1990
	26	Summer Student Employment Program	1993
	27	Summer Student Employment Program	1994
	28	Summer Student Employment Program	1993-1994
	29	Summer Student Employment Program	1995
	30	Summer Student Employment Program	1996
	31	Summer Student Employment Program	1997
	32	Pictorial Library Primer	1994
	33	Record of Book Inventory – includes membership list	1954
	34	Book Inventory – includes memorial gifts	1973-1997
	35	Library Association of Alberta – membership / conference	1987-1997
	36	Alberta Library Trustees' Association – membership / travel subsidies	1984-1997
	37	Daybook – recording memberships, fines, and statistics	1974-1981
	38	Daybook – recording membership, fines and statistics	1982-1987
	39	Daybook – recording membership, fines and statistics	1988-1994