



**RED DEER LIBRARY BOARD**  
**5:30 p.m. Wednesday, March 30, 2016**  
**Waskasoo-Kiwanis Meeting Room**

## **AGENDA**

### **Welcome & Chair's Remarks**

### **Conflict of Interest Declaration**

### **Approval of Consent Agenda**

12. Approval of Agenda
13. Approval of Minutes of the Previous Meeting (February 24, 2016)
14. Report from the Planning & Finance Committee
  - a. Approval of Financial Statements of January 31, 2016
  - b. Approval of Financial Statements of February 29, 2016
  - c. Approval of the 2015 Auditor's Report
15. Report from the Personnel & Administration Committee
16. Friends of the Library report
17. Acceptance of the Managers' reports & Library statistics

### **Items for Decision**

14. Planning and Finance Committee
15. Personnel and Administration Committee

### **Strategic Discussion and Board Development**

### **Adjournment**



**RED DEER LIBRARY BOARD**  
**6:30 p.m. Wednesday, February 24, 2016**  
**Waskasoo-Kiwanis Meeting Room**

## **MINUTES**

**Present:** Jim Taylor (Chair), Anita Thomas, Colleen Nederlof, Vanessa Gilbertson, Sylvia Bolkowy, Christina Wilson (CEO/Minutes), Verda Lee Gilchrist, Lionel Lustgarten and Jackie Ammeter

**Regrets:** Mark Waters, Tanya Handley

**Guest:** Grant Stange, Collins Barrow Red Deer LLP

### **Welcome & Chair's Remarks**

Jim called the meeting to order at 6:30 p.m.

### **Conflict of Interest Declaration**

There was nothing to declare.

**MOTION:** To accept the consent agenda with amendments as presented below.  
BOLKOWY / THOMAS / CARRIED

### **Approval of Consent Agenda**

6. Approval of Agenda
  - a. Add item regarding CEO's position as Treasurer, TAL Executive
  - b. Remove Approval of Financial Statements of January 31, 2016.
7. Approval of Minutes of the Previous Meeting (February 3, 2016)
8. Report from the Planning & Finance Committee
9. Report from the Personnel & Administration Committee
10. Friends of the Library Report
11. Acceptance of the Managers' reports & Library statistics

The Library Statistics were discussed. Children's Ebook circulation is down compared to January 2015 due to a software change to Tumblebooks that requires authentication. Database inquiries are down due to change to the statistics reporting of one of the largest vendors (Ebscohost). There was some discussion on the limited nature of month to month statistics comparisons and the need to occasionally see long term trends.

## Items for Decision

### 8. Planning and Finance Committee

The 2015 Auditor's Report to the Library Board was presented by Grant Stange, Collins Barrows Red Deer LLP. The audit is clean and complete. The 2015 increase in net financial assets of \$47,825.00 will roll into the Library's reserve funds, for a total of \$370,676.00. Two previous notes have been removed: awareness of fraud and segregation of duties in the Administration office. The Board approved a fraud policy 2015; auditors are satisfied that the current personnel provides sufficient checks and balances in the Administration office but cautioned that a change in personnel could alter the current satisfactory balance. The Library Board thanked Mr. Stange and his team for their thorough work and in meeting the library's timelines for completion. In turn, Mr. Stange thanked the Library staff and Board members for their cooperation and assistance, with particular note regarding the knowledge and assistance of Vanessa Cook, Financial Officer. Then Mr. Stange left the meeting.

The January 2016 draft financial statements will be issued, once the audit is approved.

**MOTION:** To approve the 2015 Auditor's Report as presented by Grant Stange, Collins Barrow Red Deer LLP.  
GILCHRIST / LUSTGARTEN / CARRIED

Christina Wilson, CEO, presented the 2015 Annual Library Statistics, compiled largely by Nicole Charles, Cory Stier and Vanessa Cook. Both the audit and statistical report form part of the Library's application for its operating grant from the province.

**MOTION:** To approve the 2015 Annual Library statistics as presented.  
BOLKOWY / AMMETER / CARRIED

### 9. Personnel and Administration Committee

Developing a work plan that includes CEO Evaluation and Retreat planning:  
In reviewing policy, the committee will consider governance policies over procedure and a process for keeping the Board Policies updated on the Board site and elsewhere, such as the Library's website. The committee agreed this was doable every 3 months.

## Strategic Discussion and Board Development

Alberta Library Conference in Jasper (April 28 to May 1, 2016). Board Chair, Jim Taylor and Vanessa Gilbertson have confirmed their attendance, but there's room for one more, ideally a trustee who has never attended before. Christina will contact them directly and then inform all Board members so that everyone has the opportunity to attend the Board development sessions.

The issue of whether the Library Board's Vision, Mission and Values statements also required a Mandate statement was discussed, as a follow-up to the review that took place during the

Library Board/Management retreat on January 25, 2016. The item was referred to the Personnel and Administration Committee for a recommendation.

In 2014, the Library Board approved the mid-term appointment of Red Deer Public Library's CEO as Treasurer on the Executive Committee of The Alberta Library, when an unanticipated vacancy occurred. The term ends in April; however the CEO will seek a second term, with the approval of the Board. The 10 Board meetings provide valuable professional development and networking for the CEO and ensure that RDPL contributes to a stronger TAL.

**MOTION:** To endorse the candidacy of Christina Wilson as TAL Treasurer.  
BOLKOWY / GILBERTSON / CARRIED

### **Adjournment**

Verda Lee made a motion to adjourn at 7:55 p.m.

Approved \_\_\_\_\_  
Jim Taylor (Chair)

## CEO Report – February 2016

February fairly flew by with staff changes, new initiatives and lots of community involvement.

The Library's **School partnerships** were further cemented by RDPL's strong presence at **Red Deer's Teachers Conference** mid-February and our involvement in helping École Barrie Wilson (EBW) plan a digital literacy space.

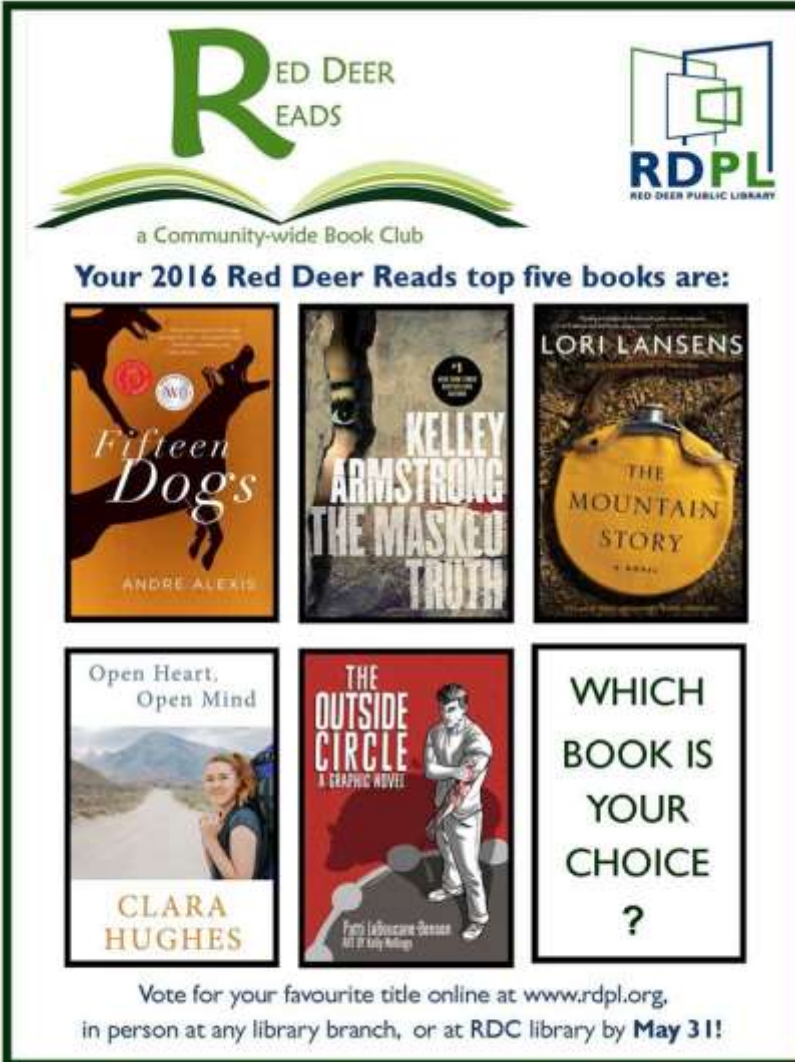
The Library staffed a booth in the exhibit hall section of the Teachers' conference and staff also presented at the conference. Both were well received and participation at the conference was a valuable undertaking for the Library to reach teachers.

Following a successful series of meetings between Library (Candice Putnam, Ben Smeets, Cory Stier and I) and school staff (EBW Principal, Chris Good and teacher, Amanda Wilson) we learned that the schools were also planning to celebrate Digital Literacy Day (Feb 17<sup>th</sup>). Ben and Candice stepped up with a sampling of digital devices to help celebrate in style and give students and parents a sense of what the digital literacy space could be. The picture below shows students using "Little Bits" at Timberlands:



## Red Deer Reads 2016 Ramped Up

Briana Ehnes, Manager, Adult Services, is Chair of the 2016 Red Deer Reads campaign, assisted by a capable and engaged committee from all departments and branches. The community was engaged in submitting their favourite Canadian books for consideration from which an eclectic short list of five titles emerged. Available in a variety of formats, the books are available for loan and Library staff members in all locations are using book displays, social media and other means to encourage people to read and vote for the book everyone should be reading. As a further note, our friends at the Co-op have pitched in funds, raised from their book exchange, towards purchasing Red Deer Reads short list titles. Announced on February 24, the shortlist includes:



The poster features the 'Red Deer Reads' logo at the top left, with a large green 'R' and 'ED DEER READS' in smaller text. To the right is the 'RDPL RED DEER PUBLIC LIBRARY' logo. Below the logo is the text 'a Community-wide Book Club'. The main heading reads 'Your 2016 Red Deer Reads top five books are:'. Five book covers are displayed in a grid: 'Fifteen Dogs' by Andre Alexis, 'The Masked Truth' by Kelley Armstrong, 'The Mountain Story' by Lori Lansens, 'Open Heart, Open Mind' by Clara Hughes, and 'The Outside Circle: A Graphic Novel' by Fanny Labrecque-Dussan. A sixth box contains the text 'WHICH BOOK IS YOUR CHOICE ?'. At the bottom, it says 'Vote for your favourite title online at [www.rdpl.org](http://www.rdpl.org), in person at any library branch, or at RDC library by **May 3!**'.

## Capital Projects Update

The surveillance equipment was successfully installed throughout the Downtown Branch and the 15 cameras were tested by the Library's IT staff. Signs have also been posted throughout the Branch to inform people of the cameras. Cory Stier and Nicole Charles are revising policies and procedures to guide appropriate access to the footage for security and library staff.

## Library Community

### Freedom to Read Week, February 21 to 27, 2016

Throughout all Branches and departments, Library staff effectively used social media and book displays to remind Red Deerians of a fundamental freedom that we all enjoy: our freedom to read and the library's freedom to purchase materials for all ages, inclinations and interests. During this time of year, all libraries submit the titles that were challenged, the reason for the challenge and the outcome so that our profession maintains a watch on this basic tenet of democracy. No book challenges were officially received in Red Deer and so did not add to the report.

Below is a display and insightful quote, featured in the Children's section of the Downtown Branch. Children's materials are among the most challenged books and this display shows the range of titles that have been challenged.



### The Alberta Library (TAL)

In my role as the Treasurer of TAL's, Executive Committee I presented the Treasurer's report and briefed the Executive on TAL's audit process at the February 19<sup>th</sup> Executive Committee meeting, held in Edmonton. Like RDPL, TAL undergoes a full audit, in order to be eligible for provincial government grants. At this meeting, the Executive discussed tentative moving plans for TAL. TAL's offices are on the 6<sup>th</sup> Floor, Stanley Milner Library, Edmonton Public Library (EPL). The Library building will be completely renovated, beginning in 2017. TAL staff plan to secure similar space by July, 2016, with a 5 year lease. A summertime move will minimally impact TAL programs and services, which are largely delivered virtually. Costs of the moving plan will be reviewed at the March Executive meeting.

**Library Statistics -February 2016**

	<b>Feb 2016</b>	<b>Feb 2015</b>	<b>% Difference</b>	<b>2016 YTD</b>	<b>2015 YTD</b>	<b>% Difference</b>
<b>CIRCULATION</b>						
<b>Total Circulation</b>	74,838	65,115	14.9%	149,539	135,165	10.6%
<b>Adult Materials</b>	38,203	31,785	20.2%	77,303	67,802	14.0%
<b>Paperback</b>	1,720	1,662	3.5%	3,592	3,425	4.9%
<b>Fiction</b>	4,911	4,479	9.6%	9,606	9,419	2.0%
<b>Non-Fiction</b>	4,009	3,225	24.3%	8,107	6,931	17.0%
<b>Large Print</b>	1,108	1,490	-25.6%	2,362	2,746	-14.0%
<b>Teen</b>	2,995	2,316	29.3%	5,974	5,262	13.5%
<b>Audio-visual</b>	19,299	14,679	31.5%	38,604	31,681	21.9%
<b>Magazines</b>	969	614	57.8%	1,775	1,493	18.9%
<b>Other Languages</b>	45	24	87.5%	113	27	318.5%
<b>Daisy CDs</b>	48	43	11.6%	87	82	6.1%
<b>eBooks</b>	3,099	3,253	-4.7%	7,083	6,736	5.2%
<b>Children's Materials</b>	17,939	17,635	1.7%	35,550	35,455	0.3%
<b>Paperback</b>	1,374	1,349	1.9%	2,886	2,668	8.2%
<b>Non-Fiction</b>	1,444	1,726	-16.3%	2,877	3,434	-16.2%
<b>Other Languages</b>	320	341	-6.2%	632	642	-1.6%
<b>Fiction</b>	1,129	1,217	-7.2%	2,360	2,570	-8.2%
<b>Easy</b>	6,314	6,706	-5.8%	12,853	13,177	-2.5%
<b>Audio-visual</b>	6,026	5,507	9.4%	11,875	11,162	6.4%
<b>Magazines + Comics</b>	421	379	11.1%	849	769	10.4%
<b>eBooks</b>	911	410	122.2%	1,218	1,033	17.9%
<b>Timberlands Circ</b>	6,620	4,286	54.5%	13,245	8,949	48.0%
<b>Dawe Circulation</b>	12,076	11,409	5.8%	23,441	22,959	2.1%
<b>Visits-Timberlands</b>	4,755	3,816	24.6%	9,463	8,078	17.1%
<b>Downtown</b>	25,457	15,447	64.8%	49,542	34,199	44.9%
<b>Dawe</b>	13,407	12,439	7.8%	26,131	24,282	7.6%
<b>Website Visits</b>	61,872	38,931	58.9%	149,585	77,041	94.2%
<b>Total Visits</b>	100,736	66,817	50.8%	225,258	135,522	66.2%
<b>Interlibrary Loans</b>						
<b>ILL In</b>	424	295	43.7%	826	629	31.3%
<b>ILL Out</b>	283	191	48.2%	494	478	3.3%
<b>Total</b>	707	486	45.5%	1,320	1,107	19.2%
<b>New Memberships</b>	633	666	-5.0%	1,289	1,463	-11.9%
<b>Renewals</b>	151	145	4.1%	328	316	3.8%
<b>Total</b>	784	811	-3.3%	1,617	1,779	-9.1%



	<b>Feb 2016</b>	<b>Feb 2015</b>	<b>% Difference</b>	<b>2016 YTD</b>	<b>2015 YTD</b>	<b>% Difference</b>
<b>REFERENCE</b>						
<b>Adult Total</b>	6,647	4,978	33.5%	13,344	10,192	30.9%
<b>Juv Total</b>	1,732	1,532	13.1%	3,674	3,434	7.0%
<b>Timberlands Total</b>	604	370	0	1,734	788	
<b>Dawe Total</b>	1,345	845	59.2%	1,264	1,660	-23.9%
<b>Total Ref Questions</b>	10,328	7,725	33.7%	20,016	16,074	24.5%
<b>Database Queries</b>	1,787	1,494	19.6%	3562	8,167	-56.4%
<b>Total Questions</b>	12,115	9,219	31.4%	23,578	24,241	-2.7%
<b>PROGRAMS</b>						
<b>Adult Programs</b>	6	16		12	26	
<b>Attendance</b>	185	200		401	367	
<b>Youth Programs</b>	39	45		81	95	
<b>Attendance</b>	985	1165		2,157	2,179	
<b>TL Programs</b>	89	78	0	198	167	
<b>Dawe Programs *</b>	104	69		195	126	
<b>Attendance</b>	1797	1316		3,421	2,594	
<b>TL Attendance</b>	1,928	1,719		4,179	3,562	
<b>Library Programs</b>	238	208	14.4%	486	414	17.4%
<b>Attendance</b>	4,895	4,400	11.3%	10,158	8,702	16.7%
<b>VOLUNTEER HOURS</b>						
<b>Friends</b>	45	40		52	78	
<b>Library *</b>	867	638		1,776	1,242	
<b>Library Board</b>	35	34		110	110	
<b>Total</b>	947	712	33.0%	1,938	1,430	35.5%
<b>PUBLIC INTERNET</b>						
<b>Timberlands</b>	315	231		635	423	
<b>Adult Sessions</b>	2,632	2,603		5,255	5,227	
<b>Youth Sessions</b>	332	192		618	416	
<b>Dawe Sessions</b>	1,153	1045		2,139	2,056	
<b>Total Sessions</b>	4,432	4,071	8.9%	8,647	8,122	6.5%
<b>* Includes</b>						
<b>Adult Literacy Stats</b>						
<b>Tutors</b>	114	101	12.9%			
<b>Hours</b>	785	559	40.4%	1,358	1,131	20.1%
<b>Students</b>	151	129	17.1%			
<b>Hours</b>	713	476	49.8%	1,288	928	38.8%

## Managers' Reports – February 2016

### A. Learning and Literacy

- Anna Wolkowski, Dawe Branch assistant attended Little Ones in Libraries, The Public Library Services Branch Symposium on Early Childhood Library Services on February 25 & Friday, February 26, 2016 in Edmonton with Rachelle McComb and Deb Isbister. Anna shared what she learned with the Dawe staff during the staff meeting. It is great when a professional development event rekindles the passion for the library services and inspires to do something new and exciting.
- The Dawe Branch staff piloted My Librarian initiative in February on our interactive screens at the branch. The Dawe staff hopes that individualized readers advisory service would engage the public and help people to find good reads.



#### **My Librarian: Isha**

**Shares your joy in cooking books, especially when complemented by books about dogs, cats and other animals. Don't know what to read next?**

**Ask Isha - [ttilly@rdpl.org](mailto:ttilly@rdpl.org)**

- Adult Literacy had a great response from the community on recruiting new volunteers. Since January 2016 the program has done intake on 25 new tutors, worked to get them trained and matched. We think the Red Deer community has really rallied with all the publicity around the Syrian refugees. Two training sessions held in February were on Improving Reading Comprehension and Teaching Grammar.
- Adult Literacy applied to Innovation and Advanced Education for the Refugee Language and Support Grant. The timelines were very short on this, but we were successful and have a one-time grant of \$39,500 to use over a two year period.
- Deputy CEO, Cory Stier, attended the one-day Forum for Information Professionals at the University of Alberta on February 5.

## **B. Access and Inclusion**

- Sit, Stay, Read program at the Dawe Branch continues to be a hit with the St. Pat's students, teachers and Reading Pals participants. Tatiana Tilly, the Dawe Branch Manager, compiled the evaluations of the fall program session from parents, students and teachers. Here is one testimonial from a teacher about one student: "Mariah was very nervous about reading out loud at the beginning of the year; she was very quiet, and tried to avoid it when possible. Now, she is constantly asking to read to the class, and loves spending reading time with a teacher or a friend. When asked about it, she responded that "Isha never laughed when she made mistakes, so now she doesn't worry about it as much". Also Mariah moved up 3 reading levels since the beginning of the year. Her fluency and expression have greatly improved. Reading Tails at the Downtown Branch will be returning soon with one returning and one new dog, through our partnership with the SPCA, and other dogs waiting in the wings.

## C. Community

- Managers of Teen Services, Youth Services, Timberlands and Dawe Branches gave a successful presentation entitled “Open for Discovery : What Red Deer Public Library Can Do For You” at the 2016 Central Alberta Teachers’ Convention (CATCA) at Red Deer College on February 18th. As well, our Digital Literacy Coordinator, Ben Smeets, joined all of the above at the RDPL exhibit booth at CATCA where we showcased programs, services and tech toys that support educators who help students strive for success. We are confident that our efforts will result in increased teacher activity at all branches. Next year we would suggest registering as many attendees as possible for free library cards at the booth, which would attract even more interest. RDC Information Commons did just that for teachers who were on their campus during CATCA and it was a great marketing tool.



- The Repair Cafe at the Dawe Branch on February 27 was an excellent finish to the February, Garbage Free month. The event was made possible by the new partnership for the Dawe Branch with ReThink Red Deer. Ben Smeets, Digital Literacy Coordinator, was a great addition to the impressive team of volunteer experts who helped to repair flickering lights, blender, electric kettle, diffuser, computer speakers, bike and a number of textile articles on the day. All 10 people who came with various things to repair were happy and satisfied with the Repair Cafe setup and expert help.



- Plans continue to move forward with our shared Innovation Lab (actual name TBA) at the Timberlands Branch, which is a partnership between École Barrie Wilson School and RDPL. The Lab, which will include a 3D printer and many other tech toys, will be used primarily by students during the school day, but Timberlands staff will be able to run after school and weekend programs using the digital tools. Ben Smeets, our Digital Literacy Coordinator, ordered a few sample items to get the project in motion, including Cubelets, a Digital Sandbox, and Lego Wedo.

#### **D. Relationships**

- Adult Literacy staff nominated three deserving volunteers for the Mayor's Recognition Awards - Distinguished Voluntary Service. Edith Helm, Clark Daniels and Velma Dick were chosen out of the 165 volunteers, based on the hours given and impact they made.
- As a result of Laural Grimes' retirement and Carrie Berg's leave of absence, the Children's Department is looking a little different at the Downtown Branch. In addition to Deb Isbister as our new Library Assistant IV, Karen Drok has more hours in Deb's previous position, and we have two new faces - Jana Olson and Haley Amendt - in our Department. Jana who is also the School Librarian at Mountview School, comes to us from Member Services, and Haley is a new grad from the MLIS program at Western University.

- Digital Literacy Coordinator Ben Smeets, Cory Stier, and Christina Wilson met with the principal of École Barrie Wilson School, Chris Good, and teacher, Amanda

### E. Fun

- Lucinda Sheardown, the Dawe Branch Assistant, had a lot of fun creating an interactive display for the Red Deer Reads 2016.





- Here are a few highlights from our Facebook, Twitter, and Instagram accounts in February:

**Red Deer Public Library**  
Published by Hootsuite [?] · February 28 at 9:31am · 🌐

We caught Grover with some of his favourite titles! See the list here: <http://ow.ly/YOwgf> #RDPLpuppets #libraryfun



1,114 people reached Boost Post

Like Comment Share

Jana Olson, Briana Ehnes and 9 others

2 shares

Alex Clark where is the cookie monster!  
Unlike · Reply · Message · 1 · February 28 at 2:13pm

Write a comment...

**Red Deer Pub Library @rdpl** · Feb 26  
Drumroll please..... Announcing our 2016 Red Deer Reads top five!  
[ow.ly/YNT54](http://ow.ly/YNT54) #RDReads #RedDeer

**Your 2016 Red Deer Reads top five books are:**



10 8



**reddeerpubliclibrary**  
Red Deer Public Li... FOLLOW

46 likes 4w

reddeerpubliclibrary For this week's #StaffPicksSaturday Jenn in Member Services has rounded these up! She's an eclectic reader with a soft spot for fantasy, a music lover, and a mini film buff! On a windy day like today, the conditions are perfect for a visit. Pop down to any branch for any of these, or similar picks. Happy Saturday!  
#bookstagram #books #bibliophile #booksofinstagram #bookrecommendation #RedDeer #BookLover #libraries #library #libraries #library #libraries

Log in to like or comment. ...

## F. The Arts

- Carrie Berg and Deb Isbister hosted performers from Against the Wall Theatre, the troupe who bring us Bullskit and Calfskit improv theatre in Red Deer. We are fortunate to have a thriving theatre community with whom we can partner in our community!
  - One happy customer had this to say on Facebook: “We just happened across this today and had a fun time, Storytelling, puppets and crafts?! We will be back!”



- Art of our Saturday Family Fun morning, Choose Your Own Story Adventure was the theme and the performers had children and their grownups in stitches as they performed with puppets and encouraged audience participation.



- Paper Quilling technique was shown in making Valentine cards at the Dawe Branch right in time for the Valentine's Day. There was a lot of interest in this art program for adults.

