



RED DEER LIBRARY BOARD
6:30 p.m. Thursday, June 25, 2015
Waskasoo-Kiwanis Meeting Room

AGENDA

Welcome & Chair's Remarks

Conflict of Interest Declaration

Approval of Consent Agenda

27. Approval of Agenda
28. Approval of Minutes of the Previous Meeting (May 28, 2015)
29. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of May 31, 2015
30. Report from the Personnel & Administration Committee
31. Friends of the Library report
32. Acceptance of the Managers' reports & Library statistics

Items for Decision

29. Planning and Finance Committee
30. Personnel and Administration Committee
31. Friends of the Library Report

Strategic Discussion and Board Development

Adjournment



RED DEER LIBRARY BOARD
6:30 p.m. Thursday, May 28, 2015
Waskasoo-Kiwanis Meeting Room

MINUTES

Present: Anita Thomas, Verda Lee Gilchrist, Leah Tymko, Lionel Lustgarten, Jim Taylor, Jackie Ammeter, Sylvia Bolkowy, Mark Waters, Lisa Wakefield (Chair), Christina Wilson (CEO), Jannie Ypma (Minutes)

Absent: Lawrence Lee

Welcome & Chair's Remarks

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

Conflict of Interest Declaration

There was no conflict of interest to declare.

Approval of Consent Agenda

21. Approval of Agenda
22. Approval of Minutes of the Previous Meeting (April 23, 2015)
23. Report from the Planning & Finance Committee
 - a. Approval of Financial Statements of April 30, 2015.
24. Report from the Personnel & Administration Committee
25. Friends of the Library Report
26. Acceptance of the Managers' reports & Library statistics

Remove:

- Financial Statements of April 30, 2015

Add:

- 2014 Annual Public Library Statistics Report
- Staff Development Day, June 19, 2015

MOTION: To approve the consent agenda with amendments as listed above.
WATERS / BOLKOWY / CARRIED

Items for Decision

23. Planning and Finance Committee

- a. Financial Statements of April 30, 2015

MOTION: To approve the financial statements of April 30, 2015
BOLKOWY / GILCHRIST / CARRIED

- b. Application to the province for the Provincial Operating Grant – As part of the application to the province, Red Deer Public Library needs to submit the 2014 Annual Public Library Statistics Report.

MOTION: To approve the submission of the 2014 Annual Public Library Statistics Report.
BOLKOWY / GILCHRIST / CARRIED

- c. Staff Development Day, June 19, 2015

MOTION: To close all three branches of Red Deer Public Library on Friday, June 19, 2015 at 12:30 p.m. for Staff Development Day.
BOLKOWY / AMMETER / CARRIED

24. Personnel and Administration Committee

- a. The Negotiated CUPE 2015 Memorandum of Agreement was presented. This agreement is in effect until June 30, 2018. Key items in the CUPE Memorandum were reviewed.

MOTION: To accept the CUPE 2015 Memorandum of Agreement as presented.
TAYLOR / WATERS / CARRIED

- b. Revised Policy 2.9 was presented.

MOTION: To approve revised Policy 2.9 as presented.
TAYLOR / TYMKO / CARRIED

- c. Revised Policy 2.10 was presented.

MOTION: To approve revised Policy 2.10 as presented.
TAYLOR / THOMAS / CARRIED

d. Library Board Policy #9.2 – Exempt Staff Employment Terms and Conditions

Jannie and a member of the public left the meeting.

MOTION: To go to “in camera” at 6:48 p.m.
TYMKO / GILCHRIST / CARRIED

MOTION: To go out of “in camera” at 7:28 p.m.
BOLKOWY / TAYLOR / CARRIED

Jannie and a member of the public returned to the meeting.

MOTION: To proceed as recommended by the Personnel and Administration Committee with respect to Library Board Policy 9.2.
TAYLOR / THOMAS / CARRIED

Strategic Discussion and Board Development

- Alberta Library Conference 2015 in Jasper, April 30 to May 3, 2015 – Reports were presented by Sylvia Bolkowy, Jackie Ammeter, Anita Thomas, Lisa Wakefield, and Christina Wilson. These reports will be posted on the Board site. Since Lisa was part of the organizing committee for the conference, she was not able to attend as many of the sessions offered as the others. All attendees were very impressed with the keynote speakers, the sessions, and especially the Two Mayors, One Voice presentation.
- Community Needs Survey – The results from the survey that Environics conducted for the library were presented. The complete report is available on the Board site. Some interesting items learned are that people still think of libraries as a place of books, that offering a free card will not necessarily encourage more people to obtain one and that recreational facilities were number one on the list of priorities for the people surveyed. Board members are asked to comment on the results of the survey on the Board site.

Adjournment

Sylvia made a motion to adjourn the meeting at 8:10 p.m.

Approved _____
Lisa Wakefield (Chair)

CEO Report – May 2015

Capital Projects update

We are fortunate to have the services of City of Red Deer Project Specialist, Curtis Martinek to lead our various capital projects. With his assistance, Williams Engineering (WE) has been engaged to develop the tender and manage the Downtown Library roof replacement project. Part of the roof is a heritage structure and must adhere to provincial guidelines for materials, which adds a unique element to this project. The tender went out on May 15 with an end date of May 27th. In addition to WE personnel, Curtis, Cory Stier, Deputy CEO and me, five interested contractors appeared for the meeting and walk about (on the roof!). The replacement of the Downtown Library's roof will be coordinated with the replacement of one of the air conditioning units, for which we've received several quotes. The tender requests that this work be completed by September 30, 2015.

Cory and I met with school board representatives to outline a process to move forward on Timberlands Air Conditioner. In the 3P environment, several parties, besides the public school board and the library need to be involved. In the end, we've submitted a change order for a portable unit. This solution was arrived at because it achieves the goals of sufficient, space specific, cooling with the least impact on the structure. Still, plumbing and wiring will need to be arranged for this installation.

A project scoping meeting was held with Group2 Architects regarding the Level 2 ceiling and lighting and Level 4 and 2 carpeting projects.

Statistics

Overall print circulation continues upward compared to last year, assisted by our new branch Timberlands, which may be drawing circulation away from the Dawe Branch. Dawe's visits and reference figures are impressive, though. All locations are succeeding with their program numbers and you can see the creativity at work from the Managers' reports. Downtown visits show a decline; the gate counter was offline for several days as maintenance took place.

Downtown Security

Our goal is to balance inclusiveness with public safety. To this end, Cory and I had productive meetings with Jennifer Vanderschaeghe, Executive Director, Central Alberta Aids Network (CAANS) and Stacey Carmichael, Director of Programs, Safe Harbour Society. Both have offered assistance with street involved library visitors in the form of services. Both have arranged to have street workers visit the Downtown library to engage with potential clients and offer assistance to security and library staff, if needed. The assistance is very welcome.

Community

As Treasurer, I attended the May Executive meeting of The Alberta Library (TAL) in Edmonton, on May 15th.

We continue to receive inquiries from public libraries about Red Deer's paperless Board initiative. Pickering Public Library is the latest to inquire, following from our presentation at the Ontario Library Association's Superconference in January, 2015.

Library Statistics - May, 2015

	May 2015	May 2014	% Difference	2015 YTD	2014 YTD	% Difference
CIRCULATION						
Total Circulation	66,105	64,729	2.1%	349,628	333,142	4.9%
Adult Materials	33,659	31,455	7.0%	174,934	177,356	-1.4%
Paperback	1,798	2151	-16.4%	9,383	12,778	-26.6%
Fiction	5,861	5603	4.6%	25,487	25,859	-1.4%
Non-Fiction	3,272	3546	-7.7%	17,152	18,105	-5.3%
Large Print	1,238	1340	-7.6%	6,462	5,748	12.4%
Teen	1,937	1863	4.0%	13,010	14,211	-8.5%
Audio-visual	15,661	13566	15.4%	82,597	81,967	0.8%
Magazines	835	1370	-39.1%	4,192	5,493	-23.7%
Other Languages	14	20	-30.0%	89	147	-39.5%
Daisy CDs	31	49	-36.7%	258	356	-27.5%
eBooks	3,012	1947	54.7%	16,304	12,692	28.5%
Children's Materials	16,079	18,415	-12.7%	92,199	89,005	3.6%
Paperback	1,731	1500	15.4%	7,818	7,687	1.7%
Non-Fiction	1,752	1601	9.4%	8,784	8,446	4.0%
Other Languages	226	271	-16.6%	1,766	1,291	36.8%
Fiction	1,208	1435	-15.8%	6,806	5,112	33.1%
Easy	6,943	6419	8.2%	35,598	32,609	9.2%
Audio-visual	2,993	6258	-52.2%	26,384	28,203	-6.4%
Magazines + Comics	497	628	-20.9%	2,186	2,547	-14.2%
eBooks	729	303	140.6%	2,857	3110	-8.1%
Timberlands Circ	4,927	0		23,272		
Dawe Circulation	11,440	14,859	-23.0%	59,223	66,781	-11.3%
Visits-Timberlands	4,116	0		20,876		
Downtown	19,535	21078	-7.3%	88,651	110,348	-19.7%
Dawe	14,387	12700	13.3%	64,018	63,886	0.2%
Website Visits	43,625	35038	24.5%	192,175	186,552	3.0%
Total Visits	77,547	68,816	12.7%	344,844	360,786	-4.4%
Interlibrary Loans						
ILL In	323	302	7.0%	1,643	1378	19.2%
ILL Out	174	166	4.8%	1,062	947	12.1%
Total	497	468	6.2%	2,705	2,325	16.3%
New Memberships	704	568	23.9%	3,662	3167	15.6%
Renewals	283	591	-52.1%	1,013	2503	-59.5%
Total	987	1,159	-14.8%	4,675	5,670	-17.5%

REFERENCE	May 2015	May 2014	% Difference	2015 YTD	2014 YTD	% Difference
Adult Total	6,241	6155	1.4%	27,964	24,749	13.0%
Juv Total	1,560	1740	-10.3%	8,387	12,653	-33.7%
Timberlands Total	661	0	0	2,631		
Dawe Total	1,439	907	58.7%	5,390	4207	28.1%
Total Ref Questions	9,901	8,802	12.5%	44,372	41,609	6.6%
Database Queries	1,398	1299	7.6%	12,377	8,547	44.8%
Total Questions	11,299	10,101	11.9%	56,749	50,156	13.1%
PROGRAMS						
Adult Programs	19	11		91	96	
Attendance	247	145		1,083	618	
Youth Programs	58	32		261	230	
Attendance	1919	672		6,597	5337	
TL Programs	90	0	0	421		
Dawe Programs *	75	69		340	389	
Attendance	1726	1267		7,451	7,440	
TL Attendance	1,632	0		8,600		
Library Programs	242	112	116.1%	1,113	715	55.7%
Attendance	5,524	2,084	165.1%	23,731	13,395	77.2%
VOLUNTEER HOURS						
Friends	34	88		319	296	
Library *	687	618		3,329	3544	
Library Board	81	22		285	408	
Total	802	728	10.2%	3,933	4,248	-7.4%
PUBLIC INTERNET						
Timberlands	275	0		1,368		
Adult Sessions	2,659	2577		13,074	8,211	
Youth Sessions	217	548		1,098	1,470	
Dawe Sessions	1073	840		5,746	2,658	
Total Sessions	4,224	3,965	6.5%	21,286	12,339	72.5%
* Includes						
Adult Literacy Stats						
Tutors	99	97	2.1%			
Hours	633	579	9.3%	3,040	3368	-9.7%
Students	130	120	8.3%			
Hours	616	472	30.5%	2,794	2963	-5.7%

Managers Reports – May 2015

A. Learning and Literacy

- Adult Literacy started another Canadian English Language Proficiency Index Program (CELPIP) class which will run May, June and July to fill the need in the city for this English Language competency exam.
- Planning took place to offer an English oral language class to Ukrainian speakers in June, July and August two evenings a week at Dawe.
- Two tutor training sessions took place in May with Alla Mysko-Henke and Anna Morgan-Wold presenting from CARE. Alla presented a session on Teaching Reading and Writing. Anna’s session was on Phrasal Verbs, Colloquialisms, Idioms and Slang.
- Amy Trepanier, Manager-Teen Services, and Mareen Redies, Teen Services Assistant, hosted four groups (30 students per group for a total of 120 boys) of Grade 5 boys, from around Red Deer, at our “Technoliteracy Training” session, as part of the annual “Knights in Training” program, at the Dawe branch. The boys learned about this year’s innovations in technology, from around the world.

Pictured is Mareen Redies, Teen Services Library Assistant, presenting on tech programming and a hands on session where the boys could play with RDPL’s Makey Makeys, Little Bits, and LEGO Mindstorm .



- Mareen Redies, Teen Services Library Assistant, spent the afternoon of May 4th teaching teens the ins-and-outs of designing and programming their own video games. The program was very well attended and we received numerous requests for further video game design instruction programs for teens next fall!
- Amy Trepanier, Manager-Teen Services, and a number of other staff including Anna Wolkowski from the Dawe Branch attended a webinar (hosted by Nicole Charles, Manager-IT Services) and learned about the application of “gamification” strategies for encouraging customer engagement with the public library. The take home messages have proven very useful in guiding our promotional and programming strategies!
- Candice Putnam (Manager-Timberlands Branch), Briana Ehnes (Manager-Adult Services) and Christina Wilson (CEO) attended the Alberta Library Conference in Jasper from April 30 to May 3. Highlights included Edmonton Mayor Don Iveson and Calgary Mayor Naheed Nenshi’s “Two Mayors, One Voice” panel, two inspirational keynotes (Sara Critchfield and Drew Dudley), some excellent breakout sessions, and, of course, many opportunities to connect with fellow library staff, board members, and vendors from all

around Canada. Candice and Briana also had the privilege of attending the preconference session, “Leading from Any Position,” and took a lot of useful strategies, tips, and knowledge back to RDPL.

- Congratulations to Member Services staff, Michelle Larsen, MS Assistant, who recently completed her University Diploma in Human Resources and Danielle Murphy, MS Assistant, who completed her Degree in Education. Danielle will be teaching this September at Henri Voisin Elementary School in the city.

B. Access and Inclusion

- Member Services staff at the Dawe Branch was working diligently during May to provide K-5 students from St. Patrick with regular library cards so that they could participate in RDCRS READS program that promotes summer reading among students in Red Deer Catholic School district.
- Tatiana Tilly, Manager-Dawe Branch and Lucinda Sheardown, Library Assistant-Dawe Branch hosted RDPL’S third, Human Library session as part of the annual “Knights in Training” program. 20 Living Books were “read” by four groups of Grade 5 students. Living books titles included a wide variety of career and life choices for men in our society. It was great to be able to interact with such diverse group of individuals. Everyone learned that day including Human Library organizers, boys and living books!



- Tatiana Tilly, Manager-Dawe Branch, hosted a new Quilting 101 program at the Dawe Branch. Millie Watson, a talented quilter, who made the quilts that we display at Timberlands Branch and Dawe Branch, presented to an audience of 24 about what they would need to have in order to start enjoying this craft. There was such an interest that Millie and Tatiana are planning a new program (4 sessions) for beginner quilters in September. For many, the cost of quilting classes is prohibitive and having an opportunity to learn enough to start quilting at home is precious. Millie featured many quilting books and magazines that we have at the library to the program participants and made a few suggestions for purchase that Tatiana will be following through adding these titles to the Dawe collection.

C. Community

- The Red Deer Reads Community Book Club pick for 2015 is *Station Eleven* by Emily St. John Mandel, which was the title that received the most votes out of our top five Red Deer Reads nominees. Mayor Veer came out to announce the winning title at the Downtown Branch on May 29, and spoke excitedly about Red Deer Reads and how this initiative will help promote literacy and develop a sense of community within Red Deer.



- Amy Trepanier, Manager-Teen Services, organized and co-supervised, with Jill Griffith, Manager-Youth Services, a 5-week work experience placement for a Grade 9 student from St. Thomas Middle School. The student spent every Thursday afternoon helping with tasks in the mezz and Children's Departments, at the Downtown Branch, and learning about the daily operation of a large public library. Amy has confirmed her ongoing participation in this program with the Red Deer Catholic School District and will be hosting students periodically, throughout the upcoming school year. We feel this is a mutually beneficial experience for students looking to gain early employment experience and complete school credits, and for the library, where we are always able to use an extra set of eager hands for program preparation, etc.
- Briana Ehnés, Manager-Adult Services, attended the Welcoming and Inclusive Communities Initiative meeting on May 28, which was put on by CARE and was held in the Snell Auditorium. At this meeting there were about 25 professionals from various related city departments and organizations, and we discussed ways to make Red Deer a more welcoming city for new immigrants and refugees, although the conversation also included ways to be more welcoming to other populations as well, including women, LGBTQ individuals, visitors, and exchange students or foreign workers. It was an

interesting conversation and was a great way to make some connections in the community (and a perfect fit for the library)!

- Amy Trepanier spent two full days, May 21st and 22nd, at St. Thomas Aquinas Middle School, presenting on RDPL's many programs and services for teens, to all 20 classes (approximately 600 teens, total). Each 40-minute presentation included a Q&A about teen cards, for which the vast majority of non-RDPL-card-holding STA students were registered prior to the event, a powerpoint and video outlining the upcoming Summer of PLAY Teen Summer Reading Club, and several fun, literacy-promotion group activities designed to get students excited about the SRC. Every St. Thomas student was registered for the SRC during these two days!



- The Children's Library Downtown received some lovely shout-outs from our Twitter followers regarding our community based / co-presented program Trail Tales:

[May 30 Red Deer, Alberta](#)

The kids' favourite part of our hike, [@rdpl](#)'s [#TrailTales](#) [#SoMuchFun](#)
[#KerryWoodNature](#) [#ImaginationGrove](#) [#RedDeer](#) pic.twitter.com/7lilwOkpIX



11:48 AM - 30 May 2015 · 4 retweets 6 favorites [May 29](#) Great idea [@NatureCentre](#) teamed up with [@rdpl](#) to post a story around the trail. The kids loved it [@HoffmanProphecy](#) pic.twitter.com/39gF0bQX9u4:11 PM - 29 May 2015 3 retweets 6 favorites

D. Relationships

- Staff members in the Children’s Department are on the front line to help children, especially reluctant readers, develop a genuine love of reading. The core of what they do, and what any Children’s Department does, is build rapport with the library’s youngest customers and introduce them to books they might never have tried, making lifelong readers out of children who say they “hate reading.” It happens every single day.
- Adult Literacy staff planned an afternoon tea for tutors during Senior’s Week to show appreciation to these valuable volunteers. About half the adult literacy volunteers are seniors.
- Adult Services staff continues to look for ways to connect with the community. This includes Donna Stewart’s regular visits to Waskasoo Towers and Bethany Care Nursing home, continued work with our Homebound Readers, and our regular programs here in Adult Services (including Travel Memories and Daytime Documentaries, which both regularly see attendance of 25 or more customers).
- Briana Ehnes, Manager-Adult Services, has been working closely with CARE to offer some new programs in the community (including a citizenship course and a human library event for World Refugee Day, both being held at the downtown branch over the coming months).

E. Fun

- Yet another fun and successful Amazing Race program put on by Deb Isbister and Carrie Berg, Children’s Services Assistants at the Downtown Branch - see Tweet from one of the teams:

Thanks to the staff at [@rdpl](#) for putting on the [#AmazingRace](#) well done was great activity today. pic.twitter.com/QuOpVioeTs





- Lego City Big Build event hosted by Dawe Branch staff, Tatiana Tilly, Manager, and Anna Wolkowski, Library Assistant. It was a huge success with over 100 kids and their parents coming to build together. A photo piece in the Red Deer Advocate is below:



F. The Arts

- Amy Trepanier, Manager-Teen Services, organized and hosted an author visit by prominent Canadian mystery author, Gail Bowen (pictured below).



Ms. Bowen's visit was part of a larger tour, commemorating the 25th anniversary of her Joanne Kilbourne character. Briana Ehnes, Manager-Adult Services, and Trish Klein, Adult Services Library Assistant, co-hosted the event. Trish Klein put her tremendous artistic prowess to work for RDPL, creating a beautiful, one-of-a-kind literary statement necklace as a gift for our guest of honour. The event was well received, with more than forty guests in attendance.

- The saying, “many hands make light work” was proven as another Timberlands Branch planning project completed in May.



Darryl Wilson (Red Deer Public School District), with inspiration from Glynis Wilson Boulton (Catalyst Consulting) and Jodi Compton (Group2) and frames sourced by Janet Pierce (RDPL Promotions Assistant), crafted a wall-mounted Makerspace for the Timberlands Branch. It's designed to showcase student art work and will see its first "show" next school year. Now, it enlivens the Children's area with pictures of beloved children's book characters.

- Amy Trepanier, Manager-Teen Services, hosted a Shadow Art Photography workshop for a group of 15 teens (13 of whom were new immigrants to Canada). Photography proved to be a great means by which to bridge the language divide between the teens. The fun photos (below) were the result!



G. And More ...

- Nicole Charles, Manager-IT Services, has met with 3 different vendors to assess the Downtown Branch and offer quotes for the security camera replacement.
- Nicole attended the Library Systems Platforms (LSP) Vendor Demo for SirsiDynix (our system) and OCLC's Worldshare product.
- A contract for courier services with Ace Courier to provide materials delivery between library branches, Provincial Building, and Collicutt Center was successfully negotiated by Manager-Member Services, Kareena Fulton, and Deputy CEO, Cory Stier.
- Lois Prostebby, Manager-Adult Literacy, attended the ESL provider meeting organized by LifeLong Learning Council. Barb Hudkins from Rural Routes was the presenter for this meeting. Afterward she asked to visit our office and program, to better understand what our training needs might be.
- Lucinda Sheardown, Dawe Branch Library Assistant, finished the evaluation and report for the Reading Pals Winter program that ran during January, March and April, 2015, for a total of three separate sessions. The format of the program was for students to come in two days a week (1 hour each day) for three weeks. Students received six tutoring meetings in total. The times for the 1 hour sessions were 4:30 to 5:30 p.m. We had between 5 and 9 tutors working with 1-2 students each. A total of 25 students were tutored over the 3 sessions because of our emphasis for one-on-one tutoring as much as possible. Our final numbers indicate that we had a total of 25 students attend this winter's Reading Pals program. These students came from 9 public and Catholic schools around Red Deer. The complete report is available upon request.
- Dawe Branch staff, Tatiana Tilly, Manager, and Lucinda Sheardown, Library Assistant, recruited and hired three interns to be additional Reading Pals tutors for the summer program. The goal is to give the quality one-on-one programming for the struggling readers. Additional tutors will help to achieve this goal.