

Executive Director's Report

December 2014

ADMINISTRATION

By Holly Carroll

HR Manager Search

The selection team spent much of December reviewing and interviewing candidates for this leadership position. The Library district received a total of 92 applications of which 60 met the required qualifications to be considered. On December 1st, 2nd and 3rd Ken Draves, Jeff Barnes, Eric Ewing, High Plains Library District's HR Director, interviewed eight candidates by phone. Five of these candidates were invited to interview in person and present to staff on December 15 and 16. Three candidates accepted the opportunity to further pursue the position. I am currently in negotiations with one of the candidates and hope to have more to tell you on Monday.

Community Needs Assessment

The needs assessment process is moving quickly. The final focus group was conducted in Spanish immediately following the December 5 Noches en Familia program at Council Tree. Much insight was gathered from this session on how we can better serve our Spanish speaking customers. A total of over 60 persons participated in the focus groups and the comments and data collected from the sessions was used to develop the survey tool. The on-line survey can be accessed at www.overdueideas.org. The Board will be review and discuss the survey at Monday's meeting and we hope to launch the survey within a day or two after our meeting.

On Wednesday, January 7, Paula, Kim and I met with the Coloradoan editorial board. We explained why the Library District was conducting the needs assessment and talked about changing roles of libraries. This was the first meeting of the 2015 editorial board so we were not sure what to expect. The board asked excellent questions about our relationship with Poudre School District, our funding, and services. We hope to read an editorial in the coming days that encourages the public to participate in the survey and to attend the public discussion about the Library at the Coloradoan on January 27. The Coloradoan and Executive Editor, Lauren Gustus, have been great partners in promoting the needs assessment.

Larimer County TIF Study

Linda Gabel, Jeff Barnes and I met with consultants from Economic & Planning Systems, Inc. (EPS), on December 9 to provide information on our budget, the effects of TIF on library services and to educate the consultants on the many services that the Library District provides to the community. Jeff attended the meeting of the core study group on December 17 to begin the conversation of developing a model that can measure fiscal impact of TIF on the various taxing entities. The consultants presented a draft study framework which includes direct and indirect impacts and benefits.

COLLECTION MANAGEMENT

By Tova Aragon

Collections staff have been busy spending up the last of the 2014 budget and getting the materials out. The first half of the funds from the State Literacy grant were spent on replacing worn out classic children's materials with permabound versions; monolingual and bilingual materials in Arabic for the World Language Collection; monolingual and bilingual materials in Spanish and English for Outreach programs and storytime boxes.

The Collection Advisory Team finished up the year with celebrating our accomplishments and planning for the next year. In 2014, the CATs members wrote articles for the newsletter about our databases and eResources. We evaluated ideas from patrons and staff such as, eliminating the Here and Now Collection, strict alphabetizing of paperbacks, creating a New Large Print collection, creating a New Easy Reader Nonfiction collection, board book kits, multimedia kits for kids and easier access for adult graphic novels. The team enjoyed leveraging their expertise to participate in the web redesign; testing Boopsie and Encore changes; and how to promote the Pathways library. It has been an interesting and productive year.

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan.
- Organizing, managing and supervising all graphic design work for the District.
- Co-facilitator of the Programming Team
- Working with Programming Team on next year's FOL budget reduction
- Working on 2015 Summer Reading
- Working with OrangeBoy on dashboard and Savannah messaging system.
- Working on new social media promotions and platforms, "The River's Mouth", updating
- Worked with local media on various stories
- Working with Library Trust PR committee and Board to get ready for December ColoradoGives campaign - \$7,000 made!
- Doing video work with mascots and library services... see our YouTube channel details
- Working with the City and Outreach Department to market new LSTA grant Makerspace at Northside Aztlan
- Finalizing promotion details on Needs Assessment Survey roll out for January
- Organizing 2015 Editorial Calendar
- Rollout of new Hoopla service in December
- Attended Hour of Code Training
- Beginning to gather 2014 end of year stats for annual report
- Promotion of Battle of the Bards Poetry Contest
- Promotion of Board of Trustees opening

OUTREACH SERVICES

By Johanna Ulloa

Outreach Core

We had a lot of different activities during the holiday season in the community and our partnership with CSU was strengthened, evidenced by the provision of different programs that were created and delivered by some of their professors and staff. For example, we provided puppet shows in Spanish at CLC and Harmony Mobile Homes created and delivered under the direction of Professor Maura Velasquez.



The highlight of the month was our French Storytime. We had approximately 80 attendees. Chair of the Department of Foreign Languages & Literatures, Mary Vogl, worked with us and her students to create an engaging and educational storytime in French. They used all the practices from the Every Child Ready to Read program and they did an amazing job. The feedback from the attendees was so positive that it prompted a conversation on the need for programs that promote literacy in different languages in our community. Stay tuned.



On the Road

Storytime was delivered at the regular sites (Irish, CLC, Family Center, Salud Clinic, Council Tree Library, Bauder Elementary, University Village, Global Village Museum, Stove Prairie, Teaching Tree, Livermore, et cetera.)

Rincón de Cuentos – we celebrated several winter holidays: Kwanzaa, Hanukkah and Christmas. The kids decorated gingerbread houses.

Old Town branch hosted our first Rincón de Cuentos storytime. The attendance was low but we hope with more marketing and time more families will attend. We also provided a storytime for Global Village Academy on "Celebrations around the World" and a library tour at Old Town branch.

The posada at Noches en Familia was special. The highlight of the program was the piñata which was celebrated by children and adults.

Who participated in our makerspace at Stove Prairie? Santa Claus! He said he would include squishy circuits on some presents during Christmas.



The informal lending library at CLC and Family Center has been stocked and the kids were thrilled to get new books.



The Anatomy in Clay program is coming to its end, and we had a great time using their educational materials in the community.

We helped with two focus groups for the community needs assessment with Spanish speakers, one at Council Tree and another one at Family Center.

Ludy Rueda visited Poudre High School and gave a small presentation about the Imaginantes program to the Spanish class for native Spanish speakers. We invited them to the MLK March an event that the Outreach department will host in January 2015. We got more than 20 applications for a library card from that class.

Community Connections

We attended the Comunidad meeting at Colorado History Museum. A presentation from the museum regarding their exhibit "Race, are we so different?" which was very educational. We had a conversation on ways that institutionalized racism and biases that affect the work done by different cultural institutions, including libraries

and how to overcome institutionalized racism with informed practices. The museum walked us through the process of bringing the exhibit to Colorado and how much they have gained from this project. They stated that through this process they learned the community is ready and eager to have conversations around race and discrimination but can't find safe spaces to do so, and lastly we were invited to experience the exhibit. It was a great experience that will enlighten the practices of our team.

Johanna Ulloa was invited to train the new crisis team at Touchstone Health Services on cultural diversity. With Colleen Gibley from the Kemp Center, we created and delivered a two-day training on cultural diversity and clinical practice. The Crisis Team at Touchstone was very thankful for our presentation and stated being interested in creating more training opportunities for their staff related to diversity.

Fort Collins Museum of Discovery asked us to help them start a program with other cultural organizations in Larimer County similar to the 5 by 5 program in Denver. Johanna Ulloa met with some of the staff from the Museum and created the draft of a logic model to start writing the descriptors of the program. Stay tuned.

We attended the quarterly meeting with the Office of Congressman Jared Polis where a community need was identified regarding the lack of reliable information for the Immigration Executive Order. We partnered with Aztlan and Fuerza Latina to provide an informational session in January 10, 2015 regarding this upcoming change on immigration procedures.

Computers

With the upcoming opening of the STREAM Lab we are adapting a new ways to manage the Outreach mini iPads. After consulting with Apple we decided to use a different program to configure all tablets. We got together with the Minecraft volunteer group and set up a straight forward plan for 2015.

We provided our usual programming at Aztlan, Crossroads, and Rigden Farms. Due to the holiday season some classes were cancelled since locations were closed to the public.

SYSTEMS ADMINISTRATION

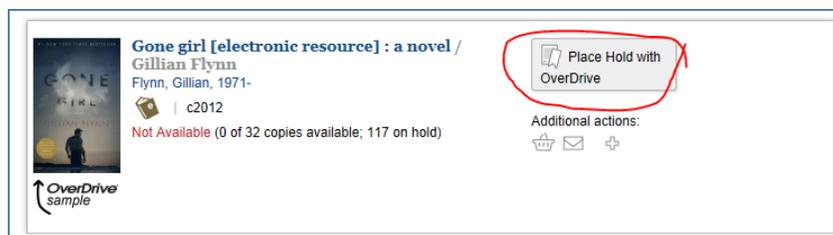
By Carol Gyger

Project updates

- **Upgrade Discover Catalog** – Discover Catalog - Victor Zuniga, Peggy Shaughnessy, Tova Aragon and support from entire Systems Team

Upgraded early December 2014. It wasn't the smoothest upgrade. Although all preparations were made in advance there were a couple of unanticipated problems. Those problems were resolved within a few days of the upgrade. Customers can now enjoy all the enhancements.

- ✓ Bug fixes
- ✓ Changes to Look and Feel
- ✓ Integration with OverDrive (ebooks, etc) holds and checkouts



Place OverDrive item on Hold



Checkout OverDrive item in Discover Catalog!



See your OverDrive items in you “My Account”

- **Minecraft server** - Victor Zuniga with Amy Holzworth, other staff, teen volunteers, and testers

“We are ready to start the year 2015 with 5 amazing new environments covering from first grade all the way through the LSTA program taking place at the North Aztlan Community Center this coming February.

“Thanks for all the effort, support and collaboration during this year. It truly made a difference. Minecraft has not only grown stronger but it keeps attracting more attendees and volunteers to unfold their creative and technical skills to develop amazing environments to learn and explore.” – Victor Zuniga

Some examples of the excellent creations built by the teen volunteers:



- **Children's game computers** - Carol Gyger working with Branch Managers
 - Most older AWE stations (Children's game computers) will be replaced in 1Q2015 with iPads in the Children's areas of each branch.
 - The new iPads will be similar to AWE stations in that they will have age appropriate games and no internet.
 - Project planning is underway.
- **Replace public Internet stations at Old Town Library** - Lingzhen Zhao and Chris Bauman
 - In 1Q2015 the public internet PCs at Old Town Library will be replaced to match Harmony and Council Tree.
 - Preparations are underway.

- **Collaboration**

TechSoup Webinar - Carol Gyger was a presenter for “Library Websites on a Budget: Tools, Tips and Tales” hosted by TechSoup on December 17. Three libraries told their stories of website redesign. Participants learned about creating engaging websites, content management tools and tips for success. Carol shared how PRPLD successfully planned, tested and implemented their new site in 9 months.

The recording of the event will be available here soon -

<https://cc.readytalk.com/cc/s/meetingArchive?eventId=i4svqya793f8>

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Programs, College Partnerships and Children’s and Teens activities

Reported by Kristen Draper, Digital Literacy Librarian

- Scheduled all spring 2015 computer classes
- Hosted a Coding for Kids class using Hour of Code's drag and drop programming - 27 kids attended
- Hosted Hour of Code for staff - Dr. Michelle Strout of CSU's Computer Science Department came to speak to the staff about the importance of coding and then staff used the Hour of Code's drag and drop programming to try it themselves
- Hosted the iPad 201 class with 14 attendees and Kindle class with 5
- Met with Carol and group to discuss AWE replacements - group agreed to purchase iPads instead of AWE's for all 3 branches

Teen Services

Reported by Diane Tuccillo

- Preston Middle School, I did 3 classes of library catalog/database instruction Dec 2 & 3 for about 95 students.
- Teen IRS meeting on Dec 6th (Sue-Ellen Jones facilitated), 21 teens.
- Teens Create: Holiday Decorations on Dec 6th (Louise led, with Sue-Ellen), 22 teens.

Business and Careers Services

Reported by Molly Thompson:

- Presented to members at Spirit Crossing Clubhouse (A division of Touchstone supporting education, employment, and self-sufficiency for members) on how to use the Learning Express database and other Library resources.
- Attended the Larimer County Workforce Investment Board meeting at Medical Center of the Rockies.
- Finalized spring job searching classes.
- Completed the program for Staff Day.

Reported by Anne Macdonald:

Primarily worked on Designated Business Center study:

- Complete 19 question survey using Survey Monkey to determine the key success factors in public library business services to community entrepreneurs, if a designated business center is one of those key success factors.
- Sent survey out to 85 individual public libraries with designated business center; also sent to BRASS-L and BUSLIB-L (listserves for business librarians)
- Completed an extensive literature search on business services in public libraries, trying to extract key success factors.
- Survey closed December 19 – 78 responses, with over 60 providing their emails for further discussions. Lots of comments for follow-through.
- To do:
 - Analyze survey results
 - Follow-up interviews with New York Public Library’s Science, Business and Industry Library; British Library Business and IP Centre; Miller Business Center; Brooklyn Public Library Business Center; Pike’s Peak Library 21C.
 - Submit February 1 Reference Services Review.

Businesses –16 various research projects for local businesses– from Cocoa Body Butter to Bioelectric facelifts (hmmm) to Ice cream franchise to a person just wanting to open a business, any business in Fort Collins Metro Area. Others:

- Fitness equipment
- Foundation question
- Beekeeper demographics and statistics
- Pharma – ongoing RMI company
- Contractor – returning client wanting to expand
- Spa – a couple of these
- Mental health statistics
- High-end businesses in NoCo
- Mobile coffee cart
- And, of course, a new distillery.

NoCoNet – Presentation to 75 professionals looking for career change or new position (Dec. 15).

Reported by Jennifer Zachman

- Presented favorite children's books at the FOL meeting on Dec. 2.
- Created resource lists for Johnson Elementary 4th grades on the solar system and fossils.
- TPAAK 2nd grade classes visited Harmony on Dec. 17. We had a wonderful time sharing silly stories and touring the kids' area by means of a picture clue scavenger hunt.
- Programming Team offered a fun surprise Candy Cane Hunt for customers Dec. 22- Jan. 2 for winter break at all libraries. This scavenger hunt is for all ages and everyone receives a candy cane and candy cane bookmark when they're done.

Answer Center

Reported by Lynda Dickson:

- Everyone at the AC worked on development of an AC specific DART – still working on results and feedback.
- Lynda got a new chair after 15 years! It came on Christmas Eve.
- Gabe and Lynda are working up a statistical report showing changes/growth over the last 3 years.



OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Teen/Reference Librarian Sue-Ellen Jones hosted an IRS meeting at the Old Town Library 22 teens attended the meeting. Following the meeting, she hosted a “Teens Create: Holiday Decorations” at the Old Town Library with 21 teens in attendance. Teens got to craft a variety of holiday gifts and decorations as shown below.



Continuing Education and Learning Opportunities

Early Literacy Librarian Vicky Hays attended two webinars - Introduction to Hoopla and a two-day webinar on The Power of Play: Designing Early Learning Spaces. Several staff attended the Hour of Code training to learn the basics of and importance of coding computers.

Outreach and Embedded Staff

Nonprofit Services Librarian Sarah Scobey met with Lisa Flavin, nonprofit librarian at Denver Public Library, and Katie Farnan, manager of network engagement for the Foundation Center at DPL. The purpose of the meeting was to get a sense of what has worked best in terms of programming /classes and collection development for DPL and to glean how the Foundation Center can support us in our efforts to better serve the nonprofit community of northern Colorado.

Sarah also attended a Cultural Resources Board meeting and met individually with Jill Stillwell to talk about what services the library might provide for area nonprofits. The meeting with Jill was particularly beneficial as we discussed the possibility of future partnerships with the CCC, perhaps holding workshops in the Carnegie building.

Manager Jean Bosch and Sarah attended the public meeting on the Jefferson Park re-development.

Miscellaneous

Sue-Ellen sent in 28 reviews to publishers and updated the Teens Top Ten nomination spreadsheet. She also updated the Teen web page with new reviews.

We received this hand-drawn message from a young library user that made staff feel like our services, collections, and programs are so worthwhile and appreciated. It was a pleasant way to wrap up our year:



COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Staff performance reviews completed

Between December 8 and 24, Currie and Circulation Supervisor Chris Cortez completed in-person performance reviews with each of their direct reports. Chris met for about 30 minutes with each of her 22 hourly staff members, and for about one hour with her five classified staff members. Currie met with each of her eight classified staff members for about one hour. During the reviews, the supervisors and staff members conversed about performance in competency areas such as customer service, digital literacy, communication and teamwork, and reviewed each staff member's progress toward 2014 goals. All CTL staff members met standards for performance in 2014.

School Liaison outreach activities Currie to Kruse Elementary for storytime, December 19; Children's Librarian Millie Kridler pulled picture books on 16 topics for December/January BASE Camp's School Out Days.

Special programming for children and families in December coordinated by Millie



Peter and the Wolf, Dec 29: I hosted three programs of *Peter and the Wolf*, a Performing Arts for Youth Organization presentation under the direction of Paul Fiorino on Monday, December 29. The programs brought in audiences of 88, 51, and 49 on a cold, snowy day. Audience members were invited to volunteer for the various parts of the story and were directed by Mr. Fiorino, making each performance unique. Comments from the audience included surprise that the performers had not practiced prior to the show, and how well they did. A very enjoyable program!

Candy Cane Hunt, Dec 22-Jan 2: The Programming Team planned and implemented a highly successful Candy Cane Hunt at each library in late December. Children of all ages were challenged to find 12 numbered, laminated candy canes posted all over the library. A seasonal word, such as “reindeer”, “mistletoe”, or “menorah” was printed on each candy cane. Staff gave a slip of paper with numbered lines on it to each participant, challenging each player to find every candy cane and record its word on their list. As a reward, each player ‘won’ a real candy cane and a candy cane-scented bookmark. The game was enthusiastically received by over 350 participants at CTL alone, many who had never walked around the whole library before. It also provided an interactive activity for visitors and staff, with minimal time and expense.

