

# Executive Director's Report for the Month of April 2016

## ADMINISTRATION

*By Holly Carroll & Ken Draves*

Libraries across the nation celebrated National Library Week, April 10-16. It's an opportunity to showcase all the many services libraries provide to our community. I hope you were able to pick up one of our *Libraries Transform* bookmarks that list some of our unique services. We also celebrated Library Worker's Day and National Volunteer Week to salute our 200 talented and devoted volunteers.

April was National Poetry Month. On April 29, the annual Battle of the Bards poetry event was held. Winners of this annual competition read their poetry to a very appreciative audience.

The Library District celebrated *Money Smart Week*, April 23-30 at Harmony and Old Town Libraries with a series of financial literacy programs for all ages. *Money Smart Week*, now in its sixth year, is a national initiative of the American Library Association (ALA) and Federal Reserve Bank.

And last but certainly not least, April was the month of the Young Child. The Library District began the month with El Dia de los Ninos/El Dia de los Libros (Children's Day/Book Day), another national initiative supported by the American Library Association (ALA) that emphasizes the importance of literacy for children of all linguistic and cultural backgrounds. This year many of our literacy programs for youth and families highlighted the life, work and heritage of artist Frida Kahlo. Exploring Frida's life and legacy allowed the community to learn about this remarkable Mexican artist. A finale to our celebrations was the highly successful *Frida Fashion Comes to Life* event on April 30 where 25 children from the community modeled Frida and Diego Rivera outfits.

As in past years, the Library District also participated in the One Book 4 Colorado program, a statewide program in which all Colorado 4-year olds receive a free book from their public library. We had a kick-off giveaway event, *Dancing in the Streets*, on Saturday, April 16 at Old Town Library.

## COLLECTION DEVELOPMENT

*By Tova Aragon*

No report this month.

## COMMUNICATIONS OFFICE

*By Paula Watson-Lakamp*

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- 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
- Finalizing a Crisis Communication Plan document
- Beginning work on new Strategic Plan Marketing strategies
- Finalizing work on Summer Reading "Game On!" print/web
- Beginning work on 2016 Comic Con (August 26, 27 & 28)
- Interviewing for hiring new Communications Assistant employee

- Finalized year-end information for 2015 Annual Report
- Organizing the “Kessel Run Family Fun Run/Walk 5K” on May 4 with Comic Con committee
- Working on FoCo Book Fest committee for October Book/Lit Festival
- Presented on Library Marketing at Colorado Library Consortium Spring Workshop in Pueblo
- Attended PLA Conference in Denver and spoke on panel about Community/Library Crisis Collaboration

## **HUMAN RESOURCES OFFICE**

*By Sabrina Stromnes*

### **HR Manager:**

I have been working with our consultant on the preliminary results of the compensation study. We have been working to benchmark our jobs with the data collected in the survey. Preliminary pay grades have been established and will be further fine-tuned following a recent meeting between the consultant and the Library Executive Team. Writing new job descriptions and editing existing descriptions has been ongoing throughout the compensation study and will continue until we have current and official job descriptions for each position at the Library.

Additional items for April:

- Finished system set up of Talent Reward in preparation for rolling out the new Quarterly Performance Alignment (QPA) tool in June.
- Finalized updates to the HR Policy Manual for rollout to employees in early May.
- Attended a Colorado Employment Law update presented by Ogletree Deakins.
- Met with Jobzology for a presentation on the services they offer and how they can benefit the Library. I will meet with Jobzology in early May to get the Library set up with an account and begin using this technology with our current job postings.
- Attend both sessions of Trauma Informed Approaches presented by Matt Bennett at Old Town Library.

### **Volunteer Program Manager:**

*By Serena Robb*

- Interviewed 16 volunteer candidates; placed 14
- Attended an ED focus group, a Board meeting, and a Minecraft meeting
- Attended a DOVIA committee meeting, to plan 2 events this month
- Helped plan and attended a DOVIA meeting with panelists from the Larimer County Workforce Center, Senior Employment Resource, and Department of Vocational Rehabilitation, to learn how we can place their clients
- Helped plan and attended 2 sessions on Trauma-Informed Care, co-sponsored by the library and DOVIA. At the 1<sup>st</sup> session (targeted to professionals in the field) we had 90 attendees from 20+ organizations. At the 2<sup>nd</sup> session (for the general public) we had an additional 20 community members
- Planned a Volunteer Appreciation event to celebrate National Volunteer Month. We enjoyed drinks, popcorn and cake while watching the latest Star Wars movie. Between volunteers, staff and their guests, we had about 60 attendees
- Nominated 3 volunteers for United Way’s Volunteer of the Year (none were selected as finalists). Nominated 2 for Volunteers of America’s award, and have not heard back yet.
- Helped recruit and manage volunteers for “Frida’s Fashion Comes to Life”
- Prepared for the Summer Reading Challenge: Entered all shifts at all 3 libraries into the volunteer system, set up 9 training dates, and started placing volunteers.
- Entered all the summer computer classes into the volunteer system, and started placing volunteers
- Entered all the Library Pal Boss positions into the volunteer system, and started filling the spots

## OUTREACH SERVICES

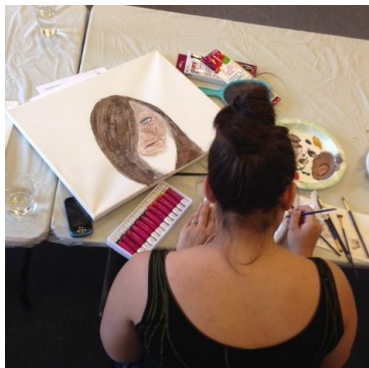
*By Johanna Ulloa*

The highlight of the month was the celebration of Día del Niño! We host an array of events in the community to nurture cognitive and literacy development in ways that honor and embrace a child's home language and culture. To introduce families to community resources that provide opportunities for learning through multiple literacies, and to recognize and respect culture, heritage and language as powerful tools for strengthening families and communities.

Noches en Familia was the kickoff event for Children's Day Celebration highlighting the work of Frida Kahlo. Kids from Liberty Common participated by creating self-portraits inspired on the work of Frida Kahlo. They have been exhibited at Old Town for Young's Children's Month during April



For teens, Karol Rueda created a program safe space where they discussed "Identify through art" and created a self-portrait inspired by the work of Frida Kahlo.



For adults we had a program where they created a mini Frida Kahlo portrait, had access to books from our collection and learned more about what our library has to offer.







The closing ceremony for Dia de los Ninos was at the Lincon Center. We had over 320 attendees all ages. It was an amazing night, and Univision covered the event. We even had a piece in their Monday news! We had two professional photographers so we have hundreds of pictures, here are just a few. If you want to see the full gallery, go to [https://www.facebook.com/Rinc%C3%B3n-de-Cuentos-Story-Corner-190396970982524/photos\\_stream](https://www.facebook.com/Rinc%C3%B3n-de-Cuentos-Story-Corner-190396970982524/photos_stream)



In partnership with CSU, Ludy Rueda co-hosted a guest lecture at Colorado State University presenting the work of Dr. Doung Ming, Chief Scientist for the Astromaterials Research and Exploration Science Division at NASA Johnson Space Center in Houston, TX. The lecture was titled Curiosity on Mars, trailblazing the path for humans. We had 163 adults and 10 kids attending this event. The lecture took place at CSU Plant Sciences Building and many of PRPLD patrons attended and expressed their gratitude to the library for hosting this type of events.



Kids from 4<sup>th</sup> grade at Liberty Common had a videoconference on Skype with author Katherine Paterson. This was a unique opportunity for the students and the teacher to interact with Mrs. Paterson. As part of their curriculum, the students read *Bridge to Terabithia* and they have many questions for the author. The video-



conference took place at the school in a very intimate environment. The teacher and the students were very excited with this experience.

### Maker Space

This month Kathie Young de Herrera continued Pajama Studio at the Genesis Project. The children are so excited about sewing on sewing machines.

## SYSTEMS ADMINISTRATION

By Carol Gyger

No report this month.

## COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

### Poudre School District Facilities Master Plan Community Presentation

I attended PSD's facilities Master Plan presentation at Fossil Ridge High School on the evening of March 30. Superintendent Dr. Sandra Smyser presented her plan for PSD facilities development, to be proposed to the Board of Education this May. The BOE will decide whether or not to approve the plan. If approved, the plan will ask for voter approval of a \$375 million bond and a "small" mil levy override on the November ballot. A bond includes funding to build three new schools, a new athletics complex, and a new transportation building. See the report at <https://www.psdschools.org/content/long-range-facilities-plan-includes-new-construction-and-facilities-improvements>

### Public Library Association Conference – April 6-9

Jenny Thurman and I attended the PLA conference in Denver in early April. We attended several pre-conferences, keynote addresses, programs, and author presentations. We also visited vendors and enjoyed a few social gatherings. As usual, PLA did not disappoint; it was a valuable and inspiring conference! Thank you, Board, for supporting out professional development by approving funding for opportunities such as this. Here's a sampling of programs we attended:

- ✓ *Powerful Summers: Library-Community-School Partnerships (half day preconference)*
- ✓ *Moving Diversity Forward: How to go from Well-Meaning to Well-Doing*
- ✓ *Children's Author Lunch with Sherman Alexie*
- ✓ *Disasters Bring Out the Best in Us: Libraries Providing Community Support*
- ✓ *Reimagining the Library User Experience*
- ✓ *Making the Grade at Each Stage with School Outreach*
- ✓ *Technology and Psychology of Self*
- ✓ *Designing Spaces for People, Not Collections: Dokk 1 and Design Thinking*

### Plarn Bags Program

CTL Library Assistant Karen Cagle presented "Plarn Bags" on April 23. "Plarn" is plastic yarn, made from plastic bags that keep home-delivered newspapers dry. Six people enjoyed this clever and earth-friendly program.

### One Book 4 Colorado school visits – April 26, 27

Jenny and I presented two "One Book 4 Colorado" storytimes to Shepardson and Linton Elementary pre-K classes in late April. The OB4CO program provides a specially-selected picture book for all Colorado 4 year-olds. This year's book was the delightful *Giraffes Can't Dance*.



The following report was provided by Jenny Thurman, CTL Children's and Teen Services Librarian. She included March activities in her report.

**March Madness – Teens vote for their favorite apps – Month of March**



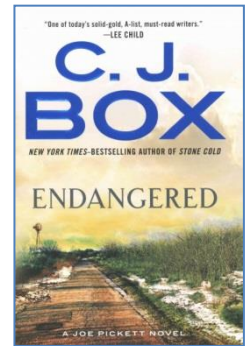
In order to provide opportunities for teens to be engaged and voice their opinions, and as a fun way to gather information on what kinds of technology teens are using, I created an interactive “March Madness” App bracket. Council Tree, Harmony and Old Town Libraries displayed the bracket in their teen area during March.

The bracket invited teens to vote for their favorite apps. Every week, it was a new contest and a new vote!

Over 140 ballots were cast over four weeks across the three libraries. The final winner was Crosby Road.

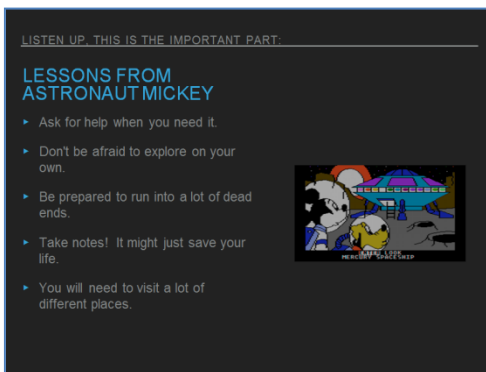
**C. J. Box Author Visit and Book Signing**

On the evening of March 31<sup>st</sup>, Council Tree Library hosted a reading, discussion, and book signing by author C. J. Box. The program was coordinated and presented by Old Firehouse Books. One-hundred thirty patrons attended the program, some of them traveling over an hour to be here for the event.



**Preston School Visit –early March**

During the first week of March, I visited three 6<sup>th</sup> grade technology classes at Preston Middle School. Building off of Teen Librarian Diane Tuccillo’s previous presentations at Preston, I focused mostly on online resources and research skills.



In order to capture the student’s attention and encourage them to think about research creatively, I compared research projects to old-school video games. I talked about the importance of exploring and not being discouraged by dead ends while also seeking help from teachers and librarians when they get stuck.

I also made sure the students knew about the programs we offer for youth their age, including Teen IRS, Minecraft, summer job skills workshops, and more. They were especially excited about the Anime Club and Sphero competitions.

**HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

**Staff Reports**

***From Interlibrary Loan (ILL) --- Crystal Bollman***

- Attended PLA annual conference on Friday, April 8
- Attended Colorado ILL Conference

Always a lot of speakers and a wide variety of topics. Spent time meeting people, it is always great to put a face with a name. OCLC update- mostly to do with new products and new processes with ILLiad libraries. Keynote speaker Marshall Breeding talked about technology in libraries. Rapid borrowing system for academic libraries.



- Elissa Hardy, Community Resource Specialist, spoke how Denver Public Library (DPL) Central is working with homeless connecting them to resources in the community. Dennis Massie OCLC research-creating an OCLC cost calculator.

***From Jennifer Zachman, Children’s Services Librarian***

The Summer Reading Challenge (SRC) evaluation group (Jennifer Zachman, Nicole Burchfield, Jenny Thurman, Johanna Ulloa) met with the Impact Team in early April to begin building the logic model for SRC based on the earlier literature review. The groups will meet in early May to work on outcomes and a survey for staff on the “why” of SRC. The logic model and Information collected during SRC 2016 will help guide the development of SRC 2017.

I was grateful to attend PLA 2016 in Denver as it had been 13 years since my last PLA! I attended a variety of sessions including a guerilla storytime, 52 Weeks of STEM Programming, Middle Childhood Programming, How Two Libraries Quit Summer Reading and You Can Too (in reality, the two libraries didn’t really quit summer reading... just repackaged it!), Staff Training Bit by Bit, Micro-aggression, and Read and Reach: Physical Activity in Storytime. I’ve already implemented some of the practical ideas I learned and look forward to incorporating others into my work in the near future.

The week following PLA found me in five offsite storytimes at Bacon Preschool, Johnson Preschool, and TPAAK Preschool which were based on the picture book “Giraffes Can’t Dance” by Giles Andreae, the 2016 One Book for Colorado book. The kids thought Christmas had come in April when I brought them “forever to take home” copies of the book.

Ken and I met with Alyssa Stephens of CFC Utilities education division about ways the library could partner with them in reaching preschool children with their message about conservation of water and energy. Some promising ideas include the creation of a TALES kit for circulation and a storytime box that library staff can use to present a storytime on the subject(s). There may also be opportunities for cross-training between their staff and ours. We’re looking into the opportunity for library staff to observe Utilities STEM programs with school children in grades 3-8, and Utilities staff to observe some of our preschool storytimes. Utilities also have several STEM hands-on activities that may be possible for the library to use in various programming.

***From Kristen Draper, Digital Literacy Librarian***

- PLA conference
- Tavelli and Beattie storytimes – 8 preschool classes One Book 4 Colorado
- Interviewed and selected the new communications assistant with Paula and Laura
- Informed staff and harmony staff meeting about the Redmine (new Bugzilla) implementation, and am helping coordinate the May 4 rollout
- Media mentors meetings for staff day presentation (and regular monthly meeting)
- Minecraft meetings
- Taught iPad 201 – 13 attendees
- Girl Power – Learn to code for girls\* ages 8-16 – 11 attendees
- Tablets and e-readers class – 7 attendees

***From Elaine Burritt, Adult Librarian***

- Hosted “Harmony in the Round” on April 1, “Ashlee Varner & Friends: A History of American Jazz”
- Attended one day of PLA Conference in Denver on April 7
- Coordinated Harmony staff meeting on April 19, featuring guest speaker Chris Wolf ,PFA, CERT (Community Emergency Response Team) "Passing the Survival Test, How to be Prepared When Disaster Strikes."

- Attended Reader’s Advisory Interest Group (CAL) Workshop at Carbon Valley Library in Firestone on April 27
- Prepared training packet, provided tour and orientation, and coordinated shadowing scheduling for new sub Courtney Hensel
- Twice this month changed reader’s advisory book jackets on web page
- Attended All-Staff Meeting at Old Town Library on 4/28
- Selected romance paperbacks, including customer suggestions for purchase

***From Molly Thompson, Jobs and Careers Librarian***

- Coordinated and hosted April job seeking classes & programs for adults and teens:
  - 3 Secrets to Job Search Success
  - Job Search 201
  - Nurturing Creativity in your Career and in Your Life
  - Secrets to a Great Job Interview
  - Teen Summer Job Search: Interviewing Skills
- Helped with the Battle of the Bards annual poetry program:
  - Set up Excel scoring sheets
  - Took Photos
- Met with four job seekers individually and showed them how to use the Mergent and Reference USA databases to aid them in their job searches
- Attended the PLA conference on April 7<sup>th</sup>
- Attended the Workforce Development Board Meeting on sector partnerships.
- Worked with the facilitator of the Youth Entrepreneur Tournament (YET) on setting up their weekly meetings at the Harmony Library. YET is a partnered program with the Workforce Center.

***From Diane Tuccillo, Teen Services Librarian***

Colorado Teen Literature Conference, April 2. Diane, Jenny, and Rebecca (volunteer intern) attended with 10 Teen IRS members. It was another very special, informative, and interesting day. We had a Teen IRS table to promote the group, our library, and books.

Teen IRS meeting was held on April 9th at Council Tree Library 18 teens attended and I was told it was a great meeting.

Fourth annual Battle of the Bards, April 29th, Harmony, for Adult and Teen finalists and honorable mentions, families, friends, and other guests. We had approximately 100 attendees. Winners pictured above.





# OLD TOWN LIBRARY HIGHLIGHTS

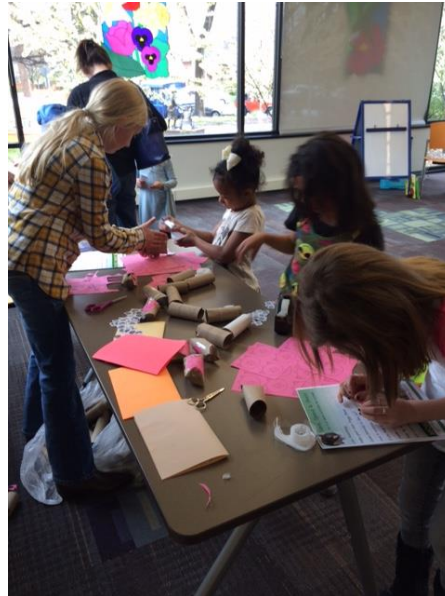
By Jean Bosch

## Programs and Events

Money Smart Week: Librarian Amy Holzworth worked throughout the month of April with Business Librarian Anne Macdonald and partners from 1<sup>st</sup> National Bank and Public Services Credit Union to finish details for the districtwide Money Smart Week events including the first ever Money Smart Week storytime. Amy planned and presented this storytime at Old Town Library where we had 30 participants attend along with STREAM lab activities associated with financial literacy.

She prepared the children's interactive activities relating to financial literacy including a "Guess the Pennies" and "Win the Piggy Bank" for all three library locations; 251 children entered the contest. She also prepared the display at Old Town Library with bookmarks, booklists, and a special bookmark about online financial literacy games found through the U.S. Mint's website.

She also put out a weeklong STREAM lab with various craft activities at Old Town Library and sent enough to Council Tree and Harmony so their patrons could also do them.



One Book 4 Colorado: April was the Month of the Young Child and we celebrated throughout the libraries and outreach in many ways. One Book 4 Colorado happened to be right in the middle of the month and we gave away over 1,300 free copies of *Giraffes Can't Dance* in English and Spanish to four-year-olds across the library district. Many thanks go to library staff in Children's and Outreach who gave these books so enthusiastically throughout the two weeks.

To cap it off, the program Dancing in the Street gave the kids a chance to dance like animals and parade throughout the first floor of Old Town Library after the weather cancelled our outdoor plan. Early Literacy Librarian Vicky Hays and Library Assistant Erin Lucero coordinated with lots of volunteers and staff for a very fun afternoon. Old Town Library Manager Jean Bosch and



Hourly Librarian Erin Kirchoeffer read the book aloud in English and Spanish to a very excited group.

Vicky continues as Library Liaison to Laurel Elementary and the CSU Early Childhood Center and was able to give away copies of the book as well as attending Laurel Literacy Night, PSD's Policy Council, and Putnam Elementary's Cinco de Mayo events.

Other Events and Classes: Amy has transitioned to supporting the ever-popular Kevin Cook programs. She is handling the logistics of room setups, room scheduling, and payments.

Librarian Nicole Burchfield hosted twenty participants at Dungeons and Drafts for Ugly Craft Night for adults. They made felt drink koozies.



Jean, Deputy Director Ken Draves, and Communications Manager Paula Watson-Lakamp hosted popular science fiction author Ernest Cline. Approximately 170 attended the after-hours event co-sponsored with Old Firehouse Bookstore; his book signing line wrapped around the Community Room and out of both room doors!



Jean hosted the Community Conversation on Homelessness. The co-sponsored program had about 30 participants and rolled out some of the new Point-in-Time Survey data.

Nonprofit Services Librarian Sarah Scobey hosted Friday Afternoon Conversations for Nonprofits and moderated a webinar for the public called Before You Seek a Grant: A Checklist for New Nonprofits.

Nicole worked with 66 Dunn Elementary 1st graders. They visited the library to learn more about services and got library cards.

### **Outreach and Embedded Staff**

Amy met with her Liaison schools regarding plans for presenting the Summer Reading Challenge to all classes at both Cache La Poudre Elementary and Olander Elementary.

Vicky and Ken were tour guides along with Executive Director Holly Carroll for the group of librarians attending a Public Library Association pre-conference on Customer Experience at Old Town Library.

Vicky also attended the City Council meeting where the proclamation for the Week of the Young Child was read by the mayor.

Vicky planned and presented on Media Mentorship for Families and Caregivers at the Larimer Association for the Education of Young Children and at a program for the general public at Old Town Library.

Sarah attended and participated in Connect 4 Impact, a “speed dating” evening to connect nonprofits with local services. This well-attended event was sponsored by the Leadership Fort Collins group from the Chamber of Commerce and held at the Wolverine Letterpress and Public House. Sarah made some good contacts.

Sarah also attended the Advanced Trauma training held at Old Town Library. She shared the information with her nonprofit email group.

### **Continuing Education and Learning Opportunities**

Several staff attended the PLA conference in Denver. A great deal was learned and we look forward to sharing more information with our co-workers.

Nicole planned and attended the Colorado Association of Libraries’ Children and Teen Services (CATS) Meeting in Delta. They had twenty attendees who learned a variety of topics including learning how to run a jam band program for school-age kids and how to teach kids of all ages to draw cartoons.

Jean participated in a webinar facilitated by the Colorado State Library called Nuts & Bolts (and Bricks!): Library Elections Primer for Operating and Building Projects. The session shared the basic tools, as well as the legal and industry framework needed to successfully plan and administer a library election. The session featured public finance attorneys Monica Rosenbluth, Robyn Moore and Alan Matlosz, who have assisted with numerous Colorado library elections.

### **Miscellaneous**

Nicole transitioned from Public Services Librarian to Teen Services Librarian. She looks forward to a new focus and fresh challenges.

Sarah is stepping up to more leadership as she is transitioning to the direct supervision of the hourly librarian and library assistant staff for the district. So far she has met individually with a few of these staff for a 30-minute check in meeting. She will meet with the rest of the the staff over the next few months to touch base.

The library transitioned to a new contract security company called G4S this month. Jean trained new guards. Staff also held a going-away party for Don Burow, longtime security guard for the library.

Jean gave tours to new Board of Trustees members Fred Colby and Joe Wise.