

# Executive Director's Report

June 2016

## ADMINISTRATION

*By Ken Draves*

### Summer Reading Challenge

All of our libraries and our Outreach department have been quite busy with Summer Reading Challenge (SRC), which has continued to be very popular this year, as reported by Jennifer Zachman in her presentation to the Board at the June meeting. By around June 21 or so, we already had more participants signed up than we did the entire summer last year. Our many programs are once again drawing large numbers of attendees. We will be tracking not only program attendance and SRC sign ups, but also the number of participants who complete the program.

### NoCo Book Festival

Anne Macdonald, Interim Branch Manager at Harmony Library, is involved along with Paula Watson-Lakamp and other staff in planning this fall's inaugural FoCo Book Festival. I don't want to steal Anne's thunder, so please see her announcement in the monthly Harmony report about a rather well known Colorado brewer who has agreed to speak at this year's festival in October.

### Facilities Master Planning Process

A request for proposals (RFP) for master facilities planning for the District is posted currently, through July 22. In late July and early August, a team comprised of President Gabel; Ed Bonnette, Senior Buyer with City of Fort Collins Purchasing Department; Jeff Barnes; Tova Aragon; and I will evaluate proposals and select firms to interview in mid-August. A final recommendation and contract will be presented to the Board in September if possible.

### Survey

In June a Trustee requested to see the detailed results of the Library District's most recent Q14 employee engagement survey, which we have conducted annually for the past three years, in order to gain greater familiarity with staffing generally and staff engagement trends and results specifically. I was glad to share those results, and if requested, will be glad to share with other Trustees as well.

## 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
- Continuing work on new Strategic Plan Marketing strategies plan
- Continue work on Summer Reading "Game On!" print/web – so far higher signups than last year!
- Organizing 2016 Comic Con (August 26, 27 & 28) – vendor booths sold out in one week!
- Finished Crucial Conversations training
- Working on FoCo Book Fest committee for October Book/Lit Festival
- Organized booths at Open Streets and STEAM Fest events

## **HUMAN RESOURCES OFFICE**

*By Sabrina Stromnes*

### **HR Manager:**

- Preparation for presentation of Library District Pay Plan and implementation plan to the Board. The Pay Plan and its implementation were approved by the Board. The good news was communicated out to employees. Work began to prepare for actual implementation including working with the City to get our new pay plan set up in JDE.
- Attended staff meetings to present and/or answer questions about the new pay plan, policy changes and time entry procedures.
- Partnered with City Payroll to review processes and procedures and to request changes to the current green timesheet process. I will continue to partner with payroll in making some changes that help streamline the payroll/time recording processes for the Library District.
- Recruitment
  - Three new Library Aides: Ian Hughes, Makenzie Myers and Kelsey Gottbehuet
  - One rehire Library Aide: Jennifer Kalt
  - One Library Services Representative (Internal): Renae Estrada
  - Adult Services Librarian: Still in selection process
  - Library Aide Prospector: Still in selection process
  - Library Aide - Computer Assistant (Internal): Still in process
- Met with City of Fort Collins HR team regarding renewal of contracted services. No changes to the contract are anticipated at this time. We will receive the cost estimate in early July.
- Attended employment law update on accommodating gender transition in the workplace.
- Ongoing:
  - Employee relations issues
  - Performance management
  - Employee questions and support
  - Manager/Supervisor questions and support
  - Manage Workers' Compensation claims
  - Assist employees with FML, STD, Non-FML medical leave
  - Manage/support Volunteer Program Manager

### **Volunteer Program Manager:**

*By Serena Robb*

- Interviewed 12 volunteer candidates; placed 11
- Conducted 4 SRC trainings
- Transitioned out of the DOVIA Larimer County Committee, by training my replacement
- Spent a couple of hours with our summer intern Jacinda, explaining the Volunteer Program
- Attended a training webinar: "Lifecycle of a Volunteer: Interviewing Best Practices"
- Attended a meeting of the Volunteers of America RSVP Advisory Council
- Spent 2 days at the Points Of Light Conference on Volunteering and Service, in Detroit
- Conducted 15 background check renewals

## OUTREACH SERVICES

*By Johanna Ulloa*



Our library is a dynamic, responsive, and integral to the fabric of our community that continues to provide active ways to be inclusive and supportive of those who feel marginalized for different reasons in our District. This month the Human Relation Commission hosted a session on Gender Identity at Harmony Library. Sylvia Garcia selected books and information to be part of this presentation, created a list of gender identity titles that were posted on our web site, and created, along with Kristen Draper, a list of resources on Gender Identity. Johanna Ulloa Girón along with Jimena Sagas, member of the Human Relations Commission, moderated the session. One staff member from our District stated that the display made them feel welcome at work.

We represented the Library at the Proclamation for the City of Fort Collins that reinforced that everyone in our community matters and that our LGBTQIA members are welcome and supported. We also represented the library at the Northern Colorado Equity Vigil to express our sorrow and profound sadness due to the events that transpired in Orlando, Florida. Lastly a flower arrangement was placed in the name of the Library District at Pulse in Orlando. The Outreach Team will continue to work tirelessly by providing actionable opportunities to make our District inclusive and respectful of our diverse community.



The highlight of the month was *Imaginantes*. Our sixth annual youth program hosted 25 youth ages 13-21 for a week to explore themes like heritage, identity, inclusion, and career exploration through art. Painter Armando Silva guided the group through the connection between nature, identity, and what moves our heart. With the theme “Corazón, Art with Heart” the participants created different pieces of art to represent what motivates them and what makes their heart feel alive. We took over 300 photos so feel free to check them out at <https://www.facebook.com/Rinc%C3%B3n-de-Cuentos-Story-Corner-190396970982524/>

We took the kids

to different locations to seek inspiration like the Denver Art Museum and Sylvan Dale Guest Ranch. At the end of the program we hosted an exhibition with their work at the Creative Art Center. One participant who currently attends University of Colorado in Boulder stated “I didn’t consider college before attending *Imaginantes*. This program made me consider it and now I am on the path to becoming an astrophysicist”.





Special thanks go to all of our partners and sponsors for being so generous with their time, donations, and contributions, particularly to our Friends of the Library, the Paterson Family Foundation, artist Armando Silva, Food Bank of Larimer County, The Heart-J Center for Experiential Learning at the Sylvan Dale Guest Ranch and many others. Once more, Ludy Rueda from the Outreach Team did a fantastic job coordinating a fantastic program.



Summer is here and regardless of how hot it is, Outreach staff goes into the community and provides storytimes where there is shade! To our great delight, we now have sites where up to 50 kids come for storytime, so we had to accommodate staff and space to be able to deliver developmentally appropriate services. We are now providing storytimes at the Farmer’s Market once a month.



We are still providing Noches en Familia at Council Tree Library and the program is still very successful as shown by the evaluation done by Trainer Evaluations. We are also providing World Languages storytimes at all the branches.



We remained committed to increased cultural awareness by intentionally exploring different cultures and showcasing different authors, stories and narratives. Our value is being presented to the community with our intentional

programming.

As part of Homelessness Awareness Month, Jean Bosch and Johanna Ulloa Girón, along with MSW intern Brendan Haggerty, Outreach Librarian Sylvia Garcia, and Erin Kirchoefer are planning an array of programs for November. Stay tuned!

The Library as a platform of continuous learning is the perfect place to provide citizenship classes and informational forums. We hosted an informational forum at Old Town Library to explain the process of attaining U.S Citizenship. Classes for citizenship will be hosted in partnership with the Family Center next month.

Sylvia Garcia staffed a table at the First Annual Villages Summer Service Fair and had direct contact with over 200 people. The purpose of the fair was to bring together community services that are available to folks who live in Fort Collins Housing Authority homes.



Kathie Young de Herrera staffed a table at the CSU Apartment Activities Fair that was attended by at least 50 adults. Many were very excited about the opportunities that the library district offers.

Lastly, Johanna Ulloa Girón submitted the MSW final review to Colorado State University. Brendan Haggerty has done an amazing job during his first cycle of internship and we extended it to a second internship. Currently the Impact Team is creating a report to share the impact of having an MSW intern in our District.

## SYSTEMS ADMINISTRATION

*By Carol Gyger*

No report this month.

## COUNCIL TREE LIBRARY HIGHLIGHTS

*By Currie Meyer*

### Visitation Record Set May 31

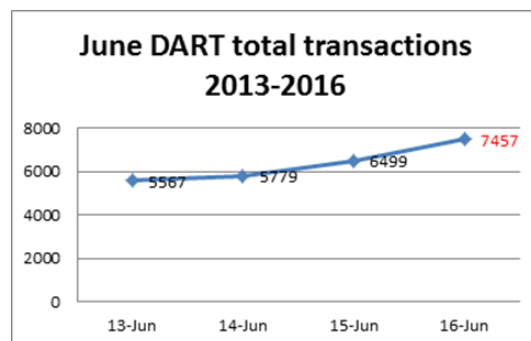
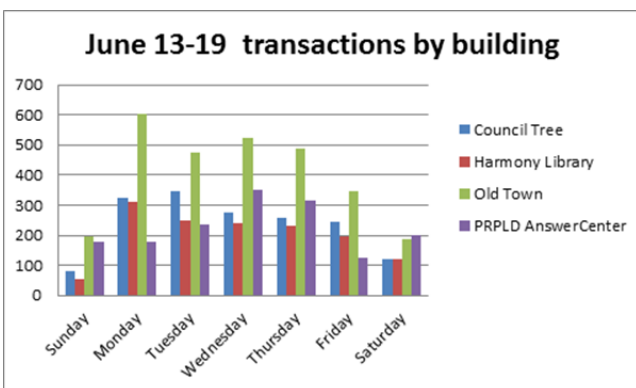
On Tuesday, May 31, 1,653 people visited CTL! This is a record for number of people visiting CTL in a single day, with the exception of opening day in March 2009, when over 3,000 people visited. May 31 was the day after Memorial Day, and the first Tuesday out of school for PSD students. Our Summer Reading Challenge officially started the day after, on June 1. On that day, we saw 1,626 visitors, our second busiest day ever. Previous records were June 16, 2015, with 1,576 visitors, and June 2, 2015, with 1,557 visitors.

### Evacuation Drill

Council Tree staff reviewed the evacuation plan for the building, and practiced evacuation procedures via an alarmed drill on June 15. Staff performed well and evacuated the building to a pre-designated, outside “safe gathering area” in less than four minutes.

### DART

I coordinated the District-wide application of the DART reference tracker during the week of June 13-19. Public service staff uses DART, a free, web-based tool that provides an electronic system for reporting, tracking and analyzing a library’s information transactions, three times per year. Each “DART week” provides a sample of data showing transactions (questions asked and answered), sortable by building, location within the building, question type, and duration. During the week, staff engaged in a record amount of transactions: almost 7,500.



### **Disaster and Emergency Response Plan Presentations**

Ken and I have been developing a District-wide Disaster and Emergency Response Plan for about six months. We are nearing completion, and are in the process of vetting a fourth draft with LLT. I provided staff an update on the Plan via a 20-min presentation at the June 23 all-staff meeting. We are hoping to provide a final draft to staff in August, to be followed by training in the fall.

### **High School Student Mini-mentoring**

Fort Collins High School junior Gabrielle Landsgaard and a Poudre High School senior shadowed circulation staff and me in June. The girls' curriculums required a summer "internship" or "shadowing" experience at a business or profession of interest to them. We were happy to both show and tell the students about the generalities of the library profession (education required, different types of libraries, ways in which libraries are administered and funded, favorite part of job, etc.) and day-to-day library operations (returning, sorting and shelving materials, how the AMH works, simple customer service, staffing, etc.).

### **Summer storytimes and Summer Reading Challenge programs at CTL in June**

#### Storytimes

For ages 2 and up, every Tuesday and Saturday

June 7, 11, "On the Go: Playground Style"; *presented by Library Assistant Karen Cagle*

Attendance: 69

June 14, 18, "Outdoor Adventures"; *presented by LA Drew Gaede*

Attendance: 82

June 21, 25, "Water Play"; *presented by Librarian Jenny Thurman*

Attendance: 70

June 28, July 2, "Yummy in my Tummy"; *presented by LA Linda Justice*

Attendance: TBD

Peek-A-Boo for ages birth to 2, every Wednesday, 10:15 and 11:15 am.

Attendance through June 22: 286

At BASE Camp summer day camp, ages 5-8, June 13, June 20 and June 27.

Attendance through June 20: 120

#### Family programs

"Rub a Reptile", June 9

*Presented by Fort Collins Herpetological Society, and coordinated by Jenny Thurman*

Attendance: 160

"Hug a Tree", June 16

*Presented by Larimer County Search and Rescue, coordinated by Jenny Thurman*

Attendance: 31

"Sports Stars Storytime", June 23

*Presented by Jenny Thurman, featuring Colorado Eagles hockey team players and Colorado Foxes baseball team players.*

Attendance: 14

"Celebrate Bike Month", June 30

*Presented by Fort Collins Bikes, coordinated by Jenny Thurman*

Attendance: TBD



A LCSR volunteer demonstrates use of an emergency blanket and method for staying safe outside during a thunderstorm at "Hug a Tree", June 16.

### Special programs

“Mother Goose Olympics” for babies and toddlers, June 18

*Coordinated and presented by Vicky Hays with volunteer help* Attendance: 10

“Leader of the Pack: Be the Gloom, Munchkin or Killer Bunnies Champ!” for teens, June 24, 2016

*Coordinated and presented by librarian Jenny Thurman*

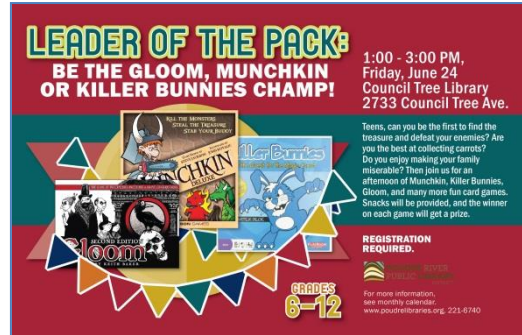
Attendance: TBD

“Animal Afternoon” for children, June 12

*Presented by Larimer Animal People*

*Partnership with help from CTL LA staff*

Attendance: 48



## HARMONY LIBRARY HIGHLIGHTS

*By Anne Macdonald*

### **Goal 1 – Take Proactive and sustain steps to brand the library as a platform of continuous learning**

- Define the library as a place of continuous learning.
- Be an open, welcoming place for all.

### **Goal 2 – Clarify, enhance and communicate the value of the library to the community**

- Help people thrive through programming, services and collections
- Be a platform for discussion of community issues.

To continue steps toward these goals, staff at Harmony Library work with both the community and our colleagues to make sure the library is a natural site for people to continue life-long learning, and maintain the Harmony Library as an open, welcoming place for all:

**Digital Learning for Adults:** During May, Harmony staff offered two adult classes on Facebook. *Facebook Basics for Personal Use* (Melissa Beavers) was held in the Harmony Computer Lab. Using their own Facebook account, the participants learned the basics for connecting and reconnecting with friends and family all over the world. As a follow-up, the next week the library offered, *Facebook Beyond the Basics*, where adults learned about privacy and security features; how to manage groups, photographs, likes and friend lists. Another popular class is *Drag and Drop Easy Coding for Adults*. In this class, Digital Librarian, Kristen Draper, used instructions from the Hour of Code website to teach the basics of code, what it is and why it’s important for adults to learn and understand. Harmony also offered *Word Beyond Basics* (Misty Thrasher); *Digital Photo Editing* (Laurel Castellana); *Craigslist* (Melissa Beavers); and *Google Drive* (Erin Kirchoefer).

- Our Bring Your Own Device (BYOD) classes on using tablets and smart phones continued with *Library eBooks, Audiobooks, Movies and More*. In this class, Librarian Kristen Draper taught the basics of downloading free apps from Overdrive, hoopla, Freeding, Zinio and OneClick Digital so participants can read, listen to and watch library materials anytime, anywhere.

These classes are geared toward our adult populations making sure they have a comfortable atmosphere in which they can keep up with the face-moving digital world.

**Financial Literacy:** The library also provides a comfortable space for financial literacy. Financial literacy is a goal set down by the Federal Reserve Board to make sure that the American public understands smart financial

decision-making. To this end, financial institutions have partnered with local libraries to offer classes on estate planning, budgeting, saving, smart car and home buying. On June 15, Rocky Mountain Chapter of Credit Unions and Harmony Library offered *Making Smart Insurance Choices*. The audience has some many questions, the one-hour program ended up lasting nearly 2 hours. This program also fits into **Goal 4 – Evaluate partnerships in order to maximize stakeholders access to all services.**

**Harmony Book Club** is a book discussion group led by Blair Oliver, FRCC English faculty. The group meets the first Wednesday of each month to discuss great books. June’s discussion centered on the Classic Male in Shakespeare’s Henry IV, Part I.

**HRC/PRPLD Diversity Forum: Gender Identities:** The Educational Outreach Committee of the Human Relations Commission in partnership with Library District held an intergenerational program/discussion around the LGBT issue of our transgender community. The program was organized by Library District Teen Librarians and the IRS Teen library group. The conversation was led by with Carol Miller and Dr. Toni Zimmerman around the question: What does gender mean? Library District Librarians Jenny Thurman and Kristen Draper, with library intern Rebecca Strein, plus coordinating with Kimberly Chambers from Northern Colorado PRIDE and CSU librarian, Jimena Sagas. The Diversity Forum also fits into the partnership focus of **Goal 3 (Target Audiences) and 4 (Partnerships).**

**Goal 3 – Refine the scope of the library’s programs and collections around the community priorities to develop the most effective response to community needs**

- Be intentional in the reallocation of resources
- Cultivate the defined target audiences.

**Business Community:** A target demographic for the Strategic Plan is the business community. Anne Macdonald, business librarian continues her work with the Small Business Development Center, offering SBDC clients one-on-one research services. During the month of May, Anne worked directly with 12 startups, ranging from niche spas, grant writing business and an Native American art business. The research ranges from providing demographics for target markets to industry market trends and competitive analysis.

**Jobs and Careers:** Jobs and Career Librarian, Molly Thompson, coordinated a Larimer County Workforce Center program on the best techniques for interviewing. She also taught an adult class on the basics of LinkedIn. Molly also just returned from the National Career Development Conference in Chicago.

**Teens:** Teen Librarian, Diane Tuccillo, and MLS Intern, Rebecca Strein, attended the American Library Association annual conference in Orlando, June 23rd-28th. Diane completed her appointment to the 2016 Margaret Edwards Award Committee by attending two ALA events where the author was presented and honored. Rebecca Strein attended the full conference through a Random House Publishing scholarship award for an outstanding MLS candidate (nominated by Diane). Both attended several special events as guests of Random House, including the gala Newbery/Caldecott Awards Banquet.



Teen Librarian Diane Tuccillo was keynote speakers for the Nassau County Library Association, Young Adult Services Division annual luncheon on June 8. Diane donated the \$500 honoraria to the Library District’s Teen IRS fund for future Teen events and programming.





- **Teen classes and programs** in June included *Be a Champion Babysitter with Babysitting 101* on June 7<sup>th</sup>; *Animecon*; *Coding for Kids* (Kristen Draper); *Gamecraft Makerspace*, *Leader of the Pack* gaming program and *Sphero Maze Madness*.
- **Teen IRS:** Teen IRS met on Saturday, June 18, at Harmony Library from 11 am-1 pm. 6 teens were in attendance (Denver ComicCon was held the same day).

**Goal 4: Evaluate space and partnerships in order to maximize stake holders access to all services**

- Define and prioritize partnerships.

**Front Range Community College Music Dept.**

**(partnership)** To focus on partnerships, adult services librarian Elaine Burritt continues to coordinate “Harmony on the Green” concert programs with Front Range Community College Music Department for the popular 2016 summer concerts. On June 24, despite iffy weather, the popular Hot Tomatoes (Swing) Dance Orchestra performed on the lawn at Front Range Community College. These summer concerts also fit into **Goal 2 – Clarify, enhance and communicate the value of the library to the community**

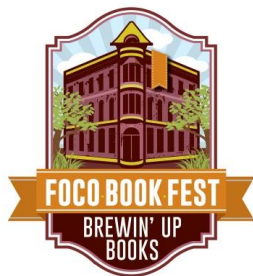


**Front Range Community College**

Kim Doran (Circulation Supervisor—Harmony Library) and Annie Fox (Front Range Community College Librarian) will be hiring 6-8 FRCC Work Study Students for the fall.

**FoCo Book Festival**

The library continues its planning for this event on October 22, 2016. The news for June: Governor John Hickenlooper will close the event, discussing his book, *The Opposite of Woe: My Life in Beer and Politics*. The Library District will distribute 150 free tickets for the discussion and signing at Bas Bleu Theatre (session time TBA).



Great logo developed by Laura Carter and Paula Watson-Lakamp, pictured at left.

*FoCo Book Festival: Brewin’ Up Books*, a one-day literary festival for the Fort Collins community, is a partnership led by the Poudre Libraries. Partnerships include CSU Morgan Library, CSU Department of Fermentation Science, CSU Department of English, Creative Writing, New Belgium Brewing Company, Wolverine Farm Publishing, Old Firehouse Books and Downtown Artery. The festival will include workshops, demonstrations, panel discussions, book talks and book signings, readings and a keynote panel on *Books that have Made Me*.

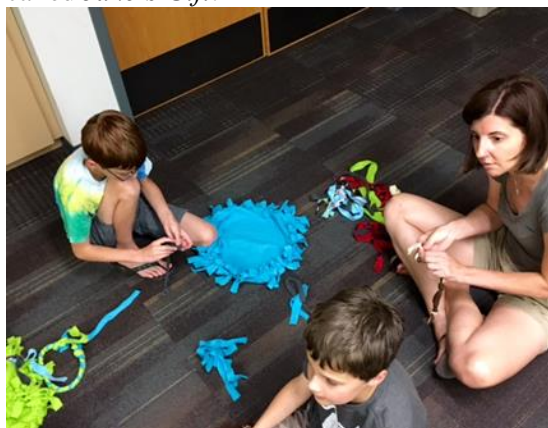
Participants include top international and national authors in the craft beer and sustainable coffee and tea world, as well as award-winning poets and literary writers who have in some matter or form a relationship to the beer, coffee and/or tea world. The festival is funded by the Friends of Poudre Libraries, Friends of Morgan Library, Fort Fund, private donations, grants and sponsorships. Library staff working on the festival include Anne Macdonald, Business Librarian; Paula Watson-Lakamp and Katie Auman, Library District Communication Department; Sarah Scobey, Nonprofit Librarian; Melissa Beavers, Adult Services Librarian; and Meg Schiel, Council Tree Library Assistant (also **Goals 2 and 3**).

## OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

### Programs and Events

Teen Services Librarian Nicole Burchfield had about 50 participants for the Crazy Pet People Party to help make cat blankets, cat toys, and dog toys to donate to our local shelters. There were a few special guests including Sarah Swanty, the executive president of the Fort Collins Cat Rescue and Spay/Neuter Clinic with two lovely kittens, Darling and Lady, as well as Jake the therapy cat. He and his handler arrived with Pam Wolf, who read from her book about him called *Jake's Gift*.



Library Assistant Erin Lucero provided two program sections in the Teen Babysitting class at Harmony Library with Teen Services Librarian Diane Tuccillo. They featured a section on crafts – how to put together fun, creative, and low-cost craft projects to do with young children. Teens got to make a whirligig plus a paper-plate lion and their creativity was inspiring. Erin also stepped in for Early Literacy Librarian Vicky Hays and presented a section on Early Literacy. They talked about the five components for Every Child Ready to Read, including a tickle rhyme, a Mem Fox story, and the crowd favorite, the “Baby Shark” song.

Erin also planned and hosted Sporty Science for elementary school students this month and it focused on the science of spheres. They made do-it-yourself bouncy balls, twister crafts, and created wind tunnels (with hair dryers) to learn how to float ping pong balls and beach balls mid-air. The participants also learned how to transfer energy from a big-bounce sphere to a small-bounce sphere. (And yes, balls were rebounding from the ceiling!) Sphero made a special appearance and we talked about robot design and the kids got to drive Sphero with an iPad.

The library co-hosted a Community Policing Workshop featuring speakers from the City of Fort Collins Police Services; there were approximately 150 citizens in attendance. The informative PowerPoint presentation was followed up with a question and answer session.

### Continuing Education and Learning Opportunities

The Reader’s Advisory Team has been creating ways to keep staff engaged in the Genreland reading game during our busy summer. They sponsored a special recognition for all staff that completed every monthly reading challenge to date for 2016; each received a reader’s rose at our June all-staff meeting.

Old Town Library Manager Jean Bosch, Circulation Supervisor Holly Bucks, and Nonprofit Services Librarian Sarah Scobey completed the Crucial Conversations training program with the rest of the district supervisors and managers.

Vicky and Jean attended the American Library Association conference in Orlando. Vicky attended several sessions and the exhibits. Jean attended sessions and exhibits and fulfilled her duties as chair of the Library

Leadership and Management Association's Safety and Security Committee by hosting a session and leading the annual committee meeting.

Jean represented the District as Project Manager for the Great Stories Club grant at a day-long workshop in Orlando before the conference started. Digital Literacy Librarian Kristen Draper, Outreach Librarian Sylvia Garcia, and Librarian Erin Kirchoefer comprise the rest of the grant team which will start this fall, reaching out to LGBT teens with book discussions, social media challenges, and related activities.

### **Miscellaneous**

Two community groups were featured through art on display on the 2<sup>nd</sup> floor. The City of Fort Collins Utilities displayed a large mural painted by community members at the 2016 Earth Day. Participants of all ages painted the mural collaboratively in celebration of the variety of water and energy resources in Fort Collins. It is entitled "Watts, Wind, & Water".

The "Desplazado" murals were the art used in an animated historical documentary of Hispanic/Latino settlement in Fort Collins from 1847 to present, which explores the gentrification of the Lee Martinez Park and Tres Colonias neighborhoods. The film "Desplazado" played at the Lyric Cinema at the end of June.