

# January 2020 Report from the Executive Director

## **ADMINISTRATION**

*By David Slivken*

### **2020 Census**

The library district is working with our local, regional, and state partners to insure a complete 2020 census count. A precise count is vital to guaranteeing each state receives the appropriate number of seats in the House of Representatives, it influences how states draw their legislative districts, and equally as important, it ensures communities across the country receive proper funding for a host of important services families and local economies rely on. Critically, this census will be different from all others because it will take place completely online. The library will have our public computers available for those who may not have access to the internet at home. Additionally, the library will also share 2020 Census marketing materials. Currently, staff are viewing videos and webinars on the census and on February 18<sup>th</sup>, a representative of the Colorado Library Consortium (CLiC) will offer a census training at the Harmony Library.

### **Leadership Fort Collins Jeopardy Game**

The Library was a subject in Leadership Fort Collins (sponsored by the Fort Collins Chamber of Commerce) game of Jeopardy. I was invited to expand upon the answers. An example is this answer “The primary funding tool for the Poudre River Public Library District took effect in 2006”, with the correct question being, “What is a 3 mill property tax”? I was invited to expand on each question, so of course I shared how we have the lowest operating levy along the Front Range, and how we hope to expand our services in our community. It was a wonderful opportunity to share our story and our dreams for the future. Other agencies participating were from the City of Fort Collins—Utilities, Connexion, Transfort, Environmental Services, and Economic Health.

### **Upcoming Speaking Engagements**

I am scheduled to speak at the monthly meeting of the Downtown Development Authority and the City of Fort Collins Senior Advisory Board. I am hoping to speak at least several times a month to local groups to share our aspirations.

### **Reimagine the Future**

Ken Draves, board member Joe Wise, Rachel Miller, Quentin Rockwell of Wember, Inc. and myself held interviews with three local commercial real estate firms (LC Real Estate, CBRE, and Cushman Wakefield) to assist the library in locating a possible location for Council Tree Library, a scalable NE location, and Center for Public Engagement, with a Council Tree location as top priority. In addition to looking for properties, we also discussed the possibilities of selling Webster House and leasing space elsewhere, options for the current Council Tree Library (keep, lease or sell). There are many moving parts in this process and we hope to have a selection by the February 10, 2020 Board of Trustees meeting.

## **COLLECTIONS**

*By Tova Aragon*

The new [Curiosity Pass](#) program was launched in January to the public. The program allows card holders to *Connect to Curiosity* by visiting area museums, galleries, and attractions free of charge. The program was launched in December to staff for testing. It was then launched to the public in January. It started with twelve Front Range and Cheyenne institutions:

[Butterfly Pavilion](#); [Cheyenne Depot Museum](#); [Clyfford Still Museum](#); [Colorado Railroad Museum](#); [Denver Firefighters Museum](#); [Denver Museum of Nature & Science](#); [Dinosaur Ridge](#); [Fort Collins Museum of Discovery](#); [Gardens on Spring Creek](#); [Museum of Art - Fort Collins](#); [Rocky Mountain Quilt Museum](#); [Wings Over the Rockies Museum](#);

The Global Village Museum will be added in February. Each institution decides on how many visitors can enter on the pass. Most institutions have excluded special events.

In January, 170 passes were ‘checked out’.

## **COMMUNICATIONS**

*By Paula Watson-Lakamp*

- Completed monthly/weekly goals of Communication Plan
- Organized, managed and supervised all graphic design work for the District
- Worked with OrangeBoy on dashboard and Savannah messaging system
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Worked with local and regional media on various stories
- Continued work on Strategic Plan Marketing strategies
- Beginning planning of 2020 Summer Reading Challenge – “Summer to Imagine” Registration begins May 20
- Gathering year end-statistical data for Communications and District Annual Reports
- 2020 Comic Con – August 29 & 30
- 2020 BookFest – October 16 & 17

## **HUMAN RESOURCES**

### **HR Manager:**

*By Sabrina Strømnes*

- Rolled out new Workers’ Compensation carrier to supervisors/staff including updating all processes, forms, intranet, etc.
- Began working with new Diversity, Equity and Inclusion (DEI) team. Focus is to develop ongoing platform for continued learning and creating and maintaining a welcoming and inclusive place for staff, customers, and partners of the Library District.
- Ongoing:
  - Employee relations issues
  - Performance management
  - Employee questions and support
  - On/offboarding

- Manager/Supervisor questions and support
- Manage Workers' Compensation
- Assist employees with FML, STD, LTD, Non-FML medical leave
- Manage/support Volunteer Program Manager
- Liaison between City of Fort Collins HR, Payroll, Benefits and Learning

### **Recruitment Report**

*By Cynthia Langren*

- ❖ **New Postings**
  - *Assistant Circulation Supervisor* (internal only) x 1 at Council Tree Library
- ❖ **Postings in "On Hold" Status** (applicants currently being screened/interviewed)
  - *Customer Experience Representative*
  - *Library Assistant – Adult & Business Services – Community Services*
  - *Library Assistant – Children's Services – Community Services*
- ❖ **Hires**
  - *Business Services Librarian* Matthew West - Harmony Library (replaced Molly Thompson)
  - *Customer Experience Representatives*
    - Mark Bierbaum - Harmony Library
    - Lindsay Long – Old Town Library
    - Christine Crider – Old Town Library
- ❖ **Promotions/Location Changes**
  - Xochil Arellano promoted from *Assistant Circulation Supervisor* at Council Tree Library to *Library Assistant* at Old Town Library
- ❖ **Terms**
  - None this month

### **Volunteer Program Manager:**

*By Audrey Glasebrook*

- Interviewed 12 volunteer candidates, and placed them in volunteer roles.
- Started a new intern in Circulation at Council Tree Library, through PSD's ACE program.
- Posted many staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, including the Nailed it! teen craft program at Council Tree, Expo lo Nuestro, It's a Girl Thing, at-home program prep help, and seed library help.
- Met with Ian about his upcoming microfilm filing project, which will be heavily volunteer based.
- Started planning for Living Library event on April 25, 2020.
- Collected 500 hours from 92 library and FOL volunteers who served in December.
- Tabled at the Live Involved event at the Senior Center to talk with folks about getting involved with the library and community. Spoke to about 80 people, primarily promoting the homebound delivery program.
- Met with Learning Org team to plan for Staff Day 2020 and upcoming Friday Fun classes.
- Organized and attended a DOVIA class on Diversity, Equity, and Inclusion in volunteer programs on January 22<sup>nd</sup>.

## OUTREACH SERVICES

*By Johanna Ulloa Girón*

We celebrated Martin Luther King's day by joining the parade with the Imaginantes youth. Alongside David Slivken, Ken Draves, and Leah Weatherman, we represented the library on this crucial celebration. After the parade, Imaginantes enjoyed lunch at CSU and the activity a "journey to make it into college" by first-generation presenters.

Johanna Ulloa Girón was invited to welcome the attendees during the CSU presentation "Addressing Latinx Health Disparities in the US: Addressing the intersections of immigration, trauma, substance abuse, and mental health to reduce health disparities." Ludy Rueda and Johanna stayed for the training where mental health professionals presented the latest in their research and practice. Ludy Rueda delivered a special storytime at Harris Bilingual School with the English Language Acquisition department to support emergent bilingual students.



In partnership with CSU's ACT

Human Rights Film Festival and the Colorado Trust, we enjoyed the documentary *Radical Monarchs* at the Lyric Center. After the film, we hosted a conversation related to having a program similar to *Radical Monarchs* in our town. More to come!



Ken Draves and Johanna Ulloa Girón continued their community analysis concerning Older Adult services in Larimer county. Johanna Ulloa Girón traveled to Brooklyn to meet the Brooklyn's Public Library's Outreach Department. During the visit, the outreach team went above and beyond by showcasing the many

incredible programs they have developed in the areas of Older Adults, citizenship, and cultural events. In the upcoming weeks, we will incorporate valuable lessons learned during this visit.

Sylvia Garcia, Community Services Librarian and Audrey Glasebrook Volunteer Coordinator hosted a booth at the first LIVE Involved fair at the Senior Center on January 25th. This free event was a gathering of local non-profits who offer volunteer opportunities. Our staff was able to connect with over 80 attendees personally, and several have contacted Homebound Services to inquire about volunteering. Sylvia attended a short seminar on the cognitive, physical, and emotional benefits that volunteering provides specifically for people 55+. We hope to keep providing meaningful volunteer opportunities for older adults at our libraries.

Last year we started our first book club in Spanish with close to 10 participants. Currently, we have close to 20 active participants and some people on our waiting list. In January, we started reading *Mi negro pasado* by Laura Esquivel. We will recommence our meetings at the beginning of February, where we will also enjoy the presentation by Ballet folklórico de Mexico at the Lincoln Center.

## HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

### New Business Services Librarian Begins

Matthew West began work in January as our District's new Business Services Librarian. We are delighted to have Matt on our District and Harmony teams. He is already busy learning about our District, our local business community, and our user's needs, and has already started supporting our residents with their business-related questions.

### FRCC-Larimer Campus Updates

After a national search the College has hired a new Head of Facilities, with whom we will work closely with both on daily Harmony maintenance and facilities issues, and soon on large projects including new mechanical systems and a new roof.

## COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

The new **Cook Meet Share program** attracted 10 adults for its "Celebrities and Chefs" program on **January 27**. Cook Meet Share is a free, drop-in program for food-curious adults. Participants prepare a dish from a theme-based set of library print and digital cooking resources and bring it to the program to share. *Learn and Discover #1: Connect individuals with opportunities to explore and create.*



**Improved customer access to collections:** Over the past few months, Circulation Supervisor Angela James and staff worked with Adult Collections Librarian Becky Sheller, Facilities tech Matt James and me to create about 16 square feet of additional space for customers and staff to access and move past the hold and Biography shelves. Angela and staff moved hundreds of books, shelf by shelf, to allow the removal of a 10-shelf section of shelving. *Meet and Collaborate #2, redesign library spaces to...facilitate easy navigation. Reimagine the Future #1: Explore options for existing facilities to meet (space) needs.*

Angela and staff also **began training** circulation staff for the new hourly position, the **Customer Experience Representative (CER)**. Human Resources and staff agreed to consolidate the former Circulation Aide and the Circulation Specialist positions into one new hourly position, the CER. In January, Angela and staff began training staff for the new position, which includes paid time off and other benefits. *Reimagine the Future #3: invest in staff development and build opportunities for meaningful engagement and collaboration.*

Teen Services Librarian Jenny Thurman welcomed eight middle school students from **Harmony Village Boys and Girls Club** to CTL for a library tour on Thursday, January 23. In addition to the tour, Jenny showed the tweens how "Otto", our automatic materials handler works, and helped them access library cards, and find great books to read. *Meet and Collaborate: #3, strategic partnerships; Learn and Discover #5: Provide flexible services for community impact.*

**Ice Scream Science!** Drop-in program for families, January 7: Library Assistant Ashley Byars and Children’s Services Librarian Amy Holzworth collaborated to present this engaging, delicious and science-based program to over 90 people! *Meet and Collaborate #5, create opportunities for intergenerational experiences; Learn and Discover #2: Provide wide-ranging learning opportunities.*



**Children’s author Patrick Jennings** presented a story-writing program for school-aged children at CTL on January 16. Amy coordinated his visit in collaboration with Old Firehouse Books and Poudre School District. *Learn and Discover #1: Learn and Discover #1: Connect individuals with opportunities to explore and create Meet and Collaborate: #3, strategic partnerships.*

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Eileen McCluskey*

The amazing team at OTL skillfully balanced a significant increase in disruptive incidents while facilitating creative, engaging programs and story times throughout the month. Over 1900 customers attended programs and story times at Old Town Library in January, while there was an 82% increase in reported disruptive incidents compared to January 2019. There was an 80% increase in new suspensions over the same monthly time period. While the OTL story is not just about the number of incidents that our team manages with resilience, compassion and grit, it’s notable to acknowledge the juxtaposition of activities that occur daily in this special Old Town space. The OTL team is dedicated to the Library District’s mission and fulfilling the vision of its strategic plan, a sampling of which is evidenced in this report.

### **Learn and Discover**

Deidre launched OTL’s first Sunday yoga storytime, with 35 participants participating in a social/emotional learning-themed program. Balance poses and asanas were inspired by the chosen book, *The Rabbit Listened*. Erin hosted Tech + Art and her popular LEGO Build club, where creativity, problem-solving and empowered kids filled the space. Karen facilitated a spirited discussion of the book, *Lies My Teacher Told Me: Everything Your American History Textbook Got Wrong*, by James Loewen, at her popular OTL Book Club. Monique builds a sense of community at OTL for our Spanish-speaking customers through her bilingual story time, Citizenship test study group, and 1:1 reference support. OTL’s lab monitors receive daily kudos for the empathic approach and skilled expertise to computer support. Kristen’s media mentor team facilitates a supportive learning environment for computer skills, with Bring Your Own Device, Computer Comfort, and Internet Searching available at OTL. Teen Services Librarians Nicole Burchfield and Miranda West hosted the first inclusive book club for tweens and their adult companions at Gryphon Cooperative. Holly worked with Tova to move new Large Print books to the first floor to improve accessibility for that collection.

### **Meet and Collaborate**

Ian’s community-led approach to programming is blossoming at OTL. By leveraging our community spaces, OTL has welcomed additional community groups such as SNAP Assistance and Code for Fort Collins to provide services and programs to the Fort Collins community. These groups join long-standing partnerships with the Larimer County Genealogical Society, VITA, Outreach Fort Collins, Virtual Legal Help, SummitStone Health Resources, the Fort Collins Symphony, and local volunteers who lead International Night and Great Decisions to be a catalyst for positive, social interactions. Our awesome

Communications team and Firehouse books keep us going with great author visits, such as Sandra Dallas this month. Sylvia targets seniors with monthly dementia-friendly programming at OTL.

Our meet and collaborate focus area shines a light on OTL’s meeting spaces. The Systems Admin team keeps our technology working well so that community room users have access to a quality A/V experience in the meeting rooms. Facilities is painting OTL’s study rooms this month in order to provide fresh, clean spaces for smaller group meetings.

OTL welcomed Xochil Arellano to our team this month as our newest Librarian Assistant focused on the desk schedules and children’s services. Eileen continues to work with her newly formed OTL Supers team to build capacity within the new staffing structure. Along with Johanna, she took on the roles of Planning Champion and Accountability Agent for the newly purchased strategic planning software, Cascade.

**Library District Incident Stats – January 2020 and 2019 comparisons,  
Year to Date**

01.31.2020							
	YTD	YTD-LY	% change	MTD	MTD-LY	%change	LM
<b>Incidents</b>	40	22	82%	40	22	82%	41
<b>Active Suspensions</b>	32	68	-53%	78	68	15%	76
<b>New Suspensions</b>	18	10	80%	18	10	80%	22
<b>911 Calls (police)</b>	9	4	125%	9	4	125%	9
<b>911 Calls (Medical)</b>	2	1	100%	2	1	1%	5
<b>Perpetrators Added</b>	19	19	0%	19	19	0%	20

**YTD = Year to Date**

**YTD-LY = Year to Date - Last Year**

**MTD = Month to Date**

**MTD-LA = Month to Date - Last Year**

**LM = Last Month**