

# **Executive Director's Report**

## **June/July 2014**

### **ADMINISTRATION**

*By Holly Carroll*

#### **Human Resources Policies and Contracted Services Update**

Ken Draves, Jeff Barnes and I have been working with MSEC consultant, Joe Montelongo, to draft Library District HR policies that are relevant and appropriate for our size and type of organization. Joe compiled a draft set of policies that are necessary by law to include in an employee handbook. Ken, Jeff and I incorporated City of Fort Collins policies that are necessary for current operations and for the continuation of those HR services, benefits, wellness and learning, through 2015. The draft has been forwarded to MSEC for legal review and to the Trustees for your review and comments.

Jeff, Ken and I met with director, Janet Miller, and several managers from the City of Fort Collins HR department to determine the services to continue once an HR professional joins the library staff. We were able to clarify our needs and the responsibilities of a new HR manager and they were able to update us on software updates and payroll functions that as a contracting party must be performed by the City. Janet Miller and I negotiated revised pricing for 2015 and the Library District will realize \$46,000 in savings that will go toward the salary of an HR manager. Because this is a modification to the contracted services listed in the IGA with the City, the board will need to approve this change at the August meeting.

#### **Needs Assessment**

In response to the Board's request to conduct a community needs assessment, I have received proposals from three local firms. Paula Watson-Lakamp and I are meeting with the last firm on August 6. We will also review the proposals with Cara Neth. I will present more information at the Board meeting with the name of the firm selected for the study.

#### **Library Van**

Another item that was discussed at the board retreat was the purchase and/or corporate sponsorship of a library van to be used for the delivery of Outreach materials, maintenance services, and for marketing purposes. I would like to continue our use of STREAM (summer reading theme) as part of the brand since it encompasses the various facets of literacy and learning that comprises our programming and services. A business plan for the van is included in your packets. Jeff Barnes and I will be visiting car dealerships to identify the cargo van that best fits our needs.

#### **Grant requests**

Maggie Dennis' contract ended July 31, 2014. The Library District kept her busy until the bitter end with a complex grant application for federal LSTA dollars administered through the Colorado State Library. The grant application for \$20,000 proposes a mini-maker lab at the Aztlan Northside Community Center with the City as our community partner. Maker activities will be provided for children that are transported from Irish, Putnam and Lincoln middle schools to the center for after-school activities. Maker activities will focus on digital citizenship skills and include use of mini iPads

and apps, creative design through 3-D printing, LEGO robotics, E-textiles and Minecraft—all activities that involve digital technology.

We received news in July that Target awarded the Library District \$2,000 for Rincon de Cuentos and United Way awarded us \$5,000 as part of its School Readiness program for the evaluation of bilingual story times, and Rincon de Cuentos.

### **Staffing**

Barbara Crandall, Volunteer and Homebound coordinator retired from the Library District on July 3 after nineteen years of service. Kathie Young de Herrera and Sylvia Garcia are maintaining both services until Barbara's replacement is hired. I am considering some modifications to the job description but am waiting for recommendations from both Kathie and Sylvia about how the current services can be revised to be more efficient.

### **RamCard**

As planned, the RamCard initiative was introduced to students attending CSU orientation session this summer. Staff and faculty have been notified also of the program and encouraged to register their RamCard as a public library card. A full-blown launch is planned the first few weeks of the fall semester. To date 125 members of CSU community has opted in for this enhanced RamCard feature. The Library District's partnership with CSU is featured on the CSU page on the Coloradoan website: <http://www.coloradoan.com/story/csu/outreach/2014/08/04/csu-poudre-river-libraries-collaborate-for-community/13598997/>

### **ALA Conference**

Five staff members attended the annual American Library Association (ALA) Conference in Las Vegas in June. Despite the venue and brutal heat, we all returned renewed in our commitment to excellent library service and direction for the future. Topics of some of the most useful sessions include strengthening school/public library partnerships, maker space activities, "staffless" library branches and advocacy. Jean Bosch was a featured panelist for a pre-conference on services to the homeless and our partnership with our sister library in Nicaragua was featured as a poster session in the exhibit hall.

### **Other Activities**

Fifteen PRPLD staff, trustees and their family members marked in the July 4<sup>th</sup> parade. Despite a non-functioning sound system and the parade judges' total revision of our chosen theme "*Rolling Down the River*" we all had fun! Thanks to all who participated.

"Cool Off at the Library", the Library's response to PSD's early release program, kicks-off at Council Tree Library on August



19. This initiative was made possible with funding from the Poudre Heritage Alliance. I attended the grand opening of Library 21C (twenty-first century), the Pikes Peak Library District's new library, and community and administration center on June 21. The remodeled facility, a former 140,000 square foot MCI calling center, features two maker space areas, a video production studio, a 400 seat performance area, café, business entrepreneur center, state-of the-art technology lab and oh yes, a library! It truly represents a new direction and vision for public libraries of the future. I encourage staff and trustees to visit when they are in the Colorado Springs area.

On July 24, an audience of approximately 325 brought chairs and blankets to hear mystery writer, C. J. Box speak at the Library Park stage. Beet Street booked the stage for 1- 2 Streetmosphere performances each week as did our staff for children's outside summer reading activities. The stage is proving to be a successful and popular venue for community and library programming.

I attended the Metro Library Directors' meeting on July 15 and the Front Range Public Library Directors' meeting in Fort Morgan on July 18.

## **ANSWER CENTER**

*By Lynda Dickson*

The Answer Center has been humming right along!

- We have seen a shift in business that has us re-adjusting some things to accommodate a suddenly very busy Friday morning.
- For the last month or so we have been the caretakers and facilitators for the OutReach Tales Kits.
- Amanda recently went to a class on "Community Disruptors" offered by the City.
- All of the staff has been busy helping the Web team with "how do I do..." instructions for the new website.
- Lynda has been busy training for the potential increase in duplicate records from RamCard sign-ups and how that looks and what that means for the AC.
- We have been training our 1 steady sub, Wanda, on all aspects of opening the AC...that means running the daily notices.
- Sam is learning how to do the monthly "trace report".
- Gabe continues to work on AC stats and what they mean for the AC and how best to pull all the information together.
- We helped out responding to phone calls and emails regarding the email problem in early July...and we still get the occasional call from a patron.
- And of course there are the usual 75-100 calls we get on weekdays.

Like I said...we are just humming along.

## COLLECTION MANAGEMENT

By Tova Aragon

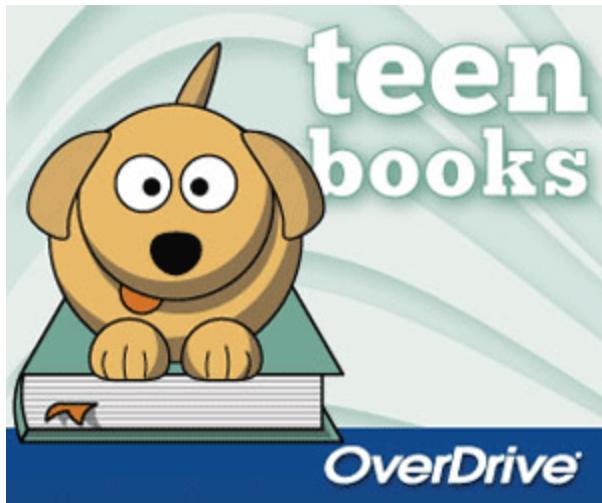
Tova and Alice attended staff meetings at all three buildings to present changes happening in the Collections Department and shared a few tips on reading MARC and item records to answer patron questions about publishing dates, magazine availability and spine labels. We also created a Power Point presentation to share the information with the Answer Center. Changes coming:

1. We will be transitioning away from OCLC cataloging service to Skyriver. This change will save some money that will be put towards other processing charges and materials. Since it is owned by III, updating of records will be automatic – no extra steps. We will be implementing it in October so there will be a slight slow-down in ordering and processing materials to allow for set up and training. The change will not affect Interlibrary Loan.
2. A change to Resource Description and Access (RDA) MARC bibliographic records from AACR2 was implemented in March 2013 by the Library of Congress. Each library could decide how to handle the transition. Since the vast majority of our records came through OCLC, we have been using the best record and modifying it for our needs. We decided to do this until the majority of records we were pulling over were RDA. As of July 1, we will be accepting RDA records and making a few local edits. The biggest change that the public will see is the lack of a format description in the title field – highlighted field below. Patrons will still be able to use the icons and format limiters to help filter. We will still add [large print] to titles because large print items don't have a separate icon.

<input type="checkbox"/> Availability
<a href="#">Check on shelf (4)</a>
<a href="#">Online (2)</a>
<input type="checkbox"/> Format
<a href="#">Articles</a>
<a href="#">Book (3)</a>
<a href="#">DVD (1)</a>
<a href="#">Audio Book/CD (1)</a>
<a href="#">eBook (1)</a>
<a href="#">eAudiobook (1)</a>
<a href="#">more &gt;</a>
<input type="checkbox"/> Branches
<a href="#">Old Town Library (6)</a>
<a href="#">Harmony Library (3)</a>
<a href="#">Council Tree Library (4)</a>
<input type="checkbox"/> Collections
<a href="#">Adult (6)</a>
<a href="#">Adult - Fiction (5)</a>
<a href="#">Audio/Visual (3)</a>
<a href="#">Downloadable (2)</a>
<a href="#">Here &amp; Now Collections (1)</a>
<a href="#">more &gt;</a>
<input type="checkbox"/> Language
<a href="#">English (8)</a>
<input type="checkbox"/> Tag
<a href="#">cambridge</a>

 2013	Dust / Patricia Cornwell Cornwell, Patricia Daniels. 1 hold on first copy returned of 17 copies <input type="button"/> Items (2 items available) <input checked="" type="button"/> Place hold
 2013	Dust [sound recording] / Patricia Cornwell Cornwell, Patricia Daniels. <input type="button"/> Items <input checked="" type="button"/> Place hold
 2014	Dust [sound recording] / Patricia Cornwell Cornwell, Patricia Daniels. OLD TOWN New Audio Book Cornwell, P. DUE 08-19-14 <input type="button"/> Items <input checked="" type="button"/> Place hold
 c2013	Dust [large print] / Patricia Cornwell Cornwell, Patricia Daniels. COUNCIL TREE Large Type Cornwell, P. DUE 08-01-14 <input type="button"/> Items <input checked="" type="button"/> Place hold

Overdrive has made available the option to have a separate Teen page. The link is available from the main Overdrive page. Look for the button in the middle to see the Teen page.



<http://overdrive.poudrelibraries.org/1F9A2C5A-6130-48FE-A0B6-9AC21FB4AD6B/10/46/en/default.htm>

## **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 OrangeBoy on dashboard and new Savannah messaging system.
- Working on new social media promotions and platforms, updated “The River’s Mouth” blog
- Worked with local media on various stories
- Finalized 2014 Summer Reading information and events
- Helping grant writer gather information for possible grants
- Working with other libraries on statewide “Outside the Lines” campaign for September 2014
  - Save the date for the Extreme Cardboard Challenge! September 21 – fun for all ages
- Working with Web Team to develop new website – roll out is coming very soon!
- Beginning NextReads email readers advisory, sign up at:
  - <http://www.libraryaware.com/859/Subscribers/Subscribe?showonlynewsletterlists=true>
- Working with CSU’s Morgan Library on new Ram Card promotions
- Working with Library Trust PR committee and Board to get ready for December *Colorado Gives* campaign
- Doing video work with mascots and library services... see our YouTube channel details
- Arranging for new hanging art displays as part of Old Town Library
- Developed game booth for Open Streets event in July
- Working with Holly on gathering data to secure a contract for new needs assessment
- Attended webinars: “Go from Meh to Yah: Ten Success Secrets for More Effective Events” and “12 Steps to Launching a Successful Social Media Strategy for Your NGO”

## **OUTREACH SERVICES**

*By Johanna Ulloa*

### **Outreach Core**

Summer has been fun and busy for Outreach. We have served many participants with Story Express and we solidified many connections in the community with our presence in different areas of the Library District.

Summer was also a time for change. After 19 years with the District, Barbara Crandall retired. While her position is being filled, Sylvia Garcia and Kathie Young de Herrera are helping with Homebound and Volunteers.

### **International Outreach**

Although the Pelicano Program was not held during the summer, multiple meetings and plans were made to strengthen our relationship with our sister library.

### **On the Road**



We went to **many** locations to deliver our SRP programs, including Harmony Mobile Home Park, Coach Light Apartments Plaza, Hickory Apartments, Poudre Valley Mobile Home Park, Stove Prairie, the Forks, Community Life Center, Timnath and many others. We provided digital and traditional storytimes both in English and Spanish! **We provided 69 storytimes in two months!!**

### **Community Connections**

We were part of the Amazing Race Event, 4<sup>th</sup> of July Parade, storytime for Old Time Book Festival, 12<sup>th</sup> Annual United Way State of the Community Lunch, Vida Sana Coalition, Veterans meetings, United Way grant committee table, Comunidad at Denver, Disparity Action Committee, Children in Need Distribution event, and the Mental Health International Forum.

GLBTQ Book Club: Coordinated with Troy Hongsermeier of The Center of Northern Colorado to bring a book club to the Old Town Library. Flyers have been distributed around town and the event is posted on our online calendar. The first discussion took place July 22.

### **Imaginantes**

We successfully completed the 4<sup>th</sup> Annual Imaginantes program. We had a successful program with more applicants than expected. We also had the amazing support of several artists in the community with a total 12 presenters!!! The kids learned about music, the connection between music and diversity, logistical aspects of recording music, song writing and so much more. The final result of an intense week of work was exceptional. They created a song during the program and presented it during the closing ceremony. They used different techniques from classical instruments to musical iPad apps as well as technical computer programs. The evaluation for Imaginnates 2014 will be shared with the Board at a future meeting.

## **Professional Development**

Sylvia Garcia attended the following two webinars: *Boomers to Seniors: Library Models for Serving and Engaging Older Adults* and *Rainbow Family Connections: Embracing LGBTQ Families at Your Library*.

Johanna Ulloa is training the Outreach team about logic models, outcome base evaluation and its applications for programming in preparation for storytimes evaluation 2015.

Johanna Ulloa, Jimena Sagas from CSU and external evaluator and consultant Lauren Trainer are creating a qualitative evaluation tool to measure impacts of Outreach's programs.

## **Computers**

Our assistance continued at Crossroads Safehouse this summer with classes. It's always great to be there with resources for those who need them.

I also attended our weekly story time in Spanish at Community Life Center where children are always excited to hear new books and games. This time we had people that came specifically to expose their children to the Spanish language, so it was a very diverse group. We truly enjoy our time there and our job in general!

## **Volunteers and Homebound Services**

As mentioned earlier, we said a bittersweet farewell to Barbara Crandall as she retired after 19 years. Sylvia Garcia and Kathie Young de Herrera are both filling in to ensure the Volunteers and Homebound service continues as normally as possible. All procedures from both programs have been covered and a cost-benefit analysis will be created to determine the future of both programs.

## **SYSTEMS ADMINISTRATION**

*By Carol Gyger*

### **Website Redesign**

- Beta site is virtually done and being reviewed by Web Team
- August 18 – New site launched to all staff for final review
- September 2 – New site available to public for Sneak Peek
- September 30 - New site live to public, old site retired
- Many staff members across the district are involved with creating content, reviewing, design and layout
- Special recognition to Systems staff member Peggy Shaughnessy, PRPLD website developer and the rest of the Web Team – Victor Zuniga, Kristen Draper, Annie Fox, Paula Watson-Lakamp, and Carol Gyger

### **Summer Reading Program tech support and maintenance**

- Install laptops for SRP registration
- Ongoing backend tech support and maintenance of SRP online system
- Systems staff involved – Chris Bauman, Lingzhen Zhao, Peggy Shaughnessy

### **RamCard Implementation**

- CSU students, faculty and staff RamCards can now be used as a PRPLD card
- Need to sign up via RamWeb website
- Soft rollout - June, July
- Marketed rollout – August
- Systems staff involved with configuration, implementation and ongoing data loads and support – Victor Zuniga

### **Fee Free Picture Books pilot project**

- Objective is to increase usage of picture books by removing the barrier of fines  
Implemented – June 1
- Systems staff involved – Victor Zuniga

### **Renewals increased from 3 to 6**

- Items can now be renewed up to 6 times (if not on hold for another customer)  
Implemented – June 1
- Systems staff involved – Victor Zuniga

### **Wi-Fi printing now linked to pay-for-print system**

- PRPLD has implemented a new Wi-Fi printing system called PrinterOn
- Integrates nicely with PRPLD pay-for-print system, Pharos
- Current “pay via honor system” will retire at end of August
- Soft rollout – now
- Marketed Rollout for new system – August
- Systems staff involved – Lingzhen Zhao with help from Kristen Draper

### **MOBIUS Implementation**

- What's better than Prospector?
- Prospector and MOBIUS!
- Prospector and MOBIUS are joining forces so customers can now borrow from MOBIUS just like they borrow from Prospector – with just a few clicks
- Starting August 4<sup>th</sup>, PRPLD customers will have access to MOBIUS items too.

*“Mobius, a 501(3)C Non-profit Consortium based out of Columbia, MO, has 71 members, which include 61 academic libraries, 5 public libraries, 2 special libraries, the Missouri State Library, and 2 Associate Members, serving a total of 168 physical branches. Prospector patrons will now have access to the Mobius catalog which includes over 27 million items.”*

- Systems staff involved with implementation – Victor Zuniga with Crystal Bollman

### **Routine reimaging/upgrading software on public internet stations**

- Microsoft patches, upgrading internet filter, Java, Flash, etc.
- Systems staff involved – Lingzhen Zhao, Chris Bauman

### **New collections for Easy Reader and Large Print**

- To increase visibility and browsability of “new” items to these collections, the following collections have been added to the system to separate them from the rest of the collection
  - NEW Easy Reader Nonfiction
  - NEW Large Print Fiction
  - NEW Large Print Nonfiction
- Keep your eyes peeled for these new areas at your favorite branch!
- Systems staff involved – Victor Zuniga

### **Decision Center statistics tool**

- Implementation of a staff statistics tool, Decision Center, is complete
- Circulation and collection statistics are available to trained staff
- Some staff have been trained to use the tool, more staff will be trained later this year
- Systems staff involved with implementation – Victor Zuniga and Carol Gyger

### **Attending events**

- **Annual Innovative Users Group Conference**, Detroit, MI  
Victor Zuniga gave a presentation on the RamCard integration  
*“Strategic Partnerships: Deconstructing Conventional Access Into Dynamic Services”*  
Join us in the journey between PRPLD and Colorado State University to enhance the access between two major community institutions to facilitate access to both institutions collections.  
The presentation will cover areas such as Load Profile setup, data mapping and validation, custom queries (via the Sierra database), logistics and more.
- **Library IT Directors’ Meetup**, Southglenn Library, Arapahoe Library District  
Carol Gyger attended and toured the new Southglenn Library’s Media Lab, tried out Google Glass and Oculus Rift. Also discussed challenges and solutions with other Library IT Directors from the Colorado Front Range.
- **Mail Merge Class**, Larimer County  
Carol Gyger and Cynthia Langren attended a Mail Merge Class at Larimer County. They are now Mail Merge buddies so at least two people at WHAC know how to do it!

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Teen Services** reported by Diane Tuccillo:

- I hosted a Bookends show at PSD Channel 10 with a local (teacher) author, Sheala Henke, and two teens on June 4th. I did a solo Teen "summer reading suggestion" Bookends booktalk show on June 16th.
- Several programs were offered for Teens in June and July: Teen CSI; Teens Create: Knitting Projects; SF Writing; Teens Create: Musical Instruments; Minecraft (one June, one July); AnimeCon; Teens Write (critiquing sessions, one June, one July); Teens Create: Photo Frames; Ohm & Yum (yoga & smoothies); and How to Get Published for Teens (presented by a local teen author).

- Teen IRS meetings were held in June and July, one per month. Although we lost a few members to high school graduation this spring, we have many new members who are joining over the summer.
- I did a library tour and book talk for teachers and a small class of Special Ed boys from Rocky on June 20th.
- Sue-Ellen and I, plus an IRS teen, have been working with Peggy on the Teen web page redesign coming up soon.
- I attended the ALA Annual Conference in Las Vegas, June 27-July 1st.
- I have been continuing to work a 2-hour shift on the ref floor at Council Tree each week during the summer whenever possible.
- Many Teen IRS volunteers helped with the July Friends of the Library book sale.

### **Programs and Classes**

Children's programs, primarily related to Summer Reading Program (SRP), reported by Jennifer Zachman:

We partner with the Front Range Family Theatre Project for their summer children's theater production. This year approximately 1800 people attended the Cinderella show held in mid-July. FRCC puts on the play, and we include the show in our summer publicity and make our large party tent available for use during the shows. This year the theatre project celebrated 10 years of performances.

Farewell and Appreciation Party for our Library Pals was held on July 25. Library Pals are kids who have completed grades 5-8 and have worked two-hours each week for eight weeks throughout the District. They help with mascot appearances, read to kids, help as needed at programs, made Slime with kids, and much more. Chick-Fil-A donated meals for all the kids and staff at the party, and TCBY donated frozen yogurt for all.

Kids' summer programming was completed July 26. Regular story times will resume September 2.

Customers can continue to earn summer reading prizes through August 10. Prize drawings will be held on August 11.

Paula and Jennifer are organizing the 100 Hour Club Party. Customers who have read 100 or more hours will be emailed invitations to the party which will be held Saturday, August 23. The Lion's Club is donating a pancake breakfast to all who reach 100 hours. Breakfast may also be purchased for \$5/\$3 as part of the Lion's Club fundraiser. At the end of the event, the Lion's Club is donating all proceeds to the library. Science experiments, crafts, bubbles, and more fun will also be at the party. Volunteers will be assisting with the party.

The PhotoSTREAM photo contest entry deadline was July 25. The Fort Collins Digital Camera Club will judge the entries. Winning photographs will be on display at an Open House Gallery at Old Town Library on Sunday, August 10, from 2-4 p.m.

### **Computer Classes and Digital Literacy Activities** reported by Kristen Draper:

- Preparing the 15 iPads that will be circulating through FRCC and PRPLD ready to go by August 18 including cases, instructions for re-imaging, RFID tags, etc.
- getting the new mobile pay-for-print (Printer-On) instructions completed and training the tech heads so they can train staff at all three branches
- Scheduling fall computer classes, (including new instructors and new classes)
- Worked with FC Digital Workshop to promote their advanced computer classes while they promote our basic classes - coupons for patrons are now available and will be handed out at the end of all computer classes as well as displayed on our website
- Scheduled a Social Media for Business class with the FC Digital Workshop for the fall
- Hosting a program - Kids' Scratch Lab - where tweens ages 8-12 will learn the basics of computer science and coding (7/25)
- Updating Nook information to determine if new titles are to be purchased (Divergent series, Maze Runner series, etc.)
- Working on web page redesign roll-out to staff and customers
- Story times
- Tech Heads and myself hosted iPad 101, iPad 201, Kindle, eBook for Tablets classes at the library and at the PC Users group I hosted a class entitled "Free is Better" about all the free access to ebooks, audiobooks, music and more from the library. This group is also a possible source for volunteers regarding Raspberry Pi computer building and programming. (I will be having this class again next week at the library)
- Learned how to set up MineCraft so I can be the "techie" (yikes) for next week's program (as well as future programs)
- Hosted Mark from Recorded Books for staff instruction on Oneclick Digital and Zinio, and hosted a drop in session with Mark for the public for the same.

### **Outreach, Continuing Education and Teams**

- Elaine Burritt worked with Kristen Draper to formulate a plan to offer more opportunities to offer computer training to staff (a Learning Organization (LO) team initiative)
- Elaine continued sharing about the 6 Disciplines of Learning with staff via email focusing on "D2 – Design a Complete Experience" on June 26.
- Elaine attended City Safety Wellness Team meeting on June 12 and July 10 and sent update email to library staff.
- Elaine participated in a Colorado State Library in-Session webinar on June 17 entitled "Engaged, Embedded, and Enriched Creative Community Connections"
- Elaine met with fellow LO Team members Molly, Zoe, and Cynthia during June to review a draft agenda for our next Staff Day. She sent a proposed agenda to Holly and Ken for approval.
- Kristen completed Crucial Conversations, offered through the City of Fort Collins

## **Business and Careers Services** reported by Anne Macdonald:

- **Finding Funders** workshop for nonprofits – Tuesday June 10 and Thursday June 19—introducing nonprofits to Foundation Directory Online and other tools for grant-searching. Both were full.
- **Grantseeking Basics** for nonprofits—Tuesday July 15 and Thursday July 24—workshop for those new to nonprofits and grant-seeking—introduction to pieces to have in place before you start your grant-seeking. Both full.

NOTE: All of the nonprofit workshops end up being at capacity. The participants have loads of questions, they interact with each other, and follow-up with me. The workshops have also become a networking event where they seem to meet each other and create relationships. Attendees come from Greeley, Loveland and Fort Collins. The nonprofit community appears to be in great need of assistance and information. The workshops have grown--where I thought they'd go down in attendance the more we offered.

- **SBDC partnership:** Worked with fifteen SBDC clients researching including geriatric care, vinyl wrap art, digital forensics, personal training, children shoes sales; hemp industry; brewpubs (among others).
- **Rocky Mountain Innosphere:** Several referrals for research on pre-revenue companies; mergers and acquisitions; hemp seed genetics.
- **Nonprofits:** three one-on-one referrals for starting a nonprofit, board development, fundraising.
- **Collection:** updated 332s—investment collection for Harmony and Old Town Library.

## **Career Support and Outreach** reported by Molly Thompson (who has been working with Anne Macdonald):

- **Larimer County Workforce Center** --Met with the Workforce Development Manager and the Business Development Manager to discuss ways of strengthening the partnership between the Library and the Workforce Center.
- **Larimer County Workforce Center** -- Gave a workshop to Workforce Center staff on Library business and career resources.
- **FRCC Career Center**-- Met with Danielle Tisdale the career and academic advisor at FRCC and discussed our services and ideas for a partnership.
- **Jobs and Careers Webpage** – Met with Peggy Shaughnessy and Anne Macdonald about creating a Jobs and Careers webpage on the new website. There will be a link to the Jobs and Careers page from the Business page. I'm in the process of adding resources to the new page.

- **Job Searching and Resume Classes** -- Coordinated with Kristen Draper to plan a few trial job searching and resume lab classes in the fall at OTL and Harmony.
- **Old Town Library** --Met with Jean Bosch to discuss ways of bringing more one-on-one resume and job searching help to OTL patrons.
- **Larimer County Workforce Center**-- Attended a resume workshop to have a better understanding of the resources that they use at the Workforce Center.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Jean Bosch*

### **Miscellaneous News**

We welcomed Erin Lucero to our staff as a 20-hour/week Library Assistant. She has extensive experience in working with children and libraries and comes to us from Loveland Public Library.

We also welcomed Sean Lamborne and Erin Kirchhoefer to the Library District as substitute Librarians. They are being trained to cover shifts in all three libraries. We are very happy to have Erin L., Sean, and Erin K. on board with us!

New fire drill procedures were written and rolled out to staff. Facilities staff helped host a fire drill one morning. Patrons and staff had the building cleared in approximately 2 minutes and 30 seconds which is pretty good for a public building of this size!



### **Programs and Events**

Summer Reading Program has been in full swing. The Programming Team has planned some exciting and fun events for all ages.

We had a very successful teen Crime Scene Investigation program courtesy of Fort Collins Police CSI Detectives Neal Hisam and Tammy Tracy. The 26 teens were fascinated by the PowerPoint presentation about the science behind CSI and by the hands-on portion of the activities where they learned to do fingerprinting and create images of their shoe "treads."

Librarian Sue-Ellen Jones also coordinated a knitting program held at Harmony Library; the owner of My Sister Knits did a beginning knitting program for 32 teens. She did the program and put together a knitting bag for each teen containing wooden knitting needles and a skein of yarn. She brought five employees with her who taught teens how to cast on and do basic knitting and purling stitches. It's fair to say that she kept everyone in stitches.

The Teen IRS meeting was held at Old Town Library with 23 teens in attendance. The meeting was followed by local writer Amy Kathleen Ryan conducting a science fiction writing workshop for teens. Sixteen teens attended this workshop and they learned basic science fiction writing techniques and did science fiction writing exercises and then shared their own writing with everyone else.

Thirty-five teens attended AnimeCon. An anime artist from Denver taught teens basic manga drawing techniques and did an iron artist contest and cosplay contest. We ended the afternoon by showing a movie.

Public Services Librarian Nicole Burchfield held a Dance Party and Grossology 101 programs. The kids loved learning the YMCA song choreography and requested we “do it again!” and they had a blast creating their monster egg shakers. In Grossology 101 we made poop and slime and dirt cups complete with worms in them for a snack. Executive Director Holly Carroll observed and even ate one of the snacks too.

The Summer Reading Program gives us opportunities to share great programming with kids. Early Literacy Librarian Vicky Hays shared science activities with Kindergartners to second-graders and held three STREAM preschool programs (see photo of one young man learning on the mini iPad).

All Old Town Library staff do an exceptional job of promoting and supporting the Summer Reading Program in addition to their other duties with programs including Peek-a-Boo Time, Storytime (which has special challenges as it includes all ages and is held outdoors in Library Park), and Pals Boss responsibilities.

Library Assistant Jewels Hall ran with an idea after Old Town Library Manager took publisher Marvel Comics up on a free offer of 75<sup>th</sup> anniversary Batman promotional freebies. Jewels created a passive program for patrons to have their pictures taken with the Bat Signal and showed Batman movies in the Community Room in addition to creating a Batman/bat trivia hunt throughout the library. One comment from a mother: "It absolutely warmed my heart to watch my son who struggles so much with writing insist on doing this on his own and to completion. At one point, he exclaimed 'I'm going to be so smart about bats and Batman!' Thank you so much for this activity. We loved it, but ran out of time. What a terrific library visit."



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

Old Town Library classified staff will be attending an all-day Touchstone Health Services training called Mental Health First Aid this calendar year. Several staff has attended so far to learn techniques for

working with individuals with mental illness. Jewels said, “it one of the best trainings I've ever attended. Very helpful for my job.”

Several other staff attended trainings sponsored by the City of Fort Collins on preparing for active shooters and community disruptors. Old Town Library Manager Jean Bosch and Circulation Supervisor Holly Bucks plan on bringing in additional speakers to discuss safety- and security-related topics to staff including our front-line staff.

Jean attended the American Library Association annual conference in Las Vegas. She serves on the Library Leadership and Management Association (LLAMA) committee for Buildings, Equipment, and Safety/Safety and Security and attended those meetings and discussion groups. She also was a panelist on a LLAMA preconference on Serving the Homeless in Academic and Public Libraries. Forty-five participants attended the half-day preconference and it lasted an extra hour due to extended interest. Speaking on this close-to-home topic was energizing and it was an honor to represent the staff and District for our hard work.

Jean has also been fulfilling Colorado Public Library Association and Colorado Association of Libraries duties. Jean helped select the eight COPLA-supported program sessions after reviewing the 150 program submissions and has attended several conference planning committee meetings. COPLA is also sponsoring a makerspace workshop in August and Jean has been getting the logistics and speakers prepped for that event. She also serves as the CAL Awards Committee chair; the committee recently met to review the twenty-five award nominations to finalize the slate of winners to submit for approval by the CAL Executive Board in early August.

Sue-Ellen viewed School Library Journal's Summer Teens 2014 webinar. There were author panels talking about romance, graphic novels, sports fiction, and international authors/stories. The keynoter speakers were Matthew Quick, author of the award-winning *Forgive Me, Leonard Peacock* and *Sorta Like a Rock Star*, and Gayle Forman, author of *If I Stay*. She learned some interesting things about how to market teen romance novels and writers in a way that won't embarrass teen readers. The sports webinar was also interesting because some great Carl Deuker and Chris Crutcher sports-themed novels are more of a hard sell these days. These authors suggested talking more about the story and memorable characters and less about the sports aspect. The webinar was very well done although there were some technical difficulties in switching between panelists. Since SLJ does this every year, Sue-Ellen plans to use the collaboration room next year and invite some IRS kids to attend.

In addition, Vicky held an Every Child Ready to Read training for Library Assistant Meg Schiel and Erin Lucero.

### **Outreach and Embedded Staff**

Jean continued her Library Liaison work with Olander School. The school offered a reading enrichment program for 18 students this summer. Jean did storytelling and/or reading aloud to the students twice a week during the four-week session. All 18 children completed the Summer Reading Program. Holly Carroll, Deputy Director Ken Draves, and Council Tree Library Manager Currie Meyer also visited the students and provided support to them as well.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

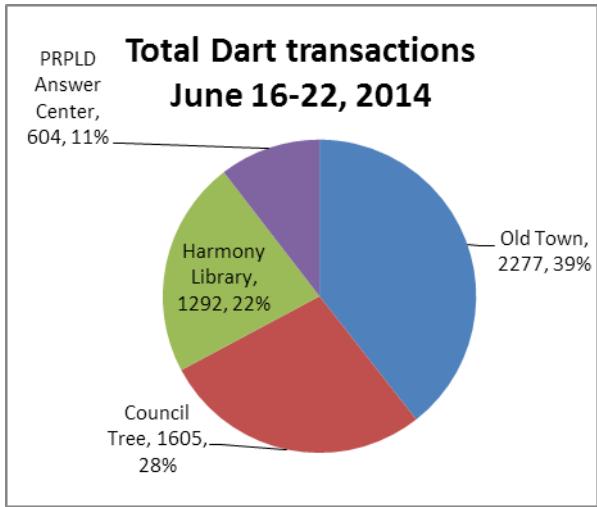
*By Currie Meyer*

### **ULC Webinar, "Building the New Library with Pew Internet Research", June 5**

Along with Jean Bosch and Johanna Ulloa, I attended this Urban Libraries Council 1-hour webinar presented by Lee Rainey of Pew Internet Research. Rainey reviewed the results of Pew's fall 2013 study, which examined how Americans value their local public library. See <http://libraries.pewinternet.org/2013/12/11/libraries-in-communities/> for details of the study.

### **Tornado Evacuation Procedures Reviewed and Practiced**

I led staff through a review of the updated tornado evacuation procedures for CTL during the staff meeting on June 12. After the review, staff practiced the procedures.



### **Dart week, second of three, June 16-22**

I coordinated the District-wide application of the DART reference tracker during the week of June 16-22. Library staff tracked a total of 5,778 transactions during the week. Dart Reference Tracker is a free, web-based tool that provides an electronic system for reporting, tracking and analyzing a library's information transactions. Public desk and circulation staff is asked to track information transactions using Dart for three weeks over the course of a year. Results follow this report.

### **Karla Cribari helped with Minecraft Program**

CTL Library Assistant Karla Cribari learned how to set up, manage and break down a Minecraft computer game

program from OTL Librarian Amy Holzworth at OTL on June 21. Amy, with assistance from Library Systems, members of the programming team, the Tech Heads group, and others, have made this popular Internet-based game available for children and teens via such programs and with dedicated District equipment.



### **Eight chairs reupholstered, July 12-19**

Local upholsterers from the Re-Covery reupholstered eight swing-desk easy chairs during July. The upholstery is a high-wear commercial fabric, and the chairs were covered in a variety of colors, from purple to orange, to match their previous shades.

### **Midyear review of performance objectives**

I met with my eight direct reports in June and July to review progress of performance reviews. All staff is on track to accomplish their goals by the end of the year.

### **Third draft of remodel plans reviewed and approved for cost estimates, July**

Chris Freeland from Aller, Lingle, Massey Architects presented a third draft of architectural plans to me on July 25. Staff including Ken Draves, Carol Gyger and Rob Stansbury have reviewed the plans and provided input toward a final set. The final set of plans will be used to give to general contractors for

cost estimation purposes. Once we have a scope of project's overall costs, we will determine next steps for the project.

**Buyer of Front Range Village property announced July 10**

Melissa Moran, GM of FRV, announced the property has a buyer, and will likely be sold to this buyer soon. The buyer is publicly traded and could not be revealed. I spoke briefly with two buyer's representatives in mid-July, who had a few of questions about the library's use of the property, and wanted to look at electrical and elevator panels.

**Book drop request sent to Safeway management in Denver, July 18**

After both Chase Bank and Target denied our request to place a book drop on their property, I approached the management at Safeway on McMurry and Harmony. I emailed a book drop proposal with photos of a large and a small drop to Safeway's Denver headquarters, and am awaiting a response.

**Circulation Supervisor Chris Cortez attended the Colorado Libraries Circulation Supervisors meeting, July 18, at Boulder Public Library.**

**Currie to Olander Elementary for summer story time, July 30:** Jean Bosch asked me to help with her liaison school, Olander Elementary, this summer. Olander provides an in-school program for below-grade-level readers during the summer. I plan to present a story told in Chinese tangram shapes on July 30, and provide each of the 18 children their own tangram pattern to cut out and manipulate into shapes.

**Children's Librarian Millie Kridler was busy with SRP training and programming in June and July:**



Early June:

Selected theme-based materials for Base Camp to review for fall programs.

Planned and presented five training sessions for SRP volunteers at CTL.

Set up SRP table with brochures for all programs, prize coupons, prize books, volunteer name tags, table top signs and decorations.

Prepared manual for staff and volunteers with SRP information.

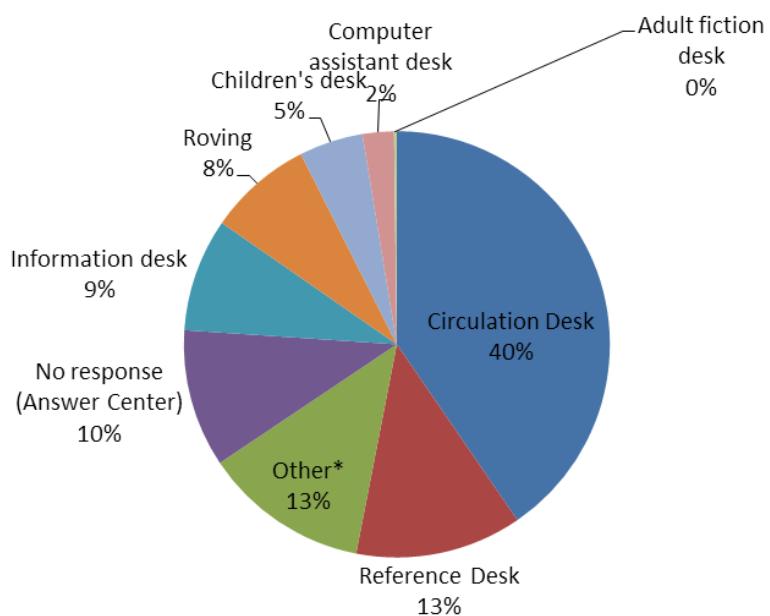
Trained two teams of preteen and teen "Pals" SRP volunteers; arranged materials and prepared crafts for the groups to use with children.

June and July Prepared and implemented four SRP programs:

1. Engineering for 9-11 year olds at OTL on July 1
2. Math for 5-8 year olds at OTL on July 15
3. Recycled crafts for families at CTL on July 3
4. Kitchen science for families at CTL on July 24.

### Dart transactions by specific location

June 16-22, 2014



### Transactions by question type

June 16-22, 2014

■ Procedural ■ Reference ■ Directional ■ Technology ■ Other ■ eMedia

