

# Executive Director's Report

## March 2013

### ADMINISTRATION

*By Holly Carroll*

#### Library Park Landscape Update

Linda Ripley and Daman Holland presented revised design drawings to Ken Draves and Holly Carroll as a result of board comments at the March meeting and staff recommendations. Most of the changes relate to “Annie’s Walk” and how best to represent it. The Annie statue will remain in front of the library and Annie will be depicted as a relief on a boulder at both ends of the walkway. The drawings for the performance area have also been revised and the cement stage area will be further decreased in size to stay aligned the citizen’s initiative intent to protect green space of Library Park. A pre-construction meeting is scheduled for Friday, April 12<sup>th</sup> in the Old Town Library community room at 11:00 a.m. Construction is now set to begin Monday, April 22, 2013.

The Poudre River Library Trust has scheduled a donor recognition event at Old Town Library on Thursday, April 18<sup>th</sup> at 10:30 a.m. Board members will soon receive an invitation in the mail. Donors will be given an update on entry plaza construction and plans for the rest of the park.

#### Outreach Services Manager

I am pleased to announce that Johanna Ulloa has been hired as other Library District’s new Outreach Services Manager. Her first day of employment with us is Monday, April 8<sup>th</sup>. She will attend the board meeting that day so you will have an opportunity to meet her. Johanna is currently working for the Larimer County Department of Human Services where she is a supervisor of the Home Environment Alternative to Residential Treatment program. Other work experience includes working as a bilingual family therapist at the Tennyson Center for children in Denver and a coordinator of parenting classes at Project Pave, a non-profit organization also in Denver. She holds a Master in Psychology from the University of LaSabana, Bogota, Colombia and a Masters in Social Work from CSU.

#### United Way Grant

The Library District just received notice that it is a recipient of a United Way of Larimer County Summer Literacy grant in the amount of \$3,000. Cydney Clink, Interim Outreach Services Manager, submitted the grant application in March. The money will be used to purchase a set of mini-iPads with early literacy apps to be used as part of outreach story times this summer. This will allow our staff to introduce both early literacy and digital literacy skills to parents/childcare providers and their children.

#### Facilities Usage Policy

A revised, and we hope final draft, of the facility usage policy is included in this month’s packet for your review and approval at the board meeting. The policy has gone through numerous revisions and legal reviews and the policy committee and administrative staff is satisfied that this policy better defines acceptable patron behavior in our libraries and provides clear direction for staff to enforce appropriate conduct.

## **COLLECTION MANAGEMENT**

*By Tova Aragon*

We have started a long term project of weeding out the audiobook CDs. We are starting with the adult collections. There has not been a systematic weeding of the audiobooks and we need one because during the remodels both Harmony and Old Town libraries lost shelf space for audiobooks and the collections are getting crowded. Also, circulation was up 3.3% between January 2011 and January 2012. These dates were used to bypass the closures for construction.

We currently do our weeding decisions when an audiobook is reported damaged. If it is a high use item, we clean or replace damaged disks and send the item back out. If circulation is low, we weed the item.

Because of the time commitment to weed the whole collection of 9,000 adult audiobooks, we needed a volunteer with certain skills and time commitment. Recently, a volunteer came available that wanted a project that would utilize her search skills and knowledge of libraries. Becky and Tova produced specific guidelines as to which items would be cleaned and re-cased and which would be weeded. We need to reduce the collection by about 10%. So far, the guidelines are helping us meet that goal by weeding out low circulating items, heavily damaged items and duplicates.

With this project, we expect to produce space to provide display space, make browsing and redistribution easier, and reduce the number of complaints that disks are not working.

## **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 SA to roll out new services
- Working with OrangeBoy for cluster updates and getting ready for new dashboard system.
- Finalizing Summer Reading Graphics and promotions
- Finalized 2012 Annual Report
- Working on new social media promotions and platforms
- Laying out plans for 2013 marketing promotions
- Working on Flash Reading Mob for National Library Week
- Working with local bookstores on “Book Festival” in June
- Rolled out new library blog – “The River’s Mouth”
- Learning how to use WordPress for blogging
- Working with CSU Morgan Library on new library card promotions
- Attended Webinars “Writing Short”, “Pinterest for Business”, “How to Fail a Social Media Marketing”

## OUTREACH SERVICES

*Submitted by Cydney Clink*

Members of the Outreach Services Department are looking forward to the arrival of newly-hired Outreach Services Manager, Johanna Ulloa. We are excited to get to know Johanna and welcome her to our team.

### Elementary School Engagement



In addition to our regularly-scheduled interactions with PSD elementary schools, library staff made some special trips this month: On March 4, Harmony Children’s Librarian, Jennifer Zachman visit Bacon Elementary School’s Early Childhood classroom where she presented a storytime and information on book care and use of the library to 12 preschools and their teachers. On March 7, Council Tree Children’s Librarian, Millie Kridler, visited Timnath Elementary Kindergarten classes (42 students) with library mascot Fisher to help celebrate their annual Read-a-Thon. On March 14, Library Aide, Ludy Rudea was invited to Traut Elementary School to do a Spanish Storytime with

their afterschool Spanish students (see picture left). The attendance was great (68 students), as was the feedback from the staff: *“We are so proud of our Public Library, we love to have the library staff visiting us.”*

### IMAGINANTES

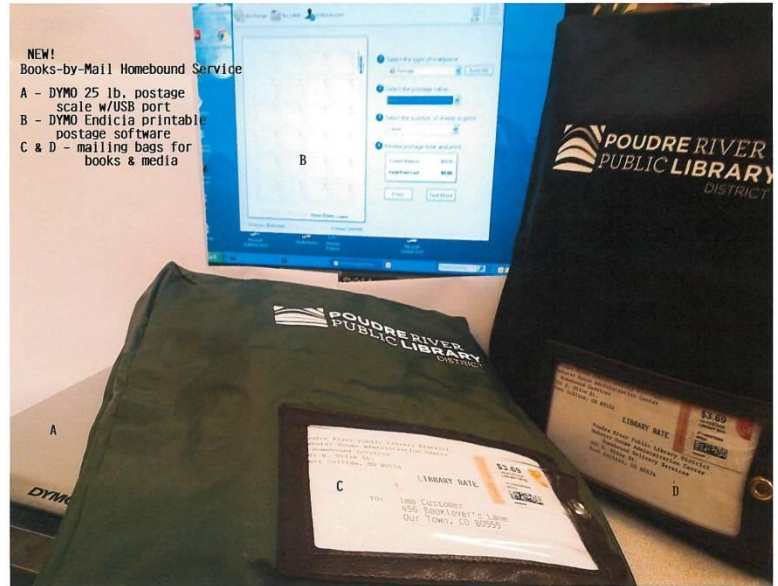
A preview of the upcoming summer IMAGINANTES program was offered on March 18 in the form of a three-hour workshop on March 18 lead by film director Adam Taub. The participants were truly engaged and very excited about what is coming this summer. It was also a great learning experience for the planning committee since it gave us broad perspective of a new area that we are exploring: capturing oral history. This will help us a lot in the planning process to offer another great year of IMAGINANTES. We have also learned that Fort Collins Public Access Network will be helping with the IMAGINANTES workshops this summer. We are looking forward to finalizing the details of this partnership and are excited to have them on board.



## **Volunteer Engagement and Home Bound Books-by-Mail Program**

Barbara Crandall has studied U. S. Postal Service regs to make sure that we are using the "Library Rate" designation correctly. She has also been learning the DYMO Endicia DAZZle and Printable Postage software packages. Fortunately learning can take place in the "first 30 days free" period! The DYMO Endicia tech support has been wonderful and answered many questions through their online blog. See the picture (right) showing the new postage USB scale, two sizes of mailing bags, and the printable postage software on computer screen.

Several new information sheets used by our Books-by-Mail customers have also been developed and enclosed in the mailings to customers.



## **Deposit Libraries**

The agreement for a deposit library collection at Oakbrook II Senior Citizen Community was given to their Service Coordinator so we look forward to setting up monthly bulk delivery of 40 to 50 titles with them in the next month or two. This will allow residents of this facility to enjoy more reading options.

## **Volunteers**

Several volunteers have also been interviewed, oriented, and placed during this month, and Barbara has already begun gearing up for Summer Reading Program volunteer recruitment. Emails will be sent the last week of March to all the 2012 volunteers to give them first chance to sign up as 2013SRP volunteers. Library District information was submitted to the 2013-2014 Volunteer Resource Guide coming out in a few months. United Way has new volunteer opportunity/event software that is also being learned by Barbara. ...and the studying goes on for the CVA Volunteer Administrator credential! Barbara believes that all this studying and learning makes the brain memory more nimble, a great side-effect!

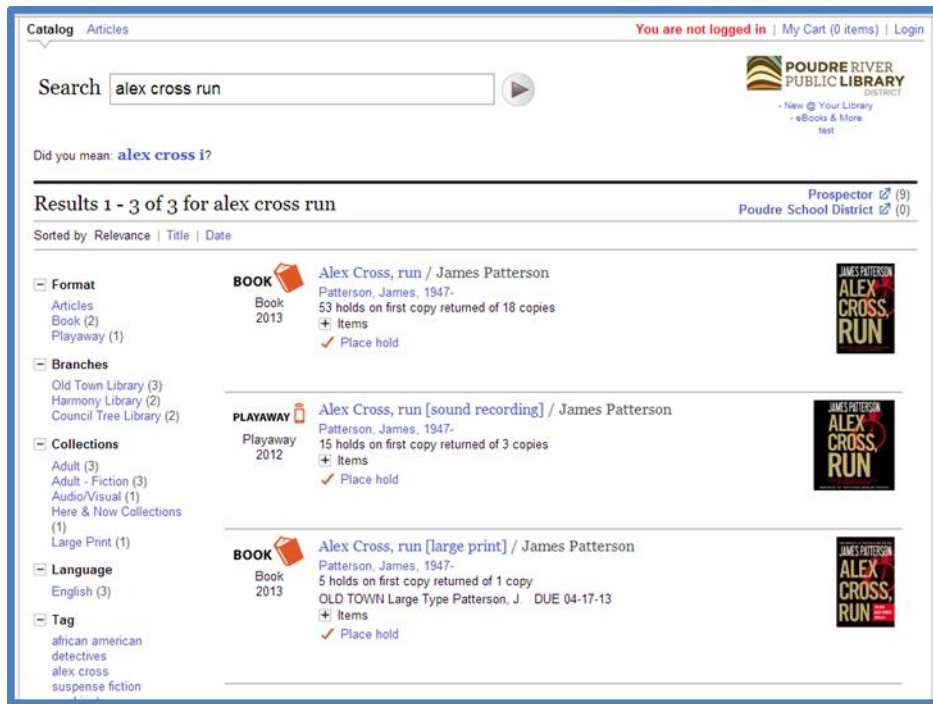
## **SYSTEMS ADMINISTRATION (SA)**

*By Carol Gyger*

Highlights of current projects:

### **Discover**

Victor Zuniga from Systems is working with an enthusiastic group of Library District staff to prepare the new catalog for launch in the near future. A "go live" date will be set as soon as a couple of bugs are fixed by the product vendor, Innovative Interfaces. Everyone is looking forward to the new, more intuitive search features and additional functionality. To get a sneak peak at the catalog go to <http://discover.poudrelibraries.org>. Remember, it is still a little buggy but definitely worth checking out!



### **Windows 7 Upgrades Started**

Nearly all the Library District computers have been running Windows XP for years. It has been a solid, easy to use, and familiar PC operating system for both staff and customers. However, Windows XP is approaching “end of life”. End of Microsoft support for WinXP is April 8, 2014. End of support for Win7 is projected as January 14, 2020, six years down the road!

Starting in March and continuing through the spring and summer, Lingzhen Zhao from the Systems staff will upgrade every PC, staff and public, to Windows 7. Chris Bauman, also from the Systems staff, is touching base with each staff member after their PC is upgraded and answering any questions they might have and is helping them become more comfortable with the new look and feel.

Staff PCs will be upgraded first and then public PCs. It will take several months to finish the project.

### **City IT Services**

The City of Fort Collins is the Library District’s vendor for many IT services related to enterprise level and infrastructure hardware, software. The Library District’s Board of Trustees has asked for an analysis of the charges to make sure they are appropriate for the services provided. Now that the District is six years old, it is a good time to do this. Jeff Barnes and Carol Gyger are currently working on this project along with an enterprise consultant from FRII (Front Range Internet). This is not an in-depth IT assessment. It’s more of a 30,000 foot level look at what City IT does for the Library District and how much it costs us.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Jean Bosch*

### **Tours and Visits**

Hourly librarian Wanda Colbert gave an informal presentation to the Newcomers Alumni Association. They had their meeting in the Community Room and then the NAA Genealogy Group met with Wanda in the Collaboration Room for more specialized information. They loved the rooms and were happy to hear more about the remodel and expansion of the library. Wanda discussed genealogy resources at the library and upcoming and ongoing genealogy programming.

Early Literacy Librarian Vicky Hays met with other early childhood leaders in Northern Colorado to welcome Mary Ann Snyder, the new Director of the Office of Early Childhood of the Colorado Department of Human Services. She was interviewed by a DU graduate student on the use of technology with young children. In addition, Vicky taught an Every Child Ready to Read 2 class at Best Start for Babies and hosted a tour for a CSU class on Creative Experiences for Young Children.

### **Continuing Education**

Library Assistant Sylvia Garcia attended a webinar called "Tech on the Spec(trum): Making Libraries More Accessible for Children with Special Needs". It offered a lot of information and ideas about providing services for people with disabilities, especially youth.

Vicky attended the Rocky Mountain Early Childhood Conference in Denver. She also helped organize a staff meeting with Jennifer Zachman, Millie Kridler and Nicole Burchfield where PRPLD storytime presenters discussed storytimes and their purpose, priorities, and possible future initiatives.

Vicky will be leaving the Learning Organization Team after 2 1/2 years of participation. Library Assistant Zoe Bartz is very excited to accept a role on this team.

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Teen Services**

Updates from Diane Tuccillo:

- We recorded another Bookends show at PSD Channel 10. This time it was me discussing eBooks and eAudiobooks with two teenage boys from IRS (Interesting Readers Society). We talked about various e-readers and also shared details of some great books we had read in these electronic formats.
- We had a lively IRS meeting on March 16th with continuing plans for Bookends shows, teen programming, YA Galley project participation for YALSA, and more.
- Battle of the Bards judging was completed and all finalists and honorable mentions were notified. Plans were underway for the Battle of the Bards poetry reading program on April 24th at which finalists will read their work and the three winners in each category (Adult and Teen) will be announced.
- Article on The Cassandra Project in VOYA was published (April 2013 issue).

## **Digital Literacy and Learning Activities**

Kristen Draper, Digital Literacy Librarian, shares the following list of March activities:

- Went to the CAL legislative meeting for CALLI and then met with Tracy Treece at the Denver Public Library to share ideas on digital literacy/staff training
- Trained CSU library staff on how to use Overdrive for iPad, Kindle and Nook
- Worked on the new Encore/Discovery tool being implemented in April
- Taught Digital Literacy course at Education and Life Training Center
- Started the Tech Guides monthly meetings and held the first staff Overdrive for iPads and tablets training.

## **Programming**

- Harmony in the Round with Colcannon, partnered with FRCC, attendance 290. March 8. Hosted by Melissa Beavers.

## **Services to Area Schools and Homeschoolers**

Jennifer Zachman reports the following March activities:

- Library visit to Bacon Preschool on March 4.
- Taste of Imagination programs by Beth Epley for Spring Break, nine sessions offered over three days, at all libraries. Rave reviews on Beth's programs! At Harmony, Neal and Kathy hosted programs.
- Visiting librarian Ruth Hitchcock from Albany County Public Library (Laramie, WY) came to observe children's storytimes and visit with me about programming in our libraries.
- Storytime Meeting held March 26 at OTL. Vicky, Millie, Nicole, and Jennifer met to plan the storytime meeting for all storytime staff. Jean facilitated the meeting. Currently we're compiling the notes from the meeting to create a more straightforward report, and we plan to meet again as a small group to make recommendations on how to move forward with discussions and the future of storytimes based on the outcomes of the larger meeting already held.

## **Continuing Education**

- Jennifer attended the Tablets training at OTL on March 28.
- Elaine participated in an Ebsco webinar on the Legal Information Reference Center. She will present on the database at upcoming staff meetings.

## **Other Activities:**

Elaine assisted the City Safety & Wellness Team with, and attended, the COFC Supervisor's Annual Breakfast where safety and wellness initiatives are highlighted to City supervisors.

Elaine welcomed Cynthia Langren and Zoe Bartzen as new members of the Learning Organization Team by providing them with background information on learning organizations, previous minutes, goals, etc. as an orientation to our team.

Elaine met with Kathleen Strong from FRCC to review our new assistive technology work station on March 20.

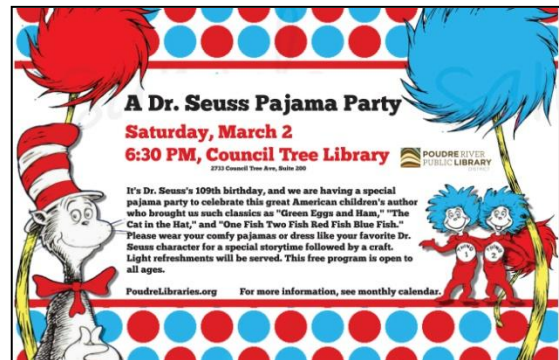
Several Harmony staff members attended presentations by the three outreach services manager finalists.

## COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

### Dr. Seuss Program Crowds Prompt Encore, March 2

Council Tree Library children's librarian Millie Kridler, along with Programming Team member Melissa Beavers, hosted "A Dr. Seuss Pajama Party" program for families on Saturday, March 2 at CTL. Little did they know their program would be so enormously popular! Over 200 people showed up for the evening program, so Millie and Melissa acted fast, and decided to offer a second program to meet demand.



In Melissa's email to me, she said, "The public demand for the Dr. Seuss program held at Council Tree Library on Saturday, March 2 was overwhelming. We hit room capacity (130 people) with ease, and (had to turn away) over a hundred people. To accommodate families and minimize customer complaints, I asked (CT Children's Librarian) Millie Kridler to do a second party. This was a slightly modified but equally entertaining program for about 80 customers that Millie did with great aplomb. A big thank you to Millie for having the endurance to make it through a second program and to (CT Library Assistant) Karen Cagle for being so flexible, staying (an extra hour) to cover the floor." Holly Carroll responded to the report: "Yeah, great job everyone for being adaptable and flexible with such a large crowd on hand!"

### CT Staff Named to District's "Tech Guides" Group, March 5

CT Library Assistants Sara Nesbitt and Karla Cribari have been selected by Digital Literacy Librarian Kristen Draper as members of the newly formed "Tech Guides" work group. The group will be responsible for providing leadership and support to staff as we develop our ever-evolving knowledge and skills within library eMedia services.

### Building Evacuation Drill, March 12

Currie coordinated an evacuation drill for CTL staff before operating hours on March 12. The drill involved about 20 staff members, but no public. Evacuation procedures were discussed, clarified and revised as a result of the drill.

### Climatewise Event, March 14

Currie presented "Our Green Library: Going for Platinum at Poudre Libraries" to about 35 Climatewise members on March 14 at CTL. After the presentation, Green Team member Drew Gaede provided a small-group tour around the library. Melissa Moran, General Manager of Front Range Village, coordinated the event, and also presented information to the group about FRV's environmentally sound practices. From <http://www.fcgov.com/climatewise/about.php> :

*ClimateWise is a free, voluntary City of Fort Collins program dedicated to helping local business and the environment. Through environmental assessments and creative solutions, the City of Fort Collins ClimateWise Team helps businesses tackle modern-day business challenges that impact bottom lines and the quality of life in Fort Collins.*

Poudre Libraries is a Climatewise member.



**Storytime Presenters' Meeting, March 26**

CTL storytime presenters Linda Justice, Karla Cribari, Currie Meyer, and Drew Gaede joined Millie Kridler, Jennifer Zachman and Vicky Hays at a Storytime Presenters' meeting on March 26. The group met to discuss the goals and priorities of story time, as well as suggestions for improvement. There are over 20 District staff that provide regular story programs to children from birth through age 8 (ish), six days per week, at every library, and as provided by Outreach services staff.