

Executive Director's Report

February 2016

ADMINISTRATION

By Holly Carroll

Larimer County Regional TIF Study and City of Fort Collins URA Meeting

February was a busy month for the Larimer County TIF study group and the City of Fort Collins URA. The core study group met February 11 with EPS consultants to review a document listing the indirect benefits and risks of TIF and a revised draft of the direct cost model. The consultants met with special districts on February 26 to further review the two models and to gather additional feedback on both models. The Health District and Library District were the only two special districts in attendance. In early March the latest draft of the TIF report was emailed to the full study group. All city, county and special district representatives will meet at the end of March to comment on this latest draft. The work of the consultants is close to completion.

On February 10 the City of Fort Collins hosted an informational meeting on the revised Urban Renewal authority legislation (SB 1348) and how the City intends to comply with changes in the law. Trustee Gabel and I attended this meeting.

Executive Director Search Committee

Ken Draves and I assisted the Board Search Committee by attending and coordinating the initial Skype interviews of executive search firms, soliciting proposals from three firms and securing a professional services agreement for Bradbury Associates. Dan and Jobeth Bradbury will visit Fort Collins to meet with the board, staff, Friends, Library Trust and other community representatives on March 31 and April 1 to compile information on what the board and community desires in the next Executive Director. I am waiting for further communication from them about specific travel plans before scheduling meeting times. Meeting rooms at the libraries have been booked for this purpose.

White House Library Card Summit Follow-up

On February 11 I met with Mayor Wade Troxell and Poudre School District (PSD) Superintendent Sandra Smyser to brief them on what I learned at the White House Summit. We discussed several options to provide greater access to library resources for students. Dr. Smyser was agreeable to piloting a project with 6th graders or several middle schools next school year and using a similar technology that the Library District employed with CSU. A second meeting was held with PSD IT and media staff on February 24 with Ken Draves and Kristen Draper also in attendance. The PSD staff indicated that they would begin exploring a secure student ID alternative this summer for a fall pilot program.

I also met Bob Adams and John Litel from the Parks and Recreation Department in February to discuss the possible use of City recreation passes as library cards. Carol Gyger had a preliminary discussion with City IT and this idea is still very much in its early stages of discussion. I also toured the new Youth Activity Center at Foothills Mall. The opening of the center has been delayed until later this spring.

Community Broadband

I attended the City Broadband Steering Committee meeting on February 18. A feasibility study has been initiated. The City has contracted with Uptown Services to conduct a survey of businesses, community agencies and residents about current Internet access and future broadband needs. Businesses and organizations were interviewed the week of February 22 and I participated in the interview for the Library District on February 24. As a member of the steering committee I have also been asked to make a guest appearance on the *City at a Glance*

TV cable program where several members of the committee with discuss the Broadband project with City Manager Darin Atteberry. The program will be taped March 10.

Strategic Plan Update

The Leadership team finalized tactics for the strategic plan at its February 1 meeting. Consultant Lauren Trainer reviewed the tactics and recommended steps and evaluation techniques to measure success and achievement. The Leadership team meets on March 10 to determine staff members responsible for various activities and to review the timeline for feasibility.

Other Activities

I attended the monthly meetings of the Poudre River Friends of the Library, Poudre River Library Trust, and Community Development and Block Grant Commission. I participated in the United Way annual visit and evaluation of the Library District as an Impact Partner for School Readiness and the annual City Board and Commission Super Issues Meeting. I also attended the Boys and Girls Clubs of Larimer County fundraising breakfast on February 18 and co-hosted a table for the annual Women Give luncheon on February 25.

COLLECTION DEVELOPMENT

By Tova Aragon

The entertainment DVDs for adults are sorted and shelved into three categories – Entertainment, Foreign and Television Series to facilitate easier browsing. The location in the catalog says Entertainment which can lead to some confusion for customers. The Circulation Supervisors came up with a solution to help. Collections staff added message was into the item line to direct customers to the Foreign and Television Series sections.

Items

Location	Call No.	Status
OLD TOWN Entertainment Video	Lola	DUE 03-06-16 FOREIGN

Items

Location	Call No.	Status
OLD TOWN Entertainment Video	Game	DUE 03-17-16 TELEVISION
OLD TOWN Entertainment Video	Game	IN TRANSIT +1 HOLD TELEVISION

Four new limits to make Spanish collection items more accessible have been setup within our Discovery catalog.

The new options are:

1. Español – No Ficción Adulto
2. Español – Ficción Niño
3. Español – No Ficción Adulto
4. Español – No Ficción Niño

This will help patrons that would like to browse the catalog to see what is available in our Spanish collections. For instance, a customer at Old Town would like to know what is available at Council Tree. Here is how you can use the limits to find out – *pictured at right.*

Search

Catalog **Articles**

Results 1 - 25 of 161 for *

Sorted by Relevance | Date | Title

Current refinements:

- Book x
- Español – Ficción Adulto x
- Council Tree Library x

There have been two changes to the adult music CD collection. We will no longer be purchasing adult music CDs. To meet the demand on the Collections budget, the money spent on music CDs was reallocated to downloadable e-media. The collection will not be eliminated at this time and we will add donations as appropriate.

Here are some statistics that helped with the decision.

- Overall circulation was up 3% from 2014 to 2015
- Circulation of music CDs down 37.8% since 2013.
- Budget for physical items is down 6.7%
- An average of 77% are checked in at any one time
- Use of streaming services are up, sales of physical CDs are down 7.1%

Due to low circulation and space constraints, music CDs will no longer be shelved at Council Tree. Circulation of music CDs at Council Tree is down 49% since 2013. They will be redistributed to Old Town and Harmony libraries. We will be using the space for adult audiobooks. Circulation of audiobooks at Council Tree has not fallen and the collection continually maxes out its space which demonstrates demand in that area of town for audiobooks.

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- Working with OrangeBoy on dashboard and Savannah messaging system.
- Working on new social media promotions and platforms, “The River’s Mouth” updating
- Worked with local media on various stories
- Working with Library Trust PR committee and Board
- Finalizing a Crisis Communication Plan document
- Beginning work on new Strategic Plan Marketing strategies
- Beginning work on Summer Reading “Game On!” marketing
- Beginning work on 2016 Comic Con (August 26, 27 & 28)
- Preparation for hiring new Communications Assistant employee
- Preparing year-end information for 2015 Annual Report, due end of March 2016
- Organizing the “Seed Swap” event on March 5 with The Growing Project
- Organizing the “Kessel Run Family Fun Run/Walk 5K” on May 4 with Comic Con committee

HUMAN RESOURCES OFFICE

By Sabrina Stromnes

HR Manager:

February’s focus has been on providing information and writing job descriptions for the compensation study. Additional items for February:

- Completed a draft of updates and changes to the January 1, 2015 edition of the Human Resources Policy Manual. First Reading will occur at the March 14 Board meeting.
- Launched the Q14 Employee Engagement Survey
 - The survey closes March 4th.
 - Results will be available by the end of March or beginning of April.

- Quarterly Performance Alignment (QPA)
 - Partnered with Tim Athey through the City to develop training for the Leadership Team on the QPA process and general performance management and coaching skills specific to the Library District.
 - The Leadership Team attended two trainings in February.
 - Following the training sessions the Leadership Team used what we learned to help determine the best QPA rating scale for the Library. We opted for a 3-tier scale.

Volunteer Program Manager:

By Serena Robb

- Assisted OTL staff in changing the way we reserve study rooms. This was launched on 2/15, and before that, I was trained in the new reservation method, and I recruited, trained and placed 6 volunteers to help patrons at OTL.
- I worked with the PSD Partnership Center to maintain an account with them to post volunteer opportunities.
- Interviewed 15 volunteer candidates, and placed 11.
- Started planning our April Volunteer Appreciation event; it will be a movie screening for 150 people (volunteers plus 1 guest, plus any staff that works with volunteers, Board, Trustees) at the AMC 6 Theatre on Saturday April 23. Movie TBD. Staff has submitted 25 nominations for volunteer awards.
- For DOVIA, we had a social in Loveland, as well as a presentation of “The 5 Languages of Appreciation in the Work Place”. Attendance at local DOVIA events has at least doubled (to about 15) since the current committee took over about a year ago.
- Prepared for United Way’s Make a Difference month activities in April. We have 2 events (Frida’s Fashion Comes to Life and the Kessel 5K Fun Run). We have one Volunteer Project Leader for which I attended the VPL training.
- I attended presentations by/about: The Impact team, “7 Things You Need to Know about Volunteer Background Checks in 2016”, the Downtown Business Authority, and the City of Ft. Collins Volunteer Services Program.
- I collected data for, and answered questions about volunteer background checks at the February Board meeting.

OUTREACH SERVICES

By Johanna Ulloa

The highlight of the month is the new addition to our mobile makerspace, The Pajama Studio, by Kathie Young de Herrera at Community Life Center. While practicing basic sewing skills, kids learned how to operate a sewing machine and gain the necessary knowledge to make their own pajama bottoms.

This class is another example of library programming that focuses on learning while providing easy access to participants that can’t access the library branches. Kathie takes all the necessary items to the site, including six sewing machines, ironing board, etc.





Outreach Core

The program Pelicano between McGraw Elementary and Colegio Británico de Tehuacan in Mexico continues to provide opportunities on increasing cultural awareness for children.



Ludy Rueda presented a mini digital storytime and the students in Mexico were extremely excited to try a digital way to read. They also learned about the weather in Fort Collins and they were thrilled to see the snow on the ground. McGraw Elementary School sent a video to Colegio Britanico and the students were very excited at their first Skype session.



We covered Putnam’s Literacy Night – Kathie Young de Herrera made library cards and shared information about the library. At Timnath’s Elementary Parent Class, Kathie instructed parents on how to engage children with literacy and provide multiple examples in Spanish and English. Kathie repeated this presentation at Laurel Elementary.

World Language Storytime in Russian was successful; we had a great attendance. Our volunteers took ownership of the program and they delivered a high quality storytime. The attendees expressed their gratitude for having a space to connect and also for the great collection of Russian

Children’s books that is now part of the district. We would like to thank all the efforts of Marian Sawyer, who is always working closely with our department in order to satisfy the needs of our community.

Rincón de Cuentos at Community Life Center has been an amazing site to observe the impact of our storytimes in the children’s behaviors. The improvement in the kid’s behavior has been impressive, taking in consideration that a few months ago the kids did not know how to conduct themselves during storytime. The children are all in different developmental stages, have diverse backgrounds, and some of them do not speak English. Parents explained that for some kids this was their first group experience outside their home, so their participation was

sporadic, their attention fleeting, and their behavior was very disruptive. After providing storytime for a while, reinforcing and modeling appropriate behaviors the scenario is quite different now. Nowadays the kids are excited to see us there, they sing along, answer questions, participate on their own, and truly listen to the stories. Karol de Rueda has become a welcoming presence for the kids.

We are going to a new location! We have been invited by *the Cache la Poudre Elementary School* Spanish teacher to provide storytime with her four classes; two groups of Kindergarten and two more of 1st grade where kids are learning Spanish. The kids have had very little experience with Spanish so the storytimes had to be bilingual.

All Things Computers

Putnam Elementary School

We started Basics Computer Classes at Putnam Elementary. This school has a high percentage of Latino parents that benefit from computer literacy in Spanish. We faced some problems such as care for children, availability of computer lab and even compatibility with software and operating system. Fortunately we figured all of those things out and the classes are now taking place on Wednesday nights.

Although we tried to provide computer classes at Linton Elementary it was not possible. Due to their location and their security, it was not possible to connect the computers and access internet. We asked attendees if they will go to the classes if offer at Harmony Mobile Homes and they say yes. We will now provide the classes at this new location.

Community Corrections

While connectivity can also be an issue in this location at times, more or less we have a working internet signal at Corrections. An inmate celebrated with Karol de Rueda that she has found a home during the class! Another lady was excited to find out she can actually do research over the internet, and that's all she wants to do now.

Online Job Search

Karol de Rueda finished helping at Old Town with job search online. They don't have access to computers nor did they have a resume or email. Now they do and hoped they get a job soon.

Karol de Rueda is the new member of the Media Mentors Team

Community Connections

We are working with Colorado State University to provide activities for Cesar Chavez Celebration. This year we will host a matinee about Cesar Chavez at the Lyric Cinema Café open to the community.

The Impact Team finished the facilitation of storytime's logic model. We are working on creating a clear and consistent way of keeping stats related to programming. We finished visiting all branches and explaining our role related to program and services evaluation. The Impact Team has been invited to present the annual Research Institute for Public Libraries to present at the annual conference on ways to evaluate library programs.

Johanna Ulloa, Jean Bosch and Brendan Haggerty continue to implement new ways to track the impact of having an MSW at the library. We have many different projects that Brendan can help with but now we are focusing on the provision of walk-ins hours for patrons, homelessness connections, and referrals. Johanna Ulloa and Brendan Haggerty visited the exhibition at Colorado History Museum to gather ideas from the current exhibition Homelessness in Colorado. Sylvia Garcia and Erin Kirchoefer are also involved in this project.

Johanna and Ludy Rueda presented at the Rocky Mountain Early Childhood Conference which is one of the nation's premier forums for advocating and advancing early childhood education. This conference brought

together a broad array of stakeholders, early childhood practitioners, business leaders, and policymakers, for premium presentations on the extensive range of topics that impact early care and education. Our talk “*Children Discover Diversity and Digital Citizenship through Literacy*” focused on the impact on child’s view of diversity through literacy. We also explored different ways to add digital citizenship skills through literacy programs and we shared different ways to introduce diversity and digital literacy into storytimes.

Johanna Ulloa attended Human Relations Commissions, the Boards and Commission SUPER meeting, Boys and Girls Youth Success Breakfast, United Way Impact team for Youth Success, and Vida Sana. Johanna Ulloa met with Director of Language, Culture and Equity, John McKay, to discuss library services and possible partnerships.

We were invited Bev Thurber, Executive Director of Early Childhood Council of Larimer County, to participate in the kickoff of LEAP, a new initiative funded by the County under County’s Objective 3, to address support for social emotional development for children in our county. Executive Director Carroll has designated Johanna Ulloa as the library staff to lead the new initiative within the library. The kickoff was also the beginning of their community strengths and gap analysis where Johanna Ulloa and Vicky Hays participated.

Sylvia Garcia coordinated the first free law clinic at Old Town Library and it was really successful. Participants were very happy with the experience. Brendan Haggerty, who had office hours right next door, stopped by periodically in case a stressed out individual needed help before or after their law appointment.

Sylvia Garcia attended the Senior Issues Meeting hosted by Linda Rumney, Director of the Larimer County Office on Aging and Representative Joanne Ginal. She also contacted and attended the Dementia Friendly Communities of Northern Colorado presentation/training for Old Town Library staff. Several who attended commented that they found the information very helpful.

Larimer County received the designation of an AARP Age-Friendly Community and Sylvia Garcia attended the celebration. She also attended the panel presentation by PFLAG with high school and college students related to LGBTQ topics.

SYSTEMS ADMINISTRATION

By Carol Gyger

Project updates:

Sierra system upgrade – The District’s integrated library system, Sierra, was successfully upgraded in early February. The Sierra system is used for circulation, cataloging, acquisitions, and various other library functions. Victor Zuniga, Sierra systems administrator, coordinated and oversaw the upgrade. The Sierra system is updated about twice a year for bug fixes and additional functionality.

Help Desk System replacement – The replacement system for our internal help desk system is currently in beta testing. The Implementation Team (Tova Aragon, Kristen Draper, Holly Bucks, Gabe Johnson, and Peggy, Carol and Victor) are busy testing the system and making recommendations for tweaks. The target launch date is early May. – Carol Gyger, Peggy Shaughnessy, Victor Zuniga

Study Room Reservation System – A new study room reservation system is up and running at Old Town Library. This system replaces the paper and pencil method that has been in use for several years. Customers can book study rooms online up to two weeks in advance. At this time, this is only for Study Rooms on the 2nd floor of Old Town Library. – Carol, Peggy and others

Impact Team – The Impact Team finished up with its Awareness Campaign – presentations at all 4 District buildings on the purpose and work-to-date of this team. (This team is works with various staff groups to plan and evaluate programs and services.) The Team has just begun working on a new project – creating a logic

model/program plan for the Summer Reading Challenge. Team members for this project are Jennifer Zachman, Jenny Thurman, Johanna Ulloa, Nicole Burchfield, Tova and Carol.

Easier to search for Spanish materials – As mentioned in Tova Aragon’s Collection Development report above, you can now refine your search by more specific categories of Spanish materials. In the past, there was only one grouping for Spanish. Now there are four! Big thanks to Victor Zuniga and Tova Aragon for making this happen.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Poudre School District Elementary Media Specialists’ Meeting

CTL children’s and teen services librarian Jenny Thurman attended PSD’s monthly elementary media specialists’ meeting on February 17. She introduced herself to the group as the new to the community, and presented information on extending student learning through library programs.

“Field Trip” to Clearview Public Library

Jenny and I visited with Outreach and Youth Services Manager Ally Garcia at the Clearview PL on Feb 23. In January, a customer suggested we increase our after school programming for children, and to consider Clearview’s model. Clearview is steps from Mountain View Elementary School, which serves grades 3-5. When school ends, dozens of children use the library until caregivers come to retrieve them. There is no after school programming offered at the school. Ally said the impact of these children was difficult for library staff to manage, as the children caused noise and often behaved inappropriately. The solution to the problem was to offer engaging programming for the children after school. Current programs include Lego building, crafts, and science and tech activities. We observed the Lego program, and then Ally gave us a tour of the library.

Update on Otto

Circulation manager Chris Cortez provided an update of CTL’s automated material handler system, “Otto”, which was installed in December: “Otto is doing a great job and definitely considered part of the crew. Although he has had some roller issues of late that have slightly affected his performance, Ken from 3M is working on getting the roller replaced and getting him back to tip top shape.”

Preschoolers Tour CTL

195 children, teachers and parents from local preschools enjoyed a tour along with a special storytime at CTL in February. Jenny reports: “Our Savior’s Lutheran Preschool visited on Thursday the 18th and Friday the 19th. There were 20 kids, teachers, and parents on both days. Little Lambs Preschool visited on the Thursday the 25th and the Friday the 26th. There were 45 kids, teachers, and parents on the first day and 50 on the second day. I took both groups on a tour of the library, and both groups also had a story time. (Linda did some of the storytimes for the Little Lambs Preschool.) Everyone was very impressed by Otto!”

Jenny Attended a Webinar on Summer Learning

On Feb 23, Jenny, along with a few other PRPLD staff, attended the webinar, “Libraries + Schools – Partnering to Produce Effective Summer Learning Programs” provided by the Urban Libraries Council. The webinar highlighted school /library programs at [Virginia Beach Public Library](#) and [Broward County Library](#). The webinar showed how these libraries “are partnering with their local schools and school systems to address the challenge of summer learning loss by maximizing summer opportunities for youth.”

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Safety, Security and Preparedness at Harmony and on Campus

Along with staff from across FRCC-Larimer Campus, Harmony staff members are participating in building and campus emergency response and preparedness trainings. FRCC Public Safety staff members are attending Harmony's March staff meeting and helping staff to prepare for a campus-wide lockdown drill in April. Annie Fox, Public Safety staff and Ken have evaluated the physical spaces at Harmony to determine the best and safest areas for staff and public to shelter in place during a lockdown situation. We are working with Campus Communications staff as well to be sure we provide ample notification prior to and the day of the lockdown drill.

We have also reviewed how to respond to a fire drill or fire alarm, with focus on what to do if a storytime or program is in session.

Busy Spring!

The Mount Antero building on campus continues to undergo significant renovations, and some study and gathering spaces for students, faculty and staff are currently unavailable. Perhaps in part because of ongoing construction, Harmony is as full of people as we have ever seen it, studying, working together in groups, using our robust wireless service, research databases, and public computers, and printing, copying, and asking questions at reference and circulation. It is wonderful to be in a vibrant, busy library serving all of our diverse patrons.

School Library Journal article

Diane Tuccillo, who frequently publishes articles in national, professional publications such as *VOYA*, has an article providing brief reviews of recommended books related to fitness, wellness and sports for young readers in the March 2016 issue of *School Library Journal*.

Reported by Jennifer Zachman:

- 1) Storytime logic model nearing completion. Vicky is working with Holly for final revisions before rolling out to staff.
- 2) Presented in-house storytimes; off-site storytimes at Johnson Preschool
- 3) Attended building monitor training held on campus and presented by FRCC security
- 4) Hosted library visit for TPAAK 2nd grade classes
- 5) Began Summer Reading Challenge Logic Model planning. Sent out literature review assignments.

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Public Services Librarian Nicole Burchfield had about 20 adults attend Ugly Craft Night at Dungeons and Drafts. The group made Anti-Valentine's Day cards.



Nicole also had about 20 kids attend the Gathering of Warrior Cats (based on the popular juvenile book series by Erin Hunter) at Council Tree Library. Below is a photo of several attendees creating their mice and eating them.



Librarian Amy Holzworth brought STREAM activities into her preschool storytimes for Harmony and Old Town Libraries in a unique manner. Her theme was “Around the Pond”, so in addition to stories, songs, flannelboards, and our usual educational fun based on a theme, Amy borrowed a special guest for the children and families to meet – Gamora (a snapping turtle on loan from the Poudre High School Biology department).



In partnership with PSD’s Early Childhood program, Vicky provided a tour and storytime at Council Tree Library with their Early Head Start’s Parent and Child Together program.

Outreach and Embedded Staff

Early Literacy Librarian Vicky Hays presented Media Mentorship for Families and Caregivers at one of the local MOPS (Mothers of Preschoolers) group meetings and at the Rocky Mountain Early Childhood Conference this month. One of the key messages that both groups seemed to appreciate was on the importance of joint engagement – children and caregivers working together on digital media.

Continuing Education and Learning Opportunities

Nicole attended a webinar titled “20 Subjects in 90 Minutes: Themed Programs for Adults” and got a lot of ideas for working with both adults and teens.

Miscellaneous

The Study Room Sign-Up Implementation work group has met for several weeks to select and implement a digital solution to study room sign-ups for patrons to will make it a more streamlined, user-friendly process that will also allow us to gather usage data. The final product using room scheduling software called Evanced rolled out mid-month and has been tweaked a little. Users seem pleased with the changes to the process and the accessibility it gives to the rooms.

Vicky facilitated four staff trainings presented by Digital Literacy Librarian Kristen Draper and Web Application Developer Peggy Shaughnessy on the new room reservation system for Old Town’s study rooms. Vicky also held one-on-one trainings for staff who could not attend one of the group meetings. Over thirty public desk staff and computer assistants were trained.

Vicky, Children’s Librarian Jennifer Zachman, and Library Assistant Karla Cribari worked with the Impact Team of Outreach Manager Johanna Ulloa, Systems Administration Manager Carol Gyger, and Collections Manager Tova Aragon in researching and developing three age-based logic models for in-house storytimes. After months of work, the models were presented to the library director for review and planning for future implementation.

Courtney Hensel was welcomed to the substitute hourly Librarian staff. Her training for the position started at Council Tree Library.

Interviews with three vendors for the Security Services contract at Old Town Library, Library Park, and Webster House occurred mid-month. The committee is reviewing options and will make a decision very soon.

Old Town Library is hosting another Xcel Energy educational kiosk to help inform visitors of ways to save energy and resources.