

Director's Report May 2008

ADMINISTRATION

Wellington Annexation Issue

No new developments since my last report.

Community Contacts

The meeting between Timnath Town Manager, Mayor, Mike Liggett and I was canceled by staff at Timnath with a request to reschedule sometime in the future. In the meantime, Paula and I met with the PIO of Timnath, Kyle Boyd. We discussed some ways the Library District can provide more information about our services and how to access them to Timnath residents. We were invited to include information in their town newsletter about the District's services: family storytimes at Austin's, the webpage they can use for updates on the branch construction, on-line services that can be accessed using their FCRLD card, etc. We also met with a number of their staff to talk about their plans for Timnath's growth, our interest in being more visible at community events they might have and the possibility of a future book drop.

Trustees Bodenhamer and Kalkowski and I met with City Manager Darin Atteberry on Friday May 23 to discuss a variety of subjects. Trustee Bodenhamer presented the District's interest in continuing the impact fees, reported the progress on the SE Branch and explained the Board's work on strategic planning and facilities planning. Trustee Bodenhamer will report more fully at the Library District Board of Trustees meeting on June 2.

I attended a presentation at the County Commissioners study session about their new website for business development. Our business librarian, Anne Macdonald, has been working collaboratively with county staff and other community business innovators to support economic development via library and community resources.

Southeast Branch

Bayer submitted the first billing for their work on the branch to the City. We received a copy of the itemized statement from the City Project Manager, Steve Seefeld, listing the charges on the invoice. The contract to pay for their work on branch construction totals currently \$2,336,039 and our prior records indicated it would be \$2,219,176. Jeff is looking into the discrepancy. The first payment due is \$584,597.

Steve Seefeld also notified us that the Tenant Finish Bid package is out. If all goes as planned, the schedule to select the vendors and begin the work will be as presented below. The bottom line is that we could be able to move into the branch by mid-January if we have no setbacks due to weather or unforeseen construction issues. The Library project team has been working steadily to make sure we will be ready whenever this actually occurs.

Tenant Finish Bid Process Timeline:

With the exception of the date contracts will be available and the pre-bid conference, the dates below are subject to change dependant on whether amendments are made to the initial bid documents, following pre-bid conference and any other requests for clarification from potential contractors.

Date Contracts will be available: May 21, 2008

Date of Pre-Bid Conference: May 28, 2008, 10 AM FRV Site

Bid Opening: June 11, 2008, 3 PM (Note: bids are sealed until opening)

Award Date: End of June 2008

Authorized Start: Beginning of July 2008 (Note: authorized start does not represent the initiation of work, which will commence once an order to proceed is issued. Current anticipated notice to proceed is September 12.)

Furniture, Fixtures & Equipment (FF&E) Package:

We expect the FF&E bid to go out within the next month. We don't have a finalized timeline from Steve, but anticipate one shortly.

Staffing:

We're finalizing the staffing plan and expect to begin posting some positions by the end of the summer.

Facilities Planning

I sent a letter explaining the Board's interest in working with a consultant to identify what library facilities are needed to serve our expanded service area. I asked them to send me a proposal about how they would conduct a facilities planning study and what they would charge for their services. At the last Board meeting it was decided to invite those whose proposals are of interest to come to the Board to present their ideas prior to deciding whether to hire one of them.

PFR (Planning for Results)

Many hours of staff time have been invested in this phase of the process. A report to the Community Planning Group will be presented at 2 pm, prior to your Library Board of Trustees meeting on June 2 and will be provided at your 4 pm meeting. We have refined the measurement tools we will use to evaluate our success in achieving the 10 goals that were selected. Most libraries select 3 to 5 so we have a complex process. We have identified the activities that we believe will be most impactful and the resources we need to achieve them. The limitations caused by a shortage of space have been mentioned frequently by staff when discussing our options.

Library Director's Retreat

I attended a two day retreat that is held annually for the state's library directors. It is a great time to learn about the innovations of other libraries and the problems as well. This year we discussed the possibility of developing a shared library catalog software system statewide. Some libraries, like Weld, have huge investments in software that will no longer receive vendor support after 2010. We were fortunate to migrate away from that system to Ill (Innovative Interfaces, Inc.) a number of years ago. Although it seemed extreme to change so radically at the time and it was a major resource investment of staff and money, it has been a great decision for the well-being of our ability to serve our customers. Our Ill is used by CSU and Poudre School District and it is very easy for our community to go from one library catalog to another.

We discussed many of the issues we face: the overlying concern of censorship, how to deliver services in the rural areas, how to get additional grants for construction and remodeling and much more. The state librarian, the president of BCR and the Director of CLIC (service providers for libraries) updated the group on their areas of service.

COMMUNICATIONS

The Communications Office has finalized the following projects:

- Facilitated Planning for Results (PFR) meeting for Library Management Team's input on Goals and Objectives
- Facilitated three staff meetings to finalize "Activities" for PFR
- Coordinated library news column for the *Fort Collins Forum*
- Continued coordination with Bayer Marketing Manager for marketing efforts
- Coordinated final Planning For Results Community Committee meeting

- Met with Kyle Boyd, Timnath Public Information Officer to facilitate information in monthly newsletter
- Updated website weekly
- Coordinated new quarterly column for *Larimer Living Magazine*
- Implemented advertising plan for Summer Reading Programs
- Sent out 11 press releases and made 5 media follow up calls
- Created May programming calendar media and e-mail releases
- Monthly meetings with the Board's Communications Committee (a.k.a. Com-Com)
 - Subjects discussed:
 - Larimer Living Magazine
 - Outreach schedule for Board of Trustee Members
 - Community input projects for new branch
 - Community input efforts for District and Branch naming

The following projects have been started:

- Facilitating content for new web pages for Library on Council Tree Avenue
- Annie Walk planning – currently have five community members on committee including Friends of the Library Chair Jeanne Pemberton
 - Logo done, advertising and planning schedule put together, vendor solicitation out, registration finalized
- Implemented internal Communications Team meetings with Children's and adult Programming Librarians
- Strategizing fundraising efforts with the Library Trust, will be giving an overview at the Trust's June meeting

CIRCULATION SERVICES

The RFID retro-conversion is rapidly nearing an end and all accounts indicate by the time you read this the team will be DONE! The team, lead by Chris Cortez, Holly Doyle and Angela James, blasted which is about 2 weeks behind the original schedule and 2 weeks ahead of the revised schedule.

The team stressed quality work throughout the project and more than achieved their goal. In 15 weeks they tagged over 300,000 items, averaging between 22,000 and 25,000 items weekly.

After a holiday closure we always see record setting days, and May 27 was no exception to past performance. Between Main and Harmony 16,536 items moved through Circulation! A total of 8,066 items were checked out and 8,470 items were checked in. The amazing thing is that there was only a 52 item difference between what Main processed as opposed to what Harmony processed! A further example of the split in the day -- Main worked 369 paging slips to Harmony's 371. Overall the day saw 57% of all items checked out through self-check. All in all a downright busy day for Circulation...Shelving will have their day on the 28th as they reshelve those 8,470 items that were returned!

Nancy Osbahr, Inter Library Loan (ILL) Coordinator, attended the Colorado ILL Conference in Denver the first weekend in May. Nancy was surprised to learn that this conference attracts ILL folks from all over the country as it is viewed as one of the best ILL Conferences! Nancy had the opportunity to meet and network with folks she works with via phone calls and emails. She was very impressed with the conference and the materials presented.

All of the Work Study Students we had this past school year have worked their final shifts and are gone for the summer. We had some wonderful students at both libraries this past year and we look forward to the return of many of them returning in the fall.

CHILDREN'S SERVICES

May is a transition month in the Children's Services area. We move from planning and promoting the Summer Reading Program (SRP) to actually registering the kids. On May 13, a potluck breakfast was held to celebrate SRP, followed by a general training session for staff and volunteers for all three SRPs; kids, teens, and adults. Meanwhile, Children's staff headed out this month to elementary schools where they presented a brief puppet show and Annie the Railroad Dog appearance promoting the SRP. Just before SRP registration started on Wednesday, May 14, we took time to get across the theme of "Catch the Reading Bug" by decorating with inflated bugs hung from high and butterfly hatching stations. As a result, children entering the Library are immediately a-buzz about wanting to sign up. (Sorry, couldn't resist.) At the time of this writing, almost 2,000 children have already signed up-and school isn't even out yet!

Once again we filled all available slots for Library Pals and Puppet Pals volunteer programs and had to turn away approximately a dozen kids. The relationship we develop with Pals is long-lasting and we end up inviting the Pals back for volunteering throughout the year. As we come across newspaper articles about how these young people are successful in school and around the community, we glow with pride. For example, staff member Giny McConathy attended Poudre High School's International Baccalaureate (IB) graduation where three former Pals graduated with honors and Martha Miller, who was a Pal for three summers, was chosen to be a youth ambassador to Germany.

This month we welcomed Irene Romsa to our staff as our new Bilingual Library Assistant. She shared with us that she was born in Guatemala to a Guatemalan father and Chinese mother and that she has a long history of working with nonprofits. Irene is fluent in English, Spanish and French. She has already started working on a multicultural program to take to underserved areas in the community this summer, and has teamed with Adult Services Bilingual Library Assistant Jimena Pena to learn about the different community contacts she will be working with.

We finished up school-year programming with two weekends' worth of Faerie Parties enjoyed by over 200 children and their parents. These programs were aimed at children who love fairy and magic-related books. Especially fun for all was the fact that young participants were encouraged to come dressed in fairy attire. It was a sight to behold--all those fairy wings and fairy slippers!

At the request of Friends of the Library (FOL) President Terri Sullivan, Lu Benke presented the FOL with a list of possible contributions for the new branch library. The list focused on items not covered under the branch building budget, including such things as an interactive literacy center, an audio-visual podium for the community room, and sound cones for the Teen area.

REFERENCE AND ADULT SERVICES

The Summer Reading Program is in full swing. Registration opened on May 14th and registration for the Adult program is already at 541, over a third of last year's total. (200 at Main, 258 at Harmony, 83 Online)

Over the last couple of months, Lu and I have been negotiating with the fire department about the Ben Delatour room capacity. They were reevaluating the capacity due to a patron complaint because we were turning people away from programs using the posted room capacity. Unfortunately, the number allowed then went from 91 to 80 occupants which meant would be turning even more

people away from programs. After several negotiations with the fire department, Lu and I have some good news to announce. The inspector was willing to review photographs of programs and come to the library to inspect how we set up the room. The room capacity for the Ben Delatour room was reevaluated and set for 130 without chairs, 90 with chairs set up auditorium style and 60 with tables and chairs. We were able to come to a mutual agreement on what works for our programs and meets the safety standards.

On May 9th, we were honored to host the quarterly meeting of the Colorado Chapter of REFORMA. REFORMA'S mission is to improve the full spectrum of information services for Latinos, Hispanics, and Spanish-speaking persons in the United States. Jimena, Adult Outreach Coordinator, presented a slideshow on the various outreach programs we provide to the Latino community. Jimena also shared the information with the REFORMA listserv and a library in Ohio.

Traditionally, statistics for programming are broken down by age group, children, teens and adult. The majority of our programs fall neatly into age groups. The Programming Team is working on a procedure to monitor those that draw from across age groups. The Team named them 'Community Programs'. Community programs draw families with or without children, adults and teens. The Raptor programs are an example. This long running series is aimed at an adult audience and hosted by the adult programmers. The audience fluctuates. Sometimes the audience is predominately adults and other times, it is predominately children. Large events such as, Day of the Dead, Asian Fest, the Annie Walk and Pet Festival and the Victorian Afternoon in the Park are other examples. Staff from across departments, produce the programs and they appeal to community members of all ages. The team is using information gathered from other libraries and the Planning for Results report to finalize a procedure.

SYSTEMS ADMINISTRATION

Radio Frequency Identification (RFID) retro-conversion is nearly a wrap -- and ahead of schedule by about a month! By early June all items on shelves -- including books, media and periodicals -- will have an RFID tag! There will still be tagging going on for a bit -- all items circulating that have not been tagged will be processed when they're returned.

As a small show of appreciation, the Library Management Team signed more than 50 thank-you cards for all staff involved in weeding and retro-conversion in association with the RFID project. Carson hand-wrote the message on each one -- although his handwriting borders on the illegible, we hope it shows a deep and sincere appreciation for the excellent work staff have given the RFID effort. The message read: "Together your hands have touched more than 360,000 items as part of our RFID project. Please accept our gratitude for your outstanding contribution."

Next on the RFID schedule is the construction of staff machines and all-new self-check machines. Carol, Ling, Chris and Carson will spend much time on those machines during the month of June and beyond.

Carol and Peggy are back from a very productive IUG conference, but due to other travel and work haven't had a chance to put together a report! Please look for their thought in the next director's report.

SA staffers Ling Zhao and Pamm Clements participated in the Planning for Results process by attending a half-day meeting devoted to staff work to identify how we're currently serving library patrons, and to brainstorm new approaches for the future.

Carson participated by invitation in a small American Library Association meeting in Chicago hosted by the Office of Information Technology Policy to answer a question that on the surface seems

simple, but a definitive answer remains elusive: How much bandwidth (including Internet access and other needs) does a library need? It was an exhilarating work session over 2 1/2 days, breaking new ground in trying to create metrics to measure something that is ever-changing. Carson would love to discuss the meeting with anyone who is interested, but one observation from the meeting is how fortunate FCRLD is with its robust connectivity. Our libraries are in the rare position of not feeling the bandwidth pinch faced by most others.

HARMONY LIBRARY

Facilities

After 10+ years, the blinds in the Community Room have worn out to the point that they require excessive repairs to maintain working order. This summer, the College will replace the current blinds that do not have the pull cords that seem to lead to most of our problems. This equipment will be paid for by the fines and fees replacement fund held by the college.

Teen Services (Main and Harmony)

Programming:

- Our Teen Services Librarians have been busy getting the word out about our summer offerings for Teens to local schools. Between them, our librarians provided school visits and summer reading book talks to 6th graders at Eyestone, Tavelli, Bacon, Olander, Cache La Poudre, Johnson, Bauder, and Beattie Elementary schools and Kinard Junior High, all in PSD.
- An IRS meeting at Main Library was held on May 3 with the Creative Writing Club at Main with well regarded local author Laura Resau
- Teen-to-Teen book discussion is scheduled for May 28.

Meetings:

Both of our Teen Services Librarians attended the C'YAAL (Colorado Young Adult Advocates in Libraries) meeting in Parker. C'YAAL is a statewide group of teen librarians that works to coordinate efforts and share ideas. Topics discussed included creative writing clubs for teens, and the possibility of creating teen book discussion kits that libraries could share through Prospector or another statewide interlibrary loan system.

Spaces:

Based on suggestions from our teen advisory group, and working in concert with the College, Harmony will enlarge its teen area and replace the current furnishings to create a more inviting and dynamic space.