

Director's Report

January 2009

ADMINISTRATION

Council Tree Update

There are a great many staff members working on various fronts to see that Council Tree Library opens successfully and on time. Technical Services is busy processing materials. Our SA staff members are coordinating efforts to insure we have computers, telephones and connectivity. Becky Sheller, Tova Aragon and others are seeing that the collections are delivered and organized. Many staff members are working to insure that our new hires get the best and most thorough training possible. And the list goes on. My gratitude goes out to our dedicated staff for their efforts.

Building

Construction of the branch is nearly finished. Completion of the tenant finish work by Heath Construction has been delayed by a couple of weeks primarily due to the elevators. Some components left outside the worksite were apparently stolen and replacements had to be shipped from Canada. Furniture and shelving are arriving nonetheless and the overall project schedule should be unaffected. The Opening Day Collection materials are on schedule for delivery in mid-late February. Exterior signage is going up in the next two or three weeks. Rob Stansbury is coordinating keying with the City so that new and existing staff have access to the worksite.

Progress on LEED Gold certification is progressing well. Because of the way the review process is structured we will not know our final LEED status until some time after we open. There is a reasonable chance that the branch project may accumulate enough points for a LEED Platinum certification. As I understand it from Chris Freeland, project architect with Aller-Lingle-Massey, Council Tree would be the second LEED Platinum CI (commercial interiors) building in Colorado and the first Library Platinum CI in the USA. In fact we would be the 13th Platinum LEED CI in the country.

There is one other library that has reached Platinum as a LEED NC 2.0 (new construction) - NC is where you do the whole building not just a tenant finish. The library is the Lake View Terrace Branch in LA - 2003.

Staffing

Classified staff began work on January 26. In addition to several weeks of training and orientation new staff will help with processing and arranging new branch materials.

Purchase and Sale Agreements for Main Library and Library Park

Closing on the purchase and sale of the Main Library and Library Park is scheduled to take place on January 30.

BOT Vacancy Process

Ginny Sawyer, Neighborhood Administrator with Neighborhood Services, is now coordinating the process. The selection committee is comprised of Ben Manvel and Lisa Poppaw from City Council and Steve Johnson and Kathay Rennels from the BOCC. An initial meeting is scheduled for January 30. The group's intent as Ginny understands it is to conduct a thorough effort to recruit, screen, interview and recommend BOT members in an expeditious manner. To that end the group will likely take the District up on our offer to assist with publicizing the process widely throughout the District. I've been asked to address the group regarding the library at their initial meeting, and a member of the BOT is invited to be present at meetings in a nonvoting capacity for consultation as requested.

B. Dalton/Barnes & Noble Donation

As B. Dalton Bookstore in the Foothills Mall was scheduled for closing, I approached them to ask what would become of their fixtures. After some discussion, the store offered to donate three of their mobile, double-sided display units to the District. These units are flexible, attractive, and great for merchandising our materials. We are sending a letter of thanks acknowledging the donation.

COMMUNICATIONS OFFICE

The Communications Office has finalized the following projects:

- Coordinated "I Love My Library" essay contest
- Created January programming calendar media and e-mail releases
- Sent out 8 press releases and made 6 media follow up calls
- Updated website weekly
- Coordinated Branding/Naming Creativity Committee
- Coordinating outreach for Community Survey
- Continuing to help coordinate outreach events to District outlying areas
- Setting up staff safety committee to go over safety procedures
- Attended Coloradoan Editorial Board meeting for survey
- Facilitated Council Tree public outreach with PTO's within the library's area and other events (so far Linton, Zach, Lesher)
- Wrote January District Employees News Update
- Finalized the "User Friendly" version of strategic plan for public outreach
- Met with Bayer General Manager over Council Tree Grand opening
- Continued fundraising efforts with the Library Trust. Obtained a marketing company, Convertible Creative, to help with Trust fundraiser, and a two year marketing plan.

- Coordinated Employee Appreciation Reception with Programming Librarians
- Coordinated Tropical Week promotion
- Coordinating with CSU for a Spring semester intern
- Met with the Com Com to go over naming launch strategy

The following projects have been started:

- Promotion for LSTA grant "Book Express"
- Programming coordinated effort for 2009 Summer Reading Program
- 2009 All -staff meeting coordination
- Coordinating PFR competencies calendar for dissemination
- Emergency procedures and Crisis communication guidelines
- Gathering year end stats for 2008 Annual Report
- Launch strategy and activities associated with the name change
- Helping the Friends with promotion of their March 27-29 Book Sale

Naming/Branding project update:

Continuing to meet with ToolBox Creative. The public survey will be finished January 31, and a final report and analysis will be sent to the Trustees after that time. The Creativity Committee met on January 20th to go over preliminary logo designs. Fourteen designs were offered and the Committee narrowed them down to 4, that with some type changes, will be shown to the Board of Trustees for their final decision. The committee was wonderful about setting apart their personal opinions and looking at the logos through the eyes of our constituents. All of the logos were representations of the Library District as a continuous flow of information and a resource for active minds, as well as the geographical reference to our new name. Different color palettes were also shown and we discussed them. Color, being such a subjective component, will be offered as a recommendation by Toolbox during their presentation. **The black and white logo finalization will come to the Board of Trustees at the February meeting for a vote.** Please see agenda item summary.

Council Tree Grand Opening update:

I have met with the County, City and Bayer properties to coordinate the Grand Opening Event for Council Tree. I am working with retail outlets at Front Range Village for some sponsorship opportunities. So far the main concept will be a short 30-40 minute program (dignitary speeches and a handing over of the key to the Library District) on the morning of the 28th followed by a full day of fun events at the library. I am continuing to work with vendors, entertainment, volunteers, etc. to get the program solidified.

- As speakers, we have identified are Darin Atteberry, Doug Hutchison, Kathay Rennels, David Silverstein, and Mary Atchison.
- The 5 winners of the I Love My Library Essay Contest will stand in as representative of the "Library District Patrons" during the ceremony.
- We are working with Bayer in conjunction with securing a give away book bag as well as other items. Bayer is working on the "What the Moon Saw" author visit and a dedication to the farmer, Johnson, who owned the land the building is on.
- We have secured 5 children's book mascots, and well as the Library mascots to be at the event (thanks to our PALS).

Library Trust Fundraiser “The V.I.P. Event”:

The Library Trust will be having their fundraiser on the evening of **Thursday, March 26th** at Council Tree. Invitations will be going out the first week of March. The committee is working on obtaining sponsors for the event and planning an event that will draw from many parts of the community. **This V.I.P. Event will be \$50 per person, and will feature paparazzi and red carpets like all the best events!** Please plan to join the other V.I.P.'s for this special sneak peek of the new Council Tree Library.

CHILDREN'S SERVICES

Main “Refresh”

Librarian Vicky Hays worked hard to make sure our recent work area renovation went smoothly, creating floor plans to stimulate discussions and give clear directions to workers. Kudos go to Rob Stansbury for keeping up with all the shelving needs in the Children's Work Area and Volunteer Office during the renovation and to Tova Aragon for heading up the entire refresh project. Over the holidays, staff moved into their new work spaces and went about clearing out clutter and supplies no longer needed to give us the space and functionality needed as we enter another busy Summer Reading Program planning season. On January 20, all Main staff were invited to tour the building to see all the “Refresh” areas and celebrate with Children's Services in their new work space. Board members are also invited to stop by and see how much more efficient, organized and comfortable this area looks now.

Programming - Storytimes

Due to construction in the BD Room and the Christmas holiday, no storytimes were held at Main during the weeks of December 12th and 22nd. We had several disappointed kids who came to the library on those Mondays, so Vicky Hays provided short impromptu storytimes for all ages both Mondays in the Main library's picture book area. Several parents expressed their appreciation for our flexibility and willingness to give the kids an opportunity to attend "storytime".

The newest additions to our Storytime programming schedule have been well-received. The Peek-A-Boo Times at Front Range Village's Babies R Us have had good attendance (20+) including some new customers who don't usually attend our programs. The same programs at Main have also had an increase in numbers possibly due to the ample publicity in the Coloradoan and other media.

The new Sleepyhead Storytimes held at Main on Monday evenings for families have drawn in good crowds as well (35 at the first one!). We are getting a good mix of younger children along with some in the early elementary school grades and most of them in pajamas. The enthusiastic listeners are very busy and participate a lot in our

interactive program. Hopefully it is one last burst of energy before their parents take them home for bedtime.

With the return of weekly preschool storytimes, staff working with the 4 & up Storytimes have been utilizing our new "Storytime Boxes." These boxes reflect careful preparation and inclusion of high quality materials by programmers Vicky Hays, Giny McConathy, and Jean Gullikson. Each box is theme-oriented and contains approximately ten age-appropriate, read-aloud books, flannel boards, a puppet or other regalia related to the theme, other supplementary materials (such as draw-and-tell stories, cut-and-tell stories, etc.) and handouts and nametag masters for the presenter at each of the different library sites to use. At each library, staff trained to present storytimes have the kits delivered to their desks in time for preparation before their assigned Storytime week. This plan for covering our expanded district with 4 & up storytimes was based on careful study of how we could be efficient yet maintain the high quality of our storytimes. Now the plan is to have a staff member at each site use no more than two hours preparation for presenting the program versus one staff member preparing and using gas to travel to three different sites on five different days.

Other Programming

Author Ingrid Law visited with two groups this past month--one aimed at children and the other for teens. She was well-received and the audience members asked wonderful, insightful questions of this newly published author. Staff and customers alike are excited that her book *Savvy* is receiving serious consideration for the Newbery Award this month. If she receives the honor, FCRLD will have been her last public speaking appearance prior to that exciting news.

Children's staff took the lead for Tropic Time @ Your Library. This week-long promotion helped bring the warmth of sunny beaches to the libraries to beat the winter doldrums. Palm trees, flamingos, pineapples, and other items decorated the area. The weekly storytime theme was about the beach. We also partnered with Adult and Teen Services to provide a community event at Main on January 11 all afternoon long. Customers entering the library couldn't help but notice something was different since the tart smell of pineapple and the smooth rhythms of the Island Time Band were evident as soon as one stepped in the front doors. Activity sheets and small "treasures" were also available at the Children's and Adult desks as an added treat for customers.

Outreach

Irene Romsa, Children's bilingual library assistant and Jimena Pena, Adult bilingual library assistant, meet weekly to coordinate efforts and programs. In addition to the regular monthly outreach sites, a special storytime was programmed for Timber Ridge Mobile Home Park's Christmas party. All those who attended had never been to a Library's Storytime making this a great opportunity to give them a taste of what the Library is all about.

A particularly exciting change is the expanded phone service for Spanish-speaking customers that is now available. An incoming call on the one Spanish phone line, 416-2012, can be answered by either Jimena or Irene even though they are on different floors, effectively doubling and making more convenient the coverage offered our Spanish-speaking customers.

Volunteer and Homebound Services

Barbara Crandall offers many thanks to all who approved her move into a new, separate volunteer office, the glassed-in front half of the old Computer Lab. She continues to get settled into her new office, meanwhile, it has been "initiated" with two volunteer interviews and six volunteer placements so far, and two volunteers doing data entry work sessions at the volunteer desk (as opposed to Barbara's desk!). At first, inquiries at her office door were about the computer lab which moved upstairs. Lately, because volunteer services are now more visible to the public, potential volunteers have been coming by and asking about library volunteer work, especially about helping out at Council Tree Library. Council Tree Library has been added to the Volunteer Job Bank with five potential volunteer jobs listed so far and volunteer contacts entered already! Staff supervisors can access this data bank on the common folder to see what volunteers can be called for special projects or for special needs that open up in the future. Barbara has also contacted Becky Sheller and Tova Aragon to check into volunteer needs for the movement of books to their proper locations at Council Tree Library during the last half of February. Work has also begun on recruiting volunteers to help with the Council Tree Library VIP Event and Grand Opening Celebration at the end of March.

Partnerships

Irene and Jimena had a fantastic planning meeting with one of CSU's Spanish Professors who is spearheading a new community program called "Rincon de Cuentos" (Story corners) where literacy will be promoted through storytimes in Spanish lead by trained volunteers. The Library will be hosting the training of these volunteers on January 31st.

On other fronts, we have tentative plans to enter into a partnership with approximately ten other area organizations to provide some enrichment during PSD's Spring Break. Led by the Fort Collins Museum and Discovery Science Center, a widely-publicized Spring Break Passport program will include the Library District as a possible destination for family fun. The program is still under development, but would involve families picking up a Passport from a participating organization, completing an activity/attending an event, and getting the Passport stamped by a staff member.

Preparing for Council Tree Library Opening

Lu Benke continues work on preparing for Council Tree Library opening by handling the hiring of part-time Library Assistant staff and helping with the planning of the training. Collection Development Librarian Marian Sawyer is working on filling gaps in the Council Tree ODC collection with recent titles now able to be ordered. Lu, Jean, Vicky,

Ken Draves and new Council Tree Children's Librarian Millie Kridler met with Kim van der Veen of Burgeon Group recently to go over the first (very exciting!) design drafts for CTL's Play & Learn Space. Programming Librarian Jean Gullikson is working on getting the puppet stage and programming tent that will be used at the new branch.

REFERENCE AND TECHNICAL SERVICES

The Children's and Adult Departments co-programmed a fun Tropical Week @ the Library. We had a kick off program on Sunday Jan 11th with all day music, food, and games. Our co-sponsor, Island Grill, provided gift certificates, discount coupons, and decorations. It was fun to see staff in leis and tropical wear.

Patron comment about the program: "Loved the Tropical promotion! It was good to think about something else in January other than annual meetings and tax data and other intense mental projects!"

Ginny Feagler wrote a review of the "Biography and Genealogy Master Index" database for the Larimer County Genealogical Society newsletter. It can be seen on page 3 at: <http://lcgsco.org/newdoc/nd2008nd.pdf>

Ginny has also been working with Peggy Shaughnessy and Museum Archive staff to produce the *Family History – Genealogy* website. This website gives patrons quick links to search library and archive resources; information on classes and programs; quick guides on how to do research. To check it out, click:
<http://library.fcgov.com/adult/genealogy/>

Book Club Kits are not all that unusual in libraries but ours seem to be a little out of the ordinary. They are generating a steady flow of new kits. About every other month, funds for a kit are donated by community members to the library. The cost of a kit is \$150. They contain 10 copies of a title, information on the author, information on themes in the book and guides to lead a book club discussion. In December, a local book group donated funds for a kit as their Christmas gift to the library and a woman donated a kit in memory of her father. The Friends of the Library support this collection every year with funds that build about 12 kits. With their support and donations from the community, we now have 38 kits. Over half are checked out at any one time.

The Main Refresh team met to review the progress of the project. There are a few more items on our list to finish such as, wall display units and signage. After reviewing the project budget, team members will be exploring the feasibility of cleaning the brick in the lobby, purchasing a new rug for the lobby and re-upholstering some of the chairs. An outside project for the spring will be the removal of the juniper bushes in front of the library by the bike racks. We are going to try to develop the area into additional bike parking.

SYSTEMS ADMINISTRATION

Library District Internet Domain Name

With a great new name for the District comes a great new domain name for our web sites! After several projects are completed this quarter, the newly-minted Poudre River Public Library District will go by the domain name <http://www.poudrelibraries.org/>. Currently the domain is "parked" (registered, but not yet active for library use). It will also answer to <http://www.poudrelibraries.com/>, but we will only publicize the .org name.

With a name for the District in place, and new domain name, two major SA projects have been launched. One will first migrate our present library web site (with minimal changes reflecting our new name) to the new poudrelibraries domain name; eventually, this project will conclude with new look and feel elements provided through Paula's work with Toolbox Creative.

The second project is a change in our email addresses – instead of user@fcgov.com, we will soon be user@poudrelibraries.org.

Both projects have a fair level of complexity, and will be achieved through the Library District's partnership with the City MIS department. We aim to have substantial work completed on both projects prior to the opening of the Council Tree Library on March 28.

Council Tree

The holiday season was a busy one for construction at Council Tree. On the SA side, Carson worked closely with all members of the IT team to complete initial connectivity, as well as with project managers, architects and construction staff on a myriad of details.

With substantial completion looming on the construction side, all SA staff met to plan and begin implementing the technology support pieces for the next major phase of the project (move in, performed by and large by library staff) and regular operations. Council Tree support is the top priority item for SA staff for the coming months.

Ling Zhao and Chris Bauman have already begun the process of preparing workstations for the branch, and mapping out functional needs.

E-Commerce

E-Commerce is installed and running!

After a successful period of testing and tweaks, secure online payment of fines is now available to library patrons. We've first launched e-commerce as an option for patrons through their user accounts, and will soon make it available at the RFID self-check stations at Main, Harmony, and Council Tree.

To use e-commerce, simply log into your library account at <https://dalva.fcgov.com/patroninfo> and follow the on-screen directions.

ALA Mid-winter Conference

System Admin folks represented at the ALA midwinter conference in Denver in January:

Carol Gyger, incoming Chair of the Innovative user's Group, gave IUG members a preview of conference events scheduled for later in the year. As well as her duties as Chair of the International organization, Carol also chairs the program committee for the big conference.

Peggy Shaughnessy attended a session from OCLC to learn the latest about the new version of Content DM (the software powering our joint Local History project with the museum).

Carson attended several sessions. As well as IUG and OCLC/Content DM, he took in the Technology Showcase presentation, met with several vendors, and attended several sessions.

Mentorship Opportunity

The State Library asked Carson to serve as a mentor for one of the members of the CAL Leadership Institute. Carson's mentee is an MLS (Masters of Library Science) who is interested in the technology side of librarianship. The time commitment is light, and Carson is looking forward to a rewarding experience in both what he can share, and what he can learn.

HARMONY LIBRARY and TEEN SERVICES

Harmony Library

The spring semester started the week of January 19. No news on the numbers of students registered this term, although judging by the parking lots it may be a big spring for the College.

A \$14.7 million expansion of the Challenger Point science building is on the horizon, with architect interviews taking place soon.

Teen Services – Main Library

Programs

Sue-Ellen hosted an IRS meeting at the Main Library from 11:00 – 1:30 p.m. on Saturday, January 10th, 2009. The group organized a storytelling group of teens who are putting together a storytelling program for the children's summer reading program and finalized plans for upcoming programs and field trips such as the BBYA program and the Teen Literature Conference in April. Sue-Ellen also distributed the newly re-designed IRS t-shirts.

Sue-Ellen hosted an author visit with Ingrid Law, the author of **Savvy**, at the Main Library from 1:30 – 3:00 p.m. on Saturday, January 10th, 2009. 14 people of all ages attended this program. Ingrid Law talked to the teens and adults in the program about her writing

process, where she got the ideas for **Savvy**, and she read the first chapter aloud. She then answered peoples' questions and asked a few of her own—such as what their personal "fantasy" savvy might be as well as what their everyday savvy was. This led to a very rich and probing discussion of the issues in her book.

Sue-Ellen conducted a before-hours tour for 20 Polaris 11th and 12th grade students who were studying significant American literature and nonfiction works from the 1940s to the present time. This list included teen fiction titles that Sue-Ellen suggested to the teacher and they added about 15 new titles to our original list from the class that visited last November. These were different students.

Harmony

December 29th: Teen-to-Teen Book Discussion on **The Truth about Forever** by Sarah Dessen.

January 21st: Booktalk at Fossil Ridge High School for 31 students. Students seemed to really enjoy the booktalk, and two girls went directly to the phone immediately following it to call Harmony Library and register for the **Artemis Fowl** book discussion on February 7th (following the IRS meeting, and it is almost completely filled at this point, with a majority boys signing up for a change!).

IRS teens continued reading and preparing for their participating in the Best Books for Young Adults teen forum at the ALA Midwinter conference in Denver on Sunday, January 25th.

IRS teens also continued reading and submitted book evaluations and nominations for the Teens Top Ten/YA Galley project, for which they have been appointed by YALSA. Teen space: Compliments keep coming in from both teens and parents about the redesigned teen area at Harmony Library.

Diane will be attending ALA Midwinter January 23-26 in Denver, to be part of Morris Award Committee meetings, YA Galley meetings, guiding IRS through BBYA activities, and the Youth Media Awards on Monday, during which the Newbery, Caldecott, and many other award winners will be announced, including the first Morris Award.

Diane attended the Ingrid Law author presentation at the Main Library on January 10th.

Above and beyond the call of Teen Services duty: Diane did two storytimes for Children's, for the 4 & up age group, with the theme "Beach Fun." It went really well and she enjoyed doing them.