

# Executive Director's Report

## August 2011

### ADMINISTRATION

#### **Main Remodel and Expansion Project (submitted by Ken Draves)**

95% Construction Documents (CDs) were issued on August 12. A two week review period followed to provide adequate time for a thorough review by District staff and City of Fort Collins Operation Services staff, including Project Manager Steve Seefeld, Systems and Energy Manager Steve Strickland, Building Systems Specialist Dave Grice, and Master Electrician Bryan Garrett. Paul Wember, project consultant, also reviewed the documents. The timeframe also allowed for a preliminary legal review of the proposed contract and project manual.

At the review meeting of the 95% CDs on August 26 the project team, consultant Paul Wember and City of Fort Collins Operation Services staff met to discuss questions and clarify pending issues regarding the documents. The results of the review will be incorporated into a 100% set of CDs, to be issued on Friday, September 9<sup>th</sup> for a final, one week review ending on September 16<sup>th</sup>.

A change to the timeline for design, permitting, bidding and construction work on the Olive Street property that must happen prior to Main and Collection staff relocating necessitated changes to the Main Library project timeline and phasing plan. The revised project schedule, provided below, reflects the change. The previously identified first phase of work (1B) will now run more or less concurrently with the second (1A). The revised date for notice to proceed is November 15<sup>th</sup>, with interior work commencing on December 1.

District staff has devoted considerable time and effort to planning for the previously identified period of closure from December 1<sup>st</sup> through January 9<sup>th</sup>. The revised schedule maintains the same period of closure as the previous schedule.

The revised schedule reflects a simpler and clearer phasing plan based on suggestions from Paul Wember.

- Final City review of 100% set (Digital copy) : Friday 9/9/2011 noon
- Bid set City review complete (Digital comments): Friday 9/16/2011 9am
- **BID Documents: Issue of 100% Set (Digital copy): Wednesday 9/21/2011 noon**
- Mandatory Prebid Meeting: Tuesday 9/27/2011 8:30am-10am
- Substitution requests and Bid questions due: Tuesday 10/4/2011 noon
- Responses due: Monday 10/10/2011 noon
- **Bids Due: Friday 10/14/2011 2pm**
- Contract Award: 10/21/2011 2pm
- Contractor Acceptance Due: 11/4/2011 2pm (Earlier if possible)
- Library Legal Review: 11/14/2011
- Library Board Acceptance: 11/14/2011 7pm
- **Notice to Proceed: 11/15/2011**
- Phase 1B: 11/15/2011-3/23/2012

- **Phase 1A (Library CLOSED) : 12/1/2011-1/8/2012 (reopen to public 1/9/2012)**
- Phase 2A: 3/23/2012-5/25/2012
- Phase 2B: 5/25/2012-6/15/2012

## **FF & E**

The project team is continuing to meet weekly with Shelly Cockrell, Interior Designer with OZ, to develop the FF&E (furniture, fixtures, and equipment) package. Preliminary cost estimates were higher than anticipated. Shelly and the team are identifying areas of potential cost savings, such as maximizing reuse of our existing shelving hardware, while maintaining overall quality. Work on FF & E will result in a package to be bid in late September or early October.

## **Automated Materials Handler (AMH)**

Prior to his recent departure, Carson Block worked with the District's Automated Materials Handler (AMH) team and Architect Kate Fields to determine specs for an AMH system for the Main Library in preparation for a bid document. Carol Gyger and the AMH team will have a rough draft for Kate Fields to review by September 9.

## **Relocation, Assembly/Disassembly, and Storage Services**

The project as planned involves extensive disassembly, reassembly, relocation and storage of existing library shelves, materials and furniture during and between phases. The project calls for a specialized moving firm with significant library experience because the job requires moving significant amounts of material and relocating it in a short timeframe, and because of the varied and specialized shelving systems at Main Library which must be assembled correctly for safety and functionality.

Staff submitted a request for a sole source exemption for PS Installations, Inc., a Denver firm with 20 years of specialized experience serving libraries through projects large and small, including complicated phased moves. We have worked with the firm for our shelving assembly and relocation needs in the past at all three of our libraries. Jim O'Neill, Director of Purchasing with COFC, approved the request.

## **Relocation to 301 E. Olive Street (submitted by Jeff Barnes)**

Aller-Lingle-Massey completed the drawings for the improvements requiring a building permit on September 6. The building permit application process was initiated and John Stephen will get the invitation to bid out on or before Friday, September 9<sup>th</sup>. Bids are due back September 26<sup>th</sup>. The Library District has received quotes for the carpet that will be replaced and interior painting. The computer/phone wiring is being installed and the connection to the City's fiber ring is in process. The planned completion date is September 8.

Jeff met with Colorado Door Solutions to get recommendations and an estimate to upgrade the security of the doors. The sink for the janitor's closet was installed the week of September 4<sup>th</sup>. Despite the tight timeline the Olive Street schedule is in sync with the timing of the Main Library project.

## **Art in Public Places and Master Landscaping plan**

Ellen Martin emailed a draft Request for Qualifications document for the Art in Public Places committee to review. Kate Fields made extensive revisions based on discussion at the initial committee meeting. The rest of the committee is reviewing and I will forward revisions to Ellen Martin so that the RFQ can be posted on the City of Fort Collins website for submittals later in September.

Linda Ripley will be presenting components of landscape master plan at the September 12<sup>th</sup> meeting for board approval. President Liggett has asked Holly Carroll to present recommendations from the administration as part of the discussion.

### **Commissioner Johnson's Citizens Meeting September 7, 2011**

Holly Carroll, Linda Gabel and Irene Romsa were County Commissioner Johnson's guest at his monthly public meeting held at LaPorte Pizza. Holly Carroll gave an update on the District activities, Trustee Gabel explained the role of a trustee and the selection process and Irene Romsa spoke of outreach activities that are being explored in the LaPorte area. Several attendees expressed concern that there was not a library facility in LaPorte or in other outlying areas. Several of the recommendations of the Library district's Master Facilities Plan were reviewed including the board's decision to follow a regional approach to future library facilities. It was explained that the service center at the Olive St. location as well as the Main Library remodel were recommendations of the facilities plan. It was suggested that the board of trustees hold a future meeting in the LaPorte area. The attendees were all invited to the September board meeting.

### **Staff Changes**

Many of the staff reassigned or promoted to new positions began work in their new positions on Tuesday, September 6<sup>th</sup>. Irene Romsa, Outreach Manager already compiled a list of major projects underway for the rest of the year including regular visits to all Headstarts, exploring more effective ways of delivery materials and/or services to the homebound and seniors and a strategy of delivering services to outlying communities including LaPorte-Bellvue and Livermore- Stove Prairie areas. Lynda Dickson has begun in earnest to build the answer center team. Three internal staff members were selected to be call center technicians. Training for these new positions will begin September 19<sup>th</sup>. Kristen Draper, the SA and Collections departments are developing a strategy to loan preloaded e-book readers to the public. The plan is to have the e-books ready for circulation by mid-November.

### **Strategic Planning Process**

The strategic planning task force composed of Paula Watson-Lakamp, Holly Carroll, Shelly Kalkowski and Linda Gabel met on August 30. The process was reviewed including goals for the visioning session on September 16<sup>th</sup> and subsequent Innovation sessions to be held on October 6<sup>th</sup>. The outline for the activities for the September 16<sup>th</sup> session will be presented at the Board meeting. Initial results from the stakeholder survey were presented to Paula and Holly in a WebEx session on August 31. A preliminary agenda is included as part of the Communications Office report.

## **COLLECTION MANAGEMENT**

The e-resources page changed on September 1<sup>st</sup> to include a new database and access changes to downloadable audios. Freegal is our new database. Patrons can choose from hundreds of thousands of songs in over 100 genres of music from the Sony Music Entertainment catalog and download up to three songs per week for free. <https://poudrelibraries.freegalmusic.com/users/inhdlogin>

Ebsco purchased Netlibrary. Our Netlibrary account includes audiobooks from Blackstone and Recorded Books. Ebsco and Recorded Books had a parting of the way so we now have 2 access points for unlimited, simultaneous downloadable audiobooks. Blackstone audiobooks are available on EbscoHost and Recorded Books audiobooks are available on OneClick.

<http://0-web.ebscohost.com.catalog.poudrelibraries.org/ehost/LandingPage/landing?sid=daf679df-e6af-44ed-b94f-99cdbc4e33a9@sessionmgr10&vid=0&tid=2000EA&new=True>

<http://0-poudreriverco.oneclickdigital.com.catalog.poudrelibraries.org/>

Our Big Weed project at Main went well. We reduced the collection by 9,711 items, 225 boxes.

## **COMMUNICATIONS OFFICE**

- Completed monthly/weekly goals of Communication Plan.
- Planning and promotions for internal information effort for Main Library remodel.
- Organizing, managing and supervising all graphic design work for the District.
- Creating and coordinating the “ReOrg Man” campaign for internal staff information.
- Rolled out the program and continuing to gain partners for the “Flash Your Card” library member benefit program
- Worked with staff to organize booth for Senior Law Day at CSU
- Continued organizational meetings with OrangeBoy for new strategic planning process, stakeholder survey went out in August, preliminary results are in. Total results will be reviewed at the Visioning Workshop (see below)
- Prepared information for all staff meeting – ReOrg 2.0
- Beginning coordination of Library District fourth-quarter all staff meeting in October.
- Working with the Trust and their consultants to put together their Case Statement and other information for fundraising effort.
- As part of being the chairperson for this year I conducted a virtual CAL Communications Committee meeting, we have begun the statewide promotion for CALCON11 in October.
- Helped conduct interviews for new “Answer Center” staff.
- Met with the new communications manager for PSD, Danielle Clark.
- Beginning organization of Library Homecoming Parade float – September 30.
- Public Open Houses for BTOP Public Computer Centers (see below)

**OrangeBoy Strategic Planning Workshop**  
Friday, September 16<sup>th</sup>, 9:00 am-1:00 pm  
Tamasag Retreat Center

### **Goals of the Workshop**

- Identify service gaps
- Quantify community needs
- Opportunities for available for growth and improved community impact
- Identify the organizational goals, values, and vision
- Launch the Library into the Innovation Sessions (to be held Thursday October 6, Council Tree Library)

### **Workshop Topics**

1. Review Project Goals
2. Cluster Refresh
3. Market Analysis
4. Organization Assessment Key Findings
5. Stakeholder Survey Highlights

6. SWOTT Analysis
7. Group Visioning Exercise
  - a. Golden Circle Video

### **BTOP Grant**

The Poudre River Public Library District is celebrating the opening of its two new public computer centers. The centers, which are an extension of library service, provide free access to the Internet and computer training.

The public is invited to the official launch of the Wellington Center location on Sunday, September 11, Noon to 5:00 pm (during an annual open house) and The Family Center location on Thursday, September 8 - 5:30 to 6:30 pm (during their Parent Night) and Wednesday, September 28 (in the evening after they present a new strategic plan to community agencies).

## **CUSTOMER EXPERIENCE/CIRCULATION**

This is my last Report for Circulation/Shelving/ILL-Prospector as I am moving to set-up and supervise the soon to be Answer Center. After 16 years in Circ it is hard to leave, even though I am not leaving the District.

This past month Circ continued to work on transitioning staff to the new workflow model in anticipation of the remodels at both Main and Harmony. Crystal and Kim have been working to explain and train folks to the “new” plan. Crystal had Harmony staff work shifts at Council Tree to become familiar and comfortable with the roving model. Main staff will be taking their turn working at Council Tree in November. Council Tree staff and Chris have been most gracious in “training” these staffers on the roving model. Staff is getting excited about working out from behind the desk with patrons. Kim has been working to learn all the ins and outs of the building deposit in anticipation of having the responsibility once Admin relocates to Olive.

The new school year has started and Kim & Crystal are busy with work study students coming back from last year and new students seeking positions for this year.

This is an especially busy time for Circ/Shelving and ILL/Prospector as the gear-up for the academic year ahead.

## **SYSTEMS ADMINISTRATION (SA)**

Systems Administration has had a busy month winding up projects and continuing work on the 7 major library projects.

### **Smooth Transition from Carson Block to Carol Gyger**

Carol Gyger has taken on the role of Acting IT Manager. Her primary duties and responsibilities are to manage and lead the SA department, the SA budget and provide continuity for IT projects. Success of projects is a priority. During the interim period, Carol will maintain the health of the Millennium system but scale back her duties as ILS Coordinator. At this point, cloning is not possible and time multiplying has not been perfected so Carol will continue to be just one person working in real time.

**Office 2010 Upgrade**

All staff PCs were upgraded to and staff trained on Office 2010. Reception to the upgrade was very positive and, frankly, underwhelming. This is a good thing! Staff embraced the new suite with the ease of a walk in the park. Training Team consisted of Molly Thompson, Corky Walters and Carol Gyger. The Installation Team members were Lingzhen Zhao and Chris Bauman.

**Olive Street - Service Center and Call Center Projects**

Colorado Boring installed conduit for fiber to both the Main Library and Olive Street locations. This allows the two sites to be connected to the "Downtown Fiber Ring" giving the library better connectivity to the internet, redundancy and much lower risk of downtime.

**Main Remodel**

SA finished its review of the Main Remodel 95% CD. Carol is working with the Project Coordination Team to accommodate temporary and permanent IT needs for all staff before, during and after the remodel.

**AMH Update**

The Automated Materials Handling Team (Kim Doran, Chris Cortez, Crystal Bollman, Chris Bauman, and Carol Gyger) created a draft RFI/RFP for AMH at the Main Library. The final draft will go to Kate Fields soon for review.

**Harmony Remodel**

Carol worked with Ken, Annie and Crystal Bollman on both temporary and permanent accommodations for Circulation staff and functions surrounding the Harmony Remodel. Chris Bauman is working with Rob Stansbury and Crystal Bollman to modify the small check-in room. Carol attended the pre-bid meeting recently.

**Summer Reading Program (SRP)**

Peggy Shaughnessy is proud to announce yet another successful SRP. The IT side ran incredibly smoothly because of her attention to the details and Chris's and Ling's attention to the extra PCs required for staff SRP needs.

**eMedia**

Peggy worked with Tova Aragon on the setup and launch of Freegal, a free music service, and OneClick, the new interface for downloadable audiobooks. See

<http://www.poudrelibraries.org/catalog/download.html>

**Wireless Printing**

The ePrint wireless printing pilot project was successful at both Main and Harmony Libraries. Ling did all the setup and monitoring of the system and project. Staff and public wireless users appreciated the service.

## **MAIN LIBRARY HIGHLIGHTS**

Business Reference Librarian Anne MacDonald shifted her work location to Harmony Library and staff has welcomed Amy Holzworth at Main Library. Amy previously worked at Council Tree Library and moves from a Library Assistant position to a Librarian position and will work 25 hours per week providing reference and readers' advisory services.

Early Literacy Librarian Vicky Hays and Circulation Hourly Jewels Hall-Payne hosted a booth at the Larimer County Fair with hands-on activities for kids and lots of information about the library district. As part of research for outreach to child care providers, Vicky attended meetings and brainstormed ideas with the two family child care associations in Fort Collins for the needs of library services to home-based programs. One unique idea was to bring live animals to their homes!

The fifth season of Story Theatre is off to a good start with thirteen Theatre Pals rehearsing enthusiastically. We are fortunate to have youth theater professional Karen Christopherson continuing to volunteer with Library Assistant Giny McConathy to write scripts and direct our young actors.

The Summer Reading Program for all ages came to a close in early August. Prize winners were notified and they seemed to appreciate all of the hard work staff and volunteers put into this year's program (in addition to enjoying their prizes!).

## **HARMONY LIBRARY HIGHLIGHTS**

### **Harmony Library Refresh/Remodel Project**

100% CDs (Construction documents) were issued in August for the Harmony project, followed by a two week CD review and third party code review. Following the review period, project staff finalized the documents. Requests for bids for the project, including base and alternates, posted in late August. A mandatory pre-bid walk-through meeting on September 6 drew 20 attendees from approximately 10 firms. Requests for substitutions and questions from potential bidders are due next week. The bid opening is scheduled in the Harmony Library Community Room for September 20 at 8:30 a.m. followed by an award of contract.

An RFP has posted for the custom built mobile furniture. That request closes a few days after the bids for the major project are due, later in September. A vendor will be selected shortly thereafter.

Once a contractor is selected and given notice to proceed, project team members will coordinate schedule and timeline with the contractor informed by FRCC and District needs and availability of critical staff such as District and FRCC IT staff.

### **Meeting with Andy Dorsey**

In August, Holly and I met with Annie Fox, Phyllis Abt, and Andy Dorsey, President of FRCC and interim Vice President for FRCC-Larimer Campus. We thanked Mr. Dorsey for his support of the Harmony remodel project and his successful efforts to bring additional funds to the project. We discussed Harmony's new 9 p.m. closing time, which all parties agreed made sense and would serve both the campus and public communities well. We also discussed the recruitment process FRCC is undertaking to hire a new Campus Vice President. Mr. Dorsey invited us to participate in the process.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

### **Upholstery and Carpet Cleaning**

Porter Services deep-cleaned the four orange upholstered chairs as well as the carpet during August. The chairs are a lighter color than the others and were showing a good deal of wear since their last cleaning in January. Twice-yearly upholstery cleaning is the norm for all upholstered surfaces at CTL. After a busy summer, the CTL carpet was also showing wear. In August, Porter performed a deep spot-clean in addition to our monthly all-over carpet cleaning. Currie consulted with Joan Barrie, Cleaning Services supervisor from the City, on these cleanings.

### **Learning Round Table Webinar, “Trends in Library Training and Learning” August 10**

Sponsored by WebJunction and the Learning Round Table, an ALA sub-group focused on library training and learning, this free two day webinar featured programs on the brain, using movies to train staff, happiness and learning, the library as a place for participatory learning, and more. The seven-member LO Team attended differing amounts of the webinar. Access to the webinar archives may be found at: <http://www.webjunction.org/trends-training-learning/-/resources/overview>

### **Urban Libraries Council Webinar, “Trends in the Digital Library Experience” August 10**

Presented by David Lee King and Gina Millsap of the Topeka and Shawnee County Public Library and Denise Siers of the King County (Seattle) Library System. Amy Holzworth, Kathie Young deHerrera attended this 1.5 hour webinar.

### **Senior Law Day, August 13**

Amy Holzworth represented the District at Senior Law Day, presented by the Colorado Bar Association and the Continuing Legal Education, Inc., and hosted by Larimer County, Colorado State University and other agencies. Amy set up a table with library resources and information specifically for seniors.

### **LLAMA Webinar, “Situational Leadership / Situational Management” August 17**

Currie attended this 1.5 hour webinar, presented by Library Leadership and Management Association, a division of the ALA. The webinar, covered styles of situational management (e.g. authoritative, diplomatic, ‘country club’, democratic, benevolent) and stressed how managers might apply different styles effectively according to the situation. Archives:

[http://www.ala.org/ala/mgrps/divs/llama/conted/8-17-11 webinar hand.doc](http://www.ala.org/ala/mgrps/divs/llama/conted/8-17-11%20webinar%20hand.doc)

### **City Recreator Registration August 18**

The District continued its partnership with City Recreation by hosting fall Recreator program registration at CTL on August 18. Registration was available to the public from 7:00 am – 12 noon in CTL’s atrium.

### **Storytime Kits Enhanced August 26**

In response to the Programming Team’s decision to deliver storytime for two- and three- year olds via in-house library staff, Millie Kridler, Kathie Young deHerrera, Linda Justice and Karla Cribari enhanced four storytime kits with age-appropriate materials. The kids are “Pet Parade”, “Fiesta”, “Things that Go” and “Native Americans”.