

# Executive Director's Report

## December 2013

### ADMINISTRATION

*By Holly Carroll*

#### Library Park Update

The landscape project is nearing completion. All cement for the performance stage and diagonal was poured in December. The Poudre River art sculpture that for years hung in the old Ben Delatour meeting room has a new home on a north exterior wall of Old Town Library. Boulders that designate the diagonal sidewalk as "Annie's Walk" were selected, installed and inscribed. Steel replicas of Annie, the railroad dog, will be attached to the boulder in mid-January. Substantial completion of the project is set for January 31 once the pedestrian light poles are erected and Tivoli lights strung. Final completion is scheduled for May 1 when lights for the performance stage are installed and warm-weather landscaping is planted.

The Poudre Library Trust participated in Colorado Gives Day on December 10 and raised an additional \$4,200 for the landscape project. The trust was pleased that new donors were identified through this annual fundraising event.

Ken Draves has served as project manager for both of the Library Park landscape construction phases and has done an outstanding job of working with our construction manager and staff to ensure that the project stayed within budget and on time. Thanks also to Jean Bosch who has done a fine job of communicating to staff and public throughout the construction period.

#### Urban Renewal Authority Forum

The City of Fort Collins Urban Renewal Authority invited the five separate taxing districts to a meeting on December 18<sup>th</sup> to discuss ways to improve participation and communication among all the taxing entities. Foothills Gateway, the Library District and Health District sent representatives to the forum. Robin Gard and I attended. One of the suggestions made was to develop a written agreement that would define the process and the participation of the different agencies. I forwarded to City Manager Atteberry the drafts of the Pueblo County/City agreements that we had reviewed earlier in the year. As a follow-up, Tom Leeson, Redevelopment Program Manager for the City's URA department will make a presentation to the board at the January meeting.

#### Northside Aztlan Recreation Center Partnership

On December 12, Ken Draves, Johanna Ulloa and I met with Bob Adams and John Litel from the City of Fort Collins Parks and Recreation Department to discuss a more formalized programming partnership between the City and Library District. This past fall, the Outreach Services Department collaborated with Northside Aztlan staff in piloting a variety of programs including maker space activities and digital literacy and bi-lingual story times. The programs were well attended and it was determined that the City would pay for supplies and additional staffing hours as needed and will provide space and shelving for a small, bi-lingual informal lending collection. Books for the collection were purchased with the early literacy state funds.

#### 360 Profiler Executive Director Evaluation Process

I met with Tim Athey several times to review the 360 evaluation results and develop an action plan. Mr. Athey also met with the Board's human resources committee to help the members analyze the scores. I found the process helpful and Tim's consulting valuable.

## Policy Committee

The policy committee met on December 19<sup>th</sup> to review revisions to the Grievance and Appeal policy and Emergency Closing policy. The committee has discussed developing a Library District Employee Handbook that would better serve an organization of our size. I have received pricing from MSEC and have an appointment with the City's Director of HR to discuss if the City will be able to administer the handbook for us.

## Other Activities

I was appointed to a four-year term to the City of Fort Collins Community Development Block Grant Board effective January 2014.

Jean Bosch and I attended the annual DDA/DBA holiday party on December 5. The Library District Theater Pals performed at the Beet Street Holiday Open House on December 12.

## COLLECTION MANAGEMENT

*By Tova Aragon*

Collections staff spent time at Harmony helping to pull collections as part of the rearranging project.

Update on Harmony rearranging project:

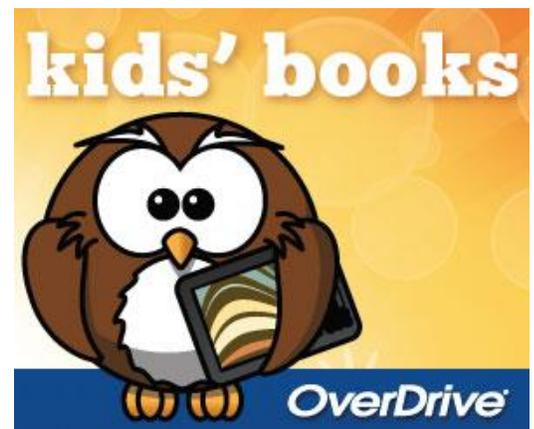
- The tall Juvenile media shelves were traded out for shorter shelving. A short section of shelves was added to juvenile nonfiction so that media could be shifted west. Duplicate media was redistributed to Old Town Library.
- Adult media has been shifted west.
- Large Print has been moved to the front of adult media.
- Book club kits are now on the wall by magazines.

Big thanks go to Jennifer, Crystal and Ken for coming up with creative solutions to rearrange the Juvenile media; to the circulation staff for all their hard work in getting the collections moved and to Rob and Matt for moving and constructing shelving. Next up: Reference, Biographies and Oversize to be shifted.

We have a new Overdrive site dedicated to Juvenile materials. It is available from our Overdrive website. This site expands the way patrons can search for materials by adding a Collection and Level search. Patrons can now search by interest and reading level. Juvenile materials will still be accessible on the main Overdrive site. Look for the Owl on the Overdrive site:

<http://overdrive.poudrelibraries.org/>

At the first of the year, we changed the checkout period for DVD television series to three weeks regardless of the number of disks. This was in response to patron and staff requests. We only changed those sets that were coming in new. At the time, it was too time consuming to try to change the older sets and add the 3 week sticker to the case. The Answer Center reported a pattern of patrons being confused by some television series being one week and some being three weeks. After surveying circulation and Answer Center staff, it was decided to change checkout period of all television series to 3 weeks in the system and add the stickers as we could. We felt this would provide better customer service and produce less confusion.



## COMMUNICATIONS OFFICE

*By Paula Watson-Lakamp*

- Completed monthly/weekly goals of Communication Plan.
- Organizing, managing and supervising all graphic design work for the District.
- Co-facilitator of the Programming Team
- Working with SA to roll out new services
- Working with OrangeBoy on dashboard system.
- Working on social media promotions and platforms, “The River’s Mouth”
- Working with CSU Morgan Library on new library card promotions
- Worked with local media on various stories
- Finalized ColoradoGives.org for December giving campaign, over \$4,000 collected so far
- Beginning preparation for 2014 Summer Events
- Helping grant writer gather information for possible grants
- Working with other libraries on statewide “Disruption Week” campaign for September 2014
- Gathering end of year stats for annual report 2013
- Attended not-for-profit annual reports webinar
- Harmony “Owl” –mascot naming contest in January

## OUTREACH SERVICES

*Submitted By Johanna Ulloa*

### Outreach Core

December was a month of evaluation and planning for the Outreach team. We created a list for books to cover all the storytime themes for 2014, props and puppets. We gathered the data from our programs in 2013 and evaluated our pilots for Digital storytimes and makerspaces. We were really interested in the feedback from the participants since it was the first time we added both makerspace and digital literacy activities to our programs. The reception was phenomenal. We had many patrons coming to congratulate us and expressed their gratitude for expanding our services.

We also welcome Kathie Young de Herrera to our team. She comes to us with many years of early childhood experience and a vast knowledge in our Library District. She will start in February 2014.



**The highlights of the month were the digital storytimes and makerspaces.** The mini iPads were incorporated into Christmas storytime and presented at Bauder Elementary, University Village, Teaching Tree, Irish Elementary, Family Center, Salud Clinic, Rincón de Cuentos, North Aztlan Center Fun Time Class, Global Village Museum, and Bienestar. At the Alegria Fair, where an approximately 400 persons were reached, the digital storytime was well received. At all locations where the digital storytime was presented the community

was pleased that the library is keeping up with the speed of technology and offering different media in literacy acquisition.

**Makerspace** activities have been a nice addition to our satellite services. The Department provided makerspaces at University Village and Islamic Center of Fort Collins. Both programs were a big success.



We hosted the pre-viewing of Adam Taub’s new film documentary at Council Tree. We provided a safe space for the attendees to give feedback to the film director. He will use the feedback received to edit the final cut for this upcoming documentary.

We met with Professor Maura Velazquez from CSU and brainstormed about the different themes to be presented during “**Congreso Internacional Lectura 2015: para leer el XXI**”. The conference presents the latest on research and services in literature for Spanish speakers around the world. Only invited agencies, universities, and editorial companies can present at this prestigious conference. We are very excited for having been invited to present a proposal!

We finished our first Citizenship classes. The partnership with Family Center was very successful. We finished a 6 week class with the help of 10 volunteers and the legal help of Immigration Lawyer, Kim Medina. We reached a total of 13 participants. The classes will be offered again in March 2014, location to be determined.

We presented the programs and services of our Library to the Larimer County Community Corrections. It was a very productive meeting where many ideas were explored. We are planning on specific services to provide to those inmates that are in the process of being released and needing specific skills (computer and resume help) to reintegrate successfully into the community.

### Computers

December was a great month to create new connections and reach different sections of our population for our computer classes. We attended the fair Bienestar y Alegría, where more than 400 attendants participated and were informed about the services our Library offers. Many of the attendees registered for library cards and signed-up for computer classes.

We also reached out to a new location within the District: Mountain Range Shadows. Two of our BTOp computers are now stationed there for residents to use freely.

Our computer literacy program continued at The Family Center/La Familia with classes in both English and Spanish. **The highlight of the month** was a lady who needed to learn how to do her own research for her sick son but her computer skills were very limited since she never had access to a computer. At the end of the series she was able to search the Internet and write her own documents in Word. She was very grateful with the program!

We continued to visit Crossroads Safehouse on a weekly basis. Residents who worked on résumés were able to print them on the Library’s portable printer. We even had a person coming from another location just to attend our computer literacy program!

We have scheduled classes at The Community Life Center and in January a series of Computer Basics in Spanish will be offered.

Also, we resumed the Tech a la Carte program - personalized classes for those in need.

### **Volunteers**

Homebound deliveries and Homebound Books-by-Mail mailings continued throughout December with some rearranging of delivery days due to the closure on Christmas Day.

Training new Paging Slip volunteers was also on the agenda, with volunteers being scheduled for training by the experienced circulation trainer volunteers and Barbara, herself. The Paging Slip Project set a precedent in that we have never formally set up experienced volunteers to train new volunteers. Barbara worked closely with Old Town Library circulation and circulation assistant, Carol Hanlon, to produce detailed Paging Slip Trainer Notes to give to the trainer volunteers. This is being happily received by all involved. In addition, a new volunteer was placed as an Obituary Filer at OTL, and thanks go to Louise Mosnik, who trained the new volunteer—who is whizzing along with the filing!

Barbara attended the December Directors of Volunteer Agencies (DOVIA) meeting at Pathways Hospice. The topic was Compassion Fatigue, which is different from burnout. All Friends of the Library and library volunteers were sent hand-written thank you notes. \$10 DBA gift cards were enclosed in the notes of the 59 library volunteers who had given at least 20 hours of service during 2013. Many thank you messages have been received by Barbara as the volunteers really appreciated this “extra” thank you gift card.

Barbara also received some training on Verified Volunteers, our new background check website and she attended the holiday gathering at Bisetti’s hosted by the Verified Volunteers advocates. Barbara sent in her council for Certification of Volunteer Administrators (CCVA) portfolio of three papers in late December and the wait to see if these passed muster for the certification process.

## **SYSTEMS ADMINISTRATION**

*By Carol Gyger*

**Behind, in front, Systems staff were all over the Scene in December** – Here are some highlights.

**Hour of Code** - Did you know Dec. 9-15 was Computer Science Education Week? And did you know there was an Hour of Code campaign during that week to introduce 10 million students to one hour of computer science? “Our world is surrounded by technology. Information, commerce, communication, and entertainment all rely on computers. But only a tiny fraction of us learn computer science, the basics of how computers work, or how to create software, apps, or web sites.” – <http://csedweek.org/> We encouraged our Library District staff to set aside one hour during the week of Dec 9-15 to learn something about computer science:

- On their own - Check out tutorials at <http://csedweek.org/learn>

- With others – attend a Library Staff Hour of Code Brown Bag on Dec. 12th  
Kristen Draper, Victor Zuniga and Carol Gyger led enthusiastic staff through an Hour of Code at Brown Bag sessions at each library branch. The library also issued digital badges to participants. This served as a test of digital badges! Always trying new things....



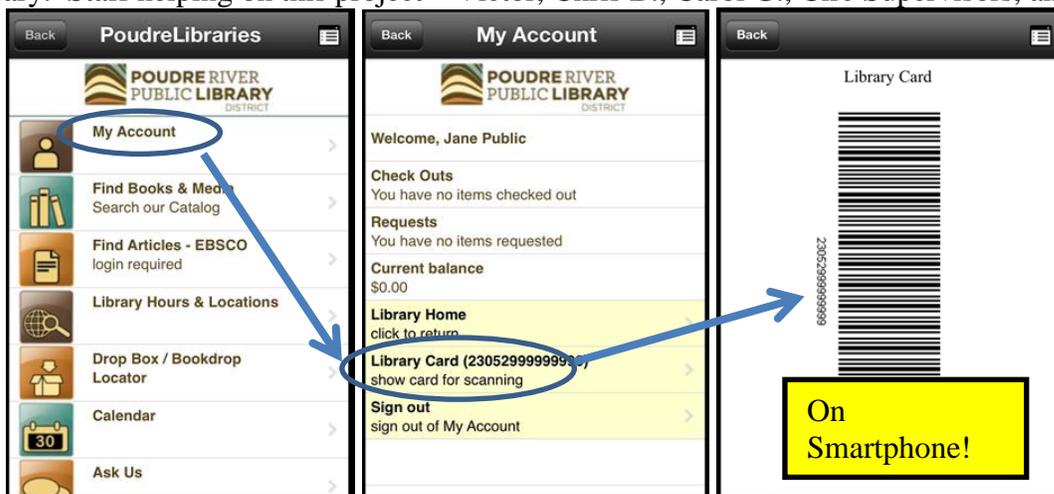
**Harmony Rearranged** – Chris Bauman helped rearrange public desks at Harmony Library to give customers better visibility of staff desks. Wire management is Chris’s specialty!

**Maker Evening with Outreach** – Carol Gyger assisted Johanna Ulloa with an outreach program at the Islamic Center. The overflowing crowd of 50 women and children learned about library services, browsed through a sampling of books and decorated scarves, aprons, napkins and tote bags with quotes, names, and art.



**Maker Mondays** – Carol Gyger is holding Maker Monday Staff Brown Bags 2 to 3 times a month at Webster House. So far the sessions have been informal, craft and tech oriented and fun.

**Smartphone friendly Barcode scanners at selfchecks** – Chris B. has installed two smartphone friendly barcode scanners at self-checks at each branch. What for, you ask? Customers can now add their library barcode number to their library app. At self-check, just flash your barcode number on your smartphone under the scanner and voila, you are checking out your items. Sort of like an airport boarding pass on your smartphone.) Victor Zuniga is working on instructions for staff and public and will be available the first part of January. Staff helping on this project – Victor, Chris B., Carol G., Circ Supervisors, and Paula.



**New computers at Council Tree** – All the public internet stations at Council Tree have been replaced with “All-in-One” touchscreen computers. Staff working on this project – Ling Z. and Chris B.

**Minecraft** – The Minecraft project is moving along. The group had a Minecraft Buildathon in December to prepare the system for testing. In January there will be 20 teens and several staff members participating in a full blown test of the system. Participants in the project are Victor, Gabe J., Amy H., Carol G. and many awesome teens! Program is scheduled for mid-February. What is Minecraft? Ask any teen or pre-teen or even college student. Or go to <http://minecraftedu.com>

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Collections and physical facilities**

New furniture arrangements have begun in the Harmony kids' area. The tall kids' media shelves have been swapped out for shorter shelves which are much more kid-friendly. Jim Azar (Azar Furniture) met with Annie, Ken, and Jennifer to discuss new furniture opportunities including new fixtures for kids' internet and PAC stations. We'll know more in January what options we have to consider.

Jennifer, Annie, Ken and other Harmony staff contributed to a new and improved configuration of the reference desks and the display shelving in the rotunda area. This new arrangement allows for more visibility both for staff and the public plus the traffic flow is improved.

### **Programs and Cooperative ventures**

Jennifer reviewed with Cindy Burkhart (FRCC art instructor) the October art series workshops which were offered in partnership with FRCC Art Education Department for preschoolers and tweens. The two series were met favorably by FRCC, PRPLD, and the public and considered a great success. With a few minor changes, we will offer two more series in the spring.

### **Teens**

The Interesting Reader Society met on December 7<sup>th</sup>. Teens planned activities and discussed books. One of the things they began planning for was the Teen Video Challenge (summer reading promotional video contest), which they will be working on during January.

Teens Create: Holiday Decorations @ Your Library was a teen program held from 1:30-4:00 on December 7<sup>th</sup>. 27 teen attended and it was very successful. The teens who came to it were happy this program has become a tradition, and several of them have come back to make new crafts each year throughout their teens.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Jean Bosch*

### **Programs and Events**

Librarian Sarah Scobey conducted a great tour with FRCC Adult Literacy students. She selected a number of books that were high interest/low ability and is compiling an annotated bibliography for them. She was asked by the instructor to come and talk to her classes about other titles, databases, and more in the near future.

The monthly book clubs had good turnout for the December book discussions of Barbara Kingsolver's *The Lacuna*. We had 18 readers in attendance for the Monday evening discussion and 21 readers for the brown bag lunch discussion according to Sarah.

Public Services Librarian Nicole Burchfield hosted twenty tween-age children at the Crafts and Cocoa program.

In late November, our Native American Month celebration had more than 195 enjoy the Seven Falls Indian Dancers from Colorado Springs perform a variety of exhibition dances ranging from the Hoop Dance to Eagle Dance to the Fancy Shawl dance. They concluded the program by leading almost 100 children in a snake dance around the Meeting Room.



### **Outreach and Embedded Staff**

Eight Theatre Pals represented the Library District at the Arts Incubator Holiday Open House on December 12. They gave a performance of “Nobody Special”—volunteer Karen Christophersen’s script based on *Ouch!* by Natalie Babbitt. Library Assistant Giny McConathy coordinates the Theatre Pals program.

Library Assistant Sylvia Garcia attended the December meeting of the Fort Collins Lions Club. After dining, making new friends, and winning a door prize, Sylvia gave a presentation on the adaptive technologies now available at the Harmony and Old Town libraries. The Lions are well-known for their service work for people with visual and hearing challenges and were happy to learn what is now available for our the community.

Nicole and Library Assistant Erin Senseman visited Bauder Elementary school where they book talked to the 2<sup>nd</sup> through 5<sup>th</sup> grade classes reaching about 120 kids.

Old Town Library Manager Jean Bosch participated in the Social Services Sustainability Gaps Analysis Forum. She gave feedback at the event and has shared the data with LLT and staff.

### **Partnerships**

The Larimer County Genealogical Society continues to provide free help sessions each Thursday in Study Room A from 1-5 p.m. The skilled volunteers offer one-on-one assistance to individuals seeking help with family history research.

The Volunteer Income Tax Assistance (VITA) coordinators worked with Jean and the Answer Center staff to confirm their dates each Monday and Thursday afternoon from February 3 through April 14 in 2014. VITA volunteers will have their orientation and training in the Meeting Room at Old Town in late January. During their span of service, they expect to average assisting 50 households each week with their income tax filing just at the Old Town Library location!

### **Miscellaneous**

The *Poudre River* sculpture by artist Jim Foster has returned to Old Town Library. The sculpture used to hang in the former Ben Delatour Meeting Room prior to the remodel. The sculpture has been installed on the north exterior wall of the library near the Story Tree.



Old Town Library served as host site for the Library District's Staff After-Hours Party on December 14. Many staff and their family members attended and enjoyed refreshments, games, crafts, activities, and socializing.

Old Town Library staff and patrons have been greatly enjoying the "book tree" that attendees created during the party. Apparently even during our off-time, our creative staff cannot keep their hands off of the books!

Sarah reports the District received a \$300 donation from a local book club specifically to be used for the purchase of book club kits. \$300 will purchase 2 kits for our collection.

Circulation Supervisor Kim Doran and Jean are wrapping up annual staff performance evaluations by meeting with individual staff members. Staff is already starting to think about objectives for 2014.

Circulation staff is excited to have another Library Services Representative beginning in January. This additional LSR will help with balancing the workload at Old Town Library. Circulation staff is also finalizing their breakout session for Staff Day.

Work in Library Park continues to make good progress. Park users seem especially pleased to have full access returned to the diagonal sidewalk now that the fencing has been removed.

The railing on the main staircase was sanded and painted. The contractor worked mostly during periods the library was closed to the public to help keep a minimum to the disruption.

Staff worked with our public very efficiently to close the library with very short notice for a little over an hour midday on December 27 due to an emergency power outage. Our neighbors in the former museum building did not have power there and City of Fort Collins Utilities crews determined there was a faulty underground electrical line which needed repairs and it was directly tied to library power.

Jean worked with Communications Manager Paula Watson-Lakamp and our social media crew to film some footage at Old Town Library. As expected, Annie the Railroad Dog was the real star of the show! The footage is being edited for debut in early 2014.

## COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer



### Chairs by Fireplace Reupholstered

Local upholsterer Re-Coverly completed the second of two CTL re-upholstery projects on November 30: eight easy chairs in the fireplace area were reupholstered with new selections of 300-double rub upholstery. Like the atrium furniture that was reupholstered in November, the chairs look fresh, vibrant and brand-new!

### Staff Performance Reviews Completed Dec 18

CTL Circulation Supervisor Chris Cortez and I met with each of our direct reports between Dec 5 and 18 to review job performance in 2013. All but one review were in person, and one-on-one. Review conferences for classified staff (11 LAs and LSRs combined) lasted about an hour each; conferences for hourly staff (22 materials handlers and Circulation assistants) lasted for about 20 minutes each. Chris and I are pleased to report that all of our staff members are performed satisfactorily to very well this year.

### Hour of Code

Currie, Kathie and Sara attended the ‘Hour of Code’ brown-bag presentation given by Victor Zuniga, ILS Administrator, at CTL on Dec 12. The Hour of Code <http://csedweek.org/>, endorsed by Computer Science Education Week, Code.org, Microsoft founder Bill Gates and Facebook founder Mark Zuckerberg, was a one-day, one-hour, nation-wide effort to promote awareness of computer science and coding among students. As a result of Victor’s presentation, CTL staff learned how to write simple code for an Angry-Birds game-like application.

### New Spring Storytime Box Themes Coordinated

Children’s librarian Millie Kridler created and assigned three new story time box themes – gardens, birds and construction – to children’s staff in December. Boxes will include titles of developmentally-appropriate and theme-based picture books, flannel board rhymes, songs and finger plays, props and more.

### Children’s Special Programs Featuring Ann Lincoln

Millie will host three presentations by children’s entertainer Ann Lincoln at CTL on Dec 27. To meet anticipated demand, the program will be presented three times during the day, at 10:30am, 11:30 am and 2:00 pm, with additional presentations at HL and OTL in the days following. From the website: *Ann Lincoln returns with comedy, magic, and juggling just right for little kids, big kids, and grown-up kids alike! Help Ann make the magic happen both on-stage and off and top off the fun with a live bunny appearance. Attendance is limited to fire code.*

