

Executive Director's Report

May 2014

ADMINISTRATION

By Holly Carroll

Regional Urban Renewal TIF Study

I continue to meet with the other representatives of the Larimer County taxing districts on a monthly basis. At our last meeting on May 28, we agreed to the purpose and goals statements that are included in the board packets. Each entity will be sharing the statements with their governing boards for comment and approval to continue with the process. There has been discussion within the group of hiring a consultant to conduct the cost/benefit study. At this time, there are no firm costs. The next meeting of the Core group (of which I am a member) is June 18. I believe it is in the Library District's best interest to continue to participate in this endeavor.

United Way Impact Partner

In April, the Library District was selected as a United Way of Larimer County Impact Partner. The Library is one of 70 organizations in the county that have missions and services that align with United Way's Community Impact areas of education, health and income. As a partner, we are eligible for UW funding; up to \$15,000 per year with a minimum of \$5,000/year. The Library District was identified as an education impact partner and has been asked to participate in the School Readiness cohort which includes among others PDS, Thompson School District, the Family Center, CSU Early Childhood Center, Read Aloud Fort Collins and Teaching Tree. Together, using the logic model for strategic planning, the cohort is defining common outcomes that each agency will aim to accomplish during the three years. I have asked Johanna Ulloa to represent us for this initiative as many of her programs and storytimes target at-risk children, the audience that UW is attempting to reach. Maggie Dennis has also been helping us with the various applications and plans that are required for this three-year grant.

PRPLD Human Resource Policies/Employee Handbook

The Library District is working with Mountain States Employee Council (MSEC) to begin the laborious task of developing separate human resource policies that better meet the needs of the District and our employees. Ken Draves, Jeff Barnes and I have met with Joe Montelongo from MSEC to determine how best to approach this project so that the new/revised policies will reflect our size, hierarchy and culture while maintaining the benefits and services that the City will continue to provide for us in the foreseeable future. We are working from a barebones draft of policies that are required by law and incorporating current practices and benefits. We hope to complete this process and have policies drafted for board approval by the August meeting.

2014 Colorado Public Library Directors Retreat – Glenwood Springs, CO

I attended this annual meeting on May 29 and 30th and as usual there is always tremendous amount of sharing among the 50 plus directors that participate each year. Of note were two issues upon which there was agreement among those present. First, the directors will request the CAL Legislative Committee to pursue additional state funding in 2015 for early literacy materials. An increase would allow more libraries to adopt fine free policies for children's materials, an idea that was recently

proposed by a member of the Joint Budget Committee (JBC). The directors also verbally agreed to provide financial support in 2015 for the new eBook ownership/platform model, Evoke, that has been developed by Douglas County Public Library but will be managed in the future by a state agency, either the Colorado State Library or CLiC. For more information: <http://www.evokecolorado.org>.

Other Activities

I attended several community events in May including the Community Foundation’s Celebration of Philanthropy event where the Library District co-sponsored a table with the Friends and Library Trust and the Climate Wise Envirovation event during which the Library District received platinum partner status due to the tremendous efforts of our Green Team. Also on May 28, I gave a brief presentation about the Library District to the City’s Finance Department as part of its monthly staff meeting.

COLLECTION MANAGEMENT

By Tova Aragon

Collection moves continue with a change at Harmony. To make more space for hardback fiction and mystery, we have reduced the number of shelves for paperback fiction. Because of budget constraints, we are no longer able to purchase titles in all formats so we have been purchasing fewer paperbacks. If we have a popular title in hardback and electronic format, we may purchase a single copy of a title in paperback but not multiple copies as we did before. We make sure to purchase titles only produced in paperback. The space that is freed up will allow the hardbacks to spread out in order to create display space and space to handle the ebb and flow of the floating collection.

The bound National Geographic magazines have been moved back to Old Town Library reference.



They have been in storage. To save the number of times the items had to be handled and courier cost, Circulation and Collections staff walked them over through the park. This move makes it easier for patrons to access them and frees up space at Webster House for overflow juvenile holiday materials, book processing space and duplicate copies of popular materials.

Sarah Scobey has been working with volunteers to add Teen and Bilingual icons to materials in the Spanish collections. Dolores Mata has been adding subject heading too. This change will help patrons and staff find the bilingual materials quickly by browsing the shelves.

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 OrangeBoy on dashboard and new Savannah messaging system.
- Working on new social media promotions and platforms, “The River’s Mouth” , updating
- Worked with local media on various stories
- Finalizing 2014 Summer Reading information and Events
- Helping grant writer gather information for possible grants
- Working with other libraries on statewide “Outside the Lines” campaign for September 2014
- Attended Google + and Google Hangouts, Marketing Databases webinars
- Working with Web Team to develop new website
- Gather information and doing training to begin Library Aware email notifications
- Working with Morgan Library on new Ram Card promotions
- Working with Library Trust PR committee and Donor Event
- Doing video work with mascots and library services... see our YouTube channel for the first 2
- Starting new CSU Media Intern!

OUTREACH SERVICES

By Johanna Ulloa

Outreach Core

As part of the United Way impact partner grant process we designed our own logic model for story times. The plan includes goals for bi-lingual story times and tale kits program for three years. We have been judiciously researching library program evaluations and consulting with professional evaluators to create a tool that evaluates multicultural library outreach services. Luckily CSU will be helping in this process.

Our Team had a chance to be part of a webinar about Sensory Storytime which motivated all of us to consider the implementation of a sensory storytime in the near future as a part of the services provided by our department. We are looking to implement the first storytime for children with sensory disorders at the Harmony branch this fall.

The highlight of the month was Pelicano Program



A six week program ended the last day of school at Harris Elementary and Nicaragua San Juan de Dios library. We followed lessons plans that covered all the objectives proposed at the inception of the program. The kids practiced writing skills on paper and in electronic format, to improve literacy; increased awareness of other cultures and lifestyles around the world, and provided a safe space to create friendships. El Programa Pelicano used a modern variation of the common pen pal program, using electronic media to communicate like Keypal and Skype.

As a follow up from Ludy's visit to Mexico last year on the dissemination of best practices from Rincón de Cuentos, we received a report on how Colegio Británico de Tehuacan has implemented Rincon de Cuentos as part of their reading curriculum. It's great to see parents involved in this new project.

On the Road

We went to many locations to market our SRP program, including Putnam's 5 de Mayo celebration, Lincoln Middle School, and Harris' multicultural fair among many others.

In our story times throughout the district we read about summer. We also introduced the Summer Reading Program to the children in Stove Prairie and Livermore. Kathie also attended the Livermore Elementary literacy night, there she passed out information about the library and made over 12 library cards for new customers.



The team visited many schools and locations with summer stories including: Rincon de Cuentos Harmony Mobile Home Park, Bauder Elementary, University Village, Stove Prairie Elementary, Northside Aztlan Community Center, and Teaching Tree. During this month Ludy delivered storytime at Irish Elementary School and Rincón de Cuentos, where she prepared a preview of the Summer Reading Program that included an easy experiment facilitated by a CSU laboratory. Ludy was lucky to have real lab instrument to present these programs. The kids, parents and teachers were very excited about the coming activities at our library.

On April 8th, Johanna and Kathie went to Northside Aztlan Community Center and had a maker space of Squishy Circuits with the preschool Mother's and Grandmother's day program. The children and their mothers and grandmothers had lots of fun creating circuits of lights, buzzers, flowers and butterflies out of Kool-Aid play dough.





Squishy circuits at Northside Aztlan Community Center April 8, 2014, preschoolers and their Moms and Grandma’s too.

TALES Kits are ready to go, however the open house was cancelled due to lack of participation. The four registrants were offered a story time featuring the story kits. Kathie provided two story times at the in-home daycare. They were very excited about the TALES Kits, and placed an additional one on hold for each of the daycares. The kits are now stored in the answer center and are circulating. We are hoping that other groups will use them such as, homeschooling families and unlicensed daycares too! Kathie is planning on creating at least 5 TALES Kits in Spanish and several additional ones in English.



And we continue with the promotion and organization of Imaginantes, where we now have 25 applications and a lot of excitement from our part. We spoke with our host at The Family Center as well as finalized details with The Fort Collins Museum of Discovery.

Community Connections

We were invited to be part of the annual fundraising event for the Mathews House. This nonprofit does a remarkable job in our community and we are very glad to be partnering with them.

The Vida Sana Coalition meeting and the Disparity Action Committee were very successful and addressed several activities in the community and diversity issues with appropriate ways to provide services to diverse communities.

We participated in the children’s for need distribution event. It was a fantastic way to promote library services to our community. 127 families attended the event-- and over 400 children! The Memorial Day Event was really fun despite the weather. Our own Karol Rueda designed beautiful posters from Bob Carroll’s private collection of war memorabilia.

Elementary Library Liaisons exceeded all possible expectations with SRP marketing and events this month. They reached 3,463 children in May! They are an amazing group of dedicate staff and we are so lucky to have them!

Professional Development

As a team we continued reading articles and watching videos regarding provision of inclusive programming.

We attended Outreach Book Club webinar and Sensory Storytimes webinar. Sylvia Garcia attended LGBTQ Book Buzz webinar.

Johanna Ulloa attended the presentation by Jim Collins and Adelante Bibliotecas! Diversifying Services for Youth Latino Community by Reforma.

Computers

Karol de Rueda is currently the only computer facilitator in Fort Collins that is Spanish/English bilingual. Therefore her services are being sought out by many different organizations and individuals. We are receiving many calls from patrons interested in classes on an ongoing basis. Currently she has a long waiting list to provide services!

As far as computer classes, we finalized our series with classes in Spanish and in English at The Family Center, where we are waiting to organize new dates for a near future.

Karol also continued with her assistance at Crossroads Safehouse with a full house at every visit and because of the demand, a limit of 30 minutes per user due was initiated.

We also had a meeting to plan and organize the Outreach part of the website where we found the needs as well as the solutions to make it more functional and easy to use.

Volunteers

Summer Reading Program has been a huge focus this past month. New this year is the availability of self-scheduling by volunteers themselves for our Summer Reading Program training sessions.

Thus far no SRP volunteer applicant has expressed having a problem with the \$10 that Verified Volunteers charges them for their background check. Other volunteers needing higher level screenings have not been adverse to paying for their own background checks and to being referred to Verified Volunteers.

We are seeking out great volunteers for Old Town Library to help with paging slip, Story Time volunteers for Wednesday mornings, and volunteers to move the chess pieces out to the board for set up and to store them back in the library daily.

More homebound customers continue to be added. Two customers were added at Parkwood Estates and two Books-by-Mail customers have been added at the VOA-sponsored Sanctuary Apartments.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Collections and Physical Facilities

A series of ceiling-suspended sculptures were installed in the children's area in May. The art was donated to the District last year from the estate of the artist and has now found a new home at Harmony.

Annie Fox worked with FRCC administrators to secure \$20,000 for Harmony computers and technology. Approximately \$10,000 will be used to replace older hardware. The remaining \$10,000 has been approved for a pilot program to lend iPads to students and public at Harmony. More details to follow. Kristen Draper met with CSU Morgan Library staff regarding their experiences with iPad circulation.

Teen Services (shared by Diane Tuccillo, Harmony's Teen Services Librarian):

Diane Tuccillo visited Rocky Mountain High School's media center on May 2nd for a summer reading presentation, to get library cards for the students, and to give a booktalk.

Diane has continued to work a 3-5 pm shift each Wednesday afternoon at Council Tree. She greets the teens and helps them with reader advisory or just helps them find the book they are looking for. She keeps tabs on the Teen collection while she is there. Starting June 4th she will begin doing 1-3 pm shifts due to school being out.

Sue-Ellen Jones ran the May 10th IRS meeting at Council Tree Library. 13 teens attended. We are also held an after-hours teen celebration at Old Town Library from 6-7:30 pm to honor our wonderful IRS graduates on May 31st.

Our teens also received a colorful certificate of honorable mention from the Teen Video Challenge that several of them participated in. Their video promoting reading and libraries was shown at last month's board meeting.

Marian Sawyer and Diane Tuccillo went to Aurora for the day on May 20th, to shop for deeply discounted SRP prize books at the Scholastic Books warehouse spring sale. It was a long but very productive day--good book selections

Programs and Classes

ImagineArt series, a participatory art series for older children offered in partnership with FRCC, concluded in May. We had full sessions and positive feedback from participants. Staff is meeting with FRCC to debrief about this and preschool program is forthcoming.

Reveille 3 in Concert on May 16 was held in the Round at Harmony. This is an Andrews Sister tribute act and after learning that the event was publicized in the Denver Post and Channel 9, the Programming Team took proactive measures to accommodate the anticipated large attendance for the event.. Additional chairs and a stage were ordered and rented and staff came in early to set up for the event. Over 400 enthusiastic concert-goers attended the event.

Harmony hosted "Cinderella" ballet performed by the Front Range Classical Ballet Academy. This was a beautiful performance in the round that attracted an intergenerational crowd of over 150 people.

Outreach, Continuing Education and Teams

Summer Reading Program (SRP) visits to school is in full swing. Harmony liaisons have visited schools or had tours as follows:

- Bacon, 6 presentations
- McGraw, 3 presentations
- Johnson, 3 presentations
- Beattie, 4 presentations
- Tavelli, 5 presentations
- TPAAK, 1 presentation

Due to popular demand, Kristen Draper reprised her role as Percy the Owl for 13 SRP visits!

Harmony staff participated in the 23rd Children's Water Festival held at FRCC on May 21. This event is organized by the City of Fort Collins Utilities. We were asked a week ahead of the event if we'd like a table in the exhibit hall. Jennifer Zachman arranged for Harmony staff to be table hosts and organized the library's table which focused on the Summer Reading Program and some fun interactive STREAM activities. The entire event attracted approximately 1,700 area third graders. Half were assigned to visit our exhibit hall with about 600 students interacting at the library table.

Librarian Elaine Burritt reports the following continuing education activities for May:

- Participated in brainstorming session about Reader's Advisory services in our libraries on May 1.
- Kicked off information sharing about the 6 Disciplines of Learning with a core.
- concepts e-mail to supervisors and pubdesk staff on May 1 and a focus on D1- Define Business Outcomes on May 15.
- Presented updated "Emergency Evacuation" information sheet at Harmony Staff Meeting on May 14 and asked Harmony staff to walk through the building to identify fire alarm pulls, fire extinguishers, and nearest exits.
- Attended City Safety Wellness Team meeting on May 8 and sent update email to library staff.
- Attended CSL in Session webinar on May 22 "Tending the Garden of Innovation"
- Facilitated Learning Organization Team Meeting on May 22; we now have a confirmed date for our next Staff Day – January 16, 2015!

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Miscellaneous News

Old Town Library Manager Jean Bosch worked with Signarama staff for the design and installation of new signage in several areas of the library. Some of this signage provides improved direction and guidance to areas and collections. A frosted-look logo on the full-length windows of the 2nd floor study rooms help with safety concerns.

Twenty-five year Library Assistant Giny McConathy retired this month. We will miss her array of skills including puppetry, guitar, music, and storytelling. Library Assistant Zoe Bartzen has been reassigned from part-time to full-time Library Assistant duties. The search for a 20-hour/week Library Assistant is in progress.

Programs and Events

The Library District's Minecraft programming was featured in TechSoup. Librarian Amy Holzworth teamed with Systems Administration staff Carol Gyger and Victor Zuniga and the Answer Center's Gabe Johnson to pull together this set of programs that are very engaging to young people. The article can be found at: <https://techsoupforlibraries.org/spotlight/engaging-teens-with-minecraft>. Amy & crew are planning some library road shows in the near give staff some hands-on opportunity to try it out and learn more.

Continuing Education and Learning Opportunities

Staff has been getting trained for the Summer Reading Program. We are looking forward to another exciting and busy summer!

Library Assistant Erin Senseman attended the Baker and Taylor Children's and Teen Services (CATS) Title Talk Preview event to learn about upcoming new youth books. Award-winning author/illustrator was also a guest speaker.

Library Assistant Jewels Hall attended the Colorado Association of Libraries Paralibrarian conference.

Several staff attended a demonstration featuring the Brainfuse product.

Spanish-Language Collection

Librarian Sarah Scobey worked with volunteers to identify and label project certain items in the Spanish-language collection. Bilingual books have new labels, as do teen books in the adult Spanish-language collection. Juvenile Spanish-language books are next to be identified and labeled, then the World Language collection at Old Town Library. Lastly, the materials at Harmony and Council Tree will get the same treatment.

All of this work will allow for much easier identification and access for patrons and staff. In the fall, Sarah will inform the Poudre School District (including the Spanish-language immersion schools) of this important update to the collection.

Nook Book Club Kit

Sarah is also guiding a volunteer in the creation of facilitator content for a Nook book club kit which features multiple titles on a circulating set of Nooks. The next step will be to let the public know when we get the Nook kit finalized ready for the public.

Tours and Visits

Dunn and Putnam Elementary students toured the library.

Outreach and Embedded Staff

Liaisons visited Dunn, Laurel, O’Dea, Olander, and Riffenburgh Elementary Schools to book talk, visit preschool classes, and promote the SR

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

School Liaisons activity in May:



CT children’s librarian Millie Kridler and I visited partner PSD elementary schools as District Library Liaisons in May. One or more times during the month, Millie visited Traut, Linton and Werner, and I visited Rivendell (non-PSD special arrangement), Kruse, Shepardson and Zach. Millie and I promoted summer reading programs with fun presentations (six presentations to over 300 children total) and with SRP calendars and reading logs. We also provided storytimes, spoke with parents, and met with school media personnel. On May 28, Millie and library assistant Karla Cribari provided a tour of CTL’s children’s area and information on summer reading to 77 second graders from Linton Elementary.

Currie Presented Retiring BASE Camp ED with Gift

On behalf of the BASE (Before and After School Enrichment) Camp Board of Directors, I presented a framed photo and plaque to Linda Preston, retiring BASE Camp ED, on May 7. I presented the gift at a luncheon honoring Linda’s 25 years of service to the local nonprofit. Others honored Linda too, including former state senator Bob Bacon and Fort Collins Mayor Karen Weitkunat. I have served as the secretary of BASE Camp’s BOD for over two years.



Brainfuse Training

Several public desk staff members and I attended a training session on the learning / tutoring database Brainfuse at Old Town Library on May 8. Brainfuse manager Gianni presented information on a new job-seeking feature of the product, called JobNow.

New Hires in Circulation

CTL Circulation supervisor Chris Cortez has hired two new hourly materials handlers: Jonathan Zuniga (no relation to Victor) and Helmi Barzak. They will work between 12 and 16 hours per week.

Circulation Ready for RAM Cardholders



During May, Chris and her six-person crew of Library Service Representatives learned about and provided training to circulation staff on the new CSU RAM card to library card service. Starting June 1, the District will provide library access to CSU students through their valid RAM ID card. Library Systems Administration has enabled the conversion of CSU RAM cards to be used as functional PRPLD library cards via a few steps in our patron database system. Technology and staff are ready for the Rams! Note: A similar card access system already exists for FRCC

students.

Building Evacuation Drill

On May 20, CTL staff and I performed an evacuation drill with a simulated alarm sound provided by Matt James. The drill took place at 9:00 am, before operating hours, so involved no members of the public. Staff followed established guidelines for sweeping, informing, guiding, moving to a safe place, and checking in. Staff evacuated the building in under 2.5 minutes. After the drill, we met to debrief the drill, and discuss any needed changes to the procedures. Staff agreed no changes were needed.

Tornado Evacuation Procedures Revised, May 27

The building evacuation drill and recent severe weather prompted me to review CTL's tornado evacuation procedures. A few changes I made include for staff to bring smartphones and our weather radio with them to the back stairwell (the safest place), and for staff to quickly distribute laminated signs on the service desks that say "Tornado warning in effect. All recommended to take shelter in back stairwell near the children's area". Staff will have an opportunity to practice an evacuation drill before operating hours at the June staff meeting.