

Executive Director's Report

January 2016

ADMINISTRATION

By Holly Carroll

White House/IMLS Library Card Challenge Summit

Approximately 100 library directors, school superintendents and elected officials attended this summit on January 19. The event was hosted by the White House with the support of the Institute of Museum and Library Services, the Urban Libraries Council, and the American Library Association. Megan Smith, United States Chief Technology Officer, gave opening remarks about the existing homework gap of students without Internet access at home, the need for greater student access to the educational resources of public libraries, and the value of public libraries, school and local governments to partner to achieve such access. The communities of New Haven, CT, Charlotte-Mecklenburg NC, and Washington D.C. were represented by their Executive Directors, school superintendents and Mayors/County officials and presented their approaches to partnering to ensure that more students had easy access to library resources and cards. Mayor Michael Hancock from Denver spoke of the Denver recreation pass/library card initiative where the city recreation pass also serves as a library card.

Attendees spent the afternoon in small groups identifying opportunities to meet the challenge such as data sharing of student achievement before and after summer reading programs, revised policies and procedures making it easier for students to obtain cards and access library resources, and generating staff buy-in for partnered initiatives.

I have lots of news ideas for moving forward. My assistant, Cynthia Langren, and her peers at the City and Poudre School District are scheduling a follow-up meeting with Mayor Troxell, Wendy Williams, Sandra Smyser and myself for mid-February.

ALA Mid-Winter Conference

I attended the ALA Mid-winter Conference in Boston January 7-11. In addition to committee assignments (Committee on Diversity, Committee on Legislation, Telecommunications Committee) I attended three interesting sessions: 1) the future of eBooks and the still elusive coherent user experience in terms of downloading and content availability; 2) "The Right to be Forgotten" and the different legal perspectives on removal of digital personal information (social media, web) by content providers upon request of individuals; and 3) the results of a recent initiative of the Public Library Association to develop outcomes measurement tools to help public libraries evaluate services.

Records Retention

I met with Kim Seter and Elizabeth Dauer to determine the best approach to developing a records retention that is specific to the Library District rather than the current City of Fort Collins policy. Ms. Dauer is working to develop a policy that complies with the State Archives recommendations but highlights those records that are most commonly maintained by the District.

City of Fort Collins URA Information Meeting

The Library District has been invited by the Fort Collins Urban Renewal authority to an informational session to discuss the City's URA and its plans for an expanded board in compliance with the URA Reform Bill, (HB-1348). The meeting is scheduled for February 10, 4:30 – 6:00 p.m., Community Room, 215 Mason St.

Other Meetings

I attended the following meetings in January: Front Range Public Library Directors meeting at Arapahoe Public Library, Keolbel Branch, the City of Fort Collins Community Block Grant Commission, the Poudre River Library Trust, and the CSU Friends of Morgan Library.

COLLECTION DEVELOPMENT

By Tova Aragon

Carol and Tova have created a more graphical statistic report for the board to be rolled out with the January statistics. We have added some informational stories to the graphs and numbers that we usually report. A big thanks goes to Paula Watson-Lakamp and Laura Carter for their guidance and graphics.

In 2011, we purchased disc checking and cleaning machines to help keep our audio CDs, music CDs, and DVDs playing better and lasting longer. This last year, Louise has cleaned 4,081 discs to put back out into the collection. The disc checking machine was getting older and it wasn't very efficient. It had been out of use and in storage. The company recently offered credit for older machines as they needed them for parts. We sent ours back and received \$250 in credit for the cleaning machine supplies.

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- Working with OrangeBoy on dashboard and Savannah messaging system.
- Working on new social media promotions and platforms, "The River's Mouth", updating
- Worked with local media on various stories
- Working with Library Trust PR committee and Board
- Finalizing a Crisis Communication Plan document
- Wrapping up 2015 programs
- Beginning work on new Strategic Plan Marketing strategies
- Beginning work on Summer Reading "Game On!" marketing
- Beginning work on 2016 Comic Con (August 27 & 28)
- Preparation for hiring new Communications Assistant employee
- Preparing year-end information for 2015 Annual Report, due end of March 2016
- Preparing year end stats on social media channels
- Organizing the "Seed Swap" event on March 5 with The Growing Project
- Organizing the "Kessel Run Family Fun Run/Walk 5K" on May 4 with Comic Con committee

HUMAN RESOURCES OFFICE

By Sabrina Stromnes

HR Manager:

January's focus has been on the compensation study. Meetings continued with managers to review and edit job descriptions in preparation for the compensation study. Four vendors provided proposals to do a compensation study including Mountain States Employers Council, The Singer Group, Human Resource Management Consultants and Public Sector Personnel Consultants. The Executive Team met to review proposals and selected Public Sector Personnel Consultants.

Preliminary work has begun on the study and the Executive Team is meeting the week of February 1st with Matt Weatherly of Public Sector Personnel Consultants to officially kick-off this exciting project.

Additional items for January:

- Library District Policy Review and Revision
 - Some changes have been made to the City’s policies that need to also be updated in the Library District’s policies.
 - Review of the Library District’s policies have surfaced some policies that apply to the City that may not be the best fit for the Library. I am partnering with the City to determine what type of customization is possible for the Library within the parameters of the current IGA.
- Performance Evaluation
 - Presented the Quarterly Performance Alignment (QPA) model to the Leadership Team. It was agreed that we will move forward with implementing the QPA model and begin the rollout of changes in February.
 - I am partnering with the City’s HR department to coordinate and/or deliver training for managers.

Volunteer Program Manager:

By Serena Robb

- Cleared out seven boxes from the basement;
- Continued to learn and clean up our Volgistics volunteer database. Worked on “Assignments” and “Flags”. As a result, we are now subscribed for a lower (and thus cheaper) plan;
- Prepared for Board meeting on Jan 11;
- Prepared for and presented at the DOVIA meeting on Jan 12 (I presented a recap of the Colorado Conference Of Volunteerism);
- Interviewed 12 applicants and placed 9 new volunteers;
- Attended two presentations; one by Outreach, and another by Volunteers of America on “How To Write a Winning Volunteer Award Nomination”;
- Entered three larger projects into the United Way database (Minecraft, Frida’s Fashion Show, and a Service to Go Project for Digital Survival Kits”);
- Staff requests for volunteer help are increasing, which is great to see. These are all added to volunteer database, sent to volunteers via weekly emails, and used by me during recruiting.

OUTREACH SERVICES

By Johanna Ulloa

The highlight of the month is that Ludy Rueda provided for the first time storytime at McGraw Elementary with an American Sign Language interpreter. McGraw Elementary houses the Poudre School District’s Deaf and Hard of Hearing program so the response by teachers and students was very positive. This program fits perfectly with Outreach’s Mission to provide services to underserve communities.

Another highlight is that the Paterson Family Foundation has donated \$2,500 for the Imaginantes program. Acclaimed Children’s author, Katherine Paterson, became a supporter of our programs last year when she became familiar with our services in the International Books for Young Children conference in Cuba. We have begun the initial planning process for Imaginantes 2016.

Community Connections

We are in the process of partnering with the Family Center in order to start our Citizenship classes this year. Unlike last year, we want to host a couple of Informational Forums before providing a series of classes. Sylvia Garcia continues to build partnerships to provide services to seniors at different capacities. This month she coordinated with Senior Life Solutions and they will be providing programs. The first series is about caregivers and aging well programs. There is a need in our community for resources and guidance regarding how to care for a loved one, therefore in the first program, “*Are My Affairs in Order? Not Just the Legal Ones,*” participants reported that the program was “extremely informational” and many said they will bring their friends to the next one. One person submitted a “How’d We Do” form saying “Good for the library for having a program series such as this!”

Johanna Ulloa Girón began her two year appointment with the Human Relation Commission where she will continue furthering our goal of increasing awareness of diversity and inclusion. The mission of the commission is to promote the acceptance and respect for diversity through educational programs and activities, and to discourage all forms of discrimination based on race, religion, age, gender, disability, etc. The Commission often coordinates these efforts with other City boards and commissions, community groups and organizations. For example, last year they provided a series on mental health at the Harmony Library.

Johanna Ulloa Girón is the new US International Board on Books for Young Children Ambassador in Colorado. The International Board on Books for Young People (IBBY) is a non-profit organization which represents an international network of people who are committed to bringing books and children together. It is composed of 75 National Sections all over the world. It represents countries with well-developed book publishing and literacy programmers, and other countries with only a few dedicated professionals who are doing pioneer work in children's book publishing and promotion. In this role Johanna will work with libraries in Colorado to promote the use of literature in building international understanding and creating an awareness of USBBY as a professional organization that aligns with the mission of public and school libraries.

Johanna Ulloa Girón has begun the clinical supervision of Brendan Haggerty as the new Masters of Social Work Intern.

Johanna Ulloa Girón and Currie Meyer facilitated an internal School Liaison’s meeting, where our super talented Nicole Burchfield and Jennifer Zachman demonstrated their great skills at Book talks and databases. Currie Meyer also provided takeaways for Liaisons.

Outreach Core

We provided storytimes at many locations including:

- University Village
- Teaching Tree 3 classes
- Putnam Elementary 2 classes
- Bauder Elementary 2 classes
- Aggie Village
- Aztlan Community Center
- Livermore Elementary
- Family Center
- Salud Clinic
- Community Life Center
- Harris Elementary
- Irish Elementary
- McGraw Elementary

- Rincón de Cuentos (Harmony) I will continue with the same theme as in the other locations. All of the kiddos will make birthday crowns to celebrate (where we have crafts).



At University Village one of our regular kiddos practiced writing skills by coloring on his birthday crown (pictured at left).

Digital Literacy was provided at different sites. Kathie Young de Herrera used the App Sago Monsters at Aggie Village with the kids. They shared these experiences with their parents. Some of the older kids were able to use this app independently. This story time also took place on National Popcorn Day. The kids and their families enjoyed popcorn and received popcorn bookmarks, thanks to the Liaison swag fund.

Trainer Evaluation is finishing up the evaluations for Outreach storytimes outcomes. We will host a panel to share the results internally and with appropriate external partners like United Way and Early Childhood Council.

Projecto Pelicano between McGraw's Elementary and Colegio Británico de Tehuacan in Mexico has begun. This month the school in Mexico prepared and shared a video about their school; the kids at McGraw are now in the process of making their video.

Johanna Ulloa Giron continues to facilitate the Pelicano program with Martha Petty from Harris Elementary and Jane Mirandette from San Juan del Sur in Nicaragua. We hope to strengthen and expand this program with our sister library.

Ludy Rueda has begun to collaborate and train students at CSU Foreign Language Department in order to plan the World Language's series for 2016. The languages featured during this semester will be Russian, French, Arabic and American Sign Language. We want to acknowledge the tremendous job that Marian Sawyer, from our collections department, is doing to keep the World Language Children's collection robust.

Cache la Poudre Elementary School has contacted us to provide storytimes in Spanish. We are scheduling the programs and Karol Rueda will be the assigned staff to provide services.

Computer classes continued to be provided in the community and we have currently 75 people on the waiting list for classes in Spanish. Karol Rueda will provide classes now at Putnam and Linton Elementary Schools.

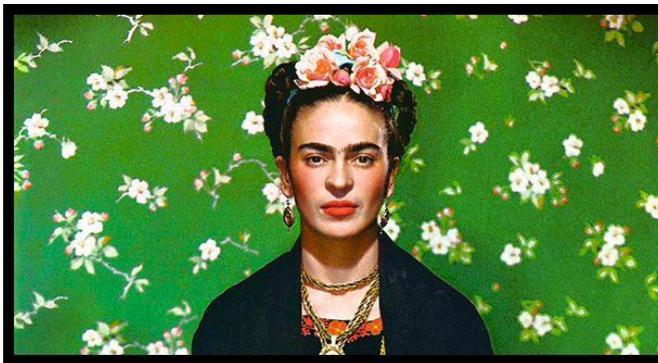
Also during this month we had an Online Job Search in Spanish. The group that attended needed help navigating a lot of resources that only contained information in English and required applications online.

Outreach will celebrate Día de los Niños for the first time in our District!

Día de los Niños is a nationally recognized initiative supported by the American Library Association that emphasizes the importance of literacy for all children from all backgrounds. It is a daily commitment to link children and their families to diverse books, languages and cultures.

This year we will provide many activities celebrating both Día de los Niños and Young Children's month with a literacy program that highlights Frida Kahlo. Frida was a Mexican painter who is best known around the globe for her self-portraits. Perhaps nearly as legendary as her works of art is her sense of style and artistic fashion.

As a nod to Frida's unique and timeless style, we will end April's celebration with "Frida's Fashion Comes to Life". It will be a fashion show that features 25 children from the community who will walk the runway dressed as Frida and Diego Rivera to the live music of Raíces Latinas from Colorado State University. Along with the fashion show there will be a poetry reading, an engaging read aloud and the presentation of Quetzalcoatl Mexican Dance Group.



"Frida's Fashion Comes to Life" is the closing event of El Día de los Niños Celebration, and will be held at the Fort Collins Lincoln Center, where 250 attendees are expected to be part of this event. Mayor Wade Troxell has already confirmed his participation!

SYSTEMS ADMINISTRATION

By Carol Gyger

Project updates

- **Help Desk System replacement** - We are working on a replacement for our internal Help Desk system. The new system will be in beta by mid-February and will be ready for the Implementation Team to start testing. – Carol Gyger, Peggy Shaughnessy, Victor Zuniga
- **Study Room Reservation System** – The Implementation Team is nearly ready to roll out the online reservation system for Old Town Library Study Rooms. Look for it starting the week of February 15th. – Carol, Peggy and others
- **Impact Team** – This team is working with various staff groups to plan and evaluate programs and services. The most recent project was to create a Logic Model/Program Plan for storytimes in the three branches. The Plan will help the Storytime Team work towards intentional outcomes that support the current Strategic Plan. – Carol, Johanna Ulloa, Tova Aragon
- **Inventory of Collection** – Carol Gyger and Chris Bauman of the Library IT Team met with the 3 Circulation Supervisor to review our collection inventory methods that were established in 2011. The method is a combination of circulation-based weeding, missing reports, and deleting long lost items. The great news is that the method we identified 5 years ago and have been using since then are working very well.
- **New format for reporting statistics** – Tova Aragon and Carol Gyger have been working with Paula Watson-Lakamp and Laura Carter to reformat the monthly statistics that are reported to the Board of Trustees. The format should be easier to read and understand. It includes infographics and stories and fewer charts and graphs.

COUNCIL TREE LIBRARY HIGHLIGHTS

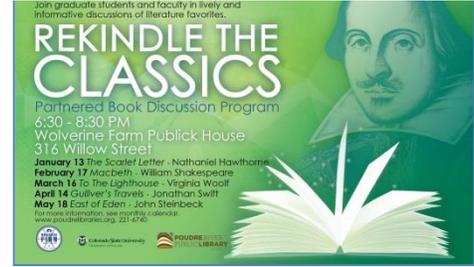
By Currie Meyer

CTL Book Club

CTL Book Club coordinator Karen Cagle presented a discussion of *Americanah* by Chimamanda Ngozi Adichie on January 18. More than 30 people attended. This is the third of five in the annual book discussion program.

Rekindle the Classics book discussion series

On January 13, I hosted the first “Rekindle the Classics” book discussion series at Wolverine Farm Publick House with co-coordinators Lara Roberts, a CSU graduate student in English, and Ellen Brinks, a professor of English at CSU. Together, we crafted a plan for a series of free, open, monthly discussions of literature classics. The program is a three-way collaboration between the library, CSU and Wolverine Farm Publick House. The program has zero cost for supplies, equipment or space.

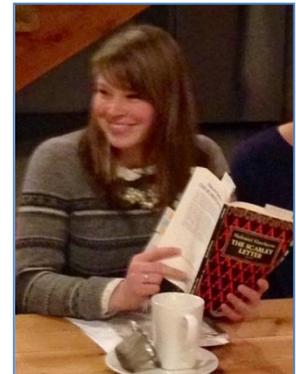


The January discussion of Hawthorne’s *The Scarlet Letter* was attended by 17 people including a retired couple, a high school English teacher, two OTL book club “regulars” and several graduate students. We enjoyed beer and tea – available for purchase from the Publick House, and a lively 1.5-hour discussion.



Of the seven survey responses I received after the program, six people thought the program, the program presenter, and the presenter’s knowledge of the subject was ‘Excellent’ or “very good”.

In response to the question, “Did this program give you new, useful information? If yes, how will you use this information?”, 100% of participants responded “yes”. One commented, “I will read more; be more forgiving, compassionate. I’ve always noticed that I’m more empathetic when I regularly read good literature.”



School / Library Liaisons meeting

On January 19, I facilitated the second of three annual meetings for PRPLD staff who serve elementary schools as school / library liaisons. We enjoyed a book talking presentation by Nicole Burchfield and a database-instruction presentation by Jennifer Zachman. The liaisons were also given fun, reading-themed bookmarks to give to the students they visit. Almost all of the liaisons attended the meeting.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Harmony turns 18!

In late January, Harmony Library turned 18. Harmony library represents the most enduring and largest partnership the District (and before it, the COFC/Fort Collins PL) maintains (excluding perhaps the COFC), and provides a model of a successful joint use library between a public library district and a community college. It is a testament to the value of the relationship to all parties that Harmony has endured lean times and budget cuts (while partnered with the City), the creation of a new library district, transfer of the partnership from the COFC to the District, and enormous growth in the campus and the student population.

FRCC-Larimer Campus in session

New, early open hours began January 4. When classes are in session at FRCC, Harmony opens at 8:30 am M-F as it always has. Spring semester classes began at the college on January 19.

Parking Lots at Harmony

The Campus owns and maintains all of the parking lots outside Harmony library. FRCC-Larimer student fees pay for ongoing lot maintenance.

Demand for parking is greatest when FRCC is in session. At the start of each semester, the Campus provides lot monitors to politely direct students and others not using the Harmony Library to other available parking. Over the past few years we have found having a monitor for the first 2-3 weeks is useful in helping educate new students where to park when attending classes or conducting other non-library business. The monitors, coupled with clear signage and designated priority parking for seniors and those with young children, has helped increase available parking for library patrons closer to the Harmony Library entrance.

The Mount Antero building on campus continues to undergo significant renovations, which will result in improved spaces and a more defined, welcoming and recognizable campus “entrance” fronting the parking lots in front of Mount Antero.

Harmony Roof Repairs and Replacement

Harmony’s roof has occasionally leaked over the years, and recently leaks have increased in frequency. The campus is discussing roof replacement and perhaps replacement of some rooftop units that may be contributing to leaks. More information to follow.

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Teddy Bear Tea



The Teddy Bear Tea Party planned and coordinated by Library Assistant Jewels Hall was a success. We had 14 teen and adult volunteers who helped with everything from teddy bear “sleepover” check-in to posing the animals in all the activities they did after the library closed: pizza party, reading, playing

games, building forts, watching movies, doing karaoke, and much more. With the volunteers’ help, the teddies had a marvelous time at their “sleepover”!



When the children came to the library the following day, they and their parents were treated to tea and treats while they watched a slideshow of what their bears did after hours. Afterwards everyone was invited to participate in some of the activities the bears did the night before. All participating children got to go home with a drawing their bear had made. Seventy-nine children and parents participated.



IRS Meeting

Teen Reference Librarian Sue-Ellen Jones attended the IRS meeting at Council Tree Library. Twenty-three students attended and we had four new members.

Spellapalooza

Almost 100 folks attended and/or participated in this spelling bee for adults held at Avogadro's Number. Public Services Librarian Nicole Burchfield planned, organized, and emceed the event. Executive Director Holly Carroll and Old Town Library Manager Jean Bosch served as judges, Deputy Director Ken Draves served as timekeeper, Jewels Hall served as the "Spelling Bee", and volunteer Jana Knapp served as the pronouncer. Many thanks to the Friends of the Library for their continued support of this popular event. The winner of the event correctly spelled "scimitar".



Goosebumps

Nicole organized an entertaining program based on the popular R.L. Stine series. Attendees made vampire poodles, haunted cars, werewolf puppets, plant food, and slime.

Minecraft

Librarian Amy Holzworth planned and hosted seven Minecraft programs with a total of 127 kids in attendance from grades 1-12. A new venue – Council Tree Library – was met with great enthusiasm by young people and parents and was very successful! Many parents stayed at our Minecraft events to play and learn alongside their children which gives us a great opportunity to talk about the great things PRPLD is doing for families and hear their thoughts about our services and personalizes the library experience for them.

Virtual Legal Services

Jean met Ric Morgan, LLC, (who coordinates the Colorado Access to Justice's Virtual Pro Se Clinics at select public libraries throughout the state) less than a year ago at CALCON. Jean and Outreach Librarian Sylvia Garcia coordinated with Ric and now Fort Collins community members will have access to a monthly, free, virtual, legal clinic at Old Town Library. The official launch will be held in February and will continue throughout the year on the first Friday of each month. People who need legal assistance but don't have or cannot afford an attorney will have personal, face-to-face lawyer-to-client interactions with the use of video conferencing on a computer provided by library in the Collaboration Room on the second floor.

The clinics will cover all civil issues, including property law, probate, family law, collections, foreclosures, landlord/tenant matters, appeals, protection orders, and veterans' benefits. Volunteer attorneys will answer questions, help fill out forms, and explain the process and procedure for civil litigation so that people can learn to represent themselves in court proceedings.

Outreach and Embedded Staff

MSW Intern

We are pleased to have Master's in Social Work Intern Brendan Haggerty on board with us. He will complete this CSU internship of 240+ hours this semester. Brendan has already learned a lot and is making valuable connections with patrons, staff, social service agencies, and others in our community. Outreach Manager Johanna Ulloa is Brendan's field supervisor; Jean is his site supervisor.

Brendan, Jean, Sylvia, and hourly Librarian Erin Kirchoefer attended the Community Conversation on Homelessness held at the Museum of Discovery. There were approximately twenty-two attendees; two of which are individuals experiencing homelessness.

A possible outcome from the Conversation includes having future Conversations at Old Town Library again (it was already booked for this event, but OTL is seen as a very favorable, neutral location and we have hosted twice) and changing the time to one that is more convenient for the homeless. Homeward 2020 will continue to work with OTL as a possible location as well as seek alternative sites as this can easily be done if they book with us far enough in advance.

Another possible outcome is interviewing individuals experiencing homelessness and sharing their stories (audio or video versions) to educate FC residents about the hurdles and struggles they face as well as giving them a voice. Jean, Brendan, Sylvia, and Erin K. are really interested in pursuing this idea because the library could be a major player in its success. There were other individuals/organizations represented that are interested as well so it could be a large collaborative effort.

Point-in-Time Survey

The Homeward 2020 P-i-T survey was held on Jan. 26-27. Old Town Library was a survey site on Tuesday evening; there are many other locations throughout the community. Brendan and Jean were surveyors at the Murphy Center during lunch hours on Wednesday; Sylvia was a data entry volunteer.

In addition to being a part of the large team of surveyors collecting data to better serve those experiencing homelessness, our participation is a good way to connect library services to those individuals. Homeward 2020 again asked permission to use the library's "Hard Times" brochure (created and maintained by Sylvia) to distribute to those in need of resources. Brendan and Jean were also able to encourage those surveyed to use library resources.

Downtown Business Association Meetings

Old Town Library is pleased to be partnering with the DBA to host their monthly meetings of the Downtown business owners. The first meeting was held here with 47 participants enjoying the new location - lots of seating, plenty of space, no parking issues, and free wifi. The group has already settled into the Community Room as their new meeting place.

Jean gave a 10-minute welcome to PRPLD presentation. Librarian Sarah Scobey, Sylvia, Circulation Supervisor Holly Bucks, and Brendan also attended to network. Circulation staff reported that a LOT of the attendees came out of the meeting and got their library cards after the meeting adjourned. Jean mentioned our databases, downloadables, and Lynda.com so that may have piqued some interest.

School Outreach

Sue-Ellen did a school visit at Wellington Middle School. She did book talks for 175 students in six presentations and Rebekah Algiere-Rapson from Circulation made library cards for the students. It was a very enthusiastic group of students and teachers.

Amy continues to communicate as a Liaison with Cache La Poudre Elementary (CLPE) and Olander Elementary and is setting up a number of visits for the spring including the coordination of a parent book club at Olander. At CLPE, she was able to connect the Spanish teacher with our Outreach department as well as bring out some books for her in both English and Spanish.

Early Literacy Librarian Vicky Hays has been sharing media use with children in a variety of places this month. She and Digital Literacy Librarian Kristen Draper presented to staff of the Early Childhood Council, PSD Media Day, and CATS Workshop. They made opportunities to share PowerPoint presentations on research and implementation of media in our library district.

Continuing Education and Learning Opportunities

Nicole Burchfield, who is serving as the 2016 Chairperson of the CATS (Children and Teen Services) Division of the Colorado Association of Libraries, hosted almost 100 attendees at the CATS Winter Workshop in Colorado Springs. The workshop featured numerous speakers on a variety of topics related to services to youth.

Miscellaneous

OTL staff trained our newest hourly Library Assistant Kwabena Peprah.

We also welcome Nate Keen as a Computer Assistant to the OTL computer lab.

The Study Room Sign-Up Implementation work group continues to meet. The group is working to select and implement a digital solution to study room sign-ups for patrons that will make it a more streamlined, user-friendly process that will also allow us to gather usage data. Jean, Vicky, Amy, Sarah, Sylvia, and Kristen are working with Peggy Shaughnessy, Christopher Bauman, and Carol Gyger from Systems Administration to make this happen. Rollout is expected on February 15.