

# Executive Director's Report

## ADMINISTRATION

By David Slivken

### Update on Materials Dispensing Unit

As I mentioned in last month's report, because of the significant costs involved in both the initial purchase and ongoing operations of a materials kiosk, and because the Library District is planning to create and adopt a new Master Plan in 2018, we have suspended the project until our master planners evaluate both the costs and benefits of a Senior Center location for a library materials dispenser. Ken Draves and I met recently with Bob Adams, Parks and Recreation Director for the City of Fort Collins and Jason Chaddock, the Fort Collins Senior Center Manager. All in attendance agreed it was best to suspend the project and agreed to investigate other collaborative projects in the future.

### Webster House Reconfiguration/New Location for Collections and Interlibrary Loan

We hope to have the Collections Department and Interlibrary Loan operating at the new location by the end of February. We are working with an office designer to plan the space being vacated by Collections at the Webster House, with the goal of providing more space for Outreach, Human Resources, and the Friends of the Library.

### Speaking Engagements

I recently spoke at the Quota Club of Fort Collins. On March 14, Molly Thompson and I will be speaking to the Larimer County Workforce Development Board. I will speak on library services in general and Molly will focus on Jobs and Careers services the Library offers.

### Visiting Author Series

*Kate Moore--The Radium Girls* is the incredible true story of the young women exposed to the "wonder" substance of radium and their brave struggle for justice. March 7, 7:00 p.m., Fort Collins Hilton.

Erik Weihenmayer-- *No Barriers: A Blind Man's Journey to Kayak the Grand Canyon*, is more than an adventure story; it illuminates how we move forward in our lives towards growth and purpose, despite the barriers that get in our way. March 28, 7:00 p.m., Fort Collins Hilton.

Dan Abrams—*Lincoln's Last Trial: The Murder Case That Propelled him to the Presidency*. The true story of Abraham Lincoln's last murder trial, a strange case in which he had a deep personal involvement—and which was played out in the nation's newspapers as he began his presidential campaign. June 19, 7:00 p.m., Hilton.

### Old Town Security

I sent the board an email in February describing an unfortunate incident at the Old Town Library. Additionally, I have contacted City Manager Darin Atteberry to express my frustration about how our community is addressing transient issues in the Old Town area and elsewhere in Fort Collins. Mr. Atteberry acknowledged my communication and placed the Library's concerns on the agenda for his next Executive Team meeting. Darin, Deputy City Manager Jeff Mihelich, and Assistant Police Chief Kevin Cronin will meet with Library staff on Tuesday, March 27 at 2:00 pm. Additionally, we are reaching out to other libraries for innovative ideas on security staffing and we will be working with Human Resources in exploring options.

## COLLECTION DEVELOPMENT

By Tova Aragon

Collections staff have been busy cleaning out and packing up for our move to 2401 Research Blvd. Our new building name is 'Midtown'. The first official day in our new space will be March 1. The move to a larger space allows us to:

- Free up space at Webster House
- Move the Interlibrary Loan department into the Collections department. This move creates opportunities to increase efficiencies in both departments.

- Double the linear feet of storage space for materials which allows for circulating materials to be stored instead of weeded during seasonal high return times such as, before and after the school year. CSURF, our landlord, donated 5 ranges of compact shelving for our use.

Erin Senseman from Old Town Library will be joining the Collections Department filling the vacant Children's Collection Development Librarian position. Her first day will be March 12.

## COMMUNICATIONS

*By Paula Watson-Lakamp*

- Completed monthly/weekly goals of Communication Plan
- Organized, managed and supervised all graphic design work for the District
- Worked with OrangeBoy on dashboard and Savannah messaging system – 2017 Q4 information will be out at the end of January
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Worked with local and regional media on various stories
- Finalized new internal communications strategies, will be sending out staff survey in early February
- Continued work on new Strategic Plan Marketing strategies with various workgroups
- Continued to roll out new Library District “Connect to Curiosity” to staff and public
- Participated in three sessions at Fort Collins Start-up Week, February 26-March 2
- Gathering 2017 end of year data for the annual report
- Beginning work on 2018 Summer Reading Challenge - Rock On!
- Finalizing #LibraryLove social media campaign for February – please use the hashtag on your own channels!
- Had a booth at the BASE Camp Family Fun Fair and spoke to over 100 families

## HUMAN RESOURCES

HR Manager:

*By Sabrina Stromnes*

- **Recruitment**
  - ❖ Hires:
    - Library Aide – Computer Lab Monitor: Greg Douras
    - Circulation Aide: Nick Holland
    - Circulation Specialist: Benjamin Brantley (internal hire)
    - Assistant Circulation Supervisor: Xochil Arellano (internal hire)
    - Children’s Collection Development Librarian: Erin Senseman (internal hire)
  - ❖ New Postings:
    - Substitute Library Assistant
    - Library Assistant, Old Town Library
  - ❖ Continued Postings:
    - Bilingual Library Assistant, Outreach: Reviewing resumes
- **Ongoing:**
  - ❖ Employee relations issues
  - ❖ Performance management
  - ❖ Employee questions and support
  - ❖ On/offboarding
  - ❖ Manager/Supervisor questions and support
- ❖ Manage Workers’ Compensation
- ❖ Assist employees with FML, STD, LTD, Non-FML medical leave
- ❖ Manage/support Volunteer Program Manager
- ❖ Liaison between City of Fort Collins HR, Payroll, Benefits, and Learning
- ❖ Participate in Learning Organization Team

## Volunteer Program Manager:

*By Audrey Glasebrook*

- Interviewed 9 volunteer candidates, and placed most of them in volunteer roles
- Onboarded a new intern through the Larimer County Workforce Center, helped her find work with the Outreach department and completed her first evaluation
- Helped manage a weekly internship for a student with Poudre School District's Cooper Home Program, and made sure he is getting valuable experiences during his time with the library
- Found volunteers for special projects, such as organizing lending library books, and creating manipulatives for kids' programs
- Posted 8 staff volunteer requests in Volgistics, and filled many of them
- Reviewed and created volunteer job descriptions that are reflective of our current opportunities. Met with Sabrina to go over them, and make sure they do not overlap with paid staff descriptions
- Collected hours from 230 library and Friends of the Library volunteers who served in January
- Worked on cleaning up the volunteer database, contacting folks who have not entered hours in the last year to update their status, and ensuring that all background checks are up-to-date
- Learning Org Team: corresponded with potential speakers for Staff Day 2018 and Friday Fun classes
- DOVIA: Organized a learning session February 13 on CSU's volunteer management course offerings, presented by their School of Social Work
- Worked on the Volunteer Handbook, ensuring that information in it is complete and concise. Hoping to (finally) finalize this in the next few days, and begin giving it to all volunteers

## OUTREACH SERVICES

*By Johanna Ulloa Girón*

As directed by our current strategic plan "the Library District will continue to provide and improve services, programs and collections that support all users, including the adult and senior populations, the disabled, LGBTQIA, those experiencing homelessness, and non-English speaking and immigrant populations", the outreach department collaborated with multiple partners to provide the following programs and services. Ludy Rueda provided storytime at several sites this month where she was able to reach 487 persons. The highlight of the month was visiting the mountain schools at Livermore and Stove Prairie where kids and teachers welcome the library excitedly.

Ludy Rueda is coordinating the Pelicano Program and the Colegio Britanico in Mexico by re-connecting with McGraw and Harris schools. Both video-calls went really well and the kids exchanged the meaning of Valentines' Ludy Rueda is coordinating Pelicano Program and the Colegio Britanico in Mexico re-connected with McGraw and Harris schools, both video-calls went really well where kids exchanged the meaning of Valentine's Day in each country.

Computer Classes –Basics: Karol de Rueda started the year with a very busy session of computer classes at The Family Center. It was a very diverse group since some of them did not have any experience with computers while others were more advanced, which also makes this kind of class a challenge. Fortunately, the group as a whole was very motivated and progressed very rapidly.



We also have some dates to start a session of Makerspace at Fullana Learning Center, which will start right after the Pajama Studio. We will be talking about Augmented Reality, 3D designing and printing, Coding, Robots, etc. Karol de Rueda is planning to apply the Digital Citizenship element as the foundation for this program. In fact, United Way of Larimer County donated the kits for the digital citizenship class.

Coordination with La Cocina which is a therapeutic service to Spanish speaking Latinx families where we offer guided group activities that enhance social determinants of health. During the last week of February, the families explored uncomfortable feelings and how to use social literacy to navigate those emotions.

Sylvia Garcia coordinated the program Organ Donation at the Old Town Library, where participants learned about the importance of organ, tissue, and eye donation. Furthermore, the program covered the state registry, donation and advanced directives related to organ donation.

Johanna Ulloa Girón and Janina Fariñas were invited to present at ALA Mid-Winter on Child Toxic-Stress in public Libraries. The presentation covered the basics of Childhood Adverse Experiences, childhood stress related to deportation, immigration and acculturation, and techniques and ideas on how to design and implement library programs with this population.

We continue to participate in the Equity Consortium. As a partner to this initiative, we applied and received a grant to present on Health Determinants of Health in Fort Collins. Presentations and guided discussion around race, gender equity, immigration, and diversity will be implemented 2018-2019.

We were invited to participate in the City Plan Foco Creates, the City strategic planning advisory group.

To support our current strategic plan in order to reduce or eliminate social and cultural barriers to access library services, we are in the process of discussing different ways to partner with the Fort Collins Museum of Discovery.

## **SYSTEMS ADMINISTRATION**

*By Mark Huber*

Special thanks to Chris and Ling for ensuring the Collection department move went smoothly and staff were able to get right to work while still busy unboxing and setting up their new space. ILL will move during the first week in March. This project also resulted in two new technology partners, FRII for internet service and Old Town Computers for a hosted phone service. Working with both companies was enjoyable and, best of all, trouble-free.

An application has been submitted for E-rate funding to replace the existing wireless network at Old Town Library to improve speeds and capacity for a heavily used service. Work is tentatively planned for early spring.

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Job and Career services from Molly Thompson**

- Partnered with the Larimer County Workforce Center on offering a new program called the Inside Edge. Employers from the Larimer County Sheriff's Department, the Canyon Bakehouse, and the Platte River Power Authority came to the Harmony Library to be on a panel where they discussed their company culture and hiring practices. The Inside Edge will be an ongoing event that will take place every other month at the Harmony Library
- Co-taught with Kristen Draper four HTML & CSS classes throughout the month of February
- Presented about job resources available at the Library for people associated with the Junior League Career Closet
- Offered consultation drop-in hours at the Harmony and Old Town Libraries

### **Nonprofit Support Services from Sarah Scobey**

- Held a couple of successful programs: *Capacity Building Competencies for Nonprofits* 2/15, 33 in attendance and *Elevate Trust for Your Nonprofit* 2/21, 26 in attendance (BBB accreditation for nonprofits)
- FoCo Book Fest Committee, working on the authors/books for the event
- Fort Collins Start-up Week panel with Anne and Molly about the Library District's business, career, and nonprofit services

### **Programs and Community Engagement from Laurel Castellana**

- After receiving an invitation, the Fake News "Team" presented about fake news as part of an Osher Lifelong Learning Course. We worked closely with the instructors to tailor the program to their needs. We spread the word about library resources and encouraged the participants to use the C.R.A.P. test to help them find quality news sources. We reached over 50 people!

### **Business Services from Anne Macdonald**

- Offered three classes on self-publishing--Intro to self-publishing; Intro to Pressbooks; intro to SELFe Feb 2, 9, 16
- Took part in Fort Collins Startup Week
- Panel on Business Resources in your Library -- Anne Macdonald, Molly Thompson, Sarah Scobey, Jack Dorr (Loveland PL); Paula moderated Downtown Artery Feb. 26 1:30-2:30
- Introduction to Self-Publishing software in the Library -- Old Town Library, Feb. 27
- 2018 Fort Collins Book Festival is underway -- Theme: Science and Technology Partners: CSU Morgan Library; Wolverine Farm Publishing; Old Firehouse Books

### **Children's STEM activities, Toddler Storytime, and School Tours from OTL Library Assistant Erin Lucero (who helps with programs and story times at Harmony)**

- At this month's Harmony **LEGO Assemble Build Create** program, our building challenge was **Grossology and Goobers**. Children were asked to think of the grossest thing they could – and then find a way to build it. We had trash can monsters, bugs, graveyards with skeletons, aliens and more. Our STREAM activities featured glow germ lotion - children got to see 'germs' glowing on their hands under a blacklight, both before and after washing. (A great lesson for flu season!)
- A Harmony Toddler storytime session on the Lunar New Year drew over 60 people.
- Beattie Elementary students came to tour Harmony Library on the last day of this month. Five early childhood classes were on-site for storytime, tour, and learning activities.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

*By Currie Meyer*

### **Bacon Elementary Preschool Tour**

On Thursday, February 1, 21 preschoolers from Bacon Elementary visited the Council Tree Library for a storytime and library tour. The students have been learning about community helpers and came to the library to browse books and discover what librarians do. They were especially impressed by Otto.

### **Librarian and Library Assistant Changes at Council Tree Library**

On February 26, changes to three District staff members' positions took effect. The changes were implemented by library managers and Human Resources in response to evolving demand for services as shown in the fall 2017 staffing study. CTL welcomed librarian Amy Holzworth as our new Children's Librarian. Amy worked as a Library Assistant at CTL from 2009-2011, and then as a generalist librarian at Old Town Library. Jenny Thurman, formerly CTL's Children's and Teen Services Librarian, will now serve as Teen Services Librarian at CTL. Karen Cagle, a Library Assistant at CTL since January 2009, moved to Old Town Library and will serve in the same LA position there.

### **Storytime at Respite Care**

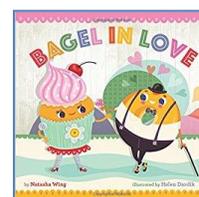
On Friday, February 9, Library Assistant Linda Justice and Jenny Thurman presented a storytime to 12 children and seven support staff at Respite Care, a local non-profit organization that provides short-term care for children with developmental disabilities. Respite Care requested the special storytime. Linda has been learning about specialized storytimes for differently-abled people for years and was excited to be asked to apply her learning to this opportunity. Future programs are pending approval.

### **American Library Association Midwinter Conference in Denver**

Jenny Thurman visited the library vendors exhibit hall at ALA Midwinter on February 11. Jenny collected free advance reader copies of teen books for the Teen Book Chat program, met with publishing and book distribution vendors, and library furniture vendors.

### **A Visit from Children's Author Natasha Wing**

On Sunday, February 11, Natasha Wing, with the help of CTL Library Assistants Sara Nesbitt and Linda Justice, hosted a dance contest to celebrate both Valentine's Day and the release of her new picture book, *Bagel in Love*. Ms. Wing also read her new book aloud and encouraged children to make valentines. Eighteen children and 11 adults attended the event.





**Jenny Thurman hosted Discovery Zone: Optical Illusions in Motion**, a STEM-based drop-in program for families, on February 14 and 17. Children and their families made deco tropes (flip sticks), animations strips for a zootrope, and compared an old-school Viewmaster toy with new-school virtual reality app Google Cardboard.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Eileen McCluskey*

### **Programs**

- VITA tax help has arrived at OTL on Mondays and Thursdays throughout tax season.
- Kristen continues the Coding for Kids classes, Girl Power coding class, and Ipad 201 class
- Kristen helped Peggy with the redesign of the downloads webpage
- Nicole and Kristen hosted a discussion of Maus with the Poudre High School Spectrum Club.
- Erin L's Peek-a-Boo sessions at Old Town had over 60 people per day between both sessions. Baby story times for the month featured *I Spy*, *Penguin Love*, and *Say Hello* themes.

### **Community Engagement**

With help from Nicole, Holly's team and our awesome computer lab monitors provided almost 250 library cards to students at Wellington Middle School. Nicole offered book talks and database overviews along with the library cards and she visited every student in 6<sup>th</sup>-7<sup>th</sup> grades at WMS!

### **Continuous Improvement**

- Old Town Library's **Neighborhood Collection** will be unveiled to the public in early March and preparations are almost complete. This collection includes a range of shelving devoted to high-demand children's books, grouped in categories and easily accessible to kids without the child having to ask an adult, "Where are the Lego books?" because they will be all in one place. Categories include Legos, Minecraft, Things That Go, Dinosaurs, Star Wars, Curious George and more. OTL employees worked with the Collections team to identify an appropriate space, select new titles, process current items for the collection, create signage, and shift books to make space on the shelves for our youngest patrons to bask in the glow of being independent library users.
- Erik R, Kristen, Eileen and Mark visited Clearview Library to see the Laptops Anytime kiosks in action
- OTL employees continue to respond well to our many incidents. In 2017, OTL welcomed a daily average of 900 people and circulated a daily average of 1,773 items. During this same time period, OTL also dealt with 372 incidents. January 2018 showed a 26% increase in incidents over January 2017.

### **Professional Development**

- Eileen attended ALA Midwinter in Denver, focusing on the Future of Libraries Symposium sessions. She attended sessions on Smart Cities, reimagining library spaces, Library Security Trends: The Opioid Epidemic, Everyday Literacy, Digital Assistants and Reference, Libraries as Neutral Spaces and Virtual Reality in Libraries. At the exhibits, she focused on laptop kiosks, virtual reality systems, library furniture, and self-checkout kiosks.
- Erin K. is a part of the Leading at the City cohort, which is supporting her development as a leader and supervisor at the library district.

### **Staffing**

OTL hired new lab monitors, welcomed new circulation staff and bid a fond farewell and best wishes to Amy H. as she transferred to Council Tree in a staff swap. We welcomed Karen C. to OTL from Council Tree as our newest Library Assistant. We also wished Miranda W. best of luck in her new position at Harmony Library.