

# Executive Director's Report

## ADMINISTRATION

By David Slivken

### Public Library Association Conference

I, along with several other PRPLD staff members, attended the Public Library Association Conference in Philadelphia March 21-24<sup>th</sup>. Attendance was a bit curtailed due to a blizzard and thousands of flight cancellations, but it was still a good conference. Featured speakers included author Elizabeth Gilbert (*Eat, Pray, Love*), former deputy Attorney General Sally Yates, motivational speaker Steve Pemberton, and comedian and featured reporter on The Daily Show Hasan Minhaj. Programs I attended included:

- Assessing and aligning service philosophy, service delivery and service points from the leadership team of the Chapel Hill, NC Public Library.
- Merging Friends and Foundations: is it right for your Library by the staff of the Seattle Public Library
- How to be the best speaker on the planet
- Wonderful world of being a first-time director
- Beyond the turnstile: richer models for impact assessment

### Larimer County Workforce Development Board

Molly Thompson, Jack Dorr of the Loveland Library, and I spoke about business and job and career resources at the March WDB meeting. The presentation was well received. When I was attending another meeting at the County building, County Commissioner Steve Johnson shared with me how impressed he was with our resources and services.

### Visiting Author Series

Erik Weihenmayer-- *No Barriers: A Blind Man's Journey to Kayak the Grand Canyon* spoke on March 28 to a capacity audience at the Fort Collins Hilton. Many in attendance spoke to me immediately after the event to express how deeply moved they were by his presentation.

### Old Town Security

Ken Draves, Eileen McCluskey, and I had a very fruitful meeting with City Manager Darin Atteberry, Deputy City Manager Jeff Mihelich, and Assistant Police Chief Kevin Cronin. Following up on feedback and suggestions, we are already taking the initial steps to gather data by reaching out to the Colorado State Library. We will also be contacting libraries from the benchmark cities that the City of Fort Collins uses to learn what best practices are working in their communities as it relates to vulnerable populations, resources available and library security. Additionally, the library requested to be included in discussions involving services and expanded facilities for the community's most vulnerable populations. We believe we have resources to offer and look forward to collaborating with other agencies. Regarding the possible expansion of staffing for Outreach Fort Collins, we are requesting to be part of the discussion. Last year we did have an MSW intern from Colorado State University. It has been difficult finding new interns as we have to have a good match and it has eluded us this past year. With Outreach Fort Collins, we have an established organization with a proven record of connecting people to services and networks they need.

## **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
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Working with a voice actor to do our Captain Cache blogs as a pod cast
- Finalized the Library District Brand Book and Style Guide for staff use
- Worked with local and regional media on various stories
- Finalized new internal communications audit and recommendations
- 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
- Finalized 2017 Report to the Community annual report
- Finalizing work on 2018 Summer Reading Challenge - Rock On!
- Had a booth at the March indoor Farmers Market
- Participated in the St. Patrick’s Day Parade

## **HUMAN RESOURCES**

**HR Manager:**

*By Sabrina Stromnes*

- Previewed several workplace harassment training videos and selected an online version that will be rolled out to all library staff as a required training in May.
- Attended Employer’s Council Public Employers conference and PLA conference.
- Recruitment
  - ❖ Hires:
    - 3 Substitute Library Assistants: Xochil Arellano (internal); Lynann Moses (internal); Drew Bagby
    - Library Assistant (full-time Old Town Library): Karla Cribari (internal)
    - Circulation Assistant: Nick Holland
    - Computer Lab Monitor: Gregory Douras
  - ❖ New Postings:
    - Library Assistant, part-time, 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
- ❖ Participation on Learning Organization Team

## Volunteer Program Manager:

*By Audrey Glasebrook*

- Interviewed seven volunteer candidates, and placed most of them in volunteer roles.
- Managed internship through the Larimer County Workforce Center, including completing bi-weekly timesheets and performance evaluations.
- Helped wrap up a weekly internship for a student with Poudre School District's Cooper Home Program, facilitating the completion of his performance evaluation.
- Posted nine staff volunteer requests in Volgistics, and filled many of them, including finding several volunteers for the St. Patrick's Day Parade and Glow-in-the-Dark Egg Hunt Party in Library Park.
- Wrote a nomination for one of our Teen Techxpert Minecraft volunteers, Melissa Ochs, for United Way's Volunteer Hero Award.
- Collected hours from 145 library and Friends of the Library volunteers who served in February.
- 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: putting together final details for Staff Day 2018.
- Finished the Volunteer Handbook, a guiding resource for all library district volunteers to keep and refer back to.
- Homebound Delivery program planning: met with the team to determine next actions in re-vamping this program. Onboarded three new volunteers for this program.

## 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:

In an effort to continue providing multicultural and culturally authentic programs, we have been searching locations and partners to provide services and programs in Arabic. Iman Al Sudani presented about our services and programs to some of the Arabic speaking leaders in the community. We are now providing storytimes in Arabic at the Mosque and the Libyan Arabic School in Fort Collins for students in the 1<sup>st</sup> – 3<sup>rd</sup> grades.



Ludy Rueda and Iman Al Sudani directed the CSU students during the World Language Storytime for Arabic at Old Town Library on March 24<sup>th</sup>.



Johanna Ulloa Girón and Eileen McCluskey are conducting the final stages of the public engagement initiative with the Larimer County Juvenile System. In partnership with La Cocina, an informational forum was conducted with 32 Spanish-speaking adults and 10 youth. The forum was a safe space for participants to share their experiences and thoughts regarding the Juvenile System.

In 2017 the Tales and Travel Memories Program received a Library of Congress Literacy Award. Sylvia Garcia, Outreach Librarian, in collaboration with Dementia Friendly Communities, presented our first Tales and Travel program with a trip to Japan. The ‘travelers’ were introduced to stories, tastes and music of Japan with Noriko Garofalo as the main tour guide. Noriko has a master’s degree in the performance arts and currently serves as an examiner for advanced-level Japanese language testing. It was a rousing good time and participants made plans to meet outside of the library for continued support and friendship.

Ludy Rueda was invited by 500 Women Scientists (Fort Collins Pod) and Graduate Women in Science (Northern Colorado Chapter) to be part of the organizing committee of a Science Salon in Fort Collins. The organization is a women-led nonprofit organization dedicated to improving public understanding of science, transforming K-12 science education, and supporting the career development of young scientists in Puerto Rico. CienciaPR is a global community of scientists, students, and educators and allies who believe that science can empower individuals with the knowledge, capacity, and agency to improve their lives and society. The event, FoCo Speaks Ciencia!, will take place on April 27<sup>th</sup> and will feature Latina scientists, artist performances, and music.

Johanna Ulloa Girón participated as a judge in the Multicultural Research and Art and Leadership Symposium at CSU, where students of color presented in a variety of undergraduate research opportunities. The program had an amazing plethora of research findings and we are connecting with some of the students to pursue possible programs at the library.

In partnership with Fuerza Latina, a program at Old Town presented the current toxic stress the immigrant community is facing in our county.

## **SYSTEMS ADMINISTRATION**

*By Mark Huber*

Staff training has begun on the new events and room reservation system from Demco. The early sessions are focused on introducing the system to staff and getting feedback on process changes for managing library events and room reservations. Our goal is to migrate to the new system in early May.

A new cart of laptops will be added to Old Town Library next month to support public programs, the first of which is “Computer Comfort” held in the community room on May 17. We’re excited to be able to extend learning opportunities for the public at this location.

We’ll also be upgrading the wireless network at Old Town later this month to increase speeds for general use and support the laptop learning classes.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

*By Currie Meyer*

### **Public Library Association Conference, March 21-24**



Children’s Services Librarian Amy Holzworth and I attended the PLA conference in Philadelphia, where we gained valuable insights into public library programs and initiatives from across the US, including user experience studies, diversity and race-relations initiatives, early brain and language development,

strategies to address the opioid crisis, methods for outcome-based measures, and library card partnerships with school districts. We enjoyed inspirational keynote speakers Sally Yates, Elizabeth Gilbert, and Steve Pemberton. We also visited with various vendors.

### Mental Health First Aid training March 5 and March 28

Currie attended MHFA for Youth, a free, full-day training presented by Summit Stone Health Partners on March 5. Currie invited MHFA trainers to provide a 90-min summary of the training to CTL staff on March 28.

### It's a Girl Thing, March 9

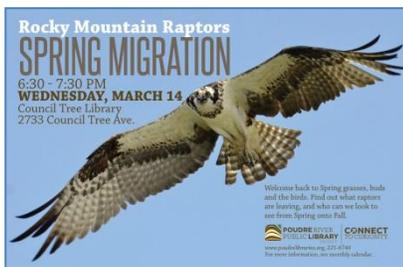
Coordinated by Currie, 21 women and girl attendees, featuring *Inside Out and Back Again*, 2014 winner of National Book Award and Newberry Honor award. Story about a Vietnamese girl's refugee journey to the US after the fall of Saigon in 1975. Intentionally scheduled during March, Women's History Month.



### Circulation Department updates from Angela James, Circulation Supervisor:

- Circulation Aide Benjamin Brantley hired as Circulation Specialist, replacing Xochil Arellano
- Automatic Materials Handler "Otto" serviced by Biblioteca
- Provided collections agency training to circulation staff

### Teen Services updates from Jenny Thurman, Teen Services Librarian:



Lego ABC for families, March 4, 50+ attendees  
Rocky Mountain Raptors: Spring Migration, March 15, 65 attendees.

Science of Sound drop-in program for families, March 12, to promote our "Rock On!" Summer Reading Challenge. Families experimented with sound concepts using Slinkies, balloons, Little Bits



circuit boards, and shakers.

## OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

### Programs

- The **Veteran's Writing Workshops** is a partnership with CSU's English Department that brings in skilled facilitators to guide veterans, military family members, and active and reserve members in writing fiction, poetry, and non-fiction. A showcase event will be held on Wednesday, April 18 with keynote speaker Jason Arment, and readings from the military community.
- The **11<sup>th</sup> Annual Seed Swap** brought in 565 visitors working their way through the seed giveaway, chatting with master gardeners, and picking up free soil. Another 43 attended classes on Seeding and Propagation, Converting a Lawn to a Garden, and Breeding Resiliency. Old Town Library took the opportunity to host one of the classes in the space recently opened up by the relocation of the reference materials. It was great to see the space utilized in such a way!
- **Story time sessions** at Old Town included several technology tie-ins for preschoolers. At the **Construction** story time, participants used an educational iPad app to build components of a concrete mixer truck. They talked about where to put the mixer drum, what a mixer drum does, why it rotates, and figured out why a truck cab is needed, along with wheels, lights, and more.

- The **Glow in the Dark Egg Hunt** was a hot ticket once again, requiring us to open the closed registration on the day of the program to include last-minute egg hunters. Rocking after-hours at Old Town Library included karaoke, video games, prize baskets, and dancing.
- The **Great Decisions Russian Foreign Policy** discussion brought in 80 people! Students from CSU rounded out the discussion, surprising the regulars with the volume of newcomers and adding to a lively discussion. The organizer said it was a record attendance for their group.
- **Conversations in English** launched at the Old Town Library. This drop-in, weekly program facilitated by a volunteer offers a friendly, informal setting for English language learners to practice their English and connect with others in the community.
- Vicky presented **Every Child Ready to Read** at the PSD Teen Parent Program, sharing the practices and hands-on activities.

### **Continuous Improvement**

A team at Old Town Library brainstormed how to deliver a more consistent and targeted service desk schedule that integrates various quality of life and operational issues.

Trees are getting pruned and ready for the Tree Festival in September. We are grateful to the City's Forestry Department for thinking ahead two seasons to ensure our Library Park canopy is at its best in September. The Utilities Department has been proactive in communication and flexible with implementation as they prepare to replace old and undersized water and sewer infrastructure in the Old Town Library Park neighborhood.

### **Professional Development**

Erin L. attended the LibTech conference to learn more about leveraging community expertise for tech programs, user design tools, and emerging tech activities for children, including virtual reality. Monique R. attended the Public Library Association conference in Philadelphia and is excited to share and leverage some best practices learned about early literacy. The Outreach Fort Collins team attended our March staff meeting to share their mission and how they can support the library. Erin K. continues her participation in **Leading at the City**.

### **Staffing**

We welcomed new computer lab monitor Greg Doura. Karla Cribari was hired for the full-time Library Assistant position and starts April 9.

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Facilities Evaluation and Planning**

With the move of the Interlibrary Loan department and staff to Midtown, we have an opportunity to evaluate spaces utilization and explore ways to expand and improve our public spaces at Harmony. Annie Fox, Harmony staff members, and I are working with other Library District staff and an interior designer and space planner to develop and consider options.