

# Executive Director's Report

## ADMINISTRATION

*By David Slivken*

### Libraries as Hubs for Entrepreneurship

A recent report from the Urban Libraries Council highlights the important work libraries are accomplishing with entrepreneurs. Drawing on community connections, libraries are able to reach populations who are underrepresented in the entrepreneurial economy and most in need of guidance to help shape ideas, build confidence and jump-start new possibilities. More than 96% of libraries responding to a ULC survey provide services to support entrepreneurs from very early thinking through launching and sustaining a business. These include:

- Broad menu of education and information resources
- Spaces dedicated to research, innovation, creation, collaboration and carrying out business activities.
- One-on-one assistance from library staff and other local experts
- Strategic Partnerships with local specialized services

### Master Planning

The Library is working with Group 4 to include a robust community engagement package. This package may include the following:

The Strategic Vision Workshop is a full day intensively-facilitated event for community leaders and library stakeholders. Attendance is by invitation, and the event is carefully choreographed around the actual RSVP list. It's designed to get people to think differently about libraries – to break them out of preconceived notions – and to position PRPLD to pursue new partnerships.

The three Community Town Halls are the more traditional evening community meeting. The intent is to increase opportunities for people to participate in the master plan process, and to collect public input/feedback on needs, concepts, and priorities. Each meeting is preceded by a facilitated “open house” where people can drop in and engage with the content at their convenience. The open houses have more participants and richer discussion than the meetings.

Rounds of intercepts – as with community meetings, there's a lot of design/prep work to get the questions and graphic materials ready for the first community intercept event, but then those same materials are ready to deploy at multiple events. The proposed scope includes a first round of intercepts, early in the process, where Group 4 would design the materials and facilitate training for PRPLD staff who could then conduct additional events. Later in the process, Group 4 could prep new questions and graphic materials for PRPLD staff to use in the second round of intercepts.

### 2018 Summer Reading Tour

As of May 31<sup>st</sup>, over 5,000 people have registered for the Summer Reading Challenge “Rock On”. Many thanks to the PRPLD staff for all the work put in to make the Summer Reading Challenge a great experience for everyone involved, and a special thank you to our SRC planning team. Thanks also to all of our volunteers and staff who make those connections to curiosity available to everyone in our community! Finally, I want to acknowledge the organizations that generously support our program: Poudre River Friends of the Library, Gulley Greenhouse, Chipper's Lanes, and Koby's East Coast Snowball Stand.

## **Book Bike**

The PRPLD Book bike has arrived and made its debut at the June 3<sup>rd</sup> Open Streets in Old Town. We look forward to a busy summer and fall bringing the book bike to various events and festivals.



## **COLLECTIONS DEPARTMENT**

Starting June 1<sup>st</sup>, several changes will take effect for our collections.

To update and make our collection names more user-friendly, there will be two name changes:

1. The *Easy Reader* collection name will change to the *Beginning Reader* collection.
2. The complete *Juvenile Collection* name will become the *Children's Collection* in the catalog.

The location names in the catalog and physical material labeling will change on the 1<sup>st</sup>. We will not be relabeling the current physical collection.

In response to customer requests and to make the collection more accessible across the district, the [T.A.L.E.S.](#) kits collection will now be available for holds.

## **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 the dashboard and Savannah messaging system to send out a new campaign to "Occasional" users
- Worked on new social media promotions and platforms including "The River's Mouth" blog
- Worked with a voice actor to do our Captain Cache blogs as a podcast
- Worked with local and regional media on various stories
- 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 work on 2018 Summer Reading Challenge - Rock On!
- Set up opportunities for new Book Bike
- Held May 4 Kessel Run
- Worked with *Coloradoan* on 10-year anniversary story
- Began work with FoCo Book Fest
- Helped with the organization of Fort Collins Comic Con

## HUMAN RESOURCES

### HR Manager:

*By Sabrina Stromnes*

- Finalized harassment training customizations. Training will roll out to the pilot group (LLT) the week of June 4<sup>th</sup>. Upon successful launch with the pilot group, training will be rolled out to remaining supervisors and staff in July.
- Attended Staff Day.
- Held enrollment meetings for new Aflac benefit with City.
- Met with City to go over new features of Performance Management module of Career Connect and make some customizations for the Library District.
- Provided training on the Quarterly Performance Alignment (QPA) process in Career Connect for staff.
- Worked with Bamboo to further customize the HRIS side of our system. These changes will make it possible to start using some of the features outside of the Applicant Tracking System (ATS).
- Recruitment
  - ❖ Hires:
    - Library Assistant (part-time Old Town Library): Kindra Baker (internal)
    - Circulation Assistant (Harmony Library): Stephanie Holdbrook
    - Computer Lab Monitor (Old Town Library): Ty Fiero
    - Library Assistant, part-time, (Council Tree Library): Cindy Burkhart (starts June 4<sup>th</sup>)
  - 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

### Volunteer Program Manager:

*By Audrey Glasebrook*

- Interviewed 19 volunteer candidates, and placed most of them in volunteer roles (with an emphasis on the Summer Reading Challenge). Placed one volunteer in Homebound Delivery role.
- [Supported librarians](#) at three Summer Reading Challenge group training sessions. Trained 6 volunteers one-on-one for this program. Tracked completion of online training for returning volunteers, and in-person training for new volunteers.
- Posted about 10 staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, finding help for special projects and events during the beginning of summer.
- Collected hours from 216 library and Friends of the Library volunteers who served in April.
- Attended Cooper Home Learning 4 Living open house, and received recognition for hosting internship.
- Starting planning with Paula for a Human Library event in February 2019.
- Met with Anne MacDonald about volunteer recruitment/support for 2018 FoCo Book Fest.
- Learning Org Team: successful Staff Day 2018!

- Attended United Way of Larimer County “Volunteer Engagement Roundtable” to talk about ways organizations can support one another in our volunteer relationships.

## OUTREACH SERVICES

*By Johanna Ulloa Girón*

Our current strategic plan states: “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.” To that end, the Outreach Department collaborated with multiple partners to provide the following programs.



The highlight of the month was FoCo Speaks Out! hosted at the Lincoln Center. Over 350 people attended the program to promote vital conversations around local issues to social justice to deliberately build a community where every person is treated with dignity and respect. The speakers were Dr. Ray Black who is an assistant professor of ethnic studies and director of the department’s internship program at CSU; Ria

Vigil Director of Diversity Education and Training; Deirdre Sullivan Executive Director at the Family Center; Herman Chavez a Latinx student from Poudre High school; and Mitch Majeski who did an amazing job at presenting different voices on social justice. Lastly, the artists were incredible. Sylvia Garcia and Leah Weatherman represented us and brought great resources to advance our knowledge in racial and social justice.



Ludy Rueda reached out to more than 770 students in the Poudre School District. She presented the Rock On Summer Reading Challenge 2018.

Iman Al Sudani (pictured below) continues to provide Arabic storytime to multiple locations. Iman provided bilingual storytime at Teaching Tree. Iman usually provides Arabic storytime at the Libyan school; however, the Libyan school had different plans for the month of May and closed for summer.



Ludy Rueda and Karol de Rueda represented us at Reforma by sharing information about some of our digital programs. People were very impressed with what we had to say, and throughout the event, many participants came to congratulate us and also to learn more about what we do.



Sylvia Garcia did an incredible job with the Learning Organization Team and helping to make Staff Day 2018 such a success! Also, we celebrated the incredible job Sylvia has been doing with us for the last 20 years!



Leah Weatherman (pictured at left) shadowed at Outreach Storytimes throughout the district as well as at several storytimes at Old Town Library. She also began participating in storytimes by reading or talking about the Summer Reading Challenge. In addition to her training at the library, she was able to attend a Mental Health First Aid training session in Spanish. We also hosted the first mental first-aid in Spanish with La Cocina!



## SYSTEMS ADMINISTRATION

*By Mark Huber*

A new cart of Lenovo laptops (16) has been set-up and are in use at Old Town for computer classes in the community room. Thanks to Ling and Chris on getting things set-up and the Media Mentors for testing and feedback

We're making plans for moving to Windows 10 and Office 2016 throughout the district. A pilot group has volunteered to test things out for staff PCs and we have several jump stations already running Windows 10 at Old Town. The Harmony lab will be upgraded to both during the summer before the fall semester.

An optional, searchable field has been added to our catalog system that will allow members to define up to two individuals that are permitted to pick up holds for on their account. Training is starting for staff and more information will follow for the public.

## COUNCIL TREE LIBRARY HIGHLIGHTS

*By Currie Meyer*

**Over 1,000 students reached in May:** During May, Children's Services Librarian Amy Holzworth, Teen Services Librarian Jenny Thurman and I visited five schools and provided 23 presentations to students from pre-k through grade 12. We energetically endorsed the Library's "Rock On!" summer reading challenge, shared library resources, and provided engaging story times to 1,140



*Amy reads to children at Tavelli*

students and 154 parents and teachers. One school group, a special-needs classroom from Preston Middle School, visited us for a tour. Jenny provided a behind-the-scenes tour and registered all the students for summer reading challenge.



*Currie shares a string story with 2nd grade at Kruse*

**"Rock On" Summer Reading Challenge begins:** Summer Reading Challenge, our annual program for all ages that promotes reading, enjoying library programs, and learning, opened for registration on May 21. As of May 31, over 1,000 people have registered for the program at CTL, and over 5,000 people have registered at all locations (including online from home) combined. We have spoken with hundreds of customers - promoting the program, highlighting features, guiding registration, and giving away earbuds and rubber duckie sign-up gifts. Fun!



**New Library Assistant hired:** With the help of Library Assistant Sara Nesbitt and Amy Holzworth, I hired a new part-time Library Assistant, Cindy Burkhart. We selected Cindy from a pool of more than 60 qualified applicants. Cindy has a depth of experience in education for all ages, art education and programming, has served on Windsor Library's Board of Directors, and speaks fluent Spanish. Her first day will be June 4.

**May Discovery Zone for children:** On May 16th and 19th Jenny coordinated the last Discovery Zone program for the school year season. This month's activities focused on gravity; children created marble and domino runs and raced various sized balls down ramps. About 20 children and 10 parents participated between the two days. Amy Holzworth will resume the popular STEAM program in September.

**Staff Education Day, May 11:** CTL staff attended the annual Staff Day on May 11 at Old Town Library. Circulation Supervisor Angela James and Library Assistant Sara Nesbitt were honored for ten years of service to the Library District. Assistant Circulation Supervisor Holly Fritz served as Master of Ceremonies for the day-long event as a member of the Learning Organization Team, which coordinates Staff Day every year.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Eileen McCluskey*

### **Programs**

Erin L. presented an Old Town Forestry story time, featuring special guest city arborist Dave Sexton. Families were invited to see the city forestry crew zipping up and down their ropes from the Library Park tree canopies. Their work trucks were a big hit, showcasing a 75-foot bucket truck and a log crane truck picking up massive logs of wood.

Library Liaisons were out in force throughout May to spread the word about the Summer Reading Challenge. At Beattie Elementary school presentations, Erin L. introduced several new instruments and students learned about the musical offerings at the library this summer. The cymbals were a crowd favorite and the kids explored why they are entertainingly clangy when they can vibrate and a big dud when they can't; a great learning example of sound waves and a perfect science connection to our musical storybooks.

Karla C. brought Computer Comfort and Internet Searching classes to Old Town with the support of the library's new mobile laptop lab. The mobile laptop lab enables the district to expand its digital literacy classes to this service area. Next up is Monique's computer class in Espanol, Computacion Para Principiantes on June 2<sup>nd</sup>.

Nicole invited teens to MuVChat along with *Jumanji: Welcome to the Jungle*. With this app, teens interact with the movie by texting in their jokes and watching those texts shared on the screen along with the movie.

OTL hosted StoryCorp's mobile recording studio during CSU's graduation weekend.

### **Continuous Improvement**

The City of Fort Collins has given the front entrance to the library some tender loving care. They removed trees that were no longer viable and planted 3 Eastern Redbuds to the south of the entrance. This will add an awesome pop of color in the spring. They also planted an Espresso Kentucky Coffee tree to the north of the entrance and added a small maturing Yellowhorn tree in the small circular plant bed surrounded by the concrete. To make room for some of these trees, they transplanted out the surrounding rudbeckia and will replant them in the fall, after giving them some TLC. We are excited about these new additions to our landscape.

Eileen met with Beth Sowder, the City's Directory of Social Sustainability, Nick Verni-Lau, Outreach Fort Collins Manager and Jerry Schiager, FCPD, to update each other on the status of incidents at the Old Town Library and potential partnership opportunities.

**Professional Development, Staffing, and Bike Shopping**

- Eileen facilitated two *Person in Charge* training sessions for hourly and new employees.
- OTL welcomed Kindra Baker as its newest Library Assistant.
- Karla and Eileen went bike shopping for the new book bike trailer, selecting a Raleigh Sprite. Ride On.