

# Executive Director's Report

## ADMINISTRATION

*By David Slivken*

### Progress in Faith Radio Program

On June 4<sup>th</sup> I was a guest on "Progress in Faith", a weekly radio show on KRFC-FM 88.9 radio. Host Hillel Katzir and I discussed our recently completed Master Plan, making everyone feel welcome at the Library, and the wide range of resources the Library offers.

### Urban Libraries Council—Start a Revolution, Calgary, Alberta

The Calgary Public Library recently opened a new 240,000 square foot Central Library. Approximately 50 ULC members convened at the Calgary Public Library May 7 – 10, 2019 to experience first-hand the giant leaps and bounds the library has taken in recent years to dramatically shift the organization's 116-year-old mindset. Attendees heard from CEO Bill Ptacek about how he has led these innovative transformations at the library since his arrival in 2014, including overcoming major challenges to open the highly sophisticated and world-renowned new Central Library. Attendees engaged in interactive learning sessions and explored:

- Adopting a "do-stuff" philosophy
- Changing staff culture
- System planning and strategic growth
- Understanding investment in patron experiences
- Creating value from partnerships

### Property and land discussions

The Library has been reaching out to developers and partners to gauge what property options are possible for the library. We met with JD Padilla of Post Modern Development who is developing a housing tract on Timberline, south of Harmony by Bacon Elementary. The land would accommodate a 2-story 40,000 square foot facility in a new housing area. Mr. Padilla also owns property just east of Timberline on Harmony. Currently a lumber yard, Mr. Padilla mentioned the lease for the lumber yard expires in a couple of years. The property is 60,000 square feet with ample parking. The Library also met with Carol Plock and Chris Schaefer from the Health District of Northern Larimer County. The Health District would like to expand its footprint in the next few years and is looking at property options to better meet their client's needs. We indicated to them we may be interested in partnering if the right property came along.

The Library is close to finalizing an agreement with Wember, Inc. to serve as our Owner's representative. Wember, Inc. will serve on an "on-call" basis to provide consulting services, should a property option be of interest to the library district. Wember, Inc. was our representative in the building of the Council Tree Library and the expansion of the Old Town Library

### Fort Collins City Council Presentation

I am on the agenda to speak to the Fort Collins City Council on Tuesday, August 20<sup>th</sup>. Unfortunately, I am only allowed 10 minutes to speak, but the Library will provide ahead of time a glossy informational packet about the Master Plan, the public facing strategic plan, and our current financials. After this presentation, I hope to meet with as many interested council members one-on-one to further tell our story.

## HUMAN RESOURCES

### HR Manager:

*By Sabrina Stromnes*

- Recruitment
  - ❖ Hires:
    - Sydney Beier, Circulation Aide (part-time hourly)
    - Hillary Chlebisch, Circulation Aide (part-time hourly)
    - Erin Walters, Circulation Aide (part-time hourly)
  - ❖ New Postings:
    - Assistant Circulation Supervisor (part-time Classified)
- 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*

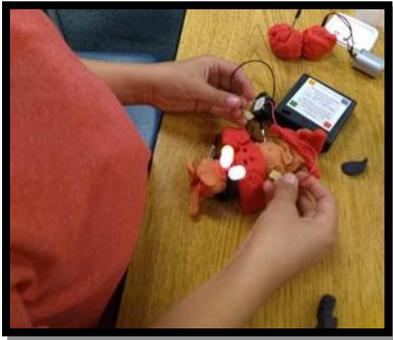
- Interviewed 16 volunteer candidates, and placed them in volunteer roles.
- Posted many staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, including Summer Reading Challenge volunteer shifts and summer programs.
- Helped with SRC volunteer trainings at all three libraries, and tracked training completion (including online review, for returning volunteers).
- Edited and finalized paperwork for library internship program.
- Collected hours from 151 library and Friends of the Library volunteers who served in April.
- Staff Day 2019 on May 17<sup>th</sup> was a big success!
- Sent out and collected paperwork for Book Fest 2019 talent.

Participated in the Meet & Collaborate focus group for the library strategic plan on May 23<sup>rd</sup>.

## OUTREACH SERVICES

By Sylvia Garcia for Johanna Ulloa Girón

Highlighting District Values for the month of May:



**Curious:** Our world and beyond— Leah helped prepare little innovators for the Summer Reading Challenge by providing makerspace programs. Children designed Mars landers and squishy circuit creations.



**Collaborative:** Karol presented on the importance of literature for all ages at the Parent Academy at Rocky Mountain High School.



**Inclusive:** Iman provided story times in Arabic at University Village.



**Collaborative:** Ludy participated on a Spanish services panel along with Denver Public Library and Arapahoe Library District at the Reforma Colorado Conference.



**Inclusive:** People with dementia and their care partners shared their hobbies and learned about new ones at this month's Lifetime Enrichment Program hosted by Sylvia.

**Collaborative:** An ordinary wall became a beautiful gift of a mural to celebrate the 100th anniversary of the Harris Bilingual Elementary School and Día del Niño. Ludy headed this Poudre Libraries project with support from the school's administration.



## COUNCIL TREE LIBRARY HIGHLIGHTS

*By Currie Meyer*



**Summer Reading Challenge countdown and launch!** CTL Children's Services Librarian Amy Holzworth, CTL Teen Services Librarian Jenny Thurman, and I promoted the 2019 SRC, "A Universe of Stories" to 14 southeast-area elementary, middle and high schools this month. We distributed brochures, provided a newsletter article, and visited classrooms. Amy and I actively promoted the program to just over 2,000 elementary school children. In the first three days of SRC, over 400 people have signed up at CTL!

### **Strategic Plan focus area "Meet and Collaborate"**

**meeting:** I planned and facilitated the "Meet and Collaborate" focus area meeting on May 23. Mark Huber helped to facilitate. Ten staff members from a variety of departments and roles attended to generate ideas on ways the District can actualize the Meet and Collaborate focus area of the 2019-22 strategic plan. In April, David and the Strategic Plan Process Management Team – a sub-group of LLT - asked the facilitators of the three focus areas, "Learn and Discover", "Meet and Collaborate", and "Reimagine the Future", to gather ideas from staff and report back to LLT June 6.



**New payment system live May 1:** CTL Circulation Manager Angela James helped to train staff on the new library accounts payment system in April, and the system launched in May. She said, "Even though it was a smooth transition, I still have been working with Old Town Library staff, Systems Admin, and Finance throughout the month to tidy up procedures. I have also been available to my staff for explanations, extra training and/or corrections."

**Staff Day:** Amy helped coordinate the District's seventh annual Staff Education Day on May 17. Amy worked with the Learning Organization Team to plan, organize, set up and break down from the all-day event for 175 staff at Old Town Library.

**Volunteer coordination and training for summer:** Jenny coordinated sign up and scheduling of the Junior Volunteers program in April and May. Junior Volunteers are young teens who help with the Library's many summer programs, keep the Library tidy, and develop basic job skills. Jenny also trained summer reading challenge sign-up table volunteers in May.

**Facilities improvements:** In May, Matt James and Rob Stansbury coordinated continued work on LED lighting retrofits, electric and plumbing preparation for a water-bottle fountain and dishwasher, and installation of a sink disposal. Matt and I – with the input of CTL staff - continue to refine drafts for the "Welcome Wall" graphic. The installation, for CTL's first-floor entryway, will show an array of the word "welcome" expressed in many of languages. We're planning for a summer installation. Systems Admin coordinated the installation of a **new audio-visual system** in the meeting room. The new system includes HDMI capacity and improved sound and visuals. I am working with staff to inventory and organize the system's accessories, catalog items for community use, and train staff.

## OLD TOWN LIBRARY HIGHLIGHTS

*By Eileen McCluskey*

- Ian H. and Greg D. have been developing a program evaluation survey. They successfully tested their evaluation tool with customers at the May Kevin Cook event. They collected good information and identified a number of bugs in order to improve the tool. They plan to continue testing with the next Cook program in June and implement it during additional programs.
- We welcomed Dominic, our new lab monitor.
- Kristen coordinated a Name Change event for 25 people.
- The Veteran’s Writing Workshop series had its final presentation.
- Geoffrey Chaucer came to the Old Town Library with the History Comes Alive program and entertained over 40 people outside in Library Park.
- OT LA’s and Librarians were busy throughout the month conducting outreach to promote the Summer Reading Challenge.
- Erin L. was busy planning for the Touch a Truck event on June 3.
- OTL employees participated in the strategic planning focus groups.

### Eileen’s activities

- Worked with City Neighborhood Services employees on a plan for a Library Park Tree Festival on June 29.
  - Attended “Education for Racial Equity” with Robin DiAngelo in Boulder.
  - Coordinated pick-up for additional chairs to be reupholstered.
  - Conducted one final tour with potential architects interested in the lobby re-design project.
  - Met with Breanna Carrol from the Murphy Center about potential library programming outreach.
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### May 2019 Outreach Fort Collins Library Report

#### Statistics:

Total Contacts: 73

Staff Contacts – 48

Homeless/At-risk Client Contacts – 20; 13 Individuals

Police – 0

Other – 3

Service Provider- 2

De-escalated behavior – 0

Agency Referrals – 1

Offered Resources- 4

#### **Narrative Description:**

May showed a slight decrease in overall contacts. May was also the first month where no police contacts were recorded by outreach staff with Fort Collins Police Services. Contacts with library staff remain consistent during these time periods as well as contacts with individuals experiencing or at-risk of experiencing homelessness. Contacts with new or previously unknown individuals have slightly increased with outreach staff contacting 6 individuals previously unknown to our program. This is likely a reflection of warmer temperatures and seasonal increases in travelling populations within the homeless community.

Outreach staff have made significant service provision breakthroughs with a client who has consistently attending office hours at the Old Town Library and worked towards getting income, identification, and supporting documentation which will help her to obtain housing. She has been homeless for the last four years and is currently staying at the Fort Collins Rescue Mission. We hope to continue working with this client on housing applications and referrals over the next few months with the ultimate goal of helping her to obtain housing this summer.