

# Executive Director's Report

## ADMINISTRATION

*By David Slivken*

### 2019 Summer Reading Challenge Statistics -- Summary

*Report generated: Wednesday, July 31, 2019 at 9:12 AM*

TOTAL Registered: 10364 | Individuals: 9478 + Group Accounts: 23 (886 people) |  
Family Accounts: 2362

10 Public Groups, (144 kids) | 13 Staff Groups, (742 people: 536 kids, 42 teens, 164 adults)

129,106 Hours OR 7,746,332 Minutes Read

### Fort Collins Chamber of Commerce Meeting

I, along with Ken Draves and Eileen McCluskey, appeared before the Fort Collins Chamber of Commerce Local Legislative Affairs Committee (LLAC) on July 19<sup>th</sup>. We had a very good discussion about the library district and our future. Needless to say, there are members on the LLAC who are property tax adverse, but all in all, it went fairly well. I followed up with the LLAC answering their questions on the following topics:

- The value of the library as a space for community convening.
- The distinction between growth and expanded services in regard to what an increase mill levy would be utilized for.
- Breaking out of the operating and management costs—particularly staffing and facility costs.
- How can the library scale up without adding too many additional staff.
- How the library strategically positions its programs to not compete but enhance and add to current services and business offerings

### Poudre River Public Library District Named One of Twelve Fort Collins Businesses of the Year

Poudre River Public Library District was selected by the Chamber Staff, the Red Carpet Committee, and the Chamber Board of Directors as one of the twelve Business of the Month nominees for 2019. The Library District was selected from more than 150 companies to receive this honor. We were chosen based on the length of our Chamber membership and our community involvement as a business.

A reception will be held to honor the District on Thursday, October 24<sup>th</sup>, at 9:00 a.m. at the Council Tree Library Community Room. We hope to be able to share more information with the Chamber attendees regarding our future plans.

The Library District will receive a plaque and be featured in the Chamber E-newsletter with a photo of the reception and a brief post about the Poudre River Public Library District.

### Complete Census Count

The library is partnering with many other organizations to ensure a complete census count in April 2020. The Larimer County Library Directors have also made this a priority and will be working together for the same goal.

## **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 ... waiting for new “Market Watch”
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Continued work on Captain Cache pod cast
- Worked with local and regional media on various stories
- Continued work on Strategic Plan Marketing strategies
- 2019 Summer Reading Challenge – A Universe of Stories
- Project manager for new Strategic Planning process, finalizing customer print of strategic plan
- Working on August Comic Con and October Book Fest

## **HUMAN RESOURCES**

### **HR Manager:**

*By Sabrina Strømnes*

- Completed and submitted all job information to Employer’s Council for compensation/market study and began reviewing initial job matches to the market. Study should be complete in August.
- Began work on policy review and updates.
- Partnered with City of Fort Collins to implement a secure email option between the City and the Library District as well as outside recipients, such as job applicants/hires, when transmitting documents that contain personal information.
- Recruitment (June and July)
  - ❖ New Hires:
    - Nisha Chatnani, Summer Intern (part-time hourly)
    - Deidre Hand, Library Assistant (part-time classified)
    - Leah Baechle, Circulation Aide (part-time hourly)
  - ❖ New Postings:
    - Circulation Aide (part-time hourly)
    - Library Assistant (part-time classified)
    - Outreach Substitute Library Assistant (part-time hourly)
    - Circulation Aide for Midtown Processing Center (part-time hourly)
- 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 9 volunteer candidates, and placed them in volunteer roles.
- Posted many staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, including, Kid, Tween, and Teen Zones, Harry Potter's Birthday Party event, and a regular computer lab cleaning role at Old Town Library.
- Trained several volunteers for the Summer Reading Challenge, and continued tracking completion of those trainings.
- Collected hours from 166 library and FOL volunteers who served in June.
- Sent out and collected paperwork for Book Fest 2019 talent, and met with planning committee.
- Met with folks from the library and the City to plan Repair Café event in November, and the volunteer needs for this event.
- Started planning volunteer appreciation event at the movies on August 17<sup>th</sup>.
- Met with DOVIA education committee to plan for 2020 offerings.
- Attended DOVIA education session on "Marketing Your Volunteer Opportunities".

## OUTREACH SERVICES

*By Johanna Ulloa Girón*



**Learn and Discover:** July's highlight is the incredible work taking place in the community with our Summer Reading Program. With inclusive, educational, beautifully illustrated stories, and wonderful books, Karol de Rueda and Leah Weatherman took the Summer Reading Challenge to the community! SRC kept growing in attendance, participation, prizes distribution, and interest!

As of today, the end of July, **2,377 children** have participated in makerspaces, story times, and SRC is not over yet.

**Innovate!** Book Club and More for Mortals: This month the group discussed a book that took a humorous look at what actually happens at a funeral home/crematory. Sylvia Garcia invited Rachel Metzgar from Goes Funeral Care to participate. She answered many follow-up questions from the members. *We had such a lively time that the group decided to go on a field trip together to Goes to learn more!*

**Inclusive!** Pride Fest 2019: There is nothing like a simple, fun craft to draw people in! With high temperatures predicted, Sylvia Garcia had paper fans to decorate for the hot, happy crowd. As people of all ages colored away they learned about the services available to them at their public library! So many folks stopped to comment on excited they were to see the library represented at this event!



**Transitions:** Karol de Rueda has resigned from her position as an Outreach Assistant. She will be truly missed and we wish her the best on her new endeavors.

**Meet and Collaborate:** Johanna Ulloa Girón participated with the Colorado Trust on their thoughtful partner’s groups. She also attended the unveiling of a new dashboard by the Bohemian Foundation in partnership with Poudre School District on student mobility. Johanna also participated in the CHIP/TAC meeting focused on Increasing preventative support efforts and referrals to non-clinical supports for at-risk individuals and care coordination.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

*By Currie Meyer*

**Evacuation Drill** – Council Tree staff reviewed and practiced building evacuation in an alarmed drill before opening to the public on July 17. 15 staff followed protocols, including sweeping the building, telling others to leave the building, grabbing staff schedules, the “Go Bag”, and meeting in the safe gathering place. Staff was fully evacuated in just under 3 minutes.

**Teen Services Librarian Jenny Thurman’s** month was highlighted by three fun programs: Babysitting 101, Teen Zone: A Stich in Time, and Tween Zone: Cupcake Champion.

The Babysitting 101 program, an all-day training “class” for aspiring young babysitters, was held at Harmony Library on July 2. Jenny, along with Teen Services Librarian Miranda West, led 18 teens’ learning in business, caring for infants and children, engaging young children with games, books and crafts, nutrition, safety including first aid taught by EMT Dave Herder.



Teen Zone a Stich in Time, on July 16, was led by CTL Library Assistant Drew Gaede and assisted by Jenny. It attracted 11 teens and featured space- and summer-themed embroidery projects.



Cupcake Champion, on July 19, attracted 23 tweens, and featured a competitive cupcake-decorating. Five teams of 4 to 5 tweens participated in two rounds of competition.



**Circulation Supervisor Angela James** has spent her busy July aligning her staff schedule towards efficiency and cost-savings, training staff on the new register system, applying LEAN efficiency principles toward several setting up logistics for a new book drop in Timnath with Interlibrary Loan Coordinator Crystal Bollman, and training a new Assistant Circulation Supervisor, Xochil Arellano.

**Children's Services Librarian Amy Holzworth** continues to juggle the CTL



community's enthusiastic participation in the "Universe of Stories" summer reading challenge, high demand for materials and readers' advisory in the Children's department, popular in-library and community storytimes for



young children, and multiple craft- and activity- based programs for children and families. Over 2,000 children have visited CTL for their summer reading challenge reading prizes!

## HARMONY LIBRARY HIGHLIGHTS

Molly Thompson

- Attended the ALA conference in Washington DC in June. The most useful session I attended during the conference was *The Data of DC: Open Sources for Business Research*.
- Worked with 23 business clients in Northern Colorado throughout June and July.
- Attended Fort Collins Data Tools workshop presented by CU Leeds School of Business and The Colorado Secretary of State.

Jennifer Zachman

- Programming Team updated Evanced reservation guidelines for staff
- Preliminary work with Rachel for 2020 programming budget
- Summer storytime presentations
- Update several storytime boxes with more inclusive and diverse contents
- Preliminary steps taken with children's work group to prepare for Vicky's upcoming retirement

Elaine Burritt

- In collaboration with FRCC Music department, the Library District scheduled Chris Daniels & The Kings for "Harmony on the Green" on June 14 which was canceled due to weather. This summer concert was rescheduled to August 2.
- Attended Novelist webinar on the romance genre and Foundation Directory training.
- Updated printed handouts for staff to answer email reference questions through our "Ask a Librarian" service.
- Assisted with business and non-profit research requests from customers.

- I attended a state-wide meeting regarding "Colorado Women's Vote Centennial 2020"; I've met with several district staff to generate some ideas to explore for our district to celebrate this historic event.

#### Miranda West

- With Jenny Thurman, hosted a Babysitting 101 class and certified 18 new babysitters
- Tween Zone: 23 tweens came to Harmony for the last Tween Zone of the summer and created their own universes inside miniature terrariums
- Celebrated Harry Potter's birthday with a showing of *Harry Potter and the Sorcerer's Stone*, House color bookmarks, Hedwig balloons, trivia, and of course, cake and butter beer!
- Continued working with the Teen and Children's staff on the Junior Volunteer program
- Nicole Burchfield and I met with Youth Action for Health, a group that is in the initial stages of developing a youth activity center for Larimer County



#### Sarah Scobey

- Researching the feasibility of a nonprofit co-working space. Conducted a small survey of interest from attendees of the FoCo Nonprofit Networking Group Meeting. Adapting a more in depth survey from the Nonprofit Centers Network to be used as part of an initial needs assessment. Identifying stakeholders, and working on forming a steering committee.
- On the planning committee for the Estes Park Nonprofit Resource Center's day-long nonprofit conference. On September 30, the Estes Park Nonprofit Resource Center is hosting Nonprofit Camp at the YMCA of the Rockies in Estes Park, <https://www.epronprofit.org/nonprofit-camp.html>

The theme for this day-long conference is Innovation and Collaboration in Nonprofit Fundraising. We hope to attract 75 - 100 participants.

## OLD TOWN LIBRARY HIGHLIGHTS

*By Eileen McCluskey*

- Nicole B. hosted another popular AnimeCon for tweens and teens with 54 in attendance! There was cosplaying and general manga/anime loving by all.
- Kristen D. was busy with CCS First, Drop-in Coding Club, Girl Power Coding Class, Coding for Kids, and an eBooks class. She presented on computational thinking for libraries receiving the National Center for Interactive Learning Space Science Institute's Exploring Space: Computational Thinking exhibit.
- Ian worked with the programming team and Peggy to streamline the process for public requests to conduct programming at the library. With Eileen, he finalized an agreement for a new partnership with Code for Fort Collins to meet at Old Town Library regularly. We look forward to hosting this community group and hope to expand their reach into the community.
- During the holiday week, over 200 people came to Library Park for the Merry Andrew Afoot outdoor program, planned by Erin L. He presented a comic retelling of the classic story **Stone Soup**. At the end of the program, Nicole and the junior volunteers brought Annie the Railroad dog to visit with the children and Annie was a crowd hit.
- STEMpunk returned for an Apollo program on 7/10<sup>th</sup>. At the main presentation, 64 participants of all ages learned about NASA's first journey to the moon, and 20 participants stayed for the limited-access add-on program afterwards. The second program provided hands-on learning about the technology of 1969, including transistors, slide rules, and the first microchips.
- Karla Cribari and the OTL scheduling team brainstormed to create the fall desk schedules, which reduces the number of regularly scheduled LA and Librarian hourly employee shifts required per month to staff OTL's public service desks by 60%. This is in addition to hourly staff savings created over the past two years by reducing the number of service desks at OTL and using DART data to strategically assign shifts based on when and where customers ask their questions inside the building. The scheduling team asks each other hard questions while leveraging data and the wisdom of the team to maintain customer service levels while ensuring accountability of tax payer resources.
- Karla and Monique continued to put the miles on the book bike, with outreach to the Farm, the Boys and Girls Club, and Oak Street Plaza. They are feeling FoCo love wherever they land.

### Eileen's activities:

- Interviewed, hired and on-boarded two new OTL Library Assistants.
- Connected with VFLA architects and Ripley Design on lobby and alcove projects at OTL.
- Worked with Facilities team on ongoing maintenance issues at OTL to ensure clean and welcoming facilities.



## **July 2019 Outreach Fort Collins** **Library Report**

### **Statistics:**

Total Contacts: 73

Staff Contacts – 54

Homeless/At-risk Client Contacts – 14; 9 Individuals

Police – 2

EMS- 0

Other – 3

De-escalated behavior – 1

Agency Referrals – 1

Offered Resources- 5

### **Narrative Description:**

July showed an increase in total contacts, including unduplicated contacts with homeless or at-risk individuals, with similar trends in de-escalation, police, and EMS contacts. Among the individuals encountered during this time period, Outreach Fort Collins Staff:

- Assisted an individual in accessing UCHealth Poudre Valley Hospital for wound care
- Assisted a female in working towards getting disability benefits, applying for Medicaid, and working towards housing through an assisted living facility. This individual has cancer and requires a walker.
- Assisted a female in applying for jobs electronically
- Assisted a single female and her four children with resources in the community in library park.
- Assisted a male in setting up an email account for communication with service providers
- Completed a VI-SPDAT and relevant releases of information with a female individual. The VI-SPDAT is a survey tool that is used to coordinate and assign individuals to housing opportunities in Larimer and Weld Counties.

Important to note- there were no contacts with police or EMS in response to disruptive, illegal, or medical situations. All contacts were made proactively between OFC staff and District 1 officers who happened to be on patrol in the area.