

Executive Director's Report

October 2015

ADMINISTRATION

By Holly Carroll

Human Resources Manager

Our new Human Resources Manager is Sabrina Leslie-Strømnes. She is currently working for a high-tech firm in Longmont but some of you may remember her as a former member of the City of Fort Collins HR Department 2008-1010. Sabrina has an excellent background in many aspects of human services from employee relations, performance management, recruitment, compensation and benefits. She is eager to start and in fact will begin her duties Monday November 9th and will be introduced at the Board meeting.

JobZology™'s Organizational Culture Profile Discussion

Representatives from jobZology will be meeting with the library leadership team to help us articulate our current organizational culture by prioritizing qualities that we believe promote and guide our day-to-day activities and managerial decisions. Based on research conducted at CSU, this local company will guide the team through a 90-minute session where we will deliberate the characteristics that best differentiate us from other library systems. The qualities from which we will choose are: Excellence, Guiding Principles, Collaborative, Innovation, Recognition, Performance and Stability. JobZology will analyze our responses and prepare a report that we can use for future hiring purposes and for succession planning.

Paul Gwyn Estate Bequest

The City was notified in October that a second burial insurance policy of the Paul Gwyn estate has paid out and that the Senior Center and Library District will each receive an additional \$325.67.

PRPLD Policy Revisions

In your packets are proposed policy revisions and additions that I recommend for adoption next month after your review this month. The policies requiring revision include the hours of operation, two changes in lending policies that are recommended by staff, an addition to our motor vehicle policy to include statement on our STREAM van and revisions and additions to the policy on disaster recovery. I'll explain the proposed changes in more detail at the meeting.

While the administration was reviewing our current policy manual, we asked our attorney for legal guidance on two areas of concern; concealed carry in light of the recent security scares at Front Range Community College and the possible adoption of a more streamlined records retention policy. Our current policy states that the Library District has adopted the City of Fort Collins records retention policy that has been approved by the State Archives. It is quite lengthy and cumbersome. I recommend that administration continue to work with our attorneys to determine our options and a course of action to bring to the board for later discussion.

Volunteer Coordinator's Summary for October

- We started out the month with our Staff/Volunteer Appreciation at Fort Fun on October 3. I was able to meet some volunteers who started long before me, and who I had never met before!
- Participated in HR Manager Interviews and meet-and-greets.
- I presented to the Board of Directors on October 12. They asked some great questions, and I am happy to meet with any of them again if they want, as I found out it was hard to hear me.
- I spent two days in Golden for the annual "DOVIA (Directors of Volunteers in Agencies) Colorado Conference on Volunteerism". I learned some interesting volunteer trends, connected with a couple of people from area libraries, and created a long list of things to do to improve our program.

- The next week, we had three Make a Difference Day projects: United Way representatives came to all 3, to talk about their programs, and take photos. Each project lasted about 2 hours, and we provided doughnuts and drinks.
 1. A group of seven from the City of Fort Collins came on Tuesday, October 20 to the Webster House, to assemble shelves in our basement. Preparing for this project encouraged Webster House staff to clear out unneeded items from the basement. Now, everything is off the floor, and well-organized! Thanks to Kathie, Rob and Matt for their help.
 2. A (random) group of five community members came to Council Tree on Thursday, October 22 to do deep cleaning (chairs, desks, baseboards). They were even crawling on the ground to get to tough spots. Currie said everything they did was a gift and much appreciated. She is making plans for next year ☺.
 3. A (random) group of eight community members (including two from PSD, plus a student of theirs) came to Harmony on Friday, October 23. They also did deep cleaning, including the computers in the lab, which are never cleaned to this extent.
 4. We had one volunteer come back on Saturday for three hours to deep clean the chairs from the Community Room at Old Town. This was not initially planned, but he was eager to help.
- Starting this month, we have two AmeriCorps volunteers who will run the LEGO ABC program once a month for the remainder of the school year.
- We have a handful of consistent volunteers working as Computer Assistants in our tech classes. Quite a few new volunteers are interested in this program also, so I know the number will grow.
- We are now approved as an official Certifying Organization for The President's Volunteer Service Awards. I can approve any volunteer's hours to count towards their award if they wish, and I can also hand out awards (from the President!) for service to us. I am targeting doing this at our annual volunteer appreciation event in April 2016.
- I played around more with Volgistics, and have turned on auto-email-schedule reminders for our volunteers and staff. They receive a consolidated schedule at the beginning of each month, and another a couple of days before an event.
- I would like to say thank you for all the kind words about my progress these past six months. It is only possible because of the openness and willingness of the staff to use volunteers!

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- Co-facilitator of the Programming Team
- Working with OrangeBoy on dashboard and Savannah messaging system.
- Working on new social media promotions and platforms, "The River's Mouth", updating
- Worked with local media on various stories
- Working with Library Trust PR committee and Board
- Doing video work with mascots and library services... see our YouTube channel details
- Preparation for making changes to programming with the loss of two members of our programming team and the new focus of the strategic plan.
- Creating a Crisis Communication Plan document and policy
- Spoke at CAL Conference in October
- Wrapping up 2015 programs
- Beginning work on new Strategic Plan Marketing strategies
- Beginning work on Summer Reading "Game On!" marketing

OUTREACH SERVICES

By Johanna Ulloa

The highlight of October was the first Mandarin storytime Outreach and CSU provided at Council Tree Library. Laureen Trainer was present to evaluate the program and was able to talk to some parents and gathered important feedback. CSU Chinese professors and students delivered a great presentation, they were able to connect with the audience, and they all were dressed in traditional Chinese clothing which made the presentation even better. Professor Wu Wu played the guitar for the kids and she took advantage of her background as a musical therapist presenting a very entertaining percussion activity. The PRPLD's hello and good bye song sounds great in Chinese!



We have received positive comments from parents on both the French and Mandarin storytimes. Many stated that it is the first time they have visited our library. They were surprised to see that we have collections for children in their native language. During the program we had a surprise visit from Xuemei Luo, Associate Director of the Confucius Institute at CSU. The Center provided snacks and offered to partner with us to continue providing these types of programs more often.

Outreach Core

During our team meeting we discussed our Book review focusing on diversity. We review a total of 12 books and were able to find amazing books for children, teens, and adults that addressed or promote diversity. We also shared and discussed from the Council on Interracial Books for Children an article regarding book reviews while considering racism and sexism. Lastly we reviewed the evaluation protocol for our storytimes.

During the end of the calendar year an external evaluator, Laureen Trainer, will be evaluating Outreach Storytimes. We will be recording storytimes to check storytellers' competencies, the structure of the programs, and the quality of service. Trainer Evaluations is also observing multiple programs in three different languages, interviewing parents to gain insight, and analyzing surveys in English and Spanish that were given to parents to complete. The process will be arduous but we hope to gain better insight of the impact of our services related to intended outcomes on literacy skills, caregiver attitudes, cultural diversity and digital literacy.

The Outreach team attended the Webinar: Adults Just Wanna Have Fun -- Innovative Adult Programming Ideas for your Library! It was a really interesting webinar full of great ideas that inspired us to provide learning, hands-on, and fun programs for adults as well as youth.

We continued working closely with United Way in two distinct groups, The Youth Impact Program and School Readiness Program. This month Johanna Ulloa helped the Youth Impact group by creating a visual way to track progress in the proposed outcomes at the beginning of the grant cycle. The main idea is to help the group to track progress, keep on track with intended outcomes during the three year period, and allow continues feedback. Although PRPLD did not participate in the grant, we have been inviting to be part of the group. Dr. Zimmerman presented different ways we can partner with CSU. Campus Corp, and Generation Now presented their mentor trainings on literacy. It is our intention to continue defining PRPLD as a place of continuous learning and as experts on literacy by sharing the findings and process of the storytime evaluations.

Schools Liaisons developed a calendar so all school liaisons can present to Poudre School District the services and programs we can provide. This month Kathie Young de Herrera, along with Vicky Hays and Kristen Draper presented information to PSD Media Specialists about signing up for library cards and using our website.

Fall Youth Services workshop – this workshop was held at the Colorado Youth Outdoors Swift Ponds and Kathie Young de Herrera attended. State librarian, Beth Crist, presented information about the upcoming Summer Reading Program with many ideas; Andrea, the children’s librarian from Clearview Library District, provided an interactive Y is for Yoga! Story time for us.

We participated in Be Ready Fair at Fullana Center; the theme of this year was “Heroes in our Community”. Kathie Young de Herrera and Karol Rueda provided bilingual storytimes focused on Emotional Development. We also provided information in Spanish and English to a lot of parents that came to the fair. We worked closely with Vicky Hays to make this program a success.

CSU and Noches en Familia

Petr Holubar is a CSU student pursuing a degree in Education and Spanish. He has been part of World Languages Storytime Rincón de Cuentos and Noches en Familia. He participated this month in Noches en Familia, and we had a great feedback from the audience. This was also the night that our program was recorded for evaluation purposes and Petr’s involvement was a great addition to this presentation. Amanda Keare, American Sign Language (ASL) interpreter, was also part of this presentation. It was the very first time that the Outreach department offered ASL interpretation during storytime, and although no kids with hearing impaired showed up to this event, it was a great learning experience for the audience.

Imaginantes

We met with the kids from Imaginantes at Council Tree Library and watched our presentations from summer, received feedback on previous programs, and ask for ideas for Imaginantes 2017. We also hosted a Makerspace fair just for them. They had a great time using different levels of technology.





Legal Resource Day

This event is for people who are representing themselves in civil cases to provide them with the information and education they need to be prepared to appear before a judge. Answers to their questions such as: How do I file a small claims case in state court? What do I need to know about my upcoming divorce and custody hearing? Sylvia Garcia staffed an information table that contained legal resources that the library provides, which included books available then and there for checkout, one-on-one tutorials in using our Legal Information Reference Center, brochures to assist them with the database from home, and other community resource information.

Mountain Range Shadows HOA Meeting

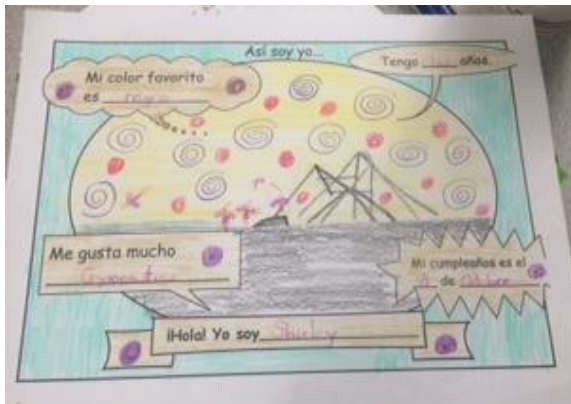
Sylvia Garcia presented to its Board about the resources that the Library District has to offer their community. Sylvia is coordinating with the HOA Office Manager to see how we can help the library can help with their identified needs.

Elder Care Networking Meeting

Elder Care Network of Northern Colorado assists seniors by providing information, resources and support to caregivers and to professional service providers. The network is made up of family members and community professionals who host and promote activities intended to assist family caregivers and seniors in making informed decisions. The meeting will be held at Old Town Library before opening. I will be hosting and showcasing Library resources and give tours of the library.

Sylvia Garcia is working with Red Tail Ponds Connect to assist them during their annual event. Red Tail Ponds is a permanent, supportive housing project created to address the issue of homelessness in Fort Collins. Sylvia Garcia will be there creating new library accounts and showcasing Library resources including our downloadable products, online learning computer classes, and database likeLynda.com.

Programa Pelicano began its second year exchanging information between 4th grade students at Harris Elementary and children in San Juan de Sur in Nicaragua. We have a lesson plan for the rest of the school year with themes for each month. Here is an example of the materials we will be sending to Nicaragua shortly.



collect and report through different data points.

As part of the Impact Team we finished creating a report for Holly Carroll and Jennifer Zachman regarding Online Summer Reading Challenge 2015. Jennifer Zachman was an amazing partner to work with through this project; her level of professionalism and her desire to learn and implement outcome based evaluations is commendable. We are lucky to have her with us! Lastly we prepared a short review on a possible partnership for Kristen Draper and Ken Draves. Currently we are organizing our 2016 plans and creating a PRPLD data inventory to better understand the information we

COLLECTION DEVELOPMENT

By Tova Aragon

On behalf of Fort Collins Read, Tova would like to thank Holly and the Board for their support of the annual event. Chris Bohjalian and Grace Experience received many compliments on their presentation. Attendance was 506 with 17% of the audience coming from outside Fort Collins.

Two new databases started up this last month:

Career Cruising: Career Cruising includes tools to help identify work interests, skills, and learning preference through nationally recognized assessment tests. Provides comprehensive college, university, and vocational school information to help plan education and training. Contains advice for developing a job search plan, writing cover letters and resumes and preparing for job interviews. Helps find available jobs in specific career interests. Has a My Plan tool to help keep track of personalized career exploration and planning activities.

Mergent Intellect: Powered by Hoover's, a Dun & Bradstreet Solution, Mergent includes over 70 million U.S. private businesses, over 3.5 million Canadian private businesses, over 6,500 U.S. public companies, 245 million global private businesses with corporate family tree; a residential search that includes 250 million North American residents; over 90 million executives including contacts and biographies. Easy to use. Download 2,000 records at one time.

Starting in October, our recycler stopped accepting plastic cd and DVD cases. Louise studied several options. Working with a contractor out of Denver was the most economical option. It did increase our carbon footprint some but not as much as other options such as, boxing them and sending them through the mail or taking them to the landfill. We recycled 617 pounds of the hard plastic cases which was one year's worth.

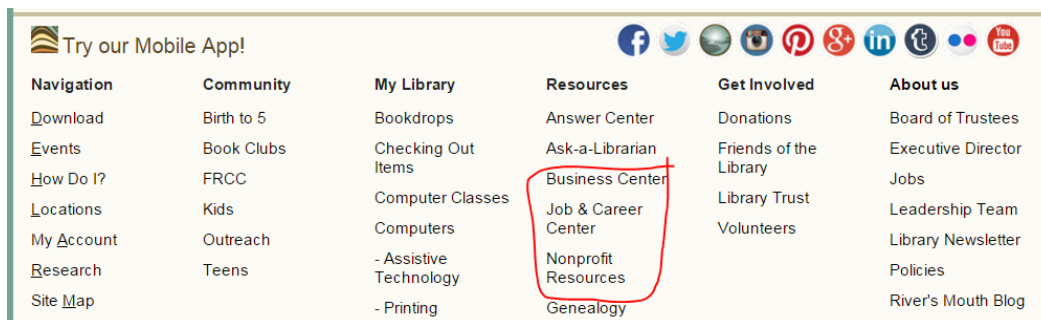
SYSTEMS ADMINISTRATION

By Carol Gyger

Project Updates:

New Web Pages

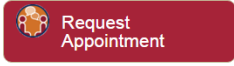
Three new web pages have been added to target job seekers, nonprofits and the business community. These audiences are called out in our new strategic plan and these web pages support our efforts to provide easier access and links to more resources in these areas. Find links to these pages at the bottom of our homepage.



<http://read.poudrelibraries.org/adult/business/>

<http://read.poudrelibraries.org/careers/>

<http://read.poudrelibraries.org/nonprofits/>



You may also request an appointment with a librarian to give you further assistance in any of these areas.

Peggy Shaughnessy, website developer, worked with Anne MacDonald, Molly Thompson and Sarah Scobey to develop these pages. From here on out the pages will be maintained by these three awesome librarians.

Express Lane statistics looking good!

Express Lane (self-checkout) statistics are looking better than ever. Carol Gyger investigated a drop in Harmony Library stats and discovered a more accurate way to calculate the statistics. The new, more accurate, calculation indicates that Harmony Library is doing much better than they thought and the District-wide percentage is great. It is amazing how many customers love checking out their own items!

Percentage of checkouts done on Express Lane

✓ District-wide – 87.5%
<ul style="list-style-type: none"> ▪ Old Town Library – 86% ▪ Harmony Library – 87% ▪ Council Tree Library 89%

Other

- Website server migration – Peggy, Ling, and Rudi (City IT)
- Colorado Association of Libraries annual conference – Victor and Carol attended
- Progress on Automated Materials Handling project at CT – Carol, Victor, Chris B
- Strategic Plan Idea Sessions with staff – Strategic Planning Committee (includes Carol)
- Report on Online Summer Reading Challenge – Impact Team (Johanna, Tova, Carol)
- Sister Library (San Juan del Sur) – meet with staff, create reports and more barcodes – Victor and Carol
- Enable new databases – Career Cruising, Mergent Intellect and Driving Tests (find on Research page, <http://www.poudrelibraries.org/research/>) – Peggy and Tova

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

FRCC-Larimer Campus News

FRCC is working to improve security on campus, particularly in the areas of communications and emergency response.

Some of the security improvements FRCC has made in the last few years include:

- Security cameras in the library atrium and exterior library doors
- Access control cards for staff entry through staff entrance and interior doors
- Improved security on staff door with remote entry camera allowing library staff to view and “buzz” in users.
- iPcelerate speaker system throughout campus, including Harmony Library, allowing emergency messages to be sent
- Added emergency phones in computer lab and community room
- Annie and Ken have recently been added to the FRCC President’s emergency notification list
- Discussions with Campus Security Michael Ellerby on Oct 20th reviewing security procedures. We are holding additional meetings with senior FRCC administration on communications improvements and emergency response procedures.

The college has gone through a difficult beginning to the school year and is making efforts to support staff, library users and students during a stressful time.

The ribbon-cutting ceremony for Redcloud Peak and the Blanca Peak areas took place on October 27. Faculty and staff planned a weeklong celebration, featuring workshops and special sessions for Larimer Campus students, faculty, and staff as well as members of our community

The annual FRCC Day of the Dead event will be taking place in Harmony Community Room. Alters created by campus students to honor loved ones who have passed are always moving to see.



Children's Services and Summer Reading Challenge

Reported by Jennifer Zachman

- ✓ Storytime visits to Bacon Preschool - Oct. 1, Oct. 20
- ✓ Organized staff & volunteer SRC appreciation party at Fort Fun - Oct. 3
- ✓ Attended Summer Reading Program workshop at Swift Ponds held by the Colorado State Library. Presented STREAM @ Poudre Libraries at the workshop - Oct. 13
- ✓ Attended Hostile Intruder Training - Oct. 20
- ✓ SRC (Summer Reading Challenge) 2016 Planning Meeting - Oct, 20
- ✓ SRC Volunteers planning meeting - Oct. 21
- ✓ 1000 Books Before Kindergarten webinar - Oct. 21
- ✓ Harmony welcomed Make a Difference Day volunteers to help with cleaning throughout the building - Oct. 23

Continuing Education, Programming, Collection Development

Reported by Elaine Burritt

- ✓ Attended City Safety & Wellness Team Meeting on October 8.
- ✓ Prepared romance paperback order for our library system, incorporating customer suggestions for purchase.
- ✓ Coordinated October Harmony Staff Meeting, which Kristen Draper and Johanna Ulloa led brainstorming exercise on our new Strategic Plan
- ✓ Coordinated meeting with Mike Ellerby from Campus Public Safety on Hostile Intruder training for library staff on October 20
- ✓ Edited Thriller/Suspense and Romance newsletters on LibraryAware.
- ✓ Presented information on the Genre Land Reading Challenge, a reader's advisory game that the ReAd team will be rolling out in January to district staff, at the All Staff Meeting on October 29
- ✓ Coordinated initial training at Harmony for new sub Jessica McCoy

Teen Services

Reported by Diane Tuccillo

- ✓ I served on the interview committee for the new Children's/Teen Services Librarian.
- ✓ Booktalks at Colorado Early College, 3 classes, 97 students.
- ✓ Author visits; Scott Westerfeld, Deborah Biancotti, Margo Lanagan who co-authored Zeroes. They spoke at Rocky Mountain HS and Poudre HS, then did a Bookends show with two Teen IRS members (plus one other member assisting the Director). This was in addition to the author program at OTL that evening.

- ✓ I attended the Summer Reading Workshop sponsored by the CO State Library with several other PRPLD staff members at the CO Youth Outdoors facility here in FC. Jennifer, Vicky, and I presented as part of the day.

Business and Career Services

Reported by Molly Thompson:

Offered the following workshops for the month of October:

- Secrets to a Great Interview
 - Authentic Networking
 - Compete and Succeed at Any Age
 - Resume Lab
-
- Met with SBDC clients and helped them with their market research
 - Met with the Battle of the Bards group to help plan the 2016 event
 - Finalized content for the new Job and Career Center webpage
 - Reviewed the database Career Cruising which the library now offers

Career Cruising includes tools to help identify work interests, skills, and learning preference through nationally recognized assessment tests. Provides comprehensive college, university, and vocational school information to help plan education and training.

Reported by Anne Macdonald – August-October 2015

Conferences:

Rocky Mountain Special Library Association conference at University of Denver, August 6. Highlights:

- **Develop Your Competitive Intelligence Skills**, presented by Ellen Naylor, Primary Research Expert at Business Intelligence Source, Inc. Ellen discussed competitive intelligence using popular CI analytic tools such as SWOT, the BCG share of market matrix, and the radar screen and how to use them.
- **Researching Private Companies**, Esther Gil, Business & Economics Reference Librarian at the University of Denver, discussed the differences between public and private companies and presented strategies to conduct fruitful research on private companies.
- **Ebook Acquisition Models in Academic, Public and Special Libraries**. Jamie LaRue, CEO of LaRue & Associates; Michael Levine-Clark, Associate Dean for Scholarly Communication and Collections Services at University of Denver; Tami Sandberg, Library Manager at the National Renewable Energy Laboratory; and Scott Wasinger, EBSCO's Vice President of eBook Innovation. From students to public patrons to scholars conducting research, there are many different needs to consider when acquiring Ebooks including platforms and license agreements. For example, public libraries scoff at an agreement that allows them to circulate an ebook 26 times, but an academic library is perfectly content with this agreement due to the differing natures and usage of their collections.
- Bixpo and Workforce Symposium (BizWest/Workforce Center): September 17 – The Ranch. Highlights:
 - ✓ **Workforce Trends in Northern Colorado**: Dee Funkhouser, Mgr. Labor Market Information Training and Outreach, Colorado LMI, presented the economic trends for Larimer, Weld and Boulder counties, including top ten industry sectors for each county; fastest growing occupations, state and local rankings (Fort Collins is #1 for Let's Move for Healthy Effects; #3 for Best College Towns to Live Forever; #4 Next Top Ten Cities for Tech. Boulder is #1 for Most Educated City in the U.S.; #1 for Best Place to Start a Business; #1 for Most Zen City in the U.S.). Most of the discussion, however, was on the implications for workforce.
 - ✓ **Strengthening Colorado's Businesses and Workforce**: presented by CO Senator Rollie Heath. Discussion on the legislation that encourages educational providers to engage in post-secondary and workforce readiness programs, help small clean-tech and medical device businesses earn tax

refunds for research and development, and reimburse qualifying companies for establishing internships in high-tech fields.

- ✓ **Break-out Sessions:** Turning Satisfied Customers into Raving Fans; Building Collaborative Teams; Simplify your Business; Replicating the New Belgium Culture in Asheville, NC; and more.

If this conference is offered next year, I highly recommend members of the Library District Administrative team and/or Board members attend.

Business, Industry and Market Research projects:

- Pet business
- Art business
- Insurance Franchise
- Clothing boutique
- Fitness
- Physical therapy business – Fort Collins vs. Austin, TX
- International development firms
- Healthcare industry lab
- Daycare for local church
- Live music venues, music festivals, musicians (167,000 (U.S.), bands in U.S., Canada, Worldwide)
- Life expectancy for a band member (runs from Blues 63 to Hip-Hop 30)
- Life expectancy for a solo artist (30-68: again, Hip-Hop is lowest at 28-30; Blues is longest at 63; Female folk singers have an average life expectancy of 65)
- Number of Booking agents in music – 18,300
- Wildland Firefighter demographics and crew breakdowns (Smokejumpers, Hotcrews, etc.)

Financial Literacy: A partnership program with Rocky Mountain Chapter of Credit Unions. Northern Colorado libraries provide the venue and the Credit Unions provide the program, publicity and flyers. 3rd Wednesday of each month – Harmony Library Community Room 6:30-7:30pm:

- November 18: Managing Holiday Spending
- December 16 Buying Residential Investment Property

New business database: Mergent Intellect – a Dun & Bradstreet/Hoover’s database featuring all companies registered with a DUNS number. Can download 2,000 at a time, sort by all DUNS registry entries.

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Librarian Nicole Burchfield coordinated several area storytellers (including Nicole and Council Tree Library Manager Currie Meyer) to provide the Spooky Stories in the Park event in the cabin area of Library Park. It was a chilly evening full of chilling storytelling enjoyed by 84 attendees.

Vicky taught a Pinterest class this month.

Librarian Miranda West helped our partners at Homeward 2020 host the fall Community Conversation on Homelessness. This event’s theme was centered on youth homelessness.

Outreach and Embedded Staff

As part of the Colorado Lt. Governor Joe Garcia's statewide tour recognizing Early Literacy Week, Early Literacy Librarian Vicky Hays attended his listening session at Fullana School and shared the library district's partnership efforts with Be Ready Larimer County.

Vicky and outreach staff attended the Be Ready Community Fair, sharing bilingual storytime and information about the library. Vicky also helped coordinate the Fair's visiting community vehicle "petting zoo" for the event.

Kathie Young de Herrera, Kristen Draper, and Vicky attended the PSD monthly media specialists' meeting in October. Vicky shared information on being a media mentor.

Continuing Education and Learning Opportunities

Since CALCON was held close to home in Loveland, many staff had the opportunity to participate:

- Several staff attended the conference and have already been implementing and sharing ideas.
- Vicky and Digital Literacy Librarian Kristen Draper co-presented a poster session on Media Mentors in PRPLD.
- Nicole participated actively as chair-elect of the Children's and Teen Services (CATS) Division.
- Old Town Library Manager Jean Bosch served as the Awards Ceremony emcee as part of her committee chair duties and Librarian Erin Kirchoefer assisted as an active member of that committee.
- Jean also served on a panel session on the topic of Services to the Homeless at CALCON.
- The staff not attending CALCON helped host the day-long Colorado Association of Libraries Leadership Institute (CALLI) meeting and graduation ceremony at Old Town Library.

Vicky, Nicole, and Librarian Amy Holzworth attended the Colorado State Libraries Fall Youth Services Workshop.

Amy and Systems Administrator Victor Zuniga presented at the Teaching and Learning with Technology Symposium (TLTS), which is an annual event co-hosted by MSU Denver and the eLearning Consortium of Colorado. Their topic was "Embracing the Makerspace Model Through Minecraft".

Miscellaneous

The OTL Librarian interview team was pleased to make an offer for that position that was accepted by Amy Holzworth! Amy's full-time librarian duties started on October 26. The interview team will regroup to post a position to fill Amy's previous position soon.

The Friends of the Library held another successful book sale here over the last weekend of October.

Vicky is observing all of the in-house storytimes and sharing observations with storytime staff for their self-assessments.

Nonprofit Services:

Nonprofit Services Librarian Sarah Scobey has continued working on a variety of projects including:

- Developed new nonprofit webpage
- Delivered "Friday Afternoon Conversation for Nonprofits" brochures to several locations
- Attended and presented at Caring & Sharing meeting
- Answered a SBDC business reference question for Anne Macdonald while she was out of town; client needed information and demographics on starting a day care/preschool in Fort Collins. (1.5 hours research)
- Researched for Dance Therapy nonprofit and thank you letter received (3 hours)
- Researched for International nonprofits in Denver & northern Colorado (3 hours)

- Researched for SBDC Client: Malawi project research and report (3 hours)
- Researched for SBDC Client: Protective gear follow-up research (3 hours)
- Hosted and gave tour to Chamber of Commerce Leadership Fort Collins class for Jean while she was out of town (35 Leadership candidates and 35 volunteers for the poverty simulation in attendance)
- Met with Kim Redd & Maro Zagoras of Successful Transitions discussed strategies for helping nonprofits in northern Colorado
- Hosted Friday Afternoon Conversations for Nonprofits webinar on Grants to Individuals in the Arts (8 in attendance)
- Hosted the 2nd day of the Pen to Paper Grantwriting Workshop
- Procured seven panel participants for the Crowdfunding 101 program in January including McCabe Callahan, Community Funded; Cathy Jones, Pateros Creek Brewing; John Kitchens, Rocky Mountain Mustard Company; John Morris & Bill Cobb, Quadshox; Rosemary Rodriguez, Senator Bennet's Director of Colorado Office; Erin MacDonald, Kickstarter project

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

New Librarian hired, October 9

After a three-month long recruitment and hiring process, I made an offer to standout candidate Jenny Thurman of Gallup, NM. She accepted October 9, and will start November 16. Below is an excerpt from my announcement to all staff:

Oct 14, 2015

Along with the children's and teen services librarian interview team (Diane Tuccillo, Vicky Hays and Linda Justice), I am pleased to announce Council Tree Library has a new children's and teen services librarian: Jenny Thurman!

Jenny is a graduate of the School of Library and Information Science at San Jose State University, where she focused on technology and youth services. Jenny has a wealth of library experience, including youth programming, collections management, community outreach, staff management and circulation. She will be leaving her post as youth services manager / librarian and Octavia Fellin Public Library in Gallup, NM, to join us in mid-November. Previous to her work in NM, Jenny worked for eight years as a library assistant, circulation manager, and interim youth services manager for the San Bernardino Public Libraries. Jenny is an avid science fiction/fantasy reader, and is a published book reviewer for SF publisher Tor.

Automatic Materials Handler Preparation Work

Circulation manager Chris Cortez and I have continued working with IT Manager and CTL AMH implementation project manager Carol Gyger and team on preparing CTL facilities and staff for the AMH installation planned for December. Chris has collaborated with OTL Circ manager Holly Bucks to familiarize CTL circ staff on AMH operations by sending CTL staff to OTL to work directly with "Rosie", OTL's AMH. Chris and I have also recruited and organized a naming committee for the CTL AMH. Chris has organized upgrades to the circ work room, where the AMH will be installed, including countertop modifications, shelf relocations, and new cabinets. I asked a vendor to provide a quote on hard-surface flooring for the area. The vendor was delayed in providing a quote, the estimate was about twice what we expected, and we weren't really pleased with the sample surfaces, so decided against replacing the circ work room flooring at this time.

Carpet Work

At my request, City of Fort Collins janitorial contracts manager Jim Pierce arranged and monitored expert carpet cleaning for high traffic and stained areas on CTL's carpet in September and October. All cleaning occurred after

operating hours, using benign solvents. Jim, in communication with facilities staff Matt James and I, has arranged several successive cleanings this fall in an attempt to restore CTL’s carpet. Results have been satisfactory. We hope to extend the life of the carpet as long as possible in order to delay the costs of a complete replacement. The current carpet’s pattern is obsolete, and our attic stock of replacement carpet tiles is limited.

CAL Conference, October 23

Chris Cortez and I attended the Colorado Association of Libraries annual conference in Loveland on Friday, October 23. We enjoyed the intellectual freedom keynote address and presentations on copyright law, providing tech assistance, integrating user feedback, and weeding collections.

DART implementation, Oct 26-Nov 1

I facilitated the third of three “DART weeks” for 2015 at the end of the month. Between Oct 26 and Oct 29 (I wrote this report 10/30), library staff at the three libraries and the Answer Center recorded over 3,000 transactions.

Dart Reference Tracker is a free, web-based tool that provides a system for reporting, tracking, categorizing and presenting a library’s information transactions. Transactions are simply questions library users ask staff, such as, “How do I print this?”, or “When does storytime start?”, or “I need help finding a scholarly article on composting”. Public desk staff and circulation

staff are asked to track information transactions using DART for three sample weeks over the course of a year. I project the results from these weeks to provide annual use data to the CO State Library. The District has been using DART for five years, and has also found it useful to analyze staffing levels operational efficiency.

