

Executive Director's Report

December 2015

ADMINISTRATION

By Holly Carroll

December is usually a quiet month during which staff members are busy finishing year-end reports and projects, completing the performance evaluation process and planning for the New Year. Below is an update of administrative activities:

Human Resources: I met with Sabrina Stromnes several times to review the current HR Policy Manual for updates and revisions, to review the job descriptions that were developed earlier in the year and to discuss the performance evaluation process for 2016.

Strategic Plan: The leadership team met to discuss the tactics recommended from the planning team. We will meet in January to finalize the tactics.

Marketing/Communications: Paula Watson Lakamp and I met several times to review the job description for the new marketing/communications assistant position and to discuss the scope of a marketing plan and request for proposal process.

Paula and I also worked with the staff at OrangeBoy to update our market analysis data. An online survey was sent to all library cardholders in late November - early December with over 6,000 respondents. Paula and I will share the results of the update at the February Board meeting.

Facilities: I met with Carol Gyger, Jean Bosch and Ken Draves to discuss next steps to installing security cameras at Old Town Library. Carol has done research on the latest technologies available, and Jean as project manager, will be responsible for initiating the proposal process for a vendor. A deadline for completion of this project is June 30, 2016.

Jeff Barnes, Ken Draves and I met with Keith Myers, Ditesco, to hear his thoughts on how to proceed with a master facilities plan and his ideas for local firms that might be interested in this project.

Disaster Recovery Planning: Ken Draves, Carol Gyger, Paula Watson-Lakamp, Jeff Barnes and I met to discuss the various components of a disaster recovery plan. Carol is working on the IT recovery and replacement component, Ken is responsible for the umbrella document, Jeff is reviewing insurance requirements and Paula has completed the crisis communications document. The four will work together to complete the inclusive plan by March 31, 2016.

White House/IMLS Library Card Summit: The Library District was one of 56 jurisdictions across the nation that were invited to participate in this initiative to ensure that every child in grades K-12 has a library card: *“Recognizing the critical role libraries play as trusted community anchors that support learning and connectivity at all times and places, the President called upon mayors, school leaders and library directors to work together and create or strengthen partnerships so that every child enrolled in school can receive a library card to access learning resources.”*

Wade Troxell, Sandra Smyser and I all received invitations. Unfortunately neither Mayor Troxell nor Superintendent Smyser can attend. I will be reporting back to them on the successes of other libraries and how

this can be replicated here. Because of security issues, the dual library card system we have established with CSU is not applicable to PSD.

Other Activities:

In the month of December I attended the monthly meetings of the Poudre River Library Trust, Friends of the Library and CDBG Commission. I also observed the Russian World Language story time.

I have met with Anne Macdonald and Mike Liggett several times this fall to plan for a one-day book festival for our community. It has been a longtime goal of both Anne and Mike to have a major literary event in fort Collins that showcases the CSU Creating Writing department and local and national authors. Anne will share details of the event at the trustee meeting this month.

COLLECTION DEVELOPMENT

By Tova Aragon

At our December meeting, the Collection Advisory Team updated our timeline to show completed projects plus ideas we will be exploring in 2016. To start off the New Year, the team will be creating a flow chart to help evaluate new formats being added to the collection, working with Marian to evaluate the Juvenile Reference collection, and working with Systems to create additional limits to help facilitate searching the Spanish collection. We also had a couple of changes to the team as Carol Gyger resigned from the team and Victor Zuniga joined the team. Sylvia Garcia stepped down as co-facilitator and Erin Senseman has taken her place.

The new database, ScienceFlix, was launched in December. The link is available on the Research page in the A-Z list, Homework and Science categories. Scienceflix offers thirty complete scientific units over six curricula strands with an emphasis on the latest STEM thinking and the Next Generation Science Standards. ScienceFlix has leveled content, interactive features, and intuitive navigation in a single, highly-engaging digital resource for students in grades 4 through 9. It also contains many ideas for Science Fair projects.

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 on Colorado Gives Day Promotion
- Doing video work with mascots and library services... see our YouTube channel details
- Finalizing a Crisis Communication Plan document
- Wrapping up 2015 programs
- Beginning work on new Strategic Plan Marketing strategies
- Beginning work on Summer Reading “Game On!” marketing
- Beginning work on 2016 Comic Con (August 27 & 28)
- Preparation for hiring new Communications Assistant employee
- Preparing year-end information for 2015 Annual Report, due end of March 2016

HUMAN RESOURCES OFFICE

By Sabrina Stromnes

December has been a busy month with primary focus on performance evaluation; policy review; and preparing for a compensation study that will help us build our new compensation plan in 2016.

- Met with managers as needed to provide coaching on current employee performance evaluation meetings.
- Evaluated current performance model in Talent Reward and began evaluation of the City's new Quarterly Performance Alignment (QPA) model.
 - Meetings scheduled in January with City to review what is required to switch over to their new QPA performance model and assess fit for Library.
 - Findings to be presented to Holly mid-January.
 - Communication and training will need to be scheduled for managers and staff late January to early February if the decision is made to switch from our current model to QPA.
 - The City plans change their performance tool from Talent Reward to Cornerstone at the end of 2016. Things to consider going into 2016:
 - Is the City's performance model and tool a fit for the Library District?
 - Begin review of other options for talent management.
 - Is the end of 2016 a good time to break talent management away from the City?
- In the process of reviewing and editing all of the current job descriptions and meeting with supervisors to confirm accuracy of essential job functions.
 - Accurate job descriptions will need to be provided for use in our upcoming compensation study.
- Working with MSEC and The Singer Group to get estimates on the completion of a compensation study and development of a base pay plan.
- Completed review of Human Resources Policy Manual and made suggestions for edits. Revisions will begin in January and ready to present to the Board in February.
- Got account set up with FML Source and completed training on how to use the system. Will be working on setting up and presenting training for managers during Q1 2016.
- Joined the Learning Organization Team and attended my first meeting.

Volunteer Program Manager:

By Serena Robb

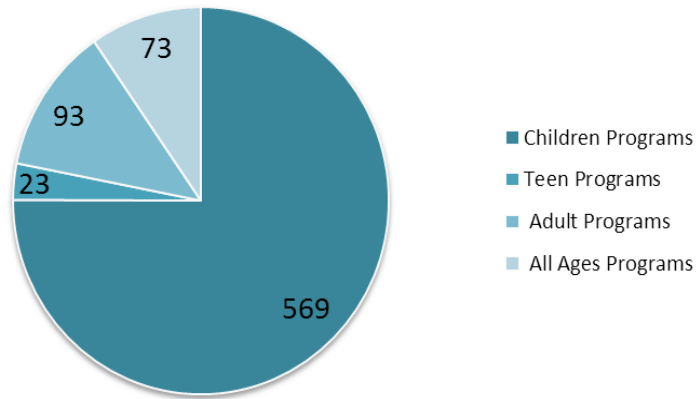
- Added all Minecraft and computer classes for January through May 2016 into the volunteer calendar;
- Prepared/wrote 78 thank you cards (plus \$5 Ben and Jerry gift cards) for all volunteers who had 20+ hours in 2015, and distributed them to the three branches for signing and mailing;
- Helped plan a DOVIA holiday party for 12/15, which was ultimately canceled due to snow;
- Continued to make arrangements for Matt Bennett to speak on Trauma-Informed Care. Date set for April 26, 2016;
- Interviewed 4 potential volunteers; a slow month, though I had a handful of frantic parents asking if their kids could complete lots of community service hours over the break. I turned most of those away.
- Cleaned up the volunteer database. We had hit the limit of how many accounts we could archive, so I went through about 800 records, deleting some, archiving others, and reaching out to volunteers to check their status.

OUTREACH SERVICES

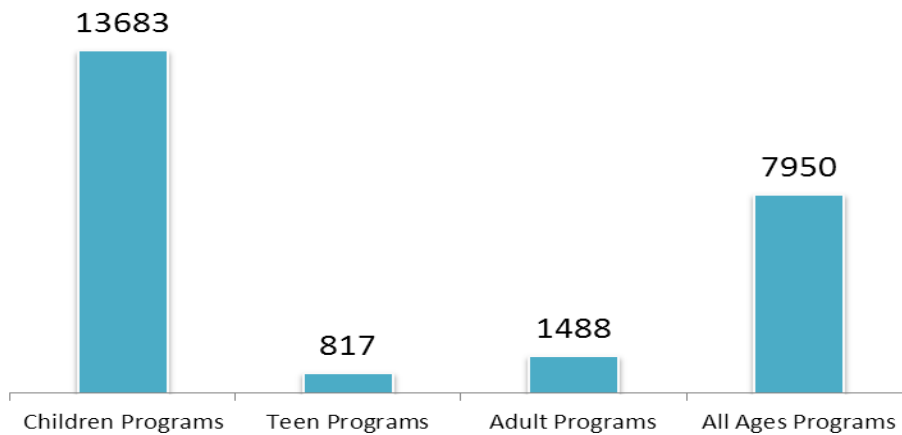
By Johanna Ulloa

The highlight of the year is the stats recorded by outreach programs. In 2015 we provided 758 programs in the community. We served a total of 23938 individuals in the community.

Number of programs by target audience

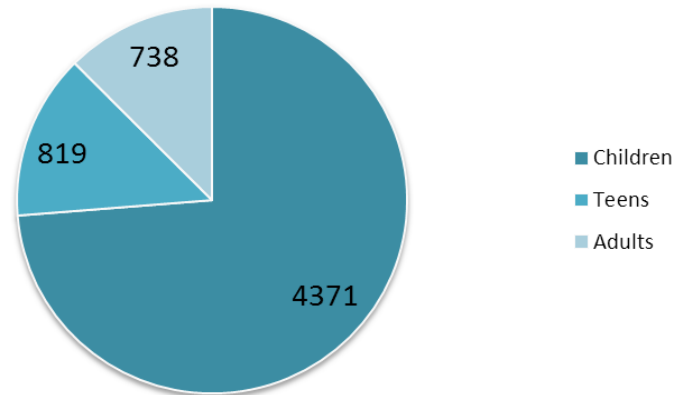


Attendance by audience type program



The Liaisons reached out to 5928 individuals in 2015! They provided services to 4371 children, 819 teens, and 738 adults across the district.

Attendance by audience type program



The highlight of the month is the expansion of the Pelicano program. Our next connection will be between the kids at McGraw Elementary and Colegio Británico in Mexico. Ludy Rueda will be coordinating this connection, and she already had a Facetime session with the parents of the 4th grade students in Mexico to explain the program. We hope to continue providing library programs that provide opportunities for the kids to practice writing skills, improve literacy, increase awareness of other cultures and lifestyles around the world, and to provide a safe space to create friendships.

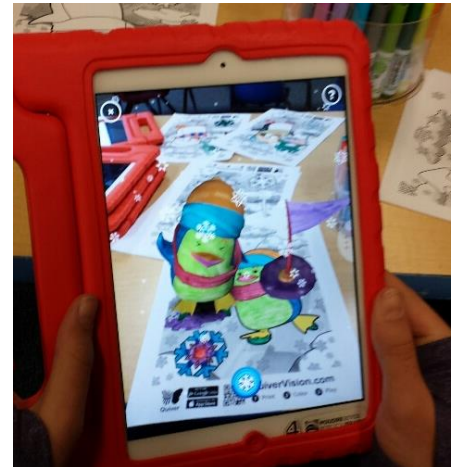
December was a slower month in the community due to the holidays and school break; still we provided all of our community programs. The team had another a successful night with Rincon de Cuentos celebrating with the theme “Posadas”. It was the first time where Kathie Young de Herrera, Ludy Rueda, and Karol Rueda read a book each and our attendants enjoyed the different styles in storytelling.





Increasing awareness of diversity continues to be a goal for all programs. A place where our audience eagerly participates in the presentation of diverse materials is the Community Life Center, where most of these kids are learning English. We have concluded that adding different elements in their native language allows the creation of a strong connection with the library. Karol de Rueda reported that some of the children are now playing with dolls and reenacting being the storytellers themselves. Other team members have shared different stories that show the impact of our programs in the community. This year we will began a collection of stories to keep record of those instances. Kathie Young de Herrera participated in the Stove Prairie Winter Festival where she provided story time and also brought up the mini iPads for the augmented reality.

Russian Storytime was delivered at Harmony branch. The attendees were extremely thankful of the creation of this space and would like to have more programs like that in the future. CSU Russian students did a great job delivering this program. Sadly, there was not a good Russian collection for the participants to check out.



Community Connections



Our Informational Forum at the Family Center was a success. It was very meaningful and had a great impact in those who attended. The Family Center is a great partner and helped us to deliver a great program.

We participated in a Summer Reading Program meeting with other community member to align and collaborate during summer 2016. Representatives from over 10 agencies participated in this meeting where many logistical aspects of providing enrichment opportunities for children in the community were discuss. The main focus continues to be the ability to serve our community in the areas of great need like mobile home parks.

Johanna Ulloa Girón attended the following: Early Childhood Leadership program, United Way Youth Success meeting, Be Ready/School Readiness Impact group meeting, Disparity Action Committee, Reforma closing annual meeting, and the Vida Sana meeting where the library continues to participate in meaningful ways to support our community, receive information from different partners, receive information reading community needs, and provide information regarding our programs when appropriate.

Lastly Johanna Ulloa Girón was appointed to the City of Fort Collins Human Relations Commission. The Library District has established a strong partnership with the commission and Johanna will continued representing our district and informing our practice to promote and celebrate diversity in our community.

As a team member of the Impact team Johanna has been collaborating with Vicky Hays, Jennifer Zachman and Karla Cibrari in facilitating the creation of a logic model for in-house storytimes. The goal is to create a model that aligns with the district's new strategic plan and has clear outcomes for in-house storytimes. The team has done a tremendous job of researching best practices and incorporating community needs to inform this project.

SYSTEMS ADMINISTRATION

By Carol Gyger

Automated Materials Handler at Council Tree Library

The "AMH @ CT" Team successfully implemented a new automated materials handler, similar to the one at Old Town Library. After much debate and voting, the new AMH has been named Otto.



Before



After

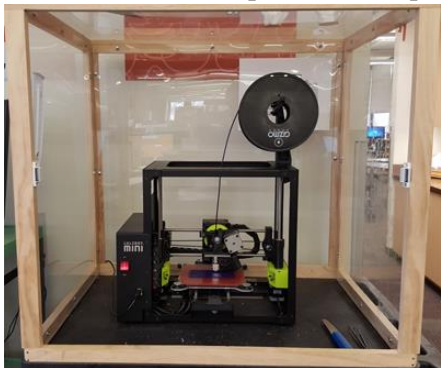
The Implementation Team did an excellent job of working together to accomplish the goal of getting Otto installed and operational by mid-December. The Council Tree staff members were prepared and excited and have already enjoyed a few weeks with Otto who is saving them time and effort. Big thanks go out to the entire staff at Council Tree for helping with the transition and for embracing this technology.

Special thanks to the AMH@CT Implementation Team:

- Carol Gyger – Project Manager, oversaw building modifications, network cabling
- Chris Cortez – Provided Circ Workflow expertise, configuration, staff training and more!
- Angela James – Provided Circ Workflow expertise, staff training and more!
- Chris Bauman – 3M AMH/IT expertise
- Victor Zuniga – ILS Integration, configuration and troubleshooting
- Currie Meyer – Branch manager, PR, etc!
- Rob Stansbury and Matt James, Facilities – electrical and other modifications to area, recycling, etc!

3-D Printer replacement at Old Town Library

The Lulzbot Taz 3-D printer was replaced at Old Town Library with a Lulzbot Mini. The print bed is smaller but the printer is easier for staff to use, more reliable and requires less caring and feeding.



Other

- Researching new Help Desk system for the Library IT Department – Carol, Peggy, Victor
- Strategic Planning Team Wrapup – Carol was part of this team. As of the end of Q4, this team is done, wrapped up, adjourned, released, and finished with its assigned task.
- JobZology survey – Carol participated with the Library Leadership Team in an organizational culture survey conducted by JobZology

- Study Room Reservation System – an Implementation Team is working on a Study Room Res System that will eliminate the paper signup sheets for study rooms at Old Town Library – Carol, Peggy and others
- Performance Reviews – Annual staff reviews were conducted and according to reports the System Administration Department is “awesome!”
- Sister Library (San Juan del Sur) – starting on next phase – adding 3 small in-school libraries – Victor and Carol with Jane Mirandette
- Collection Advisory Team (affectionately known as CATs) update – Carol has been on this Team since its inception. Carol is stepping down and Victor has joined the Team.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Automatic material handler system “Otto” installed and operational, Dec 7-11

The following is an email to all staff I sent on December 10: “We are so proud to welcome ‘Otto’, the automatic materials handler, to Council Tree Library! Delivered Monday, installed Tuesday and Wednesday, and up and running today, Otto has been warmly welcomed by staff and customers alike. Kudos to the implementation team: Carol, Victor, Chris B., Chris C., Angela, Matt, Rob, (and me – I mostly watched, asked dumb questions and took pictures!) for a job well done.”



FRHS Art Club window painting, Dec 5

Members of Fossil Ridge High School’s Art Club painted CTL’s teen area windows with holiday-themed scenes. This is a service project the Club has provided for CTL, HL and OTL for several years.



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Performance reviews and recognition for CTL staff

Chris and I conducted in-person annual performance reviews with our staffs, a combined total of 32 people. We also provided each staff member with a modest gift card to Panera for their specific performance accomplishments this year. In addition individual rewards, Chris and I arranged a holiday-themed staff potluck lunch for CTL staff.

CTL and OTL Book Club Programs, Nov 30 and Dec 7

Karen Cagle coordinated the CTL November book discussion of *The Monuments Men: Allied Heroes, Nazi Thieves, and the Greatest Treasure Hunt in History* by Robert M. Edsel. I coordinated the discussion of another war history book, *This Republic of Suffering: Death and the American Civil War* by Drew Gilpin Faust, for the OTL book clubs on December 7 and 9. Over 40 people attended the programs.

PSD Insight Program Concluded

In April, I applied for, as was accepted to, Poudre School District’s “PSD Insight” program for community members. The October-December program provided our cohort of 30 parents, community/business leaders and education advocates “an overview of Poudre School District’s history, governance, budget and curriculum. Participants (got) an inside look at the inner workings of public education through special school field trips and exclusive meetings with influential district administrators and teachers.”

With the group, I toured Riffenburgh ES, FCHS, PHS, and Kinard MS. Principals and teachers at each of these schools provided information on their schools’ history, demographics, challenges and successes. While on site, PSD administrators provided presentations on governance, finance, curriculum/assessment, operations/facilities, and whole child (nutrition, wellness and mental health). On Dec 8, the group was recognized for their participation by the PSD BOE. I thoroughly enjoyed the program and learned a great deal about our school district.



HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Harmony Library

FRCC-Larimer Campus News

New, early open hours begin January 4. When classes are in session at FRCC, Harmony will open at 8:30 am M-F as it always has. Spring semester classes begin at the college on January 19.

The Mount Antero building on campus is undergoing significant renovations.

Digital Literacy activities

Reported by Kristen Draper

- Dec 5, Coding for kids class – 17 tweens and teens attended
- Two Hour of Code days for staff were put on by the media mentors at OTL and CT – (Harmony was cancelled due to snow.) Dec 10 and 11
- Dec 29 – Sphero maze madness for teens and tweens—16 enthusiastic participants

Teen Services

Reported by Diane Tuccillo

- I did three classes on two days (Dec 2 & 3) of library catalog/database instruction for all the 6th grade computer technology classes at Preston. Jenny Thurman came to one to observe.
- I did two book talk presentations on Dec 4th at Kinard Middle School for one 7th grade class and one 8th grade class. Jenny Thurman attended both with me and did two of the ten book talk titles for each class.
- The Interesting Reader Society (Teen IRS) met on Saturday, Dec 5th, at OTL. 13 teens attended, and the first hour of the meeting was discussing and planning the community forums on which the teens will be participating.
- Teens Create: Holiday Decorations was also held on Dec 5th at OTL with Louise Mosnik leading the program. Nine teens attended.

Staff Training, Programming Coordination with FRCC, and Collection Management

Reported by Elaine Burritt

- Met with Debra Throgmorton and Nate Wiley of FRCC for initial planning of “Harmony on the Green” concerts for summer 2016
- Hosted December 11 “Harmony in the Round” featuring the FRCC Chamber Choir
- Coordinated Harmony’s December Staff Meeting with Molly Thompson presenting on the Job & Career Center and myself and Laurel Castellana reviewing the upcoming Genre Land Challenge.
- Created 2016 calendar for Harmony Staff meetings
- Provided tour, orientation and training to Karen Cagle, new to our sub list, prior to her first shift at Harmony
- Created Suspense/Thrillers and Romance handouts for upcoming Genre Land Challenge
- Edited Thriller/Suspense and Romance newsletters on LibraryAware
- Updated reader’s advisory sliders on our webpage

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Library Assistant Erin Lucero reports the forces of good are strong at Old Town; with support from Early Literacy Librarian Vicky Hays and Outreach Librarian Sylvia Garcia, Erin featured a STREAM Lab activity with Yoda, Luke Skywalker, and other Star Wars characters to mark the opening weekend for this pop culture phenomenon. It appealed across all age groups, and there were several boys having way too much fun with the rubber-band wars.



Public Service Librarian Nicole Burchfield had twenty-one tweens come to the Holiday Crafts and Cocoa for Tweens program. They made cards, gift bags, and peppermint hot cocoa while singing along to holiday songs.

Early Literacy Librarian Vicky Hays taught an iPad 101 class in conjunction with Digital Literacy Librarian Kristen Draper.

Outreach and Embedded Staff

Vicky presented a program on media mentorship with parents and teachers of CSU's Early Childhood Center.

Continuing Education and Learning Opportunities

Vicky and Library Assistant Laurel Castellano shared the facilitation of staff's Star Wars Hour of Code program at Old Town Library.

Vicky also facilitated the final Storytime Staff meeting for this year along with Library Assistant Karla Cribari and Children's Librarian Jennifer Zachman where we worked on ideas for the in-house logic model.

Winter/Spring 2016 storytimes will resume on January 4, 2016, and Vicky spent some time getting the storytime kits updated for staff and sent via the courier to the libraries.

Miscellaneous

Old Town Library Manager Jean Bosch compiled and conducted 24 staff performance evaluations.