

Executive Director's Report

ADMINISTRATION

By David Slivken

Meeting with Poudre School Officials

On December 21st, Valerie Arnold and I met with Poudre School District Superintendent Sandra Smyser. It was an opportunity to discuss a wide range of partnership opportunities relating to facilities, land, technology, and collections. We also had an opportunity to plug our new Teacher Card initiative. There is so much potential for collaboration we hope to continue this dialogue for the foreseeable future

Listening Sessions

Each month this past year, I have had open hours at each location, inviting staff to share with me anything on their minds. These listening sessions are opportunities for all library staff to provide input on specific Library District issues or just a way for us to get to know each other. I listened to a wide range of issues, some being district issues, others being personnel type related issues. Visiting all of our locations and engaging with staff is very important to me. It is an opportunity for me to leave my fish bowl and learn first-hand what is on their minds. I plan to continue this program for 2018 beginning in February.

Strategic Plan Year Two Narrative

A narrative of the second year of the Poudre River Public Library District's Strategic Plan is included in this month's board packet.

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 system – 2017 Q4 information will be out end of January
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Worked with local and regional media on various stories
- Finalized new internal communications strategies to roll out to staff in January
- Finalized Awareness and Advocacy Toolkit document, preparing staff training, will give update to BOT at January meeting
- 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
- Coloradoan New Year’s Resolutions article featuring Erin K.
<http://www.coloradoan.com/story/entertainment/2017/12/31/5-common-new-years-resolutions/932085001/>
- Organizing for Fort Collins Start-up Week in February
- Gathering 2017 end of year data for annual report
- Beginning work on 2018 Summer Reading Challenge - Rock On!

HUMAN RESOURCES

HR Manager:

By Sabrina Stromnes

- Completed implementation of new Human Resources Information System (HRIS) and began system set up, training, and re-writing associated process documents
- Set up Library District new hire background check account (separate from the City) and secured the same discounted pricing we had when on the City's account
- Completed LD pay increase processes internally and with the City
- Met with Benefits Manager at the City to discuss current IGAs and associated processes between the City and the Library District
- Attended free state Mental Health First Aid for Adults and Teens training and the City's new Reasonable Suspicion training
- Recruitment
 - ❖ Hires:
 - Teen Services Librarian: Miranda West (Internal)
 - Assistant Circulation Supervisor Substitute: Alayna Carter (Internal)
 - ❖ Continued Postings:
 - Children's Collection Development Librarian (posting extended through 12/22/2017 due to lack of applicants; currently reviewing applicants)
 - Bilingual Library Assistant, Outreach (will be re-posted January 2018 due to lack of applicants)
- 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
- ❖ Participate in Learning Organization Team

Volunteer Program Manager:

By Audrey Glasebrook

- Interviewed 7 volunteer candidates, including a potential volunteer intern through PSD's Cooper Home Learning 4 Living program
- Found volunteers for special projects, such as putting stickers on 300-500 teacher library cards
- Posted 6 staff volunteer requests in Volgistics, and began filling them. Also posted all 2018 computer/technology classes, approximately 60 in total
- Volunteer appreciation: sent a holiday card and a gift card to all volunteers (82 in total) who served over 20 hours in 2017
- Collected hours from 238 library and Friends of the Library volunteers who served in November
- Learning Org Team: corresponded with potential speakers for Staff Day 2018

OUTREACH SERVICES

By Johanna Ulloa Girón

There were a lot of changes in our team this month. We welcomed Iman Al Sudani as the new Outreach Library Assistant. She comes to us with a lot of experience working with families and children. We hope to expand our services, programs, and collections to more Arabic Speakers in our community. Jofat Castillo has moved from full-time employee to hourly as he pursues his dreams in teaching and music.

In alignment with our strategic plan goal: **“Demonstrate the value of social and cultural diversity components of our programming and services to our defined target communities”** in partnership with the Human Relations Commission we hosted a Ted Talk style program, *Foco Speaks Out!*, where different artists and community members inspired the crowd to mobilize towards social and racial justice. We exceeded the capacity at Bas Bleu. Everyone in the outreach team helped in so many different ways to make this program such a success.



Johanna Ulloa Girón presented the award in the adult category to Dr. Janina Farinas for her work with the Latinx community. The mayor pro-tem Gerry Horak presented an award recognizing the work on Human Rights to Johanna Ulloa Girón. With these two events, the participation of Johanna as an HRC member ends.

Even though we were edging close to the holidays the final program in the *Being Mortal* series still had a nice turnout. The uplifting theme “What’s On Your Bucket List?” stimulated laughter and tears as folks shared positive thoughts around end of life care and decisions. The program was facilitated by Mindy Rickard, Larimer Advanced Care Planning, Peggy Budai, UC Health Palliative Care Nurse and Sylvia Garcia, Outreach Librarian.



Ludy Rueda provided Digital Storytime to more than 200 kids during this month. Teachers and students were excited to have the opportunity to learn about technology, digital citizenship, and educational applications.

The Pelicano Program at McGraw School is going great this school year. The

students had a video conference with Colegio Britanico in Mexico where they talked about traditions during the holidays. I was very impressed with the way the students connected with their pal-pens and the interest that they all showed to learn about multiculturalism.



SYSTEMS ADMINISTRATION

By Mark Huber

We've had several projects wrap at the end of the calendar year. Ling has been working with our vendor to upgrade SAM, the session management software at all branches. Pharos, our print management software, was also upgraded recently.

Wireless service has been upgraded at Council Tree. Customers should notice an increase in download speeds. We've also replaced the wireless access points at Council Tree to support the faster speeds and replace a few items that were at "end of life."

We've finished our first round of updating iPads using the Meraki mobile device management (MDM). Now that the devices have been "enrolled" we'll be able to push new apps more quickly over the air instead of needing to "collect and connect" to a single computer. The Outreach iPads will be worked on this month.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Staffing Updates

I am pleased to announce that after an extensive search and selection process, Miranda West is the new Teen Services Librarian based at Harmony library. She replaces Diane Tuccillo, who retired in the fall.

Holiday Break STEM Programs

Library Assistant Erin Lucero planned and coordinated a very popular Glow Science program at the end of December. The program was jam-packed – science experiments, glow art, black lights, glow-in-the-dark puppets, and a story at the beginning and at the end. Families really enjoyed it, and it was wonderful to have district resources to support such an interactive program.

FRCC—Larimer Campus Updates--Safety and Security Concerns

On Tuesday, December 13, an incident occurred on the FRCC—Larimer Campus during which a current student pulled a handgun out while talking with an instructor outside of a classroom in the Little Bear Peak building located on the eastern side of campus. The student was quickly disarmed and police arrived shortly afterwards and arrested the student. FRCC subsequently suspended the student from campus and sought additional legal protections against her. FRCC President Andy Dorsey and responding police from FCPD debriefed staff the next day. The campus is conducting a review of procedures following the incident.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Holiday story presentations at Shepardson Elementary

Early Childhood (preschool) teacher Emily Gilcrest along with three kindergarten teachers invited me to share 20-minute holiday story presentations with their students during December. Altogether, I performed seven presentations to 87 children and nine adults over three days.

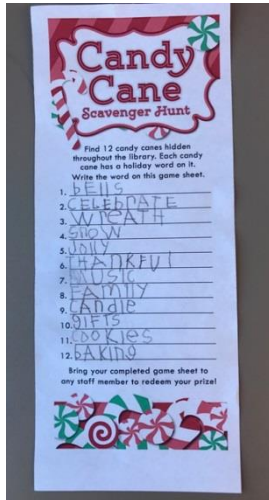
Winter Kids' Zone, Pirates

CTL Library Assistant Drew Gaede presented two "Winter Pirate Party" programs for children on December 28th. Forty-seven excited (bored from extended time away from school?) young children in two separate programs enjoyed a treasure hunt, *Gingerbread Pirates!*, and a "cannonball" war with black balloons.



Candy Cane Scavenger Hunt

As of January 2, just under 90 children participated in the Candy Cane Scavenger hunt at CTL. Children looked throughout the library for a dozen paper candy canes with holiday-themed words printed on them. Children recorded the words on a special ledger, and when complete, exchanged the ledger for a scratch-and-sniff candy cane bookmark!



Staff Appreciation and Performance

CTL Circulation Supervisor Angela James and I recognized CTL staff for a productive year with a holiday lunch potluck, gifts for staff from the Manager's Reward and Recognition fund, and a poster mounted at the front desk (right). Angela completed performance reviews and met with twenty hourly staff. All CTL staff at several classification levels will receive pay increases in the new year. Angela and I explained these changes to our staff members.



Winter Bike to Work Day



CTL Library Assistant and Green Team member Meg Schiel coordinated the Library's involvement in Winter Bike to Work Day on December 13. Meg and staff from the Green Team partnered with Happy Lucky Tea to provide a station for more than 40 cyclists on a not-too-chilly morning.

Collection Management Project

This month, Angela and the CTL circulation crew completed an inventory of Children's fiction and continued to redistribute materials as needed.

OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

Programs

- Nicole B. had about 50 people of all ages come to the shadow cast performance and sing-a-long of **The Nightmare Before Christmas** – the first one of its kind in Colorado. The performers consisted of teens from IRS and Anime Club, volunteers from the library, staff, and cast members from the local Fort Collins Rocky Horror Picture Show shadow cast.
- On December 1st, Fort Collins Fire Chief, Chief DeMint, joined our Old Town story time to share his favorite fire engine story and talk to children about fire safety. We included hands-on fire safety activities and there were plenty of photo-op opportunities with the Fire Chief.
- Erin L's **Glow Science** program sparked children's imaginations with over 40 children attending this jam-packed program full of science, art, and stories. Kids learned about phosphors in chemical reactions, bioluminescence in fish and insects, and nuclear fusion in stars. They 'oohed' over atomic glow science experiments, created glow-in-the-dark paintings, and shared 'glow'ing stories. The crowd favorite was glow-in-the-dark slime.

- **Minecraft** for grades 1-5 reappeared with new and improved features. Several students reported that this was their first time learning the game on a laptop and they were able to try new gaming features available only through the laptop.

Community engagement

- Eileen was recommended to serve on the Fort Collins Parking Advisory Board for a term ending in 2021.
- Eileen met with Emily Allen and Katherine Bailey from Neighborhood Services to share ideas on how OTL and Neighborhood Services could collaborate to build strong community and neighborhood connections.
- Eileen attended a meeting on Concerns About Needles in Public Spaces

Continuous Improvement

- Eileen met with Seth Lorson, Transit Planner for the City of Fort Collins to discuss parking issues around Library Park and how low turnover of diagonal parking spaces around Library Park impacts library patrons' access to services and programs. Increasingly, parking spaces around Library Park are filled with workers from the Old Town area seeking free parking for extended hours. As a result of this meeting and parking survey data gathered by Parking Services, the north side of Library Park on Oak St. now has approximately 14 2-hour parking spots.
- The northeast corner of the children's section has been transformed into a more welcoming and open space for creative play and safe child-minding with improved access to natural light. A team of visionaries at OTL collaborated to re-imagine that space by transposing shelving with the Grown and Learn stations and removing shelving jags to create a wonderful area for collaborative play and exploration.
- An induction hearing loop was installed in the OTL community room, reducing barriers to library programs for people who are hearing-impaired. A hearing loop is a copper wire that "loops" around a room and transmits sound that is picked up by the telecoil in a hearing aid or cochlear implant.
- OTL has entered the world of online, software-supported employee scheduling. Good-bye Excel spreadsheets, hello responsive mobile access to the schedule!
- The combined efforts of increased District One patrols, off-duty officer shifts, and K-9 patrols resulted in a one-third decrease in incidents reported from October to November 2017 and several comments from patrons about Old Town Library feeling safer.