

Executive Director's Report

ADMINISTRATION

By David Slivken

Database Statistics

At the August board meeting, there was a question on the significant increase in database usage compared to the previous year. The Library subscribes to multiple databases provided by EBSCO. This past year, the library added Newspaper Source from EBSCO. Newspaper Source provides full text for regional U.S. newspapers, international newspapers, newswires, and newspaper columns, The Christian Science Monitor, and The Los Angeles Times. It has been extremely popular with our users. Additionally, working with Front Range Community College, the library added several new online educational and antiquarian databases. When we take out the newer databases, usage is still up 5.6%

Master Plan—Public Intercepts

Fifteen library staff and volunteers received training on how to conduct public intercepts, where we ask participants what their vision is for the library. We will also be training additional staff who were not able to attend very soon. Some of the locations we plan to engage the public are:

- Tour De Fat
- Open Streets
- Rist Canyon Festival
- FoCo Book Festival
- Farmers' Markets
- Senior Center/Grandparents Day
- Author Series-Jim DeFelice
- Old Town Square
-and many others

We hope to engage at least 2,000 people with this initiative.

HUMAN RESOURCES

HR Manager:

By Sabrina Stromnes

- All Library District employees have successfully completed workplace harassment training. New hires are assigned training as they onboard and have two weeks from the date of hire to complete.
- Started Leading at the City program and attended both August sessions and two coaching sessions.
- Attended Employers' Council Summit.
- Recruitment
 - ❖ Hires: Six Circulation Aides
 - ❖ New Job Postings: One Adult Services Librarian position at Old Town Library and an internal-only Library Assistant position at Council Tree Library.

- 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 12 volunteer candidates, and placed them in volunteer roles.
- Placed two new homebound delivery volunteers.
- Filled Fall Story Time roles, and Fall Computer class roles.
- Posted staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, finding help for special projects and events over the next several weeks, including Comic Con, Nerd Prom, Power Reader Party, and Author Visit with Matt de la Pena.
- Collected hours from 143 library and Friends of the Library volunteers who served in July.
- Contacted all volunteers who need to renew their background check, helped them get up to date.
- Took on “author liaison” role for Book Fest 2018. Communicated with many authors to make sure the proper paperwork is returned for payment, and bios/photos are received for publicity.
- Met with Learning Organization team to start planning for the next year of Friday Fun classes, OnePlanet, and Staff Day.
- Met with DOVIA Education Committee to plan for 2019 schedule. Facilitated DOVIA session on August 29th on Organizing Volunteers for a Special Event.

OUTREACH SERVICES

By Johanna Ulloa Girón

The outreach department collaborated with multiple partners to provide the following programs and services.



Johanna Ulloa Girón was awarded a fellowship at the Colorado Health Annual Symposium. This year the emphasis was on Achieving Equity in Behavioral Health. Johanna presented, with Dr. Janina Fariñas, how unlikely partnerships can foster equity and health in communities of color. The work done so far between the library and La Cocina has received incredible feedback from

attendees and the Colorado Health Foundation.

Leah Weatherman and Karol de Rueda had a bittersweet month with the end of the Summer Reading Challenge and the start of the school year. The Story Express Storytimes wrapped up for the summer, and the last prizes were given out for the Summer Reading Challenge. Outreach as a whole registered over 600 participants in the challenge and gave away over 400 books!



The highlight of the month was the first Noches en Familia at Harmony Library where Outreach's intern, Herman Chavez, accompanied the Storytime with music on his cello. Leah Weatherman did a great job coordinating this event.



Our first Health Equity Learning Series took place in partnership with Fort Collins Police Department. As an active participant of the Community Equity Consortium, we coordinated the training on "Race in Today's Medicine" where we discussed the work by Harriet Washington. It was a great event that furthered our understanding on the implications of race in America.

Johanna continues the book club for the book "Don't hit my mommy!" the group will continue this fall with a selection of another book related to trauma and behavioral health.

We are currently working with United Way for the next grant cycle. As preparation for the application, Tova Aragon and Johanna Ulloa are getting trained on Outcomes evaluation, specifically the work by Mark Friedman around How to Produce Measurable Improvements for Customer and Communities.



The impact team conducted several surveys during specific summer programs. We will consolidate the data and write a report for the Summer Reading Challenge Team.

SYSTEMS ADMINISTRATION

By Mark Huber

A big thank you to Ling for upgrading the majority of staff computers to Windows 10 and Office 2016. Training will be available this fall as part of the Friday Fun classes as well as self-paced tutorials through Lynda.com.

We are piloting a replacement printing solution for public computers. Several PCs at the Harmony computer lab are configured with a SAM Print client, and the closest release station is running the new software. The most noticeable change is how the print job is retrieved at the release station. Customers scan or type their library card number or guest pass instead of sifting through all customer print jobs. There are also several options that have moved to the release station, including the number of copies and whether to print in color or black and white. We are testing reliability and performance and collecting feedback from staff and customers.

Victor has been busy this summer working on multiple projects with the Innovative User Group steering committee. He's been involved in the location search for IUG 2020 and finalizing plans for IUG 2019 in Arizona as well as searching for a vendor to provide conference scheduling.

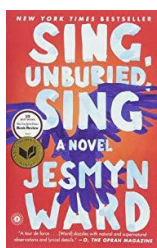
COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

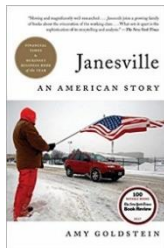
Poudre School District Library Media Specialists meetings August 15 and 16

About 75 school media specialists met at Old Town Library and at Council Tree Library on August 15 and 16. Teen Services Librarian Miranda West, who is the School-Library Liaison for Blevins and Boltz Middle Schools, Rocky Mountain High School and Colorado Early Colleges, presented information on Library services for educators to middle and high school staff. Children’s Services Librarian Amy Holzworth, who is the School-Library Liaison for Timnath, Werner, Traut and Linton Elementary schools, demonstrated features of the Library’s Kids’ web page to elementary school staff.

On August 20, **Council Tree Library Book Club** selected the following titles for the upcoming season:



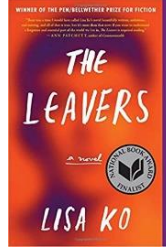
October 1



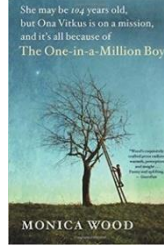
November 12



January 7



February 25



April 8



May 20

Thanks to the **Friends of the Library’s** continued support of this popular program!

Jim Gill Workshop at Loveland Public Library, August 16

Along with Jennifer Zachman, Vicky Hays, and Leah Weatherman, CTL’s Amy Holzworth was inspired by nationally known children’s singer/songwriter and child development expert, Jim Gill <http://jimgill.com/>. Gill energetically demonstrated the essential role of play and music in literacy development for young children.

Highlight on Monthly “Passive” Programming



Every month, Library Assistant Linda Justice and Jenny Thurman create a unique interactive opportunity in the teen area of CTL. These “passive” (no staff needed to supervise) programs range from inviting teens to write their favorite Fandom on a sheet of chart paper, to naming favorite snacks. In August, Linda and Jenny invited teens to draw their favorite dragon in celebration of “SMAUGUST.” (Smaug is the primary antagonist in JRR Tolkien’s classic, *The Hobbit*).



Power Readers Party, August 25



Jenny coordinated the Power Reader Party this year, to celebrate Summer Reading Challenge participants who completed 100 hours of reading (or 25 hours for birth-age 4). Over 500 guests attended this year’s party! Held at The Farm at Lee Martinez Park, Power Readers enjoyed hayrides, a musical performance by Beth Epley, blowing bubbles, playing with oobleck, mastering hula hoops, munching on snacks, and more. Assisting Library staff included Currie Meyer, Nicole Burchfield, Miranda West, Amy Holzworth, Leah Weatherman, and Herman Chavez. Eight volunteers provided extra help.



OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

Programming

- Nicole B. hosted a Nerd Prom for 50 teens at this after-hours event.
- Karen C.'s first night of the OTL Book Club hosted 31 people!
- In response to popular demand, we hosted an additional Pinot's Palette painting program. The program quickly filled to capacity and judging from the photos, it looked pretty fun!
- Monique rode the book bike out to Bull Run for the final story time with the MAC crew.
- Our Media Mentors are using the laptop lab at OTL to teach Word Basics, Word Beyond Basics, and Computacion Para Principiantes. Kristen met with Brittany from the Fort Collins Rescue Mission to promote our computer literacy classes. Kristen also taught Ebooks and Net Neutrality classes at Harmony.
- Girl Power Coding continues and the Coding Club wrapped up. 15 kids finished strong!



Continuous Improvement

- Kristen hosted the annual hourly employee meeting and training. We received great suggestions and feedback from this amazing group of employees who fill in for us during sick and vacation time.
- OTL classified staff went through a DiSC interpretation facilitated session with Tara Powers, a consultant we found through the City of Fort Collins and which is included in our contract with the City. We individually completed the DiSC assessment and then Tara came and discussed the results with us in order to improve how we connect with our colleagues whose communication priorities and preferences are different from ourselves. It was a fun morning that has sparked additional conversations about how we connect with each other.
- Eileen started the fall Leading at the City cohort.
- Nicole attended the SLJ Teen Virtual Conference.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Harmony Nonprofit Center

As reported in recent months, we are creating a nonprofit resource center (to be designated the “Harmony Nonprofit Center”) at Harmony Library. New furniture has been installed, and staff have relocated to new office spaces. We will have a more formal announcement regarding the center soon.

Homeschooling Project

In partnership with the Northern Colorado Homeschool Association, we held a homeschool resource fair in August at Old Town Library. We introduced our Homeschooling Resources web page planned for and collection of homeschool curriculum materials as well. The program was a success, with 131 area homeschoolers in attendance. Many expressed gratitude for the role the public library plays in their educational efforts.

Staff Highlights and Reports

Molly Thompson, Business Services Librarian:

- Attended ALA mini-conference on intellectual freedom at the Blair-Caldwell African American Research Library in Denver
- Hosted regional data meeting and worked with group on creating a depository of reliable data sources with a local emphasis
- Showed Council Tree staff how to use the new Library resource Statista at their staff meeting
- Helped 17 plus small business owners with research

Sarah Scobey, Nonprofit Services Librarian:

This is a notice I wrote about our current partnered series of free programs for area nonprofits.

3-Part Development Officer Training Series

Sold Out!

Loveland Public Library, Estes Park Nonprofit Resource Center, Poudre River Public Library District and the United Way of Larimer County collaborated to bring the Community Resource Center’s Three-Part Development Officer Training Series to Larimer County. Because of our generous sponsors, we were able to offer this series to Larimer County Nonprofits for free.

Thank you to all of our partners and sponsors for their support of this important regional opportunity.

Also worth mentioning is the increased attendance at the FoCo Nonprofit Networking Group meetings, 35 in July and 25 in August.

Elaine Burritt, Adult Services Librarian:

- Sent booking agreements out to performers for our “Harmony in the Round” series for the Fall semester. Arranged for a new performer to fill a spot after cancellation of musical group.
- Worked on revising “Ask a Librarian” procedures, including cleaning out old computer files, updating email group, meeting with Ken, Tova, and Kristen for input, and creating a new handout. Training will be presented at our upcoming September Harmony Staff Meeting.
- Selected romance paperbacks for the district, and reviewed suggested materials purchase requests for romance.
- Prepared training packet for Kindra Baker and provided a tour and orientation so that she will be added to the Harmony sub roster.