

# Executive Director's Report

## ADMINISTRATION

By David Slivken

### Millage Rates for Colorado Public Library Districts (2016 LRS report)

| Jurisdiction                                    | County         | Levy         | Revenue            | Population     | Per capita \$   |
|---|----------------|--------------|--------------------|----------------|-----------------|
| Arapahoe Library District                       | Arapahoe       | 5.926        | \$30,415,432       | 262,524        | \$ 115.86       |
| Douglas County Public Library District          | Douglas        | 4.016        | \$22,875,133       | 328,330        | \$ 69.67        |
| Eagle Valley Library District                   | Eagle          | 2.750        | \$4,819,732        | 43,100         | \$ 111.83       |
| East Routt Library District (Steamboat Springs) | Routt          | 3.716        | \$3,214,850        | 18,297         | \$ 175.70       |
| Garfield County Public Library District         | Garfield       | 1.000        | \$2,214,360        | 58,984         | \$ 37.54        |
| Grand County Library District                   | Grand          | 3.360        | \$2,221,083        | 15,039         | \$ 147.69       |
| Jefferson County Library                        | Jefferson      | 4.500        | \$37,231,272       | 571,711        | \$ 65.12        |
| Mesa County Public Library District             | Mesa           | 3.013        | \$5,560,420        | 150,731        | \$ 36.89        |
| Pikes Peak Library District                     | El Paso        | 3.957        | \$26,186,859       | 639,625        | \$ 40.94        |
| Pitkin County Library District (Aspen)          | Pitkin         | 1.411        | \$3,898,984        | 13,473         | \$ 289.39       |
| <b>Poudre River Library District</b>            | <b>Larimer</b> | <b>3.034</b> | <b>\$9,119,729</b> | <b>199,353</b> | <b>\$ 45.75</b> |
| Pueblo City-County Library District             | Pueblo         | 5.282        | \$9,086,166        | 165,109        | \$ 55.03        |
| Rangeview Library District                      | Adams          | 3.659        | \$14,668,666       | 381,525        | \$ 38.45        |
| San Miguel County Public Library (Telluride)    | San Miguel     | 3.656        | \$2,733,701        | 6,392          | \$ 427.68       |
|   |                |              |                    |                |                 |

#### **Larimer and Weld County**

|                                       |                |              |                    |                |                 |
|---------------------------------------|----------------|--------------|--------------------|----------------|-----------------|
| Berthoud Community Library District   | Larimer        | 2.400        | \$343,999          | 14,988         | \$ 22.95        |
| Clearview Library District            | Weld           | 3.590        | \$2,441,972        | 25,123         | \$ 97.20        |
| Estes Valley Public Library District  | Larimer        | 4.536        | \$1,541,606        | 13,018         | \$ 118.42       |
| <b>Poudre River Library District</b>  | <b>Larimer</b> | <b>3.034</b> | <b>\$9,119,729</b> | <b>199,353</b> | <b>\$ 45.75</b> |
| High Plains Library District          | Weld           | 3.271        | \$27,051,053       | 274,035        | \$ 98.71        |
| Red Feather Mountain Library District | Larimer        | 4.750        | \$253,208          | 1,809          | \$ 139.97       |

#### **Master Plan—Update**

*Public Intercepts*—The Library has conducted multiple public intercepts the past 30 days. The Library has been present at Old Town Plaza, Farmer's markets, Fort Collins Senior Center events, food truck rallies, open streets, Outreach programs, Rist Canyon, Laporte, and many other locations throughout our district.

*Strategic Visioning Workshop* -- On September 13<sup>th</sup>, the Library hosted a Strategic Visioning Workshop with a total of 53 participants. Focusing on four overarching themes-- people, place, partnerships, and sustainability; local community leaders and stakeholders participated in hands-on activities and engaging discussions exploring the following:

- The role of the Library in positioning our community for a vibrant future
- The influence of changing community demographics, needs, and development on library service
- How the library can provide the greatest value to the community, and
- Opportunities for powerful collaboration with community partners

*Plan Advisory Committee*—the Plan Advisory Committee is meeting on October 4<sup>th</sup>. Our consultants, Group 4, are planning to present a summary of what the Library has been hearing from the community through the strategic vision workshop and the public intercepts. Additionally, Group 4 will lead a discussion on the implications for services and spaces, emerging planning principles and framework, and talk about some of the potential strategies for expanding capacity in library facilities. The Library will also share the Top 10 vision boards from the strategic vision workshop.

*Community Forums*-- Provide feedback on preliminary planning ideas and participate in the conversation.

**Tuesday, October 16**

5:30 – 6:00 PM light dinner provided  
6:00 – 8:00 PM Community Conversation  
Old Town Library, 201 Peterson St.  
Large Meeting Room

**Monday, October 22**

5:30 – 6:00 PM light dinner provided  
6:00 – 8:00 PM Community Conversation  
Harmony Library, 4616 S. Shields St.  
Large Meeting Room

**Tuesday, October 30**

1:00 – 3:00 PM Community Conversation  
Council Tree Library, 2733 Council Tree Ave.  
Large Meeting Room

## **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 to send out new campaign to “Occasional” users
- Worked on new social media promotions and platforms including “The River’s Mouth” blog
- Rolled out our new Captain Cache podcast
- Worked with local and regional media on various stories
- 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
- Finalizing work on FoCo Book Fest – October 19 & 20
- Worked with the Library Trust to get information into Colorado Gives Campaign Working with Master Plan project, web page, community events, promotion

## COLLECTIONS

*By Tova Aragon*

Due to the popularity of *hoopla*, the e-media budget is running over. In the last 12 months, *hoopla* gained an average of 429 new users a month. *Hoopla* provides a wide variety of titles that are not duplicated in our other services. In the last 12 months, 54,564 unique titles have been downloaded. To manage the budget so that we can provide access to the extensive *hoopla* catalog and still provide access to digital titles not available in *hoopla*, changes have been made to the service.

- Duplicate titles have been suppressed. If we own it in *Overdrive* or *RBDigital*, it will not be available to download in *hoopla*. This will cause users to not have immediate access to the title and have to wait on a holds list.
- The download limit has been changed from 10 to 7 downloads. The majority of users (69%) download 5 or less items, but an average of 28% of users hit the ten download limit. The projection is dropping the limit to 7 will save \$19,410 in the coming year.
- Audiobooks consist of 38% of the total circulation. They are the most expensive per download. The maximum cost of a download has been dropped to \$2.84. The vendor predicts this will save us 8% over the cost this year (about \$36,000).
- It has also been proposed that we eliminate the access to download music. Tova will be working with the vendor to evaluate how many users this will affect and estimate the cost savings.

An email went out to 6,000 *hoopla* users announcing the download limit change. Tova is gathering feedback and responding to the users. In general, they are happy with the service but disappointed at the change. Several would like to see the limit increased. Several were glad to learn that there were other digital services they could access.

Penguin Random House announced a change to their digital title pricing. They are going to move to metered access. Titles will be available at a lower price for a certain time period or a designated number of checkouts. This change will help the library stretch our digital budget further. It will allow us to purchase access to high demand titles for less money and then purchase fewer copies as demand falls and reduce the wait time for popular materials.

Two new gadgets were launched – [ukulele](#) and [violin](#) kits. These items were provided by the Outreach Department as part of the summer intern’s project.

## HUMAN RESOURCES

### HR Manager:

*By Sabrina Stromnes*

- Recruitment
  - ❖ Hires:
    - Librarian – Adult Information Services (full-time Old Town Library): Ian Holmes, starts November 5<sup>th</sup>
    - Library Assistant (part-time Council Tree Library): Ashley Byers (internal), starts October 8<sup>th</sup>
  - ❖ New Postings:
    - Circulation Aide, part-time, Harmony 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 11 volunteer candidates, and placed them in volunteer roles.
- Placed three new homebound delivery and personal shopper volunteers, as the program ramps up.
- 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 Build Club, Book Fest, Story Time, and Fall Coding Club.
- Tabled at the CSU Fall Involvement Expo, and talked to many students about using their Ram card as a library card and a few about volunteering here.
- Collected hours from 157 library and Friends of the Library volunteers who served in August.
- Author coordination 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 and started sending out "final schedule" emails to our 47 book fest presenters.
- Worked on "Living Library" event scheduled for February 2019 – created an application for those who want to serve as "books" at this event.
- Drafted a 2019 schedule for DOVIA Education Committee, including dates, times, and locations for next year's education sessions.

## OUTREACH SERVICES

By Johanna Ulloa Girón

We are celebrating Hispanic Latinx Heritage month by honoring and celebrating the multitude of contributions that Latinx and Hispanic peoples have made in the United States. Ludy Rueda orchestrated an incredible Kickoff event. In collaboration with Old Town we opened the month celebration with New York Time bestselling author Matt de la Peña.



determination payed off.

Our great Teen Services librarian coordinated a program at Poudre High School where he offered a Creative Writing Workshop to a group of teens. He talked about the components of creative writing but he also encouraged the group to believe in themselves and to pursue their writing career. A student stated that it was important to see how goal setting, hard work, and

Our amazing Vicky Hays provided a tour through Old Town Library. He also visited the art exhibition mounted by 3rd grade Spanish students from McGraw elementary school who were inspired by De la Peña's book "Love".

Later on the day, the author visited Irish Elementary School, where he was the keynote speaker during the school assembly. His message about the transformative nature of literature and the power of education, encouraged more than 300 students and teachers to continue reading and dreaming. De la Peña gave away three of his picture books to students that were going through difficult times and he definitely lifted their spirits. Some of the teachers stated:



*"Our second graders were very happy with the experience! It was fun to build it up in our classrooms, read some of his stories, and then go and see the famous author, right in our own Irish Elementary School! It was a treat for us!"* Shelia Caputo, Second Grade

*"It was amazing, beautiful, and inspiring! It brought many teachers to tears. The students were so at peace throughout this presentation/storytelling. It was powerful!!!!"* Ashlyn Patton, Fourth Grade

*"It's wonderful to have this opportunity! The kids enjoyed his visit and his reading of the book with explanations behind the story".* Brittani Sirovy, Third Grade

Matt de la Peña ended the day with a community presentation at Block One Event Center where he talked about his journey from reluctant reader to an author. The presentation was followed by book signing. A book signed by an author can be a powerful souvenir to encourage reading.

The closing ceremony and gathering for the Inclusive Initiative Internship by Public Library Association took place in Chicago. Out inter Herman Chavez presented on his internship with us and its impact in our community and himself. Herman received an award for his active participation and engagement during his internship. Herman will finish his internship in three weeks when La Cocina ends its current cycle.

# COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

## Tween Sphero Triple Challenge

On September 8, CTL Teen Librarian Jenny Thurman and HL Teen Librarian Miranda West coordinated this fun, STEM-based program for nine tweens at Harmony Library. Four teams raced their Sphero – a programmable robotic ball - in relays, navigated a maze and played “freeze tag”.



## US Constitution Display Collaboration with the NoCO DAR



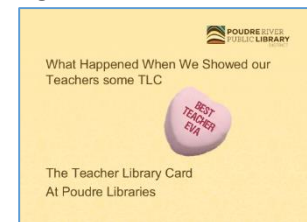
Facility Tech Matt James and I coordinated a US Constitution display in CTL’s meeting room at the suggestion of Connie Cummings from NoCO Daughters of the American Revolution. The display included the DAR’s framed prints, information about DAR and National Constitution Week. After sharing this photo with her, Connie responded, “It’s beautiful! Thank you for everything.”

## New Staff

I hired Library Circ Aide Ashely Byers for a half-time Library Assistant position on September 21. In August, Circulation Supervisor Angela James hired three new hourly Circ Aides: Chance, Sierra and Austin. We are pleased to see our newcomers’ enthusiasm for service and learning.

## Colorado Association of Libraries Conference and Presentation

Jenny and I attended the CAL Conference in Loveland on September 13 and 14. With Circulation Supervisor Holly Bucks and ILS Coordinator Victor Zuniga, I presented an hour-long program on our teacher library cards initiative.



## Children’s Services Webinar and National Conference

CTL Children’s Librarian Amy Holzworth developed her skills in September by attending the webinar “How to Effectively Teach Social-Emotional Skills to Children Who Exhibit Challenging Behavior”, and by attending ALA’s Association of Library Services to Children (ALSC) conference in Cincinnati, September 26-28.



Bird Beak Café program with City of Fort Collins Natural Areas staff, September 8 at OTL. Amy coordinated the program that attracted 11 kids and nine adults who learned about birds with hands-on activities including making pinecone bird feeders.

## Junior League Outreach and Toy Donation



For their September meeting, the Junior League of Fort Collins invited Amy to share information about the Library’s services for children and families. With Amy’s oversight, the group donated new toys and bins to our Baby and Toddler storytime sets.

## OLD TOWN LIBRARY HIGHLIGHTS

*By Eileen McCluskey*

OTL began hosting an Intercambio class for customers interested in learning English as a second language twice a week. This class is hosted by La Familia and facilitated by a volunteer. This formal ESL instruction compliments the Thursday evening Conversations in English class, which is also facilitated by a volunteer. These new services, along with OTL's bilingual story time, have collectively expanded Old Town Library's services to English language learners.

Monique's outreach to O'Dea Elementary resulted in our amazing circulation team created 230 new library cards for students. Monique distributed the cards to some really excited O'Dea kids. Eileen and Louise partnered to host a One Planet tour of Old Town Library for City employees. The tour focused on the library as a resource for social sustainability, highlighted the green updates in the 2012 remodel as well as the amazing, important work done by the library's Green Team. The tour proved popular with participants and another tour is scheduled for October.

Old Town Library is partnering with Outreach Fort Collins (OFC) to offer additional support for library staff to de-escalate disruptive behaviors, reduce library suspensions and emergency service calls. Lisa Dunworth, a Behavioral Health Clinician with SummitStone and Outreach Fort Collins, has scheduled hours in an Old Town Library study room on Wednesdays and Fridays. This service also is tasked with increasing OFC staff engagement with homeless individuals in need of services.

We had a record low number of behavior-related incidents at OTL in September, with only ten incidents reported by staff compared to 46 incidents in September 2017. There were 52 incidents reported in August and 54 incidents in July.

Vicky attended a training on Checking Our Biases: Meaningful and Authentic Engagement with Children and Families by Luis Hernandez. It was the most interactive program ever. The sixth annual Be Ready Fair was held this month with about 400 people in attendance. Author Matt de la Pena stopped at Old Town Library for a quick tour.

Digital literacy classes at OTL included Computer Comfort, Tablets and Smartphones, and Word Basics. Nicole and Kristen had their first book club meeting of the year with the Spectrum Club at Poudre High and 23 students! They discussed the graphic novel Spinning by Tillie Walden.

OTL employees sought out continuing education, with Vicky attending the ALSC Institute in Ohio. All five of the library buildings were represented at the Institute training with sessions on diversity and inclusivity. Monique attended Crucial Conversations through the City and Eileen is working through the Leading at the City training throughout the fall.

Nicole hosted about 50 students from Polaris for Hogwarts classes including Defense Against the Dark Arts and Spells, Care of Magical Creatures, and Divination. They learned so many things and had lots of good things to say about their experiences!

September featured the first session of Erin L.'s **Build Club**, a children's program running on school-out days. Students and their families came together to build with LEGO bricks, create space stations and planets, plus try new engineering challenges. We engineered rocket ships, experimented with marshmallow catapults, and designed paper jets.

## HARMONY LIBRARY HIGHLIGHTS

*By Ken Draves*

### Harmony Nonprofit Center

The new Harmony Nonprofit Center is open for business. Our Nonprofit Services Librarian is frequently meeting with members of our local nonprofit community for consultation and training. Our Business Services Librarian is meeting with clients in the dedicated meeting space as well. The space is serving double duty for both nonprofit and small business/entrepreneurial clients and SBDC clients. It is a great advantage to have a dedicated space for meetings, as well as a reliable space on the South side of Fort Collins. Three staff members who formerly occupied a portion of the new center have relocated to office space in the main back work area of Harmony, allowing us to repurpose the former interlibrary loan area for a productive use that provides a direct benefit to our District residents.

