

Executive Director's Report

ADMINISTRATION

By David Slivken

College Drake TIF Negotiations

The Library has begun negotiations with the City of Fort Collins regarding the College Avenue/Drake Rd URA. The Library's position is that we have already contributed a large share of our operating budgets over the lifetime of the Library District, with one of the lowest millage rates for any library district in Colorado. While negotiations are still being conducted, I am having a difficult time recommending our participation, as I am not convinced the project rises to the level of critical need. I believe we can make a case for being exempted. The challenge is if it goes to arbitration, we may lose, costing us more money than negotiating an agreement with the URA Board. Negotiations can be extended till an agreement is met, or arbitration is a last and final route if an agreement cannot be reached. Below is a chart of dollars TIF'd each year. This information was supplied by Larimer County.

Year	Amount
2006	\$134,153.00
2007	\$196,199.00
2008	\$243,944.00
2009	\$272,332.00
2010	\$280,852.00
2011	\$171,447.00
2012	\$193,701.00
2013	\$212,757.00
2014	\$253,773.00
2015	\$340,541.00
2016	\$393,884.00
2017	\$494,125.00
2018	\$530,741.00
	\$3,718,449.00

Montava Project/Front Range Village

The Library continues to be in communication with Max Moss concerning the Montava project. He anticipates water and utilities should be solved by the spring. Montava has not offered anything incentives in the way of property, but we continue to have good, upbeat conversations. Max anticipates breaking ground sometime in 2020. Ken Draves has also been reaching out to RAMCO, which owns and manages Front Range Village, and we hope to restart conversations with them soon.

Legislation Affecting Colorado Libraries

SB19-048 (Protect Students from Harmful Materials) was killed in committee. The Colorado library community rallied to the cause, contacted elected officials, recruited eloquent spokespeople to testify in the committee and coordinated with our partners in the education committee. HB19-1048 (Elected Library Trustees) will be heard in the House Committee of Reference Transportation and Local Government on Wednesday, February 6, 2019.

COLLECTIONS

By Tova Aragon

There have been major changes to the magazine collection with the 2019 renewal. The magazine industry has been changing rapidly over the last 3-4 years. Publishers have stopped physically printing titles or switching titles to digital access only. Over the last three years, 41 titles that were in the Adult Section of Old Town Library ceased to be printed.

In the same 3-year period, the cost of magazine subscriptions has risen 6% a year. The budget for periodicals has only risen 4%. Titles ceasing have helped us maintain the collection until the 2019 budget cycle. For the 2019 budget, additional titles had to be dropped in order to stay within budget and add titles requested by users.

- 17 titles discontinued/ceased publication
- 48 titles dropped
 - 11 duplicated titles in the district, only copy was retained
 - 37 titles were dropped due to low use
- 16 new titles added to the collection

The magazines in the Adult Section at Old Town Library will be shifting to consolidate the collection and newspapers will be moving onto the wall shelving. Old Town staff provided the solution to move the newspapers so the last floor stack in the area can be eliminated.

In response to user requests, additions have been made to our digital offerings. Links are available on the [Download](#) page.

[Odilo](#) offers [Spanish-language eBooks, audiobooks, and movies. Limit is 10 items per month.](#) New subject packages have been added to the platform:

- **General Collection** - Bestsellers in Latin America / Children & Juvenile Bestsellers / Original Content / Learning English / Learning Spanish / SCORM Courses / Book Summaries
- **Spanish Soft Skills** - Cognitive Skills / Entrepreneurship / Analytical Capabilities / Digital Skills/ Personal Development / Leadership / Management / Finance / Marketing

[Kanopy](#) is an on-demand streaming video service that offers viewers a large collection of award-winning films and documentaries. Kanopy has tens of thousands of video titles in their collection, including the [top fifty titles of the Criterion Collection of films](#). Users can watch 4 films a month. The film is available to stream for 72 hours.



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
- Continued work on new Captain Cache pod cast

- Worked with local and regional media on various stories
- Continued work on Strategic Plan Marketing strategies
- Continued to roll out new Library District “Connect to Curiosity” to staff and public
- Beginning planning of 2019 Summer Reading Challenge – A Universe of Stories
- Gathering year-statistical data for Communications and District Annual Reports
- Organizing speakers to become “Books” for the Living Library Book Fair in February.
- Project manager for new Strategic Planning process

HUMAN RESOURCES

HR Manager:

By Sabrina Stromnes

- Researched diversity, equity and inclusion training options for the Library District and selected Dr. Steve Robbins to present, “Your Brain is Good at Inclusion, Except When It’s Not”. This event will be held on February 28 from 9:00 – 11:00 at the Lincoln Center. Thanks to our Outreach manager, we were able to expand this offering beyond Library District staff and also make it available to the community.
- Recruitment
 - ❖ New Hires:
 - None
 - ❖ New Job Postings:
 - None
- 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 3 new volunteer candidates, and placed them in volunteer roles.
- Worked on Living Library event on February 2nd – met with volunteers to go over details, confirmed 25 volunteers to serve as “books”, and another 8 volunteers to serve as “room hosts”.
- Posted staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, finding help for special projects and events, including a data entry project for Collections, Discovery Zones at Council Tree, and the Living Library event.
- Drafted waiver forms for volunteers, and worked on volunteer handbook, to streamline our onboarding process.

- Met with Currie and Jenny about the NoCo Inspire program, which connects PSD students to career and learning opportunities. Talked with Sabrina about implementing volunteer/internship program. Will pursue this further.
- Collected hours from 128 library and Friends of the Library volunteers who served in December.
- Met with Learning Org team, to plan for Staff Day 2019 and Friday Fun classes. Communicated with potential presenters for these events.
- Hosted a DOVIA networking event on Jan. 16th.

OUTREACH SERVICES

By Johanna Ulloa Girón

The new year had a great start with the very first program of our new series ***New Directions: 50 & Better***. These programs are a collaboration with Volunteers of America’s Jeanne Mackenzie and the Poudre River Public Libraries. Thirty-six seniors who are Gearing Up for Active Retirement were treated to a Life Reimagined session as presented by Laurel Kubin. The next session is in February and will cover ‘Good News in Aging Research’.

Johanna Ulloa Girón has been awarded a grant from The American Library Association (ALA) to participate in the Preparation Workshop for New Racial Healing Circle Practitioners, which will take place at the Warwick Allerton in Chicago, Illinois on March 21-22, 2019. This workshop is being offered in collaboration with the Association of American Colleges and Universities (AAC&U), with support from the W.K. Kellogg Foundation.

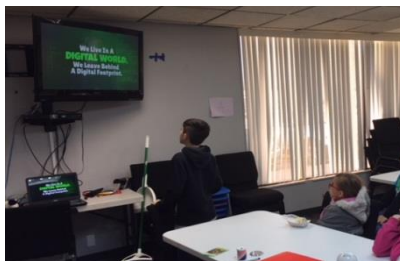
The Preparation Workshop is being offered as part of Truth, Racial Healing & Transformation (TRHT), the W. K. Kellogg Foundation’s comprehensive, national and community-based process to plan for and bring about transformational and sustainable change, and to address the historic and contemporary effects of racism.

STREAM the Community and Foster Curiosity!

January was a month full of STREAM programming in the community. All of our sessions centered on Digital Citizenship, where with the help of a useful and practical kit, participants of all ages increased their awareness of online safety in a fun, entertaining yet educational way.

Some of the topics covered by Ludy Rueda, Karol de Rueda and Leah Weatherman included: 3D designing and printing, green screen, squishy circuits, robots, brain exercises, and coding with music.

Digital Citizenship Sessions



Rincón de Cuentos

Boys and Girls Afterschool program



In partnership with the Department of Human Services we began a new book club with their *Diversity Action Committee* around issues of diversity and Equity. The first book on the list is *White Fragility* by Robin Diangelo.

The Impact Team presented the evaluation results for Summer Reading Challenge (SRC) to the SRC team and the Liaison's team. Report Attached in the Board Packet.

For another year the Outreach Department has been awarded funding from Larimer County United Way that helps funding programming in the community.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Cupcake Champion program for tweens, January 11: CTL Teen Librarian Jenny Thurman coordinated this fun and delicious competitive program for 17 tweens. 18 parents, children, and other tweens watched the competition, while CTL staff Angela James and Sara Nesbitt judged. Five teams of 3-4 tweens frosted and decorated pre-baked cupcakes, created a display, and presented their creations to judges.



Discovery Zone January 9: CTL Children's Librarian Amy Holzworth coordinated the first in our monthly after-school, hands-on, STEM-based Discovery Zone programs. January's theme was geometry and structures.



Children's services in the community: Amy visited four schools and hundreds of children this month, providing storytimes, library information, and online research instruction. At St. Joseph's School, Amy was invited to share research tips for using library databases with 29 fifth graders. At the Goddard Preschool, Amy rotated between five classrooms (122 children and 12 adults!) with charming mini-storytimes.

New item pick-up notification process begins: Circulation Supervisor Angela James and her staff began the new "no phone calls" process of notifying customers about the items on reserve and ready for pick-up. The new process is the result of a months-long focus on process costs, benefits and efficiencies by Circulation Supervisors, Systems Administration, and Communication.



Visit to Loveland Public Library, January 23: Amy Holzworth, Children's Collection Librarian Erin Senseman and I met with LPL Head of Children's Services Beth Gudmestad to look at their picture book bins. We observed how children and adults used the bins, how the bins "fit" different sizes of people, and asked Beth many questions about design, use and access with the bins. I will apply what we saw and learned about bins to my decision-making for bins at CTL.

New rolling chairs delivered, January 24: In one of the first steps toward a host of capital replacements and improvements at CTL, we received a shipment of 20 new chairs on January 24. The dark blue "Hannah" chairs replaced most of the original light blue Hannahs that have been heavily used since 2009. The chairs are used in the public PC area, and at many of our study tables.



HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Nonprofit Services (reported by Sarah Scobey)

- Starting and facilitating a new Executive Directors networking group along with Marley Dunnberg, the Executive Director of the Geller Center, a local nonprofit, to meet monthly. This group is specifically for nonprofit executive staff, including executive directors, program directors, and development directors.
- Asked to sit on the advisory board of the new Shared Services Pilot Program for nonprofits. The Shared Services concept is nonprofits like United Way of Larimer County coming together to share backroom services /staff, such as Finance, and HR.
- Helping to recruit nonprofits for the beta/pilot Shared Services program.

Business services (reported by Molly Thompson)

- Helped 18 people with small business research during the month of January
- Attended the 2019 Economic Forecast event for Northern Colorado
- Presented to a business planning class at the Small Business Development Center

Circulation (reported by Kim Doran)

- Circulation Supervisors are working on a rotating inventory schedule that would begin this Spring.
- After attending the LEAN Basics class I am working on putting all of my Circulation processes through that model to create better efficiencies and to pinpoint where we might be "over producing".
- I will be meeting with each of my Assistant Circulation Supervisors to enter their goals and objectives for this quarter.

Children's Services (reported by Jennifer Zachman)

- Refresh of the Harmony children's area is nearly complete. Stop by to see our new features!
- First quarter Programming Team and Children's Programming Work Group meetings were held. Looking forward to a great year of programs!

- The planning for A Universe of Stories: 2019 Summer Reading Challenge is well underway from programs, to promotion, to prizes, and more. Staff across the District determined all summer programs by Jan. 31.

OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

Holly

January culminated a 12-month long effort to improve our Prospector Holds Process. After applying the LEAN model to how we process Prospector items, as well as how we notify customers for their holds, we decided to change our procedures. In October, after several months of testing, we began a 3-month campaign to assist our customers who use phone notifications for their holds, in signing up for a different method of notification. The new procedure and new Prospector holds slips went live on 1/2/19 and the hold shelf is looking great. We have increased our accuracy by having the slips generated, we are saving money on supplies by using less paper and we are saving staff time by reducing our processing time by about 75% as well as no longer calling for holds. Process improvement rocks!

Vicky

January at Old Town started with magic. Ann Lincoln shared her magic, juggling and fun with a crowd of almost 100 children and adults. I've been sharing several booklists with the Early Childhood Council. This month it was the best picture books of 2018. There were many great examples showcasing inclusivity and diversity.

Ian

- Continued progress on the Seed Library and planned four programs to support this new service. The Gardens and Spring Creek donated a significant number of seeds to start the collection.
- Money Smart Week - For adults, we will be doing a semi-passive display that revolves around guessing where the stock market will go with the goal of encouraging people to do research to improve their guesses.

Eileen

- Coordinated re-upholstery for 3 chairs with fabric that is more durable and sustainable for OTL.
- Coordinated staff and public engagement with Jill Wuertz, City of Fort Collins, to support the Library Park playground upgrade.
- Worked on strategic plan timeline and organizational values with the Project Management Team.
- Continuous improvement projects – New triple stream recycling and trash containers; new bulletin boards for flyers that provide a cleaner, more modern look and are easier to update for volunteer and staff (coming soon); worked with Paula and Wes from Signorama on improved signage plan for OTL; streamlining incident reporting process at OTL. Helped train new security guard from G4S.
- Provided support, guidance and coaching to team on a multitude of programs and services being planned for spring and summer, including the book bike innovation project, Bring Your Own Device service launch, OTL alcove innovation project, obituary file cabinets moving to public space.

Erin L.

Under the Sea STREAM story time; Beattie early childhood classes; Build Club theme of Gamer's Unite. Over 25 gaming enthusiasts attended to build their favorite games with LEGO bricks. We had a wide range of games represented, from Minecraft floats to a soccer ball to a pirate game. STREAM stations featured popular iPad games such as Minecraft. We talked about careers in gaming and the value of

learning computer coding. Children tried out their coding skills using coding robots Botley, Dash, and KIBO, along with Scratch Jr. on the iPad.

Kristen D: Lean Basics training, Drop in Coding, Coding Club, BYOD class. BYOD Help Desk – ready for Launch on 2/6 – Greg is doing great work with the volunteers and web page!

Report from Outreach Fort Collins

Old Town Library Statistics (1/1/19-1/31/19)

Staff Contacts – 31

Homeless/At-risk Client Contacts – 12; 10 individuals

Police – 4

Other – 1

Conflict - 1

De-escalated behavior – 1

Agency Referrals – 4

Clients housed- 1

Narrative Description:

The first month of the Outreach Fort Collins and Old Town Library partnership has been slower than expected. While outreach engagement with staff has been high, averaging a contact or more per day, engagement with clients has been slower than expected. This is likely due to the infancy of the program and client knowledge around outreach services being provided at the library. Outreach staff are currently developing signage to help inform individuals seeking services of our hours of operation at the library.

Outreach Staff have been instructed to check in with library staff and security at the start of each shift around individuals who may need services. As a result of this policy, Outreach Fort Collin has contacted 10 individuals to engage them in services. Services discussed include referrals to the Coordinated Assessment Housing Placement System (CAHPS), Ft. Lyon residential treatment facility, as well as local shelters and drop-in centers. Outreach Fort Collins was also able to collaborate with the Housing First Initiative staff to coordinate a lease signing for housing (1/30/19). This individual has been chronically homeless in Fort Collins for the past nine years.

Outreach Fort Collins has also established a pro-active relationship with library security. Through this relationship, Outreach has established rapport with individuals who have had previous library behavioral issues. Security staff have been encouraged to introduce Outreach staff to individuals who may be in need of services, exhibit escalated behavior, or have mental health or substance use issues. This process, or “warm-hand off”, helps build initial rapport between Outreach staff and clients, which prompts further conversation around services as well as behavioral policies.

Outreach Fort Collins will also be partnering with Fort Collins Police District 1 for a safety presentation to Downtown Business Association membership, library staff, and interested members of the public on a quarterly basis. This first of these presentations is scheduled for March 21st 2019.