

Executive Director's Report

January 2017

ADMINISTRATION

By David Slivken

Old Town Library Manager

It is with pleasure that I announce that we have hired a new Old Town Manager. After a thorough search and interview process, the hiring team offered the position to Eileen McCluskey.

Eileen has long and impressive experience in public libraries. She has managed a branch for the High Plains Library District, and most recently worked at the Boulder Public Library, overseeing several major areas of the library. We are excited to have her join our team.

Selecting a new Old Town Manager is a team effort, and many members of the Library Leadership team contributed to the success of that effort. The hiring team thanks all who participated in the process in some fashion, by attending presentations and Q&A sessions with candidates, offering thoughts to the team, leading tours, introducing yourself to candidates, etc. We appreciate the help and involvement. Eileen is scheduled to begin with us on February 27, 2017.

Changes to PRPLD Organization Chart

Effective January 30th, the Outreach Department will now report to Deputy Director Ken Draves. The goal is to have all of our branch locations working collaboratively and reporting to one manager. The how and where services provided by the Outreach Department are not changing.

Facilities Master Plan

Dennis Humphries of Humphries/Poli Architects and Dick Waters of Godfrey Associates met with the general public and multiple focus groups February 25-27th. The public sessions were focused on imagining what type buildings may be possible for the Poudre River Public Library District. The focus groups identified neighborhoods and specific populations who are currently underserved. The focus groups also had extensive conversations on services and locations. There was a constant theme throughout of not enough parking, too few rooms for groups to meet, keep the print collection and reduce the noise.

Book Bike

The Library has organized a committee to research and make recommendations regarding a book bike. Paula Watson-Lakamp and I met with Chris Johnson of Bike Fort Collins and Tessa Greegor, Bikes Program Manager with the City of Fort Collins. The opportunities are endless, but it is important we stay focused.

Security and Safety

All staff will be receiving training on disaster and emergency response by the end of February 2017. Thanks to Currie Meyer of Council Tree Library for leading this initiative.

When Eileen McCluskey joins the Library staff, the Library will begin a thorough review of our safety and security measures. The Library will work with pertinent organizations and will seek feedback from patrons and staff. The safety of staff and patrons is a top priority for the PRPLD, with managers striving to maintain a welcoming and secure environment for all who wish to make use of the space. Library systems nationwide enact security policies tailored to their respective communities and resources. Although these vary from library to library,

librarians must strike a balance between offering a broad open door policy for all community members and ensuring a safe, secure environment for staff and patrons.

While libraries are committed to making all people welcome, not all behaviors are equally so. A wide variety of patron actions can prove disruptive and dangerous, from drug use and public intoxication to abusive language. Library staff must be on the lookout for dangerous conduct, and libraries must articulate and implement policies on how the offending patrons should be treated.

Poudre River Public Library/CSU Morgan Library Spring Author Series

- ❖ Tuesday, February 21, 2017—Jim Davidson and Kevin Vaughn, The Ledge, CSU Lory Center
- ❖ Wednesday, March 22, 2017—Gayle Forman, If I Stay, I Was Here, Fort Collins Hilton
- ❖ Friday, March 31, 2017—Hector Tobar, Deep Down Dark, Fort Collins Hilton
- ❖ Wednesday, April 12, 2017—Anne Lamott Hallelujah Anyway: Rediscovering Mercy, Fort Collins Hilton

Talk With David

Each month I will be holding “open hours” at Old Town, Council Tree and Harmony locations for library staff to have a conversation with me on any subject they choose. There will be no official agenda. I will also chat with library patrons, too. The time will be 1:00p.m. -2:30p.m.

- 1st Wednesday of each month-Old Town
- 2nd Wednesday of each month—Council Tree
- 3rd Wednesday of each month—Harmony

Fort Collins Non-Profit Advocacy and Action

The Executive Director has joined a recently formed group for non-profit action. First meeting dealt with how to advocate properly without breaking any IRS rules. This group will meet monthly and is comprised of various non-profit and governmental entities.

COLLECTION DEVELOPMENT

By Tova Aragon

No report this month.

COMMUNICATIONS

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- 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
- Finalizing new internal communications strategies with staff survey and internal audit.
- Continuing work on new Strategic Plan Marketing strategies with various work groups
- Finalized Partnership guidelines
- Finalized Grant guidelines
- Began planning for 2017 Summer Reading Challenge – Building Dreams
- Beginning work on 2016 Annual Report
- Finalizing 2016-2018 Communications Plan to be highlighted at the February BOT meeting
- Organized focus groups for facility planners

HUMAN RESOURCES

By Sabrina Stromnes

HR Manager:

- Participated in selection process for Answer Center Supervisor and Old Town Library Manager.
- Completed I-9 training and initiated audit of I-9 documents and personnel files.
- Completed “How to Respond to a Safety Incident in Your Library” training.
- Met with City of Fort Collins IT and Mark Huber regarding electronic document management/storage and file transfers between the City and the Library District. Will continue to explore options.
- Recruitment
 - ❖ Hires:
 - Answer Center Supervisor: Chris Cortez (Internal)
 - Old Town Library Manager: Eileen McCluskey (starts February 27, 2017)
 - 3 Circulation Aides: Sara Phillips, Rudra Joshi, and Ashley Byers
 - ❖ New Postings:
 - Circulation Supervisor
- 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, and PRPLD

By Serena Robb

Volunteer Program Manager:

- Interviewed and placed 13 new volunteers; turned away 6.
- Presented on the Points of Light Conference, at DOVIA.
- Attended the Volunteers of America RSVP Advisory Committee quarterly meeting.
- Continued working on the process document for the Volunteer Program office.
- Started planning for the summer Library Pals program.
- Prepared for the next quarterly Minecraft orientation.
- Reached out to all inactive volunteers, to clean up the volunteer database.

OUTREACH SERVICES

By Johanna Ulloa

The Outreach Department continues to support the District’s Strategic Plan by participating in several events in the community, meeting with community leaders on different topics and hosting programs inside and outside the library branches. The following lists of different activities are only highlights:

1. Team meeting. In accordance to the strategic plan “**3.1 Be intentional in the reallocation of resources**” we decided what programs to discontinued or transferred to other the departments to better serve target audiences *teens and job seekers*. We also decided in correlation with all goals in the strategic plan what services, programs and collections to continue in 2017. Ken Draves approved the plan for 2017.

2. **“3.2 Cultivate the defined target audiences”** Karol de Rueda continues to provide computer classes in the community in English and Spanish. A class offered at the Larimer Community Correction continues to provide inmates with skills to increase the likelihood of a successful transition. Participants present an array of inquiries mostly geared towards seeking jobs and housing.
3. To intentionally **“1.2 Be an open, welcoming place for all”** we provided programs and services to decrease cultural barriers to accessing the library, and to increase cultural awareness. In January in collaboration with the Confucius Institute at Colorado State University, our department hosted a Chinese Spring Festival presentation at Old Town Library. This one-hour family event included story time, folk music, Chinese tea and goodies sampling, calligraphy demonstrations and traditional clothing expo. We were also able to display some of the brand new titles acquired for our district.
4. **“4.3 Identify unique spaces for library presence in community”** Sylvia provided a virtual tour of the library to a group of seniors at the Sanctuary Apartments in Fort Collins. The larger image projected on to the screen meant that every person was able to see where to find many of the treasures we have to offer. They left excited to check-out the site on their devices at home. Here is a note about Sylvia’s incredible service.

from Mary Mastin

☐ Mary Mastin <cologramx6@gmail.com>

● You replied to this message on 1/20/2017 9:43 AM.

Sent: Tue 1/17/2017 11:45 AM

To: ☐ Garcia, Sylvia

I wanted to thank you again for the most excellent presentation you gave today at the Sanctuary Apartments...you are a professional in many facets of the word (professional) I will tell others within our Larimer County of the benefits the Library has to offer and I do know many people since I am going on my 40th year of residence - word of mouth can't be put down or made small - after all - the words that came from your mouth and the manner you spoke **shouted** volumes to all of us >> though some were ultra-limited in hearing ability Keep Up the Good Work Sylvia 🙌👏😊

SYSTEMS ADMINISTRATION

By Mark Huber

The new online Incident Reports system has been in use at Old Town for the past 6 weeks. Council Tree will be trained this month and Harmony to follow. The system replaces paper files and allows for quick dissemination of important information to staff. Thanks to Holly Bucks and Erin Kirchoefer for training.

A temporary cluster of six Internet stations will be setup in the southwest corner of the Adult Fiction area at Old Town during the elevator renovation. The terminals will be made available to customers unable to get access to the second floor computers during renovations.

The Security Camera project at Old Town is picking up momentum. A final walkthrough to pinpoint precise locations was recently completed and equipment is on order. Some additional network wiring will be completed by a third party and special thanks to Rob and Matt from facilities for completing some of the finishing work for conduit and mounts. We are planning to complete the project by the end of March.

City IT completed an upgrade of the network switches at Council Tree Library in January.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Programs

Teen Sphero “Maze Madness”: January 3. Coordinated by CTL Children’s and Teen services librarian Jenny Thurman. 24 attendees.

How I Learned to Juggle at my Library Family Show featuring Ann Lincoln: January 5. Coordinated by Jenny. 81 attendees.

Monthly Animal Afternoon featuring the therapy dogs of the Larimer Animal – People Partnership: January 8. 26 attendees.

Monthly Teen Anime Club: January 10. Coordinated by OTL Librarian Nicole Burchfield.



Ann Lincoln at Council Tree Library Jan 5.

Rekindle the Classics at Wolverine Farm Publick House: *The Canterbury Tales* by Geoffrey Chaucer, January 11. Coordinated by Currie Meyer. 9 attendees.

Old Town Library Book Club: *Americanah* by Chimamanda Adichie, January 16 and 18. Coordinated by Currie Meyer. 15 attendees.

Council Tree Library Book Club: *The Warmth of Other Suns* by Isabel Wilkerson, January 23. Coordinated by Library Assistant Karen Cagle. 23 attendees.

Teen Interesting Readers’ Society (IRS): January 28. Coordinated by Jenny. 11 attendees.



Discovery Zone at CTL January 18

Discovery Zone for children featuring “personal volcanoes”: January 18 and 21. Coordinated by Jenny Thurman. 32 attendees.

Toddler storytime: Mondays and Tuesdays. LA staff, Jenny. Jan attendance: 555

Preschool storytime: Mondays and Tuesdays. LA staff, Currie. Jan attendance: 350

Peek-a-Boo Baby storytime: Wednesdays. LA staff, Jenny. Jan attendance: 183

Saturday All Ages storytime: Saturdays. LA staff, Jenny. Jan attendance: 96

Goodbye to Circulation Supervisor Chris Cortez:

After eight years of service at this branch, CTL staff is saying goodbye and good luck to Chris Cortez. Chris accepted the position of PRPLD Answer Center Supervisor on January 6. Her last day at CTL will be January 29. Chris has been an extraordinary leader and a good friend to all CTL staff during her tenure here and we will miss her.

HR Manager Sabrina Stromnes and I ensured the Circulation Supervisor job posted on the City of Fort Collins jobs page on January 23. Currie, Sabrina and the PRPLD circulation supervisors will lead the hiring effort. Thus far, 61 people have applied.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Facilities planning process and FRCC/Harmony

Annie Fox, FRCC-Larimer Campus Librarian, and I met with facilities planners Dennis Humphries and Dick Waters during their recent site visit to the District. We provided an in-depth tour of Harmony, introduced staff, and explained Harmony's origins, history, and operations. We reviewed the Intergovernmental Agreement (IGA) between PRPLD and FRCC. We discussed the numerous and substantial ways in which Harmony's physical arrangement, funding, operations and partnership differ from the joint use library in Westminster between that city and FRCC, where our consultants worked in 2016.

Staffing

Beginning in early April, Sarah Scobey, Nonprofit Resources Librarian, will shift her base from Old Town to Harmony Library. She will make the move once she has completed her interim Old Town Manager duties, and helped to orient our incoming Old Town Manager, Eileen McCluskey. At the same time, Kristen Draper, Digital Literacy Librarian, will move to and be based out of Old Town Library.

Once Sarah has made the move to Harmony she will work in the same building with her peer team members, Molly Thompson and Anne Macdonald. Together the three comprise a team that works to serve our related target audiences of nonprofit organizations, job and career seekers, and local businesses and business people. Working together in close proximity will allow the three to function more efficiently as a team.

Kristen, as Digital Literacy Librarian, will continue in her current position. She will continue to coordinate Media Mentors and our Library District's digital literacy training for public and staff. Based out of Old Town, Kristen will be better positioned to create digital learning opportunities for our Old Town library user community. Her Old Town location will also allow her to more readily explore cooperative opportunities with downtown partner organizations and offer new and expanded digital literacy opportunities in the Old Town Library.

Sarah and Kristen are looking forward to the exciting opportunities these staffing changes provide, and the Library District and our customers will benefit as well.

OLD TOWN LIBRARY HIGHLIGHTS

By Sarah Scobey

Programs and Events

- Amy hosted 4 out of 7 Minecraft events.
- Erin K. trained 12 Larimer County Genealogical Society members on the new microfilm reader.
- Erin K. has been working on the planning for the annual Seed Swap in March, and has begun planning for Money Smart Week with Amy and Anne M. in April, and planning for the Summer Reading Challenge.
- Vicky hosted Playing Music Grows Brains with Dr. David Patton Barone and Off the Hook Arts.
- Erin L. hosted the Lunar New Year story time with special dragon parade.
- Successful FOL book sale, January 27-29.
- Sarah is working with Anne M. on the 2018 FoCo Book Fest.

Outreach and Embedded Staff

- Amy read to the Kindergartners at Olander Elementary one Friday and began planning for an art display to be held in the spring at Old Town Library with work from older Olander students.
- Amy presented two interactive story times at Cache La Poudre Elementary for Pre-K students.

- Amy taught seventy-one 5th through 8th grade students at St. Joseph's Catholic how to use our databases. Circulation staff at Old Town were a wonderful support in helping her get library cards set up for students who didn't already have one.
- Early Literacy Librarian Vicky Hays participated in the PSD Early Childhood Education Program self-assessment in evaluating children's language growth.
- Sarah met with a SBDC nonprofit client.

Continuing Education and Learning Opportunities

- Amy, Nicole, Vicky, and Erin L. attended a day-long workshop put on by the Children and Teen Services Division of the Colorado Association of Libraries at the Pikes Peak Library District's 21c branch.
- Erin K. I attended the annual Colorado Performing Arts Jamboree with Elaine Burritt and Ludy Rueda and came away with many new performer contacts.
- Vicky and Lauren Dennis from Denver Public Library presented a session on *Technology, Our Kids, Our Libraries* at the CATS Winter Workshop in Colorado Springs.

Miscellaneous

- Paula, Erin K., Jeff, Sarah, Mark, and Rob began work on publicity needs for the elevator renovation project, and planned IT needs and public access to computer stations.
- Victor, Sarah, Rob, Matt, Mark, Ling met with City IT, electrical, and BW Systems for a security camera kick-off meeting.
- Paula, David, Ken, and Sarah welcomed folks to the facilities focus group; Sarah and Tova gave a tour of OTL to the architects.