

# Executive Director's Report

## ADMINISTRATION

*By David Slivken*

### Designing a People Focused Library

Members of the Library Leadership Team (LLT), when available, participated in a four session facility planning course entitled “Designing a People Focused Library”. The sessions emphasized aligning our priorities with our community’s perspectives, goals, and aspirations. Additionally, the course underscored the importance of identifying and building a network of stakeholders who would be integrally involved in the design process, including the board, LLT, staff, funders, and more. The class encouraged participants to expand our influence by learning to build additional buy-in from traditional library supported around a vision that balances access to collections with actively engaging with that knowledge in new ways. The facilitators taught us space planning techniques to help us imagine flexible spaces for community connection, creation, and engagement, while still housing the right collections—including off site, shared, electronic, and high-density storage solutions to reclaim space and still maximize access.

### Summer Reading Challenge

Did you know that kids who don’t read and keep their minds active over the summer can lose up to two months of learning progress by the time school begins in the fall? Research shows that a child who reads only one minute a day outside of school will learn 8,000 words by the end of sixth grade, while a student who reads 20 minutes a day outside of school will learn 1,800,000 words! Summer Reading helps prevent the Summer Slide by encouraging everyone to read all summer. The Poudre River Public Library’s Summer Reading Challenge has been a resounding success. As of July 31<sup>st</sup>, 10,272 patrons have participated in the program, and have recorded over 109,000 hours of reading. The Friends of the Poudre Library gave an additional \$3,000 to purchase more books for all of our successful entrants.

### Fort Collins Care Card

The City of Fort Collins hopes to roll out a new program called the “Community Connection Network”, an identification system that will give vulnerable members of the community improved access to appropriate services and enhance communication between service providers and clients, via an all-in-one care card, which can serve as an ID for all services. The city would like to have the Library participate in this program. This initiative hopes to:

- Streamline Service Access for Clients
- Increase collaboration and communication among multiple service providers by:
  - Identifying service gaps and address diverse needs of the individual
  - Implementing an effective community-wide system addressing high utilizers of emergency services.
  - Acting as a data collection resource to provide community/regional reports and outcomes to current and potential funders.

The City hopes this program will streamline case management for utilizers, leading to more housing placement and retention, substance abuse and mental health treatment, and more compliance with the courts.

### Ask David

Library staff are always welcome to share their thoughts on policies and procedures with the Executive Director. Beginning in May, Staff have been able to utilize the “Ask David” form on the staff intranet to weigh in on issues of the day. The comments/suggestions via email are typically anonymous unless the sender signs his/her name. I have received 14 comments; some signed, but most unsigned. I have found the comments helpful and illuminating. One anonymous suggestion even prompted a “Connect to Curiosity” email from me outlining proper email protocols.

### **Larimer County Workforce Development Board**

I have been appointed as an associate member of the Larimer County Workforce Development Board. The Larimer County Workforce Development Board (WDB) makes critical investments in workforce training and education so that businesses can compete and prosper, and our community can thrive. The funding and resources for workforce initiatives support local businesses in finding and retaining a highly skilled workforce. Board members represent private sector employers, education, government and community-based organizations committed to using workforce development strategies to positively impact the economic well-being of the Larimer County region.

### **FoCo Book Fest**

Mark your calendars for Saturday, October 21 so you don't miss any of the amazing speakers, presenters, and authors featured at this year's Fort Collins Book Fest: Writings & Riffs. Be sure to also bookmark our website <https://www.focobookfest.org/> to stay up-to-date on announcements and exciting additions to our festival. The Festival is once again produced by Poudre River Public Library District in partnership with Colorado State University's Morgan Library. Additional event contributors include the City of Fort Collins Office of Economic Development and The Music District. This year's book festival celebrates the richness of books, poetry, and music as means of storytelling, self-expression, and conversation. Each encompasses an extraordinarily wide array of genres and styles, using similar methods to build narratives, imagery, and sound.

### **HVAC at Old Town Library**

On Thursday, July 27<sup>th</sup> a faulty transformer caused damage to the Old Town Library air cooling system. The main power transformer was replaced that evening and full power was restored to the Library. However, the air cooling system had significant damage with one out of the two cooling compressors failing beyond repair.

The HVAC specialists were able to successfully restart the remaining air conditioning compressor unit on Monday, July 31. Having one working compressor will at least provide half cooling for the Library which will help lower the temperatures noticeably. Jeff Barnes and the Facilities staff are investigating what options are available regarding the installation of a second compressor.

## **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
- Worked on new social media promotions and platforms, "The River's Mouth", updating
- Worked with local media on various stories
- Worked with Library Trust PR committee and Board, began the sign-up for this year's Colorado Gives campaign
- Finalized new internal communications strategies
- Continued work on new Strategic Plan Marketing strategies with various work groups
- Rolled out new Library District "Connect to Curiosity" to staff and public
- Began organization of promotion of the Book Fest in October
- Organized with Comic Con volunteers for August Con – August 26/27
- Worked on little free libraries painting community booth –Open Streets on June 4
- Summer Reading Challenge! Breaking last year's records!

## HUMAN RESOURCES

*By Sabrina Stromnes*

### HR Manager:

- Taught a Career Connect “Friday Fun” class.
- Arranged and hosted two training sessions on “Coping with Compassion Fatigue” and one training on “Awakening the Passion in Your Life.”
- Completed a 3-day course, “Managing at the City” through the City of Fort Collins.
- Met with our Colorado Special Districts pool brokers to learn about special offerings and training sessions that are available at no cost to members. Will be working to set up the program and reviewing content for possible rollout to staff.
- Attended an initial meeting to begin coordination of a homebound delivery program between Volunteer Program and Outreach. Working on logistics such insurance for volunteers and waiver forms.
- Began a job description review and updating project that will be ongoing for the remainder of the year.
- Attended a diversity networking event at Fullana Learning Center.
- Assisted with and attended the volunteer and staff recognition event.
- Recruitment
  - ❖ Hires:
    - Six Circulation Aides: Deenya Young, Cecilia Coleman, Barbara DeFrancia, Sam Trentadue, Abbi Byrd and Kaci Webb
    - Library Assistant – Outreach, Jofat Castillo
    - Assistant Circulation Supervisor, Amanda Krupp (internal)
    - Library Assistant – Old Town, Erik Rock (internal, starts August 28<sup>th</sup>)
    - Bilingual Library Assistant, Monique Ramos (starts August 14<sup>th</sup>)
    - Answer Center Technician, Susan Harrison (internal, starts August 14<sup>th</sup> or 28<sup>th</sup>)
  - ❖ New Postings:
    - Marketing Assistant (Temporary)
    - Library Assistant, Arabic – Outreach (Temporary)
    - Computer Lab Monitor – Old Town
    - Circulation Specialist – Council Tree
- 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 on Learning Organization Team

### Volunteer Program Manager:

*By Audrey Glasebrook*

- Interviewed 30 volunteer candidates and placed most of them, including one volunteer for homebound delivery.
- Met with Larimer County Workforce Center and onboarded the second intern through their program.
- Entered 14 volunteer opportunity requests from staff into volunteer system, and started filling them.

- Conducted one-on-one Summer Reading Challenge training sessions for 6 volunteers.
- Presented on a panel at monthly DOVIA meeting, about our volunteer tracking system, Volgistics.
- Met with Outreach team about the homebound delivery program, delivered books with Sylvia to learn the program process.
- Completed staff service day for Intel employees on June 13<sup>th</sup> – two groups (6 vols total) did projects at Council Tree and Old Town locations.
- Met with Larimer County RSVP (Retired and Senior Volunteer Program) team for an annual site visit, and updated the volunteer opportunities they have on file for the library district.
- Set a date and started planning logistics for July 22<sup>nd</sup> volunteer & staff appreciation event. Sent out an email invitation to all active volunteers and to staff. Received 20 RSVPs from volunteers so far and 6 from staff (total attendees as of 6/29=26).
- Filled 2 open circulation roles at Old Town Library.
- Completed internship evaluations for two Larimer County Workforce Center interns.
- Joined Learning Org Team and attended my first meeting.
- Attended DOVIA presentation on engaging hard to reach populations in volunteer programs.
- Met with Amy and Victor about Minecraft program to get background on how volunteers are engaged and brainstormed how I can support the program.
- Organized and hosted a successful volunteer & staff appreciation event on Saturday, July 22<sup>nd</sup> with approximately 45 attendees.

## **OUTREACH SERVICES**

*By Johanna Ulloa*

*Reduce social and cultural barriers to access services, programs, and collections.* Old Town Branch and the Outreach department partnered with the Department of Human Development Studies at Colorado State University and hosted it three sessions for their program La Cocina. La Cocina’s mission is to provide Larimer County’s Latinx communities, families, and individuals with quality, safe, sensitive, and culturally dynamic Spanish-language BMH (behavioral and mental health) services, and immigrant-led mental health education and group support(s). The outreach Department provided maker spaces and will continue to do so when the program is provided at other locations in Fort Collins.

As a partner in the Community Equity Consortium, we hosted a Meet and Greet for organizations to present on their work around equity and cultural competency. City Leaders, Fort Collins Mayor, City Council Members, Poudre School District superintended and staff joined us for a great time discussing equity and diversity. Ken Draves, Sabrina Strømnes, and David Silken attended the meeting.



Johanna Ulloa Girón attended the Annual Conference for the National Council of La Raza. This conference is the largest gathering of the most influential agencies, institutions, and organizations that work with the Latinx communities in the nation. Different providers of services and programs presented on ongoing and emerging issues in the Latinx community, and research-based programming for Latinx communities across the country related to three tracks: health, educations, and social determinants of health. We will incorporate the many lessons learned into our programming.



Summers are busy for the Outreach Department and this year was not the exception. The Department provided multiple programs and services throughout the District. Karol de Rueda and Jofat Castillo provided engaging story times in English and

Spanish.



### **Citizenship Class**

A patron who attended our Citizenship Classes a while ago was concerned and anxious about her upcoming appointment for the final interview and wanted to meet to make sure she was ready for it. We went over all the details including personal presentation. Karol de Rueda provided assistance and practiced the interview with her.



U.S. Citizenship and  
Immigration Services

### **Pride in the Park Event**

At this year's event, over 150 people stopped by the PRPLD booth. There were two things that especially brought folks in: a ring-toss game with the opportunity to win a prize and a Comic Con volunteer dressed up as Sailor Neptune!

Sylvia G. and Erin K. shared information about our services, especially the downloadables. This year we were able to interest many future patrons in our 3D printer because our top prize was a rainbow and a 3D printed bookmark created in the OT lab by our resident expert Erik Rock!



### **Announcement**

Johanna Ulloa Girón has been appointed to participate in the American Library Association's Diversity Research Grants Advisory Committee for a year.

## **SYSTEMS ADMINISTRATION**

*By Mark Huber*

The Harmony wireless upgrade was completed by June 23rd. We've increased the number of Access Points from four to eight to provide better coverage in public and staff areas. The upgrade also allows us to take advantage of the Comcast Business class speeds, doubling the connection speed for customers.

The Business Center, Careers, and Non-Profit websites have a new look with an emphasis placed on upcoming events and librarian created content (blog feed). Additionally, a new page "The Writer's Café" has been created to offer tools for local authors to create and self-publish.

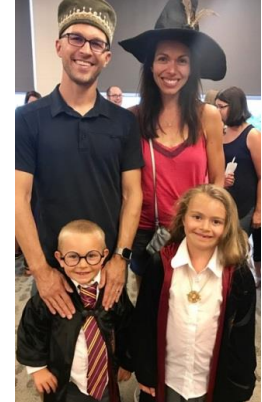
The Power Outage at Old Town on July 27<sup>th</sup> impacted access to our Summer Reading Challenge website as well as access to the catalog at the other branches. The staff at Harmony and Council Tree were able to use the offline catalog to continue circulating items. All systems were back up and running at the start of business on July 28.

# COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

## Comic Con Presents Harry Potter Craft Night

CTL welcomed guest Comic Con host Nick Armstrong, along with Harmony Huskinson and about 12 volunteers, to CTL on Friday, July 28 for Harry Potter craft night. The program featured a scavenger hunt, potion-making and wand duels. Close to 200 people enjoyed the two-hour drop-in program.



## Health District for Northern Larimer County Partner Luncheon

Colorado Health Connect representative Julie Wenzel, who provided information to the public about enrolling in Affordable Care Act insurance plans at CTL in years past, invited me to a partner luncheon at the Health District office on July 11. The meeting was to discuss next steps in an uncertain future for the ACA in northern Larimer County.

## Webinar: “Designing a People-Focused Library”

I attended the fourth and final one-hour webinar of *Library Journal’s* series on July 12. This installment featured the remarkable transformation of a former big-box store into the award-winning Centennial Branch Library of Midland, Texas.

## Evacuation Drill

As recommended by the Disaster and Emergency Response Plan’s training committee, I coordinated an alarmed evacuation drill for all CTL staff before operating hours on July 27. Michael Durkin with Poudre Fire Authority provided information and feedback to staff.

## Summer Reading Challenge special programs at CTL in July

The collage features several event posters:

- Architecture:** "Why Does It Look Like That? Essential Skills Revealed Through ARCHITECTURE" on Thursday, July 13, 7:00-8:30 PM.
- Mapping Your Dreams:** "Coming of age is a journey... working the jobs of your teenage heroes" on Tuesday, July 18, 2:00-3:30 PM.
- Tweenzone:** "Construct Bug Gardens", "Save the Phizz Wizards", and "Paper Airplane Design Challenge" on Wednesdays, 2:00-3:30 PM.
- Nature Art:** "Nature Art for Birds" on Mondays, 2:00-3:30 PM.
- Animal Afternoons:** "Enjoy good books and read to friendly animals with Larimer Animal People" on Sundays, 3:00 PM.
- Teens Saturdays:** "Leader of the Pack", "The Rebellion Needs You!", and "Pokewalk" on Saturdays, 1:00-2:30 PM.
- Harry Potter Craft Night:** "Experience a magical evening of fan-fitted crafts and activities" on Friday, July 28, 7:00-9:00 PM.

## OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

### June/July Summer Fun at OTL

Old Town Library kicked off the Summer Reading Challenge (SRC) with Community Vehicle day and over 500 kids and their caregivers swarmed Library Park to climb up and around a variety of cool trucks and vehicles. Various City departments were represented and it resulted in a fun, intergenerational community event. Our summer outdoor programs benefited from the beautiful weather, fun performances, large crowds and great staff support. Old Town employees engaged the community inside the library with Minecraft, AnimeCon, OT Breakout Box, Drive-In Movie Night, Kevin Cook, Cartooning, Origami and International Nights.

Erin K. hosted the final Civics @ Your Library program, which was interactive and well-received. The lab has been busy printing fidget spinners designed by Erik R., which have a steampunk vibe to match SRC and incorporate the Connect to Curiosity tagline. Erik has also been working to create a 3D printing catalog for patrons who want to print something, but don't want to sit down and sift through designs on Tinkercard.

Kristen D. led the first Google Computer Science First Coding class. It continues through August with between 11 and 15 tweens and teens learning to code in Scratch. Classes will build on skills learned in the class for Making Music and Code. SRC Kid Zone programs focused on STREAM activities within the SRC theme. The *For the Birds* program for ages 6-9 provided students with the opportunity to design bird feeders and construct their own bird house. They also learned about wildlife habitats and ways to 'build a better world' for birds and wildlife.

OTL celebrated LGBTQ Pride month in June with a table at Pride in the Park. In the past, OT has had a colorful, non-fiction display on the second floor at Old Town resulting in only a few items checked out. This year, employees created a fiction display on the first floor by the front doors that needed to be refilled often.

The OTL children's area has been so wonderfully busy and active with Fort Collins readers! Vicky H. held four programs on *Building Dreams - All About Me* for preschoolers ages three to five and their families. Children enjoyed making a book, dancing with ribbon rings, digging in the dirt, building a blanket tent and playing with Code-A-Pillar that incorporated the five early literacy practices.

### OTL Operations

OTL employees have embarked on a project to retool our service delivery in order to be more visible, proactive and flexible in delivering information services to Old Town Library patrons. The project includes some furniture re-arrangements, improved signage, a revamped schedule starting in September, cross-training for regular staff and hourly employees, and a reduction in the number of static service desks.

In revamping our "welcome zone" entry way, we strive to provide an open and welcoming space where patrons can more easily orient themselves to OTL. We have improved sight lines to the restrooms, elevator and circulation service desk. There is now an inviting space for library meet-up, a spot for device charging or people-watching. It can be a comfy sitting space for folks waiting for a program to start or to continue a conversation after a stimulating community program. Access to our great book displays is still available. Upstairs, we now have a quiet zone with study tables. Thanks to the Communications department for creating new signage for the FOL book sale and the Music collection. Cross-training and implementation of the new schedule are forthcoming through October, along with the elevator remodel.



Last but not least, every day is Bike to Work day at OTL - *pictured at right*.

# **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

## **Personnel**

With the retirement of longtime hourly Librarian Corky Walters, Annie Fox recently hired a new part time Librarian for FRCC who will work as Corky did at the reference desk, teaching library skills to FRCC students, and helping manage the FRCC materials collections. Elaine Burritt has been helping orient and train the new FRCC Librarian, Drew Bagby

## **Nonprofit support activities** *(reported by Sarah Scobey)*

- Joined the Board of Directors for KRFC
- Had two successful FoCo Nonprofit Networking meetings—7/12 had 8 in attendance, 7/26 had 16 in attendance. Our goal is to have 20-25 at each meeting. Jane Barber, former Development Director of Fort Collins Cat Rescue Spay and Neuter Clinic discussed their recent crowd funding campaign.
- The FoCo Nonprofit Networking Facebook Group is at 97 members, I hope to get it to 100 by next week. Currently compiling a directory of FoCo Nonprofit Networking members.

## **Teen Services** *(reported by Diane Tuccillo)*

- Teen IRS met on July 15 with Jenny at CT
- The Babysitting 101 program from July 11th has been rescheduled for August 18th
- Laurel led a Pokemon Go! Nature Walk program with teens on July 22nd
- The Happy Birthday, Harry Potter program will be on July 31st, led by Rebecca Strein
- Harmony's Library Pals were led by Diane Tuccillo on Thursdays in July, with assistance from volunteer Alex

## **Jobs and Career Services** *(reported by Molly Thompson)*

- Wrote a blog on career research for the River's Mouth Blog
- Scheduled classes and programs for Fall 2017
- Updated job searching and resume brochure
- Worked on content for the refresh of the Jobs and Career web page  
Public Programs and Staff Continuing Education  
Harmony on the Green – Halden Wofford & the Hi Beams – July 28

## **Miscellaneous Highlights**

On July 12, Jamie from FC Bikes, presented 1.5-hour course on “Bicycle Friendly Driver”, a special training at our Harmony Staff Meeting; 18 staff from all 4 library buildings attended this class.

Elaine Burritt revised and shared “Emergency Evacuation Directions” which will accompany a map to be provided to new staff as part of orientation.

Crystal Bollman, Interlibrary Loan Coordinator, hosted a 2 ½ hour visit with 14 High Plains Library District staff on Tuesday, July 25th. She presented on our involvement in Prospector. She invited Victor to join to answer questions about the IT part of Prospector. Kim Travis-Miller gave a tour and demonstrated our work flows with local courier crates & CLiC crates. Several folks expressed their thanks and were very impressed with the presentation.