

Executive Director's Report

ADMINISTRATION

By David Slivken

Master Planning—Poudre Fire Authority and City of Fort Collins Dept. of Cultural Affairs

The Poudre Fire Authority and the City of Fort Collins Department of Arts and Culture are in the beginning stages of developing Master Plans. For the Department of Arts and Culture, I attended a kick-off event at the Carnegie Community Center in mid-October and Vincent Kitch, Director of Cultural Services, is requesting input from various community groups and organizations, including the library. He will meet with approximately 15 library staff, board and Trust members on November 7th. On October 31st, the Poudre Fire Authority conducted a facilitated, community-driven, strategic session. I, along with around 100 other attendees, took part in an hour-and-a-half process and the group was able to share valuable ideas to better serve the greater community through prompt, skillful and caring service.

Webster House Workflow Issues/Front Range Village Options

The library has been working with Beck Total Office Interiors to develop alternatives to the current arrangement of staff at Webster House. While all of the plans had merit, everyone agreed that moving some staff out of Webster House would allow for much more flexibility in staff work areas. After reviewing 3 options, it was decided the next steps would be to find space for either Collections or Outreach. Jeff Barnes and Tova Aragon have been tasked with working with a commercial realtor and have their first tour on November 3rd.

Partnering with CSU on Informal Learning Grant from National Science Foundation

Colorado State University College of Veterinary Medicine & Biomedical Sciences is applying for a \$500,000 grant from the National Science Foundation to create an informal learning environment for STEM learning. They have asked and we have accepted the opportunity to be partners with Colorado State on this project by serving on the planning team, should this application be funded. The planning team will serve as the primary working group in which they will share their experiences regarding informal learning as well as apply the best practices knowledge learned from the workshops and speaker series. The planning team will also discuss topics related to the social context of science.

Speaking Engagement with Larimer County Human and Economic Health Group

On October 16th, I had the opportunity to speak with the Larimer County Human and Economic Health Group. The group is made up of the following:

- Jacob Castillo, Economic Development Director
- Laura Walker, Human Services Director
- Joni Friedman, Workforce Center Director
- Adrienne LeBailly, Health & Environment Director
- Lorenda Volker, Assistant County Manager
- Laurie Stolen, Behavioral Health Project Director
- Sue Schneider, Interim CSU Extension Director

The group was very impressed with our strategic plan, programming, services, and collections.

Government Finance Officers Association

As he has each year since 2013, Jeff Barnes has been awarded the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association. Congratulations Jeff!!

COMMUNICATIONS

By Katie Auman

- 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 including “The River’s Mouth” blog
- Worked with local and regional media on various stories (see PR Packet)
- Finalized marketing and promotions for *Fort Collins Books Fest: Writings and Riffs*
- Finalized new internal communications strategies
- Finalized Awareness and Advocacy Toolkit document, preparing staff training
- 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
- Promoted *National Friends of the Library Week*
- Organized Library Card sign-up in unexpected places beginning in September (e.g. City of Fort Collins Employee Health Fair, weekly educational events at Happy Lucky’s Teahouse, FoCo Book Fest)

HUMAN RESOURCES

HR Manager:

By Sabrina Stromnes

- Assessed and selected a Human Resources Information System (HRIS) that includes an applicant tracking system that the Library District will switch to effective 1-1-2018.
 - ❖ Renegotiated 2018 HR Contract with the City to remove recruitment from our contracted services.
 - ❖ Completed the first part of the implementation which will continue for the next six weeks.
- Coordinated annual Q14 employee engagement survey. Results will be compiled early in November.
- Recruitment
 - ❖ **Hires:**
 - Library Assistant, Arabic (Temporary): Iman Al Sudani
 - 6 Circulation Aides: Michelle Villagran, Carrie Beach, Christine Conner, Kristi Yaden, Penny Kragie, and Teddy Rosario, Jr.
 - ❖ **New Postings:**
 - Teen Services Librarian, still in process - interviewing
- 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 15 volunteer candidates, and placed most of them
- Executed three *Make a Difference Day* projects, one at each library location during the week of October 23, and engaged 13 volunteers total
- Recruited several volunteers for the FoCo Book Fest on October 21, including volunteers to distribute bookmarks around the community prior to the event
- Filled one open Circulation role at OTL, and one open Circulation role at CTL
- Posted six staff volunteer requests in Volgistics and began filling them
- Met with AmeriCorps manager at United Way to learn more about our partnership with them
- Created spreadsheet for Learning Org team to track speaker outreach for Staff Day 2018
- Planned three DOVIA sessions for 2018, including contacting speakers, setting dates, and reserving locations
- Attended DOVIA Colorado Conference on Volunteerism on October 13

OUTREACH SERVICES

By Johanna Ulloa Girón

In alignment with our value of being a responsible fiscal agent, we have been awarded another three years of funding from United Way (\$5,000) for out of school children's programs in the community. We have been partners in the Community Collective Impact for three years with Be Ready and School Success initiatives. Now we are also partners in the Families that Thrive group. Furthermore, the Paterson Foundation, led by its founder Katherine Paterson, has approved another year of grant funding (\$2,500) for Imaginantes 2018.

In alignment with our strategic plan: ***“Refine the scope of the library’s programs, services, and collections around community priorities to develop the most effective response to community needs.”*** We are partnering with the Family Center in providing Citizenship classes. The need for these free classes has grown exponentially since we began offering them three years ago. Currently, we have a class of 20+ participants from multiple nationalities and levels of acculturation seeking information, education, and guidance in preparing towards the naturalization process.



In an effort to support the strategic plan to ***“maximize stakeholders’ access to all services”*** we are providing mobile maker spaces in the community. In partnership with the Mathews House, we are providing weekly **“Pajama Studio”** at The Mathews House location at the Genesis Project. The “Pajama Studio” has been a radical success. Jofat Castillo alongside with three amazing volunteers Marian Hall, Norma Hays and Stephanie Rein have been providing weekly sewing classes to tween and teens. The participants have become enthusiastic upon seeing switches, buttons, batteries, and LEDs sewn into drawstring backpacks, which is the project the children currently finishing at the “Pajama Studio”.

As part of our strategic plan goal: **“Demonstrate the value of social and cultural diversity components of our programming and services to our defined target communities.”** Ludy Rueda was invited to give a talk in the experimental HDFS course “Work with Spanish-speaking Youth and Families” that Dr. Andrea Purdy teaches at Colorado State University. The focus of the talk was the importance of the Spanish language when reaching out to the community to create inclusive programs. We are glad to present to the community our experience providing multicultural programming.

In an effort to continue bringing patrons into the branches, Ludy Rueda and Jofat Castillo organized Irish Elementary 1st grade students' field trip at Old Town Library. In connection with this visit, 40 library cards were processed for them. The students were part of a bilingual story time, guided tour, and a time for sugar skulls decoration.

Sylvia Garcia is leading a series of programs for seniors and/or their caregivers based on the topic and book **Being Mortal**. The first program was very well attended. A poignant discussion was facilitated by Mindy Rickard of Larimer Advance Care Planning on the practice of caring for the dying by medical professionals and loved ones. PRPLD's new *Advanced Directives Discovery Kit* was introduced with two checked out right after the program.

SYSTEMS ADMINISTRATION

By Mark Huber

We'll be moving to a new hosted email service, Microsoft Office 365, later this month. For the most part, email will look and behave the same since we're moving from Microsoft's Exchange server hosted by City IT. Making the move will significantly increase the available storage for email and remove retention limits for all employees. Thanks to the city IT staff in working with us in planning the migration especially since they're in the middle of their own migration project.

Participants in last month's Minecraft programs were part of a subtle experiment. In an effort to get the best possible performance from some older laptops, we replaced the Windows operating system with a Linux distribution called Ubuntu. Additionally, a script was added to the Minecraft server to restore "Library World" back to the original design so each session begins fresh, preserving the great the design work done by our teen volunteers.

We're making some adjustments to the public wifi in all branches as "bring your own device" use continues to increase. Changes to the service at Council Tree and Old Town are being made to increase speeds and accommodate additional download "traffic."

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Staffing updates

Teen Services Librarian Diane Tuccillo retired in October after a most impressive 40-year career. She spent the past ten years with the District. We are in the process of filling the vacant position and hope to hire a new librarian in November.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Colorado Association of Libraries Annual Conference, October 12-14

Four CTL staff attended the annual CAL Conference mid-month at the Embassy Suites in Loveland. Combined, we attended dozens of programs, spoke to a few vendors, and heard from several keynote speakers. A few highlights of our conference included:

Keynote panel: "Missteps, Miscues, Mistakes and Failure: Sometimes Success Includes them All" with library directors John Spears (Pikes Peak LD), Marcellus Turner (Seattle PL) and Michelle Jeske (Denver PL);

"Fake News: The Possibilities and Pitfalls of Defining and Addressing Misinformation" with Melissa Zemdars, Professor of Media at Merrimack College, MA.

“Removing Barriers to Access: Eliminating Fines for a Win-Win...” presented by Beth Crist, CO State Library and staff from High Plains LD.

“Leveling Up: Creating a Culture of Customer Experience” presented by staff from Anythink (Adams County) LD.

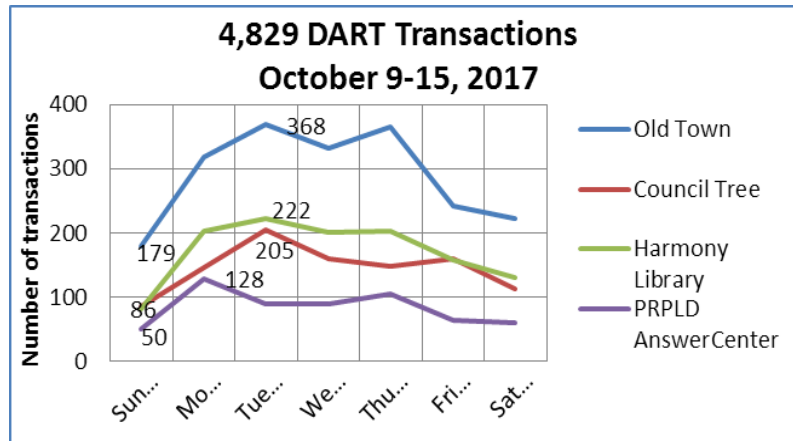
Kudos to CTL LA Sara Nesbitt for presenting a well-received program, “The Role of Libraries in the Battle for Accurate Online Information” with two PRPLD colleagues on Oct 12.

Third Quarter Performance Reviews Finished October 28

Circulation Supervisor Angela James and I completed performance reviews for our combined 12 classified staff members this month. All staff’s work and behavior is on track.

DART October 9-15

For the third of three annual sample periods, over 100 public service library staff recorded each question they answered using the DART application. DART is a free, web-based tool provided by the CO-based Library Research Service that records, sorts and archives service transactions.



Treat Street and Spooky Stories - October 28

CTL participated in Front Range Village’s Trick or Treat Street event on Saturday, Oct 28. Staff gave more than 250 bookmark ‘treats’ to children during the event. Fort Collins Spellbinders volunteer storytellers entertained over 40 children, tweens and adults with Spooky Stories around a faux campfire that same evening.



OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

OTL staff had a front row seat for autumn colors as we watched Library Park transform from its fall foliage spectacular to the muted, gray tones of late October. It was a beautiful show! October programs at OTL included a Great Decisions discussion on nuclear security, a composer talk, International Night discussion on Pakistan, a card-making program, Minecraft and Antarctic lecture. We worked with Karen Christophersen from the Children’s Theater to continue the Story Theatre program while significantly streamlining the OTL staff commitment needed to support the ten days of rehearsals and performances. The Story Theatre program provides children with a free, fun and interactive exploration of live theatre. Attendance at the OTL performances was strong.

OTL served as a venue for the writing workshops during FoCo Book Fest. The community room was buzzing all day with writers and literary activities. We are also hosting the creative talents of the

Outreach department and community groups with some amazing Dia de los Muertos altars. Irish Elementary is sharing their artwork in the children's area as part of the Dia festivities. Our Bilingual Library Assistant, Monique R., is integrating bilingual storytimes into the OTL storytime rotation, with plans to add a weekly bilingual story time starting in January.

OTL was well-represented at CALCON. Erin K. served on a panel at CAL for the Research Institute for Public Libraries. Erin was inspired by RIPL to create data visualizations on incidents at OTL. The data, culled from PITS and FCPD, is being used to pinpoint peak incident times and inform a schedule for off-duty police officer shifts. The shifts are scheduled for mid-November through mid-December and we are waiting to hear back from FCPD to see how many shifts are picked up. Amy H. presented at CALCON a well-received Fake News program as part of a PRPLD panel.

Erin K. and Holly B gave the new class of Leadership Fort Collins an overview of library services and a tour of OTL before their Poverty Simulation. This is the third time in the past four years that LFC held this event at the library. Many comments from the participants echoed the sentiments, "Wow, I didn't know the library did that" and they were often referring to Hoopla!

OTL employees were out in the community throughout October. The Spirited Stories Main Event and Flash Fiction contest were hosted at Everyday Joe's Coffeehouse on Friday the 14th. Nicole B. received 50 entries and invited faculty from the CSU English department to serve as judges. The 11 winning stories were read aloud to 73 people at the main event. Kristen D. hosted the Poudre High School Spectrum Book Club, with 33 kids receiving copies of the book Carry On and discussing Beautiful Music for Ugly Children. Eileen and Erin K. toured the Murphy Center in order to gain a better understanding of the services provided by this organization. It was helpful to learn about the Murphy Centers gear closet, service hours, shower lottery, phone access, job closet and laundry services. OTL serves many of the same clientele so this information can inform OTL referrals.

Holly's circulation team heroically moved materials throughout OTL without an elevator and with smiles and sense of humor intact. They are awesome.