

Executive Director's Report

January 2012

ADMINISTRATION

By Holly Carroll

Main Remodel and Expansion Project

Submitted by Ken Draves, project manager

The first Phase of the project, Phase 1A, is completed. The Main Library reopened to the public on January 13, three days later than the initial target date of January 10. The additional time was needed to complete the data infrastructure for public and staff computers.

The second phase of the project, Phase 1B, is currently underway. In order to realize efficiencies in construction of Phase 1B areas on the first floor, including completion of the new circulation workroom, the existing circulation workroom, originally scheduled for a later phase, was added to 1B. In addition, the existing circulation desk area, also scheduled for a later phase, will be incorporated into the current phase. This approach provides a number of advantages. First, the front portion of the first floor near the entrance, and the busiest area of the library, will be completed at the end of the current phase. Second, we will provide a wider and more comfortable corridor into the new Adult Fiction area during the next phase of construction. Third, this approach allows for continuity of carpet installation on the first floor entrance and circulation areas.

New furniture is arriving for the currently open areas. Some of the new chairs and tables have been delivered and installed, and computer furniture will be delivered and installed once new data/power cord management raceways are in place. We will have a combination of new and old furniture for a period of time until all new furniture is installed.

Permanent lighting has been installed in most reopened areas of the library, with the remainder to be installed within two weeks. New areas to be opened at the completion of the current phase will open with new lights in place.

Phase 1B areas on the first floor currently under construction include the new children's area, circulation offices and workroom, and the new adult fiction area. Floors for the new spaces on the first floor were poured in January. New exterior walls and window frames were installed, and all exterior windows installed. Currently in these areas walls are being painted, and carpeting, duct work, cable trays and other wire management systems installed.

Bids have closed for the remainder of the new furniture for the project, including additional tables, chairs, shelves and end panels. Awards for these bids are anticipated early in the current week.

In addition to the phasing changes noted above, the project team is considering suggestions from the architect and contractor to make some additional phasing changes to provide efficiencies and allow for potential reduction in the overall project timeline. We will look to our project manager to assist with evaluating the benefit of any proposed changes to the District and our users, as well as identifying any associated costs.

American Library Conference January 19 – 23, 2012

The Executive Director attended the American Library Association conference in Dallas, Texas from January 19 – 23. She attended the ALA Committee on Legislation retreat on 1/19 and 1/20 and participated in her other committee assignments including chairing the Committee on Legislation's Telecommunications subcommittee, National Library Week Committee, Public Awareness Committee and Human Resources and Recruitment Advisory committee. She also attended a valuable workshop on technology Benchmarks for public libraries. This document developed by the Public Library Association, Urban Library Council, OCLC and the ALA Office on Information Technology Policy includes 15 benchmarks and corresponding indicators that will be very useful as the Library District plans technology services for both public and staff in the future. The director heard popular teen writer John Green speak about his books and use of social media. She attended the youth media award announcements and heard her best friend and this year's president of ALA children's division announce the Newbury and Caldecott winners. Finally she attended a discussion facilitated by David Lankes on critical skills for the 21st century librarian.

Strategic Plan

Paula Watson-Lakamp and the director have been working closely with Nickie Harber, OrangeBoy, in finishing the final pieces of the strategic plan. OrangeBoy completed its cost assessment of the clusters and is helping us draft the specific tasks, assign clusters, a timeline and measurement. The Library Leadership Team met in two sessions to outline specific tasks in late December and early January. The final document will be ready for board and staff review in March.

Elks Trust Donation to Main Library

The Director continues to work with the Downtown Development Association, the Elks Trust and the Poudre River Library Trust to secure a \$75,000 contribution for completing aspects of the Library Landscape Master Plan. Because the DDA is the fiscal agent of the Elks funding, approval must be granted from both the DDA and Elks Trust. Representatives from the DDA, Elks and Library Trusts met with Brad March on January 31 to determine the best way to proceed with the Elks request that some work be done by Elks members themselves. The Library District's attorney, Jacqueline Murphy, is working with us to find a way to accommodate their wishes while obtaining funding for other components of the plan.

Other Activities

During the month of January the Executive Director attended the following meetings:

- Poudre River Library Trust annual meeting
- Metro Library Directors meeting
- Friends of the Library meeting
- Front Range Public Library Directors Meeting
- Fort Collins Reads meeting

She joined Mike Liggett, Ken Draves, Paula Watson-Lakamp and Irene Romsa and her students for the Martin Luther King Jr. Day march on January 16th, attended an eBook discussion with representatives from the Library District and CSU, attended the keynote speech of the Google Search workshop at CSU and attended an Urban Library Council webinar entitled "Communicating the Library's Story" on January 26.

She also attended the Board of Trustee's Policy and Board Development committee meetings.

COLLECTION MANAGEMENT

By Tova Aragon

Collections staff is very happy to have new lighting and power in our area. We can now see without a lot of lamps and plug in without blowing the breaker.

Staff had a fun time working with Cydney to put together the Day Care Storytime kits. We enjoyed seeing all the fun pieces and parts to the kits. The staff worked together to create a new procedure to get them cataloged and processed in time for their February launch.

The Collections department was pleased to welcome back our volunteers in January. The volunteers that worked at Mountain and Main Library for Collections were put on a temporary hiatus while we moved and Main was closed. They have resumed their help with processing and weeding materials at a newly organized work station.

I want to commend the Collections and Main staff that helped put the collection back together before Main opened. There were quite a few last minute adjustments and lots of dust. They did an excellent job.

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan.
- Planning and promotions for internal information effort for Main Library remodel.
- Organizing, managing and supervising all graphic design work for the District.
- Continuing to gain partners for the "Flash Your Card" library member benefit program
- Continued organizational meetings with OrangeBoy and LLT for new strategic planning process, finalized goals and strategies, tactics and clusters
- Coordinated Library District employee recognition on January 27, 2012
- Worked with the remodel team on getting out information on closure
- Worked with the APP Team for artist process
- Creating 2011 Annual Report
- Working on year end file and budget organization
- Working with Library Trust on fundraising
- Beginning work on 2012 summer programs
- Coordinating with Main Remodel team on continuing information for staff and public

OUTREACH SERVICES

By Irene Romsa

School Readiness & Early Literacy:

The first monthly story time at Timnath was held on January 10, after the weekly story time. Now that major construction projects have ended, we are resuming programming in the Town of Timnath. We are exploring a new model where we combine the school's Early Childhood class

and families of the community coming together at the school's Media Center to participate of story time.

Story times at Irish Elementary were also resumed this month, after a 6-month period where we didn't have enough availability to visit the school.

Homebound

On January 23, Kristen Draper, with assistance from Barbara Crandall, presented a second eReader class at the Winslow Retirement Home. This was well received and several of the residents brought their own devices to the class.

During 2011, Barbara and her volunteers delivered 5,224 items to 33 homebound customers.

Volunteers

Our Volunteer Coordinator, Barbara Crandall, prepared the statistics for 2011, and after carefully reviewing the numbers; was able to determine that in 2011 we had 901 active volunteers gifting 17,940 hours to the District; which is equivalent to 8.6 full time employees!

Services to Outlying Communities

In order to gain an understanding of the needs and interests of the different communities that comprise the Library District, Irene Romsa has been participating in the monthly citizen meetings convened by County Commissioners Johnson and Gaiter. In January, Irene and Cydney also attended a community meeting in Waverly.

Irene Romsa accompanied the District's Executive Director to the presentation requested by the LaPorte Area Advisory Council. In that presentation, we informed about the monthly story time at CLPE, the TALES Kits, the Books by Mail project to be launched this summer, and other services available to the area residents.

Other:

- Outreach assisted in providing in-Library Spanish computer classes at Main Library. The classes for the current semester have been arranged and scheduled.
- ***Imaginantes Bilingual Youth*** @ Martin Luther King Community Celebration – a full day program was prepared by Outreach staff to engage the teens that participated in our summer workshop in the City's activities. Thirteen teens met at Main Library, visited a local coffee shop for hot cocoa, walked in the March, participated of the ceremony at CSU, and then shared the afternoon with Library staff discussing the impact of last summer's workshop and what they would like to see in *Imaginantes* 2012.
- **Outreach @ SRP** – we've started recruiting presenters for this year's Summer Reading Program; as well as securing the locations for the events at the outlying communities.

SYSTEMS ADMINISTRATION (SA)

By Carol Gyger

Systems Team Wraps Up Another Busy Month

The Systems Team was quite busy in January. Both remodel projects are well underway and have required a lot of time and attention from the Team. Each project milestone is cause for celebration but pales in comparison to Peggy Shaughnessy's 25 year anniversary with the

Library. Congratulations to Peggy and a huge Thank You to her for her many creative contributions to the Library.

Harmony Remodel

As of this writing, nearly all public services (circ desk, self-checks, PACs, public desks) have been moved from their temporary to their permanent locations. Staff can now settle into their new routine at their new service points. Remodeling continues and thanks to the casted units, all service points can easily be moved out of the way of carpet and cloud contractors. The projected finish date of this project is end of February.

Main Remodel

The Main Remodel continues to be all consuming for everyone. The entire Systems Team (Carol, Peggy, Chris and Ling) worked diligently to make sure all wired and wireless networks were up and running by the January 10th opening and all computer equipment was installed and working flawlessly for both staff and public. Some challenges were late changes to the check-in room (or lack thereof), lack of power in the yet to be remodeled areas, and dust. Oh, so much dust. After a successful opening, the Team (Chris mostly!) got staff moved from their temporary location on West Mountain to their old digs on the second floor at Main. This is, of course, temporary until the new staff area is ready to be occupied. The Team looks forward to every move called “permanent” which means “I don’t have to move this PC again for a long time!”

Email and Smartphone Migration

The migration of our email system to our new vendor is complete. All trace of Library District email has been wiped from the PSD servers and email is now living happily on new City MS Exchange servers. The much anticipated migration was swift and with very few bumps. The Systems Team addressed the few migration issues quickly with the help of the City Migration Team. The City is an excellent email vendor and the lack of problems since the migration is proof of that.

The Library District BlackBerry smartphones have been replaced by iPhones. The City is retiring their BlackBerry server later this year so a change was necessary. The District’s iPhone users have whole-heartedly embraced the new devices. They are easier to use and support than the BlackBerries.

3M Automated Materials Handling System

Carol Gyger and Chris Bauman attended the first 3M Site Visit meeting in late January along with Kim Doran, Circulation Supervisor. Also at the meeting were representatives from 3M (Shawn Brumley, Ken Klein), Oz Architecture (Kate Fields), and Heath Construction (Mark Olson). We are on track to install the system in late March or early April.

MAIN LIBRARY HIGHLIGHTS

By Jean Bosch

Patrons really missed "their" staff and library during the closure as was heard in their compliments and questions about the renovation after we re-opened following the six-week closure. Staff has been extremely positive and flexible to make for a smooth transition to reopen Main. Facilities and Systems Administration staff were very helpful with getting computers, printers, copiers, money machines, and furniture back in place so we could do our day-to-day duties.

Circulation staff is on the move again! They are in process of moving from their current location to their new digs, the newly remodeled Circulation office and Check-in room.

Circulation Supervisor Kim Doran also hosted our first site visit from the 3M representative. We are expecting the arrival and installation of the automated materials handler (AMH) to happen in April, about a month ahead of schedule.

The move and installation are going to keep staff hopping for the next month or so, but we are confident that all will go smoothly. Our new workflow in Circulation has been seamless and staff is adjusting really well to a new way of doing things. Our new temporary Circulation motto is "smile and be flexible!"

Staff continues to actively participate in learning opportunities. Library Assistant Jewels Hall-Payne completed an online course in services to children in libraries. Staff attended a seminar at CSU about Google searching. Others participated in webinars including "Connecting with Struggling Readers: Resources, Tips, and Advice to Engage and Inspire" and "Children's Literature Update".

Librarian Sarah Scobey reports the discussion of *Three Junes* was good, but book club attendance is slightly down, at least for the evening discussion. Attendees have been concerned about the parking situation in Old Town (book club was temporarily relocated to Old Firehouse Bookstore) and are anxious to get back to Main Library for the book clubs.

Main Library staff continues to provide high quality story times at our remote location, Northside Aztlan Center. Staff members have navigated the challenges of bringing materials (interactive toys, flannel boards, musical instruments, and heavy supplies in addition to their regular story time materials) to and from this location. We are very excited to make an early return to story time in the newly remodeled space at Main in April!

Public Services Librarian Nicole Burchfield hosted a "Warriors" program for young readers and fans of the popular book series about cats. She incorporated several games, a scavenger hunt, and lots of fun into the program held during winter break. These pictures show the staff, volunteers, and kids working and playing together.



HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Harmony Remodel

Submitted by Ken Draves, project manager

The Harmony remodel project is nearing completion. Much of the major work has been accomplished. With the removal of the build in desks and shelves and the completion of trenching and data and power cabling, our new, mobile stations for self-check, circulation, and reference will move this week from their temporary locations to their appropriate and more-or-less permanent new locations. Staff and public alike will welcome this accomplishment, as the temporary locations, while necessary for work to progress, have been less than optimal from both an operational and a user standpoint.

Staff areas were painted and carpeted in the past two weeks. Annie Fox and I want to extend a hearty thank you to Harmony's staff members who worked hard to move materials in and out of place to allow for the completion of the work. Staff performed this significant feat quickly, efficiently, and with a great spirit of shared mission which allowed for the work to be completed on schedule.

Three remaining significant elements that are underway are the installation of new countertop seating, the completion of four new "clouds" similar in design if not in appearance to the clouds at Council Tree, and the installation of the rubber tile flooring in the inner and outer lobbies and the central core areas of the library. The countertops provide much needed additional seating in a space efficient manner. The clouds contribute to demarcating different areas of the library to assist with wayfinding, and also are designed for acoustical dampening and sound absorption, a welcome addition in Harmony's wide open, shared environment. Building clouds is a rather complicated business, involving reinforced metal frameworks suspended by wires from the ceiling, sprinkler heads, recessed lighting, electrical inspections, drywall, and a finish application of fabric, but we are making reasonable progress. Finally, the rubber tile flooring will provide durability, ease of maintenance, and attractiveness in Harmony's highest traffic areas.

The project is on schedule for completion by the end of February or very early March.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

CTL Building Power Shut Off January 9

Front Range Village facilities informed Rob on January 4 that a building power shutdown would take place at 4 am on January 9. The 4 am power shutdown was necessary to connect the new stores under the Library to the power grid. Rob was onsite at CTL that 7 am to verify that the shutdown was accomplished with no impact on the library building.

CTL Building Water Shut Off January 17

Plumbing contractors working on a new installation below the library asked Rob to shut down the water supply to the library after closing on January 16. Rob complied and returned to CTL the following morning to turn the water back on. No impact on the library building.

HVAC over CTL Children's Area Repaired January 23

Dave Grice, City of Fort Collins Operations, responded to Currie's request to look into the causes of excessive heat in the children's area of CTL. Temperatures in the area were noticeably and uncomfortably warm (about 75 degrees). Dave responded on January 24 that he found a fixed the problem in the northeast roof top HVAC unit.

Improv @ Your Library Webinar at CTL January 25

Currie hosted the free webinar, "Improvisation at Work! Communicating and Innovating in Your Library" from Infopeople, a library support and development resource:

<http://infopeople.org/training/improvisation>

The one-hour interactive webinar attracted seven library staff members, and featured improvisational techniques to help with communication, sharing ideas and collaboration. Dottie Greeley, a Materials Handler at Harmony said the following about her experience: "Thanks for making this available to us. It was a great presentation. I wrote an overview of what we learned which Crystal used at the Friday meeting."