

Executive Director's Report

December 2012

ADMINISTRATION

By Holly Carroll

Old Town Library Landscape Project

I will be meeting with Keith Meyer, Ditesco, Linda Ripley, Ripley Design, and John Stephen, City of Fort Collins Purchasing Department, on January 9th to continue a discussion of the best method to select a contractor for the final phase projects of the landscape master plan. I will share this information with the Board Finance Committee on January 10 when we review the budget and associated costs necessary to complete the projects. I will update the board with new information at Monday's meeting.

I had a brief meeting with Peggy Lyle of the Downtown Business Association to share our plans for the park and to learn more about any concerns the DBA might have about construction and timing of the projects in light of New West Fest and other summer activities that involve Library Park.

Staff Day

As reported elsewhere in this document, the first staff education day on December 14th was a success. I thank the board members that attended several of the sessions and were on site to support the efforts of not only the Learning Organization Team but the many other staff members that contributed to the daylong event. Keynote speaker, Pat Losinski, CEO of Columbus Metropolitan Library, commented on the "eager faces" in the audience and the general open and positive atmosphere he experienced.

AskColorado

AskColorado, the virtual reference service coordinated and partially funded by the Colorado State Library has changed its business model for 2013 due to less participation of libraries in the cooperative project. Denver Public Library will not be participating as of July. The State Library has determined that the service will not be provided for all Colorado residents but only for citizens living in the service areas of participating libraries. In light of this change, I have renewed our participation for six months only, through June 30, 2013. This will allow staff and administration to evaluate if usage of the system, our funding, and staff commitment is warranted. We currently provide 10 hours per week of staffing and field approximately 17 questions in an average week. The Library District's membership fee for six months is \$1,950.

Outreach Services Department

Irene Romsa's last day of work was January 6th. I have spent time with Irene and the department staff reviewing activities and projects to better understand the skills and talents the next manager of the department will need. I met with some of the current community partners, including Marilyn Thayer from Core Center to discuss the Library District's participation in the *Imaginantes* workshop. Cydney Clink will serve as interim department manager. The position will soon be posted on the City's website, with the Coloradoan, ALA's Chronicle of Higher Education and other on-line listings.

The Library District received recognition from the Larimer County Board of Commissioners on December 11 at a special High Park Fire/Woodland Heights Fire ceremony honoring the efforts of community organizations and individuals during the crisis. Irene Romsa and I were present to receive acknowledgment for library services at both the fire emergency and recovery centers.

I attended the Poudre River Friends of the Library annual meeting on December 18th where the election of new officers took place. Bill Campbell will be the new president and Shelly Kalkowski the group's new vice president. Gene Bosler is stepping down as president after serving three years at the helm. I have enjoyed working with him and appreciate the time and effort he gave to the organization.

ANSWER CENTER

By Lynda Dickson

WOW what a year. The AC thanks Holly and the Board for their support in 2012 and looks forward to what 2013 has to offer.

Last month the AC finished migrating everything that was in our old booking system with the City (EMS) to our new booking system, Evanced!

We have been booking rooms, exclusively, for patrons since mid-December and all is going well. Along the way we are working on the procedures that will guide us as we go forward.

We are pleased to announce that we have two more subs trained and ready to go: Bonnie Nichols and Natalie Hammang. Both ladies have been with Circulation for several years and were ready to try something new.

COLLECTION MANAGEMENT

By Tova Aragon

With the remodel at Old Town Library, an adult World Language collection was created. The Collections Advisory Team has been working to define the World Language collection not just for the Old Town Library but for the district. The team surveyed staff and researched what other libraries are doing. The results are:

- The adult World Language Collection at Old Town library will contain multilingual material to serve the interest of native speakers of a variety of language and patrons interested in language study. It will include print and audiobooks in different languages and materials to learn languages including English.
- The adult language materials at Council Tree and Harmony libraries will remain interfiled in their current locations.
- Juvenile materials at all three buildings will remain in their current locations.

In the next couple of months, Collections staff will be working to move adult materials into the Old Town World Language collection. A library student will be helping to update cataloging and label the juvenile collection to add the language to the spine label. This change will help patrons find the materials easier when browsing the shelves or online catalog.

With the help of patron suggestions, four new magazines have been added to the Old Town collection.

1. Oggi – An Italian magazine that covers politics, culture, society and lifestyle.
2. Krestianka - A monthly Russian women's magazine.
3. Brigitte Woman - Brigitte is a German language women's magazine with regular columns on health, beauty, nutrition and diet, cooking, travel, finances, culture, and lifestyles.
4. Ming Pao – A monthly magazine that specializes in cultural and academic topics.

Our book recycling vendor, b-Logistics, has asked us to partner with the Carbon Libraries in Rawlins, Wyoming. The Carbon Library system has been hauling their boxes of materials for recycling to Denver. We are going to act as a drop off location for them. The library will bring 25-40 boxes to Webster House a few times a year for b-Logistics to pick up. There will be no cost to us and Rob has made room in the garage.

COMMUNICATIONS OFFICE

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District
- Co-facilitator of the Programming Team
- Finalizing promotion of new “Answer Cache” program (marketing of databases) to be rolling out in January
- Working with Systems Administration to roll out Library Evanced Calendar system, and other new services
- Working on annual employee recognition event to be held on January 18 at Old Town Library
- Working with OrangeBoy for cluster updates
- Beginning Summer Reading graphics and promotions
- Working on 2012 Annual Report

OUTREACH SERVICES

By Irene Romsa

School Readiness & Early Literacy

Bilingual storyteller, Ludy Rueda, invited local author Teresa Funke as special guest to “Noches en Familia” held at Council Tree. The author autographed and gifted her books. In addition to promoting the love for books and reading, this family-oriented monthly Spanish storytime serves as a bridge between the Outreach Spanish programs and the in-Library services.

In the author’s words:

“... I had the BEST time that night. The evening was so special. Ludy did an amazing job. And the kids were so sweet. They were all so eager to get a book and so polite and grateful. I adore the picture of me with all the kids. The Great Book Giveaway is one of my favorite events of the whole year, and I appreciate you giving me the chance to offer this service to the library again this year. It's always such an honor to work with your kids.” -Teresa R. Funke.



Digital Literacy

A total of 9 computer classes were offered by instructor Alba Williams; 5 in Spanish and 4 in English. In addition, follow up was provided to the computer centers at CORE and the Family Center. An agreement was reached with the Family Center to start offering regular classes in English and Spanish during 2013.



The highlight for December was that a new Public Computer site was opened in the busiest health clinic in town: Salud Health Clinics where children and adults will be able to use the internet, check their health portal, or just read books online while waiting for their medical appointment. Our presence there is complemented by an informal lending library and storytimes once a month. This is what our new partner has to say:

“I saw the computers and I am so excited for our patients. Thank you to Irene and the Poudre Public Library and Reach out and Read Colorado for this wonderful partnership. I am excited to see what opportunities this brings.” -Deborah Archer, MD

“This is so amazing and wonderful, thank you! ☺” -Laurie A. Miller, MD Center Director

Homebound & Volunteer Management

With the objective of communicating and managing operations, providing instruction and guidance, and assuring uniformity and completeness, Barbara Crandall finalized writing and/or updating the following procedures:

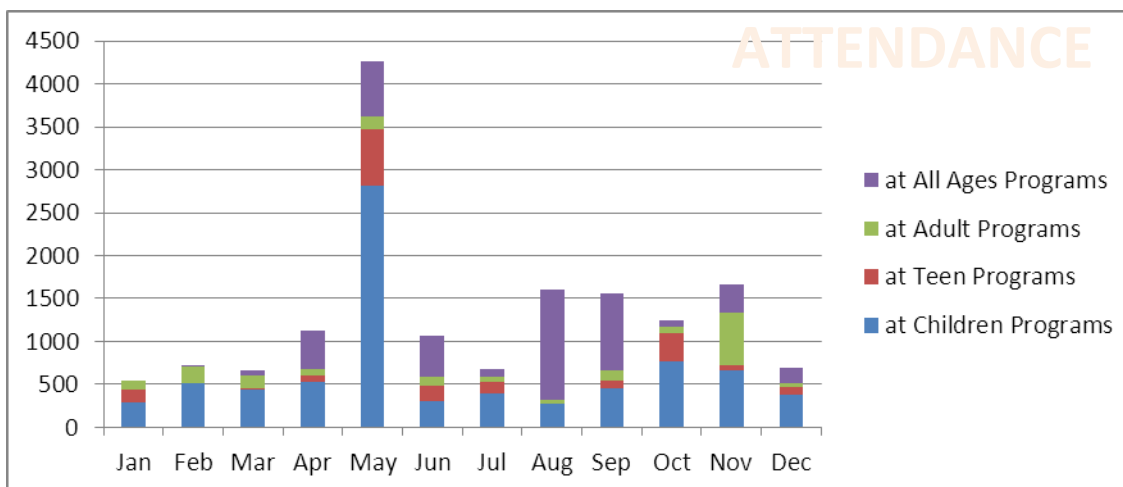
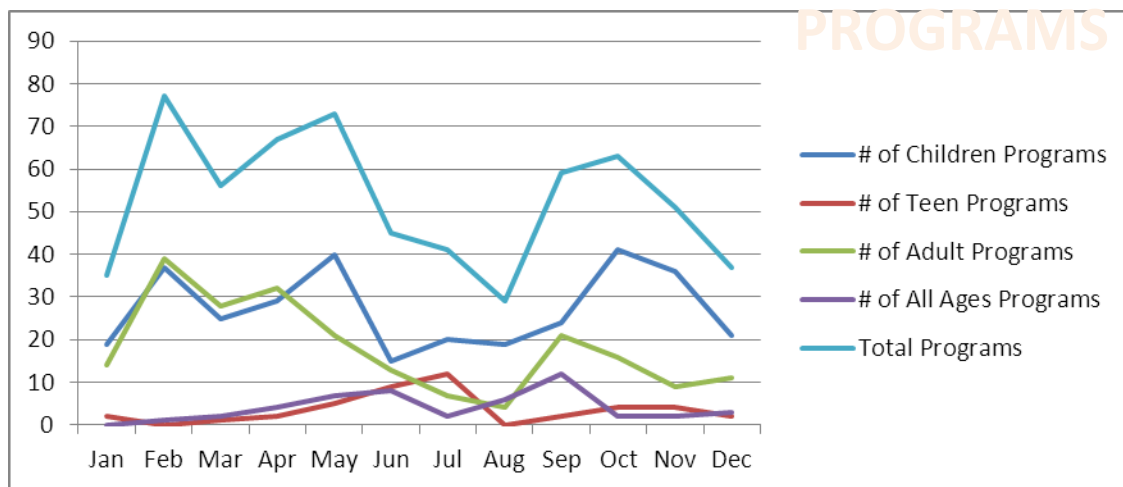
- CERTIFYING COURT-ORDERED COMMUNITY SERVICE VOLUNTEERS' MANDATED HOURS
- COURT-ORDERED COMMUNITY SERVICE VOLUNTEER PROCEDURES
- Interview/Orientation Procedures for Volunteer Applicants
- VOLUNTEER OPPORTUNITY/P. R. RECRUITMENT PROCEDURES

Community Engagement

Las Posadas @ Museo de las Tres Colonias: The Library partnered with other agencies and businesses to bring to the community this traditional cultural celebration. In addition to the songs and walk through the neighborhood, participants enjoyed free food and on the following week, food baskets and gifts for needy children.

Other

A total of 37 outreach programs were held in December, totaling 692 participants. These are the summary numbers for 2012:



SYSTEMS ADMINISTRATION (SA)

By Carol Gyger

Highlights of current projects:

Xerox machine – not just a copy machine anymore!

Currently customers can copy in both black and white and color. **NEW:** Customers can now scan - scan to USB drive and scan to email, no charge. The SA Team is working diligently to implement other functionality – fax, mobile print, print from PCs. There have been quite a few obstacles to overcome with both software and hardware so implementation is taking longer than originally expected.

Integrating Xerox, Jamex, Pharos, Microsoft (to name a few) is challenging. Making everything talk nicely to each other is what Ling Zhao is very good at and she is persistent. We had hoped to have everything done by end of 2012. We are pushing into January with high hopes. Stay tuned!

Public Calendar/Class registration (Evanced Solutions)

New calendar and class registrations went live to the public on December 17th. This was and continues to be a group effort from Peggy Shaughnessy, Lynda Dickson and the Answer Center, programming librarians from all branches, Paula, Cynthia, and others.

<http://poudriveriver.evanced.info/eventcalendar.asp>

<< Prev Year Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Next Year >> < Prev FEBRUARY 2013 Next >						
Click to View Ongoing Events			Click to View Ongoing Events			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9:00 AM-Publisher Basics 10:00 AM-Scrabble 10:30 AM-Storytime for Twos and Threes 10:35 AM-Storytime for Twos and Threes 11:15 AM-Storytime for Twos and Threes 5:00 PM-Nochas en Familia - Family Nights	2 9:30 AM-Microsoft Publisher-- Basic 10:00 AM-Excel Beyond Basics 10:15 AM-Saturday Storytime 1:00 PM-Teens Create: Cool & Crazy Cupcakes for Valentine's Day! 1:00 PM-Writing Workshop: Building Character 1:30 PM-Microsoft Publisher-- Beyond Basic
3 3:00 PM-Animal Afternoon	4 10:15 AM-Peek-a-Boo Time 10:30 AM-Microsoft PowerPoint-- Basic 10:30 AM-Storytime for Fours and Up 10:35 AM-Storytime for Twos and Threes 11:15 AM-Peek-a-Boo Time 11:15 AM-Storytime for Twos and Threes 11:15 AM-Storytime for Twos and Threes 4:00 PM-Library Trust 6:00 PM-Microsoft Word--Avanzado 7:00 PM-Great Decisions	5 10:15 AM-Peek-a-Boo Time 10:30 AM-Storytime for Fours and Up 10:35 AM-Storytime for Twos and Threes 11:15 AM-Peek-a-Boo Time 11:15 AM-Storytime for Twos and Threes	6 10:15 AM-Peek-a-Boo Time 10:30 AM-Microsoft Word--Avanzado 10:30 AM-Storytime for Fours and Up 10:35 AM-Storytime for Twos and Threes 11:15 AM-Peek-a-Boo Time 11:15 AM-Storytime for Twos and Threes 12:00 PM-Symphony Lecture 6:15 PM-Harmony Book Group 7:00 PM-Kindles @ Your Library	7 10:30 AM-Storytime for Fours and Up 10:35 AM-Storytime for Twos and Threes 11:15 AM-Storytime for Twos and Threes 6:30 PM-Facebook	8 9:00 AM-Publisher Beyond Basics 9:30 AM-Timnath Family Storytime 10:30 AM-Storytime for Fours and Up 10:35 AM-Storytime for Twos and Threes 11:15 AM-Storytime for Twos and Threes 7:00 PM-Harmony in the Round with Front	9 10:00 AM-Computer Comfort 10:00 AM-Microsoft Word Básico 10:15 AM-Saturday Storytime 11:00 AM-Chess @ Your Library 2:00 PM-African Drum and Dance Workshop with FALE

Old Town Library Study Room Technology

Twenty staff members received basic training on SmartBoards in December. Staff already have their mental wheels turning, thinking of ways to use this technology in everything from storytime to one-on-one sessions.

Assistive Technology Stations – Installed upstairs at Old Town Library.

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Staircase Tread Project

The public and staff staircases had to be redone as the treads selected for the remodel project were repeatedly wearing off. The installer worked after hours to complete the project. Staff and patrons have given a lot of favorable feedback on the new look.

Grow & Learn Center Installation

The Grow and Learn Center pieces were installed by a Burgeon, Inc., technician. Three “seed pods” feature many colorful interactive play pieces. The specially designed panel featuring otters turned out fabulous; it is a one-of-a kind piece which honors OtterBox OtterCares’ generous donation to this project.



Two “petal benches” are nearby for relaxation and play. The “whirligig” adds a creative flair to the other side of the Children’s area. Large letters spelling out “kids” indicate which direction patrons can go to find the Children’s area.

Assistive Technology

The new Assistive Technology (AT) station was installed near computer area on 2nd floor. The station is part of our BTOP grant and it provides many special technologies specifically designed to assist patrons with a variety of disabilities. Staff received a brief presentation on the importance of providing this technology.

Smartboards

More new technology was added in the form of Smartboards. There is one mobile unit that can be used on either floor at Old Town Library as well as units installed permanently in Study Rooms A and B. Students and teachers in the Poudre School District are quite familiar with these as they have them available in their classrooms. We anticipate these will be a popular draw for groups using the study rooms as well as staff utilizing the mobile unit for training, storytimes, programs, and other creative communication methods.

Collaboration Room Rollout

Systems Administration staff worked diligently to complete the rollout of the Collaboration Room’s offerings. Staff have received some very basic training and orientation to the equipment. It is going to

have a soft launch, but the initial uses have been successful and positive. It will be an ideal venue for users wanting to connect with others worldwide using Skype, GoTo Meetings, or other electronic methods of communication.

Theatre Pals Perform

The Theatre Pals were invited to give a reprise demi-performance of their latest production, *After Happily Ever*, at the Fort Collins Arts Community Holiday Open House, in the Carnegie Building behind Old Town Library, on 12/12/12. It is an honor for our Pals to be selected for this event.

Programs and Tours

Early Literacy Librarian Vicky Hays finished a series of visits to the Fort Collins High School Teen Parent program, giving them information on early literacy skills to enhance their children's education.

Public Services Librarian Nicole Burchfield hosted our first Tween Improv program. She also hosted the Tween Holiday Cocoa and Crafts Sing-a-Long. She and Cydney Clink did booktalks at Bauder Elementary for grades 2-5.

Teen/Reference Librarian Sue-Ellen Jones did three booktalk presentations at Kinard Middle School booktalks for 81 students. She also hosted Holiday Decorations @ your library for 29 teens and the Worms of the Book Variety Book Club for six students.

Sue-Ellen also coordinated with five teens from Fossil Ridge High School who designed and completed holiday window painting at Council Tree Library.



Circulation

Old Town Circulation is working fast and furious to keep caught up with all of the holiday returns. The work study students will be returning mid-January which leaves us short-staffed with lots of materials to reshelve.

Continuing Education

Many of our staff attended Staff Day. Nicole and Librarian Sarah Scobey were presenters that day. Vicky was also one of the coordinators as part of her Learning Organization team responsibilities.

Nicole and Sue-Ellen attended the regional Ask Colorado Meeting on Dec. 3 in Denver.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Year-end performance reviews completed, December 1-20

Library Manager Currie Meyer and Circulation Supervisor Chris Cortez met with their staff (eight for Currie and 26 for Chris) one-on-one for staff performance reviews during the first three weeks of the month. The District established a deadline of Dec 31 for all managers and supervisors to complete their staff's annual performance reviews.

Staff Day, December 14

(Note: Currie is the co-facilitator of the Learning Organization Team, and reports the Team's significant news through her Director's reports).

The Learning Organization Team implemented a successful Staff Day on Friday, Dec 14, at the FRCC Student Center and Harmony Library. More than 140 District staff members attended the day of learning and camaraderie. The team was pleased to see several BOT members at the event, too.



Pat Losinski

The day featured keynote speakers Pat Losinski, CEO of the Columbus Metropolitan Library, and Lauren Myracle, award-winning local author of books for children and teens. Presenters from District staff included Holly Carroll (State of the Library), Jeff Barnes (emcee), Cydney Clink and Nicole Burchfield (books for children) Diane Tuccillo and Sue-Ellen Jones (books for teens), Karen Cagle and Sarah Scobey (books for adults) and Kristen Draper (providing emedia help to our customers). Presenters from outside the District included Tattered Cover Bookstore project manager Linda Millemann (changing roles for bookstores and libraries), Anythink Libraries Tech Guide Sheena Barbour (cloud computing), CO State Library Community Development staff Debi MacLeod and Shelly Walchak (communication styles in the workplace), and local consultant Maureen Geraghty (personal attitude).

The LO Team was pleased that the day went as planned, and was a logistical success. Preliminary and anecdotal response from staff has been overwhelmingly positive. Many commented on the teambuilding value of the day – that gathering the whole staff together to reflect, share and celebrate our collective work - was special.

The LO Team is currently compiling results from Staff Day exit surveys. The LO Team is also busy compiling important documents, timelines, lists, contacts and plans into both a computer file and hard copy for future use by Staff Day planners.

The LO Team will present a full report on Staff Day to the Board at the February 11 meeting.



Staff Day logo

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Staff Day

As noted elsewhere the District's first Staff Day attended by about 150 staff from all three libraries and WHAC was held on December 14. A number of Harmony staff members helped plan, organize and resent staff day. Elaine Burritt co-led the Learning Organization Team in planning, organizing, publicizing, and presenting this day of networking and learning. The day was a big success and was a great opportunity for learning and camaraderie. I applaud the hard work the LO team did to make the day happen.

Teen Services

An article written by Diane Tuccillo was published in the December issue of VOYA, called **Adventures Too Good to Miss: Taking Teens to Conferences**, which she was asked to write. She has copies to share if anyone would like to read the article.

Sue-Ellen worked with prizewinning local author Laura Ressau to produce the first Bookends show entirely in Spanish with Spanish-speaking teens, and on December 21st we did another regular Bookends show (which Diane supervised). Two of the teens for this second show were boys, and two of the teens had never done a show before (including one of the boys, who hosted!). Sue-Ellen and Diane also planned future shows which we'll be doing this month of January and in upcoming months. Teens Create: Holiday Decorations @ Your Library was another big success on December 1st! 29 teens who signed up attended and the limit was 30. This program is becoming a tradition, and every year there are new projects so even if teens sign up more than once, it will always be a "new" program. This program was not held at Harmony as it usually is--this time it was held at OTL and even though Sue-Ellen and Diane scheduled the actual program, it is Louise Mosnick who gets the recognition for designing the crafts and coordinating the adult volunteers to assist the teens.

Diane conducted the second teen book club discussion on the book *Airborn* by Kenneth Oppel, also on December 1st at OTL. 5 teens attended and engaged in a lively discussion of this book. Our expectation is to have between 5-10 teens per discussion, and if the group grows much larger than that our plan is to break them into two groups. We will see how it goes this year and re-evaluate in the fall.

19 teens attended the December 8th IRS (Interesting Reader's Society) meeting during which the teens gave input and shared ideas for the 2013 Teen summer programs (among many other things!).

Other Staff Activity

Elaine Burritt contacted Vicki Nichols Goldstein of Colorado Ocean Coalition as a possible facilitator/discussion leader for Ocean Frontiers film program. She suggested this program idea to our Programming Team, and was asked to help find a facilitator.

Elaine prepared the agenda and facilitated the LO Team Meeting on December 20 during which the team celebrated and reviewed Staff Day, looking at feedback from staff, impressions from team members as to the most successful aspects and areas that could be improved, and preparing to write a report and develop a presentation for the Board.