

# Executive Director's Report

## February 2013

### ADMINISTRATION

*By Holly Carroll*

#### Library Park Landscape Update

Pre-construction planning continues for the new entry plaza to Old Town Library and streetscape improvements for Peterson St. A Development Construction Permit (DCP) meeting is scheduled with the City Building Department for March 6<sup>th</sup> to discuss coordination of activities. Keith Meyer and Jill Burell from Ditesco will be in attendance.

Design drawings for the bench alle and amphitheater enhancements to Library Park have been presented to Holly Carroll and Ken Draves for preliminary review. Ditesco has prepared cost estimates. The initial set of drawings was over-budget and library administration has worked with Ripley Design and Ditesco to revise plans to bring within budget parameters. These revised drawings will be presented at the community meeting on March 6<sup>th</sup>. Due to funding constraints at this time the bench alle can be constructed and accomplish with current funding and donations.

Design drawings and cost estimates will be presented to the Board of Trustees for approval at the March meeting. The drawings will make reference to comments and recommendations received from attendees at the community meeting.

#### Outreach Services Manager

62 applications were submitted for the Outreach Services Manager position. From this large candidate pool 6 applicants were invited for preliminary phone interviews on February 26<sup>th</sup>. Three candidates have been moved forward in the process to interview in person with the interview team, meet outreach staff and make presentations to library staff. These interviews are scheduled for March 6 and 7. The interview team is composed of Holly Carroll, Ken Draves, Currie Meyer and Sylvia Garcia.

#### Gifts to Library

Two gifts of art have been presented to the Library District for approval by the Board of Trustees. The first is a memorial to Friend of the Library, Teri Sullivan, made possible with contributions from friends and family. The family in consultation with library staff and friends of the library members recommends a series of 4 stained glass panels to be hung in the children's room of Old Town Library. The second gift is from the estate of local artist, Carl Lantz. This gift consists of 10 wooden sculptures to be hung from a ceiling as a group. Staff recommends that the art be displayed in the children's area of Harmony Library.

#### Larimer County Leadership Summit

Holly Carroll attended an all-day visioning session for Larimer County. Sponsored and hosted by the Larimer County Commissioners, executive leaders from public agencies and businesses were invited to the Ranch to participate in strategic planning for the county. Director Carroll was a member of a discussion group that was composed of one county commissioner, one school superintendent, one city manager, one town administrator and two CEO's of local businesses. Many ideas for the future were generated and there was a consensus that all political entities need to be less parochial and work together to promote the economic health and quality of life of Larimer County.

## Other Activities

- The first quarter all-staff meeting was held at Old Town Library on February 13<sup>th</sup>. The City's HR department updated staff on benefits, the wellness program and training offerings for 2013.
- Holly Carroll and Finance Officer, Jeff Barnes, attended The Group Inc., 2013 real estate forecast seminar on February 12.
- I attended the WomenGive annual luncheon on February 21.
- I presented the final report of the UniverCity Arts and Culture task group on February 14<sup>th</sup>.
- Attended the monthly meetings of the Friends of the Library and Library Trust.

## COLLECTION MANAGEMENT

*By Tova Aragon*

The Collections Advisory Team rearranged the adult World Language Collection area at Old Town library to make it a more friendly area for families. The juvenile materials were moved to the center of the area. A table and comfy chair were added. The AWE station (children's game computer) was placed on a child size table. More materials for adults have been re-cataloged and shelved in the world language area.



We have a new search scope on the homepage. The search can now be limited to search only the Teen collection. Thanks go to Holly Bucks for suggesting the CATs team research having the additional scope and to Victor for getting it set up.



Cataloging rules are going through a big change. The new ‘Resource and Description Access’ standards will be going into effect on March 31<sup>st</sup>. The Collections department has been studying how these new records will change our workflow. We hosted Eric Peterson, a cataloger from High Plains Library District. He shared how they are managing the new records and how we could adjust our local practices to best apply the new rules. As part of the discussion, it became clear that we weren’t using OCLC Connexion to the fullest extent. OCLC Connexion is the software that we use to download our bibliographic records. So, we have been attending webinars to expand our knowledge. One of the benefits to the training is that we can share the expertise in our department with the library community. We can now make the changes OCLC Connexion so others can use the information. When we do an upgrade to a record, we get a credit that will apply against our OCLC bill. Examples: the original records for local history materials and the Spanish language subject headings we have been adding locally to our records.

## **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
- Rolled out new “Answer Cache” program (marketing of databases)
- Working with SA to roll out new services
- Working with OrangeBoy for cluster updates and getting ready for new dashboard system.
- Finalizing Summer Reading Graphics and promotions
- Finalizing 2012 Annual Report
- Working on new social media promotions and platforms
- Laying out plans for 2013 marketing promotions
- Working on Flash Reading Mob for National Library Week
- Working with local bookstores on “Book Festival” in June
- Learning how to use WordPress for blogging

## **OUTREACH SERVICES**

*Submitted by Cydney Clink*

The theme of Outreach Services this month seemed to be “It takes a village!” During the month of February, over a 750 people participated in the 55 programs held outside of the Library walls. While the majority of these programs were presented/hosted by Outreach staff, staff from the libraries also engaged in nearly 21 percent of offsite programming this month. The increase of participation in Outreach programs by general library staff is due, in part, to the resignation of Bilingual Library Aide, Alba Williams. Alba has accepted full-time employment elsewhere and although we are extremely happy for Alba and wish her the best in her new journey, she will be greatly missed! The Outreach Services Department would like to express our gratitude to those who have assisted with Outreach Programming during the time we have been without our full complement of staff.

### **School Readiness & Early Literacy**

#### **Storytimes**

A total of 37 storytimes were held at off-site locations this month. Twenty-six of these were presented in English, eight were presented in Spanish, and three were presented in a bilingual (Spanish/English)

format. Below are pictures from the ever-popular Rincón de Cuentos program which takes place at Harmony Mobile Home Park each Monday afternoon.



Outreach Library Aide, Ludy Rudea reports that she had been **very pleased with the attendance at Rincón de Cuentos during the past several months, and is that she has been excited to welcome new families who learned of this Spanish-language storytime either through friends who have recommended the program or through our Facebook page.**

### **Putnam Elementary Literacy Night**

On February 7, Interim Outreach Manager, Cydney Clink, spent the evening with the parents and students from the Putnam Elementary Early Childhood Education Classrooms at the school's Literacy Night. Cydney shared two abbreviated storytimes and also signed parents and students up for library cards. Based on the reaction of both parents and students to these storytimes, the Putnam has requested regular visits to their Early Childhood classrooms. We are more than happy to oblige. A big thanks goes out to Old Town Library's Giny McConathy who has agreed to make these monthly visits.

### **Volunteer Engagement and Home Bound**

Barbara Crandall began gearing up for the Books-by-Mail Homebound Program: a postage scale and stamp sheets have been purchased and the software downloaded from DYMOEndicia. Study of the software has begun. Barbara has also identified a number of customers who are willing to pilot the program and customer files are being set up in anticipation of beginning the first mailings during the first two weeks of March.

Barbara also continues her studies for the volunteer administrator certification test in May.

Exploration of two more bulk delivery sites has been ongoing and we are hopeful that the first deliveries to these sites will be made by early April.

Training of a new homebound book selection volunteer from one of the CSU residence hall's Key Service program has begun.

### **Community Engagement**

#### **Family Center Teacher Training**

Each month Outreach Staff take bilingual storytimes to three different preschool classrooms at The Family Center/la familia. This month, while Ludy Rudea presented storytime and a craft for the students, Cydney Clink spent some time with the teachers showcasing the use of the District's website, and answering general questions about library services. Highlights from this 45-minute session included

tours of the Kids' Place and Raising Readers pages, a demonstration of BookFlix, tips on searching the catalog, and an explanation of placing items on hold.

## **IMAGINANTES**

The planning for this summer's IMAGINANTES workshop is moving forward, we have had a good response from our partners at the CORE Center and CSU through Marilyn Thayer and Dr. Maura Velazquez Castillo. We have also established contact with film director Adam Taub who will be doing a mini workshop with the IMAGINANTES students on capturing oral history on March 18<sup>th</sup>.

### **Storytime @ Global Village Museum**

Following a four-month pilot program of storytimes at the Global Village Museum as part of the First Night Gallery Walk, the decision was made to continue the partnership, but to change the day and time of the storytimes to the first Saturday morning of each month, beginning in February, to encourage more families to attend. Storytime themes will correspond with the museum's current exhibit (*Birds of a Feather* for February-April).

## **SYSTEMS ADMINISTRATION (SA)**

*By Carol Gyger*

### **Pay for Print**

The SA Team (mostly Lingzhen Zhao) along with Kristen Draper successfully migrated all public printing to the new Xerox multi-use machines. All old printers were removed from service. This migration allows the District to phase out the use of copy cards which have been a source of frustration for both staff and customers. Value on copy cards can continue to be used up but coins and cash are now accepted at all branches. Still to come is credit card payment.

### **Millennium Hardware and Software Upgrade**

Victor Zuniga did an excellent job of planning, scheduling, and successfully replacing the Library District's Millennium server and upgrading the software to the most current version. This has increased speed of searches in the catalog and all back-room Millennium processes. Although these upgrades fit into a nice, neat paragraph, they were a big project which involved work from City IT staff, vendor Innovative Interfaces, and the entire Systems Administration Department. Also, these upgrades position the District to add a new catalog interface in the spring and a new staff interface this summer.

### **Project Planning for the Year**

2013 is set to be yet another banner year for this department. Lots of projects ranging from Window 7 upgrade for all staff and public to redesigning the website. Each will be highlighted here upon completion. Thirteen might just wind up being a lucky number after all. ☺



## OLD TOWN LIBRARY HIGHLIGHTS

*By Jean Bosch*

### Remodel Follow-up

Technicians repaired the sagging dropped ceiling in the Collaboration Room. Workers also repaired several faulty doors and locks on second floor. The faucets in the staff restrooms were replaced as they have been leaking for some time; these restrooms were one of the few areas in the building left without improvements during the remodel.

Library Aides Erin Senseman and Sylvia Garcia serve as members of the Collection Advisory Team. This team helped rearrange the World Language collection this month. It now provides a more welcoming place for families and children since this collection contains materials for all ages.

### Programs and Events

Story Theatre with the Theatre Pals had another successful run with thanks to enthusiastic teen volunteers and our wonderful volunteer director, Karen Christophersen. Library Aide Giny McConathy served again as the staff liaison and coordinator for this group.



Librarian Sarah Scobey reports the Civic Engagement series is going well according to the program evaluations, Participants are enjoying the series and learning many skills in the art of civil deliberation and discourse. Participants would like to see this series continue.

At the Public Forum on Higher Education, we had 35 participants, including representatives Randy Fischer and Joann Ginal. Nancy Tellez from the PSD School Board was an active audience member. Also in attendance was the current president of the League of Woman voters. This event showcased how vital to the community the public library is as a community center where concerned members of our district can come together to work through the process of activism led by an expert in the field of civil deliberation, Martin Carcasson.

The Forum on Energy Issues competed for an audience against the City Council meeting discussing fracking. Our numbers dwindled as many of the folks who may have been interested in the energy issues forum, opted to attend the fracking debate instead.

The Old Town Library Book Club continues to thrive. We had 23 in attendance for the discussion of *The Kitchen House* by Kathleen Grissom.

Celebration of Black History Month featured an African drumming ensemble. The program was very interactive and well-attended.



### **Community Outreach/Embedded Staff**

Sarah attended the WomenGive event. She used the opportunity to discuss services and resources the library can provide for these women in need as well as foster partnerships to offer tours and training for the WomenGive scholarship recipients.

Early Literacy Librarian Vicky Hays is working with the Early Childhood Council of Larimer County on capacity building strategies through the Colorado Trust and serving on the content committee of Be Ready - a school readiness campaign through United Way and the Early Childhood Council. She moderated the Book Club for Early Childcare Professionals Plus this month. At PSD's Early Childhood Your Voice, she gave two presentations on the Library District and on the importance of talking with young children - one of the five early literacy practices. She concluded February with outreach storytimes at Laurel Elementary and CSU's Early Childhood Center.

### **Support for Systems Administration Projects**

Erin and Sylvia also participated in testing the catalog after the server exchange project. Erin tested in English and Sylvia did Spanish language. These staff members are also part of the ENCORE group which is a group that is assisting SA by looking at ENCORE--providing feedback and suggestions and getting it ready to then present to the whole staff for additional feedback.

## **Staff Development**

Sylvia attended a webinar on titled “Senior Health Resources” presented by the National Library of Medicine.

Librarians Amy Holzworth and Nicole Burchfield attended “Flexing Your Style: It’s Not About Yoga, it’s About a Better Workplace” with speaker Debbi MacLeod. It was about how to deal with upset people in the best way even if it’s not your style.

Staff at Old Town Library had a demonstration of the Ancestry.com database by a Proquest representative at the monthly Old Town staff meeting.

Jean attended a DVD showing and discussion on active shooter training held at FRCC.

Vicky attended the combined summer library program and One Book 4 Colorado webinars.

Nicole and Interim Outreach Services Manager Cydney Clink hosted the quarterly CATSIG (Children’s and Teen Services Interest Group of the Colorado Association of Libraries) meeting on January 18 and the group decided on their choices for the Mock Newbery Award winners. One of the honor books was chosen as the winner of the actual Newbery Award.

On February 1, CATSIG became the CATS Division and Nicole became the Division’s first chairperson. Congratulations, Nicole!

## **Library District Partnership: Volunteer Income Tax Assistance (VITA)**

The VITA volunteers have been very comfortable and accessible for their first sessions in the new Community Room. They are maxing out at 30 returns each session! They provide free income tax service each Monday and Thursday from February 1 through tax day.

## **HARMONY LIBRARY HIGHLIGHTS**

*By Ken Draves*

### **Team Activities**

Team co-facilitator Elaine Burritt, along with her fellow Learning Organization team members, presented a report on Staff Day 2012 and recommendations for future at the February Board of Trustees meeting.

### **Digital Literacy and Learning Activities**

Kristen Draper, Digital Literacy Librarian, shares the following list of February activities:

1. Met with the C2C (connect 2 compete) group to get ready for the Everyone on Launch March 21. <http://www.connect2compete.org/>
2. Went to CCIRA (Colorado council international readers association) to promote ereaders and ebooks to reading teachers in Colorado
3. Taught 3 ereader classes to a total of 30+ patrons
4. Received \$2500 bttop grant for digital creation and purchased necessary equipment.
5. Went to Anythink techfest and learned how to use much of the digital creation equipment purchased for the BTOP grant.



### **Summer Reading Program (SRP) Preparation**

Jennifer Zachman confirmed with TCBY their partnership for SRP. TCBY is donating 4,500 free yogurt coupons for distribution this summer to kids and teens that complete the reading program. That is a considerable amount of frozen yogurt. Coupons will be good at all TCBY locations in Fort Collins and Loveland. Jennifer met with SA staff regarding SRP web pages. Together they have made significant progress on the web pages.

### **Services to Area Schools and Homeschoolers**

Jennifer Zachman and Kathy Hutton presented a tour and stories to a local homeschool group on February 6 at Harmony.

Jennifer presented an outreach storytime to Bacon Preschool on February 26 with another coming up March 4.

### **Continuing Education**

Elaine Burritt attended the 6D's Workshop, a two-day City of Fort Collins sponsored workshop focusing on exploring the 6 Disciplines of Learning. This also includes an 8 week follow-up online coaching. She also attended a Colorado State library webinar on Flexing Your Style: It's Not About Yoga, it's About a Better Workplace by Debbi MacLeod (Part 2 of Social Styles)

### **Other Activities:**

Harmony staff began answering reference questions in the new pilot version of Ask a Librarian service.

Annie Fox, FRCC-Larimer Campus Librarian, is investigating possibilities for restoring coffee/snack service in Harmony's outer lobby.

Paula Watson-Lakamp alerted us to a potential art donation---a multi piece, mobile work that might work well in the high ceilinged area of Harmony's children's section. We are looking at the work and discussing what it would take to install if we choose that direction.

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

*By Currie Meyer*

### **District-wide DART Week, February 11-17**

Currie coordinated the District-wide application of the DART reference tracker during the week of February 11-17. More than five thousand transactions between staff and library users were tracked during the week. Dart Reference Tracker is a free, web-based tool that provides an electronic system for reporting, tracking and analyzing a library's information transactions. Public desk and circulation staff is asked to track information transactions using Dart for three weeks over the course of a year.

**Location (building) / Day (week)**

Showing data for:  
 Start Date: 02/11/2013  
 End Date: 02/17/2013

Location (building)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Council Tree	2.85% (149)	4.13% (216)	3.46% (181)	3.81% (199)	3.71% (194)	3.46% (181)	4.02% (210)	25.46% (1,330)
Harmony Library	1.68% (88)	6.01% (314)	4.02% (210)	4.36% (228)	4.00% (209)	2.66% (139)	2.37% (124)	25.11% (1,312)
Main Library		0.59% (31)						0.59% (31)
Old Town	2.78% (145)	5.88% (307)	6.01% (314)	7.08% (370)	4.50% (235)	5.21% (272)	4.67% (244)	36.12% (1,887)
PRPLD AnswerCenter	0.92% (48)	3.16% (165)	1.61% (84)	2.03% (106)	1.99% (104)	1.70% (89)	1.30% (68)	12.71% (664)
<b>Total</b>	<b>8.23%</b> (430)	<b>19.77%</b> (1,033)	<b>15.10%</b> (789)	<b>17.29%</b> (903)	<b>14.20%</b> (742)	<b>13.04%</b> (681)	<b>12.37%</b> (646)	5,224

**Timnath Storytime February 22**

CTL Children’s Librarian Millie Kridler visited Tinmath Elementary school media center on February 22 to provide a story / craft program for preschoolers. Unfortunately, no one attended. Millie, Currie and Cydney (Outreach) are watching the program carefully to determine continuation past spring.

**Spring Recreator Sign-up, February 14**

As we have done since fall of 2009, Council Tree Library hosted the City of Fort Collins Recreation Department’s walk-in registration for their Recreator suite of classes and programs. Currie awoke early to let City staff in to CTL at 6:40 am! Registration was from 7:00 am – 12:00 pm. About 20 community members registered at CTL, the only walk-in site on the south east part of town.

**Colorado Association of Libraries Awards Committee Meeting, February 20**

Currie, Chair of the CAL Awards Committee, hosted and facilitated a meeting of the Awards Committee on February 20 at CTL. At the beginning of the meeting, PRPLD BOT member Robin Gard presented a proposal for a library trustee award. The committee will consider bringing Ms. Gard’s proposal to the CAL Board of Directors for their approval at their April meeting.