

Executive Director's Report

June 2015

ADMINISTRATION

By Holly Carroll

American Library Association Annual Conference, San Francisco June 26- 30, 2015

The American Library Association annual conference was held in San Francisco this year from June 26-30. In attendance from our library were Jean Bosch, Sarah Scobey, Diane Tuccillo, Elaine Burritt and myself. It was an eventful weekend. In addition to the meetings and worthwhile programs that were offered, the city was abuzz with the last Grateful Dead concert, the Gay Pride Parade and Giants baseball games. An estimated 170,000 extra people including the 25,000 plus librarians and exhibitors made moving around the city challenging and interesting.

As co-chair of the ALA Telecommunications Committee, I chair several business meetings. Our committee also arranged for a showing of the documentary *Kill Switch*. This film explores various aspects of network neutrality and privacy and the battle among, big business, government and citizens for control of the Internet. It highlights the story of two hackers, Aaron Swartz and Edward Snowden. One of the narrators of the film is Tim Wu, the Harvard professor that popularized the term network neutrality. In preparation for the development of the Library District's strategic plan, I attended several sessions on outcomes based measure and community engagement.

Strategic Planning

A staff planning team has been assembled to develop strategies for the strategic plan. As discussed at the May Board Retreat, this team will recommend strategies for the four overarching goals;

1. Evaluate space needs and partnerships in order to maximize stakeholder access to all services.
2. Refine the scope of the library's programs, services, and offerings around community priorities to develop the most effective response to community needs.
3. Clarify, enhance and communicate the value of the library to the community.
4. Take proactive and sustained steps to brand the library as a platform for continuous learning and literacy.

Member of the team are Anne Macdonald, Kristen Draper, Jean Bosch, Carol Gyger, Karla Cribari and Johanna Ulloa. These individuals were nominated by managers and supervisors. Linda Gabel and I will join the team to represent the administration and board.

Three day-long meetings have been scheduled, July 22, August 3 and 4, to meet and develop the strategies. Lauren Trainer will facilitate these meetings. The team has received a list of articles, websites and papers to read prior to the first meeting.

Security Issues at Old Town Library

Jean Bosch, Ken Draves and I met with Councilman Bob Overbeck to discuss security issues at Old Town Library. His office is located in the Carnegie Building so he is also aware of some of safety concerns that the increased transient population during summer months creates for library staff and the public visiting the library and park. Community Police Officer Matt Johnson was also in attendance. As a result of this meeting there has been more police presence in the park and Library. We have also added a second security guard for the evenings so that both floors of Old Town Library and the Park can be better monitored. Jean and Ken are also investigating security cameras for some of the secluded areas inside and outside the library.

CSU Partnerships

Mike Liggett and I met with Camille Dungy Dan Beachy-Quick from CSU English Department and Bruce Hallmark, Morgan Library to discuss how the Library District and Morgan Library can help promote and co-sponsor the Creative Writing Reading Series (CWRS) for the coming academic year. Both libraries will help publicize the September 17 poetry reading by Mary Szabist and appearance of fiction and non-fiction writer, Steve Almond on March 3, 2016. Also discussed was the development of a board of 5-7 persons representing the libraries, English Department and community to develop a fundraising plan. The author series with CSU Morgan Library will continue this fall with author Jason Ramos discussing his memoir, *Smokejumper*, on Thursday September 9 at the Fort Collins Hilton.

Other Meetings and Activities

I attended the monthly meeting of the Poudre River Library Trust and Friends of the Library, and the Community Development Block Grant Commission. I made a presentation on the future of libraries to the Kiwanis club on June 9 and attended the Imaginantes closing ceremony and performance at Bas Bleu theatre that evening. Also, I participated in the review of health agency grants for United Way funding on June 12.

COLLECTION DEVELOPMENT

By Tova Aragon

In the 2014 legislative session, the Colorado Legislature renewed the appropriation of \$2 million in the state's budget to fund the State Grants to Libraries Act. The funds were available to eligible publically funded school, public and academic libraries. The purpose of the funds is for educational materials in libraries that support efforts to improve literacy and learning. We received \$38,500. We purchased 2,550 items and two databases.

- Books and audios in Arabic, Chinese, French and German in support of partnered programs with a local mosque, foreign language storytimes and the Global Village Academy.
- Books for programs and storytimes in Spanish.
- Books, audiobooks, and DVDs for the circulating T.A.L.E.S. kits.
- Multiple copies of board books to support Peekaboo storytimes.
- Updating of Easy Reader Nonfiction
- Expanding availability of core collection materials for preschoolers.
- PebblesGo database – new database that helps teach research skills to K-3 students
- Renewal of TrueFlix database

Becky Sheller proposed using a new process to help reduce duplicates in Adult Fiction, Mystery and Science Fiction. By using our Decision Center program, she was able to create a weeding list by title with a recommended number of copies to be pulled. This is a system wide list based on demand for the title. We tested the list at Council Tree and Old Town. Chris and crew worked through the list pulling copies that were at Council Tree. Collections staff then took the list to pull copies from Old Town. The list was easy to use and quickly opened up space in the stacks. This process will be repeated about every six months.

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.
- Working with OrangeBoy on dashboard and Savannah messaging system.
- Working on new social media promotions and platforms, updating “The River’s Mouth” blog.
- Worked with local media on various stories.

- Working with Library Trust PR committee and Board.
- Doing video work with mascots and library services. See our YouTube channel details.
- Collaborating with local organizations on Fort Collins Comic Con in September.
- Summer Reading Challenge materials and promotion.
- Promotions for Summer Booths – Poudre River Fest, Open Streets, Bike to Work Day.
- Jan Brett Day promotions and partnership with the Fort Collins Museum of Art.
- Spoke at Ignite Fort Collins about Summer Reading and Comic Con.

HUMAN RESOURCES

By Ellen Lake

Compensation Plan:

Work on the compensation plan continued in June. The bulk of the job analysis and job description update process was completed. The compensation committee will meet one last time in July to formulate the communication plan to employees. The project is on track for Board consideration in August.

Volunteer Program Manager’s report:

- We have about 60 new volunteers since April 1st (applied, interviewed, background check, placed, currently active);
- We signed up about 65 volunteers for the Summer Reading Challenge in the 3 locations;
- We have volunteers for on-going events like Movie Nights, Kevin Cook programs, History Comes Alive, Noches En Familia, circulation, Summer Story Time, cleaning;
- We have volunteers working in Marketing (writing, photographers, mascots, manning festival booths);
- We had 10-14 volunteers for the Asian Festival and Superhero camp;
- We have an on-going relationship with the National Charity League;
- I have re-structured the application process (a volunteer can now get through the process to be active in about 48 hours);
- I have reconnected with Volunteers of America/RSVP, to report hours to them;
- I am a representative for DOVIA of Larimer County (and we are writing the rules for what being a chapter of DOVIA Colorado means);
- We are working with Verified Volunteers to restructure what background checks are run, and how much they should cost.

OUTREACH SERVICES

By Johanna Ulloa

Outreach Core

During June the Outreach Team provided services to 600 kids, 104 teens, and 285 adults.

Imaginantes was a great success this year. Twenty-two teens learned about theater, including professional makeup, acting, lighting engineering, custom design, and stage management. We had the teens from 8 a.m. to 5 p.m. and thanks to the Larimer County Food Bank we were able to provide breakfast, lunch, and snacks. This program would not be possible without all the partners that support and sponsor us every year. Here are some pictures of our great time with them. For more pictures go to our Facebook page Rincon de Cuentos Story Corner. For the videos of our production go to <https://www.youtube.com/user/PoudreLibraries>



(Pictured above: We took the kids to Denver's Buell Theater to see *Wicked: the Untold Story of Witches of Oz.*)



At the Denver Museum of Nature & Science



Learning about Professional Makeup



Our presentation at Bas Bleu

This month the Outreach Department is highlighting the great job that Karol de Rueda does in our community. We are really lucky to have her with us!



Karol goes all over the District providing computer classes, storytimes in English or Spanish, and does many of our Mobile STREAM Lab sessions. She had audiences from all ages, from a 94 year old gentleman taking computer classes to babies at storytime.

It is not a surprise that she uses the STREAM van non-stop! Regarding the van Karol stated “It’s certainly very helpful because of the amount of material I have to carry and because of the many locations I travel to; suitcases with computers and other electronic devices, bags with our storytime material, LSTA Grant supplies, boxes with books, etc. I can now move around town with everything I need without having to figure out how to fit everything in a small car. Thanks so much for providing it!”



Every Tuesday Karol visits the same stops with the bookmobile from the First Presbyterian Methodist Church Bookmobile. This event is in Spanish and the kids are a wonderful crowd, always happy to be there, attentive, participative, and very thankful!

This year Karol has promoted the SRP reading challenge and reported that in many places people expressed that they had not heard about the program before. We created a way to help children and their families to keep track of reading time and give incentives to finish SRC.



Outreach brings wonderful materials to different locations such as **Salud Clinic, Larimer County Community Corrections** and **Harmony Mobile Homes**. During this month Karol brought materials to all three locations making sure the themes, languages, and topics were appropriate for each location.

Karol is also in charge of providing computer classes at Larimer County Community Corrections. She noted that once, as she was leaving their location, a male helped her with the doors (she was carrying two suitcases for the laptops and for the projector necessary for the classes). As Karol thanked him, he told her with excitement: “Congrats! Enjoy freedom”.

As we have several Public Computer Centers around town, part of Karol’s job is also to make sure that they all are updated, clean and working properly.

At **The Family Center/La Familia** we have five computers with basic programs installed including two Internet browsers and Microsoft Office. To increase privacy, these five computers now delete all documents as soon as the user logs out, which also happens automatically after an hour of usage, since that’s the time limit per user.



As stated above Karol de Rueda is an amazing part of our team!

On the Road.

As the summer starts, we are also getting busy with Storytimes all around town with almost 150 events for the season!

We began providing services at a new site; The **Genesis Project** whose mission is to create a space for people to discover new beginnings through transforming relationships with others. Karol de Rueda goes to this location every Wednesday to read books and to tell them stories about the rest of the world. The highlight of the program is that the majority of our attendees are teenagers! This fact definitely changes the routine and inspires us to create a fantastic time. This last week we had 36 kids, 24 adults and 16 teens!!! We are considering changing the storytime format to one that better fits the audience.



Community Connections

Sylvia Garcia is participating on the Senior Law Day Committee. She is in charge of the community table and will be staffing it the day of the event sharing information about the library and providing information about community resources for seniors. Sylvia also attends the meeting for Elder Care Network.

GLBTQ Month:

No NoCo Pride meeting this month. Sylvia put up a Lambda Literary Award Winner display on the second floor of Old Town.

Computer Classes



During this month Karol de Rueda continued to provide basic computer classes at the **Larimer County Community Corrections** to inmates getting ready to be released into the community. We rotate our programs each month to better accommodate the general population . June was open for males while May was open for females. Participants are happy to learn new skills in order to find better opportunities in the future such as a more sustainable job or affordable housing. Some of attendees have never been able to use a computer before.

Sylvia Garcia continues to provide Computer Classes at Spirit Crossing. She is in the process of evaluating the format of the classes to optimize the delivery of services.

Assistive Technology: Sylvia is relearning Dragon Naturally Speaking that is on the District's AT Laptops and also contacted Trish Atherly with the Poudre School District regarding collaboration to train parents and/or students on Dragon at Old Town and Harmony libraries.

SYSTEMS ADMINISTRATION

By Carol Gyger

Project Updates:

- **3-D Printer coming soon to Old Town Library**

In preparation for offering 3-D printing at Old Town Library, staff have been busy learning all the intricacies of printing on a Lulzbot Taz 4 printer.

- ✓ Carol Gyger has trained 19 staff members in small groups about the basics of 3-D printers and printing. Even Ken and Paula got in on the action!
- ✓ Old Town Library Lab monitors are trained and busily practicing.
- ✓ 3-D @ OTL Implementation Team (Jean Bosch, Kristen Draper, Holly Bucks and Erin Lucero) are preparing for a July 21st soft rollout.

- **Summer Reading Program Interface**

Huge thanks to Peggy Shaughnessy for creating a user-friendly interface with added features for this year's Summer Reading Challenge. Combined with this year's theme, Discover Your Power! participation is up!

After 5 weeks of the Summer Reading Challenge, on July 7 the stats are (drumroll please):

Kids - 3,169
Teens - 775
Adults - 1,611

5,555 Total

2,024,400 minutes read!!!

- **Other significant project updates**

- ✓ Upgraded self-check computers at Harmony Library – funded by FRCC replacement funds
- ✓ Improvements in batch loading and deleting of records in coordination with Collection Services
- ✓ Troubleshooting and fixing RFID/Prospector issues
- ✓ Improvement to Orange Boy/Boopsie app statistics
- ✓ Minecraft support for LSTA Grant activities at Northside Aztlan Community Center

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

FRCC-Larimer Campus News

New Larimer Campus Vice President

Dr. Jean Runyon has joined the FRCC team as the new Vice President for the Larimer Campus. Holly, Annie and I hope to meet with her in the next month or two to discuss the benefits of our great partnership.

Programs, College Partnerships, staffing and Children's and Teens activities

Reported by Elaine Burritt

Sent out reminder about LETA911.org emergency notifications

- Trained new sub, Hayley Saust, by reviewing reference procedures, specific types of complex questions, and setting up a shadowing schedule
- Sent booking agreement, invoice, and W9 to two fall performing groups for Harmony in the Round concerts
- Preliminary ground work for READ Team for possibly launching Genreland, a staff reading challenge that would promote readers advisory
- Coordinated topics/speakers for June Harmony Staff Meeting – Anne M (Value Line), Annie Fox (Gale Virtual Library update), Kristen (Kids iPad Stations), Elaine (Mindfulness)
- Attended American Library Association Conference in San Francisco 6/26-29. Highlights included hearing Gloria Steinem speak, watching the joyous celebration of the Gay Pride Parade, "Library of the Future" seminars, Library new construction and new customer service initiatives at Cedar Rapids, Iowa library, learning interesting tips about Wikipedia and Google, and more.

Digital Literacy Activities

Reported by Kristen Draper

- Hosted/taught 10 Media classes including iPad 201, computer comfort, file management, word basics, nooks, coding for kids, Minecraft events, visit to B&N and digital literacy and coding for parents.

- Met with PSD media specialists at the final PSD media specialist meeting and gave survey for library liaisons, discussed future collaborations between PSD and PRPLD
- Peekaboo story time
- 3-D implementation team met - have written/reviewing webpage content
- Printed several 3-D objects on printer
- Implemented KIPS (AWE replacements) @ all libraries
- Open streets fair library table host
- Hedgie the hedgehog @ Harmony



(Pictured at right: Kristen is the hedgehog between Kathy and Jennifer. Owl is Anonymous.)

Summer Reading Challenge

Reported by Jennifer Zachman

The Summer Reading Challenge began June 1 and is in full swing. Our new mobile access to the SRC has been going well overall. As of the end of June, we have over 1,100 family accounts and over 5,100 people registered for the program. Customers have been enjoying many June programs including Superhero Training Camp, outdoor specialty performances, evening family programs, AnimeCon, and more.

(Photo below is from “Suitcase Fairy Tales” performance by Birgitta DePree.)



On June 25, the Programming Team hosted a “Nacho Ordinary Summer Reading Challenge Day” for staff in all buildings in gratitude for all the team effort put forth for Summer Reading. A nacho bar was provided in all buildings, and it was a fun surprise and delight for staff who expressed appreciation for the acknowledgement.

Teen Services

Reported by Diane Tuccillo

- Babysitting 101 program on June 9th, 19 teens attended. This was an extremely successful and well-received program. I ran the program, presented, and hosted along with contributions by Vicky Hays, Millie Kridler, and three EMT Instructors from FRCC.
- AnimeCon on June 16th, 39 teens attended. Another big Teen program hit.
- Teen IRS on June 20th, 11 teens attended. I ran this meeting.

- Teens Write: Find That Superhero Author Within You program, June 20th, with author Victoria Hanley. Eleven teens attended. Sue-Ellen hosted.
- Teens Discover the Power of Paint program, June 24th, 20 teens attended. Very fun and successful! Louise Mosnik planned and ran the program and I assisted along with two Teen IRS volunteers.
- I attended the ALA Conference in San Francisco, June 25-29. Great programs, good meetings and interactions, lots of free books that I shipped back.
- Teen Superhero program, June 30th, only 4 teens attended. They had a great time though. I hosted along with Tuesday Lee.

Business and Careers Services

Reported by Molly Thompson:

- Coordinated the following job and career classes in June
 - Secrets to a Great Job Interview
 - Customizing your Resume
- Attended Spirit Crossing's Pillars to Success program
- Taught a class to Workforce Center staff on library databases
- Met with Anne Macdonald and Sarah Scobey to plan crowd funding program
- Worked with individuals on job searching

ALA Conference 2015

Highlights provided by Diane Tuccillo

Below is just a small sampling of what was happening in San Francisco for several days when 20,000 librarians took over.

Friday:

YALSA Preconference: Diversity Goggles: Examining the Literacy Development of Black and Latino Youth from Critical Multicultural Perspectives (free, sponsored by Blink Publishing). Conducted by two library school professors, this program also included some information about LGBTQI and youth served under the Disabilities Education Act spanning all ethnicities. It was a very informative and enlightening preconference with a long list of references for further reading and investigation.

Opening General Session: Featured Roberta A. Kaplan as the keynoter, which was extremely timely considering the Supreme Court decision that had just been made about marriage equality.

Entangled Publishing Dinner: This is a new Teen publishing company that just happens to have set up shop in Fort Collins! Lots of good networking during dinner, and they want to participate in everything from our author fair to Bookends shows to providing authors for Teen programs to getting Teen IRS involved in doing some reviewing.

Holiday House Reception: To honor their authors, I stopped by for a quick half hour to chat with old friends, meet the authors, and peruse the new books.

Michael L. Printz Program and Reception: That evening, I attended this event sponsored by Booklist where the winning authors were presented with their awards and we got to hear them all speak.

Saturday:

Macmillan Children's Breakfast: Bright and early at 6:45 am! I had coffee, heard the authors speak, and received a gift bag of brand new children's and teen books.

HarperCollins Breakfast: I also was able to attend the last hour of this breakfast, where I met more authors and received more books (and actually had breakfast!).

Exhibit Hall: I spent an hour visiting with Overdrive, Learning Express, and other digital producers of products to which we subscribe. I wanted to get some ideas about how we might better publicize these products to our public. I also visited many other booths a few other times each day as I was able.

Margaret A. Edwards Brunch: Winning author Sharon Draper was honored by this 2015 year's committee and we heard her speak. This is the committee on which I am currently serving for the 2016 award. I met briefly with my committee members who were there. Two members were unfortunately not able to attend, but we are also meeting virtually and on discussion boards from home through the rest of this year.

YALSA's Best Fiction for Young Adults Feedback Session: Astute teenagers--library advisory group and reading group members from the SF Bay area--shared their opinions about the books currently nominated for the 2016 Best YA Fiction list.

Random House Children's Books Preview: Great afternoon snacks, and we learned about a lot of exciting new children's and teen books and got to hear from some of their authors too.

Scholastic Books Presents Brian Selznick: An audio-visual program by Brian Selznick himself featuring his newest children's book creation, *The Marvels*.

Macmillan Dinner: Honoring several children's and YA authors. I got to sit beside Phil Stead during dinner and with Jack Gantos during dessert. I also got to meet all the other authors and get books signed.

Sunday:

Alex Awards 2015: Ten adult books with special appeal to teens are selected each year to receive this award. All of the authors spoke about their work.

EBSCO School & Public Library Luncheon: A lovely luncheon at the Marriott Marquis, followed by an interesting presentation by the EBSCO reps about products we subscribe to.

Summer Learning: A Family Affair: Presented by San Jose Public Library about their summer reading programs and activities for everyone, kids, teens, and adults. Similar in many ways to our program. At the end, anyone who wanted to could share what they are doing at their own library. I talked about our SRC.

Random House Original Art Program: Framed artwork samples from new and outstanding children's books were featured and each illustrator spoke. The publisher also displayed and discussed framed, previously-unknown Dr. Seuss artwork they found in his attic after his death, and on which they are basing a new book.

John Cotton Dana Awards: Presentations of the awards honoring outstanding library public relations and speeches by the 2015 winners. Kim Crowley's library in Montana was one of the winners (http://imagineiflibraries.org/wp-content/uploads/2015/07/JCD_ImagineIF-Libraries.pdf). I know she used to work here but that was before I arrived in 2007.

Monday:

YALSA Membership Meeting & President's Program, "Taking a Deep Dive into Digital Literacy: Shark Tank for Library Staff": Several interesting ideas and programs were described where teens are immersed in technology projects via their libraries.

VOYA Advisory Board Meeting: Lunch provided as we discussed new and valuable information and ideas that can be relayed through VOYA to those who work with teens. That is pretty much it. It was a good conference and the time went fast.

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Public Service Librarian Nicole Burchfield did AnimeCon at Council Tree Library with Teen/Reference Librarians Sue-Ellen Jones and Diane Tuccillo where we had 40 teens geeking out on all things Japanese, especially anime and manga.

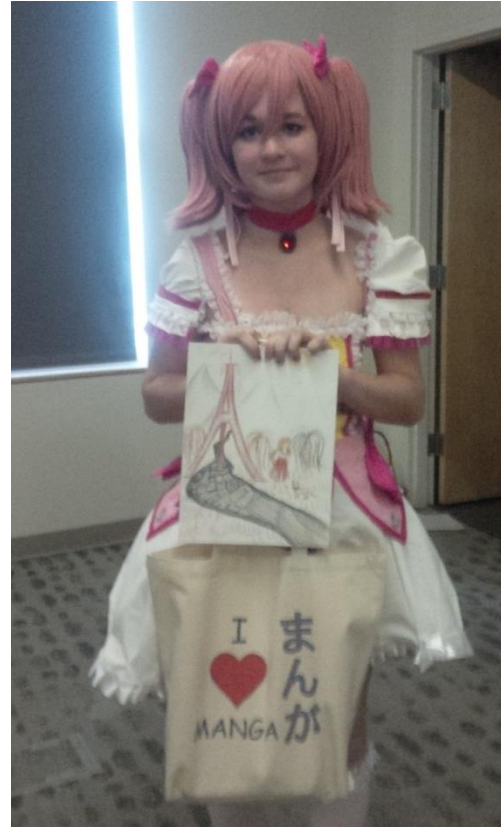
Nonprofit Services Librarian Sarah Scobey taught two Introduction to Finding Funders sessions on the internet using Foundation Center Databases; both classes went well and were well attended.

The Summer Reading Challenge is in full force with programs galore. Early Literacy Librarian Vicky Hays helped Diane Tuccillo with a babysitting class for teens. Vicky also held a science program for ages 5-8, two early literacy Little Hero programs, and taught a class on Pinterest.

Outreach and Embedded Staff

Sarah met with a variety of individuals interested in starting up nonprofits. She has also met with:

- * Michael Haughey and Marcy Yoder of United Way to discuss how library might better support Larimer County Nonprofits, and how the two institutions may collaborate in the future;
- * Carrie Ross, Nonprofit coordinator for Larimer County BBB; and
- * The attendees at the Caring and Sharing meeting for nonprofits at FC Housing Authority.



Miscellaneous

The Friends of the Library held a “Crooks and Cooks” sale at Old Town Library/Library Park. The sale featured mysteries and cookbooks.

Due to escalating security and safety issues, Holly Carroll, Ken Draves, and Old Town Library Manager Jean Bosch met with Councilman Bob Overbeck and Police Officer Matt Johnson. Several security improvements are in the works for Old Town Library and Library Park, including security camera installation and an additional security guard onsite part-time.

Continuing Education and Learning Opportunities

- Jean and Sarah attended the American Library Association annual conference in San Francisco.
- In addition Vicky attended a webinar on Media Mentorship for children's librarians and staff.
- Jean attended the Denver Mini-Maker Faire.
- Sarah is also finishing up SBDC Modules to become a credentialed nonprofit consultant for the SBDC.

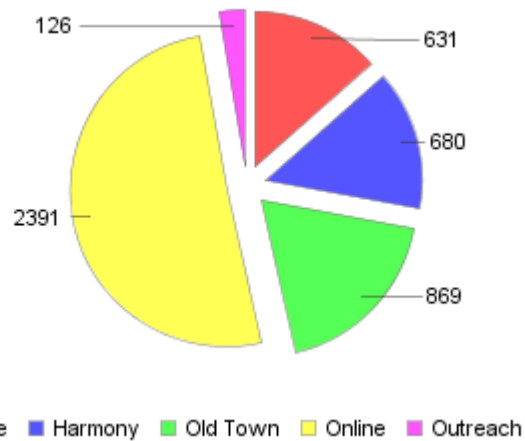
COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

Summer Reading Challenge Underway June 1:

More than 631 individuals and families have registered for the summer reading challenge at CTL. We have a well-trained cadre of volunteers (thanks to Serena and Millie!) helping share information with participants, update their input, and administer prizes. This month, our SRC programming, including summer storytime, K-9 Heroes with the Larimer County Sheriff's Office, Stories and Songs with local author/illustrator Michael Meyers, and AnimeCon for teens, has also been well attended, with 231 adults, children and teens attending.

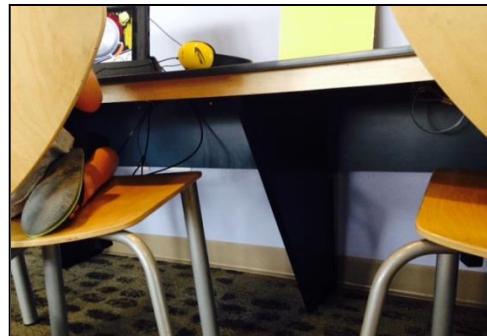
Summer Reading Challenge participation by placed registered as of June 23, 2015
Total: 4,697 individuals,
1,014 families



CTL Remodel General Contracting Completed June 18:

All general contracting work on the CT remodel is complete, including the following most recently completed work:

- Finished re-design of children's computer countertop base, wall and carpet
- Trim install behind children's service desk
- Office key FOB install
- Office blinds on N windows install
- Flat screen TV centered vertically between top of new Music shelf and soffit edge
- Cut-off / seal of plumbing for storytime room sink.



Finished carpentry, trim and paint underneath new children's computer counter.

Remaining work to be completed by others includes:

- Delivery and install of office furniture – Workspace Innovations, 6/24
- File cabinet (for storage between circ service units) build, delivery – Azar's
- Replace countertop behind circ service area – Azar's
- Additional standing-height circ cabinet/service point design, build and install – Azar's
- Connect flat screen to cable box, coax – Chris B.
- Align cabinet keys in storytime room – Rob and Matt

Expenditures for the project to date are \$56,736.00. This total includes the office furniture and Azar's cabinetry listed above.

Staff Spaces Reconfigured:

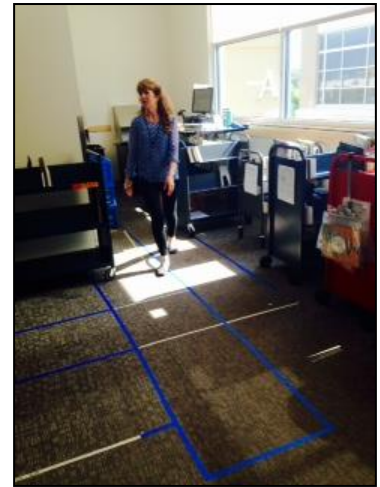
On June 24, Workspace Innovations delivered furniture to convert the east study room to the library manager’s office. Installers moved my existing desk and file cabinets to the new space, and installed new wall-mounted cabinets and a floor-standing cabinet in the new space. In the workspace I vacated – in the office shared by six half-time and two (now one) full-time staff - installers placed a new variable-height table. I also vacated two wall-mounted cubbies, now used by part-time staff. Now each library assistant has their own 18” x 18” x 36” cubby to hold project materials, folders, gadgets, and other work-related supplies. The variable-height table now holds the paper cutter, laminator and other tools, moved from the supply room table. In those vacated spaces, circulation staff have moved their sign-in files and other supplies. More elbow room for everyone!



The east study room is now the manager's office.

Automatic Materials Handler System Mapped, May-June:

Chris Cortez and Christopher Bauman placed masking tape on the circulation work room floor to replicate the planned dimensions of CTL’s future automatic materials handler system. The tape outlines the footprint of the AMH, and has helped Chris, her circulation team, Carol, and Christopher decide how to customize the installation. Chris reported, “We are looking at how the system will fit in the work room and how that will affect our work flow and placement of carts, crates, and space for the courier and staff to do the work that they need to do.”



LSR Liz Neff walks across the taped circ work room floor.

Circulation Staff Rotating Between Buildings For Six Months, Starting July 6:

Chris and her counterpart circulation supervisors Kim Doran and Holly Bucks have decided to ask three half-time LSRs to leave their “home” library and rotate to another library for six months. Chris said, “We've had positive feedback from previous rotations that this was a good opportunity to grow and develop in this position. The first rotation will be for 6 months. We'll evaluate the experience in January 2016.”