

# Executive Director's Report

## September 2015

### ADMINISTRATION

*By Holly Carroll*

#### 2016 Budget

Jeff Barnes and I presented preliminary budget information to the Board of Trustees at a work session on September 28 during which changes in spending were outlined, an overall budget forecast through 2025 was presented and confirmation of spending philosophy was confirmed. Proposed budget changes were presented to the Library Leadership Team on October 6. Jeff Barnes will present the budget and relevant information from the work session to the board and public at the October 12 Trustee meeting.

#### HR Manager Recruitment

The recruitment of a new Human Resources Manager is well underway. The job was posted for three weeks from August 26 - September 16. A total of 29 persons applied and 26 of those met the minimum requirements. The Singer Group helped screen the pool to eight candidates, all of whom were interviewed by phone. Ken, Jeff and I narrowed the field to four candidates who will interview with us on October 8 and 9 as well as meet with the Leadership Team. Kim Doran, Circulation Supervisor of Harmony Library will join us as part of the interview team. The interview team may consider inviting candidates back for a second in-person interview if necessary.

#### Strategic Plan

The Strategic Planning team has been busy introducing the new plan to employees. The first step of the roll-out was to review the written document at weekly staff meetings. Three idea gathering sessions on specific activities that will help the Library District achieve the ambitious goals and strategies are scheduled for mid-October and early November. These ideas will then be included as appropriate and with the help of consultant, Laureen Trainer, the planning team will develop measurements for success and a timeline for tactics and activities.

#### TIF Study Group

A special meeting was held for the city/county managers and special district Executive Directors on September 25 to discuss next steps. The TIF direct cost model developed by the consultants is nearing completion and there is still discussion on how to balance direct costs with indirect costs for the non-City entities. A meeting of the full group is scheduled for November 13 to review for a final time the direct cost model and to determine how best to incorporate indirect costs so that all taxing districts feel comfortable with recommending a model to their governing boards.

#### Revision to Needs Assessment

Trustee Quijano followed up with Kim Newcomer of Slate communications to discuss her concern that the growth and development of the Library District's collections was not listed as a separate theme of the Needs Assessment. Comments about the collection, the availability of specific materials and depth of the collections were cited frequently in both focus groups and the survey. Kim graciously drafted a statement on Collections which, with board approval, will be added to the final report. The revision of the Needs Assessment is on the agenda under "New Business" for discussion.

### **Volunteer Coordinator's Summary for September**

- Recruited volunteers for September 12 ComiCon;
- With the start of the school year, placed new volunteers in Story Times, and in Circulation;
- Presented to and working with AmeriCorps/Reading Corps; have placed 2 volunteers;
- Attended the CSU Student Involvement Expo; advertised library access through Ram Card, and have about 5 potential volunteers;
- Met with and signed formal agreements with the Larimer County Workforce Center regarding interns;
- Have placed first 2 volunteers in the computer classes, and feedback from instructors has been highly positive;
- Continuing to advertise and sign up volunteers for Make a Difference Day projects this month;
- Volunteers are now self-scheduling themselves for volunteer opportunities and seem to really like the ease with which they can volunteer at the library;
- Created Volunteer Program budget for 2016;
- Attended Webinar "It's Budget Season: Is Your Volunteer Program Ready?" and
- Attended DOVIA's "Volunteer Recognition Idea Exchange"

### **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, "The River's Mouth", updating
- 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
- Comic Con on September 12! Huge success – already planning for next year
- Preparation for making changes to programming with the loss of two members of our programming team and the new focus of the strategic plan.
- Creating a Crisis Communication Plan
- Speaking at CAL Conference in October
- Wrapping up 2015 programs

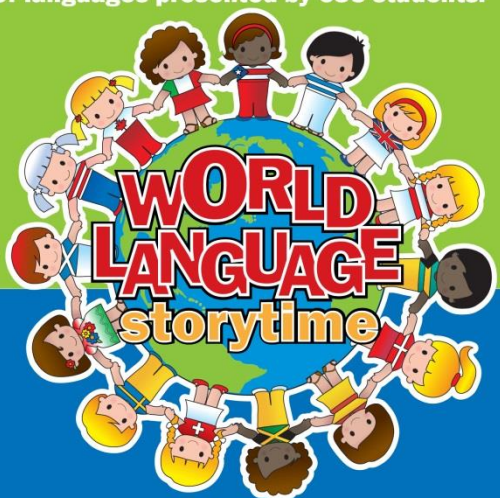
### **OUTREACH SERVICES**

*By Johanna Ulloa*

The highlight of the month is our new World Language Storytimes! As mentioned before this program is made in collaboration with Colorado State University Department of Foreign Languages and Literature.

Come to the library for a time of children's stories, crafts, puppets, and music in a variety of languages presented by CSU students.

**POUDRE RIVER PUBLIC LIBRARY DISTRICT**  
www.poudrelibraries.org, 221-6740



**Storytimes are offered from 5:30 - 6:30 PM.**

Fluent speakers and those interested in learning other languages are invited to enjoy an afternoon in community and family.

These events are free, for all ages and presented in the languages indicated. For more information, see the monthly calendar.

### FRENCH

**September 17** Council Tree Library, 2733 Council Tree Ave.

Raconte-moi une histoire est un moment dédié aux contes pour enfants, au bricolage, aux marionnettes et à la musique, entièrement en français. Les francophones ainsi que toute personne intéressée par la langue française sont invités à venir profiter d'un après-midi en communauté et en famille. Cet événement est gratuit, pour tous les âges. Présentée par des étudiants de CSU

### MANDARIN CHINESE

**October 15** Council Tree Library, 2373 Council Tree Ave.

世界语言故事会  
相聚图书馆，体验由CSU学生带来的中文儿童故事会，和我们一起欣赏音乐，亲手体验制作工艺品与玩偶的乐趣。不论你能说一口流利的中文还是为博大精深的中国文化所吸引，我们都邀请你加入我们享受一个下午的社区与家庭时光。本次活动免费，中文讲解并对所有年龄段开放。

### ARABIC

**November 19** Harmony Library, 4616 S. Shields St.

يوم اللغة العلمي لرواية القصص  
يُمنَّا دعوتكم إلى مكتبة هارموني (هارموني و شيلدز) يوم الخميس الموافق 19 نوفمبر 2015 للمشاركة في حفل رواية قصص الأطفال الذي سيتم تقديمه من قبل طلاب جامعة ولاية كولورادو باللغة العربية، حيث سيتخلل هذا الحفل العديد من الأنشطة كالغرف اليدوية، الرسم على الوجوه، عرض الدمى المتحركة و الموسيقى. و ترحب أسرة المكتبة بمتحدثي اللغة العربية و بالهئتين بتعلمها للاستماع بأساسة عائلية في أجواء مجتمعية.  
هذه الدورة مجانية و هي مفتوحة لكافة الفئات العمرية من الساعة 5:30 حتى الساعة 6:30.

### RUSSIAN

**December 3** Harmony Library, 4616 S. Shields St.

Сказки на разных языках мира  
Приходите в библиотеку послушать детские сказки, смастерить что-нибудь интересное, и спеть вместе со студентами Университета Штата Колорадо. Мы приглашаем всех, кто говорит по-русски, и тех, кто хочет начать изучать русский язык, провести вечер в нашей дружной компании. Вход свободный, без возрастных ограничений. Мероприятие будет проходить на русском языке.

Our first storytime was in French at Council Tree library and it was really successful. We had great attendance and thanks to Marian Sawyer we exhibited 100 books in French, from which 90 were checked out after the event. A lot of attendees stated that it was their first time in our library!

Thanks to Ludy Rueda's guidance the students delivered a fantastic presentation, they were able to connect with the audience; they brought puppets and played the guitar for the kids. The PRPLD's hello and good bye song sounded great in French! We are looking forward to the next event which will be Mandarin Storytime at Council Tree Library.

### Outreach Core

During August, Outreach staff take a break from providing as many storytimes in the community to meet, discuss new research in early child literature and diversity, and discuss the community's needs. We also began a book review within our group related to diversity in literature. We also embarked in our yearly organization of props, books, and materials.

We finished providing the services related to the LSTA grant. All reports and a summary of findings were sent on October 1, 2015. It was an amazing opportunity to launch our STREAM mobile lab and five distinct programs. It took the help and collaboration of many people within our organization. We will host a meeting in November to go over what we learned and our findings. We will continue providing the Lab at Irish Elementary in collaboration with the Aztlan Community Center until the end of the year.

Johanna Ulloa attended the Early Childhood Council and Be Ready meeting. Colorado Children's Campaign made a great presentation, "Kids Count" regarding children in Colorado, and specific data to children in Larimer County. Sarah Hughes, Rese4arch Director at Colorado Children's Campaign shared all the information related to this important presentation and since the data is so relevant to the work we do, Johanna has shared it with the PRPLD Management team, Outreach Team, and Youth Success United Way Impact Group.



## Storytimes

We were back with **Rincón de Cuentos** after a little break from summer and the busy activity during the Summer Reading Challenge. It was great to see our usual kids return and is wonderful to see new faces. We have a new family from China, who does not speak Spanish at all, but stated that they want to learn.



During **Noches en Familia** we also saw many new attendees, especially families that didn't speak any Spanish. As part of STREAM activities during story times, Kathie Young de Herrera, pictured at left, made her famous "elephant toothpaste" and they really enjoyed it.



Ludy Rueda, pictured at right, provided a special presentation at Barnes & Noble. We were invited to present a super heroes story time in connection with the Fort Collins ComicCon. Several preschoolers attended along with their care providers. A new school year started and our department is getting busy with monthly visits to several schools and institutions. This month we visited our regular sites, including but not limited to Irish Elementary School: 1st grade (2 English classes and 1 Spanish class) and PreK (2 English classes and 2 Spanish classes, Family Center (Bilingual class), Salud Clinic, Harris Bilingual School: PreK (2 Spanish classes), Community Life Center (Bilingual class), Bauder Elementary School: 2 AM PreK classes and 2 PM PreK classes, Aggie Village (Bilingual), North Aztlan Center, Livermore Elementary School, Putnam Elementary School: 2 AM PreK classes and 2 PM PreK classes.

## Community Connections

Ludy Rueda visited a CSU Russian Class to give a presentation about Rincón de Cuentos and to do a Storytime demo. The students were excited about being able to present their language in the World Language Storytime series. I also met with a member from the community who in the past has requested a Russian storytime and has also expressed interest in helping; she will also be part of the Russian presentation.

Professor Andrea Purdy from CSU invited Ludy Rueda to give two presentations in her 400 Spanish classes to talk about retelling stories and to do a demo of Rincón de Cuentos. We reached out to 50 students who are excited about volunteering as Spanish storytellers in our different sites. Our department also helped professors Maura Velázquez and Andrea Purdy from CSU prepare to present a mini storytime in the Spanish Club.

Sylvia Garcia arranged for Old Town Lab and Harmony Lab to provide safe spaces for participants to complete healthcare surveys to gather info about the LGBTQIA community.

Sylvia Garcia visited two places with the specific intent to create new library accounts: Spirit Crossing and Olander School with Jean Bosch. She also attended NoCo Pride Coalition Meeting that focused on youth services, gaps, and next steps.

Sylvia staffed the library's table at ComicCon and Homeless Gear Children in Need event. She also created a great form to help patrons seeking assistance with our databases that offer citizenship study services. The form covers step-by-step how to access and use the databases.

Johanna Ulloa and Ludy Rueda met with Annice Johnson, the Art Therapist of Pathways Grief and Loss, to brainstorm about a possible collaboration during the Day of the Dead celebration hosted in their facilities. We will be offering digital pictures with the green screen for their program.

Our Facebook page, Rincón de Cuentos, received a message from a follower in California with compliments to our programs and requesting information about similar programs in her area. Ludy Rueda referred her to her local library.

We are planning two informational forums in Spanish. One will be at the Family Center in conjunction with Gina Forcatto, a bilingual nutritionist who leads a diabetes support group in Northern Colorado. The information forum in December will cover information related to diabetes. The second forum is in collaboration with Fort Collins Police Department on Internet Safety. The presentation will be for adults, kids and teens in Spanish, and we hope to host this forum at Old Town. The forum won't take place until spring of next year since we are also searching for another partner to provide simultaneous translation for parents.

Tova Aragon and Johanna Ulloa are in the process of analyzing data related to Summer Reading Challenge Online. We have received a great amount of information and will present a report to Jennifer Zachman. We hope this information is relevant to program planning in the near future.

### **Computers**

Rigden Farm Senior Living has a new Director of Fun who has changed some of the usual activities, so our class is now changing schedule too. We continued to accommodate to all the needs presented by attendees, for example this month we had a senior asking for help with his new smart watch.

Our work at Larimer Corrections Facilities continues to progress. Currently Karol Rueda has a group that at the beginning did not know how to use a computer at all, and now they all have their email, they know how to write documents on Word Office, and know how to do online research. It is important to continue helping individuals transitioning back to our work force with computer skills.

Karol de Rueda visited Crossroads Safehouse where she helped a lady with her resume. Now Karol Rueda goes when a resident makes an appointment with her and helps on a one-on-one basis.

## **COLLECTION DEVELOPMENT**

*By Tova Aragon*

Staff attended a Technical Services Conference in Denver. The conference was hosted by the Front Range Collection Managers. Often the big state conferences do not cover much for technical services and selection staff so the Collection Managers put together a one-day conference devoted to issues aimed at technical services and collections staff. Denver Public Library hosted and several managers presented. The structure was very flexible and open in order to encourage participation and discussion. Topics included:

- Statistics – what are you tracking and how are you using them to change processes
- Alternative ordering processes: Breaking away from the big vendors
- Libhub/Bibframe and Linked Data
- Outsourcing
- Life cycle of materials – Selection to weeding
- Communication with public service staff

After the sessions, attendees were invited for a tour of DPL's main branch. The conference gave staff the opportunity to make connections with staff at other libraries, sparked conversations about how we could change and restructure and reinforced what we are already doing well. The conference organizers will be compiling responses to the conference to see if it should be repeated next year.

At Jean's request, Collections staff visited Old Town Library and cataloged the pieces of technology that the public and staff use. Vicky and Amy gathered up 80 items to be cataloged. We cataloged a variety of items including laptops, power cords, a camera, VGA cables and adapters. The items can be checked out to patrons to use within the building. Staff can check out the items to take offsite for programs. Cataloging the items will help OTL staff to keep track of technology items in order to provide better service to patrons.

The Fort Collins Reads event with Chris Bohjalian is coming up on Sunday, November 1. Tickets will be available from Tova before the October board meeting.

## **SYSTEMS ADMINISTRATION**

*By Carol Gyger*

### **Project Updates:**

#### **Automated Materials Handling @ Council Tree Library**

After much research and statistics grinding, it was determined that an automated materials handler (AMH) would greatly benefit both staff and public at the Council Tree Library. Old Town Library has had an AMH for three years and it has proven to reduce repetitive, tedious work by staff and free them up to help customers, a task that a machine can't do! AMH also allows customers to easily check in their own items and see that the items are immediately removed from their accounts. It's a win-win situation.

Because of a generous gift from the Paul N. Gwyn Estate to the Library District, an AMH has been purchased for the Council Tree Library. The Board of Trustees approved the purchase at the last Board meeting. The AMH Implementation Team (Carol Gyger, Currie Meyer, Chris Cortez, Angela James, Victor Zuniga and Chris Bauman) is busy with space planning, identifying workflow changes, and preparing for installation and training. Installation is tentatively set for mid-December.

#### **Minecraft - annual software refresh**

After 2 years of Minecraft programs at the library, the popularity is not waning. It is as strong as ever! In support of continuing this popular program, Victor Zuniga has upgraded the server and Chris Bauman has helped with reimaging the 21 laptops used for the program. Victor has also worked with Amy Holzworth and several teen volunteers to expand the "worlds" and make them easier to manage on the system side. "Year three, here we come!"

#### **Other**

Reimaging all public internet stations (upgrade apps) – Ling Zhao and Chris Bauman

LSTA Grant wrap-up, help with report – Victor Zuniga, Carol Gyger

Improve format of emails for overdues – Victor Zuniga

HTTPS improvements for patron forms – Peggy Shaughnessy, Ling Zhao

Impact Team approval and associated work – Carol Gyger

Hardware inventory – Ling Zhao, Chris Bauman

Strategic Planning rollout meetings for staff – Carol Gyger plus others

## HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

### FRCC-Larimer Campus News

#### *Emergency evacuations*

Twice in four days in late September the FRCC-Larimer Campus was evacuated as a public safety precaution, once following a potential threat made on social media and the second a bomb threat. These events, coupled with a bomb threat made at another FRCC campus in September and events elsewhere in the nation, have prompted the College to revisit safety and emergency procedures at all campuses.

### Children's Services and Summer Reading Challenge

*Reported by Jennifer Zachman*

2015 Summer Reading Challenge – See graphic at right.

District-wide fall storytimes began in September and are in full swing. (Sept. 8-Dec. 19)

Began storytime logic model with Johanna, Vicky, Karla, and Carol and Tova as observers. (Sept. 21)

As an introduction to the partnered art classes offered this fall through Harmony Library and the FRCC art education department, I visited Cindy Burkhart's class to introduce myself and the library's role in the partnership to her students. The students also took a short field trip to the library to get accustomed to the space in which they'll be offering the fall classes. The preschool class has had capacity registration. The classes for older students will begin in October.

Making connections with my liaison schools for upcoming storytimes, database training, and after-school study session for the Johnson 5<sup>th</sup> grade annual biography project. Attended school liaison meeting September 29, 2015.

### Continuing Education, Programming, Collection Development

*Reported by Elaine Burritt:*

- Attended City Safety & Wellness Team Meeting on September 10.
- Prepared romance paperback order for our library system, incorporating customer suggestions for purchase.
- Attended tour of CSU Morgan Library on September 2.
- Coordinated Harmony in the Round music event featuring classical guitarist Manuel Molina on September 18.  
Assisted with promotion of ReAd team initiatives (libraryaware newsletters, Novelist) at National Library Card table with Paula Watson-Lakamp.
- Coordinated September Harmony Staff Meeting, featuring guest speakers Laurel Castellana (training on Goodreads), Molly Thompson (training on Lynda), Sara Nesbitt (promotion of Top 5 authors list), Kristen Draper and Anne MacDonald (Strategic Plan Overview)
- Edited Thriller/Suspense and Romance newsletters on LibraryAware.

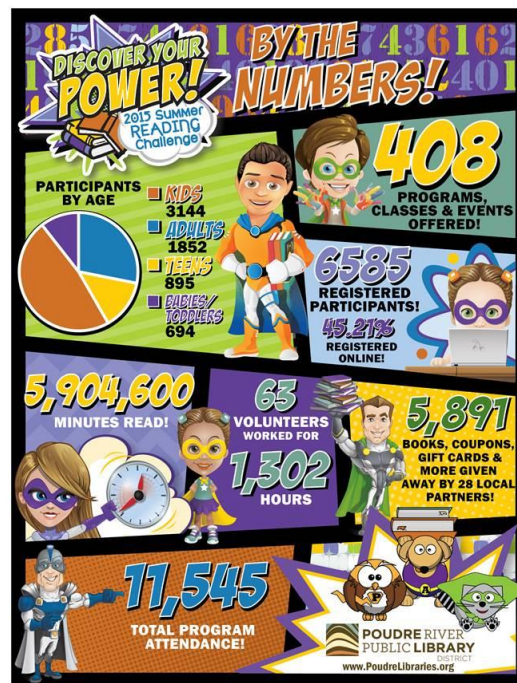
### Teen Services

*Reported by Diane Tuccillo*

I have been serving on the interview committee with Currie, Linda, and Vicky this month, for the Children's/Teen Services Librarian at Council Tree.

I assisted Nicole at the Fort Collins ComiCon on September 12 in the morning at the Iron Artist program.

I ran the Teen IRS meeting on September 12, with 17 teens attending.





Finally, I worked with Louise, Sam, and an adult volunteer at the Teens Create Duct Tape Crafts program on September 12 from 1:30-3:30, after Teen IRS. Eleven very engaged teens attended and made some excellent crafts.

I assisted Nicole with the first Anime Club at Harmony Library on September 22nd. Seventeen enthusiastic teens were there and it went really well.

I did three library catalog/database classes for 96 students at Preston Middle School on September 23 and 24.

### **Business and Career Services**

*Reported by Molly Thompson:*

- Attended the Learning Organization team field trip to CSU and toured the library and the archives
- Gave presentations on Lynda.com for Council Tree and Harmony staff
- Worked on updating content for the new Jobs and Careers webpage
- Attended Bixpo –Workforce Symposium of Northern Colorado
- Coordinated Job Searching Strategies workshop at the Old Town Library
- Facilitated a Resume Lab at the Harmony Library

### **Interlibrary Loan**

*Reported by Crystal Bollman*

Inventoried Reserve Room materials. Removing uncirculated (for 1 year) materials, reorganized shelf space and have cataloged new and updated materials from FRCC instructors.

In the process of renewing CLiC Courier contract.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Jean Bosch*

### **Programs and Events**

Storytimes resumed in September at all three libraries. Early Literacy Librarian Vicky Hays is observing the in-house storytimes and sharing her observations with district storytime staff for their self-assessments on storytime competencies. This observation is also helpful in preparing for the in-house storytime logic model that Vicky, Jennifer Zachman, and Karla Cribari are preparing to write. Johanna Ulloa is facilitating the model.

Public Services Librarian Nicole Burchfield held two very successful Anime Clubs at Council Tree and Harmony Libraries to start off the school year bringing over 30 teens to the libraries for the programs.

### **Outreach and Embedded Staff**

The Be Ready partners met for a luncheon this month to celebrate the accomplishments of the community groups that make up Be Ready. The library district has been involved since the inception of the program. Vicky and Outreach Manager Johanna Ulloa attended the luncheon that offered history, networking, and a nice meal.

Preschool storytimes have resumed at Laurel Elementary and CSU's Early Childhood Center. This month, at the request of the teachers, Vicky shared stories, songs, and information about taking care of books. One mother came into the library a few days later and shared how her preschool daughter told her to use a bookmark rather than turn a page corner down to mark her spot!

Librarian Amy Holzworth was present as the School Liaison for Back to School Night at Cache La Poudre Elementary. She also ran the “Super Hero Camp” at ComiCon with the help of six great volunteers. The face painters were a hit and about fifty kids enjoyed the “camp”.



Nonprofit Services Librarian Sarah Scobey attended the Small Business Development Council (SBDC) meeting for consultants. David May, President and CEO of the Fort Collins Chamber of Commerce, spoke on the expansion project of Interstate 25 and Mike O'Connell spoke on the economic impact of Larimer County SBDC.

### **Continuing Education and Learning Opportunities**

Vicky presented a session at the Colorado Libraries for Early Literacy conference on media mentorship for young children and their caregivers.

Nicole went to the Timpanogos Storytelling Conference and Festival in Orem, UT, where she learned some new storytelling techniques from some master storytellers/authors including Carmen Agra Deedy, Antonio Sacre, and Donald Davis.

Amy, Nicole, and Vicky attended the Colorado Libraries for Early Literacy (CLEL) workshop in Denver which was amazing and useful for enhancing staff skills for storytime.

Several staff went on one of the Morgan Library tours at CSU to see what this local academic library offers.

Sarah attended the For the Love of Fort Collins workshop, hosted by the City of Fort Collins and the Bohemian Foundation. Author and consultant Peter Kagaeyama spoke on what makes cities lovable and what motivates ordinary citizens. Kagaeyama's theme for the afternoon was "trying to get citizens to realize they can do small things that make Fort Collins a better place." The author "is an expert on community building. He spent about a decade working with communities on attracting and retaining residents and business." Kagaeyama rates Fort Collins a 9/10.

Thirty OTL staff members attended Active Shooter training. The presentation was given by Sgt. Mark Martinez of the Fort Collins Police Services. Sgt. Martinez went over the "Run, Hide, Fight" concept. OTL management has work to do with more training and simulations as well as the development of an Emergency Action Plan. Old Town Library Manager Jean Bosch will be working with FCPS to develop further opportunities.

### **Miscellaneous**

Nicole worked with the League of Women Voters and Becky Sheller to put up a display for Constitution Day.

In-person interviews were held for three applicants for the Librarian position. The interview team consists of Jean, Sarah, Nicole, and Outreach Librarian Sylvia Garcia.

Vicky is also serving on the interview committee for the selection and hire of the Children and Teen Librarian at Council Tree Library.

Amy coordinated with Systems' Victor Zuniga to run a test on the new upgrade made to the Minecraft server and they are very grateful for the twenty youth volunteers who assisted and made this possible.

Amy also coordinated with Volunteer Coordinator Serena Robb to learn how to maximize on the scheduling interface of Volgistics, so our Minecraft volunteers can sign up to help at specific events and also to log in their own volunteer hours.

### **Nonprofit Services:**

Sarah has continued working on a variety of projects including:

- Planning the Pen to Paper Grant writing Workshop
- Discussing the new webpage layout for Jobs and Careers & Nonprofits
- Finishing the new Nonprofit page layout on the Check it Out page

- Completing a brochure for Friday Afternoon Conversations, a monthly series of programs for nonprofits
- Working on promoting and hosting a Grant seeking Basics for Individuals in the Arts webinar
- Lining up panelists for Crowd funding 101
- Finalizing speakers for Introduction to Corporate Giving and Community Foundation of Northern Colorado

## **COUNCIL TREE LIBRARY HIGHLIGHTS**

*By Currie Meyer*

### **Tour of CSU’s Morgan Library**

CTL staff Chris Cortez, Holly Fritz, Misty Thrasher and I enjoyed a morning tour of CSU’s Morgan Library and archives on September 1. We especially enjoyed learning about and seeing a few of the library’s special collections in the archive, including rare and ancient books.

### **Recruitment Efforts for Children’s and Teen Services Librarian**

Teen Services Librarian Diane Tuccillo, Early Literacy Librarian Vicky Hays, Library Assistant Linda Justice and I conducted five phone interviews of top-tier candidates on August 26-31. From these interviews, we selected three candidates for final, on-site interviews. These interviews, which took place September 28, 29 and October 2, included standard Q & A, along with two brief presentations meant for a preschool and a teen audience, and a tour of Council Tree Library. The committee will make a final recommendation on October 2.

### **Cabinets Installed in Shared Office**

As a part of the CTL remodel and improvement project, Workspace Innovations installed eight two-door cabinets in the shared office on September 2. Each Library Assistant now has access to her own 18” x 36” x 18” cubby space, as well as a locking cabinet of the same size over each cubby. LAs use the space for files, equipment and supply storage for their individual work on projects and programming.



### **Lynda.com introduced to Staff**

Librarian Molly Thompson introduced CTL classified staff to the library’s newest e-resource, Lynda.com, at our monthly staff meeting on the 8th.

### **Fort Collins Reads Book Discussion**

I facilitated a discussion of *Close Your Eyes, Hold Hands*, by 2015 Fort Collins Reads author Chris Bohjalian, at Council Tree Library on September 28. Eight people attended. Bohjalian and his daughter, who is the voice of the book’s audio publication, is scheduled to present at the Hilton Fort Collins on November 1. \$10 tickets are available now at all Poudre Libraries and Old Firehouse Books.

### **First School-Library Liaisons Staff Meeting**

Outreach Services manager Johanna Ulloa, Digital Literacy Librarian Kristen Draper and I co-facilitated the first formal meeting of library liaison staff on September 29 at Old Town Library. We discussed the history of the program, its current status, and our plans to organize and improve the program in the future. We gathered feedback from staff about the group’s experiences working with PSD elementary schools as liaisons, including their successes, trials and ideas.