

Executive Director's Report

November 2015

ADMINISTRATION

By Holly Carroll

Strategic Plan

The planning team and facilitator, Laureen Trainer, met for six long hours on November 20th to incorporate staff ideas into the planning document as tactics. The revised tactics will be studied further by the leadership team in early January. Lauren Trainer will help us with developing measures of success. The idea gathering sessions with staff were very positive. Everyone seems to enjoy sharing their perspectives and thoughts on how the district will move forward the next three years.

JobZology – Succession Planning

As I reported in an earlier in the year, the leadership team has been working with a local company, jobZology™, to help us articulate our organization's culture. The company has created a tool that is scientifically based and is useful for succession planning and in the hiring and on-boarding of new employees.

The Leadership Team met with representatives from jobZology™ twice, on November 5th and December 3rd, to use the assessment tool to identify the prominent characteristics of the Library District's organizational culture. The tool measures seven qualities that differentiate one organization from another: Excellence, Guiding Principles, Collaborative, Innovation, Recognition, Performance and Stability.

Our team ranked Guiding Principles, Collaboration and Stability as the three characteristics we value most as an organization. After the initial rating, we came back together to further discuss and clarify our initial responses.

The assessment was helpful but we all struggled correlating the corporate examples that were used to define the seven qualities with the role of a public library. jobZology™ will assist us in applying this information with the hiring of 1 or 2 new employees next year.

Performance Appraisal

Supervisors and managers have been quite busy the past month writing performance evaluations of direct reports using the City's appraisal system, Talent/Rewards. Employees are ranking on competencies including communication, team building, safety, results, digital literacy and customer service. Ken and I reviewed the evaluations and work with managers and supervisors to insure that the process is as objective and thorough as possible for employees. I have given the green light for managers to proceed in meeting with employees one-on-one to discuss the evaluations.

TIF Regional Study Group

The full group of special district executives, county and city managers met on November 20th to evaluate the results of our meetings this year. The direct costs model still needs some tweaking and clarification and there is still no consensus on indirect costs. A first draft of the consultants' report was emailed to the group last week and upon initial review seems balanced and has captured the concerns and the discussion from this past year. The group will continue to meet into 2016 and I do believe that there will be closure to our efforts in a few months.

Other Meetings/Activities

I attended many community, professional, and civic meetings in November. At the annual Prospector's directors meeting on November 12 delivery concerns were discussed. Several positive actions have been taken. The crux of the problem is the tremendous growth in volume of materials being transported by the courier. The company

has not been able to move fast enough in hiring adequate staff or finding a large enough warehouse. Our fees will increase slightly as a new pricing model was adopted. This is a valuable service and I always enjoy attending the meeting, seeing colleagues and learning new aspects of resource sharing.

United Way of Larimer County held a community forum on community impact with the Executives of the impact partners. I understand more fully the process and the pros and cons of implementing this approach to having funded organizations work together to achieve common goals. This will take several more years to take hold and will require compromise from all agencies involved.

Other meetings include the monthly Friends of the Library, Library Trust and Community Development Block Grant Commission meetings.

COLLECTION DEVELOPMENT

By Tova Aragon

With changing markets for recycling materials locally, Louise has been exploring alternatives. Last year, we sent 182 pounds of laminated paper backing to the landfill. Our RFID tags, barcodes and book laminate come on this backing. Louise has found a company, Terracycle that will recycle the backing. We are going to pilot their recycling process - we purchase a box; fill it up and then send it back free of charge. The boxes cost \$132 and we think we will need 3-4 for the year. The laminated paper backing is put through a process where the plastic laminates are stripped away and the plastic recovered from that processed will be added to plastic formulas to create things like park benches and watering cans. The remaining paper is then hydropulped and used to create various products that can use recycled paper.



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 on Colorado Gives Day Promotion
- Doing video work with mascots and library services... see our YouTube channel details
- 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 document and policy
- Wrapping up 2015 programs
- Beginning work on new Strategic Plan Marketing strategies
- Beginning work on Summer Reading “Game On!” marketing
- Beginning work on 2016 Comic Con (August 27 & 28)

HUMAN RESOURCES OFFICE

By Sabrina Stromnes

My first few weeks have primarily entailed getting set up in my office, getting accounts set up, and attending lots of meetings and getting to know everyone.

- Completed tours of all three libraries and began getting acquainted with staff
- Completed Staff Spotlight write up
- Met with all library managers and circulation supervisors
- Participated on holiday party committee and helped with event
- Met with Volunteer Coordinator and learned about her job responsibilities and current projects
- Set up office hours at each library as well as weekly or bi-weekly one-to-one meetings with all library managers
- Attended Library HR Round Table meeting at Mountain States Employers Council
- Met with various members of City HR team to learn current processes and get some training in the Talent Reward system and collect resources on the Quarterly Performance Alignment system
- Participated in LLT meetings on Jobzology
- Met with our new attorney representative with Mountain States Employers Council
- Reviewed Human Resources Policy Manual and will be working on some revisions with Holly
- Will be starting a review of all job descriptions and preparing to make RFP's for compensation study
- Joined the Learning Organization Team and will attend my first meeting on December 17th

Volunteer Program Manager:

By Serena Robb

- I attended Rincon de Cuentos with 2 Spanish –speaking volunteers. This was good exposure for me to see firsthand what Outreach programs are like.
- Participated in a Strategic Planning brainstorming meeting
- Attended two webinars
- I met with a SER (Senior Employment Resource) representative, and signed a partnership agreement, in case we are able to place their clients
- I attended a DOVIA Larimer County meeting to plan our programming for 2016, in addition to attending our monthly event. Made contacts with potential speakers, and funders/audiences.
- I spent time with Sabrina (our new HR manager), showing her what I do and my processes
- I started researching end-of-year thank you gifts for our volunteers (hand-signed cards with \$5 gift certificates for the 70 who have volunteered 20+ hours in 2015). This will take a majority of time in December.
- Interviewed seven potential volunteers
- Took one week vacation ☺

OUTREACH SERVICES

By Johanna Ulloa

The highlight of the month was Día de los Muertos celebration. We had two different programs, one at Old Town and one at Council Tree and the attendance at both sites was great. We will consider hosting this program outside the library for 2016 since attendance is surpassing the maximum capacity at both buildings.

This year, the community was invited to display an altar for 24 hours and they did an amazing job. Our gratitude goes to them for their dedication and enthusiasm to share their family altars with the community. The feedback provided by attendees was excellent and we reached our goal of presenting a high quality family multicultural program.

At Old Town, CSU Raices Latinas made a great dancing and music presentation. The kids participated in the dances and it was a great storytime. At Council Tree, Quetzalcoatl Mexican Dance Group made an impressive presentation – see pictures below. Petr Holubar volunteered during both presentations of Día de los Muertos and his connection with the students and his deep understanding of multiculturalism made this celebration even better. A special thanks to the amazing volunteers, recruited by Robbs, who made things easier for the Outreach Department. Serena



Community Connections

Sylvia Garcia attended the Equity and Diversity Advisory Committee (EDAC) meeting. Maria Gabriel (PSD) gave a presentation on the difference between equity and equality. Several community organizations attended and shared equity projects and concerns.

Sylvia Garcia also attended Project Visibility: General Training for Providers of Service to Older Adults. This training addresses the issues of aging as a Lesbian, Gay, Bisexual or Transgender elder. It offered information and practical suggestions for providing culturally competent service to LGBT elders and their families.

North Front Range Youth Continuum of Care meeting: a collaboration of homeless and at-risk serving agencies in both Larimer and Weld counties. This was their second meeting. The intent is to collaborate on bringing transitional housing and/or permanent supportive housing for homeless youth (ages 18-25). Members are researching what other communities around the country are currently providing.

Elder Care Network Workshop: The Elder Care Network presents a monthly series of presentations on topics of interest to caregivers. These free, educational events are a service of ECN (an organization that offers programs and services supporting the needs of seniors and family caregivers). Sylvia Garcia attended this session to observe an instructor who may offer programs at OT.

Johanna Ulloa attended Vida Sana, Diversity Action Committee, United Way Group Impact for areas: Schools Success and Youth Success, Early Childhood Council Larimer County, Summit Stone Health Partners' Transforming Lives Breakfast, and Maker Fair with Barnes & Noble.

Johanna Ulloa and Kathie Young de Herrera made a presentation about library services to the Resource staff meeting from Mathews House.

We were invited to participate for the first time at the Día de los Muertos event at **Pathways Hospice**. Karol Rueda represented the library and provided materials and activities for this event. For obvious reasons, it was an emotional event, but with traditional music and fun activities –including ours, the event ended on a positive note.

Storytimes

Trainer Evaluations observed several of our storytimes, conducted surveys in English and Spanish, and interviewed parents to evaluate the impact of Outreach storytimes and the short term outcomes associated with our logic model.

We provided a total of 47 literacy programs in the community. We visited Stove Prairie Elementary, University Village, Teaching Tree, Putnam Elementary, Bauder Elementary, Aggie Village, Aztlan Community Center, Livermore Elementary, Rincón de Cuentos Harmony and CLC Fullana Center and many more sites.



For digital literacy we provided access to the Quiver App to approximately 250 kids. Children, teachers, parents and care providers were fascinated with this application and expressed their gratitude to the



PRPLD for bringing technology to them. Laura Carter designed beautiful fliers with multicultural characters that contained the

information of each app used at the library. We received positive feedback re: the flyers.

Clap and Sing Hello!



We clap and sing hello,
We clap and sing hello,
With our friends at storytime,
We clap and sing hello!

بنصفق و نقول مرحبا
بنصفق و نقول مرحبا
في وقت القصة مع الأصدقاء
بنصفق و نقول مرحبا



CSU Arabic professors and students made a very engaging presentation. Harmony Library branch staff was very helpful, and their great customer service made our brand new patrons feel very welcome in the district. A display of several Arabic picture books was possible thanks to Marian Sawyer who has been amazing at keeping a great “world language” collection. Despite the current delicate political climate we had 40 patrons attend the program. A patron stated that some families were hesitant to meet in public but the ones that came appreciated feeling welcomed by the library.

Professional Development

Kathie Young de Herrera attended the Language Environment Analysis (LENA) Conference 2015. The LENA Research Foundation assembled experts in brain science, intervention, behavioral psychology, and economic and public health policy to discuss innovative options for solving the language gap. Kathie Young de Herrera is working on a presentation so all staff can learn about this amazing wealth of research.

Ludy Rueda and Johanna Ulloa had the honor of presenting at the International Board on Books for Young People (IBBY) Conference and its Latin American and Caribbean Chair of Reading and Writing, called for the **Reading 2015 International Congress: To read the 21st we must get to know the forces of the world in order to harness them.** Johanna Ulloa and Ludy Rueda had the tremendous opportunity to be presenters in this event, which created a unique space to meet authors, literacy promoters, and librarians from all of Latin America. This Congress also brought international visibility to Rincón de Cuentos and PRPLD.



Ludy Rueda wrote “This Congress was indeed one of the best professional meetings for my practice and I’m very thankful for this opportunity.”

Apart from the numerous presentations about different literacy and reading projects, the congress featured keynote speakers who present enlightening perspectives and analyses of current issues related to literacy, literature and world matters like world renowned author Katherine Paterson. This ninth edition of the Reading International Congress, offered conferences, footnote talks, seminars, colloquies, panels and field trips, with subjects from the role of reading in human development, to the successes, mistakes and uncertainties of policies for the promotion of reading.

Professor Marianne Martens, PhD. A Kent University professor at the School of Library and Information exhorted us to write different articles on Rincon de Cuentos, World Language Storytime, Imaginantes, and the unique collaboration among PRPLD and CSU.

Author Katherine Paterson invited us to apply for funds through her foundation in order to support Imaginantes program.

Cuban Librarian Liset Terry Lauto from José Jorge Bentacourt Elementary School contacted us via email to request information about our programs.

Computers

Karol Rueda finished providing mobile Makerspaces at Irish Elementary. After 10 weeks the kids attending afterschool program learned about coding, digital citizenship, Minecraft, and 3-D printing. The attendance at Community Corrections Computer Classes continues to grow and the last two sessions were full and has now there is a waiting list. It's still a mixed class –with both females and males - and they all come with very different levels of knowledge.



Karol de Rueda is also in charge of keeping the website update for the Outreach Department, and in collaboration with SA Department. Lastly Karol Rueda is now joining the Media Mentors team, which is wonderful and very exciting.

Computer classes at Putnam Elementary have been scheduled to begin in 2016.

SYSTEMS ADMINISTRATION

No Report

By Carol Gyger

HARMONY LIBRARY HIGHLIGHTS

No Report

By Ken Draves

OLD TOWN LIBRARY HIGHLIGHTS

By Jean Bosch

Programs and Events

Library Assistant Erin Lucero coordinated our first Arduino/Inventor Kit program and it was a huge success. Volunteer Steve Undy (who is the new president of the Fort Collins Creator Hub) had a full class, plus people on the wait list. Even though there were only so many inventor kits to go around, lots of people who didn't make the registration in time decided to stay and watch the presentation anyway.

Here are photos from two Old Town Library STREAM Lab activities, coordinated by Erin. After seeing the



beautiful mandala that Louise Mosnik forwarded to staff, she was inspired to set up an adult coloring/all ages coloring station for a November weekend. We featured the mandala, a Charlie Brown Thanksgiving coloring page, and turkey pages for both children and adults. We also featured a turkey-inspired color mix activity on a school day out during Thanksgiving week.



Outreach has released fifteen LEGO Mindstorms robotic sets for library in-house programming and Digital Literacy Librarian Kristen Draper and Erin met to develop procedures and a plan for best

use of the robot sets. We're waiting to hear back on availability for a 2016 robot program with Creator Hub instructors.

Outreach Librarian Sylvia Garcia, Early Literacy Librarian Vicky Hays, and Erin are collaborating on several Star Wars ideas to use for both the staff Hour of Code and staff holiday party. Vicky returned from Disney Florida with all kinds of Star Wars goodies; Sylvia has been experimenting with Star Wars-themed snowflakes; and Erin is figuring out how to create Yoda ears and Princess Leia hair buns.

Erin also piloted a new picture book bookmark using the Library Aware software program. This bookmark highlighted popular new picture book releases in our collection that are Novelist-recommended and storyteller-approved.

She is also coordinating with Graphic Artist Laura Carter to develop some new Reader's Advisory signs to make better use of the slat board display by the Adult Fiction section. And we've added some new Reader's Advisory options for the public, such as the Book Page publication, full of book reviews and author highlights.

Erin reports Volunteer Coordinator Serena Robb has been tremendously helpful by bringing some wonderfully skilled volunteers to help with the LEGO Assemble Build Create program. Two volunteers from Americorps/Reading Corps have signed on to volunteer at LEGO programs through May 2016 and they bring lots of teaching and child-friendly experience with them.

Fifteen kids participating in the CSU's Environmental Learning Great School Escapes and were introduced to the History Connection website in support of their research about the original Rigden and Sherwood Farm families. Librarian Amy Holzworth also had them do a scavenger hunt of the library catalog.

A PSD staff member of the Instructional Technology team and her daughter observed (and helped out) during one of the Minecraft events to see our set up and talk with Amy about the programs.

Public Services Librarian Nicole Burchfield hosted approximately 50 viewers watching Disney's Descendants here at the Old Town Library the day before Thanksgiving.

Outreach and Embedded Staff

Amy made a School Liaison visit to Cache La Poudre Elementary 2nd grade classes where she told stories and flannel boards in support of their storytelling unit. Talking about different cultures in Africa, she brought along an authentic dress from Ghana and told a story from Mali called "I Lost My Tooth in Africa" by Penda Diakité and Baba Wagué Diakité. She also introduced them to "Culturegrams" database as a homework help resource to go along with country studies.

Amy also represented the library district at this month's visit from a School Liaison to the PSD Media Specialists meeting focused on the Kids Book Club Kits.

Continuing Education and Learning Opportunities

Vicky finished observing in-house storytimes and is currently working on summarizing her findings. Vicky worked into her schedule to observe at least one storytime performed by every library staff member in our district to collect data and information to determine what our strengths and similarities are and to identify areas for future growth and training opportunities.

Vicky attended the Early Education and Technology with Children / National Association for the Education of Young Children Conference. She gathered much research information on appropriate use of technology for and with children. A couple of big takeaways were that there are appropriate ways to use technology as a great early education tool and that joint engagement between child and caregiver is key to creating young learners/readers.

Amy attended the *Booklist* webinar—From Struggling Readers to Striving Readers.

Old Town Library Manager Jean Bosch completed the 13-week Fort Collins Police Services Citizen Police Academy. The opportunity to learn more about law enforcement and to network with members of the community as well as police personnel was valuable and educational. In addition to the coursework offered for four hours every Thursday evening, Jean also went on a ride-along with a police officer and a sit-along with a member of Dispatch.

Miscellaneous

Changes to the program statistics reporting process were rolled out and staff is adjusting to the change. Erin verified the process used at Council Tree and Harmony Libraries to make sure we are consistent with our stats reporting and Old Town Library is on track.

The staff welcomes Bob Purnell to the computer lab as our newest Computer Assistant. He has jumped right into the schedule following his shadowing and training.

Deputy Director Ken Draves, MSW Intern Brendan Haggerty (who officially starts in mid-January), and Jean met with representatives from the Downtown Street Outreach Team. This program is modeled after a similar program in Burlington, VT, and will attempt to offer assistance to those with behavior issues frequenting the Old Town business area. We met to discuss possibilities for the Street Outreach Team to include Old Town Library and Library Park when they start this summer.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

AMH named “Otto”

Congratulations to LSR Hayley Saust for nominating the winning name for CTL’s new automatic materials handler system, “Otto”. The name won a popular vote among CTL staff, and is based on the “auto” in “automatic”. Staff wanted to personalize the automatic return/sort with a name, similar to Old Town Library’s “Rosie” AMH system. The AMH system, funded by the estate of Paul Gwyn, is scheduled to be installed the week of December 7.

Sign posted outside of “cone zone” Nov. 17.

Council Tree Library is introducing Otto
- Designed for Enhancing Efficiency

Automated sorting systems are new, cost-effective tools for libraries.

The machines take returned materials down a conveyor belt, identify them, and accurately sort them into various bins. These systems reduce employees' repetitive stress injuries caused by hours of bending and stooping. The reduction in hours spent sorting allows employees more time to focus on helping library customers. Automated sorting systems also save space and reduce damage to materials caused by manual stacking and sorting. They use little power and are quiet, operating on a single 110 volt outlet and below 60 decibels.

Thanks to funding from the estate of Paul Gwyn, this system will allow the library to respond to increasing demand with maximum efficiency. The investment in an automated sorting system will get materials back on the shelves fast and will enable employees to spend more time directly serving customers.

Cones and sheeting block the interior materials

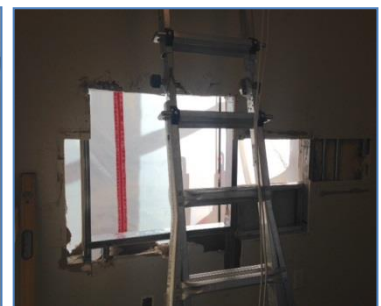
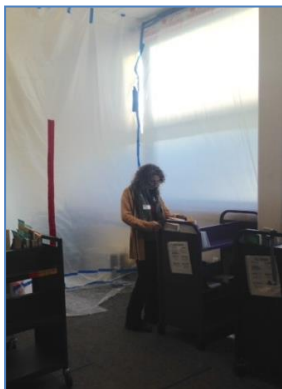


drop box during construction in preparation for

AMH at CTL.

AMH installation prep work, November 15 – current

The library’s AMH implementation team met with Construction Concepts staff at a pre-construction meeting on November 13. The team discussed building access, timeline and scope of work. Soon after construction began, the contractor found five unexpected data conduits in the wall. The conduits blocked the area planned to be removed for materials return. Carol contacted H and H Data services, and they re-routed the data conduits on November 30. See photos, below.



Jenny's first day

CTL staff and I welcomed new Children's and Teen Services Librarian Jenny Thurman to the District on November 16. During Jenny's first week of work, she attended new employee orientation at the City, completed and signed several on-boarding forms, settled into her new desk, familiarized herself with CTL staff and routines, and briefly toured Harmony Library, Old Town Library and Webster House. Along the way, Jenny received warm welcomes from dozens of staff. Jenny also met with key members of children's and teen services staff, and accompanied me on a short driving tour of SE area schools. On Thursday, Jenny introduced herself to the members of LMT/LLT. We are very pleased to have Jenny on our team!