

Executive Director's Report

February 2017

ADMINISTRATION

By David Slivken

Summary of Tax Increment Financing on PRPLD 2017 Tax Revenue

Tax increment financing (TIF) is a process whereby an urban renewal authority (URA) can invoke a system that freezes property tax collections by any taxing entities, such as school districts and special districts (PRPLD) that are within the urban renewal area, at the level they were at the time of the implementation of the TIF, and any additional taxes that result from future development and appreciation go to the URA to provide incentives to attract businesses. While the process has proven valuable in the past, in recent years URA's have begun reaching out to include pristine agricultural lands, which are frequently within the bounds of a fire protection district, water district, or other service provider, that is then deprived of significant revenue for up to thirty years in the future, while being expected to meet expanded demands for services as the areas build out and grow.

Below is a chart highlighting where TIF money, which usually would have gone to the PRPLD, is being distributed.

	<u>Total</u>	<u>PRPLD</u>	<u>Tif'd</u>	<u>% Tif'd</u>	<u>Proportion</u>
Timnath	\$ 173,290	\$ 7,041	\$ 166,249	96%	43%
DDA	523,532	396,383	127,149	24%	33%
N College	121,546	65,349	56,197	46%	14%
Prospect South	42,045	26,964	15,081	36%	4%
Foothills Mall	<u>69,878</u>	<u>44,005</u>	<u>25,873</u>	<u>37%</u>	<u>7%</u>
	<u>\$ 930,291</u>	<u>\$ 539,742</u>	<u>\$ 390,549</u>	<u>42%</u>	<u>100%</u>

Innovation Fund

This year, the Library has budgeted for a \$10,000 innovation fund. At the All-Staff Meeting at Council Tree Library on March 15th, we will announce to the staff how to submit ideas for the Innovation Fund and the winners will be announced on Staff Day in May. Our goal is to keep the submissions as barrier-free as possible so staff can contribute innovative ideas for the Library to explore.

Expanded Outreach Opportunities for Library

Some people claim that 70 is the new 50. Whether or not that is true, data clearly shows an increase in the number of Americans over the age of 65. By 2020, the library district can expect 20% of the population to be 65 and over and 33% will be 55 and over. Between advances in health care and increased expectations for continued engagement in the public sphere, today's aging population is more active than ever. Library programming reflects this shift, particularly in public libraries where seniors are already dedicated consumers of library services. It is not all peaches and cream, though. There have been recent articles in The Coloradoan highlighting the challenges of seniors remaining active in the community, especially in housing arena "Both policy and market demands are creating opportunities for the community to respond in a way that will really help our seniors remain comfortable in our community," said Sue Beck-Ferkiss of the City's Social Sustainability Office, which is partnering with Larimer County to become an age-friendly community as designated by AARP.

The Library is re-allocating additional resources enabling the Outreach Department to reach older adults in our community who are facing barriers regarding library service. For a growing number of older adults, sometimes termed "frail elders" (those who are typically the oldest adults and often include persons living in residential facilities and those with various disabling conditions), equity of access is a very real concern. These older adults

may experience barriers in transportation to or from the library, mobility within the library, or in accessing library materials due to visual or auditory challenges.

The PRPLD can help eliminate barriers to access for older adults. In the coming year, the Library will reach out more to senior residences, senior centers, and other facilities that serve or care for older adults by offering more robust book delivery services, off-site programming, and awareness of adaptive materials and resources.

Public Ordinance for Old Town

On March 7, the Fort Collins City Council will be voting on a proposal that would prohibit sitting on a fixture that is not intended to be a seat, such as a planter, fountain or bicycle rack. Old Town merchants have repeatedly complained that entrances to their businesses were blocked by people sprawled on sidewalks, forcing customers to step around them. The enforcement area would be roughly the same as the city's Smoke Free Downtown Zone. The enforcement area does not include the Old Town Library or Library Park. After attending multiple community forums on the proposed ordinance, I did share with city leadership and city council not having the Library in the enforcement zone will potentially place an additional burden on our Old Town library staff and Old Town patrons. This plan, I feel, will have people re-directed to Library Park.....which is OK as long as behaviors do not negatively impact others, but that is not how it usually transpires and I fear a host of unintended consequences if the Library and Library Park are not included in the enforcement zone.

Master Facilities Plan

Our facilities consultants will be in Fort Collins on April 4 -6. We are working on scheduling meetings with library staff, the library leadership team, Library Trust and Friends of the Library, early child care providers, transients, non-users and users who have barriers regarding library usage. The consultants will meet with the Library Board members on Thursday, April 6th from 12:00-2:00pm. More details will be coming soon.

Revised Circulation Policy in Progress

With the Library Board revisiting our policies this year, I want to give you all a head's up on potential proposed revisions to the Library circulation policy. The first is to expand the "No Fines" policy for all children and teen materials. The second proposal is to establish a "teacher card" for public, private, charter and home school teachers. More details will follow in the upcoming months.

COLLECTION DEVELOPMENT

No report this month.

COMMUNICATIONS

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organizing, managing and supervising all graphic design work for the District.
- 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
- Finalizing new internal communications strategies with staff survey and internal audit.
- Continuing work on new Strategic Plan Marketing strategies with various work groups
- Working on 2017 Summer Reading Challenge – Building Dreams
- Working on 2016 Annual Report
- Finalizing Communications Crisis Plan
- Finalized 2016-2018 Communications Plan highlighted at the February BOT meeting
- Organized focus groups for facility planners

Press information:

[6 unlikely things you can check out at Fort Collins libraries](#)

The Coloradoan, Feb 13

Colorado State Parks passes and adventure packs are available through the **library district's** Gadgets and Things program.

Online, in the newspaper and on the Cover of Cache Section – Feb 22

HUMAN RESOURCES

By Sabrina Stromnes

HR Manager:

- Participating in selection process for Circulation Supervisor.
- Attended Mountain States Employers Council Library Human Resources Roundtable.
- Completed “PRPLD Disaster and Emergency Response” training.
- Completed JD Edwards and Career Connect training at the City.
- Working on formal process documents for recruitment and onboarding.
- Recruitment
 - ❖ Hires:
 - 2 Circulation Aides: Erik Homme and Lynann Moses
 - Old Town Library Manager: Eileen McCluskey
 - ❖ New Postings:
 - Circulation Supervisor (still in process)
 - Circulation Aide (Council Tree)
 - Volunteer Program Manager
- Ongoing:
 - ❖ Employee relations issues
 - ❖ Performance management
 - ❖ Employee questions and support
 - ❖ On/offboarding
 - ❖ Manager/Supervisor questions and support
 - ❖ Manage Workers’ Compensation
 - ❖ Assist employees with FML, STD, LTD, Non-FML medical leave
 - ❖ Manage/support Volunteer Program Manager
 - ❖ Liaison between City of Fort Collins HR, Payroll, and PRPLD
 - ❖ Participate on Learning Organization Team

Volunteer Program Manager:

By Serena Robb

- Chatted with 19 volunteer candidates, interviewed 14 and placed 10 volunteers.
- Helped with our quarterly Minecraft orientation.
- Attended a DOVIA presentation on grant-writing.
- Attended DER Training and updated the Volunteer Handbook accordingly.
- Continued working on the process document for the Volunteer Program office.

OUTREACH SERVICES

By Johanna Ulloa

The Outreach Department strives to create and implement library programs that are inclusive and culturally responsive to traditionally marginalized populations. Using a social justice framework we aligned all our programs and services, to the ALA Office for Diversity, Literacy and Outreach Services Office's mission. We create and support all-inclusive spaces and programs that serve and represent the people in our District. The following programs are a snapshot on our work in the community:

To foster intended audience of teens and tweens while **providing programs embedded with development cultural competency**. We partnered with the Lyric Cinema and celebrated Black History Month by showing the movie Queen of Katwe. At the end of the movie a teen that self-identified as African American stated "Thank you for showing such an inspirational movie, it touches me that people that look like me can achieve amazing things"

To **remove barriers to services and continue to be an open and welcoming place** for those who can't come to the branches Karol de Rueda continues to provide digital literacy to older adults Ridgen Farm Senior Living. A gentleman who had just lost his wife asked assistance to use an iPad. She died very recently and that iPad was "her thing". He wanted to learn how to use it to access pictures of her. When he saw her pictures, he broke down saying "look at her!" He was sad, he was happy- all the emotions in between by seeing pictures of his wife.

In accordance to the strategic plan "**1.2.1 Remove cultural, social and economic barriers**" the Pelicano program continues to deliver a safe space for children to make friendships that increase awareness of other cultures and lifestyles around the world. In February the kids from Colegio Británico in Tehucán Mexico participated in a video conference with kids from McGraw Elementary and Harris Bilingual Elementary. They exchanged knock knock jokes and tongue twisters. The kids to reflected on how culture and language impacts humor and communication. The kids from Tehuacán were able to see snow and they were very excited.



"4.3 Identify unique spaces for library presence in community" Karol de Rueda provides digital literacy classes at Larimer Community Corrections. A computer skills classes help inmates to transition back into the community and gain career skills. Currently there is waiting list for services at this location.



As part of Community Impact with United Way, Johanna Ulloa Girón represented the work of the library with the Youth Success group. The library district also supports the Kids on Track group. David Slivken was invited and networked with many of our community partners.

To "1.2.b.i i. **"Be a leader in school readiness 0-3rd, teen and tweens"**. Jamie Campbell Naidoo, Ph.D., Associate & Foster-EBSCO Endowed Professor School of Library & Information Studies at The University of Alabama asked Johanna Ulloa Girón to participate in an interview to be included in a book from the American Library Association on creating library programming that embraces all types of diversity specifically for children and teens.

Kathie Young de Herrera continued working with the PSD Early Childhood literacy program and providing information on early literacy acquisition to bilingual families. She also attended the Poudre School District Media Specialist Monthly Meeting – I provided information about how Outreach and the library District are helping parents with the PSD READ strategies.

The Impact Team continues to help **2.3 Evaluate programs services and collections**. Johanna Ulloa Girón participated in a community engagement summit at Denver Museum of Nature and Science. Tova Aragon and Johanna Ulloa Girón attended a training session on community engagement with Denver Evaluation Network at the Children's Museum

SYSTEMS ADMINISTRATION

By Mark Huber

Three new iPad Pros were added to the Story time group inventory, one at each branch. The iPads will be used to display interactive books and resources during story time.

Twenty-two computers have been ordered to replace existing staff machines at Old Town and Council Tree as part of our regular refresh plan.

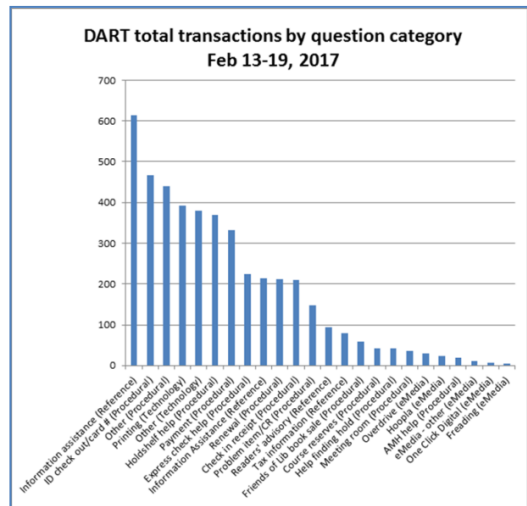
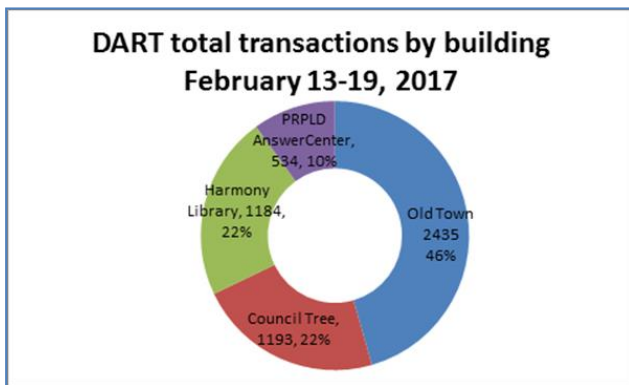
Wiring for the Security Camera project at Old Town has been completed. Camera installation is scheduled for later this month.

The SA team has been evaluating hosted email solutions, starting with Google's "G-Suite" and Microsoft Office 365. City IT will be moving away from the current self-hosted Outlook server and moving to hosted Office 365 by the end of the year. Our plan is to have a solution in place by the fall.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

DART Reference Tracker week, Feb 13-19: For the first of three annual sample periods, over 100 public service library staff recorded each question they answered using the DART reference tracker system. DART is a free, web-based tool provided by the Colorado-based Library Research Service that records, sorts and archives information transactions. Each "DART week" provides a sample of data showing transactions (questions asked and answered), sortable by building, location within the building, question type, and duration. During the February DART week, staff engaged in over 5,000 transactions.



Broken window: A window on the east side of the building shattered in place spontaneously on February 7. No one was hurt, and no glass fell from the window. There was no evidence that an object was thrown into, or hit the window. Staff responded immediately and blocked the area. Rob contacted Front Range Village facilities, who suggested we contact Ram Glass Service. Ram Glass responded within an hour and determined that only the interior pane was broken, and advised Rob on how to bring that glass down safely. The exterior pane remains, and damage is invisible. Staff has blocked the area with carts. We are now investigating the window specifications to find a replacement.



First round of disaster and emergency plan training Feb 8, 14 and 22: The Disaster and Emergency Response Plan Training Committee presented the first round (of three) staff trainings on the District’s new DER Plan. The Plan, finalized in December and distributed in January, is now being explained to staff through in-person and video training. Rob Stansbury purchased and assembled emergency “Go” backpacks for each District building. Each bag includes emergency supplies such as a flashlight, a crank weather radio, duct tape, non-latex gloves and a tarp.

Local elected officials’ meeting fills meeting room: State Senators John Kefalis, Joann Ginal and Jeni Arndt held a monthly town hall meeting at CTL on Sat, Feb 11. Many people attended, and the meeting room, which has a safe capacity of 100 (including 20 standing room only) was not able to accommodate everyone. Rep. Arndt responded a few days later with a hand-written card of appreciation to library staff. See the Coloradoan article at <http://www.coloradoan.com/story/news/2017/02/11/civic-outpour-continues-town-hall-meetings/97721326/>

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Improving Cell Service in Harmony

Over the past couple of years Harmony has had many complaints about cell phone service. Additionally, FRCC has set up their recently implemented warning-alert system with mobile phones as a key piece. The poor cell phone service in the library is a problem for this system and any emergency messages library users have received from home.

Last fall, after consulting with vendors and FRCC IT, Annie Fox obtained a bid from a vendor used in the past. FRCC IT reviewed the equipment specified and approved. Since the Student Center was also using the same vendor, we decided to see if the service was significantly improved with the repeater system specified. Student Center Director Mary Brandon indicates students have been very pleased with the improved cell service. Harmony Library will implement upgrades in March or April.

FRCC Philosophy of Inclusion Training

FRCC is in the process of “developing a team of facilitators to assist with conversations to develop a college-wide philosophy of inclusion. Approximately 20 FRCC employees, including full time staff and instructors, students, and community members will be selected to guide these conversations.” As part of that effort the College is training facilitators to lead small group discussions about inclusivity. Kristen Draper, Digital Literacy Librarian, is completing the facilitator’s training to assist in the College effort, and to learn what aspects of the process and training we might apply to our PRPLD efforts at increasing inclusion and diversity awareness and appreciation throughout the District in accordance with our strategic plan.

OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

Programs and Events

- Erin L. featured four activities in the STREAM Lab in the Old Town lobby: Spanish star textile art, DIY booklets, jungle hats, and build-a-poem activities.
- The **Bells and Books** program wrapped up with a final celebration story time; Erin L. read the 2016 CLEL Bell award winners and announced the 2017 winners. Children explored being authors and illustrators by designing their own DIY booklet.
- Free Virtual Legal Clinic stats for 2016. The library provided access to library facilities, equipment and personnel. Sylvia and Erin K. received kudos from Rick Morgan on behalf of the Virtual Pro Se Clinic program.

- 11 Free Legal Clinics
- 55 patrons assisted by volunteer attorneys
- 16.5 hours donated pro bono by volunteer attorneys.
- Amy H. co-presented with Laurel Castellana and Sarah Nesbitt, the program, “Avoiding Fake News : A Battle Plan For Accurate Online Information”.
- Vicky, Nicole, Erin L. and Amy attended the CATSIG Winter workshop in Colorado Springs.

Outreach and Embedded Staff

- Amy H. participated in the Rocky Mountain High School Career Expo Day.

Continuing Education and Learning Opportunities

- Erin K. presented training to Harmony staff on how to use PITS so all three locations are live on the system.
- OTL staff attended Minecraft training, Microsoft Tips and Tricks, Tablets and Smartphones, Disaster Emergency Response training and several additional webinars.

Miscellaneous

- The Old Town Library staff provided me with a warm welcome to OTL on February 27th. Sarah Scobey graciously passed the reins of the Old Town Library to me and she is doing an amazing job sharing her knowledge in order to ensure a successful transition. Thank you, Sarah!
- OTL staff are busy preparing for the summer reading program by booking programs, developing skits and Stream activities.