

Executive Director's Report

ADMINISTRATION

By David Slivken

Colorado Circulation Comparisons-Larimer County Libraries in **RED**

	Circ per Capita	Local Revenue per Capita	Material Exp % of Total Operations	Materials Expenditures per Capita
	2017	2017	2017	2017
Arapahoe Library District	16.64	\$123.81	11%	\$12.28
Aurora Public Library	2.87	\$16.08	17%	\$2.84
Berthoud Community Library District	4.16	\$25.02	10%	\$2.43
Boulder Public Library	14.19	\$68.45	13%	\$9.55
Broomfield/Eisenhower Public Library	11.18	\$36.13	13%	\$4.85
Clearview Library District (Windsor-Severance)	16.95	\$96.54	7%	\$8.47
Denver Public Library	13.66	\$65.65	12%	\$8.11
Douglas County Libraries	20.19	\$69.47	15%	\$10.70
Englewood Public Library	6.63	\$35.89	15%	\$4.95
Estes Valley Public Library District	15.9	\$126.31	10%	\$12.40
High Plains Library District (Weld County)	9.32	\$101.14	11%	\$6.80
Jefferson County Public Library	13.94	\$60.60	27%	\$14.51
Longmont Public Library	11.56	\$37.39	13%	\$4.67
Louisville Public Library	16.27	\$46.48	9%	\$4.37
Loveland Public Library	10	\$50.82	7%	\$3.68
Lyons Regional Library District	8.41	\$104.03	6%	\$3.70
Pikes Peak Library District	11.58	\$40.29	16%	\$6.87
Poudre River Public Library	14.37	\$43.57	14%	\$6.65
Pueblo City-County Library District	15.66	\$58.37	13%	\$7.86
Rangeview Library District (Adams County)	5.87	\$41.08	14%	\$5.58
Red Feather Mountain Library District	18.04	\$152.78	12%	\$20.44
Wellington Public Library	5.68	\$20.57	14%	\$2.94
Average (all Colorado Libraries)	10.2	\$65.01	14%	\$7.39

2020 Census

The Library is a committee member of a wide range of organizations coming together to promote 100% participation in the 2020 census. Maria Elena Rivera of the U.S. Census Bureau spoke at an October 5, 2018 meeting. Her presentation included these highlights:

- Questions are still being finalized
- Major push to have all residents respond on-line or by phone (very few paper surveys)
- There will be LOTS of temp jobs available including management positions
- A regional office will open up in Denver area in June 2019
- Census kicks-off March 23, 2020 with April 1, 2020 being the official count day
- Schedule Mayoral Proclamation to recognize forming of the committee and raise awareness

College/Drake Urban Renewal Project

A new Urban Renewal Plan area is being contemplated at Drake and College Avenue. In spite of this area's prominence, the area suffers from vacancy, underutilization, and underinvestment, particularly when measured against community objectives for the area as specified by City Plan (Fort Collins Comprehensive Plan), the Midtown Plan (a subarea plan for the Midtown area), and the Midtown in Motion Plan (Midtown Transportation Plan). Note: These and other plans are available at <https://www.fcgov.com/planning/documents>.

A new Urban Renewal Plan in this area would allow the URA to utilize the incremental taxes derived from within the plan to enable enhanced development outcomes that are consistent with community goals and objectives. Area priorities could include: College and Drake intersection improvements, traffic safety improvements, sidewalk & landscaping enhancements, storm water improvements, parking enhancements, improved multi-use trail & bus stop improvements on Drake near MAX.

Under HB15-1348 there are several steps that each area and expanded board must follow before an area can receive funding. For Drake and College these steps generally include:

1. Existing Conditions Study. See URA Board Approval for an Existing Conditions Study
2. Neighborhood input & involvement
3. Plan review & TIF impacts.
4. Tax Entity Negotiations
5. Recommendation by City of Fort Collins Planning & Zoning.
6. Recommendation by City Council
7. Final decision by Fort Collins Urban Renewal Authority (URA) board.

Each of these steps may take months to complete as they are formulated, reviewed and ultimately approved by the URA Board.

Larimer County Comprehensive Plan

I have had the privilege of being a participant in the Larimer County Comprehensive Plan. The Comprehensive Plan is a policy document that establishes a long-range framework for decision-making. It is built on inclusive community outreach and existing plans with guiding principles, policies, and solutions tailored to different areas in the county. The process is divided into two phases in order to assess and plan for very different areas of the County: 1) Mountain Resilience Planning Area and 2) Eastern Plains Planning Area. Following the completion of the Phase 1 Mountain Resilience Plan in 2017, Phase 2 will focus on lands east of the foothills and culminate in a countywide Comprehensive Plan. Together, the Comprehensive Plan will:

- Articulate common themes that bind the County together.
- Create an opportunity for unincorporated communities and areas to establish a vision.
- Set the structures and capability to prepare subarea plans in the future.
- Offer resiliency policies and best practices while supporting diversity of communities throughout the County.
- Be an evolving document that provides initiatives and planning tools.

FC Lean

Several managers and library staff have participated in FC Lean through the City of Fort Collins, a continuous improvement program which allows opportunities for to:

- Improve customer service
- Increase organizational effectiveness
- Drive efficiency, and
- Contain or reduce costs

Our goal is to equip employees with the tools they need to continuously improve the Library District's service delivery to customers.

COMMUNICATIONS

By Paula Watson-Lakamp

- Completed monthly/weekly goals of Communication Plan
- Organized, managed and supervised all graphic design work for the District
- Worked with OrangeBoy on dashboard and Savannah messaging system to send out new campaign to "Occasional" users
- Worked on new social media promotions and platforms including "The River's Mouth" blog
- Rolled out our new Captain Cache pod cast
- Worked with local and regional media on various stories
- Continued work on new Strategic Plan Marketing strategies
- Continued to roll out new Library District "Connect to Curiosity" to staff and public
- Finalized work on FoCo Book Fest – October 19 & 20
- Worked with the Library Trust to get information into Colorado Gives Campaign
- Worked with Master Plan project, web page, community events, promotion
- Began planning of 2019 Summer Reading Challenge
- Gathered year-statistical data for Communications

HUMAN RESOURCES

HR Manager:

By Sabrina Stromnes

- Benefits open enrollment for classified staff is currently under way for 2019.
- Third quarter Quarterly Performance Alignment is in process and will close out on November 6.
- Recruitment
 - ❖ Hires:
 - Librarian – Adult Information Services (full-time Old Town Library): Ian Holmes, starts November 5th
 - Library Assistant (promoted from hourly to part-time classified at Council Tree Library): Ashley Byers
 - Circulation Aide (part-time hourly at Harmony Library): Katherine McDaniel
 - Circulation Aide (part-time hourly at Old Town Library): Rahemin Ali Seehar
 - ❖ New Postings:
 - Director of Finance & Business Operations (deadline extended to November 16)

- 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, Benefits and Learning

Volunteer Program Manager:

By Audrey Glasebrook

- Successful Book Fest 2018! Served as author liaison and main point of contact for book fest "talent" leading up to, during, and after the event. Currently working on collecting receipts for reimbursement of expenses.
- Organized a Make a Difference Day project at Harmony Library on October 26th. Hosted about 10 employees from HP (and one individual volunteer) to do a deep-cleaning of the library.
- Interviewed 11 volunteer candidates and placed them in volunteer roles.
- Recruited 9 volunteers for the Informal Lending Libraries, who will maintain those spaces in the community and keep the collections up to date.
- Posted staff volunteer requests in Volgistics and sent out opportunity emails to all volunteers, finding help for special projects and events over the next several weeks, including Dia de los Muertos, Cool Tech Toys for Kids, and children's area maintenance volunteer for OTL.
- Collected hours from 126 library and Friends of the Library volunteers who served in August.
- Accepted to DOVIA Colorado Board, as Larimer County Education Committee Chair. Attended DOVIA Colorado Conference on Volunteerism on October 10th in Golden.

OUTREACH SERVICES

By Johanna Ulloa Girón



We ended the Inclusive Internship Innovative work in Chicago, where Herman Chavez spoke about his work with us. Herman remarked that his time with us and his work with teens at L-Grupo was life changing. Herman highlighted work with historically marginalized communities as pivotal in the future of libraries. We are looking forward to participating next year on this initiative.

Ludy Rueda coordinated Noches en Familia hosted by Spanish CSU students. Their presentation was very interactive, dynamic, creative, and full of elaborated props and visuals that kept the audience engaged at all times. Their language skills were outstanding and the students enjoyed being part of this project as well.

Pelicano Programa **initiated** its cycle. Students from Colegio Britanico de Tehuacan, McGraw Elementary School and Harris Bilingual Elementary School had an opportunity to meet via videoconference. The excitement of the teachers and students was contagious.



In addition to doing lots of Storytimes about fall and Día de los Muertos, the highlight of Leah Weatherman's month was doing a makerspace marathon with Jennifer Zachman at Bacon Elementary. They taught the students how to be good "digital citizens" and did an intro to coding with Dash robots. Leah and Karol de Rueda also had fun representing the library at Hogwarts Halloween teaching families about green screens.



Iman Al Khafaji started providing storytimes at the at the Libyan school for students under 8 years old. Iman continues to do storytimes at the library branches on the third week of each month, weekly CLC story time, and weekly University Village storytime.

Karol de Rueda is now providing two citizenship classes a week. This service continues to be an important service to our community. Currently Karol has people from many different parts of the world attending the classes.

The Book Club for Mortals had their first meeting on October 10th. It was jointly presented by Mindy Rickard of Larimer Advanced Care Planning and Sylvia Garcia, Outreach Librarian. The focus of the series is to explore the end-of-life journey from different perspectives. The first book, *Driving Miss Norma* by Tim Bauerschmidt sparked laughter, lively discussion, and a sharing of poignant memories. The book for next month is *When Breath Becomes Air* by Paul Kalanithi on November 14th.

We participated in the Harry Potter celebration at the Aztlán Center where more than 150 kids enjoyed activities and programs related to this amazing book. We provided a booth with library information and used the green screen so kids and families could email pictures with a Harry Potter related background.

SYSTEMS ADMINISTRATION

By Mark Huber

We completed an upgrade of the wireless network at Old Town earlier this spring. Recently, we received verification that our e-rate application to cover 50% of the project cost was accepted. The total project cost \$11,200 and we received \$5,600. We are looking at filing for our public internet data connections for 2019.

There have been customer requests to extend our public faxing beyond local area and toll free calls. VOIP (voice over IP) adapters were recently added at Old Town and Council Tree and will be added to Harmony soon, giving customers the ability to fax nationwide. The solution will actually cost less than our previous faxing solution while extending service.

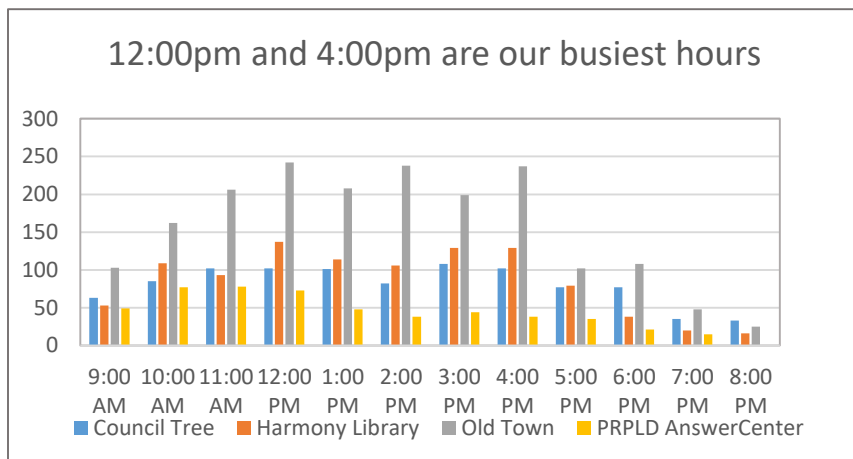
Our Windows 10 upgrade pilot is extending to the Old Town Library computer lab this month. Along with the OS upgrade, customers will have access to Office 2016. Some configuration changes have also been made to improve the customer experience. The trial period will give us a chance to collect feedback from customers and staff prior to rolling out the upgrade around the district.

COUNCIL TREE LIBRARY HIGHLIGHTS

By Currie Meyer

DART Week, October 22-28:

For the third of three annual sample periods, over 100 library staff recorded each question they answered using the DART application. Staff recorded over 4,000 transactions during the week. DART is a free, web-based tool provided by the CO-based Library Research Service. See more results, attached.



It's a Girl Thing program, October 19

I coordinated the It's a Girl Thing book discussion program on *The Hundred Dresses*, an award-winning book for young readers about the impacts of teasing/bullying on a group of young girls. This popular, limited-attendance program engages tween girls and their mother or other woman companion, around a book featuring a girl protagonist. The program features discussion, interactive activities, and pizza.



Children's Librarian Amy Holzworth's highlighted activities from October:

- Along with colleague Vicky Hays, attended the annual **Colorado Libraries for Early Literacy (CLEL) workshop** at the Arvada Center for the Arts and Humanities.
- Hosted a PRPLD **information table** at **Linton Elementary's** Parent/Teacher conferences.
- Joined Jennifer Zachman and David Slivken for "**Creativity Connects: Arts in Early Learning Symposium**" at the Denver Center for Performing Arts.
- Planned and facilitated a **meeting for CTL storytelling staff** to review storytime theory/research and best practices.

Teen Services Librarian Jenny Thurman’s highlighted activities from October:

- **Spooky Stories**, October 27: Fort Collins Spellbinders oral storytelling group - told creepy tales worthy of any late night campfire – even our fake one - to 25 children and adults.
- **Heritage Christian Academy library tour**, October 5: Provided a tour and orientation for 10 high school students and their teacher. I provided tips on how to best use the public library for a year-long research project.



Circulation supervisor Angela James attended the **Back in Circulation Conference** presented and hosted by the University of Wisconsin’s School of Information on Oct 15 and 16 in Madison. With fellow circulation supervisor Holly Bucks, Angela learned about trends and new practices in library materials circulation.

OLD TOWN LIBRARY HIGHLIGHTS

By Eileen McCluskey

Erin’s Build Club featured dinosaur learning. The kids came up with some amazing dinosaur and paleontologist builds out of LEGO bricks. They experimented with different designs for boomerangs to see what designs flew the farthest, plus learned about fulcrums by playing spoon frog. A 3D AR-enabled triceratops skull was featured on the laptop and children explored the bones and cavities from all sides.

The STREAM storytime for October focused on nature and Library Park. Families were invited to join in an outdoor scavenger hunt and to explore the plants and wildlife of the park, such as the bark of a bur oak, native grasses, pine needles, and more. We talked about conservation and ways to protect nature and wildlife, plus featured fun facts about squirrels and acorns.

Vicky attended the Colorado Libraries for Early Literacy conference, attending several enlightening sessions on early literacy leadership and the importance of interactive story times. That was followed by the quarterly story time staff meeting, hosted by OTL. There were discussions on story time protocol and adding more intentional inclusivity to our story times.

Kristen finished the CS First Fall Coding Club. Some happy coders provided this feedback:
You guys are great you will never never ever stop making the best computer science classes. CS First is a great thing you guys are great at doing this and you should do more classes! Also, I like waffles.

I Am a God At Scratch

Kristen also coordinated classes on iPads, EBooks, and the Drop in Coding session. She met with a representative from CSU’s Computer Science community outreach program to discuss a “coding pipeline” program in coordination with the Library District, PSD and CSU.

Kristen and Karla attended Narcan training and will debrief LLT in December on their thoughts regarding the information they received.

Eileen coordinated tours of the Murphy Center for OTL and Answer Center staff. The Murphy Center and Old Town Library share many of the same guests (as their clients are called at the Murphy Center)

so it was informative for OTL employees to see firsthand what services are provided and how those services are delivered. The employee tours will facilitate referrals and a better understanding of available services for some of our high needs customers.

Along with Louise, Eileen hosted a One Planet tour of OTL for Fort Collins City employees. Eileen also continues her work with the Fort Collins Parking Advisory Board and Leading at the City.

HARMONY LIBRARY HIGHLIGHTS

By Ken Draves

Campus News, shared by Annie Fox, FRCC-Larimer Campus Librarian

- FRCC had a ribbon cutting on October 29th for the solar array at Harmony. The solar array provides electricity for cars and was obtained through a grant from the City. David, Ken, Annie and Kim attended the ribbon cutting.
- Non-Profit Librarian Sarah Scobey and Business Librarian Molly Thompson have been invited to a business partner's breakfast at FRCC. Ken and Annie will also attend.
- FRCC was a sponsor of the book festival "The Big Think" and had several instructors involved in the program.

Tween and Teen activities reported by Miranda West

The newly formed Teen Council has been working hard since June planning, plotting, writing, and rehearsing for their first program, the Riverdale Whodunit Murder Mystery Party! Nicole, Jenny, and I, along with the 7-member Council, welcomed 28 amateur sleuths to Harmony on October 19 to solve the mystery of who killed Jughead Jones. All our guests gave it their best investigative effort, but one team walked away with the grand prize: giant pixie stix. The Council meets again in November to start brainstorming their next project.

Business services reported by Molly Thompson

- Worked with 12 small business owners or potential small business owners on business research during the month of October
- Attended the Northern Colorado Women's Small Business Conference
- Went to the regional Money Matters meeting and scheduled the 2019 Money Matters Series. (Highlights for the 2019 series below.)
 - Budgeting & Saving
 - Managing Student Loan Debt
 - Long Term Care Planning

DART October 22-28, 2018

Total transactions:
4,386

