

# April 2020 Report from the Executive Director

## ADMINISTRATION

*By David Slivken*

### Safe Workplace Handbook

Library staff members have been creating a Safe Workplace Handbook. This Handbook is to be used as a recommended practice guideline and is developed in consultation with the Larimer County Department of Health and Environment, and State of Colorado, Centers for Disease Control (CDC) and World Health Organization (WHO) recommendations. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. The Safe Work Handbook provides general recommendations for use in all Library District facilities

### Summer Reading Challenge

The 2020 Summer Reading Challenge, A Summer to Imagine, is going virtual! The online program will be filled with fairy tales and fantasy, enchanted forests and mystical lands, spellbinding science and other great learning activities... just in a new format.

### Annual Report

Tough a bit delayed, the 2019 Annual Report is now up on our website. Due to some personnel changes at the City, there was a delay in receiving some of the financials. You may access the report at : <https://www.poudrelibraries.org/about/pdf/annual-report-2019.pdf>

### Harmony Library

The Larimer Campus of Front Range Community College is closed until at least June 1, 2020. With this closure, the Harmony Library closed until at least June 1, 2020. Only Council Tree Library and Old Town will be offering touchless pick-up service and returns beginning May 15<sup>th</sup>.

### Face Mask Making at Senior Center

The Poudre River Public Library District received 300 masks from a group of volunteers making face masks at the Senior Center.

A group of volunteers have created what they're calling the first "sew safe site" in the nation, a grassroots effort to produce hundreds of masks for those on the front lines.

"It feels good to be doing something positive," organizer Tina Olson said. "And when we see our tally board that shows how many hundreds of masks every day we're making, that is just extra motivation." Olson says they've created more than 3,000 masks, which are going to police officers, firefighters, and essential workers in Fort Collins. The [site is constantly looking for volunteers](#), and no, you don't need to be a professional tailor or seamstress.

## COMMUNICATIONS

*By Katie Auman*

- Finalized and submitted the “2019 Report to the Community” to the City and County
- Working with planning teams on a phased reopening of library services and facilities
- Revising promotional plans for a “virtual” 2020 Summer Reading Challenge – “Summer to Imagine” and updating or creating new graphics, videos, and other program materials
- Keeping customers updated about library reopening plans via email, website, and social media
- Creating graphic design elements on website and social media that highlight the Library’s vast digital downloads and eResources available from home
- Working with SA and content managers to revise and update their webpages with current information and promotions in light of COVID-19
- Using Library social media channels in new ways and with great success
  - Tech Tips computer tutorials from the Media Mentors added to the How Do I? playlist
  - Virtual Storytimes videos and videos directed at the Spanish-speaking community continue to be shared
- Auditing event sponsorship and advertising plans and making changes as needed due to the COVID-19 pandemic
- Continuing with social media promotions and platforms including “The River’s Mouth” blog

## COUNCIL TREE LIBRARY HIGHLIGHTS

*By Currie Meyer*

**Work from home continued in April.** Council Tree Lead staff, including Childrens’ Services Librarian Amy Holzworth, Circulation Supervisor Angela James, Services Librarian Jenny Thurman, and I continued work from home in April. On average, we are maintaining between 70-90% of our regular work time. Our work includes

- Planning programs and services for phased re-opening levels
  - Summer reading challenge (SRC) logistics including prizes, incentive programs (including “Reading Makes Cents”, a new read-to-help others program)
  - Creating a dynamic framework to recommend protocols, training, supplies and staffing levels needed for phased building re-opening
  - Providing recommendations to ELT about materials availability and quarantine protocols
  - Planning alternate districtwide storytimes and programs for June-August
  - Providing a proposal for limited public-access printing and holds-pick-up service
  - Creating alternative ideas for virtual SRC programs to engage children and teens.
  - Providing children’s staff a guide for creating story videos
  - Formation of phone reference service including connectivity and staff training
- Meeting via MSTeams and Zoom with colleagues and staff to share ideas, questions, updates and proposals. Delegated tasks and approved work with staff.
- Research and learning from online webinars, websites and articles and reports

- Updating and adding new content to summer reading, Teen and Kids websites
- Creating guidelines for staff on the updated, online SRC process
- Facilitating a live video discussion for LLT on *Palaces for the People* by Eric Klinenberg
- Building walk-thru to check for roof leaks after snow storm
- Increased purchasing of Overdrive Teen titles to meet the new, decreased holds ratio of one hold to four titles. The pre-closure ratio was one to seven.
- Rearranged May Rekindle the Classics book discussion program to Zoom virtual platform

*Meet and Collaborate #1, Provide user-centered spaces that are flexible; #2, Re-envision unique programming and services; #6 Serve as a center for civic engagement.*

*Learn and Discover #1, Connect individuals with opportunities to explore; #5, Provide flexible programs, resources and services*



*Reimagine the Future #1 Make strategic decisions based on community...changes, #4 Develop agile services; #5, maximize flexible, sustainable library operations.*

**Replacement EFIS installation:** Front Range Village is coordinating the replacement of all exterior insulation finishing system (EFIS) surfaces on the property. The existing surfaces were damaged in the July 2019 hail storm.

**Replacement RTU installation:** Contractors installed new HVAC roof-top units (RTUs) – also because of damage sustained from the 2019 hail storm.

## **OLD TOWN LIBRARY HIGHLIGHTS**

*By Eileen McCluskey*

The Old Town Library team continued to transition services to deliver virtually where appropriate and relevant to the community. This month, we served on various teams to plan how to reopen the district safely for the community. Kindra has been creating some tech tips videos on some of our most asked questions. Take a look in the Online Tutorials/Tech Tips section of the web site. The team is providing support for the Ask a Librarian service and planning how to deliver the Summer Reading Challenge virtually. We are excited to be back at the library and getting library materials back into the hands of the community.