

PROJECT STATUS FORM

Loveland Public Library

REVISED DATE 2/8/2012

DEPARTMENT	PROJECT/ COMMITTEE	ASSIGNMENT DATE	ASSIGNMENT PERSONNEL/ COMMITTEE MEMBERS	CURRENT STATUS
Library Admin.	Investigate alternative funding options, particularly library districts	12/31/2012	Marcia Lewis, supervisors and library board	Initial Assignment QI QII QIII QIV
	Plan and conduct strategic plan process	12/31/2012	Marcia Lewis, Sue Baccari, supervisors, library board and all staff	Initial Assignment QI - Collecting articles and ideas QII QIII QIV
	Publicity and marketing of library services (tours, PR, newsletter, etc.)	On-going	Marcia, new assistant and staff in each department	Initial Assignment QI - Publicity for grand re-opening, two newsletters ongoing QII QIII QIV
	Complete and have City Council adopt new policy manual	5/30/2012	Policy committee and Marcia Lewis	Initial Assignment QI – Board approved draft to be reviewed by City Attorney QII QIII QIV
	Incorporate Innoprise accounting into normal workflow	On-going	Patty Goodwine and Marcia Lewis	Initial Assignment QI – Learning system but also using credit cards more QII QIII QIV
	Adult Programming	On-going	Marcia Lewis and new assistant	Initial Assignment QI - Successful grand re-opening events, gardening series, tours. 1222 attended 29 programs. 90 attended 6 tours in March. QII QIII QIV
	Monitor building operations and make changes and warranty fixes as needed	12/31/2012	Supervisors and Marcia in cooperation with Ken Cooper and City facilities staff	QI – Airquality testing & continuing to finish “punch list” items QII QIII QIV

REVISED DATE 2012

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Adult Services	Establish procedures and workflow for the development and maintenance/repair of the media collection and electronic resources	3/15/2012	Carol Hammang	QI - Established workflow from circ, found shelving for problems QII QIII QIV
	Work co-operatively with the Larimer Cty. Genealogical Society, creating procedures for training LCGS volunteers	6/30/2012	Carol Hammang Caroline Hilligoss	QI training procedures developed in February. Working on room organization QII QIII QIV
	Create and teach one to two classes a month and promote/market our databases	12/31/12	Jolie Hogancamp	QI Mar. 3 Intro to Job accelerator database for teens – 5 attended; March 31 Job Accelerator database – 5 attended. Coordinate with Tyera on promotion QII QIII QIV
	Revise/update Adult department procedures	3/1/2012	Carol Hammang & all staff	QI – Hardly begun – dept. organization has taken a while opening & closing procedures in progress. QII QIII QIV
	Coordinate and lead three sessions of monthly book discussion group	12/31/2012	Janice Benedict	QI - Jan. <i>The Art of Racing in the Rain</i> , Garth Stein, 39 attended; Feb. <i>Smilla's Sense of Snow</i> , Peter Hoeg – 32 attended; Mar. <i>The History of Love</i> Nicole Krauss – 35 attended QII QIII
	Implement patron-initiated holds for ILLs through SWIFT	4/31/2012	Dixie Huff Diane Hansen	QI - Patron initiated holds implemented but not made public yet. Will attended ILL conf in April. QII
	Inventory & prioritize Loveland & historical maps, copying & preserving as needed	12/31/2012	Diane Hansen	QI - Almost 300 maps inventoried and categorized. QII QIII QIV
	Increase awareness of Outreach program in the community, maintaining/replacing volunteers as needed	12/31/2012	Dixie Huff	QI – Identifies the need for a volunteer for yellow shelves. QII QIII QIV

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Children's	Provide a Summer Reading Program in conjunction with the CSLP	June & July	Dawn Middleton	QI – Ongoing. Planning QII QIII
	Travelling Storyteller in the Park as a function of SRP outreach	June & July	Jessica Sherman	QI - Planning QII QIII
	Provide 6 weekly lapsit storytimes	Ongoing	Lolly Light	QI – Hugh numbers; trained backup presenter QII QIII QIV
	Provide 7 Storytimes per week	Ongoing	Kris Zimmerman	QI - Large groups; trained backup presenter QII QIII QIV
	1 passive & 3 active programs per week (September thru mid-May) for elementary ages	Ongoing	Jesssica Sherman	QI – Waggin Tales, Brickmasters, Knitting Club, Boa, Poetry, Board Game, Crafts. Tours & special programs for Garfield, Winona & Truscott. QII QIII QIV
	Participate in special programming: Children's Day, Battle of the Books, Family Fun Fest, Loveland Lights	Ongoing	Jessica Sherman; Dawn Middleton	QI – Planning QII QIII QIV
	Provide Raise-a-Reader outreach program on a regular basis to local in-home daycares and Lvld Housing Authority & other community agencies that work with at risk children	Ongoing	Cynthia Slossen	QI - Largo Vista working well; program evolving QII QIII QIV
	Provide in-house programming on demand/outreach to children and families via tours, parent nights, parenting classes, program fairs, SRP info presentations, TSD Read Aloud Day, etc.	Ongoing	Cynthia Slossen, Lolly Light, Kris Zimmerman, Jessica Sherman, Dawn Middleton, Cindi Pfeiffer, Erin Lucero, Sabrina Smith	QI - Family First 4 programs, Parent Nights, tours QII QIII QIV

	Update and manage Children's Web Page, Facebook and Twitter posts	Ongoing	Lolly Light; Dawn Middleton	QI – More Facebook Friends FB used regularly but not too often. QII QIII QIV
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Circulation	Become knowledgeable with new equipment	June 2012	All	QI – Progressing attended AM Tech Talks
	Organize circ desk to best serve customers	June 2012	All	QI – working w/ facilities and Risk/ Safety on improvements.
	Serve on quarterly moral committee, customer service and safety committees	Dec 2012	Darlene Oliver	QI – Safety Committee in action Customer Service & Morale have not met since grand opening
	Collaborate on themes with other dept to display on “power wall”	Ongoing	All	QI – Colorado in Feb – March
	Book displays	Dec 2012	Darlene Oliver	QI – Power Wall + 2 smaller displays each month
	Create new/updated subject bookmarks for genre & series	Dec 2012	Cindi Hasbrouck	QI Done one for LL2R author, Alexander, McCall-Smith
	Revise procedure to damaged items	May 2012	Lupe Saldana, Joan Stephenson	QI Accomplished
	Display Case filled Monthly/4 new ones	Dec 2012	Joan Stephenson	QI – Started up in new display case in March
	Quarterly Circ staff Meetings	Dec 2012	Lupe Saldana	QI – One in March
	Collection Development	Dec 2012	Lupe Saldana, Lori Gentrup, Joan Stephenson and Kat Gilbert	QI – Ongoing
	Managing the copier money for Children's, Teenseen, business area and circulation	Ongoing	Lori Gentrup	QI – once/week
	Color Code/Label new paperback racks	May 2012	Vera Kurucz	QI – accomplished

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Library Technology	Channel 16 operations	Ongoing	Shane, Tyera	Initial Assignment- Ongoing QI - Upgraded audio in Council Chambers QII QIII QIV
	COL Web Page Committee, LPL Web Page Chairperson	Ongoing	Shane Adamson	Initial Assignment- Ongoing QI – Shane hasn't been able to attend mtgs. yet QII QIII. QIV
	iLearn courses.	12/31/2012	Tyera	Initial Assignment: February 2012 QI ELTC classes start in March 3x/wk new classes QII QIII QIV
	Service Contract Chart	March	Shane	Initial Assignment February 2012 QI – Working on it – finish before budget time QII QIII QIV
	New Staff Schedule	March	Shane	Initial Assignment: February 2012 QI – met w/IT, tried Excel spreadsheet QII QIII QIV
	Maintain Library Technology	Ongoing	Shane, Kent	Initial Assignment: February 2012 QI – Trouble Shooting as needed; EBB started electronic bulletin board QII QIII QIV
	Budget 2012	July	Shane, Marcia	Initial Assignment: February 2012 QI – Preplanning re: priorities and 5 year history completed. QII QIII QIV

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Technical Services	Increase use of City credit card for materials purchases and process payments effectively and efficiently using Innoprise and/or credit card.	12/31/2012	Laura Johnson	Initial Assignment QI –Process smooth but time consuming impacting other duties QII QIII QIV
	Database clean-up, especially being sure “multi” location code actually represents multiple location codes.	Ongoing	Lynn Parks	Initial Assignment QI - In progress QII QIII QIV
	Conduct mending workshop for the public	12/31/2012	Cindy Sprague	Initial Assignment QI QII QIII QIV
	Improve customer service by decreasing backlog, performing database clean-up and improving subject access, etc. as needed	On-going	Amy Fillinger and Cindy Sprague	QI – Ongoing QII QIII QIV

PROJECT STATUS FORM
Loveland Public Library

REVISED DATE 1-30-12

DEPARTMENT	PROJECT/ COMMITTEE	ASSIGN MENT DATE	ASSIGNMENT PERSONNEL/ COMMITTEE MEMBERS	CURRENT STATUS
Teen	Schedule monthly APPLE meetings and provide 4 additional tween/teen activities per month attracting 2% more participants	Ongoing	Michelle Turner, Beth Gudmestad	Initial Assignment QI – Participants increasing QII QIII QIV
	Plan, implement, and evaluate the 2012 Teen Summer Reading Program using the State Library's theme "Own the Night"	Jan. – Aug. 2012	Michelle Turner, Beth Gudmestad	Initial Assignment QI - planning ongoing QII QIII QIV
	Update and manage Teen Web Page, Facebook, Twitter, and Blog	Ongoing	Michelle Turner, Beth Gudmestad	Initial Assignment QI - Ongoing QII QIII QIV
	Collection Management of YA area: Continue selecting, building, and weeding a quality collection for teens	Ongoing	Beth Gudmestad	Initial Assignment QI - Increasing media purchases - ongoing QII QIII QIV
	Collaborate with other library departments in planning and implementing programs during the exhibition of the ALA Lincoln Grant	Jan. – Sept. 2012	Beth Gudmestad	Initial Assignment QI – Ongoing "March" by Brook's Selected for book group discussion QII QIII QIV
	Plan, implement, and evaluate an Outreach Program with the City of Loveland's Youth Advisory Commission	Ongoing	Beth Gudmestad	Initial Assignment QI – Met with Jenni Dobson and discussed collaborating on one project in 2012, book discussion w/Homelessness exhibit @ museum QII QIII QIV