

July 2015 Narrative - All Departments

Administration – Marcia Lewis

Library supervisors met with the City Manager and other 2016 budget preparers. The library's supplemental requests were funded and the library will keep the \$10,000 in personnel costs proposed by the elimination of one Page position. If the elimination of sales tax on food for home consumption petition does not make it on the November ballot, library supervisors will consider reorganizing the staff structure before filling a number of vacant positions.

The final report for the Colorado State Aide grant was submitted and our 2015-16 application was submitted. It is estimated that we will receive \$3000 more than last year, approximately \$18,602.

Staff prepared requests for mid-year adjustments to the Friends of the Library budget totaling \$1300 for additional programming costs and supplies for the LIMO.

The library's rebranding committee has finalized the tagline, logo and color palette. We are now working on design guidelines and customer service training for staff.

Our new City Attorney liaison, Vincent Junglas, toured the library and is reviewing the library policies that should go to the City Council in September.

Marcia attended the Front Range Library Directors meeting at the new Riverside Library and Cultural Center in Evans, a beautiful 10,000 sq. ft. library in the High Plains District.

Adult Programming & Volunteer Coordination – Bobbi Benesh

One could tell we were deep into vacation season by the small drop in attendance for Adult Programs in July. However, Kevin Cook still brought them in for his Noontime and 2Time Nature talks. Getting out of the summer heat, Joe Bowden brought in a comfortable group as well, with his talk on Nuclear Winter. Our movie goers enjoyed plenty of popcorn and some great acting with our latest Classic Movie Night, *Comes a Horseman*.

Adult Services – Caroline Hilligoss

Participation went through the roof in the Adult Summer Reading Program this year, with the addition of the online *READsquared* platform to the traditional "read a book, fill out an entry form" format. We gave out eight \$20 gift certificates in weekly drawings, and the winner of the grand prize Kindle Fire HD was one of our LPL homebound patrons! The breakdown of participants is as follows:

- # of Unique Adults In the Drawing: 284
- Unique Adults via READsquared: 228
- Unique Adults via Slip Submitted at Library: 45
- Unique Adults from Outreach (Homebound): 11
- Total # of Drawing Submissions (Counts Multiples): 685
- # of Adults Registered via READsquared: 630

July SRP events included two visits from volunteers from the Little Thompson Observatory, complete with telescopes, and a lecture/discussion presented by Ron Harms, Storyteller Extraordinaire, about the themes in the classic movie "The Matrix." Robert Ayala coordinated these events.

Business Librarian Amanda Armstrong presented on the topic of "Tips & Tricks for Researching or Renewing Your Business Plan" to the Allied Women Entrepreneurs, a non-profit that is serving woman entrepreneurs in northern Colorado. The group met on Wednesday, 7/22 at the Armstrong Hotel in Fort Collins. One of the members publicly expressed extreme satisfaction with the information Amanda had previously supplied to her. Another local entrepreneur emailed Amanda to express her thanks: "Thank you for all this wonderful information. It is so helpful as we put together our business plan. This is such a great service! Thanks again." During July, Amanda received 17 business client requests and completed 12 reports.

The Adult Book Discussion Group met on July 7th and 8th to discuss Louise Penny's *Beautiful Mystery*. A total of 48 people attended the 3 sessions. The group gathered in the Gertrude Scott Room for the annual potluck on July 21st, and 17 people discussed *The Girl with a Pearl Earring*, by Tracey Chevalier.

Caroline Hilligoss is busy working with other LPL staff members to plan the First Annual Loveland Public Library Local Authors Showcase. The event, scheduled for November 7th, will include a keynote speaker and panel discussion on publishing in the morning, and a chance for local authors to meet the public and each other, and sell and sign their books in the afternoon. Registration has begun and the local writing community is responding.

Items omitted from the June AS narrative.

Robert Ayala met with the Martin Luther King Event Committee on June 4th to discuss how we can partner to bring a greater awareness and participation in issues of diversity in Loveland. They discussed the Proclamation dated and signed on January 20th, 2015 by Mayor Gutierrez that formalizes the honoring of diversity and equal rights to citizens in Loveland, in line with the teachings and activity of Dr. Martin Luther King, Jr. LPL has committed to working with the committee through displays and possibly co-produced events in the future. We also spoke about developing a discussion/presentation series on issues of diversity, in the vein of the Namaqua Forum Documentary Series.

Danielle Stephens and Robert Ayala attended *2015 TEDx Frontrange: Generations*, at Thompson Valley High School on Saturday, June 13th. They offered TEDx attendees information about our digital services such as Overdrive/Frontrange Downloadable Library, Hoopla, Zinio, and our databases. They took a variety of mobile devices to show how to connect with our library. And, they took a robust book display to remind everyone that we still carry books!

LPL hosted the *Made in Loveland* Round Table meeting in the Gertrude Scott room on Thursday, 6/4. Amanda met an initial planning meeting with Girl Develop It (GDI). GDI is a non-profit that exists to provide affordable and judgment-free opportunities for women interested in learning web and software development. They have a Fort Collins chapter which will be expanding into Loveland in partnership with LPL.

Children's Department – Beth Gudmestad

We experienced lots of firsts this summer with the Children's Summer Reading Program. READsquared, the on-line platform, was a success. The number of children including pre-readers who participated in the Summer Reading Program increased from 1,274 in 2014 to 2,012 in 2015. Also, we saw an increase in the number of children who completed Level 1 this summer. Offering yard signs as prizes was a new idea this year too. Children who completed 300 minutes of reading were given a "Super Reader Lives Here" sign to place in

their yard. The signs were given in addition to each child selecting a free book to add to their home libraries. Quite a few families sent in pictures of their children standing proudly in front of their library yard signs. This was the first year that we had the iMake Lab. Approximately 2447 people used the iMake lab over the summer. Each week the staff focused on a different theme and the activities that were offered in the lab centered on that theme. For example during the music week, families had the materials to create harmonicas out of tongue depressors. Pretty Cool! Not every activity had to be changed every time a theme was changed. The staff offered "fixed stations" that required minimal set-up and were offered every week during the summer. These stations were the newly acquired light table and the train table. Both of these stations were big hits with children of all ages. Also, new to the library this summer was the Library LIMO. The LIMO made it to a few Story Teller in the Park programs during the summer as well as appearing at the Loveland Farmer's Market and Lagoon Concert Series. With the success of this summer's STIP, Cindi decided to offer a monthly evening storytime to the fall's list of programming. This is an opportunity to build on the momentum of STIP and also reach out to families who aren't able to make earlier storytimes due to work or other commitments.

This year's SRP was a success. Amber met with the department and asked for feedback on this year's program. Everyone agreed that the department met their goal of creating whole-family programming that encouraged innovation and creativity. At this meeting, staff started to brainstorm ideas for next year's SRP theme, On you mark, Get set, Read!

The staff is looking forward to the fall with renewed energy and enthusiasm. Cynthia is collaborating with Robert Ayala to offer adult computer classes at Lago Vista. Sabrina is planning an informational program for children called "Who wants to be a Librarian". With this program, participants will experience different aspects of a librarian's job through hands on activities provided by various staff. Lolly and Kris are excited about outreach opportunities with Thompson School Districts Early Childhood Education. They will be participating with the TSD Pre-School registration in early August. Jane will assume the responsibility for the on-site Buddy Reading program and Cindi will offer a monthly robotics program for children which will hopefully alleviate some of the demand for Amber's monthly technology programs.

In July we said goodbye to Sandy Brambila and welcomed Haley Squires to our staff. Haley has lots of children's programming experience and will fill in for Lolly when she is out. Krista Sorensen, a Children's page, will be leaving us at the end of August. She's returning to school to pursue a library degree in archives. We're sad to see her go! Two new pages will be hired to fill the vacancies left by Liz and Krista.

Dobby is dressed for fall and the start of school!

Customer Service – Joanna McNeal

Customer Service has remained very busy for the second month of the Summer Reading Program with several staff being involved with programming specifically Haley and Darlene. Darlene took the LIMO to the Foote Lagoon concerts every Thursday and with Kathleen to Story Teller in the Park. Darlene also took the LIMO to the Cherry Pie festival.

Invitations were sent to authors for the Author Showcase event in November, several have responded positively. Haley has organized a Book Fair fundraiser for the event, which will take place noon – 5 pm on Saturday August 8th at Barnes and Noble. Ten to fifteen percent of anything purchased as part of the library fundraiser will go to the Friends of the Library.

Lori and Jo went to an Innovative User Group meeting at CU Boulder. They received an update on Prospector and Millennium and learned about a research program involving several libraries (academic and public) that translates MARC records into a language that Google understands so that searches for titles bring up library resources of participating libraries, for example, search Google for “Molly Brown papers” and see Denver Public Library pop up first. This project is the beginning of putting libraries into the mainstream of the general population’s internet searching.

Displays - The display case in the Galleria featured a huge variety of magazines all published in 1955 provided by John Kindschy (Treasurer of Friends of the Library Foundation).

Library Subs – Beth Gudmestad

Due to a few recent staff vacancies, the subs have had to exceed their assigned hours to help provide coverage in the different departments. Based on a report from HR the sub hours still are under 30 for the year. They’ve done an incredible job monitoring their hours and staying below the suggested amount.

The subs participated in a lot of outreach during July. Kathryn took the Library’s LIMO out to several different events around town including the Farmer’s Market at Fairgrounds Park. She also attended the Water and Power Open House Day with Marcia. Sue volunteered at the annual Cherry Pie Fest and continues to work on Author Showcase committee preparing for the November event. Maribeth welcomed a new grandson to her family!

LTI – Shane Adamson

We have identified a few projects needed to be completed for the Library. Duplicating our DNS and DHCP servers to limit down time and slow down times. The City will surplus some servers and we will use those to accomplish our needs. In addition our proxy filter needs updating and configuration. We are in talks with the City to be included in their wireless network that is operated in all other City Buildings.

We are continuing to provide the Chilson Recreation center an avenue to complete their short informational video. The project timeline has grown considerably only due to lack of available shooting times. We are hoping to leverage this partnership into sharing the cost of some software needed to make a virtual tour of the Library. In addition we are volunteering our time to create some videos for the City Employees’ Award and Recognition Ceremony.

We have accepted a donation of a Masson Carrell. It is a 4x3 table with a 9 foot post attached to it. The post holds a camera which we have purchased. The camera, along with attached polarized lens allows users to take digital pictures of flat art that can still be in its frame and no glare will be in the picture.

Technical Services – Shane Adamson

Before we are able to track the progress of a new item after implementing a few new procedures we have to get rid of the large backlog in cataloging items. Shane and Tyera have offered 4 hours a week through the summer to help process items. Their impact has been effective and they have already modified/improved some of the repetitive tasks. Just goes to show you how a fresh pair of eyes can evaluate your current processes. Adult Fiction and some parts of the Children’s collection are caught up and we now turn our attention to audio CDs and DVDs. New labeling for media has been planned out and tested. The Audio CDs will soon be shelved according to 16 genres. The Movie and TV DVDs will remove the Dewey classification and be shelved alphabetical.

The monthly statistics will look a little lower than in previous years. We are adjusting how we keep statistics and how that should be reported. For instance, in the past when we processed Overdrive MARC records we counted each item in that process as a cataloged item. The process to do Overdrive MARC records is extremely streamlined. All the records are done at one time and only takes the same amount of time of doing 1 item. We have decided to count importing Overdrive and Safari records (that come in a batch) as 1 item cataloged and not count each individual item in our cataloging statistics. This will help with the overinflated number we have been reporting in the past.

Teenseen – Beth Gudmestad

The Teen Summer Reading Program was SUPER fun this year! We received positive feedback about the on-line platform and the programs that we offered. We had 83 more teens register this summer with 881 teens participating in programming at the library. We did not reach the completion % that we set for ourselves in January. As a department we hoped to have 35% complete the program this year. Summer is reaching out to some of our regular families for feedback about the program to see if we can improve next summer on the % of teens who complete the program. At our pool party finale approximately 65 teens enjoyed swimming, additional prize drawings, and pizza. A great way to wrap up the summer!

Both Summer and Amber assisted with the hiring of a new library aide in teens. After interviewing 6 candidates we selected our summer intern, Becca Hugues, to be our new aide. She'll take over for Hannah Zlotnick who is leaving to teach Kindergarten in Colorado Springs for the 2015 school year. Becca begins her new job on August 10 in the teenseen.

In addition to carrying on SRP duties in July, Summer continued to make plans and complete tasks for this year's City Employee Recognition Program which will be held in October. Summer is in charge of collecting photos of all the employees who will be recognized at this year's event. Amber was busy finalizing details for the Library Staff Technology Training Day which will take place in August. Staff have been asked to sign up for one of the several trainings being offered that day based on their interests. I'm looking forward to designing an object to print on the library's 3D printer.

Customer service continues to be a huge emphasis for our department. My staff makes it a point to be welcoming and inviting to all guests. We're hopeful about this year's 6th graders at Bill Reed. So far, the 6th graders whom we've met this summer have been respectful and kind while visiting the library. We've even been blessed to see some visible changes in our rougher teens over the summer. I am confident that they feel welcomed and safe in our space and that seems to make a huge difference with how they interact with staff. We're looking forward to holding our first Friend's Teen Book Sale at the library in August. Our Friend's group approached us about hosting the event. Over the years, they haven't seen a huge amount of teens attend the book sales. It will be interesting to see what the turnout is for our sale and if this is something that we continue in the future.