

September 2015 Narrative - All Departments

Administration – Marcia Lewis

The library opened again on Sunday afternoons just in time for the two-day *Candy for the Eyes* Colorado Dahlia Society NoCo show. The displays of flowers were spectacular and the Dahlia Society donated \$500 to purchase gardening books.

After receiving a complaint about the lack of braille materials, the library has purchased several picture books with braille overlays that will be available in the children's area. All staff have also learned about the Colorado Talking Book Library that provides audiobooks, braille and large print books for persons with visual handicaps free of charge. We will promote the braille printer and Magnisight equipment available to assist patrons with low vision.

Beth Gudmestad was hired as the Children's Librarian III and division manager after spending the summer supervising both the teen and children's division. The position for a Teen Librarian III has been posted. The City Manager approved other staff changes that included moving Lori Gentrup, Librarian II in Customer Service, from 30 to 40 hours/week. Two vacant 20 hour positions in Customer Service were combined into one full-time Librarian I position.

Marcia has been involved with City Council budget and Capital Expansion Fee meetings. She also attended the Friends of the Library planning meeting and retreat, a Center for Adult Learning board meeting, the City's business appreciation breakfast and the Read Aloud Loveland orientation for readers. She also drove the LIMO to the Chilson Senior Center to promote library services at the Senior Center's harvest bazaar.

The Rebranding Committee that includes Marcia and Therese Torpy completed the logo design and is finishing a brand usage manual for staff. They conducted a short staff survey on customer service to assist in the staff training that will be an important aspect of the new brand. We plan to kick off the new brand in early January with new library cards, the new web page and celebratory events "where you can have fun."

Adult Programming & Volunteer Coordination – Bobbi Benesh No report submitted.

Adult Services – Caroline Hilligoss

The Loveland Public Library was the host site for the September 15th meeting of Reforma Colorado. Reforma is the national association to promote library and information services to Latinos and the Spanish speaking. This is the first time Loveland has hosted this advocacy group, and Robert Ayala is the first LPL librarian to participate. The group went to El Pueblito for lunch afterwards to extend the meeting.

Robert Ayala has been busy planning the *Tales on Tap* event for October 3rd, and was interviewed by Shelley Widhalm for an article about the upcoming event that appeared in the *Loveland Reporter Herald* on Wednesday, September 30th. As the LPL music collection development librarian, Robert has embarked on a project with Technical Services to reclassify the LPL music CD section in a browsable, user-friendly way. This is an ongoing project. Earlier this year, Robert applied for and was selected to participate in the Lead Loveland project for 2015-2016, and attended the first session on September 29th.

Adult Services Supervisor Amy Phillips spoke at the Loveland Chamber of Commerce *Lunch and Learn* event on September 24th. She highlighted the business resources available at LPL and touched on how the library is engaging with the community with programs like *Tales on Tap* and platforms such as Biblioboard. Amy also

met with the CSU Marketing Capstone class to present information about the library so they can begin to formulate a marketing plan for the library. Business Librarian Amanda Armstrong followed up this meeting on September 15th with additional information about the demographics and current marketing that the library is doing.

Amanda attended the Loveland Business Women's Network (LBWN) kick-off event in Loveland where she connected with many new business owners. The president of LBWN has asked Amanda to speak at one of their educational events in 2016. Amanda coordinated two financial presentations at the library: *Medicare & You* on September 15th had 18 attendees and a good response overall, and *LGBTQ Financial Planning* on September 23rd had 2 very enthusiastic attendees. She took out the Library LIMO for two events: the Harvest Festival at the Senior Center on Sept. 18th, and the newly-conceived *Whatever Wednesday*, located at the businesses near Cleveland & 6th on September 30th, where she engaged with people about library services and handed out promotional coupons for two of the participating businesses. Both passers-by and business owners were happy to see the library bike out promoting the library and local businesses.

Amy, Robert, Dixie Huff, and Amanda attended the United Way's Poverty Simulation on September 17th in Fort Collins. This gave the team a glimpse of what it was like for individuals who are low income or homeless as they seek out resources to help them live in Larimer County.

Caroline Hilligoss, the library representative to the *Loveland Loves to Read* Committee (a special committee of the Loveland Friends of the Library), assisted with "An Evening with William Kent Krueger," at the Rialto Theater on September 28th. The focus of the event was Krueger's Edgar award-winning novel *Ordinary Grace*. The event sold out the Rialto several days in advance. Caroline had the privilege of dining with the author at the Inglenook Restaurant prior to the event, at which time Mr. Krueger expressed the highest regard for the our Friends organization, the support of the Loveland community for the event, and the track record of quality authors that have been brought to Loveland over the twelve year history of *Loveland Loves to Read*. As the in-house committee member, Caroline also showed the movie tie-in *Stand By Me* at the library on Wednesday, September 30th (5 attendees) and helped facilitate the writing workshop led by author Victoria Hanley on Saturday of the same week. Victoria's workshop was entitled "Top Tips for Novelists," and drew a capacity-crowd of 24 writers to the Erion Room.

In conjunction with *Loveland Loves to Read*, *Ordinary Grace* was the September selection for the three sessions of Loveland Library adult book discussion group. Retired librarian and volunteer Janice Benedict facilitated.

Children's Department – Beth Gudmestad

We met as a department in September and everyone took several minutes to share upcoming events and fall programming details. This left us with very little time to discuss other departmental issues. However, the meeting was super informative at highlighting aspects of what everyone is planning for the fall.

Haley has seen an increase in the number of storytime families participating in Playgroup. She has added new activities, including a light table and a tent for little ones to enjoy. Lolly trained Haley on the city's Vision Internet, so that Haley can enter upcoming events on to the event calendar and assist with keeping the Children's webpage up to date. Both Lolly and Haley have introduced several basic yoga poses (monkey breath, car pose, and dead bug) into Lap Sit storytimes. Jane stepped in and did preschool storytimes while Kris was on vacation. She received positive feedback from a patron who told her that she's a great storyteller! Kris continued to plan for her upcoming program, "More than a Storytime." She's offering this interactive event once a month on a Saturday for parents and young children. She's selected educational themes for each

month and planned centers that reinforce the theme. This storytime, along with Cindi's evening storytime that occurs once a month, provides working parents the opportunity to attend storytime with their children. Cynthia and Jane discussed management aspects for Kids Read at the various outreach sites and at the library. Cynthia continued to collaborate with Robert Ayala and Lago Vista to offer computer classes taught in Spanish for parents. This program will start Tuesday, October 6, 2015.

Cindi conducted her first School Out Science program for the school year. All of the experiments were solar focused. During the program she received a compliment from a patron who stated, "You're not like ANY librarian I had when I was young." Sabrina planned for her upcoming Library 101 program. She'll be offering this program on October 19, 2015 from 4:30 – 6:00 pm. Sabrina added an additional Waggin' Tales time. Children can now come in on Wednesday mornings and read to a dog. She's assessing whether this is a good time to offer Waggin' Tales.

Amber is already planning for the 2016 Summer Reading Program! The theme for next year's Children's program is "On Your Mark, Get Set, Read." She's already booked performers and is negotiating a deal for the digital platform that will record customer's progress during the summer. She has seen some of the new features of next year's platform, including a multi-lingual interface and flash games. Amber also researched usage on our Children's databases and provided valuable feedback on each of the databases.

A new Librarian III for Children's was hired in September – Me! I'm looking forward to the change and realize how blessed I am to be working at Loveland Public Library with such an incredible staff who LOVE what they do. This shows in how they interact with our patrons and in the programs they provide to the public.

Customer Service – Joanna McNeal

September was a busy month with kids being back in school. We issued a lot of new library cards and updated a lot of expired library cards because one of the local schools required all students to have an active library card. We saw a lot of new faces, which of course was great.

We instituted a new system to help new card holders who don't yet have a proof of address or those that don't have a proof of current address with them when they apply for a card. We now issue a "Provisional" Card limiting the new card holder to a three item check out for a minimum period of three weeks. The customer cannot check out anything else or renew items until they have brought in a proof of address. To make things even easier, we also have post cards that they can address to themselves and we mail it to them. This way, we feel that they don't have a wasted journey only to leave empty-handed.

Book displays in September were Time Travel by Kathleen Dowd and a joint staff effort highlighting Banned Books Week. The display case featured a lovely display from the Daughters of the American Revolution

Library Subs – Beth Gudmestad

Besides their normal responsibilities of covering the desk in the different departments at the library, the subs make it a point to get involved in other aspects including outreach, safety, and programming. In September, Maribeth rode the library's LIMO to Runza's Great Books for Great Kids event. This event raises money for the Children's Department. Maribeth fielded questions about how to get a library card and shared information about the library's down-loadable items. She was even asked if the library was serving hot dogs from the LIMO! Sue and Katherine serve on the Library's Safety Committee. In September, they met and discussed staff comments regarding the August fire drill. Sue is assisting with the Author's Showcase which will be held on November 7. Final preparations are being made with local authors and with Children's Author, Avi.

The subs do a phenomenal job covering the departments so that other library staff can participate in training, outreach, and programming. They even accept requests that require them to work split shifts in a day. We're so blessed to work in a library that has subs!

LTI – Shane Adamson

We continue to stretch the boundaries in LTI.

Tyera and Shane attended the city's TIPS program to be certified alcohol servers in preparation for the Oh Heck Yeah event on 10/9.

Shane continued to work on the City's New Faces/New Places video for the annual Awards and Recognition Ceremony. Seven videos in all at about 15 minutes of finished video.

Shane and Kevin were nominated for the Teamwork award this year for their work in the EOC and the video distribution system. That project is due to be installed in October.

In September Kevin and Shane interviewed and selected a new Library Aide. Nikole should start on 10/10. Nikole quickly became the most popular person in LTI as she requested to work every weekend. Thank you Nikole!

Technical Services – Shane Adamson

Tech Services just keeps chugging along. Most of the backlog has been reduced to less than 6 months. Naturally it is a moving target that relies on a lot of factors including how much is ordered, received, back ordered and Library budget. Monthly stats do not project an accurate accounting of how many items are cataloged. We get e-books in batches. Maybe 50-100 at a time. In the past when the batched was processed each individual item was counted, even though it processes them all at one time automatically. Since it really takes about the same amount of time to process one item, we count the entire batch as one cataloged item. That accounts for the disparity and drop off in monthly stats.

Teenseen – Beth Gudmestad

The teen department offered nine programs in September with 96 teens in attendance. Becca offered a new favorite, *Doctor Who*. It was a huge hit! She planned activities related to the series and also showed participants how to access library resources for Doctor Who materials. In addition to showing them library resources, Becca also discussed ways to access materials from other libraries using Prospector. It was a great way to combine fun with learning. Amber started her "Do You Robot Program" in September with much success. She purchased additional Cubelets Robotics to supplement the library's existing set. This will allow more participants to access the robots. Summer hosted her first Teen Advisory Board meeting and oversaw the officer elections for the 2015 – 2016 school year. She encouraged participants to brainstorm new and unique programming ideas and emphasized to teens that this is their space and we want to hear their ideas for it.

Amber hosted the Colorado Association of Libraries Maker Forum meeting on September 10, 2015 at the library. Librarians from across the state attended this meeting and they spent time discussing upcoming events. Amber will present at CALCon in October where she will be part of the "maker track" discussing 3D printing and robotics.

Summer reached out to middle and high school librarians throughout the district and heard back from quite a few. She'll be meeting monthly at Walt Clark Middle presenting book talks, highlighting upcoming teen programming, and discussing new library resources. Summer will finalize details with the Bill Reed Middle

School librarian in October. They're brainstorming ways to engage the students during their lunch break. She'll also be taking over the Common Read at Thompson Valley High School for the 3rd and 4th quarters of the 2015 – 2016 school year.

Becca has done an incredible job posting on our social media sites. She posts at least 5 times a week on the different sites including Facebook, Pinterest, and Instagram. Her posts include pics of the teens participating in various programs, upcoming events at the library, and helpful information including booklists and informative websites that appeal to teens.

In addition to their responsibilities within the department, each of the teen staff participate in other aspects within the library. For instance, Amber is assisting with the library's rebranding committee and Summer is part of the library's safety committee.

The job search for the Teen Librarian III has begun. We're hoping to interview candidates on October 12, 2015 with a possible start date for the new supervisor in early November.