

# **PUEBLO CITY-COUNTY LIBRARY DISTRICT**

## **Report of the Executive Director**

### **Submitted to**

## **The Library Board of Trustees**

**January 26, 2017**

### **Pueblo Community College**

PCCLD has entered into a Memorandum of Understanding with Pueblo Community College to offer similar services as those established at the Library @ the U at CSU-Pueblo.

### **Newspaper Digitization**

The Colorado Daily Chieftains 1872-1887 now are online. This work was completed in collaboration between the local newspaper, the state library, and PCCLD. Maria Tucker (Manager of Special Collections & Museum Services) was instrumental in this work locally. Here is a link to an article on the project:

<http://www.historycolorado.org/blogs/hc/2016/12/12/extra-extra-18-historic-colorado-newspapers-selected-for-the-library-of-congress-chronicling-america-database/>

Here is a link to the newspapers online:

<https://www.coloradohistoricnewspapers.org/cgi-bin/colorado?a=cl&cl=CL1&sp=CFT&e=-----en-20--1--txt-txIN-----0->

Maria will present on this project at the Colorado Library Consortium conference later this year.

### **PCCLD Leadership Academy**

Terri Daly (Human Resources Manager) and Jill Deulen (Director of Technical Services & Collection Development) are leading the process to establish PCCLD's Leadership Academy. The objective of the program is to commence a mentoring program for further development of early-career PCCLD professionals. Invitations to employees to apply to participate have been delivered with submittal deadline scheduled for January 15 and the year-long program to kick-off on February 6. Employees who have demonstrated interest in furthering their careers in librarianship now have the opportunity to explore a variety of areas to learn more about the public library, such as collection development, programming, special collections, online resources, and community engagement. The commitment for this program is approximately three hours of work per month and will include readings, group discussions, and documenting learning in individual portfolios. Participants will make a group presentation at the end of the program. The goal is for approximately five individuals to participate in the Academy this year. Applicants are submitting a one-page letter expressing interest in the program and explaining future goals in libraries plus a recommendation letter written by the current supervisor. Eligibility also is limited to those enrolled in a Bachelors degree program or in an MLS program, or already have obtained an MLS but are not currently a practicing librarian.

### **Early Closing**

Libraries throughout the district closed early on December 17 due to snow and ice covered roads.

### **RAWLINGS BRARY**

#### **Special Collections & Museum Services**

- December total attendance in the museum was 2,728. Year-to-date was 50,581, a 2.3% increase over 2015.
- The department answered 324 Document Delivery requests, and 886 items from the collection were counted used by customers in December. The obituary index is updated on an ongoing basis.
- PCCLD's nomination for the *Societa Femminile Banner* has been selected as one of *Colorado's 2016 Top Ten Significant Artifacts* as selected by the Center for Colorado and the West at Denver.

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- The InfoZone screened 32 movies in December with attendance of 262.
- InfoZone programs in December included: World AIDS Day program on December 1 with 55; Tammi Moe (Librarian Archivist) co-presented *The Italian Americans of Pueblo: The Story of Pueblo's Italian Immigrants* found within the archival collections of Pueblo City County Library District on December 1 with seven attending; Southeastern Colorado Genealogy Society Meeting on December 3 with 20; Bridging Borders on December 2 and December 9 with 10 in attendance at each session.
- The InfoZone hosted "One November Morning," the art of Sand Creek painted by Cheyenne Arapaho artists, Brent Learned and George Levi, who are descendants of those at the Sand Creek Massacre.
- Pueblo AIDS Quilts were on display in December in the InfoZone.

### Reference and Readers Advisory

A special *Festival of Trees* exhibit attracted 1,472 people.

#### Hispanic Resource Center (HRC)

- An HRC exhibit *Visual Musings* included photographs and digital composite prints by Kathi Drummond. Show dates were November 8 through December 27.
- The HRC exhibited Kachina dolls by Jason Dunks, director of Starphyre Studios in Pueblo.
- On December 15, the film *Guten Tag* was screened for six.
- Bilingual stories attendance in December was eight.
- The last English-language learners class of the year on December 7 had eighteen attending.

#### Adult Literacy Program

- 18 Adult Literacy Tutors reported 124 volunteer hours to the library in December. There now are 43 volunteer tutors.
- Jackie Swanson (Adult Literacy Coordinator) is now working with tutor/learner groups also at Pueblo West, Giodone and Lamb.

#### Digital and E-Content Training

- Programs in December reached a total of 38, including special classes for seniors, Google, career finding, and general introduction to computers.
- Lori Kozel (E-Resource & Digital Collection Librarian) presented Lynda.com and other PCCLD databases to 18 students at Pueblo Centennial High School.
- Lori Kozel is also writing curriculum for Microsoft software and others that can be used throughout the district.

#### Idea Factory

- Programs in December included: One-on-One Computer help for 7; Astronomy in Southern Colorado: How to Observe Satellites & All about the Moon for 15; four Santa's Workshops on Sew Happy Decorative Holiday T-Shirts, Christmas Embroidery and Ornament Making, Hand Sewn Stuffed Animals, and Fabric Painting for 61; Yarnies Fiber Arts Social Club with 13; Origami Odyssey for 10; Pueblo Storytellers with 50; 4-H Club Meeting STEM for 14; Growing STEAM Makers for eight; and Festival of Trees exhibit with 1,472.
- Reprap Libro had 2,452 Thingiverse views and 97 downloads.
- December also featured Santa's Workshop maker activities. These programs focused on holiday gift projects. Many of the instructors volunteered their time and did not ask for compensation. An average of 15 customers attended each program with themes that included hand sewn stuffed animals, embroidery ornaments, decorative holiday t-shirts, origami Christmas trees, and fabric painting.



### Homebound

- Statistics for the Homebound Program for December were 46 circulations delivered to 39 homebound customers delivered by 18 volunteers.

### **Youth Services**

- Minecraft EDU had 46 in attendance: 6 at Giodone, 20 at Barkman and 20 at Pueblo West.
- SPELL (Supporting Parents in Early Literacy Through Libraries) reached 355.
- To celebrate the holiday season, Youth Services put together a delicious cookie-decorating program for families with 121 attending. Giodone had 14, Beulah Satellite 5, Greenhorn Valley 26, Pueblo West 20, Lamb 8, Rawlings 36, and Lucero 12.
- Teen and Tween programming reached 197 in December. Tween programs included Cameo and Crafts at Giodone with 16, and Shrinky Dinks and Button Maker at Pueblo West with 34. Teen programs included Engineering at Barkman with 2, Button Maker at Pueblo West with 19, and Fimo Clay and Bottle Caps at Giodone with 5.
- Youth Services maintained a five-year tradition of offering gingerbread house making for families with 125 attending.
- There was a special story time on December 20 at which Santa was the visitor with 20 attending. Baby Time had 103, Time for Tots 93, Preschool Storytime 77, Saturday Family Storytime 35, Time for Tots @ the Y 27, Preschool Storytime @ the Y 198. Head Start took a break from storytimes in December due to their vacation. Total storytime attendance in December was 553.
- *Read Dog, Read* had 15 participants. Tween Thursday Hangouts had 42, Imagination Chapter had 58, Growing STEAM Makers had eight. Teen Tuesdays had 38, Teen Advisory Board had 21, and Meme Club had 27.
- In addition to Youth Services occasional pop-up Saturday crafts, there was also a week of holiday crafts to help fill the time for kids who were on vacation with attendance of 228.
- Visits/Outreach/Tours in December reached 167 with South Mesa Elementary on December 1 with 116 and Park Hill on December 9 with 51.

### **BARKMAN LIBRARY**

- Paula Pryich (Barkman Librarian) had 11 in attendance for Preschool Storytime; 113 for outreach at Building Blocks, CSU-Pueblo and SPELL for Preschool Storytime visits; 21 for outreach to Christ the King Pre-Kindergarten; 32 for the Tween Cookie Decoration; 13 for family Christmas Tree Decoration; 17 for family Christmas Cootie Catchers; and 8 for the Family Coloring program.
- Matthew Parlier (Library Specialist) had one attendee for Dancing Time Pre-K; 13 for Time for Tots; and 2 for Teen Hangout.
- Barkman Staff and YS hosted programs including: Santa Visits to the Library with 50; Barkman Reading Challenge with 27; Book Discussion Group with eight; Cookie Exchange with seven; Minecraft Madness Lock-in with 20; Minecraft Builder's Club



*Santa reads to the kids at the Rawlings Cookies and Cocoa program.*



*Families created gingerbread houses together*

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with 17; Cookies and Cocoa with one; Crafty Needles Groups had 31; *Read Dog, Read* with five; Afternoon Movie with 36; and Adult Coloring Program with six.

**GIODONE LIBRARY**



- Youth Services provided Cookies and Cocoa for fourteen. Giodone borrowed two kits from Youth Services for Tween and Teen programming; the Card-Making kit had 16 participants, and the Fima clay only had five, but was scheduled during the break so not many youth were at the library that day.
- Jane Crayton, from CSU Extension, presented Growing STEAM Makers at Giodone, and the nine youth attending were challenged to make a self-propelled car.
- Giodone’s Minecraft program has a very steady following with six. Giodone held weekly preschool exercise times, story times, and toddler times for a total of 14 programs with 36 attendees.
- Christmas Week Craft programs had 96 participants. Giodone showed five movies over the Christmas break with a total of 37 attendees. The most popular movie was a new release, *Secret Lives of Pets*, which brought in the majority with 23. Giodone created its own holiday program for kids, the Polar Express Pajama Party, and Santa Claus made a surprise visit with 30 attending.
- Giodone’s most popular family program this month was the Family Craft Time where we made Fairy Jar luminaries utilizing the Cameo we borrowed from Youth Services with 33 participating.



- Couponers had two attendees.
- Fireside Crochet continued this month and proves to have a dedicated following averaging six people each week with a total of 31 for the month.



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- Giodone had a special community run program, Wordsmiths & Storytellers, where a group of poets and writers shared their work. Despite it being very cold and snowy that day 14 attended.
- On December 1, the Reading teacher at North Mesa Elementary invited Kayci Barnett (Giodone Library Manager) to participate in their family event where she gave a presentation on the importance of reading aloud to children 15 minutes per day. 102 parents and kids were at the event.
- On December 8, Paula Pryich (Giodone Librarian) went to Ascension Preschool as part of the SPELL program reaching 44.
- Avondale Satellite was only open two weeks in December and was closed for the Christmas break with a total of 94 visitors, three programs and 48 attendees.



- Giodone has discovered puzzles to be a fun pastime for customers and tracks the participants. This month 30 people interacted with the puzzles.
- Giodone received the new computer desk purchased with a Friend's Grant.



- Kayci Barnett (Giodone Library Manager) attended the Astronomy Conference with a scholarship awarded to her where she discovered a lot of really great resources and information.

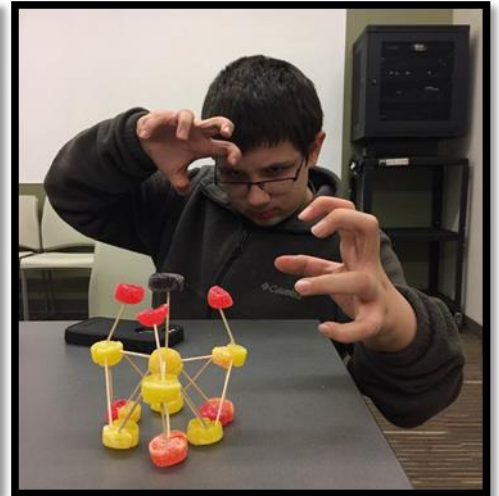
## GREENHORN VALLEY LIBRARY



*Growing Steam Makers*



*Cookies & Cocoa*



*Tinker Lab*

- Youth and Family programming in December included: Family Playtime with 30 participants; Tinker Lab Tuesdays with 42; Snowflake Creation Station (all month) with 53; Old-Fashioned Lakeside Christmas: Songs, S'mores and Santa with 125; Holiday Minute-to-Win-It on December 15 with three; Growing STEAM Makers on December 20 with fourteen; Holiday Crafting from December 19-23 with 41; Build a Bird Feeder on December 29 with 11; and Centralized Youth Services Program—Cookies and Cocoa on December 9 with 26.

- Adult programming in December included: Wool & Wine Gifts for Dog Lovers on December 2 with 19 participants; Wordsmiths & Storytellers on December 7 with eight; Yarn Club on December 12 with five; Cook the Book Club on December 15 with two; and Scrapbooking Club on December 16 with three. Maker Studio on December 17 was cancelled due to severe weather closure.
- The Beulah Satellite Library was closed for winter break from December 16 to January 2. Friday programs included Build a Bird Feeder on December 2 and Cookies and Cocoa on December 9 with total attendance of ten.
- In preparation for Greenhorn Valley Library's new Call Center assignment to begin in January, all staff completed one hour of training with call center staff at the Rawlings Library.
- Meeting Room use in December included: Chamber of Commerce, Girl Scouts, Addiction Support Group, Pinochle Club, tutoring, GHV Kickers 4H Club, Rye Women's Club, District 70 Online, Valley Backpacks, and Rye Fire Protection District.



*Annette Meserve reading her poetry during Wordsmiths & Storytellers*

## LAMB LIBRARY

- This month Lamb received 10,298 visitors to the library. In the month of December, Lamb had meeting room usage of 41 public reservations and events.
- Program attendance in December was 965 which includes exhibit attendance. Youth/Teen programs had 399 with 131 storytime attendees, and adult programs had 51.
- The Lamb Library held 15 programs geared towards Youth/Teens. The total attendance for these programs was 399. In December, Rachael Parlier (Library Specialist/Librarian in Training) continued to provide story times at a variety of area schools and daycares. This was the first month that she visited the Southside Daycare Center located off of Prairie Avenue. She also continued her SPELL story time responsibilities at Beulah Heights Elementary.
- This month also had the Gingerbread making program which has been very successful in previous years. This year 84 people attended and made "Gingerbread Houses" out of graham crackers and candy. Rachael Parlier (Library Specialist/Librarian in Training) and Andrew Bregar (Lamb Library Manager) along with Teen Volunteer Julia Gafner helped to facilitate the activity. In addition, Library Trustee, Marlene Bregar volunteered her time and provided supplies by making icing and providing additional support with house construction.
- The Lamb Library held 10 adult geared programs with a total attendance of 51 people. The Lamb Craft Club continues to be very popular with 22 attendees this month. There is also continued



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strong interest in the Free Legal Self-Help Clinic with six attendees and a number of additional people on the waiting list. In the coming year, the clinics will move to the first Friday of each month instead of the second Tuesday. Hopefully, the date move will help with creating more interest in the program.



- The Lamb Library continued to display original paintings by local artist Mickey Stahlman. Mrs. Stahlman displayed five works of art at the library. Three acrylic paintings depicting various western scenes, a needlework image, and a wood painting.
- Rachael Parlier (Library Specialist/Librarian in Training) went to Beulah Heights for a SPELL storytime on December 13.
- Rachael Parlier went to Southside Childcare for a storytime on December 20.

### LUCERO LIBRARY

- Catherine Shepherd (Children's Librarian) presented the following youth programs; STEAM Monday Stickbots on December 5 with four; Teen Advisory Board on December 8 with two; Soapmaking on December 12 with 20; Crochet Snowflakes on December 13 with one; Glitter Pinecones on December 14 with 18; Make a Gingerbread House on December 15 with 100; Nightmare Before Christmas Nail Art on December 21 with seven; Cookies and Cocoa on December 22 with twelve; five Winter Break movies with 31; and five storytimes with eight.
- Outreach included Eastside Daycare Storytime on December 7 with 15 and SPELL Storytime at Bradford Elementary on December 8 with 36.
- Passive craft programs included Making Snowflakes with 250 participants and Christmas Crafts Snowman Ornaments, Candy Canes, Wreaths and Christmas Trees with 206 participants.
- On December 10, the Guerrero Family Christmas Stocking Giveaway and 2<sup>nd</sup> Lucero Library Anniversary celebration was held. Free books were distributed to 225 attendees, and cake and beverages were served.
- The December 17 El Centro Quinto Sol Christmas community event resulted in 189 book gifts.
- Jerry Vigil (Library Specialist) presented the following adult programs: Snow Globes with 5 participants; Christmas Origami with 5; and Moroccan Paper Luminaries with 8.



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- Mark Salazar (Hardknox Gang Prevention and Intervention) had Tuesday and Friday attendance of 57 and 88 in all other programs.
- Diann Logie (Lucero Library Manager) attended Junior League of Pueblo to plan a teen book club.
- Exhibit/Art Panels consisted of Christmas artwork created by customers of all ages.

### **PUEBLO WEST LIBRARY**

- Friends Grant spending was completed on time with all receipts submitted.
- Jim Holtz Art Exhibit Reception welcomed 20 guests.
- Meeting room space is at a premium. Community members and Pat Stuckey (Customer Service Rep) who coordinates the meeting rooms have commented that there is virtually no more meeting room space to offer in the evenings through May. As soon as the reservation window was opened to the public, groups with recurring meetings were quick to make their requests. While this is a good problem to have, it may indicate that the community would likely benefit from additional meeting room space.
- Pueblo West Library held a total of 70 scheduled programs with a total of 797 participants. During the two-week break observed by schools, storytime programming continued, but numbers appear lower than usual, possibly due to the holidays. The Monday/Tuesday/Wednesday Teen Hangout programs were on hiatus during the break, but Teen Movie nights were offered on Thursdays and reported attendance at 24 and 26 participants, respectively.
- 426 customers attended 34 adult programs. Heather Wilder (Librarian) is hosting two sewing supplies donation drives as programs. Community members are cleaning out their stashes and bringing things in to be used in the Sewing Lab activities.
- 208 young adult customers attended 14 programs, including Teen Hangouts, Anime Club and Teen Advisory Board Meetings and Teen Movie Nights.
- The Teen Volunteer Program and Anime Club are on hiatus through January until Rachel Salazar (Library Specialist) and Kim Dillon (Pueblo West Library Manager) meet with Ellie O'Keefe (Teen Librarian) to make plans to align the PWEST TVP with the system being implemented at Rawlings.
- 163 customers attended 22 programs for children.
- Noteworthy programs in December included: Teen Movie Night on December 22 with 24 attending; Teen Movie Night on December 29 with 26; Minecraft Lock-in with 20; Button Maker program with 19; Cookies and Cocoa with 20; the Gingerbread Houses event had 114 causing us to run out of graham crackers and get more; and the Pueblo West High School Choir provided a Holiday Concert with 35 attending.

### **FACILITIES**

- Completed 427 work orders.
- Completed Barkman lighting upgrade.
- Completed mural backer board installation at Lucero.
- Completed installing locks, furniture, and electrical for Pueblo West sewing room.
- Completed cooling tower refurbish at Rawlings.
- Supported snow days district-wide.
- Supported broken fire water line in break room.
- Replaced pond pump.
- Repaired water leak in Facilities area at Rawlings.
- Repaired leaks on boilers at Pueblo West.
- Repaired leaks on boilers at Rawlings.
- Reupholstered twelve chairs and one couch from throughout the district.
- Repaired roof leaks at Rawlings.

### **HUMAN RESOURCES**

#### **Terminations /Retirements:**

- Mike Keefner, Systems Administrator, resigned effective December 15.
- Joleen Ryan, Substitute, resigned effective December 23.



**New Hires, Promotions and Lateral Moves:**

- April Martinez was hired as Materials Handling Technician at Barkman effective December 5.

**Recruiting / Open Positions:**

- Facilities Specialist I
- Greenhorn Valley Branch Manager
- Systems Administrator
- Substitute Pool

**Pay for Performance** work was completed for employees throughout the district under the guidelines of the program. Performance evaluations for all employees were completed by supervisors and reviewed by Human Resources. Employee pay changes and bonus awards were computed with communication commencing in January.

**Volunteers** contributed 1,146.40 hours valued at \$25,381.30 (estimated by Independent Sector's figure of \$22.14 per hour). Phyllis Gardner was selected as Volunteer of the Month for December for her work in Special Collections to process the collection records of La Societa Femminile Di Mutuo Soccorso Principessa Iolanda of Pueblo Colorado and considerable research to bring their stories to life.

**TECHNICAL SERVICES AND COLLECTION DEVELOPMENT**

- 6,090 items were added to the collection in December, and 2,003 items were withdrawn.
- Jill Deulen (Technical Services & Collection Development Director) met with Chris McGrath and her staff at Pueblo Community College (PCC) regarding the partnership between institutions. Sirsi was installed on two PCC library computers. The official launch of Library @ the CC will take place on January 25.
- The Technical Services Department cleaned out the basement storage room to make room for copy paper which will be distributed out of the mailroom.
- Jill Deulen met with Amy Martin (Greenhorn Valley Manager), Jon Walker, and Charles Hutchins (Information Technology Director) to discuss the possibility of checking out Wi-Fi hotspots. Jill followed up with PPLD (Pikes Peak Library District) to see what their experience has been.
- Collection Development librarians finished up their yearly ordering with Amazon.
- Rich Poll (Collection Development Librarian) gave a presentation about Technical Services at the district Volunteer Luncheon on December 7.
- The catalogers spent much of December receiving items and paying invoices before year-end.
- Daniel Gaghan (ILS Administrator), Sherri Baca (Chief Financial Officer), Katie Hunt (Accountant), Jon Walker, and Jill Deulen met to discuss Sirsi inventory numbers and the upcoming audit process. It was determined that Daniel would run final 2016 numbers on January 15. The rollover into 2017 funds will be completed on January 17.

**STAFF DEVELOPMENT**

- Ellie O'Keefe (Teen Librarian) attended the Youth Empowerment Council on December 1.
- Kirsten Dees (Early Literacy Librarian) attended "Inspiring Early Childhood Leadership" webinar on December 6.
- Sherri Baca (Chief Financial Officer) and Terri Daly (HR Manager) attended "The Future of HR" provided by Mountain States Employment Council through SCIPMA on December 6.
- Ellie O'Keefe (Teen Librarian) attended the State Innovation Model Steering Committee on December 7.
- Andrew Bregar (Lamb Library Manager) attended a call center meeting on December 7.
- Dorene Babb (Materials Handling Technician) attended Problem Items training provided by Natalie Gallegos (Library Specialist) and Lauren Martinez (Customer Service Rep) on December 7.
- Terri Daly (HR Manager) attended "ACA Reporting for 2017" provided by HUB on December 7.
- Kirsten Dees (Early Literacy Librarian) attended "Summer Outreach" webinar on December 8.
- Maria Kramer (Youth Services Manager), Kirsten Dees (Early Literacy Librarian), and Ellie O'Keefe (Teen Librarian) attended Person-in-Charge Meeting on December 8.
- Sherri Baca (Chief Financial Officer), Terri Daly (HR Manager), Kim Dillon (Pueblo West Library Manager), and Alan Rocco (Facilities Superintendent) attended OZ Training in Denver on December 8.

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- Megan Hedberg and Crystal Talley (Museum Coordinators) attended a webinar on December 14 about creating hands-on activities to correlate with the upcoming Discover Tech exhibit in Summer 2017.
- Kirsten Dees (Early Literacy Librarian) attended the Growing Readers Grant meeting on December 14.
- Ellie O’Keefe (Teen Librarian) attended the Youth Empowerment Council on December 14.
- Ellie O’Keefe (Teen Librarian) attended “Tools and Tips for Outreach to Nonprofits” webinar on December 14.
- Ellie O’Keefe (Teen Librarian) attended a Latino Book Festival Debrief Meeting on December 15.
- Sherri Baca (Chief Financial Officer) attended a session on Capital Assets provided by GFOA on December 15.
- Ellie O’Keefe (Teen Librarian) attended the YES Council Meeting on December 16.

**THANK YOU MESSAGES**

- Barbara Chambers at “Bonaventure” (Homebound customer) wrote the following note to the library: “Just wanted you to know that your volunteer, Betty Brown, is certainly doing a fine job with her book delivery and pick-up. She’s so easy and nice to work with: well organized, very caring. I appreciate her help.”
- The Barkman Library received a Comment Form that appears to be written by a child too young to write, and the parent translated with: “We ♥ library” and signed it “Luke.”
- The Lucero Library received this note from the Smart Family which reads: “To our friendly neighborhood library friends: You are a breath of fresh air! From our family to yours—Merry X-mas and Happy NY!”

Respectfully submitted,  
Jon Walker  
Executive Director