

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
March 26, 2015

BOOKS IN THE PARK

This coming summer PCCLD will offer two Books in the Park (BIP) locations just as we have for the past several years. There is one change of note regarding BIP. Pueblo's East Side neighborhood has been one of two locations for BIP in years past. First at Mitchell Park, and later at El Centro del Quinto Sol. However, the BIP program is no longer required there with the opening of the new Lucero Library in the East Side neighborhood. As a result, this BIP service in 2015 will move to Pueblo's West Side, and operate in collaboration with the Cesar Chavez Academy there. PCCLD will operate its other BIP in Bessemer at Minnequa Park just as it has since the program's inception in 2005.

STRATEGIC PLANNING

Work on PCCLD's next strategic plan is well underway. Abby Koehler (Strategic Planner/Systems Librarian) is coordinating this effort. A series of community focus groups is now scheduled for March. Richard Male and Associates is contracted to lead the focus groups. This firm has been working with Abby to develop focus group criteria, coordinate and facilitate the focus groups, and analyze, evaluate and report on focus group findings and recommendations. A community survey also will commence in mid-March and continue through April. PCCLD staff, trustees, Friends, and Library Foundation participation also will be sought, in particular at some planning sessions tentatively planned for May. Abby also attended an institute at the USC Center for Library Leadership and Management, February 5-6, entitled *The Future of Libraries: Do We Have Five Years to Live?*, and featuring presentations and discussions by a number of contemporary library thinkers including Lee Rainie, Director of the Pew Research Center's Internet & American Life Project, and Susan Hildreth, Director of the Institute of Museum and Library Services among others.

KEY RESULTS

PCCLD continues to track positively for 2015 key results. We are ahead of pace for end-of-year goals for both circulation and visits. Program attendance is tracking somewhat behind, but we expect to make up ground during summer reading programming and with the fall All Pueblo Reads series of events. All in all, PCCLD is significantly ahead of last. Helping PCCLD toward our new loftier key result goals are the new libraries. Lucero is the busiest of the new libraries in circulation, visits and computer use. In fact, Lucero is second only to Pueblo West in both total visits and computer use through February. Program and event participation at Giodone is notably high, while meeting room attendance at each of the three new libraries is running at a healthy pace.

WEATHER CLOSURES

Unusually inclement weather in Pueblo in February was the reason for several library facility late openings and closures. On February 22, the Rawlings Library was closed due to heavy snow. On February 23, all libraries delayed opening to the public by two hours due to heavy snow, except the Greenhorn Valley Library. The Greenhorn Valley Library remained closed all day. On February 26 and 27, all libraries delayed opening by two hours due to snow. The Greenhorn Valley Library closed all day both these days.

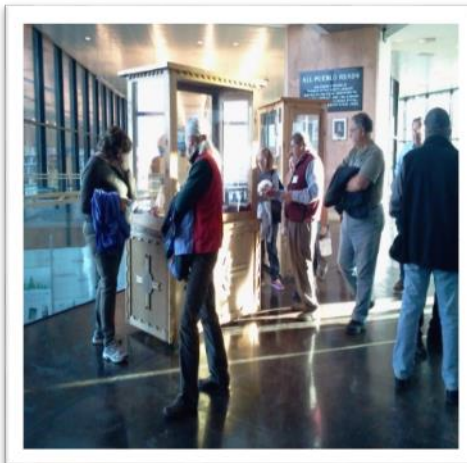
RAWLINGS LIBRARY

Special Collections & Museum Services

- January attendance in the InfoZone was 4,524. Year-to-date attendance is 7,912.
- 256 Document Delivery requests were answered in February. 1,140 items from the collection were counted used by customers in February.
- Tammi Moe (Archivist Librarian) and Maria Tucker (Special Collections & InfoZone Manager) met with representatives from Pueblo Country Club to offer suggestions for preservation of their archival materials.
- Tammi is continuing to work with CSU-Pueblo Research Group for Dr. Rees to support the development of online exhibitions for the 1921 Flood and Arridy Case. 100 items have been digitized for the exhibits.
- Maria and Tammi met with Wes Burrer from Pueblo County about the potential of preserving County and City building records.
- Maria met with members of the Pueblo Archaeological Society, the City of Pueblo and El Pueblo Museum to discuss archives and artifacts related to the El Pueblo Archaeological site.
- Tammi is working with a volunteer to process the *Princess Yolanda Lodge* collection and create a collection and item level finding aid. This is one of many archival collections to process.
- Jen Koen (Digitization Coordinator) digitized fifty images for the Drop City exhibit, which will be featured at the Rawlings Library for several weeks before being shared with other public libraries in the region for display as a traveling exhibit.
- Jen digitized and delivered five Butler Ranch photos for the Pueblo County Historical Society.
- Tammi and Jen are developing post-production steps for the digitization of *Pueblo Chieftain*.
- Tammi created metadata and uploaded ten oral histories to the Digital Collection. This is an ongoing process as volunteers document the metadata needed to add more digitized oral histories to the digital collections.
- Vera Estrada (Volunteer) provided four genealogy workshops with seven in each class.
- Maria and Charlene Simms (Special Collections Librarian) participated in the Bridging Borders Fellowship program on February 6 with ten in attendance.
- Grant Seeking Basics: A nonprofit webinar was held on February 10 with five people in attendance.
- The InfoZone hosted nineteen films attended by 168 people.
- Charlene coordinated a book signing for the book *Sangre* with a total attendance of 97 on February 5.
- A Health Equity program was held on February 12 with a total attendance of twenty.
- An AVAS Program was held on February 21 with attendance of 24.
- The Theodore Roosevelt Chautauqua was held on February 21 with attendance of 67.
- The Abraham Lincoln Chautauqua was held on February 6 with ninety attending.
- The PechaKucha program held on February 20 had attendance of 137.
- Two Cub Scout tours were provided on February 3 with 25 in attendance.
- On February 26, Toastmasters International used the InfoZone Theater with 25 attending.
- The 3rd Floor featured a Civil War exhibit.
- The Southern Colorado Photography Society Photo Show was installed on January 12 and was on exhibit through February. An opening reception was held on First Friday, and 178 people attended.
- Maria Tucker received notification that a grant application that was submitted in November was awarded, and the InfoZone has been chosen as one of 19 U.S. public libraries to host *Exploring Human Origins: What Does It Mean to Be Human?*, a traveling exhibition developed by the Smithsonian's National Museum of Natural History (NMNH) and the American Library Association (ALA). The exhibit is scheduled for Pueblo in March 2016.

Reference & Readers Advisory

- David Hartkop (Technology Trainer) presented three Microsoft Suite and one basic computer class in February with ten attending.
- David presented eight programs for the public on Idea Factory attributes including four maker clubs, and one program each on Tinkercad and Arduino and a 3D printing demonstration at the Lucero Library.
- The works of Jose Raul Esquibel from Littleton, Colorado were displayed in the Hispanic Resource Center during February. Jose is a Santero, or creator of ethnic religious artwork.
- On February 23, UVAS gave a presentation about citizenship classes offered at the library with thirteen attending.
- Volunteer Barry Gonzalez taught Spanish language classes for the library with 68 participating.
- Maria Smyer (Hispanic Resource Coordinator) taught English Language Learner (ELL) classes. 49 students attended in February. The program is being supported now with grant funds to provide some additional resources as coordinated by Ashley Osterhout (Adult Literacy Coordinator).
- Maria presented bilingual stories to children with twelve attending in February.
- Twelve volunteer tutors contributed a total of 62.75 volunteer hours to the Adult Literacy Program. There are currently 28 active students in the program.
- Homebound served thirty customers and was supported by thirteen volunteers coordinated by Kathy Kearny (Readers Advisory & Reference Library Specialist).
- 28 3D-print requests were completed, and 1,380 people used Idea Factory technology bringing the total number of digital use for the month to 1,408.
- Susan Wolf (Idea Factory Coordinator) visited with twelve applicants who are interested in participating with the Maker-In-Residence program.
- Eight AskUs online inquiries were answered during the month.



Youth Services

- Youth Services has procured MinecraftEdu licensing and access for three months. Testing the product is commencing. Minecraft is an online game allowing participants to build constructions out of textured cubes in a 3D procedurally generated world including an achievement system. It has been used in educational settings, including teaching subjects such as history, language arts, and science. PCCLD has offered several successful Minecraft game events and programs.
- Gigi Holman (Early Literacy Librarian) revised and finalized PCCLD's early literacy prototype utilizing funding and resources provided via the state-sponsored SPELL (Supporting Parents in Early Literacy through Libraries) grant.
- Ellie O'Keefe (Teen Librarian) had three meetings with staff at local middle schools to help them strategize about ways to bring digital library resources into classrooms.
- Summer Reading planning is well underway. Reading prizes have been ordered and have arrived. Ellie is collaborating with the CSU-Extension Office and the Pueblo Aircraft Museum to provide tween and teen programming this summer. Event performers have received their contracts.
- District-wide programming provided this month included:
 - Elephant and Piggy—Greenhorn Valley thirteen participants, Giodone fourteen, Lucero thirteen, Lamb four, Rawlings 31, Pueblo West seven, and Barkman nineteen.
 - Skittles Art—Giodone eight participants, Greenhorn Valley one, Lamb twelve, Lucero 21, and Rawlings fifteen.

Executive Director Report
March 26, 2015 – 4

- The American Girl's Tea Party—Pueblo West forty participants, Barkman sixteen, Lamb 35, and Rawlings 110. Community Relations also hosted an American Girl's Tea Party for the winners of the Pueblo Girl's Essay Contest with over 200 attendees.
- Teens were invited to have an Anti-Valentine's Day Party including a break-up song list and other activities—Greenhorn Valley nine participants, Barkman nineteen, Lucero five, Pueblo West fifteen, Rawlings nineteen, Lamb nine, and Giodone two.
- This month thirteen teens watched *Warm Bodies*, a zombie love story.
- The Teen Advisory Board (TAB) meets once a month to plan and complete projects. Thirteen attended in February.
- The Read Dog program had 24 participants.
- Legos and Valentine crafts fused together to be an exciting Valentine's Day party for all ages with 51 participants.
- The art and craft of Origami and other paper projects were explored in the Idea Factory by teens on February 17 with sixteen participants.
- The Preschool Dance Party on February 21 had 26 participants.
- Lego Mania had thirteen participate at Rawlings on February 28.
- Four Babytime events had 47 participants, three Time for Tots events had 53 participants, and seven Preschool Storytimes had 153 participants.
- Youth Services held sixteen Head Start storytimes reaching 630 participants.
- Youth Services visited Minnequa Elementary and Children's Playhouse at the Sangre de Cristo Arts Center. Tours were provided to Park Hill Christian Academy, Y After School, Haaff Preschool, and two cub scout troops.

BARKMAN LIBRARY

- Paula Pryich (Librarian) visited students at Belmont, Ben Franklin, and CSU-Pueblo preschools.
- There were a total of forty attendees for the Time for Tots, Sign Language, and preschool storytime programs.
- Minecraft continues to be a very popular program at Barkman with 38 attendees for the February 13 program.
- Barkman's youth programs were also very popular this month with sixteen girls attending the American Girl's Tea, ten children attending the Read Dog program, nineteen attending the teen Anti-Valentine's Day Party, and nineteen at the Elephant and Piggy family program.
- Barkman circulated over 30,000 items. The opening of Lucero Library has impacted slightly, but Barkman continues to have high circulation, visits and computer use.

GIODONE LIBRARY

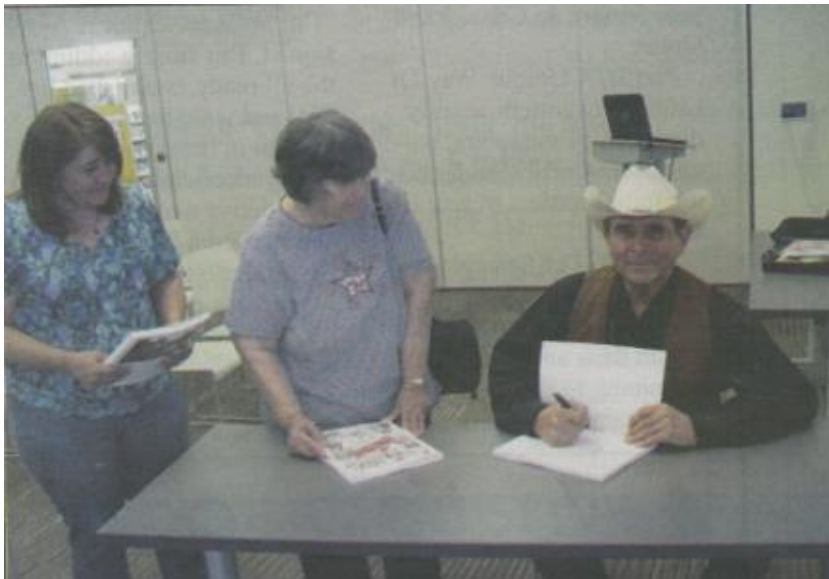
- Kayci Barnett (Giodone Library Manager) spoke at the Friends of the Library Appreciation Lunch on February 17.
- Paula Pryich (Librarian) attended South Mesa Elementary Family night.
- There were 26 programs at Giodone and Avondale during the month of February, nineteen of which were provided by Paula and Lorina Messenger (Library Specialist).

GREENHORN VALLEY LIBRARY

- Greenhorn Valley held four Time for Tots with thirty participants and three Preschool Storytimes with 39 participants.
- Read Dog, Read had three programs with twelve participants.
- The Teen Advisory Board met on February 3 with five participants.
- Passport Kids had nine participants with travel adventures this month to Bulgaria.
- The Adult Book Club met on February 17 with six participants.
- Lego Mania had forty participants on February 20.

Executive Director Report March 26, 2015 – 5

- Local author Samuel Medina, Jr. discussed the history and cultural heritage of the San Luis Valley as it relates to his recently published novel *Sangre*. A reporter from the *Greenhorn Valley View* attended the event and published a front page story about the event on February 13.
- Participants used fruit rollups to create fortune cookies with customized messages to share with their loved ones. This event was a great success, and we hope it will be one of the first of many food-craft/cooking programs offered at Greenhorn Valley.
- Sharon Rice (Library Specialist) offered storytimes for the morning and afternoon Preschool classes at Rye Elementary and has also been invited as a guest reader for Kindergarten reaching a total of 43 participants.
- The Greenhorn Valley Library has been added as a daily bus stop for Craver Middle School students who have turned in permission slips. Two to five students are typically dropped off each day to work on homework.
- Some of the events taking place in the community meeting room include yoga classes (Tuesdays before hours), District 70 online student instruction and testing (Tuesdays), the Cuerno Verde Arts Council, T-Bolt Soccer Club, Girl Scout Leader meeting, 4-H Club meeting, Pueblo First SDA Church, Spanish Peaks Regional Health Center (Walsenburg), Ranger Soccer Club, and 4-H Shooting Sports recruitment.
- The Beulah Community Satellite offered Lego Mania for twelve participants, Fortune Cookie Valentines for twelve, and Passport Kids for eleven.
- Amy Martin (Greenhorn Valley Library Manager) was appointed to the Greenhorn Valley Chamber of Commerce Board of Directors and will serve as Board Secretary.



LAMB LIBRARY

- Gate count at Lamb in February was 27,313, a 61% increase from February 2014. Circulation was 26,739, a 51% increase over February 2014. Program attendance and computer use also were up.
- The American Girl's Tea had 35 in attendance, and Giant Candyland had 37 in attendance.
- Storytime attendance had 199.
- Alicia Griebel (Librarian) visited South Park and Beulah Heights Elementary Schools. In addition to visiting local nursing homes, Maria Kramer (Lamb Manager) visited Columbian Elementary this month to present about databases.

LIBRARY @ THE Y

- Circulation was 1,948 in February. The year-to-date increase from 2014 is 15.4%.
- Four Time for Tot events had 76 participants.
- Eight Storytime events had 99 participants.

LUCERO LIBRARY

- Alicia Griebel (Children's Librarian) presented preschool and toddler storytime programs, and teen and tween programs.

Executive Director Report
March 26, 2015 – 6

- Staff worked with Chad Jefferies, Pueblo Police Department, who specializes in gang activity. Pueblo Police now have daily presence at Lucero as part of PCCLD's effort to ensure a safe environment.

PUEBLO WEST LIBRARY

- Cindy Shimizu's last day at the Pueblo West Library as managing librarian occurred in February. Michael Cox (Director of Public Service) is acting as interim manager as the search for a new manager there is underway.

FACILITIES

- Facilities staff were called upon for special help during the several snow days in February, including removing snow from parking lots, sidewalks and porches.
- The Lamb Library closed early in the evening on February 14 due to a sewer line backup. The sewer line was unplugged, and Lamb returned to normal operations the following Monday. The cause of the backup was paper towels stuffed into the toilets. This has occurred at Lamb before, so public restrooms there have been changed from paper towels to air dryers.
- Completed 461 work orders and 135 room set ups.

HUMAN RESOURCES

- On February 16, PCCLD held All Staff Development Day. This all-day event was held at the Rawlings Library. The morning started with educational presentations from PCCLD staff on topics such as Friends of the Library, meeting room use guidelines, Disney Creativity, the Career Pathing Program, Pueblo Library Foundation, diet and fitness, incident reporting, digitization, the Idea Factory, early childhood literacy, services for teens, customer service, ILL, Laughaceuticals, PCCLD security, and Google productivity tools and more.
- **Terminations/Retirements:**
 - Dawn Reitz, Customer Service Representative, Youth Services – voluntary termination.
 - Ashton Lujan, Material Handling Technician, Barkman – voluntary termination.
 - Donna Stuessy, Customer Service Representative, Pueblo West – voluntary termination.
- **New Hires, Promotions and Lateral Moves:**
 - Erin Vigil, promotion, Technical Services Assistant, Technical Services.
 - John Quintana, E-Marketing Coordinator, Community Relations.
 - Lisa Cash, Material Handling Technician, Greenhorn Valley, transfer from active to substitute.
 - Charlotte Tournay, Material Handling Technician, Greenhorn Valley.
 - Jill Deulen, promoted from Barkman Library Manager to Director of Technical Services and Collection Development.
 - Alicia Griebel promoted from Lucero/Lamb Librarian to interim Barkman Library Manager.
- **Recruiting / Open Positions in February:**
 - Librarian, Reference & Readers Advisory.
 - Branch Manager, Pueblo West.
 - Substitutes being hired for public services positions of Materials Handlers and Customer Service Representative.
 - Customer Service Representative, Pueblo West.
 - Material Handling Technician, Greenhorn Valley (Lisa Cash's position).
 - Customer Service Representative, Youth Service.
- PCCLD Volunteer hours for February totaled 1,430.07 hours, valued at \$31,661.75. *(Estimated by Independent Sector's figure of \$22.14 per hour)*
- The Volunteer of the Month for February is Robert Trujillo. The following was submitted by the Pueblo West Library staff: "Robert is a very reliable volunteer. We can always count on him to show up! When he's here, he's on task and is willing to help us with anything! Robert has become a valuable teen volunteer for the Pueblo West Library. He is willing to help out any staff member and has proven to be very responsible and knowledgeable. Some examples of his work include: shelving DVDs, making copies, putting books and media waiting to be

Executive Director Report
March 26, 2015 – 7

shelved in order, helping pull holds and weeded materials, helping with programs by working with kids and troubleshooting technology issues, working with other volunteers, and helping train fellow teen volunteers. Robert's weekly support has been extremely helpful, and it feels as though he has become a regular member of the Pueblo West team."

INFORMATION TECHNOLOGY

- Evaluated InfoZone audio-visual update proposals and recommended selection.
- Coordinated InfoZone stage construction.
- eRate Category 2 webinars and planning for network upgrades.
- Planning with consultants for network reconfiguration.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 7,496 items were added to the collection in February, and 5,888 items were withdrawn.
- Visited departments and gave tours regarding mailroom changes.
- The end-of-year backlog of materials requiring processing has been cleared, and no backlog exists at this time thanks to supplemental temporary staffing.

GIFTS & GRANTS

- Bechtel Group Foundation gave \$250 to sponsor the NAO Robot for The Idea Factory.
- The following made contributions for sewing machines for The Idea Factory:
 - Sidney Clutter donated \$150.
 - Evelyn Fitzsimmons donated \$600.
- The following contributions were received for the Library Foundation Endowment:
 - Lyndell Gairaud donated \$50.
 - Theodore Geonnetti donated \$100 for the Gary Parks Memorial.
 - Pam Parks donated \$50 for the Gary Parks Memorial.
- The following contributed to the new libraries' capital campaign:
 - Alice Hill made a \$139 pledge payment.
 - William Lucero made a \$100 pledge payment.
 - Jeff Chostner made a \$500 pledge payment.

STAFF DEVELOPMENT

- Fourteen staff attended SIRSI training provided by Abby Koehler (Strategic Planner/Systems Librarian) on various dates and locations.
- David Hartkop (Technology Trainer) attended an Arduino Electronics Tutorial on February 2.
- Abby Koehler (Strategic Planner/Systems Librarian) attended a conference in Los Angeles on "The Future of Libraries," February 5-6.
- Ellie O'Keefe (Teen Librarian) attended the Pueblo Youth Employment Council meeting on February 5.
- Amy Martin (Greenhorn Valley Library Manager) attended the Board of Directors meeting at the annual Colorado Council International Reading Association (CCIRA) Conference in Denver on February 5.
- Charlene Simms (Special Collections Librarian) attended the FGS and Roots Tech Conference in Salt Lake City on February 10-14.
- David Hartkop (Technology Trainer) attended a Camtasia Screen Recording Tutorial on YouTube on February 12.
- Carol Rooney (Reference & Readers Advisory Manager) attended the Readers Advisory Interest Group Meeting at the Parker Branch Library in Douglas County on February 12.
- 111 staff attended Staff Development Day on February 16.
- Maria Tucker (Special Collections & Museum Services Manager) attended an information session held by the Colorado Non-Profit Association on February 17.
- Rachael Parlier (Giodone Customer Service Rep) attended an online class on the Reference Interview on February 18.

Executive Director Report
March 26, 2015 – 8

- Fifteen staff from throughout the library attended training on Responding to Security Incidents at Your Library on February 18 provided by TNT Security.
- Forty staff attended OZ training on “Creating Ownership” on February 19.
- Ellie O’Keefe (Teen Librarian) attended a “Library Policy Tune-up” webinar on February 19.
- Six Facilities staff attended a Chemical Handling training course on February 24.
- Alan Rocco (Facilities Superintendent) attended Control Circuit Boards training with Al Perea, Felix Ruybal, and Mark Koch (Facilities staff) on February 25.
- Susan Wolf (Idea Factory Coordinator) attended “The Golden Age of Gaming: Board Games for Grown-ups” webinar presented by OCLC on February 26.

THANK YOU MESSAGES

- Charlene Garcia Simms (Special Collections Librarian) received an email from Kris Jeter in which she added: “...Tom and I so enjoy the library programs. Tom mentioned that he (as I) would enjoy hearing Teddy (*Roosevelt Chautauqua*) speak more, as Teddy hinted, on his war campaigns and his presidential years. We also enjoyed Friday’s 20-20 (*PechaKucha*); the speakers included so many sincere, genuine Pueblo loving folks. Tom said that these are the people who should be on the City Council! We have been to the East Side Library several times. We are impressed with the professionalism, welcome, varied stations. I simply write you this as unsolicited library feedback. You are so very appreciated in your congruent life—family, avocational and professional!”
- Daniel Erd sent the following comment online: “I am so proud to have a library system like this in Pueblo. I feel like it offers a window to a world of knowledge.”
- Tammi Moe (Archivist Librarian) received a thank you note from Alondra Denova and Priscilla Sanchez which read: “Hi! We’re not sure if you remember us but we went in for national history day. You helped us with our sources! Just wanted to update you on how we did, well we made it to STATE! Super excited. Thanks for your help!!”

Respectfully submitted,
Jon Walker
Executive Director