

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

February 28, 2013

New Libraries Project

The project to build three new libraries in the county continues to progress. The financial plan is on track. We are within \$342,895 of our \$6,160,010 budget goal, and the Pueblo Library Foundation is leading the effort to close this gap. The entitlement process for the three sites is moving forward. Geotechnical engineering, surveying and other preparatory work is completed. We expect final approval by Pueblo County and CDOT for the St. Charles Mesa site by the end of March. We received a letter of approval from CDOT for access to the Greenhorn Valley site from CO HWY 165 with no major improvements required. We also expect Pueblo County's approval in March for this site. The East Side location application to the City of Pueblo is scheduled for submittal in mid-February. We expect final approval on this site by April. The architect has completed preliminary schematic design, which has been submitted to the contractor for cost estimating. Schematic design concepts for each of the three libraries will be shared with stakeholders in February and March for final comments. Following this, construction documents will be developed in the April-June timeframe. Bidding and permitting is to take place in July-August, and construction is to commence before the end of the summer.

Library Enhancement Project

The Library Enhancement Project is reaching the final stages of completion. We expect to "go live" with the new service in mid-February. The RFID tagging project is on schedule to finish up the week of February 5. The construction work at Rawlings, Pueblo West, Barkman and Lamb Libraries is nearing completion, and the final punch list walk through is scheduled for February 11. The AMH installation and configuration is nearing completion at all sites with the Rawlings work scheduled for completion last. The installation and configuration of security gates and selfcheck kiosks is completing the week of February 5. Final training is scheduled to take place February 11-12.

RAWLINGS LIBRARY

Special Collections & Museum Services

- 113 Document Delivery requests were answered in January. The new obituary database was launched in December. Obituary requests increased by 47 requests over last month. Requests this month include obituary, genealogy, research requests and use/purchase of historic photos. 951 items from the collection were used by customers in January. The genealogy computer, non-profit resource center computer and *Ancestry.com* are continuing to experience heavy use. Charlene Simms (Special Collections Librarian) conducted two full basic *Ancestry.com* training sessions in January with 13 in attendance at each session.
- Staff is currently working on re-housing many items that were previously stored in the newspaper clipping file. Many of these items are not ephemeral and should not be in a clipping file and will be re-housed accordingly. Jay Boyle (Archive & Collection Coordinator) has completed the processing of The State Fair Collection. A finding aid has been developed and final report will be submitted to the Institute of Museum and Library Services by the end of March in order to successfully complete the grant. Staff is also looking at ways to provide adequate security of collections in the absence of RFID of materials stored in the Western History vault.
- The Digital Collections site was launched in December, utilizing the ContentDM software. A new computer, high-quality scanner and software have been ordered in order to develop a digitization/scanning station. A few small collections have been selected by staff to be added. Staff is participating in webinars to enhance use of ContentDM. Maria Tucker (Special Collections & Museum Services Manager) will schedule technical training for staff on best practices and

Executive Director Report
February 28, 2013 – 2

standards for image capture when the new scanning equipment arrives. Maria is working with Jill Deulen (Electronic Resource Librarian) to record statistical information regarding the use of the digital collections. Staff will promote the digital collections at upcoming programs in March. Maria also is looking into options for digitizing historic Pueblo Chieftains and other historic Pueblo newspapers.

- A tour was given to the Pueblo County Social Services department on January 9, and eleven people were in attendance. A tour was given to the YMCA with 22 people in attendance. More genealogy trainings are being planned for March and April. Jennie Bachelor (Museum & Special Collections Coordinator) is completing a first-draft of a teachers' guide to InfoZone programs and tour options. This will be complete by the end of February.
- An intern from the CSU-Pueblo History Department will participate in an internship in the Special Collections & Museum Services Department this semester. Laura Valdez will focus on learning about the department and assist with exhibit research and development and other archival projects.
- The InfoZone had 3,635 visitors in January.
- The InfoZone showed twenty films with total attendance of 284.
- A reception was held in the beginning of January for the Teen Photo Essay exhibit with eleven people attending.
- The group Liberty Action used the InfoZone for a meeting with seventeen people in attendance.
- The Tea Party used the InfoZone for a meeting; there were 37 people in attendance.
- Spectrum used the InfoZone theater to screen a movie with fourteen attending.
- The Veterans for Peace used the InfoZone for a meeting; there were fourteen people in attendance.
- A Book Connections program was held in the InfoZone, sixteen people were in attendance.
- The YWCA used the InfoZone to show a movie, there were fifteen people in attendance.
- Planning for upcoming InfoSpace! Exhibit at the InfoZone is underway.

Reference & Readers Advisory

- Beginning and Intermediate Spanish classes were offered every Saturday beginning January 19. Attendance has been good with 45 participating.

Device Circulation Statistics for Rawlings

Item type	Total Circulations in January
EReader (Sony)	4
iPad 2	69
Laptop (1 day circulation)	197
Laptop (7 day circulation)	51

- Andrew Bregar (Lead Reference Librarian) and Carol Rooney (Reference & Readers Advisory Manager) taught three computer classes in January. Classes offered were Computer Basics, Internet Basics and E-mail Basics.
- Andrew offered two classes on Library Downloadable Resources. 25 people attended the first set of classes.
- Ten volunteer tutors provided 192 hours of individual tutoring to eleven students as part of the Adult Literacy Program. Ten people attended literacy tutor orientation on January 29, 2013. Pending completion of online training, these individuals will be paired with adult learners and will begin tutoring.
- A new 8-week session of GED classes began on January 14. There are currently thirteen students enrolled in the class.
- Amy Martin (Literacy Librarian) has begun working with Debra Medina, the new Pueblo Housing Authority Resident Development and Family Self-Sufficiency Coordinator to explore future partnership opportunities. Amy was invited and has agreed to serve on the Resident

Executive Director Report
February 28, 2013 – 3

Development and Family Self-Sufficiency Advisory Council to strengthen collaborative relationships between the library and other community agencies.

- Amy Martin (Literacy Librarian) met with Joe Hermocillo, BOCES Regional Migrant Education Director, to learn about Spanish-GED instruction and ESL services offered by BOCES. We determined that our programs can work together to improve services offered to the community. Amy was invited and has agreed to represent the Adult Literacy Program as a member of the Migrant Services Council.
- Reference & Readers Advisory Department offered eight programs to customers during the month of January. A total of 136 customers attended the programs.
- Dr. Nancy Saltzman from Colorado Springs told about her experiences with cancer and the loss of her husband and children in an accident at the January Book Connections Program. Her book, *Radical Survivor*, is her way of telling others how they too can overcome great obstacles and lead a happy, productive life. She shared her message with sixteen people at the January event in the InfoZone Theater.

Youth Services

- A library booth at Kids in the Kitchen received 500 visitors.
- The Teen Advisory Board brought 32 participants during the monthly meetings.
- New Year, New You, a zumba and smoothie-making program, was attended by 25 teens on January 19.
- Eleven customers of all ages attended the first Maker Club meeting on January 18 to learn more about the Makerbot.
- Database training sessions for teens were presented both at Rawlings and off site. Together, these visits reached over 250 students.
- The Makerbot was made available to the public. This month, 25 printer jobs have been requested by patrons. During the Makerbot's open hours, at least ten customers stopped to inquire about it each day. The Makerbot also appeared in an article in the Pueblo Chieftain and a video on their website. http://www.chieftain.com/news/local/beam-me-up-an-octopus/article_ded9845e-5d37-11e2-96f0-001a4bcf887a.html

BARKMAN LIBRARY AND LAMB LIBRARY

- The Barkman and Lamb Libraries were closed during January. Staff from the Barkman and Lamb Libraries spent the month helping complete the project to apply RFID tags to the materials in PCCLD's collections, and helping cover for the increased business at Rawlings, Pueblo West and the Library @ the Y.

PUEBLO WEST LIBRARY

- An Overdrive session was held on January 5 with eight adults attending.
- With the expanded interest in e-books, Pueblo West hosted a program on how to publish e-books, for authors who want to tap into the market. There are several local authors who publish and sell e-books, and they came to share their tricks and tips. This program was held on January 26 with eight people attending.
- Deb Krauth (Business Librarian) held a program called "Hidden Job Market" on January 15 with five people attending. She also sponsored a "Computer Security" program on January 22 which five people attended.
- The Virtual Workforce Center class continues to be offered Thursday mornings with five attending.
- There were four Time for Tots programs with 155 attending, four Preschool Storytimes with 122 attending, and a Move-It Storytime with 23 attending.
- A tour was given to a Cub Scout troop on January 4 with 32 attending.
- There was a Lego program on January 11, and 65 participated.
- The American Girl Tea Party was held on January 19 with 27 attending.
- Twelve participated in the teen program.
- The Teen Leadership Council (TLC) met on January 24, before a Mystery Game Night program. Six teens participated in the TLC and seventeen attended the Mystery Game Night.

Executive Director Report February 28, 2013 – 4

- The Anime Club attracted nineteen participants.
- Pueblo West's volunteers continue to help out with projects, help with the weeding lists, shelving videos, and with the kids' programming activities.

LIBRARY @ THE Y

- The Library @ the Y held ten programs with 152 attendees.
- A new sign has helped with public awareness of the computer lab. Friday night is Teen night at the Y, so the computer lab is often filled with teens on that night.
- The new bead maze table has been a big hit with the kids.
- During the Barkman and Lamb construction closure, the Library @ the Y extended its hours. There were definitely new customers coming in that were pleasantly surprised of our existence at the Y. We hope to see them come back.
- The Zumba & Smoothie program for teens was a big success. The hour-long program included a half-hour of Zumba in a Y studio, followed by a smoothie making session. Five varieties of smoothies were made: strawberry, peanut butter banana, orange creamsicle, pumpkin spice, and grape, spinach with coconut. The favorite was the orange creamsicle. Zumba DVDs, smoothie books, and exercise videos were displayed and most all were checked out.



FACILITIES

During January, the following tasks were completed:

- Completed a monthly inspection of all fire extinguishers at the Rawlings Library.
- Removed book and video drops from Barkman and Lamb Libraries to get powder coated to withstand all weather conditions throughout the year.
- Removed to storage all holiday decorations which were displayed during December.
- Completed the following Mechanical Tasking of building equipment
 - Water Chemistry Procedures – Rawlings
 - Weekly emergency generator procedures – Rawlings
 - Service on the cooling tower sump tank was completed – Rawlings
 - A monthly service of pest control service was completed – Rawlings
 - Service of the supply combustion fan in the boiler room was completed – Rawlings
 - Reflective pond maintenance was completed – Rawlings
 - Service was completed on the Trane chiller, leak testing was completed on the unit where several leaks on the system were found with a plan to repair and recharge the system with R-123 refrigerant – Rawlings
 - Monthly preventive maintenance procedures were completed on the Liebert A/C system – Rawlings
 - Cooling tower pump #9 was serviced – Rawlings

Executive Director Report
February 28, 2013 – 5

- Chilled water pumps #5 thru #8 were serviced – Rawlings
- Supply fan #2 was serviced – Rawlings
- Service of the facilities shop air compressor was completed – Rawlings
- Fan Terminal Units #1 thru #4 were serviced – Rawlings
- A flow switch was replaced on the evaporator water loop on the CentraVac Chiller – Rawlings
- Security panic push bars were tested and repaired as needed – Rawlings
- Completed 376 work orders district-wide.

HUMAN RESOURCES

- Human Resources is presenting Pay for Performance survey results to departments.
- Terminations:
 - Steve Antencio (Youth Services Clerk) voluntarily terminated employment with two weeks notice. Steve secured a position in his field of study with another employer.
 - Temporary RFID tagging positions terminated.
- Promotions:
 - Michael Cox was promoted Director of Public Services on January 14, 2013.
 - Maria Kramer was appointed as Interim Youth Services and Library @ the Y Manager.
 - Chris Sturdy and Jaclyn Baros were promoted from Clerk I to Clerk II positions working in Youth Services.
- Recruiting: In January the following positions were being recruited:
 - Librarian, Technology Trainer
 - Clerk I, Lamb Library
 - Clerk I, Youth Services
- PCCLD adult volunteer hours for January were at 687.15 hours, and teen volunteers contributed a total of 149.25 hours for the month. Books Again Volunteers contributed 670.9 hours and 24 hours were contributed by the Trustees.
- The Volunteer of the Month for January is Barry Gonzales. The Reference & Readers Advisory team write: "Barry has taught Spanish lessons at the Rawlings library for over a year now. He started teaching a small group of people and now teaches two classes – beginning and intermediate. He is here every Saturday and fills a valuable niche in library services to the public. Barry has given over 100 hours of his time and talent to PCCLD in 2012. He possesses a broad range of experience in a variety of settings; as a Technical, Judicial and Medical translator. He is fluent in Spanish and English, has the ability to listen carefully displaying bi-cultural knowledge and sensitivity. We truly appreciate his enthusiasm and ability to inspire trust and confidence in his students."

OUTREACH SERVICES

- There were Community Bookshelves added at the Pueblo Community Soup Kitchen and Friendly Harbor.
- Contact was made with Care and Share with regards to the snack service for summer at Books in the Park and Satellite locations.
- Contact was made with School District 60 about the summer lunch program at Books in the Park.
- Alternate sites are being explored to host summer programs as some Satellite locations are going to be closed due to upcoming school construction.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 5,935 items were added to the collection in January, and 4,099 items were withdrawn.
- Peggy Bilger, Pat Mascarenas, Mike Davis and Tracy Overton (Technical Services Assistants) performed all end-of-year functions, including recreating 2012 rollover orders that could not roll this year because of the fund restructuring.
- Rich Poll (Collection Development Librarian) is leading the implementation of Collection HQ, a software to help with collection development.
- Elizabeth Flores (Collection Development Librarian) has set up a test account with PermaBound

Executive Director Report February 28, 2013 – 6

for certain juvenile materials, and we will test their services in the next few months. She will also be doing this with Mackin.

- Jill Deulen (ILL/Collection Development Librarian) worked with Baker & Taylor and Midwest Tape after the Sirsi rollover to ensure that fund coding and ordering continued to work smoothly.
- Jill has begun the OCLC batch holdings update process. We will update during the first quarter of 2013, then perform automatic updates quarterly, in a process tied to our authority updating.
- Abby Koehler (ILS Administrator) has sent out an RFP regarding an ILS consultant to work with her on evaluating our ILS and the state of the market.

COMMUNITY RELATIONS

- The 2013 All Pueblo Reads book is *The Help* by Kathryn Stockett. Both the author and the movie's director, Tate Taylor, will make appearances on November 9 and 10 in Pueblo in connection with the project.
- Articles ran in *The Pueblo Chieftain* on January 13 about the 3D printer at the Rawlings Library and on January 26 to announce the upcoming visit of Kathryn Stockett, author of *The Help*, in connection with the 2013 All Pueblo Reads project. An article also ran in the *Pueblo West View* on January 17 about the Pueblo West Library's renovations. An article about librarian Amy Martin was featured in the *Greenhorn Valley View* on January 8.
- Videos about last year's Blooklovers Blacktie Ball and Kent Haruf presentation are now posted on the library's video page. A collection of 13 All Pueblo Reads videos are available to watch at: <http://www.pueblolibrary.org/videos>
- The Pueblo Library Foundation board of directors approved *Libraries for Life* for the capital campaign theme and approved the draft campaign timeline. Justin Morenz (Marketing Coordinator) is designing the campaign brochure, and a final draft will be ready mid-to-late February. Much progress has been made in planning for the upcoming campaign and creating the necessary materials to accompany it.
- An award letter for \$10,000 was received from the Temple Hoyne Buell Foundation to support the capital campaign. This unsolicited grant was requested by Temple Hoyne Buell foundation board member, Priscilla Lucero, who is also a Pueblo Library Foundation board member.
- Planning for the Summer Reading program sponsorships has begun. Amber Pepin (Fundraising Manager) and Maria Kramer (Interim Youth Services Manager) have developed the sponsorship packet which was mailed to prospective sponsors.

GIFTS & GRANTS

- Contributions received for the New Libraries included:
 - Joyce Baca-Anderson gave \$800
 - Friends of the Library gave \$6,000
 - Donna Souder gave \$80
 - The Temple Hoyne Buell Foundation has pledged \$10,000
- The Friends of the Library donated \$5,000 for the Read Out Loud program.
- Judith Siddoway provided an in-kind donation for Special Collections.
- Colorado Humanities has given \$2,500 for the Voice of the Valley Chautauqua.
- Carol King made a \$300 donation through the Enterprise Zone.

STAFF DEVELOPMENT

- Justin Morenz (Marketing Coordinator) attended a Basic Photography and Video Skills Workshop conducted by Argonne National Laboratory at the Pueblo City-County Health Department on December 12 and 13.
- Susan Wolf (Special Events Coordinator) attended Raiser's Edge Essentials Part I online training on January 3 and 4.
- Maria Tucker (Special Collections & Museum Services Manager) attended a session at Douglas County Libraries on promoting your library in the community on January 9.
- Janina Goodwin (Circulation Manager) attended a Think Yes: Transforming Customer Service webinar on January 16.

Executive Director Report
February 28, 2013 – 7

- Maria Kramer (Interim Youth Service Manager) attended a webinar for the CAL Leadership Institute on January 17.
- Midori Clark (Community Relations Director), Justin Morenz (Marketing Coordinator), Amber Pepin (Fundraising Manager), and Michele Vigil (Website Editor) attended Raiser's Edge Essentials Part 1 online training on January 22 and 23.
- Peggy Bilger (Technical Services Assistant) and Abby Koehler (ILS Administrator) attended Cataloging Professional Learning webinar on January 23.
- Michele Vigil (Website Editor) attended Room Reserve 201 online training on January 23.
- Seven staff attended an in-house Stress Management training on January 23.
- Janina Goodwin offered a series of training opportunities attended by most staff in the new library service model to be implemented in February.

THANK YOU MESSAGES

- Mr. Walker received a thank you note from Judith Boudreaux, Program Manager for the Pueblo VITA Coalition: "Thank you again for agreeing to be part of the Pueblo VITA Coalition by offering tax site space and time for the upcoming 2013 tax season. The first day we will be at your facility for a tax site is Wednesday, February 6. The last day for the tax season at your site will be April 10. As in the years before, we appreciate the availability of an IT person from your staff that will allow us resources for high speed Internet or WiFi for multiple computer stations...We thank you for your commitment to serve low income taxpayers in and around Pueblo. This is what makes the Pueblo VITA Coalition work so well."

Respectfully submitted,
Jon Walker
Executive Director