

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
February 27, 2014

LIBRARY ENHANCEMENT PROJECT—Rawlings Library Second Floor

The Rawlings Library's Second Floor has temporarily closed to make improvements. The closure will last approximately six weeks. While the floor is closed materials have been relocated to the first floor meeting rooms for continued browsing. DVD and audio fiction titles may be found in Bret Kelly Room A. Public Internet computers are now located in Bret Kelly Room B. A limited collection of fiction, non-fiction and large-print books can be found in the Thurston Room, and popular items from Teen Central have been moved to Youth Services. Staff is available to facilitate access to additional materials. When it reopens in March, the second floor will host a variety of new features including a reorganized "sky wing" with large print and fiction collections and additional space for customers to sit, read and use their own devices. A remodeled non-fiction section with a newly carpeted, attractively arranged area for browsing will also be available. An improved and spacious technology/media center with computers, iPads, DVDs, CDs and other media is in the works. Finally, there will be a new Teen Central area and a glassed-in makerspace room where customers of all ages can create and work together on a variety of hands-on projects.

FACILITATED CUSTOMER SERVICE

The Trustees adopted an incentive program in 2013 for the new facilitated customer service model. The results of the program have been compiled. The results are: first place went to the Barkman Library, second to Pueblo West, third to Rawlings Circulation, fourth to Lamb and fifth to Library @ the Y. As a result, each member of the Barkman team has been credited with eight additional hours of personal leave to be used during 2014, six hours per member of the Pueblo West team, four hours per member of the Rawlings Circulation team, two hours per member of the Lamb team, and one hour per member of the Library @ the Y team. When reviewing the overall results of the program, one thing jumps out. All teams did a great job in adopting the new service model. PCCLD's overall rate of selfcheck now is nearly 96%, which puts us in the elite nationally.

EVENT PROGRAMMING

A 2014 PCCLD goal is to centralize "library-sponsored public programs and events to improve program quality, utilize resources more efficiently, and better serve the public." This was the first month for the new programming model to be used with youth events. Fourteen events were offered for youth during the month with 365 attendees. Centralized youth programming efforts for the district are being coordinated by the Youth Services Department. Centralized programming aimed at adult audiences also will begin by mid-year.

NEW LIBRARIES

All design drawings, construction bidding, and site permits have been completed for the three new libraries. The Greenhorn Valley Library foundation footings are poured, and the contractor is beginning to backfill with dirt. Some adjustments are being made for sanitary sewer line and reconfiguration of water main connection design. The East Side Library construction trailer is on site, temporary power set and staking of the site completed. Special care is required because of tightness of the site to neighbors. City crews replaced the sanitary sewer line with tap set for the new library. The site is ready for foundation work as weather permits. The Mesa Library construction trailer and temporary power are in place, and foundation excavation has commenced. The local water district has ordered materials, and the water main extension there is staked with construction to begin as weather permits. For all sites, the goal is to complete foundations on all buildings by early March with framing to commence in mid-March.

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Mesa Site 1-31-14



East Side Site 1-31-14



Greenhorn Site 1-31-14

LIBRARY CAPITAL CAMPAIGN

	Pledge	Received
Employees	\$22,218.00	\$13,111.00
Boards of Directors	\$29,345.00	\$27,345.00
Individuals	\$123,681.65	\$113,406.65
Businesses	\$165,495.03	\$144,927.12
Foundations	\$331,500.00	\$181,000.00
Government	\$210,174.00	\$54,745.00
Chamberlain Fund	\$45,000.00	\$39,500.00
Community Organizations	\$19,820.00	\$17,320.00
	\$947,233.68	\$591,354.77
Percent of \$ Pledged Received		62.43%
Goal	\$970,315	
Progress on Goal	97.6%	
Balance to Fundraise	\$23,081.32	

LIBRARY NAMING

Due to significant financial contributions from the City of Pueblo to help pay for the new library on the east side, the City has earned the right to nominate a name for the new library to the PCCLD Board of Trustees. The City, working in collaboration with PCCLD, is sponsoring a contest to find a suitable name for the new library. An article about this effort appeared in a recent edition of *The Chieftain*. The naming contest guidelines and additional details of how to participate are available online at www.pueblo.us/libraryname.

RAWLINGS LIBRARY

Special Collections & Museum Services

- January 2014 total attendance in the InfoZone was 4,066.
- 166 document delivery requests were answered in January. 824 items from the collection were counted used by customers in January.
- James Boyle (Archive & Collection Coordinator) has begun a process to spot check all of the archival box collections to assess re-housing needs; this will take some time as there are over 200 boxes. Sarah Meador (Materials Handling Technician) has completed labeling and re-shelving KOAA historic news film reels. Oral history cassettes are being boxed in archival boxes in order to better preserve the original and to prepare for upcoming digitization of select cassettes.
- Jen Koen (Digitization Coordinator) and James Boyle are working on the digitization of Ludlow and Coal mining photos and inputting their associated metadata. These images will be used for an upcoming exhibit in April.
- A tour of the Special Collections Department was provided on January 16 to 25 Pueblo West High School students. A tour was provided to two graduate students on January 31.
- Charlene Garcia Simms (Special Collections Librarian) has completed the name change from *Foundation Center's Cooperating Collection* to *Funding Information Network* on our website and materials. Charlene is planning nonprofit fundraising workshops for 2014 and centralized programming for genealogy classes throughout the district. Maria Tucker (Special Collections & Museum Services Manager) is working with Pueblo Community College to get additional training for staff on the assistive technology computer stations.
- Two Ancestry.com classes were provided on January 22 and 29 with 22 in attendance.
- The InfoZone offered 19 films attended by 245.
- The Press Club used the InfoZone on January 24 with 30 in attendance.

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- A tour was provided to Colorado Bluesky on January 9 with 18 in attendance.
- Charlene Garcia Simms and Maria Tucker worked to display a private collection of African art to be displayed for the month of February on the third floor.
- Maria Tucker has been working with Wes Burrer and the County Commissioners to exhibit the items from the Pueblo County cornerstone time capsule later this year.
- Much work was put into organizing and installing the Southern Colorado Photography Society photo exhibit in January and February of 2014.
- The InfoZone was used by The Pueblo Storytellers, Spanish Peaks, The VA, Rep. Leroy Garcia, AFG 6, Pueblo Symphony, and Gideon International during the month of January.

Youth Services

- Youth Services recently implemented a writing center that includes chalk tables and chalk endcaps, and also a new reading nook.



- There were a number of programs offered at Rawlings including: Gingerbread Madness Voting (for the best Teen Gingerbread House) with 184 participants, Throwback Thursday with six participants, and Preschool Dance Party with 68 participants.
- Youth Services continued to offer regular programs including four Baby Times with 86 participants, three Bilingual Time for Tots with 45 participants, ten Preschool Storytimes with 145 participants, five Time for Tots with 110 participants, and three Teen Advisory Board meetings with 47 participants.
- Youth Services partnered with several groups in January including thirteen Headstart visits with 585 participants. The Sisters Courtyard Tea Room and Treasures partnered with the library to provide tea and scones for free for each American Girl's Tea. The library participated with Fit 4 Fun at the Pueblo Mall with 67 participants. Youth Services also hosted a PCC Children's Literature Class Tour with 22 participants. The library participated in the Children's Museum Babymouse Workshop at Minnequa Elementary on January 27 with 112 participants. The library provided a tour for HIPPY (Home Instruction for Parents of Preschool Youngsters) with 23 participants. Youth Services also participated at the Heritage Elementary Literacy night on January 30 with 85 participants.
- This month saw a jump in interest in the 3D printer, and Maria Kramer (Teen Services Librarian) consulted with many customers on their projects. 3D printing projects included:
 - Printing prototype parts that could not be made on the customer's own rapid prototype because the material kept breaking.
 - Consulting with two separate customers who wanted to use 3D printing in business start-ups.
 - Consulting with an artist about using 3D printing to make maquettes for sculpture projects
 - Working with a teacher at Swallows Charter Academy whose students were studying 3D modeling to print his students' creations.
- This month Maria Kramer coordinated work on an IMLS National Leadership Grant. If successful, this grant will give the library \$50,000 to plan and prototype a STEAM Learning Lab. This month

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she sought and met with partners, consulted with the co-applicant, researched, wrote and sought feedback on the grant. The grant was submitted on February 3, and we will know the outcome in the Fall.

- Gigi Holman (Early Literacy Librarian) is coordinating a library partnership with the HIPPPY organization to provide monthly workshops for parents to include education about Every Child Ready to Read and demonstrate ways that parents can create an early literacy learning environment at home.

BARKMAN LIBRARY

- Remodeling at the Barkman Library appears to be paying dividends. The library was closed in January 2013 for remodeling, but in January 2014 circulation is up over January 2012 about 11 percent (19,617 vs. 17,464). Computer use in January 2014 also is up over January 2012 by about 22 percent (5,230 vs. 4,077). Program attendance also is up dramatically by almost 40 percent (286 vs. 174). Finally, gate count has increased in 2014 by approximately 12 percent (16,615 vs. 14,580).
- Ten people enjoyed the book discussion of *I Am Malala* by Malala Yousafzai in January.

LAMB LIBRARY

- Overall key results for the Lamb Library are favorable since the remodel last year. Lamb was closed in January 2013 for renovation, so it is interesting to compare January 2012 key results with January 2014. Although circulation is off about six percent compared with 2012 (18,221 vs. 19,437), other measures are very positive with visits up about 40 percent (19,123 vs. 11,565), program attendance more than doubled (955 vs. 404), and computer use nearly doubled (6,541 vs. 3,345).

PUEBLO WEST LIBRARY

- Pueblo West's key results for January 2014 compared with the same period in 2013 are up with computer use (6,967 vs. 6,058) but down in every other category with program attendance down 69 percent, visits down 15 percent and circulation down two percent.
- Deborah Krauth (Business Librarian) is planning for centralized programming throughout the District. One of the programs she will be offering is a resume workshop, and she began offering these at Pueblo West on Mondays.

LIBRARY @ THE Y

- Key results at the Library @ the Y are off in January 2014 compared with 2013 in most categories with circulation down six percent, visits down 19 percent, and computer use down three percent. One bright note at the Y is program attendance, which is up one percent.
- PCCLD is negotiating with the YMCA to create a library meeting room space at our library location, which can be scheduled like other public meeting rooms throughout the district.

OUTREACH

- We plan to keep open the Avondale, Beulah, Risley, Rye and Craver satellites through the summer of 2014 to ensure continuity of service until the new libraries open in October. Afterward, Avondale and Beulah will remain open indefinitely serving their respective communities, but Risley, Rye and Craver will close with the opening of the new branch libraries. North Mesa, South Mesa, Vineland and Cesar Chavez will close at the end of May 2014 due to construction at these sites and other considerations.

FACILITIES

- Worked on procurement to replace pump that supplies water through the Rawlings building heat exchangers and cooling tower.
- Mechanical Tasking of building equipment
 - Elevator car test and inspections were completed including the annual hydraulic pump test at Rawlings and Lamb Libraries.
 - Bathroom Exhaust Fan was service – Rawlings Library
 - Cooling tower water sump tank was serviced – Rawlings Library

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- Building Relief Fan # 1 was serviced – Rawlings Library
- AHU #1 was serviced – Rawlings
- Trane CenTraVac Chiller was leaked checked – Rawlings
- During the month 316 work requests were completed district wide.

HUMAN RESOURCES

- Colorado minimum wage increased to \$8.00 an hour effective January 1, 2014. Seven employee salaries were impacted by this change.
- Planning for Staff Development Day on February 17 continued with focus on key results and accountability, team building, HRIS, Windows 8, and Office 2013.
- Rob Donovan (Museum & Special Collection Coordinator) employment terminated with his last day January 2, 2014.
- Monica Duran (Circulation Customer Service Representative) voluntarily terminated. Her last day of employment was January 10, 2014.
- David (Ty) Collins was hired as Facilities Specialist I and began work on January 6, 2014.
- Karen Frank was hired as part-time Materials Handling Technician for the Youth Services Department. Her first day was January 27, 2014.
- The following position is being recruited in January:
 - Manager Programs and Events, Marketing at Rawlings, full-time.
- PCCLD Volunteer hours for 2013 Calendar year totaled 20,878.23 hours, valued at \$422,784.20. (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed). PCCLD Adult Volunteer hours for 2013 were at 10,675.10 hours, and Teen Volunteers contributed a total of 2,308.30 hours for the year. Books Again Volunteers contributed 7,770.30 hours, and 244 hours were contributed by the Trustees.
- PCCLD Volunteer hours for the month of January 2014 totaled 1,485.25 hours, valued at \$30,076.31 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed). PCCLD Adult Volunteer hours for January were at 725.75 hours, and Teen Volunteers contributed a total of 95.25 hours for the month. Books Again Volunteers contributed 644.25 hours, and 20 hours were contributed by the Trustees.
- The Volunteer of the Month for January is Kathleen Quirk who volunteers in the InfoZone. Among other things, staff report, "Kathleen is always extremely pleasant and polite, and she's always going above and beyond with whatever she does. ..."

INFORMATION TECHNOLOGY

- Continued AV upgrade in Ryals Room.
- Released RFP to replace 150 public computers.
- Continued Windows 8 and Office 2013 preparation and testing.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 6,363 items were added to the collection in January, and 4,067 items were withdrawn.
- Finalized cataloging customization issues with Brodart; will receive first test order in February and begin routine ordering after that.
- Jill Deulen (Collection Development/ILL Librarian) is collecting and analyzing data about video and music streaming use.
- Jill has begun implementing WorldShare Management for ILL, and we expect that to be completed by the end of February.
- Abby Koehler (ILS Administrator) has written a variety of complex weeding reports to support current collection development goals.
- Abby Koehler has written a new maintenance report to identify DVDs with holds longer than four months.
- Abby Koehler has been working on a solution to allow checkout of ebooks from within the OPAC.

COMMUNITY RELATIONS & DEVELOPMENT

- A committee of public citizens and CSU-Extension staff have approached PCCLD with the idea of creating a “seed library” for Pueblo. The seed library idea has been implemented around the country, with the goal of creating a supply of seed that grow native plants. We are working on details of how it would work, but the basic idea is that customers can “check out” seeds from the library (without returning them) and grow plants. At the end of the growing season, customers agree to bring seeds back to the library to replenish the stock of seeds for the following year. Gardening is a prominent interest in this community, and this partnership could bring in new users. There is also a programming element to this partnership, and the Extension office would be doing periodic workshops to promote the seed library and educate the public on gardening topics. The project is being called “All Pueblo Grows!”
- Midori Clark (Community Relations & Development Director) presented to forty ladies gathered for a meeting of the 4-H Family and Community Education group on January 7 at noon about the new library on the Mesa.
- A meeting on January 16 took place with Jayson Peters and Jason Cipriani of *The Chieftain* to discuss a partnership to publicize library technologies. They will propose a list of videos they would like to produce that highlight different technology offerings by PCCLD. More to come on this project in the future!
- On January 29, a presentation was made to the Masonic Consistory Club. There were 16 people attending at Country Buffet. The presentation was generally about the library, with a few minutes dedicated to the new libraries project.

GIFTS & GRANTS

- The library received an in-kind gift from Tracey Mattoon-Amos for Special Collections.
- The library received an in-kind gift from Nancy Porter Childress for Genealogy.
- Donations made for new libraries included:
 - Maria Appenzeller donated \$250.
 - Black Hills Energy donated \$400.
 - Jeff Chostner pledged \$5,000.
 - JoAnn Cummings donated \$15,000.
 - Jean Erickson donated \$7,500.
 - Janet Pullin donated \$7,500.
 - Sangre de Cristo Arts Center donated \$500.
 - P. Michael Voute donated \$10,000.

STAFF DEVELOPMENT

- Ten staff from throughout the district attended Freading and eReader training provided by Rebecca Reed (Librarian Technology Trainer) in January.
- Eleven employees who had not been able to attend Pay for Performance were able to view the video in January.
- Carol Perea (Materials Handling Technician in Reference & Readers Advisory) attended Library Apps training provided by Rebecca Reed (Librarian Technology Trainer) on January 6.
- Supervisory staff attended the final OZ internal refresher January 9.
- Six Pueblo West staff and three Lamb staff attended Freading and ePub Transfer training provided by Rebecca Reed (Librarian Technology Trainer) on January 9.
- Midori Clark (Community Relations & Development Director) attended the meeting of Front Range Foundation Directors on January 15 at Denver Public Library’s Central Library. A variety of issues were discussed including fundraising successes, mobile fundraising, planned giving, etc.
- Six Reference & Readers Advisory staff attended BiblioCommons/Reference Cross Training in January provided by Rebecca Reed (Librarian Technology Trainer) on January 15 or 16.
- Maria Kramer (Teen Librarian) attended Creating Culture that Rocks webinar on January 21.
- Gigi Holman (Early Literacy Librarian) attended SPELL webinar on January 21.
- Maria Kramer (Teen Librarian) attended Deweyless Library webinar on January 22.

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- Maria Kramer (Teen Librarian) attended Identifying and Nurturing Emerging Talent webinar on January 23.
- Maria Tucker (Special Collections & Museum Services Manager) and Charlene Simms (Special Collections Librarian) participated in a Webinar on Digital Vocabularies on January 23 as part of the Colorado Connecting to Collections program.

THANK YOU MESSAGES

- The library received several positive comments on BiblioCommons:
 - Very good people working. Always helpful with helping me get what I am looking for. Thank you to all your staff.
 - Great staff at Rawlings Library.
 - Fantastic system. I know you work really hard on it, and it shows.
 - I love MY LIBRARY and the folks in it! Always a pleasure to go in there.
 - I love my hometown library, the PCCLD. I also love the new website look and functionality. Nice changes!

Respectfully submitted,
Jon Walker
Executive Director