

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

July 25, 2013

New Libraries Project

The new libraries' project continues to progress. The construction documents were submitted by H.W. Houston for bid to qualified subcontractors with results scheduled to be available in July. Site preparation also is ongoing, as follows: the final plat is being prepared for filing for the Greenhorn Valley Library site prior to transferring the deed from the Colorado City Metropolitan District to PCCLD, the St. Charles Mesa Library is ready for construction permitting, and the East Side Library project was approved by the City of Pueblo in June. Once final construction bids are determined and approved, and the Greenhorn Valley site deed transferred, we are on track to break ground on construction in late July and August.

Fundraising for the new libraries also is progressing well. In addition to funds provided by the library district, a total of \$643,601.65 has been raised or committed to date.

Library Enhancement Project

The latest data indicates the new service model is working well. The Pueblo West Library leads the way with the greatest use so far of the new selfcheck system followed closely by the Barkman Library.

YEAR-TO-DATE SELF-CHECK USE

<u>Pueblo West</u>	<u>Barkman</u>	<u>Rawlings</u>	<u>Lamb</u>	<u>Lib@Y</u>
95.47%	95.3%	94.96%	93.52%	84.45%

District-wide, overall selfcheck use is at 94.78% through June 2013. In addition, the new Automated Materials Handling (AMH) systems are working well. We recently began tracking data on their use, and it shows that in May the AMH systems checked-in and sorted 17,472 items at Barkman, 19,607 items at Lamb, 64,190 items at Rawlings and 28,084 items at Pueblo West. These new processes—both for checkin and checkout—represent real savings in staff time and efficiency.

RAWLINGS LIBRARY

Special Collections & Museum Services

- 121 Document Delivery requests were answered in June. 784 items from the collection were counted used by customers in June. The genealogy computer, Nonprofit Resource Center computer and *Ancestry.com* are continuing to experience heavy use.
- The vertical file re-housing project is 90% complete. An intern from CSU-Pueblo is assisting with the project.
- Three new collections have been added to the Digital Collections website. Kit Carson's will and Dr. Richard Corwin's scrapbooks have been added. Maria Tucker (Special Collections & Museum Services Manager) is looking into options for digitizing historic *Pueblo Chieftains* and other historic Pueblo newspapers and digitization of oral history cassette tapes, and she is looking into solutions for the long-term storage of master digital images.
- A tour of special collection resources and digital collections was given to District 70 Teachers on June 24 with fifteen in attendance.
- A presentation on PCCLD Digital Collections was given by Maria Tucker (Special Collections & Museum Services Manager) on June 27 to Minnequa Rotary with twenty in attendance.
- An exhibit of historic photos was developed to display on the 3rd floor.

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- The InfoZone Museum participated in First Friday Artwalk on June 7 with forty in attendance.
- *Dinosaurs Eggs and Babies* exhibit opened on June 1 for the Summer Reading Kick-Off event with ninety in attendance.
- The InfoZone showed twenty-five films with 452 attending during the month.
- The InfoZone hosted a Discovering Dinos program on June 22 with 72 attending.
- The Special Collections & Museum Services department partnered with Reference & Readers Advisory to host the monthly Book Connections and a program on photography.
- Maria Tucker (Special Collections & Museum Services Manager) submitted a grant to the NEH and the Gilderman Lehman Foundation and was awarded \$1,200 for programming and public performance rights to four films with Civil Rights as a theme. The grant is called Created Equal and will be used to support All Pueblo Reads Programming.
- The Veterans for Peace used the InfoZone for a meeting; there were eight people in attendance.
- The Liberty Action Group used the InfoZone for a meeting; there were ten people in attendance.
- The Southern Colorado Tea Party used the InfoZone for a meeting; there were 24 in attendance.
- Pueblo Move to Amend used the InfoZone theater for a meeting; there were twelve in attendance.
- One community group used the InfoZone theater to host a film screening.

Reference & Readers Advisory

- Barry Gonzalez (Volunteer) continued teaching Spanish classes in June.
- Maria Smyer (Hispanic Resource Coordinator) began testing potential ESL students. When classes begin, she will organize the students in appropriate classes so they can work at their level of understanding. Maria also offered Spanish Story Times on Monday mornings.
- Rebecca Reed (Librarian Tech Trainer) continued to offer four technology classes during the month. During these classes, she shows students how they can practically use computer software including Microsoft Excel, Microsoft Word, OverDrive, iPads, PowerPoint and Prezi.
- During the month, thirteen volunteer tutors provided approximately 154 hours of individual tutoring to fourteen literacy students, and contributed a total of 229 volunteer hours to the Adult Literacy Program. The Adult Literacy Program currently has fifteen tutors, seventeen active students, and six people on a waitlist.
- Susan Wolf hosted three 2-hour "Speak English!" Conversation Club meetings in June, with attendance ranging from three to five participants each week.
- Reception for Linda Cates F-Stop Exhibit was held on June 6. Over 50 people visited with the artist and learned about her work.
- On June 10, Justin Bregar showed a group of twelve people how they can take great pictures with their digital, SLR and phone cameras.



- Brian Palomar (Library Assistant) led a Book Connections Program during Gay Pride Month with six attendees.
- On June 29, ten people participated in photo program with members of the Pueblo Photographic Society.

Youth Services

- The new Bilingual Time for Tots on Mondays has reached a monthly total of 73 attendees.
- The Stuffed Animal Breakfast on June 1 reached 150 children.
- Summer Reading Kickoff drew approximately 200 children who listened to a special storytime.
- Visits to schools and organizations to promote summer reading reached over 1,400 children and adults.

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- Youth Summer Reading programming has reached a total of 939 attendees. Of those, 205 attended our new evening program time on Thursday night.
- The Food for Fines program brought in 15 boxes of food, an estimated \$350 dollar value, which was donated to the Pueblo Community Soup Kitchen.
- The new Tween Summer Reading program series reached a total of 91 participants.
- Teen summer Reading at Rawlings reached 37 teens.

BARKMAN LIBRARY

- Over 130 parents and children attended Barkman's first Thursday Summer Reading program and enjoyed a program by the *Wild Rumpus Circus*. Because of the crowds and the limited meeting space capacity of the Barkman Library, we have initiated both a Wednesday and Thursday program for kids. The same program for Wednesday had sixty people in attendance. Barkman also continues to offer weekly story times on Wednesday mornings.
- Computer use numbers at Barkman continue to climb and were up 25% for the month.
- The Barkman daily gate count surpassed 1,000 on June 27.

LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented the programs for toddlers and preschoolers, tweens and teens, reaching hundreds of kids during the month.
- Sharon Foote (Library Assistant) set up displays and helped with two adult summer reading programs reaching seventeen people.

LIBRARY @ THE Y

- The Library @ the Y hosted eleven programs in June with 410 attending. The gate count was 4,249.
- Summer Reading kicked off with a bang @ the Y with attendance of more than one-hundred for the first program "World of Ants!"

PUEBLO WEST LIBRARY

- The big event of June was the Art Sale & Soiree, which kicks off the adult summer reading program and is a fundraiser for the Pueblo Library Foundation. This event was held June 14 in the Vectra gallery. More than a dozen artists submitted and showed their work, and approximately seventy people attended the reception. The artwork was displayed for the month of June, and 890 people came through the gallery to view the work.
- Another big event was the kick-off of the kids' summer reading club on June 1. Pueblo West had 138 attendees for this fun afternoon event.
- An OverDrive session was held on June 1. Eight attended.
- Pueblo West offered eight Time for Tots programs on Tuesdays with 192 attending and seven Preschool Story time programs on Thursdays with 57 attending.
- Summer Reading programming is a major focus during June. Pueblo West programs are Wednesday mornings. In June, we had three programs for children in addition to the kickoff carnival:
 - Wild Rumpus Circus on June 12 had 214 attendees
 - World Rhythm Synergy on June 19 had 169 attendees
 - Dino Girl Show on June 26 had 196 attendees
- The tween programming is held on Thursday afternoons, and Pueblo West has had good participation at its three programs:



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- Mindstorm Maze on June 13 had 34 participants
- Dinosaur Dig on June 20 had 21 participants
- Dig into ice cream on June 27 had 38 participants
- A Lego program was held on Saturday, June 15, with 43 attending.
- The teen summer reading club is also in full swing on Thursday evenings with three programs in June:
 - Dream interpretation with Tianna Galgano on June 13 with 17 participants
 - Songwriting workshop on June 20 with 10 participants
 - Henna and facepainting on June 27 with 29 participants
- The refreshed Anime Club is back. They will meet the second and fourth Thursdays of the month. Two programs held in June had twenty participants.

COMMUNITY RELATIONS & DEVELOPMENT

- The latest installment of the Libraries for Life campaign was held June 11 at noon at Risley Middle School. The event had 48 attendees and raised \$2,527.50 in donations and pledges. The next Libraries for Life event is scheduled for August 6 at noon at El Pueblo treatment center.
- The All Pueblo Reads committee met on June 24. Many committee members gave updates on events being planned for the upcoming literary project. The next meeting is scheduled for July 22.
- PCCLD is working on a partnership with the Pueblo Zoo to make zoo passes part of the library's collection and available for checkout. The project is in the planning phase and will launch in August.
- PCCLD is working with Memorial Hall management (Global Spectrum) to partner on several upcoming performances. The library will be an official sponsor for the September 25 performance of a Woodrow Wilson living history scholar. He will give the same speech Woodrow Wilson gave at the initial dedication of the hall.

FACILITIES

- Continued transporting Books in the Park trailer from the Rawlings Library to Bessemer Park and later on to El Centro del Quinto Sol.
- Worked with Books Again volunteers to set up furniture sale items. Furniture was arranged, pricing was completed, and receipts and descriptions of each item were placed on each item. The sale was a two-day event with most of the furniture selling and all proceeds going to the Books Again store.
- Worked on replacement of a heavy-duty front door operator at the Rawlings Library. With increased traffic, a stronger, more robust operator was installed with plans to replace the operators as needed in any one of the eight entrance doors.
- Worked with local fuel vendor Acorn Petroleum on the purchase of diesel and unleaded fuel for library purposes. In the past, fuel purchases were made through the City of Pueblo Fleet Division which was recently closed to agencies outside the City of Pueblo.
- Worked with N.E.S. Landscaping Architects on redesigning landscaped areas around the Rawlings Library.
- Mechanical Tasking of building equipment
 - Water Chemistry Procedures – Rawlings
 - Weekly emergency generator procedures – Rawlings
 - Service of Liebert AC unit - Rawlings
 - Service of Bathroom Exhaust Fan – Rawlings
 - Roof Top Units # 1 & 2, replacement of return air pleated filters and power washing of condenser coils
 - Reflective Pond preventive maintenance – Rawlings
 - Cooling Tower Pump # 9 service – Rawlings
 - Chilled Water Pumps # 5, 6, 7 and 8 service – Rawlings

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- Atrium Fans # 1 & 2 service – Rawlings
- Fan Terminal Units 0-1 thru 0-3 service – Rawlings
- Fire Extinguisher Inspections – Rawlings
- A total of 423 work orders were completed district wide.

HUMAN RESOURCES

- Work continues with consultants from The Singer Group on PCCLD's new pay-for-performance compensation structure. The new program proposal should be completed later in July.
- Work also is ongoing to implement new HRIS software from InfiniSource. HR and benefits modules are implemented; next month the recruiting module will be implemented.
- A draft of the PCCLD Career Pathing Program has been completed for review by managers and staff.
- New hires for the month included Cynthia Nicola (Clerk I, Youth Services), Rob Donovan (Museum Services Coordinator, Rawlings), Chadwick Reich (Clerk I, Lamb Library) and Ethan Wilson (Clerk I, Lamb Library).
- Maria Kramer (Teen Librarian/Interim YS Manager) was selected for promotion from Teen Librarian in Rawlings Youth Services to Supervising Librarian for the Lamb Library. This transition will take place during the summer of 2014.
- Positions recruited included Human Resources Assistant, Clerk I at Pueblo West, Circulation Supervisor, and Youth Service Librarian with Early Literacy Emphasis.
- PCCLD currently has several employees pursuing a Masters Degree in Library Science, including Theia Bravo (Library Assistant, Reference & Readers Advisory), Nathan Petrov (Clerk I, Reference & Readers Advisory), Susan Wolf (Events Coordinator, Community Relations & Development), Jaclyn Baros (Clerk II, Youth Services), and Natalie Gallegos (Library Assistant, Youth Services).
- Volunteer hours for the month of June totaled 1,899 hours, valued at \$38,454.75 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- The Volunteer of the Month for June was Jennifer Johnston, who volunteers for the Outreach Department.

INFORMATION TECHNOLOGY

- Continued moving users to Google Apps (approx 25 percent of the employees have moved).
- Released RFP for Network Consulting services. A decision on the recommended consultant is expected in July.
- Installed new gaming PCs in youth areas.
- Began testing of Google Chromebooks for circulation (pilot to begin in July).

OUTREACH SERVICES

- There are currently 28 homebound customers and 18 volunteers working to get materials to those customers.
- Books are still being distributed to Community Bookshelves. The shelf at the Soup Kitchen remains the most popular. Users of the shelf in that location are so fond of the service that customers have showed up to the main library to let us know that the shelf needs to be restocked.
- The summer reading Books in the Park kick-off party held in conjunction with Care and Share, Hungry Free Colorado, USDA, D-60, Pueblo Parks and Recreation, and The Y was a great success. There were 140 in attendance.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 5,393 items were added to the collection in June, and 1,681 items were withdrawn.
- Rich Poll, Elizabeth Flores, and Jill Deulen (Collection Development Librarians) continue making progress with Collection HQ. They expect to complete the initial maintenance

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reports by the end of summer and begin experimenting with the transfer (balancing) reports after the Summer Reading program is finished.

- Elizabeth Flores (Childrens' Collection Development Librarian) has received a test order from PermaBound, and we can evaluate their services as an alternative juvenile material vendor.
- Jill Deulen (Collection Development/ILL Librarian) completed the OCLC batch delete/add project, and our holdings appear to be current at this time. She will begin quarterly updates in September.
- Abby Koehler (ILS Administrator) is working on an authority and subject heading clean-up project following the recent regular and special LTI runs to update our headings to RDA format.

GIFTS & GRANTS

- Contributions and pledges received for the New Libraries included:
 - Tom Autobee pledged \$2,500 for a naming opportunity.
 - Dusty Bowen made a \$20 cash contribution.
 - Eddie DeRose paid \$12,500 toward a \$25,000 East Side Library pledge
 - Lyndell Gairaud (Library Board) paid \$24 toward her pledge.
 - Doug Ohmans made a \$12.50 contribution at a Point of Entry event.
 - Angelina Sanchez made a \$15 contribution at a Point of Entry event.
 - Waterfront on the Riverwalk contributed \$500 at a Libraries for Life event.

STAFF DEVELOPMENT

- Chris Brogan (Chief Financial Officer) attended the GFOA Annual Conference in San Francisco on June 2-5.
- Teresa Valenti, Rich Poll, Elizabeth Flores (Technical Services & Collection Development staff) and Andrew Bregar (Lead Reference Librarian) attended a meeting with the OverDrive representative in Colorado Springs on June 11.
- Three librarians from Reference & Readers Advisory attended two online sessions entitled, "Handheld Librarian: Encouraging Innovation" on July 19-20.
- Michael Cox (Public Services Director) and Abby Koehler (ILS Administrator) attended the ALA Annual Conference in Chicago on June 27-July 2.
- Abby Koehler (ILS Administrator) attended several webinars, including an "ILS and MWT Connections," "InforSolutions" demo, and Strategic Partners (Sirsi) online discussions.

THANK YOU MESSAGES

- Marilyn Baillargeon (Public Services Admin Assistant) received a thank you note from John Ribal which read: "Muchos Gracias. Thank you for letting us use the Bret Kelly Room on the 18th of May. About 40 people attended and commented how welcoming the staff were. I observed the same. In addition, the available electronic technology made it easy to set up and give the presentation. I was impressed. I am going to use the library more often."

Respectfully submitted,
Jon Walker
Executive Director