

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

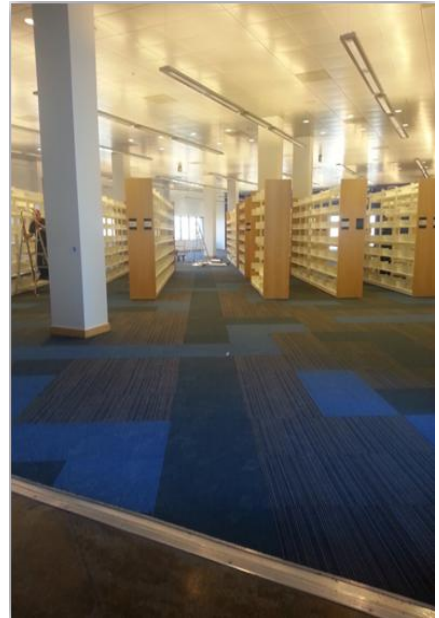
Submitted to

The Library Board of Trustees

March, 2014

LIBRARY ENHANCEMENT PROJECT—Rawlings 2nd Floor

The 2nd floor of the Rawlings Library closed to the public in February. H.W. Houston Construction began remodeling the floor around design conceived by Studiotrope architects in conjunction with library staff. Essential 2nd floor services and materials were moved temporarily to rooms on 1st floor. Thirty public computers also moved for now to the same area. The remodeled area will feature a new makerspace and tech bar, new floor and wall coverings plus other changes to furnishings and equipment. The remodeled space will reopen to the public in mid-March.



NEW LIBRARIES

Foundation work at all three library sites is well underway. The goal is to complete foundations for all buildings in March and commence preliminary framing work. In addition, various staff now are engaged in other aspects of the project: Charles Hutchins (IT Director) is responsible for networking and technology procurements and installations, Amy Martin (Outreach Manager) is managing furniture purchases, Al Perea (Facilities Superintendent) is supervising shelving and building appliances, and Teresa Valenti (Technical Services/Collection Development Director) is overseeing selection of the opening-day collections including public-use computers and tablets.

RAWLINGS LIBRARY

Special Collections & Museum Services

- February total attendance in the InfoZone was 5,555. Year-to-date attendance is 9,621.
- 122 Document Delivery requests were answered in February. 930 items from the collection were counted used by customers in February.
- James Boyle (Archive & Collection Coordinator) is working on several donated archival collections. Oral history cassettes are being boxed in archival boxes to preserve the original and prepare for upcoming digitization of select cassettes. A conservator will be here in April to assess *The Pueblo Chieftain* ledgers and teach staff to make archival enclosures for some of the most fragile books. The Rawlings Foundation provided a grant to provide funding for supplies for this project. James has been working with Michelle Vigil (Website Editor) to add the inventory of archival collections to the website so that researchers can find subjects they are interested in.
- Jen Koen (Digitization Coordinator) and James are working to digitize the Ludlow mining photos and create associated metadata. Jen has been working on the Eilers project, scanning images needed for upcoming exhibits. City Directories are being added to the digital collections. The Pueblo County Courthouse time capsule will be digitized when the exhibit ends.
- Staff provided a tour for a group of sixteen cub scouts. A tour was provided as part of the "Hidden Library Tour" sponsored by the Pueblo Archaeological Society on February 22 with 25 participants. A school tour was provided on February 27 to 33 participants.
- A Beginning Genealogy class offered on February 6 had six participations. A Beginning Genealogy and Ancestry.com class was offered at the Barkman Library on February 19 for seven

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people. Three Beginning Genealogy classes were offered weekly with eight participants. A Nonprofit Webinar was attended by 16 people on February 25.

- The InfoZone offered 14 films that were attended by 204.
- A health equity meeting was held in the InfoZone on February 26 with ten in attendance.
- A concert was held in the InfoZone for Black History Month with seventeen in attendance.
- A program on Abolitionism on February 27 had eight in attendance.
- Charlene Garcia Simms (Special Collections Librarian) and Maria Tucker (Special Collections & Museum Services Manager) worked to display a private collection of African art for February on the 3rd Floor. Charlene Simms developed a women's history exhibit for March.
- Maria is working with Wes Burrer and the County Commissioners to exhibit the items from the Pueblo County cornerstone time capsule beginning in March.
- Much work was put into organizing and installing the Southern Colorado Photography Society exhibit, and an awards reception for the show was held on February 7 for the First Friday Art Walk with 156 attendees.
- An exhibit on newspaper coverage of the Ludlow Massacre is currently being developed for April for the centennial of the event. An exhibit about Forensic Science for kids will be on exhibit June-August.
- The InfoZone was used by The Pueblo Storytellers, Spanish Peaks, Pueblo Symphony, and Gideon International and other community groups during the month of February.

Reference & Readers Advisory

- During the month of February, the Hispanic Resource Center offered five programs with 74 people in attendance.
- Bilingual programming by Maria Smyer (Hispanic Resource Coordinator) for children attracted 34 .
- Twelve new students are enrolled in the English Language Learner program bringing total enrollment to fifty from countries including Angola, Brazil, Columbia, Guatemala, India, South Korea and Mexico.
- Fourteen students are enrolled in Spanish classes.
- United Volunteer Activists of Southern Colorado is providing citizenship classes with forty people attending February 26.
- During February, seven customer training sessions were offered for 43 individuals on topics such as Computers for Beginners, Explore Pixlr, Introduction to Windows 8, Microsoft PowerPoint Basics, Microsoft Word Basics, Typing and Mouse Practice, and Web Browsing.
- Eight volunteer tutors provided approximately 49 hours of individual and group tutoring to ten adult literacy students in February. There are currently seven students on the waitlist for a tutor.
- The *Speak English* conversation club met three times.
- Six people attended the GED class preparations on February 25 at the Lamb Library.
- In February, 82 questions were received through AskUs online reference service. So far this year, AskUs has fielded 147 questions.

Youth Services

- Jennifer Holm, co-creator of the series *Babymouse* and *Squish* visited February 3-4 with attendance of 1,196. Total participation for all Read Out Loud events was 2,849.
- The following programs were offered with participants in parentheses:
 - **Valentine's Craft:** Barkman (36), Lamb (53), Library @ the Y (7), Pueblo West (63), Rawlings (53)
 - **Chocolate Wars:** Barkman (19), Lamb (43), Rawlings (36)
 - **Shrinky Dinks:** Library @ the Y (2)
 - **Candy Sushi:** Barkman (12)
 - **Chocolate Crafts:** Lamb (21), Rawlings (23), Pueblo West (16)
- Youth Services offered a Preschool Dance Party February 15 with 64 participants, Throwback Thursday on February 20 with 27 participants, and Shredded Book with 162 participants.

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- Other events included four Baby Time programs with 60 attending, three Bilingual Time for Tots with 34 attending, eight Preschool Storytimes with 160 attending, four Time for Tots with 123 attending, and four Teen programs with 43 attending.
- Thirteen visits from and stories for Headstart brought in 560 participants.
- A Cub Scout Tour on February 4 had 30 participants
- Haaff Elementary Literacy Storytime on February 14 had 35 participants.
- Risley After-School Board Game Day on February 20 had 32 participants.
- Heroes After School Board Game Day on February 21 had 22 participants.
- Pueblo School of Arts & Sciences on February 26 had eleven participants.
- YMCA Family night on February 27 had 25 participants.
- Heritage Elementary Community Night on February 27 had 244 participants.
- Natalie Gallegos (YS Assistant) and Maria Kramer (Teen Librarian) participated on the Homework Hotline on February 3, 10, and 24.

BARKMAN LIBRARY

- Barkman continues to increase in circulation, computer use, and visits. Although Barkman was closed last year for renovation, the stats grew in double digits from January 2012 to January 2014. 2014 circulation was up over January 2012 by 11 percent at 19,617 items. Computer use was up 22 percent at 5,230 hours of computer use in January 2014. Gate count was up 11 percent to 17,238 visitors in January 2014.
- As part of black history month, the Barkman book discussion group featured the book *Everybody Welcome* by Kay Esmiol. *Everybody Welcome* is a biography on Colorado Springs African American businesswoman Fannie Mae Duncan. Author, Kay Esmiol, attended the meeting and talked about her book for twelve group members.
- With the overwhelming demand for computer use at Barkman, the addition of six more computer stations was approved. Space for the computer stations will come from shifting the Young Adult collection and eliminating three bookshelves that currently sit on the floor next to the children's area.

LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented the preschool and toddler story time programs attracting 185 attendees, and other outreach program attendance was 189. She also presented teen and tween programs attracting 271.
- Adult programs included topics such as resume writing and ebooks.
- Dr. Seuss presentations attracted 278.

PUEBLO WEST LIBRARY

- The library hosted a variety of programs on topics such as ebooks, resume writing, GED, and computer apps and other software, and business attracted 28 attendees.
- Lori Burner, a local expert on preserving family memories and documents, held a program at the library called "Lasting Memories" on Saturday, February 15. This was a library-sponsored program that 48 people attended.
- Pueblo West continued to provide weekly children's and teen programs attracting 344 during the month.

LIBRARY @ THE Y

- Gate Count in February was 2,360, which is down from the previous year.
- Eight Preschool Storytimes had 151 participants, and four Time for Tots programs had 26 participants.

OUTREACH

- The Homebound Program is actively recruiting volunteers. Due to program growth, the program is in need of new volunteers to deliver materials to Homebound customers in the community.

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- Outreach has added a new partner to the Books a la Cart Program and will now be delivering books to the Pueblo Community Living Center. Books a la Cart now maintains fifteen community bookshelves.
- Amy Martin (Outreach Manager) joined Marlene Bregar for a presentation about the St. Charles Mesa Library and the History Wall Project on February 4; Amy and Diann Logie (Lamb Manager) hosted a booth at Risley's School Choice Night on February 10 to promote PCCLD's resources, services, and the future East Side Library; Amy provided database training for District 70 Media Staff on February 19 that covered use of Hoopla, HelpNow and Overdrive.
- Judi Haver (Beulah Satellite Clerk) hosted a table at Beulah School of Natural Sciences on February 25 to promote the upcoming summer reading program to science fair participants.

FACILITIES

- Continued to work with Rawlings Library 2nd floor remodel project, beginning February 3, 2014. Facilities staff set up book stacks, temporary staffing areas in the Thurston Room, Bret Kelly A and B meeting rooms along with setting up temporary power, tables and chairs in the Bret Kelly B room for use as a public computer lab. Staff also set up copier and cash machine temporary power. Lounge chairs and study tables and chairs were set up on the 1st and 3rd floors to accommodate library customers using library services.
- With the help of two volunteers, painted the entire 2nd floor including the public men's and women's restrooms and hallways. Over 100 hours of painting was completed. Furthermore, Facilities staff worked with subcontractors on the electrical work and carpeting. Book stacks were placed on tri-dollies and relocated throughout the 2nd floor allowing demo work to be completed by carpet layers. Many stacks were taken apart and transported to storage at 622 South Union. Wall signage and furniture was removed and placed in storage. Staff designed and constructed four pillar-mounted OPAC stations which will be installed throughout the 2nd floor of the Rawlings Library. Completed re-lamping 42-watt compact fluorescents and T-5 single lamps on the 2nd floor.
- Continued work on the Landscape Enhancement project, with a count of plantings determined and sent to local suppliers for planting at the Rawlings Library during the spring of 2014. Staff is obtaining costs to add powder-coated tree grates around nine trees in the pre-courtyard and courtyard.
- Mechanical Tasking of building equipment:
 - A three-bid process was completed to select a vendor for the purchase of the cooling tower turbine pump at Rawlings. Ferguson Enterprises provided the low bid. The low bid for an installation contractor to replace the pump was Industrial Plumbing & Heating.
- Facilities completed 308 work requests district-wide.

HUMAN RESOURCES

- The Health & Safety Committee finalized efforts for health education for PCCLD staff.
- The Nesbitt Staff Association held Broncos jean day and a St. Valentine raffle for St. Valentine Day themed gift baskets.
- Terminations /Retirements:
 - David Martin (Materials Handling Technician) Youth Services resigned effective February 25.
 - Ty Collins (Facilities Specialist I) resigned effective March 5.
 - Krystalyn Miles (Material Handling Technician) at Pueblo West resigned effective March 8.
- New Hires, Promotions and Lateral Moves:
 - Sara Schwartz was hired as the full-time Program & Events Manager in Community Relations at Rawlings. Her first day was February 24.
 - Elizabeth Schulhoff was hired as part-time 20 hours/week Materials Handling Technician for the Youth Services Department. Her first day was February 26.
 - Thad Stelter was promoted from Materials Handling Technician in Reference & Readers Advisory to Customer Service Representative in Circulation. This position is part-time 32 hours/week. His first day is March 17.
- Recruiting / Open Positions in February:

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- Museum Coordinator at Rawlings, part-time 20 hours/week
- Teen Librarian in Youth Services at Rawlings, full-time 40 hours/week
- Human Resources Assistant, part-time 20 hours/week
- Branch Manager-Mesa Library, full-time
- Materials Handling Technician Reference & Readers Advisory, part-time 20 hours/week
- Materials Handling Technician Pueblo West, part-time 20 hours/week
- PCCLD volunteer hours for the month of February totaled 1,586.45 hours, valued at \$35,124 (Estimated by Independent Sector's figure of \$22.14/hour for each volunteer hour contributed).
- The Volunteers of the Month for February are John Davlin & William McAllister. John Davlin and William McAllister volunteered for the 2nd Floor Renovation Project at the Rawlings Library. The following is what the staff had to say about John Davlin and William McAllister: "William McAllister (AI) and John Davlin completed the painting of the entire 2nd floor and lower level including the staff break room in approximately 100 hours at the Rawlings Library. AI and John are semi-retired and retired painters and frequent the Rawlings Library often. Both volunteers were proud to have been part of the 2nd floor remodel project and were always enthusiastic about painting everyday for three weeks straight, 7½ hours per day. Their skill, patience and positive attitude made for a job well done. They were happy to be invited to the next volunteer luncheon to be held on March 12, 2014."

INFORMATION TECHNOLOGY

- Completed AV Upgrade in Ryals Meeting Room. Preparing for staff training in March.
- Selected vendor for new PCs and placed order.
- Provided training on Windows 8 and Office 2013 for staff.
- Technology planning for 2nd floor tech bar.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 6,149 items were added to the collection in February, and 2,696 items were withdrawn.
- Visited with Tammy Crooks and Dave Hargrave from Baker & Taylor to discuss B&T services, most notably their new TitleSource product. This will add a "bridge" between Collection HQ and Title Source that is supposed to add efficiency for ordering multiple formats.
- Lucille Windsor from Brodart visited to set up Bibz.com accounts and provide training on their website. Test carts were ordered, and though the materials are not yet here, satisfactory records were provided and loaded. Routine ordering is expected to be established this month.
- Began consulting project with John Huber to identify and modify current Technical Service methods that no longer support our goals.
- Amazon is becoming more library-friendly and has greatly improved records over the last two years. They are now fuller records, and have a MARC converter. Staff is able to find records more easily when purchasing from Amazon. The library is also investigating free JTAQ software to manage Amazon orders specifically.
- Elizabeth Flores (Collection Development Librarian) is the new "project manager" for Collection HQ. She will now lead all activities related to that product.
- Jill Deulen (ILL Librarian) and Jessica Casados (ILL Clerk) have been participating in a series of OCLC WorldShare Management webinars. The library will switch to that service fully March 10.

COMMUNITY RELATIONS & DEVELOPMENT

- For many months, Michelle Vigil (Web Editor) has been working with a PCCLD committee on creating an intranet employee website. The site was completed and launched to the committee. Many employees have started by creating their profiles. The official district-wide launch will happen in early March.
- Web Statistics
 - Visits: 52,448
 - Pageviews: 87,990
 - Mobile devices accessing site: 8,773
 - Apple iPad was the most popular device with 30.48% or 2,674 accesses

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- Internet Explorer was the most popular browser. It accessed the site 31,317 times (59.69%)
- General Fundraising and Capital Campaign
 - Developed a Gift Acceptance Policy development timeline
 - 2014 Employee & Board Campaign Kickoff! (renewals and new) 6 renewals, 3 new; \$3,318 pledged.

GIFTS & GRANTS

- The following contributions were received for the Summer Reading program:
 - Bowlero Lanes provided an in-kind contribution valued at \$275.
 - Cinemark Tinseltown provided an in-kind contribution valued at \$35.
 - Parkview Medical Center donated \$300.
 - Rocky Mountain Eye Center, Inc. donated \$300.
- The Friends of the Library donated \$270.26 in support of the newsletter.
- Donations made for new libraries included:
 - Friends of Library donated \$3,000 for the East Side Library
 - Lyndell Gairaud donated \$54.
 - John Reed donated \$50
 - Judy Wodishek donated \$100.

STAFF DEVELOPMENT

- Jill Deulen (ILL Librarian) and Jessica Casados (ILL Clerk) have been participating in a series of OCLC WorldShare Management webinars held on February 7, 21, and 28.
- Kayci Barnett (Circulation Manager) attended a webinar entitled, “Ignite Your Career by Creating a Powerful Body of Work” on February 12.
- Amber Pepin (Fundraising Manager/Grantwriter) attended a gift policies training sponsored by the Association of Fundraising Professionals and Colorado Planned Giving Roundtable on February 12 in Colorado Springs. This is timely as she is working on a gifts policy plan for PCCLD.
- Midori Clark (Community Relations & Development Director) and Michelle Vigil (Web Editor) attended an American Library Association webinar on February 13. New trends in library websites were discussed.
- All library staff attended Staff Development Day on February 17. Staff broke down into groups as follows:
 - 45 staff attended OZ Accountability training for the entire day.
 - 64 staff attended Technology Training to learn more about Windows 8, Office 2013 and Paychex HRIS.
- Peggy Bilger, Patricia Mascarenas, Mike Davis and Tracy Overton attended two hour-long webinars on the Strategic Partner Program on February 12 and 19 with Sirsi, participating in the development of a bibliographic framework to support RDA cataloging.
- Rich Poll, Elizabeth Flores, and Jill Deulen (Collection Development Librarians) attended Brodart Bibz.com training February 19. All have created test carts, and will begin using Brodart as a book vendor this month.
- Jill, Rich and Elizabeth all attended a webinar on February 20 that Abby arranged after she discovered a BiblioCommons product that will allow us to much better manage patron requests. The library will implement that product in February and March.
- Rich, Elizabeth and Jill attended a B&T Axis360 webinar February 24. Unfortunately, the fact that B&T’s e-book service does not work with the Amazon Kindle e-reader is a barrier causing concern.
- Amy Martin (Outreach Manager) and Maria Kramer (Teen Librarian) attended Pat Wagner’s “Meeting in the Middle” management training at Arapahoe Library District on February 25. Amy will also attend two subsequent webinars as part of this training series provided by the Colorado State Library.
- Gigi Holman (Early Literacy Librarian) attended One Book 4 Colorado on February 27.
- Natalie Gallegos and Gigi Holman attended Windows 8 Training on February 28.

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- Gigi Holman (Early Literacy Librarian) attended OverDrive and Freegal training.

THANK YOU MESSAGES

- The library received several positive comments on BiblioCommons:
 - User friendly. Thanks.
 - You all do an awesome job.
 - Easy to use for an 80 year old who knows very little about the Internet.
- The library received the following comment in the suggestion box at Rawlings: “Marilyn on 3rd floor is very nice and helpful to ALL people in Admin Wing. She has always been professional. She is an outstanding example of how staff should act at the library. ...”

Respectfully submitted,
Jon Walker
Executive Director