

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

June 18, 2013

New Libraries Project

The new libraries' project continues to move forward. The architectural design development has been substantially completed for all three libraries, and the contractor is now preparing to bid construction to subcontractors. The bidding results should be known by late June.

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 in June.
- The St. Charles Mesa Library subdivision and special use has been approved by Pueblo County. PCCLD is seeking to ameliorate higher than anticipated costs for getting water to the site prior to closing on the site in June.
- The East Side Library site is scheduled to come before the City Planning Commission in June, and we have indications from City Planning staff that our project is in a good place.

Fundraising for the new libraries also is progressing well. In addition to funds provided by the library district, a total of \$535,554.15 has been raised or committed to date.

Library Enhancement Project

The latest data shows the new service model is being well received with the Barkman Library continuing to lead the way followed closely by Pueblo West Library.

Station Library	May-13 Total Circulation %		SELF-CHECK	"+/-"
	MOBILE	DESK		
BARKMAN	1.85%	1.66%	96.49%	0.64%
LAMB	0.06%	6.06%	93.88%	-0.59%
PUEBLOWEST	0.69%	3.24%	96.07%	0.34%
RAWLINGS	0.54%	4.49%	94.97%	-0.05%
REGENT	3.05%	13.10%	83.85%	-4.08%

RAWLINGS LIBRARY

Special Collections & Museum Services

- 82 Document Delivery requests were answered in May. Year-to-date in 2013, there have been 492 document requests to the department vs. 218 one year ago. This increase can be attributed to a more robust digital presence.
- 842 items from the collection were used by customers in May.
- Planning is underway to move forward with the photo collection re-housing and numbering project. This will allow better retrieval and access when digitizing the photo collection.
- Technical training for staff on best practices and standards for digital image capture and using the new digitization equipment took place on May 13. A few small collections have been selected by staff to be added and they are currently being scanned, and associated metadata is being created. 1047 digital images are now available online with more being added daily. 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 options for the long term-storage of master digital images.

Executive Director Report

June 18, 2013 – 2

- The Special Collections & Museum Services Department had photos from the *Pueblo: Then and Now* exhibit and brochures on display at the Pueblo History Tent at the Wild Wild West Festival, May 17-19.
- Eight genealogy classes were given in May with 38 in total attendance.
- Six tours were provided to 367 participants in May.
- The InfoZone Museum participated in First Friday Artwalk on May 3.
- *Dinosaurs Eggs and Babies* exhibit opened in the InfoZone on May 22.
- The InfoZone showed sixteen films with total attendance of 200.
- The department partnered with the Pueblo Archaeological and Historical Society to present a program about mammoths with 81 in attendance, hosted a program by Angel Vigil about Spanish Conquistadores with 82 attending, partnered with Reference & Readers Advisory to host the monthly Book Connections and a movie on Dyslexia.
- The InfoZone Theater was used by six groups with total attendance of 155.
- Maria Tucker has been elected as the incoming Vice-President of the Society of American Archivists.

Reference & Readers Advisory

- Barry Gonzalez began teaching a new session of Spanish Classes on May 18 with sixteen total students.
- Maria Smyer (Hispanic Resource Coordinator) has begun working to find ways to improve Hispanic Resource Center services, including offering bilingual story times and coordinating activities with Books in the Park, working with Technical Services & Collection Development to coordinate the purchase of new materials for the Hispanic Resource Center collection, and reaching out to learn more effective ESL training options.
- Rebecca Reed (Librarian Tech Trainer) has added three new sessions of computer training at the Rawlings Library.
- Amy Martin (Adult Literacy Librarian) travelled to Bulgaria with the Bulgarian Library Project and is working with librarians in that part of the world to “transform Bulgarian libraries from museums of books into the information centers of their communities.” PCCLD provided some time off for Amy to participate in this project.
- Susan Wolf (Special Events Coordinator) continued to lead the Speak English! Club on Monday evenings.
- An RFP to remodel the 2nd floor was issued in May and proposals are due in June from interested design and architectural firms.
- Reference & Readers Advisory Department offered nineteen programs during the month of May. A total of 87 customers attended the programs.

Youth Services

- Our Stuffed Animal Sleepover program on May 31 drew 95 participants.
- School visits to the library reached over 150 children.
- Summer reading visits to local elementary schools reached almost 1,200 children.
- Free Comic Book Day, held on May 4, drew 150 participants. Community partners for the event included Outer Limits Comics, Escape Velocity and the 501st Legion.
- The Teen Art Show received 19 submissions from 9 entrants.
- Summer Reading Visits to middle and high schools reached over 2,000 teens.



Animals at Stuffed Animal Sleepover enjoy storytime with Scooby Doo

BARKMAN LIBRARY

- Paula Pryich (Children's Librarian) spent the month of May visiting local schools to promote the Summer Reading Program and present the most improved reader awards. This month she visited Belmont, Baca, Ben Franklin, Haaff, Bradford, and Fountain Elementary.
- Computer use numbers at Barkman continue to climb and were up 12% for the month of April.
- Thirteen people attended the May book discussion at Barkman. The selected book was *Anne of Green Gables* by Lucy Maud Montgomery, Steve Antonuccio (Barkman Manager) led the discussion.
- Deborah Krauth (Business Librarian) gave a hands-on computer based workshop to eight people at Barkman interested in finding out more about job resources in Pueblo. The workshop was well received, and other job training workshops are planned in the fall.

LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented the following programs:
 - No story times this month.
 - Mother's Day program consisted of designing handprint cards with paint.
 - Anime Club featured the films Karin and Buso Rankin. The teens then made Anime character bookmarks from popsicle sticks and paper.
 - Special teen sand bowl program consisted of molding bowls out of glue, sand and a little plaster mixed in to assist with drying time. She had 29 teens attend this program.
 - Alicia has conducted Summer Reading program presentations to 1793 children at local elementary schools.
- Sharon Foote (Library Assistant) hosted an Adult Resume Writing program with seven attending.

LIBRARY @ THE Y

- The Library @ the Y hosted three programs in May with 146 attending. The gate count was 3,404.

PUEBLO WEST LIBRARY

- Deb Krauth (Business Librarian) hosted Colorado Association of Library's (CAL) Business Services Interest Group (BSIG) at Pueblo West Library this month. This is an interest group in the CAL community from throughout the state. This meeting marks the first time the group has met in Pueblo.
- An Overdrive session was held at Pueblo West on Saturday, May 4 with four attending.
- Pueblo West's weekly computer classes continue to draw a steady attendance with four classes provided on Basic, Email, Internet, and Microsoft Word with 35 attending.
- Two story times were held with 23 attending. May is a big month for visits to schools to present information about the Summer Reading Club. Five area schools were visited, reaching 757.
- The Anime Club met once in May with fourteen attendees.

COMMUNITY RELATIONS & DEVELOPMENT

- Midori Clark (Community Relations & Development Director) presented to 50 attendees at the Pueblo West Women's League meeting on May 14. She explained the available options for an outdoor sculpture that the league is interested in donating to the Pueblo West Library.
- The All Pueblo Reads committee met on May 6. Possible programs were discussed including partnerships with the Martin Luther King Jr. Museum and Cultural Center and the Eighth Street Baptist Church. The committee will meet again in June and July.
- The Lure 'em to the Library committee met on May 8. Details for the 20 Adult Summer Reading events were finalized, and possible programming for the fall was discussed.
- Awards were presented to the 38 winners of the 16th Annual Poetry Contest on May 9. Winners read their poems in front of 180 attendees.

Executive Director Report
June 18, 2013 – 4

- Requests of \$75,000 to the Boettcher Foundation and a \$56,495 Community Development Block Grant were submitted in May.

FACILITIES

- Contracted with RJ Manley Masonry on replacing the brick wall trash enclosure at the Lamb Library.
- Added new durable long-lasting Formica on three study room tables to help with the ease of cleaning the tables
- Arranged for sale of coffee shop equipment
- Participated in the Cinco de Mayo Parade on May 4 on the East Side of Pueblo.
- Completed a scope of work, obtained three competitive bids for replacement of the lawn sprinkler system at the Barkman Library.
- Continued working on a district-wide landscape improvement plan, which includes a weed control and lawn fertilization program at each library, removal of dead plants with plans for new plantings at Barkman, Lamb and Rawlings Library, and addition of new decorative rock areas at Barkman, Lamb and Rawlings Libraries. Additional improvements are being considered at the Rawlings Library under guidance of NES Landscape Architects.
- Mechanical tasking of building equipment included: water chemistry procedures – Rawlings, weekly emergency generator procedures – Rawlings, service of Liebert AC unit – Rawlings, service of air handlers – Rawlings, replacement of one warranty compressor on roof top unit – Pueblo West, replacement and repair of a service fan motor on FTU1-1 – Rawlings, service of roof top units and exhaust units - Lamb, testing of alarmed panic bars – Rawlings, service of three Variable Frequency Drives – Rawlings, service of the elevator exhaust fans – Rawlings, replacement of a flow switch on the condenser barrel, CenTra Vac Chiller – Rawlings, repair of the Centra Vac Chiller, complete new o-rings, gaskets and evaporator barrel and economizing barrel flanges and gaskets replaced, leak test unit, replaced condenser fan motor on purge unit, addition of virgin R-123 refrigerant, operation reports provided placed back into normal operation – Rawlings, reprogrammed sequence of operation Metasys Software on heating system and cooling and heating valve operations (AHU#2) – Rawlings, lighting processor configuration files – Rawlings
- During the month of May, a total of 453 work orders were completed district wide.

HUMAN RESOURCES

- Insurance renewals were approved. The overall increase for the health plan was 2.76%, well below the market average increase for insurance plans at 10%. Open enrollment began May 24 and will run through June 24. HR has conducted a series of information meetings across the district to provide staff with needed information.-
- Work continues on the Pay for Performance project with consultants The Singer Group.
- Implementation and transition of HRIS software with InfiniSource is underway.
- Employment changes:
 - Sharon Rice was promoted from Satellite Clerk II to Library Assistant for the Barkman Library.
 - Lisa Miller was re-hired as a part-time seasonal Clerk I for Books in the Park.
 - Sarah Meador was hired as Clerk I for Special Collections.
 - Carlos Laydon was hired as part-time seasonal Grounds Worker.
- Recruiting / Open Positions:
 - Museum and Special Collections Coordinator
 - Human Resources Assistant, part-time
 - Seasonal Grounds Worker
 - Clerk I, Youth Services - hired
 - Clerk I, Lamb Library (2 openings)
 - Clerk I, Pueblo West
 - Circulation Supervisor
 - Supervising Librarian for the Lamb Library

Executive Director Report
June 18, 2013 – 5

- Leaves of Absence:
 - Midori Clark, FMLA
 - Dave Duran, extended absence
- PCCLD Volunteer hours for the month of May totaled 1,706 hours, valued at \$34,561.69 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed). PCCLD Adult Volunteer hours for May were at 849 hours and Teen Volunteers contributed a total of 96 hours for the month. Books Again Volunteers contributed 741.75 hours and 20 hours were contributed by the Trustees.
- The Volunteer of the Month for May is ...Florence Sanchez! Florence volunteers for the Community Relations. The following is what the staff had to say about Florence: "Florence is always such a huge help with our brochures and bookmarks. Not only does she spend many hours folding and cutting and helping with other production tasks, but she then makes sure all of our display areas are neat and tidy. Florence is always pleasant and happy to be at the library and we are so happy to have her here!"

INFORMATION TECHNOLOGY

- Upgraded hardware and software of SVA (voice account automation system).
- Began moving early adopters from Outlook/Exchange to Google Apps for more testing.
- Continued work with Bibliotheca support to resolve remaining issues.
- Decommissioned old backup server.

OUTREACH SERVICES

- We have received the new canvas bags for Homebound volunteers, and they have begun to be distributed and utilized by the volunteers.
- The snack and lunch programs are organized and ready to roll for the start of Books in the Park.
- Pueblo Parks and Rec has provided keys for access to utilities for Books in the Park.
- Lisa Miller (Seasonal Clerk) will be joining the staff again this year to work at Books in the Park.
- Satellite services closed on May 24. Construction has begun on a number of sites, and plans for the fall have been addressed.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 6,667 items were added to the collection in May, and 1,950 items were withdrawn.
- We continue to struggle to get RFID tag programming correct from our vendors.
- Catalogers are meeting biweekly to address RDA changes to bibliographic records.
- LTI Authority special RDA update project returned 17,000 unlinked (unauthorized) subject and name headings in our authority file. This file will not be loaded until we have thoroughly investigated all implications.
- Rich Poll, Elizabeth Flores and Jill Deulen (Collection Development Librarians) have completed "Dead items" fiction reports from Collection HQ, and will begin the nonfiction reports in June. Once nonfiction is completed, we will process dead media, then will begin a series of "transfer" reports that PCCLD does not currently utilize, probably around September 2013.
- Jill Deulen (ILL/Collection Development Librarian) is beginning work on drafting an electronic collection development policy. She is using an IFLA policy and other libraries' examples as models.
- Jill Deulen (ILL/Collection Development Librarian) visited with Findaway World (Playaway) reps on May 20. We are interested in a new service they will be launching to provide children's books/Playaway packages later this year. Jill will monitor this product
- The OCLC deletions project, at OCLC now, is still not completed. Once that is done, our batch update will take place, probably in June.
- Abby Koehler (ILS Administrator) continues to work on the ILS assessment project. She visited several libraries in May to view demonstrations, including Polaris, III Millennium, and

Executive Director Report

June 18, 2013 – 6

viewed demos from Ill Sierra and Sirsi Blue Cloud on site. She will attend the ALA conference in June to visit with vendors and ILS consultants.

GIFTS & GRANTS

- Contributions and pledges received for the New Libraries included:
 - Chris Brogan (Chief Financial Officer) gave \$95
 - Eddie DeRose paid \$7,500 toward a \$25,000 East Side Library pledge
 - Lyndell Gairaud (Library Board) paid \$24 toward her pledge
 - Ruth Nerenberg donated \$250 as part of the Libraries for Life campaign
 - Amber Pepin donated \$5
- Contributions and pledges received for the Summer Reading Program included:
 - Friends of the Library donated \$6,500
 - Pueblo Ice Arena provided in-kind gifts valued at \$6,000
 - Sangre de Cristo Arts Center provided in-kind gifts valued at \$6,000
- Other contributions received:
 - Southern Colorado Community Foundation provided \$2,119.61 for books
 - Ben Gregor donated \$100 for the Children's puppet project

STAFF DEVELOPMENT

- Sara Rose (HR Director) attended a webinar on the Affordable Care Act on April 30.
- Seventeen supervisory staff attended OZ Training at the Penrose House in Colorado Springs on May 9.
- Special Collections & Museum Services staff attended training on image capture and metadata on May 13.
- Deb Krauth (Business Librarian) attended a webinar offered by Pat Wagner on "What librarians need to know to help local businesses succeed" on May 14.
- Maria Tucker and James Boyle (Special Collections staff) participated in a mandatory training on May 14 in order to become a member of Rocky Mountain Online Archive (RMOA). This system will allow the department to provide online finding aids for collections to non-digitized collections.
- Maria Tucker and Charlene Garcia-Simms (Special Collections staff) participated in a Colorado Connecting to Collections training on May 20 to learn to be peer collection assessors to assist nearby museums, libraries and archives.
- Justin Morenz (Marketing Coordinator) attended 10 hours of the ALA eLearning seminar "Breakthrough Branding for Your Library" between May 6 and 31.
- Teresa Valenti, Rich Poll and Elizabeth Flores (Technical Services & Collection Development staff) Flores attended the Sirsi Blue Cloud demo on May 15.
- Jill Deulen (ILL/Collection Development Librarian) delivered staff training for HelpNow and JobNow, new online services on May 15. Both services were launched the last week of May, partially to replace AskColorado services that will be dropped this year.
- Deb Krauth (Business Librarian) attended the Brainfuse database training at Rawlings on May 15.
- Jill Deulen (ILL/Collection Development Librarian) and Jessica Casados (Collection Development Clerk) have begun attending a series of webinars regarding changes to WorldCat ILL lending coming soon. The first-hour long webinar was May 23, several more are scheduled in June. Amy Martin (Literacy Librarian) attended and presented at the ABLE Conference in Sofia, Bulgaria from May 24 to June 6.

THANK YOU MESSAGES

- Alice Hill wrote the following e-mail to Jon Walker: "I wanted to write you concerning Maria Tucker and the staff that 'man' the InfoZone. I booked it for a public presentation on FRACKING that happened earlier this week. There was a technical difficulty that turned out to be a faulty power cord. Maria and her staff were extremely responsive, timely and resolved the issue in record time. They also remained at the information station until we

Executive Director Report
June 18, 2013 – 7

were finished with the room. They were **absolutely** stellar. I just wanted you to know about my experience because people are forthcoming about what goes wrong at the library. Since you are very diligent, you deserve to know what goes **VERY** right. Thanks is truly in order.”

- Tabitha Davis (Special Collections Clerk) received flowers from a happy Special Collections customer.
- George Williams also sent flowers to Special Collections accompanied by the following note: “For all your hard work!!”

Respectfully submitted,
Jon Walker
Executive Director

