

# PUEBLO CITY-COUNTY LIBRARY DISTRICT

## Report of the Executive Director

### Submitted to

## The Library Board of Trustees

June 26, 2014

### NEW LIBRARIES

Progress on construction of the new libraries continues at a brisk pace. The Greenhorn Valley Library is “dried in” with windows and basic roofing and walls in place. This will allow interior finish work to commence soon. Issues with the driveway there have been resolved, allowing paving for this and the parking lot to begin. The St. Charles Mesa Library is nearing complete “dry in.” Exterior parking and paving is installed there. The Lucero Library continues to be “framed up.” Discussions on vacation of the alley right-of-way north of this library continue with indication that Safeway is preparing to agree to this, which will provide additional useful lot space for the library.



*Greenhorn Valley Library, 6-11-14*



*Lucero Library, 6-11-14*



*St. Charles Mesa Library, 6-11-14*

### RAWLINGS LIBRARY

#### Special Collections & Museum Services

- May total attendance in the InfoZone was 3,047. Year-to-date attendance is 20,562.
- 137 Document Delivery requests were answered in May. 782 items from the collection were counted used by customers in May. Computer use has increased with the addition of two more public-use computers in the department. A new genealogy database *World Vital Records* is now available. Tabitha Davis (Clerk) is working on an index of Colorado biographies and other local history projects. Sara Meador (Materials Handling Technician) is preparing magazines for binding for easier access, a finding aid for periodicals, and mending several books that are valuable to the collection.
- On May 22, Charlene Garcia Simms (Special Collections Librarian) was invited to the Florence Public Library to present on Josefa Jaramillo, Kit Carson's third wife with twelve people in attendance.
- Maria Tucker (Special Collections & Museum Services Manager) co-presented a workshop on the care and handling of artifacts at the CSU-Pueblo Library on May 15 to attendees from around the state.

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- Jen Koen (Digitization Coordinator) is working on Walter Brewing Company photos for the digital collection.
- Special Collections & Museum Services hosted five tours with 195 visitors in May.
- Beginning Genealogy and Ancestry.com class was offered on May 22 with nine attending, and an Advanced Ancestry.com class held on May 29 had seven attendees.
- The InfoZone showed 17 films in May with 285 attendees.
- The InfoZone partnered with the Pueblo Archeological and Historical Society for Professor Anthony DeStefanis' presentation on the Ludlow Massacre with 97 in attendance.
- Hilos Culturales partnered with the InfoZone to host a morning Resolana featuring music and the film *Hilos Culturales: Cultural Threads* with 25 in attendance.
- On May 22 there was a presentation by Pamela Sterner on her book *Stolen Valor* with two in attendance.
- The Pueblo Courthouse exhibit on the 3<sup>rd</sup> floor was taken down and replaced by the Pueblo German-American Club Exhibit for June and July.
- The *Ludlow* exhibit was taken down and replaced by the *Science of Mystery II* exhibit.
- Maria Tucker (Special Collections & Museum Services Manager) partnered with CSU-Pueblo and the El Pueblo History Museum on a grant application to the American Association of University Women, Community Action Grants. A \$6,500 grant was awarded, and PCCLD will work with El Pueblo History Museum and CSU-Pueblo to provide a variety of workshops for at-risk girls related to genealogy, archives and Southwestern history.
- A linotype repairman visited the InfoZone on May 9 to provide routine maintenance to the historic linotype.
- Spanish Peaks used the InfoZone Theater on May 13 and 27 for meetings with a total of 28 attending both sessions.

### Reference & Readers Advisory

- The work of local artists Eva Marie Fatta and Luanne Taylor continue on display in the Hispanic Resource Center during May and June.
- Three levels of classes for adult English language learners were taught by Maria Smyer (Hispanic Resource Coordinator).
- Citizenship classes continue on Monday and Wednesday evenings with the regimen concluding in May with a recognition ceremony for the sixteen students who completed classes.
- Spanish language classes began on March 15, and a summer semester will start June 28.
- On May 28, several Pueblo Chicano Activists spoke about the 40th Anniversary of "Los Seis de Boulder" and the Chicano movement in Pueblo. Attendance for the event was 45.
- On May 2, Gigi Holman (Early Literacy Librarian) and Maria Smyer (Hispanic Resource Coordinator) were invited to represent the library at Rocky Mountain SERS open enrollment day. Around 30 children and adults signed up for summer reading at this event.
- On May 30, Valarie Sanchez (Outreach Customer Service Representative) and Maria Smyer attended the Cesar Chavez/Dolores Huerta end of school year fair. Over 50 children and adults registered for the library's summer reading program.
- During May, Rebecca Reed (Librarian/Tech Trainer) offered customer and staff training, in addition to one-on-one appointments. Rebecca offered twelve patron classes and four staff classes. A total of 54 people attended programs on topics including Computers for Beginners, Computer Typing, Introduction to Windows 8/8.1, iPad Basics, Microsoft Word Basics, Microsoft Excel Basics, Facebook Basics, Pinterest Basics, OverDrive Set-Up, Library h-Appy Hour (Zinio, Hoopla, Freegal).
- During May, ten volunteer tutors provided approximately 57 hours of individual and group tutoring, and contributed a total of 90.5 volunteer hours to the Adult Literacy Program. There are currently 26 active students in the program.
- GED prep class took place on May 17 at Rawlings Library and on May 21 at the Lamb Library.
- Speak English Conversation Club met three times in May facilitated by volunteer tutor, Fruto Soto. There are currently eight active students attending.

## Youth Services

- David Hartkop (E-Marketing/Idea Factory Coordinator) began a series of programs to utilize the Idea Factory and help customers realize the potential for bringing ideas to fruition.
- Youth Services hosted this year's Battle of the Books on May 1 with 75 participants which was organized within the schools.
- A Free Comic Book Day was offered on May 3 with 291 participants.
- The Go Team of *Sit, Means, Sit* are therapy dogs and their humans who visit nursing homes and hospitals to bring a calming presence to folks. The dogs are Canine Good Citizen Certified. 95 children and adults of all ages enjoyed reading to the dogs.
- Three tweens attended Throwback Thursday on May 15.
- Youth Services staff provided seven tours in May to 431 participants from various student and family groups.
- Youth Service staff attended several family nights, assemblies, high school lunch times, end of the year celebrations and more to present Most Improved Reader awards and promote Summer Reading reaching 3,862.
- Natalie Gallegos (Library Assistant) is working with Abby Koehler (ILS Administrator) to help explore further use of BiblioCommons by Public Services staff.



## BARKMAN LIBRARY

- The book discussion was led by Elnola Hance, a 95 year old retired teacher and loyal Barkman customer for many years. Elnola discussed her favorite books by John Grisham and spearheaded the discussion.
- Brand new public computers were installed at Barkman in May, including six additional computers, bringing the total number of computers to 18.

## LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented Summer Reading informational visits Beulah Heights, South Park, Sunset Park, Highland Park, Pueblo School for Arts and Sciences and Goodnight Elementary Schools with a total of 1,708 attending. She also set up a booth at Walmart and registered 50 kids.
- Alicia assisted with set-up and coordination of the first Battle of the Books for fifth graders.
- Alicia presented a family Star Wars program where 33 attendees created light sabers and character masks, and a special family Mother's Day program with stories, songs and crafts for 31 attendees.
- A Kite program was offered for teens and tweens who designed kites from trash bags and newspapers. There were 17 who attended this fun program.
- Kirsten Dees (Library Assistant) coordinated a preschool storytime on music and dancing with 16 in attendance and an adult program "Conflict Resolution in the Workplace" presented by Mark Arsenault to celebrate National Small Business Week with five attending.



*Diann Logie enlisted family to decorate a float for the East Side Cinco de Mayo Parade.*

## **PUEBLO WEST LIBRARY**

- Eleven people attended the Pueblo West Book Club meeting at the library.
- OverDrive, iOS7 and Nook training attracted three attendees.
- SBDC's Leading Edge class held eight sessions throughout the month of May. Eight people participated in most sessions.
- The Pueblo West Chamber held their Lunch & Learn session at the library on May 16, which was attended by eight members. Deb Krauth (Business Librarian) presented information about the business resources, specifically ReferenceUSA.
- Pueblo West continued to offer weekly computer classes in Basic Computer Skills, Basic E-Mail, Basic Internet, and Basic Microsoft Word with eighteen attending.
- The gallery artist for May was Padi Fiolkoski with 902 people viewing her exhibit.
- A storytime on May 1 had 28 preschool participants.
- School visits were a major focus of youth and teen specialists in May. Elizabeth Flores (Librarian) visited schools throughout the month including: Swallows Charter Academy, Prairie Winds, Liberty Point, Children's Palace, Pueblo Christian Academy, Sierra Vista and Desert Sage, reaching 1,222 young people.
- The Swallows Charter Academy brought several groups of elementary students in for Lego time as a reward for their reading accomplishments on May 23 with 114 attending. There was also a Most Improved Reader presentation for Liberty Point on May 27 with 140 participants.
- A Star Wars Galactic Gathering took place on May 3 with 51 participants.
- Lego Club met on May 16 with 34 participating.
- School visits were made to middle and high schools in May by our teen specialist. She also took along the Oculus Rift to engage the kids in this cool new gadget. School visits included: Pueblo West High School, Swallows Charter Academy and Liberty Point, reaching 1,903 students.
- Four groups from Swallows Charter Academy visited Pueblo West for research and discussion on May 1 with a total of 160 students.
- Teen movie night was offered on May 15 with fifteen attending.
- The Anime Club met on May 8 and 22 with 27 teens attending.
- The Teen Advisory Board met before the Anime Club on May 22, and eight teens participated in discussions.

## **LIBRARY @ THE Y**

- Gate Count in May was 2,567.
- A storytime for Y Childcare was provided.

## **OUTREACH**

- Amy Martin (Outreach Manager) and Lorina Messenger (Customer Service Rep) distributed over 300 books at the Bessemer Park Cinco de Mayo Celebration on May 5.
- Amy Martin (Outreach Manager) attended the District 70 School Board Meeting to show support and appreciation for the media personnel during a special presentation by David Gouge from Vineland Elementary. Mr. Gouge and the School Board members gave thanks for PCCLD's generous collection gifts to their school libraries as PCCLD satellites close.
- Renee Montano (Outreach Assistant) attended the CAL Para-Librarian Conference in Denver on May 23. She gave a presentation to help attendees learn details about PCCLD's Homebound Program, how to simplify current homebound programs or start from scratch to create an efficient and cost-effective service for their communities.
- Lorina Messenger (Customer Service Rep) has been busy this month partnering with Youth Services to plan and build summer program kits for the satellites and to prepare for Books in the Park.
- Satellite staff enjoyed visiting schools to present this year's Most Improved Reader Awards at school assemblies and to promote the summer program at all satellite locations.

## **FACILITIES**

- Continued to work on Rawlings landscape enhancement. Over 500 plants were planted at the Rawlings Library, 45 tons of decorative rock were moved in, and weed barrier was added. Additional landscaping continues with the preparation of new hydro seeding and pavers around Courtyard Trees which will complete the project.
- Worked on lawn sprinkler system district wide. Repairs to sprinkler heads, branch and main lines continue.
- Mechanical Tasking continued with service to some of the HVAC equipment district wide. Back flow devices have been tested, inspected and repaired.
- A total of 352 work requests were completed district wide.

## **HUMAN RESOURCES**

- The Nesbitt Committee's annual Cinco de Mayo lunch and plant sale for employees was held on May 5 and was well attended.
- Terminations /Retirements:
  - Joe'l DeYoung (HR Director) resigned effective May 3.
  - Ruth Mondragon (Accountant) resigned effective May 21.
  - Joseph Juliano (Facilities Specialist II) retired effective May 24.
- New Hires, Promotions and Lateral Moves:
  - Mary Wagner (former employee) was temporarily rehired as a Library Assistant in Special Collections & Museum Services effective May 1.
  - Sara Rose was appointed as Acting Human Resources Director.
  - Charlene Garcia Simms (Special Collections Librarian) was temporarily promoted to Special Collections & Museum Services Manager effective May 24.
  - Jill Deulen (ILL/Special Collections Librarian) was selected to replace Steve Antonuccio as Barkman Library Manager effective June 2.
- Recruiting / Open Positions:
  - Teen Librarian in Youth Services at Rawlings, full-time 40 hours/week
  - Branch Manager - Mesa Library, full-time 40 hours/week
  - Internal Recruitment efforts continue for the three new libraries:
    - Library Assistant , full-time 40 hours/week
    - Materials Handling Technician, part-time 20 hours/week
    - Materials Handling Technician, Pueblo West, part-time 20 hours/week
- Leaves of Absence:
  - Rick Lucero, intermittent FMLA
  - Marion Bond, Medical Leave
  - Chris Brogan, intermittent FMLA
  - Maria Tucker, FMLA
  - Maria Kramer, FMLA
- PCCLD Volunteer hours for May totaled 1,628.6 hours, valued at \$36,057.20. (Estimated by Independent Sector's figure of \$22.14/hour for each volunteer hour contributed).
- The Volunteer of the Month for May was Phyllis Gardner, Special Collections Volunteer. The following is what the staff had to say: "Phyllis comes in every Wednesday, and from the moment she comes in to the moment she leaves, she is busy. She has sleeved hundreds of our photographs which protects our original photos as we continue to digitize them. She'll also edit the captions and bring anything to our attention that should be corrected. Phyllis takes care of our magazine collection inventory. She was gone on vacation for a month and we realized just how much she does. She came back and immediately rolled up her sleeves and started catching up. She also helps us with many other miscellaneous projects. Phyllis is always positive and cheers us all up. She helps us answer many questions about the rich Italian heritage in Pueblo and shares many of her personal stories and genealogy. Phyllis is just a pleasure to be around and always so very helpful. She is interested in learning new



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things and has a great interest in what we do. Her knowledge of Pueblo history is vast and comes in handy. She is willing to do whatever we ask of her.”

### **INFORMATION TECHNOLOGY**

- Finished deploying new public computers.
- Preparation, development, and testing for Finance upgrade to Sage 100 expected to go live in mid-June after testing concludes.
- Migrated Finance to Windows 8 staff image. Only two more systems are yet to be migrated for complete migration of staff PCs to Windows 8.

### **TECHNICAL SERVICES & COLLECTION DEVELOPMENT**

- 5,731 items were added to the collection in May, and 5,847 items were withdrawn.
- The consulting project with John Huber and Associates was completed this month, and a plan for implementation is now being developed. All Technical Services staff participated in weekly meetings regarding consulting project.
- Opening day collections for new branches are being purchased
- Brodart is fully implemented as a PCCLD vendor and may become a major vendor due to lower costs and increased service than Baker & Taylor.
- Elizabeth Flores (Collection Development Librarian) is overseeing opening day collection projects.
- Elizabeth Flores is refining weeding reports using CollectionHQ.
- WorldShare, OCLC's new ILL product, will go live in June.
- Abby Koehler (ILS Administrator) set up a testing environment for BiblioCommons customer request management software and anticipates it will go live in August or September.

### **GIFTS & GRANTS**

- The following contributions were received for the Summer Reading program, “Fizz, Boom, Read!”
  - Friends of the Library donated \$6,500.
  - Pueblo Zoo provided in-kind contributions valued at \$16,000.
  - Cam Theaters provided in-kind contributions valued at \$42.
  - Chaos Games provided in-kind contributions valued at \$50.
  - Epic Entertainment provided in-kind contributions valued at \$40.
  - Hot Topic provided in-kind contributions valued at \$161.54
- Escape Velocity Comics & Graphic Novels provided an in-kind contribution to Youth Services valued at \$120.
- John Cucchi provided an in-kind gift to Special Collections.
- Donations made for new libraries included:
  - Christopher Flageolle donated \$25 for the Greenhorn Valley Library.
  - Eleanor Vaughey donated \$50 for the Greenhorn Valley Library.
  - Michelle Cisney donated \$75 for the Greenhorn Valley Library.
  - Brenda Vitale donated \$100 for the Greenhorn Valley Library.
  - Anne Medina donated \$5.
  - The Mahlon Thatcher White Foundation provided a \$1,000 grant.
  - Alice Hill pledged \$5,000 for a naming opportunity and paid \$139 on the pledge.
  - William Lucero pledged \$2,500 for a naming opportunity at the Lucero Library and paid \$100 on the pledge.
  - James Stuart made a \$250 pledge payment.
  - Donna Pickman made a \$50 pledge payment.
  - Caroline Parsley from the Friends of the Library Board made a contribution of \$500.
  - Friends of the Library donated \$12,500 for the Lucero Library.

### **STAFF DEVELOPMENT**

- Michael Cox (Public Services Director) and Charles Hutchins (Information Technology Director) visited Dallas, Texas to evaluate 3M AMH equipment in use at libraries there on May 5-6.

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- Abby Koehler (ILS Administrator) attended the Application Program Interface Workshop in Detroit, Michigan on May 10-15.
- Four staff attended OverDrive/E-Reader and OverDrive Tablet training provided by Rebecca Reed (Librarian/Tech Trainer) on May 14.
- Twelve staff attended OverDrive/E-Reader and OverDrive Tablet training provided by Rebecca Reed (Librarian/Tech Trainer) on May 21.
- Chris Brogan (Chief Financial Officer) attended the Front Range Library Finance Officer Meeting in Glenwood Springs on May 23.
- Forty-seven staff from Barkman, Youth Services, Circulation and Pueblo West attended follow-up OZ Exchanging Feedback training on May 29.

### **THANK YOU MESSAGES**

- Jon Walker received a letter from Nola Jackson who described efforts to get the fourth book in a series, and efforts by Rebecca Reed (Librarian Tech Trainer) and Andrew Bregar (Lead Reference Librarian) to get the book for her. She closed the letter with the following: “My purpose here, however, is to let you know what excellent employees you have in both Andrew and Rebecca and how responsive and kind they were ... They could easily have brushed me off with an apology that the book was just not available and stopped there. I truly appreciate their teamwork and effort and think you should know of their good work.”
- The library received the following comments through BiblioCommons:
  - Cheryl Lynn Law wrote: “Your online system is exceptional. It is user friendly, and items are easily accessible for library patrons. Thank you!”
  - Pam A. Cardinal wrote: “I love being able to do this from home. Thanks for a wonderful service.”
  - Betty Ann Harwood wrote: “Lamb Branch is the highlight of my morning. Love the staff, atmosphere, and materials. Thanks to all the great, helpful staff.”

Respectfully submitted,  
Jon Walker  
Executive Director