

**PUEBLO CITY-COUNTY LIBRARY DISTRICT**  
**Report of the Executive Director**  
**Submitted to**  
**The Library Board of Trustees**  
**December 13, 2011**

**Special Collections & Museum Services**

- 28 Document Delivery requests were answered in November. Requests this month include obituary, genealogy, research requests and use/purchase of historic photos. An in-house tracking report shows 660 materials from the collection were used in November.
- The State Fair collection is currently being re-housed using proceeds from an IMLS grant and in partnership with the Pueblo County Historical Society.
- Volunteers are working on several projects including entering the oral history inventory into a database and clipping the *Pueblo Chieftain* for the vertical files.
- Work also is underway to edit 155,810 records in the Obituary Database.
- Maria Tucker (Special Collections & Museum Services Manager) participated in a Community Writing Workshop with the City of Pueblo to record the history of the historic Eilers Neighborhood. Stories and photographs were scanned and added to the PCCLD digital collections.
- A webinar from the Foundation Center was provided by the PCCLD Non-Profit Resource Center with ten people participating.
- 32 people attended the beginning and advanced genealogy classes taught by Vera Estrada.
- Attendance in the InfoZone Museum in November was 1,981. Year to date attendance is 26,101.
- The InfoZone offered a variety of films throughout the month. In total 20 films were shown with 351 people attending.
- A genealogy workshop was attended by 17 people.
- The InfoZone and Youth Services hosted a Vampire/Twilight Release Party. The party was attended by twelve people.
- The Audubon Society used the InfoZone for a program attended by 16 people.
- A school tour was given to La Veta Elementary with 37 attending.
- The InfoZone and Youth Services co-hosted the 24-Hour Film Festival for teenagers in the InfoZone. It was attended by 55 people.
- The Association for Water Utilities used the InfoZone for a meeting with 25 people attending.
- The Liberty Action Group, The Association of Water Utilities and the Metropolitan Community Church used the InfoZone for meetings.
- A site visit was made by Heartland Scenic Studios. Exhibit fabrication will be complete in February with a tentative date of February 27- March 2 for installation.

**Reference & Readers Advisory**

- The Center for New Information Technologies circulation of modern broadband wireless technologies is continuing to be successful. Circulation of twelve Nooks continues to be popular, and twelve more Nooks have been ordered to help meet demand. The iPad has been the most popular device by far. At this time, the Rawlings Library offers 15 iPads for checkout, and demand continues to exceed availability of the devices. An additional four iPads have been ordered to add to the collection. Customers continue to check out laptops. After evaluating the use of laptops in October eight of the one-day laptops were made, instead, to seven-day laptops. On average, three or four laptops were checked out daily for same day use. Instead of keeping the remaining 11 or 12 laptops idle, eight of them were made available to customers for seven-day checkout, thereby decreasing the request list by one-half. Another

change was made with laptop procedures; instead of checking out the one-day laptops for four hours, they are now checked out for use while the library is open. Customers are asked to return their laptops at least one hour before the library closes that day.

- Beginning in November, Andrew Bregar (Emerging Technology Librarian) began to schedule computer training every Wednesday morning and evening. Andrew offered classes in November on topics including Introduction to the Internet and Internet Explorer, Introduction to Microsoft Word, Introduction to Microsoft Excel 2007, and Introduction to the Computer.
- Hispanic Resource Center
  - Over 50 people enjoyed the Dia de los Muertos Celebration held in the Ryals Room at the Rawlings Library on November 1.
  - Barry Gonzales (Volunteer) continued teaching Spanish Language Lessons in November. He offered two classes each Saturday.
  - Vicki Bonito (Volunteer) continued teaching English as a Second Language and Citizenship Classes on Mondays and Fridays.
- Amy Nelson (Adult Literacy Librarian) and Chris Sanchez continue to work with literacy tutors and their students. Chris offers a program every Saturday to provide the students an opportunity to listen to and properly use conversational English.
- Amy Nelson (Adult Literacy Librarian) continues to weed the Government Documents located in the Special Collections storage room.
- A collection of materials to support those who are dealing with death, dying and grieving has been donated to Pueblo City-County Library District by Sangre de Cristo Hospice and Palliative Care. Materials for this collection will be found near the reference materials in the Reference & Readers Advisory Department. The marble plaque designating the location of the collection has been installed, and the collection will be available for the dedication scheduled for December 8.

### **Youth Services**

- Youth Services provided 58 programs serving 1,644 people.
- Staff hosted Skippyjon Jones Fiestas at five PCCLD locations during the recent school break, bringing 425 participants.
- In partnership with the Pueblo Early Childhood Council, a group of library storytellers and daycare providers participated in training to learn tools for improving performance and better manage groups of youth. These two days of training brought 37 participants.
- In partnership with the Sangre de Cristo Arts Center and the 24-hour Film Festival, five teams of children and young adults submitted original films, and 48 participants attended the screening event.
- Maria Kramer (Teen Librarian) was featured in the November 23 issue of *American Libraries Direct* for her blog post “Staking the Vampire.” The complete article is available at: <http://www.yalsa.ala.org/thehub/2011/11/22/staking-the-vampire/>

### **BARKMAN LIBRARY**

- Barkman’s total programming numbers for November included programs for 167 people.
- The Barkman display case featured the work of the Pueblo Wood Turners. The display will be up through the end of the year.
- Barkman’s November book discussion group featured the book *Half Broke Horses* by Jeannette Walls. The program was well attended by twelve people.
- The camera equipment for the New Information Technology Center arrived at the end of November, and the editing computer is expected to arrive soon.

### **LAMB LIBRARY**

- Displays were done for National Diabetes Month, If You Like Anne Perry..., Season’s Readings, National Aviation Month, Legal Thrillers, and Veteran’s Day.

- Stephanie Crawford (Library Assistant) hosted a program on Grief during the Holidays presented by Ami Gorsky counselor for Sangre De Cristo Hospice.
- Alicia Griebel (Children's Librarian) presented a number of programs with 437 attending.

### **PUEBLO WEST LIBRARY**

- Door count for the month was 16,731. The library hosted 63 non-library meetings during November in public meeting rooms.
- It was election time, and Pueblo West was an official ballot drop-off location.
- Deb Krauth (Business Librarian) participates in regular Workforce Center conference calls that include a training element, as she prepares for the eventual launch of the Virtual Workforce Center. She participated in three of these calls in November.
- Deb Krauth hosted a program on November 9 on "Accessing the hidden job market." This was a presentation by career coach Katherine Johnson about finding and understanding hidden resources to find a job. 15 adults attended this program.
- The holidays can be a difficult time for people who have suffered loss of friends or family, and a program was sponsored on "Grief and loss during the holidays."
- On November 12, there was a Giant Candy Land program, which was a life-sized board game with candy for prizes. 25 attended.
- Our Piano Marvel tutor held a class on November 4, and 3 children participated.
- Children's and teen programming brought in 255 people.
- Pueblo West volunteers are doing some small weeding, shifting, and minor shelving projects as well as continuing to work on the business collection, provide computer tutoring, and help preparing craft items for story time projects.

### **LIBRARY @ THE Y**

- The Library @ the Y provided five programs serving 91 people.
- The monthly gate count totaled 1,425.

### **FACILITIES**

Facilities staff continued with day-to-day activities and also completed the following:

- Worked with local contractors on rain gutter and downspout improvements at the Pueblo West Library.
- Continued working with the InfoZone Manager on the reconfiguration of the 4<sup>th</sup> floor InfoZone. Electrical bids were received, reviewed and finalized which will allow staff to continue to the next step of the IZ Manager's plan.
- Worked on upgrading building evacuation plans for the Rawlings Library.
- Worked with Andrea Ortiz of El Centro Del Quinto Sol on surplus furniture donations. Andrea took furniture from the 622 South Union storage areas which included three cushioned chairs, six castor office chairs, and one stand-up computer station.
- Met with Rawlings Circulation staff to design, build and install a cash register shelving stand for better use with staff member's day-to-day processes.
- Replaced two large sheets of tempered glass windows which was vandalized at the Barkman Branch Library
- Worked in conjunction with ARC Valley Construction on completion of the Bret Kelly Room remodel project. Facilities staff worked with the foreman of ARC Valley on details of lighting, relocation of hot water boiler piping, door hardware. Facilities staff completed primer, painting and the addition of baseboard in both rooms and in the newly created storage area.
- Received bids on following:
  - Elevator electrical disconnect replacement at Rawlings. Bid awarded to Morton Electric to complete repairs.



- Ryals Room carpet replacement at Rawlings. Bid awarded to Miketa Floor Covering and will begin installation of carpeting on December 19.
- Window tinting at Pueblo West Library. Perfect Appearance completed the tinting.
- Trash hauling and recycling services. Waste Management's Eric Harriman met with staff for further details of the project.
- Wi-Fi table replacements with Friends of the Library grant at Barkman. Facilities staff drew up final plans and met with contractors on the design of the tables with Joe Kronwitter Cabinets winning the project.
- A total of 303 work orders were completed.

## **HUMAN RESOURCES**

- In the month of November the following positions were being recruited:
  - Three part-time Satellite Clerk II positions (2 positions have been filled)
  - Circulation Clerk II part-time positions (2 positions open)
- Kim Young began work on November 28 as the full-time Lead Reference Librarian for Reference & Readers Advisory. Kim has an MLIS degree from Wayne State, a Masters degree in Early Childhood Education from Ashland University, and a Bachelors degree in English Literature.
- Lateral Moves and Changes:
  - Lorina Messenger transferred from Clerk II Satellite Sub (Avondale) to Clerk II Satellite Route B (Avondale, North Mesa, Vineland).
  - Valerie Sanchez transferred from Clerk II Satellite (Cesar Chavez) to Clerk II Satellite Route C (Cesar Chavez, Risley, South Mesa).
- PCCLD Volunteer hours for the month of November totaled 4,467.75 hours, valued at \$29,721.94 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed). PCCLD Adult Volunteer hours for November were 715.9 hours, slightly higher than the previous month. Teen Volunteers contributed a total of 143.85 hours in November which was about the same as October.
- The Volunteer of the Month for November 2011 is Priscila Cepeda who has been a volunteer with PCCLD since May 2010. She started working with Charlene Garcia Simms in the Hispanic Resource Center, and she was great help there by straightening out books, magazines, DVDs, music CDs, etc. She also helped take inventory and was willing to take on any other tasks given to her. When Charlene moved into the Genealogy Department full time, Priscila wanted to continue working with her there. Since December she has helped with several projects, completing them or continuing the ones that are on a month by month basis. The best thing about Priscila is her positive attitude and her willingness to help with any project we give her. She is dependable, excellent and very professional at all she does for us and saves us a lot of time that we would have to spend doing things she does. I think she earned and deserves to be Volunteer of the month. Priscila is absolutely amazing! She is a model volunteer. We are so lucky to have her commitment to PCCLD.

## **INFORMATION TECHNOLOGY**

- Planned and started the Implementation and testing of the SIRSI/Dynix ILS hardware and software upgrade.
- Began the testing phase for upgrading SAM to 9.0 on the public computers.
- About one-half of staff have been moved to new email server.

## **OUTREACH SERVICES**

- Work continues on new staffing model for Satellites, with PCCLD contributing 8 hours per week at each of nine locations. The new model will have PCCLD providing three staff. Each of the three will be assigned to three Satellites, and work at one of three on rotating days.
- Planning is underway to expand Books a la Cart to add mobile technologies—such as laptops—to the service.

- Books a la Cart made its first visit to Pueblo Diversified Industries (PDI) which was well received with about 20 participants.

### **TECHNICAL SERVICES AND COLLECTION DEVELOPMENT**

- 10,417 items were added to the collection during the month.
- A contract was signed with OverDrive, and the library expects to offer downloadable eBooks and eAudiobooks from OverDrive to customers in early January, 2012.
- Teresa Valenti (Technical Services & Collection Development Director) is developing action steps for normalizing the purchase of electronic devices for circulating collections.
- In November, InterLibrary Loan borrowed 589 items from and loaned 428 items to other libraries.

### **COMMUNITY RELATIONS**

- This year's Friends of the Library Creative Writing Awards contest garnered 91 entries. The entries were judged by the Friends of the Library Board members, and 7 winners were selected. There were 50 attendees at the awards ceremony, held Thursday, December 1.
- The evaluation of 2011's All Pueblo Reads project featuring *Hoot* by Carl Hiaasen, is nearly complete. There are still attendance numbers from two events that are missing, but that being said, total participation as of now is 27,357. This represents a slight dip in participation from 2010, or a 3.4 percent decrease. The decrease is likely due to CSU-Pueblo not hosting the author on their campus this year. The bright spot in the statistics is the increase in checkouts of the All Pueblo Reads book and other materials by the All Pueblo Reads author. There was a 36% increase in checkouts in 2011 over 2010.
- Four press releases were sent out in November, and all stories were covered by the *Pueblo Chieftain*. The release included information about PCCLD's new employees, the InfoZone's independent film selection for November (*If I Want to Whistle, I Whistle*), the CGFOA finance award and the Skippyjon Jones events for children.
- Marketing pieces designed included bookmarks, posters, print ads and multitude of other pieces advertising PCCLD events, November newsletter, InfoZone monthly movies bookmark and poster, InfoZone Indy Film flyer and BookPage custom ad on the back page.
- Midori Clark (Community Relations Director) was elected to the board of directors of the Colorado Springs-based Southern Colorado Association of Fundraising Professionals.

### **GIFTS & GRANTS**

- James Holst donated \$115 to the library. Mr. Holst had exhibited his artwork at the Pueblo West Library and donated 10% of the proceeds resulting from that exhibit to the library.
- Joanne Cooper donated \$50 to the Pueblo West library to purchase books.
- H.W. Houston Construction Company donated \$500 to help sponsor the Black Tie Ball.
- Patrick Campbell from LaVeta, Colorado donated \$200 for books for the library.
- Robert Hoag Rawlings donated \$100 to the InfoZone in memory of Gail Pitts.
- Chris Brogan donated an autographed book for next year's All Pueblo Reads silent auction.
- Patrick Allen with Bristly Pine Publishing donated the book, *My Words* by Dr. L. Paul Hyatt.

### **STAFF DEVELOPMENT**

- Nine staff members attended the Colorado State Library Summer Reading Workshop held at the Rawlings Library on November 2.
- Amy Nelson (Literacy Librarian) attended the National Conference on Adult Literacy in Houston, Texas on November 2-5.
- Chris Brogan (Chief Financial Officer) attended the Front Range Library Finance Officer Meeting in Erie, Colorado on November 4.
- Chris Brogan (Chief Financial Officer) attended the CAL Executive Committee Meeting in Englewood, Colorado on November 4.

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- Jon Walker (Executive Director) attended the OCLC Global Council Meeting in Dublin, Ohio on November 6-9.
- Sara Rose (HR Director) attended the Libraries Human Resources Roundtable meeting on November 9.
- Renee Montano, Cate Mugasis (Outreach Assistants), and Barbara Brown (Outreach Manager) participated in a Webinar entitled "That's Cool! What is it?" on November 10. There was a discussion on how to present new technology available through the library to the public.
- Abby Koehler (ILS Administrator) attended an online training series on Creating Library Web Services On November 14-18.
- Midori Clark (Community Relations Director) attended the American Marketing Association Conference on Social Media in San Francisco, California on November 15-16.
- Ruth Mondragon (Accountant) attended the CGFOA Annual Conference at Copper Mountain, Colorado on November 15-18.
- Jane Carlsen (Executive Assistant) attended a webinar on Getting Started with Google Docs on November 30.
- Dr. Philip Mancha (PCCLD Trustee) will serve as the vice chairman of the CAL Trustee Committee.

### **THANK YOU MESSAGES**

- The library received the following note in the Rawlings Library Suggestion Box from Claire Rowe: "My son and I really enjoyed the Dia de los Muertos program here at the library. Even though my son is older (17), there was much to enjoy, and we felt fully encouraged to participate. We loved making the sugar skulls, the bilingual stories were fun and cute, the pastries and drinks were awesome, we enjoyed making masks, and we took pictures of ourselves with the face paint on at home so we can use the pics for online profiles because it's just cool. I just wanted to express our appreciation for your imaginative programs. Oh, we also enjoyed the traditional dances and the presenter was very warm and welcoming."
- Jennie Bachelor (Museum & Special Collections Coordinator) received the following e-mail from Pauline DiSipio: "THANK YOU! THANK YOU! THANK YOU! When I got home yesterday afternoon, I found your package in the mailbox! How exciting! It felt like ages since I last saw those 'Tom Tom' newspapers! I remember them! (I still am pretty sure I donated the 1957, 1958 and 1959 copies in the library's collection.) They are wonderful, very well done! And in color, too! WOW! Just like the real thing! Did you do the scanning? I am so very happy that they are back in my collection...as well as in the library, of course. Sharing is so important! Thrilled!!! LOL (HUGS) Thanks Again! Nice to know that they have been saved, scanned and digitized!!!"
- The library received the following note in the Rawlings Library Suggestion Box from John Mark Wiley: "Everyone who works at the library is super patient. I ask stupid questions, and I ask them every day. Jay was super nice today when I asked him how to print stuff. You guys are the best."
- Maria Tucker (Special Collections & Museum Services Manager) received the following email from Charles Butler: "I want you to know that you are doing terrific and it shows by the turnouts at events at the InfoZone and the adjacent meeting room. I will not tell you not to work so hard, because I know you will continue to put your heart into what is being accomplished."

Respectfully submitted,  
Jon Walker  
Executive Director