

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

December 13, 2012

New Libraries Project

Work continues in preparing for the new libraries construction project. Space and interiors planning for all three libraries has begun under the guidance of the architect and a fundraising program is being prepared by the Pueblo Library Foundation for kick-off in January. Later in January, also, conceptual design will continue with systems and structural selection and designs. Additional community meetings will take place in February as well as FFE considerations. Final design will take place in the 2nd quarter. In order to make the July 2013 grand opening, groundbreaking is expected in the 3rd quarter of 2013.

East Side Library

The East Side Library site has a demolition plan approved for the existing structures on the property. PCCLD awaits decommissioning of the natural gas lines on the property before proceeding with demolition later in December or early January. Once the existing structures are demolished, surveying and geotechnical work will commence.

St. Charles Mesa Library

The St. Charles Mesa Library site subdivision plan has been submitted to Pueblo County. Public hearings for this plan are scheduled for later in December and in January.

Greenhorn Valley Library

A traffic memorandum has been prepared for the Greenhorn Valley Library site. This will be submitted to the Colorado Department of Transportation for approval. The Pueblo County Commissioners have authorized preparation of an Inter-Governmental Agreement between the County and PCCLD to share the cost of the driveway from Cibola Drive onto the library property. This is scheduled for final consideration and approval by the commissioners in December. A subdivision exemption application is undergoing final preparation at this time.

Library Enhancement Project

The Library Enhancement Project continues to progress. Tagging at the Lamb and Barkman Libraries has been completed, and work at the Pueblo West Library and the Library @ the Y should be completed in early December. Work will then focus on adding RFID tags to the collections at the Rawlings Library in December and January. The tagging project has been ongoing under the guidance of Richard Tucey (Special Projects Librarian). Staff is making preparations for training in the use of the new service model. A learning laboratory is scheduled to be set-up at the Rawlings Library in December, when staff training will commence under the direction of Janina Goodwin (Circulation Services Manager). Meetings with H.W. Houston to work out details on the January construction project also are to take place in December. Furniture and other materials for the renovations have been ordered and should be on site in a timely manner for use and installation in January. Finally, public information is beginning to be released regarding some of the changes scheduled to occur with the renovations.

RAWLINGS LIBRARY

Special Collections & Museum Services

- Nineteen document delivery requests were answered in November. Requests included obituary, genealogy, research requests and use/purchase of historic photos. 784 items from the collection were used by customers in November
- Re-housing of the photo collection is complete. Re-housing of clipping/vertical files is 75% complete and will include an updated index/finding aid when completed. Continued work on moving and inventorying collections is ongoing in order to gain better intellectual control of collections in the Western Research collection and make them more readily available to the public.

Executive Director Report December 13, 2012 – 2

- The obituary database has a new platform on the library's website. Tabitha Davis (Library Clerk III) has proofread and edited the 172,422 records to be added to the new database. The new database has an automatic form that can be sent to request an obituary.
- Staff has added over 800 digital objects to the digital asset management system. The site will be ready to debut to the public in December and will be promoted in early 2013. Additional objects and collections will be added in 2013.
- A group of 30 Boy Scouts toured the InfoZone and Special Collections areas on November 12. They learned about research, contents of the vault and how to use the microfilm reader.
- Maria Tucker presented to the Lion's Club on November 1 about the resources of the department with 19 in attendance. A group from La Veta Elementary toured the InfoZone and Special Collections with 36 in attendance. Maria Tucker attended a 100th Anniversary Ludlow Statewide planning meeting to plan an exhibit and programming in conjunction with the Anniversary in 2013-14.
- The Pueblo Past and Present exhibit was very well received. Work is being done to offer it as a traveling exhibition. PBS partnered with the department to screen the Ken Burns documentary the Dust Bowl. The screenings had 22 participants. The Southern Colorado AIDS Project will be displaying an AIDS quilt in December. The InfoZone will be used to display the Teen Photography Contest in January of 2013. An exhibition schedule for 2013 is being drafted.
- The InfoZone showed 24 films in November with 306 attending.
- A program on learning how to listen to military veteran stories was held in the InfoZone with 7 people attending.
- The InfoZone co-hosted, with the AVAS, Pueblo Zoo, Pueblo Mountain Park Environmental Center, and Nature and Raptor Center, a presentation by John Fielder; 61 people were in attendance.
- The Southern Colorado AIDS Project screened a series of movies pertaining to the topic of AIDS every Tuesday in November, with a total attendance of 47 people.
- The group Liberty Action used the InfoZone for a meeting; 25 people attended.
- A musical performance by Tatsuya Nakatani was held in the InfoZone Theater; 75 people attended.
- Total November attendance in the InfoZone was 3,388 with year-to-date attendance at 41,665. This is a dramatic increase over 2011 November year-to-date attendance of 26,101.

Reference & Readers Advisory

- Noelle Fiorenzi, Bereavement Coordinator of Sangre de Cristo Hospice and Palliative Care, presented 12 new books to be added to the Sangre de Cristo Hospice Collection at the Rawlings Library. Seven veterans and family members attended a presentation on November 13 offered by Philip Kittle, hospice chaplain at Sangre de Cristo Hospice and Palliative Care.
- Barry Gonzalez continued teaching Spanish Classes for beginner and intermediate learners during the month of November. On average, six students attend each class.
- Archie Roy, author of the Western Novel, *North to the San Luis Valley*, presented the Rawlings Public Library on November 10 with 27 people attending.
- Ten volunteer tutors provided approximately 169 hours of tutoring assistance for 11 students with the Adult Literacy Program.
- On Tuesday, November 27, Stephanie Stowell, Executive Director of the Pueblo Zoo, shared information to a small crowd about the status of zoos around the world. The book tie-in was *Life of Pi* by Yann Martel.
- Reference & Readers Advisory offered sixteen classes and programs in November with a total attendance of 172 people. These statistics do not reflect Adult Literacy tutor training or GED classes.



Youth Services

- Youth Services provided 42 programs for a total of 1,580 participants.

Executive Director Report
December 13, 2012 – 3

- Visits to/from groups included Head Start, Boy Scout troop, Catholic Charities HIPPIY program, La Veta School, PCC Children's Lit. class, and McClelland School,
- Special programs, Turkey Time Storytime and Family Variety Show, were provided at multiple locations during the school break.
- Storytelling performances at the HARP holiday lighting event were provided by Natalie Gallegos (Library Assistant) for 220 participants on November 23
- Dia de los Muertos family program on November 2 had 75 participants.
- The Teen Advisory Board brought 12 participants during the monthly meeting. This group is currently preparing a play to be performed for youth at a program in December.
- A Fan Fiction workshop led by professional writers brought five teens on November 3.

BARKMAN LIBRARY

- Barkman's gate count and all statistics continued to climb in November. Key Data statistics for October reported Barkman's gate count up 3.0%, circulation up 10.7%, computer use up 6.7%, and programming up 81.8% for the year. In fact, the statistics were up in every category.
- Barkman's November book discussion group featured the book *The Dressmaker of Khair Khana* with 12 people attending the meeting and Renee Tryon leading the discussion.

LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented the following programs: Family Variety Show, Family Program-Thanksgiving Craft week, story times, school visit, Teen Duct Tape Extravaganza, and continued evaluation and weeding of material.
- Sharon Foote (Library Assistant) set up displays for the holidays throughout library and *If you like Lee Child...*, and hosted a program on Online Job Searching.
- Lamb was a polling location for the 2012 Elections with a resulting gate count of over 1200. The usual gate count on a Tuesday is around 450-500.

PUEBLO WEST LIBRARY

- Door count for the month was 20,155. The library hosted 61 meetings during November in its meeting rooms.
- The library was a polling place, which essentially doubled the daily door count.
- An OverDrive session was held on Saturday, November 3 with six adults attending.
- The Virtual Workforce Center class continues to be offered with six attending in November.
- Deb Krauth (Business Librarian) participated in the SBDC Resource Convention on November 29 at the Convention Center and spoke with 40 people.
- Regular story times continued with four Time for Tots programs with 241 attending, three Bumblebee story times with 9 attending, and four Preschool story times with 118 attending.
- There was a puppet program for kids on November 8 with 20 participants. There was also a Lego program on November 7 with 15 participants.
- A district-wide Variety Show was held at Pueblo West on November 20 with 61 enjoying this very entertaining show.
- The Teen Advisory Board met at Pueblo West on November 30, with four teens participating. A Fan Fiction workshop was held on November 3 with five participating. Steampunk crafts were offered on November 8 with 15 taking part. In conjunction with the Pueblo West Chamber of Commerce, a teen from Serbia visited and gave a presentation to a small group of teens on November 15 before the Anime Club meeting with seven attending. Video games were played at the final teen program of the month, on November 29, which was attended by 18.
- The Anime Club meets alternating Thursdays with teen programs at 6:00 p.m. Two programs in November had 26 participants.
- The regular slate of volunteers continues to help out with projects, help with the weeding lists, shelving videos, and with the kids' programming activities. At least one of Pueblo West's regular volunteers, Tammy Metz, has also signed on with the RFID tagging project and is doing a wonderful job with that massive effort.

LIBRARY @ THE Y

- The Library @ the Y provided 11 programs serving 46 adults and 165 youth. The monthly gate count totaled 1,908.
- RFID tagging began on November 29 and will finish the first week of December.
- Programs for preschoolers, teens, and technology programs for adults were provided throughout the month.
- Weekly story time programs continued throughout the month.
- Special programming during the school break was planned.



FACILITIES

- Rented an industrial rated air compressor to complete winterizing of all lawn sprinkler systems district wide.
- Completed a day of cleaning and organizing the workshop, personal space and work tools.
- Visited the High Prairie Library (PPLD) to meet with facilities supervisor that allowed staff to check out the operation of the geo-thermal heating/cooling system.
- Worked with Encore Electric on preventive maintenance tasking of the solar panels at the Rawlings Library.
- Met with senior staff on implementing a plan to install outdoor video surveillance district wide.
- Continued to work with RFID tagging team on building access procedures.
- Performed a monthly inspection of the fire extinguishers at the Rawlings Library.
- Assisted library staff with the Parade of Lights Event.
- Completed mechanical tasking of building equipment.
- A total of 403 work orders were completed district wide.

HUMAN RESOURCES

- Promotions:
 - Jacob Barger was promoted from Clerk I to Circulation Clerk II.
 - Jonathan Butler was promoted from Clerk I to Circulation Clerk II.
- In November PCCLD was actively recruiting the following positions:
 - Director of Public Services (in anticipation of Jane Palmer's retirement in March 2013). First round interviews were conducted.
 - Librarian, Technical Trainer (to replace Andrew Bregar's move to Lead Reference Librarian). First round interviews were conducted.

INFORMATION TECHNOLOGY

- Implemented new virus and SPAM scanning service of email.
- Assisted RFID tagging stations and setups at Lamb, Barkman, and Pueblo West.
- Helped in setup and configuration of new untethered devices for customer support with a tablet and iPad.
- Began deploying public PC usage software SAM 9.0 to Rawlings starting in Youth Services area.

OUTREACH SERVICES

- There have been 3 new homebound patrons and 2 new homebound volunteers added this month.
- There were contacts made to add one new "Community Bookshelf" stop through Books a la Cart at Cooperative Care.
- Books a la Cart put out a total of 1463 books into the community in November.
- The old Books in the Park carts were used for the Parade of Lights this year.
- Story and craft programs are being implemented at all satellite locations for the holidays.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 6,982 items were added to the collection in November, and 5,077 items were withdrawn.
- Jill Deulen (ILL/Media Librarian) worked with Recorded Books to sign a letter of intent to begin offering electronic magazines through their service, Zinio, which will launch in February 2013. Jill also added “Newsbank” to the library’s database collection and completed the annual Ebsco subscription renewal.
- Elizabeth Flores (Youth Collection Development Librarian) is transitioning the district from BWI for juvenile materials to B&T. Elizabeth also is seeking other juvenile vendor options.
- Abby Koehler (ILS Administrator) is starting a discovery layer selection and ILS evaluation.

GIFTS & GRANTS

- Joseph & Linda Welte donated \$100 in support of the *All Pueblo Reads* Black Tie Ball.
- Pueblo County sent the \$1,000 Enterprise Zone contribution from Drs. Mark & Reiko Clark.
- The Southern Colorado Community Foundation donated \$1,000 in support of the Doris D. Kester Southern Colorado Community Foundation Nonprofit Resource Center at the Rawlings Library.
- The library received \$995 in memory of Linda S. Muller:
 - Mary Bottum from Edina, MN donated \$20.
 - Roger Bottum from Sioux Falls, SD donated \$20
 - Bruce & Karen Lundberg donated \$100
 - Kathryn A. Vincent donated \$50
 - Sandra Cunningham donated \$60
 - Brent & Dana Cranmer from Parker, CO donated \$100
 - Samuel & Mary Keiffer donated \$50
 - Eric & Michelle Longdo from Johnstown, CO donated \$30
 - Larry & Nancy Stoddard from Overland Park, KS donated \$25
 - Robert & Ann Fisher from Shaker Heights, OH donated \$100
 - John & Ardene Myers from Plattsburgh, NY donated \$50
 - Wayne C. Muller from Sacramento, CA donated \$100
 - D.K. & R.L. Strader donated \$100
 - Dennis & JoAnn Deboer from Huron, SD donated \$25
 - Jon & Karla Parsons from Viborg, SD donated \$25
 - Harvey Herzog donated \$10
 - Nola Miller donated \$25
 - Robert & Lena Hench donated \$10
 - Dick & Shirley Cline donated \$25
 - Jill Moring donated \$50
 - Paul & Dolores Alfonso donated \$20

STAFF DEVELOPMENT

- Alicia Griebel (Lamb Librarian), Mary Grant (Early Literacy Librarian) and Natalie Gallegos (YS Library Assistant) attended the Colorado State Library Summer Reading Workshop in Walsenburg on November 1.
- Chris Brogan (Chief Financial Officer) attended the Front Range Finance Officers meeting in Colorado Springs on November 2.
- Jon Walker attended the OCLC Global Council Meeting in Dublin, Ohio on November 4-7.
- Maria Kramer (Teen Librarian) attended a Young Adult Literature Symposium in St. Louis, Missouri on November 2-4.
- Chris Brogan (Chief Financial Officer) attended the CAL Executive Board Budget Meeting in Colorado Springs on November 4.
- Five Technical Services & Collection Development staff attended a one-hour ALA webinar, “RDA in 10 Easy Steps” on November 7.

Executive Director Report
December 13, 2012 – 6

- Kirsten Dees (Pueblo West Library Assistant), Elizabeth Flores (PW Librarian), and Jacque Talbot (Library @ the Y Coordinator) attended the Colorado State Library Summer Reading Workshop in Colorado Springs on November 7.
- Maria Kramer (Teen Librarian) made a presentation about 3D printing at a Beyond BTOP conference on November 8.
- Cindy Shimizu (Pueblo West Manager) participated in a web-based training session on “Success strategies for the introverted leader” on November 15 through Star12.
- All staff attended one of six sessions provided on Pay for Performance on November 13 and 14.
- Cindy Shimizu (Pueblo West Manager) participated in a web-based training session from ALA on “Self-help = Service improvement” on November 27, which had some excellent and timely information about transitioning to a greater emphasis on self-service. Cindy has recommended that all PW staff view the archived session and will arrange for that to be broadcast in a meeting room on the larger screen.
- Eighteen staff attended New Hire Orientation Training on November 29.
- Chris Brogan (Chief Financial Officer) attended the Stifel-Nicolaus Economic Breakfast in Colorado Springs on November 30.

THANK YOU MESSAGES

- The library received the following comment at the Rawlings Library from Felisha Mondragon: “I live across the street and go to school at PCC so it’s nice to come get movies and do my homework! The staff here is really nice and understanding. Thank you.”
- Marilyn Baillargeon (Public Services Assistant) received a thank you note from Dennis Lowry, Outreach Coordinator for the YWCA, which read: “Thank you for making a difference! It is with deep appreciation that the YWCA of Pueblo thanks you for the use of the Ryals Room for our Lunch & Learn program. Without people like you we would never be able to raise the funds necessary to run our Family Crisis Shelter and other fine YWCA programs.”
- The library received the following comment at the Rawlings Library from Janet Traylor from Phoenix, Arizona: “Hi! I’ve been here for the last 10 days, staying with my mother, who doesn’t have WiFi. The library—both Rawlings and the Lamb Branch—have been lifesavers and have allowed me a wonderful place to keep up with work back home. Beautiful facilities—thank you!”
- Charlene Garcia Simms (Special Collections Librarian) received the following note from Leigh Dorett and Mary Lou Dorett: “This note is later than it should be, but we wanted to say ‘Thank you!’ for the great presentation on genealogy at the PW Library in October. We learned so much about online and other resources for the ‘hunt.’ Thank you for a terrific presentation and the great tools you provided us for the ‘adventure’ of tracking down our ancestors!”
- Chris Brogan (Chief Financial Officer) provided a library finance workshop and received a thank you message from Anne Knowles, Director of at Rampart Library District, which reads: “I wanted to tell you how much we all enjoyed your talk today. Everyone was raving about it later. We all learned a lot and some of us were especially interested in the rebated and refunded amounts. Thank you so much for taking the time to come and visit us . . .” Thank you again for sharing your expertise with us! It was informative, interesting and fun.”
- Jon Walker and the PCCLD Board received the following note from Barb Brown (Outreach): “Thank you so much for the token of appreciation in the form of a bonus check. Such a thoughtful gesture!”

Respectfully submitted,
Jon Walker
Executive Director