

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

October 25, 2012

Centers for New Information Technology

The Centers for New Information Technology expanded to include the Lamb Library, Pueblo West Library and the Library at the Y. Laptops, iPads and Sony e-readers were purchased for each new location, and additional devices were purchased for the Barkman Library and the Rawlings Library. Steven Antonuccio (Barkman Manager), Janina Goodwin (Circulation Manager) and Carol Rooney (Reference & Readers Advisory Manager) visited the Lamb Library and Pueblo West Library to demonstrate the use and circulation of the devices. Andrew Bregar (Emerging Technology Librarian) offered additional support to staff by offering classes about the Sony e-reader and visiting each location on the kick-off day at each site.

RAWLINGS LIBRARY

Special Collections & Museum Services

- Nineteen Document Delivery requests were answered in September. Requests this month included obituary, genealogy, research requests and use/purchase of historic photos. There were 888 items from the collection used by customers in September. The genealogy computer, non-profit resource center computer, and *Ancestry.com* are continuing to experience heavy use.
- The department held a *Using Primary Sources* Workshop that was conducted by the Library of Congress. Twenty-five people attended the workshop. Vera Estrada taught a basic genealogy class that was attended by fifteen people.
- *Pueblo: Past and Present*, featuring the PCCLD Works Progress Administration photo collection and photography by John Wark, will be the InfoZone exhibit in conjunction with All Pueblo Reads exhibit in October and November.
- The Executive Director approved purchase of CONTENTdm from non-profit library service OCLC as a sole source product at a cost of \$4,200. Maximum visibility of PCCLD collections on the Web via CONTENTdm, WorldCat and WorldCat Local-The WorldCat Digital Collection Gateway self-service tool allows upload of CONTENTdm collection metadata to WorldCat, the premier database of library content. End users can search, discover, and retrieve digital items through the local CONTENTdm web site, WorldCat.org, WorldCat Local and search engines—like Google and Yahoo! Search—and then view them in the CONTENTdm collection. CONTENTdm uniquely works with WorldCat so that the WorldCat OCLC numbers are synchronized back into your CONTENTdm metadata records.
- Total September attendance in the InfoZone was 2,723, with year-to-date attendance at 32,081.
- The InfoZone showed 16 films in September with 192 attending.
- A class from PCC toured the InfoZone on two consecutive days. The total attendance was 37.
- A writing workshop on writing memoirs was attended by 14 people.
- The Tea Party organization used the InfoZone for a meeting, 42 people attended.
- The group Liberty Action used the InfoZone for a meeting, 13 people attended.
- A tour was given to a class from CSU-Pueblo of the Special Collections department, 26 people attended.
- The Colorado State Fair exhibit was on display until the last week of September.

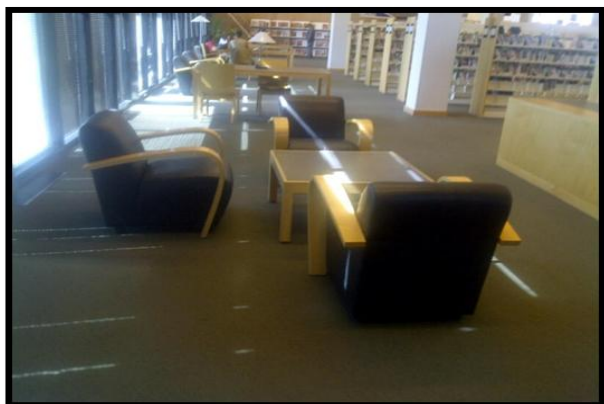
Reference & Readers Advisory

- Twenty four people attended Spanish classes in September.
- Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) posted two new signs on the Hispanic Resource Center (HRC) shelves.



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- Reference & Readers Advisory staff continues to offer classes on the basic use of Microsoft software and how to download books and music to a variety of devices available on the market.
- During the month of September, 23 volunteer tutors provided approximately 164 hours of individual tutoring to 25 students and contributed a total of 273.5 volunteer hours to the Adult Literacy Program.
- Six volunteers completed Adult Literacy Tutor Orientation on September 19 and are in the process of being matched with students.
- Ten students enrolled in GED are receiving classroom assistance via the Pueblo City-County Library District program.
- On Tuesday, September 25, Kim Young organized a program about Banned Books for this month's Book Connections. Seven people attended the program. In addition to the program a banned book contest took place during the month. Participants were asked to select three of six titles that had been banned. Nineteen customers participated in the program.
- Reference & Readers Advisory joined the Circulation and Outreach Departments with a library card promotion table at the Pueblo Health Department. Staff brought a laptop and used the Health Department's WiFi to remotely register people who came in the door. During the day, library staff visited over 100 people. Many already had library cards; however, around twenty new applications were processed.
- Reference & Readers Advisory offered seventeen classes and programs in September with a total attendance of 247 people.



- The Mitchell Automobile Repair Manuals originally located in the Reference & Readers Advisory Department have been donated to the Automotive Service Technology Program at Pueblo Community College. PCCLD Facilities staff delivered over 20 boxes of books to Pueblo Community College on September 7.
- The shelving units that originally held the automotive, telephone books, test books, Colorado Documents, and business publications have been moved. Tables and chairs now fill the void, and customers are using them to visit, study and use the library's Wi-Fi to access the Internet from their devices.

Youth Services

- Youth Services provided 42 programs for a total of 1,489 participants.
- With school starting, Youth Services began filling requests for Family Night visits to the following schools: Irving, Heritage, PSAS, and Eva Baca.
- A four-hour Story Time Workshop training brought 42 librarians and other professionals working with children to PCCLD from around Colorado. Mary Grant, Early Literacy Librarian, planned and hosted this event.
- A new series of Saturday Story Times started in September and continues through November. This is an effort to provide story time programming at a time when school aged children can more readily attend.
- Weekly visits to Head Start began again in September. Alternating each month, staff either visits each classroom or library field trip visits are planned. This is a longstanding partnership that continues to provide a valuable connection to stories and an introduction to libraries for each of these children within our target audience
- Michael Cox (Youth Services Manager) provided a presentation about new services at the Library @ the Y for the Volunteer Luncheon on September 13.
- CSU-Pueblo Education students visited the library for an in-depth discussion about using library materials, hosted by Michael Cox on September 19.

- Teen program Duct Tape Style was featured on KOAA news coverage featuring teen volunteer, Katie Blickhahn.
- The Teen Advisory Board began meeting for the new season with a strong turnout of 17 teens. They worked to develop upcoming programming.
- The Teen Book Cover Redesign Contest, suggested by teen volunteers and used in partnership with many school art teachers, brought 64 entries. Winning entries will be on display in Teen Central through October.
- Maria Kramer provided a presentation about various teen services for a group of District 70 media specialists on September 12.

BARKMAN LIBRARY

- Barkman's teen and adult volunteers provided a total 20 hours of activity in September.
- RFID tagging is expected to start at Barkman around November 1. The construction and closure of the Barkman Library is scheduled right after the first of year. In preparation of both events, Barkman will not be taking new reservations for the meeting room from November 1 through the end of February, and the small meeting room will be unavailable out in November and December to store RFID tags and equipment during the transition.
- The September book discussion group featured any western related book of interest, and 14 people attended the program. Each participant presented their own favorite western to share with the group.

LAMB LIBRARY

- Sharon Foote (Library Assistant) set up displays for Fall Harvest, Colorado Plains, Banned Books, If you like Iris Johansen..., and Hunting and Shooting.
- A preschool story time on Kangaroos included illustrations of real kangaroos and concluded with a kangaroo paper bag puppet.
- Lamb hosted a special adult program with Deborah Krauth (Pueblo West Business Librarian). The program was *Need a Job?: The Library Can Help*. Deborah discussed services available through Workforce and offered assistance with resume building. Seven people attended.
- The remaining Colorado history and oversized items stored downstairs were weeded in preparation for tagging and the Library Enhancement Project.
- Alicia Griebel (Children's Librarian) presented story times for toddlers and preschool on Hair and Mustaches, Brown bears, black bears and polar bears, Sharks and Sunflowers.
- A special monthly family program on *Fall is Here* consisted of learning about the cycle of leaves and concluded with gluing leaves to a tree.
- Alicia Griebel (Children's Librarian) presented the *Paperclip Jewelry* program with 12 teens attending to make bracelets, necklaces and earrings. Refreshments and snacks were served.

PUEBLO WEST LIBRARY

- Door count for the month was 17,383. The library hosted 70 meetings during September in the Pueblo West meeting rooms. Some of the groups using the rooms included SBDC, BNI, and PHSA.
- The *All Pueblo Reads VIP Kickoff* took place at the Pueblo West library on the evening of Friday, September 28. The door count showed roughly 200 attendees! Art sales exceeded \$2,000 benefitting the Library Foundation.
- The Virtual Workforce Center (VWC) class continues to be offered on Thursday mornings.
- Deb Krauth (Business Librarian) participated remotely in the statewide launch of the VWC on Tuesday, September 25. She spoke to each of the libraries in the state that have VWC services, although PCCLD is the only library that has the sophisticated equipment to conduct remote classes at the library.
- Deb Krauth (Business Librarian) presented to the SBDC Leading Edge class on September 10 with fourteen people attending.
- Story times attracted 251 attendees.

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- There was an afterschool dinosaur program on September 13 with 44 participating, and a Saturday afternoon *Make your own bookmark* program on September 22, with 24 participating. *Move-it* story time, a monthly program, was held on Thursday, September 27, with eight attending.
- Teens had an opportunity to work with the Lego robot on Thursday, September 13. Fourteen took part in the activity. Video game night was held on September 27, with nineteen participating.
- The Anime Club met with eleven attending.
- Pueblo West's volunteers continue to help out with projects, help with the weeding lists, shelving videos, and with children programming activities.

LIBRARY @ THE Y

- The Library @ the Y provided three programs serving 46 people. The monthly gate count totaled 1,925.
- With a newly opened computer lab, Computer Basics classes have been scheduled multiple times each month.
- The family Fall Program brought eighteen participants.
- Weekly story times began in September and will continue through December.

FACILITIES

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

- Installed additional bike racks in the courtyard at the Rawlings Library.
- Repaired the flag pole ground light at the Barkman Library.
- Worked with solar panel contractors on follow-up warranty roof leaks which were identified during a day-long rain drizzle at the Rawlings Library.
- Worked with pest control service on a monthly service call spraying at the Rawlings Library.
- Power washed the surrounding walkways at Barkman and Lamb.
- Mechanical Tasking of building equipment:
 - Water chemistry procedures – Rawlings
 - Monthly Liebert air conditioning preventive maintenance procedures – Rawlings
 - Elevator car telephone connections to emergency elevator dispatcher – Rawlings and Lamb
 - Cooling tower service procedures – Rawlings
 - Back-flow device inspection and testing were completed – Barkman, Lamb, and Rawlings
 - Roof exhausts motors were replaced – Lamb
 - Fan coil units were serviced – Pueblo West
 - Free standing emergency stairway heating units were serviced – Rawlings
 - New bearings were added to heating system flue fan – Rawlings
 - Fire extinguishers were inspected – Rawlings
 - Two 25-hp motors were removed, cleaned, and rebuilt along with barriers added on the smoke evacuation exhaust fan system – Rawlings
 - The pre-action dry fire line air compressor was serviced – Rawlings
 - An electrical repair of the water fill control system on the tower/sump pump water cooling piping was completed – Rawlings
 - Generator checks were completed – Rawlings
- During the month of September, 394 work orders were completed district wide.

HUMAN RESOURCES

- PCCLD entered into contract with The Singer Group consulting services to pursue work toward changing PCCLD from a step increase compensation structure to a Pay for Performance compensation structure. The project is anticipated to run for six to seven months in length.
- Sara Rose (HR Manager) attended the quarterly Worksite Wellness Network of Southern Colorado meeting. The meeting focused on Health Care Reform and new trends in providers of health insurance plans based on wellness.

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- Hires:
 - Karen Olson was hired as a Satellite Clerk II in Outreach. Karen is a Media Technician for Risley Middle School.
 - Lisa Miller was rehired from Books in the Park to Clerk I for Pueblo West. Lisa holds a Bachelor of Science Degree in Health Care Management and has a background working in administration and banking.
 - Justin Morenz was hired as the full time Marketing Coordinator, replacing Nick Potter. Justin holds a Bachelor of Fine Arts degree in Graphic Design. For the last ten years he has worked as a Lead Designer for the Chieftain. Justin has also taught cartooning and graphic design at the Pueblo Community College and Sangre de Cristo Arts Center.
 - Michelle Stitt was hired as the full time Accounting Assistant replacing Tracee Reeves. Michelle has over eleven years of accounts payable experience and audit experience. She has also had continued education studies in Accounting.
- Job Openings:
 - Human Resources Assistant, part time (to replace Jennifer Martin who left for a full-time position)
 - Director of Public Services (in anticipation of Jane Palmer's retirement in March 2013)
 - Librarian/Technical Trainer (to replace Andrew Bregar's move to Lead Reference Librarian)
 - Taggers and Tagging Team Leads are also being recruited for the temporary assignment from October through January to prepare for RFID and AMH – tagging all library materials.

OUTREACH SERVICES

- There is a new flyer and posters developed for the Homebound program to advertise the program.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 4,763 items were added to the collection in September. 3,794 items were withdrawn from the collection in September.
- Delivered one staff performance appraisal.
- Rich Poll, Jill Deulen, and Elizabeth Flores (Collection Development Librarians) are conducting training sessions for one another regarding the advanced use of Director's Station as we begin working with centralized statistics collection.
- Jill Deulen (Interlibrary Loan/Media Librarian) has completed the annual magazine renewal for 2012.
- Jill Deulen (Interlibrary Loan/Media Librarian) continues to refine the database selections. Four low-use databases were cancelled in September, but two new were started. They are MorningStar and NewsBank.

GIFTS & GRANTS

- Wade Broadhead from the Pueblo Historic Preservation Commission donated a copy of the *Bessemer Historic Context Study* for the library's collection.
- Doris Kester from the Pueblo League of Women Voters donated *The Navajo* and *How to Speak Dog* in memory of Mary Blesener and *Science Rocks: Unleash the Mad Scientist in You* in memory of Sallie Watkins.

STAFF DEVELOPMENT

- Teresa Valenti (Technical Services & Collection Development Director) attended Disney Institute for Business Excellence at PCC on September 5.
- Elizabeth Flores (Collection Development Librarian) and Jill Deulen (Interlibrary Loan Librarian) attended Collection HQ training on September 5.
- Mary Grant (Early Literacy Librarian) attended Colorado Libraries for Early Literacy on September 7.
- Chris Brogan (Chief Financial Officer) attended the CAL Executive Meeting on September 7.
- Michael Cox (Youth Services Manager) attended the Risk & Reward Conference on September 10-12.

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- Charles Hutchins (Information Technology Director) attended Microsoft Server Training in Denver on September 17-22.
- Elizabeth Flores (Collection Development Librarian) attended ALA's ALSC youth conference September 19-21 in Indianapolis, Indiana.
- Several library staff attended a Story Time Workshop hosted by PCCLD on September 20.
- Maria Tucker (Special Collections & Museum Services Manager) attended CONTENTdm webinars on September 26-27.
- Jennie Bachelor (Museum & Special Collections Coordinator) and Jay Boyle (Archive & Collections Coordinator) attended a Dublin Core Metadata Standard webinar on September 27.

THANK YOU MESSAGES

- Eleanor Flores submitted the following Comment form: "Thank you for smoke-free. I love it and so do my grandkids."
- Sara Rose (HR Director) received the following comment from Chris McGrath: "I am touching base to say thank you and express my gratitude for being able to conduct my internship at the PCCLD Rawlings Library. I will complete my Bachelor of Science in Information and Library Services in the spring, and this experience stands out as the most meaningful portion of my educational journey. Every staff member in Special Collections, and at PCCLD as a whole, treated me with kindness and respect, helping to make the experience 100% positive. Charlene (Garcia Simms) was a fantastic internship supervisor. She and Maria (Tucker) are great teachers and leaders, which is evident in their cohesive team. I learned a lot from both of them and from their staff. Also will you please keep me on your list as an active volunteer? I plan to go back and help finish another project in Special Collections as soon as time permits. Thank you again Sara!"
- Midori Clark (Community Relations Director) received a thank you note from Paulette Stuart on behalf of the Mesa Junction Association Parade volunteers for her help on the Kids Day Parade which read: "The help annually from the Pueblo Library District really makes this all work. A huge thank you for your staff. Without your sponsorship it would not have all come together and been such fun for nearly 1,000 youngsters involved! We appreciate you!"

Respectfully submitted,
Jon Walker
Executive Director