

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
October 24, 2013

New Libraries Project

The groundbreaking ceremonies for each of the three new libraries now are completed with the St. Charles Mesa groundbreaking taking place on September 10 with sixty attending and the East Side groundbreaking on September 24 attracting 275. The construction contractor is working now to obtain building permits for each site. Final construction plans have been submitted by the contractor to the local building authority, and reviews of the plans are expected to be completed in mid-October. Construction will commence once the building permits are issued.

Rawlings Second Floor Remodeling

The Rawlings Library 2nd Floor Enhancement Project took important steps in September. The goal of the project is to update the area incorporating the new facilitated customer service model. Design meetings with Studiotrope Design Collective and library representatives took place on September 16 and 25. Preliminary design concepts have been presented by the architect and design team. H.W. Houston has been selected from local construction firm proposals as the general contractor for the project, offering their services at the lowest cost. Design development for the project should be completed in November with construction drawings due to be completed in December. Remodeling is scheduled to take place in January and February 2014.

RAWLINGS LIBRARY

Special Collections & Museum Services

- The InfoZone Museum total attendance in September was 3,417, bringing year-to-date attendance to 39,235.
- 134 Document Delivery requests were answered in September. 697 items from the collection were counted used by customers in September. Charlene Simms (Special Collections Librarian) has been spending several hours per week working with Joanne Dodds and Jeffrey DeHerrera to research materials for use on the new branch library history wall project.
- Work on processing archival collections, inventorying and re-housing collections is ongoing. The Association of University Women donated a collection of materials related to their organization, which James Boyle (Archive & Collection Coordinator) will process.
- Jen Koen (Digitization Coordinator) has been spending much of her time digitizing materials for the History Wall project. The Memorial Hall/City Hall Collection is almost complete. Seven collections have been added since last December and a total of 1,600 digital objects are now available.
- An exhibit for Hispanic Heritage month with an emphasis on Mayan and Aztec cultures took place on the 3rd floor. Lionel Trujillo is exhibiting his beautiful bronze sculptures on the Aztec Calendar and a Mayan Nobel.
- *The Road to the Promised Land: Martin Luther King Jr. and the Civil Rights Movement*, a traveling exhibition by Humanities Texas, the state affiliate of the National Endowment for the Humanities, will be on exhibit through the end of November.
- On September 5 the InfoZone hosted Tom Andrews, author of the book *Killing for Coal* with 135 attending.

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- On September 10 the Women's Foundation hosted an event in the InfoZone, and a total of 50 people attended.
- On September 12 the InfoZone hosted the gallery reception for the opening of the Guatemalan Photo Exhibit, and a total of 82 patrons attended.
- On Thursday, September 12 a poetry reading was held with 42 people attending.
- On September 17 the InfoZone held an event for Constitution Day, and eight people attended.
- On Thursday, September 19 the InfoZone hosted a book signing with fifteen attending.
- The InfoZone hosted 16 films in September with 149 attending.
- September 23 Book Connections held a meeting with three people attending.
- On September 12 a book signing was hosted with author, Lucia Rivera Aragon, and 50 people attended.
- Four Genealogy classes were held in September with 55 people participating.
- September 17 Veterans for Peace held a meeting in the InfoZone with fourteen people attending.
- On September 19 the Audubon Society held a meeting with twelve attending.
- September 26 Liberty Action held an event with eleven people attending.

Reference & Readers Advisory

- Barry Gonzalez began the next session of Spanish Classes on September 21. Classes are held every Saturday with the beginning level and the intermediate level. 22 students participated in September.
- The work of three Mexican artists, Leticia Martinez, Priscila Cepeda Narro and Luis Campos, were displayed in the Hispanic Resource Center Gallery in September. A meet the artist reception was held during the Spanish Heritage Celebration at the Rawlings Library on Sunday, September 15.
- English Language Learner (ELL) Classes began in September. 43 students are enrolled in the program with ages ranging 25-70 years hailing from Angola, Brazil, Columbia, Guatemala, South Korea and Mexico.
- Maria Smyer (Hispanic Resource Coordinator) read bilingual stories to 60 during September's Bilingual Story Hours.
- The library is currently working with UVAS (United Volunteer Activists of Southern Colorado) to provide citizenship classes to our community. 45 people attended an informational meeting on citizenship in September and twenty students now are in the classes.
- On September 15 the Hispanic Resource Center offered a celebration of the Hispanic Culture at the Rawlings Library. Over 295 people attended events, which included Mariachi Aguila, an art reception, family crafts, and tamale making demonstrations.
- On September 23 Book Connections attracted six people.
- Rebecca Reed (Librarian Tech Trainer) continued offering training throughout the district during September, including twelve classes for 34 people. Rebecca also worked one-on-one with eleven customers as part of the "Book a Librarian" program.
- During September, ten volunteer tutors provided literacy tutoring for twelve students as part of the Adult Literacy Program. Five new tutors completed training in September and await placement with adult learners.
- Susan Wolf (Special Events Coordinator) hosted four 2-hour "Speak English!" Conversation Club meetings in September with twelve participants.
- Three people attended the *Tools for the GED* class to learn how to use the Library's *HelpNow* and *LearningExpress* databases to study for the GED.
- In September 75 questions were asked through our "Ask Us" email reference service. This brings our total for the year to 293 questions.

Youth Services

- On September 8, teens enjoyed a Skateboard Jam with 82 in attendance.
- The 24-Hour Filmfest held a Filmmaking Workshop on September 9 with four attendees.
- A 3-D Printing Party was held on September 29 with 100 attendees.
- The Teen Advisory Board averaged 25 teens in attendance at each meeting.
- Other program attendance included Baby Times with 93 attendees, Family Storytimes with 37 attendees, Preschool Storytimes with 146 attendees, Time for Tots with 143 attendees; staff visited Parkview Elementary, South High School, Heritage Elementary; Walk to End Alzheimers on September 7 reading to 8 participants; McClelland School held an End of Summer Reading Celebration on September 20, when library staff read to 85 participants about the wonders of reading and imagination; the Children's Literature class from CSU-Pueblo toured the Rawlings Library; and throughout September, staff visited Head Start fifteen times and read stories to 704 children.



BARKMAN LIBRARY

- The Barkman Book Discussion Group featured *I am Forbidden* by Anouk Markovits. Ten adults enjoyed this discussion.

LAMB LIBRARY

- Programs for children included attendance of more than 200 young children as well as visits to Sunset Park, Eva Baca and South Park Elementary Schools.
- Programs for teens attracted ten participants.
- Diann Logie (Lamb Manager) participated in several meetings related to the new East Side Library.

LIBRARY @ THE Y

- Gate count in September was 2,962.
- The Library @ the Y hosted six Preschool Storytimes with 166 attendees.

PUEBLO WEST LIBRARY

- The major event at the Pueblo West Library in September related to the recall election. The library experienced high traffic counts as a polling place.
- Overdrive training classes attracted 12 attendees on September 7.
- On September 17 a workshop on intuition attracted 25 people.
- Computer classes during the month attracted 24 attendees.
- Childrens programming attracted 193 attendees.
- Pueblo West hosted the Reading Roundup: Literacy Fair on September 14 with 80 people attending.
- A tween program was held on September 20 with six participating.
- A Boy Scout troop came in for a tour on September 4 with eight people.
- Teen programs attracted eighteen people.
- The Anime Club met on the second and fourth Thursdays of the month with 19 participating.

COMMUNITY RELATIONS & DEVELOPMENT

- A presentation was made to fifty Rotary 43 members on September 9. Doreen Martinez, Friends Board secretary, presented on the history of the Friends and a bit about the new libraries project. The presentation resulted in three new memberships for the Friends, who

are trying to reach 1,000 members by end of 2013. They are 150 short, so join today if you are not already a member!

- Rocky Mountain PBS/KTSC invited PCCLD to participate in their weekly “Homework Hotline” television show. Each Monday, a representative of the library appears on the show, which airs from 4:00-5:00 p.m., to highlight parts of the collection or programming that would appeal to middle school students. This joint venture started September 9, and will continue through the end of December.
- The 2013 Up With Reading Bookmark awards event took place on September 24 with 91 in attendance. There were more than 1,500 entries in this year’s contest, and the Friends sponsored prizes for 28 winners and honorable mentions. Special thanks to Sherri Wingo and Mary Simmons, who helped with setup and handing out the awards.
- The Pueblo Library Foundation was awarded \$85,000 from Gates Family Foundation for the three library project, and \$56,495 from the City through the Community Development Block Grant for the East Side Library. A grant application was made to the Pueblo Children’s Day Nursery Foundation on September 29 for \$5,000.

Overall Campaign Progress

	Pledged	Received
Employees	\$19,476.00	\$5,224.00
Boards of Directors	\$16,455.00	\$14,551.00
Individuals	\$96,051.65	\$48,526.65
Businesses	\$116,875.03	\$107,207.12
Foundations	\$320,000.00	\$171,000.00
Government	\$210,174.00	\$54,745.00
Chamberlain Fund	\$45,000.00	\$39,500.00
PCCLD Fundraiser (2011)	\$19,820.00	\$17,320.00
	\$843,851.68	\$458,073.77
Percent of \$ Pledged Received		54.28%
Goal	\$970,315	
Progress on Goal	87.0%	
Balance to Fundraise	\$126,463.32	

- The 2013 All Pueblo Reads Booklovers Black Tie Ball will be held, Saturday, November 9, at the Rawlings Library. Tickets are on sale - \$100 each or \$80 for Friends of the Library members. Black Hills Energy and H.W. Houston Construction have pledged \$2,500 each to sponsor this year’s event. 150 reservations are in place.

FACILITIES

- Worked on electric key operations of the outer front doors at the Rawlings Library.
- Assisted with set up for the Mesa Junction Art Bash.
- Worked with Houston Construction to set up groundbreaking ceremonies for the new libraries at the East Side and St. Charles Mesa locations.
- Worked with Friends of the Library, on re-keying the entrance doors into the Book Store and Book Store sorting area. Also worked with the Friends of the Library on purchasing, installing and programming new digital programmable thermostats for the HVAC units in an attempt to save energy in the Book Store and sorting area.
- Mechanical Tasking of building equipment included water chemistry procedures, weekly emergency generator procedures, service of Liebert air conditioning system, annual service of the emergency generator, repair of the domestic hot water boiler-Rawlings; boiler loop pumps serviced-Pueblo West Library; flue fans #1 & 2 for building heat boilers serviced,

emergency stairwell fan coil heating units were serviced-Rawlings; server and electrical room, split system a/c units serviced-Pueblo West; elevator phone connections tested-Lamb and Rawlings; air handling units and condensing units serviced-Pueblo West; backflow devices tested-Barkman and Rawlings; exhaust fans serviced-Pueblo West; air handler serviced-Rawlings.

- A total of 419 work requests were completed district-wide

HUMAN RESOURCES

- Pay for Performance meeting held on September 12 with managers and Steering Committee to finalize compensation structure piece of the program.
- Facilitated OZ training “Operating Above the Line” for management team on September 12.
- Information meetings were held on September 17 on Affordable Care Act and the Colorado Insurance Exchange for all employees who were interested in attending.
- Volunteer Quarterly Lunch Meeting held on September 13.
- David del Norte, part-time Clerk II at Lamb, voluntarily terminated employment on September 12, and Michelle Provinzano, part-time Clerk I in Outreach, voluntary terminated on September 28.
- Lisa Sonnenfeld was hired on September 16 as part-time Clerk I for the Barkman Library; Monique deMartin was hired on September 19 as part-time Clerk I for the Lamb Library; and Kirsten Dees transferred from the part-time Library Assistant position at Pueblo West to a full-time Library Assistant position at the Lamb Library.
- PCCLD Volunteer hours for the month of September totaled 1,560.40 hours, valued at \$31,598.10 (Estimated by Independent Sector’s figure of \$20.25/hour for each volunteer hour contributed).
- The Volunteer of the Month for September is Megan Garcia. Megan volunteers at Rawlings in the Youth Services Department. This is what the staff had to say about her contributions. “Megan performed with the YS Crew over the summer—a big commitment that included rehearsals and four performances over two days. The kids loved her and she did a wonderful job, even though she had a cold. Megan has been volunteering with us for about two years, and has quite a talent for writing – she wrote a play and an interactive mystery for the library. She also has a talent for acting – she played *The Cat in the Hat* for the kids last year, and was a principal character in our YS crew performance.”

INFORMATION TECHNOLOGY

- Disabled internal Exchange server access. We are now fully off Exchange, and all email is being processed via hosted solution with Google.
- Replaced hardware on security cameras so there are no longer blackouts in recorded video.
- Received SmartAdmin training from Bibliotheca for metrics reporting from self-checks and security gates.
- Upgraded the coin system on remaining self-checks at Rawlings, Barkman and Lamb libraries. Pueblo West will be upgraded in October.

OUTREACH SERVICES

- There are 31 customers enrolled in the Homebound program, and nineteen volunteers are at their service.
- Books a la Cart services thirteen locations with community bookshelves.
- Satellite libraries are running strong with the school districts’ start of all schools.
- Programming has started with beginning guitar lessons at Vineland, yoga at Rye, and crafts and storytimes at all locations.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 5,850 items were added to the collection in September, and 6,876 items were withdrawn.
- Teresa Valenti (Technical Services & Collection Development Director) provided current shelving allocations in comparison to current circulation patterns across the district and has

begun sharing that information across the district. We currently allocate about 75% of the shelf space to print, while about 35% of the circulation comes from print, and vice versa for media. Collection Development will respond immediately by reallocating material funds to the appropriate areas. Teresa visited Pueblo West, Lamb, and Barkman to observe current shelving schemes.

- Rich Poll, Elizabeth Flores, Jill Deulen (Collection Development Librarians) and Teresa Valenti (Technical Services & Collection Development Director) continue to meet every other week to progress through the Collection HQ software. The next effort will be to utilize transfer reports for the DVD collections, address the current problem we have with them all ending up at Rawlings and needing to be returned to the branches. This is the only collection that seems to need this activity at this time
- Rich Poll, Elizabeth Flores, Jill Deulen (Collection Development Librarians) and Teresa Valenti (Technical Services & Collection Development Director) met with Lucille Windsor, the Brodart rep. Work continues to finalize profiling and begin ordering test carts.
- Jill Deulen (Collection Development/ILL Librarian) attended department meetings at Barkman, Lamb, Circulation, Youth Services, and Reference & Readers Advisory to explain the new materials request method through BiblioCommons and to address any general ILL questions.
- Abby Koehler (ILS Administrator) is working to add Spanish-language messages into the telephony system.

GIFTS & GRANTS

- Contributions and pledges received for the New Libraries included:
 - Gates Family Foundation pledged \$85,000 for the new libraries.
 - Junior League of Pueblo paid \$2,5000 on its pledge of \$5,000 for nook at East Side Library.
 - City of Pueblo pledged \$56,495 in Community Development Block Grant funds for the East Side Library.
 - Caroline Parsley donated \$500 for the new libraries.
 - Linda Reifschneider donated \$1,000 for the new libraries.
 - Scott Smiley paid \$200 on his pledge for the Greenhorn Valley Library.
- All Pueblo Reads contributions and Black Tie Ball ticket sales
 - Black Hills Energy paid \$2,500 to sponsor All Pueblo Reads
 - Steven Antonuccio paid \$400 for Black Tie Ball tickets
 - Jane Carlsen paid \$640 for Black Tie Ball tickets
 - Doris Kester paid \$80 for a Black Tie Ball ticket
 - Richard Lawrence paid \$640 for Black Tie Ball tickets
 - Julie Meeker paid \$160 for Black Tie Ball tickets
 - Caroline Parsley paid \$80 for a Black Tie Ball ticket
 - Mary Simmons paid \$160 for Black Tie Ball tickets
 - James Stuart paid \$160 for Black Tie Ball tickets
 - Jon Walker paid \$640 for Black Tie Ball tickets
 - Amy Wolf paid \$160 for Black Tie Ball tickets
- In-kind donations were received from:
 - Dorothy Beddo for Special Collections
 - Frank Zugelder for books

STAFF DEVELOPMENT

- Maria Kramer (Teen Librarian) and Andrew Bregar (Lead Reference Librarian) attended a CoPLA Makerspace Workshop in Thornton, CO on September 6 where they got a lot of ideas about incorporating a Makerspace into the 2nd floor redesign.
- Six staff attended the CLEL (Early Literacy) Conference in Englewood on Septmeber 13.
- Maria Tucker (Special Collections & Museum Services Manager) attended the Society of Rocky Mountain Archivists Fall Meeting in Ft. Collins, CO on September 19-20.

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- Abby Koehler (ILS Administrator) attended seven webinars throughout the month, including those from OCLC, BiblioCommons, OpenRefine, and two SSP Sirsi sessions.
- Maria Kramer (Teen Librarian) attended the MSEC Core Competencies of Management course on September 17 and 18.
- Midori Clark (Community Relations & Development Director) attended a meeting of the Front Range Foundation Directors on September 25. The meeting was held at Denver Public Library's main library in downtown Denver. The agenda included discussing grant opportunities and fundraising ideas, among other topics.
- Amber Pepin (Fundraising Manager/Grantwriter) and Midori Clark (Community Relations & Development Director) attended the Association of Fundraising Professionals Southern Colorado Summit on September 27 in Colorado Springs. Superstar fundraiser Gail Perry was the workshop leader, and a variety of topics including board meetings, major gifts and mission-based fundraising were covered in the day-long training.
- Loretta Diorio (Youth Services Clerk) attended Gmail training provided internally on September 28.
- Jen Koen participated in two Content DM Webinars in September.

THANK YOU MESSAGES

- *The Pueblo Chieftain* notified us that the Robert Hoag Rawlings Public Library was the Bronze Winner of the "Best View of the City" in the 2013 Best of Pueblo Survey.
- Judy Wodishek on behalf of Pueblo Catholic High Class of '63 sent a thank you note addressed to Marilyn Baillargeon (Public Services Admin Assistant), Amber Pepin (Fundraising Manager/Grantwriter), Justin Morenz (Marketing Coordinator), and Tabitha Davis (Special Collections & Museum Services Clerk), and Dan Romero (Systems Specialist): "We don't know how to adequately say THANK YOU for ALL of your help! Our reunion was such a success because of ALL of your help! We could not have 'done' it without you! Locals and those who traveled some distance were amazed by the Library facility. It was fun to 'show off!' It will always be a time to fondly remember—THANK YOU for making it possible. Thank you, too for allowing the balcony to be open—I wish you could have seen the looks on the faces of our guests!"
- Florence Sanchez wrote the following note to Jon Walker: "Thank you Mr. Walker and the staff on 3rd floor for having me as the volunteer for the month of May, and the pin and gift given to me. It's been enjoyable to work with a great bunch of employees. Hope to continue this for a long time. If I can help in any other way, just let me know. Thank you."
- Richard Barr wrote a letter to Michael Cox: "This is just to compliment you on the wonderful staff you have serving the public. It was about two weeks ago that I went to your library with a research problem. I was waited on by a lady on the second floor, a Ms. Rooney. It took more time than I thought my problem was worth so I told her to stop looking. About an hour later she called me on the phone with the research item I had requested. This type of service should be recognized. Please thank Ms. Rooney for me and from the rest of your patrons who I am sure she serves with the same enthusiasm."
- Ramona Lombard left the following comment: "I love our library so much. All of the employees are always so very helpful. I am grateful for interlibrary loans when our Pueblo Library lacks a book that I want to read. The programs are so useful, educational and enjoyable. And everything is FREE for everyone to enjoy and benefit from. THANK YOU!"
- Dr. Madison Furrh, Assistant Professor of English and Foreign Languages at CSU-Pueblo, wrote this note to Maria Tucker (Special Collections & Museum Services Manager): "I wanted to take a moment and thank you all for hosting my class at Rawlings as that experience was of great benefit to my students. The students of ENG 502, Advanced Research Methods have created the exhibit: '100 Years Ago in Southern Colorado History: Remembering the Ludlow Massacre 1914-2014,' and the opening will be held Tuesday, October 1 at 5:30 in the lobby of LARC. If you cannot make it, the exhibit runs through December. We could not have done it without your help and support. THANK YOU."

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- Six customers have filled out the feedback form on BiblioCommons with the following comments:
 - Wonderful sites the library has now. THANK U LIBRARIANS for all the time effort & energy improving the libraries. A well job done !
 - Wow, I really like the new look. Page format design is easier to use.
 - I like it very much, thank you!
 - I love the new site so far!
 - This is very nice. Thanks to all the techies for the hard work and dedication.
 - Looks great!!

Respectfully submitted,
Jon Walker
Executive Director