

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
October 23, 2014

NEW LIBRARIES

PCCLD staff expect to begin to move into both the Greenhorn Valley and Giodone Libraries beginning in early October. The Lucero Library remains on track for substantial completion by the contractor in early November. Grand openings at each location will take place about one month after construction completes as furniture, shelving, appliances, information technology and books and other library materials arrive and are put in place. Fundraising is now above our goal by about \$50,000. Issues remaining at this time include parking lot and other site work at the Lucero Library, final punch list at the Greenhorn and Giodone Libraries, and receiving and installing furniture, shelving, appliances, IT, and books and other materials at all three libraries. Stay tuned as we should announce anticipated opening dates by the end of September.

ALL PUEBLO READS: *The Paris Wife*

PCCLD is kicking off the tenth annual All Pueblo Reads event series in October. This year the program includes dozens of activities for the entire family during the month, topped off by personal appearances at the Rawlings Library by Paula McClain, author of *The Paris Wife*, and the Booklover's Blacktie Ball.

RAWLINGS LIBRARY

Special Collections & Museum Services

- September total attendance in the InfoZone was 3,220, and year-to-date attendance is 38,576 compared with attendance in September 2013 of 3,417 and 2013 year-to-date attendance of 39,235.
- 271 Document Delivery requests were answered in September. 960 items from the collection were counted used by customers in September.
- Two-hundred oral histories have been digitized, and staff is working toward uploading into the online digital collection.
- Abby Koehler (ILS Administrator), Jen Koen (Digitization Coordinator), and Maria Tucker (Special Collections & Museum Services Manager) worked to add the Eiler's Survey book *Potica, Pints, and Prayers in Old Bojon Town* to the library's ebook collection.
- On September 18, a school tour from McClelland visited with a total attendance of 21.
- The Dr. Richard Corwin collection at PCCLD was nominated for Colorado's Most Significant Artifact. Public voting will be held through October 31.
- On September 11, *Lead in Trinidad* book signing for author Bob Silva was held with ten attending.
- On September 27, a Latino Book Festival hosted by PCCLD had 64 in attendance.
- Vera Estrada provided four genealogy classes in September on Introduction to Family Tree Maker with thirty participating.
- The InfoZone hosted seventeen films with 190 attending.
- On September 5 there was an Opening Reception for the *Fade to Pueblo's Past* photography exhibit with a total attendance of 258.
- On September 18, a lecture by Dr. Sara Deutsch attracted attendance of 25.
- On September 20, AVAS presented a discussion on *The Genius of Ravens and Crows* with a total attendance of fifteen.
- On September 25 there was a Hispanic Street Signs of South Pueblo program with a total attendance of sixteen.

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- The 3rd floor exhibit featured Hispanic Heritage Month throughout September.
- *Fade to Pueblo's Past*, a historic composite photography exhibit, was on display in the InfoZone through September.
- PCCLD received a \$20,000 grant from the Rawlings Foundation in July to update the media in the InfoZone exhibit space.
- The InfoZone was used by Press Club on September 9 with 25 in attendance.
- Maria Tucker (Special Collections & Museum Services Manager) is the current President of the Society of Rocky Mountain Archivists.

Reference & Readers Advisory

- Center for New Information Technology
 - Rebecca Reed (Technology Librarian) coordinated eleven public tech classes at Rawlings Library in September plus three at Barkman and three at Lamb with 39 attending.
 - Rebecca was scheduled for six one-on-one “Book a Librarian” appointments assisting with tech questions.
- Hispanic Resource Center
 - PCCLD’s Hispanic Resource Center was awarded an \$11,608 federal grant for its English Language Learner program. Currently, students from Angola, Brasil, Colombia, El Salvador, Guatemala, India, South Korea and Mexico are enrolled.
 - PCCLD continues to partner with UVAS to provide citizenship classes. Approximately sixty people currently attend.
 - Spanish language classes currently have eight enrolled in the advanced course and twelve in the beginning level.
 - The Center’s art exhibit for September were Eva Marie Fatta and Alexander Chavez.
 - The Center helped celebrate Hispanic Heritage Month with films, art and food programs during the month.
 - The HRC sponsored nineteen programs in September with total participation of 1,350 people.
- Adult Literacy Program
 - Twelve programs occurred during the month with fifty people attending, including adult literacy classes, reading club, Speak English conversation club, tutor training, and GED.
- Idea Factory
 - Origami and Solar Roads were featured programs in the Idea Factory in September.
- 24 Hour Film Festival
 - The 7th annual film festival took place with 301 attendees for programs, including filmmaking apps, new film previews, and awards presentation.

Youth Services

- *Read Dog, Read!* was offered twice with 126 participants.
- The 2nd Annual Skate Jam on September 14 went off with a bang with 62 participants.
- The *Preschool Dance Party* was held on September 20 with seventeen participants.
- *Come Craft with Me* was held on September 27 with 37 participants.
- Zumba instructor, Kendra Prater, visited each location on Saturdays through the month of September and provided a 30-minute Zumba session for kids and parents.



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- *Back to School Creations* program had twelve participants at Pueblo West, Barkman had five, Lamb had thirteen, Rawlings had thirteen, and Library @ the Y had one.
- Teen programs attracted twelve at Rawlings, Lamb had eleven, Barkman eight, Pueblo West twenty.
- Regular Storytime events included four Babytimes with 61 participants, four Time for Tots programs with 102 participants, eight Preschool Storytimes with 138 participants.
- The Teen Advisory Board had five events with 96 participants.
- Youth Services had fifteen Headstart storytime visits with 534 participants.
- Youth Services was represented on the Homework Hotline on September 8, 22, and 29.



BARKMAN LIBRARY

- Barkman circulations continue to grow! Barkman had its highest numbers to date with 37,597 circulations.
- Barkman has rearranged collections, expanding space for DVDs, interfiling paperbacks, and a more defined young adult area.
- The Barkman staff visited Cañon City Public Library and Salida Regional Library as a reward for winning the summer reading program incentive.

LAMB LIBRARY

- Preschool and toddler story time programs:
 - Time for Tots—138 attended this series.
 - Preschool series—78 attended.
- Teen and tween programs attracted fifty.
- Hosted adult programs on Genealogy, OverDrive and Origami.

PUEBLO WEST LIBRARY

- The MahJong Club meets on Tuesdays with forty attending in September.
- Computer classes attracted eleven attendees.
- The Pueblo West Book Club met on September 29 with fifteen people participating in the discussion.
- The Mystery Book Club met on September 21 with twelve participating.
- Charlene Simms (Special Collections Librarian) offered a Beginning Genealogy program on September 10 with eight people participating.
- Deborah Krauth (Business Librarian) hosted a program at Rawlings on financial issues for families of people with Alzheimers on September 25 with fifteen people attending.
- Deborah Krauth (Business Librarian) partnered with the Pueblo West Chamber of Commerce and the United States Postal Service offering the program called “Every Door: Direct Mail Packaging” on September 4.
- The gallery artist for September was Jim Holst, and 1,045 people viewed his exhibit.
- Storytellers were back after the August break.
 - Five Time for Tots programs were offered for 197 attending.
 - Four Baby Time programs were offered for 34 attending.
 - Four Preschool Storytime programs were offered for 104 attending.
- The EPIC early literacy session was held at Pueblo West on September 24.
- A program called “Back to School Creations” was held on September 5, and twelve tweens participated.

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- There was a Zumba party for children on September 13, and 34 kids danced and exercised and had lots of fun.
- The Lego Club met on September 27 with 55 people participating.
- Teens had a Minion Madness program on September 18 with twenty teens crafting, eating, and having fun together.
- The Anime Club met twice on September 11 and 25 with 34 attending.

LIBRARY @ THE Y

- Five Time for Tot programs were offered with 67 participants.
- Ten Storytime programs were provided with 207 participants.

OUTREACH

- The month of September was busy preparing for the final transition of all Outreach services, packing up the office and closing the Outreach department as of September 30. As a final recap, the following services and staff have been transferred:
 - Books in the Park transferred to Youth Services under the direction of Janina Goodwin (YS/Library @ the Y Manager).
 - Seven of the nine community satellites closed. The Avondale and Beulah satellites remain open two days per week under the supervision of the Giodone and Greenhorn Valley Libraries, respectively.
 - The Homebound Program transferred to Reference & Readers Advisory with Kathy Kearney (Library Specialist) serving as the new coordinator.
 - Books a la Cart is now under the auspices of the Lucero Library.
 - Amy Martin has transferred to Greenhorn Valley Library Managing Librarian.
 - Renee Montano to Greenhorn Valley Library Customer Service Representative.
 - Lorina Messenger to Giodone Library as Customer Service Representative.
 - Valarie Sanchez to Lucero Library as Customer Service Representative.

COMMUNITY RELATIONS

- The latest installment of the Up with Reading Bookmark Contest and Award Ceremony took place on September 23 with 1,718 entries and 119 attending the awards program.

FACILITIES

- Packed up and returned an InfoZone science exhibit.
- Moved white panels to the 4th floor and set up September exhibit.
- Completed new library key access schedule.
- Ordered stock supplies for new libraries.
- Delivered extra light fixtures to the new libraries for installation.
- Staged shelving for new libraries.
- Repaired Pueblo West boiler.
- Turned in bid for snow removal and trash service for new libraries.
- Arranged for the All Pueblo Reads banner installation at Rawlings Library.
- Cleaned summer graphics off library windows.
- Worked on Pueblo West lighting issues.
- Completed 407 work orders.
- Worked with janitorial service on improving services.
- Replaced door opener on main entrance and repaired another one.

HUMAN RESOURCES

- Interviews conducted for:
 - Collection Development/ILL Librarian (Technical Services & Collection Development)
 - Librarian Archivist (Special Collections & Museum Services)
 - Customer Relations Manager (Circulation)

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- Materials Handling Technicians (Youth Services, Greenhorn Valley, Lamb, Pueblo West and Giodone Libraries)
- Part-time Librarian (Greenhorn Valley Library)
- Library Specialist (Barkman Library)
- Customer Service Representatives (Greenhorn Valley, Lucero, Giodone Libraries)
- Hosted the Volunteer Luncheon on September 11 with 36 attending.
- The Health & Safety Committee and the Steering Committee met.
- Terminations / Retirements:
 - Michelle Stitt (Accounting Specialist) resigned on September 9.
 - Ethan Wilson (Lamb Materials Handling Technician) resigned on September 21.
 - Melissa Greenberg (Lamb Materials Handling Technician) resigned on September 23.
- New Hires / Promotions
 - David Hayden was hired on September 2 as an Administrative Technician in Community Relations.
 - Christopher Rief was hired on September 15 as a Materials Handling Technician for Barkman.
 - Josephine Silva was hired on September 22 as a Materials Handling Technician for Pueblo West.
 - Rebecca Farris was selected as the Materials Handling Technician for Youth Services with a hire date to be determined.
 - Joshua Halpin-Beevers was promoted to Customer Service Representative at Pueblo West on September 2.
 - Alicia Parker was promoted to Customer Service Representative at Barkman on September 2.
- Lateral Moves
 - Tracy Overton (Technical Services Assistant) reduced weekly hours from 30 hours to 8 hours on September 8.
- Recruiting / Open Positions The following positions were being recruited in September:
 - Customer Service Representatives at all new locations (four openings), part-time 20 hours/week
 - Customer Service Representative at Barkman, part-time 16 hours/week (filled)
 - Customer Service Representative at Pueblo West, part-time 20 hours/week (filled)
 - Materials Handling Technicians at all new locations (six openings), part-time 20 hours/week
 - Librarian Archivist at Rawlings Special Collections, full-time 40 hours/week
 - Library Specialist at Barkman, part-time 20 hours/week (filled)
 - Librarian at Greenhorn Valley Library, part-time 20 hours/week
 - Customer Relations Manager at Rawlings, full-time 40 hours/week
 - Collection Development/ILL Librarian, full-time 40 hours/week.
 - Materials Handling Technician at Rawlings Youth Services, part-time 12 hours/week (filled)
 - Materials Handling Technician at Lamb (2 openings), part-time 20 hours/week
- PCCLD Volunteer hours for September totaled 1,559.3 hours, valued at \$34,522.90. (Estimated by Independent Sector's figure of \$22.14/hour for each volunteer hour contributed). The Volunteer of the Month for September was Jared Raye. The following is what the Circulation team had to say: "Jared has been volunteering close to a year now. Not only does he volunteer with Homebound, but also in Circulation. He has changed his schedule to mornings to better assist us on the AMH during the busiest times. When we are slow he asks for additional tasks to work on, and now delivers donations to Outreach, cleans keyboards and mice on public computers, and cleaned up our break room area."

INFORMATION TECHNOLOGY

- New OPAC configurations installed.
- Circulating and in-house laptop configurations, started imaging process.
- Completed fiber interconnect and installed WiFi for new libraries.
- Installed analog telephone lines for building Security and Fire for new libraries.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 15,954 items were added to the collection in September, and 9,599 items were withdrawn.
- 75 new public-use laptops were cataloged and processed.

GIFTS & GRANTS

- The following contributed to the Capital Building Campaign with purchases of tickets or donations to the Black Tie Ball:
 - Mark Clark \$1,000
 - Constance Jones \$100
 - Pueblo City Schools \$100
 - Barbara Vidmar \$800
 - Jon Walker \$640
 - Ken White \$160
- The following contributions were made to the Capital Building Campaign in memory of Gary Parks who served on the Pueblo Library Foundation:
 - John Reed donated \$50.
 - Susan Rose donated \$15.
 - CPI Qual Plan Consult, Inc. \$100.
 - Christina Gates donated \$25.
- An end-of-year mailing was sent and resulted in the following contributions:
 - Judith Baillie donated \$50.
 - Thomas Corlett donated \$1,000.
 - Geoffrey Gordon donated \$250.
 - Robert Jimenez donated \$20.
 - Tom Keach donated \$250.
 - Douglas Knight donated \$50.
 - Reg Landrum donated \$250.
 - Ken White donated \$750.
- The following donations were made for the new libraries:
 - Lyndell Gairaud donated \$50.
 - Jock Peters donated \$250.
 - Donna Pickman made a \$50 pledge payment.
 - Peace Trees Vietnam donated \$1,000 for the Lucero Library.
 - Frank Spinuzzi donated \$1,000 for the Lucero Library.
 - William Lucero made a \$100 pledge payment for a Study Nook naming opportunity at the Lucero Library.
 - Isaac C. Duran donated \$2,500 for a naming opportunity at the Lucero Library.
 - Jacque Wachob donated \$1,000.
 - Alice Hill made a \$139 pledge payment for the Lucero Library.
- Home Depot of Pueblo donated 60 cans of spray paint for a library program valued at \$240.
- Dimensional Advisors, LLC donated \$250 for Special Collections obituaries.

STAFF DEVELOPMENT

- Twenty-six staff attended the follow-up OZ training on “Creating Ownership” on September 4 presented by Charles Hutchins (IT Director).
- Maria Tucker (Special Collections & Museum Services Manager) attended a symposium on preservation at the Denver Public Library on September 12.
- Susan Wolf (Literacy Coordinator) attended the webinar, OverDrive for Libraries: The Next Chapter, on September 16.

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- Rich Poll and Elizabeth Flores (Collection Development Librarians) attended the Collection HQ User Group Meeting in Westminster on September 17.
- Natalie Gallegos (Youth Services Library Assistant) attended a webinar on September 18.
- Gigi Holman (Early Literacy Librarian) attended the Colorado Libraries Early Literacy (CLEL) Conference in Denver on September 19.
- Carol Perea (Reference & Readers Advisory Materials Handling Technician) attended Skype training session on September 22.
- Maria Smyer (Hispanic Resource Coordinator) and Carol Rooney (Reference & Readers Advisory Manager) attended the LSTA Grant webinar on September 23.
- Maria Kramer (Teen Librarian) and Dawn Reitz (Youth Customer Service Representative) attended a Nancy Pearl webinar on September 24.
- Kayci Barnett (Circulation Manager/future Giodone Library Manager) attended the BiblioCommons webinars in September, including Introduction to Search, Bringing our personal interest into Readers Advisory, Taking Basic Booktalking skills online, 140-character summary, Curating compelling content and building better lists, Tagging for the four doorways, and Collaborative list-making: no-fail choices in different genres/topics.
- Carol Perea and Nathaniel Petrov (Reference & Readers Advisory Materials Handling Technicians) attended a Drop Box training on September 29.
- Carol Rooney (Reference & Readers Advisory Manager) attended the Immigration Services and Libraries webinar produced by the U.S. Citizenship and Immigration Services on September 29.

THANK YOU MESSAGES

- Teresa Lashawn Holcombe wrote: “I have really enjoyed my online experiences with you. It makes it easy to see the status of my account, to put things on hold and to see what is available.”
- Karen Lou Wait, a Pueblo West customer, wrote: “You sure made it easy for me when I came in to get my new library card. I am an old lady on oxygen and a little confused. The people at Pueblo West Library made it feel like I had gone to Disneyland. Thanks for the wonderful experience and opening a whole new world for me. Bravo.”
- Joan Haley left the following comment at Rawlings: “The library is beautiful! Spacious, comfortable, well-lit. Something new—Kathy on 2 showed me the 3-D maker, the virtual reality, the hand above the non-mouse. Beautiful. Pueblo has a wonderful library. I’m bringing the 8 and 12 year old grandchildren!”
- Eli Hudspeth wrote the following to Jon Walker: “You may remember that our son, Arman, is in Japan for a Rotary Youth Exchange this year. I thought that I’d share with you that he contacted us to get his Pueblo Library card number. He’s using the library to access Mango (online language instruction) while he’s in Japan!”
- Diann Logie (Lamb Manager) received a thank you note from Elaine Madrid, Parent Coordinator at Riskey International Academy, which reads: “Thank you so much for ensuring there was representation at our ‘Open House.’ Your team was very professional and positive! We truly appreciate your support and commitment to our community. We are looking forward to work with you as our ‘new neighbors.’”

Respectfully submitted,
Jon Walker
Executive Director