

# PUEBLO CITY-COUNTY LIBRARY DISTRICT

## Report of the Executive Director

### Submitted to

## The Library Board of Trustees

May 26, 2011



#### ARCH/211 PROJECT

An agreement between the Pueblo City-County Library District and the Senior Resource Development Agency was made in April to commence and fund a six-month library project to update the ARCH/211 community resource database. The library's ARCH/211 staff started working on this important community resource by researching and updating all known and eligible community resources from eleven counties in southeast Colorado. The eleven counties include Pueblo, Fremont, Custer, Huerfano, Crowley, Otero, Las Animas, Kiowa, Bent, Prowers, and Baca. Richard Tucey (Special Projects Librarian) is overseeing this project with assistance from library clerks, Rene Montano and Brenda Nemick. The project is expected to continue through September 16, 2011.

#### VIRTUAL WORKFORCE @ THE LIBRARY

PCCLD is planning to enter into partnership with the Colorado Department of Labor and Employment to create a Virtual Workforce Center @ the Library at our Pueblo West Library location. This project is being supported with grant funding for the purpose of expanding access in underserved areas to the services of the Colorado Department of Labor and Employment in assisting those who are out of work and looking for employment. The project will create a video-conferencing center at the Pueblo West Library, which will connect to the City of Pueblo's Workforce Center in order to provide training and support services to those residents of Pueblo West who are in need of employment search and training assistance. PCCLD is especially pleased the R.M. Watts Business and Vocation Center, which is hosted at the Pueblo West Library, and the librarian in charge of this program, Deborah Krauth, are positioned to collaborate in this program. This will be a benefit to the Pueblo West community and fits well with the vision for the library when it was opened to the public in 2009. While the videoconference center is Phase 1 of the project and should open to the public by July 1, Phase 2 will include virtual case management software running on library computers to help those who are out-of-work and seeking employment with better facilities for job hunting and career building. It is hoped that Phase 2 will be in place before the end of the summer of 2011.



#### OCLC GLOBAL COUNCIL

Jon Walker was elected to the OCLC Global Council. Founded in 1967, OCLC is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing library costs. More than 72,000 libraries in 171 countries use OCLC services to locate, acquire, catalog, lend, preserve and manage library materials. OCLC and its member libraries cooperatively produce and maintain WorldCat, the world's largest online database for discovery of library resources. There are 48 Member Delegates on Global Council who represent OCLC libraries in their respective areas around the world. Each Delegate of Global Council assures that the voice of member libraries can be heard at the highest levels of OCLC and throughout the worldwide library community. Walker will serve beginning July 1, 2011, through June 30, 2014.

## RAWLINGS LIBRARY

### Special Collections & Museum Services

- Thirty-five Document Delivery requests were answered in April. Requests this month included obituary and research requests. Daily statistics show 595 customers assisted during the month.
- PCCLD is supporting the Bessemer Historical Society with access and use of historic photographs from the PCCLD archives collection in the Society's upcoming exhibit.
- PCCLD also is supporting a special request from St. Mary Corwin Hospital to use historic photos from the special collections archives.
- The Rawlings Library special collections vault will temporarily house the City of Pueblo's Clerk's Office historic ledgers while Pueblo City Hall is being renovated. These will be kept in the collection for approximately 18 months.
- Maria Tucker (Special Collections & Museum Services Manager) submitted a grant to the Colorado Historic Records Advisory Board and the National Endowment for the Humanities to support funding a general conservation assessment of the Rawlings' special collections.
- A significant and valuable civil war collection was donated to the department by Larry Warren.
- An historical collection was donated by researcher Bob Perske and attorney David Martinez. The collection chronicles the history of Joe Arridy, a Pueblo man who was the first to be posthumously pardoned in Colorado.
- Attendance in the InfoZone Museum in April was 1,703.
- The InfoZone showed eighteen movies in April with a total attendance of 1,087 people.
- One tour of the InfoZone was provided for eighteen people.
- Groups using the InfoZone Theater included the Audubon Society, the Latino Chamber, Metropolitan Church and Liberty Action Group.
- The InfoZone hosted the Congressional Art Show for high school students sponsored by Congressman Scott Tipton.
- The InfoZone worked with Carlile School to showcase student art. The art will be on display through May 22.
- The InfoZone was notified that it is one of 35 libraries to be selected to host the American Library Association traveling exhibit for libraries entitled: *In a Nutshell: The Life of Maurice Sendak*. The exhibit will be on display from May 14 through June 24.
- *The Myth and Magic of Gerald McDermott* has been booked for this summer to correspond with the Summer Reading program. The exhibit is a traveling exhibit from the National Center for Children's Illustrated Literature and will be on exhibit from June 4 through July 31.
- An exhibit is planned for August that will showcase a selection of Colorado State Fair Archives and memorabilia.



### Readers Advisory & Reference

- Christina Sanchez (Literacy Program) and Amy Nelson (Literacy Librarian) provided services for eleven students, and training for eight new literacy tutors.
- George Fosu and Albert Lucero continued to offer individualized computer instruction in the Rawlings Library Computer Training Room on Saturday afternoons.
- Vicki Bonetto, from Pueblo Catholic Charities, taught English as a Second Language and Citizenship classes at the Rawlings Library on Tuesday and Thursday evenings in April.
- The entire non-fiction, oversize, and large print sections have been "reduced and spruced." Staff has

begun weeding in the fiction and genre areas of the library. This phase of the project should be completed by the end of May. Monthly weeding lists will be generated to keep the collection current and updated.

- Mike Crull (Volunteer) shifted the entire non-fiction collection once the books were weeded. He moved sections of shelving to fit the larger books in the 700s and regular sized books in the rest of the collection. After all of Mike's work, the section looks more uniform and neat, and an entire shelving unit has been emptied! This unit will be moved near the fiction area to replace a shorter unit to be incorporated in the new Hispanic Resource Area.
- InterLibrary Loan statistics for April include 250 items received, 558 items loaned and 10 CLC returns. The new streamlined, "paperless" ILL processing procedures have contributed to making ILL work more efficiently, and allows PCCLD to more closely adhere to the national ILL code which calls on local libraries to procure materials they would normally collect, and borrow only those items from other libraries it would not normally collect locally.
- The New Information Technology committee continues to work on decisions and procedures for public use of laptop computers, eReaders and tablets at Barkman and Rawlings as well as offering customers with downloadable eBooks. The first public-access service is scheduled to be the offering of Nook eReaders on June 1 at the Rawlings Library.
- Plans are being made to move the Hispanic Resource Center (HRC) to a new location. The magazine and newspaper area will exchange places with the HRC. Hopefully this move will fulfill two objectives: (1) the Hispanic Resource Center will be easier to locate and be utilized better; and (2) the move will provide a more comfortable browsing and seating area for magazine readers.
- Felicia Sanchez-Garbiso (YS Library Assistant/Hispanic Resource Coordinator) organized the second annual Dia de los Niños on April 28. The celebration was held in Youth Services, and with the help of the Outreach Staff and others, the day was a great success.



#### **Youth Services**

- Youth Services provided 80 programs serving 2,037 people. Patron assists at both the Youth Services and Teen Central public service desks totaled 1,200.
- Youth Services staff Sarah Wethern and Michael Cox both led training workshops this month. Sarah presented at the Colorado Teen Literature Conference in Denver, and both Sarah and Michael were presenters at the Colorado Library Consortium Spring Workshop in Pueblo.

#### **BARKMAN LIBRARY**

- Barkman volunteers provided 53 hours of work in April.
- 223 people attended Barkman programs during the month.
- Barkman's April book discussion group featured the book *Nuclear Power is Not the Answer* written by Helen Caldicott, with fourteen attending the book discussion presented by Don Pfost.
- Steve Antonuccio (Barkman Manager) gave a program on the history of the Alexander Film Company in Colorado Springs for the El Paso County Pioneers Association on April 22.

#### **LAMB LIBRARY**

- The library hosted a special presentation by Cheryl Cox on *Beginners Guide to Using Digital Cameras* with nineteen attending.
- Alicia Griebel (Children's Librarian) presented youth programming for 325 people.

#### **PUEBLO WEST LIBRARY**

- Door count for the month was 21,241. The library hosted 82 non-library programs during April in meeting rooms. Some of the groups using the rooms included the Music Makers, New Start Youth Services, and Stroke Survivors.

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- Library-sponsored events in April included Money Smart, Sewing Etc., Master Gardening, and programs for youth. 278 attended these programs.

### **LIBRARY @ THE Y**

- The Library @ the Y provided eight programs serving 149 people. Patron assists totaled 52 with a total gate count of 1,801.
- Programs for April included preschool story times with 140 participants.

### **FACILITIES**

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

- Worked with Fire Inspection Plus to conduct annual testing of the fire suppression system at the Rawlings Library.
- Worked with the Safety & Health Committee to complete fire evacuation training drill at the Pueblo West Library, and rearranged electrical devices used in Technical Services to eliminate safety hazards.
- Lawn sprinkler systems were brought online at each library location.
- Continued working with local school districts to donate surplus furniture with School District 70 taking several items.
- Coordinated with Outreach Services on the design and construction of a large sign to be placed on the property at the Rye Elementary School identifying the Satellite Library there.
- Rawlings Library mechanical equipment was serviced, including elevator car communication connections between the library and elevator dispatch personnel, computer server room air conditioning system, water chemistry testing, and emergency generator point checks.
- During the month of April, a total of 343 work orders were completed.

### **FINANCE**

- As part of the annual Audit, a consultant for Swanhorst & Company performed an application audit of cash collection at Rawlings and Pueblo West on April 6. Some good recommendations came out of that review, and Finance staff will work toward implementing small changes in procedures at all libraries this year, based on those recommendations.
- The formal 2011 Budget document compilation has been completed and submitted to the Government Finance Officers Association for review. This document will soon be available on the web site and will also be distributed to PCCLD Trustees, supervisors, and other stakeholders.

### **HUMAN RESOURCES**

- Kathy Kearney was promoted from part-time Clerk I in Youth Services to part-time Library Assistant for Pueblo West Library. Kathy holds a Bachelor's degree in Psychology from University of Southern Colorado and has been with PCCLD since 2008. Kathy has served in both the Teen Central and Youth Services areas and has enjoyed working with teens through other agencies as well. Her new role will focus on teen programming for Pueblo West.
- Kirsten Dees was promoted from Clerk I with Pueblo West to Library Assistant in Children's Services for the Pueblo West Library. Kirsten attended Pueblo Community College where she earned an Associate of Applied Science degree with a major as a Library Technician. Kirsten also received her Bachelor's Degree Library & Information Services from University of Maine at Augusta, and is currently pursuing a Masters Degree Library Science degree from Texas Woman's University.
- Carol Perea is making a lateral move from part-time Clerk I with Pueblo West to part-time Clerk I for Readers Advisory & Reference at the Rawlings Library. Carol has been working for PCCLD since June 2009. Carol has spent most of her career working in the banking industry until she began employment with PCCLD.

- Felicia Sanchez-Garbisio accepted the position of Hispanic Resources Coordinator within the Readers Advisory & Reference Department. Felicia has an Associate's degree in Education from Pueblo Community College and a Bachelor of Arts degree in Spanish with a minor in Chicano Studies from CSU-P. Her past work experience includes roles as a bilingual instructor with Cesar Chavez for four years and Adjunct Instructor for PCC. She is also well known as a bilingual story teller within the community.
- Abby Koehler was selected for an additional role as Integrated Library System (ILS) Software Administrator. This is a recently created position which will help build work efficiencies and maintain quality control in public services through use of the ILS. Abby holds a Master degree in Library Science from the University of Illinois.
- Caroline Vose was hired as a part-time Clerk I for Pueblo West Library. Caroline was previously a volunteer for Pueblo West. Her background work experience is in accounting.
- Nicholas Capozzola was hired as a Clerk I in Circulation this month. Nick has been a volunteer in Circulation for the past year. He holds a Bachelor and Master's degree in German Studies and is currently seeking a nursing degree.
- Adjustments are being made to improve Sunday scheduling at the Rawlings Library and for health benefits for part-time employees.
- The Nesbitt Committee hosted a St. Patrick's Day lunch and bake sale to raise funds for PCCLD employee events.

### **INFORMATION TECHNOLOGY**

- Performed a Network Assessment with Imaging Technology for VoIP phone installation, and finalized the VoIP phone system configuration and prepare for May installation.
- Repair 4<sup>th</sup> floor InfoZone Technology and AV requirements.

### **OUTREACH SERVICES**

- Met with representatives from School District 70 to discuss renewing partnership agreements between PCCLD and the school district. Similar meetings were held at Cesar Chavez Academy (CCA) and Risley Middle School in School District 60.
- It is noted that extra effort at the Risley Middle School satellite library has paid dividends with increasing use. For example, the March 2010 statistics had 52 circulations and 604 visits, and in March 2011 there were 181 circulations and 911 visits.

### **TECHNICAL SERVICES & COLLECTION DEVELOPMENT**

- In April, 5,567 items were added to the collection.
- Abby Koehler (Media Librarian) implemented Freegal, a downloadable music service for library customers.

### **COMMUNITY RELATIONS**

- Awards for the winners of the 2011 Design Your Own Dr. Seuss Character Contest were handed out Thursday, April 14 with 154 attending. There were a total of 1,588 entries.
- PCCLD is working in collaboration with Colorado Humanities in applying for a Packard Foundation grant in support of the second annual Voices of the Valley Chautauqua Festival. Additionally, signed contracts from both 2011 performers were returned. On Friday, July 29, Kevin Radaker will star as Henry David Thoreau at 6 p.m., and at 7 p.m. Brian Ellis will portray Charles Darwin. On Saturday, July 30, Radaker will play Walt Whitman at 6 p.m., and Ellis will bring C.S. Lewis to life at 7 p.m. All attendees are encouraged to bring a picnic dinner on both nights. All performances will again take place at CSU-Pueblo, thanks to their generous donation of the tent, chair rental and audio system.
- The first All Pueblo Reads meeting of 2011 was held on April 7. A logo designed by CSU-Pueblo Advanced Graphic Design student Aaron Fanning was selected. The 2011 APR book is *Hoot* by Carl Hiaasen. A \$2,500 grant was awarded by the Gay and Lesbian Fund for Colorado

in support of the Booklovers Blacktie Ball. Xcel Energy is a \$500 sponsor of the project. The Friends of the Library generously voted to underwrite the purchase of 56 tickets (\$5,600) for one student and educator from each middle school in Pueblo to attend the Booklovers Blacktie Ball.

- Midori Clark team-presented with Cora Zalatel of CSU-Pueblo on “Effective Communication” to the Latino Chamber’s Leadership class on Friday, April 1.

## **GIFTS & GRANTS**

- The library received \$20,000 from the Robert Hoag Rawlings Foundation to purchase a surface exhibit table as part of the InfoZone redesign project.
- Sponsors for the Summer Reading Club have started stepping forward:
  - Ronald J. Ragulsky provided a \$300 sponsorship.
  - Pueblo Zoo contributed 2,000 children’s zoo tickets.
  - HARP Authority contributed 2,000 boat ride tickets.
  - Sangre de Cristo Arts Center contributed 2,000 passes to the Buell Children’s Museum.
  - Texas Roadhouse contributed 2,000 free Kids Meal bookmarks.
  - Pueblo Records & Tapes donated \$50.
- Russell Shinn from New Mexico donated \$200 in support of Youth Services programming.
- The library received a \$250 Enterprise Zone contribution from Maria Appenzeller.
- Mrs. Kenneth Lovin from Colorado Springs donated a copy of the book *Her Story: A Timeline of the Women Who Changed America* by Charlotte S. Waisman and Jill S. Tietjen.

## **STAFF DEVELOPMENT**

- Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) participated in a webinar on Dia 101: Everything you need to know about celebrating Dia de los Niños on April 1.
- Alicia Griebel (Lamb Librarian) and Sarah Wethern (Teen Librarian) attended the Teen Literature Conference in Denver on April 2.
- Ten Youth Services staff participated in an Online Resources Update provided on April 6.
- Fifty-four staff from the library participated in one or both days of the CLiC Spring Workshop on April 7-8.
- Eleven staff from Pueblo West Library participated in an evacuation drill on April 14.
- Maria Tucker attended the Colorado-Wyoming Association of Museums Annual Conference in Durango, Colorado on April 14-17.
- Sarah Wethern attended the Health Department Tobacco Coalition Meeting on April 18.
- Teresa Valenti (Director of Technical Services & Collection Development) and Abby Koehler (Collection Development Librarian) attended the Sirsi Conference in Phoenix, AZ, April 18-21.
- Midori Clark attended a workshop on planned giving at Pueblo Community College on April 20.
- Francie Hurtado (YS Library Assistant) participated in an ALA webinar on Building Environments that Support Early Literacy on April 21.
- Amy Nelson (Literacy Librarian) attended the Government Publications Interest Group in Colorado Springs on April 22.
- Staff Orientation was provided for 15 new employees on April 26 and 28 at the Rawlings Library.
- Teresa Valenti (Director of Technical Services & Collection Development) and Rich Poll (Collection Development Librarian) attended Nook training by Barnes & Noble staff on April 27.
- Brian Palomar (Readers Advisory & Reference Library Assistant) attended the ILL Annual Conference in Fort Collins on April 27-29.
- Midori Clark attended a BTOP awareness webinar on April 28. Topics covered included the available marketing tools developed by the State Library and how to get the word out about the library’s BTOP initiative.



### **THANK YOU MESSAGES**

- The Colorado-Wyoming District of Optimists International sent a note thanking the library for the use of the Ryals Room for the Optimist Oratorical Contest.
- PCCLD received the following letter from Wolney Cunha which reads: “I am a client of Barkman Pueblo Library for 20 years now and, as such, I believe to have the authority to provide an evaluation about the services that my Library is providing to me and family. The strong points of the Library are many and varied. The excellence of the personnel, at least at Barkman, is the main asset of the Library. I am very pleased with the attention that my family and I have received in this 20 years and this goes from the Supervisor to the Security. I could not find one good worker at Barkman: they are all excellent. Unfortunately, I am unemployed for many years and cannot put money where my mouth is. However, I am an enthusiastic supporter of the Library, because of the high value service provided to my family. I have very good reasons to be skeptical of the government but Barkman Pueblo Library is valid and good evidence showing that sound government is not only possible but desirable too. I would appreciate it if you could forward this letter to the Governor, to show him how a good government can be achieved, using Barkman as a model. I am convinced that Barkman is a direct result of the leadership guiding the Library and the Executive Director is deserving of a good share of my appreciation. Even though I never met you, I would like to extend my thanks to you too. In your article at Library, news & events magazine, March 2011 you ask for suggestions and here are mine: a) continue the good work on CD movies; b) Acquire at least one copy of Jane’s Commercial Airplanes of the World.”
- PCCLD received the following comment from Theresa Trujillo: “I want to thank you for consistently providing space and accommodating the needs of area nonprofits. I appreciate Marilyn’s help in scheduling and the generosity of all the staff!”
- The library received the following email from Kathy DeHerrera: “Reviewing the library's annual report has reminded how much I appreciate the work done by you and your staff. I especially respect the efforts you have made to involve all segments of the community, to develop satellite locations, to support community literacy, and to improve technology availability. Thank you.”
- PCCLD received the following letter from Dan Lere in Congressman Scott Tipton’s Office: “Thank you very much for allowing us to use your facility for the display of our student artwork and the awards presentation. The library is a beautiful building that lends itself well to such events. Please thank your staff, especially Maria, Chris and Jennie for their hard work and cooperation to make this a memorable event for the students and their parents. ... Again, thank you for making this a significant event in the lives of some very talented high school students.”

Respectfully submitted,  
Jon Walker  
Executive Director