

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

March 17, 2011

READ OUT LOUD! A CELEBRATION OF READING

The 2nd Annual Read OUT LOUD! Celebration took place in February. This year the focus was on the book Faith and the Electric Dogs by Patrick Jennings, and featured a Pueblo visit by the author. The kickoff event was held on February 19 with 240 attending. Six additional Read OUT LOUD! programs were held on February 22-23 with 988 participants. Read OUT LOUD! in the classroom reached another 1,699 people. Read OUT LOUD! is coordinated by Michael Cox (Youth Services Manager) and endowed by the Friends of the Library.

STAFF DEVELOPMENT DAY

Library District staff members gathered for Staff Development Day on Monday, February 21. During the morning, Susan Spero—who has more than 30 years experience as an organization consultant, seminar presenter, keynote speaker, classroom teacher, executive coach and manager in the U.S., Canada, and Western Europe—coordinated a workshop on the *Challenges of Change*. After lunch, employees broke out into sessions to obtain additional SIRSI training, attend a Digital Technology Fair, or attend one of two customer service training events: *Dealing with Threatening People*, led by Sgt. Pat Heine from the Pueblo Police Department, or *Dealing with Mentally Ill People*, led by John DiMateo from Spanish Peaks Mental Health Center. During the afternoon break, employees gathered for a staff photo. Staff Development Day is coordinated by Sara Rose (Director of Human Resources).



CELEBRATING BLACK HISTORY: DR. PAUL HAMILTON

PCCLD co-sponsored a special event on February 26 in collaboration with the City of Pueblo and the Pueblo Human Relations Commission. The event featured guest speaker Dr. Paul Hamilton. Hamilton is a Denver educator, consultant, and community organizer with roots in the Bessemer neighborhood. Hamilton also is author of the book *African People's Contributions to World Civilizations: Shattering the Myths, Volume 1*. The event was presented in celebration both of Black History Month and 125th Anniversary of Bessemer's incorporation into the City of Pueblo. Senator Michael Bennett and City Council President Ray Aguilera joined 140 people in attendance in the Rawlings Library Ryals Special Events Room.

ADULT LITERACY TRAINING PROGRAM

PCCLD's new Adult Literacy Training Program has commenced. The program was first successfully piloted in 2010, and is now being supported with a grant from AmeriCorps. The first session for 2011 concluded in February with six adult learners receiving 105 hours of literacy training. The second six-week session will start with pretesting and group training sessions in March. Currently, sixteen students are registered for the second 2011 session of classes. Christina Sanchez (AmeriCorps) and Amy Nelson (Literacy Librarian) are overseeing the program.

RAWLINGS LIBRARY

Special Collections & Museum Services

- Thirty-one Document Delivery Requests were answered in February in Special Collections. Requests this month included the online obituary index and family members located in the City Directories. Daily Statistics show 520 customers assisted during the month. Special Collections accepted a major donation of Western History books from Mr. William Hill. The donation of 47 books, in mint condition, were processed and added to the collection.
- Attendance in the InfoZone in February was 2,785. The InfoZone showed sixteen films with 238 attending.
- Charlene Garcia Simms (Special Collections Librarian) provided a genealogy workshop on February 22 attended by 27 people.
- Volunteers from the Pueblo County-Historical Society have begun processing the Colorado State Fair Collection. This is collaborative project between the Colorado State Fair, The Pueblo County Historical Society and PCCLD.
- The InfoZone Theater was used as to hold meetings by *The Mountain Park Environmental Center* and *The Southern Colorado Equality Alliance*.
- The InfoZone hosted a program with Dr. Deborah Martinez on her recently published book, *Trade on the Taos Mountain Trail* with 12 people attending. There were 20 checkouts of her book over the course of six weeks.
- Four tours of the InfoZone were provided with 129 people participating.
- The Audubon Society partnered with the InfoZone to provide a program on butterflies. The program was attended by 25 people.
- *Discover Space*, an Interactive, 3-Dimensional Exhibit for libraries will be on exhibit through March 31 at the InfoZone.
- The position of Museum and Collections Coordinator was offered and accepted. Jennifer Bachelor will begin her new job on March 10. Jennie holds a Bachelor of Arts in History from The College of Wooster and received a Master of Arts in History/Public History in December 2010. She has worked at the University of Colorado-Denver in their Auraria Campus Library Archives, the Aurora History Museum, the Golden History Museum, and the Boulder History Museum.



Readers Advisory & Reference

- Systematic weeding of the entire non-fiction, oversize and large print collections has been completed. Next, the entire fiction collection will be tackled.
- Albert Lucero began volunteering as a Computer Tutor for the department in February by providing assistance six days each week. Carol Rooney (Readers Advisory & Reference Manager) provided computer training on Saturday, February 12, and on February 26 she was joined by Albert Lucero.
- Amy Nelson (Literacy Librarian) is working with Theia Bravo (Library Assistant) to continue weeding PCCLD's government document collection under new guidelines. Numerous government publications have been removed from storage to be offered to other state depositories. Additionally, Amy (Literacy Librarian) and Carol Rooney (Readers Advisory & Reference Manager) met with Jon Walker, Charles Hutchins (Director of IT), and Teresa Valenti (Director of Technical Services & Collection Development) to discuss technology issues related to migration to a digital depository collection.
- San Juana Delgado (AmeriCorps) is conducting ESL and Citizenship Classes at the Rawlings Library on Tuesday and Thursday evenings. The classes are coordinated through Pueblo Catholic Charities with support from PCCLD. An average of eleven students attend each class nightly.
- In InterLibrary Loan (ILL), 287 items were requested and 222 items were borrowed from other libraries for our customers. Staff continues working on new procedures for better collaboration between Collection Development and InterLibrary Loan. ILL is now paperless relying on computer systems to track items.
- Kay Loeber (Electronic Resource Librarian) staffed AskColorado 40 hours and responded to approximately 107 questions.

Youth Services

- Youth Services provided 76 programs serving 2,445 people. Programs included those for Head Start, CSU-Pueblo International students, Parkview, and a meet the author visit.
- Patron assists at both the YS and Teen Central public service desks totaled 1,177.

BARKMAN LIBRARY

- Barkman volunteers provided 33 hours of work in February.
- Maria Smyer (Barkman Library Assistant) and Paula Pryich (Librarian) did their typical great job in February of providing quality storytimes for 160 individuals.
- Barkman's February book discussion group featured poetry shared and read by each discussion group member. Twelve people attended the February meeting and celebrated the art of poetry.
- Barkman's February display featured artifacts from the Martin Luther King home in Pueblo, and Ruth Steele shared some of her historic artifacts for the display case celebrating Black History month.

LAMB LIBRARY

- A number of book displays were created, including If you Like Jude Deveraux..., Love your Pets, President's Day, Heart Healthy Month, C.J. Box, Celebrate Black History Month and Married Women in Fiction.

- Stephanie Crawford (Library Assistant) hosted a Natural healing, essential oils, and massage therapy program which was presented by Phyllis McCarthy, PTA LMT.
- Alicia Griebel (Children's Librarian) presented story times for 297 individuals. Some of the themes this month were Spiders, Lunar New Year, Hearts and Love Bugs. Alicia also presented teen activities for eight teens this month.

PUEBLO WEST LIBRARY

- Door count for the month was 18,844. The library hosted 51 non-library meetings during February in the meeting rooms. Some of the groups using the rooms included the Southeastern Library Directors, CSU Department of Nursing, and Knights of Columbus.
- Lori Burner presented a program on February 19 called "Lasting Memories," in which she gave a presentation about preserving family memories and memorabilia. There were three invited speakers who discussed their own family histories, and 40 people attended this interesting program.
- "Fun with Clay" was the theme of the February 8 homeschooling session. Children and their parents learned how to make clay from common household ingredients and were given time to play and create using their homemade clay with fifty attending.
- The annual celebration of Dr. Seuss' birthday was held on Saturday, February 26, and several teen volunteers helped Elizabeth Flores (Library Assistant) work game stations, craft stations, and provided birthday cake and beverages. This is an event that families and staff look forward to every year with 46 attending.



- The monthly family storytime theme on February 15 was "Be my valentine!" Becky Willowood (Librarian) read stories. and the group of 28 made valentines.
- Time for Tots, held on Tuesday mornings, had four programs with 97 attending. Preschool Storytimes, held on Thursday mornings, had three programs with 86 attending.
- The Anime Club met on February 3 and 17, with 9 and 15 teens attending, respectively.
- Besides the Anime Club, which meets the first and third Thursdays of the month, there were two teen programs: the first was an activity-based program, and the second was a craft program. For February, the activity program was called "Honey if you love me, won't you please, please smile," with kids playing old favorite games like musical chairs and other group games with 27 teens attending this fun program on February 10. The craft program was creating a pocket game pouch/board with fabric and game pieces with 15 attending on February 24.

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- Unfortunately, the after school tutor has concluded her volunteer work with the library. She was a wonderful addition to the volunteer staff and helped many children with their school work. The Pueblo West computer tutor and Piano Marvel tutor continue to come in regularly to assist in those areas. Two new volunteers, Kristina Ayvez and Alma Williams, are helping with various projects around the library.

LIBRARY @ THE Y

- The gate count at the Y Library continues to improve with 1,584 visiting the library in February 2011 vs. 1,068 in February 2010.



FACILITIES

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

- Worked with Encore Electric and Main Street Power on finalizing the photovoltaic project at the Rawlings Library.
- Formulated final plan on replacement of copper parapet cap, metal edging and window sills at the Rawlings Library.
- Worked with Mohawk Group on the replacement of the warranted carpet squares on the 2nd floor of the Rawlings Library in the Internet computer area
- Worked with electrical contractors on the price bidding of electrically linking power from the emergency generator power to the current UPS located on the 1st floor of the Rawlings Library.
- Worked with local vendors on price quotes for improving after-hours building security at the Barkman Library.
- Worked with local vendors on the replacement of warranty refrigeration compressors at the Pueblo West Library and the Barkman Library.
- During the Month of February 2011, a total of 324 work orders were completed.

FINANCE

- A check for \$9,000 was issued to Arbitrage Compliance for consulting services. It is a legal requirement to calculate potential arbitrage for every bond issue, and refund any interest earnings on the bond proceeds that exceed debt service interest payments. The bond documents for the \$14,000,000 issue that financed the Rawlings Library require the County to have such calculations done, and require PCCLD to pay for the calculations.
- The storage room at 622 S. Union is slowly but surely being cleaned out. Several libraries have gratefully accepted donations, and the Facilities Superintendent of District 60 will meet with Al Perea to determine if there are items that might be useful to the schools.
- Proposals in response to PCCLD's RFP for banking services were due on February 22, and four proposals were received. The RFP was published on the PCCLD web site, e-mailed to a number of banks in Pueblo, and a notice of bid was also published in *The Chieftain*. The four respondents were: Vectra Bank, Sunflower Bank, US Bank and Wells Fargo. Review of the proposals is in process, and a final selection is scheduled to be completed by March 14.

HUMAN RESOURCES

- There are currently the following open positions: Purchasing Specialist, Hispanic Resources Coordinator, Librarian with Emerging Technology Emphasis, ILS Software Administrator, and Archives Coordinator.
- Adult volunteer hours for the month of February were 514.25. Total volunteer hours equaled 1,177.80, valued at \$23,850.45 (Estimated by Independent Sector's figure of \$20.25 per hour for each volunteer hour contributed).
- Teen Volunteers contributed a total of 91.25 hours.

- PCCLD's February 2011 Volunteer of the Month Award went to Natasha Gonzales who volunteers at the Barkman Library. Natasha is one of our teen volunteers, who is also a homeschooler, and she has worked with us during the recent weeding process at Barkman. Even though she is only 16, she is like having another staff person and is a reliable and knowledgeable shelver. She is bright and hardworking and would like to pursue a career as a librarian in the future. Barkman staff cannot say enough about the quality of her work and what a great addition she has been to the volunteer staff.

INFORMATION TECHNOLOGY

- Staff is finalizing the configuration for the new VoIP system with the expectation of signing a contract in early March and installation to occur by May.
- A walkthrough was conducted with Frontier Business Products for evaluation of printer/copier usage.

OUTREACH SERVICES

- Renee Montano (Outreach Assistant) assisted Sara Rose (Director of HR) in hosting the Volunteer Quarterly luncheon on February 4.
- Cate Mugasis (Outreach Assistant) represented PCCLD at the annual Children First Resource Sharing Day on February 4 in the PCC Ballroom. She had a booth with Books in the Park scrap books from the last four summers, and a sign-up sheet for people who would like to be notified when the Books in the Park 2011 schedule is ready.
- Books in the Park planning meeting was held on February 15 at the Pueblo Parks and Recreation office. Attendees included Cate Mugasis (BIP Coordinator), Barbara Brown (Outreach Manager), Jeff Berger (Boy Scouts), Lisa Sanchez and Kimber Berger (Girl Scouts), Mike Sexton and Bernadette O'Keefe (Parks & Rec), and Edd Fishback (YMCA). PCCLD plans to provide the service at Bessemer Park and Quinto del Sol this summer.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- A total of 4,105 items were added to the collection in February.
- Rich Poll, Abby Koehler and Elizabeth Flores (Collection Development Librarians) attended a webinar on Collection HQ. This is essentially a selection outsourcing tool that we are very interested in. Staff will be doing further research and possibly recommending its purchase.
- Abby Koehler (Media Librarian) met with several teen and youth services staff to develop selection profiles.
- Elizabeth Flores (Juvenile Collection Development Librarian) continues to progress in her new position. She is developing relationships with several key staff and is learning to use TitleSource3 more effectively.

GIFTS & GRANTS

- Henry & Anna Roman made a \$50 contribution in response to the Library's invitation for year end gifts.
- The Nick Garone Foundation made a \$1,000 gift to the Rawlings Library.
- Vectra Bank made the final \$2,500 installment of its \$10,000 pledge in support of the Pueblo West Library.

STAFF DEVELOPMENT

- Carol Rooney (Reference & Readers Advisory Manager) participated in an ALA TechSource Workshop by webinar on February 1.
- Five members of the NIT (New Information Technology) Committee participated in a webinar on Using eBooks and eReaders in Your Library on February 1.
- Kay Loeber (Electronic Resource Librarian) participated in an online seminar on Integrating eBooks and eReaders on February 1.
- Sarah Wethern (Teen Librarian) attended CAL Leadership Training in Denver on February 3-4.

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- Chris Brogan (Chief Financial Officer) attended a retreat of the CAL (Colorado Association of Libraries) Board in Monument, Colorado on February 12.
- Sarah Wethern (Teen Librarian) and Felicia Sanchez-Garbiso (Youth Librarian Assistant) attended “How to Create a Culture that Cares for Kids,” by James Vollbracht at PCC on February 10.
- Michael Cox (Youth Services Manager) attended the Colorado Library Development Council on February 14.
- Kay Loeber (Electronic Resource Librarian) provided an Online Resource Overview for seven Barkman staff members on February 15.
- Amy Nelson (Literacy Librarian) attended the monthly Government Documents Meeting in Boulder on February 18.
- Ninety-eight employees attended the Staff Development Day where the Challenges of Change was presented on February 21.
- Kay Loeber (Electronic Resource Librarian) provided an Online Resource Overview for seven Lamb staff members on February 22.
- Abby Koehler (Media Librarian), Sarah Wethern (Teen Librarian), and Michael Cox (Youth Services Manager) participated in an online Handheld Librarian 4 Conference on February 23-24.

THANK YOU MESSAGES

- Noreen Riffe, who recently retired as Special Collections Supervising Librarian, wrote the following: “I would like to thank you for the wonderful retirement reception, bookends, Barnes & Noble gift certificate, and all of the other kindnesses you provided upon my retirement. I greatly appreciate your thoughtfulness and kindness. I know I shall enjoy using them during my retirement.”

Respectfully submitted,
Jon Walker
Executive Director