

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
February 24, 2011

VOICES OF THE VALLEY CHAUTAUQUA

Colorado Humanities recently announced a \$5,000 grant to the Pueblo City-County Library District in support of the second annual Voices of the Valley Chautauqua festival to be held later this summer.

NEW HIRES

A number of new hires have joined PCCLD in recent weeks. These include the hiring of Jane Palmer as the Director of Public Service, Charles Hutchins as the Information Technology Director, Deborah Krauth as Business Services Librarian, Nick Potter as Marketing Coordinator, Sara Benham as Program and Events Coordinator, Jaclyn Baros as a Clerk 1 at the Lamb Library, and Crystal Talley as a Clerk 1 at the Lamb Library. In addition, Elizabeth Flores accepted an assignment as Collection Development Librarian for juvenile literature.

We happily welcome these new employees. Jane is returning to PCCLD after having previously served here as the Youth Services Supervising Librarian. Jane holds both a Master is Library Science and a Masters degree in Counseling.

Charles joins PCCLD after having served earlier as IT Manager for Kellogg, Brown & Root and as Network Administrator for Pueblo County. Charles has a Bachelor's degree in Computer Information Systems and a Masters in Business Administration with a focus on Technology Management.

Deborah is joining PCCLD from the Topeka and Shawnee County Public Library (KS). Prior to this, she has served as a Library Trustee for the Ames Public Library in Iowa and also served as their attorney. She holds both a Masters in Library Science from Emporia State University and a Juris Doctorate from the University of Iowa.

Nick has worked in marketing since earning his Bachelor's degree from Colorado State University-Pueblo, including work at the university, with the Chamber of Commerce, and with Pueblo Bank & Trust. Nick also holds a Masters degree in Organization Leadership from Colorado State University.

Sara Benham is a graduate of the University of Denver with a major in Communications. She also has matriculated for one year in the Masters of Accountancy program at DU. Sara joins PCCLD after having served earlier in a similar capacity for both the Larimer Group and the Wildlife Experience in the Denver area.

Jaclyn was previously a volunteer at Rawlings for several months, and Crystal Talley is currently a student at PCC in the Library Technician field.

Elizabeth, who already works part-time as a Library Assistant at Pueblo West, earned her Masters degree in Library Science recently with the support of scholarships from the Friends of the Library.

VIDEO GAMES

Sarah Wethern (Teen Services Librarian) announced recently some changes that have occurred with PCCLD's video game service. The collection is no longer just a pilot program but is becoming a regular service the library provides. Here are some of the changes that are taking place:

Executive Director Report
February 24, 2011 – 2

- Rawlings, Pueblo West, Barkman, and Lamb will have video games on their shelves to offer customers
- Video games will now be in locked cases so they will be out on a public shelf for easy browsing
- Customers will be able to check out two video games per library card for a one week period
- This will be a floating collection

The video game collection also is growing. There will be a wider selection of materials for customers to choose from designed for use on the three major gaming systems: Playstation 3, Wii, and Xbox 360. Selection will be an ongoing process now through the collection development department as part of the library's commitment to growing and improving this collection.

OCLC

Jon Walker has been nominated as a candidate for the OCLC Council. He is one of 31 nominees for sixteen vacant seats. Terms are for three years. The election will occur in March.

TAX INCREMENT FINANCING IMPACT CONTINUES TO GROW

As the Board of Trustees is aware, the negative impact on PCCLD 2011 revenues from the City of Pueblo's Urban Renewal Tax Increment Financing (TIF) program is \$254,544. This represents a significant increase over the 2010 revenue reduction impact of TIF, which totaled \$80,990. Public schools and other county government services are impacted, too. For example, Pueblo County recently shared this table:

**Pueblo County
TIF District Impact on Property Taxes**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
TIF District Increment	3,007,873	2,062,524	5,749,048	8,682,697	15,426,749	45,846,470
County Mill Levy	29.999	29.999	29.999	29.999	29.999	29.999
Taxes diverted from County	\$ 90,233	\$ 61,874	\$ 72,466	\$ 260,472	\$ 462,787	\$1,375,348

Pueblo City Schools recently shared that in 2011 the impact on their budget is a \$1,151,693 reduction in funds, while Pueblo District 70 is experiencing a \$636,207 impact due to TIF. Below is a table from the Treasurer's office showing where the funds are being diverted:

TIF DISTRICTS	County Portion	District 60 Portion	District 70 Portion	Library Portion	City Portion
DOWNTOWN 1	\$ 70,881	\$ 59,355	\$ 32,788	\$ 12,795	\$ 36,952
SOUTH SANTA FE	\$ 670	\$ 561	\$ 310	\$ 121	\$ 349
NORTH PUEBLO	\$ 22,652	\$ 18,968	\$ 10,478	\$ 4,089	\$ 11,809
DOWNTOWN 2	\$ 184,886	\$ 154,820	\$ 85,524	\$ 33,373	\$ 96,384
LAKE MINNEQUA	\$ 154,162	\$ 129,093	\$ 71,312	\$ 27,828	\$ 80,368
THUNDER VILLAGE	\$ 2,193	\$ 1,837	\$ 1,015	\$ 396	\$ 1,143
ST CHARLES IND PARK	\$ 939,904	\$ 787,059	\$ 434,780	\$ 169,661	\$ 489,989
AMOUNT TO TIF DISTRICTS/ENTITY	\$ 1,375,348	\$ 1,151,693	\$ 636,207	\$ 248,263	\$ 716,994

FISCAL YEAR CLOSE

There are few things more important to a public library than its selection and procurement of new books and other library materials. In 2010, the Technical Services and Collection Development team did an outstanding job of selection and procurement. In the final analysis, from the original allocation of \$1,177,771, the team encumbered or spent all but \$25,702.21.

INFOZONE ATTENDANCE RECORD

The InfoZone Museum welcomed 35,000 visitors in 2010. This is an all-time record, and represents an increase of 1,558 visitors over 2009.

EMPLOYEE STEERING COMMITTEE

The Employee Steering Committee continued its work in 2010. In January, the committee issued a report to all employees summarizing its efforts for the year. The committee dealt with many issues in 2010, including reviewing options for employee health insurance, part-time employee health coverage options, the impact on PCCLD of the November 2 election, planning for staff development days, implementation of the new online time clock, the new Flexible Spending Account benefit, the new Wellness Counts program, the new Abra Workforce Access service, 2011 budget planning, and changes to employee benefits.

At the end of 2010, four individuals accepted invitations to join as new members of the committee: Cate Mugasis (Outreach), Brenda Nemick (Lamb), Natalie Gallegos (Youth Services), and Elizabeth Flores (Pueblo West). These four will work alongside continuing members Bill Seidel (IT), Brian Palomar (RRA), Dawn DeLaura (Y), Jan Herrera (Circulation), Maria Smyer (Barkman), and Rick Lucero (Facilities). Jon Walker and Sara Rose (Human Resources) serve as ad hoc members of the group. It also is important to thank outgoing committee members Connie Curtis (Pueblo West), Isobel Drysdale (Technical Services), and Stephanie Crawford (Lamb) for their contributions these past few years.

The role of the Steering Committee is to meet regularly with the Executive Director to sift through feedback from all sources, consider important issues, represent the best interests of the District as a whole, and provide 360-degree communication.

RAWLINGS LIBRARY

Special Collections & the InfoZone Museum

- Fifteen document delivery requests were answered in January. Requests this month include the online obituary index, and family members located in City Directories.
- Daily Statistics show 485 customers assisted during the month.
- Volunteers worked 70.25 hours in January on a variety of projects.
- Staff and volunteers continue to work on several projects including indexing the obituaries, WPA records, military notebooks, and *Pueblo Chieftain* newspapers.
- Volunteers from the Pueblo County-Historical Society are beginning to process the Colorado State Fair Collection. This is a collaborative project between the Colorado State Fair, The Pueblo County Historical Society and PCCLD.
- The National Park Service requested use of a photo from the collection. The photo will be used in an interpretive panel at the Pecos National Historic Park.
- Interviews are currently being conducted to fill the position of Archives and Collections Coordinator.
- Attendance in the InfoZone in January was 2,291.
- The InfoZone showed eighteen films with a total attendance of 356.
- The InfoZone was used to hold meetings by One Colorado, The Southern Colorado Equality Alliance and School District 70.
- From February-March 2011, *Discover Space*, an interactive, 3-dimensional exhibit for libraries will be on display at the InfoZone.
- Interviews are currently being conducted to fill the position of Museum and Collections Coordinator.

Readers Advisory & Reference

- The Adult Literacy program had a successful first month. With the help of AmeriCorps member, Christina Sanchez, we are currently providing individual tutoring to five students. Additionally, six new students have pre-registered for the next six-week session that begins in March.
- George Fosu (Volunteer) offered computer training twice, on January 15 and 29.
- Amy Nelson (Literacy Librarian) attended the monthly meeting for the Government Publications Interest Group on January 21. This provided an opportunity to discuss options for PCCLD's anticipated migration to a digital government documents collection.
- San Juana Delgado (AmeriCorps member) conducts English as a Second Language and Citizenship Classes at the Rawlings Library on Tuesday and Thursday evenings. The classes are coordinated through Pueblo Catholic Charities. Ten to twelve students attend each class.
- About two-thirds of the adult non-fiction collection has been reduced and spruced. The program is progressing quickly, and the adult fiction collection will be tackled next. The shelves in Readers Advisory & Reference look great. It will be interesting to compare circulation statistics once the program is complete.
- InterLibrary Loan processed 601 items.
- PCCLD contributed 41 staff hours and responded to 93 questions for the AskColorado statewide virtual reference service.

Youth Services

- Youth Services provided 66 programs serving 1,502 people. Patron assists at both the YS and Teen Central public service desks totaled 1,385.
- Program presentations included Headstart, the YMCA, Haaff Parent Night, the PCC Children's Literature Class, the Teen Advisory Board, Pleasant View Middle School Career Day, and Teen Scene.
- CALLI mentor meeting attended by Sarah Wethern with her mentor Kari Baumann, director of Elbert County Library district on January 24.
- Michael Cox (Youth Services Manager) attended the Early Childhood Council on January 27.
- Sarah Wethern (Teen Librarian) was awarded a \$1000 Baker & Taylor/YALSA Conference Grant to attend the ALA Annual Conference this summer. She is the sole public library recipient.
- Sarah Wethern (Teen Librarian) received confirmation that she will be presenting at the upcoming Colorado Teen Literature Conference for the second year in a row. Her talk is titled "Filthy Rotten Grief-stricken Sex (& What to Do if You're too Deaf to Hear it): Contemporary YA Lit and How to Use it." The talk deals with contemporary young adult literature getting short shrift in libraries and discovering how you can spark excitement and curiosity with stories written that tackle the wide variety of modern problems and situations teens face every day, and learning where to look, how to approach, and ways to engage with this diverse and rich literary landscape.



New puppets added to the collection with support from contributors

BARKMAN LIBRARY

- Barkman's volunteers continue to play a crucial role in our operation with a total of 44.25 hours in January.
- Maria Smyer (Library Assistant) and Paula Pryich (Librarian), gave story time programs to 29 people during the month of January.
- The January Book Discussion group had 3 people attending the program, and featured the book *Island Beneath the Sea* by Isabel Allende.
- Barkman's December and January display featured a miniature train display provided by one of Barkman's customers, John Lest. The display featured his personal collection of miniature trains and train paraphernalia.
- Unfortunately, Barkman's new electronic screen and computer were stolen after closing the evening of January 31. The thieves broke the front window and stole the LCD television from the wall. Fortunately, nothing else was stolen or damaged other than the window being broken. This equipment was purchased with Friends of the Library grant money, and we plan to replace it.

LAMB LIBRARY

- Stephanie Crawford (Library Assistant) set up displays for Have a Healthy New Year, Plan Your Winter Vacation, Organize Your Clutter, I Have a Dream....Martin Luther King, Iris Johansen books, and If you Like Stella Cameron.
- Alicia Griebel (Children's Librarian) presented toddler and preschool story times for 170 people. Some of the themes were Polar Bears, Winter, Penguins and Garbage Trucks. Other programs by Alicia during the month were presented for an additional 181 individuals.

PUEBLO WEST LIBRARY

- Door count for the month was 16,784. The library hosted 49 non-library meetings during January in our meeting rooms. Some of the groups using the rooms included the US Forest Service, Colorado Department of Education, and Pueblo Neighborhood Crime Watch.
- Programs included a talk about changes to the tax laws with seven attending, a homeschool program with 38 attending, a Bright Beginnings group for interested parents and children, storytimes with 7 attending, an American Girl Tea Party with 34 attending, four Time for Tots programs with 155 participants, three Preschool Story Time programs with 100 participants, and the Anime Club with 20 teens. Besides the Anime Club, which meets the first and third Thursdays of the month, there are two teen programs each month: the first is an activity-based program and the second is a craft program. For January, the activity program was Extreme Game Night, with kids playing giant, life-sized board games with 13 teens attending this program on January 13. The craft program was using Shrinky Dinks to make windchimes with 19 teens attending the January 27 program.
- Pueblo West Library's after-school volunteer tutor is one of the most popular people in the library! She takes appointments on Thursday afternoons and Saturday mornings each week. She took a break early in the month, and was ill during the middle part of the month. She had 5 participants on January 27 and another 3 on January 29.
- The Pueblo West Library also has a computer tutor and Piano Marvel tutor coming in regularly to assist in those areas.



LIBRARY @ THE Y

- The Library @ the Y started off the year with good numbers. The total gate count for January 2011 was 1,515 compared with January 2010 count of 993.
- The library teamed with the Y Preschool program for three different storytimes.

FACILITIES

Executive Director Report February 24, 2011 – 6

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

- The Beulah Library Satellite and the Rocky Ford Library have taken surplus furniture donated from the PCCLD surplus area.
- Completed the RFP process for the copper panel parapet caps and window sills which were damaged by a major hail storm.
- Worked to resolve fire panel issues at the Pueblo West Library. A surge of power damaged the fire panel where a new power supply and other communication electronic devices will be replaced. Also, as an additional safety measure for the panel, an additional surge suppressor will be installed between the power feed and the panel.
- Worked with Encore Electric on the photovoltaic project at the Rawlings Library.
- Mechanical Tasking continues with the completion of:
 - Testing of elevator phone car connections into elevator service dispatch for communication connections at the Rawlings and Lamb Branch Library.
 - Fire Extinguisher inspections completed at the Rawlings Library.
 - Service of the restroom exhaust fan at Rawlings.
 - Service of rooftop packaged units and completed combustion analysis at the Pueblo West Library.
 - Serviced 15-hp pump/motor and reflective pond at Rawlings.
 - Serviced AHU # 1 at Rawlings.
 - Serviced Nortec Humidifier in the vault area at Rawlings.
 - Serviced cooling tower pump #9 circulator at Rawlings.
 - Serviced cooling tower sump tank at the Rawlings Library.
 - Serviced Liebert air condition unit at Rawlings.
 - Water chemistry testing at Rawlings.
- During the Month of January, a total of 312 work orders were completed.

INFORMATION TECHNOLOGY

- Progress continues with VoIP system to upgrade PCCLD's telephone system. Final details are being decided before contract is written with Imagine Technologies for an IP Office solution. Estimating an installation of the system in the spring of 2011.
- IT is working with SIRSI to determine the best path forward to upgrading both software version and hardware.
- New web platform and content management system Drupal has been installed and is being tested to determine its capability as a replacement for the external website as well as internal web applications.

OUTREACH SERVICES

- Renee Montano (Outreach Assistant) helped Karla Brown, new Satellite Clerk at South Mesa Elementary School, with SIRSI training, time clock procedures, courier issues and other matters.
- The first "Senior Invite" was held on January 14 at the Craver Middle School Satellite Library. Darlene Smith (Craver Satellite Clerk) helped individuals with questions about things such as how to put a book on hold, reserving audiobooks, and how to set up a free account. Internet searches were discussed with some who were interested. The total count for the event was 23.
- Karla Brown (South Mesa Satellite Clerk) held the first American Girl Book Club on January 24 with twelve attending.
- Tanya Gregory (Risley Satellite Clerk) is hosting Monday Movie Madness in the Risley Satellite.

- We are making plans to move the east side Books in the Park location from Mitchell Park to El Centro del Quinto Sol. The new location holds many advantages such as a pavilion for shade, the nearby building for restrooms and shelter from inclement weather.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- A total of 4,753 items were added to the collection in January.
- Abby Koehler (Media Librarian) is chairing an effort to revise PCCLD ILL procedures.

GIFTS & GRANTS

- The Library received two Enterprise Zone checks from Pueblo County for contributions received late last year. One was for \$800 covering contributions received from Dr. R.J. Black Schultz, Thomas Meehan, and Doris Blanton. The second was for \$1,300 covering contributions received from Drs. Robert and Sara Tonsing, Carol King, Debra Jones, and P. James Wallace, Jr.
- The Friends of the Library presented a check to the library for \$9,054.87. This includes support for the following:
 - \$4,000 for Read Out Loud program
 - \$4,375 for the project request for staging equipment
 - \$120 for the project request for a glue gun
 - \$367.75 for the project request for a buffer
 - \$50 for the Pueblo Girl Essay Contest
 - \$142.12 for Women's History Week Awards.
- Vectra Bank provided a \$50 donation in support of the Library's Pueblo Girl Essay Contest.
- William Hill provided the library with multiple titles from his collection of Western History books.

STAFF DEVELOPMENT

- Rebecca Willowood (Pueblo West Librarian) attended a two-day workshop on How to Communicate on January 11-12.
- Cindy Shimizu (Pueblo West Library Manager) attended a Supervisory Class in Colorado Springs provided by Mountain States Employers Council on January 18-19.
- Amy Nelson (Literacy Librarian) attended the Monthly Government Documents Meeting in Denver on January 21.
- Sarah Wethern (Teen Librarian) attended the CALLI (CAL Leadership Institute) webinar on January 21.
- Tiffany Turner (Circulation Manager) attended Colorado Libraries Circulation Network Meeting in Colorado Springs on January 21.
- Michael Cox (Youth Services Manager) attended a seminar on Inspiring Confidence in Uncertain Times, hosted by the Small Business Development Center at PCC on January 25.
- Teresa Valenti (Technical Services & Collection Development Manager), Kay Loeber (Electronic Resources Librarian), Carol Rooney (Manager and Readers Advisory & Reference), Rich Poll (Collection Development Librarian), and Steve Antonuccio (Barkman Library Manager) participated in a Webinar on Purchasing eBooks for Libraries on January 25.
- Carol Rooney (Readers Advisory & Reference Manager) attended the ALA Tech Source webinar on January 25.
- Fourteen supervisory staff participated in supervisory training provided by Dr. Ben Leichtling on January 26.
- Kay Loeber (Electronic Resource Librarian) participated in the monthly Colorado State Library website chat on "Restorative Librarianship" on January 26.
- Kay Loeber (Electronic Resource Librarian) participated in the Library Journal sponsored webinar on: "Libraries are Essential: Providing Core Services for Libraries" on January 27.

THANK YOU MESSAGES

- Marilyn Baillargeon (Director of Public Relations Assistant) received a thank you note from U.S. Forest Service which reads: “Thank you so very much for allowing us to use the library for our recent meeting. The facilities were excellent and made for a very productive meeting. Thank you again.”
- Margaret and Bud Benz wrote the following thank you note: “Thank you for inviting us to join in the festivities in thanking the Library retirees for their contributions to the Pueblo Library and community. It was a pleasure wishing all our friends glad tidings in the future. The evening was delightful. What a sparkling send off! Hats off to all involved and thanks again for including us in all the fun!”

Respectfully submitted,
Jon Walker
Executive Director