

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
January 26, 2012

Special Collections & Museum Services

- Twenty Document Delivery requests were answered in December. Requests this month included obituary, genealogy, research requests and use/purchase of historic photos. We are currently using SIRSI to mark items used in order to track in-house use since the collection does not circulate. This tracking method will provide more accurate statistical information regarding the use of the collection. The report shows 629 materials used in December.
- The State Fair collection is currently being re-housed using proceeds of an IMLS grant and in partnership with the Pueblo County Historical Society.
- A grant funded preservation assessment report was provided by Conservator Karen Jones. Staff is working on re-housing a small portion of the historic photo collection.
- Volunteers are working on several projects including entering the oral interview inventory into a database and clipping *The Pueblo Chieftain* for our vertical files. Staff is also working to clean the vault and inventory more items.
- Tabitha Davis (Special Collections Clerk) is working with Abby Koehler (ILS Administrator) to proof and clean up 155,810 records in the Obituary Database that are currently in SIRSI that will be moved to a searchable database.
- Maria Tucker (Special Collections & Museum Services Manager) has drafted an RFP seeking consultants to create a digitization plan for the Special Collections. The RFP should be posted in January 2012.
- A basic grant writing workshop was held on December 8 as part of the activities of the Doris Kester/Southern Colorado Community Foundation Nonprofit Resource Center with 20 attending.
- Attendance in the InfoZone Museum in December was 1,730. Year to date attendance is 27,831.
- The InfoZone showed thirty-four films in December with 315 total attending.
- Two school tours visited the InfoZone with a total attendance of 95.
- Pueblo Diversified Industries toured the InfoZone with a total attendance of eight.
- The Southern Colorado Equality Alliance used the InfoZone to host a World AIDS Day event and to display local AIDS Memorial Quilts.
- Staff is working with Quatrefoil Exhibit Design to complete the development of the Touch History timeline exhibit. Staff is researching historical events and gathering digital content from the collections to use for the exhibit.
- Maria Tucker (Special Collections & Museum Services Manager) is working on the completion of this project and working on completion of the final details of the project. Exhibit fabrication and electrical installation have been scheduled for February 27 through March 2. The Rawlings Foundation will meet at the Library on March 9 to view the new exhibits. A grand opening will be scheduled for April with details to be determined.

Reference & Readers Advisory

- Andrew Bregar (Emerging Technology Librarian) continued offering technology classes and programs in December with 82 attending five presentations.
- Barry Gonzales continued to offer Spanish classes on Saturdays. Because of the popularity of the program, he has broken the sessions into two parts – Beginner Level and College Level. Because of the holidays, he only offered classes on two Saturdays during December. A total of

Executive Director Report January 26, 2012 – 2

25 students attended his classes in December. He plans to continue offering the classes on Saturdays starting on January 14. The classes will be held in the Thurston Room at 12:00 noon and 4:00 p.m. Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) also plans to offer a Spanish Conversation session led by a volunteer from 2:00-4:00 p.m. each Saturday.

- A mural by David Ocelotl Garcia was completed and delivered to PCCLD. A reception and unveiling on permanent display of the mural in the Hispanic Resource Center at the Rawlings Library and the publication of the book on local Hispanic history by Dr. David Sandoval is planned for March. Both the book and the mural were paid for in large measure by grants from Colorado Humanities.



Gorsky presented the program, "You and Your Grief During the Holiday Season."

- Nina Dockery discussed her book *Sexy at 60*.

Youth Services

- Youth Services provided 38 programs with 849 people attending.
- Multiple programs were developed to provide young customers engaging activities during the school break, including puppet shows for kids and teen programs.
- Maria Kramer (Teen Librarian) has been invited to write a chapter about Readers Advisory for the Young Adult Library Services Association's 2012 Summer Reading Manual.

- The Adult Literacy Program continues to grow. The program was awarded a Friends of the Library grant to match PCCLD funds to purchase books and other resources for the tutors to use with students.
- The dedication of the Sangre de Cristo Collection occurred on December 8. After the dedication ceremony, Ami



BARKMAN LIBRARY

- Barkman provided public programs in December that attracted 89 individuals.
- The December book discussion group featured holiday books. The program was attended by fifteen people.

LAMB LIBRARY

- Book displays featured works by Iris Johansen, Stephen Frey, and Daniel Silva, also *All Things Chocolate* and *Everything Christmas*.
- Alicia Griebel (Children's Librarian) presented children's programs that attracted 293 people and teen programs that attracted a variety of participants on themes such as Anime, zombies, and films.

PUEBLO WEST LIBRARY

- Door count for the month was 15,055. The library hosted 63 community meetings during December in the Pueblo West Library meeting rooms.
- Pueblo West Library sponsored a program to address "Grief and loss during the holidays" held on December 14 with 12 participants.
- Author Nina Dockery, a self-published author of a romance novel entitled *Sexy at Sixty*, presented a program called "Coffee with a local author" on December 9. Eight individuals attended.
- 305 people attended a variety of children and teen program offerings during December.

LIBRARY @ THE Y

- The Library @ the Y provided four programs serving 95 people. The monthly gate count totaled 1,551.

FACILITIES

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

- Completed the three-bid process in the selection of a carpet installation contractor. Miketa's Floor Covering was selected and has installed replaceable carpet squares in the Ryals Room at the Rawlings Library. The project was completed during the week of December 19.
- Continued working with the InfoZone Manager on the reconfiguration of the 4th floor InfoZone. The InfoZone Manager has selected the type of lettering which will be placed on the atrium wall between the 3rd and 4th floor landings. Facilities staff worked with scaffolding contractors and rental agencies on best resolution for access to the wall areas which will be approximately 55 feet through the atrium located at the Rawlings Library
- Worked with Thomas & Thomas Landscape Architects on providing site plans on behalf of the Pueblo West Metro District on the park improvements in Pueblo West.
- Oversaw installation of the new Smart Board which was installed in the 3rd floor Training Room at the Rawlings Library.
- A total of 310 work orders were completed.

HUMAN RESOURCES

- Year-end activities included an audit of the pay changes throughout the year, audit of I-9 files, audit of insurance enrollment/change records and correction to any discrepancies. Personnel records past retention date requirements were pulled. All 2011 performance evaluations to be processed by year end were completed on time.
- Ongoing projects include: review of job descriptions, performance evaluation forms and processes, compensation restructure based on pay for performance, career value building program.
- In the month of December the following positions were being recruited:
 - Barkman Clerk I, part-time (filled) replacing voluntary resignation
 - Circulation Clerk II, part time, 2 positions (filled) replacing employee promotion
 - Youth Services, Clerk II, part-time, 4 positions (open) reorganization from retirements
 - Youth Librarian, full-time, (open) reorganization from retirements
 - Floating Clerk II, part-time (open) replacing floating clerk vacancy
 - HR Assistant, part-time (open) replacing Volunteer Coordinator
 - E-Marketing Coordinator, part-time (open) new position
 - Pueblo West Clerk I, part-time (open) replacing employee promotion
 - Lamb Clerk I, part-time (open) replacing employee promotion
 - Special Collections Clerk I, part-time (open) replacing temporary employment services
- New Hires / Lateral Moves:
 - Crystal Talley was promoted in December to part-time Circulation Clerk II. Crystal's background includes 2.5 years working as a Lead Customer Service Representative at AT&T, and 3.5 years as a Vault Teller with Sun Trust Bank. She has worked the last 9 months at Lamb Library as a Clerk I and is in the process of completing her Library Technician Certification at PCC. Her extensive customer service background, banking and library skills will serve the Circulation Department well.
 - Alicia Parker began working in December as a Clerk I part-time for Barkman Library. Alicia has over five years of library experience between her work at CSU-P, volunteering at PCCLD and Pueblo County High School. She is currently a student at CSU-P in pursuit of a BS degree in Sociology/Criminology.
 - The Outreach Department has reorganized the Satellite Clerk staff to enable greater efficiencies with satellite library services and in doing so is welcoming:
 - Nicole Hulet began working on December 12 in the Outreach Department as a Satellite

- Clerk II serving the Beulah, Craver and Rye Satellite Libraries. Nicole is completing her MLS degree from Kent State University and holds a Bachelor's of Art degree in English from CSU. Her prior library experience was with Rocky Vista University.
- Lorina Messenger made a lateral transfer to fill the Satellite Clerk II position serving the Avondale, North Mesa and Vineland Satellite Libraries. Lorina has worked for PCCLD in Outreach since 2008. Lorina has a Bachelor of Science degree in Business Management from Brigham Young University and an AAS degree in Graphic Design. Her prior work experience has been within District 70 schools working as an Instructional Aide and Substitute Teacher.
 - Valarie Sanchez made a lateral transfer to fill the Satellite Clerk II position serving Cesar Chavez Academy, Risley and South Mesa Satellite Libraries. Valarie has worked for more than 14 years as a Clerk II for PCCLD. She received her Library Technician Certification from PCC in 2008 and is now in the process of completing her AAS Library Technician degree at PCC.
- Retirements:
 - Mary Hurtado, full-time Library Assistant in Youth Services, retired after 15 years of service to PCCLD.
 - Connie Wilbar, full-time Library Assistant in Youth Services, retired after 27 years of service to PCCLD.
 - PCCLD Volunteer hours for the month of December totaled 1,254.9 hours, valued at \$25,411.73 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
 - The Volunteer of the Month for December 2011 was Andy Ballou who has been a volunteer with PCCLD at the Pueblo West Library since November 2010. Andy Ballou volunteers as the Pueblo West computer tutor. He has been a steady and necessary contributor to the services provided to customers, and he is eager to get on board with the technology the library will be implementing in 2012 at Pueblo West (Nooks, iPads, laptops). Andy's knowledge and willingness to assist will be a great asset as the library's technology services increase. The library is very fortunate to have Andy's volunteer contributions.

INFORMATION TECHNOLOGY

- Finished moving all users to new email server.
- Worked with vendor to replace ten photocopiers throughout District.
- Assisted with Security Camera RFP, selection, and oversaw installation at the Rawlings and Lamb Libraries.

OUTREACH SERVICES

- Books a la Cart continues to receive welcoming responses from site partners, including East Side Children's Center, Southside Children's Center, Boys & Girls Club, El Centro del Quinto Sol, Posada's Emergency Residence, Martin Luther King, Jr. Museum, Rocky Mountain SER Head Start, and Baca Elementary School, Meals on Wheels and the SRDA community activity room, and the Fulton Heights Community Center.
- The area in which Books a la Cart has grown the most this year is in service to Pueblo's developmentally disabled adult population. We now provide programs and materials at three locations: Spectrum Community Services, DESTINY Day Program, and the PDI Golden Opportunities group.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 10,610 items were added to the collection during the month.
- Teresa Valenti (Technical Services & Collection Development Director) conducted OverDrive training at multiple departments across the district in planning for January 2012 implementation of this new downloadable e-book service. An opening day collection of approximately 4,500 unique titles was purchased in December for OverDrive, costing about \$120K.

Executive Director Report
January 26, 2012 – 5

- Floating PCCLD's material collections began December 21. Things went very smoothly overall, and as questions and issues arise they are addressed.
- An additional 250 items were purchased and cataloged for the Sangre de Cristo collection grand opening on December 8.

COMMUNITY RELATIONS

- The Community Relations office drafted a communications plan and guide for PCCLD. The document includes a draft communications policy and procedures for communicating with the public on media relations matters. A final draft version of the communications policy and plan is anticipated in early 2012.
- The ongoing partnership between PCCLD and El Pomar Foundation continued on Thursday, December 15 with participation in El Pomar's Emerging Leaders group. The group seeks to promote civic engagement of ethnic minorities in the broader community. The group's goals for 2012 were presented.
- Three press releases were sent out in December, and all stories were covered by *The Pueblo Chieftain*. The release included information about PCCLD's new Sangre de Cristo Collection on Death and Dying, the InfoZone's independent film selection for December (*Helena from the Wedding*) and the appointment of the board of the newly formed Pueblo Library Foundation.

GIFTS & GRANTS

- Larry Higinbotham donated \$100 for books for the Pueblo West Library.
- Sarah Wethern donated \$110 to the library in memory of former staff member Deena Faro.
- Ron and Lorraine Polchak donated \$50 in memory of Hannah Sutherland.
- An anonymous person donated \$100 to the library.
- The Salmon family from Troy, New York, made two \$25 donations in honor of Ashley Hesselberg and Gretchen Hesselberg.
- Ted Bueno donated \$1,000 to the library for the purchase of adult and children's books.
- Ruth Robinson made a \$1,000 Enterprise Zone contribution to the library.
- Carol King made a \$300 Enterprise Zone contribution to the library in memory of Jerry King.
- Thomas Meehan and Kristin Kruse-Meehan made a \$400 Enterprise Zone contribution to the library.
- Russell Shinn from New Mexico donated \$100 for the Youth Services Department.

STAFF DEVELOPMENT

- Six Pueblo West staff members attended training on SIRSI provided by Abby Koehler on December 6.
- Midori Clark (Community Relations Director) attended CommUnity training Donor Panel on Friday, December 7.
- Staff from throughout the district attended several Overdrive training sessions.
- Nineteen staff from throughout the library district attended Person in Charge Training provided by Michael Cox, Jane Palmer, and Maria Tucker on December 8.
- Chris Brogan (Chief Financial Officer) attended the CAL Executive Committee Retreat in Colorado Springs on December 10.

THANK YOU MESSAGES

- The library received the following note from Ron and Lorraine Polchak accompanied by a \$50 donation: "Because our late little granddaughter, Hannah Sutherland, loved the library please accept this contribution in her memory. Hannah always took time to sit by the statue of the girl out front and lovingly touched her face, to watch the water flow over the edge of the fountain, to put on a puppet show for me, work every puzzle, play with the blocks, and of course, lie in the princess tent and peruse the stories she had carefully selected. At the tender age of 4, Hannah knew those stories enriched her life."
- The library received the following comment from a visitor to the Rawlings Library: "I have been to many libraries all over the country. This library is excellent. It is spacious. The staff is very

Executive Director Report
January 26, 2012 – 6

helpful and courteous. We enjoy coming here a few times/week. More than enough parking especially when you do not have to pay for it.”

- Youth Services staff received the following note from the LaVeta Preschool and Kindergarten classes: “Once upon a time there was a great Librarian. She read stories to the LaVeta children and they lived happily ever after. The End.” This was “signed” by children who were still learning to write their names.
- Jon Walker received a Christmas card and thank you note from Judith Boudreaux representing the Pueblo VITA (Volunteer Income Tax Assistance) Coalition: “Thank you for the library’s involvement in the VITA program the past 4 years. I ‘see’ a very busy site this year with the economic decline. Community involvement is the key to the success of the tax program. Thank you again.”
- The library received a thank you card and note with a \$100 donation which read: “Thank you for all the work you do to make our community a better place. Please use this contribution to help more folks who need it. Please do not add my name to your mailing list. I’ll contribute when I can.”
- Jon Walker received the following note from Sherri Baca: Thank you so much for the beautiful poinsettia and chocolates. (Nettie’s candies are my all-time favorites!) Your thoughtfulness is much appreciated.”
- Jon Walker received an email from Susan Ingraham from Colorado City which read: “I am a resident of Colorado City and I read with much interest and excitement the article in the Chieftain regarding the possibility of a branch library in the Greenhorn Valley. My husband and I are frequent patrons of the Pueblo Library system. We utilize the Rawlings Library when we are in Pueblo and we often order books online to be sent to Craver Middle School here in Colorado City. While this has worked fairly well for us, we would absolutely love to have a more full-functioning library in our valley! I am a Board member of a local non-profit called Volunteers for Change (VFC). I would like to approach the VFC Board about ideas on how we as a group can possibly assist you and the Library Board in bringing a library branch to the Greenhorn Valley. I would need to get Board approval before to move forward with this project and would appreciate a bit more information to share with our Board, if you can: (1) Does the Library Board have a location in mind for the Greenhorn Valley branch? (2) Would it be a newly built building or would it be placed in an existing store front? (3) If we were to collect funds to donate, could we ask that those funds be earmarked only for the Greenhorn Valley branch? (4) Would letters of support from citizens of the valley be important to the Library Board to emphasize the need here for this branch? (You can certainly share this email with the Library Board showing my husband’s and my enthusiastic support!) (5) Any thoughts from you and/or the Library Board on how we can best support this branch becoming a reality? I appreciate your time and look forward to hearing from you.”
- The Rawlings Comment Box had the following remarks from Melinda Vigil: “The library is such a pleasant visit. We are from Colorado Springs and we love to come and visit here when we are in town.”
- The Rawlings Comment Box also had the following remark: “Thanks for the iPad lending program. I had a chance to use it extensively and this experience helped me make a purchasing decision.”
- Megan McCarter, Bonfils Coordinator said following a Pueblo West Library blood drive: “So with those 19 units, 57 lives can be saved!! Our goal was to collect 16, so we came in 3 over goal. Thank you so much for all you do to make the Pueblo West Community Blood Drive a success!! I think that this drive has such potential to grow in the future!”
- Barbara Brown (Outreach Manager) received a thank you card from Leslie Terrones, Librarian at Crowley County Correctional Facility which reads: “Thank you for your generosity to us at the CCA Library. We are always in desperate need of books. We had fun picking from the great selection of books. Thanks again.”
- Barbara Brown (Outreach Manager), who serves on the advisory board for the Library Technician degree, received a thank you card from Patty Erjavec, President of Pueblo

Executive Director Report
January 26, 2012 – 7

Community College which reads: “It is with sincere appreciation that we take time to thank you for the support you have lent to the educational programs and pursuit of academic excellence at Pueblo Community College.”

- The library received the following note from the El Pomar Foundation: “Thank you for allowing our Southeast Regional Council to host their press conference in the Ryals Room free of charge. The press conference was a huge success.”

Respectfully submitted,
Jon Walker
Executive Director