

**PUEBLO CITY-COUNTY LIBRARY DISTRICT**  
**Report of the Executive Director**  
**Submitted to**  
**The Library Board of Trustees**  
**February 23, 2012**

**RAWLINGS LIBRARY**

**Special Collections & Museum Services**

- 52 Document Delivery requests were answered in January. Requests this month included obituary, genealogy, research requests and use/purchase of historic photos. The number of collection items used by customers in January was 899. The genealogy computer, Non-profit Resource Center computer and *Ancestry.com* are experiencing an increase in use.
- The State Fair collection is currently being re-housed through an IMLS grant and partnership with the Pueblo County Historical Society.
- Volunteers are working on several projects including entering the oral interview inventory into a database and clipping *The Pueblo Chieftain* for the 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 new searchable database.
- Maria Tucker (Special Collections & Museum Services Manager) drafted an RFP seeking a consultant to write a digitization program plan for Special Collections. The RFP was posted and a vendor will be selected at the end of February.
- Two genealogy programs attracted 51 attendees.
- A display of civil war books is now on view in the Special Collections area through February.
- Attendance in the InfoZone Museum in January was 1,886.
- The InfoZone showed 16 films in January with 225 total attending.
- A tour of the Info Zone was given to a Boy Scout group with twelve attending.
- Different groups using the InfoZone theater presented three programs with 135 attending.
- The Veterans for Peace and Liberty Action Group both continued to use the InfoZone for meetings.

| <b>InfoZone 2012 Exhibit Schedule</b> |  |
|---------------------------------------|--|
| March 5-20                            | Girl Scout Anniversary Exhibit   |
| April 13-May 20                       | 50 <sup>th</sup> Anniversary of the Fryingpan Arkansas Project in conjunction with Colorado Water 2012 |
| June 2-August 11                      | The Art of Brian Selsnick – The Author of the <i>Invention of Hugo Cabret</i> Traveling Exhibition     |
| August 20-September 21                | Colorado State Fair Exhibit  |
| October 1-November 30                 | All Pueblo Reads – WPA Photo Collection / John Wark Pueblo Then and Now                                |
| December-January                      | Open   |

**Reference & Readers Advisory**

**Rawlings NITC Device Statistics for January 2012**

| <b>Device Type</b> | <b>Total Circulation</b> | <b>Checkout Item</b> | <b>Staff Renewals</b> |
|--------------------|--------------------------|----------------------|-----------------------|
| Nook eReader       | 11                       | 10                   | 1                     |
| iPad               | 39                       | 39                   |                       |
| Laptop (same Day)  | 138                      | 138                  |                       |
| Laptop (7 Day)     | 52                       | 52                   |                       |
| Subtotal           | 240                      | 239                  | 1                     |

- Technology and computer classes were coordinated by Andrew Bregar (Emerging Technology Librarian).

**Computer Training Attendance for January 2012**

| Date                    | Time  | Program                     | Instructor           | Attendance |
|-------------------------|-------|-----------------------------|----------------------|------------|
| 1/4/2012                | 11 am | Internet Basics             | Andrew               | 9          |
| 1/4/2012                | 6 pm  | Internet Basics             | Andrew               | 3          |
| 1/11/2012               | 11 am | Email Basics                | Andrew               | 11         |
| 1/11/2012               | 6 pm  | Email Basics                | Andrew               | 5          |
| 1/12/2012               | 2 pm  | iPad / eReader Open Lab     | Andrew / Kim         | 30         |
| 1/18/2012               | 11 am | Microsoft PowerPoint Basics | Andrew               | 11         |
| 1/18/2012               | 6 pm  | Microsoft PowerPoint Basics | Andrew               | 6          |
| 1/21/2012               | 10 am | Downloadable Resources      | Andrew / Kim / Carol | 45         |
| 1/25/2012               | 11 am | Microsoft Word Basics       | Andrew               | 15         |
| 1/25/2012               | 6 pm  | Microsoft Word Basics       | Andrew               | 10         |
| <b>Total Attendance</b> |       |                             |                      | <b>145</b> |

- Twenty-eight students participated in Spanish language instruction in January. The Spanish courses are now held in the Thurston Meeting Room every Saturday. Two sessions are offered: one for beginning and one for advanced students. The ESL/Citizenship classes were offered on Tuesday and Thursday evenings throughout the month of January. Forty-five students attended the ESL classes and around 15 students attended Citizenship classes. Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) is coordinating this program.
- Work by artist, Sophia Fernandez-Healey, has been on display in the Hispanic Resource Center this month.
- During the month of January, seven volunteer tutors provided approximately 122 hours of individual tutoring to 8 adult literacy students. Twelve people completed PCCLD's Volunteer Adult Literacy Tutor Training on January 21 and are prepared to start tutoring adult learners in February.



**Youth Services**

- Youth Services provided 69 programs serving 1,751 attendees.
- Long-time employees and well respected storytellers, Connie Wilbar and Francie Hurtado, retired, bringing over 80 people to say farewell.
- Children's Literature students from PCC and Integrated Curriculum students from CSU-Pueblo both visited Youth Services to learn more about the many resources available to them.



- Maria Kramer (Teen Librarian) visited with over 200 middle and high school students to introduce them to the library's online databases.

### **BARKMAN LIBRARY**

- Total programming numbers for January included programs for the CSU-Pueblo preschool, book discussion group, and story times. Programs in January were attended by 174 people.
- Barkman's January book discussion group featured any Colorado hiking book, and Dave Van Manen from the Mountain Park Environmental Center was the guest presenter. Thirty-five participants filled the meeting room to capacity.
- January was the first full month of floating the collection. Some interesting trends are starting to take place with the Barkman collection. The high demand video collection almost doubled in size, as well as books on CD and the juvenile video collection.
- The furniture purchased with the Friends of the Library grant was delivered. Two tables were purchased and placed in the adult reading area making the space more useful for laptop users. With the installation of power outlets under the table and the purchase of two laptop chairs, Barkman can now accommodate 10 laptop users in the reading area with easy access to power outlets.
- January started like a lion for the Barkman Library with several days having over 700 visitors. In 2011, there were 13,173 visitors in January and this year there was a 10% increase with 14,580 visits in January.



### **LAMB LIBRARY**

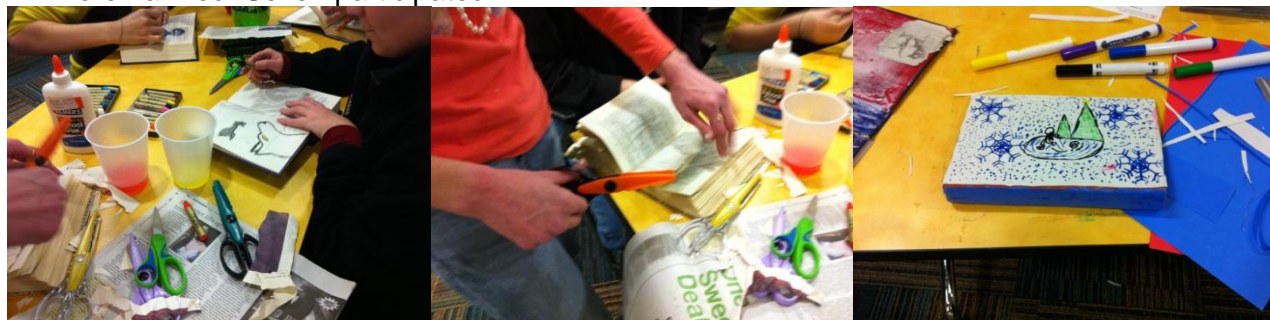
- Alicia Griebel (Children's Librarian) presented story times for 218 people. Story times also were taken to Highland Park, South Park, and Goodnight Elementary Schools. Alicia also presented at the Anime night for 14 teens.

### **PUEBLO WEST LIBRARY**

- Door count for the month was 18,736. The library hosted 74 meetings during January in our meeting rooms. Some of the groups using the rooms included Preoccupy, Pueblo Urantia Book Study Group, and COVA.
- The Pueblo West Parks and Recreation Department, in conjunction with the Metro District, held a public meeting seeking input on construction of a new park in the lot adjacent to the library. The purpose of the meeting was for residents to meet the architects and give specific recommendations on the features that will be built into the park, e.g., amphitheater, skateboard park, playgrounds. Eighteen citizens attended, and Cindy Shimizu (Pueblo West Library Manager) attended to represent the library.
- A group of Cub Scouts and their leader came in on January 24 for a tour and to explore books about animals and Native Americans with 9 participants.
- This year, the focus for the business center is on jobs and employment. As we anticipate rollout of the Virtual Workforce Center, Deb Krauth (Business Librarian) is offering programming to address issues that face jobseekers. In January she hosted two jobs programs with twenty attending.
- On January 12, there was a winter games and crafts program for families with 38 attending.

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- The eagerly-anticipated annual American Girl Tea Party was held on January 21 with 22 girls participating.
- This year Pueblo West started a new story time for babies, birth-15 months, and a monthly “Move-It Storytime,” geared for children aged 3-7. It has been slow-going in terms of attendance, but as word gets around they expect to get regular attendance from moms and their little ones. The other story times are going like gangbusters: 3 Bumblebee programs with 5 attending; 4 Time for Tot programs with 160 participants, 3 Preschool Story Times with 103 participants; and the “Move It” Story time with 24 attending.
- The Pueblo West Library offered two teen programs in January: “No rules book art” on January 12 and “Return of the giant board game” on January 26. The book art program let kids get creative using books as their canvas. They could alter books in any way they chose to make art. Old donated books that had been set aside for this purpose were used...no library books were harmed! Seven participated.



- The board game program also included use of the Xbox Kinect, which was purchased with a Friends’ grant. 17 teens and 2 adults played games and socialized during this fun event.
- The Anime Club met twice in January with 26 attending.

## LIBRARY @ THE Y

- The Library @ the Y provided ten programs serving 136. The monthly gate count totaled 2,018.
- Programs included an impromptu craft program during the YMCA’s Member Roundup event, a public story time, and multiple story times for the YMCA daycare facility.
- New lighted signage was installed on Spaulding Boulevard directing customers to the library.

## FACILITIES

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

- Continued to work with the InfoZone Manager to plan the reconfiguration project on the 4<sup>th</sup> floor of the Rawlings Library. Additional bids were received on the installation of the scaffolding to be placed from the 1<sup>st</sup> floor up through the atrium along the south wall approximately 55-60 feet up. Waco Scaffolding & Equipment was selected as the winning bidder and will have the scaffolding set up by February 28.
- Worked with the City of Pueblo Fleet Department on issuing new fuel keys for the purpose of purchasing fuel for library-owned vehicles. New PIN access keys were assigned to library staff members along with setting up library-owned vehicles with PIN numbers. New fueling procedures were explained to library staff members who were issued fuel keys.
- Took down and stored all holiday decorations for all library locations.
- Contracted with Morton Electric on the replacement of a three phase 480-volt power disconnect which transfers electrical power into the elevator car # 2 control panel at the Rawlings Library.
- Installed high-grade water filters on cold water lines in staff break rooms to provide a better quality drinking water for staff members. Bottled water service was discontinued, and all empty water bottles, full water bottles and water coolers were picked up by the bottled water vendor
- Met with the local fire inspector Gary Micheli to update the building evacuation plan. A plan was

presented to Gary for his recommendations.

- Continued work on upgrading and organizing the key schedule system. In the near future, door locks throughout the Rawlings Library will be re-pinned, and new keys cut and re-issued to library staff members
- Provided a cost analysis of the solar panels located at the Rawlings Library. Based on total invoices, a total count of kWh which has been produced by the panels was calculated along with the amount of savings gained by calculating the cost of power purchased from the panels at a reduced rate versus that same amount of power which would have been purchased from Black Hills Energy.
- Mechanical Tasking with the building HVAC equipment continues with the completion of:
  - Water Chemistry, reflective pond and emergency generator procedures were completed at the Rawlings Library
  - Elevator telephone connections to elevator dispatch were tested and verified for proper operation – Rawlings and Lamb
  - Service of the building air relief fan – Rawlings
  - Service of restroom exhaust fan – Rawlings
  - Service and inspection of the under floor boiler loop, circuits were inspected for potential leaks – Pueblo West Library
  - Service of air handlers #1 and #2 – Rawlings
  - Service of reflective pond filter pump and display pump – Rawlings
  - Point checks of emergency power generator – Rawlings
  - Service and repair of air handler #2 boiler loop circulator – Rawlings
  - Service of chilled water pumps #5 through # 8 – Rawlings
  - Service of Liebert air conditioning condensing unit – Rawlings
  - Service of Coffee Shop Equipment and installation of new water filters – Rawlings
- A total of 384 work orders were completed.

## **HUMAN RESOURCES**

- Sara Rose (HR Director) became the Vice President for VoCo, the Volunteer Coordinators of Pueblo non-profit organization on which she will serve as a representative of PCCLD.
- The following positions were being recruited in January:
  - Youth Services, Clerk II - 1 full-time, 1 part-time, positions (open) reorganization from retirements
  - Youth Services, Clerk I - part-time, replacing Dawn Reitz
  - Youth Librarian, full-time - (open) reorganization from 2 retirements
  - Floating Clerk II, part-time - (open) replacing split Volunteer Coordinator/Floater
  - HR Assistant, part-time - (open) replacing Volunteer Coordinator
  - E-Marketing Coordinator, part-time - (open) new position
  - PW Clerk I, part-time - (open) replacing Linda Olson promotion
  - Lamb Clerk I, part-time - (open) replacing Crystal Talley promotion
  - Special Collections Clerk I, part-time - (open) replacing temporary employment services
- Promotions/Lateral Moves:
  - Linda Olson was promoted on January 2 from part-time Clerk I with Pueblo West Library to part-time Circulation Clerk II at the Rawlings Library. Linda has been employed with PCCLD since April 2009 and has worked with Books in the Park for two seasons in addition to her Clerk I responsibilities with Pueblo West.
  - Dawn Reitz had a change in roles on January 31. Dawn has been employed with PCCLD since September 2006, most recently in two part-time positions as YS Clerk I and Clerk II @ the Y. Michael Cox implemented a change to rotate YS staff to work at the Library @ the Y, Teen Central and YS. Dawn will now work full time as a YS Clerk II instead of the two part-time positions at two different levels.
- The Outreach Department has reorganized the Satellite Clerk staff to enable greater efficiencies in the Satellite libraries. Last month the library hired three 28-hour per week

employees to cover all of the satellites. These hires replaced the following employees who worked on a limited basis: Crystal Cardenas, Denise DeJean, Dianne Plata, Josie Padilla, Judith Haver, LaVita Vinci, Melanie Rinks, Wendy Hughes.

- Changes:
  - Cate Mugasis in Outreach increased her schedule by 5 hours per week effective January 2 as per budget changes.
  - Steve Atencio at the Lamb Library increased his schedule by 4 hours per week effective January 2 as per budget changes.
  - Tracy Overton in Technical Services temporarily increased her hours from part-time to full-time effective January 23 through April 16 to cover for an employee's extended leave.
- PCCLD Volunteer hours for the month of January totaled 1,180.8 hours, valued at \$23,911.20 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- PCCLD Adult Volunteer hours for January were at 472.75 hours, and Teen Volunteers contributed a total of 155.65 hours for the month.
- Books Again Volunteers contributed 532.4 hours, and 24 hours were contributed by the Trustees.
- The Volunteer of the Month for January is Natasha Gonzales. Steve Antonuccio (Barkman Library Manager) wrote: "In my thirty years working in libraries and working with a variety of young people as interns and volunteers, including my time working in a high school library, I don't know if I met a more capable, smart, and conscientious young woman than Natasha Gonzales. Natasha has been volunteering at the Barkman branch library for more than a year, and she consistently has shown up on time, twice a week, doing outstanding work as a shelver and much more. From shelving books, to weeding material to helping out with our teen program, Natasha has proven herself as a tireless worker with gifted intelligence and ability. All of the staff at the Barkman branch has utilized her volunteer skills and enjoy working with her. A high character young woman and a home school student, Natasha recently earned her GED, scoring in the top 1% of people who took the test. Her goal is to get a bachelors degree in English and possibly go on to get a Masters in Library Science. She loves to read books and her dedication as a volunteer for the Pueblo City County Library District is only exceeded by her dedication as a library patron."

### **INFORMATION TECHNOLOGY**

- Configured new Security Camera System.
- Finalized configuration of new version of public computer access management software to be deployed next month.
- Redirected email to new network gateway.

### **OUTREACH SERVICES**

- PCCLD Outreach staff met with Craver and Beulah School officials to discuss issues concerning start up of satellite services.
- The new satellite concept officially started at South Mesa on January 9 with Valarie Sanchez (Satellite Clerk).
- Cate Mugasis (Outreach Assistant) attended Headstart Parent meetings on January 11 and 12 to explain Books a la Cart that is housed in the Headstart office—offering continuing, unlimited service whenever parents are in the Headstart building.

### **TECHNICAL SERVICES AND COLLECTION DEVELOPMENT**

- 5,160 items were added to the collection during the month.
- The December 2011 launch of floating materials was successful. The district has been floating for a month now, and minor issues continue to arise, mostly having to do with district consistency, and all so far have been addressed.
- OverDrive launched January 24. The soft launch gave the library an opportunity to address issues without impacting many customers. Continuing evaluation of this service will occur.

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- Teresa Valenti (Technical Services & Collection Development Director) conducted OverDrive training at all public locations, with help from Andrew Bregar (Emerging Technology Librarian). The response to providing training locally rather than centralized training was very positive.
- Fiscal Year 2011 closed with 0% remaining in the materials budget (0% in this case being approximately \$36,000 spread across 66 material budget lines).
- Technical Services is slowly returning to normal operations following the usual end-of-year workload.
- Rich Poll (Collection Development Librarian) and Jill Deulen (Interlibrary Loan Librarian) purchased the OverDrive opening-day collection, purchasing 7,309 unique e-book and e-audiobook titles.
- Jill Deulen (Interlibrary Loan Librarian) has fully assumed responsibility for all media ordering.
- Abby Koehler (ILS Administrator) is working on the SIRSI upgrade and migration, two processes taking place in February. She has provided training to staff throughout the district for the last several months regarding changes in the way the software will be used.
- Abby Koehler (ILS Administrator) developed a method of gathering meeting room use with others in the district.
- Postage increased 1 cent per first-class letter in January.

### **COMMUNITY RELATIONS**

- The Community Relations office worked with Mary Simmons of the Friends of the Library Board to help organize a social event for the three boards of PCCLD on September 21. Nearly 50 people attended the lovely evening.
- Five press releases were sent out in January about PCCLD's Board of Trustees appointment of James Stuart and Fredrick Quintana, the Pueblo Library Foundation's new officers, InfoZone independent film *Illegal*, Black History Month events, and the new OverDrive digital content service. All were covered in the month of January, with the OverDrive story expected to be covered in early February.
- Radio interviews also took place on January 12 with two Pueblo stations (KIQN Country 106.9 FM and KDZA 107.9) about the new OverDrive service.

### **GIFTS & GRANTS**

- Mike and Mary Tuck with Bungalow Books donated three old/rare books for the next All Pueblo Reads auction.
- The library received Enterprise Zone reimbursements from Pueblo County for the following contributions:
  - \$1,000 from Ruth Robinson
  - \$500 from P. James Wallace
  - \$300 from Carol King in memory of Jerry King
  - \$400 from Thomas & Kristin Meehan
- The Friends of the Library provided \$5,000 in support of the Read Out Loud program scheduled in February.

### **STAFF DEVELOPMENT**

- Maria Kramer attended a webinar titled, Creating Digital Learning Labs in Libraries, hosted by ALA Tech Source.
- Michel Cox attended a training to learn eRequester, hosted by the PCCLD Finance Dept.
- Thirty-seven staff attended OverDrive training at the end of December and in early January presented by Teresa Valenti (Technical Services & Collection Development Director).
- Eighteen staff members attended training on using the new e-Requester purchasing software, eRequester, on January 9 and 11.
- Midori Clark (Community Relations Director) attended Basic Public Information Officer Training offered by FEMA and the Office of Emergency Management on January 10-11.

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- Jane Carlsen (Executive Assistant) attended an online virtual class on Crystal Reports Level 1 on January 9-11.
- Michael Cox (Youth Services Manager) attended a webinar titled, “Beyond Management: Growing Library Staff” hosted by Sharon Morris of the Colorado State Library on January 11.
- Sara Rose (HR Director) attended the quarterly Southern Colorado Worksite Wellness Network Meeting on January 31.
- Michael Cox (Youth Services Manager) attended a webinar titled, “Project Management: What’s the Big Fuss” hosted by Pat Wagner and the Colorado State Library on January 18.
- Nicole Hulet, Lorina Messenger, and Valarie Sanchez (Satellite Clerks) received three hours of training for satellite afterschool positions on January 18 and 25. Training included hands-on experience in Circulation, discussions with Abby Koehler (ILS administrator), Elizabeth Flores (Collection Development).
- Seven senior staff attended a START Retreat on January 20.
- Five staff attended training in methods to be implemented to track meeting room use on January 23.
- Six Special Collections & Museum Services staff attended “Thinking Digital” webinar on January 24.
- Five Special Collections & Museum Services staff attended “A Beginner’s Guide to Metadata” and “Electronic Records...the Next Step” webinars on January 25.
- Maria Kramer (Teen Librarian) attended a virtual class on Creating Digital Learning Labs in Libraries hosted by ALA Tech Source on January 25.
- Six Pueblo West Library staff participated in a webinar called “New year, new reference,” hosted by the ALA on January 17. Of the 6 staff registered, 3 participated in real time and three chose to view the video archive.
- Fifty-eight staff attended training on the SIRSI software upgrade in December and January presented by Abby Koehler (ILS Administrator).
- Cate Mugasis (Outreach Assistant) attended Excel training on January 31 and February 1.

**THANK YOU MESSAGES**

- The library received thank you notes from Connie Wilbar and Francie Hurtado, Library Assistants, who were recently honored at a retirement event attended by nearly 100, including many young fans of these adored storytellers:
  - Connie Wilbar wrote: “Thank you so much for the fabulous retirement party and most especially for the storyteller doll. I love it. Employee of the month was an unexpected bonus, and the gift cards will be well spent. You are very special.”
  - Francie Hurtado wrote: “Thank you all so much for the wonderful send off at the retirement party! You are a very special group of people. I love the ‘storyteller’ statue! She is beautiful! Thank you so much.”
- The library received the following comment from a visitor to the Rawlings Library: “Thank you for the iPad, etc. demonstration. This offered me a perfect opportunity to become acquainted with the devices without the FEAR of damaging it somehow. Andrew is very personable and open. Enthusiasm that is catching. I look forward to enrolling in some of the upcoming sessions. This is a wonderful opportunity to ‘learn.’ I appreciate the follow-up phone calls made. It shows me that these comment forms are read and do matter.”
- The library received a thank you card from Debbie Rose which reads: “Thank you so very much for the opportunity to use the Ryals Room for my announcement to run for County Commissioner. Staff met every need.”

Respectfully submitted,  
Jon Walker  
Executive Director