

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

November 17, 2011

RAWLINGS LIBRARY

Special Collections & Museum Services

- Thirty-nine Document Delivery requests were answered in October. Requests this month included obituary, genealogy, research requests and use/purchase of historic photos. Staff is using SIRSI to mark items used in order to track collection use. The report shows 731 materials used in October.
- The State Fair collection is currently being re-housed with the proceeds of a grant from the Institute for Museum and Library Services and in 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. Work also is underway to edit the 155,810 records in the Obituary Database with plans to move the database to a new software system. Staff also is working with Quatrefoil Exhibit Design to begin 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 currently speaking with digitization/preservation consultants to gather information needed to draft a digitization plan RFP.
- Attendance in the InfoZone Museum in October was 1,382. Year to date attendance is 24,120.
- During the month, 23 films were screened for a total of 358 people.
- An All Pueblo Reads Audubon program was attended by 27 people
- The All Pueblo Reads program titled "Localvore" was attended by 38 people.
- The InfoZone hosted an All Pueblo Reads series titled "Pueblo Power Players," a series of programs discussing forms of green energy every Tuesday night in October. Total attendance for the four programs was 73.
- The opening and silent auction of the J.B Sullivan and Sherry Rogers art exhibit for All Pueblo Reads was attended by 30 people.
- A book discussion on "Food, Inc." was held in the Ryals Room and attended by 4 people.
- All Pueblo Reads Herbalist program was attended by 40 people.
- An audio-visual book discussion of *Hoot* was attended by 5 people.
- A meeting held by the Liberty Action Group was attended by 15 people.
- A school tour was given to Head Start with 49 attending.
- Artwork by J.B Sullivan continues to be exhibited on the 4th floor in the InfoZone until November 18.

Reference & Readers Advisory

- The grand opening for the Center for New Information Technologies was held on October 1, 2011. The Barkman



Library also celebrated the opening of the center at its location; and along with everyone else, was able to view the dedication ceremony and ribbon-cutting from Rawlings via live streaming on the library's webpage. The program is proving to be popular with iPads, laptops and nooks checking out in large numbers. The center not only is offering access to these new information technologies, but also classes on use of the devices are regularly being offered, too.

- In October, Interlibrary Loan (ILL) activities included 552 items loaned by PCCLD to other libraries and 318 items borrowed from other libraries by PCCLD for local users. Beginning in November, ILL is moved from Reference & Readers Advisory to Technical Services & Collection Development in order to more completely integrate ILL activities with PCCLD collection development work.
- Barry Gonzales continued teaching Spanish Language Lessons in October. Because of the interest in Spanish Classes, he is now offering two classes every Saturday, one for experienced and one for novice speakers. In October, Barry held four Spanish for Beginners Classes with a total of 57 students attending and two Spanish II Classes with a total of 31 students.
- Vicki Bonito from Pueblo Catholic Charities continued teaching ESL and Citizenship Classes on Monday and Wednesday evenings at the Rawlings Library in October. She taught a total of eight classes with a total of 62 students who attended the classes.
- Amy Nelson (Literacy Librarian) and Chris Sanchez continue to work with literacy tutors and their students. Chris offered a literacy group program every Saturday.
- Amy Nelson also continues to oversee reorganization of the government documents collection. This initiative will lead to a planned collaboration between Colorado State University-Pueblo Library and PCCLD whereby CSU-P Library will be the sole local depository for federal documents and PCCLD will act as the local depository for state documents.

Youth Services

- Youth Services provided 70 programs serving 468 adults and 1,360 youth. Programs for October included:
 - All Pueblo Reads kickoff activities including Book Bash and craft programs with 160 participants on October 1.
 - All Pueblo Reads program "From the Owl's Mouth" with 20 participants on October 19.
 - The Fall Reading Program brought 26 participants.
- Group visits included:
 - Head Start story times totaling 14 visits throughout the month.
 - Spann Elementary visit with 90 participants on October 7.
 - Boys & Girls Club visit with 15 participants on October 21.
 - St. John Neumann visit with 12 participants on October 26.
- Teen Programs and visits led by Maria Kramer (Teen Librarian) included:
 - Teen Advisory Board meeting with 10 participants on October 11.
 - *Hoot* book discussions for five classes at two schools totaling 78 participants.
 - Pueblo School for Arts & Science Harvest Fest visit with 35 participants on October 13.
 - Online database instruction at Beulah School with 83 participants on October 17 and 25.
 - All Pueblo Reads teen program "From the Owl's Mouth" with 3 participants on October 18.
 - ZombieFest afternoon of events bringing 95 participants on October 29.
 - Pumpkin Chase station leader with 164 participants on October 29.
 - Passive programming in Teen Central with 26 participants.

BARKMAN LIBRARY

- Total programming numbers for October included programs for 323 people.
- As part of the All Pueblo Reads programming, Chautauqua performer Richard Marold, portrayed Johnny Appleseed for an audience of 79 people, a Birds of Prey program presentation by the Pueblo Nature and Raptor Center was attended by 23, and a discussion of the book *Hoot* was attended by 16.
- Steve Antonuccio (Barkman Library Manager) was invited to present one of the programs in the *Reel History of Colorado Springs Film Series* on October 27. He talked about and introduced the 1961 film, shot in Colorado Springs, entitled *Anatomy of a Psycho* in the Penrose Carnegie room to an audience of around fifty people.

LAMB LIBRARY

- Displays were set up for books on Holiday Crafts, Breast Cancer Awareness, Kitchen and Bath Month, Dale Brown Books, and Native American History.
- All Pueblo Reads Raptor Talk was presented by Diana Miller the director of the Nature and Raptor Center. Several birds of prey were brought in including a pigmy owl to the delight of the 41 patrons of all ages in attendance. A second All Pueblo Reads “It’s a Hoot” family program consisted of the story *The Little Old Lady Who Was Not Afraid of Anything* and *The Old Owl Witch*.
- The program “Too Tired to Care-Stress in the Workplace” was presented by Cat Sandridge from Live Empowered. She discussed compassion fatigue which is a form of burnout that manifests itself as physical, emotional and spiritual exhaustion.
- Children’s and teen programming included Anime films shown on three nights and a Story Clique/Halloween Celebration teen program on October 18,
- South Park Elementary preschool parent night consisted of a discussion on literacy and the role the library has in a family’s life and their children’s education.
- Toddler and preschool story times with themes like Food, Owls, Candy-Yummy, Pumpkins and Monsters included accompanying crafts.
- The Lamb Library meeting room hosted Pueblo Cares for their distribution of radon kits.



PUEBLO WEST LIBRARY

- Door count for the month was 20,128. The library hosted 50 non-library meetings during October in library meeting rooms. Some of the groups using the rooms included Wal-Mart, International Bike or Walk to School Day, and Cova.
- The Pueblo West Chamber hosted the Annual Business Expo at the Pueblo West Library again this year on Friday, October 7. Although not a library-sponsored event, this gives the library a high level of exposure in the community. Besides providing space in the building and the parking lot for local businesses to highlight their industries, we also participated in the Expo with a table “manned” by Deb Krauth (Business Librarian). She interacted with local business people and attendees of the Expo with 465 people coming through the library doors to attend the Expo.
- The Pueblo West Library has also become a regularly-scheduled site for Bonfils mobile blood center to have regular blood drives. They park a large RV in the west parking lot every couple of months. In October, their drive was on October 21, and they had 19 participants.



- Many programs in October had an All Pueblo Reads connection. For adults, this included Green Day @ Pueblo West Library on October 8. The line-up included a recycling primer that was to be delivered by a local recycling company, a presentation by the Raptor Center, and a presentation and show and tell of “green” cars by local car dealers. 47 people attended. Another All Pueblo Reads program was “Is that a red-naped sapsucker?!” which was a presentation by the Arkansas Valley Audobon Society about bird diversity in this region with four attending.

Additional All Pueblo Reads programs for children attracted 58 people.

- Regular story times continued with 248 attending. Additional activities for children were attended by 75.
- The Pueblo West Library held a Zombie Party for teens to celebrate Halloween on October 29, with eighteen attending.
- The Anime Club met three times in October with 47 attending.
- Pueblo West volunteers are doing some small weeding, shifting, and minor shelving projects, as well as continuing to work on the business collection, provide computer tutoring, and help preparing craft items for story time projects.

LIBRARY @ THE Y

- The Library @ the Y provided four programs serving 102 people. The monthly gate count totaled 1,549.
- In support of All Pueblo Reads, the Library @ the Y partnered with the YMCA, providing free YMCA admission to library card holders for two days during the month. Activities such as rock climbing and swimming were popular. Crafts and a Johnny Appleseed program were offered.



Johnny Appleseed performs at the Library @ the Y

FACILITIES

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

- Assisted with set up for several All Pueblo Reads events including the Booklovers Black Tie Ball.
- Worked with local contractors on rain gutter and downspout improvements at the Pueblo West Library. Improper drainage of the melted snow created ice slip hazards on the walkways leading into the library. A heat trace system is being investigated along with re-design of the gutters and downspouts.
- Worked with InfoZone Manager on the re-configuration of the 4th floor InfoZone. Electrical bids were received, reviewed and finalized which will allow staff to continue to the next step of the InfoZone redesign plan.
- Worked with electricians on separating electrical power circuits from the Ryals Room projector and dedicating one circuit to the projector.
- Worked with contracted fire suppression vendor on trouble shooting and solving fire panel and building security panel issues. Dial-out notification testing was completed with the

Central Monitoring Station, and signals were verified by the testing technician and the monitoring personnel.

- Upgraded building evacuation plans. Training updates will be presented to staff members in the near future.
- Completed the winterization of all library-owned lawn sprinkler systems.
- Worked with vendors on bids for the following items:
 - Elevator electrical disconnect replacement – Rawlings
 - Window replacements – Rawlings
 - Ryals Room Carpeting replacement – Rawlings
 - Window Tinting – Pueblo West Library
 - Trash Hauling & Recycling services – District Wide
 - Electrical receptacle installation – 4th floor Info Zone Project/Rawlings
 - New tables at Barkman
- Continued Mechanical Tasking with the building HVAC equipment and 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 at Rawlings and Lamb.
 - Backflow water devices were inspected and tested per Board of Water Works at the Lamb Library.
 - Rooftop units were serviced at Pueblo West.
 - Liebert Air Conditioning Unit, Server Room at Rawlings.
 - Fan Coil Units 2 and 3, heating loop units repaired at Pueblo West.
 - Air Handler #1 Frequency Drive, replacement of cabinet fan at Rawlings.
 - Ryals Room kitchen ice machine fully serviced at Rawlings.
 - Metasys and Trane Tracer software point changes were made at Rawlings and Pueblo West.
 - Lighting control software and hardware procedures at Rawlings and Pueblo West.
- Completed 372 work orders.

HUMAN RESOURCES

- On October 6, Kaiser Permanente hosted a second on-site flu shot clinic for the season. 39% of all employees have participated.
- Ninety-six staff participated in Staff Development Day on October 10. The format included fifteen breakout training sessions on library activities and initiatives. Topics included information on the Center for New Information Technology, RFID, Upgrading the ILS, touring IT server room, new Circulation procedures, adult literacy, government information, business and vocational information, Hispanic Resource Center and more. Overall evaluation and feedback was positive with 95.2% citing that the sessions met or exceeded expectations.
- In the month of October the following positions were being recruited:
 - Lead Reference Librarian—Kimberly Young accepted the offer to join PCCLD as Lead Reference Librarian and is expected to start on November 28 after relocating to Colorado. Kimberly has a Masters of Library and Information Science from Wayne State University and a Masters in Education from Ashford University. Her Bachelor degree is in English Literature, and she holds a certificate in Early Childhood Education. Kim has five years professional library experience and has held roles as a Branch Manager, Adult Services Librarian, and Youth Services Librarian.
 - Collection Development/ILL Clerk II—This position was filled internally by Jessica Archuletta, who is transferring into the new job from her former position as Circulation Clerk II in the Rawlings Library's Circulation Department.
 - Program and Events Coordinator—This position was filled by Susan Wolf, who was initially hired as a temporary employee. Susan has ten years of event management

- experience, including promotion and graphic design. She holds a Bachelor of Arts degree in Art History from Depaul University.
- Three Part-time Satellite Clerk II positions—These remain open with interviews to take place in November.
- Jill Deulen started with PCCLD in October in the position of Collection Development/ILL Librarian. Jill has ten years of library experience at Colorado State University-Pueblo. She received her Masters of Library and Information Science degree in 2009 from Clarion University and also holds a Bachelor of Science degree in Speech Communications from CSU-P.
- PCCLD Volunteer hours for the month of October totaled 1,491.4 hours, valued at \$30,200.85 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- PCCLD's October 2011 Volunteer of the Month Award went to Marla Vivoda. Marla is an English teacher at Centennial High School. Marla has served on the All Pueblo Reads committee for two years, but has supported the project for several years now. This year, she planned three All Pueblo Reads programs on her own time. The planning and coordination of the three programs took a lot of time and effort, working not only with library staff, but also with staff at Lake Pueblo State Park. She planned a presentation on the park's burrowing owl population, a tour of the fish hatchery at the lake and also a program on zebra mussels at the library. She also does a great job of getting her students involved with entering the library's various writing contests and has been an ardent library booster for many years.

INFORMATION TECHNOLOGY

- Completed RFP for copier replacement with implementation to be completed before the end of the year.
- Internal users are being moved to a new version of email. About 25% of users have been moved to date.
- Configured a test environment for an update to the Comprise SAM software, which helps manage much of PCCLD's public-use computers.
- Finalized questions and concerns for SIRSI ILS upgrade and database conversion, which is now scheduled to complete in February 2012.

OUTREACH SERVICES

- Drafted a plan to include new mobile wireless information technology equipment procured as part of the New Information Technology Center initiative with Books a la Cart.
- Satellite Library staffing model is changing with after-school hours to be handled by three 27-hour PCCLD Clerk II positions.
- The decision was made to add Pueblo Diversified Industries to Books a la Cart.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 4,945 items were added to the collection during the month.
- The Interlibrary Loan Department is fully moved to Technical Services effective October 28.
- Contracts were signed with OverDrive for e-book and e-audiobook services, and configuration and implementation of that service has begun, with an anticipated start date of early 2012.
- Abby Koehler (ILS Administrator) has begun training staff regarding the SIRSI upgrade coming soon.

COMMUNITY RELATIONS

- This year's Scary Story contest garnered 1,924 entries. The entries were judged by the Friends of the Library. There were 49 winners in categories from grades 2-12 and also an adult division. More than 200 attended the awards ceremony, held November 3.

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- PCCLD is working with Denver-based Tattered Cover to procure autographed books for the auction that takes place during the Booklovers' Black Tie Ball. The partnership started toward the end of the October, but five signed copies of a popular author's books have been purchased so far.
- PCCLD has completed its seventh annual All Pueblo Reads project featuring *Hoot* by Carl Hiaasen. More than 100 events and activities took place between September 30 and October 30 in connection with the community-wide reading project. Data is still being gathered, and a full report will be given in December.
- Three press releases were sent out in October, and all stories were covered by *The Pueblo Chieftain*. There were also additional stories that ran in the paper related to the All Pueblo Reads author's visit and also the Booklovers Black Tie Ball.
- Marketing pieces designed included bookmarks, posters, print ads and multitude of other pieces advertising All Pueblo Reads events, Bookletter electronic newsletter, September newsletter, InfoZone monthly movies bookmark and poster, InfoZone Indy Film flyer and BookPage custom ad on the back page.

GIFTS & GRANTS

- The Library received the following contributions in October as part of the All Pueblo Reads event programming:
 - Mary Simmons donated \$55 with regrets that she would not be able to attend the Black Tie Ball.
 - Erin and Gordon Gibbs donated \$25 with regrets that they would not be able to attend the Black Tie Ball
 - Drs. Mark and Reiko Clark donated \$500 to underwrite the cost of music for the Black Tie Ball.
 - Ken West from Houston Construction Company made a commitment to donate \$500 to help sponsor the Black Tie Ball.
- Scott Gregor from Florida donated \$200 to support the Jennifer Gregor Memorial Puppet Project.
- Jon Walker made a \$440 contribution to the Enterprise Zone for the library, and the County has sent the check reimbursing that amount to the library.
- The library received the reimbursement check from Pueblo County reimbursing the library for the Enterprise Zone contribution made by Michael Cox in August.

STAFF DEVELOPMENT

- Maria Tucker (Special Collections & Museum Services Manager) attended the Society of Rocky Mountain Archivists Meeting in Boulder, Colorado on October 7.
- 96 staff attended Staff Development Day on October 10. Fifteen short breakout classes were offered in addition to the Technology Petting Zoo and a Jeopardy game to learn about floating collections, InfoZone and budgets.
- Tracee Reeves (Accounting Assistant) attended Excel Training on October 12.
- The Colorado Association of Libraries (CAL) Conference was held October 13-15 at the Embassy Suites in Loveland, Colorado. Eleven library staff and four Library Board members attended the conference.
- Abby Koehler (ILS Administrator) participated in an online course on 303-SDS Administration Essentials on October 17.
- Midori Clark (Community Relations Manager) attended the El Pomar CEO Roundtable Breakfast on Friday, October 14.
- Midori Clark (Community Relations Manager) attended the CommUniy Training: Advance Your Mission with Advocacy presented by Martha Vail on October 20.
- Teresa Valenti (Technical Services & Collection Development Director) attended PLA Boot Camp in Nashville, Tennessee on October 18-22.

- Ruth Mondragon (Accountant) and Tracee Reeves (Accounting Assistant) attended a Conference for Women in Colorado Springs on October 25.
- Andrew Bregar (Emerging Technology Librarian) completed his training with the CAL Leadership Institute.
- Andrew Bregar (Emerging Technology Librarian) and Carol Rooney (Reference & Readers Advisory Manager) attended the Library Journal webcast on ebooks on October 12.

THANK YOU MESSAGES

- Jon Walker, Midori Clark (Community Relations Director), and Nick Potter (Marketing Coordinator) received a note from Paulette Stuart thanking them for their help with the Kids Day Parade which read: “We truly could not have done the parade without Nick’s hard work...You are lucky to have him, and we were lucky you let him help. Without your sponsorship it would not have all come together and been such fun for the 1,000 youngsters involved! We appreciate you!”
- Maria Tucker (Special Collections & Museum Services Manager) received the following note from Kaye & Jay Sullivan, artist featured during All Pueblo Reads: “Thank you and your fine staff for hosting JB Sullivan’s Art and for the lovely reception. We appreciate all of the hard work and time you have devoted to this art exhibition. Thanks for your commitment to art.”
- Charlene Garcia-Simms (Special Collections Librarian) received the following letter: “Thank you very much for the amazing history and information on my Great-grandfather. I appreciate it very much. The articles you sent me gave me information I did not have. I am so very grateful of that information. I can give to my Aunt some things that she did not have which will help. Thank you again for all your help.”
- The Youth Services staff received 60 illustrated letters from Bessemer Academy 2nd Grade students. Here is a sample from William Vigil: “Thank you for allowing us to go to the library. Our trip to the library was so awesome it was so fun. That was the best field trip ever.”
- Midori Clark (Community Relations Director) received an email from Pueblo Cares: “I just wanted to say thank you for arranging for us to be at each of the libraries last week to hand out the radon test kits. On our end, it was a really successful week. I don’t have a final count, but we gave out approximately 250 kits. I’m afraid the library staff was somewhat inundated with people asking questions about when and how they could get a kit. We really appreciate how helpful everyone at each of the libraries was.”
- Robin Gard, who coordinated the Trustee track for the CAL Conference wrote the following note to Jon Walker, Abby Koehler, and Phil Mancha: “Thank you so much for your presentation for Trustees on performance measures at the CAL Conference. Your session was our best-attended, and I know this topic was of great interest. You all have been very supportive of trustee development and education efforts, and I really appreciate all you have done.”
- Anne Courtright wrote the following email to Jon Walker: “I want to personally thank you so much for being a member of our panel for the October 29th Forum with Senator Aguilar. Your perspective was most interesting and contributed to the overall learning of the group. Thanks so much for sharing with us. I think you are also the bright soul who was able to turn the mic’s on. A special thanks for that.”

Respectfully submitted,
Jon Walker
Executive Director