

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
October 27, 2011

MAGNETIC TAPE COLLECTIONS

All circulating items in PCCLD's collection of magnetic tapes were withdrawn from the catalog in September. On September 15-17, the tapes were sold to the public. These items were withdrawn and sold after determination that VHS video and books-on-tape items in the collection accounted for less than 1/10 of 1 percent of total circulation. In addition, no new tape materials had been purchased for the district in five years, and space is needed throughout the district for other items that are in greater demand by the public. During this withdrawal project, 16,630 tapes were discarded from the collection and offered for sale to the public. The district earned \$1,552.70 from the sale. Those items that did not sell were given to several local non-profit charities, including Pueblo Diversified Industries, the Boys and Girls Club, and the Center for Cooperative Care.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)

PCCLD was awarded the GFOA's Distinguished Budget Presentation Award for its budget work. The award represents a significant achievement and reflects the commitment of the trustees and staff to meeting the highest principles of governmental budgeting. When this award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual designated as being primarily responsible for its having achieved the award. This has been presented to Chris Brogan, PCCLD's Chief Financial Officer. Great work, Chris!

211/SRDA PROJECT

The collaborative project between PCCLD and 211/SRDA ended in September. During this project in 2012, 211/SRDA contracted to pay PCCLD \$14,500 for the purpose of updating the community 211 database of social service programs and agencies. Richard Tucey (Special Projects Librarian), Rene Montano (Clerk), and Brenda Nemick (Clerk) worked during the first three-quarters of 2011 to complete this project.

GOVERNMENT DOCUMENTS

The project to improve government documents service is moving forward. In recent months, Amy Nelson (librarian) has spearheaded this effort, which has included meetings with federal and state documents officials. The final recommendations from this work was recently approved, and in coming months PCCLD intends to take the following steps to improve services in this areal:

- PCCLD will leave the federal depository library program and refer such questions to the federal program housed at the library at Colorado State University in Pueblo
- PCCLD will focus additional resources to insure our status as a state documents depository is robust, including inclusion of state digital documents in the PCCLD catalog and improving the management of the current PCCLD state documents collection.
- Increase public awareness of PCCLD's State Publications Depository and the collaborative agreement with CSU-Pueblo
- Increase staff knowledge and competencies related to retrieving Government Information.

RECYCLING

PCCLD started a recycling program at the Pueblo West Library when this gold-level LEED building opened a few years ago. More recently, this program was broadened earlier this year with a pilot at the Rawlings Library. PCCLD is now soliciting proposals from qualified vendors to

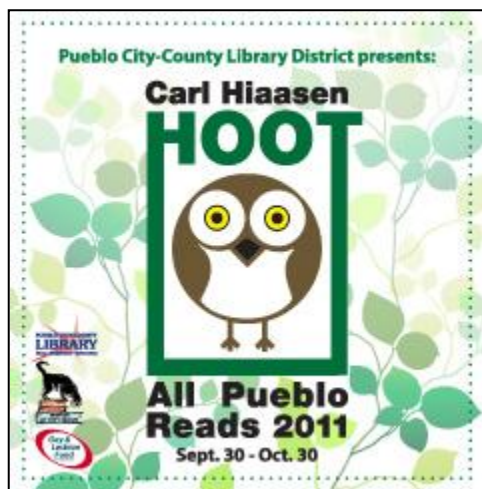
establish a three-year term agreement for a district-wide recycling program at four library locations. PCCLD looks to streamline a district-wide recycling program while improving efficiency and reducing costs for waste disposal. We hope to have a program in place in 2012.

INFOZONE ELECTRICAL WORK

An RFP to complete electrical work was awarded to Pueblo Electrics, Inc. This work will include relocation of data and electrical circuits on the 4th floor of the Rawlings Library to accommodate the remodeled museum. In addition, new circuits and data lines will be added as well as new track and LED lighting. Total cost of the work is \$24,135. This work should take place in November.

CENTER FOR NEW INFORMATION TECHNOLOGY

Planning continued in September toward the October 1 opening celebration for the Center for New Information Technology located at both the Barkman and Rawlings Libraries. Final preparations were made to the laptop and tablet equipment, printed handouts and web literature were prepared, and staff received training in use of the equipment and procedures surrounding public use of these devices.



ALL PUEBLO READS

Final preparations were made for All Pueblo Reads events and activities with more than 100 events planned for the month of October. A special 16-page newspaper insert describing this year's celebration appeared in *The Pueblo Chieftain* in late September. The kick-off event took place on September 30 at the Pueblo West Library with an art show and reception honoring local artist Radeaux. The reception featured the unveiling of permanent display of art depicting Say's Phoebe, a bird first scientifically discovered in what is now Pueblo West during an historic expedition to the area in the early 19th century.

YMCA CORPORATE CUP



Staff teamed up to participate in this year's YMCA Corporate Cup that kicked off on Saturday, September 17 with the 5K Predicted Run/Walk, Executive Games, Teamwork Challenges, Football Throw, and Swimming Events. The week continued with staff participating in a 12-mile predicted bike ride, golf, volleyball, bowling, basketball shoot, and mile run/walk. In addition to these events 42 employees participated in the Health Challenge, a program designed to encourage healthy habits for exercise, nutrition and well-being.



RAWLINGS LIBRARY

Special Collections & Museum Services

- Forty Document Delivery requests were answered in September, including requests for obituaries, genealogy, research requests and use/purchase of historic photos.
- The department has begun tracking use of the archival and research items in the reference collection. The report shows 882 materials used in September.
- Conservator Karen Jones conducted a two-day site visit and collections survey on September 8-9. She will submit a final report with recommendations. This collections assessment is being funded by a grant from the Colorado Historical Records Advisory Board.
- The State Fair collection is currently being re-housed.
- 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.
- Staff is working with Quatrefoil Exhibit Design to begin the development of the Touch History timeline exhibit for the InfoZone. This will require staff to research events, gather digital content from the collections and write exhibit text.
- Attendance in the InfoZone Museum in September was 2,073. Year to date attendance is 21,981.
- During the month, 19 films were screened for a total of 274 people.
- The Metropolitan Church, Out Loud, and Liberty Action Group used the InfoZone for meetings.
- The department hosted the following programs:
 - In partnership with the Parkview Spirit of Women, continued with the Boo-vie series which was attended by 10 people.
 - A presentation by Victor Villasenor was attended by 200 people.
 - The Liberty Group was attended by 20 people.
 - An Early Childhood Literacy program was attended by 25 people.
 - A presentation by George Autobee was attended by 175 people.
 - Twelve people attended the Constitution Day activities.
 - A tour for Cub Scouts with 37 attending.
 - A tour to a group of five.
 - A presentation on the current state of Afghanistan attended by 33 people.
 - The All Pueblo Reads Art Show will include works by J.B Sullivan and Sherry Rogers currently on the 4th floor which will be on display through November.

Reference & Readers Advisory

- Volunteer Barry Gonzales continued teaching Spanish Language Lessons in September. Class attendance has averaged ten students attending each session.
- Vicki Bonito, from Pueblo Catholic Charities, began teaching ESL and Citizenship classes. This project is in collaboration with Pueblo Catholic Charities.
- Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) attended and hosted a meeting with the Latino Chamber of Commerce with 35 attending. Felicia also organized a panel discussion exploring how history represents Christopher Columbus and his journey to America. The program was attended by 34 people.
- On September 27, Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) met with six interested readers and led a discussion on the book, *Rain of Gold* by Victor Villasenor.
- During the month of September, four volunteer tutors provided approximately 96 hours of individual tutoring for five students. Christina Sanchez (PCCLD/AmeriCorps Literacy Program) facilitated four 2-hour discussion group sessions with three to five participants each week. Christina and Amy Nelson (Literacy Librarian) administered intake assessments to four new students. Amy trained three new tutors who will begin working with students in

October. A contract between PCCLD and PCC was signed to continue AmeriCorps support for the program for another year.

- Andrew Bregar (Emerging Technology Librarian) offered two Basic Computer and two Introduction to Excel 97 classes in September.
- Kristy Williams, George Fosu and Lionel Toba continue to serve as volunteers offering computer tutoring.
- InterLibrary Loan loaned 604 items and borrowed 216 items in September.
- A collection of materials to support those who are dealing with death, dying and grieving has been donated to Pueblo City-County Library District by Sangre de Cristo Hospice and Palliative Care. Materials for this collection will be found near the reference materials in the Reference & Readers Advisory Department and will be clearly identified by a marble plaque scheduled for installation in November.

Youth Services

- Youth Services provided 60 programs serving 1,816 people, including story times, tours, and more. These activities included a workshop presented by a librarian from the Arapahoe Library District, school visits, online reference instruction, Teen Advisory Board meetings, among other programs and events.
- Worked to reorganize use of the sky-wing with emphasis on separating work spaces from “hang-out” spaces and providing more access to electrical outlets to better serve those bringing their own portable devices.

BARKMAN LIBRARY

- Barkman programming numbers for September included 135 attendees.
- The September book discussion group featured horror books of the readers’ own choosing. Thirteen adults brought in their favorite scary books and talked about them.

LAMB LIBRARY

- Displays were set up for All Pueblo Reads, Prime Time/Senior Time, Deborah Crombie Books, Watch that Cholesterol, Fern Michaels Books, and Hispanic Heritage Month.
- Alicia Griebel (Children’s Librarian) presented several programs and events this month with 136 attending.

PUEBLO WEST LIBRARY

- Door count for the month was 17,538. The Pueblo West Library hosted 76 non-library meetings during September in the meeting rooms.
- Deb Krauth (Business Librarian) hosted a program that focused on Identity Theft presented by the Pueblo County Sheriff’s Office with 7 people attending.
- Deb Krauth (Business Librarian) hosted a group of seven from the Small Business Development Center on September 29 and gave them a tour of the library and the library’s databases.
- Children and teen programs attracted 352 attendees.
- 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 prepare craft items for kids’ story time projects.

LIBRARY @ THE Y

- The Library @ the Y provided ten programs serving 37 people. The monthly gate count totaled 443.
- To increase awareness of the Library @ the Y for residents living nearby, we initiated a direct mail marketing campaign to approximately 1,600 households.

FACILITIES

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

- Cleaned and organized the storage areas at 622 South Union. Also cleared out the contents of the portable rented storage unit at the Pueblo West Library.
- Continued work with local general contractors on the remodeling of the Bret Kelly room
- Worked on new All Pueblo Reads signage for 2nd floor of Rawlings.
- Worked to finalize plans for implementing a district-wide recycling plan.
- Continued mechanical tasking the building HVAC equipment.
- A total of 318 work orders were completed.

HUMAN RESOURCES

- The first of two Flu Shot Clinics were held at the Rawlings Library providing free flu shots to all employees and discounted rates for family members.
- The following positions were open in September:
 - Clerk I, Lamb Library (filled)
 - Collection Development/ILL Librarian (filled)
 - Lead Reference Librarian, (second interview scheduled)
 - Collection Development /ILL Clerk II (second round interviews scheduled)
 - Programs and Events Coordinator (first round interviewing)
- New hires
 - Janina Goodwin became the new Circulation Manager on September 1. Janina has an MLS and has previously been employed at Pikes Peak Library District.
 - Jacob Barger has taken the position of Clerk I at the Lamb Library. He has an Associate's degree from PCC and has plans to continue his education.
 - Michelle Provinzano was hired as part-time, seasonal Books a la Cart Clerk. Michelle's background includes work at Head Start and as a bus attendant. She has done much work with underserved populations including charitable work to promote literacy.
 - Melanie Rinks was re-hired working as a Satellite Clerk for the Outreach Department.
 - Susan Wolf was hired as a temporary employee in Community Relations to assist with events and programs. Susan is scheduled to work in this capacity through the end of October. Susan has an extensive background in event planning and coordination. The permanent position is currently being recruited.
 - An employment offer was made and accepted by Jill Deulen for the Collection Development/ILL Librarian position. Jill will assume her new role on October 10. She has an MLS and has worked with the CSU-Pueblo library for the past several years as their Electronic Resources and ILL Coordinator.
- Promotions
 - Tracy Overton was promoted from Collection Development Clerk II to Technical Services Assistant.
 - Natalie Gallegos, Library Assistant in Youth Services, moved from part-time to full-time employment.
- Terminations
 - On September 23, the cooperative project with 211/SRDA was completed. Both Renee Montano and Richard Tucey returned to their regularly scheduled hours. Brenda Nemick's temporary assignment with the district came to an end.
 - Sara Wykoff, Programs and Events Coordinator, voluntarily tendered her resignation with two weeks notice.
- PCCLD Volunteer hours for the month of September totaled 1,526.03 hours, valued at \$30,902.10 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- PCCLD's September 2011 Volunteer of the Month Award went to Michael Bravo! Mr. Bravo has volunteered with PCCLD since January of 2009. Some of that time was contributed as

a performer, dancer and storyteller, in Technical Services and Outreach. This year Michael took on a special project working one-on-one with a special needs volunteer. Michael has training and experience in this capacity and was excited about the project. He created regular progress reports and kept clear communication between the library, the volunteer's parents and his counselor, which went above and beyond what was expected of him. We thank Michael for his fine efforts in representing PCCLD so well through the volunteer services program.

INFORMATION TECHNOLOGY

- Completed a revised RFP for copier replacements. Five bids were received and are being evaluated.
- Completed the beta-release of new district website to the library administrative team.

OUTREACH SERVICES

- Ann Miller (Volunteer/former library employee) and Barbara Brown (Outreach Manager) presented PCCLD resources for Seeing Impaired at the Center For Disabilities meeting at SRDA on September 1.
- Several meetings were held with Jon Walker, Jane Palmer (Director of Public Services), and Barbara Brown (Outreach Manager) to re-evaluate the after-school satellite program.
- Books a la Cart began its eight-month commitment to eleven different community organizations, including Meals on Wheels, Posada, Salt Creek Mothers, Martin Luther King, Jr. Museum, Eastwood Heights, East Side Child Care Center, El Centro del Quinto Sol, Southside Children's Center, Boys and Girls Club Sprague Center, and Blue Sky Spectrum.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 6,382 items were added to the collection during the month.
- An agreement was signed with Library Ideas for Freading, a download ebook service, which should be ready for public use in October.

COMMUNITY RELATIONS

- Midori Clark (Community Relations Director) represented the library at a September 13 meeting of government and utilities public information officers (PIOs). Many PIOs were in attendance from organizations including the Board of Water Works, CSU-Pueblo, Pueblo County Sheriff's Office, Pueblo Police Department, Pueblo Fire Department, Pueblo Chemical Depot and others. Best practices were shared regarding crisis communication.
- Colorado's Census Bureau office held a workshop in partnership with the library in the training room of the Rawlings Library on September 15 with seventeen attendees who learned about how to search through the Census Bureau's website and navigate the data provided.
- 213 people showed up for the 2011 Up With Reading Bookmark Awards Ceremony on September 27 (80 children/133 adults). There were 2,590 entries in this contest.
- Five press releases were sent out in September, and all four stories were covered by *The Pueblo Chieftain*. Coverage included the opening of the Center for New Information Technology, the appointment of Rhonda Gonzales to PCCLD's Board of Trustees, InfoZone Movie, Victor Villasenor program, and the All Pueblo Reads project. Additionally, a large feature story about Pueblo's number seven ranking in the country as a "book-loving community," focused prominently on the library.
- Marketing pieces designed included bookmarks, posters, print ads and a multitude of other pieces advertising All Pueblo Reads events, Bookletter electronic newsletter, September newsletter, InfoZone monthly movies bookmark and poster, InfoZone Indy Film flyer, Center for New Information Technology brochure and handouts, and BookPage custom ad on the back page.

GIFTS & GRANTS

- The Friends of the Library contributed \$27,644 to the library for the following projects:
 - \$15,500 for All Pueblo Reads including invitations to middle school students/adults
 - \$400 to purchase Wii gaming consoles for Pueblo West Library.
 - \$909 to purchase countertop display units for Special Collections area.
 - \$995 for window tinting at Pueblo West.
 - \$1,800 for display cases in the gallery area at Pueblo West.
 - \$3,000 for adult literacy materials.
 - \$5,000 to purchase new tables and chairs for the Barkman Library.
- The library received a number of memorial contributions for audiobooks in memory of Martha Valle, who had been a participant in the library's homebound program.
 - Stan & Theresa Grimes from Ft. Morgan donated \$30.
 - Sharryl Irvine donated \$50.
 - Dennis & Paula Reeves donated \$25.
 - Kathleen Welch from Colorado Springs donated \$20.

STAFF DEVELOPMENT

- Four Finance staff members held safety training on September 7 by watching the video, "You and Office Safety."
- During September, Deb Krauth (Business Librarian) focused intently on the Reference USA database, learning more about its functions and capabilities through webinars. She attended three webinars, on September 7, 9 and 26.
- Midori Clark (Community Relations Director) attended CommUnity Training on Fundraising, It's not (Just) About the Money presented by Martha Vail on September 13.
- Maria Kramer (Teen Librarian) attended a webinar on Creating a Social Media Policy for Your Library on September 15.
- Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) attended the REFORMA National Conference in Denver on September 16 and 17.
- Midori Clark (Community Relations Director) represented PCCLD at a county-wide disaster exercise planning workshop held September 20 at the City-County Health Department. The half-day workshop was for government agencies and other organizations who were interested in participating in a county-wide disaster exercise. The workshop's goal was to organize interested parties in order to have fewer, but more coordinated, exercises between the agencies.
- Eighteen staff members attended training on Circulating Laptops and iPads on September 22.
- Natalie Gallegos (Library Assistant), Elizabeth Flores (Pueblo West Librarian), and Kirsten Dees (Pueblo West Library Assistant) attended the Story Time Workshop: Extending Early Literacy Story Times with Crafts at the Rawlings Library on September 24.

THANK YOU MESSAGES

- Holly Jo Butt, Volunteer Coordinator for St. Mary Corwin, wrote a thank you note signed by many others which read: "Thank you for your generous donations of books for our young visitors in the Surgical Waiting Room."
- Marilyn Schwartz, mother of Martha Valle, wrote a note with the donations made to the library in memory of her mother: "Please accept these donations in honor of Martha Valle who enjoyed the talking books delivered to her over the years. They were a joy and a lifeline to her for many years!"
- Maria Tucker (Special Collections & Museum Services Manager) received the following email from Larry Warren: "What a pleasant surprise to find the library on the front page the day after our visit. My boys and Judy and I were all impressed and happy to see the national recognition this provides for your institution. Jon and your staff must be flying high with this added prestige!"

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- Francie Hurtado (Youth Services Library Assistant) received the following thank you note from Sunset Park Elementary School: “Thank you, Francie, for participating in Sunset Park’s open house. We appreciate your support, and we are looking forward to collaborating with you.”

Respectfully submitted,
Jon Walker
Executive Director