

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

January 23, 2014

LIBRARY ENHANCEMENT PROJECT

The Rawlings Library 2nd Floor Enhancement Project continues to move forward. The architect should have final construction drawings completed by January 10. The contractor plans to begin construction on February 3. The library district is taking steps now to close the 2nd floor of the Rawlings Library for about one month beginning in early February by temporarily transferring some services to the 1st floor of the Rawlings Library, operating out of meeting rooms there.

NEW LIBRARIES

Entitlements processes for the new libraries are approaching 100% complete. The contractor is setting up for construction at all three sites, including preliminary foundation work.

RAWLINGS LIBRARY

Special Collections & Museum Services

- 155 Document Delivery requests were answered in December. 617 items from the collection were counted used by customers in December.
- James Boyle (Archive & Collection Coordinator) has begun to spot check the archival box collections assessing re-housing needs. Sarah Meador (Special Collections Materials Handling Technician) is labeling and reshelving historic news film reels. Oral histories are being boxed to better preserve them and prepare for upcoming digitization of select cassettes.
- Jen Koen (Digitization Coordinator) digitized the Mineral Palace Collection and spent time working on Eilers neighborhood photos. 1,758 digital objects are now available to the public. City Directories have been digitized, and editions to 1921 will be added to ContentDM.
- John Wark published a book using photos from PCCLD's *Pueblo Past and Present* exhibit.
- Maria Tucker (Special Collections & Museum Services Manager) presented information about the InfoZone on Homework Hotline public television on December 2.
- Charlene Garcia Simms (Special Collections Librarian) and the Genealogy resources were featured in a nice article in *The Pueblo Chieftain*.
- On December 2 a presentation was provided to Parkhill Christian Academy with an overview of the Special Collections resources.
- Maria has been working with Wes Burrer and the County Commissioners to exhibit the items from the Pueblo County Cornerstone time capsule. An exhibit is being planned for 2014.
- The Southern Colorado Photography Society will display a photo exhibit in January and February of 2014.
- A program for World AIDS Day was held on December 1 with 30 in attendance.
- The InfoZone featured 23 films with 158 attending.
- The InfoZone was used by the Emergency Preparedness group from Bechtel and Pueblo County Sheriff on December 3 and 4.
- The YMCA used the InfoZone on December 13 with 35 in attendance.
- A school tour was provided to Beulah School on December 17 with 55 in attendance.

Reference & Readers Advisory

- 211 people attended the 19 programs offered by the Reference & Readers Advisory Department in December. Classes were offered through the Hispanic Resource Center, Adult Literacy Program and the Library Technology Trainer.
- The Ask Us e-mail service received 62 questions during the month of December. Questions receiving the most questions were related to customer accounts, general library questions, and library products/resource questions.

Youth Services

- Youth Services offered a program with 195 children participating by checking out books and using library resources to find the hidden Gingerbread man.
- Christmas and snow-themed crafts were available during all open hours from December 15-28. 396 participants created crafts, as simply or elaborately as they liked, throughout the month.
- On December 13, the library offered an Hour of Code as part of a national initiative to introduce the idea of programming.
- On December 15, Gingerbread Madness was offered with seventeen participants.
- On December 20, 29 participants attended an event held in partnership with Creative Corridor to make lanterns for the Winter Solstice Lantern Parade out of all recycled materials.
- The library hosted 250 participants for a Gingerbread House Making event on December 21.
- Routine programs included three Baby Times with 42 participants, five Bilingual Time for Tots with 69 participants, three Family Storytimes with 40 participants, seven Preschool Storytimes with 90 participants, four Time for Tot programs with 75 participants, and five Teen Advisory Board meetings with 59 participants.
- The library participated at the Buell Holiday Storytelling with seven events reaching 164 participants.
- Maria Kramer (Teen Librarian) presented database and catalog training to 22 participants at Park Hill Christian Academy on December 2.
- A talk on *The Watson's Go to Birmingham*, part of All Pueblo Reads, was provided at Pueblo School of Arts and Sciences on December 3 with 51 participants.
- The Beulah School of Natural Sciences toured the library on December 17 with 62 participants.
- Gigi Holman (Early Literacy Librarian) held a storytime for the Rotary club on December 23 for 75 participants.
- Natalie Gallegos participated on Homework Hotline on public television on December 9.

BARKMAN LIBRARY

- It took almost nine months for Barkman to get back to its old numbers for circulation, since the library enhancement project, but circulation statistics increased over last year in November at Barkman. Barkman circulated 18,247 items in November 2012 and had an increase to 18,577 in November 2013.
- The Barkman Book Discussion Group featured a holiday book of the readers' choice in December. Fourteen people enjoyed the book discussion and holiday party in December at Barkman.
- With a combined 45 people participating in the gingerbread house program, Barkman's meeting room was packed for this special holiday hands-on event.

LAMB LIBRARY

- Time for Tot storytimes were held for 71 individuals; themes were: Elephants Galore, Stinky Smelly Garbage and Winter Time is Here.
- Preschool storytimes were offered to 54 individuals; themes were: Scarecrows, Arctic Walruses, Bedtime and Jingle Bells.
- Life-sized Candyland event was held where 75 attendees could spin the dial and walk, hop or skip through the life-size game board.

Executive Director Report January 23, 2014 – 3

- Gingerbread Family Fun event had 89 attendees constructing gingerbread houses out of various candy and cookies.
- Christmas Craft Week offered precut crafts to glue and take home. This year 100 children made handprint Santa and gingerbread frames.
- Gingerbread Madness for Teens consisted of nine teens building gingerbread houses and entering them into a contest; one of them made it to the finals.
- Displays were provided featuring Happy Holidays, 2013 NY Best Sellers, and Hosting for the Holidays.
- Hundreds of paperbacks and audiobooks were weeded in order to relocate audiobooks and Playaways near the paperbacks. The nonfiction and TV series DVDs were also weeded and relocated to the shelves where the audiobooks had been located. Lamb is in the process of relocating all DVDs to the stacks, but more books need to be weeded to accomplish this goal.
- Supervised volunteers who completed the weeding list of the month with over 1,100 items.
- The adult trivia contest had 60 entries.

PUEBLO WEST LIBRARY

- On Saturday, December 7 Pueblo West had a “Tech it out!” program run by Jason Cipriani, technology writer for *The Chieftain* with nine attendees.
- Sixteen regular children’s programs attracted 161 participants.
- A special gingerbread house making program for children on December 13 attracted 43 people.
- The teens had a gingerbread program on December 13 with nine participating.
- The Anime Club met on December 19 with three teens attending.
- Pueblo West is trying an open studio concept on Friday afternoons for teens and tweens, and began on December 20. Six came in for Lego and game fun.

LIBRARY @ THE Y

- The Library @ the Y received and answered/transferred 529 calls of the 1,938 calls logged on the Habanero Hotline.
- The Library @ the Y hosted seven Preschool Storytimes with 205 attendees.

OUTREACH SERVICES

- Amy Martin (Outreach Manager) has implemented cross-training of Outreach staff in preparation for staffing changes anticipated in the fall of 2014 with the opening of the new libraries.
- A new delivery schedule for Books a la Cart was implemented the first week of December and has consistently reduced delivery time each week by half, affording time to spruce up collections for the community bookshelves.
- Amy Martin (Outreach Manager) visited all nine satellites during December to meet principals, discuss future satellite operations, tour libraries, assess collections and programs, and to provide support training to District 70 satellite staff.
- Jennifer Holm, author of *Babymouse*, will be visiting the Avondale Satellite on February 4, 2014 for an all-school assembly, and PCCLD is coordinating a *Babymouse* book cover contest for the entire school.

FACILITIES

- Facilities staff continued work on the landscaping project at the Rawlings Library, oversaw the completion of the installation of a new building security system at the Rawlings Library, selected Reaction Engineering for water chemistry services at the Rawlings and Pueblo West Libraries, installed bike racks at both the Rawlings and Pueblo West Libraries, assisted with the installation of holiday decorations district wide, completed mechanical tasking of building equipment.
- During December, a total of 427 work request were completed district wide.

HUMAN RESOURCES

- The Volunteer Quarterly lunch meeting was held on December 11. Kayci Barnett (Circulation Manager) provided a presentation on circulation and the call center.
- The Nesbitt Staff Holiday Party was held on December 7.
- Staffing Changes:
 - Natalie Martinez resigned as YS Materials Handling Technician effective December 31.
 - Courtney Woodka was hired as full-time Marketing Coordinator in Community Relations.
 - Sara Rose was laterally transferred from Human Resources Director to Senior Advisor/Organizational Development Officer.
 - Joe'l DeYoung was serving as interim Human Resources Manager and was promoted to Human Resources Director.
 - Susan Wolf transferred from Program & Events Coordinator in Community Relations to Adult Literacy Coordinator in Reference & Readers Advisory.
 - David "Ty" Collins was hired as a part-time Facilities Specialist I in the Facilities Department.
- Recruiting / Open Positions in December:
 - Materials Handling Technician
 - Facilities Specialist I
- Volunteer hours for the month of December totaled 1,444.1 hours, valued at \$29,243.03 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- The Volunteer of the Month for December is Cibella Gamma. Cibella volunteers in teen services at the Rawlings Library.

INFORMATION TECHNOLOGY

- Selected vendor to upgrade AV in Ryals Room. Work began in late December to be completed in early January.
- Worked with network consultants to install new hardware for Internet and wireless LAN redundancy.
- Began process to upgrade the district to Windows 8 and Office 2013 in the first quarter of 2014.
- Planning for relocation of public computers during 2nd floor remodel in the first quarter of 2014.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 7,025 items were added to the collection in December, and 6,384 items were withdrawn.
- Focus has been on invoice receipts as the library closes fiscal year 2013.
- Jill Deulen (Collection Development Librarian) successfully managed the district launch of new streaming video service *hoopla* on December 18.
- Jill purchased 25 iPads and 15 laptops to refresh the circulating collection of wireless devices. All new devices will begin circulating in January.
- Elizabeth Flores (Collection Development Librarian) added Findaway World backpacks, juvenile playaway combination packs, as a new format, effective January.
- Jill is preparing to migrate ILL services to a new platform called WorldShare in February.
- Abby Koehler (ILS Administrator) continues refining BiblioCommons configurations.

COMMUNITY RELATIONS

- The Friends of the Library sponsored and hosted the Creative Writing Awards contest, which included an awards ceremony on December 5. The topic of this year's contest was an animal adventure story. There were 43 entries, and 80 attended the awards ceremony in the Ryals Room.
- Doreen Martinez, secretary of the Friends, and Dustin Hodge, Friends of the Library board member, presented and attended a meeting of the Pueblo Optimists on Wednesday, December 18. Approximately 30 were in attendance to see Martinez present on the "History of the Friends."
- Michelle Vigil (Website Editor) has been working for several months to create an employee website, or Intranet, with the purpose of communicating district-wide information. The site is set for district-wide launch on March 1.

Overall Campaign Progress

	Pledge	Received
Employees	\$22,218.00	\$13,111.00
Boards of Directors	\$29,345.00	\$27,345.00
Individuals	\$112,431.65	\$94,656.65
Businesses	\$164,295.03	\$144,127.12
Foundations	\$331,500.00	\$181,000.00
Government	\$210,174.00	\$54,745.00
Chamberlain Fund	\$45,000.00	\$39,500.00
PCCLD Fundraiser (2011)	\$19,820.00	\$17,320.00
	\$934,783.68	\$571,804.77
Goal	\$970,315	
Progress on Goal	93.3%	
Balance to Fundraise	\$64,968.32	

GIFTS & GRANTS

- Awarded \$15,000 grant from Black Hills Energy Foundation.
- The library received a total of \$19,719 in contributions in December.
- Carol King donated \$250 to the Pueblo City-County Library as an unsolicited contribution.
- Donations made for new libraries included:
 - Janet Pullin contributed \$7,500 for a naming opportunity
 - Lynn Street donated \$1,000 in response to a Point of Entry even
 - Carol King made a \$250 pledge payment as part of the Board appeal
 - Wallace Rice made a \$125 pledge payment at the Black Tie Ball
 - Rochelle Spooone made a \$290 pledge payment at the Black Tie Ball
 - Donna McKiney made a \$200 cash donation at the Black Tie Ball
 - Pikes Peak Library District made a \$200 cash donation at the Black Tie Ball
 - James H. Stuart donated \$25 as an unsolicited contribution
 - Richard Cline donated \$250 as an unsolicited contribution
 - Lester Ward donated \$500 as an unsolicited contribution
 - Employees completed pledges totaling \$5,649 with the following contributions:
 - Steven Antonuccio gave \$252
 - Chris Brogan gave \$252
 - Jane Carlsen gave \$1050
 - Midori Clark gave \$1050
 - Natalie Gallegos gave \$252
 - Janina Goodwin gave \$525
 - Diann Logie gave \$252
 - Lorina Messenger gave \$252
 - Ruth Mondragon gave \$252
 - Erin Murphy gave \$252
 - Amber Pepin gave \$252
 - Dan Romero gave \$252
 - Carol Rooney gave \$252
 - Sara Rose gave \$252
 - Michelle Vigil gave \$252

Executive Director Report
January 23, 2014 – 6

- The end of year Direct mail solicitation brought in \$2,980 with the following contributions:
 - John Marvel gave \$50
 - Robert Nash gave \$30
 - Michael Pospahala gave \$25
 - Richard Ratliff gave \$500
 - John Rice gave \$50
 - Jarvis Ryals gave \$250
 - Ken White gave \$250
 - Janet Yaden gave \$250
 - Rondald Yergert gave \$250
 - Matthew Coffman gave \$25
 - Delbert Bills gave \$25
 - Bill Franklin gave \$250
 - Reg Landrum gave \$250
 - Joseph Petrov gave \$25
 - Robert Tonsing gave \$250
 - John Stachler gave \$250
 - Preston J. Wallace gave \$250.

STAFF DEVELOPMENT

- Nine Youth Services staff had the opportunity to visit the Anythink Library District in Thornton, Colorado on December 5 which they earned as a Summer Incentive award. Staff came away with many ideas to continue to improve service.
- Gigi Holman (Early Literacy Librarian) attended the Pueblo Early Childhood Council (PECC) meeting on December 16.
- Sixty-seven employees attended a presentation on December 17 provided by Paula Singer to explain the Pay for Performance plans.
- Selected employees attended instructions regarding the Rawlings Library new building security system provided by Al Perea (Facilities Superintendent).

THANK YOU MESSAGES

- Aside from numerous holiday greetings, the library received several positive comments on BiblioCommons:
 - It's nice you have a new website.
 - Love the recent changes you've made to the site! Much more user friendly and intuitive. We love the Pueblo City-County Library.

Respectfully submitted,
Jon Walker
Executive Director