

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

**DIGITIZATION PLANNING**

Maria Tucker (Special Collections & Museum Services Manager) has been overseeing an effort to create a plan to guide PCCLD in the digitization of its special collections and archives. Bishoff and Associates was selected as the consulting firm to work with staff to provide the plan. The consultants were selected through a competitive RFP process. The consultants have been on site for three meetings. A draft report and recommendations has being reviewed. The plan and recommendations will be presented to the Board of Trustees in November. Staff is currently evaluating a trial of CONTENTdm, a digital collection management system. 800 photographs that were previously digitized by PCCLD are being loaded into the system in order to make them available to the public via CONTENTdm.

**LIBRARY ENHANCEMENT PROJECT**

With the RFID/AMH vendors selected (Sirsi/Bibliotheca and RFID Library Solutions), architectural firm Studiotrope now has been employed to integrate the new equipment into the floor plans and service models at the Rawlings, Barkman, Lamb and Pueblo West Libraries. On July 12-13, library staff met with Studiotrope designers and the RFID/AMH vendors to begin conceptual design for the new service model envisioned with the implementation of RFID/AMH. This design charrette helped identify the programming needs of the space, functionality of service desks and the best locations for checkout stations, checkin, and AMH systems. Studiotrope will produce schematic design proposals in August for staff and contractor review based on these discussions. The CM/GC for this project will be H.W. Houston, based on their lowest-cost proposal. The goal of this phase is production by Studiotrope of construction documents by October with installation of equipment to take place in late 2012 and early 2013.

**DISTINGUISHED BUDGET PRESENTATION AWARD**

The Government Finance Officers Association (GFOA) has announced that the Pueblo City-County Library District has received the GFOA's Distinguished Budget Presentation Award for its budget. The award represents a significant achievement by the library. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. It also reflects the leadership of Chris Brogan (CFO), whose efforts in this area have been instrumental. In order to receive the budget award, the library had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well a budget serves as a policy document, a financial plan, an operations guide, and a communications device. Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

**RAWLINGS LIBRARY**

**Special Collections & Museum Services**

- Thirty-three document delivery requests were answered in July. Requests this month include obituary, genealogy, research requests and use/purchase of historic photos. 756 items from the collection were used in July. The genealogy computer, non-profit resource center computer and *Ancestry.com* are continuing to experience heavy use.
- Jay Boyle (Archive & Collection Coordinator) has been processing the State Fair collection. The collection is being re-housed with the proceeds of an IMLS grant in partnership with the Pueblo County Historical Society. He is working on developing a finding aid for the collection. Jennie Bachelor (Archive & Special Collections Coordinator) and Jay also are developing an exhibit using

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the State Fair Collection. Select photographs from the State Fair collection will be digitized and used in an InfoZone exhibit for August and September, and the images will also be added to the digital collections online. Jay is also working on processing the Fryingpan-Arkansas Project Collection and developing a finding aid.

- An intern is almost finished re-housing the vertical files throughout the summer. A finding aid will be provided as a result of the project.
- In order to prepare for digitization and to provide improved preservation of the photo collection, the photo files are being re-housed. The department received a Friends of the Library grant to purchase file cabinets to appropriately store the photo collection. Tabitha Davis (Clerk) has been working on the photo re-housing project. A numbering system has been applied to the photo files, and photos have been re-housed in acid-free, archival quality folders, and crowded folders have been placed in multiple folders. The Colorado photo files are completely re-housed, and the Pueblo photos are in process. An online finding aid that lists subjects of photos will be developed.
- A public program in use of Ancestry.com was attended by five people and Non-Profit Resource Center workshop was attended by 35 people.
- PCCLD developed a traveling exhibition of the Southeastern Water Conservancy District regarding the Fryingpan-Arkansas Project 50-Year Anniversary, which is on display through the end of August at the Lake Pueblo Visitor Center.
- An exhibit about Historic Preservation and historic buildings of Pueblo is on display on the 3<sup>rd</sup> floor.
- The InfoZone hosted movies throughout the month with a total of 391 individuals attending.
- Two Adult Summer Reading programs were attended by a total of 68 people.

**Reference & Readers Advisory**

- 27 people attended Spanish Classes in July.
- Thirteen students attended ESL classes in July.

July Statistics for Hispanic Resource Center	
Program	Attendance
Spanish Classes	27
ESL Class	13
Books in the Park @ Bessemer	40
El Pueblo Boys and Girls Club	15
La Llorona Adult Summer Reading Program	55
<b>TOTAL</b>	<b>150</b>

- Eight literacy tutors provided instruction to ten students during July, totaling approximately 150 hours of individual tutoring.
- Twenty students registered for the GED classes that started on July 9.
- The Rawlings Library has been approved as an official addendum testing site, and the next GED exam will be administered by South Central BOCES at the library beginning in August 2012 and continuing through June 2013.

June 2012 Public Technology Sessions				
Date	Time	Program	Presenter	Attendees
7/2/2012	11am	Computer Basics	Kim Young	5
7/2/2012	6pm	Computer Basics	Kim Young	1
7/9/2012	11am	Internet Basics	Kim Young	6
7/9/2012	6pm	Internet Basics	Kim Young	0
7/11/2012	10am	Downloadable Library Resources	Andrew Bregar	3
7/16/2012	11am	Microsoft Excel 2007 Basics	Andrew Bregar	8
7/16/2012	6pm	Microsoft Excel 2007 Basics	Andrew Bregar	7
7/23/2012	11am	Email Basics	Kim Young	11
7/23/2012	6pm	Email Basics	Kim Young	0
7/25/2012	1-3pm	Technology Open House	Andrew Bregar	3
<b>Total</b>				<b>44</b>

July 2012 Device Statistics					
Item Library	Item Type	Total Circulation	Item Library	Item Type	Total Circulation
RAWLINGS	EREADER	16			
RAWLINGS	IPAD	43	BARKMAN	IPAD	8
RAWLINGS	LAPTOP1	154	BARKMAN	LAPTOP1	33
RAWLINGS	LAPTOP7	46	BARKMAN	LAPTOP7	12
	<b>Total</b>	<b>259</b>		<b>Total</b>	<b>53</b>

### Youth Services

- Youth Services provided 45 programs for a total of 2,598 participants.
- Family programming on each second Sunday has been implemented in conjunction with the Mesa Junction Creative Corridor efforts. Water Painting brought 27 participants on July 8.
- Two visits from our READ Dog volunteer brought 14 participants.
- A Moon Viewing event in partnership with the Southern Colorado Astronomical Society brought 35 participants to gaze at the craters of the moon through a selection of telescopes in the courtyard on July 26.
- Susan Graham, a volunteer with the SRDA Foster Grandparent program, is a trained reading instructor and read with 343 youth and their families in July.
- Weekly summer programming for teens continued through July with an average of 26 participants each week. Programs included a Hip Hop Dance Workshop lead by a dance instructor from the Sangre de Cristo Arts Center, Spa Night, Game Night, and a SpyCraft program with code-breaking challenges.

### BARKMAN LIBRARY

- Barkman volunteer activity in July totaled 112.5 hours. With the last month of the Summer Reading program, teen volunteers accounted for 92.5 of those hours.
- Barkman's programming numbers have increased significantly this year to date. Through June Barkman reached 6,883 people (up 254%) with program attendance.
- The final adult Summer Reading Program had fifteen people attending the Knitting program.
- The final teen program and pizza party had 31 participants, and everyone had a great time. Barkman's total numbers for the teen program exceeded most of the other branches.
- Barkman's July book discussion group featured the book *No Country for Old Men* by Cormac McCarthy. Eight adults participated in the July program.



### LAMB LIBRARY

- Total Summer Reading program attendance was 1487.

### PUEBLO WEST LIBRARY

- Door count for the month was 17,989. The library hosted 86 meetings during July in Pueblo West's meeting rooms. Some of the groups using the rooms included Fountain Associates, Natural Alternative Treatments, and Oasis Christian Church.
- The Teen Art Reception, held in the Vectra Gallery the evening of Friday, July 6, consisted of teens submitting art and a jury of their peers selecting the top works, which were given awards from 1<sup>st</sup> through 3<sup>rd</sup> place. Many of the teen artists attended the reception with their family and friends, and it was a fun evening with 75 people attending.
- The Virtual Workforce Center (VWC) class is being offered Thursday mornings each week with sixteen attending in July.
- An Overdrive session was offered on Saturday morning, July 7, with nine people attending.
- 1173 people attended other programming offered at the Pueblo West Library during the month.



### LIBRARY @ THE Y

- The Library @ the Y provided 13 programs serving 472 people. The monthly gate count totaled 3,509.
- Preparations were made for the scheduled computer lab installation to begin August 6.



### FACILITIES

- Worked in conjunction with Outreach Services staff on the Books in the Park program; transporting the Books in the Park cargo trailer until the last event on July 27 when work began on unloading and returning Books in the Park supplies to storage.
- Planned and worked with local locksmith vendor Affordable Locksmith on re-keying the door locks at the Rawlings Library.
- With the financial assistance from the Friends of the Library grant program, a new John Deere Utility Tractor was selected for use on landscape projects and snow removal throughout PCCLD.
- Obtained three bids on the cleaning of the exterior windows at the Rawlings Library which was completed during the first week of July. The winning bid was awarded to Atlas Window Cleaning.
- Worked with Allied Alarms, Inc., on testing and inspecting the fire detection system at the Lamb Library. The horn/strobe pull stations and dial-out notification were tested, and all devices were found to be in good working order.
- Completed a combination of landscape duties at the Lamb and Pueblo West Libraries. Duties included weed pulling, weed spraying, tree and hedge trimming, and curb lines were cleaned.
- Mechanical Tasking of HVAC equipment continues with the completion of:
  - Water Chemistry Procedures – Rawlings
  - Monthly Liebert Air Conditioning preventive maintenance procedures – Rawlings
  - Complete service of the True Refrigerator – Ryals Kitchen
  - Complete service of the True Freezer – Ryals Kitchen

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- Elevator car telephone connections to emergency elevator dispatcher – Rawlings and Lamb
- Prepare 2007 Suzuki Quad ATV for future sale
- Addition of water into floor drains – Rawlings
- During the month of July, a total of 384 work orders were completed district wide.

## **HUMAN RESOURCES**

- Positions being recruited in July:
  - Web Editor, Grade 5, 20 hours per week.
  - Lead Reference Librarian, 40 hours per week.
  - Pueblo West Clerk I, 20 hours per week.
  - Marketing Coordinator, 40 hours per week.
  - Accounting Assistant, 40 hours per week.
- New Hires:
  - Amber Pepin was hired as the Manager of Fundraising/Grant Writer. Ms. Pepin comes with a Bachelor of Science degree in Business Administration from the University of Colorado and nine years of community relations experience in fundraising and grant writing. She has raised over \$33 million dollars in her career and most recently worked with the Pueblo Community Health Center Foundation.
  - Michelle Stitts, from Accountemps, began a full-time, temporary work assignment as Accounting Assistant to replace Tracee Reeves who moved to New Mexico. Michelle has an accounting background with eleven years of experience with accounts payable and expense auditing, including MAS90 software. In addition she completed the San Mateo County Occupational Program for Computerized Accounting.
  - Todd Smith began employment as part-time, 32 hours per week, Help Desk/AV Technician on July 30. Todd holds an Associates Degree in Information Technology from ECPI Technical College in Virginia and has earned 100 hours toward a Bachelor of Science degree in Information Technology. He has worked for the past four years with Pueblo County Government as a Technical Support Analyst.
- Promotions:
  - Kimberly Young was selected for promotion from Lead Reference Librarian at the Rawlings Library to the Supervising Librarian for the St. Charles Mesa Library. Kim will also fill the role of Interim Outreach Supervisor with the anticipation of Barb Brown's retirement in April and will assist with library planning for the new branches. Kim has previous experience as a Branch Manager for Richland County Public Library and for Jackson District Library.
  - Amy Nelson was selected for promotion from Librarian with Literacy Emphasis to the Supervising Librarian for the Greenhorn Valley Library. Amy has been with PCCLD for more than six years working in the areas of Outreach, Volunteer Services and Reference & Readers Advisory. She has developed the Adult Literacy Program, GED Program and reorganized the Government Documents services as her most recent assignments. It is anticipated that Amy will begin her new position in early 2014.
- Terminations:
  - Lisa Miller and Kristina Samuelson terminated seasonal Books in the Park employment on July 27.
  - Nick Potter voluntarily resigned as Marketing Coordinator for a new job on July 27.
  - Tracee Reeves voluntarily resigned as Accounting Assistant to move out of state on July 17.
  - Ed Vaught retired from employment on July 1.
- Volunteer hours for the month of July totaled 2,163.85 hours, valued at \$43,817.96 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- The Volunteer of the Month for July is Carolyn Lowrey! "Carolyn Lowrey has been a volunteer for almost four years. The first two years she helped Special Collections with the obituary index with data input. She completed six years which equated to thousands and thousands of entries. The obituary index is one of most popular resources and bringing it up to date is very important. She was meticulous in her work, checking and double checking that the entries were correct. She even did research on her own to check spelling of names and dates. We could depend on her every



week and when she was going to be gone she made sure she gave us her schedule. The next two years she has been helping us with data input on our inventory which was taken manually and it is huge with about 50 categories. As with the obituary index, Carolyn is taking each category one by one and inputting it in an Access database. We only have to train her once on what we need and she takes off with it and completes it. She is almost finished with this massive project and we will have it digitized as a finding tool for our patrons to have easier access and awareness of what we have in our collection. Carolyn is an ideal volunteer who is very dependable and conscientious of her work which makes it easier for our staff to work on other projects. These are but a few reasons why I think Carolyn Lowrey should be our volunteer of the month.”

### **INFORMATION TECHNOLOGY**

- Finalized ordering of 2012 hardware replacement plan.
- Installed new printers in Special Collections and Youth Services.
- Resolved major issue with public PCs at Barkman and Lamb with machines locking up and running slow.

### **OUTREACH SERVICES**

- Satellite Libraries will be closed from July 30 to August 3.
- The satellites were busy finishing up the Summer Reading Program.
- Homebound had two new patrons added and a new volunteer to service their needs.
- David Gouge (Vineland Satellite Clerk) presented a musical story time at Bessemer Books in the Park (BIP) on July 3.
- Judge William Alexander presented story time at El Centro Quinto del Sol BIP on July 5.
- Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) provided a bilingual story time at Bessemer Books in the Park on July 10.
- Victoria Miller (Bessemer Steel Museum) read stories at El Centro Quinto del Sol on July 12.
- The Sangre de Cristo Dancerz performed for both the Spectrum and Destiny Special Needs groups at Bessemer Books in the Park on July 16.
- Mary Grant (Early Childhood Literacy Librarian) presented a “Babies” story time at Bessemer Books in the Park on July 17.
- Michael Cox (Youth Services Manager) read stories at El Centro Quinto del Sol on July 19.
- Eva Montoya (City Council) presented story time at El Centro Quinto del Sol on July 26.
- Michelle Provinzano (Outreach Clerk) represented PCCLD at the Teddy Bear Picnic hosted by Catholic Charities in Mineral Palace Park on July 27. She gave away 44 books to children attending the event and provided a story time. 100 people attended the event.

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

- 5,570 items were added to the collection during the month.

### **GIFTS & GRANTS**

- The Southern Colorado Community Foundation sent a check for \$869.45 representing income from the Chamberlain Fund.
- Paul Jones from Paul’s Great American Heroes donated two cash registers for the library. One of the cash registers will be used at the Library @ the Y, and the other will be used for spare parts since it is the same model as several older library cash registers.
- Summer Reading sponsorship contributions included:
  - Loaf ‘n’ Jug donated \$300.
  - HUB International donated \$300.
  - Parkview Medical Center donated \$300.

### **STAFF DEVELOPMENT**

- Satellite Clerk training was provided on July 11, 18, and 25.
- Carol Rooney (Reference & Readers Advisory Manager) attended the “Not Your Grandma’s Library Anymore” webinar on July 11.

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- Abby Koehler (ILS Administrator) attended an Ebsco Discovery Services webinar on July 12.
- Maria Tucker (Special Collections & Museum Services Manager) attended a workshop on archival processing with MPLP (More Product Less Process) in Cheyenne, WY on July 12-13.
- Abby Koehler (ILS Administrator) attended an OCLC Cataloging Services webinar on July 17.
- Jay Boyle (Archive & Collection Coordinator) attended a workshop on Disaster Planning and Protecting Cultural Collections in Denver on July 18.
- Charlene Garcia Simms (Genealogy and Special Collections Librarian) attended a non-profit workshop on July 20 hosted by the Colorado Non-Profit Association at the Rawlings Library.
- Four new employees attended New Hire Organizational Training on July 31.
- Abby Koehler (ILS Administrator) attended a Lyris Open-Source Technologies webinar on July 26.

### THANK YOU MESSAGES

- Ron Ragazzi from the Pueblo Municipal Shooters sent the following letter: “On Saturday, June 30, 2012 Pueblo Municipal Shooters, Inc. held its second Volunteer Appreciation Luncheon at the Pueblo West Public Library in Conference Room B. This year, we again found the staff at the library to be very professional, courteous and helpful in setting up the conference room and the public address system. They responded quickly and efficiently to our requests for additional tables and chairs needed to accommodate the attendees. In all, their positive attitudes and helpfulness were greatly appreciated and helped in making the activity a success!”
- Samantha Dear left the following comment: “We came from the East Side Childcare Center and we absolutely enjoy Books in the Park. We are here every week. The game board is a great incentive to get the children reading. They always look forward to coming. The only thing I would change is that it ends in July. Our children would love to keep coming through August before they go back to school in September.”
- Melissa Baer left the following comment: “We love it! We love Michelle!! (*Provinzano-Outreach*) My daughter adores her and I love how Michelle makes her feel special. The books are great for my children. They love to read and listen to the stories told at story time. This is a GREAT program. Thank you soooooo much!”
- Briana Marquez left the following comment: “Library in the Park was an amazing experience for my children. Being able to borrow new books each week gave them more encouragement and extra incentives to read and learn new words on their own. They looked forward to Library in the Park not only due to the reading but also because of the fun activities they held. Thank you staff and volunteers for dedicating your time in something positive for our children.”
- Chris Kaufman, President of City Council wrote the following letter to Barbara Brown (Outreach): “We would like to extend our sincere appreciation for your assistance with the Fire Crisis Help Center on June 28, 2012. The event was arranged within hours and your participation provided a number of books for the citizens of Colorado Springs that are staying in Pueblo due to the Waldo Canyon fire. The visitors that used the Crisis Center were greatly appreciative of the services provided. Thank you again for your donation of books for our event.”
- The “Western Research Staff” (aka Special Collections) received a thank you note from Jennifer Takaki and Stann Nakazano from New York, NY which read: “Stann and I just wanted to formally thank you all for being so supportive during our time in the library. We very much appreciate not only your time but also the access you have allowed us to do our research. We still have much work to do there, but please know we are grateful for all of you being so wonderful and accommodating!”

Respectfully submitted,  
Jon Walker  
Executive Director