

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to
The Library Board of Trustees
June 28, 2012

Financial Reporting Recognition

PCCLD was recently recognized by the Government Finance Officers Association for its Annual Report. The award given was in recognition of *Popular Annual Financial Reporting*. The award is designed to encourage governments to prepare and issue annual reports specifically tailored to meet the needs of citizens and others without specialized training in accounting and financial reporting. These reports supplement the Comprehensive Annual Financial Report. PCCLD's Annual Report is produced by the Community Relations Office in collaboration with the Finance Office.

RAWLINGS LIBRARY

Special Collections & Museum Services

- 16 Document Delivery requests were answered in May. Requests this month include obituary, genealogy, research requests and use/purchase of historic photos. Collections used by customers for May was 1,015. The genealogy computer, non-profit resource center computer and *Ancestry.com* are continuing to experience an increase in use.
- James Boyle (Archive & Collection Coordinator) has been working on processing the State Fair collection. The collection is being re-housed through an IMLS grant and in partnership with the Pueblo County Historical Society. He will work on developing finding aids for the collection.
- An intern will be working on re-housing the vertical files throughout the summer.
- Bishoff and Associates was selected as the consultant to provide a digitization plan. The consulting firm was selected through an RFP process. Three meetings with the consultants have taken place to date with another meeting scheduled in June. A final report and recommendations will be presented in July.
- Department staff will participate in training in July to utilize the Rocky Mountain Online Archive (RMOA). RMOA makes it possible to make finding aids for collections available online.
- A Non-Profit Resource Center Workshop is being planned for July, and a Genealogy workshop is planned for August.
- Attendance in the InfoZone Museum in May was 3,706.
- The InfoZone showed nineteen films with 233 attending.
- School groups visiting in May attracted 549 students.
- The Pueblo County Archaeological Society held a meeting in the Ryals Room attended by 152 people.
- A healthcare program held in the InfoZone was attended by 17 people.
- The Veterans for Peace meeting in the InfoZone was attended by 21 people.
- Staff spent the last week of May installing the Art of Brian Selznick exhibit in preparation for a June 1 opening.
- Jennie Bachelor (Museum & Special Collections Coordinator) is working on developing tours for students to correlate with the new exhibits. She will be working with Youth Services and will develop a teachers' packet for those interested in booking a group.
- Upcoming exhibits include an exhibit about the State Fair and "Pueblo: Then and Now" featuring the WPA collection and photography by John Wark.

Reference & Readers Advisory

- During May, 21 volunteer tutors provided approximately 153.5 hours of individual tutoring to 21 students, and contributed a total of 316.75 volunteer hours to the Adult Literacy Program. AmeriCorps member, Christina Sanchez, facilitated three, 2-hour English Conversation Group

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meetings with three participants at each session. Two additional tutors have completed online training and will begin tutoring students in June. Ten tutors attended the Quarterly Adult Literacy Tutor meeting on May 22 to participate in a webinar presented by Robyn Rennick, Program Director for the Dyslexia Research Institute, on helping adult learners with Dyslexia, ADHD and other learning differences. As an extension of the services offered by the Adult Literacy Program, Amy Nelson (Literacy Librarian) took seven laptops and the Wireless Hotspot router to the YWCA on May 31 to help residents with resume writing, job searching, and library database use.

- Theia Bravo (Library Assistant) continued to process Colorado government documents and a volunteer continued weeding older government documents left in the basement storage room.
- Mario Aguilera (volunteer), helped Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) spruce up and reorganize the Hispanic Resource Center stacks. Mario is also adding appropriate labels that designate the different collections in the Hispanic Resource Center.
- Beginning in June, two additional English-as-a-Second-Language (ESL) classes will be offered to students during the summer. These classes include a morning ESL class for beginners and one on Saturday for advanced students. A new ESL volunteer will begin teaching the evening ESL classes.
- On May 16, Felicia Sanchez-Garbiso (Hispanic Resource Coordinator) represented PCCLD as an advocate with the Colorado Chicano Archive Committee. This committee provides an opportunity for the library and Hispanic Resource Center to become involved with the community and statewide initiative to promote awareness and archive special and important Chicano Movement Memorabilia, documents and images of the Chicano Movement in the State of Colorado. As one of the representatives, Felicia will work with other members to inform the community about the efforts of the committee as well as work closely with others who are willing to contribute to the collection.
- Trisha Fernandez's art was on display in the Hispanic Resource Center during May.

Item Library	Item Type	Total Circulation
RAWLINGS	EREADER	16
RAWLINGS	IPAD	50
RAWLINGS	LAPTOP1	64
RAWLINGS	LAPTOP7	49
	Total	179

Date	Time	Program	Presenter	Attendees
5/7/2012	11am	Computer Basics	Andrew Bregar	2
5/10/2012	3pm	iPad Demonstration	Andrew Bregar	6
5/14/2012	6pm	Internet Basics	Kimberly Young	2
5/14/2012	11am	Internet Basics	Kimberly Young	3
5/17/2012	10am	Downloadable Resources	Andrew Bregar	25
5/21/2012	11am	Microsoft Word 2007 Basics	Andrew Bregar	5
5/23/2012	9:30am	Job Search Skills	Kimberly Young	6
Total				49

- PCCLD has entered into an agreement with South Central Board of Cooperative Educational Services to jointly offer GED instruction at the Rawlings Library.
- Planning of the Adult Summer Reading program has concluded and is ready to begin. There are a number of programs ranging from speakers to interactive experiences for adults to enjoy this year. Registration is taking place, and there is the option to enter to win a Sony e-reader as well.

The materials for publicity were out a bit later than hoped for the kick-off events but should be out early for the remaining events in order to generate high attendance and participation.

- Rating of the three proposals submitted for the Library Enhancement Project took place. A Request for Best Offer (RFBO) was presented asking for pricing the project for four locations – Rawlings 1st floor, Pueblo West, Lamb, and Barkman. The RFBO was submitted, and the committee will evaluate responses before a final offer is awarded.
- Book Connections: *The Science of Yoga* and *Eat, Pray, Love* was held on May 22. Victoria Esquibel, Director of Health and Wellness at the Pueblo YMCA, discussed and demonstrated Yoga from a scientific and spiritual points of view.

Youth Services

- Youth Services provided 39 programs for a total of 8,141 participants.
- As part of the One Book 4 Colorado program initiated by Lt. Gov. Joe Garcia, Youth Services distributed 325 books in May.
- Mary Grant (Early Literacy Librarian) participated in the Community Baby Shower on May 18.
- Maria Kramer (Teen Librarian) partnered with area comic and game stores and created Mini-Con, an afternoon of drawing instruction, role-playing games, anime, and free comic books. The result was a very well reviewed exciting program with 110 participants on May 7.
- Ongoing teen groups such as the Film Club and Teen Advisory Board held their final meetings before breaking for Summer Reading programming.
- IMLS Grant Partners Meeting was held on May 25. Maria Kramer (Teen Librarian) is coordinating a \$100,000 IMLS planning grant for a creative space at the Rawlings Library.
- Youth Services staff visited 20 schools to promote Summer Reading and/or provide Most Improved Reader Awards including: Centennial, County, East, and Pueblo West High Schools; Corwin, Heaton, Roncalli, and Skyview Middle Schools; Bessemer, Beulah Heights, Carlile, Columbian, Heritage, Irving, McClelland, Morton, Somerlid, South Mesa, St. Therese, and Trinity Lutheran Elementary schools.



Mary Grant at the Community Baby Shower



Teens (and a zombie) play the Dungeons and Dragons board game with help from a local volunteer.



Participants at MiniCon draw while volunteers give out free comics.

BARKMAN LIBRARY

- Barkman volunteers provided 20 hours of work in May. The good news is Barkman recruited four new teen volunteers for the Summer Reading program, and three teen volunteers from last year are returning. Barkman should have a full crew of teen volunteers to help through the summer.
- Barkman's circulating collection is the smallest it has ever been, yet circulation continues to climb. The circulating collection is now 36,445 items. This is down almost 28,500 items from December 2009 when the circulating collection was 64,500. Yet, circulation has increased about eight percent so far for the year.
- The May book discussion group featured the work of William Faulkner, and ten people participated in the discussion. Friends of the Library Board member and Barkman volunteer Lois Pfost led the discussion for the group.
- Barkman programs and Summer Reading Club promotions reached a record 450 adults and 2,672 students in May. Outreach programs for Belmont, Baca, Ben Franklin, and Haaff Elementary were the reason for such large numbers. Special thanks to Paula Pryich (Librarian) and Maria Smyer (Library Assistant) for providing these outreach programs.

LAMB LIBRARY

- Alicia Griebel (Children's Librarian) presented programs reaching a total of 4,566 people.
- Alicia also coordinated training for twelve new summer teen volunteers on May 18 and 24, including training on expectations and procedures for this year's Summer Reading program.
- Alicia also presented three teen Anime programs which had 28 individuals in attendance.
- Sharon Foote (Library Assistant) set up displays for If you like Kristin Hannah, Gardening, Cinco de Mayo, and Let's BBQ.
- Lamb staff and volunteers continue to weed items published in preparation for RFID.
- The gate count was 11,224, the meeting room had 33 groups utilize it. Lamb had 31.75 volunteers hours and 5,658 patron assists.

PUEBLO WEST LIBRARY

- Door count for the month was 20,519. The library hosted 104 meetings during May in the meeting rooms.
- The big event of the month was the official kick-off of the Virtual Workforce Center (VWC) at the Pueblo West Library, which is a program unique in the state. The VWC will allow those looking for work to attend training sessions and interact virtually with employment counselors and companies for interviews. The kick-off took place on May 31 with 54 attendees. The first regular classes also were offered at the VWC in May with six attending.
- The library hosted "Coffee with local author..." in May with local author Connie Thompson, who wrote a book called *Happiness, Horse Applies, & Hand Grenades: a guide for creating a stable relationship with a man (or a horse)*.
- Deb Krauth (Business Librarian) offered a small business program on May 12, "I want to start a business, but..." focusing on indicators for one's suitability to be an entrepreneur, personality traits needed for business ownership, and skills, resources, and knowledge needed to begin a small business.
- The children's specialists at Pueblo West focused on school visits during May, reaching over 1,700 children, teachers, and parents.
- Pueblo West offered two programs for children and their families in May with 49 attending.
- Teen programs attracted 78 attendees.

LIBRARY @ THE Y

- The Library @ the Y provided nine programs serving 374 people. The monthly gate count totaled 2,131.
- Jacque Talbot (Library @ the Y Coordinator) presented at the Y's Silver Sneakers group of 42 on May 4.
- Students from Ordway enjoyed a special story time program with 37 participants on May 8.

- A popular “Baseball Bonanza” program drew 61 participants on May 9.

FACILITIES

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

- Window cleaning services were bid and awarded.
- Worked with Barbizon Lighting Controls to test and repair the lighting control system at the Rawlings Library.
- Worked with Automatic Access Door to troubleshoot and replace a power supply in the inner handicap door at the Rawlings Library.
- Contacted three vendors to implement a plan to provide single-phase 208-230 voltage power from the emergency generator panel into the server room at the Rawlings Library. Adams Electric provided the winning bid. The power will be available to set up a portable five-ton air conditioning unit in the event the main Liebert Air conditioning unit is unavailable.
- Worked with the Outreach Services to get the trailer prepared for this year’s Books in the Park Program.
- Worked with the Executive Director on the design and construction of a cabinet cover for the new Smart Board wiring located in the Executive Conference Room in the Administration Wing of the Rawlings Library.
- Worked with supervising librarians on hanging signs, posters, and banners for this year’s Summer Reading Programs.
- Met with the Pueblo Fire Department at the Rawlings Library to identify fire hazards in the building. The local fire department toured the entire library and was impressed with the orderly fashion of the building. No discrepancies were written up in the inspection.
- Inspected the fire extinguishers at the Rawlings Library.
- Met with pest control services technician to complete monthly spraying at the Rawlings Library.
- Started work on grounds and landscaping with the completion of:
 - Pulling weeds
 - Trimming trees
 - Trimming bushes
 - Cleaning parking lots
 - Picking up trash
- Mechanical Tasking of HVAC equipment continued with the completion of:
 - Water Chemistry – at Rawlings Library
 - Reflective pond maintenance – Rawlings Library
 - Emergency generator maintenance checks – Rawlings Library
 - Elevator telephone connections were tested and verified for proper operation – Rawlings and Lamb Libraries
 - Liebert Air Conditioning monthly preventive maintenance – Rawlings Library
 - Cooling Tower Sump Tank preventive maintenance – Rawlings Library
 - Cooling Tower Water Pump # 9 preventive maintenance – Rawlings Library
 - Combustion Air Supply Fan preventive maintenance and repair – Rawlings Library
 - Variable Frequency Drive preventive maintenance, Cooling Tower – Rawlings Library
 - Variable Frequency Driver preventive maintenance, AHU #2 – Rawlings Library
 - Exhaust Fan EF-3 Chiller Room preventive maintenance – Rawlings Library
 - Exhaust Fan lower level storage room preventive maintenance – Rawlings Library
 - Elevator Exhaust Fans preventive maintenance – Rawlings Library
 - Air Handler #1 preventive maintenance – Rawlings Library
 - Air Handler # 2 preventive maintenance – Rawlings Library
 - Staff Restroom Fan preventive maintenance – Pueblo West Library
 - Atrium Fan # 1 preventive maintenance – Rawlings Library
 - Atrium Fan # 2 preventive maintenance – Rawlings Library
- A total of 383 work orders were completed district-wide including 143 meeting room set-ups at the Rawlings Library.

VOLUNTEERS

- PCCLD Volunteer hours for the month of May totaled 1,819.8 hours, valued at \$36,850.95 (Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed).
- The Volunteer of the Month for May 2012 was the mother/daughter team of Cynthia and Sophia Nicola who have been volunteering with PCCLD in Circulation since May of 2011. Janina Goodwin (Circulation Manager) said: "Cynthia and Sophia Nicola have been faithful and dedicated Circulation volunteers. They come every Sunday, and stay for the entire shift. Their work is vital, as it allows the Circulation staff to remain focused on customer service on this usually fast-paced and thinly-scheduled day. Cynthia and Sophia always do a wonderful job with excellent quality, and always cheerfully! Unfortunately, we do not see them consistently because our own schedules on Sundays are sporadic. However, they are here every week with a smile and we are happy to see them! The library is very fortunate to have Cynthia and Sophia's volunteer contributions."

INFORMATION TECHNOLOGY

- Successfully transitioned control of the district's website from IT to Community Relations.
- Began interview process for new 32-hour Help Desk position.
- Got security camera server back up and running after it was repaired.
- Moved user email boxes to final server in upgrade process.

OUTREACH SERVICES

- Interviews for the Books in the Park Seasonal Clerk positions were held on May 2 and 3. Michelle Provinzano, Kristina Samuelson, and Lisa Miller accepted the offer and will start training this month.
- Interviews for the Mountain Satellites Clerk after-school position were held on May 11. Sharon Rice was chosen, and she had basic training by visiting Rye Elementary, Craver Middle School, and Beulah School.
- Afterschool clerk training focused on preparations for Summer Reading. On May 23, the group went shopping for summer craft supplies.
- Sign inserts have been changed, and Summer Reading banners are up on all satellite libraries.
- On May 5, Cate Mugasis (Outreach Assistant) represented PCCLD at the Cinco de Mayo celebration at Bessemer Park and El Centro del Quinto Sol for the Eastside Community Celebration.
- Outreach staff visited with students from Minnequa School and Parkview Elementary School.

TECHNICAL SERVICES AND COLLECTION DEVELOPMENT

- 7,038 items were added to the collection during the month, and 5,351 items were withdrawn.
- Technical Services hosted a group of Technical Services staff from Pikes Peak Library District the morning of May 1. They are making significant changes in their operations, and wanted to visit our department to learn how we perform some of the same tasks they're looking at.
- New iPads, laptops, and Sony e-readers for all locations were received this month. The laptops are currently being configured by the IT Department, and the iPads are currently having apps installed. Charging carts for the devices have also been ordered.
- The OverDrive Digital Bookmobile was at Rawlings on May 20-21, with a total of 376 visitors during the hours it was open.
- Catalogers added iPad, laptop, and e-Reader bibliography and item records for the new devices.



COMMUNITY RELATIONS

- The 15th Annual Poetry Contest was completed in May. There were a total of 933 entries, up six percent from last year. At the awards ceremony on May 10, 181 attendees celebrated the

achievements of the 42 winners. Each winner received a certificate of achievement, a gift certificate to Books Again Bookstore courtesy of the Friends of the Library and a copy of the book of poetry comprised of this year's winning entries.

- On May 15, Midori Clark attended a meeting of the Mesa Junction Creative District group. The group consists of business owners, residents and employees who live and work in the Mesa Junction area. The group is part of the larger Creative District group being organized the Pueblo Performing Arts Guild and their efforts to establish a creative district in Pueblo. The library is committed to partnering with the Mesa Junction to highlight events and organize activities that will draw people to the neighborhood. To date, the library has contributed by printing posters for an upcoming Mesa Junction event (Second Sunday at the Junction on June 10).

GIFTS & GRANTS

- The Captain Peregrine White Chapter, National Society Daughters of the American Colonists (NSDAC), donated the *NSDAC Lineage Book, Volume 39* to the library's Special Collections.
- Terry L. Yelvington donated \$25 in appreciation for help received with obituaries. (See thank you letter below).
- The Walsenburg Mining Museum donated a copy of the book *Walsenburg: Crossroads Town* by Dorothy Rose Ree to the library's Special Collections.
- Colorado Representative Sal Pace donated the *2011 Colorado Revised Statutes* which will be placed in the R.M. Watts Business & Vocational Center at the Pueblo West Library.
- The Temple Hoyne Buell Foundation sent a check for \$10,000 in support of the library projects. The funds will be transferred to the Pueblo Library Foundation.
- The Southern Colorado Community Foundation sent \$591.96, a distribution from an Endowment established by John Wagner in memory of Louise Wagner for the library's business collection.
- PCCLD received a \$14,000 grant from the Colorado Department of Health Care Policy and Financing providing public-access laptops.
- The library received Summer Reading contributions from the following:
 - The Friends of the Library donated \$6,500.
 - Parks & Recreation donated 2,000 free ice skating coupons for the Ice Arena.
 - The Pueblo Zoo donated 2,000 free admission coupons.
 - The Sangre de Cristo Arts & Conference Center donated 2,000 free admission coupons for the Buell Children's Museum.
 - The Rio Grande Scenic Railroad donated 2,000 free ride coupons and 25 family passes.

STAFF DEVELOPMENT

- Teresa Valenti (Technical Services & Collection Development Director) attended the SIRSI/COSUGI Annual Conference in Buena Vista, Florida on May 3-5.
- Jon Walker, Michael Cox (Youth Services Manager), Jane Palmer (Public Services Director), Philip Mancha and Marlene Bregar attended the Library Journal Design Institute at Denver Public Library on May 4.
- Michael Cox (Youth Services Manager) attended the MPLA Leadership Institute in Estes Park on May 6-11.
- Jill Deulen (ILL Librarian) and Rich Poll (Collection Development Librarian) attended an online series on "Fundamentals of Collection Development and Management" from May 7-June 1.
- Eleven staff members attended SMART Meeting Pro training on May 8.
- Maria Kramer (Teen Librarian) attended an IMLS Grant Writing webinar on "Learning Labs in Libraries" on May 9.
- Jane Palmer (Public Service Director) and Janina Goodwin (Circulation Manager) attended Change Management: Building Resiliency in Colorado Springs on May 10.
- Three staff from Youth Services attended OverDrive training on May 10.
- Mary Grant (Early Literacy Librarian) attended iPad training on May 10.
- Cindy Shimizu (Pueblo West Manager) attended a 3-part webinar entitled, "Hiring, Training, and Supervising Library Shelves" offered by the ALA on May 9, 16, and 23. The program delivered

good information about what to look for when hiring shelvers, and good training and supervising tips once they are hired.

- Mary Grant (Early Literacy Librarian) attended Story Time training at Pikes Peak Library District on May 14.
- Maria Kramer (Teen Librarian) attended an OCLC webinar on Library Maker Spaces on May 15.
- Diann Logie (Lamb Manager) attended a webinar on “Creating a Latino Friendly Library” on May 17 which discussed signage, language and the importance of going out to churches and festivals to speak to them about information and services available to them at their library.
- Jill Deulen (ILL Librarian) and Teresa Valenti (Technical Services & Collection Development Director) both participated in the AIRS webinar on May 24.

THANK YOU MESSAGES

- The Heritage Elementary Kindergarten Class wrote the following letter to “Mr. Mike” (Youth Services Manager) and “Rawlings Library Friends” which read: “Thank you VERY much for the tour of the library and the story and the InfoZone activity center and the new mural of Mexico and the puppets and the elevator and all of the other great things at the library! We had the best time ever there. We think Mr. Mike should be on TV! You are all very nice and know a lot of things. Thank you for sharing that with us. We hope we will be back soon. Maybe our first grade teachers will take us back to visit you again?!”
- The library received the following thank you letter from Terry Yelvington from Pensacola with a \$25 donation which read: “Thank you for your help in finding the obits for my Great-Great Grandparents, James & Hannah O'Donnell. I know the nice man said ‘no charge’ but I want to show my appreciation with a donation to your library. Thank you again!”
- Doris Kester sent the following letter to Jon Walker: “I have enjoyed so much being on the Board of the Friends of the Library. I have served for six years and am term limited. I feel honored to have been a part of such a dedicated group. Thank you so much for the lovely Pueblo Library jacket that was presented to me as a parting gift. I will wear it with pride. The Pueblo Library system has a special place in my heart. I applaud you for all you have done to bring the library to its present high level of excellence. I am astounded when you write your end-of-the-year evaluation of the library district and learn that you and your staff have taken the library even further than the previous year’s report indicated. Thank you for the privilege of serving the library.”
- Judith Boudreaux, Program Manager for the Pueblo VITA Coalition wrote the following letter to Jon Walker: “We prepared 268 returns at the Rawlings Library this year. Thanks to the library being part of the VITA tax site system for the fifth year, we were able to assist hundreds of taxpayers. Again, thank you for your participation in the program and we hope you will agree to support VITA again next tax season.”
- Many students from Skyview Middle School signed a thank you note to Marilyn Baillargeon for setting up meeting room space for them.
- Judy Hildner sent a thank you note to Maria Tucker (Special Collections & Museum Services Manager) which read: “Thank you so much for making the Ryals Room available for us for Jock’s memorial. Marilyn was a terrific help.”

Respectfully submitted,
Jon Walker
Executive Director