

Pueblo City-County Library District

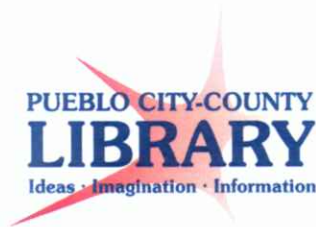
2011 Budget & Annual Plan



**PUEBLO CITY-COUNTY
LIBRARY**
Ideas • Imagination • Information

100 E. Abriendo Ave.
Pueblo, CO 81004
(719) 562-5600
www.pueblolibrary.org

Approved: April 28, 2011



BOARD OF TRUSTEES DEVELOPMENT PROGRAM

A menu of continuing education opportunities (below) is offered to Trustees from which individual members should choose. Trustees are encouraged to share what they learn from library learning opportunities, and teach what they learn with their colleagues on the Board.

- Library Advocacy opportunities presented to Trustees by the Executive Director
- A calendar of Trustee continuing education opportunities, including some state conferences:
 - Attached
- PCCLD staff development day
- Annual PCCLD planning retreat
- Training obtained through other organizations or career
- Join a group providing resources for nonprofit Boards, e.g., Board Source
- Provide a list of topics from which Trustees can choose to learn and teach:
 - Library Bill of Rights
 - Freedom to Read Statement
 - Freedom to View Statement
 - Board of Trustees Statement of Ethics
 - Library Professional Ethics
 - Access to Electronic Information, Services and Networks
 - Meeting Room Use
 - Confidentiality of Patron Records
 - Safety and Security
 - Internet Use
 - Strategic Planning
 - Literacy
 - Public library philosophy and values
 - The role and variety of formats: codex, microform, video tape, compact disc, online, etc.
- Special work sessions on topics of interest:
 - Finance
 - Long range planning
 - Annual planning
 - Board members roles and responsibilities
 - Visit Pikes Peak Library District to review RFID
- Case studies
 - Examples:
 - Your organization wants to sell a property. The wife of a board member, a newly-minted real estate agent, offers to handle the sale. Her commission, he proudly tells the board chair, will be his contribution to the annual fund.

Approved: April 28, 2011

- You love the mission, so you joined the board. But, you don't know how to *read* financial statements, let alone use the information to inform policy or strategy. When the vote to approve the month's financials comes up on the agenda, you just observe how the banker on the board votes, and do as she does.
- On the agenda: approval of the annual budget. It's November, when the board always votes on the budget, and there isn't a quorum. The treasurer calls an absent board member to get his proxy. The vice-chair is pretty sure the bylaws don't permit proxies, but since no-one can find a copy of the bylaws, the board goes ahead and votes.
- A new board member, a CPA, expects an invitation to serve on the audit committee. He is startled to learn there isn't one. The executive director works directly with the auditor and provides the board chair with a copy of the audit. "Sue's been ED since before my time," explains the treasurer, "and our auditor knows every aspect of our organization—why, he's been with us at least 12 or 13 years. We're all busy people; who needs more meetings on their calendars?"
- Extreme cash crunch! But there's money in the bank, more than enough to meet this month's payroll because your organization's newest program got a very nice grant from the Bright Mountain Foundation. The board instructs the executive director to draw on those funds to write the paychecks.

Trustee Development: Calendar of Possible Events

2011

- Apr 27-29 New Mexico Library Association Annual Conference, Albuquerque
- Apr 29 The Yourth Services Section, New York Library Association, Spring Conference, Holiday Inn, Rochester, NY
- May 2-3 Connecticut Library Association Annual Conference, Middletown, CT
- May 3-4 New Jersey Library Association, Long Branch, NJ
- May 4-6 Florida Library Association, Orlando
- May 13-15 Utah Library Association, Layton
- May 16-19 Academic Library and Development Network (ALADN) Annual Conference, Flagstaff, AZ
- May 24 Vermont Library Association, Burlington, VT
- Jun 2-3 Rhode Island Library Association, Smithfield, RI
- Jun 23-28 American Library Association Annual Conference, New Orleans, LA
- Aug 3-5 Pacific Northwest Library Association, Spokane, WA
- Sep 15-18 REFORMA 4th National Conference / 40th Year Anniversary, Denver, CO
- Sep 24-27 Arkansas Library Association Centennial Year Conference, Little Rock
- Sep 28-Oct 1 Kentucky Library Association, Louisville
- Sep 29 Rosh Hashanah
- Oct 2-4 New England Library Association, Burlington, VT
- Oct 2-5 Pennsylvania Library Association, State College, PA
- Oct 4-5 Missouri Library Association, Kansas City, MO
- Oct 4-7 West Virginia Library Association, Charleston, WV
- Oct 4-7 North Carolina Library Association, Hickory, NC

Oct 5-7	Nebraska Library Association, Lincoln, NE
Oct 5-7	South Dakota Library Association, Spearfish, SD
Oct 6-7	Georgia Library Association, Athens, GA
Oct 8	Yom Kippur
Oct 12-14	Iowa Library Association, TBA
Oct 12-14	Minnesota Library Association, Duluth, MN
Oct 13-15	Colorado Association of Libraries, Loveland, CO
Oct 18-21	Illinois Library Association, Rosemont
Oct 24	The Connecticut Association of School Librarians and the Connecticut Educators Computer Association joint conference, "eNGAGE! Teaching and Learning in a Digital World"
Oct 26-30	American Association of School Librarians 15th National Conference and EXHIBITION, Minneapolis, MN
Oct 26-28	Ohio Library Council, Toledo, OH
Oct 27-28	Virginia Library Association, Portsmouth, VA
Oct 27-29	AASL, Minneapolis, MN
Nov 2-5	New York Library Association, Saratoga Springs
Nov 1-4	Wisconsin Library Association, Milwaukee
Nov 11-14	California Library Association, Pasadena

2012

Jan 20-24	American Library Association Midwinter Meeting, Dallas, TX
Mar 13-17	Public Library Association's 14th National Conference, Philadelphia, PA
Apr 24-27	Texas Library Association, Houston
Jun 21-26	American Library Association Annual Conference, Anaheim, CA

One World, Many Stories

**PUEBLO CITY-COUNTY
LIBRARY**

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Un Mundo, Muchas Historias

Pueblo City-County Library District

Adult Literacy Program



Adult Literacy Program
Pueblo City-County Library District
Rawlings Library
100 E. Abriendo Ave.
Pueblo, CO 81004

For more information or to register for classes, contact Amy Nelson at (719) 553-0206, amy.nelson@pueblolibrary.org.

"The greatest resource for literacy is the public library. Moreover, it is through the public library and its community involvement and staff commitment that change happens in so many lives."

—Dinah O'Brien

Public Literacy & Libraries: Learning from Case Studies

PUEBLO CITY-COUNTY
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Adult Learners

Reading and spelling skills are the key to unlocking your potential!

Do you want to:

- Learn to read?
- Improve your spelling skills?
- Improve your writing skills?
- Improve your reading comprehension?

Your library can help!

The Pueblo City-County Library District's Adult Literacy Program offers one-to-one tutoring for native English speakers and English language learners who want to learn to read or improve their literacy skills. Our friendly staff and volunteer tutors create a supportive environment that encourages growth, achievement and success. This service is free and open to all.



Literacy Resources

The library offers numerous online resources to help adult learners achieve their literacy goals:

Learning Express Library - Provides online study modules for reading, writing, workplace skills, as well as GED study guides and practice exams.

Universal Class - Offers over 500 online courses, including: GED training, basic writing skills, writing improvement, and ESL.

Byki Online - In addition to offering exercises in listening, reading, writing, and speech recognition to help English speakers learn over 70 languages, Byki Online helps speakers of Spanish, Arabic, Brazilian, Portuguese, Korean, Mandarin Chinese and Japanese to learn English.

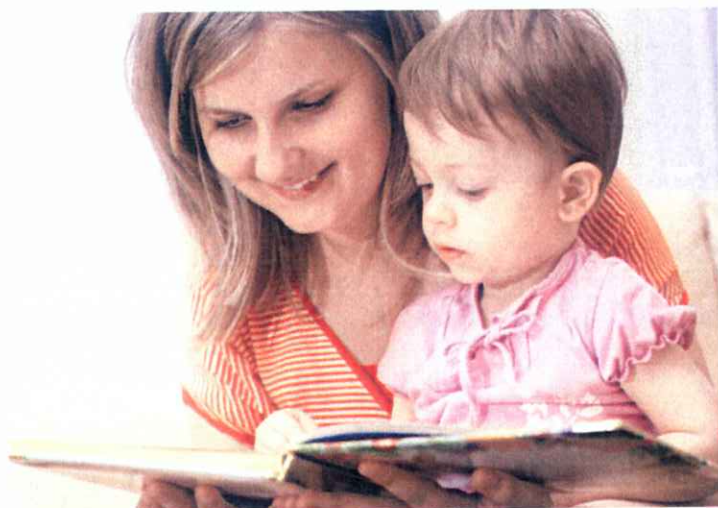


Volunteer Tutors

Make a difference!

Become a tutor!

The Pueblo City-County Library District is looking for volunteer tutors to help adult learners with limited literacy skills improve their reading and writing. Tutors are required to submit a volunteer application, pass a background check and complete fifteen hours of training before being paired with an adult learner.



Call us or sign up now!

For more information or to sign up for classes, contact Amy Nelson at 553-0206, amy.nelson@pueblolibrary.org.

“I have learned a lot and would like to learn more. I have improved reading and speaking and like to learn English better. I enjoy classes and want to come as long as I can.” –L. (*Adult Literacy Student*)

“I love to come and learn. But I still want to get smarter. This gives me hope for the future. I want to read better so I can read to my children one day.” –A. (*Adult Literacy Student*)

“I enjoy the program and have learned so much. I have tried so many different learning programs, but this one is the only one that has worked for me. I want to continue to come and learn as much as possible.”
–E. (*Adult Literacy Student*)

“I wanted to write to you to tell you how pleased I am with your program and the student I was paired with through your Adult Literacy Program. During our initial meeting I found him very eager to learn and very motivated to succeed. (...) I can see that the Adult Literacy program is going to offer this student many opportunities. This program is going to be very enriching to him and very fulfilling to me, as it provides me with the opportunity to give back to my community in a way which I know will make a real difference. (...) Thank you for all your work in providing this opportunity which allows me to help another person reach his goals and improve his life.”
–D. (*Adult Literacy Volunteer Tutor*)

JOHN B. CORDOVA SR.
PUEBLO COUNTY COMMISSIONER
DISTRICT 2



Medal of Honor — Heroes Plaza
Pueblo Convention Center

Dear Ms. Nelson,

Congratulations for being featured in the Pueblo Chieftain and for being instrumental in heading the Library District's Adult Literacy Program

Thank you for bringing awareness to the general public through this article and for your hard work making a positive impact on the Citizens of Pueblo.

I send you my best regards and wish you well in this endeavor

Sincerely,

John B. Cordova Sr., Chairman
Board of Pueblo County Commissioners



Serve Colorado
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Phone: 303.866.6426 • Fax: 303.866.2525
www.colorado.gov/gccs



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Vice Chair, Lakewood

Vice Chair, Littleton

Vice Chair, Northglenn

Vice Chair, Westminster

Vice Chair, Arapahoe

Vice Chair, Broomfield

Vice Chair, Clear Creek

Vice Chair, Englewood

Vice Chair, Fort Collins

Vice Chair, Greeley

Vice Chair, Jefferson

Vice Chair, Kent Denver

Vice Chair, Montrose

Vice Chair, Park County

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Vice Chair, Teller

Vice Chair, Weld

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Vice Chair, Weld

Vice Chair, Yuma

May 5, 2011

Ms. Christina Sanchez
316 Broadway Ave #2
Pueblo, CO 81004

Dear Ms. Christina Sanchez,

Serve Colorado – the Governor's Commission on Community Service would like to congratulate you on your nomination for the Colorado AmeriCorps*State/ National Member of the Year Award.

The Governor's Service Awards are presented in recognition and appreciation to individuals, community and civic leaders, various organizations, and AmeriCorps Members, for their outstanding contribution to volunteerism and service throughout the state of Colorado.

While the selection committee chose another candidate for this award, we wanted to share our praise on your outstanding recommendation. Members of your community believe that the service you provide to the people of Colorado is indispensable. We would like to applaud you for all of your hard work and dedication. Colorado needs more citizens like you who are willing to give freely of themselves.

We hope that you continue to serve your community and look forward to seeing your nomination again next year.

Gratefully yours,

Joy M. Nelson

Toya M. Nelson
Executive Director
Serve Colorado
Office of Lieutenant Governor
Joseph A. Garcia

PCCLD Adult Literacy Program

"To learn to read is to light a fire; every syllable
that is spelled out is a spark." – Victor Hugo

Amy Nelson
Librarian with Literacy Emphasis
amy.nelson@pueblolibrary.org
(719) 553-0206

✱ Mark and Cynthia live on a little lake in the city. The lake has two paths that go all the way around it. One path is for walkers and the other path is for people on bicycles or roller blades. It is three miles around the lake.

Every day when the weather is nice, the paths are crowded with people walking, jogging, and biking. Cynthia gets up early every morning and jogs around the lake before breakfast no matter what the weather is. Mark doesn't jog, but he likes to stroll part way around and then come back.

At one end of the lake is a rose garden and a boat rental facility. At the other end is a band shell and a playground for the kids. As you can guess, Mark and Cynthia feel very lucky to live on such a nice lake.

The State of Literacy

"An individual's ability to read, write, and speak in English, and compute and solve problems at levels of proficiency necessary to function on the job and in society, to achieve one's goals, and develop one's knowledge and potential." (*National Literacy Act, 1991*).



Adults lacking basic prose literacy skills:

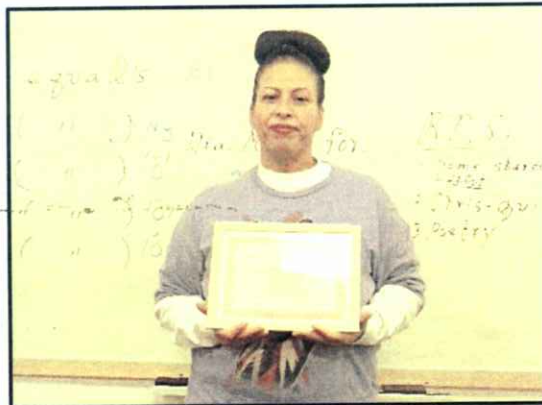
United States – 13.6 %

Colorado - 10%

Pueblo County - 13%

(*National Assessment of Adult Literacy, 2003* <http://nces.ed.gov/NAAL/estimates/StateEstimates.aspx>)

Our Response: The Beginning



Strategic Goal III: Expand Services to the Underserved

Objective 2: Launch an Adult Literacy Program in partnership with Project Literacy and AmeriCorps in order to help teach illiterate adults in our community to read.

The Program Evolves

January-March 2011

Pure-Complete Phonics Classes
Six-week course (36 hours total)

Class 1: Enrollment – 7, Completed - 2

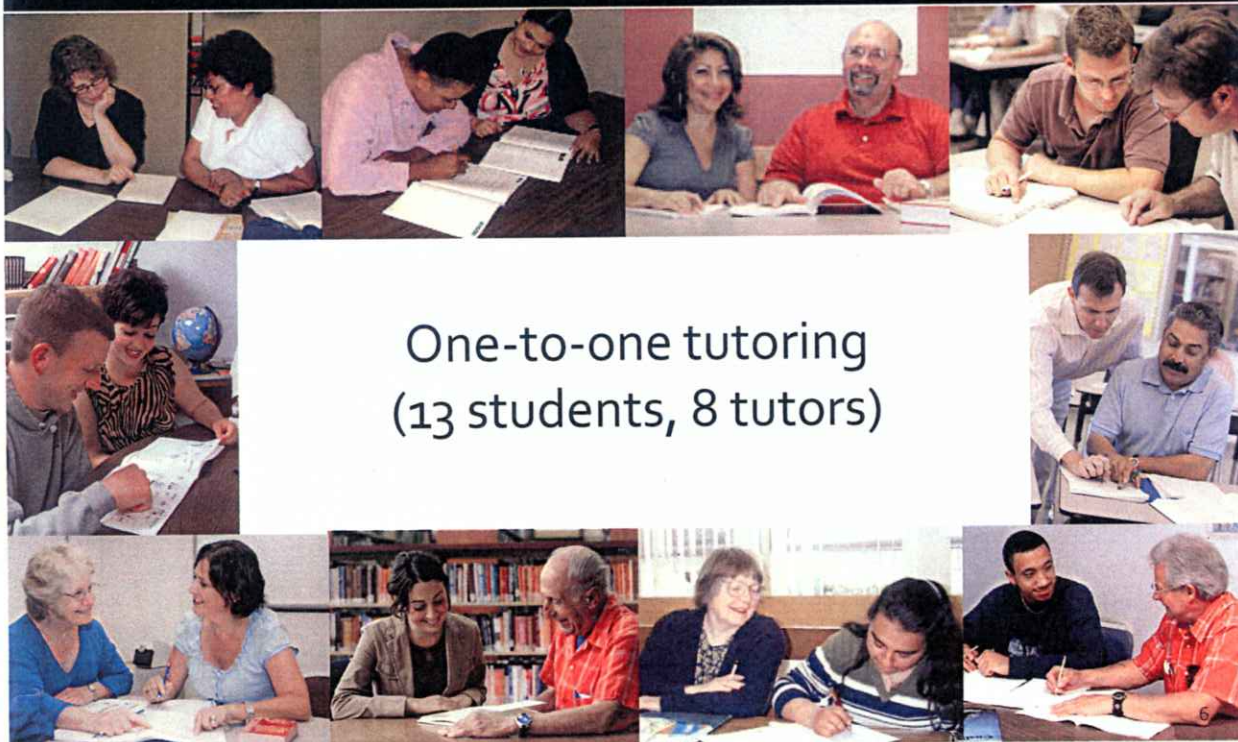
Class 2: Enrollment – 15, Completed – 7

Questions:

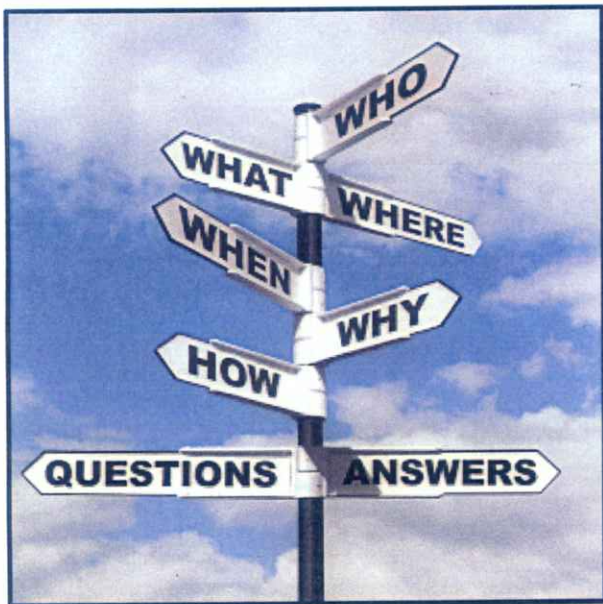
- Effectiveness of multi-level instruction?
- Need for curriculum that incorporates all reading components?
- How to reduce barriers (scheduling and classroom setting) and improve student retention?

Where We Are Now...

One-to-one tutoring
(13 students, 8 tutors)




Our goals for the future...



- Double student enrollment and volunteer tutor base by the close of 2011
- Increase collaboration with community agencies
- Expand services to other library locations
- Build an adult literacy resource collection

How will we get there?

 **PUEBLO CITY-COUNTY LIBRARY**
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Home • Search • Online Tools • What's Happening • Services • Using the Library • About the Library • My Account

Adult Literacy Program
Volunteer Tutors
Literacy Resources
Contact Us

Reading and spelling skills are the key to unlocking your potential!

Do you want to:
• Learn to read?
• Improve your spelling skills?
• Improve your writing skills?
• Improve your reading comprehension?
• Study for an English proficiency test or the GED?

Your library can help!



1. Increase outreach efforts
2. Offer additional tutor training series (Fall 2011)
3. Renew agreement with PCC/AmeriCorps
4. Increase funding through grants

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
EXECUTIVE SESSION**


DATE: May 26, 2011

PURPOSE: Review Legal Advice

CITATION:

- ☐ Purchase, sale, lease of any real or personal property (24-6-402(4)(a)).
- ☒ Legal advice (24-6-402(4)(b)).
- ☐ Matter that is required to be kept confidential by law (24-6-402(4)(c)).
 - ☐ Personnel Files (24-72-204(3)(a)(II)).
 - ☐ Letters of Reference (24-72-204(3)(a)(III)).
 - ☐ Library and museum contributions if restrictions are placed on them by the contributor (24-72-204(3)(a)(V)).
 - ☐ Library records disclosing the identity of a Library user (24-72-204(3)(a)(VII)).
 - ☐ Address/phone number/personal financial information of past or present users of public facility unless requested by law enforcement (24-72-204(3)(a)(IX)).
 - ☐ Records regarding sexual harassment complaint or investigation to anybody other than a person of interest (24-72-204(3)(a)(X)).
 - ☐ Other _____

The written minutes attached hereto substantially reflect the substance of the discussion during the Executive Session.


Chairman of the Board

5/26/11
Date

For attorney-Client Communication ONLY, complete the following:

The portion of the Executive Session that was not recorded constitutes a privileged attorney-client communication.


Attorney

May 26, 2011
Date

The portion of the Executive Session that was not recorded was confined to the topic authorized for discussion in an executive session pursuant to Section 24-6-402(4) C.R.S.


Chairman of the Board

5/26/11
Date