

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director – March
Submitted to the Library Board of Trustees
April 27, 2023

Barkman Library

Programs

Total Storytime Attendance: 29
Total Children/Tween/Teen Program Attendance: 9
Total Adult Program Attendance: 76
Kits2Go: 25

Outreach

Building Blocks Library Visit: 26
Pueblo Villa Retirement Home Library Visit: 8
Villa Bella Elementary Library Visit: 22
Belmont Elementary Library Visit: 31
D60 Food and Fun Free Lunch Program: 44 lunches given out

Additional Data

Trivia Participants: 28
Nintendo Switch Gaming Station Use: 15
In-Library Board Game Use: 33
Bike Lock Use: 8
Notary Appointments: 2
Curbside Services: 3

Staff Displays

Seeds and Gardening – Debbie and Robin
Irish Authors – Debbie and Robin
Women's History Month – Debbie and Robin
UFOs – Debbie and Robin
Never Judge a Book by its Movie - Marcus

Staff Development/Training/Meetings

Brigitta Meyerhofer – Librarian
3/16 – SRP Update
3/27 – Fall Programming Meeting

Evelyn Lile – Program and Outreach Specialist
3/20 - CATS Workshop in Loveland

Marcus Bower – Customer Service Representative
3/29 – Rawlings CSR/MHT Training

Staff Meeting Highlights

- 2pm Reference Discussion w/ Jennifer Scroggins
- Security Concerns with Crystal Gonzales
- WIZ Awards round table
- We've added County High as a hold pick up location.
- Glucose tablets to be made available in Med kit for staff and patron needs.
- **Full Staff Training:** Pennies in a cup challenge, What is it? (as time permits)
<https://vimeo.com/804091921>

Pictures



A storytime kiddo shows her stuffed animal her work



A pack of vicious lions attended storytime!



Extraterrestrial visitors on our UFO display



Women's History Month display



Giodone Library

PROGRAMS

- Youth Programs – Total attendance for month - 425
- Adult Programs - Total for month – 252
- A special appreciation for Candace who created a Bettlejuice Escape Room that was a lot of fun, and she created a lot of props to make the experience extra special – 24



- Passive/Kits2Go Programs – Total for month - 376

OUTREACH

We conducted several Outreach Visits this month including our regular visits Avondale Elementary, McHarg Park, Ascension Preschool and Kits2Go for County High and Pleasant View Middle. We also participated in South Mesa's Family Night. Total Outreach for March - 317

SPECIAL PROJECTS March was Women's History Month and we had several programs to highlight Women's History and contributions including Kits2Go like a Visible Mending Kit, Tiny Loom Weaving, and a Historical Performance of Doc Susie by Jane Milne. - 173



DISPLAYS OR EXHIBITS

For March's Exhibit we had kids create their own Art Exhibit, and our Center Display was Goblin core/Natural World created by Cynthia, and Sandy prepared our Card Catalog for Seed Check Out.



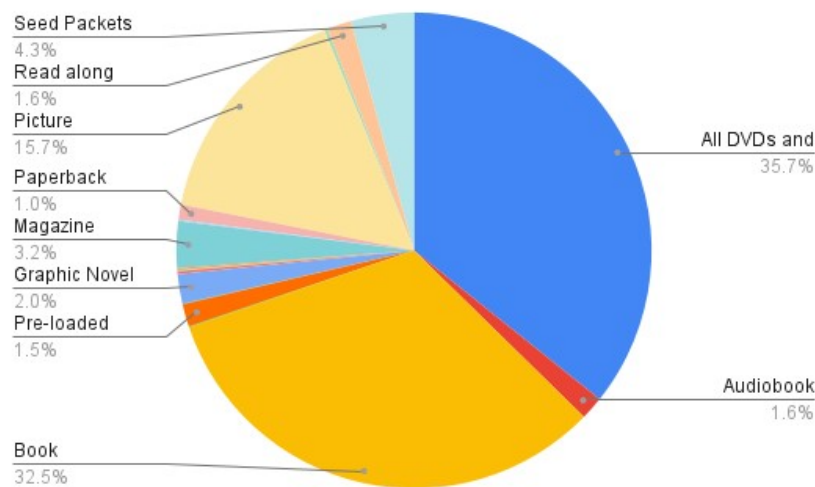
ADDITIONAL DATA

- Key Results – 2.4% increase in Program Attendance.
- Call Center – 278 calls
- Volunteer hours – 40 hours

Greenhorn Valley Library

Circulation Total Checkouts: 1,959

All DVD's and Blurays	700	Local Collections	2
Audio book	31	Magazine	62
Book	636	Music on CD	2
Community Passes	1	Paperback	20
Pre-loaded Audio book	30	Picture Book/Boardbooks	308
Grant Purchased Device	1	Quickread Book	5
Graphic Novel	39	Read along talking books	32
Hotspot	4	Seed Packets	84
ILL Book	1		
Laptops	1		
		TOTAL	1959



Circulation Total Check-ins: 1,676

Total Library Visits:

Week of:	Number of visits	Total
February 27 th	902	902
March 6 th	877	1,779
March 13 th	651	2,430
March 20 th	711	3,141
March 27 th	475 – unit malfunction	3,616

Program Attendance Total: 360

# of participants	Program
26	Storytime
97	Yoga
39	Family Friday!
13	Greenhorn Valley Book Club
21	Happy Hookers
100	Kit2Go: Paper Dolls
16	Resin Egg Decoration
17	Seed Library Master Gardener Visit
14	Sip N' Stroke
17	Video Games

EXHIBITS AND DISPLAYS:



Celebrating Women Who Rock!



Spring!

Total Number of Digital Uses:

CALL CENTER

The Greenhorn library fielded 346 calls while serving as Call Center on intermittent Mondays, Wednesdays, and Saturdays in March.

Lucero Library

Youth Programs

- Teen Tween Lock in
 - Number of participants 20

Description: The children of the community came into the library to enjoy a silent library themed lock in. The children were grouped into two teams of 10. Each child was given a card Ace through Jack that was designated as SAFE, but the Joker was the Challenge card. Each table received a deck of cards each child drew one card, and then they all flipped cards revealing who had the Joker card. Challenges included fun activities such as Cookie Face, Toilet Paper Mummy, and the kids favorite Blindfold Hibachi. The Hibachi had different types of food items (Food allergies were asked at the beginning). Each child participating in the challenge would blindfold the other and create a one bite (amuse-bouche) for the other to taste. After they removed the blindfold they had a chance to guess what they ate. The children had a choice of different food such as Smashed Avocado, Garlic Hummus, Salmon Cream Cheese, and Vegan Smoked Gouda. We also had a meal for the children that included fried rice from Panda Express, and the kids ate what was left on the Hibachi. Each child received a goodie bag that included Ninja themed items and 1-2 pieces of Japanese candy. I also had two door prizes that each child received a ticket upon entry for a Gummy Sushi candy and a Ninja Plush Toy.

- Youth passive programs:
 - Exploration table:
 - Total number of participants: 91
 - Description: Come check out our exploration corner. It is available daily. You can create, design, build, explore, construct, invent, and tinkering with supplies provided.
 - Coloring table:
 - Total number of participants: 75
 - Description: Fun popular coloring pages and supplies are available daily for you to enjoy.
 - Take and Makes:
 - Total number of participants: 120
 - Description: Come to the Lucero Branch and pick up a craft to take and make at home. Crafts are available daily while supplies last.
 - Game system:
 - Total number of participants:
 - Description: Patrons using our game systems (Xbox/switch).

Adult Programs

- Number of attendees: 66

Outreach

- Kristi Roque and Jessica Blaha planned an adult and family program with Pueblo Food Project Coordinator, [Allison Eliot](#). We will have two program events in April about seed growing and celebrating Earth Day.

- **Books a la Cart**

- Total books delivered: 749

EMAIL from Innovage regarding Books a la Cart:

Valerie,

I am so sorry I missed you when you came by Innovage to bring our books for April. I wanted to send you a photo of our current "Book Nook".

The participants so far are loving the books and I've had a couple ask if you ever have Scifi, Westerns or other chapter books they would happily like to read them.

One participant in particular was very happy with the picture books that were provided. He is learning to read and they are perfect for him to practice reading while at our center and at home.

I just wanted to reach out and say thank you so much for letting us be a part of your program, our elderly population at Innovage is over the moon with excitement!

Brandy Wekamp

Recreation Specialist II

Innovage Greater Colorado PACE Pueblo

Center: 719-553-0400

Special projects

- The branch is celebrating women who live or grew up on Pueblo's East Side. In March, we asked community members to submit names of their nominations with a brief story about why they want to celebrate this particular woman. In April, we will host a tea to celebrate the women who were nominated. The purpose of this tea is to acknowledge the strong and inspirational women who have made positive contributions to the East Side community.
- Checkout Challenge:
 - Total number of participants: 11
 Description: Patrons are encouraged to participate in a monthly drawing for a basket. To enter one needs to check out 10 items from the Lucero library.

Displays or Exhibits

Additional Data: Highlights from staff development, training, meetings

- In March, Terri Daly, Crystal Gonzales, and Jennifer Scroggins each came to inform the Lucero team about various topics such as better understanding what reference question is and how to enter it into DART, security updates that are important for staff to know, and how yearly evaluations impact pay for performance as well as other HR topics.

Lamb Library

Lamb/L@Y/Beulah Report

March 2023

PROGRAMS

- Storytimes
- 4 Toddler Storytimes - 37
- [4 Preschool Storytimes](#) - 95 kids, 18 adults
- 5 Family Storytimes - 66
- Youth Programs
- 4 Fun Fridays (w/D60 lunches) - 55
- "Women Who Rock" Dance Party - 17
- Teen/Tween Programs
- 5 Teen/Tween Night - 21
- Adult Programs
- Legal Clinic - 8
- 3 Adult Craft - 34
- 2 Silver Tea Time - 19



This month's book club selection has been heralded as "A rhapsodic hymn to Black women". (New York Time Book Review). It follows the lives of three generations of Black women in the same family for over seventy years. It moves back and forth through time as it "paints an indelible portrait of inheritance, celebrating the full complexity of what we pass down, in a family and as a country: brutality and justice, faith and forgiveness, sacrifice and love". We had 107 people view the livestream, 3 comments and 3 shares, and 9 likes. The newsletter subscriber count remains at 29.

OUTREACH

- [Weekly Storytimes for YMCA Preschool](#)
- Partnered with Academy Kids for Tooth Fairy Storytime
- Paula (Tai Chi instructor) presented at Silver Tea Time
- CSU-P Extension Master Gardner presented at Silver Tea Time

SPECIAL PROJECTS

- Jennifer, Crystal, and Mary organized and labeled the seed library and it has been very popular!

- Jennifer gave a presentation to D70 for the Beulah Satellite project and also visited the satellite with Jill and Elizabeth from Tech Services to get an idea of how to refresh that collection
- Crystal and Karen continued with the storage room organization project
- Crystal created the April events video as well as the New Movie list for patrons
- Crystal picked up, assembled, and distributed lunches from D60 each week
- All staff started weeding the adult fiction and nonfiction sections



DISPLAYS/EXHIBITS/PASSIVES

March 2023		Staff	Notes
Exhibit	Peggy Skrezkut - local multimedia artist	Karen	304
Front Display 1	Women's History Month	Lovely	
Front Display 2	Growing into Spring	Crystal	
Front Display 3	National Nutrition Month	Jen	
Front Display 4	Author Talks (& Read-alikes)	Jen	
Front Carosel	New Fiction		
Kid's Display 1	Girls Rule	Jen	movies
Kid's Display 2	St Pattys Day	Gabriella	books
Kids Display 2.5	Hoppy Easter (after 3/17)	Jen	books
Kid's Display 3	Spanish		
Kid's Display 4	New Chapter/Spanish		
Teen Display 1	Fairy Tales Retold	Desi	
Teen Display 2	Girl Power	Crystal	
Movie Display 1	Quickviews/Binge Boxes		
Movie Display 2	Chick Flicks	Mary	movies
Adult Display 1	Famous Assassinations in History	Desi	non-fiction
Adult Display 2	Gardening	Lovely	non-fiction
Adult Display 3	Chick Lit	Mary	fiction
Adult Display 4	It's in Ireland	Gabriella	fiction
Back Carosel	New NonFiction		
Library @ the Y	Women's History Month	Mike	
Passive: Adult	visible mending kit 2 go 20	Lovely	20
Passive: Adult	Women's Day Word Search	Mary	50
Passive: Adult	Coloring sheet	Gabriella	25
Passive: Adult	Nutrition Handout	Jen	5
Passive: Teen/Tween	Fairy Tale Bookmark (35)	Desi	35
Passive: Kid	Dr Suess (Cat in the Hat & Lorax)	Jen	32
Passive: Kid	St. Patty's Day	Crystal	20
Passive Kid	Wordsearch	Gabriella	25
Passive: Kid	Coloring Sheets	All	150
Y Passive: Kid	Coloring Sheets	Y Staff	505



ADDITIONAL DATA (as applicable)

- **Lamb** Circulation - 5364
- **Library @ the Y** Circulation - 745
- **Beulah** Circulation - 86
- **Lamb** Digital Use - 1588 sessions (901 hours)
- **Library @ the Y** Digital Use - 207 sessions (116 hours)
- **Lamb** Visits - 6331
- **Library @ the Y** Visits - 1646
- **Beulah** Visits - 21
- AWE - 142
- Meeting Room Use - 41 non-library users
- Study Room Use - 34
- Notarized Documents - 1
- Curbside Pickups - 4
- Call Center **Library @ the Y** - 560
- Volunteer hours - 8.75

HIGHLIGHTS FROM STAFF DEVELOPMENT, TRAINING, MEETINGS

- **Lamb/L@Y** Staff Meeting 3/8/23 (Guest presenters: Jennifer Scroggins and Crystal Gonzales)
- Interviews for Outreach Librarian 3/28, 3/30
- Jennifer & Desi took CSR & MHT Sunday Training at Rawlings 3/29, 3/30
- Gabriella Martinez stepped in as the new Nesbitt representative since Mary Kratz had taken on the Steering Committee. Desi Anderson is still serving on the Safety Committee.

Pueblo West Library

Community Display Cases

- Pueblo West Women's League Membership Drive Display
- Women's History Month Poster Exhibit

Art Exhibits, Estimated Attendance 600

- Philip Rader Art Exhibit
- Moonbeam Schuren Art Exhibit

Pueblo West Library held a total of 126 programs, outreach, club meetings, and Kits2Go with a total attendance of 3293.

Adult Programming Highlights

Title	Date	Age Group	Total Attendance
Adult Craft Kits2Go	March	Adult	42
Adult Craft Series: Macramé Keychain	3/8/2023	Adult	8
Adult Craft Series: Paint a Poppy	3/22/2023	Adult	17
Cappella Assisted Living Outreach	3/22/2023	Adult	12
PW Interactive Clubs Attendance	March	Adult	222
Master Gardener Q&A	3/18/2023	Adult	11
Paint a Poppy	3/22/2023	Adult	30
PW Genealogy: Finding Female Ancestors	3/11/2023	Adult	17
Senior Movement & Stretch	M/W/F	Adult	225
Recording Studio Time	3/27/2023	Adult	7
Tech Talk	Mondays	Adult	6
VITA: Volunteer Income Tax Assistance	Fridays	Adult	347
Yoga	Tu/Th/Fri	Adult	190
Doc Susie Chautauqua Performance	3/11/2023	Family	20
			1754

Teen Programs

Title	Date	Age Group	Total Attendance
PW High School Outreach	3/9/2023	Teen	10
Teen Hangout	Mon-Thur	Teen	191
Laser Tag Lock In	3/10/2023	Tween	20
Tween Craft	3/15/2023	Tween	6
Tween Craft Kit2Go	March	Tween	17
Let's Make: Shrinky Dinks	3/25/2023	Teen	2
			246

Children's Programs

Title	Date	Total Attendance
Desert Sage Literacy Night Outreach	3/16/2023	120
Jammy Story Time Live	Thursdays	532
Jammy Story Time: In Person	Thursdays	26

Read Dog Read	3/23/2023	20
SPELL Storytime	3/21/2023	31
Signing Story Time	Mondays	30
Soco Headstart Outreach	3/8/2023	50
Time for Tots	Tuesdays	166
Baby Storytime	Thursdays	58
Dr. Seuss Storytime	3/2/2023	15
Preschool Storytime	Thursdays	85
Children's Kits2go	March	155
Women Who Rock	3/24/2023	5
		1293

Economic Development

PW contributed to the community's economic development by providing technology and tax forms help to 21 customers.

Outreach

- 3/8/23 Ray provided a story time at SOCO Headstart
- 3/16/23 Ray provided a story time and library outreach booth at Desert Sage Elementary Literacy Night.
- Beth and Ray provided a story time at Children's Palace Daycare.
- 3/8/23 Ray and Rachel provided database, resource evaluation, and ConnectEd training at PW High School.
- Heather provided a craft program to residents at Cappella Assisted Living Center.



Tech Services

DIRECTOR:

- Jill Kleven, Elizabeth Flores, and Daniel Gaghan participated in a demo for LibraryIQ a data tool that analyzes circulation, collection, and dei information.
- Jill presented at the Board of Trustees Meeting on March 23rd on the new patron collection/material recovery program with UMS beginning in April.
- Jill and Elizabeth visited the Beulah satellite with Jennifer Tozer to assess the collection and determine what needs to be weeded. Since the satellite is going to be refreshed new items will be ordered.
- Theia Bravo and Jill met with the Midwest Tape vendor to discuss Hoopla usage.
- Jill distributed seeds to Giodone and Pueblo West and met with both staff to discuss collection procedures.

COLLECTION DEVELOPMENT:

- Elizabeth continued to order for the Rawlings collection focusing on the youth area, specifically board books.
- Elizabeth began sending weeding lists out to the branches.
- Theia continued to order new media.
- Elizabeth compiled lists of new items ordered for Michelle to feature on the new website.

DEVICE MANAGEMENT:

- 100 additional Verizon hotspots were ordered and Theia began processing them.
- The 500 Chromebooks arrived and 200 have been processed. They are filling the holds lists and some have been set aside for Outreach groups.
- Jill and Thomas DeFrates set up a process to reset Chromebooks when customers return them.
- Jill, Theia and Thomas met with T-Mobile to discuss management of the hotspots, iPads, and Chromebooks.

ACQUISITIONS & CATALOGING:

- Peggy Bilger processed and cataloged the new state parks passes for 2023.
- Peggy processed 64 tools for the new tool library in the Makerspace.
- Peggy created a file with 4900 bibliographic records and sent them to Marcive for authority processing.

ILS:

- Daniel is working with UMS to make sure files are sent to them for the patron collections program.

Local History & Genealogy

PROGRAMS

Genealogy Classes: 2 in-person, and 2 virtual

Total attendance: 5 in-person, and 10 viewers Live, with 68 views since then

Maria's Kitchen: The Irish Boxtý – Total Views = 51

Spring Break – Kids Can Cook! Corn tortillas with User Services – Attendance = 27

Michael Espinosa Book Launch – Attendance = 35

Art with Franco – Attendance = 59

English Classes – Total attendance = 70

Spanish Classes – Total attendance = 40

OUTREACH

Internal outreach in the form of PCCLD staff training

Pueblo West staff received training on LHG resources. Assessment surveys indicate a 43.9% increase in competency.

Greenhorn Valley staff received training on LHG resources. Assessment surveys indicate a 28.5% increase in competency.

SPECIAL PROJECTS

Week of March 20: LHG staff participated in grand opening activities and events, including supporting self-guided tours and passport stamping, the open house which features several activities using department resources (What About Microfilm, Tales from the Vault, Get to Know City Directories, Craft Fiesta in the HRC, and Family Tree Coloring Page), and the Pecha Kucha night during which 3 staff members presented (Blake Hatton, Maria Smyer, Aaron Ramirez).

DISPLAYS OR EXHIBITS

Local artist Bob Craig is the first artist to display his work in the Hispanic Resource Gallery's new exhibition space on the 3rd floor. On display are southwest multi-media paintings, tiles and gourds until April 20th. We held his art reception on March 31st, attendance was 5

Virtual Exhibits

Total Views: 148

Natural Framing: 31

1921 Flood: 40

Baseball: 16

Roaring '20s: 61

ADDITIONAL DATA

Obituaries, Document Delivery and Indexing

- Microfilm used: 177

- 93 Obituary requests, 0 Ask Us requests, 0 birth announcement requests, 0 article requests completed.
- 146 Obituaries, 1 Ask Us requests, 0 birth announcement request, 0 article requests in progress.
- Photo files used: 55
- 7 Archival boxes, 0 biography newspaper clipping file, 0 Colorado newspaper clipping files, 11 Pueblo newspaper clipping files, 0 street files, 2 Pueblo Marriage Record Indexes, 2 Pueblo Birth Record Index, 5 Pueblo Obituary Record & Roselawn Indexes, 1 Huerfano County Marriage Index, 1 Pueblo County Historical Society Newsletter, and 2 Korber Binders

Monthly Circulation

- Western Research Ref-books: 162 Reference Maps: 0
- SC-Loan: 49 checked out; 79 in-house uses
- Ancestry Library Edition All Databases Searches Run: 3989
- Ancestry Library Edition All Sessions Run: 202
- Heritage Quest All Searches Run: 22
- Heritage Quest All Sessions Run: 7
- Fold3 Library Edition searches: 384
- Colorado Historic Newspaper Collection
 - Colorado Weekly Chieftain:
 - page views: 346
 - title searches: 223
 - Colorado Daily Chieftain:
 - page views: 4,619
 - title searches: 563

HIGHLIGHTS FROM STAFF DEVELOPMENT, TRAINING, MEETINGS

Staff Development

Jasel attended RootsTech 2023 from March 2-4 in Salt Lake City, UT

Notes from Patrons

"Tabitha, Aaron and others [...]"

All the research I did at PCCLD, 170 hours +, paid off as my Great Grandmother, Elizabeth Georgiana Barratt Wells, was inducted into the Colorado Women's Hall of Fame, Wednesday March 15, 2023.

For several reasons, I could not make the trip, however, I want to again thank the library staff for their help and patience during the many hours I spent there.

And I would like to return and do more research.

Hope everyone is well.

Linda Sword Johnson

Orangevale, California"

Experiential Learning

Programs:

- Make and Take Craft to Support Museum Exhibit: 150 kits made and taken
- Collaborative program with Maria Smyer: Art with Franco: 30 attendees
- Rock Painting and Open Makerspace Tours for Grand Opening Week: over 100 attendees!

Outreach:

- Tina has been working hard to meet with both internal and external makers in our community to market our new space and recruit programming and collaboration opportunities. People contacted include: Artisan Textile Company, Pueblo Makes, Matt Taylor, Bob Marsh, Blo Back Gallery, The Boys and Girls Club, and the Rawlings homebound program as well as adult and teen services.

Exhibits:

- We continue to display the Felix Gonzalez Torres piece and exhibit in partnership with Art Bridges. It has been very well received by the public. There were 848 people who viewed the exhibit in March. Alyssa is working with Aaron and the Local History and Genealogy team to plan out exhibits for the next year: highlights include the School District 60 Art Show and an exhibit displaying all of the Summer Reading Program shirts over the years.

Materials Handling Projects:

- The materials handling team has been very busy shifting shelving in the adult fiction area of the collection. They have moved and weeded the romance and inspirational sections of the collection to allow for more space to grow and to remove grubby and tattered materials from the shelves. They also finished shifting the nonfiction and biography sections to their new homes. Each team member has been working hard to maintain their assigned areas of the collection through shelf reading and tidying and the library is shining as a result!

Concierge Services and Meeting Rooms:

- Meeting Room Reservations in March (all first floor rooms as well as Ryals Event Space): 176 reservations, up 11 from last month.
- Tool Library is going well and we have checked quite a few items! The garden claw is by far the most popular of our tools.
- Call Center statistics: **1679 calls, up 323 from last month**
 - Giodone – 278
 - Greenhorn Valley – 346
 - Library @Y – 560
 - Rawlings – 495
 - 772 were transfers
 - 121 were hang-ups or wrong numbers

Program Photos:



User Services

Program attendance

During March there were 12 storytimes offered, with an amazing total attendance of 470. The largest number of attendees at any storytime this month was 67! However, the largest baby storytime was an impressive 41 and toddler was 53. These numbers are phenomenal and far in excess of what we have had for attendance since early 2020.

Youth Programs 1345 (including these)

Storytimes 470
 Food program 102
 Literacy Event with Headstart 313
 Other youth programs 460
 Tween Programs 246
 Teen Programs 51

Adult Programs 155
Computer 1-on-1 21
Literacy Program 40
Passive Programs 111

Outreach

Dr Seuss Night 117
School visits x 7 305
Literacy outreach 44

Total March Programs, Outreach and Participation for the USD team 2,435, with 47 programs, 11 outreach events and 5 passive activities.

Additional points of interest within the User Services Team:

The library sponsored Imagination Library had 146 new enrollments, with 2,271 enrolled in the program. AWE workstation usage within Rawlings was 52 sessions, and 269 sessions within the district.

For the first time, the new reference librarian was responsible for the Reference Counts during the last week of March, 1,1,12 reference queries were recorded.

The seed and tool libraries were added to the User Services area in March

Partnership between the Adult Literacy Administrator and Technology Outreach Specialist to offer Northstar Digital literacy, classes utilizing Northstar content will be offered beginning 4/19.

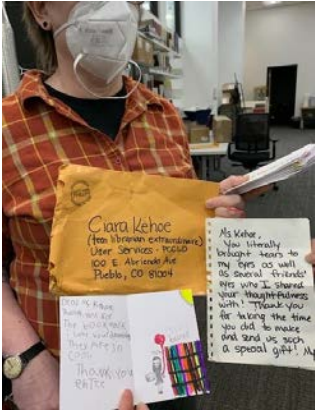
Ciara the teen librarian created bookmarks for a Florida class facing content removal and restrictions. The class sent back letters of appreciation for Ciara's efforts.



Baseball Bonanza



Youth Literacy Event



Teen Librarian Appreciation



Seed Library & Tool Library



Author Event



Inclusivity Display

Facilities

Work Order Statistics

- 283 Work Orders completed.
- 74 custodial work orders completed.

Rawlings

- Setup and organized 4th floor.
- Continued supporting construction.
- Continued to deal with HVAC issues.
- Installed photo blast display.
- Worked on new blinds.
- Installed new damper actuators AHU #1 and #2.
- Scheduled parking lot repairs.
- Scheduled 2 emergency generator circuits to be installed in the extra IT closet and install new lighting control for the front lights.
- Worked on restroom sensors.

- Worked on cleaning and stocking custodial closets.
- Set up planter.
- Submitted PO for Trane to fix HVAC unit controls
- Worked on setting up facilities shop.

Barkman

- Worked on restroom sensors.

Greenhorn Valley

- Dealt with cleaning issues.
- Installed swatches to exterior outlets.

Lamb

- Dealt with continued mouse infestation.
- Installed electrical for heat tape.

Pueblo West

- Redid heat tape.
- Worked on major sprinkler leaks.

Other duties/projects

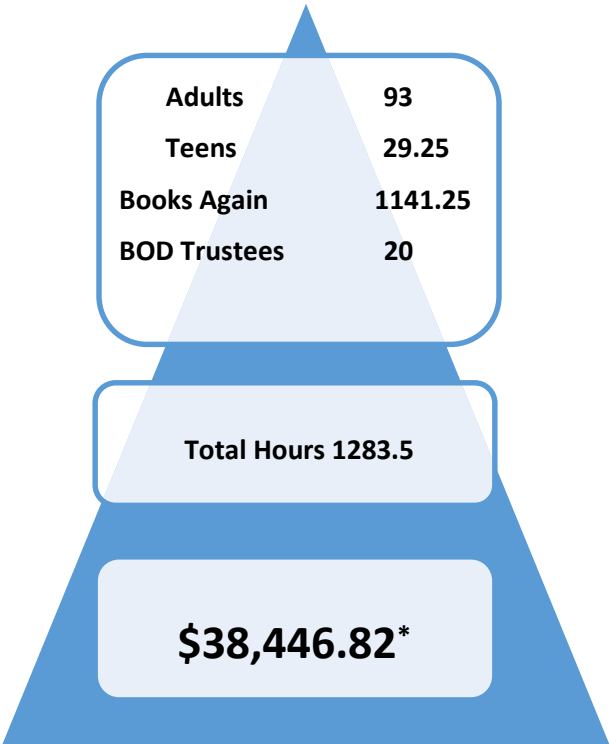
- Removed serval items from storage.
- Started sprinkler start-up.
- Dealt with key issues.
- Continued to manage Covid supplies.
- Dealt with building temperature issues throughout the district.
- Completed Spring cleanup of grounds at all locations.
- Worked on inventory.
- Worked on punch list.
- Moved seed catalogues to all branches.



Volunteer Hours

Volunteer Services Monthly Report – March 2023

Submitted by Victoria Herrera
PCCLD Volunteer estimated hours



*(Estimated by Independent Sector’s figure of \$29.95/hour for each volunteer hour contribute).

Respectfully submitted,
Sherri Baca
Executive Director