

**PUEBLO CITY-COUNTY LIBRARY DISTRICT**  
**Report of the Executive Director – December**  
**Submitted to the Library Board of Trustees**  
**January 26, 2023**

**Barkman Library**

**December 2022 Programming & Outreach Report**

**Completed by Brigitta Meyerhofer, Evelyn Lile and Alicia Griebel**

**Programs**

**Adult Holiday Cookie Exchange**  
**Attendance: 3**



**The Art Box with Marcus**

**Attendance: 6**

**Barkman Book of the Month Club: The Children's Blizzard**  
**Attendance: 3**

**World Holidays Children's Program**  
**Attendance: 5**

**Pueblo Villa Retirement Library Visit: Yarn Ornaments**  
**Attendance: 13**

**Teen Lock-In: Cozy Edition**  
**Attendance: 14**

**Family Sensory Playtime**

**Attendance: 10**

### **Kits2Go**

**Yarn Ornaments: 23**

**Baking Kit: 27**

**Adult Holiday: 12**

**Children Holiday Kit: 24**

### **Family Storytime Fridays**

**12/2/22: 1**

**12/9/22: 1**

**12/16/22: 1**

**12/23/22: Storytime Break**

**12/30/22: Storytime Break**

### **Toddler Storytime Tuesdays**

**12/6/22: 6**

**12/13/22: 5**

**12/20/22: 7**

**12/27/22: 13**

### **Passive Programs**

**Barkman Trivia Participants: 23**

**Nintendo Switch Gaming Station Attendance: 12**

**Board Games in-Library Use: 77**

**In-Library Use Bike Lock: 0**

**Marcus**

**All Staff**

**All Staff**

**All Staff**



### **Outreach**

- **CSU Pre-K Storytime** – Attendance: 42
- **Building Blocks Storytime** – Attendance: 14
- **Villa Bella Elementary Storytime** - Attendance: 36
- **D60 Food and Fun free lunch program** - Attendance: 42

## Miscellaneous Staff Displays:

**Cozy Winter Reads** :Debbie Payne and Robin Rice

**Baking and Crafting for the Holidays**:Debbie Payne and Robin Rice



**Notary Appointments: 4**

## Curbside Services

- 2 patrons received curbside services in the month of December.

## Training, Conferences, & Continuing Education

Alicia Griebel-Manager

- 12/05/2022 Notary Training and Exam
- 12/27/2022 PSM

Brigitta Meyerhofer- Librarian

- 12/28/2022 Nesbitt Meeting
- 12/18/2022 Youth Services Meeting

Evelyn Lile- Program & Outreach Specialist

- 12/18/2022 YS Mtng

Debbie Payne- CSR

- 12/21/22 Steering

The Staff Meeting on 12/12/22 covered the following information-

- Dept. Christmas Cards
- White Elephant
- Renovation Info and Designs
- Nesbitt Brigitta-
- YS Evelyn & Brigitta-
- Steering, Debbie-
- MHT's – Issues, troubles, good things? Questions?
- Other? -
- **Group Training**
  - Ted Talks: Your Body Language May Shape Who You Are  
[https://www.ted.com/talks/amy\\_cuddy\\_your\\_body\\_language\\_may\\_shape\\_who\\_you\\_are?referrer=playlist-the\\_most\\_popular\\_talks\\_of\\_all&autoplay=true](https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are?referrer=playlist-the_most_popular_talks_of_all&autoplay=true)
  - Inside the mind of a procrastinator  
[https://www.ted.com/talks/tim\\_urban\\_inside\\_the\\_mind\\_of\\_a\\_master\\_procrastinator?referrer=playlist-the\\_most\\_popular\\_talks\\_of\\_all&autoplay=true](https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator?referrer=playlist-the_most_popular_talks_of_all&autoplay=true)
- Next meeting 2023!

## **Giodone Library**

### **Giodone's Monthly Report December 2022**

**Calls Taken** –June 423, July 360, Aug 377, Sep 428, Oct 368, Nov 314

#### **Community Outreach**

- Avondale Outreach – Mondays from 3-5 – Crafts and stories at Avondale Elementary – 61
- Ascension Preschool: SPELL Outreach – 43
- Outreach kits – PCHS - 30

#### **Displays with % checked out**

- Adult Christmas Books 20%
- Adult Christmas Movies 30%
- Adult Christmas CD's 29%
- Christmas Picture Books 94%
- J Christmas Movies/ CD's 20%
- Christmas Boardbooks 77%

#### **Programming**

##### **Passive & Kits2Go Programming for All:**

- Beaded Wreath: Kit2Go – 30
- Boho Cloth Tassel: Kit2go – 15
- Christmas card craft – 20
- Christmas Sweater Craft-Kit 2 Go – 14
- Christmas Tradition for the Birds: Kit2Go – 26
- Fringe Crowns for New Year's Eve: Kit2Go - 21
- Festive Wreath Pin: Kit2Go – 14
- Gift tag stamping: Pop up - 21



- Grinch Book Charm Necklace: Kit2Go – 26
- Holiday Scavenger hunt – 30
- Hot Cocoa Bar – 10
- Intentions for 2023: Wish Capsules – 9
- Jolabokaflod Bookmarks: Kit2Go – 20
- Lucky Stars: Kit2Go – 6
- Needlepoint Kit2Go: Ugly Christmas Sweater – 20
- New Year's Eve Spectacles: Kit2go - 7
- Orbeez Ornament: Kit2Go – 14
- Popsicle Stick Snowman – 30
- Santa Tracker – 30
- Sensational Sensory Bins 14
- Snow Bracelet: Kit2Go – 20
- String Art Stars: Kits2Go 21
- Winter Solstice Lantern Kit2Go – 3
- World Holidays: Menorah Kit2Go – 10
- Yarn Wrapped Wreath Ornament - 11

### Youth Programs:

- Preschool story times by Stephanie Monday's at 11am - 34
- Read Dog Read – 14
- Christmas Bird Count and Birdseed Bag Craft – 7
- Gift Making for the Holidays: Mason Jar Recipes – 13
- Gift Making for the Holidays: Soap - 9
- World Holidays: Light - 5

### Adult Programs:

- **Crochet Club** meets weekly on Fridays, hosted by Kayci and Sandy - 36
- **Pueblo Community Resources** – Cynthia is hosting an Adult Special Needs group that is coming weekly to the library on Tuesdays for a movie and a craft. – 25
- **Author Talk with Geraldine Brooks, author of Horse** – 2
- **Coffee & Craft: Raven's Brew Santa Caws Coffee** – 2
- **English Conversation Class - 15**
- **Final Full Moon of 2022** – 8
- **Screen Printing: What a Wonderful World** – 12
- **Winter Solstice Lantern - 7**

### Branch Training

Staff are tracking trainings here -

<https://docs.google.com/spreadsheets/d/1B0B3Vf4o3tyibDcZGU4yqv7G1avPh4gN99aZ0omDTelU/edit?usp=sharing>

12/06/2022	Sandy	Virtual Partner Forum: Get Ahead Colorado Presents Tax Credit & Refund Referrals
12/06/2022	Sandy	Author Talk with Geraldine Brooks
12/08/2022	Sandy	Identifying and Providing Health Education Materials for Migrant Farmworkers
12/09/2022	Cynthia	Think Again: The Power of Knowing What You Don't Know by Adam Grant
12/06/2022	Cynthia	Foundations of Library & Information Science
12/06/2022	Cynthia	Information Sources Services
12/15/2022	Sandy	Foundations of Citizen Science (started module)
12/19/2022	Sandy	Overview of Teen Science Cafes
12/19/2022	Sandy	How to Use News for You

12/28/2022	Sandy	The Library as a Civic Bridge and Community Learning Hub
12/28/2022	Cynthia	The Library as a Civic Bridge and Community Learning Hub
12/28/2022	Sandy	Summer Library Outreach to Underserved Children and Caregivers with ALSC's LSUCTC
12/29/2022	Cynthia	Summer Library Outreach to Underserved Children and Caregivers with ALSC's LSUCTC

## Meetings

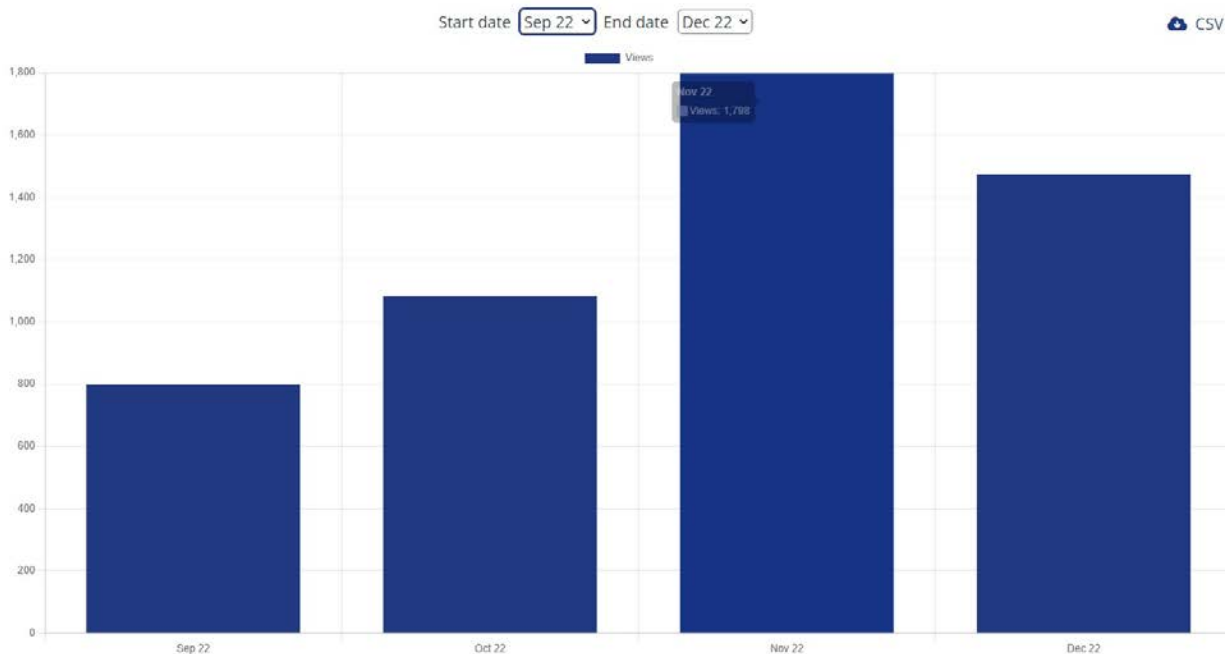
- Kayci - Lead CAL EDI meeting, attended PSM meeting
- Candace - Nesbitt Meeting
- Sandy – YSC Meeting

## Kayci's Training work

New content in Niche:

- Added a new class to Niche - Rawlings Info, with more procedures coming soon to it - <https://my.nicheacademy.com/pueblolib-staff/course/56116/lesson/160512> - added Front Entrance Locking Instructions for Rawlings - <https://my.nicheacademy.com/pueblolib-staff/course/56116/lesson/160931>
- Fax Zero Instructions with Local Faxing locations updated in the Public Services class - <https://my.nicheacademy.com/pueblolib-staff/course/31996/lesson/160542>
- Niche Class Community Mapping for Public Libraries - <https://my.nicheacademy.com/pueblolib-staff/course/55645>
- Library Safety and Security - Added the PIC Reference Guide and Quick Reference guide to the PIC section of the class - <https://my.nicheacademy.com/pueblolib-staff/course/32000/lesson/162153>

## Sum of Employee Views in Niche Academy Training Classes

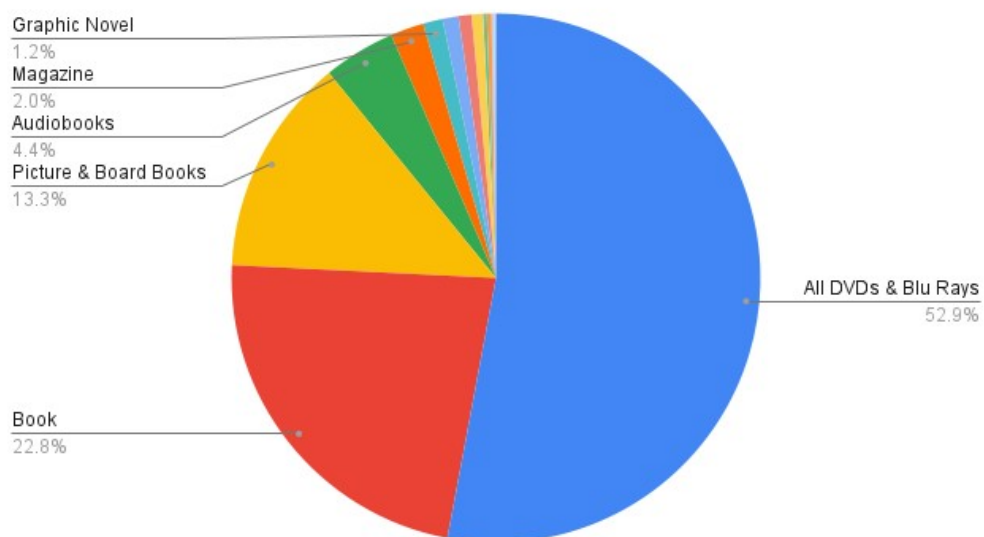


## Greenhorn Valley Library



### Circulation Total Checkouts: 2099

DVD	974	Graphic Novel	26
Book	493	Quickread Book	15
Picture Book	257	DVD Binge Box	12
Blu-ray Disc	120	Music On CD	5
Board Book	31	ILL-Book	6
Audiobooks	95	Local Collection	1
Quickview DVD	37	Sports & Outdoor Equipment	3
VOX Read Along Books	17	Grant Purchased Device	1
Hotspot	21	Tablet	1
Magazine	44	TOTAL	2099



### Circulation Total Check-ins: 2,188

### Total Library Visits:

Week of:	Number of visits	Total
December 5 <sup>th</sup>	801	801
December 12 <sup>th</sup>	891	1692
December 19 <sup>th</sup>	594	2286
December 26 <sup>th</sup>	791	3077

### Program Attendance Total: 303

# of Participants	Program
100	Scavenger Hunt
1	Video Games!
34	Intermediate Yoga
10	Family Friday
100	Scavenger Hunt
15	Family Friday
25	Sip N' Stroke
10	Happy Hookers Fabric Arts Group
8	Wooden Ornament Painting
37	Help Decorate our Tree

### EXHIBITS AND DISPLAYS:







Holiday Activities, Books, and Cheer



Recently Returned Display



Get a jump on the New Year



YALSA Top Ten



International Human Rights Month

## COMMUNITY OUTREACH

Winter Writing Contest - we received approximately **60** submissions from 1 class at Craver Middle School, and 2 classes from the Rye elementary school.

**Total Number of Digital Uses: 522**

## CALL CENTER

The Greenhorn library fielded **377** calls while serving as Call Center on intermittent Mondays, Wednesdays, and Saturdays in December.

## Lucero Library

### Librarian

#### In-person programming

Name of program: Movie Monday

Number of participants: 61

Description of program: The children enjoyed watching movies and socializing with friends while they waited for their food.

#### In-person programming

Name of program: Wild Card Wednesday

Number of participants: 67

Description of program: The children really enjoyed the gingerbread house craft. The children had the opportunity to create a structure using pop tarts, frosting and candy.

#### In-person programming

Name of program: After School is cool (Chess With Mark Salazar)

Number of participants: 100

Description of program: The youth had the opportunity to Play Chess and learn how the game relates to life.

#### In-person programming

Name of program: Fri-yay

Number of participants: 26

Description of program: The children learn to use simple recipes and make snacks.

#### In-person programming

Name of program: Family Storytime

Number of participants: 4 Families

Description of program: The families come in and participate in a branch lead storytime.

#### Other

Name of program: English as a second language Classes

Number of participants: 1

Description of program: Patrons can come in and learn English as a second language free of cost.

#### In-person programming

Name of program: Eva Baca Storytime

Number of participants: 15

Description of program: I go to Eva Baca elementary schools Preschool class and offer a storytime once a month.

**Full Time POS:** Jessica Blaha

In-person programming

Name of program: Crafty Crew: Star Wall Hanging

Number of participants: 16

Description of program: Come and see how you can make a "shadow box" shaped star wall hanging from rolled book pages.



Name of program: Crafty Crew: December Angels

Number of participants: 13

Description of program: Come and see how you can make a December angel with yarn and ribbon.



Name of program: Coffee Tasting - Featuring Solar Roast Coffee

Number of participants: 11

Description of program: Join us in a coffee tasting that will feature fresh coffee from our local Solar Roast Coffee. At the event, participants will sample three different coffees and learn about where they come from, how they are roasted, and what makes them taste different.



Name of program: Crafty Crew: Holiday Cards

Number of participants: 12

Description of program: Create 2 different Holiday/Christmas cards with presenter Kathy Koen.



Name of program: Crafty Crew: Bracelet Making

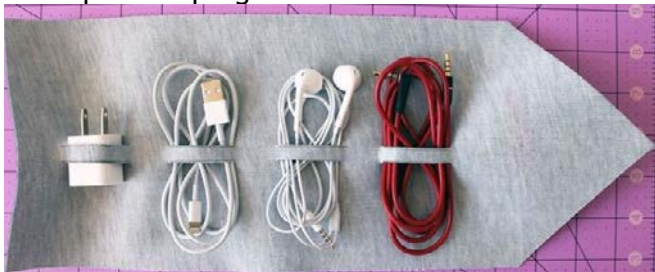
Number of participants: 20

Description of program: Come and create a beaded bracelet.

Name of program: Crafty Crew: Roll up your cords

Number of participants: 20

Description of program: Come and create a fashionable way to organize cords with leather/canvas..



Name of program: Crafty Crew-Wine Cork Tree - Kits to go

Number of participants: 10

Description of program: Patrons were given supplies to create their own wine cork tree ornament.



## Outreach

Name of agency(ies)

- Communication with Justicia Martinez, NeighborWorks, about offering a Financial Fitness class in 2023.
- Planning with Mandalyn King, The Queen TEApothecary, offering a DIY tea class in January.
- Outreach program: Recovery Solutions of Health Solutions Library Visit/Activity
  - Number of participants: 24



- Description of program: Recovery Solutions visited the library and completed a homemade card and snowman ornament. The individuals and staff love coming to the library to create something new and hangout at the library.



- Outreach agency: SRDA Craft Hour with Jessica
  - Number of participants: 2
  - Description of program: SRDA clients came to the SRDA downtown for a craft hour. Each individual made a wine cork tree ornament.

### Other

- Attend and participate in the Winter of Reading Adult meeting.
- Initiate the Share Holiday Cheer: Patrons and staff shared holiday cheer by signing holiday cards for local veterans. 36 cards were given to [Pueblo Vet Center](#)



### **Part Time POS: Tina M.G**

#### In-person programming

Name of program: Discuss an East Side Library Board

Number of participants: 18

Description of program: What is a Youth Library Board? What could it look like and what could it do for Eastside teens and tweens at the library? Let's talk!

#### In-person programming

Name of program: Studio 1315 Styling Calligraphy

Number of participants: 27

Description of program: Learn to write your cards and letters this holiday season in the beautiful styles of calligraphy (decorative handwriting)! Calligraphy materials will be found all day at the Creative Space.

#### In-person programming

Name of program: Holiday Polaroid Pictures

Number of participants: 34



Description of program: Come to the Creative Space table to take a picture on our polaroid camera for you to take home! This month it is themed for winter!

#### In-person programming

Name of program: Origami Materials

Number of participants: 13

Description of program: Come to the Creative Space tables to create paper art- origami style! Paper supplies, books and videos on origami construction will be available.

#### In-person programming

Name of program: 2023 Vision Boards for Tweens and Teens

Number of participants: 3

Description of program: Who will you be next year? Join us and let's map out an idea of who you can be and what you want to do. Create a vision board to map out dreams, goals and intentions for your upcoming year.

#### In-person programming

Name of program: Free Play with Pastels

Number of participants: 5

Description of program: Enjoy the school break with us at the Creative Space tables and play with art paper and pastels. Make a beautiful piece of art or doodle!

#### In-person programming

Name of program: Free Play with Clay

Number of participants: 8

Description of program: Enjoy the school break with us at the Creative Space tables and play around with air dry clay! Sculpt a little toy figurine, a small jewelry dish or whatever inspires you. Clay and tools available.

#### In-person programming

Name of program: Free Play with Art Markers

Number of participants: 8

Description of program: Enjoy the school break with us at the Creative Space tables and play with quality art markers. Make a beautiful piece of art or doodle! Materials available.

#### In-person programming

Name of program: Studio 1315 Styling Calligraphy

Number of participants: 6

Description of program: Learn to write your cards and letters this holiday season in the beautiful styles of calligraphy (decorative handwriting)! Calligraphy materials will be found all day at the Creative Space.

#### In-person programming

Name of program: New Year's New Buttons

Number of participants: 0

Description of program: Design or choose from images at the Creative Space table to make a button! Pin the button on a bag and take it home.

### Outreach

Name of agency(ies)

- Marco, a local tattoo artist from Spellbound Tattoo collaborated with us and taught young patrons how to write in calligraphy style afterschool for Studio 1315 with Tina Martins Gonzalez.
- Kaila Alberici from Health Solutions and [Tina Martins-Gonzalez](#) met to discuss future arts and crafts programming to accomplish together in 2023.

## Books ala cart

Number of books 698

Agencies

- Headstart
- Catholic Charities
- Pueblo Mission
- Cesar Chavez Academy
- Pueblo Halfway House
- Fulton Heights

## Game System

Number of participants: 106

## Take and makes (passives)

Total number 280 kits to go

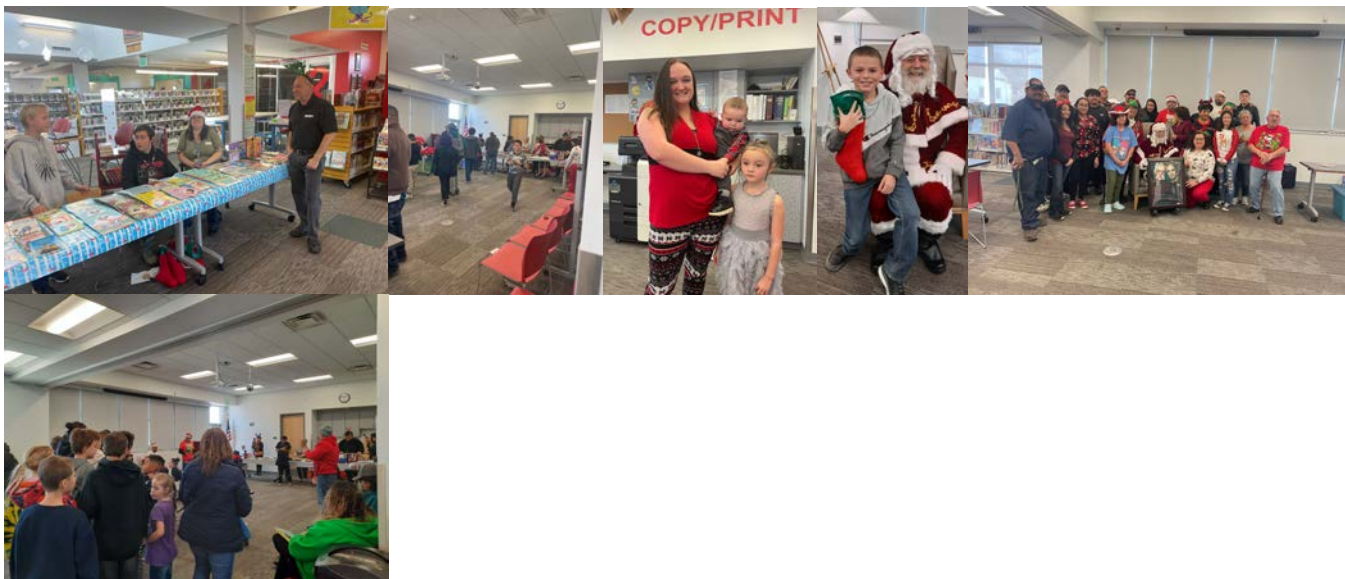


## Other

- Coloring Station
  - Number of participants: 245
- Lucero Checkout Challenge
  - Description: Patrons are all encouraged to check out 10 items for incentive. Adults are entered into a drawing for basket, as well as kids are entered into a drawing for basket.
  - Total number of kids participants: 10
  - Total number of adult participants: 10
  - Winners:



- Exploration Corner
  - Number of participants: 80
  - Description: Come check out our exploration corner. It is available daily. You can create, design, build, explore, construct, invent, and tinkering with supplies provided. This is a passive program for all ages.
- 7th Annual Guerrero Stocking Giveaway
  - 125 stockings plus books and goodies.
  - Number of participants: 225



- Share Holiday Cheer : Patrons and staff shared holiday cheer by signing holiday cards for local veterans at the [Pueblo Vet Center](#)
  - Number of participants: 36

## Lamb Library

### Jennifer Tozer (Branch Manager)

#### Programs/Services

- 12/2: Fun Friday: 17
- 12/2 Free Legal Clinic: 4

- 12/2, 12/5, 12/7, 12/16 Notaries: 4

#### Storytimes

- 12/2 Family Storytime: 14
- 12/7 Toddler Storytime (Hanukkah): 0
- 12/14 Toddler Storytime (Christmas): 9

#### Meetings

- 12/8, 12/28 Meet with Sherri
- 12/13 Beulah Meeting with Sherri and Linda
- 12/14 Staff Meeting
- 12/14 & 15 Annual Review Meetings
- 12/15 Job Coach
- 12/19 Beulah Staffing Meeting with Sherri
- 12/27 PSM Meeting

#### English Classes (Maria Smyer)

- Classes: 12/7 Total: 3

#### Exhibit

- Art by Philip Radar: 265

#### Displays

- Unwrap Our Favorite Books (adult)
- Winter Wonderland (adult)
- Family Holiday Movie Night (kids)
- It's the Most Wonderful Time of the Year (teen)

#### Passive Programs

- Holiday Movie Bingo (32)
- Coloring Sheets (232)

### **Crystal Talley (Assistant Manager/Librarian)**

#### Trainings/Meetings

- Winter of Reading - 12/6/22
- Lamb Staff Meeting - 12/14/22
- Annual Review - 12/14/22

#### Outreach

- SRDA

#### Programs

- Family Story Time/Craft - 12/2/22 - (14 attendees)
- Family Story Time/Craft - 12/9/22 - (11 attendees)
- Family Story Time/Craft - 12/16/22 - (10 attendees)
- Family Storytime/Craft - 12/30/22 - (16 attendees)
- Fun Friday - 12/2/22 - (17 attendees)
- Fun Friday - 12/9/22 - (15 attendees)
- Fun Friday - 12/16/22 - (10 attendees)
- Fun Friday - 12/30/22 - (13 attendees)
- Polar Express Pajama Party - 12/23/22 - (7 attendees)
- Teen/Tween Hangout - 12/20/22 - (4 attendees)
- Teen/Tween Hangout - 12/27/22 - (3 attendees)

#### Adult Programming

- Silver Tea Time - 12/19/22 - (5 attendees)

- Lamb Adult Craft - 12/15/22 - (7 attendees)
- Adult Craft Kit2Go (ornaments) (8)
- Children's Kit2Go (New Year's Noisemakers) (12)
- (1) Tech Appointment
- (4) Notary appointments

#### Tasks

- Created video for Lamb programs and events (Jan)
- Updated New Movie lists for patrons
- Storage Room Project
- D60 Lunch pick-ups and distribution
- Cash Recon @ Y - 12/20/22

#### Displays

- Adult NonFiction - "Legends of Classic Rock"

### **Mary Kratz (Customer Service Representative)**

- Gate Count: 5304
- Meeting Room Use: used 30 times for non-library functions
- Study Room Use: 29 people used the study room
- Volunteer Hours: 2.25
- Exhibit of the Month: Philip Rader paintings
- Exhibit attendance: 265
- Legal Clinic attendance: 4
- Curbside Pickups: 3
- AWE: 66 uses
- Meetings: Lamb Staff meeting, Steering Committee meeting
- Notary Services: 10
- Displays: Happy Holidays non-fiction, Happy Holidays fiction, Holiday Movies
- Passive: Holiday Movie Characters word search, and Christmas word search - 125

### **Lovely Murrell (Customer Service Representative)**

#### Displays

- Book Bundles & 2022 Book Club Review
- Science Fiction Double Feature (adult)

#### Passives

#### Book Bundles

- First in A Series: Mystery Edition (Farm to Trouble by Amanda Flower, Auntie Lee's Delight by Ovida Yu, Under Lock & Skeleton Key by Gigi Pandian)
- 2. Witches Business (A Discovery of Witches by Deborah Harkness, Payback's A Witch by Lana Harper, Witch Upon a Star by Jennifer Harlow, Witches Unleashed by Carrie Harris)
- 3. Love Is in The Air (A Duke by Default by Alyssa Cole, Bringing Down the Duke by Evie Dunmore, The Girl with Stars in Her Eyes by Xio Axlerod, The Marriage Game by Sara Desai)
- 4. The Horror of It All (Merry Krampus, Urban Gothic by Brian Keene, God Save the Queen Kate Locke, Boneset and Feathers by Gewndolyne Kriste)

Book Club: No book club this month

### **Desi Anderson (Materials Handling Technician)**

- Displays: Pearl Harbor Remembrance Day (adult), Merry Christmas (tweens)

### **Gabriella Martinez (Materials Handling Technician)**

- Displays: Christmas/holiday books (kids)



## **LIBRARY @ THE Y**

### **Mike Gonzales and Paula Brandimarte (Customer Service Representatives)**

- Gate Count: 1507
- Adult Passives: 42
- Youth Passives: 557
- Kits2Go: 0
- Call Center: 123
- Displays: Holiday Books (adults), Winter Books (teen)

## **Pueblo West Library**

### **Community Display Cases:**

Pueblo West Women's League Membership Drive Display  
Colorado Public Service Announcements

### **Art Exhibit:**

Vince Benavidez oil paintings. Estimated attendance 475.

### **Programs:**

Pueblo West Library held a total of 105 programs, outreach, club meetings, and Kits2Go with a total attendance of 2229.

Title	Date	Age group	Total attendance
Vince Benavidez Art Exhibit			
Opening	12/2/2022	Adult	5
Senior Show and Tell	12/14/2022	Adult	16
Beginning English Class	12/5/2022	Adult	7
PW Women's League Monthly Meeting	12/13/2022	Adult	46
Beginning Tai Chi	Mon/Wed	Adult	6
Tai Chi	Mon/Wed	Adult	8
Tech Talk	Mondays	Adult	2
Pueblo West Book Club	12/19/2022	Adult	11
Daylight Book Club	12/7/2022	Adult	14
Mystery Book Club	12/15/2022	Adult	6
Vince Benavidez Artist Talk	12/17/2022	Adult	5
Fencing Club	12/14/2022	Adult	2
Adult Craft Series	12/14/2022	Adult	30
Senior Movement & Stretch	M/W/F	Adult	130
Chair Yoga	M/W/F	Adult	149
Swedish Weavers	Mondays	Adult	24
Cast-Offs Knitting and Craft Club	Tuesdays	Adult	38
Mahjongg Club	Tuesdays	Adult	29
PW Amateur Radio Club	12/17/2022	Adult	16
Society for Creative Anachronism	12/17/2022	Family	6
Gingerbread House Kits2Go	December	Family	27
World Holiday Kit2Go	December	Family	50
Vince Benavidez Art Exhibit	December	Family	475

Santa & Mrs Claus Holiday Event	12/10/2022	Family	166
Coloring Pages	December	Juvenile	50
Preschool Kits2go	December	Juvenile	81
SPELL Storytime	12/20/2022	Juvenile	25
Baby Storytime	Thursdays	Juvenile	40
Preschool Storytime	Thursdays	Juvenile	57
Time For Tots: In Person	Tuesdays	Juvenile	82
Christmas Literacy Kits2Go	12/10/2022	Juvenile	72
Signing Stories: In Person	Mondays	Juvenile	5
World Holiday Celebration	12/23/2022	Juvenile	6
Jammie Storytime Live	Thursdays	Juvenile	360
Jammie Storytime: In Person	Thursdays	Juvenile	10
Daytime Dungeons and Dragons	Mondays	Teen	20
Full Moon Dungeons and Dragons	12/17/2022	Teen	8
Teen Hangout	Mon-Thur	Teen	132
Let's Make!	12/3/2022	Teen	3
Tween Craft	12/21/2022	Tween	10
			2229

### **Economic Development:**

PW contributed to the community's economic development by providing technology help to 7 customers.

### **Outreach:**

- December 12—Heather Wilder and Rachel Salazar met with the Principal of Pueblo West High School to discuss ways Pueblo West Library can support the high school until they are able to hire another school librarian. We will be providing teacher training on January 11 about PCCLD databases, free homework help tutoring services provided by Brainfuse, Connect Ed accounts, and Wi-Fi hot spots provided by the Emergency Connectivity Fund Grant. Each following week we will be training one or more classrooms of students on the same and helping them do research and place items on hold. We will also be bringing hotspots to the high school to check out to any student who needs one.
- December 20—Beth Moore and Rachel Packard provided a story time outreach to 25 children at Children's Palace Daycare.

## **Tech Services**

### **DIRECTOR**

- Elizabeth Flores conducted annual review meetings with Tech Services and Float staff
- Attended online training for the new Cloud interface for collection development
- Met with our rep from Midwest Tape and Hoopla
- Presented at the Board of Trustees Work Sessions, asking for approval to renew services with Koha, Bibliotheca, and Freegal
- Attended Core Collection & Assessment monthly meeting
- Assisted at Rawlings Family Posada Program
- Attended candidate presentations for the Associate Director of Public Services

- Met with Amy, Nick, Sara and Sherri to discuss the possibility of incorporating tools into the collection as part of a toolshare partnership with the Pueblo Food Project
- Met with Nicki to discuss plans for the Rawlings adult collection and weeding needs

## ILS

- An ILS update took place

## COLLECTION DEVELOPMENT

- Theia Bravo and Elizabeth continue to meet with the ECF team to organize plans for the ECF Device Funding Project
- Theia began processing iPads and has been adding them into the catalog
- Theia is also working on device instructions for staff
- Theia, Elizabeth, and Nick Potter are working out plans for ordering cases for iPads, Chromebooks, and Hotspots and for getting them labeled with the new logo

## ILL

- Jessica Casados edited catalog records for Colorado Statutes
- Jessica inspected duplicate DVDs, cleaning and setting aside those in good condition for future use

## ACQUISITIONS

- Peggy Bilger is planning for the Seed Library expansion into additional locations, focusing on improved cataloging and display of seed packets and updated seed holdings.

## TRAINING

- Elizabeth, Peggy, Pat Mascarenas, and Lee Vigil completed two webinars
  - Retroactive Addition of Homosaurus: An Evaluation
  - Incorporating Diversity, Equity, and Inclusion Principles into Our Metadata

## Local History & Genealogy

### Obituaries, Document Delivery and Indexing

**[Focus for December was moving collections and preparing for return to 3rd floor department. No use recorded]**

- Microfilm used:
- Obituary requests, Ask Us requests, birth announcement requests, article requests, transcribed tape requests completed.
- Obituaries, Ask Us requests, birth announcement request, article requests in progress.
- Photo files used:
- Cemetery index, Archival boxes, biography newspaper clipping file, Colorado newspaper clipping files, Pueblo newspaper clipping files & street files used.

### Monthly Circulation

- Western Research Ref-books: 5    Reference Maps: 0
- SC-Loan: 55 checked out; in-house uses 8
- Ancestry Library Edition All Databases Searches Run: 1459
- Ancestry Library Edition All Sessions Run: 100

- Heritage Quest All Searches Run: 2
- Heritage Quest All Sessions Run: 2
- Fold3 Library Edition searches: 9

## **Genealogy and Special Collections**

### **Archives Projects**

Cecily began an inventory of the Genealogy Periodicals on the 3rd floor.

Tabitha is inventorying open stacks Genealogy and Reference works in the 3rd floor open stacks.

Jasel is cleaning the books in open stacks and conducting inventory on two boxes of genealogical records donated by a patron.

Blake and Tabitha are working on reshelving microfilm into the GemTrack high density microfilm cabinets.

Cecily and Aaron picked up a donation from the Pueblo Council of Governments

### **Genealogy Projects**

Genealogy Classes: 0 (Due to move)

Genealogy charts, Family Group charts, and Basic Pedigree Charts: 0 (Due to move)

Western Research and Genealogy collections: 2022 Order List had 205 titles, of which we have received 111 books; 2023 Order List: 285 Titles so far

### **Digital Collections and Database Usage**

- CONTENTdm items: 11381 (not including test collection which holds 902 items)
- Google Analytics for CONTENTdm ([Digital Archives](#)):
  - Users: 319
  - New Users: 307
  - Sessions: 392
  - Page views: 2,479
  - Avg. Session Duration: 3m 12s

YouTube Channel: SCMS page

- Subscribers: 20
- Total views: 1600 (approximate)
- Number of videos:

- Digital Public Library of America: Plains to Peaks Collective:
  - Item views: 1
  - Click throughs: 3
  - Users: 2
  - Sessions: 3

- Colorado Historic Newspaper Collection
  - Colorado Weekly Chieftain:
    - page views: 667
    - title searches: 20

Colorado Daily Chieftain:  
 page views: 3,552  
 title searches: 89

- Archives Space:
  - Users: 100
  - Sessions: 108
  - Session Duration: 1m 57s
  - Page views: 345

### **Virtual Exhibits**

*Total Views: 53*

- Roaring '20s: 39
- Hobbs, Baseball: 14

### **Digitization Projects**

Blake processed the AIDS quilt photographs that had been taken and placed them into their own collection on CONTENTdm.

### **Physical Exhibits**

### **Virtual Programs**

### **Volunteer Hours**

Volunteer activities halted except for Gaola due to renovation and collections moving.

Georgine Booms – hours

Fran Cosyleon – hours

Phyllis Gardner – hours

Gaola Greer – hours

Carolyn Lowery – hours

Anne Whitfield – hours

**Total Hours: hours**

**Department completed Notary appointments:** See Communico



## Professional Development:

### Jasel

- FACC Christmas Party (Dec. 10)

## Attended Webinars:

### Jasel

- Libraries and Substance Abuse Crisis (Dec. 7)
- Dowd Training (Dec. 15)
- Wayward Girls: Genealogy Case Study (Dec. 20)

### Blake

- Archiveit introduction (December 5)
- PIC Training (December 28)

## Other projects:

Jasel is keeping track of damaged books in open stacks that need to be replaced or repaired.

## Feedback from Patrons:

(Identified Marian's grandparents and mailed her the information)

Jasel, Thank you so much for your research on my ancestors, Marian Mead

- (Tracked down data for a baptism record. Thea wanted data from a rare book, I confirmed we did not have the title but used WorldCat to identify which libraries did have the title and explained how to receive it through ILL and contact information for those libraries)  
Thank you so very much for tracking this down for me! I am very, very appreciative for that and also the information about the Family History Library. Thank you for all the work you do to support genealogy research.

With gratitude,  
Thea

## Hispanic Resource Center December 2022 Report



## HRC Programming

### **Curanderismo & Indigenous Healing Conference**

On Saturday, December 3rd we had a conference at CSU-P in partnership with the Aztlan Center and the university. Attendance was 55.

### **World Holiday Celebration: Las Posadas**

On December 9th, Jacque and I partnered for the World Holiday Celebrations and provided Las Posadas craft program. Attendance was 32.

### **English Program**

We currently have 5 English classes and 2 conversation classes this fall semester. Mondays we have Beginning at Lucero and Pueblo West. Tuesday nights are Advanced at Barkman. On Wednesdays we have Intermediate at Giodone and Lamb. On Mondays at 4:30 we have English Conversation at the Lamb library and at 10:00 am on Thursdays at the Rawlings library.

**Total attendance for December is 24; Total attendance for Fall 2023 is 225.**

Renovation Update: On Dec. 12th, the Hispanic Resource Center's mural was professionally installed on the 3rd floor.

**Total HRC December Program Attendance: 111**

## User Services

December has been a great month in User Services at the Rawlings Library. On December 12th the library welcomed a returning staff-member, Thea Martinez, as the new Early Literacy Youth Librarian. Thea returns to the district after having worked in the El Paso Library District as a Senior Library Associate. She is very excited to get started and has already begun offering story times and programs.



Within the building, most of the second floor remains the same. During the past few months there were many additions and updates, however maintaining what is currently in place has allowed patrons, as well as staff, to settle into the new floor layout. Many new self-check-out machines are up and running. Computers and printing services are in high demand.

The User Services Department offers seven study rooms for patrons to use, as well as a youth sensory room. Any of these rooms may be reserved in advance or used by patrons on demand, provided there are rooms

available. Three of the rooms were in place prior to the remodel, and four have been added as the space changed. During the month of December there were a total of 133 uses of study rooms, including 45 walk-in users.

This month all workstations and laptop vending computers are using Libdata, a connectivity and printing service that paired well with the chromebooks. The district elected to update workstations to this same software, making it easier for users to navigate library computers regardless of the device they use.

In tandem with the holidays the library offers two large events, the Gingerbread Jubilee and Noon Year's Eve. Both events were hosted by Jacque, of User Services, and garnered large attendance and participation. The Gingerbread Jubilee program was offered at the Pueblo Mall, the Pueblo Kiwanis assisted in offering this event to the public. More than 500 people attended!

Noon Year's Eve allows youth to enjoy new years without the need to stay up until midnight. One hundred people participated in the party. Pictures of both events are included.

AWE computers for children continue to be well used in the library district with 113 uses at Rawlings and a total of 355 within the district during the month of December. Each location currently offers one AWE machine.

The Imagination Library program gained 103 new registrations during the month and exceeds 20% of Pueblo County youth under age 5 population.

Although the pictures generally shared in the monthly reports generally showcase programs, these displays show USD staff efforts to decorate and beautify the second floor by CSR staff.

## **Experiential Learning**

### **Makerspace:**

- Thingiverse data: 2 views, 16 downloads

### **Museum Services:**

- The "Exploring Steel: Energy and the West" exhibit closed on December 31st. The Steelworks Center of the West accepted the exhibit on a permanent basis and it will be on display in the future.
- Looking Ahead:  
The Art Bridges grant and exhibit will be coming in February, 2023 and will have associated classes and art exhibit through April 2023.

### **Concierge:**

- Call Center Stats: **1236 calls, down 44 from last month** (577 were transfers, 75 were hang-ups or wrong numbers)
  - Giodone – 405
  - Greenhorn Valley – 377
  - Library @Y – 123
  - Rawlings – 331
  - Other - 0

### **Meeting Rooms:**

[https://drive.google.com/file/d/1q9M\\_2CRNRFKYFFVvHhug\\_1qg26htXiX0/view?usp=share\\_link](https://drive.google.com/file/d/1q9M_2CRNRFKYFFVvHhug_1qg26htXiX0/view?usp=share_link)

## **Facilities**

### **Work Order Statistics**

- 215 Work Orders completed.
- 15 Custodial work orders completed.

### **Rawlings**

- Setup charging stations on the 1<sup>st</sup> and 2<sup>nd</sup> floors
- Emptied out the Thurston Meeting Room
- Replaced hot water pump.
- Evaluated HVAC issues.
- Added "no skate boarding" signs to sky bridge area.
- Setup 3<sup>rd</sup> floor mural area.
- Removed outlets in 3<sup>rd</sup> floor walk way.
- Prepared custodial RFP.
- Moved Special Collections department.
- Supported construction.

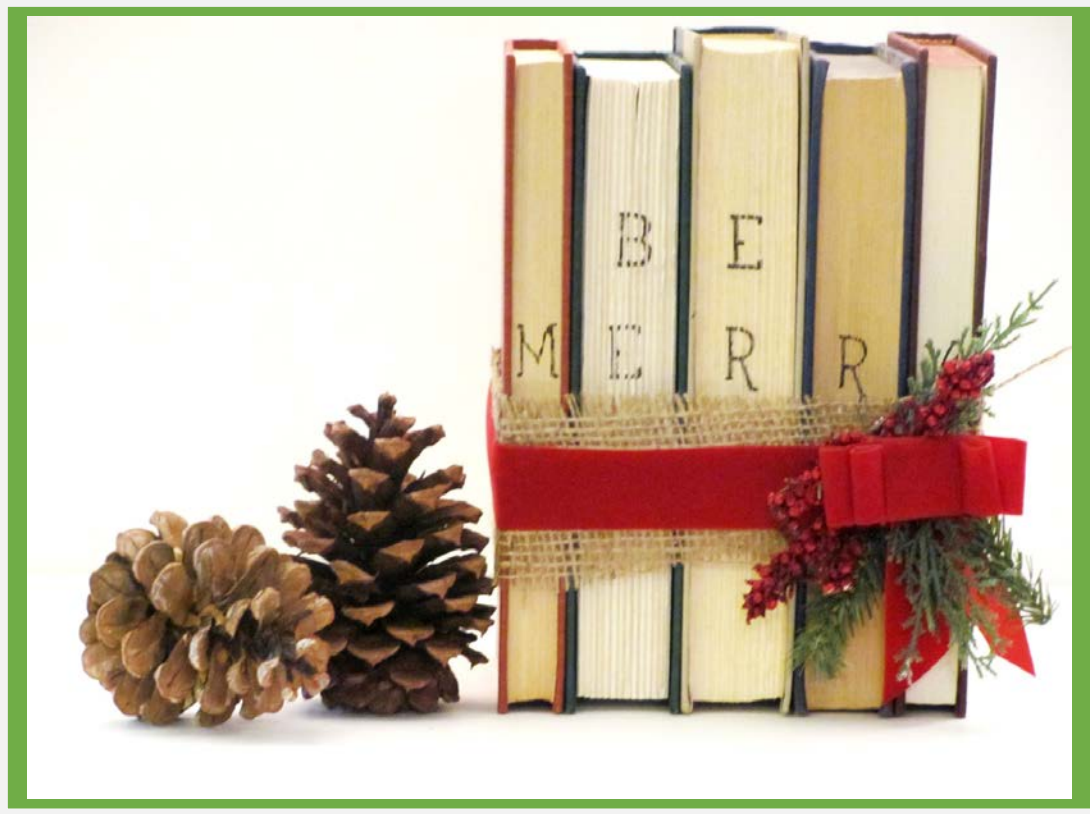
### **Pueblo West**

- Replaced RTU motor.
- Ordered lights and vault

### **Other Duties/Projects**

- Supported 2 snow days.
- Supported subzero temps
- Completed districtwide carpet cleaning.
- 

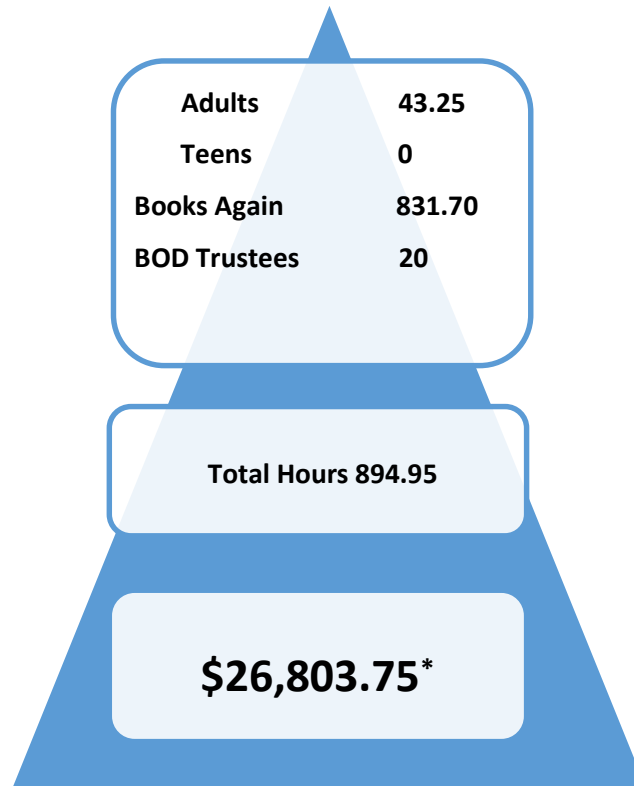
**HAPPY HOLIDAYS!**



## Volunteer Hours

### Volunteer Services Monthly Report – December

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