

**PUEBLO CITY-COUNTY LIBRARY DISTRICT**  
**Report of the Executive Director – December**  
**Submitted to the Library Board of Trustees**  
**January 23, 2025**

## **Executive Director**

**Organizational Culture Enhancement** - We are getting started on our culture work in 2025. The Culture Committee, which was seated last year, is convening to review our progress and to discuss our culture enhancement goals for 2025. Our team is ready to start this work in a big way. I will plan an update for the board in the coming months as well.

**PW Library Electric Vehicle charger opportunity** – We are considering an opportunity to work with community partners who are interested in helping the district upgrade the EV chargers at the Pueblo West Library. These are capital items that we couldn't afford to purchase.

**Bicycle path in front of Pueblo West Library** - Project work is ongoing. The exit to our parking lot on Joe Martinez Blvd is still closed, but the Pueblo West Metro District has installed a concrete apron at our exit. We anticipate that although the paving isn't completed in front of the library, our egress from our parking lot will reopen soon, thus restoring regular vehicle flow in our parking lot.

**Third Way Space Planning engagement** - At CALCON last Fall, I attended a library space planning session with David Vinjamuri from Third Way Space Planning (<https://www.sps.nyu.edu/homepage/academics/faculty-directory/10785-david-vinjamuri.html>). David's work includes helping public libraries plan effective spaces, merchandise books and materials to ensure they get checked out, and assessing the use of library facilities through data gathering. David is visiting the Lamb Library on Jan 23-24 to provide an assessment of that branch and also to provide training for our public services teams on merchandising to boost circulation. We have chosen Lamb Library for the engagement as we think we can, at a low cost, move things around to maximize space and boost circulation and also to prepare for a future renovation. What I like about this is the potential of utilizing a space assessment to inform future renovation work. We can be innovative in our approach for future library refresh projects.

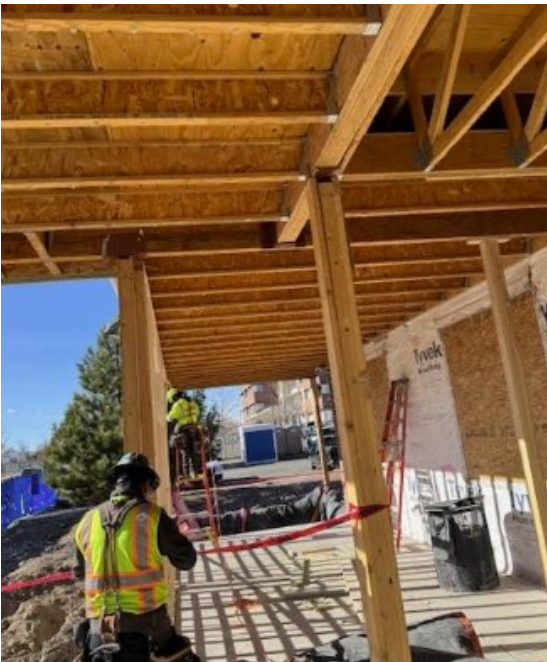
**Rawlings Elevator Modernization** - Our bid specifications / Request for Proposals has been released (<https://www.pueblolibrary.org/about/requests>). A mandatory walk through is happening January 17 with bid proposals due in February. A contract recommendation will come to the trustee board for approval around March, or sooner if possible. On the funding side, PURA has closed on their loan to fund this project, so the funds are waiting for us. All seems to be in good order so far.

**Lucero Library Security Camera RFP** - We received three bid proposals for this project. Our Director of IT Thomas DeFrates will make a presentation at the January work session. The low bid is affordable and an existing vendor.

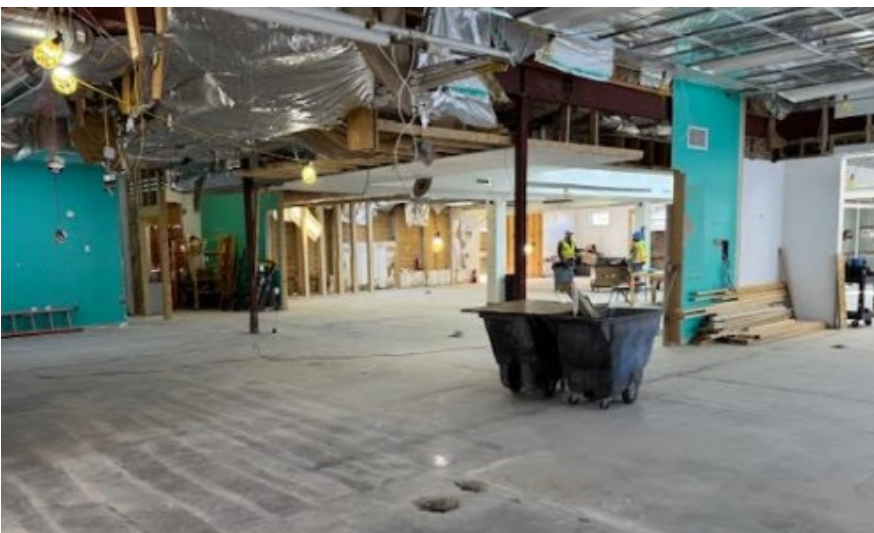
**Lucero Library Renovation** - Construction is full speed ahead. The foundation for the addition was poured recently before the temps dropped. HBM Architects will present to the trustee board on the project at the February work session. We are happy with the progress so far.



*Outdoors picture of the foundation for the new addition to the Lucero Library. Dirt with red tarp and newly laid cement foundation with wooden braces.*



*Picture of a man in a yellow safety vest wearing a hard hat standing near the newly framed-in exterior entrance that will now be used as interior space.*



*Picture of the gutted-out interior of the Lucero Library showing the cement floor, exposed beams and two workers the in background wearing yellow safety vests and hard hats.*

## **Barkman Library**

We have exciting events happening in December at the Barkman Branch.

We hosted the family of one of our teens named Max. Max and her family (the Kastles) had been in and out of temporary housing for several years. During their month's long wait, Barkman was a safe space for meeting between family members, a haven while dealing with uncertainty, and a communication hub as they emailed and spoke with Pueblo Housing Authorities and CPS. The family received their home on December 12<sup>th</sup> nearly 6 months after first starting the paperwork process and having been in the system for years. They will also now be able to reunite with their children who are in foster care due to the housing situation.

We hosted a huge event with Catholic Charities and the organizers were so appreciative of our hosting them. Barkman helped to host their Holiday Celebration with a Santa Claus visit. He was happy to pose with a few Barkman staff as well as all the wonderful children that had come to visit.



*Photo of Santa Claus posing with three Barkman Branch Staff members. Posed from left to right: Santa Claus, Ashleigh Campanella, Alicia Griebel, and Penny Jerman.*

To commemorate our partnership with Jordan Residential and to celebrate them and their importance to our community, they created a handprint mural celebrating the holidays. It is currently displayed back in our adult area for all to view.



*Photo of Jordan Residential patrons creating a mural on the wall with painted hand prints.*

A Barkman Storytime family of three: Steven William and Jacob. Steven and William, still love Storytime and come when they have a break from school. As the youngest, Williams experience with his brothers at Storytime help bring William out of his shell and interacting with other children as he practices his social skills. This is especially true with our Storytime attendees affectionately known as "The Twins." The two ladies went from shy and quiet to interactive and vocal. Our Storytime Programmers have even received compliments from the girl's family about their improved communication skills and enthusiasm for "Storytime Day."



*Storytime Family pictured left to right: Mom Emily, and then youngest to oldest child. William, Jacob, and Steven holding pirate box craft*

A Storytime father came in to tell Brigitta Myerhofer that his two kids now read at home and take turns picking who gets to be "Ms. Gitta" and gets to read out loud to everyone else.



*Photo of 2 Storytime Girls known as "The Twins holding up their completed pirate box craft*

## **Giodone Library**

In December, we participated in the Youth Services winter gifts Kits2go, hosted the Gingerbread House decorating program, and conducted our regular recurring programming. We conducted several outreach programs including passing out Dictionaries to 3<sup>rd</sup> Graders at the Elementary Schools in the area in partnership with Rotary Club, and presented a Connect Ed educational outreach to D70 Media Techs. We have started to implement some suggestions from the Marketing Specialist that presented at the PSM meeting like making a window like display throughout the library, and making room for other displays by replacing outdated CD and magazine shelving.

## **Greenhorn Valley Library**

We're all very proud of Ashley's accomplishment in graduating from the PCCLD Leadership Academy! She worked hard to create an outstanding outreach program and partnership with Parkview Hospital. Congrats, Ashley!



Circulating Telehealth Kits takes extra effort, including supplying the State Library with completed surveys. The job is made lighter by remarks such as this one from a patron, "Please tell the Greenhorn Library that they are amazing and doing an excellent job."



*Patrons making gingerbread houses.*



*Patron painting of a mountain landscape at night.*



*Two parents and a child sitting at a desk writing a letter to Santa Claus.*

## **Lucero Library**

Tina

### **Highlight:**

#### **Girl Scouts Outreach Activity Program**

Description: Tina facilitated an activity for the Girl Scouts at the East Side Boys and Girls Clubhouse.

- 18 girls were split into two groups and played the role of Librarians. As Librarians, they were asked to work as a group to: put together a book display and to assess the quality of books. See the activity instructions below.
- The goal was for the girls to work together and to learn a few things about what Librarians do.
- The activity was something fun and educational and it prioritized collaboration and working together while being kind to one another.

Jessica

### Highlight:

#### **Crafty Crew: Holiday Busted Canvas**

Description: Come join us and learn how to make a busted canvas.

#### Highlight

- Have you seen or made a busted canvas? A busted canvas is one canvas that has been cut open like it's been punched open to reveal a picture inside. Not only are these fun and might I say a bit addictive to make. Once you make your first one, you'll be anxious to make the next! There are so many possibilities too!
- For one of weekly Crafty Crew programs our patrons were able to make their holiday busted canvas at El Centro Del Quinto Sol. Seventeen patrons had the opportunity to decorate and express their creativity through holiday cheer. Numerous of the patrons shared their desire to do this class again with a different theme or holidays. Several patrons shared that this was one of their all time favorite classes.



*Three examples of the Holiday Busted Canvas craft project created by Crafty Crew.*

Chris

### Highlight:

- Gingerbread Mansion - Tina created a gingerbread house out of cardboard for the kids to decorate. It was very fun and the kid had a blast. We used real candy and frosting to create an authentic looking giant-sized gingerbread house. The kids also got to make individual gingerbread houses and take them home. We were also joined by Santa Claus during the program that El Centro had going on.



*Images of a gingerbread mansion created by children.*

- We made foam Christmas wreaths with the kids that could be used as decoration or hung on the wall.
- Holiday wind chimes - The kids decorated holiday wind chimes from a kit and took them home to hang them up.
- We made foil Christmas cards and had the kids write their Christmas wish list to Santa on them.

All Branch News

**Highlight :**  
***Guerrero Family Stocking Giveaway***

The Guerrero Family Stocking Giveaway with El Centro del Quinto Sol Event was well attended and the community had a great time!



*Santa Claus sitting in a chair by a Christmas tree in between large Mickey and Minnie Mouse inflatables.*



*Two children, one with a black shirt and the other with a blue shirt, sitting on Santa Claus's lap*



El Centro del Quinto Sol staff members and the Guerrero Family taking a picture with Santa Claus.

## **Lamb Library, Library @ the Y, Beulah Library**

### **Program Highlights**

- Adult Programming

In December, we celebrated the season with programs centered on winter, holidays, and family togetherness. For adults, we hosted a mocktail workshop and a screen-printing session, which provided an opportunity for relaxation during a stressful time of year, crafted eco-friendly aluminum can angel ornaments and terracotta clay essential oil diffusers.

The Horror Cafe Book Club has continued to get good numbers and positive feedback. For the month of December, they read and discussed the book "Krampus the Yule Lord" by Brom.

- Teen/Tween Programming

Gio has been pushing through the holiday break numbers, making sure to keep her kiddos engaged and coming to Teen/Tween Night. This month's programs were a hit, between our Christmas Candle Making and Gnome Ornaments events.



Kids holding their Candle Creations from Teen/Tween Night

- Children's Programming

Family Storytime was as popular as ever with themed stories and crafts, most notably our Christmas story time with gingerbread house creations!

The holiday story time program held for toddlers and parents was a wonderful way to celebrate the season. It featured festive books, songs, and interactive activities designed to engage young children while creating lasting memories for families. Toddlers were captivated by colorful, holiday-themed stories and playful characters, while parents had the chance to bond with their little ones in a joyful and imaginative setting.



Kids creating gingerbread houses following Christmas Storytime



- Kit2Go

Our popular "Bread in a Bag" Kit2Go allowed families to bond while baking a loaf of bread at home, a kit we plan to offer again.



Patron provided photo after completing "Bread-in-a-Bag" Kit2Go



Giving Tree surrounded by donated gifts

## **Outreach Highlights**

Over two months, three Girl Scout troops explored winter holidays around the world through outreach events. The last of these troops met this past month. They learned about Diwali, Hanukkah, and Kwanzaa, gaining a deeper appreciation for diverse holiday traditions.

We also hosted a special Storytime for residents at a nursing home, sharing engaging tales that sparked joy and imagination. The event offered a moment of connection and entertainment, bringing the magic of storytelling to the residents in a cozy and welcoming setting.

Lamb Library also partnered with the YWCA of Pueblo and the Lifecare Center of Pueblo for our second year of the Giving Tree program. Local patrons and library staff donated unwrapped Christmas gifts for those in need.

## **Pueblo West Library**

### **Community Display Cases**

Pueblo West Women's League Membership Drive Display  
Veterans Day & Native American Heritage Month

### **Art Exhibits, Estimated Attendance 430**

Susan Fulton Wreath Exhibit

**Pueblo West Library held a total of 96 programs, outreaches, club meetings, technology training, and Kits2Go with a total attendance of 2466.**

### **Program Highlights**

**Holiday Crafts!**

The Nutcracker Craft, Holiday Wreath Decorating, and Ugly Sweater Party were all well-attended. Participants produced some really fantastic creations!



*Nutcracker craft Participants painting their nutcrackers.*



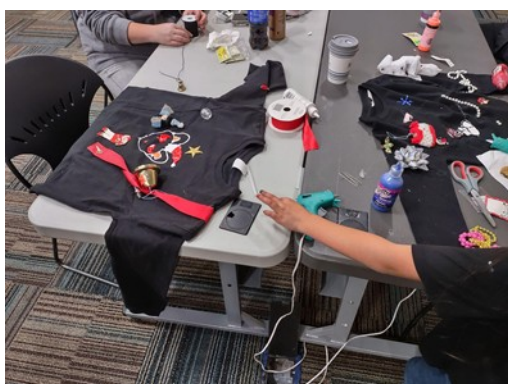
*Finished nutcracker painted blue & yellow.*



*Wreath making participants adding greenery and red berries to their wreaths.*



*Ugly sweater participant adding bows and Tinsel to her sweater.*



*Ugly sweater participant adding ribbons and a drawing to her sweater.*

## **Santa & Mrs Claus Holiday Event**

Our annual Christmas event was very successful this year with about 240 people attending. Mrs Claus provided a special *Twas the Night Before Christmas* story time followed by a singalong and pictures with Santa. This year we collaborated with Liberty Point Elementary on a special performance by the LPE Choir. After the first wave of families finished taking pictures with Santa and had started making their gingerbread houses, another wave of families arrived to watch their children perform in the choir. We had a packed house!



*The Liberty Point Elementary Choir performs Christmas favorites.*





*Ray Packard reads to a group of children and parents in a Christmas setting.*



*Santa and Mrs. Claus pose for pictures in front of a Christmas tree and background.*

### **Tween Hangout: Screen Printing/ T-shirt Designs**

The Tweens enjoyed screen printing on T-Shirts and Tote bags. Some decided to use their artistic talents to create their own unique designs using fabric pens and puffy paint!



*A young girl paints her "bookworm" bag.*



*A young boy paints his t-shirt at the Tween screen printing program.*

### **Storytime Early Literacy Backpacks: Sponsored by the Pueblo Elks Lodge**

The Pueblo Elks Lodge sponsored an Early Literacy story time and the toddlers all enjoyed these backpacks filled with items to improve their literacy skills!



*Early Literacy kits sponsored by the Pueblo Elks Lodge.*



*Parents & Children attending the early literacy story time.*

## **Tech Services**

### DIRECTOR:

- The six Rawlings FE Tech self-checks moved to Pueblo West and Lamb where the six older Bibliotheca self-checks were decommissioned. Four new Bibliotheca self-checks were installed at Rawlings. However, the payment option won't be available until late January.
- The Leadership Academy graduation was held on Dec 5<sup>th</sup>. Eight participants completed the academy this year and will present on their experiences at the January Board of Trustees work session.
- Jill Kleven presented at the Board Work Session on upcoming contracts for 2025 including Bywater Solutions, Bibliotheca, RFID Library Solutions, and Freegal Music Subscription. All contracts were approved.
- Jill worked with Technical Services to set goals for the department. Some of the major ones include automating the ILL borrowing workflow, Lucero opening day collection, growing the digital branch, and managing the erate hotspot program.
- Jill worked with Bri Reyes, the new CFO and introduced her to some of the branch and Rawlings staff.

### COLLECTION DEVELOPMENT:

- Digital checkouts were at an all-time high for November and made up 44% of the general circulation.
- Elizabeth Flores continued to send out weeding lists to the branches.
- Danielle Cowles and Jill met with the Hoopla reps to go over year 2024 history.
- Elizabeth worked with Baker and Taylor to understand our lease book program and suggested that we started getting more lease copies than purchasing our own copies for popular material.

### CATALOGING:

- Peggy Bilger is continuing to work on fine tuning OCLC process and working with IT to automate the holdings process.

## **Local History & Genealogy**

### PROGRAMS

TOTAL PROGRAM ATTENDANCE = 157. Story times: 15 , Programs: 142

Beulah Yule Log Festival Exhibit - A History of the Beulah Yule Log Festival - Exhibit at Rawlings for the month

Pueblo AIDS Quilt on Exhibit at CSU-P World AIDS Day Remembrance Program, 6-8 - Approximately 40 in attendance. Aaron networked with representatives of organizations that were tabling at the event, as well as CSU-P staff/faculty and attendees, promoting PCCLD/LHG resources.

Pueblo AIDS Quilt exhibition - On exhibit from 12/10 - 1/2 - Interpretive text for the exhibit was updated from text provided by William Redmond-Palmer from CSU-P.

Beulah Yule Log Festival Exhibit Reception, 12/4, 5-7pm - 9 in attendance

DNA Basics - Your Genetic Family Tree, 12/7, 10:30-11:30am - 12 in attendance



Introduction to Family History, 12/11, 2-3pm - 0 in attendance

Digital Memory Lab Open Hours - Wednesdays: 4, 11, 18

Winter of Reading Kickoff, December 14

Bilingual Storytime -Cuentos y Cantos - Mondays: 2,16,23,30 - 15 in attendance

## **OUTREACH**

Alisha Cunzio attended the Beulah Yule Log Festival.

Joy Oria attended the 12/3 Fray Angelico Chavez Chapter board meeting. Joy accepted a position on the board and was inducted on 1/11.

## **INREACH**

- 12/19 - LHG hosted PCCLD staff for 2nd Annual Nacho Holiday Party in Ryals, received feedback on operations from staff, approximate attendance of 45.

## **SPECIAL PROJECTS, INITIATIVES, NEW PARTNERSHIPS**

### Genealogy Projects

- Completed shelf read of genealogy open stacks
- Organized reference wall (behind Archives 1 & 2 public computers): shelf read, removed duplicates, took unlabeled books to Peggy, added more Hispanic periodical titles to the New Mexico & Colorado Research Center, reorganized binders to BMD order (birth, marriage, death) and added signage, added new books area
- Obtained signs and book cart for customer-used material to better capture usage
- Took laminated how-to genealogy guides to Peggy to be changed from GEN to LHG to provide greater access to items

### Digital Archives

- Blake
  - Created websites through Omeka for the first two partner institutions participating in the Mellon grant, including licensing vocabulary, creation of contribution forms, and branding according to the requirements of the Mellon foundation
  - Began creating supporting documentation for participating institutions with the Mellon Grant

### Shared Memories

- 12/10 - Aaron led information with the Director of the Rio Grande County Museum regarding their partnership in Shared Memories.
- 12/18 - Discussed IT policies relevant to Shared Memories project with Thomas Defrates
- 12/19 - Conducted Shared Memories check in meeting with Amy and Kristi.
- 12/26 - Met with Bri Reyes to discuss Financial needs and opportunities of the Shared Memories project

## **Feedback from Patrons:**

One gentleman told me that he loved that we had such a large non-fiction section for checkout—specifically history books. He said the library he goes to back home is mostly fiction books. He also expressed interest in interlibrary loan.

## **Experiential Learning**

### **Makerspace Report:**

- Leading up to Christmas was a time of excitement with lots of patrons eager to try fun new crafts for their holiday gift making, making our Gift making programs a pretty good hit. People also enjoyed the interdepartmental holiday programs with Winter of Reading kickoff having numbers much more than we expected leading us to run out of our craft kits really early in the event, but we hope to take that into consideration as we plan for similar events in the future.
- The Gingerbread spice and everything nice event led people into the makerspace where there were snowflake crafts for them to do during the events and lots of patrons took the opportunity to explore the space and ask about the equipment and opportunities therein.
- The Ukulele Choir is still holding a steady attendance and Claire is working with those patrons to see how she can improve the program for 2025.
- Tabletop has been seeing some steady growth with a bit of a drop during the holidays, but people seem to enjoy having a reason to play a fun game and hang out, with many starting to talk about cool things to create to enhance the game using makerspace tools, so that could be a fun evolution of the program during 2025.
- We worked with a local business to let them host some sewing classes in the makerspace which was well attended but not without some issues arising making us consider better means and boundaries for working with the public in such capacities in the future.
- School organizations and online students are starting to see the opportunities of the space and reaching out and hosting crafting programs with their students, proving a lot of success in getting people aware of the space and its resources. We will be working with more of these types of bookings in the future, and I expect it to continue to be a positive part of the utilization of the Makerspace.

### **Museum Services Report:**

**December 9: How to Mat Your Art:** This class had no attendees due to the weather. Many people expressed their sadness that they could not attend, but asked for this program to be offered at another time. As a result, this program will be offered in the spring.

**December 11: Gift Making: Shadow Boxes:** While many participants were challenged by the activity, in the weeks following the event, participants repeatedly informed us that their shadow boxes were beautiful and they were really grateful to create this art. This was a great opportunity for participants to learn about how the Cricut in the Makerspace cuts materials out and was a learning experience that taught them of the challenges they may face while using the Cricut.

**December 13: Reception for Anyone Can Be An Artist:** Attendees were in awe to see some of their work displayed on the 2nd floor. One girl was so proud of her work that she asked me to take a picture of her with it hung, other attendees were amazed at how different art can be when it is upright instead of on a table. Families, artists, and patrons who just so happened to be at the library that day appreciated the time and effort put towards celebrating the new exhibit.

**December 16: Canva Basics: Holiday Cards:** While only two people were in attendance for this class, they enjoyed the one-on-one time they received to help them navigate the complexities of the Canva platform. By the end of the class, both left with a stack of cards to take home and send to their families. They both left excited that they had learned a new skill. This was also a fantastic time to get to know each of the participants more personally and build those connections.

**December 30: Contour Drawing:** Staff members who had just finished their shifts were my participants for this program. Each one came down and found the atmosphere to be very relaxing. With their time, they each created a wonderful masterpiece using the tools, instructions, and worksheets I had available. One commented that the activity was a great way to let go of perfection and noted that they will have to use these methods to ground themselves while doing art in the future. The materials for this activity were archived and will be used in future programming.

### **Circulation Services and Meeting Rooms Report:**

We held steady through the end of the year with meeting room reservations, continuing the trend of hosting everyone and everything from car clubs to birthday parties, religious groups to Starbuck's annual holiday party (and I am proud to say they cleaned up after themselves this year, which is a huge improvement!), and everything in between. We also enjoyed having our patrons decorate our holiday tree with stars they made, telling us what they loved about our library. We saw a lot of participation in the activity and they really enjoyed making decorations for our tree. As a team building activity and for our ELD holiday party, we screen printed ELD team shirts in the makerspace. It has been a fun month to wrap up the year.



## **User Services**

### **YOUTH PROGRAM**



*Photo Above: A group of students from South Park Elementary are holding up their monster creations after attending storytime and getting a tour of the library.*

## FAMILY PROGRAM



*Photo Above: A father and mother with their daughter and son holding their gingerbread houses made during the Gingerbread Spice & Everything Nice program.*

## ADULT PROGRAM



*Adult Winter of Reading Kick-Off Collaborative Event: Several tables with navy blue Pueblo City-County Library Logos on them. A woman, Kat, who is a librarian at Greenhorn Valley, with blonde hair and a navy blue shirt looks at the camera and waits for patrons to circulate through the adult collection and participate in a card game.*



*Photo Above: The Maker Space full of people and white tables with orange chairs. The tables have various activities and craft options laid out on them. The Books Again Bookstore hosted a table with Christmas card making materials including paper, markers, and scissors.*

## OUTREACH – SHARMAR VILLAGE CARE CENTER – FINE ARTS FOR AGING ADULTS



*Photo above: a woman with white hair paints a watercolor chrysanthemum at a Library To You program at Sharmar Village Care Center.*





*Photo Above: A group of people engaged in a creative activity tie-dyeing. They are working at a long table covered with a protective cloth and various materials, such as bottles of dye. Most participants are actively working on their projects, suggesting a collaborative and hands-on environment.*

## **Facilities**

### **Work Order Statistics**

- 260 work orders completed.
- 40 custodial work orders completed.

### **Barkman**

- Continued to get checklist completed. HVAC controls still needed.

### **Giodone**

- Continued to install new LED lights.
- Replaced water heater.

### **Greenhorn Valley**

- Installed new security and door access systems.

### **Giodone**

- Continued the installation of new lighting.

### **Lamb**

- Completed stairs and sidewalk removal.
- Installed new fire alarm system.

### **Lucero**

- Supported renovation project.

### **Pueblo West**

- Researched information on the bike trail adjacent to the library.
- Repaired roof leaks.

### **Rawlings**

- Moved self-check machines.
- Installed new lighting in the stairwells.
- Worked on elevator modernization proposal.
- Repaired water leaks on 3<sup>rd</sup> floor caused by AHU #2.
- Worked on getting fence for generator installed.
- Worked on information for the washout area under the sky bridge.

- Added dirt to the washout area.
- Repaired boiler loop issues.

#### **Other duties/projects**

- Worked on reports for stolen snow plow.
- Supported inclement weather day.
- Supported emergency preparedness.
- Continued to keep up with energy requirements.

## **Volunteer Hours**

PCCLD Volunteer estimated hours for the month of December.

<b>ADULTS</b>	257.50 HOURS
<b>TEENS</b>	12.00 HOURS
<b>BOOKS AGAIN</b>	963.00 HOURS
<b>BOD TRUSTEES</b>	20.00 HOURS

**TOTAL HOURS** **1251.50**  
**VALUE OF VOLUNTEER HOURS** **\$39,797.70**

(Estimated by Independent Sector's figure of \$33.49/hour for each volunteer hour contributed)

## **Thank You Messages**

### **Thank you email from Kieran Hixon, Colorado State Library Re: Telehealth Surveys**

Hi there Sherri, Amy, Linda, and Nick,

As we wrap up a year of this grant, I wanted to express my thanks. Your excellence with this project has helped other Colorado Libraries in many ways.

As I roll out a second round of this grant, I point many tiny libraries toward your website listing the telehealth kits when they aren't sure what to purchase and how to advertise it. The Greenhorn branch library, while part of a larger system, has served as an excellent example to the smaller systems all around Colorado.

I also wanted to pass on some feedback from one of the patron surveys:

"please, please, please tell the Greenhorn Library that they are amazing and doing an excellent job."  
Yes, yes you are!

Thank you,

Kieran Hixon  
Rural & Small Library Senior Consultant  
Colorado State Library

Respectfully submitted,  
Sherri Baca  
Executive Director