

# **PUEBLO CITY-COUNTY LIBRARY DISTRICT**

## **Report of the Executive Director**

### **Submitted to**

### **The Library Board of Trustees**

**January 24, 2019**

#### **RAWLINGS LIBRARY**

##### **Special Collections & Museum Services**

- December total attendance was 3,247. Year-to-date attendance of 56,714 was up from 53,433 last year.
- 120 Document Delivery requests, including *Ask Us* questions were answered in December, and 278 items from the collection were counted used by customers in December. This does not include the amount from Sirsi because that report was not received with the switch to Koha. The obituary index is updated on an ongoing basis. There were 51 items, including renewals from the Special Collections Circulating collection, checked out in December.
- In December, Blake Hatton (Digitization Coordinator) continued work on the Digital Memory Lab, continued digitization work on the McCarthy Ledgers, the Arkansas Fryingpan correspondence, and worked on the Rawlings collection and reviewed the RFPs for the exhibit that will accompany it. Blake Hatton digitized approximately 250 pages of the McCarthy ledgers and 150 pages of Arkansas Fryingpan correspondence.
- December was a slow month for Memory Lab orientation attendance, which only saw three attendees. However, Memory Lab usage was up, seeing 26 sessions booked for December compared with 18 in November.
- Digital Collections had 2,849 views, the Colorado Weekly Chieftain had 456 views, and the Colorado Daily Chieftain had 3,567 views. There are currently 6,627 items in the digital collection.
- Aaron Ramirez (Librarian Archivist) is working on the following projects: Conducted appraisal of Colorado Rock Art Association collection and created an inventory; continued communications with Georgine Booms regarding processing the Bill Buckles collection; received additional box of materials from Jean Latka; assisted Abbie Specht from The Salvation Army Pueblo Corps in finding images from the collection, then digitized and sent to her; presented a class on personal photo preservation using SRMA photo preservation kit with two in attendance; completed research and image request for Ashly Lowe at PULP Newsmagazine regarding Taffy's/Sambo's; sent high-resolution image of W-296 (Abriendo and Mesa) to Zach Werkowitch from El Pueblo; gave access to digitized Pueblo Levee Art Project to Cynthia Ramu; consulted with Blake Hatton to decide on preferred filename convention for oral histories; contacted Michelle Vigil (Website Editor) to update "Digital Collections" link to point to correct front page of ContentDM; processed digitization request for Michael Sexton.
- The InfoZone Theater featured 35 films with 245 in attendance.
- Special Collections hosted the World AIDS Day Gathering on December 1 with 75 in attendance.
- The Lincoln Street Bass Concert held on December 15 had 58 in attendance.
- Bridging Borders were held on December 7 and 14 with 47 participants.
- InfoZone passive programs reached 193 participants.
- The Chol Q'if May Calendar program held on December 20 with Eduardo Griego had 41 participants.
- A Poetry Slam held on December 6 had 12 participants.
- A book signing event for *Hearts and Souls of Roselawn* was held on December 8 with 15 attending.
- The Southeastern Colorado Genealogical Society had their monthly meeting and program on December 8 with 22 in attendance.
- Charlene Garcia Simms (Special Collections Librarian) worked in collaboration with a program at El Pueblo Museum to commemorate those who were killed in the 1854 battle; 107 people attended.

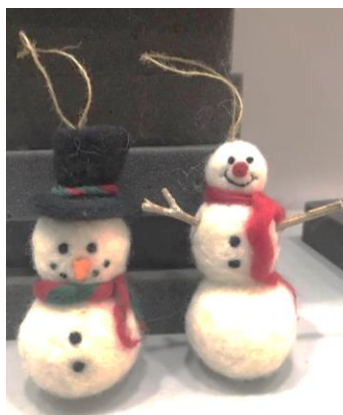
Charlene also wrote a four page booklet about the event and the plaque that was undertaken with a grant from History Colorado.

**Reference and Readers Advisory**  
**Adult Programs, Events and Displays**

- Displays: Holiday Cooking, How to Start a Small Business Month, Book Tree, Holiday Fiction, Read A-Likes
- Childhood Memories: An Origami Scavenger Hunt. Origami Odyssey displayed a holiday tree filled with models that illustrated fairy tales, fantasies and other magical stories passed down to children through the years.



- State Government Documents usage in December was 27.
- To Dye For on December 4 had 22 participants.
- In the December booklist for the *Pueblo Chieftain* some of the best books of 2018 were listed in lieu of the regular new booklist. Nonfiction included: *21 Lessons for the 21<sup>st</sup> Century* by Yuval Noah Harari; *How to Change Your Mind* by Michael Pollan; and *Educated* by Tara Westover. Fiction included: *The Immortalists* by Chloe Benjamin; *An American Marriage* by Tayari Jones; and *There There* by Tommy Orange.
- The Felted Dog Presents: Snowman Ornaments on December 11 had 25 participants.



**Hispanic Resource Center (HRC)**

- Exhibits featured: *Mirror on the Universe* by Ed Hughes and items from the CSU-Pueblo Chicano Archives Collection.
- The HRC film, *Life is Easy with Your Eyes Closed* on December 20 had 3 in attendance.



## Executive Director Report

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- Bilingual Storytime attendance in December was 16.
- The Latino Chamber of Commerce held the 7<sup>th</sup> annual Festival of Trees on December 26, and Maria Smyer (Hispanic Resource Coordinator) entered a tree on behalf of PCCLD which received several bids and was auctioned off to raise funds for the United Way with 200 in attendance.
- Maria Smyer met with Children First on December 18 to discuss plans to hold its annual Resource Sharing Day at the library. This is a big event for child care providers throughout the city, and PCCLD is excited to partner on the event.
- On December 12, Maria Smyer met with Alyssa Parga from Sangre de Cristo Arts Center to discuss continuing its partnership for the summer of 2019. Their upcoming exhibit is *Luster: Realism and Hyperrealism in Contemporary Automobile and Motorcycle Painting*.



#### Adult Literacy Program

- There are currently 31 tutors with approximately 34 learners who provided 125 total volunteer tutor hours in December. Total December attendance was at least 92 for all tutor/learner sessions. There are 42 active COHS (Career Online High School) students and several potential COHS students in the prerequisite course.
- Many tutors and learners took time off due to the holidays, and will be resuming their sessions in January. Four new tutor matches were made. One match's first session was particularly moving as both tutor and learner discovered they had experienced similar trauma in their lives, and so recognized the mutual support and special bond they have as they work together in increasing the learner's reading ability.
- The first literacy newsletter was sent to tutors and received a positive response. Some tutors expressed interest in taking on additional waiting learners highlighted in the newsletter.
- Four new students were interviewed and awarded scholarships for COHS, and are making great progress already toward their diplomas. There has been an increase in interest in COHS with many calls and emails, and the library has just a handful of scholarships remaining.
- Made progress toward evaluating and organizing current literacy resources.

#### Older Adult and Homebound Programs

- Homebound has 15 active volunteers who delivered 29 circulated items to 25 active customers.
- Storykeepers featured Holiday Memories on December 1 with 14 participants.
- The Memory Café featured Deck the Halls on December 6 with 10 participants.



#### Computer Classes and Digital Training

- Total computer training and program attendance in December was 90 (computer classes, super seniors, open lab).
- Open Learning Lab volunteers provided one-on-one assistance for 49 adult learners.
- Six technology classes were provided at Rawlings Library, with a total of 41 participants. Adult learners attended three sessions of MS Excel to learn basic formatting, formulas, and arranging

data. Super Seniors learned to share and collaborate using Google Docs, explored do-it-yourself databases, and learned about the Windows operating system.

- Darius Goshay, from Pueblo Wireless Doctor, volunteered his time and talents to assist six adult learners with their smartphones on December 1.
- Lori Kozel (E-Resource & Digital Collection Librarian) was hired as the new Lamb Branch Manager, and her last day in Reference & Readers Advisory was December 22. PCCLD is currently accepting applications for the Technology Trainer and Digital Resource Librarian position. Computer classes will be on hold until this position is filled. In the meantime, the library will continue to offer Open Learning Lab on Mondays and Thursdays.

#### Idea Factory

- Total Idea Factory program attendance was 98 which included: one-on-one help for 2; American Sign Language for Beginners with Dale Buterbaugh with 24 participants; Friday Maker Mania with 8; Southern Colorado Threadbenders with 8; Origami Odyssey with 7; SoCo Makers Meetups with 13; Holiday Candy Cane Wreaths with 12; Holiday Candy Making with 12; Use of Idea Factory Equipment for 5; and 3D Printing Requests for 7.
- Thingiverse Views for December were 837, and downloads were 72.
- Tech Bar use was estimated at 150. Tech bar use has been, until now, calculated with metrics gathered when the Idea Factory first opened. Those metrics no longer accurately represent the amount of customers who actively engage in using the tech bar computers and software, so a new method of counting use is currently being developed, along with a better Idea Factory layout to promote use of the computers and software.
- December was a good month for Idea Factory programs. Facilities moved the mobile kitchen upstairs and into the Idea Factory, and it looks amazing in the space. Sharon Rice (Makerspace Educator) and Amy Nelson (Reference & Readers Advisory Manager) decided the kitchen will remain in the Idea Factory, as it adds an element of “Maker” to the space that was not there previously. Both programs Sharon Rice hosted in December, the Candy Cane Wreaths program and the Holiday Candy Making Program, were at capacity, and people really enjoyed them. There is already a lot of interest in the Maker programs scheduled for January, and registration for the second needle felting program by The Felted Dog is already full. Sharon Rice also scheduled monthly meetings and programs with Southern Colorado Astronomical Society for all of 2019. Similarly, Sharon Rice met with All Pueblo Makes, a local meeting of makers from the colleges, local nonprofits, and representatives from School District 60 and local charter schools for the first time at their regular meeting on December 18 and is starting to build relationships in that group. Finally, Sharon spent the majority of the month planning Maker Mania Friday programs to offer exciting new programs and to boost attendance. She has been searching for and contacting potential presenters as well as booking programs in the Idea Factory that hopefully catch the attention of kids on Friday afternoons. The Pueblo Zoo will also be hosting Friday Programs in Bret Kelly A for the next three months.

#### **Youth Services**

- Youth Services sponsored program attendance had a 19% decrease from 2017. Almost all the difference between last December and this December can be accounted for in one event. Barkman used some Youth Services program supplies at a Family Festival in December 2017 that reached over 300 attendees. Not counting that single event, centralized programs had good attendance gains this year over last year. Tween kit attendance increased almost 50%, and teen kit attendance increased 41%. Youth Services in-house program attendance showed a 26% increase over 2017. Declines in tween and teen program attendance were more than balanced by the food program, especially the snacks provided for Winter Break by a grant from the Friends of the Library.
- Tween programs included Bookmaking at Barkman with 7 participants; Temporary Tattoos at Lamb with 21; Old School Games at Barkman with 10; Video Games at Giodone with 7; Buttons at Barkman with 12; Puzzles at Barkman with 15; Harry Potter and Hot





Glue at Greenhorn Valley with 8; Art at Barkman with 6; Harry Potter at Lamb with 3; and Breakout EDU at Barkman with 5.

- Teen programs included Alcohol Ink and Candle Making at Greenhorn Valley with 6 participants; Candle Making at Pueblo West with 20; and Laser Tag at Pueblo West with 26.
- Centralized storytimes included SPELL reaching 390 and Preschool Storyreaders with 116.
- Once again, Youth Services supported a District-wide Gingerbread House making extravaganza, with an awesome turnout. Customers of all ages enjoyed this PCCLD holiday tradition with 106 participants.
- Winter Holiday Rocks had 16 participants.
- Food at the Library was provided in partnership with School District 60 to 172 participants, and continued during the winter break courtesy of the Friends of the Library for another 310 youth.
- Tween Hangouts had 71 participants.
- In December, Natalie Gallegos (Tween Coordinator) hosted a special half-day cookie-baking workshop for tweens, teaching valuable life skills like patience, attention to detail, and following a recipe. Despite relatively low attendance of 7, this program was very well received by tweens and parents, and there are plans to host more cooking programs for youth in the future.
- Teen Hangouts were offered for 56 participants.
- Kids Club was attended by 27.
- Pop-up programs and Friday Fun featured opportunities for youth to make ornaments and play video games reaching 63 participants.
- Storytimes reached 455 with 43 at Baby Time, 64 at Time for Tots, 118 at Family Storytime, 32 at Times for Tots @ the Y, 147 at Preschool Storytime @ the Y, and 51 with Read Dogs.
- Visits Outreach and Tours included: Storytime at Mother's Day Out with 24 participants; Teacher Training at Central High School with 94; Storytelling at Rock Painting Party with 56; and Center for Disabilities with 2.



## **BARKMAN LIBRARY**

- Paula Pryich (Librarian) presented Preschool Storytimes and Stories on the Fly with 21 attending, Christmas Tree craft and activity sheets had 42, outreach at Building Blocks and CSU-Pueblo with Preschool Storytime visits had 131, and Pueblo House Radio passive program had 100.
- Brigitta Lockman (Program & Outreach Coordinator) hosted Chess Hangout with 14 attendees, Toddler Storytimes with 21, Teen Advisory Board meeting and Teen Lock-in with 12, and Crossword Search for 43.
- Barkman staff and Youth Services hosted programs included: Barkman Book Discussion had 9 participants; Board Game Lockin had 5; RMSE Storytime Outreach for 69; Santa's Missing Sleigh had 67; Gingerbread House program had 22; Holiday Cookie Exchange for 15; Creative Writing Workshop-Making Shapely Fiction for 5; Barkman December Trivia had 78; Crafty Needles Group with 28; Happy Little Trees Painting Hangout with 15; Adult Coloring passive program with 269; Barkman Reading Challenge with 36; and Afterschool Food Program and crafts for 71.

## **GIODONE LIBRARY**

- November circulation was down 13.2%, visits down 5.8%, programming up .2%, and computer use up 766.9% over 2017.
- Paula Pryich (Librarian) provided outreach programs at Fulton Heights Elementary reaching 17 participants and two SPELL Ascension Preschool programs with 94.
- Kayci Barnett (Giodone Manager) attended South Mesa Elementary Title 1 Family night to invite families to utilize the public library reaching 150 attendees.

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- Giodone offered 36 programs in December reaching 1,299 participants.
- Paula Pryich (Librarian) hosted seven Family Storytimes in December on both Thursdays and Fridays with occasional pop-up storytimes that were attended by 18 participants.
- Giodone held a Polar Express Party on December 7 with 57 participants where families were treated to hot chocolate, cookies, and a present from Santa.
- David Paez (Materials Handling Technician) led a coding class for kids as part of the nationwide initiative called “Hour of Code” reaching 5 participants.
- Other programs for youth included: A Wii Game Blowout for teens/tweens with 7 participants; special Christmas Storytimes on December 13 and 14 with 6; Mini Christmas Puzzle Craft with 20; Learn to Solder with a Sparkfun Flashlight kit had 14; Christmas Scratch Ornaments with 32; and Make a Gingerbread House with 32.
- Adult programming included: Presentation and book signing for the book, *Hearts and Souls of Roselawn* by Lucille Corsentino with 15 attending; Computer Help with Jeff with 3; Make a Mini Snow Globe to wear or give as a gift with 30; Fireside Crochet Holiday Party with 12; Use Giodone sewing machines to make a stick reindeer for a gift or unique decoration with 14; and NASA Webcast of Apollo 8 for 50th Anniversary with 2.
- Passive programming included coloring sheets and puzzles with 100 participants.
- The Avondale Satellite had 189 visits with programming announced each satellite day reaching 700 which has helped increase attendance at the Avondale Maker Club with 76 participants.

### GREENHORN VALLEY LIBRARY

- Greenhorn Valley Library had a total of 185 children, tweens and teens participate in programs and community outreach during the month of December. This month the Greenhorn Valley Library focused on planning youth and family programs, craft series, and how to support this population with 2019 branch goals. Staff continue to see success by changing the way programs are set up in a less restrictive space and providing extended hours. This has been specifically seen with Teen and Tween programs which this month had many excited





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customers attend (the branch has struggled with this group in 2018). Katherine McLeod (Materials Handling Technician) and Theia Bravo (Librarian) had a successful drop-in winter crafts series on Fridays during winter break. By creating consistency with “Family Fridays” in the last four months, the library has been able to build up reliable attendance.



- Youth Programs in December included: Weekly Music and Movement Storytime with 28 participants; Gingerbread House with 15; Candy Cane passive program with 65; Tween Harry Potter with 8; Teen Candle Making with 6; Movie Matinee with 8; Family Craft Fridays with 19; After School programs at Beulah with 11; and Tween Cootie-Catcher passive program with 25.
- Greenhorn Valley Library had 165 adult program participants in December. The most popular adult programs this month were Felted Dog, History Night and Felted Soap. This month, three of the programs were funded by Friend's Grants (Shibori, Yoga, Felted Soap Workshop). Renee Montano (Customer Service Representative) planned a very successful History Night program which provides customers with engaging local presenters willing to donate their time and effort. Greenhorn Valley was also able to add the Pueblo Lore to the collection because of a Friend's Grant providing the community with resources to use and also support programs like History night. As with Youth Programs, staff spent this month brainstorming and planning goals for supporting this population in 2019.
- Adult Programs in December included: Play Pinochle at the Library with 57 participants; Adult Coloring passive program with 15; The Felted Dog with 24; Shibori Dyeing with 15; Drop-in Tech Help with 3; Yoga with 16; Make Felted Soap Workshop with 16; and History Night with 19.



- Organizations that used Greenhorn rooms this month included: Meadow Creek HOA, Greenhorn Valley 4H Club, Valley Backpackers, D70 School, Grace Cross Tutoring, Chamber of Commerce, Girl Scouts, Scrapbooking Club, Shakespeare Club, and 64 private meetings in both small study rooms and large community room.

### LAMB LIBRARY

- Lamb's December visitor count was 8,466, along with 19 reservations for Lamb's meeting room.
- Lamb's total program attendance in December was 1,623. Festive programs for adult, youth, and families included: Felted Ornaments, Polar Express Party, Gingerbread Homes, and Cocoa Ornaments with a total of 342 participants. Passive programming reached 1,281 customers to provide a creative environment to design bookmarks, ugly sweaters, snowflakes, and boost their brain power with word searches and crosswords.

- The monthly Legal Clinic, provided by Ric Morgan, assisted eight community members with their personal legal issues.
- Friday's Youth Lunch and Learning Activity served 42 youth.
- Lamb presented an art exhibit attended by 423 customers.
- Branch Librarian, Jennifer Tozer, provided weekly education assistance to youth by offering one-on-one assistance with school homework. Jennifer also provided a weekly storytime and presented interactive stories and activities to 15 attendees.
- Lamb offers Tech Time for customers needing one-on-one assistance with computers and devices. Although this program receives low attendance, it is a valuable resource for the community.
- Natasha Gonzales (Customer Service Representative) will be moving to Library @ the Y in January, where she will implement her inspirations on expanding passive programming, providing activities, and organizing the facility to better serve customers at the Y.
- Kimberly Sewell (Program & Outreach Coordinator) visited Beulah Heights and Highland Park Elementary schools to reach 74 adults and youth.

## LUCERO LIBRARY

- Nicki Lawless (Youth Librarian) presented the following programs: Beanboozled with 35 participants; Wish Bracelets with 12; Christmas Trees with 9; Stars from Bags with 12; Muscle Soak with 9; Spin Art with 16; Lip Balm with 21; two Perler Bead programs with 24; Jelly Soap with 6; Tie Dye Tees with 14; and Gingerbread Houses with 8; Eastside Daycare with 40; and Eva Baca Elementary with 30.
- Jerry Vigil (Library Specialist) presented the following Winter Craft series for adults: Pocket Hand Warmers with 20 participants; Winter Wreaths with 20; and Holiday Sugar Scrub with 15.
- Mark Salazar (Hardknox Gang Prevention and Intervention) had 189 attend programs in December.
- The Guerrero Stocking Give Away and the Lucero Library's 4<sup>th</sup> Anniversary Celebration was held on December 8 with 189 community, family members and children attending. Santa provided stockings filled with candy and finger food, and the library provided free books and cake. Face painting was also available.
- The Lucero Library, in partnership with Care and Share, Eastside Action Support Team, Pillars of Unity and NeighborWorks, distributed 10,000 pounds of food from the Lucero Library parking lot on December 21. Food included potatoes, bread, pastries, squash, apples, chips and powdered lemonade, and more. According to Care and Share, where individuals signed up, the food reached 159 households. The Lucero Library will be hosting this service monthly on the third Friday of the month from 1:00-3:00 p.m.
- There were no Books a la Cart deliveries in December.
- The Afterschool Nutrition program served 471 meals at the Lucero Library in December.





## **PUEBLO WEST LIBRARY**

- The Pueblo West community display cases featured the Pueblo West Model Railroad Club display. The exhibit area included Kevin Koch Oil Paintings and the Moonbeam Schuren Jewelry exhibit.
- Facilities and Trane are still working on the HVAC system, so Pueblo West is experiencing some unusually cold temperatures on the east side of the building.
- The Pueblo West Library held a total of 106 scheduled programs and clubs with a total of 1,643 participants.
  - Adults were offered 63 programs attended by 837 customers. Highlights included: Chair Yoga on Wednesdays and Thursdays with 131 attending; Tech Talk on Mondays with 13; Coffee and Coloring with 12; Pueblo West Genealogy Club with 11; The History Round Table: Slavery with 5; Hook Nook Crochet: Ornaments with 16; Music Box Studio had 29; EV Charging Station Ribbon Cutting had 31; Veronika String Quartet Concert had 44; Make a Gingerbread House had 169; and Holiday Soap Making had 40.
  - Young adults were offered 20 programs attended by 595 teen and tween customers. Highlights included: eight Teen Hangouts with 127 participants; three Teen Nights with 55; five Pueblo West Trivia events with 233; Teen Advisory Board with 12; Studio Time with 2; Laser Tag Lock-in with 26; and Winter Crafts Interactive Station with 123.
  - Children had 23 programs attended by 211. Highlights included: six Toddler Storytimes with 94 participants; four Baby Storytimes with 9; four Family Storytimes with 32; four Signing Storytimes with 23; and four Kids Yoga with 53.
- An estimated 485 customers used the Pueblo West study rooms in December.

## **FACILITIES**

- Completed 316 work orders and 63 custodial work orders.
- Trane completed the installation of the new HVAC compressors.
- Fortino's completed repairing, painting and installing new upper roof panels.
- Fortino's completed installing restroom door vents at Rawlings.
- Fortino's installed access panels at Giodone, Greenhorn Valley and Lucero Libraries.
- Repaired and painted Executive Director's office.
- Lights that will work for meeting and training rooms have been identified.
- Blue light levels in Rawlings 1<sup>st</sup> floor men's restroom were adjusted.
- Rawlings floors were waxed by CBM.
- Bushes and trees at Barkman and bushes at Lamb were trimmed and cleaned up.

## **HUMAN RESOURCES**

### New Hires, Promotions and Lateral Moves

- Meghan Wilbar was hired as Museum Services Coordinator.
- Regina Wilton was promoted from Substitute to Materials Handling Technician at the Barkman Library.
- Lori Kozel was promoted to the Lamb Library Manager.
- The following Security Substitutes were hired: Kyle Blecha, Teresa Holden and Michael McConnell.

### Separations

- Alyssa Frisby voluntarily resigned as Youth Services Customer Service Representative.
- Andrew Bregar voluntarily resigned as Lamb Library Manager.
- Dorene Babb voluntarily resigned as Youth Services Material Handling Technician.
- Lauren Martinez was terminated as Substitute because she could not work the requisite hours.
- Linda Reifschneider resigned as Materials Handling Technician at Greenhorn Valley Library, but moved to Substitute at Greenhorn Valley.
- Victoria Torrez was terminated as Substitute because she never substituted.

### Recruiting/Open Positions in November:

- Director of Information Technology
- Materials Handling Technician, part-time, at Greenhorn Valley to replace Katherine MacLeod who was promoted.

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- Materials Handling Technician, part-time, at Greenhorn Valley to replace Linda Reifschneider who resigned effective December 3.
- Lamb Library Manager. Filled by Lori Kozel.
- Technology Trainer and Digital Resource Librarian in Reference & Readers Advisory to replace Lori Kozel who was promoted to Lamb Library Manager.
- Customer Service Representatives, two part-time positions, for Library @ the Y
- Program & Outreach Coordinator, part-time, at Lucero Library. Filled by Kendra Case, Substitute, who starts in January.
- Customer Service Representative, part-time, in Youth Services.
- Materials Handling Technician, part-time, at Giodone Library to replace Muse McGinnis who will resign at the end of February.
- Executive Assistant to replace Jane Carlsen who will be retiring on February 8.

#### Volunteers

- 1,298.73 volunteer hours were contributed in December valued at \$32,065.64 (estimated by Independent Sector's figure of \$24.69 per hour). Priscilla Palacio, a dedicated Homebound volunteer, was selected as Volunteer of the Month for December.

## **USER SERVICES**

- The big news of the month was the Koha launch on December 16. Additional staff worked on that Sunday to ensure the transition between the two systems went smoothly. Most functions were operational by December 17.
- The migration of data overall went smoothly. The self-checkouts were operational with the exception of two machines at Lamb. The AMHs (Automated Materials Handlers) took longer to convert but most are running well now.
- The website and OPAC changed on December 17 as well. Customers seem to be getting accustomed to the new system, and staff have been great in helping customers who are having more difficulty.
- Jill Kleven (User Services Director) presented at the Board of Trustees Work Session on the 2019 Freegal, the streaming and downloadable contract. That contract has been renewed.
- Elizabeth Flores (Collection Development Librarian) provided Koha training for satellite locations at PCC and CSU-Pueblo.
- Orders for 2018 concluded on December 3 to ensure everything would arrive by December 11.
- The catalogers finished all physical processing and cataloging on December 11 to allow extra time for Koha to extract bibliographic data.
- Peggy Bilger (Technical Services Specialist) has been working on a Special Collections donation.
- Records in Koha have been getting cleaned up.

## **STAFF DEVELOPMENT**

- Kirsten Dees (Early Literacy Librarian) attended Summer Reading webinar on December 3.
- Kirsten Dees (Early Literacy Librarian) attended "Computational Thinking and Early Literacy" webinar on December 4.
- Sherri Baca (Chief Financial Officer) and Terri Daly (Human Resources Manager) attended "Colorado Data Privacy Law" presented by Employers Council on December 5.
- Maria Kramer (Youth Services Manager) attended Packard Grant Planning Meeting on December 6.
- Maria Kramer (Youth Services Manager) and Kirsten Dees (Early Literacy Librarian) attended Ryals Learning Project presentation on December 7.
- Deb Cherry (Giodone Customer Service Representative) attended "Spring 2019 Penguin Random House Staff Picks Booklist" webinar on December 12.
- Sherri Baca (Chief Financial Officer) attended "Preparing for Funding Year 2019" presented by USAC on December 12.
- Maria Kramer (Youth Services Manager) attended "Creating Data-Driven Professional Development Pathways" webinar on December 12.
- Maria Kramer (Youth Services Manager) attended Communities That Care Board Meeting on December 19.



- Lorina Messenger (Giodone Library Specialist) attended “Escape This: Creating DIY Escape Rooms for your Library” webinar on December 26.

## THANK YOU MESSAGES

- Theresa Kosak sent the following email to Jon Walker: “WOW! Just when you think it can’t get any better...the portable kitchen in the Idea Factory was a fantastic idea! We attended the candy class last night. There was a family, several couples and it was easy enough for those having memory issues to participate. The kitchen is going to be a fantastic segment to allow simplistic cooking classes. Sharon (Rice-Makerspace Educator), Amy (Nelson-Reference & Readers Advisory Manager), Thad (Stelter-Library Specialist) and Lesley (Saldana-Customer Service Rep) do such a fantastic job. You feel welcomed and isn’t very complicated in content. The 2<sup>nd</sup> floor is ‘really bringing it.’ I want to thank Lorina (Messenger-Giodone Library Specialist) too. We have attended a few classes out there too. She has such great craft ideas as well. As always, thank you and happy holidays!”
- Theresa Kosak sent the following email to Lorina Messenger (Giodone Library Specialist) which read: “I want to thank you for taking the time to help my husband and me with the globe necklaces. You always have such creative craft classes; you are very kind, patient, and talented. Thank you and happy holidays!”
- Sarah Meador (Meeting Room Coordinator) received the following thank you card signed by members of a homeschool drama club after performing the Nutcracker in the Ryals Room: “Rawlings Library staff, Thank you so much for accommodating our homeschool drama club!”
- Jean Johnson from Baker & Taylor wrote the following to Jon Walker on a Christmas card: “We really appreciate working with such an exciting library. 2018 was a fun year for Pueblo! I look forward to our continued partnering.”
- The Lucero staff received the following thank you note signed by Miranda, Willie, Tyson, Janessa and Kayden Albo: “We want to thank all the staff at the Lucero Library for everything you have done for our family throughout the years. We are all very grateful for you. May your holidays be blessed and New Year be bright. Thank you.”
- The Lucero Library received a thank you card from the Guerrero family signed by several individuals:
  - The Ozunas wrote, “Thank you for your support of our event.”
  - Gina and Lenny Sanchez wrote, “Thank you so much for all your help with the stocking giveaway. We appreciate everything you do for this occasion.”
  - Rose Guerrero & family wrote, “Thank you for everything you do for our children and the community.”
  - “Thanks for your support.”
  - “Thank you for all you do for our children and community.”
  - Juanita Guerrero wrote, “Thank you for all your support in the community.”
  - Jason wrote, “You all are awesome. Thank you!”

Respectfully submitted,  
Jon Walker  
Executive Director