

PUEBLO CITY-COUNTY LIBRARY DISTRICT
Report of the Executive Director
Submitted to the Library Board of Trustees
December 10, 2020

Barkman Library

Kits 2 Go given out during curbside service include:

- 24 National Writing Novel Month
- 36 Fall Fun Fest Kits
- 47 Create Your Own Game
- 27 Dia de los Muertos
- 12 Holiday Card Kits
- 21 Adult Build Your Own Birdhouse Kits2Go
- 7 Tween/Teen Make a Secret Hiding Place from a Discarded Book

251 patrons were served via curbside services in the month of November.

Staff Meetings and Training

- Alicia Griebel (Mngr)
 - PSM 11/30/2020
- Hannah Moody-Goo (Librarian)
 - YS Mtng 11/09/2020
 - PLA Webinar-150 Million New Technology-Oriented Jobs and the Skills Needed to Get Them 11/05/2020
 - CYS-Lib - All things summer planning: A recap of summer 2020 11/10/2020
 - PLIX-Facilitating Creative Learning Workshop 11/17-11/18/2020
- Ashley Minnich (Program & Outreach Cord. (POC))
 - Storytime Training the YS 10/04/2020
 - PLIX-Facilitating Creative Learning Workshop 10/17-10/18/2020

Barkman Staff virtual programs and resources

- "Hannah's Budding Bookworms Storytime" on Wednesday Mornings
- Happy Little Trees Paint Along with Marcus Bower (CSR)
- "Barkman Bite Sized" Storytimes Fridays provided by Ashley Minnich (POC)
- 4 NanoWrimo Virtual Workshops and Author Talk each Tuesday (Hannah Moody-Goo Lib.)

The Staff Meeting on September 14th covered the following information:

- District Staff Celebration!
 - Marcus 5yrs Jane 3yrs Ruby 2yrs
- Welcome to Ashley and Hannah!
- 3pm Terri Daley- Market Compensation Study
- 3:30pm Jill Kleven- Going Fine Free
- Phase 4.1. Situation, issues, thoughts?
- Employee Assistance Program
 - Free
 - Anonymous

- Housecleaning
 - ILL's, Tablets, Passes, and Hotspots to be shelved behind desk for Holds to ensure safety and security.
 - When changing receipt paper, please take out the plastic center before replacing with new roll.
 - December VL- get requests in now. Will begin scheduling this week.
 - Other?
- Schedule Reminders- Check the book if...
 - You need time off,
 - Are wondering about weekends and Sundays- Saturdays are iffy, Sundays are not.
- Sundays at BK and LB will continue through Dec.
- Please look ahead- If you cannot work your assigned Sunday all of which are written in the staff schedule book.
 - You must:
 - Find someone to switch with. It can be someone in-house or send out an email to all staff and ask to see if someone is available.
 - If you cannot find a switch you must:
 - Speak with your manager and take a SL/VL/PL
 - Manager then arranges replacement.
 - Manager cannot reassign Sunday shifts with outside branch staff and must seek Rawlings Directors' (Amy Nelson's) permission for any schedule change.
- Holiday donations? Homeless shelter?
- Hannah and Ashley- YS, kits, and other.

Giodone Library

Voting Location Numbers

- Mail Ballots in Box – 502
- ICX – 119
- In Person - 171

Virtual Programs

- Youth– Paula hosted 3 Virtual Storytimes, and 2 STEAM programs. Kayci hosted a catapult program.
- Adult –Lorina hosted 2 Virtual craft programs, Poinsettia String Art and Dream Catchers
- Giodone Book Club, led by Deb, met virtually to discuss The Night Watchman in honor of Native American Heritage Month. - 4

Kits to Go

- Thanksgiving Crafts (Lorina) – 74
- Create Your Own Games (YS) - 47
- Discarded Book Journals (YS teen) – 7

Giodone Curbside Pickups

- November - 89

Branch Training

Staff are tracking trainings here -

<https://docs.google.com/spreadsheets/d/1B0B3Vf4o3tyibDcZGU4ygv7G1avPh4gN99aZ0omDTeU/edit?usp=sharing>

11/3/2020	Stephanie	Strong Women and Girls
11/5/2020	Kayci	150 Million New Technology-Oriented Jobs and the Skills Needed to Get Them
11/10/2020	Deb	LR/Nv1st Crash course in relationship fiction
11/12/2020	Candace	Look First: Creating Exceptional Patron Experiences
11/14/2020	Stephanie	Crash Course in Relationship Fiction
11/14/2020	Deb	BLMust read mysteries
11/18/2020	Candace	Phase 2 Deja Vu
11/21/2020	Candace	Supercharged Storytimes
11/21/2020	Stephanie	Unlocking Themes to Improve RA -Novelist
11/21/2020	Candace	ABLE 3 - Building a Collection
11/21/2020	Candace	Able 2 - collection development policy
11/27/2020	Stephanie	Food Literacy During the Pandemic
11/27/2020	Candace	ABLE 4 - Collection Maintenance
11/27/2020	Candace	ABLE 5 - Introduction to Technical Services and Catalog Records
11/28/2020	Stephanie	Cooking the Books: Food Programs in Libraries

Kayci's Meetings

- PSM Meeting
- Attended CAL's Public Library Interest Group Meeting

Kayci's Training Work

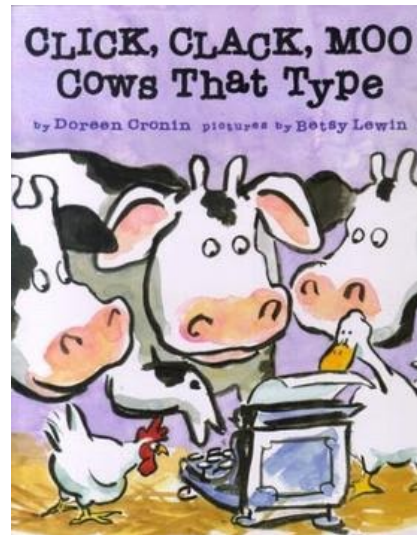
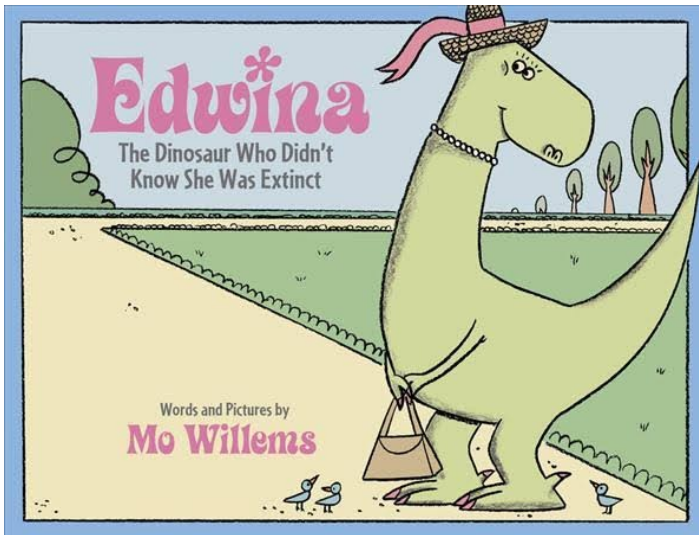
- For November there were 54 active classes in PCCLD University.
- Created Fine Free Training
- Created Communico Curbside Appt. training.
- Attended Privileged Layer Cake Training.
- Received Scholarship to take Scenario Based Training from Vignettes Training.
- Created Template and organized Operating Handbook for all PCCLD Branches.

Greenhorn Valley

Youth Programming

Greenhorn Valley Library had several virtual programs for kids in November including our regular Newt's Nook Storytime. We were not able to do Itty Bitty Yoga due to illness. We did distribute lots of Kits 2 Go to kids and teens/tweens.

- 11/10: Newt's Nook (Edwina): 197 FB views
- 11/24: Newt's Nook (Click, Clack, Moo): 309 FB views
- Kits 2 Go:
 - Make Your Own Board Game - 27
 - Solar System Bracelets - 10
 - Discarded Book Craft - 8



Family Programming

We had one virtual program for the whole family during November at the Greenhorn Library.

- 11/9: Artist Spotlight with Crystin McDaniel: 235 FB views



EXHIBITS AND DISPLAYS

The Greenhorn door count for November was 17, however it appears the gates were not working for most of the month. We still continue to display the Cuerno art display as well as art from Sip N Stroke classes to generate interest. We frequently change-up displays around the service desk and at the end of each aisle to keep patrons engaged. This month our displays consisted of Man Booker Awards, Teen Mustache, Audiobooks, Outdoor-Collection, DINOvember, Family Movie Night, and Thanksgiving.




Calls, Curbside, and Bundles


The Greenhorn library fielded 297 calls while serving as Call Center on Mondays, Wednesdays, and Saturdays of November. We also delivered books to 80 patrons via our Curbside service.

Pueblo Library

Curbside PickUp



- When you arrive, call **(719) 553-0350**.
- Have your photo ID ready.
- Please have your door or trunk open.
- Return items to any PCCLD bookdrop.
- Thank you for visiting the Greenhorn Valley Library!



Parking Space

BEULAH SATELLITE

Beulah satellite was only operational two days during November and saw a total of 10 patrons. 11/3 there were 8 patrons and 11/10 had 2 patrons because they closed early due to Covid. They stayed shut down the remainder of the month.

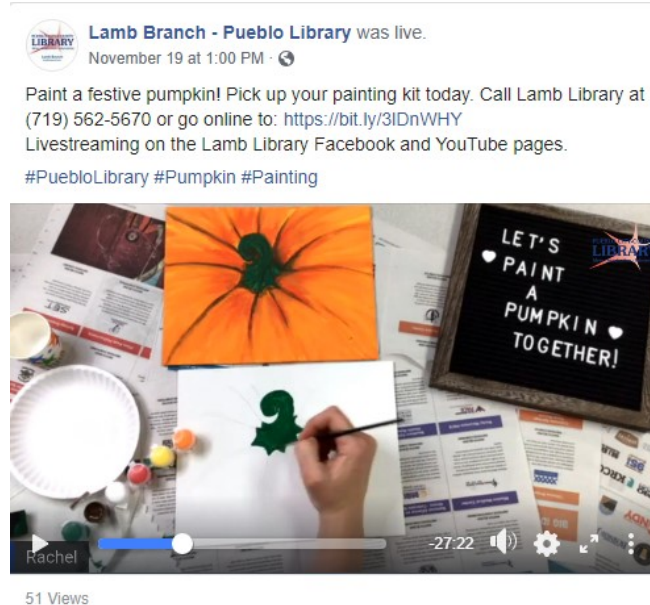
MEETING ROOMS

Meeting rooms remain closed at this time.

Lamb Library

Virtual Programming

- Virtual Legal Clinic, hosted by volunteer attorney, Ric N. Morgan, LLC, provided valuable legal assistance to 4 community members via phone consultation in November.
- Rachel Packard presented a virtual painting session where attendees created a festive pumpkin. Registered attendee received a kit-to-go which contained canvas and paint. The program was viewed 51 times and 30 kits were given.



Rachel Packard continued 3D printing projects utilizing Tinkercad and the FlashForge printer to create a 3D cat. Video is posted to YouTube and has 20 views.

Lamb's New Branch Librarian, Jennifer Sullivan, shared her favorite picture books and middle grade books via two live Facebook presentations. Jennifer's favorite reading recommendations had over 250 views!



Meet Lamb's New Librarian!

Lamb Branch - Pueblo Library was live.
November 25 at 3:00 PM · 🌐

Meet Lamb Library's newest librarian! She'll share a few of her favorite middle grade books and tell us a little about herself. Livestreaming on the Lamb Library Facebook and YouTube pages.

#PuebloLibrary #Storytelling #ReadIsFun

94 Views

Kid's Kits-to-go

- Lamb passed out 308 kits-to-go to for kids 0-18 years: snacks, Early Literacy kits, Create your own game, Netted Stone Necklace, NaNoWriMo Write-In, Discarded book Journals, DIY secret safe kits

Training and Meetings

- Lamb Staff attended Communico and curbside pickup training
- Jennifer Sullivan attended All Things Summer Reading workshop, Nov 10
- Jennifer Sullivan attended Early Literacy and SRP workshop, Nov 13
- Rachel Packard attended Health and Safety Committee meeting, Nov 17
- Rachel Packard attended Orner Teenagers Webinar, Nov 19
- Jennifer Sullivan completed PIC training, Nov 19
- Jennifer Sullivan and Rachel Packard completed Jamex training, Nov 24

Lamb visits: 4894

Facilities completed the carpet and shelving project at Lamb in November!



Curbside Pickup

Lamb delivered 26 (Nov 1-Nov 17) and 213 (Nov 18-Nov 29) curbside pickup orders.

Library at the Y

- Library at the Y visits (Nov 1-17): 229
- Michael Gonzales trained substitutes on Library at the Y procedures
- Call Center calls: 510

Lucero Library

Kristi Roque (Branch Librarian)

- Wellness Where you are:
- Healthy Snack presentation
- Its ok to not be ok
- Lucero Librarian Book Lists
- National Take a Hike Day
- Sesame Street
- Armchair Concert links
- Birdland Afro Latin Jazz
- Norah Jones
- The String Queens
- Quese IMC

Tales from the Stacks



Semi Crafty Librarian: Fall Owls



Shirt Sleeve Pumpkins



Countdown to Xmas Calendar



Jerry Vigil (Program and Outreach Coordinator) presented the following programs:

- Popsicle Stick Fall People:
- Description: This program is an easy craft using large popsicle sticks, glue, and acrylic paint. We use the stick to make a scarecrow on one side and a Frosty the snowman on the other.
- Date 11/12/20
- Views: 43
- Kits-to-go: 20



Fall Luminarias:

Description: This program is an easy craft using small brown paper bags, glue, and colored tissue paper. We use the stick to make a fall inspired luminaria.

Date 11/19/20

Views: 22

Kits-to-go: 20



Story telling by Felicia Sanchez-Garbiso

Description: Felicia Sanchez-Garbiso tells stories to the community.

Date 11/11/20



Beginner Ukulele Classes

Description: I teach basic ukulele classes to the community. I teach chords then beginner songs.

Date 11/13/20

Views: 59

Date: 11/20/20

Views: 51



Jessica Blaha (POC part time) presented the following programs:

- 11/4 - Ms. Jessica's Makerspace Corner: Lava Lamp DIY
- 104 views
- 3 likes
- 3 shares
- 20 Kits were handed out.



- 11/18 Ms. Jessica's Makerspace Corner: Beaded Macramé Plant Hanger
 - 122 views
 - 6 likes
 - 4 shares
 - 10 kits were distributed



Lucero staff attended the following meetings or training opportunities.

- Diann Logie: Lucero Manger
 - PSM meeting
 - Check in meetings with Sherri
 - Eastside Streetscape focus group meeting
 - Care and Share distribution
 - Board of Trustees Work Session
 - Lamb transition and team meetings
 - Lucero Staff Meeting
- Kristi Roque: Branch Librarian
 - Youth Committee meeting
 - Violence Coalition meeting

Mark Salazar (Hardknox Gang Prevention and Intervention): None

Books a la Cart: No deliveries

Afterschool Nutrition Program: None

Care and Share: Distributed food to approximately 1000 families.

The Lucero Team meeting this month consisted of the following presentations or discussions:

- Jill Kleven: Fine free presentation
- Diann's Lucero and Lamb schedules
- Programming for next year.
- POC project planning.
- Work expectations while buildings are closed. Passive programs, Book Packs, Movie Packs, Grab and Go kits.

Lucero distributed 338 Grab and Go kits.

Provided curbside for 33 with 17 of them for copies only.

Lucero had 1068 visits.

Pueblo West Library

Title	Start Date	Primary Age Group	Attendance
Daylight Bookclub	11/4/2020	Adult	17
Pueblo West Bookclub	11/30/2020	Adult	8
Thanksgiving Blessing Box To-Go Craft	11/4/2020	Adult	15
Book Pumpkin	11/2/2020	Adult	30
Storytime LIVE! with Miss Rachel	11/12/2020	Juvenile	273
Storytime LIVE! with Miss Rachel	11/19/2020	Juvenile	278
Turkey Headband Kit2Go		Juvenile	70
Make Your Own Board Game Kit2Go	11/12/2020	Juvenile	100
Storytime Craft: Squirrel		Juvenile	12
Pumpkin Pie Kids Kit2Go		Juvenile	25
Thanksgiving Turkey Kids Kit 2Go		Juvenile	30
Penguin Ornament Kids Kit2Go		Juvenile	25
Virtual Dungeons and Dragons	11/6/2020	Teen	15
Virtual Dungeons and Dragons	11/13/2020	Teen	15
Virtual Dungeons and Dragons	11/20/2020	Teen	15
Virtual Dungeons and Dragons	11/27/2020	Teen	15
Teen Book Safe Kit2Go		Teen	15

User Services

DIRECTOR

- Jill Kleven attended the OCLC Annual Global Council Delegate's Meeting virtually held on November 12th.

- Jill gave her presentation on going fine free to all of the departments during their staff meetings. She also made three presentations to substitutes. She and Daniel Gaghan continue to work on the logistics in the ILS of going fine free beginning in January.
- Jill distributed 50 tablets, 30 Chromebooks, and 100 more hotspots to various locations. This should help the community with technical needs until the libraries are able to open to the public again. 150 additional hotspots and 50 Chromebooks have been ordered as well.

COLLECTION DEVELOPMENT

- Theia Bravo and Elizabeth Flores completed ordering for the year.
- Binge boxes started arriving and are anticipated to go into the collection in January.
- Additional content was purchased through OverDrive and Cloud Library to supplement customers being able to check out as many physical items due to buildings closing.

CATALOGING

- Peggy Bilger continues to work on extra projects for Special Collections including putting the bindery together.
- Peggy has also been busy cataloging all of the devices.

MAILROOM

- A new vendor was selected for mailroom postage services. We begin a new contract with All Copy Products on December 14th. Michele Myzia and Jessica Casados will receive training for the new machine.
- The mail delivery service is increasing due to the library's closure. That should continue to be a popular service.

Special Collections and Museum Service

Reference Statistics

Obituaries, Document Delivery and Indexing

- Microfilm used: 200
- 104 obituary requests, 5 Ask Us requests, 1 article request completed
- 155 obituaries, 3 Ask Us requests, 5 article requests in progress - Tabitha D.
- 57 photo files used
- John Korber's Business Buildings binders indexed through Volume 36 - Tabitha D.

Digital Collections and Database Usage

- Ancestry.com searches - Have not received counts.
- Ancestry.com sessions - Have not received counts.
- CONTENTdm page views: 2,094
- CONTENTdm items: 10,566
- YouTube Channel - Subscribers:13, Total month views: 620, Number of videos: 19
- Digital Public Library of America, Plains to Peaks Collective - Item views:1, Click throughs:1, Users: 1, Sessions: 2
- Colorado Historic Newspaper Collection
 - Colorado Weekly Chieftain - page views: 272, title searches: 42
 - Colorado Daily Chieftain - page views: 3,998, title searches: 137
- ArchivesSpace - Users:79, Sessions: 85
- Izi.travel tours - Views: 4, Plays: 2

Archives & Genealogy

- Periodicals inventory almost complete: 568 unique titles and individual 28,000 issues. Magi Wren assisted as part of her undergraduate internship. - Cecily N.
- Repair and rehousing of damaged books started after receiving archival supplies. -Cecily N.
- Muramoto films uploaded to CONTENTdm. - Blake H.
- 6 Oral history transcriptions added to existing resources in CONTENTdm. -Blake H.
- Custom pages online through CONTENTdm, allowing for mounting of online exhibits. 1921 Pueblo Flood exhibit by Blake Hatton published.
- History and Genealogy books ordered by Charlene
- 900 magazines sent to bindery. - Charlene S., Hannah P.
- Arcadia Publishing sent royalty check for books purchased between January and June 2020 for \$512.53, will be sent to the Foundation fund.

Infozone

Infozone attendance: 121 (November 1-17)

Passive program kits distributed: 40 Xcel to PW for traveling exhibit

YTD attendance: 5,738

- Online Muramoto exhibit and programming rescheduled to begin January and February 2021.
- Bridging Borders program concluded. 5 programs were facilitated, 3 online. 9 girls presented with Thanksgiving baskets for their families.

Virtual Programs & Collaboration

Lights Out Colorado, November 11, 6pm, 325 views

This program focused on the new "Lights Out Colorado" program to help migratory birds, jointly sponsored by the Audubon Society and the International Dark-sky Association. The co-presenters were Zach Hutchinson of Audubon Rockies, Dr. Kyle Horton of CSU - Fort Collins and Richard O'Brien of the International Dark-sky Association. The panel discussion included an overview of the "Lights Out Colorado" program, the problems of lighting and migratory birds and the solutions (shielding and the voluntary lighting curfew).

Native American Month, Eduardo Griego, *Mayan Culture, Mayan Teachings in a changing world* - November 12, 150 views

Professional Development

Association of Moving Image Archivists Annual Conference (Nov. 17-20): Blake H., Cecily N.

Using Communico Curbside, Attend and Reserve, Self-Guided Webinar, 11/19: Bree P., Meghan W.

Curbside Q & A - New software for PCCLD curbside, 11/17: Bree P.

"Handlin' It: Techniques and Materials for Artifact Packing and Transport, webinar, 11/5: Meghan W.

"Manage Your Team to Greater Efficiency and Engagement with the Tilmor Process": Aaron

Youth Services

Summary

Virtual program views and Kits2Go attendance decreased this month - perhaps due to special events and multiple kits in both September and October which were not present in November. In December, I expect to

see an increase particularly with Kits2Go, since we have many special holiday kits which are already attracting attention from the community.

Virtual Programming

Virtual Program Views - May: 9,535
Virtual Program Views - June: 6,350
Virtual Program Views - July: 1,894
Virtual Program Views - August: 748
Virtual Program Views- September: 1,273
Virtual Program Views- October: 1,126
Virtual Program Views - November: 1,052

Kits2Go

Kits2Go	May: 398
Kits2Go	June: 942
Kits2Go	July: 1,354
Kits2Go	August: 693
Kit2Go	September: 664
Kit2Go	October: 1,179
Kits2Go	November: 509

Total May: 9,933
Total June (includes BIP): 7,984
Total July (includes BIP): 4,387
Total August (includes BIP): 1,553
Total September: 2,453
Total October: 2,320
Total November: 1,732

Detailed Breakdown

Live Virtual Programs - Staff

11/3 - Jacque, Natalie - Storytime - 167 views
11/5 - Ciara - Teen Booktalk - 24 views
11/10 - Jacque, Kirsten - Storytime - 243 views
11/10 - Ciara - Teen Kit Demo - 52 views
11/12 - Ciara - Teen Booktalk - 52 views
11/17 - Jacque, Kirsten - Storytime - 189 views
11/19 - Ciara - Teen Booktalk - 43 views
11/24 - Jacque, Kirsten - Storytime - 211 views
11/25 - Ciara - Teen Booktalk - 55 views
Total: 1,036 views

Live Virtual Presenters

Our live presenters - despite relatively low attendance - presented on Native American heritage and identity, an important and underrepresented topic particularly relevant to Pueblo County. One program attendee in particular was able to have a wonderfully in-depth conversation with Mr. LeFebre about how to help her own daughter connect to her Native American heritage.

11/13 - Tonio LeFebre - 9
11/20 - Kelly Holmes - 7
Total: 16

SPELL Kit Drop Off To Preschools/Daycares

CSU Preschool - 64
First Preschool - 37
St. Therese - 17
Thatcher - 27
Trinity - 26
Total: 171

Kits2Go - Youth

This month, in honor of International Board Game Day, YS provided a kit with supplies for families to create their own board games. These were so popular that some locations required a second, backup Kit2Go when they ran out of kits.

Barkman - 47
Giodone - 47
Greenhorn - 27
Lamb - 50
Lucero - 31
Pueblo West - 86
Rawlings - 124
Total: 412

Kits2Go - Teen/Tween

For tweens and teens, Ciara put together a variety of crafts to make from discarded books.

Barkman - 7
Giodone - 7
Greenhorn - 8
Lamb - 23
Lucero - 7
Pueblo West - 15
Rawlings - 30
Total: 97

Meetings & Trainings

11/2, 11/9 - Kirsten - Rawlings Manager Meeting
11/3 - Kirsten - PSM Meeting
11/4 - Kirsten - Provided Storytime Training to Ashley Minnich
11/5 - Natalie, Ciara - LibraryCon Live
11/5 - Ciara - Suicide Prevention Coalition Meeting
11/7, 11/8 - Ciara - YALSA Symposium
11/9 - Ciara - "Punching the Air: A Conversation with Ibi Zoboi and Yusef Salaam" at Texas Teen Book Fest
11/9 - Ciara - Pen Pal Project Meeting -- Suicide Prevention
11/10 - Kirsten - Rawlings Remodel Meeting
11/11 - Ciara - Skyhunter Booktalk
11/13 - Kirsten - HarperCollins Winter Book Preview
11/13 - Kirsten - Leadership Meeting
11/14 - Ciara - Middle Grade Lit Webinar
11/16 - Maria - Rawlings Manager Meeting
11/17, 11/18 - Ciara - PLIX: Facilitating Creative Learning
11/17 - Jacque, Maria - 2021 SRP Workshop

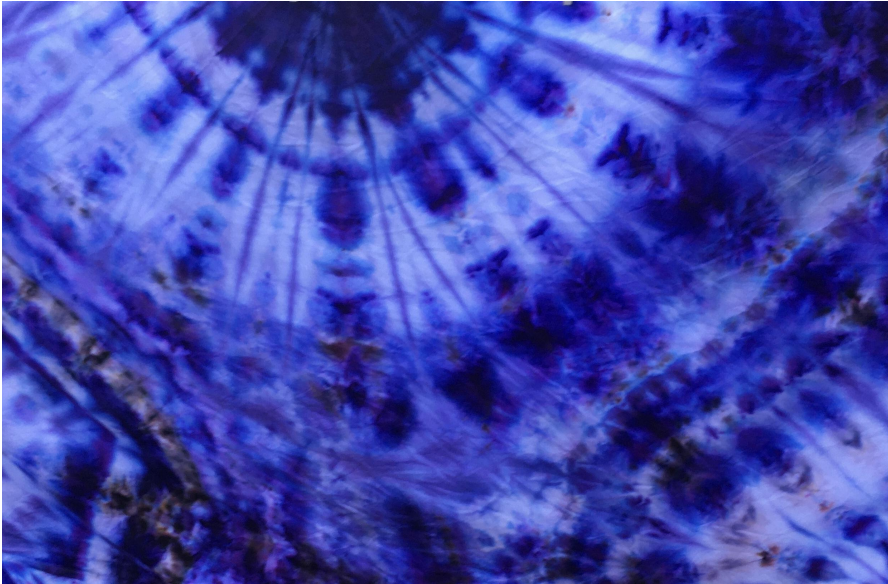
11/19 - Ciara - Ornerly Teenagers Webinar
11/23 - Kirsten - Pueblo Early Childhood Council Meeting
11/23 - Ciara - BLM and Comics Webinar
11/30 - Maria - PSM Meeting

Reference and Readers' Advisory

Thad Stelter - RRA Library Specialist

Programs for November:

- To Dye for: Bed Sheets, November 18, 2020
 - 59 Views



Sample from the sheets that were created by Thad Stelter

New Books Sent to the Pueblo Chieftain (Selections)

- Fiction
 - *Ready Player Two* by Ernest Cline
 - *The Archer* by Paulo Coelho
 - *White Ivy* by Susie Yang
- Non-Fiction
 - *No Time Like the Future* by Michael J. Fox
 - *A Promised Land* by Barack Obama
 - *This Time Next Year We'll Be Laughing* - Jacqueline Winspear

Virtual Display Lists

- Read A-likes
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2385> (Week of 11/8)
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2420> (Week of 11/15)
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2457> (Week of 11/22)
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2457> (Week of 11/29)

- Native American Heritage Month: Fiction
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2381>
- Native American Heritage Month: Non-Fiction
 - <https://catalog.pueblolibrary.org/MyAccount/MyList/2382>

Crystal - Digital Resource/Tech Trainer

Trainings

- Phase 2 Deja Vu and Communico - PCCLD University
- 150 Million New Technology-Oriented Jobs and the Skills Needed to Get Them - PLA webinar

Programs/Tasks

- Assisted Sharon with video recording and editing for Stem Video series.
- Created and submitted Recommended Lists for December (Kanopy, Hoopla, Freegal)
- Created and submitted new "how-to" video for programming (JobNow)
- Created Communico "how-to" video for patrons
- Created RRA Recommendations google sheet for collaboration between RRA and Circ
- Held 3 Virtual Open Labs in Google Meet
- 9+ hours of Virtual Tutoring - assisting patrons with technology issues, such as Hoopla, Kanopy, Microsoft products, etc., through phone and email.
- Various one-on-one technology assistance, prior to closing.
- Watch & Learn Videos have 36 additional views for the month of November (273 total).
- Recommended books requests
- Research assistance requests
- RRA Staff Meeting - 11/19/20

Lesley Saldana - Memory Cafe Silhouette Art

Created the video on November 20th and posted on the Community Without Borders website and Rawlings Library Facebook. The theme was Thanksgiving. I have also shared the video with my outreach groups at Richmond and Union Plaza apartments so they can create their own. All of my Memory Cafe videos are now posted on the Community Without Borders website for viewing. There are 11 views so far.



Kathy--Homebound Services Coordinator

November 2020 Homebound Services Report

- Circulations
 - checkouts - 44
 - renewals - 32
 - discards given – 4
 - Total - 80
- Customers
 - Total - 13
- Volunteers
 - Total - 7
- Volunteers hours
(November 1-17)
 - Total - 12

Other programs

- Community Without Borders
 - 147 page views
 - 30 unique page views

Senior Planet/OATS

- Senior Planet - 1
- OATS - 0

Idea Factory Monthly Report November 2020

- Thingiverse Views: 0
- Thingiverse Downloads: 108

Idea Factory Virtual Programs:

- 11/4/2020: Creative Aging: Sugar Skullies with Collective Pueblo
- 11/6/2020: Maker Mania: Nutrition in the Kitchen with IFIZ
- 11/12/2020: Creative Aging: Gnome Sweet Gnome with Collective Pueblo
- 11/13/2020: Maker Mania: Create a Cardboard Racer with Jeremy
- 11/18/2020: Creative Aging: Be Thankful with Sizzlin' Stampers
- 11/20/2020: Maker Mania: Grow an Indoor Garden with IFIZ
- 11/21/2020: Family MAKES! Be Thankful Garlands

Idea Factory Highlights

- Worked with Crystal to clean up and record Maker Mania videos
- Attended Pueblo Makes monthly meeting 11/17/2020
- Reached out to Jane Frasier of Pueblo Makes and Southern Colorado Makerspace Alliance regarding possible board appointment to Colorado Maker Hub
- Finished end-of-year financial contracts and paperwork
- Assisted Youth Services with filming family story time
- Visited Artisan Textile company and discussed program and kit partnership in 2021
- Attended Boys and Girls Club STEM Advisory Board meeting 11/21/2020
- Attended RRA staff meeting 11/19/2020
- Attended Maker Bot webinar (recorded) 3D Printing in a Virtual Classroom
- Attended Maker Bot webinar (recorded) 3D Printing for Different Stages of Learning
- Reached out to Youth Services to help with kits, and to offer a Felt Matroyska Kit to them for use January 2021

Adult Learning Program at Pueblo City-County Library District

The Numbers - Adult Literacy, Numeracy, Workplace, GED support

- 6 active coaches
- 6 active learners
- At least 22 total learning coach volunteer hours
- 10 hours of coaching completed by administrator
- 7 New inquiries: phone interviews and consultations for support and resources
- At least 38 in attendance at all virtual coaching sessions including those facilitated by the program administrator.

"Practiced speaking: I developed the topics and timed the learner's prep time and speaking time; the learner recorded herself speaking so we could review it together." - LC Bill H. about Jackie his English Language Learner

*Deborah R. worked on reading and language usage for the GED with Rebecca. Deborah applied close reading strategies modeled for her to great success. Eventually only missing $\frac{1}{4}$ of the questions about a reading passage.

*Amber J. worked on learning strategies and organization with Rebecca. We discussed her setting goals at the beginning of each week that support her larger learning goal of passing the Math GED. She began taking specific notes on topics she struggled with, in particular making note of any math formula that she missed more than twice. This will allow her to advocate for herself when she meets with her new learning coach later this month.

The Numbers - Career Online High School

- 26 active COHS students
- 4 New Self-Assessments
- 3 Scholarship Interviews
- Attendance: 40

Total virtual attendance: 97

*Includes 1:1 learning pairs, COHS attendance, scholarship meetings, information sessions, and consultations on Google Meet

Program Updates, Adaptations, and Strategies

- Seeking funding via grants to support expanded literacy and learning programs for ALP@PCCLD especially phone learning applications that support basic literacy and workforce skills and development
- Started to work with Workforce to provide direct support services to adult learners who are working to complete the GED.
- Met 1:1 with 2 GED Adult Learners to provide study strategies, resources, and any other help needed 1-2 times per week.
- Continuum of Care meeting to share library and program updates.
- RRA Department Meeting
- Trainings: Communico, Phase 2 Deja Vu
- Health and Safety Committee Meeting
- Researched Food Literacy Programs and attended Pueblo Food Project meeting to learn more about how we might be able to partner for adult learners on a joint program in the future on Food Literacy.

Facilities

Work Order Statistics

- 175 Work Orders completed.
- 94 Custodial work orders completed.

Daily Duties

- Cleaned and disinfected libraries in abidance with Covid-19 guidelines.
- Tracked Covid Supplies.

Rawlings

- Set up Curbside Service.

Lucero

- Replaced heat pump.

Lamb

- Completed carpet and shelving install.

Giodone

- Installed/placed new rock.

Other Duties/Projects

- Installed shelving – 622
- Sold Library truck.
- Applied decals to new Library truck.
- Supported voting set ups at branch location.

IT Department

PCCLD IT Department - November 2020

- 1) November Help Tickets completed/closed – 76
- 2) Citrix Server Progress – Enhancing Stability and Responsiveness of Desktops
 - a) Citrix Workspace App
- 3) Moved staff to comply with COVID changes
- 4) Replaced old/non-functional security camera Covers

- 5) VPN access setups for approved employee(s)
- 6) Update Windows Domain Controllers

November 2020 PCCLD Computer Use:

Location	SAM Sessions			Wireless			
	Internet	Express	Hrs Used	Devices	Sessions	Data xfer (MB)	Hrs Used
Barkman	469	55	319:08:17	1032	6886	1364691.37	1290:00:00
Giodone	78		52:02:30	149	11229	99196.17	141:33:00
Greenhorn	46		24:32:44	90	8597	72546.17	73:30:00
Lamb	472	27	253:46:31	484	3915	1064444.61	1000:16:00
Lib @ Y	23		14:19:53	226	1129	14943.4	327:42:00
Lucero	172		102:27:48	279	11468	136427.63	195:18:00
Pueblo West	262	5	138:44:03	511	11384	537849.78	476:55:00
Rawlings				1099	34597	1515474.06	1007:25:00
RRA	649	6	326:09:10				
Microfilm	7		4:16:42				
Sp.Coll	20		12:29:44				
Youth	74		39:30:14				
TOTAL	2272	93	1287:27:36	3870	89205	4805573.19	4512:39:00

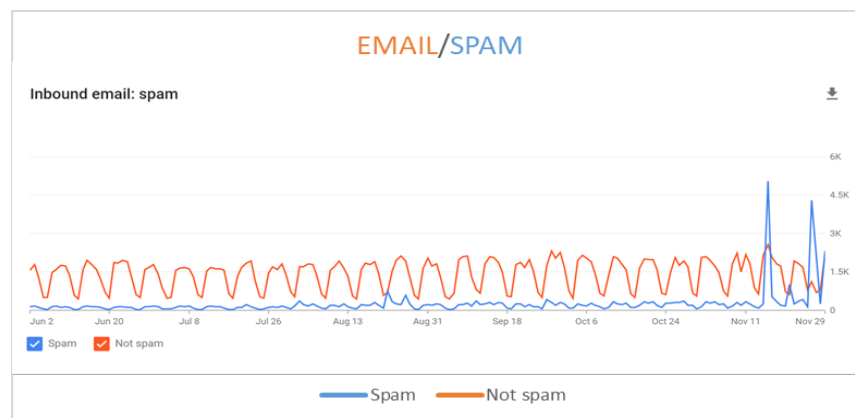
November 2020 PCCLD Library Total Calls:

Barkman Public Services Incoming Calls	985
Call Center 411	665
Giodone	153
Greenhorn	76
Lamb Public Services Incoming Calls	808
Lucero	121
Pueblo West Public Services Incoming Calls	1254
Rawlings Adult Services Incoming Calls	220
Rawlings Circulation Incoming Calls	586
Rawlings Special Collections Incoming Calls	61
Rawlings Youth Services Incoming Calls	8
YMCA (Huntgroup 412)	274
Total	5211

November 2020 PCCLD Incoming Mail/Spam:

Date	Spam	Not spam
Nov 1, 2020, 5:00:00 PM MST	131	2069
Nov 2, 2020, 5:00:00 PM MST	327	2096
Nov 3, 2020, 5:00:00 PM MST	287	1962
Nov 4, 2020, 5:00:00 PM MST	323	1725

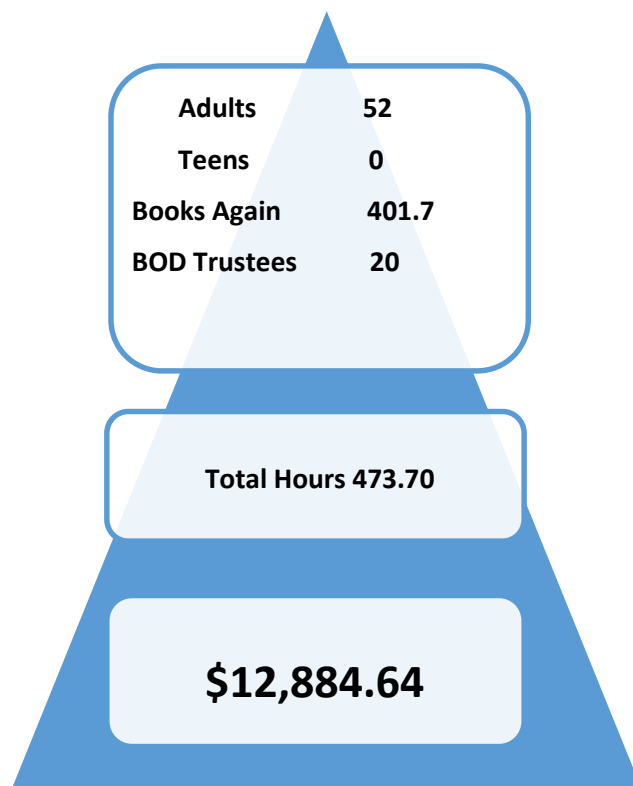
Nov 5, 2020, 5:00:00 PM MST	214	1473
Nov 6, 2020, 5:00:00 PM MST	244	749
Nov 7, 2020, 5:00:00 PM MST	77	570
Nov 8, 2020, 5:00:00 PM MST	160	1821
Nov 9, 2020, 5:00:00 PM MST	311	2225
Nov 10, 2020, 5:00:00 PM MST	205	1512
Nov 11, 2020, 5:00:00 PM MST	328	2165
Nov 12, 2020, 5:00:00 PM MST	254	1841
Nov 13, 2020, 5:00:00 PM MST	133	866
Nov 14, 2020, 5:00:00 PM MST	70	637
Nov 15, 2020, 5:00:00 PM MST	261	2144
Nov 16, 2020, 5:00:00 PM MST	5038	2576
Nov 17, 2020, 5:00:00 PM MST	518	2055
Nov 18, 2020, 5:00:00 PM MST	323	1821
Nov 19, 2020, 5:00:00 PM MST	195	1732
Nov 20, 2020, 5:00:00 PM MST	155	739
Nov 21, 2020, 5:00:00 PM MST	1015	603
Nov 22, 2020, 5:00:00 PM MST	238	1931
Nov 23, 2020, 5:00:00 PM MST	356	1819
Nov 24, 2020, 5:00:00 PM MST	428	1664
Nov 25, 2020, 5:00:00 PM MST	152	794
Nov 26, 2020, 5:00:00 PM MST	4306	1117
Nov 27, 2020, 5:00:00 PM MST	2100	691
Nov 28, 2020, 5:00:00 PM MST	261	783
Nov 29, 2020, 5:00:00 PM MST	2314	2199
Nov 29, 2020, 5:00:00 PM MST	NA	NA
	20724	44379



Volunteer Services Monthly Report – November 2020

Submitted by Kristin McLaren

PCCLD Volunteer estimated hours for the month of October



*(Estimated by Independent Sector's figure of \$27.20/hour for each volunteer hour contributed).

VOLUNTEER OF THE MONTH

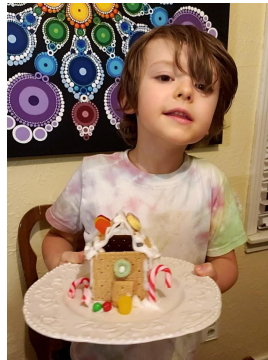
Due to Covid-19 a volunteer of the month was not selected.

Human Resources and Finance

11/30/2020	TRAININGS - WEBINARS - CONTINUING EDUCATION - SEMINARS			
Date	Name of Training	Provided By	Employees In Attendance	Time
11/12 and 11/13	Annual Legal Update	Employers council	Terri Daly	8 hours

THANK YOU MESSAGES

- Email from Theresa Kosak – Library User
 - "I cannot begin to express my gratitude, Jill called me yesterday, right after I called you. I am so thankful to be able to use the tablet and the WIFI connection. I am at the Rawlings daily and if not there one of the other satellite branches. The staff are like friends and closing again is very depressing to me. I am grateful for the tablet as I told you I don't have a cellphone or computer.
Please know that I am very grateful and appreciate your kindness, leadership and outreach to our community."
- Facebook Post from Ashley & Mason – Library User
 - "Please tell them all thank you! These kits are amazing and make a huge difference! They give families an activity to do together without the stress of not only coming up with the activity but the supplies, as well. And for kids like Mason they provide so much more! The gingerbread house kits provided much needed sensory therapy. Not only did he play with new foods but he touched everything to his tongue to taste it. And took a bite of Graham cracker! This is a huge breakthrough for him! Please pass this on. Their efforts are greatly appreciated!



Mason – Gingerbread Kit2Go

- Email from Rebecca Rivera – Teacher, Library User
 - "Hi Jacque, hope all is well! I delivered the gingerbread kits last week to my students houses and they were so grateful! I appreciate your work getting them for me."



- Email from Renee Martinez – U.S. Census Bureau
 - “Thank You!”

The 2020 Census was unlike any other; one we will likely be talking about for years to come. Despite challenges, we persevered with the support of our partners. Your support was an integral part of our success.

Decennial Census data shapes decisions about how billions of federal dollars are spent each year for critical community services and will determine political representation in Congress, along with shaping redistricting and local school districts. Your tireless work on behalf of the 2020 Census to ensure everyone was counted--*once, only once, and in the right place*--will leave a positive decade-long imprint on our communities.

We so are grateful for your support and look forward to a continued relationship. We may have the opportunity to engage virtually in the coming weeks to share our preliminary findings, or this spring, to discuss ways to access and use data from data.census.gov. In the meantime, if you are interested in learning more about Census Bureau data products, please visit census.gov.

Until then, stay well and know that your work is truly appreciated.”

Regional Thank You Video

<https://www.youtube.com/watch?v=olEgaRYKWMw&feature=youtu.be>

Very respectfully,
Renee

Renee Martinez, Partnership Specialist
Dallas Regional Census Office / Field Division/ Denver Region
U.S. Census Bureau
email: renee.j.martinez@2020census.gov
mobile: (719) 948-7208

Respectfully submitted,
Jon Walker
Executive Director