

**PUEBLO CITY-COUNTY LIBRARY DISTRICT**  
**Report of the Executive Director – November 2021**  
**Submitted to the Library Board of Trustees**  
**December 9, 2021**

**Barkman Library**

**In-Person/Outdoor Programs**

- **Family Storytimes**  
 Family Storytime Provided by Staff  
 Total Attendance: 15
- **Dancing Gummy Worms Science Experiment**  
 How do you make a gummy worm dance? Come find out with this fun science experiment in conjunction with All Pueblo Reads!  
 11/04/2021 4:00pm Attendance: 7
- **Holiday Program Painted Wine Glasses** Evelyn Lile  
 First of Three adult programs for the Holidays  
 11/30/2021 6pm Attendance: 4
- **Switch Hangout** Staff Monitored  
 Hang out at the Barkman Branch and play some video games on the Nintendo Switch!  
 Attendance: 11
- **D60 Supper and Fun!** Evelyn Lile  
 Suppers provided by District 60, crafts and games were planned in conjunction with the meals.  
 11/1 – 11/30/2021 3:00-3:30pm Attendance: 47

**Passive Programs**

- **Barkman Trivia** Marcus  
 11/1/2021-11/30/2021  
 Marcus created weekly trivia that could be done at the main service desk.  
 Attendance: 22

**Kits2Go**

**Total Kits Provided in November: 140**

Created and distributed by Barkman Staff: 30

**Kit2Go: NaNoWriMo**

10/27/21-11/01/2021  
 Attendance: 10

**Tween/Teen Staff**

**Kit2Go: Candy Sushi**

11/01/21-11/07/21  
 Attendance: 25

**Youth YS**

**Kit2Go: Dinovember**

11/01/21-11/14/21  
 Attendance: 25

**Tween/Teen YS**

**Kit2Go: Dancing Gummy Worms, APR****Staff**

11/04/21-11/12/21

Attendance: 25

**Kit2Go: Autumn Activities****Youth****YS**

11/15/21-11/28/21

Attendance: 25

**Kit2Go: Dis de Los Muertos****Adult****Maria Smyer**

11/1/21-11/15/21

Attendance: 30

**Economic Development**

No specific Economic Development of note this month.

**Outreach**

- **CSU-Pueblo Preschool SPELL Drop Off**

Thu Nov 4, 10:00am – Kirsten Dees dropped off the Bears SPELL kit provided by Youth Services to the CSU-Pueblo Preschool/Child Care Center for use that month.

Attendance: 50

**Miscellaneous**

- Mobile Vaccination Clinic

Thu November 10, 2021 10:00-6:00pm

**Barkman Library General November 2021**

- Evelyn Lile joined the Barkman team as the new Program and Outreach Specialist.
- 10 patrons were served via curbside services in the month of October.
- 46 Bookings for staff and Patrons in the Meeting and Study Room for November

**Other Staff Meetings and Training****Alicia Griebel (Manager)**

- Managers Training "Communicating Assertively: Finding Balance" 11/09/2021
- Open Enrollment Meeting 11/18/2021
- PSM: 11/22/2021
- Librarian Interviews: 11/18 & 11/30/2021
- Meeting w/ Terri Daly Librarian Position 11/29/2021

**Ruby Vigil**

- Nesbit Committee 11/24/2021
- No Staff Meeting in November due to lack of staff and coverage needs.

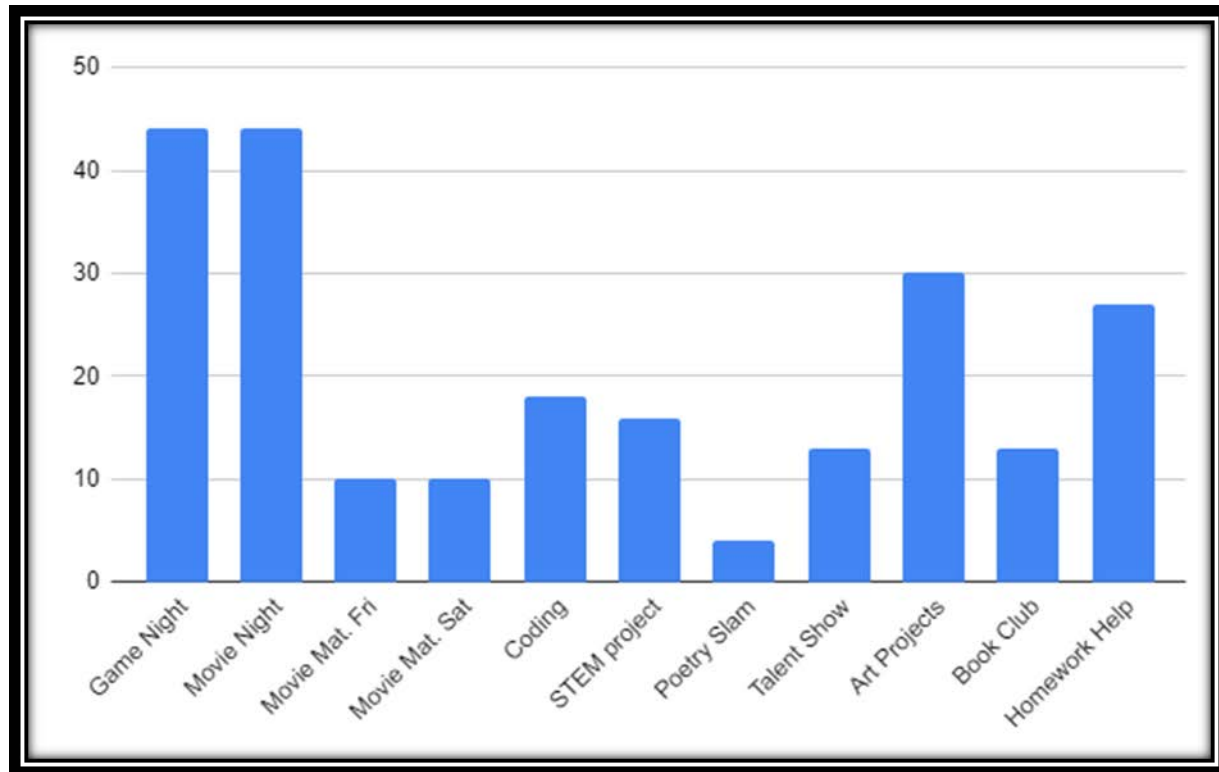
## **Giodone Library**

**Calls Taken** – Jan. 625, Feb. 337, March- 366, April- 286, May- 245, June – 455, July- 485, August – 363, September – 399, October 368, November 296

**Book Displays** – Native American & New Books by Candace

**Community** – 11/10 Sandy and Kayci went to Vineland Middle School to show students how to utilize their Connect Ed Cards to access the public Library. -106

At Vineland, we surveyed the 6<sup>th</sup> Graders about types of programs they'd be interested in and here are the results:



**Avondale** – Lorina hosted an afterschool craft time at Avondale on Mondays 3-5pm. – 59

**Vaccination Clinic** – Nov. 18<sup>th</sup> hosted Vaccination Clinic Bus

### **Programming**

- **Youth** Preschool storytimes Monday's at 11am– 12

#### **Youth Kits:**

Kit2Go:

- Happy Holidays - 4
- Autumn Activities -25
- Día de los Muertos - 12
- Dinovember -21
- Candy Sushi Kit - 20

- **Adult** –Lorina hosted 2 adult craft Kits2Go:
  - Dip Mix Ornament - 60
  - Grinch Earrings – 20
  - Clay Pot Scarecrow Candleholder - 20
- **Rawlings Sponsored Adult Programs:**
  - RRA – Maria Smyer teaching ESL Intermediate English on Thursdays – 11

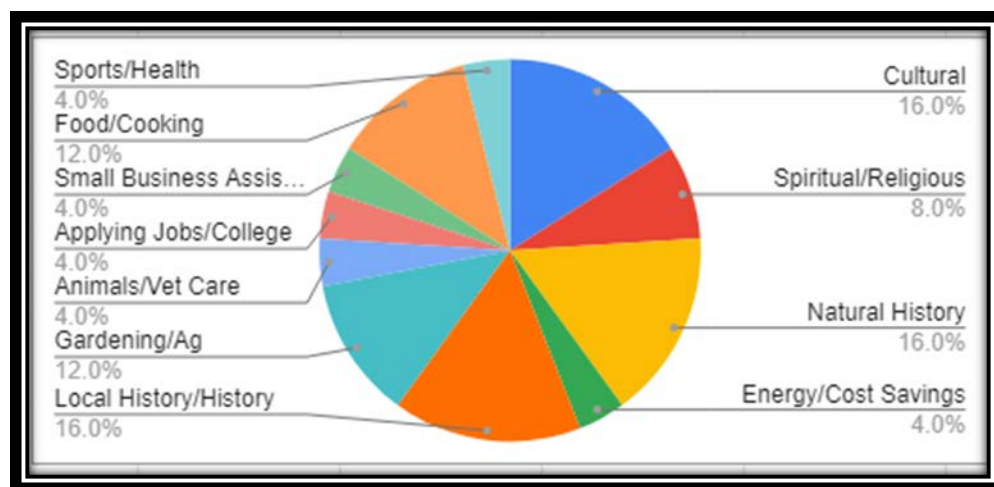
**Crochet Club** meets weekly on Fridays, hosted by Kayci and Sandy, with a total of 25 for the month.

**Giodone Book Club** – Celebrated Native American History month by reading The FireKeeper's Daughter by Angeline Boulley. – 3

**Curanderismo Program** – Sandy organized a speaker Judy Baca from CSU Pueblo's Chicano Studies program to give this lecture. **12**



We also surveyed attendees about future program interests see below for results:



## Branch Training – Staff are tracking trainings here -

<https://docs.google.com/spreadsheets/d/1B0B3Vf4o3tyibDcZGU4yqv7G1avPh4gN99aZ0omDTeU/edit?usp=sharing>

11/6/21	Stephanie	Boosting Youth Workforce Readiness
11/09/21	Sandy/Kayci	Mgr Training, Communicating Assertively: Finding Balance
11/09/21	Sandy	Outreach Series: Session Five – Event Services, Community Conversations, and Feedback Loop
11/12/21	Sandy	Manager Training
11/18/21	Candace	Beyond the Job Description: Ten Particular Tips for the New Rural Library director
11/18/20	Candace	Self-Care: How to Increase Productivity while Avoiding Burnout
11/18/21	Stephanie	Virtual is Here to Stay: Making Online Sessions Fun and Focused
11/18/21	Sandy	Library Dementia Services
11/29/21	Sandy	Public Services, RRA, etc.

## Meetings

Kayci - Lead CAL EDI meeting, attended PSM meeting

Sandy – Open Enrollment Meeting, and met with Kirsten Dees on Early Literacy

Lesley & Candace attended Nesbitt Meeting

## Economic Development – Nov. - None

<https://docs.google.com/spreadsheets/d/1Eavu3MeZ6Z3mfR0prTaEBwaUHp5bVTRFLWEismnpS8I/edit#gid=114929705>



Giodone's Pumpkin Decorating entry won First Place in Nesbitt's pumpkin decorating contest.

## Kayci's Training work –

- Added an 8-part Outreach Series from Colorado State Library and High Plains Library district to our Programming and Outreach class in Niche Academy.
- Updated Claims Return Procedures.

- Added ASL training based on suggestion from staff. Added Anatomy of a Storytime Literacy Message to programming class.

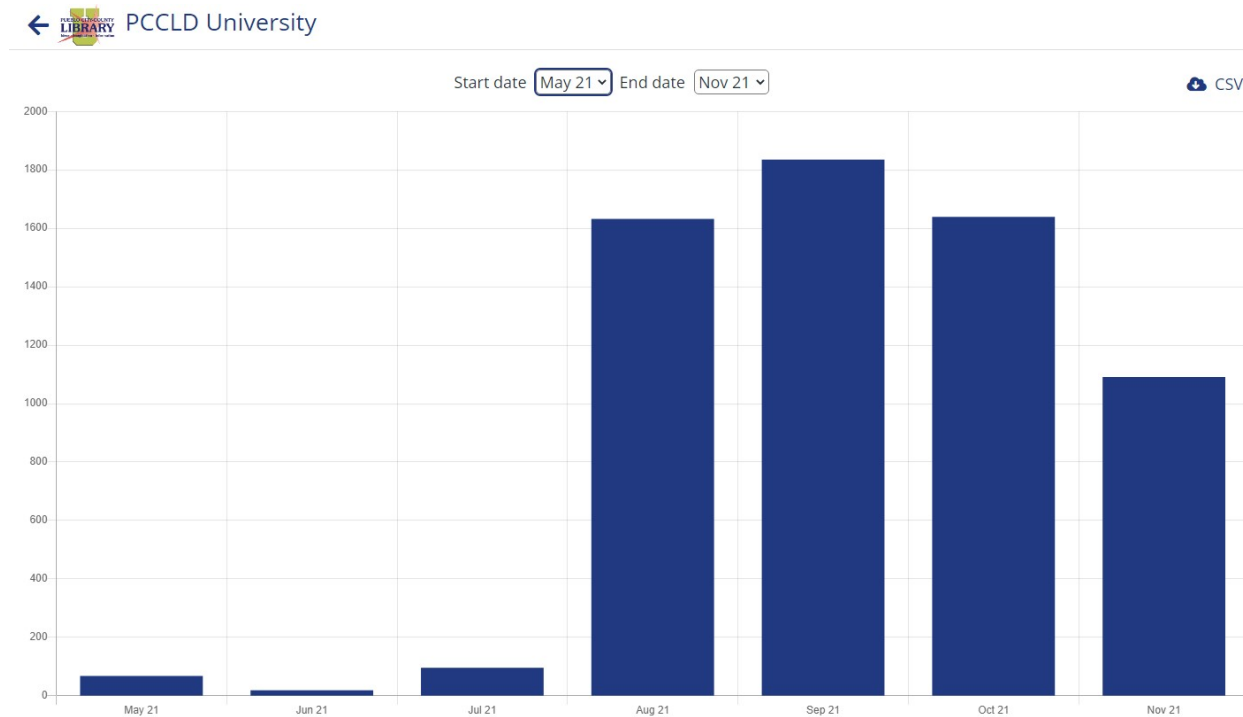
Took notes from the book Ask Listen and Empower – Grounding your library work in community engagement -

[https://docs.google.com/document/d/1Bhh9bqdfnXbL0MpHfIJpmdc2Y-M8H26k4\\_BD-xHtpEE/edit?usp=sharing](https://docs.google.com/document/d/1Bhh9bqdfnXbL0MpHfIJpmdc2Y-M8H26k4_BD-xHtpEE/edit?usp=sharing)

Click the following link for usage stats from Niche Academy...

[https://docs.google.com/spreadsheets/d/16UiweO-](https://docs.google.com/spreadsheets/d/16UiweO-yfKxHG3PPh65gRlqizXWJGQR/edit?usp=sharing&ouid=105737530738076522049&rtpof=true&sd=true)

[yfKxHG3PPh65gRlqizXWJGQR/edit?usp=sharing&ouid=105737530738076522049&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/16UiweO-yfKxHG3PPh65gRlqizXWJGQR/edit?usp=sharing&ouid=105737530738076522049&rtpof=true&sd=true)



## Greenhorn Valley Library

### **YOUTH PROGRAMMING**

Ongoing programming:

Music and Movement Storytime Tuesday mornings.

Teen Night Thursday afternoons/evenings.

Friday mornings are reserved for Video Games.

### **ADULT PROGRAMMING**

- Sip n Stroke, 11/6, 15 participants
- Beginner's Yoga w/ Ashley on Wednesday evenings



## **FAMILY PROGRAMMING**

Family Craft activity every Friday afternoon

Saturday Movie Matinee:

The Muppet Movie

Jack Frost

- Kits 2 Go:
  - Dinovember
  - Autumn Activities
  - Happy Holidays

## **OUTREACH PROGRAMMING**

Rye Elementary: Reading Pays

## **EXHIBITS AND DISPLAYS:**

Roaring 20s Travelling Exhibit attendance for November is 162.

Here are a few pictures of the many displays for November.



No Shave November

Who is She?

The versatile Nicolas Cage

We continued a passive Thanksgiving themed scavenger hunt and coloring activity with over 65 participants.

### CALL CENTER

The Greenhorn library fielded 249 calls while serving as Call Center on Mondays, Wednesdays, and Saturdays in November.

### ECONOMIC DEVELOPMENT PROGRAMS AND ACTIVITIES

None this month

### BEULAH SATELLITE LIBRARY

Date	Number of visitors
11/2	27
11/9	30
11/16	0 remote school day

11/23	0 Thanksgiving week
11/30	28

## **Lucero Library**

### **Librarian--Jerry**

In person programming

Age: Teen /Tween

Description: After School is Cool

# participants: 400

In person programming

Age: Teen /Tween

Description: Risley Reading Club

# participants: 40

All Pueblo Reads Program

Age: Teen/ Tween

Description: Lego Builders

# participants: 15



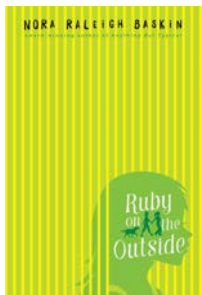
Virtual programming

Age:All Ages

Description:Tales from the stacks (Ruby on the outside)

#views: 40

Photo:



### **Jessica Full Time POS**

**Adult in person programming:**

Any Book Club

Age: Adult

Description: The Any Book Club (ABC) meets twice a month to share stories about their recent reads. Each adult member gets to review the books they've read recently so others can learn about what's great and, sometimes, what's not!

Total # participants: 2

### **Crafty Crew**

Hello Winter! Wood Burning Sign

Adult patrons participate in creating a unique wood burning sign.

# participants: 14

Photo:



### **Outreach**

- Name of agency/person: Oakshire Gardens Assisted Living  
11/3/2021 Activity: Fall Leaf Art  
# participants: 4
- 11/17/2021 Activity: Pinecone Owls  
# participants: 3

Photo:



### **Adult Virtual programming**

#### **Long Dangle Earrings**

Age: Adult

Description: Tutorial on how to make leather cord long dangle earrings.

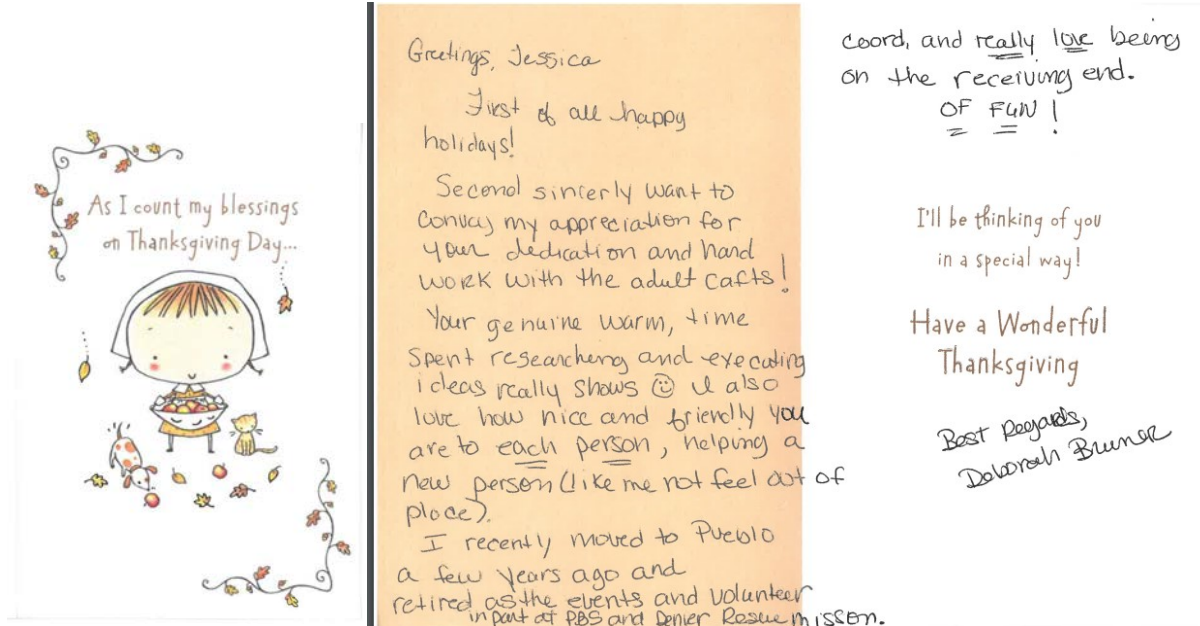
# kits: 35 (Leather pieces and earrings hardware (hooks and jump rings))

#views: 23

Photo:



Note received from Patron:



## Britt Part Time POS

### In person programming

Age: Youth/Tween

Description: Construct It! Journals

# participants: 12

Photo:



Age: Youth/Tween

Description: Construct It! Bags

# participants: 13

Photo:

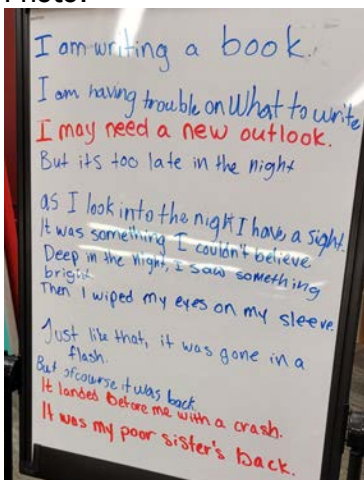


Age: Tween

Description: Poetry Club

# participants: 8

Photo:

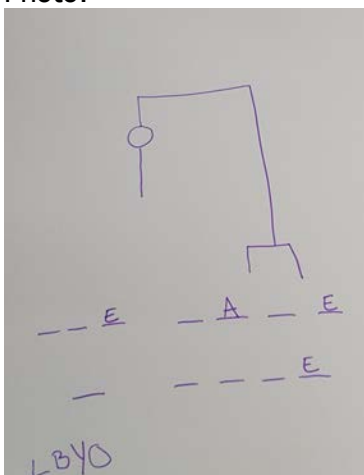


Age: Youth/Tween

Description: Construct It! Hangman

# participants: 6

Photo:



Age: Tween  
Description: Perler Beads  
# participants: 13  
Photo:



Age: Tween  
Description: Perler Beads  
# participants: 3  
Photo:



Age: Tween  
Description: Poetry Club  
# participants: 0  
Photo:

### **Virtual programming**

Age: Youth/ Tween  
Description: Apple Volcano  
#views: 28  
# kits: 20  
Photo:



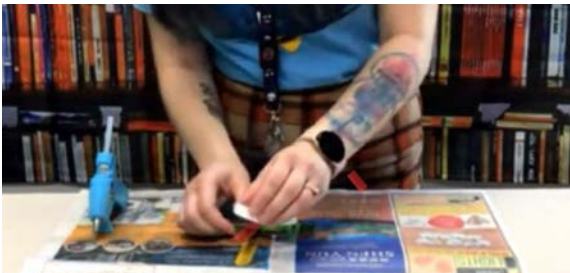
Age: Youth/ Tween  
 Description: Red Poppy  
 #views: 4  
 # kits: 20  
 Photo:



Age: Youth/ Tween  
 Description: Fall Leaf  
 #views: 20  
 # kits: 20  
 Photo:



Age: Youth/ Tween  
 Description: Pumpkin Candy Catapults  
 #views: 19  
 # kits: 20  
 Photo:



## Community outreach

Name of agency:

Purpose:

## Game system

Number of participants: 92

## Lunch program

Number of lunches: 295

## Books a la Cart

Name of agency(ies)

Total number

## Passive Programs (take and makes)

Total: 413

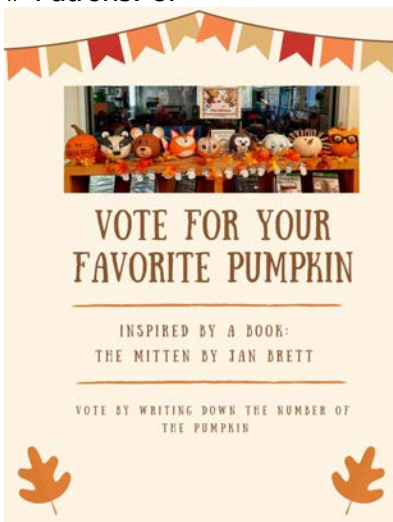
Photos:



## Passive Program

Vote for Favorite Pumpkin

# Patrons: 87



What are you thankful for Turkey

Total: 29



### **Staff meeting highlights:**

- Ice breaker
- Gifts and hooks
- Teamwork presentation from Kristi
- Components of a productive team
- Teamwork activity
- Group discussion regarding staff usage of their cell phones

## **Lamb Library**

### **JENNIFER TOZER (Branch Manager)**

#### **Vaccination Clinics**

- 11/9

#### **Meetings/Trainings**

- 11/2: Ben Leichtling
- 11/9: Manager Training Workshop
- 11/10: Ben Leichtling
- 11/17: Ben Leichtling
- 11/17: Monthly Meeting with Sherri
- 11/18: 3 Librarian Interviews
- 11/18: Open Enrollment Meeting
- 11/19: 3 Librarian Interviews
- 11/22: 2 Librarian Interviews
- 11/22: PSM Meeting
- 11/24: 2 Librarian Interviews
- 11/24: Ben Leichtling
- 11/30: Librarian Interview & PFP meeting

#### **Display**

Books We're Thankful For (Staff Picks)



**Art Exhibit of the Month: Jillian's Jellyfish (National Jellyfish Day)**  
**Exhibit attendance: 240**



**Exhibit of the Month: Steel/Energy Exhibit in partnership with Special Collections**  
**Exhibit attendance: 240**



## **RACHEL PACKARD (Program & Outreach Coordinator)**

### **Children's Programs**

#### **Fun Friday**

11/12 Dinovember - 6 attendees  
11/19 Printmaking - 15 attendees  
11/26 Legos - 6 attendees

#### **Toddler Storytimes**

11/10 9 attendees  
11/17 5 attendees

#### **Family Storytime**

11/12- 3 attendees  
11/19- 5 attendees  
11/26- 6 attendees



#### **Teen/Tween hangouts**

11/2 Sew a Donut Teen Night- 5 attendees  
11/3 Sew A Donut Tween Night - 6 attendees  
11/9 Board Games Teen Night - 4 attendees  
11/10 Board Games Tween Night- 3 attendees  
11/16 Printmaking Teen Night- 4 attendees  
11/17 Printmaking Tween Night - 10 attendees



11/23 Switch Night Teen- 3 attendees  
11/30 Movie night Teen - 4 attendees

### **Centralized Kits2Go**

#### **Youth**

Dinovember 50  
Autumn Activities 50  
Young Adult  
Candy Sushi -20

## Adult Programs

POV Film Screening - The Song of the Butterflies-

3 attendees

Writing Workshop- 10 kits 80 views



## Displays

Just Write

Fairy Tales Retold

National Picture Book Month



## Trainings

SLJ LibraryCon LIVE Nov 10th

### MARY KRATZ (Customer Service Representative)

- **Gate Count: 4812**
- **Meeting Room Use:** used **27** times for non-library functions
- **Study Room Use: 23** people
- **Volunteer Hours: 14.25**
- **Legal Clinic attendance: 10**
- **Curbside Pickups: 3**
- **AWE: 121**

## Meetings

Lamb staff meeting, Nesbitt Committee meeting

## Displays

### Thanksgiving



### LOVELY MURRELL (Customer Service Representative)

#### Display: Non-Fiction November



This display did very well this month. Several of the books checked out from the display (Anita Hill , Gabrielle Union, Wolf Nation and the Book of Eels books)

### Book Bundles

I had two book bundle requests from patrons. I made two book bundles this month (Native American graphic novels and "Among the Stars": nonfiction books about space and planets) but they did not check out.

### Book Club

I don't do my book club in November or December so there is nothing to report there.

## LISE CHRISTOFFERSON (Material Handler)

**Display: Native Americans** (artwork is by Begay - a native artist)



## MIKE GONZALES AND PAULA BRANDIMARTE (Customer Service Representatives)

### LIBRARY @ THE Y

- The Library @ the Y saw **1069** patrons in November during the 24 days they were open, which is an average of about **44/day**.
- For passive programs, they gave out **293** coloring sheets and **16** kits to children and **14** puzzles to adults.
- The Y also fielded **78** calls while serving as the Call Center.

### Exhibits

- Kid's Art  
Attendance: **59**



- History of the YMCA  
Attendance: **59**



## Displays

Kits 2 Go & Thanksgiving



## Pueblo West Library

### Community Display Cases

Model RR Veterans Day Display

### Exhibit

Southern Colorado Water Color Society Annual Show

### Programs:

Pueblo West Library held a total of 103 programs, club meetings, exhibits and Kits2Go with a total of 1596 participants.

Title	Date	Age group	Total attendance
Advanced Tai Chi	Mon/Wed	Adult	41
Beginning Tai Chi	Mon/Wed	Adult	28
Chair Yoga	Tues/Thurs/Fri	Adult	105

Daylight Book Club	Nov 03 2021	Adult	12
Mahjongg Club	Tuesdays	Adult	35
Mystery Book Club	Nov 18 2021	Adult	5
Pueblo West Genealogy Club	Nov 13 2021	Adult	6
PW Amatuer Radio Club	Nov 20 2021	Adult	18
PW Book Club	Nov 29 2021	Adult	6
Senior Movement & Stretch	Mon/Wed/Fri	Adult	85
Society for Creative Anachronism	Wednesdays	Adult	25
Studio Time	November	Adult	4
Swedish Weavers	November	Adult	30
Tech Talk	November	Adult	10
Exhibit: Southern Co Water Color Society	November	Family	376
Coloring pages	November	Juvenile	100
Preschool Storytime	Thursdays	Juvenile	20
Jammie Storytime Live	Thursdays	Juvenile	155
Time for Tots : In Person	Tuesdays	Juvenile	132
Daylight Dungeons and Dragons	Nov 01 2021	Teen	5
Full Moon Dungeons and Dragons	Nov 20 2021	Teen	12
Let's Make!	Nov 06 2021	Teen	4
Teen Hangout	Tues-Thurs	Teen	126
Virtual Dungeons and Dragons	Nov 13 2021	Teen	10
Sports Card Collectors Club	Nov 05 2021	Teen	2
			1352

### **November Kits2Go**

Adult Craft Kit2Go: Paint By Color	Adult	24
QK N EZ Gratitude Game Kit2Go	Family	25
Kit2Go: Autumn Activities	Juvenile	50
Kit2Go: Dinovember	Juvenile	50
Preschool Kits2Go	Juvenile	30
Toddler Craft Kit2Go	Juvenile	65
		244

### **Economic Development**

PW contributed to the community's economic development by providing technology help to 10 customers.

## **Reference and Readers Advisory**

### **Crystal Talley - Digital Resource/Tech Trainer**

#### **Trainings/Meetings**

- PCCLD Manager Training Workshop
- International Pandemic Perspectives: Problem-Solving in Times of Crisis (Webinar)

- Supporting Formerly Incarcerated Individuals @ Your Library (Webinar)

## **Programs/Tasks**

- 11/2/21 - Computer Basics: All About Gmail 2 (6 attendees)
- 11/9/21 - Computer Basics: Google Docs (8 attendees)
- 11/16/21 - Computer Basics: Google Sheets (4 attendees)
- 11/23/21 - Computer Basics: Google Slides (4 attendees)
- 11/30/21 - Computer Basics: Tackling the World Wide Web (3 attendees)
- Created and submitted Recommended Lists for December (Kanopy, Hoopla, Freegal)
- Assisted patrons with various technology issues, such as Hoopla, Kanopy, Microsoft products, etc, by phone, email and in person.
- 15 one-on-one appointments for device tutoring
- AskUs
- Research assistance requests
- 5 Notary appointments completed

## **Thad Stelter - RRA Program and Outreach Specialist** **Programs for November**

-Will be moving virtual programs to Wednesday mornings.

- Food Time!: Moo Goo Gai Pan (Virtual), November 10, 2021
  - 28 Views



- 
- To Dye For: Aprons (In Person @ Lamb), November 23 , 2021
  - 5 Participants

## **New Books Sent to the Pueblo Chieftain (Selections)**

-Fiction

- *The Sentence* by Louise Erdrich
- *Go Tell the Bees That I Am Gone* by Diana Gabaldon

- *The Island of Missing Trees* by Elif Shafak

#### -Non-Fiction

- *Both/And* by Huma Abedin
- *The Chancellor* by Kati Marton
- *Will* by Will Smith

#### Display to Honor Native American Heritage Month

- Featured Nonfiction and Fiction for both Adult and YA Indigenous Authors
- Included films and documentaries

## Sharon Rice Idea Factory Monthly Report: November 2021

### Programs

- 11/06/2021- Family MAKES! Popsicle Stick Scarecrows- 2 attendees
- 11/17/2021- Creative Concepts: Pinecone Firestarters- 7 attendees
- 11/19/2021- Maker Mania: Science is Awesome (virtual program)- 28 views
- **11/20/2021- Fiber Frenzy Felting Club @ Lucero- 13 attendees**

### Meetings, Trainings, and Community Outreach:

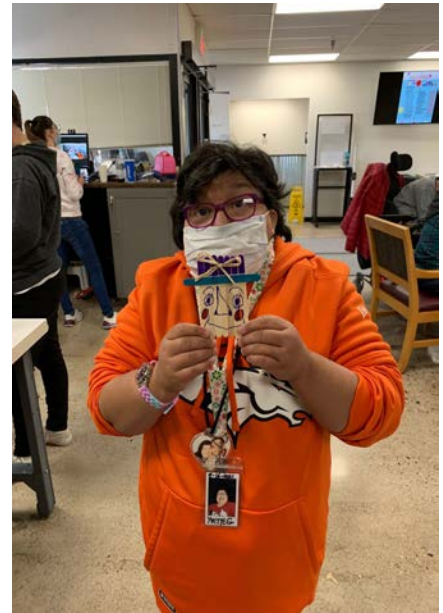
- 11/2/2021- CAMP Meeting with Jane Fraser, Emily Gradisar, and Karen Fogelsong
- 11/2/2021- Monthly Check-in Meeting with Regina Renee
- 11/09/2021- Manager's Training Workshop
- 1/18/2021- Outreach Class at Pueblo Diversified Industries- 46 attendees
- (Pueblo Makes Monthly Meeting cancelled for Thanksgiving holiday)
- 11/23/2021- CAMP Meeting with Jane Fraser, Emily Gradisar, and Karen Fogelsong
- 11/27/2021- Outreach visit to Artisan Textile Company for 6th Anniversary Celebration- 9 attendees

### Other

- 6 notary appointments taken
- Finalized terms of Next 50 Initiative Grant- will run from January 1st, 2022 until January 1st, 2023
- Facilitated 2 community makers in finding tools and services needed- Johnny's Boiler Shop at Watertower Place and the STEM Center at PCC are both willing to help library makers with access to tools and materials we do not have here!
- Beginning discussions with makers in the Pueblo community about ways we can help support micro businesses and cottage businesses to become successful

### Thingiverse Statistics:

- Views: 0
- Downloads: 156



## Kathy Kearney HOMEBOUND SERVICES NOVEMBER 2021

Homebound Services added 2 new customers and a new volunteer.

- Customers 18
- Volunteers 10
- Volunteer hours 10
- Circulations new 58
- Renewals 50
- Discards items given 4

Total circulations 112

## OTHER PROGRAMS

7 PEOPLE ATTENDED NORTH OF FIFTY MEETUP 11/8

North of Fifty Online

29 pageviews

11 pageviews

## Hispanic Resource Center November 2021 Report



### HRC Programming

#### SRP: Maria's Kitchen

- Trejo's Tacos: Recipes & Stories from L.A. by Danny Trejo - Carnitas = 3 views (total 20)
- Rawlings Library Facebook Live Ottolenghi's Blood Orange Chili Flan = 26 views
- Rawlings Library Youtube Ottolenghi's Blood Orange Chili Flan = 6 views
- On Demand : Sweet Potato Galette = 30 views
- On Demand: Tomato and Caramelized Onion Galette = 19 views

Total = 84

#### Bilingual Storytime

Bears Are Big / Osos Son Grande by Douglas Florian = 4 views (14 total)

#### Cuentos en Español/Spanish Storytime

Ivo y los Lobos by Brenda Legoretta = 2 views (10 total)

**Total Virtual views: 100 views**

#### English Language Program

The week of Sept. 13th, we resumed our English classes and the semester ended Nov. 18th. Total attendance for the classes in November was 31.

## Total Hispanic Resource Center Programming: 376



### Outreach

#### **Día de los Muertos / Day of the Dead Kits to Go and Community Altar**

Jacque and I worked on a community ofrenda for Dia de los Muertos on the 4th floor. We had quite a bit of participation for a large display of photos of loved ones to be honored. We had 200 Ofrenda Kits to go for Rawlings, Lucero, Barkman and Giodone.

#### **El Centro de los Pobres**

On Nov. 18th, I took book donations and 45 Craft Kits to Go to Sister Nancy for the migrant families the center serves.

#### **Chicano Archives Committee**

On Nov. 12th, the Chicano Archives Committee met with the new Atzlan Center Director and CSU-P's President. The Aztlán Center will be dedicated to the study of Chicanx, Latinx and Indigenous Peoples and Environments of the Southwest. This Center will sponsor research, lectures and events, as well as community outreach. The focus of these activities is to advance knowledge on the campus related to the culture and history of the region, encourage the teaching of Southwest Studies, and to broaden the base of potential students for Chicanx Studies courses.

We are looking forward to being a part of the New Atzlan Center while we continue to support the Colorado Chicano Movement Archives.

#### **Parent Connects Committee**

On Nov. 16th, I met with the Parent Connects Committee. I updated them on our library programs, Rawling's renovation, English Classes and let them know about the new Atzlan Center at CSU-P.

### **Rebecca McGhee Adult Learning Program - November 2021**

<b>Adult Literacy, Numeracy, GED Prep One-to-One coaching numbers:</b> <ul style="list-style-type: none"><li>• 9 willing coaches</li><li>• 2 active coaches</li><li>• 2 active learners</li><li>• Coaching Hours - 10</li><li>• New Inquiries - 8</li></ul>	<b>Career Online High School numbers:</b> <ul style="list-style-type: none"><li>• 19 - active COHS students in attendance</li><li>• 0 - Graduates in the last 30 days</li><li>• 1 - Scholarship interviews</li><li>• 20 - One-to-one coaching with students</li></ul>
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<ul style="list-style-type: none"> <li>• New Matches - 0</li> <li>• New Enrollments - 0</li> </ul> <p><b>**Emilie P.</b> about her learner: Svetlana who is taking English classes with Maria and working with her. Svetlana wants to study for the TOEFL exam.</p> <p><b>**Margery H.</b> about her learner Lena: We continue to work on fractions, measurements, and clock time. We started to work on multiplication and division.</p> <p><b>Total Attendance: 16</b></p>	<ul style="list-style-type: none"> <li>• 4 - COHS Support/Check-in Meeting</li> <li>• 2 new self-assessments</li> <li>• 2 enrolled in the 30 day probationary</li> <li>• 3 extension scholarships awarded</li> </ul> <p><b>Total Attendance: 47</b></p>
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<p align="center"><b>Special Project Updates &amp; Collaboration:</b></p> <p><b><i>Adult Learning Program Collection Update</i></b></p> <p>The collection was weeded and refreshed with \$1352.50 of print materials and \$1222.24 in eBooks. <a href="#">Peggy Bilger</a> and <b>Elizabeth Flores</b> from tech services were incredibly helpful and taught me so much about collection development that I did not know. Elizabeth is going to help me create reading lists for the collection to help promote circulation of materials. <a href="#">Thad Stelter</a> offered to help curate a display to promote the collection as well.. <b>Nate Petrov</b> and <b>Carol Perea</b> helped reorganize the collection using the Dewey Decimal system to create consistency with the rest of the library. Nate had some wonderfully innovative ideas about collection organization, but we decided it made sense to stay consistent with the larger PCCLD collection.</p> <p><b><i>SEL Tutoring: GED Partnership</i></b></p> <p>In November the PCCLD team met to review SEL's expectations to determine the deliverables on PCCLD's side for the AEFLA Grant Partnership.</p>	<p align="center"><b>Other Program Numbers</b></p> <p>(includes all inquiries that are not for one-to-one coaching or COHS and all referrals: all advising and support by administrator):</p> <p><b>External Referrals:</b></p> <ul style="list-style-type: none"> <li>• <i>SEL Tutoring</i> - 3 <ul style="list-style-type: none"> <li>○ 2 Adult Learner</li> <li>○ 1 Community Agency</li> </ul> </li> <li>• <i>TRiO Referral</i> - 0</li> <li>• <i>UniteUs</i> - 0</li> <li>• <i>The Pueblo Workforce Center</i> - 1 <ul style="list-style-type: none"> <li>○ Adult (over 21) - 1</li> <li>○ Youth (17-21) -</li> </ul> </li> </ul> <p><b>Internal Referrals:</b> community agencies included The Center Towards Self Reliance and Crossroads.</p> <ul style="list-style-type: none"> <li>• <i>Crystal: one-to-one tech support (x2)</i> <ul style="list-style-type: none"> <li>○ Adult Learner - 2</li> <li>○ Community Agency - 2</li> </ul> </li> <li>• <i>Maria: ELL Classes (x3)</i> <ul style="list-style-type: none"> <li>○ Adult Learner - 1</li> <li>○ Community Agency - 2</li> </ul> </li> </ul> <p><b>Total Referrals: 9</b></p>
<p align="center"><b>Video Programming Numbers:</b></p> <p><b>No new videos in November</b></p>	<p><b><i>NorthStar Online Learning Enrollment - NSOL</i></b></p> <p><i>New Enrollments: 0</i></p> <p><b><i>Total Enrollments: 16</i></b></p>
	<p><b>Total Attendance: 87</b></p>

### \* Professional Development & Meetings \*

11.01.2021 - Northstar Meeting with Crystal Talley and Tonya Lewis who works for the Charlotte-Mecklenburg Library System  
11.02.2021 - Meeting with Regina Renee Ward and Crystal Talley regarding Northstar Digital Literacy  
11.09.2021 - PCCLD Manager Training Workshop: Communicating Assertively: Finding Balance  
11.17.2021 - Meeting with Michele Hjorting the Adult Services Lead Librarian at Prescott Valley Public Library in Arizona regarding Northstar Digital Literacy  
11.19.2021 - Northstar Digital Literacy Virtual Proctor training  
11.22.2021 - Northstar Digital Literacy Presentation at PSM meeting  
11.29.2021 - Meeting with COHS regarding the dashboard changeover from Gale Cengage to Smart Horizons  
11.29.2021 - COHS Support Meeting check-in with Students  
11.29.2021 - Met with Kristen N. from COHS/Smart Horizons to finalize our new Dashboard for students as we move from Gale-Cengage to Smart Horizons managing the COHS systems beginning 2022

### \*Outreach & Partnerships\*

11.18.2021 - Linda Schaffer Pueblo County Colorado Works caseworker regarding COHS Diploma opportunities  
11.18.2021 - SEL Tutoring Partnership team meeting regarding MOU  
11.19.2021 - Julie Francis at Crossroads regarding Adult Learning Program opportunities at PCCLD  
11.20.2021 - Workforce Center Committee - Pueblo's Future is Better Together  
11.23.2021 - Nate Rees at the Center Towards Self-Reliance regarding Adult Learning Program opportunities at PCCLD

## User Services

### **DIRECTOR:**

- Jill Kleven began working with Robert Childress and Laptops Anytime to select the devices that would be chosen for the laptop lending machines.
- Jill worked with others in Finance and Circulation to determine the library would no longer use Wakefield & Associates for collecting on customers' library debt. Other options are being explored.
- Jill attended the OCLC Global Council Meeting on November 10<sup>th</sup> in her new position as ARC Regional Delegate at Large.
- Jill continued to work with Nick Potter, Jennifer Tozer, and Nicki Lawless on Embedding Evaluation. Surveys were sent out to participants of the Reading Pays program as well as focus groups were organized for school media specialists for December.
- Jill worked with various managers who have staff vacancies to find substitute coverage.

### **COLLECTION DEVELOPMENT:**

- Theia Bravo and Elizabeth Flores finished their end of year ordering in mid-December. Patron requests continue to be purchased through the end of the year through Amazon.
- Weeding lists continued to be sent out to Rawlings to reduce the collection before the renovation.

### **CATALOGING:**

- Peggy Bilger continued to work on the hotspot recall and many new Verizon hotspots have been issued to patrons.

**ILS:**

- A major upgrade to Koha took place on Nov 30<sup>th</sup>. Daniel Gaghan made a training video to staff to view the changes that were happening with the upgrade.

## **Special Collections and Museum Service**

### **Reference Statistics**

#### Obituaries, Document Delivery, Circulation, and Indexing

- Microfilm used: 122
- 6 obituary requests completed - Tabitha D.
- 84 obituaries, 1 Ask Us, 1 article requests in progress - Tabitha D.
- 26 photo files used
- 2 archival boxes, 4 biography vertical files, 1 Colorado vertical files, 12 Pueblo vertical files used
- Western Research Ref-books: 120 Reference Maps: 19
- SC-Loan checked out: 36; in-house uses: 133
- John Korber's Business Buildings binders indexed through Volume 62 - Tabitha D.
- Korber Biography binders scanned through Volume 21 (Q-R) - Tabitha D.

#### Digital Collections and Database Usage

- Ancestry.com searches - 1,932
- Ancestry.com sessions - 131
- CONTENTdm item views: 2,054
- CONTENTdm items: 11,280
- CONTENTdm
  - Users: 289
  - New Users: 273
  - Sessions: 350
  - Page views: 3,447
  - Virtual Exhibit page views: 52
  - CONTENTdm accessed from: Canada, Australia, Chile, India, Netherlands, Philippines
- Digital Public Library of America, Plains to Peaks Collective - Item views: 11, Click throughs: 2, Users: 5, Sessions: 7
- Colorado Historic Newspaper Collection
  - Colorado Weekly Chieftain - page views: 595, title searches: 86
  - Colorado Daily Chieftain - page views: 3,505, title searches: 98
  - ArchivesSpace - Users:97, Sessions:117, Session Duration Avg.: 3m 24s

### **Archives**

#### **Archives Projects**

Cecily collected all the deeds of gift and accession paperwork and added them to the Master Accession spreadsheet. We have over 230 collections/donations in this spreadsheet as of today.

Cecily continues to access and process the unprocessed materials in the vault.

Collections accessioned and processed in November:

Archuleta Short Story Collection: <https://archives.pueblolibrary.org/repositories/2/resources/81>

Dodds Publications Reference Collection: <https://archives.pueblolibrary.org/repositories/2/resources/75>

Governor Alva Adams Collection: <https://archives.pueblolibrary.org/repositories/2/resources/80>

Pueblo Education Collection: <https://archives.pueblolibrary.org/repositories/2/resources/76>

Tommy Franklin Harrell Papers: <https://archives.pueblolibrary.org/repositories/2/resources/77>

## **Digitization**

400 images, digitized from slides within the Bill Buckles subseries of the CRAA collection, were added to CONTENTdm. These items are now available for the public to view.

## **Special Collections & Genealogy Reference**

The Consumer Index information link about DNA on our webpage is dead and we are looking for two DNA sites, one that is informational and another one that explains what can be expected when a DNA test is taken. Two sites are being looked at for consideration and Michelle will set them up in December.

Charlene did a translation of a birth certificate in Spanish for a patron, then guided her in sending it by Fax to a relative in Zacatecas, Mexico what our copier machine. It took a while but it went through. It had to be scanned first and sent to Charlene's email address in order to send it.

Charlene is working with History Colorado, El Pueblo Museum and others organizations from Denver to bring a documentary produced by the Denver Post and others called, 'Chicanas, Nurturers and Warriors,' to Pueblo.

Charlene continues working with Carolyn Lowery on the transcription of oral histories and she will soon start on the ones about the building or the Pueblo Reservoir.

Charlene and Hannah have been working on the vertical files and have caught up categorizing them and Hannah is almost finished filing them. The Pandemic files have been turned over to Cecily since many of them are about the library's handling of the pandemic. This is being done for historical documentation as we have lack of documentation for the Spanish Flu of 1918. With the lack of the Pueblo Chieftain reporting very little local news we are looking for other sources to use for the vertical files. A new "Star Journal" may be published in the future. Meanwhile if anyone has suggestions for other newspapers to use for our vertical files please recommend them.

Charlene has selected ten more theses to be bound and Hannah is preparing them for the bindery as well as the last batch of magazines which will be about another 150 magazines.

Charlene sent the last of the orders for this year's book budget. Among them is a DVD on Damon Runyon produced by John Johnson and a book on stories about Pueblo published by storyteller, Jane Milne.

Purchased the last poster available on musicians of Pueblo from Frank Arteaga. These are very rare and should help in the project CU-Boulder is doing called Soundscapes on Pueblo musicians

Charlene has been answering a larger amount of questions coming in on AskUs, as probably other members of our staff have been doing, including topics such as Mutual Society groups in Pueblo, Pueblo's connection to the Ludlow Massacre and Charles and Molly Goodnight.

Charlene helped members of the desert Art LAB with information on water sources. This organization had a Sun, Soil, and Water Summit in November organized by the Pueblo Food Project.

## **Infozone**

IZ attendance: YTD: N/A, IZ closed  
Adult Zumba: 0  
YTD Attendance: N/A, IZ closed

## Programs & Exhibits

### Physical Exhibits:

*Lamb Branch* - continued to display Xcel exhibit, was installed on Dec. 2nd at Giodone and will be there through February 2022

*Barkman Branch* - installed "Pueblo's Mr. Baseball" exhibit and will be on display through February 2022

*GHV Branch* - continued to host the "Pueblo in the Roaring 20's" exhibit through Dec 17, 2021.

The exhibit set up in late September by Charlene and Meghan showing Hispanic art, artists and other information for Hispanic Heritage month was taken down by Meghan. It was decided because first floor is not ready for exhibits, that the AIDS Quilt should be shown on third floor and Meghan installed it.

### Virtual Programs:

#### **November 3 - In recognition of Native American Month: Amaranth, The Forgotten Sacred Food**

Returns, with Eduardo Griego. Michelle showed it again on November 30 because it showed a little too early in November and wanted more people to watch this.

**November 4 - In recognition of NA month: Where is Aztlan, Stories of Aztec Origin** by renowned storyteller, Angel Vigil, from his book "The Eagle and the Cactus. Michelle showed this one again because of it being advertised so early in the month.

#### **November 18: Migrating Raptors, American Bird Conservancy**

Views: 26

With the Arkansas Valley Audubon Society, we played a recording of the American Bird Conservancy's video to prep for peak raptor migration.

#### **November 23: The Art of the Ribbon Skirt with Erlidawn Roy**

Views: 195

Learn how to make a basic ribbon skirt from start to finish with these step by step instructions for beginners. Demonstrated by Erlidawn Roy (Meskwaki, Anishinaabe, Laguna, and Isleta Pueblo)

From the simple to the elaborate, worn at a powwow or in the boardroom, brightly colored ribbon skirts are a modern take of the traditional clothing worn by Native American women and girls. Ribbon skirts are more than just fashion, they represent sacred femininity, honor heritage, and represent resilience.

#### **November 30: Mapping Experience: A celebration of diversity through language and landscape**

Views: 70

This talk explored some of the multiple ways of knowing, interacting, and communicating with the world around us. Rebecca Wood, Ph.D. discussed her work on documenting and analyzing storytelling in collaboration with the Seliš-Qlispe indigenous community, as they work to revitalize and reclaim their language, culture, and the landscape.

### Virtual Exhibits

Pueblo Roaring Twenties: 16

Muramoto: 17

## **Hispanic Resource Center November 2021 Report**



### **HRC Programming**

#### **SRP: Maria's Kitchen**

Trejo's Tacos: Recipes & Stories from L.A. by Danny Trejo - Carnitas = 3 views (total 20)

Rawlings Library Facebook Live Ottolenghi's Blood Orange Chili Flan = 26 views

Rawlings Library Youtube Ottolenghi's Blood Orange Chili Flan = 6 views

On Demand : Sweet Potato Galette = 30 views

On Demand: Tomato and Caramelized Onion Galette = 19 views

Total = 84

#### **Bilingual Storytime**

Bears Are Big / Osos Son Grande by Douglas Florian = 4 views (14 total)

#### **Cuentos en Español/Spanish Storytime**

Ivo y los Lobos by Brenda Legoretta = 2 views (10 total)

**Total Virtual views: 100 views**

#### **English Language Program**

The week of Sept. 13th, we resumed our English classes and the semester ended Nov. 18th. Total attendance for the classes in November was 31.

**Total Hispanic Resource Center Programming: 376**



## **Outreach**

### **Día de los Muertos / Day of the Dead Kits to Go and Community Altar**

Jacque and I worked on a community ofrenda for Dia de los Muertos on the 4th floor. We had quite a bit of participation for a large display of photos of loved ones to be honored. We had 200 Ofrenda Kits to go for Rawlings, Lucero, Barkman and Giodone.

### **El Centro de los Pobres**

On Nov. 18th, I took book donations and 45 Craft Kits to Go to Sister Nancy for the migrant families the center serves.

### **Chicano Archives Committee**

On Nov. 12th, the Chicano Archives Committee met with the new Atzlan Center Director and CSU-P's President. The Aztlán Center will be dedicated to the study of Chicanx, Latinx and Indigenous Peoples and Environments of the Southwest. This Center will sponsor research, lectures and events, as well as community outreach. The focus of these activities is to advance knowledge on the campus related to the culture and history of the region, encourage the teaching of Southwest Studies, and to broaden the base of potential students for Chicanx Studies courses.

We are looking forward to being a part of the New Atzlan Center while we continue to support the Colorado Chicano Movement Archives.

### **Parent Connects Committee**

On Nov. 16th, I met with the Parent Connects Committee. I updated them on our library programs, Rawling's renovation, English Classes and let them know about the new Atzlan Center at CSU-P.

## **Professional Development**

### **Professional Development**

Charlene attended a two-day virtual symposium at CU-Boulder November 5 and 6 on Los Seis de Boulder about six Chicanos who were killed in car bombings within two days in May 1974 and the investigation is still continuing. The students were protesting the negative treatment of Mexican-American students at the University of Colorado-Boulder. A monument was erected for them in Chautauqua Park on May 27, 2020. Much of the symposium was about ways incidents like this should be archived and recorded with several experts from around the country.

## Reference Statistics

### Obituaries, Document Delivery, Circulation, and Indexing

- Microfilm used: 158
- 48 obituary requests, 0 birth announcement, 3 Ask Us requests, 2 article requests completed - Tabitha D.
- 40 obituaries, 1 Ask Us, 1 article requests in progress - Tabitha D.
- 66 photo files used
- 0 archival boxes, 6 biography vertical files, 3 Colorado vertical files, 32 Pueblo vertical files used
- Western Research Ref-books: 163 City Directories: Census:
- SC-Loan checked out: 22; in-house uses: 74
- John Korber's Business Buildings binders indexed through Volume 55 - Tabitha D.
- Korber Biography binders scanned through Volume 21 (Q-Ri) - Tabitha D.

### Digital Collections and Database Usage

- Ancestry.com searches - 4,763
- Ancestry.com sessions - 210
- CONTENTdm item views: 1,611
- CONTENTdm items: 10,881
- CONTENTdm
  - Users: 309
  - New Users: 288
  - Sessions: 368
  - Page views: 2,796
  - Virtual Exhibit page views: 91
  - CONTENTdm accessed from: U.S.A, Ireland, Canada, Switzerland, Germany, France
- Digital Public Library of America, Plains to Peaks Collective - Item views:0, Click throughs: 0, Users: 0, Sessions: 0
- Colorado Historic Newspaper Collection
  - Colorado Weekly Chieftain - page views: 410, title searches: 86
  - Colorado Daily Chieftain - page views: 3,211, title searches: 86
  - ArchivesSpace - Users: 74, Sessions: 91, Session Duration Avg.: 5m 47s

## Archives

### **Archives Projects**

Blake continued processing of the CRAA collection, entering information into ArchivesSpace while Cecily was on leave. Blake worked with SER volunteer Gaola to create an inventory spreadsheet of published works in the collection, to add to the finding aid in ASpace. Blake processed material in the photographic slides series, processing the entirety of the Buckles, Crandall, Foster, Murphy, and Wagner subseries, with work beginning on the Rudolph subseries. Approximately 50 of the published works have been added to Archivesspace, with APA citations created for each entry. Work has also begun on the box of AV and computer materials containing VHS and compact cassettes, DVDs, and compact discs, with 25 items from the box being entered.

### **Digitization**

Metadata for slides from Bill Buckle's collection within the CRAA collection is being created. 400 slides have been selected for upload to CONTENTdm and 240 slides have had metadata assigned so far.

A scrapbook detailing community efforts to create a public swimming pool has been digitized and will be placed on CONTENTdm.

### **Special Collections & Genealogy Reference**

Hosted 8 CSU-P journalism students, providing a tour and instruction on reference materials available to them. Used three stations: Ancestry @ computers, microfilm readers, and reading room for vertical and photo files.

Patron Tracy Bray spent time with Bree P. and Charlene S. on genealogy research on the Salazar's and Vigils of the San Luis area.

Charlene worked with Dustin Hodge to select materials for digitization and use in a documentary produced by Hodge's CSU-P students, on the Chicano movement in Pueblo. Charlene shared the United Mexican American Students digital file donated by Freddy Trujillo, and Blake showed Hodge newly digitized films by Carmen Arteaga documenting the Chicano Movement in Pueblo circa 1973.

Charlene continues working with Carolyn Lowrey, our volunteer, on transcribing oral histories. She has one last one in a six-part series before she starts on the Fry-Arkansas tapes.

Charlene and Hannah are catching up on the vertical files and now have the Pandemic clippings ready to go into our files which Tabitha will prepare and Cecily will handle the library files.

Arcadia publishing sent a \$231 royalty check so the Pueblo books are still selling.

Helped Rebecca Atkinson, author of an up and coming book on Cathay Williams with some details on Williams that are in a book in the vault plus other information.

Charlene is still working with students from CU-Boulder on the historic musicians of Pueblo.

470 bound volumes of newspapers inventoried by Bree P., including physical dimensions and notes on preservation concerns.

### **Infozone**

IZ attendance: YTD: N/A, IZ closed

Adult Zumba:

YTD Attendance: N/A, IZ closed

## **Programs & Exhibits**

### **Physical Exhibits**

We will be taking down the current exhibit on the third floor but may leave the indigenous paintings for Native American month and hang some more. Charlene has placed several books with Native American themes.

### **Virtual Programs**

Charlene worked with Edwardo Griego and Michelle on a program for Native American month in November about "Amaranth, the Forgotten food." It was filmed October 30 and aired November 3 at 6 p.m. It is a cooking demonstration on making Amaranth pancakes as well as a historical presentation.

Charlene and Meghan filmed a virtual program with Angel Vigil, storyteller, from Denver on "Stories from the Aztec world," on October 28 which aired November 4 at 6 p.m.

Charlene coordinated a teaching day with Genealogist, Maria Clara Martinez, on November 4 from 10 a.m. until 4 p.m. She will be at the library helping individuals with their genealogy. All COVID precautions will be required.

**10/22** - 4-5pm - Lizzie Borden...Took an Axe, or did she? A Living History Portrayal by Leslie Goddard. Coordinated by Bree Pappan and facilitated by Blake Hatton. **72 views**

**10/21** - 6pm *Colorado Owls with Mark Yaeger* Views: 85  
Mark Yaeger showcased Colorado Owls with his paintings and illustrations interspersed with spectacular photos by Ron Drummond and Pearle and Clif Smith.

**10/27** - 6pm *Pueblo Art Walk: Celeste Velazquez* Views: 638  
This episode featured the paintings and levee murals of local artist Celeste Velazquez.

### **Virtual Exhibits**

#### ***Total Views:***

IZ Exhibits page: 32  
Pueblo RoaringTwenties: 3  
IZ Archived: 18  
Muramoto: 6

### **Hispanic Resource Center October 2021 Report**



### **HRC Programming**

#### **SRP: Maria's Kitchen**

- Trejo's Tacos: Recipes & Stories from L.A. by Danny Trejo - Carnitas = 3 views (total 17)
- Rawlings Library Facebook Live Lime and Coconut Potato Gratin = 32 views
- Rawlings YouTube Lime and Coconut Potato Gratin = 5 views

#### **Bilingual Storytime**

Bears Are Big / Osos Son Grande by Douglas Florian = 2 views (10 total)

#### **Cuentos en Español/Spanish Storytime**

Ivo y los Lobos by Brenda Legoretta = 1 view (8 total)

**Total Virtual views: 43 views**

### **English Language Program**

The week of Sept. 13th, we resumed our English classes. We offer Beginning, Intermediate and Advanced classes at three different library locations; Lucero, Barkman and Giodone. Our students are from all over the world and excited to learn English. Total attendance for the classes was 33, this does not include Lucero's attendance.

**Total Hispanic Resource Center Programming: 76**

### **Outreach**

#### **Día de los Muertos Around Pueblo**

I was connected to different organizations around town: CSU-P, Buell Children's Museum, El Pueblo History Museum, Pueblo Heritage Museum, Center for Health Progress and Impact Youth Initiative with the Pueblo Arts Alliance Studio. Each year we have events for the city of Pueblo to celebrate Día de los Muertos and for the first time, we combined our information for one big poster that will be shared throughout the city. YS and I have been working on Kits to go for Rawlings, Lucero, Barkman and Giodone.

#### **Chicano Archives Committee**

The Chicano Archives Committee was informed about the status of the candidates for the new Atzlan Center. The candidates have been chosen and we are waiting to hear from one of them. We will also be having a special meeting to meet the president of CSU-P on Nov. 12th.

#### **Parent Connects Committee**

On Oct. 19th, I met with the Parent Connects Committee. I updated them on our library programs, Rawling's renovation, English Classes, and Dia de los Muertos.

### **Volunteer Hours**

**Georgine Booms: 8.75 hrs**

**Fran Cosyleón: 8 hrs**

**Gaola Greer (SER CSEP): 121 hrs**

**Anne Whitfield: 8.25 hrs**

**Carolyn Lowry: 16**

**TOTAL: 162 hours**

### **Professional Development**

#### **Professional Development**

Blake completed the series of classes on PBcore, a metadata schema used to describe audiovisual resources.  
Bree:

10/4 - All Library Staff Day

10/7 - THC - 1pm. Beyond the Dinosaur Hall: Welcoming Young Children and their Adults into your museum.

10/13 - Niche Academy, 12pm (watched at a later time) Relighting your programming fire: Combatting Job-Related Burnout and Guilt to make programming fun again.

10/21 - Library 2.0, 1-4pm (watched at a later time) Libraries as Community Anchors

## **Youth Services**

Youth Services scheduled a couple of virtual programs with the weather turning colder. We had Tales of a Juggling Bard with Ann Lincoln, a children's program that included a juggling kit for children to learn how to juggle.



Our tween/teen virtual program was Relationships 101. Viewers learned the importance of healthy relationships.



Jacque Carter and Maria Smyer decorated the InfoZone with a beautiful Dia de los Muertos altar. Patrons and staff brought in photos of their loved ones. There was a Kit 2 Go for families filled with crafts and activities to make their own altar at home.



**Virtual Program Views - 534**

**Kits2Go - 853**

**Centralized Kit Use- 0**

### **Outdoor Events and Outreach- 0**

### **In Person Programs- 49**

### **Passive Programs- 28**

### **Total November- 1,464**

### **Total October- 4,798**

### **Detailed Breakdown**

#### **Virtual Programs**

11/2- Kirsten- Family Storytime- 92  
11/9- Jacque- Family Storytime- 59  
11/12-Kirsten- Ann Lincoln Juggling Program-88  
11/12- Ciara- Healthy Relationships- 62  
11/16-Kirsten- Family Storytime- 48  
11/23- Jacque- Family Storytime- 70  
11/30-Kirsten-Family Storytime- 115  
Total: 534

#### **Outdoor Events and Outreach**

There were no outdoor events or outreach events this month.

#### **In Person Programs**

11/2- Ciara- Teen Hangout- 4  
11/3- Ciara-Tween Hangout- 3  
11/4- Cara-Teen Hangout- 5  
11/5-Jacque- Storytime at Barkman Library-0  
11/9- Ciara- Teen Hangout- 7  
11/10- Natalie- Tween Hangout- 2  
11/17-Natalie-Tween Hangout-2  
11/18-Ciara- Teen Hangout- 9  
11/23-Ciara-Teen Hangout- 11  
11/24-Natalie- Tween Hangout- 0  
11/30-Ciara- Teen Hangout- 6  
Total: 49

#### **Passive Programs**

11/19-Kirsten- Kids Craft Activity-13  
11/23- Kirsten- Kids Craft Activity- 5  
11/24-Kirsten-Kids Craft Activity- 10  
Total: 28

#### **SPELL Storytime Kit Drop Off**

Total: 284



A beautiful Dinovember display in YS to promote the Kids Kit 2 Go.

### **Centralized/Kits2Go - Youth**

In November, YS provided the following kids kits for the branches, filled with fun activities and crafts: Dia del Los Muertos, Dinovember and Autumn Activities. Juggling Kit only at Rawlings.

Barkman - 64  
 Giodone - 58  
 Greenhorn- 50  
 Lamb - 100  
 Lucero- 64  
 Pueblo West - 100  
 Rawlings - 292  
 Total: 728

### **Centralized/Kits2Go - Tween/Teen**

In November, YS provided the following kits for the branches, filled with fun activities and crafts: Candy Sushi.

Barkman - 25  
 Giodone - 20  
 Greenhorn- 15  
 Lamb - 20  
 Lucero- 15  
 Pueblo West - 20  
 Rawlings - 20  
 Total: 125

### **Centralized Kits Used by Branches**

No kits were used by the branches in November

Centralized Kit Use: 0

### **AWE Stats**

RA: 15

PW: 37

BK: 23

LU: 18

LM: 0

GHV: 21

GI: 18

Total: 132

### **Meetings & Trainings**

11/1 Kirsten- Check in with Amy

11/4 Ciara- Suicide Prevention Coalition Meeting

11/8 Kirsten- Monthly Manage Meeting

11/8 Kirsten- Professional Book Nerds Webinar

11/9 Jaque- Meeting at the Mall

11/10 Natalie- Lifting Voices Webinar

11/15 Kirsten- Meet Sandy at Giodone

11/16 Ciara- Winter Crafts Webinar

11/16 Jacque and Natalie- Open Enrollment Meeting

11/16 Ciara- SoCoYoGo Meeting

11/17 Kirsten- EPIC Monthly Meeting

11/17 Ciara and Natalie- SJIG Meeting

11/17 Kirsten- CLEL Project Ready Meeting

11/18 Kirsten and Ciara- Open Enrollment Meeting

11/18 Kirsten- News You Can Use Webinar

11/18 Jacque- Book Launch Webinar

11/19 Ciara- LGBTQ+ Work Group Meeting

11/19 Ciara- Youth Council Meeting

11/22 Kirsten- PECC Meeting

11/22 Kirsten- PSM Meeting

11/22 Kirsten- Check in with Amy

11/22 Kirsten and Magi- ROL Meeting

11/30 Kirsten- Reflective Practice for Early Literacy Staff Webinar

11/30 Kirsten- Meet Evelyn at Barkman

## **Facilities**

### **Work Order Statistics**

- 209 Work Orders completed.
- 113 Custodial work orders completed.

### **Barkman**

- Installed a new door in the staff area.

### **Rawlings**

- Completed door service.
- Setup IT server room cooling and security.
- Cleaned and drained the water feature.

- Supported construction for the renovation project.

### **Other Duties/Projects**

- Continued to support Covid supplies – masks.
- Received new trailer.
- Supported All Pueblo Reads.

## **IT Department**

- 1) November Help Tickets completed/closed – 65
- 2) IT Replacement Plan project (draft)
- 3) WYSE Clients review and project assignment
- 4) Quotes for Laptop checkouts
- 5) Replace wireless point-to-point from Rawlings to BA
- 6) Service provider onsite to perform annual check UPS/Batteries for primary servers
- 7) Other renovation specific side projects/continuity of services (continuation)
- 8) Domain controller server updates/patches

### **November 2021 PCCLD Computer Use**

Location	SAM Sessions			Wireless - EST			
	Internet	Express	Hrs Used	Devices	Sessions	Data xfer (MB)	Hrs Used
Barkman	1659	172	877:44:17	1200	9795	1437813.7	1080:00:00
Giodone	1068		342:13:12	210	19679	203614.45	175:00:00
Greenhorn	310		96:28:23	161	12014	147700.19	93:55:00
Lamb	1205	44	783:06:29	555	4812	745533.28	1054:30:00
Lib @ Y	8500		4741:33:31	367	1822	34116.12	336:25:00
Lucero	702		626:49:19	456	17956	456084.79	296:25:00
Pueblo West	857	0	510:20:22	721	11728	473122.19	600:50:00
Rawlings				1384	36057	1466116.98	968:53:00
RRA	1997	0	1285:55:15				
Microfilm	41		15:54:55				
Sp.Coll	38		21:33:47				
Youth	197		89:57:29				
<b>TOTAL</b>	<b>16574</b>	<b>216</b>	<b>9391:36:59</b>	<b>5054</b>	<b>113863</b>	<b>4964101.70</b>	<b>4605:58:00</b>

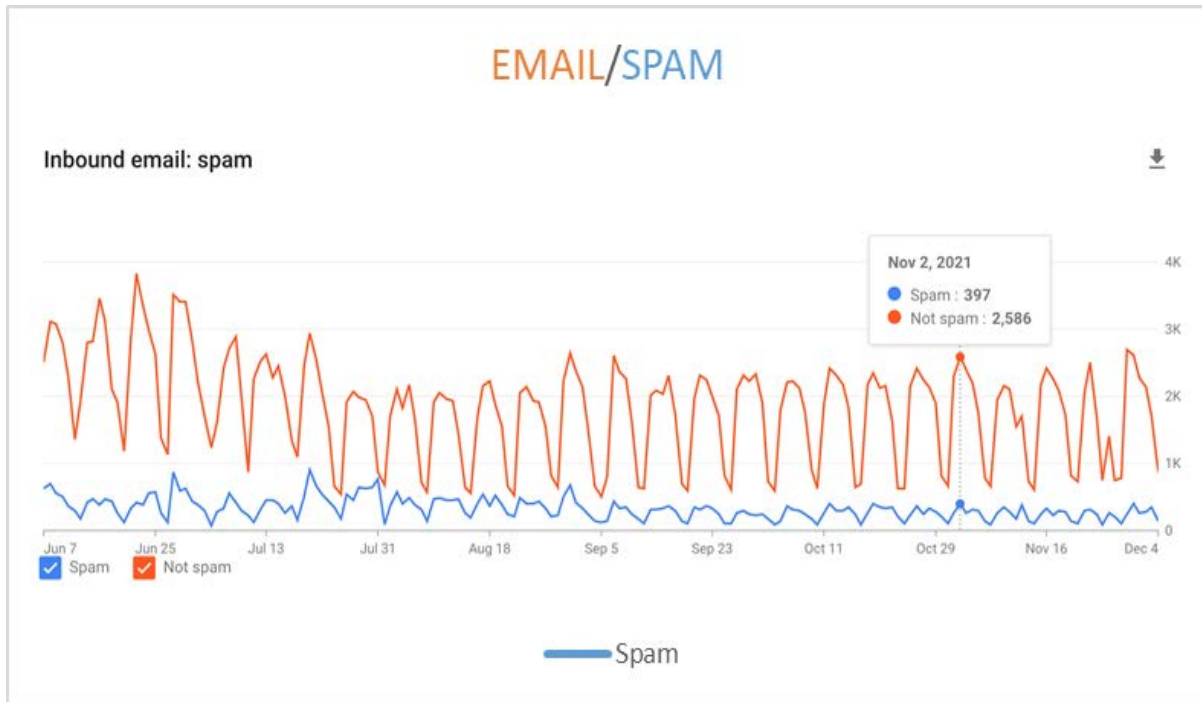
### **November 2021 PCCLD Library Total Calls:**

Barkman Public Services Incoming Calls	431
Call Center 411	415
Giodone	40
Greenhorn	37
Lamb Public Services Incoming Calls	266
Lucero	85
Pueblo West Public Services Incoming Calls	331
Rawlings Adult Services Incoming Calls	171

Rawlings Circulation Incoming Calls	57
Rawlings Special Collections Incoming Calls	66
Rawlings Youth Services Incoming Calls	27
YMCA (Huntgroup 412)	85
<b>Total</b>	<b>2011</b>

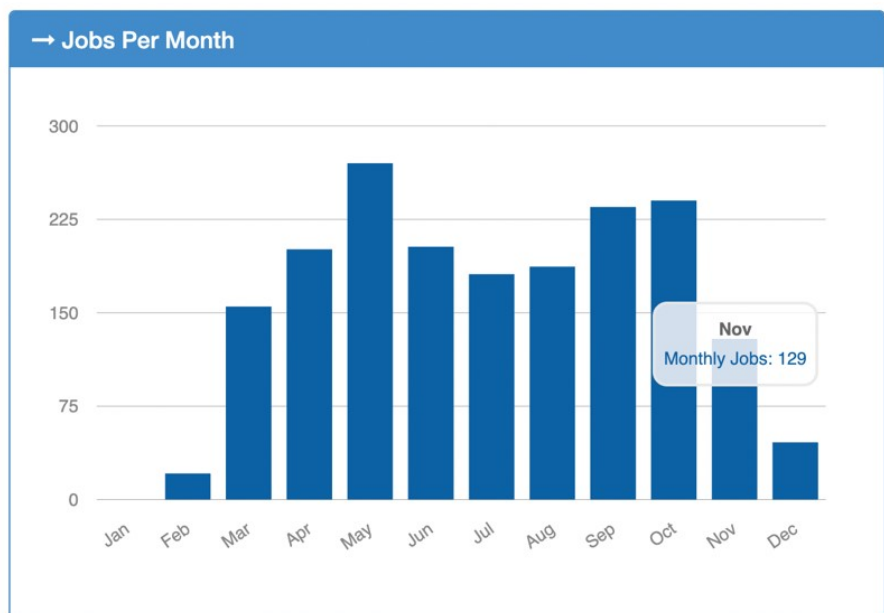
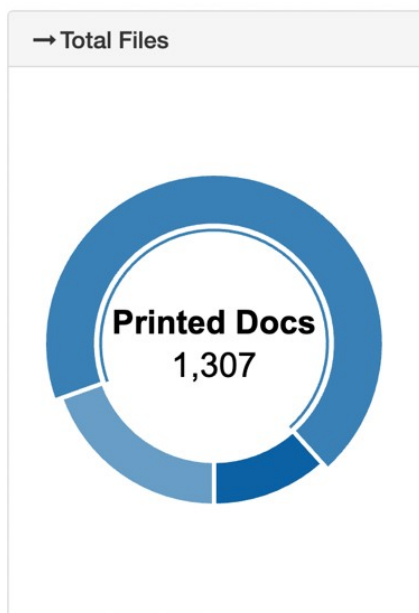
### November 2021 PCCLD Incoming Mail/Spam

<b>Date</b>	<b>Spam</b>	<b>Not spam</b>
Nov 1, 2021, 1:00:00 AM MDT	267	2303
Nov 2, 2021, 1:00:00 AM MDT	397	2586
Nov 3, 2021, 1:00:00 AM MDT	261	2395
Nov 4, 2021, 1:00:00 AM MDT	306	2183
Nov 5, 2021, 1:00:00 AM MDT	294	1763
Nov 6, 2021, 1:00:00 AM MDT	142	775
Nov 7, 2021, 1:00:00 AM MDT	89	656
Nov 8, 2021, 1:00:00 AM MST	267	1945
Nov 9, 2021, 1:00:00 AM MST	340	2155
Nov 10, 2021, 1:00:00 AM MST	275	2104
Nov 11, 2021, 1:00:00 AM MST	181	1555
Nov 12, 2021, 1:00:00 AM MST	382	1701
Nov 13, 2021, 1:00:00 AM MST	144	726
Nov 14, 2021, 1:00:00 AM MST	99	608
Nov 15, 2021, 1:00:00 AM MST	243	2182
Nov 16, 2021, 1:00:00 AM MST	339	2421
Nov 17, 2021, 1:00:00 AM MST	221	2257
Nov 18, 2021, 1:00:00 AM MST	294	2094
Nov 19, 2021, 1:00:00 AM MST	274	1728
Nov 20, 2021, 1:00:00 AM MST	135	814
Nov 21, 2021, 1:00:00 AM MST	99	737
Nov 22, 2021, 1:00:00 AM MST	300	2058
Nov 23, 2021, 1:00:00 AM MST	313	2496
Nov 24, 2021, 1:00:00 AM MST	236	1689
Nov 25, 2021, 1:00:00 AM MST	85	752
Nov 26, 2021, 1:00:00 AM MST	262	1407
Nov 27, 2021, 1:00:00 AM MST	212	743
Nov 28, 2021, 1:00:00 AM MST	111	788
Nov 29, 2021, 1:00:00 AM MST	238	2692
Nov 30, 2021, 1:00:00 AM MST	403	2615
<b>Totals</b>	<b>7209</b>	<b>50928</b>



## November 2021 PCCLD Patron WIFI Printing

### PuebloCO



## November 2021 PCCLD Data Usage

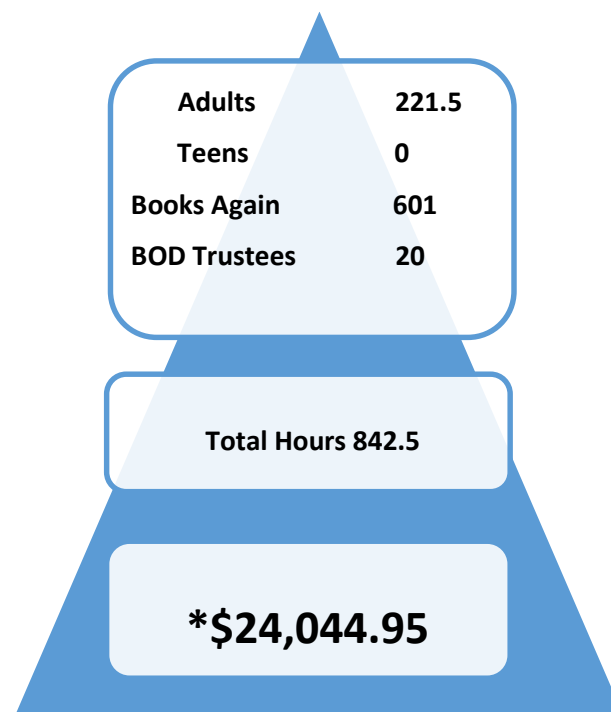


## Volunteer Hours

### Volunteer Services Monthly Report – November 2021

Submitted by Kristin McLaren

PCCLD Volunteer estimated hours for the month of November.



\*(Estimated by Independent Sector's figure of \$28.54/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**

There was no training to in the report for the month of November for Finance/HR.

Respectfully submitted,  
Jon Walker  
Executive Director