

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to the Library Board of Trustees

February 25, 2021

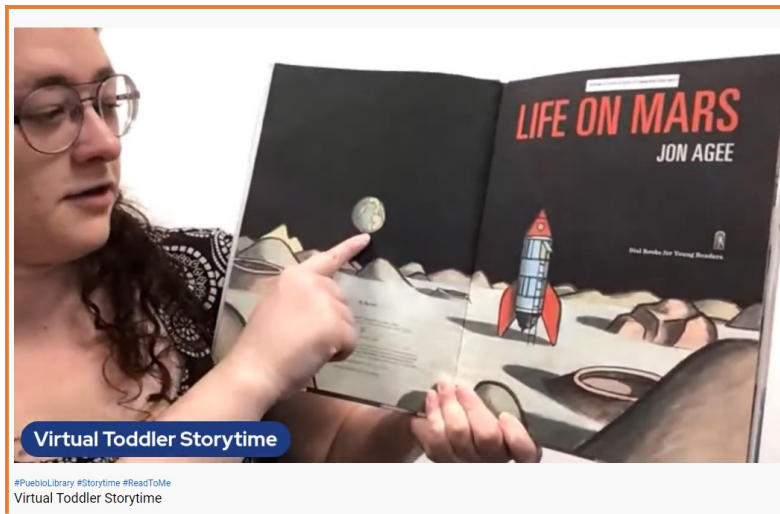
Barkman Library

Virtual Programs

Virtual Toddler Storytimes

Ashley

Four Friday storytimes provided by Ashley Minnich (POS). Theme for the month of January was space and galaxies.



-Virtual Preschool Storytimes

Hannah

Four Wednesday storytimes provided by Hannah Moody-Goo (Branch Librarian) with associated storytime craft Kits2Go.

-Polar Lights for January - 2021 Creative Journaling 1/4/2021, 6:00 PM

Ashley

-Constellation Projector Craft Along 1/7/2021, 10:00 AM

Ashley

-Barkman Paint-Along Hangout 1/13/2021, 4:00 PM

Marcus

-Goal Setting Workshop 1/16/2021, 10:00 AM

Hannah

-Gotta' Stitch 'Em All! Pokémon Cross Stitch Series: Bulbasaur 1/21/2021, 6:30 PM

Ashley

-Barkman Baking Series - Galaxy Cookies
1/28/2021

Hannah



-Barkman Art Challenge | Pointillism
1/11/2021-2/28/2021

Ashley/Hannah/Marcus

Started a community art challenge to encourage youth, tweens, and teens to get creative.
Webpage on the library site was set up to display submitted artwork.



Kits2Go

Total Kits Provided in January 144

-Kit2Go: Summer in Winter (YS)

1/1/2021-1/31/2021

Attendance: 24/24

-Kit2Go: A Galaxy in a Kit

1/1/2021-1/31/2021

Attendance: 32/32

-Kit2Go: Galaxy Fun

1/1/2021-1/31/2021

Attendance: 20/20

-Kit2Go: DIY Relaxation

1/17/2021-1/31/2021

Attendance: 24/24

-Kit2Go: Gotta Stitch 'Em All! Bulbasaur

1/14/2021-1/31/2021

Attendance: 12/12

-Kit2Go: Preschool Storytime - DIY Kazoo

1/6/2021-1/12/2021

Attendance: 8/8

-Kit2Go: Preschool Storytime - Moon & Star

1/13/2021-1/19/2021

Attendance: 8/8

-Kit2Go: Preschool Storytime - Peace Wreath

1/20/2021-1/26/2021

Attendance: 8/8

-Kit2Go: Preschool Storytime - Paper Roll Dog

1/27/2021-2/2/2021

Attendance: 8/8

Training & Continuing Education

Hannah Moody-Goo - Branch Librarian

Youth Services Committee Meeting

Wed Jan 13, 2021 8am - 9am

Target Solutions Training Requirement

Tue Jan 19, 2021

Workplace Diversity

Teen/Tween Interest Meeting

Wed Jan 20, 2021 11am-12pm

Ashley Minnich - P&O Coordinator

Youth Services Committee Meeting

Wed Jan 13, 2021 8am - 9am

Target Solutions Training Requirement

Fri Jan 29, 2021

LS: Business - Developing Performance Goals & Standards 01: The Value of Planning

Barkman Library January 2021 - Report

- 144 Kits 2 Go were given out during January and included:
 - 24 from YS
 - 120 created and distributed by Barkman Staff.
 - 355 patrons were served via curbside services in the month of January.

Staff Meetings and Training

Alicia Griebel (Mgr)

Budget Meeting 01/07/2021

PSM 01/25/2021

Ruby Vigil (MHT)

Nesbitt Meeting 01/27/2021

The Staff Meeting on January 11th covered the following information:

- 40hr CSR position has been posted for Barkman.
- WAB's Due by Wednesday if possible.
- Reopening – the new, the old....
- Start putting displays back out by the end of the week.
- Ensuring Laptops are ready to go.
- AMH Room-Changes and condensing of carts.
- Book drop- Please make sure that when separating items, library materials ARE NOT sorted in with donations.
- Shelving- Please keep an eye out for outdated, nasty, things that don't belong, and don't be afraid of them.
- Missing List- Please help finish off the last 25 pages.
- Items that are exempt from quarantine and must be taken care of immediately include:
 - Inter Library Loans
 - Chrome Books
 - Tablets
 - Hotspots
- New Sunday scheduling Process once more. Now that we are open, Sundays are going to be scheduled the same as before.
- I have updated the schedule book. Please let me know if you have any questions.
- Librarian/Assistant Manager-Now has the same access to Koha permissions. If I am unavailable, please speak to Hannah if you need something within Koha to be done or looked over.
- Devices Update- 2 device **type** per account- chrome books and tablets need to be reset before rechecked out to new patron.
- Check to make sure devices are reset when they come in from other locations and from patrons.
- Tablets send in help desk ticket to Jill with tablet number and barcode.
- Chrome Book- see previous handout.
- \$5 a day per device overdue fee caps at \$100.00.
- Housecleaning/Odds and Ends
 - Before you shelve, if you are unsure where to shelve it, check the record, call TS 630 and ask others. We don't want it to end up missing because we misplaced it.

Giodone Library

Calls Taken

- Nov 398 – Dec 287 – Jan 625

Virtual Programs

- Youth– Paula hosted 1 Virtual Storytime, and 1 STEAM program due to MLK Holiday and Snow closure.
- Adult –Lorina hosted 2 Virtual craft programs, Mug Cozy with 20 take home kits, and Flipped Glass Decoration.
- Book Club - Giodone's Virtual Book Club - The Rings of Hubris-6

Kits to Go

- Adult -Mug Cozy (Lorina) – 5
- YS Kit2Go for youth:
 - Summer in Winter – 37

Giodone Curbside Pickups

- January - 96

Branch Training

Staff are tracking trainings here:

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

1/2/21	Kayci	Anger, Violence and Conflict in the Workplace -Target Solutions	1hr
1/2/21	Stephanie	Ethics in the Workplace -Target Solutions	.5hr
1/4/21	Deb	What makes characters great mmd	50 min
1/5/21	Deb	Theme getting to the Heart of the matter mmd	50 min
1/8/21	Candace	Phase 3.14 Training	12:44 min
1/9/21	Candace	Serving Library Users on the Autism Spectrum: Project PALS-Webinar-2 hrs	
1/9/21	Candace	Basic Developmental Milestones of Early Childhood Webinar	1 hr
1/12/21	Paula	Executive Function: Building Core Capabilities for Life	1 hr
1/16/21	Stephanie	Introduce your kids to Shakespeare	1 hr
1/21/21	Paula	Tis the season for outdoor program (really)?	54 min
1/22/21	Kayci	One on Ones that Won't Waste Your Time	1hr
1/27/21	Kayci	Zoom integration in Communico	30 min
1/27/21	Kayci	Library as Small Press	1hr
1/27/21	Paula	Stem With Toddlers	25 min
1/27/21	Paula	Growing Readers Together	25 min
1/27/21	Lorina	How to host a zoom meeting	12 min
1/27/21	Lorina	Swipe painting	27 min
1/27/21	Lorina	Swipe painting	15 Min

Meetings

- Kayci - PSM Meeting
- Paula - Youth Services Meeting
- Candace - Nesbitt

Kayci's Training Work

- Deleted Evanced instructions from Programming Class.
- Updated links to bookmark to include Communico.
- Updated LIVEpigeon instructions.
- Updated device policy
- Added sheets from PLA's Programming Librarian on ground rules for conversation programs and information on combatting fake news for librarians.
- Evaluating Diversity Trainers for staff day.
- Finalizing Training Strategy for district and my position.
- Updated Circulation class with slide on confidentiality, fine free, and added pdf of confidentiality FAQs from the circulation modules.
- Added Read Native resource in Storytime Class

Greenhorn Valley

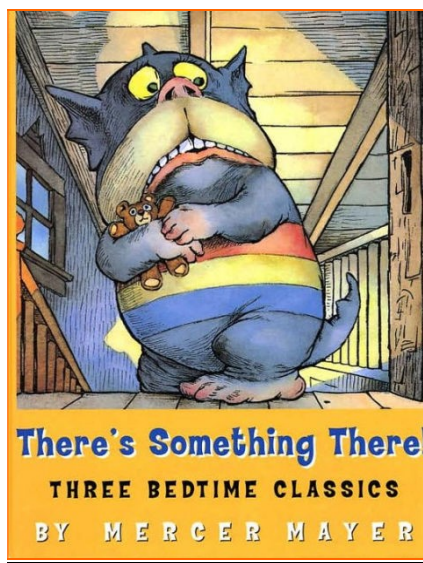
Youth Programming

Greenhorn Valley Library had several of our regular virtual programs for kids in January. We also distributed three different Kits 2 Go to all ages!

- **1/14/21: Itty Bitty Yoga (Mountain & Forward Fold) 222 FB views, 2 reactions, 2 shares, 4 YT views, 2 likes**



- 1/19/21: Newt's Nook (There's Something There): 382 FB views, 8 reactions, 5 shares, 2 comments



- Kits 2 Go:
 - Paper Beads - 25 juvenile, 15 tweens, 15 teens, 5 Adult
 - Celebrate Poe's Birthday - 15 teen
 - Let it Snow (family kit) - 45

EXHIBITS AND DISPLAYS

Since we were closed most of the month of January, we did not have any exhibits to count. However, we did continue to put some displays up in our front atrium as a sort of "window shopping" experience since our patrons seemed to enjoy that last month. We also expect to have a new Art Exhibit in February as we begin to reopen once more.



We also spent most of the month cleaning, weeding, and rearranging our collection to prepare for reopening! We have moved the teen hangout section to the northwest corner and the teen collection right in front of it. Since it was pretty sparse, we also worked on bringing new teen material in. That project involved shifting and subsequently cleaning and weeding the Adult books as well. Furthermore, we went through the entire children's collection cleaning and weeding as we inventoried items. Our next project will be cleaning and reorganizing the DVD collection.

Calls, Curbside, and Bundles

The Greenhorn library fielded 330 calls while serving as Call Center on Mondays, Wednesdays, and Saturdays of December. We also delivered books, kits, and program supplies to 141 patrons via our Curbside service.

Beulah Satellite

Beulah satellite was only open the last Tuesday of January (1/26/21) due to Covid and weather. There were 4 patrons that day, but we hope the numbers increase as we reopen regularly.

Meeting Rooms

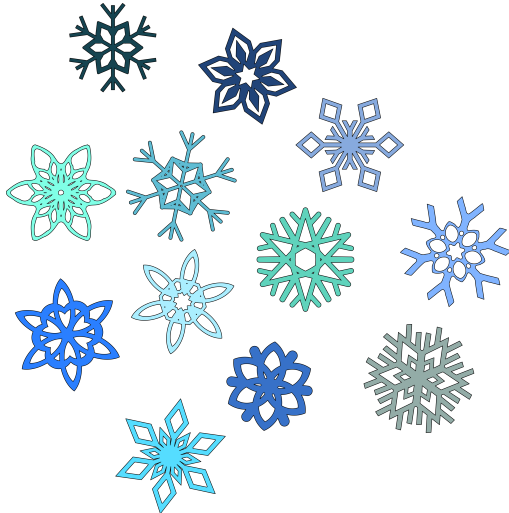
Meeting rooms remain closed at this time.

Lamb Library

Programs

- Jennifer Sullivan (Branch Librarian) offered the following programs.
 - Early Literacy Kit2Go - a monthly kit to help caregivers support developing literacy skills at home, with suggested activities categorized by the ECRR2 5 Practices of Talking, Singing, Playing, Reading, and Writing; including suggested books, songs, finger plays, coloring sheets, letter of the month, and materials & instructions for 2-3 crafts. Intended as a stand-alone, but

also coordinates with and complements the virtual storytimes this month. I also did an "unboxing" video to show people what is in this month's kit and talk a little about how it supports early literacy with 65+ views. Will give out 35 kits by the end of the month.



- Family Storytime - weekly, Wednesdays at 10:30. The themes for January were/are Snow, Soup, Moose, and Yeti. These themes are also reflected in the monthly early literacy kit above. This month I've been playing around with using the green screen for backgrounds. Average about 25-30 views each on FB, 1-5 on YouTube. This is my second month of doing virtual storytime.
- Saturday Science - I debuted this monthly STEM program for elementary ages on Jan 16th, which consists of a supply kit they can pick up in advance of the virtual program. This month's program was about special effects using mirrors and reflection, with the demonstration of a holographic image produced by a mirascope, and making a simple DIY Kaleidoscope. Only had 4 initially register, but have since given about 10 more. [Did not get the participation I'd hoped for, I think due to patrons being

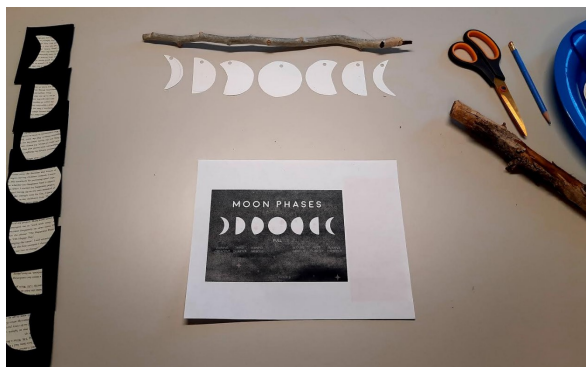
unaware and having more difficulty with the new events calendar, which does not show program names, only colored dots and numbers, so that patrons have to click on each individual day to see the offerings, rather than being able to quickly scan the calendar. I've asked for more publicity for it on Facebook next month, and created flyers to hand out to let people know about it.]

- Rachel Packard (Full-Time POC) presented the following programs
 - Jan Program totals
 - DIY Goal Kit2Go - 28
 - DIY Goal Kit LIVE Jan 8th
 - Letter Writing Kit2GO - 38
 - Aromatherapy Bracelets Adult Craft January 14th - 24
 - Gummy Bear Bracelets Kit2Go - 40
 - Graphic Novel Hangout Live Jan 22
 - Felt Tea Bags Adult Craft Jan 28 - 30
 - Snack Kits - 80

Lucero Library

Kristi Roque (Branch Librarian)

- January passives: 120
- Youth Services Kits2GO: 25
- Semi-Craft Librarian (last week of December)
- Moon Craft--talked about the phases of the moon



- Wellness Where You Are: resolutions discussion
- Tales from the Stack: Two Dogs in a Trench Coat Go to School
- Armchair Concerts:
 - Enjoy live music from the comfort of your living room! This concert features the Royal Albert Hall-- Nashville Meets London:
 - <https://www.royalalberthall.com/tickets/events/2020/royal-albert-home-nashville-meets-london/>
 - Enjoy live music from the comfort of your living room! This concert features, The Music of Miles Davis-Jazz at Lincoln Center Orchestra with Wynton Marsalis
 - https://www.youtube.com/watch?v=qQ__ImCOSeg&list=PLqhIRO8y9HIDkZ6K1bskm1wexxDfX_75S&index=1
- Articles Read:
 - Peet, L. (2020, December 08). After St. Louis County Library Lays Off 122 Workers, Employees Allege Retaliation for Activism. Retrieved December 30, 2020, from

- Robinson, B., Sequeiros, P., Librarian, J., Librarian, A., & Sleepless. (2019, December 11). No Holds Barred: Policing and Security in the Public Library. Retrieved December 30, 2020, from
- Corrin, J., & Barbera, K. (2020, November 10). Carnegie Mellon University Archives Launches. Retrieved January 04, 2021, from
- Blogs:
 - Creating the Perfect Library Security Officer. Dr. Steve Albrecht
- Trainings:
 - Target Solutions, Performance Management 02: Identifying Performance Problems and Conflicts
 - Target Solutions, LS: Business, Communicating Up 03: Your Path Conscience Culture: Concrete choices that can change your library workplace

Jerry Vigil (POC full time) presented the following programs

Jessica Blaha (POC part time) - Makerspace Programs

- Webinars
- Attended Youth Service Meeting.
- Attended Quarterly PIC Meeting.
- Organized and clean the staff closet storage/Makerspace
- Organized and planned for February programming.
- Mask making for staff.
- Made kits for February programs.
- Helped with staff coverage.
- Shared resources from Facebook Programming group that I am part of with Youth Services.
- Assisted in curbside services.
- Met weekly with Kristi and Jerry about Programming for 2021.
- Met with Diann and Jerry about 2021 Goals
- Learned the ins and outs of Communico (curbside and programming).
- Completed training for Phrase 3.14
- Helped staff get ready for Phrase 3.14 and patrons in the building.
- Outreach to a few teachers at Parkview Elementary.
- Ran the behind the scenes for Mary's program - Wellness Where You Are?
- Worked with Jerry to set up the studio with the green screen/curtains/
- Conducted reference count (webinar and using DART to count reference).
- Enlarged a computer map for staff.
- Provided customer service to patrons

Mark Salazar (Hardknox Gang Prevention and Intervention)

- No Programs

Books a la Cart: No Deliveries

Care and Share: 536

Meetings

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

- Please add all necessary program shortcuts to your profile: Communico, DART, Gates, Curbside, Printing, and others. Every staff member should have these on their computers when working the front desk.
- Staff Development Day: February 15th from 9-2 virtual at our location in the meeting room.

❖ Welcome – Awards – Strategic and Annual Plans – Training and Departing
Comments

- 2021 Goals:
- Review vacation and sick leave.
- There will be free notary services offered at Rawlings beginning February 1st.
- February Schedule
- Programming
- Steering Committee: Jerry Vigil will be serving on this.

Pueblo West Library

Community Display Cases

No Displays

Exhibit

Exploring Steel: Energy and the West

Programs

Pueblo West Library held a total of 21 virtual programs, book clubs and Kits2Go with a total of 1365 participants as of January 31, 2021.

Virtual Programs

Title	Date	Age group	Total attendance
Daylight Book Book	Wednesday, January 06	Adult	13
History Round Table	Thursday, January 28	Adult	0
Jammie Storytime Live	Thursday, January 07	Juvenile	206
Jammie Storytime Live	Thursday, January 21	Juvenile	190
Jammie Storytime Live	Thursday, January 28	Juvenile	237
Jammie Storytime Live	Thursday, January 14	Juvenile	263
Kit2Go: Kids' Kits	Sunday, January 31	Juvenile	203
Preschool Storytime	Thursday, January 07	Juvenile	27
Preschool Storytime	Thursday, January 14	Juvenile	20
Preschool Storytime	Thursday, January 21	Juvenile	25
Preschool Storytime	Thursday, January 28	Juvenile	16
Teeny Tiny Valentines	Wednesday, January	Family	20
The Page Turners	Monday, January 04	Tween Juvenile	30
The Page Turners	Monday, January 11	Tween Juvenile	22
The Page Turners	Monday, January 25	Tween Juvenile	10
Virtual Dungeons and Dragons	Saturday, January 30	Teen	15
Virtual Dungeons and Dragons	Saturday, January 23	Teen	15
Virtual Dungeons and Dragons	Saturday, January 16	Teen	15
Virtual Dungeons and Dragons	Saturday, January 09	Teen	15
Virtual PW Book Club	Monday, January 25	Adult	8
Vision Board Kits	Monday, January 11	Tween Teen Adult	15
			1365

Pueblo West Curbside Service

Pueblo West had 556 curbside delivery appointments in January with an average of about 21 appointments per day. Curbside service, as expected, has tapered off since we re-opened to the public on January 19.

User Services

Director

- The district officially went fine free on January 2nd. All overdue fines on customer accounts were removed. Lost and processing fees still remain. As a result of this, lending rules on the district website were changed.
- Additional hotspots were sent out to students who began the year remotely. The district now has over 1200 devices for check out.
- Jill Kleven met with Jeff Clark from Midwest Tape to discuss Hoopla usage which was at an all-time high this year.
- The digital book club launched on January 7th. There are over 425 card holder's participating in the first event which features I'll be Gone in the Dark by Michelle McNamara.

Collection Development

- Ordering began for the new year in print and media. All of the spring book club selections were ordered.
- Elizabeth Flores, Theia Bravo and Jill have begun visiting different departments and branches to discuss collection maintenance procedures.

Acquisitions

- The budget rollover from 2020 to 2021 was completed on January 6th by Peggy Bilger and Jill. Unfortunately, Koha had updated its server that day and the rollover was redone on January 13th. After that the department could begin receiving orders.

ILS

- An update to the back end of the Koha server happened on January 6th. There were some issues on the vendors' end and a lot of holds needed to be re-tracked.

Mailroom

- The new postage meter has full been installed and is working.
- Home delivery through the mail saw over 200 items being sent out throughout the month.

Special Collections and Museum Service

Reference Statistics

Obituaries, Document Delivery and Indexing

- Microfilm used: 102
- 73 obituary requests, 3 Ask Us requests, 4 article requests completed - Tabitha D.
- 146 obituaries, 6 Ask Us requests, 4 article requests in progress - Tabitha D.
- 42 photo files used.
- 11 biography newspaper clipping file, 0 Colorado newspaper clipping files, & 7 Pueblo newspaper clipping files used.
- John Korber's Business Buildings binders indexed through Volume 37- Tabitha D.

Digital Collections and Database Usage

- Ancestry.com searches - 1,686
- Ancestry.com sessions - 126
- CONTENTdm pageviews: 3,206

- CONTENTdm items: 10,571
- YouTube Channel - Subscribers: 13, 687 Total views
- 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: 401, title searches: 57
 - Colorado Daily Chieftain - page views: 3,546, title searches: 102
- ArchivesSpace - Users:64, Sessions:90
- Izi.travel tours - Views:6

Archives & Genealogy

- Charlene working on review of SCMS website with Michelle V.
- Finished vertical files for October 2020 - Hannah P.
- Baylor University Oral History Institute style guide selected for use in oral history transcription. Volunteer Carolyn Lowry using standard to transcribe from home.
- Began processing the PCCLD collection. This includes board minutes, summer reading program binders, architectural planning and any other materials associated with the District. Currently, the collection contains over 40 boxes of materials.
- Galilee Baptist Church records processed. <https://archives.pueblolibrary.org/repositories/2/resources/55>
- Impossible Players records processed. <https://archives.pueblolibrary.org/repositories/2/resources/54>
- Continue to repair damaged books and rehouse loose materials
- Two presentations on tools for managing crowdsourcing projects given to Colorado Rock Art Association members by Aaron R.
- Received unofficial notice of award of \$800 in grant funding from the "Revisiting the Founding Era" program to produce programs related to the U.S. Colonial/Revolutionary period between March 1-June 30, 2021
- Community Webs grant application submitted by Aaron R.

Infozone

- IZ attendance 1/19 - 1/31: 106
- Passive kits in IZ distributed: 18
- Passive kits distributed to, YS:75 origami kits related to the Muramoto exhibit, and Pueblo West: 60 kits related to the Xcel Energy exhibit.

Digitization

- 6 hours of oral history audio from cassette tapes digitized.
- Maria Smyer reached out on behalf of the Chicano rights archive at CSU-P for assistance in the digitization of film from a local civil rights organization. Approximately 1 hour of footage complete with digitized sound has been completed.

Programs & Exhibits

Charlene and Meghan set up an exhibit for Black History month in February to cover national, state and local historical events relevant to the Black community.

"Natural Framing: The Life and Work of Frank D. Muramoto" was published online.

TACOS Demo #1 with Traditional Aikido of Colorado Springs, January 26th @ 4pm

As part of the exhibit; "Natural Framing | The Life and Work of Frank D. Muramoto. This program explores traditional martial arts of Japan with TACS.

"Brewed in Japan" with Dr. Jeff Alexander, January 28th @ 6pm. As part of the exhibit; "Natural Framing | The Life and Work of Frank D. Muramoto, this presentation by Jeff Alexander looks at the history of beer brewing in Japan and how it affected its 19th and 20th century economies and popular culture.

The Light Side of Photography with David Hayden, January 11, 4pm Views: 109

As part of the exhibit: "Natural Framing | The Life and Work of Frank D. Muramoto, " this program explored the principles of light in photography with expert photographer David Hayden.

Arkansas Valley Audubon Society: Duck ID at Bosque del Apache, January 21, 6pm Views: 27

This monthly program featured tips and tricks to identify common dabbling and diving ducks from the Friends of Bosque del Apache's Crane Fiesta 2020 program.

Making Miso Soup with Tsunami Restaurant, January 25, 4pm Views: 404

As part of the exhibit: "Natural Framing | The Life and Work of Frank D. Muramoto," this program featured local chef Yon Chong Sup and his demonstration of miso soup.

Beware! How DNA Testing is Changing Genealogy Research January 28, 3p.m. - In partnership with the Genealogical Society of Hispanic America, Bob Craig, President and Charlene had a conversation with questions to Libby Copeland in New York City, about her recently released book, *How DNA Testing is Upending Who We Are*. It was a live presentation and 40 people attended. It was recorded and was uploaded on our Facebook page and YouTube on Sunday, January 31.

Notes from Patrons

Dr. Peg Rooney, president of the Arkansas Valley Audubon Society mentioned that their group saw an increase of several hundred dollars in donations in 2020. She thought the increase was due to the visibility of the Society in our collaboration of virtual programs. She is pleased to have a more diverse viewership to their programs and increased awareness for birds and the natural world. She thanks the library for the platform to collaborate and share their content.

Cathy Howarth sent a nice note that states: "Dear Charlene and Aaron, attached is a copy of the cover page I created for the Bart McBride document you located and sent to me. My aunt is so happy to have a copy. Thanks again for your outstanding and quick response to our request. I can tell that you love your work and love helping others in their research." [Cathy wanted to give her 90-year-old aunt a copy of what her aunt submitted when we were taking pictures and ephemera for our World War I exhibit a few years ago. After they were located, which wasn't easy, Aaron scanned and emailed them to Cathy to arrive for her aunt's birthday.]

Youth Services



Barnabas the cat made a special guest appearance in Teen Librarian Ciara's Booktalk.

Summary

In January we intentionally reduced our program load after a very active December. Nonetheless, virtual program views were quite healthy, and staff received positive feedback about kits.

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

Virtual Program Views - December: 1,124

Virtual Program Views - January: 938

Kits2Go

Kits2Go - May: 398

Kits2Go - June: 942

Kits2Go - July: 1,354

Kits2Go - August: 693

Kit2Go-September: 664

Kit2Go -October: 1,179

Kits2Go - November: 509

Kits2Go - December: 1,166

Kits2Go - January: 459

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

Total December: 2,461

Total January: 1,504

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

SPELL Kit Drip Off to Preschools/Daycares

Total: 107



My daughter had a New Year's party of her own - hat provided by the New Year's Eve kit.

Kits2Go - Youth

The New Year's Eve kit ran through the first week of January - with a variety of activities to celebrate 2021! After that, the Summer in Winter kit made use of supplies leftover from Books in the Park, for a fun and economic activity.

- Barkman - 37
- Giodone - 21
- Greenhorn - Produced their own kit.
- Lamb - 67
- Lucero - 50
- Pueblo West - 25
- Rawlings - 110
 - Rawlings also produced a Boredom Buster Bag with some leftover supplies of our own. This proved very popular, and we gave out **73** bags!

Total: 383

Kits2Go - Teen/Tween

In January, branches opted to create tween and teen kits on their own. Rawlings provided two - a Duct Tape Creations kit, and extra Felt Matryoshka Doll kits provided by Sharon Rice.

Total: 76

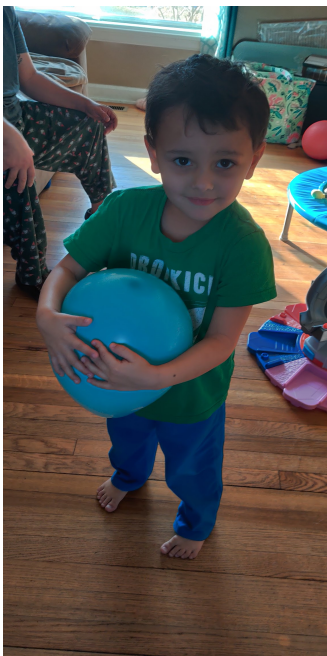
Meetings & Trainings:

1/6 - Maria - PSM Meeting

1/6 - YS Department Meeting - Maria Chairs

1/7 - Maria - Webinar: Conscious Culture

1/7 - Maria, Kirsten - Quarterly PIC Meeting
 1/12 - Maria, Magi - Webinar: Serving Young Children and Families During a Pandemic
 1/13 - Youth Services Committee Meeting - Maria Chairs
 1/13 - YS Department Annual Goals Mini-Meeting - Maria Chairs
 1/13 - Kirsten - Webinar: MacKids Winter Preview
 1/14 - Ciara - Webinar: How to Engage and Program for LGBTQ+ Youth
 1/14 - Maria - Phase 3 Readiness Checkin
 1/14 - Maria - Budget Review Meeting
 1/15 - Maria, Kirsten - Webinar: Designing Effective Meetings
 1/15 - Ciara - Webinar: Stewards of Children
 1/19 - Maria - My Pueblo Card Meeting
 1/19 - Kirsten - Webinar: Scary Events and Young Children
 1/19 - Kirsten - Webinar: Random House Children's Book Preview
 1/20 - Maria, Kirsten, Ciara, Jacque, Natalie - YS Budget Breakdown - Maria Chairs
 1/20 - Maria - Communities that Care Meeting
 1/20 - Ciara - LGBTQ+ Workgroup
 1/21 - Maria - Pueblo eBike Coalition
 1/21 - Kirsten - Webinar: Authors and ARCs
 1/25 - Kirsten - Webinar: How to Develop Your Leadership Style
 1/25 - Kirsten - PECC Meeting
 1/25 - Maria - ALA Course: Director Crash Course
 1/25 - Maria - PSM Meeting
 1/27 - Ciara - Webinar: The Social Justice Approach to Youth Engagement
 1/28 - Kirsten, Natalie - Social Justice Interest Group Book Discussion
 1/29 - Ciara - Webinar: Sustainable Thinking for Building Community Resilience



Kids loved the balloons in our New Year's Eve kit!

Reference and Readers' Advisory

Idea Factory Monthly Report: January 2021

Programs:

- 1/6/21- Creative Aging: Flood Watercolors Part 1
- 1/13/21- Creative Aging: Flood Watercolors Part 2
- 1/20/21- Creative Aging: Winter Stamping with Sizzlin Stampers
- 1/22/21- Maker Mania: Beautiful Geometry with Meral
- 1/27/21- Creative Aging: Flood Watercolors Part 3
- 1/29/21- Maker Mania: Snowflake Science with Jeremy

Meetings and Community Outreach:

- 1/7/21- Quarterly PIC Meeting
- 1/8/21- Boys and Girls Club STEM board meeting
- 1/19/21- Pueblo Makes monthly meeting
- 1/22/21- Boys and Girls Club STEM board meeting
- 1/28/21- RRA Department meeting
- Last week of January 2021- Judged PSAS Fulton Heights virtual STEM Fair entries- 4th grade class

Trainings

- 1/12/21- Executive Function: Building Core Capabilities for Life Webinar
- 1/21/21- Intellectual Freedom and Social Justice Webinar
- Joined PIC Communication Work Group
- Applied to present at CLiC Virtual Conference
- Applied to present at Age + Action Virtual Conference

Thingiverse Statistics:

- Views: 2
- Downloads: 102

ALP@PCCLD - January 2021

Adult Learning Program at Pueblo City-County Library District

The Numbers - Adult Literacy, Numeracy, Workplace

- 6 active coaches
- 4 active learners
- At least 38 total learning coach volunteer hours
- 8 hours of coaching completed by administrator
- At least 61 in attendance at all virtual coaching sessions including those facilitated by the program administrator.

The Numbers - Career Online High School

- 23 active COHS students
- 4 students have taken a leave of absence due to covid-19
- 4 Scholarship Interviews
- Attendance: 49 includes student attendance, coaching, and scholarship interviews

Total virtual attendance: 110

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

Meetings, Trainings, Webinars, and Community Projects:

- 01.07.2021 Attended Career Online High School Support Meeting

- 01.07.2021 Quarterly PIC Meeting
- 01.13.2021 Workforce Center Interview for video series
- 01.14.2021 Workforce Center Virtual Job Shadow Career Exploration Tool
- 01.20.2021 Communico Open House
- 01.22.2021 Distance Education Strategies & Solutions: Accessibility Basics Webinar
- 01.25.2021 COHS Transition Call - COHS is breaking from GALE CENGAGE
- 01.27.2021 Attended 5th annual State of the Sector. A conversation from panelists about their work and networked leadership: Jane-Wei Skillern, Cindy Chang, and Pam Willhoite. To learn more about Jane's work and The New Network Leader, please [click here](#).
- 1.28.2021 RRA Department Meeting
- 1.28.2021 City Start Engagement - Expanded Local Government [Financial Navigator Program](#), implemented in partnership with NeighborWorks Southern Colorado. People and families experiencing financial distress can schedule a session with the Financial Navigator (~ 30 minutes) who will help them prioritize financial concerns, identify immediate action steps, and make referrals to programs and services. Some of the things the Navigator can help with include:
 - Prioritizing daily living expenses, like housing, food, and insurance
 - Maximizing income by sharing referrals that offer benefit eligibility services, emergency cash assistance, and emergency loans
 - Managing debt, from credit cards to student loans to child support
 - Avoiding predatory scams
 - Accessing other social services
 - Budgeting for future loss of income

Community Outreach & Partnership Development:

- 2030 Commission - D-60 Strategic Plan Presentation
- Pueblo Food Project Food Literacy Work Group
- Workforce Center - Career Development in conjunction with [Hannah Moody-Goo](#) @Barkman
- SEL Tutoring - Educational Access and Referrals
- Catholic Charities - Educational Support

Program Development:

- A Path Forward: Jobs, Education, and Learning Resources: A video series in development with community partners. Will be posted on the Adult Learning & Literacy webpage via the library as a quick resource.
- Financial Literacy Program and Resources in conjunction with community partners

January 2021 Homebound Services and Other Programs

- **Homebound**
 - Customers 13
 - Circulations 62 - (34 Checkouts & 28 Renewals)

Volunteers are not being utilized in this phase, however 7 volunteers will be ready to resume when it's safe to do so.

- **Other Programs**

- Community Without Borders

30	pageviews
08	unique pageviews

- Senior Planet 0
- Oats 3

Crystal Talley - Digital Resource/Tech

Trainings

- Phase 3.14 n Training - PCCLD University
- Taking on Fake News/Tips for Reference Interactions - PCCLD University
- Ground Rules for Conversation Programming - PCCLD University
- Privacy of Account Information - PCCLD University
- Virtual Platform Possibilities - PLA Webinar
- Building Consensus in Programs - Leadership Webinar

Programs/Tasks

- Attended Quarterly PIC meeting - 1/7/21
- Attended Notary meeting - 1/8/21
- Attended RRA monthly meeting - 1/28/21
- Library database presentation for Giodone staff - 1/15/21
- Created and submitted Recommended Lists for February (Kanopy, Hoopla, Freegal)
- Compiled and submitted RRA Recommendations Lists for February
- Held 13 Virtual Open Labs in Google Meet
- 8+ hours of Virtual Tutoring - assisting patrons with technology issues, such as Hoopla, Kanopy, Microsoft products, etc., through phone and email.
- Watch & Learn videos have 24 additional views for the month of January (312 total).
- AskUs requests
- Research assistance requests

Thad Stelter - RRA Library Specialist

-Programs for January:

- To Dye For : Adventures, January 12, 2021
 - 116 Views



- To Dye For: Adventures, January 26, 2021
 - 149 Views
- Colorado State Government Documents: Dept. of Education (virtual tour), January 27, 2021
 - 27 Views

-Tie dye kits2go. Handed out 40 kits. Includes 2 random colors (powder measured out in each bottle), rubber bands, disposable plastic gloves, resealable bag, and instructions.

New Books Sent to the Pueblo Chieftain (Selections)

-Fiction

- *The Push* by Ashley Audrain
- *Burnt Sugar* by Avni Doshi
- *The Wife Upstairs* by Rachel Hawkins

-Non-Fiction

- *Ida B. the Queen* by Michelle Duster
- *In Search of the Color Purple* by Salamishah Tillet
- *Just As I Am* by Cicely Tyson

Facilities

Work Order Statistics

- 153 Work Orders completed.
- 88 Custodial work orders completed.

Daily Duties

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

Rawlings

- Fixed Youth Services laminator.
- Set up HR Director's Office.
- Completed fire inspection.
- Assisted Trane with chiller repair.

Lamb

- Completed shelving.
- Removed excess items.

Pueblo West

- Completed fire inspection.
- Assisted Trane with roof top heating and cooling unit.

Other Duties/Projects

- Ordered trailer.
- Ordered and received vehicle tracking system.
- Completed shelving installation at Friends of the Library bookstore.
- Supported 4 snow days.
- Supported several meetings and requests for the renovation project.

IT Department

PCCLD IT Department - January 2021

- 1) January Help Tickets completed/closed – 67
- 2) Citrix Enhancements
- 3) Firmware Upgrade(s) to current Router/Firewall
- 4) Configuration update(s) for curbside to building reopening
- 5) Windows patches/updates to staff image - servers

- 6) Ordered new firewall/switches approved through CAT2 ERATE
- 7) Ordered WIFI patron printing module for district

January 2021 PCCLD Computer Use:

Location	SAM Sessions			Wireless			
	Internet	Express	Hrs Used	Devices	Sessions	Data xfer (MB)	Hrs Used
Barkman	288	46	181:29:39	655	3847	578190.33	1364:35:00
Giodone	47		32:24:59	63	4896	53851.61	129:09:00
Greenhorn	11		5:18:46	47	4781	33456.66	64:13:00
Lamb	227	11	134:50:46	237	2399	573729.69	714:57:00
Lib @ Y	11		7:35:24	123	894	19840.03	350:53:00
Lucero	109		62:51:19	140	3883	56221.56	275:20:00
Pueblo West	207	6	120:31:45	214	6961	440215.88	338:50:00
Rawlings				624	21009	1131527.1	1029:36:00
RRA	371	1	198:52:45				
Microfilm	6		4:32:35				
Sp.Coll	9		7:12:53				
Youth	90		49:19:07				
TOTAL	1376	64	804:59:58	2103	48670	2887032.86	4267:33:00

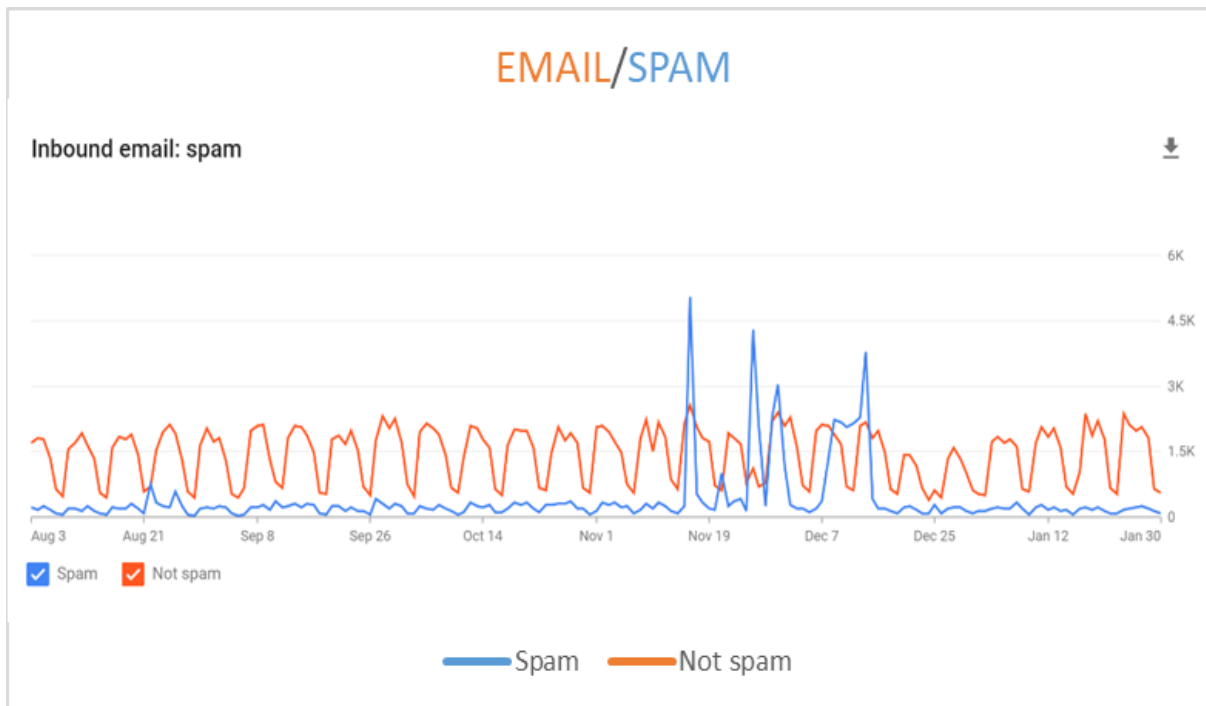
January 2021 PCCLD Library Total Calls:

Barkman Public Services Incoming Calls	1311
Call Center 411	734
Giodone	155
Greenhorn	126
Lamb Public Services Incoming Calls	1060
Lucero	149
Pueblo West Public Services Incoming Calls	1601
Rawlings Adult Services Incoming Calls	290
Rawlings Circulation Incoming Calls	745
Rawlings Special Collections Incoming Calls	63
Rawlings Youth Services Incoming Calls	16
YMCA (Huntgroup 412)	210
Total	6460

December 2020 PCCLD Incoming Mail/Spam:

Date	Spam	Not spam
Jan 1, 2021, 5:00:00 PM MST	153	541
Jan 2, 2021, 5:00:00 PM MST	140	511
Jan 3, 2021, 5:00:00 PM MST	209	1726
Jan 4, 2021, 5:00:00 PM MST	220	1855
Jan 5, 2021, 5:00:00 PM MST	203	1713
Jan 6, 2021, 5:00:00 PM MST	207	1790
Jan 7, 2021, 5:00:00 PM MST	337	1625

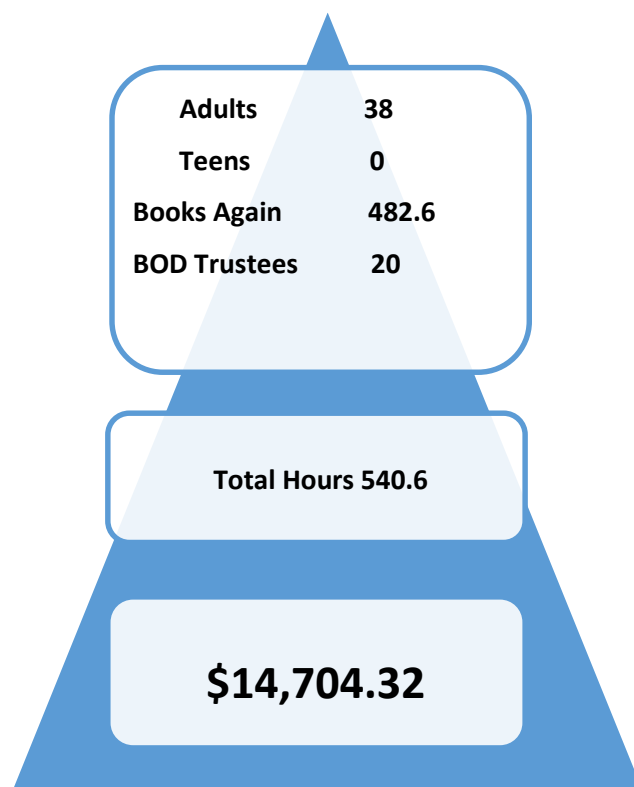
Jan 8, 2021, 5:00:00 PM MST	189	648
Jan 9, 2021, 5:00:00 PM MST	61	584
Jan 10, 2021, 5:00:00 PM MST	217	1712
Jan 11, 2021, 5:00:00 PM MST	277	2053
Jan 12, 2021, 5:00:00 PM MST	174	1853
Jan 13, 2021, 5:00:00 PM MST	224	2032
Jan 14, 2021, 5:00:00 PM MST	131	1583
Jan 15, 2021, 5:00:00 PM MST	176	705
Jan 16, 2021, 5:00:00 PM MST	64	522
Jan 17, 2021, 5:00:00 PM MST	189	1024
Jan 18, 2021, 5:00:00 PM MST	224	2382
Jan 19, 2021, 5:00:00 PM MST	173	1862
Jan 20, 2021, 5:00:00 PM MST	211	2214
Jan 21, 2021, 5:00:00 PM MST	138	1799
Jan 22, 2021, 5:00:00 PM MST	85	656
Jan 23, 2021, 5:00:00 PM MST	77	535
Jan 24, 2021, 5:00:00 PM MST	166	2359
Jan 25, 2021, 5:00:00 PM MST	198	2118
Jan 26, 2021, 5:00:00 PM MST	215	1984
Jan 27, 2021, 5:00:00 PM MST	244	2069
Jan 28, 2021, 5:00:00 PM MST	186	1824
Jan 29, 2021, 5:00:00 PM MST	142	649
Jan 30, 2021, 5:00:00 PM MST	78	563
Totals	5308	43491



Volunteer Services Monthly Report – January 2021

Submitted by Kristin McLaren

PCCLD Volunteer estimated hours for the month of January



*(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

1/31/2021 TRAININGS – WEBINARS – CONTINUING EDUCATION - SEMINARS

Date	Name of Training	Provided By	Employees In Attendance	Time
1/21/2021	Intellectual Freedom & Social Justice	Library Works	Sherri Baca	1 hr
1/27/2021	Construction Audits	Colo Govt Finance Officers Assoc	Sherri Baca, Alexandria Romero	1 hr
1/29/2021	Sustainable Thinking for Building Commu	Colo Assoc of Libraries	Sherri Baca	1 hr
1/28/2021	Building Consensus	Leadership Strategies for newer super	Terri Daly	1 hour
1/12/2021	Leadership for newer supervisors	Utah State Library Division	Terri Daly	1 hour
1/13/2021	Employee Wellness in 2021	Paylocity	Loretta McDaniel	1 hour

Thank You Messages

-Thank you to Tabitha Davis, Special Collections & Museum Services for her work in locating a picture of a patron's birth father. Ms. Davis forwarded the picture to the family member.

Tabitha,

Thank you so much for your work in this. That is my birth father! Since speaking to you, I did an Ancestry DNA test and have located (and communicated) with my 2 half-sisters! I shared this picture with them and they were so excited. Walter passed away about 45 years ago, my half-sisters were pretty young.

This really is a wonderful thing to have, thank you again!

Happy New Year!
Lori Hatch

Dear Jon Walker,

I simply must share with you a wonderful experience I've had at the Rawlings Library today. Being somewhat of a techno dinosaur I requested Rebecca's help. *Heavy emphasis on "help" to make copies for me with enlarged font. I was "lost" at the computer, but she immediately put my mind at ease that she could most definitely help me get this accomplished. Most people would not believe such a small task would throw me into a tail spin (did I mention I'm 68?), but Rebecca instantly "got it" and she walked me through every move to get this done. Mr. Walker, I recognize excellent customer service when I experience it, and Rebecca McGhee is certainly a jewel in the Rawlings Library crown. 😊 Remember this sir, at raise time.

Most Sincerely,
Kris R. Robinson

Respectfully submitted,
Jon Walker
Executive Director