

# **PUEBLO CITY-COUNTY LIBRARY DISTRICT**

## **Report of the Executive Director**

### **Submitted to the Library Board of Trustees**

#### **January 28, 2021**

#### **Barkman Library**

##### **Kits 2 Go given out during December included:**

- 50 Gingerbread House (YS)
- 25 Hanukkah (YS)
- 14 World Holiday (YS)
- 5 Kwanzaa (YS)
- 15 DIY Book Paper Roses (YS - Teen)
- 12 Festivus for the Rest of Us (YS - Teen)
- 24 Holiday Baking (Adult - Barkman)
- 75 Holiday Cards (Barkman)
- 5 Vegetable Collage - Storytime Craft (Barkman)
- 11 Cupcake Liner Penguins - Storytime Craft (Barkman)

##### **608 patrons were served via curbside services in the month of December.**

##### **Outreach to Villa Pueblo with 75 handmade Christmas Cards for residents.**

##### **Staff Meetings and Training**

- Alicia Griebel (Manager)
  - PSM 12/28/2020
  - Burnout and Stress (Updated): Strategies in case 2021 is as bad as 2020 Ryan Dowd 12/10/2020
- Hannah Moody-Goo (Librarian)
  - Youth Services Meeting 12/09/2020
  - Teen/Tween Interest Meeting 12/15/2020
  - Burnout and Stress webinar 12/10/2020
- Ashley Minnich (Program & Outreach Coordinator (POC))
  - Youth Services Committee Meeting 12/09/2020
  - NAEYC Webinar: Oral Language and Literacy Instruction for Preschoolers 12/30/2020
- Ruby Vigil (MHT)
  - Burnout & Stress - By the Homeless Training Institute Video 12/14/20
  - Communico Training Pt 1 12/14/20

##### **Barkman Staff virtual programs and resources**

- Preschool Storytime, AKA "Hannah's Budding Bookworms Storytime" on Wednesday Mornings
- Happy Little Trees Paint Along with Marcus Bower (CSR)
- Toddler Storytime, AKA, "Barkman Bite Sized" story times on Fridays provided by Ashley Minnich (POC)
- 7 participants for Barkman Facebook Group "Barkman Library Holiday Recipe Exchange Group."

- Holiday Baking Series featuring Snowballs, Holly Wreaths, Gingerbread Cookies, and Chocolate-Glazed Toffee Bars.
- Craft & Chat Holiday Cards

### **The Staff Meeting on December 14<sup>th</sup> covered the following information:**

- Holiday Cards for departments and Patrons
- Christmas Gifts between staff, not required or assumed. Always appreciated.
- Phase2, again...How's it going? Thank you!
- Employee Assistance Program is Free and Anonymous.
- New Sunday scheduling Process -Amy is going to maintain both a full Sunday schedule (just in case we reopen) and a curbside version with fewer staff.
  - No more Sundays at the Barkman Branch. Will resume Sundays at Rawlings starting the 1<sup>st</sup> of the year.
  - Will be scheduling for January currently unknown if we will be open.
- New position upgrade- Librarian/Assistant Branch Manager Position
- Devices- 1 device type per account- chrome books and tablets need to be reset before rechecked out to new patron.
  - Tablets send in help desk ticket to Jill with tablet number and barcode
  - Chrome Book- see handout.
- Demco Giving away to Communico in January. Do not schedule anything else in Demco.
  - 2 Trainings: Today @ 6-6:30 and Thursday 17<sup>th</sup> 10:30-11am
  - Need any information from Demco- Must get reports by Dec. 31<sup>st</sup>. No access after that date.
- Housecleaning
  - Discards- feel free to discard anything nasty- but you **MUST** change their record to **Discard** in Koha first before putting them into the red tote in the back.
  - Binge Boxes- to be shelved with Quick View DVDs for now.
  - Other?
- Goals for Staff and Barkman Branch in January
  - Will be meeting with all staff for yearly evaluations through the rest of December.
- Monthly reports- Details at the end of the current month reporting kits, programs, trainings, and numbers so that I can give full reporting and credit for all events to the board for the branch. This ensures a full record and reporting to highlight the branch.
- Hannah and Ashley- YS, kits, and other news.

### **The following was a report created by Hannah Moody-Goo and Ashley Minnich**

#### **December Programming & Outreach Report**

##### **Virtual Programs**

##### **Barkman Bite-Sized Storytimes**

**Ashley**

Three Friday storytimes provided by Ashley Minnich (POC) with associated toddler crafts. Storytime name will be changed to Toddler Storytime in January via YS request for consistency.

##### **Hannah's Budding Bookworms Storytimes**

**Hannah**

Four Wednesday storytimes provided by Hannah Moody-Goo (Branch Librarian). Storytime name will be changed to Preschool Storytime in January via YS request for consistency.



### **Barkman Library Holiday Recipe Exchange Group**

**Ashley & Hannah**

12/1/2020-1/1/2021

Recipe exchange group created on Facebook to post and share recipes. Currently at 7 members. Hannah and Ashley developed 18 social media posts for the group to generate participation and interaction.

### **Holiday Baking Series Videos**

**Ashley & Hannah**

12/3/2020-1/1/2021

Ashley and Hannah released four baking videos in the month of December for patrons to follow along with at home, which were tied in with the Facebook group and Holiday Baking Kit2Go.

Ashley: Coconut Snowballs, Easy Holly Wreaths

Hannah: Gingerbread Cookies, Chocolate-Glazed Toffee Bars

### **Craft & Chat: Holiday Cards**

**Ashley & Hannah**

12/8/2020, 7:00-8:00 PM

Ashley and Hannah hosted a livestream event, chatted about the holidays, and made cards (associated with our Holiday Cards Kit2Go).



**Kit2Go****Total Given Out for December: 236****Kit2Go: Gingerbread House (YS)**

11/30/2020-12/6/2020

Attendance: 50/50

**Kit2Go: Hanukkah (YS)**

12/7/2020 - 12/13/2020

Attendance: 25/25

**Kit2Go: World Holiday (YS)**

12/14/2020 - 12/20/2020

Attendance: 14/25

**Kit2Go: Kwanzaa (YS)**

12/14/2020 - 12/20/2020

Attendance: 5/25

**Kit2Go: DIY Book Paper Roses (YS - Teen)**

11/30/2020 - 12/13/2020

Attendance: 15/15

**Kit2Go: Festivus for the Rest of Us (YS - Teen)**

12/14/2020 - 12/20/2020

Attendance: 12/13

**Kit2Go: Holiday Baking (Barkman)**

12/1/2020 - 12/8/2020

Attendance: 24/24

**Kit2Go: Holiday Cards (Barkman)**

11/22/2020 - 12/14/2020

Attendance: 75/75



**Kit2Go: Vegetable Collage - Storytime Craft (Barkman)**

11/27/2020 - 12/4/2020

Attendance: 5/5

**Kit2Go: Cupcake Liner Penguins - Storytime Craft (Barkman)**

12/11/2020 - 12/18/2020

Attendance: 11/11



**Outreach**

**Holiday Card Delivery - Villa Pueblo**

**Monday, December 21 2020**

Hannah and Ashley delivered the 75 holiday cards made during our virtual Holiday Card Making program to Villa Pueblo for residents in their long-term and short-term care facilities. We also gave them our business cards.





## **Training & Continuing Education**

### **Hannah Moody-Goo**

Youth Services Committee Meeting	Wed Dec 9, 2020 8am - 10am
Teen/Tween Interest Meeting	Tue Dec 15, 2020 2pm - 3pm
Burnout and Stress webinar	Thurs Dec 10, 2020 12pm - 1pm

### **Ashley Minnich - P&O Coordinator**

Youth Services Committee Meeting	Wed Dec 9, 2020 8am - 10am
Communico Training	Thu Dec 17, 2020 10:30am – 11:30am
NAEYC	Wed Dec 30, 2020 2pm-3pm

- Webinar: Oral Language and Literacy Instruction for Preschoolers

## **Giodone Library**

### **Calls Taken**

- 287

### **Virtual Programs**

- **Youth**– Paula hosted 2 Virtual Storytimes, and 2 STEAM programs.
- **Adult** –Lorina hosted 2 Virtual craft programs, Basket Weaving with 20 take home kits, and Holiday Candy Jar. Stephanie showed how to make Simmering Potpourri.

### **Kits to Go**

- Christmas Crafts (Lorina) – 50
- Polar Express Kit (Lorina) -60
- YS Kit2Go for Youth:
  - Gingerbread House – 15
  - Hanukkah - 19
  - World Holiday – 21
  - Kwanzaa – 9
  - New Year's Eve -15
- YS Kit2Go Tweens & Teens:
  - Paper Roses – 10
  - Festivus for the Rest of Us! - 14

### **Giodone Curbside Pickups**

- December - 200

### **Outreach**

- Books Delivered – McHarg Park – 25 books
- Books Delivered – Fulton Heights Community Centers – 25 books

### **Branch Training**

Staff are tracking trainings here -

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

12/2/2020	Kayci	Libraries Supporting Online Learning
12/5/2020	Stephanie	Communico College for ATTEND & RESERVE
12/5/2020	Stephanie	Libraries Supporting Online Learning
12/9/2020	Kayci	The Efficient Library: Simple changes that help librarians save time and improve services.
12/12/2020	Stephanie	Looking Back, Staying Strong: The Books and Products that kept us going in 2020.
12/15/2020	Stephanie	Promote Your Collection to Increase Circulation and Engage Readers
12/16/2020	Deb	Reading with a Literary Lens
12/17/2020	Candace	Don't Get Hooked: How to Identify and Manage Phishing Threats
12/15/2020	Candace	Libraries and Public Media: Family Engagement to Advance Young Children's Computational Thinking.
12/23/20	Deb	MMD:Shape of Stories that we love
12/17/20	Paula	Don't Get Hooked: How to Identify and Manage Phishing Threats
12/23/20	Deb	Ethics in the workplace
12/28/20	Stephanie	Adventures in Risky Play: What's Your Yes?

### **Kayci's Meetings**

- PSM Meeting
- Youth Services Meeting

### **Kayci's Training Work**

- Added YS training documents for program kits and data entry.
- Prepared Communico training document, practice assignment, and hosted 2 Q&A sessions for staff.
- Registered employees for Burnout Training, and a PLA family engagement class.
- Investigated the Homeless Library Training program to determine possibility of buying for district.
- Investigated Niche Academy for possibility of buying for district.
- Uploaded Live Pigeon instructions for Community Relations.
- Confirmed Request for Reconsideration instructions are in the Code of Ethics class.
- Reached out and set up meeting with Regan Byrd Consulting for All Staff training.

## **Greenhorn Valley**

### **Youth Programming**

Greenhorn Valley Library had several of our regular virtual programs for kids in December. We also distributed six different Kits 2 Go to kids and teens/tweens.

- 12/3: Itty Bitty Yoga (Shapes): 327 FB views, 2 shares, 3 YT views



- 12/17: Itty Bitty Yoga (Holiday): 231 FB views, 3 shares, 6 YT views



- 12/22: Newt's Nook (The Shortest Day): 216 views and 2 shares, 1 YT view



- 12/31: Itty Bitty Yoga (New Year): 305 views, 6 shares, 3 YT views





- Kits 2 Go:
  - World Holiday - 25
  - Hanukkah - 14
  - Kwanzaa - 8
  - Candy Canes - 44
  - Festivus - 1
  - New Year's Eve - 25

### **Adult Programming**

We had two virtual programs for adults during December and one Kit 2 Go.

- 12/15: Virtual Sip N Stroke (Holiday Horse): 32 participants



- Facebook Candy Guessing Game: 46 participants
- Christmas Spider Kit: 21

### **Exhibits and Displays**


Since we were closed during the month of December, we did not have any exhibits to count. However, we did decide to put some displays up in our front atrium as a sort of "window shopping" experience. Our patrons seemed to really enjoy it, however I forgot to get pictures of them when they were in the window. We mainly focused on Holiday items and new releases, especially movies.

### **Calls, Curbside, and Bundles**


The Greenhorn library fielded 387 calls while serving as Call Center on Mondays, Wednesdays, and Saturdays of December. We also delivered books, kits, and program supplies to 253 patrons via our Curbside service.

**Pueblo Library**

**Curbside PickUp**



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



Parking Space

## Beulah Satellite

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

## Meeting Rooms

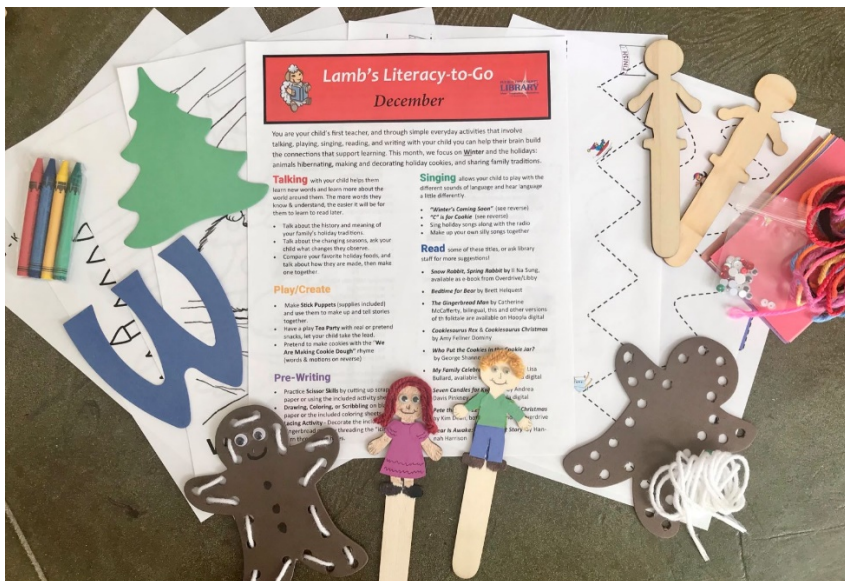
Meeting rooms remain closed at this time.

## Lamb Library

## Programs

Jennifer Sullivan (New Lamb Branch Librarian)

- December 1 -15, Early Literacy Kit2Go - monthly kit with info and activities to help support early literacy at home; designed to stand alone for those without internet access, but also complements the virtual storytime - gave out 25



- December 2, Early Literacy Kit2Go Unboxing- live video to promote the kit, showing what is in out and how they support early literacy – 48 views on Facebook, 2 views on YouTube
- December 9, Family Storytime - Winter theme, 29 views on Facebook, 7 views on YouTube



- December 16, Family Storytime - Cookie theme, 23 views on Facebook, 10 views on YouTube



- December 23, Family Storytime – Silly Christmas theme, 79 views on Facebook, 2 views on YouTube.



### **Meetings**

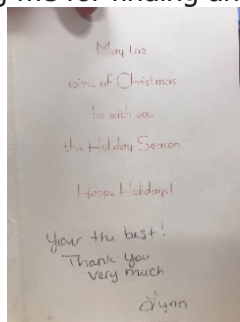
- Dec. 9, Youth Services Meeting - Lamb Staff Meeting
- Dec 11, Meeting w/Sherri Baca re job title/description change
- Dec 15, YS Tween/Teen Interest Meeting (was only able to listen to the beginning due to being at the desk doing curbside)

### **Training**

- PCCLD University Customer Service
- PCCLD University Readers Advisory
- PCCLD University Programming Resources
- PCCLD Materials Handler Training
- Communico Training

### **Miscellaneous**

A Christmas card from a patron thanking me for finding and printing a set of holiday bingo cards for her.



- Rachel Packard (Full time Program and Outreach Coordinator)
  - Dec 3 -Virtual Sew a Cat Program - 50
  - Dec 6-12 Kits2Go Candy Necklaces -40
  - Dec 11- Youth Graphic Novel Hangout
  - Dec 17- Adult Craft- Ornament Painting – 35
  - Holiday Treat Bags for Kids of all ages - 45
  - Trainings and meetings
  - Youth Services Committee Dec 9th
  - Communico Q&A Dec 14th
  - Tween/ Teen Interest Meeting Dec 15th
- Lamb Staff Meeting:
  - We discussed January schedule
  - Training for subs who work at the YMCA
  - Distributed secret Santa gifts

## **Lucero Library**

### **Kristi Roque (Branch Librarian)**

#### Book Lists:

- <https://catalog.pueblolibrary.org/MyAccount/MyList/2407>
- <https://catalog.pueblolibrary.org/MyAccount/MyList/2406>
- <https://catalog.pueblolibrary.org/MyAccount/MyList/2438?page=2>
- <https://catalog.pueblolibrary.org/MyAccount/MyList/2561>
- <https://catalog.pueblolibrary.org/MyAccount/MyList/2535>
- <https://catalog.pueblolibrary.org/MyAccount/MyList/2438?page=2>

#### Armchair concerts:

- [https://www.youtube.com/watch?v=AEJvzHmsgSU&feature=emb\\_title](https://www.youtube.com/watch?v=AEJvzHmsgSU&feature=emb_title)
- [https://www.youtube.com/watch?v=f7eaGcIyhPU&feature=emb\\_title](https://www.youtube.com/watch?v=f7eaGcIyhPU&feature=emb_title)
- <https://www.facebook.com/nduduzomakhathinimusic/videos/206316077329406/>
- Other:
- Wellness Where You Are
- Art the Hard Way opening
- [https://www.youtube.com/channel/UCkookKRAo-PwyF3k0ASN5HAQ?view\\_as=subscriber](https://www.youtube.com/channel/UCkookKRAo-PwyF3k0ASN5HAQ?view_as=subscriber)
- New to Storytime: using felt boards <https://jbrary.com/new-to-storytime-using-felt-stories/>
- How I made this: Little mouse <https://heytherelibrary.wordpress.com/2019/10/17/how-i-made-this-little-mouse/>
- Outreach is (Un)dead <http://www.inthelibrarywiththeleadpipe.org/2009/outreach-is-undead/>
- Inked RA: Libraries make recommendations based on patron's tattoos: <https://americanlibrariesmagazine.org/2018/03/01/inked-readers-advisory/>
- Defining generations: Where millennials end and generation z begins:-- <https://www.pewresearch.org/fact-tank/2019/01/17/where-millennials-end-and-generation-z-begins/>
- Beyond the mason jar: adding value to library craft programs: <https://www.libraryprogramming.org/post/beyond-the-mason-jar-adding-value-to-library-craft-programs>
- Are Libraries Neutral: Highlights from the midwinter president's program: <https://americanlibrariesmagazine.org/2018/06/01/are-libraries-neutral/>



- Soliciting Performance, Hiding Bias: Whiteness and Librarianship.  
<http://www.inthelibrarywiththeleadpipe.org/2015/soliciting-performance-hiding-bias-whiteness-and-librarianship/>
- White librarianship in blackface: diversity initiatives in LIS.  
<http://www.inthelibrarywiththeleadpipe.org/2015/lis-diversity/>
- Webinars:
- Burnout and stress from the homeless institute
- LIS Business Conflict Resolution

#### ❖ Tales from the Stacks



#### ❖ Semi-Crafty Librarian:



Mini matchbox scenes



Paper envelopes



Xmas Trees



#### **Jerry Vigil (POC full time)**

Jerry presented the following programs:

Adult Craft Series (Clothespin Winter)



Description: This program was an easy craft using wooden clothespins, glue, and Rite Dye. We used the clothespins to make winter inspired crafts such as a Christmas tree and star, or a snowflake.

Date 12/06/20

Views: 20

Kits-to-go: 10



#### Adult Craft Series (Holiday Edition)

Description: This program was two easy crafts one using seed beads and safety pins, the other was a coffee cup cozy using felt.

Date 12/18/20

Views: 89

Kits-to-go: 20



#### Story telling by Felicia Sanchez-Garbiso

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

Date 12/10/20

Views: 42

Date 12/14/20

Views: 171

Date 12/15/20

Views 20



#### Beginner Ukulele Classes

Description: I taught a basic Ukulele class to the community. I taught chords and different songs.

Date 12/07/20

Views: 22

Date: 12/14/20

Views: 43



#### Jessica Blaha (POC part time)

Jessica conducted the following makerspace programs:

Date	Program	View on Facebook	View on YouTube	Notes	Each Kit Included- Label/Reminder of LIVE
12/2	Ms. Jessica's Makerspace Corner: Clay Bowls	104views 4 likes 2 shares	1	Learn how to make a simple bowl out of air dry clay. 20 Kits	2 air dry clay packages

<b>12/9</b>	<b>Ms. Jessica's Makerspace Corner: DIY Rice Bag</b>	<b>29 views 3 likes 2 shares</b>	<b>6</b>	<b>Learn how to sew and make your own aromatherapy rice bag. Great idea for a present. 10 kits</b>	<b>Lavender scented rice (2 cups) Luxury Washcloth Sewing kit</b>
<b>12/16</b>	<b>Ms. Jessica's Makerspace Corner: Jingle Bell Challenge</b>	<b>40views 1 likes 2 shares</b>	<b>1</b>	<b>Are you up for a fun challenge? Can you quiet a jingle bell? 20 kits</b>	<b>Jingle bell Plastic Ornament Variety of Christmas theme items</b>
<b>12/30</b>	<b>Ms. Jessica's Makerspace Corner: Fireworks Rocket Straws</b>	<b>23 views 2 likes 5 shares</b>	<b>1</b>	<b>Learn how to make a simple firework out of a straw rocket, to help you celebrate the New Year. 22 kits</b>	<b>Reusable Straw Paper (cut to size) Glitter Pipe cleaners</b>
<b>Total #</b>		<b>196 Views 10 Likes 11 Shares</b>	<b>9</b>	<b>Views in all: 205 (as of 12/31 @12: 45 PM) Total #: 72 Kits</b>	

**Kits were available for the entire month of December to go with my theme of giving.**  
72 kits were given out to the community from Lucero.



Jingle Bells Challenge



Rice Heating Pads



Straw Fireworks Rockets



Air Clay Fun

## Take and Make Kits



pinecone ornament



beaded  
candy  
cane  
ornament



Santa beard  
craft



easy  
icicle  
craft  
for kids



clothespin  
Rudolph



snowman  
spoon  
craft



tealight  
snowman  
magnet  
craft



candy  
cane  
mouse  
craft

### **Mark Salazar (Hardknox Gang Prevention and Intervention)**

No programming in December

### **Lucero staff attended the following meetings or training opportunities:**

- Diann Logie
  - Communico training
  - Lamb Staff meeting
  - PSM meeting

### **Books a la Cart: No delivery**

### **Afterschool Nutrition Program: No program**

Care and Share: 798

## **Pueblo West Library**

### **Community Display Cases:**

No Displays

### **Exhibit:**

Exploring Steel: Energy and the West

### **Programs:**

Pueblo West Library held a total of 12 virtual programs and book clubs and 18 Kits2Go with a total of 1525 participants as of December 28, 2020.

### **Virtual Programs**

Title	Start Date	Primary Age Group	Attendance
Virtual Daylight Bookclub	12/2/2020	Adult	15
Virtual Pueblo West Bookclub	12/21/2020	Adult	8
The Page Turners	12/7/2020	Juvenile	27
The Page Turners	12/14/2020	Juvenile	34
The Page Turners	12/28/2020	Juvenile	27
Storytime LIVE! with Miss Rachel	12/3/2020	Juvenile	267
Storytime LIVE! with Miss Rachel	12/10/2020	Juvenile	262
Storytime LIVE! with Miss Rachel	12/17/2020	Juvenile	330
History Hullabaloo	12/26/2020	Juvenile	32
Virtual Dungeons and Dragons	12/4/2020	Teen	15
Virtual Dungeons and Dragons	12/11/2020	Teen	15
Virtual Dungeons and Dragons	12/18/2020	Teen	15
			1,047

### **Kits2Go**

Christmas Little Treat Bundle Boxes To-Go Kit	Adult	15
Pompom Ornaments	Adult	50
Origami Star Kit2Go	Adult	60
Kit2Go: Gingerbread House	Juvenile	25
Polar Bear Kids Craft	Juvenile	30
If You Give a Mouse a Cookie Puppet Kit2Go	Juvenile	25
Pete the Cat Kit2Go	Juvenile	25
Reindeer Kids Craft	Juvenile	30
Penguin Kit2Go	Juvenile	25
Hanukkah Kit2Go	Juvenile	6
Moose Antler Kids Craft	Juvenile	30
Christmas Tree Kids Craft	Juvenile	30
Kit2Go: World Holiday	Juvenile	25

Kit2Go: New Year's Eve	Juvenile	25
Xcel Sun Print Kit2Go	Juvenile	16
Xcel Solar Oven S'Mores Kit2Go	Juvenile	20
Kit2Go: Kwanzaa	Juvenile	21
DIY Paper Rose - Teen Kit2Go	Teen	20
		478

## **PW Curbside Service**

PW had 850 curbside delivery appointments for December. PW is averaging about 30 appointments per day.

## **User Services**

### **DIRECTOR**

- Jill Kleven presented at the board work session the upcoming 2021 renewals for Bywater Solutions (Koha ILS), RFIDLS (AMH), and Bibliotheca (self-checks, sorters, and gates). All three contracts were approved.
- Jill completed her mentorship of Jennifer Tozer, Greenhorn manager.
- More hotspots for remote learning were ordered. Jill is working with D60's homeless liaison to assess the needs for homeless students.
- The digital book club has been promoted. Over 400 patrons have signed up and the district will begin reading "I'll Be Gone in the Dark" by Michelle McNamara on January 7<sup>th</sup>.
- Jill worked with Daniel Gaghan and Nicki Lawless on Koha procedures and practices for going fine free at the beginning of January.

### **COLLECTION DEVELOPMENT**

- Binge boxes have been processed and have been sent to all locations. They appear to be very popular already.
- A lot of new material has been received in order to make end of year deadlines. The catalogers have been staggering sending it out since buildings have been closed.

### **ACQUISITIONS**

- Peggy Bilger has continued to catalog more hotspots bringing the district to a total of 900.
- We received more barcodes and RFID supplies which should last through the end of 2021.
- We purchased more physical copies of I'll Be Gone in the Dark in support of the digital book club.

### **MAILROOM**

- A new postage machine was delivered on December 11<sup>th</sup>.
- Mail delivery traffic continues to steadily increase with the buildings closed.

## **Special Collections and Museum Service**

### **Reference Statistics**

Obituaries, Document Delivery and Indexing

- Microfilm used: 124
- 89 obituary requests, 4 Ask Us requests, 7 article request completed
- 130 obituaries, 3 Ask Us requests, 5 article requests in progress - Tabitha D.



- 0 photo files used
- John Korber's Business Buildings binders indexed through Volume 36 - Tabitha D.

#### Digital Collections and Database Usage

- Ancestry.com searches - 773
- Ancestry.com sessions - 32
- CONTENTdm page views: 1,590
- CONTENTdm items: 10,571
- YouTube Channel - Subscribers:13, Total month views:657, Number of videos: 19
- Digital Public Library of America, Plains to Peaks Collective - Item views:20, Click throughs:19, Users: 3, Sessions: 6
- Colorado Historic Newspaper Collection
  - Colorado Weekly Chieftain - page views: 308, title searches: 73
  - Colorado Daily Chieftain - page views: 3,503, title searches: 154
- ArchivesSpace - Users:75, Sessions: 133
- Izi.travel tours - Views: 1, Plays: 0

#### Archives & Genealogy

- PCCLD Special Collections Periodicals are now available through the catalog and ArchivesSpace. This collection includes over 500 titles and 28,000 individual issues.  
<https://archives.pueblolibrary.org/repositories/2/resources/52>
- Catherine Proudfoot Sheet Music is now available through the catalog and ArchivesSpace. This collection includes over 1,700 individual pieces of music.  
<https://archives.pueblolibrary.org/repositories/2/resources/53>
- 20+ damaged books have been repaired and returned to the shelves.
- 6 accessions were added to ArchivesSpace that were donated in 2020.
- Aaron, Cecily, and Charlene met twice to discuss both Genealogy and Western Research periodicals, inventory that took place with WR and is now taking place with Genealogy. They also discussed best practices for transcribing oral interviews.
- Charlene is working on an updated bibliography for the New Mexico Genealogy. Once it is completed Michelle will update the one that is currently posted on the genealogy page now. This has not been revised since 2014 so it is vast and a guide/finding aid is in the making.

#### **Infozone**

The Exhibit on the third floor, "What George Autobee Carried" will be taken down on January 6 and George will pick it up. Meghan and Charlene will be working on a Black History Month exhibit.

#### **Digitization**

7 reels of the Fort Carson public hearings on expansion from 1980, comprising approximately 15 hrs of audio uploaded to CONTENTdm.

10 hours of oral history tapes digitized

#### **Virtual Programs & Collaboration**

World AIDS Day, December 1, 5pm Views: 74

This virtual program featured multiple speakers from the medical field, a dedication of a new AIDS quilt panel and the complete 15th annual Pueblo AIDS Quilt display. It was presented in collaboration with Pueblo Community Health Center, Indigenous Warriors and Southern Colorado Health Network.

Bent's Old Fort National Historic Site Virtual Holiday Tour, December 2, 6pm Views: 2,044

This virtual program was a holiday reenactment of the 1840s at an isolated trading post (on the eastern plains of Colorado). It was presented in collaboration with Bent's Old Fort National Historic Site, the Pueblo City-County Library District and the Pueblo Archaeological & Historical Society.

AVAS presents: Raptor ID with Zach Hutchinson, December 10, 6pm Views: 245

Audubon of the Rockies Community Naturalist Zach Hutchinson provided helpful tips on identifying some of the diurnal raptors of the Rocky Mountain region.

Ancient Mayan Teachings for Living in the time of Change Part Two by Eduardo Griego Gonzales, Aj Q'ij, December 16, 4 p.m. This presentation was part two about living in the Thirteenth Baktun according to Mayan culture, especially in time of change and transition as we are doing today. There were 80 views. Both parts had 230 views.

Pueblo Art Walk: Holiday Edition, December 17, 5pm Views: 501

This episode of Pueblo Artwalk featured three Pueblo artists, Jenn de Groot, Katie Velarde, Jill Starkey and three Pueblo galleries and looked at their methods for selling holiday art in the time of COVID-19.

Professional Development

Meghan Wilbar: Completed Target Training: Ethics in the Workplace.

Bree Pappan - Completed Webinar: Communico Q & A

Aaron Ramirez / Cecily North - Cultural Diversity Competency class, 6hrs, by Helen Wong Smith

## **Youth Services**

### **Summary**

Virtual program views and Kits2Go attendance decreased this month - perhaps due to special events and multiple kits in both September and October which were not present in November. In December, I expect to see an increase particularly with Kits2Go, since we have many special holiday kits which are already attracting attention from the community.

### **Virtual Programming**

Virtual Program Views - May: 9,535

Virtual Program Views - June: 6,350

Virtual Program Views - July: 1,894

Virtual Program Views - August: 748

Virtual Program Views- September: 1,273

Virtual Program Views- October: 1,126

Virtual Program Views - November: 1,052

### **Kits2Go**

Kits2Go May: 398

Kits2Go June: 942

Kits2Go July: 1,354

Kits2Go August: 693

Kit2Go September: 664

Kit2Go October: 1,179

Kits2Go November: 509

Total May: 9,933

Total June (includes BIP): 7,984

Total July (includes BIP): 4,387

Total August (includes BIP): 1,553

Total September: 2,453

Total October: 2,320

Total November: 1,732

### **Detailed Breakdown**

#### **Live Virtual Programs - Staff**

11/3 - Jacque, Natalie - Storytime - 167 views

11/5 - Ciara - Teen Booktalk - 24 views

11/10 - Jacque, Kirsten - Storytime - 243 views

11/10 - Ciara - Teen Kit Demo - 52 views

11/12 - Ciara - Teen Booktalk - 52 views

11/17 - Jacque, Kirsten - Storytime - 189 views

11/19 - Ciara - Teen Booktalk - 43 views

11/24 - Jacque, Kirsten - Storytime - 211 views

11/25 - Ciara - Teen Booktalk - 55 views

Total: 1,036 views

#### **Live Virtual Presenters**

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

11/13 - Tonio LeFebre - 9

11/20 - Kelly Holmes - 7

Total: 16

#### **SPELL Kit Drop Off To Preschools/Daycares**

CSU Preschool - 64

First Preschool - 37

St. Therese - 17

Thatcher - 27

Trinity - 26

Total: 171

#### **Kits2Go - Youth**

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

Barkman - 47

Giodone - 47

Greenhorn - 27

Lamb - 50

Lucero - 31

Pueblo West - 86

Rawlings - 124

Total: 412

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

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

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

### **Meetings & Trainings**

11/2, 11/9 - Kirsten - Rawlings Manager Meeting  
11/3 - Kirsten - PSM Meeting  
11/4 - Kirsten - Provided Storytime Training to Ashley Minnich  
11/5 - Natalie, Ciara - LibraryCon Live  
11/5 - Ciara - Suicide Prevention Coalition Meeting  
11/7, 11/8 - Ciara - YALSA Symposium  
11/9 - Ciara - "Punching the Air: A Conversation with Ibi Zoboi and Yusef Salaam" at Texas Teen Book Fest  
11/9 - Ciara - Pen Pal Project Meeting -- Suicide Prevention  
11/10 - Kirsten - Rawlings Remodel Meeting  
11/11 - Ciara - Skyhunter Booktalk  
11/13 - Kirsten - HarperCollins Winter Book Preview  
11/13 - Kirsten - Leadership Meeting  
11/14 - Ciara - Middle Grade Lit Webinar  
11/16 - Maria - Rawlings Manager Meeting  
11/17, 11/18 - Ciara - PLIX: Facilitating Creative Learning  
11/17 - Jacque, Maria - 2021 SRP Workshop  
11/19 - Ciara - Ornerly Teenagers Webinar  
11/23 - Kirsten - Pueblo Early Childhood Council Meeting  
11/23 - Ciara - BLM and Comics Webinar  
11/30 - Maria - PSM Meeting

### **Reference and Readers' Advisory**

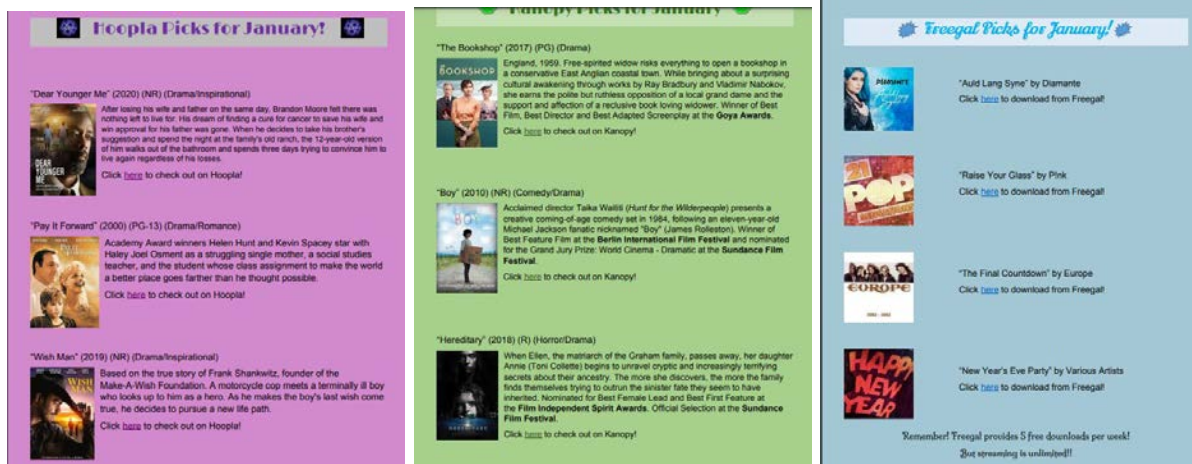
#### **Crystal - Digital Resource/Tech Trainer**

##### **Trainings**

Streamyard Tutorial - PCCLD University  
PCCLD COVID-19 Workplace Exposure Protocol - PCCLD University  
Distance Education Strategies & Solutions: Creating a Digital Literacy Action Plan - Webinar  
Completed Notary training and certification

##### **Programs/Tasks**

Held a computer basics class for Facilities Staff (Dec 1st)  
Created and submitted Recommended Lists for January (Kanopy, Hoopla, Freegal)



Compiled and submitted RRA Recommendations Lists for December and January  
 Held 10 Virtual Open Labs in Google Meet  
 9+ hours of Virtual Tutoring - assisting patrons with technology issues, such as Hoopla, Kanopy, Microsoft products, etc., through phone and email.  
 Watch & Learn Videos have 15 additional views for the month of December (288 total).  
 Recommended books requests  
 Research assistance requests

## DECEMBER 2020 HOMEBOUND SERVICES AND OTHER PROGRAMS

### HOMEBOUND

CUSTOMERS 12

CIRCULATIONS 68 (13 CHECKOUTS AND 55 RENEWALS)

VOLUNTEERS ARE NOT BEING UTILIZED IN THIS PHASE, HOWEVER 8 VOLUNTEERS HAVE COMPLETED COVID-19 TRAINING AND ARE READY TO RESUME WHEN IT IS SAFE TO DO SO.

### OTHER PROGRAMS

COMMUNITY WITHOUT BORDERS

54 TOTAL VIEWS

17 UNIQUE VIEWS

Read With Us LIVE program, RRA  
 December 21-23 31 views each day



## Hispanic Resource Center December 2020 Report



### **HRC Programming**

#### **Maria's Kitchen**

Three Sisters Stew = 19 views

Buñelos = 10 views

**Total: 29 views check YouTube channel for Rawlings**

### **Bilingual Storytime**

Thank You, Bear / Gracias, Oso by Greg Foley = 8 views

Where Do I Hide? / ¿Dónde Me Escondo? by Estela Antin = 15 views

**Total: 23 views**

Read With Us - Adult Storytime

Reading of Part 3 of *The Deal of a Lifetime* by Fredrick Bachman

Rawlings Facebook Live = 32 views

Rawlings YouTube = 6 views

**Total Virtual Views: 90**



# Outreach

## **Chicano Archives Committee**

The Chicano Archives Committee met on December 8th. Blake from Special Collections has agreed to work on a film project from the Chicano Movement in partnership with the CSU - P Chicano Archives.

## **Latino Chamber of Commerce - Festival of Trees**

I entered a tree for the Latino Chamber's annual Festival of Trees. It was a virtual event this year on Dec. 22nd. The library tree is called A Coco Christmas and has a Day of the Dead theme from the movie Coco. This is an annual event and is in partnership with the United Way. The library tree had 25 bids this year which made our tree the most popular one. The tree came with a library bag, books from the Latino Book Festival, an altar kit with extra sugar skulls and other goodies.

## **Latinx Kidlit Book Festival 2020**

On Dec. 4th and 5th, I attended the first annual Latinx Kidlit Book Festival. This was a virtual festival that had several wonderful Latinx authors including one of our Latino Book Festival authors, [Reyna Grande](#) .

## **Thad Stelter - RRA Library Specialist**

-Programs for December:

- To Dye For: Icy, Ice Dye, December 1, 2020
  - 178 Views



- To Dye For: Winter Trees, December 15, 2020
  - 261 Views
- Colorado State Government Documents: Dept. of Agriculture (virtual tour), December 30, 2020
  - 36 Views

-Assembled tie dye kits2go. Handed out six. Includes 2 random colors (powder measured out in each bottle), rubber bands, disposable plastic gloves, sealable bag, and instructions.



-With the help of Michelle Vigil, the weekly job postings from the Workforce Center are now available on the website. <https://www.pueblolibrary.org/community>

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

##### -Fiction

- *The Garden of Promises and Lies* by Paula Brackston
- *Fool Me Twice* by Jeff Lindsay
- *Perestroika in Paris* by Jane Smiley

##### -Non-Fiction

- *The Particulars of Peter* by Kelly Conaboy
- *Mediocre* by Ijeoma Oluo
- *Happiness Becomes You* by Tina Turner

#### Virtual Display Lists:

- Read A-likes
  - <https://catalog.pueblolibrary.org/MyAccount/MyList/2567> (Week of 12/6)
  - <https://catalog.pueblolibrary.org/MyAccount/MyList/2629> (Week of 12/13)
  - <https://catalog.pueblolibrary.org/MyAccount/MyList/2696> (Week of 12/27)

Lesley Saldana - Memory Cafe Holiday Paper Squares Stacked Tree - Created the video on December 18th and posted on the Rawlings Library Facebook. The theme is the Holiday Tree. I have also shared the video with my outreach groups at Richmond and Union Plaza apartments so they can create their own Stacked Tree. There are 47 views so far on the Rawlings Facebook.



## Idea Factory Monthly Report December 2020

### Programs:

- 12/2/20: Creative Aging: Quarantine Gingerbread People (41 views)
- 12/4/20: Maker Mania: Science is Awesome! (20 views)
- 12/9/20: Creative Aging: Ugly Sweaters Are Cool (44 views)
- 12/11/20: Maker Mania: Marshmallow Launchers with Jeremy (82 views)
- 12/12/20: Family MAKES! Felt Matroyska Dolls (59 views)
- 12/16/20: Creative Aging: Happy Holidays with Sizzlin' Stampers (44 views)

### Meetings and Community Outreach

- 12/4/20: Boys and Girls Club STEM Advisory Board meeting
- 12/8/20: Pueblo Makes monthly meeting
- 12/8/20: Meeting with Nick and Gloria regarding future Next 50 grant and program opportunities
- 12/18/20: Boys and Girls Club STEM Advisory Board meeting

### Trainings:

- 12/15/20: Communico Training w/ Kayci (watched on my own)
- 12/22/20: Makerbot for Education: Lightning Talks (prerecorded)

### Thingiverse Statistics:

- 0 views
- 68 downloads

## **Facilities**

### **Work Order Statistics**

- 119 Work Orders completed.
- 78 Custodial work orders completed.

### **Daily Duties**

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

### **Rawlings**

- Serviced front doors.
- Repaired heat actuators in circulation.

### **Lucero**

- Repaired security system.

### **Giodone**

- Repaired file panel.

### **Greenhorn**

- Installed overheads and desk.

### **Other Duties/Projects**

- Facilities AI, Mark, and Casey completed computer training.
- Installed shelving at the Bookstore.

- Replaced Sunday closure signs.
- Supported snow day.
- Procured candy machine.
- Supported curbside service.
- Setup racks throughout the district.

## **IT Department**

### PCCLD IT Department - December 2020

- 1) December Help Tickets completed/closed – 43
- 2) Citrix Upgrade from Hypervisor 8.1 > 8.2 (Provisioning servers, SQL server, domain delivery controllers, VDIs)
- 3) Fixed SMTP and text message alerts for JCI system (Facilities)
- 4) Facilitated access to all branch locations - HVAC controls / alerts for Johnson Controls/Trane (Facilities PC)
- 5) Set up virtual voicemails for circulation department
- 6) Programmed phone system and set up cochlear implant hearing assistance device for staff member
- 7) Reprogrammed Avaya system for Rawlings Sunday services (reconfigured Barkman and Lamb call routing)
- 8) Installed Zoom VDI and Zoom virtualized optimization pack across finance and staff PCs
- 9) Configured VPN access for remote working employees and provided laptop to accommodate workload

### **December 2020 PCCLD Computer Use:**

Location	SAM Sessions			Wireless			
	Internet	Express	Hrs. Used	Devices	Sessions	Data xfer (MB)	Hrs. Used
Barkman	1	0	0:14:18	912	6593	1462522.34	1048:48:00
Giodone	2		1:51:11	67	7145	72948.87	84:52:00
Greenhorn	1		0:32:42	65	8954	55224.79	47:40:00
Lamb	1	0	0:05:28	354	3756	1013887.3	820:06:00
Lib @ Y	2		0:26:00	137	1234	26492.66	196:22:00
Lucero	0		0:00:00	156	4032	91358.07	156:00:00
Pueblo West	0	0	0:00:00	294	10435	288061.51	289:06:00
Rawlings				784	31539	1856884	797:04:00
RRA	0	0	0:00:00				
Microfilm	3		0:32:04				
Sp.Coll	0		0:00:00				
Youth	0		0:00:00				
<b>TOTAL</b>	<b>10</b>	<b>0</b>	<b>3:41:43</b>	<b>2769</b>	<b>73688</b>	<b>4867379.54</b>	<b>3439:58:00</b>

### **December 2020 PCCLD Library Total Calls:**

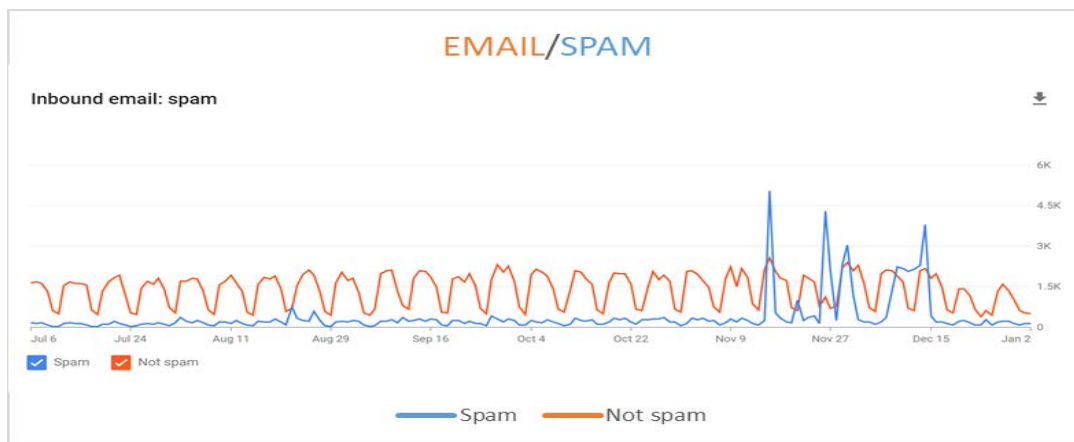
Barkman Public Services Incoming Calls	1693
Call Center 411	701
Giodone	233
Greenhorn	171
Lamb Public Services Incoming Calls	1377
Lucero	187



Pueblo West Public Services Incoming Calls	2349
Rawlings Adult Services Incoming Calls	335
Rawlings Circulation Incoming Calls	1260
Rawlings Special Collections Incoming Calls	45
Rawlings Youth Services Incoming Calls	25
YMCA (Huntgroup 412)	353
<b>Total</b>	<b>8729</b>

#### December 2020 PCCLD Incoming Mail/Spam:

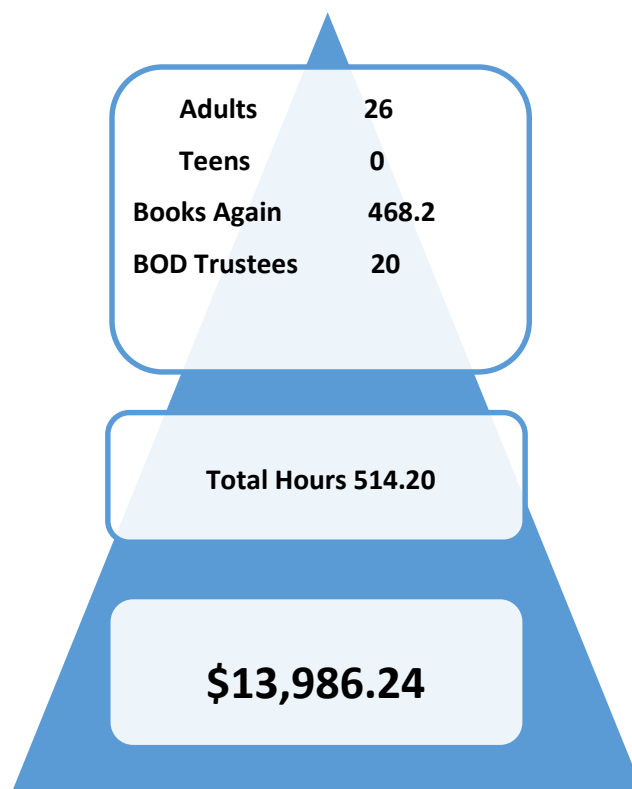
<b>Date</b>	<b>Spam</b>	<b>Not spam</b>
Dec 1, 2020, 5:00:00 PM MST	1180	2099
Dec 2, 2020, 5:00:00 PM MST	266	2281
Dec 3, 2020, 5:00:00 PM MST	201	1588
Dec 4, 2020, 5:00:00 PM MST	189	729
Dec 5, 2020, 5:00:00 PM MST	103	599
Dec 6, 2020, 5:00:00 PM MST	207	1968
Dec 7, 2020, 5:00:00 PM MST	368	2125
Dec 8, 2020, 5:00:00 PM MST	1364	2088
Dec 9, 2020, 5:00:00 PM MST	2242	1903
Dec 10, 2020, 5:00:00 PM MST	2170	1681
Dec 11, 2020, 5:00:00 PM MST	2068	685
Dec 12, 2020, 5:00:00 PM MST	2154	608
Dec 13, 2020, 5:00:00 PM MST	2287	2085
Dec 14, 2020, 5:00:00 PM MST	3783	2166
Dec 15, 2020, 5:00:00 PM MST	415	1812
Dec 16, 2020, 5:00:00 PM MST	209	1989
Dec 17, 2020, 5:00:00 PM MST	200	1485
Dec 18, 2020, 5:00:00 PM MST	134	649
Dec 19, 2020, 5:00:00 PM MST	90	529
Dec 20, 2020, 5:00:00 PM MST	223	1431
Dec 21, 2020, 5:00:00 PM MST	256	1423
Dec 22, 2020, 5:00:00 PM MST	163	1170
Dec 23, 2020, 5:00:00 PM MST	96	682
Dec 24, 2020, 5:00:00 PM MST	75	397
Dec 25, 2020, 5:00:00 PM MST	290	617
Dec 26, 2020, 5:00:00 PM MST	75	449
Dec 27, 2020, 5:00:00 PM MST	182	1351
Dec 28, 2020, 5:00:00 PM MST	213	1585
Dec 29, 2020, 5:00:00 PM MST	218	1350
Dec 30, 2020, 5:00:00 PM MST	131	1044
<b>Totals</b>	<b>21626</b>	<b>41193</b>



## Volunteer Services Monthly Report – December 2020

*Submitted by Kristin McLaren*

PCCLD Volunteer estimated hours for the month of December



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

### **VOLUNTEER OF THE MONTH**

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

## Human Resources and Finance

11/30/2020	TRAININGS - WEBINARS - CONTINUING EDUCATION - SEMINARS			
Date	Name of Training	Provided By	Employees In Attendance	Time
11/12 and 11/13	Annual Legal Update	Employers council	Terri Daly	8 hours
11/4/2020	E-Rate Program Overview	USAC	Patricia Sanchez	1 hour
11/6/2020	EPC Administrative Window	USAC	Patricia Sanchez	1 hour
11/2/2020	GAAP Update for Business & Industry	Colo Society of CPAs	Sherri Baca	8 hrs
11/4/2020	Power BI - Introduction to MS Power BI Tools	CPA Crossings/CSCPA	Sherri Baca	1 hr
11/5/2020	Annual GAAP Update for Govts	Govt Finance Officers Assoc	Sherri Baca	4 hrs
11/12/2020	Privilege Layer Cake--Equity, Diversity, Inclusion	Colo Assoc of Libraries	Sherri Baca	1.5 hrs
11/24/2020	Emotional Intelligence: The Critical Factor in Success	CPA Crossings/CSCPA	Sherri Baca	2 hrs
11/28/2020	MS Excel: Hidden Secrets & Gems	CPA Crossings/CSCPA	Sherri Baca	2 hrs

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

## Thank You Messages

"I am not sure if you had a chance to read what I sent into the Chieftain about the library, however, I want to thank you again personally. With the use of the computer, I told you about my mom's passing and my brother with learning disabilities living with her his whole life. Upon her death we had to vacate her rental and place my brother in a short time span. I was able to look at ass't living facilities, communicate with relatives and look up a lot of other things related to both of those issues. Due to my brother's Social Security check being linked to my mom's account his stimulus was sent back. I was able to go on line and file a 1040 electronically (yes I amazed myself that I could do that) and get his money sent back--all thanks to this library loan.

I was also able to worship online and had an insurance claim going on too. There was some disputes on the insurance claim and thankfully I had the emails to back that up. I just could go on and on--but the just of this is how grateful I am--no way when the library closed could I have known what was to soon transpire in my life. This computer goes beyond a lifeline for me and I want to make sure the Board of Trustees and you understand what this meant to me--and I am sure a lot of other people.

Also, I received a lot of calls when the "opinion" that I sent into the Chieftain--commenting on how nice it was to see something positive in there instead of all that negativity. You have my deepest gratitude for the library staff, the services/technology provided, for the Board of Trustees and yourself!"

Please let me know when I need to return the technology.

Blessings,  
Theresa Kosak

## *Our library district deserves its latest accolade*

**C**ongratulations to the Pueblo City-County Library District for its latest accolade earning the title of Five Star Library for 2020!

Jon Walker, the Board of Trustees and the phenomenal staff at the libraries had the foresight and strategic planning to prepare for a possible second shut down in 2020. When the building was closed again, the libraries started providing tablets, Chromebooks, and

Wi-Fi for checkout. The increase in digital access gave the community a life-line to stay connected.

The outreach, services, and resources the library continues to provide made it possible for some sort of "normalcy." The Pueblo City-County Library District serves every population from the young to the elderly; so providing the opportunity to checkout the technology had a huge impact. The library is also offering curb side pick-up,

craft projects, and other programs offered through virtual methods to support the community despite not having access to the building.

The staff provides patrons of the libraries their dedication and commitment to promoting lifelong learning experiences in a positive productive way. The Pueblo City-County Library District is supported and continues to be a source of pride to the community it serves!

**Theresa Kosak, Pueblo**

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"Congratulations to the Pueblo City-County Library District for earning the Five Star Library Award. You are to be commended on all that you have done in order to have this honor bestowed upon you. This award could not have gone to a better organization!"

Jeff Chostner – District Attorney

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Respectfully submitted,  
Jon Walker  
Executive Director