

PUEBLO CITY-COUNTY LIBRARY DISTRICT

Report of the Executive Director

Submitted to

The Library Board of Trustees

April 18, 2013

New Libraries Project

The new libraries continue to progress, as follows:

- The County Commission approved the library district's request for a subdivision exemption for the Greenhorn Valley Library site, and the Planning Commission approved our request for a special use permit. The final plat is being prepared for filing, and it is expected that we will close on transferring ownership of the property from the Colorado City Metropolitan District to PCCLD in May. The architectural design is proceeding as expected with public presentation of schematic design concepts in March, and the beginning of design development. An updated cost estimate should be available from construction contractor in April.
- The St. Charles Mesa Library is scheduled for a final hearing before the Board of County Commissioners on May 15 for PCCLD's subdivision application. The current schedule calls for final closing on the transfer of the property to PCCLD ownership in May. Schematic design concepts for this building were presented by the architect at a community meeting on March 19, and design development has commenced with an updated cost estimate scheduled to be completed later in April by the contractor.
- The East Side Library site is scheduled to come before the City Planning Commission in April. Schematic design renderings were discussed by the architect at a public meeting in March, and the project is moving forward to design development. The contractor should have a current cost estimate for the owner in April.

Fundraising for the new libraries also is progressing well. In addition to funds provided by the library district, a total of \$426,021.38 has been raised or committed to date.

Library Enhancement Project

The Library Enhancement Project has been implemented, except for a few items related to ensuring the complete functionality of the new security gates, some minor improvements at the Rawlings Library, tweaking of the AMH equipment, and the renovation of the Rawlings café area, which is scheduled for completion in April. The latest data shows the new service model is being well received with the Rawlings Library currently leading the way with 93.71% of circulation via self-check, followed by Pueblo West Library at 92.95%, Barkman at 92.08%, and the Library @ the Y at 78.17%.

RAWLINGS LIBRARY

Special Collections & Museum Services

- 106 Document Delivery requests were answered in March. Requests this month include obituary, genealogy, research requests and use/purchase of historic photos. 1,395 items from the collection were used by customers in March. The genealogy computer, non-profit resource center computer and *Ancestry.com* are continuing to experience heavy use. Charlene Garcia Simms (Genealogy Librarian) has been working with Joanne Dodds to find and copy research materials for use on the new branch library history wall project. Staff has been working on fulfilling obituary requests in the absence of long-time volunteer Marvalee Rumsey who retired at the end of February.
- Laura Valdez (Intern) has completed an inventory of the oral history cassette tapes collection. Work on re-housing and numbering the vertical files is an ongoing project.

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- A new computer, high-quality scanner and software have been installed as a first-phase of a digitization/scanning station. Technical training for staff on best practices and standards for digital image capture and using the new equipment will be scheduled when new staff is hired. A few small collections have been selected by staff to be added, and those are currently being scanned. Staff will promote the digital collections at an upcoming program on April 20. Jay Boyle (Archive & Collection Coordinator) has been doing significant work to clean-up the metadata of the collections that have been uploaded by adding fields and correcting typos in order to make the metadata consistent. Maria Tucker (Special Collections & Museum Services Manager) is looking into options for digitizing historic *Pueblo Chieftains* and other historic Pueblo newspapers.
- A tour was given to students on March 21 with 61 in attendance. A tour was given to McClelland middle school students with six in attendance. An all-day Genealogy Workshop was held on March 2 with fifteen attending. Three genealogy classes were given on March, 7, 14 and 21 with nineteen participating. Staff is working with Pueblo West to standardize genealogy programs. Special Collections & Museum Services staff is working with Youth Services and Reference & Readers Advisory to plan summer reading programming.
- *Dinosaurs Eggs and Babies* traveling exhibit is the upcoming InfoZone exhibit to be held in conjunction with summer reading. This fun, hands-on exhibit about dinosaurs is sure to be extremely popular.
- Total InfoZone attendance in March was 7,698 with 1,667 attending InfoZone programs.
- The InfoZone showed 24 films with 421 attending in March.
- The group Liberty Action used the InfoZone for a meeting with 27 people in attendance.
- The Veterans for Peace used the InfoZone for a meeting with 12 people in attendance.
- A Book Connections program was held in the InfoZone with 16 people in attendance.
- The Audubon Society held their monthly program in the InfoZone with 19 people in attendance.
- Spectrum services toured the InfoZone and watched a movie with 6 in attendance.
- The InfoZone provided two tours with 123 in attendance. The Read Out Loud tours toured the InfoZone with 1,072 in attendance.
- The InfoSpace Exhibit and associated programming was a huge success. InfoSpace was a collaboration with Youth Services, Lockheed Martin, The Space Foundation, Pueblo Community College and the Southern Colorado Astronomy Club. Three moon gazes, two presentations, movies and demonstrations were held during the month of March all focusing on space education.
- A Women's History Month exhibit is on display on the 3rd floor in conjunction with the display of Clara Latshaw. The Clara Latshaw program was attended by 50 people. Reclamation: Photography by Kellie Cason O'Connor will open on April 5, and an opening reception will be held from 5:30-8:30 p.m. in conjunction with the First Friday Artwalk. A reception will also be held on April 11 in conjunction with the Creative Summit Art Crawl.

Reference & Readers Advisory

- Barry Gonzales continued teaching the Beginning and Intermediate classes in March with 52 attending four classes at the Beginning level, and 40 attending four classes at the Intermediate level.
- Laptops and iPads continue to be popular devices to circulate. Currently we have fourteen holds on seven-day laptops and six holds on iPads.
- Andrew Bregar (Reference Librarian) and Carol Rooney (Reference & Readers Advisory Manager) taught four basic computer and two e-book download classes in March. Classes offered included Intro to Excel, Computer Basics, E-Mail Basics and Internet Basics; and the downloadable class was broken into two sessions – one for Kindle the other for EPUB devices. 44 students took part.

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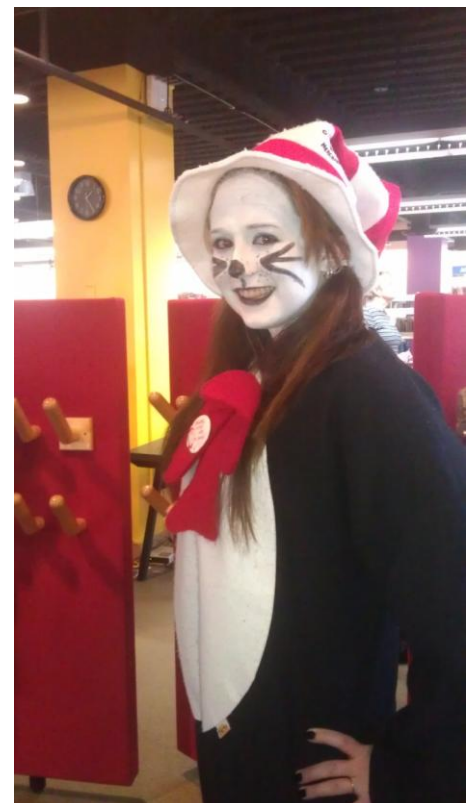
- Adult Literacy:
 - Fifteen volunteer tutors provided approximately 170.5 hours of individual tutoring to 17 students, and contributed a total of 289.5 volunteer hours to the Adult Literacy Program.
 - The Adult Literacy Program currently has 25 tutors, 23 active students, and no waitlist.
 - Susan Wolf (Program & Events Coordinator) hosted four “Speak English!” Conversation Club meetings in March with 16 attending. Four people attended Tutor Orientation on March 4.
 - Ten volunteer Literacy Tutors attended the quarterly meeting on March 6 where Ann Genova delivered a presentation about Cultural Literacy and facilitated a discussion with the group.
 - A new session of GED classes started on March 11. There are currently 13 students enrolled.
 - Amy Martin (Literacy Librarian) provided a presentation on the current state of literacy in Pueblo County and the Library’s Adult Literacy Program at the Volunteer Luncheon on March 20.
- Michael Cox (Public Services Director), Carol Rooney (Reference & Readers Advisory Manager) and Andrew Bregar (Reference Librarian) have begun drafting an RFP to be distributed to design/architectural firms for a project to remodel the 2nd floor of the Rawlings Library to tie into the newly designed brand awareness and facilitated customer service model incorporated on the Rawlings Library 1st floor and in the branches.
- Reference & Readers Advisory Department offered 27 programs during the month of March with 185 customers attending the programs.
- Sangre de Cristo Hospice Chaplin, Philip Kittle, continued his work with Vietnam Veterans by offering another part of the documentary, *Behind the Bamboo Curtain*. Five people attended the session.
- Amy Martin (Literacy Librarian) organized the Book Connections Program for March. The theme was extreme snowboarding, and the producer of the video *Surfing the Himalayas* spoke about the production.
- Andrew Bregar (Reference Librarian) and Carol Rooney (Reference & Readers Advisory Manager) attended the March “Lure ‘em to the Library” meeting. A theme of events for 2013 and the beginning phases of the Adult Summer Reading were developed.

Youth Services

- The Dr. Seuss Party on March 1 attracted 100 participants.
- The Read Out Loud author visit from Jenne Pettenati reached over 1,300 students and community members.
- The special Saturday Storytime on March 9 celebrating the library reopening attracted 42 participants.
- Bad Kitty Spring Break programming reached almost 300 children throughout the district.
- Murder in the Library, an interactive mystery written and performed by Teen Advisory Board members, brought in 35 participants.
- An off-site teen program at Risley attracted 20 participants.
- This month nine print jobs were requested from the Makerbot, including gears used in the costumes of a high school production of the Pirates of Penzance.

BARKMAN LIBRARY

- It has only been six weeks since Barkman reopened, and things are going well. Customers are coming back and love the new look of Barkman. Spring Break was the real test, since we had



A teen volunteer portrays the Cat in the Hat for the Dr. Seuss birthday celebration

the kind of numbers we normally have during the Summer Reading Program. Customers are becoming more accustomed to the new system, and less direct help is now necessary for checkouts. Staff also is seeing the time saving from the return of items through the AMH with no more locking and opening DVDs and hand-scanning materials. Barkman “claims returned” has gone down to almost zero, since the chance of human error and not checking something back in is minimal.

- Around 40 parents and children crowded into the Barkman meeting room for the Bad Kitty program during Spring Break. It was a great success, and teen volunteers helped with the many related activities.

LAMB LIBRARY

- Alicia Griebel (Children’s Librarian) and Sharon Foote (Library Assistant) presented storytimes for Tots and preschool themes such as Lazy Lions, Penguins, Buzzing Bees, Music, St. Patrick’s Day, Apples, Zoos, and Ants Go Marching On.
- Alicia Griebel (Children’s Librarian) visited South Park Elementary preschool class where she read *Big Frog Can’t Fit In* and *Silly Goose and Dizzy Duck Hunt for a Rainbow*.
- Lamb hosted the special program Bad Kitty during the regular storytime slot with 44 attending. The program concluded with face painting whiskers and noses on the children and a craft.
- Lamb provided on St. Patrick’s Day, Dr Seuss, Happy Spring, and Celebrate Women’s History Month, and “If you like fifty shades...”.

PUEBLO WEST LIBRARY

- The Pueblo West Library Enhancement celebration was held the morning of Tuesday, March 5. Local business and government representatives participated in the ribbon-cutting event and spoke about their appreciation of the library.
- Elizabeth Flores participated in a 4-week e-course through ALA called “Getting babies into books with early literacy programs.” Early literacy is a focus of both the District and the Pueblo West library this year.
- An Overdrive session was held on March 2. Eight adults attended.
- In conjunction with the Xeriscape Gardeners of Pueblo West, the library hosted a free gardening class for the water wise on March 23, which brought in 45 people.
- Pueblo West offered another Genealogy Workshop on March 23, and 8 people attended.
- Weekly computer classes continued to draw steady attendance with 26 attending Basic classes, and 14 attending E-mail classes.
- Deb Krauth (Business Librarian) presented to the Small Business Development Center Leading Edge class on March 20, which was attended by 10 students.
- Regular storytime programs were offered with 188 attending four Time for Tot programs, 98 attending three Preschool Storytimes, and 12 attending Move-It Storytime.
- One of the Big Events of the year is the Dr. Seuss party, which was held at Pueblo West on Saturday, March 2. This year was very well-attended with 164 participants.
- There was a music program for children on March 16 in conjunction with a new local business called Prairie Song Music Together. Kids sang, chanted, moved, and played rhythm instruments during this fun afternoon program with 22 participants.
- In lieu of Preschool Storytime on March 28, Bad Kitty came for a Spring, and 65 visited with Bad Kitty and enjoyed stories and games.



Pueblo West Seuss Ambassadors: Kirsten Dees (Library Assistant) and Elizabeth Flores (Librarian)

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- Elizabeth Flores (Librarian) and Kirsten Dees (Library Assistant) visited Desert Sage Elementary on March 19, with 38 attending their presentation about the library.
- Teen Night was held on March 14, with 11 participating in games and crafts and again on March 28, with 16 participating.
- The Anime Club met on alternating Thursdays with 25 participating.

LIBRARY @ THE Y

- The Library @ the Y hosted nine programs in March with 311 attending. The gate count was 3,818.
- Once again, Dr Seuss filled the house! Seuss' guests listened to the story of Yertle the Turtle, made a fine feathered friend craft, and played pin the heart on the Grinch.
- Thirty-five teens had a blast with the Minute-To-Win-It program @ the Y. They competed in challenges such as; caddy stack, face the cookie, nose dive, and tilt a cup.
- Bad Kitty made a successful appearance @ the Y. Children got to hear the tale of Bad Kitty, have their faces painted, and paste a hand on our friendship globe. The Y staff got in on the fun as well!

FACILITIES

During March, the following tasks were completed:

- Worked with Human Resources department on the installation of 15 customer service comment boxes throughout the district to start off the customer service counts program
- Completed the setup of three 8'x9' workstations in the Technical Services Department.
- Painted public and staff restrooms at the Barkman Library.
- Worked with local vendor ACME Fire on the inspection and tagging of all fire extinguishers district wide including the extinguishers located at Books Again Book Store.
- Worked with Special Projects Librarian on preparing the RFID tagging machines to be picked up and shipped back to leasing vendor.
- Worked with Community Relations staff on creating Dr. Seuss masonite character printouts for a children's program at the Lamb Library.
- Worked with local vendor ACA Security on upgrading network controller node for door access at the Pueblo West Library.
- Completed a building-wide tour of the Rawlings Library with local fire department on an occupancy fire inspection of the building in which no violations were reported.
- Mechanical Tasking of building equipment:
 - Water Chemistry Procedures – Rawlings
 - Weekly emergency generator procedures – Rawlings
 - A heating valve control motor was replaced in VAV 2-24 located on the 2nd floor of the Rawlings Library
 - Monthly service was provided to the Liebert A/C unit in the server room – Rawlings
 - Chiller room makeup air handling unit was removed and repaired – Rawlings
- A total of 439 work orders were completed district wide.

HUMAN RESOURCES

- New HRIS software was selected, based on the outsourcing of payroll and change to InfiniSource software. It was determined that an integrated software solution at a lower cost would benefit the district. Additional modules will be added including new Time Keeping/Scheduling and Recruiting. Human Resources held demonstration meetings with managers twice during the month to introduce them to the new software. Additional meetings and employee training sessions will be scheduled. Implementation is scheduled for April-May 2013.
- Work with The Singer Group continued on the project to include a full compensation study with pay change recommendations to take place prior to implementation of a pay for performance compensation structure change.

Terminations /Retirements:

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- Joe'l DeYoung (Human Resources Assistant) voluntarily resigned in pursuit of a higher level position. Her employment terminated on March 11.
- Jane Palmer (Director of Public Services) had an official retirement date of March 9. Her last day of work was February 27. Jane Palmer had a total of 9 years of service to the Library District.
- Richard Tucey (Special Projects Librarian) retired on March 8 after 36 years of service.
- Janay Sanchez (Lamb Clerk II) voluntarily resigned in pursuit of a higher level position. Her last day worked was March 29.
- Barb Brown (Outreach Services) retired on March 29 after 23 years of service.

New Hires and Promotions:

- Laura Van der Pol was hired as Clerk I at the Lamb Library beginning March 4.
- Natalie Martinez was hired as the new Youth Services Clerk I beginning March 8.
- Jan Herrera was promoted to the new position of Circulation Clerk III beginning March 10. Jan has been with PCCLD for nearly eight years working in the Circulation Department since 2006. In her new role, Jan will provide back-up support to the Circulation Manager to include acting as a team lead in the manager's absence, resolving customer issues and making decisions within defined boundaries, monitoring collections activity and bankruptcy accounts and keeping the manager informed of pertinent issues that have arisen in his/her absence.
- Cory Reimers was hired on March 11 as the new Clerk I at the Barkman Library, replacing Kryssy Miles who transferred to Pueblo West.
- Jacque Collins has transferred to a full-time position in Youth Services, after splitting responsibilities between Youth Services and Information Technology for the past few years.
- Kryssy Miles will be transferring from Barkman to Pueblo West as Clerk I on March 18.
- A job offer was made in March and accepted by Rebecca Reed, to assume the role of Librarian /Technology Trainer beginning April 15. Ms. Reed holds a Masters of Library Science and Information Science from Indiana University. She is currently working as the Technology Librarian at Carson City Library in Nevada where she leads an average of ten technology classes per week.
- Lynette Melton has been temporarily placed as the part-time Human Resources Assistant, through Office Team.

Recruiting / Open Positions in March:

- Museum and Special Collections Coordinator, part-time, 2 positions
- Digital Coordinator, part-time
- IT Help Desk and AV Technician, part-time
- Human Resources Assistant, part-time
- Manager of Youth Services and Library @ Y, full-time
- Hispanic Resources Coordinator, full-time
- E-Marketing Coordinator, part-time
- East Side Librarian, full-time

Volunteers:

- PCCLD volunteer hours for the month of March totaled 1,682 hours, valued at \$34,482 (*Estimated by Independent Sector's figure of \$20.25/hour for each volunteer hour contributed*).
- The Volunteer of the Month for March is Tammy Metz! Tammy volunteers for Outreach, Adult Literacy, at the Pueblo West Branch and on the RFID Project. The following is what the staff had to say about Tammy. "Tammy is one of the most gracious and compassionate volunteers I've ever had the pleasure of working with. She truly embodies the spirit of volunteerism and goes above and beyond when giving back to her community! She has been working with an adult learner through the Library's Adult Literacy Program and I am constantly impressed by the knowledge and experience that she brings to the program, as well as her dependability and enthusiasm. It always brightens my day when she attends

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tutor training opportunities or just stops in to say hello! We are so lucky to have Tammy as part of our team!” “Tammy has been a faithful volunteer for Homebound Services. Tammy also worked on the RFID Project, she took great pride in her work and put in extra time to make sure the project ran smoothly.”

INFORMATION TECHNOLOGY

- Worked with Finance auditors on annual IT audit.
- IT began testing Google Apps for migration of email and calendar services.
- Finalized configuration and hardware requirements for replacement SVA server in May.
- Began testing phase for Citrix XenClient for laptop management.

OUTREACH SERVICES

- Planning for Books in the Park is well underway. Partnerships with the Department of Parks and Recreation, District 60 Lunch Program, and Care and Share have been finalized.
- School District 70 is creating plans for summer construction. The enhancement projects taking place this summer will change the nature of services that the library can provide to the public. The possibility of other neighborhood programming in these outlying areas is materializing. We are looking to save on staff for Books in the Park by using Satellite staff for some of those hours.
- Kimberly Young (Outreach Services Manager) is working with Central High School and Bessemer K-8 School on a pilot project involving use of library e-readers in the schools along with access to library e-books. PCCLD will be providing 44 e-readers to the schools as well as training in the use of PCCLD e-book technology, so that students in the schools can use books in their language arts program in coordination with the schools' curricula. Kim is working with Principal Brenda Duran from Bessemer School and language arts teacher Tanya Odell from Central High School. The pilot will commence this spring and we will track key data such as how many books are downloaded and how many students impacted. In addition, Kim will appear at the D60 School Board meeting on April 23 to discuss this project as well as an additional initiative wherein Kim will be showing teachers throughout the school district how to use PCCLD e-book resources this summer as part of D60 in-service training. She will discuss the possibility of an initiative for every school-age child to have a library card as a goal.

TECHNICAL SERVICES & COLLECTION DEVELOPMENT

- 6,039 items were added to the collection in March, and 2,606 items were withdrawn.
- Teresa Valenti (Technical Services & Collection Development Director) met with Lucille Windsor, Brodart representative, on March 28. We are expecting a proposal to deliver adult and Spanish-language print materials.
- The library is now receiving most materials RFID tagged and programmed from our material vendors.
- Collection HQ has been in place for a full month, and we are beginning to work with this new tool.
- Jill Deulen (Collection Development/ILL Librarian) has begun the OCLC batch holdings update process, and we anticipate that to be completed in the second quarter.
- We are close to signing a contract with BiblioCommons, and plan to implement that Discovery layer in the next few months.
- An RFP for an ILS consultant was completed. Hiring a consultant will be delayed until after Abby Koehler (ILS Administrator) attends ALA in June and can meet some of the potential vendors
- Abby Koehler (ILS Administrator) initiated the purchase of e-book catalog records, and they will begin appearing in our catalog in April.

GIFTS & GRANTS

- Contributions and pledges received for the New Libraries included:

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- Michael Cox (Director of Public Services) gave \$1,000
- Teresa Valenti (Director of Technical Services & Collection Development) gave \$250
- Priscilla Lucero (Foundation Board) gave \$250
- Jim Stuart (Foundation and Library Board) gave \$250
- Lyndell Gairaud (Library Board) pledged \$250
- Jon Walker (Executive Director) pledged \$7,500
- Contributions received for the Pueblo Girl Essay Contest included:
 - Beta Chapter – Delta Kappa Gamma Society gave \$50
 - Business Women's Network gave \$50
 - Friends of the Library gave \$50
 - Girl Scouts Columbine Council gave \$50
 - The League of Women Voters – Pueblo gave \$50
- Contributions and pledges received for the Summer Reading Program included:
 - HUB International Insurance Services pledged \$300
 - Loaf'N Jug gave \$300
 - Parkview Medical Center gave \$300
 - Pueblo Records & Tapes gave \$25
 - Pueblo Rotary 43 Foundation gave \$1,000
 - Pueblo West Rotary gave \$300
 - Pueblo Zoo provided an in-kind gifts valued at \$12,000
 - Rocky Mountain Eye Center, Inc. gave \$300
 - Wendy's provided in-kind gifts valued at \$2,637
 - Young at Heart Dentistry gave \$300
- The library also received in-kind book donations from:
 - Noreen Riffe
 - Marilyn Antenucci
 - Mike Thomason

STAFF DEVELOPMENT

- Maria Kramer (Teen Librarian/Interim YS Manager) attended a webinar for the CAL Leadership Institute on March 1.
- Dan Romero (IT Systems Specialist) attended Microsoft Troubleshooting Training on March 4-8.
- Maria Tucker (Special Collections & Museum Services Manager) attended *Webwise on* March 5-8. *Webwise* is a conference sponsored by the Institute of Museum and Library Services (IMLS). The conference brings together representatives from museums, libraries, archives, systems science, education, and other fields who are interested in the future of high-quality online content for inquiry and learning.
- Sara Rose (HR Director) and Joe'l DeYoung (HR Assistant) attended a legal update presented by IMPA-HR on March 5 at Pueblo Police Department. Topics included: Health Care Reform, Marijuana and ADA, Updates in Background Screening, Application Screening new EEOC rulings.
- Andrew Bregar (Reference Librarian) attended a BrainFuse webinar on March 7.
- Charlene Garcia Simms (Genealogy Librarian) attended Non-Profit Day at the Sangre De Cristo Arts Center on March 13.
- Dan Romero (Systems Specialist) and Todd Smith (IT Helpdesk Specialist) attended Microsoft Training for Windows Server and 7 on March 11-14.
- Cindy Shimizu (Pueblo West Library Manager), Janina Goodwin (Circulation Manager), Charles Hutchins (IT Director), and Amy Martin (Literacy Librarian) attended The Oz Principle® Accountability Training® Workshop in Denver on March 12. This was an opportunity for a variety of managers to see whether the training would be valuable for PCCLD-specific training.

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- Teresa Valenti (Technical Services & Collection Development Director) attended the annual COSUGI (Sirsi) conference March 13-16.
- Teresa Valenti (Technical Services & Collection Development Director) attended InfiniSource demonstration on March 18.
- Jill Deulen (Collection Development/ILL Librarian) attended Electronic Resources & Libraries conference on March 18-20.
- Carol Rooney (Reference & Readers Advisory Librarian) attended a MADCAD webinar on March 20.
- Andrew Bregar (Reference Librarian) attended a webinar on Lessons from the Learning Labs Initiative on March 21.
- Teresa Valenti (Technical Services & Collection Development Director) met with Pat Moore and Michael Bihls from Baker & Taylor to view an Axis360, their e-content service, demonstration on March 26.
- Mary Kratz (Lamb Clerk), Renee Montano (Outreach Assistant), and Laura Tilley (Barkman Clerk) attended the Paralibrarian Spring Workshop in Aurora on March 27.

THANK YOU MESSAGES

- Emma Thomas submitted a Comment Form at Lamb which read: “Thank you so much for finding that marriage info for me! It was exactly what I needed.!”
- Karen Rice submitted a Comment Form at Rawlings which read: “The automated library systems are awesome. Thanks for the attention to detail.”
- Anonymous customers left the following Comment Forms at Rawlings:
 - “I love your new check-in and check-out stuff. You guys rock.”
 - “Great!! Love the new check-out system—we are catching up with the big guys!”
- Charlene Garcia Simms received a thank you card and note with money for additional searches from Dolores Vega from Paradise, CA which read: “I can’t thank you enough for your help. ...”

Respectfully submitted,
Jon Walker
Executive Director