

## **Security Cameras**

RFP: #110120112550

Open Date: November 1, 2011

Required Onsite Visits: November 8, 2011

Closed Date: November 18, 2011 @ 3:00 pm

The RFP was put on PCCLD's Website.

### **Overview**

The purpose of this project is to promote safety for customers and staff and to provide extra security for the Library District's resources and facilities.

The plan is to add 35 new cameras, 30 at Rawlings and 5 at the Lamb Branch, to the current security camera network already in place in the Library District. Currently there are 8 cameras at the Pueblo West Branch, 5 at the Barkman Branch, and 1 at Rawlings.

Four vendors submitted bids. All vendors met the requirements of the RFP.

### **Summary**

Vendor	Cost with wiring	Equipment without wiring	64 CAM Licenses
Vendor 1	\$38,500.00	\$29,500.00	X
Vendor 2	\$42,955.56	\$40,999.51	X
Vendor 3	\$34,800.00	\$32,800.00	X
Vendor 4	\$51,662.68	\$43,482.02	X

### **Recommendation**

After checking references, staff recommend that PCCLD enter into an agreement with Colorado Security, based out of Pueblo Colorado, for the purchase, installation and wiring of 35 security cameras. The price also includes a security camera server and the purchase of up to 64 camera licenses.

Base Proposal \$34,800.00

Contingency – 5% = \$1,740

Total – Not to exceed price of \$36,540

Award on December 14, 2011 for work to begin on Dec. 15, 2011

Installation and completion by Dec. 29, 2011

Presented by Charles Hutchins, Director of Information Technology and Jane Palmer, Director of Public Services



100 E. Abriendo Ave.  
Pueblo, CO 81004-4290

# EXECUTIVE DIRECTOR PERFORMANCE REVIEW

## Part A: Organizational Responsibilities

### 1. Vision, Mission, and Strategy:

How satisfied are you that the Executive Director has a clear understanding of the mission and strategy of the organization and plays a key role in translating that mission into realistic action?

- Plans, organizes, and directs all activities concerning the administration of public library services for the Pueblo City-County Library District.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

### 2. Achievement of Results:

How satisfied are you that the Executive Director has accomplished the objectives and priorities set by the Board for the performance period?

- Develops and implements long-range plans for the District in coordination with the Board of Trustees.
- Reports on activities of the District to the Board of Trustees and other external agencies.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

### 3. People Management:

How satisfied are you that the Executive Director has built a positive work culture through staff selection and development?

- Oversees the selection, management, direction, and evaluation of District staff in the delivery of library programs and services.
- Develops, interprets, and communicates operations procedures to library staff.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

### 4. Program Management:

How satisfied are you that the Executive Director has appropriate knowledge of the organization programs and services, and provides suitable oversight for the provision of high quality programs and services?

- Maintains and enhances library collections and services to meet community needs.
- Stays current on new trends in library programs and facilitates testing of new techniques, materials, and equipment for improvement of the District's operation.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

### **5. Effectiveness in Fund Raising and Resource Development:**

How satisfied are you that the Executive Director is an effective fundraiser, working well with all constituencies and donors to generate needed resources for the fulfillment of the organization's mission?

- Fosters community, business, and government support, including financial, for District programs.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

### **6. Fiscal Management:**

How satisfied are you with the Executive Director's management of financial matters including accurate accounting and informed financial decision-making for all PCCLD operations?

- Supervises the preparation of an annual budget, its presentation for approval by the Board of Trustees, and its implementation.
- Responsible for financial oversight of all PCCLD operations.

☐ Exceptionally Satisfied

☐ Satisfied

☐ Unsatisfied

☐ Cannot Assess

*Please comment:*

## 7. Operations Management:

How satisfied are you that the Executive Director has assured that the organization has suitable systems, policies, and processes for: accounting and fund management, personnel management, office space, information technology, and risk management?

- Submits recommendations to the Board of Trustees for establishing library policy.
- Ensures the proper maintenance of District physical facilities and technology.
- Ensures PCCLD has suitable systems, policies and processes.

☐ Exceptionally Satisfied      ☐ Satisfied      ☐ Unsatisfied      ☐ Cannot Assess

*Please comment:*

## 8. The Board / Staff Relationship:

How satisfied are you that the Executive Director works effectively with the Board, maintaining good communications and a collegial, professional environment?

- Serves such other roles and functions as may be directed by the Board of Trustees.

☐ Exceptionally Satisfied      ☐ Satisfied      ☐ Unsatisfied      ☐ Cannot Assess

*Please comment:*



## 9. External Liaisons and Public Image:

How satisfied are you that the Executive Director maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents, consumers, and other relevant community organizations?

- Directs the promotion of a positive image of the District, represents the District to the community, and serves as an active community leader for the furtherance of District goals.
- Provides representation and acts as a liaison on behalf of the District with local, state, and federal governments, and local, state, and national associations and professional organizations.

☐ Exceptionally Satisfied      ☐ Satisfied      ☐ Unsatisfied      ☐ Cannot Assess

*Please comment:*

## 10. Other Expectations:

How satisfied are you that the Executive Director has responded appropriately to unanticipated or difficult situations, and to those specific challenges associated with the unique mission of this organization?

☐ Exceptionally Satisfied      ☐ Satisfied      ☐ Unsatisfied      ☐ Cannot Assess

*Please comment:*

## **Part B: Overall Assessment**

**Narrative Summary of Performance:**

**Affirmation of Strengths and Achievements:**

**Discussion of Gaps:**

**Suggestions for Professional Development:**

## PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

### 2012

#### Scheduled Meeting Dates

The Board of Trustees normally meets on the 4<sup>th</sup> Thursday of each month with the exceptions of November and December.

Meetings are normally scheduled at 5:30 p.m. and are held in the 4<sup>th</sup> floor Ryals Room when at the Rawlings Library.

The Board may meet at another location in the county at the Board's discretion

In January, April, July, and October there will be a 5:00 p.m. reception for the Board to extend their appreciation and congratulations to employees receiving performance awards during the prior quarter for their service to the Library

Work Sessions are normally held on the 3<sup>rd</sup> Tuesday of each month (or the Tuesday the week BEFORE the Regular Board meeting) at 4:00 p.m.

Work Session Date	Location	Board Meeting Date	Location
Jan 17, 2012	Rawlings Library Ryals	<b>Jan 26, 2012</b> (Oct-Nov-Dec)	Rawlings Library
Feb 14, 2012	Rawlings Library Ryals	Feb 23, 2012	<b>Pueblo West Library</b>
March 13, 2012	Rawlings Library Ryals	March 22, 2012	<b>Lamb Library</b>
<b>Thursday</b> Apr 19, 2012	Rawlings Library Ryals	<b>Apr 26, 2012</b> (Jan-Feb-Mar)	Rawlings Library
May 15, 2012	Rawlings Library Ryals	May 24, 2012	<b>Barkman Library</b>
Jun 19, 2012	Rawlings Library Ryals	Jun 28, 2012	<b>Pueblo West Library</b>
Jul 17, 2012	Rawlings Library Ryals	<b>Jul 26, 2012</b> (Apr-May-Jun)	Rawlings Library
Aug 14, 2012	Rawlings Library Ryals	Aug 23, 2012	<b>Lamb Library</b>
Sep 18, 2012	Rawlings Library Ryals	Sep 27, 2012	<b>Library @ the Y</b>
Oct 16, 2012	Rawlings Library Ryals	<b>Oct 25, 2012</b> (Jul-Aug-Sep)	Rawlings Library
Nov 6, 2012	Rawlings Library Ryals	Nov 15, 2012	<b>Barkman Library</b>
Dec 11, 2012	Rawlings Library Ryals	Dec 13, 2012	Rawlings Library
Jan 15, 2013	Rawlings Library Ryals	<b>Jan 24, 2013</b> (Oct-Nov-Dec)	Rawlings Library

Dates or locations may be changed by vote of the Board of Trustees





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[www.pueblolibrary.org](http://www.pueblolibrary.org)

Robert Hoag Rawlings  
Library

Barkman Library

Lamb Library

Pueblo West Library

Library @ the Y

**Community Satellite  
Libraries:**

Avondale Elementary

Beulah School

Craver Middle School

Cesar Chavez Academy

North Mesa Elementary

Risley Middle School

Rye Elementary

South Mesa Elementary

Vineland Elementary

November 16, 2011

The Honorable Scott Tipton  
218 Cannon HOB  
Washington, DC 20515

Dear Representative Tipton:

This letter is to inform you that the Pueblo City-County Library District (PCCLD) is ending its participation in the Federal Depository Library Program (FDLP) effective December 1, 2011.

This decision was made following careful consideration. The full details of the library district's plan include the following important points:

- PCCLD will no longer act as a local depository for federal documents, where documents had previously been housed at the PCCLD Rawlings Library.
- Public requests for federal documents will be referred by PCCLD to the Colorado State University-Pueblo (CSU-P) Library, which is located less than eight miles from the Rawlings Library and where there exists a more comprehensive collection of federal documents that is well maintained and well staffed.
- PCCLD's Rawlings Library will increase its participation in the Colorado state publications depository program. There is not a state publications depository at CSU-P Library.
- This new arrangement is supported by a collaborative agreement between PCCLD and CSU-P Library, whereby federal documents for our local community will be maintained by CSU-P Library and state documents by PCCLD.

The complete action plan describing these changes summarized above is enclosed for your perusal.

Please do not hesitate to contact me directly, should you have questions or comments.

Sincerely,

Jon Walker  
Executive Director