

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**WORK SESSION MINUTES**  
**August 13, 2019**

**I. CALL TO ORDER AND ROLL CALL**

Doreen Martinez, President, called the meeting to order at 2:00 p.m. in the Ryals room at the Rawlings Library.

Board Members Present: Lyndell Gairaud  
Stephanie Garcia  
Phil Mancha  
Doreen Martinez  
Fredrick Quintana

Board Members Absent: Marlene Bregar  
Dustin Hodge

Attorney Present: Doug Gradisar, Attorney – Gradisar Trechter Ripperger & Roth  
Staff Present: Jon Walker – Executive Director  
Sonya West – Executive Assistant/Board Secretary  
Sherri Baca – Chief Financial Officer  
Sean Miller – I.T. Department  
Terri Daly – Human Resource Manager  
Sara Rose – Chief Operating Officer  
Jill Kleven – User Services Director  
Lori Kozel – Library @ the Y Manager  
Maria Kramer – Youth Services Manager

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

None

**III. WORK SESSION DISCUSSION ITEMS**

**A. New Catalog**

Jill Kleven (Director of User Services) will present on Aspen Discovery, an upcoming new and improved public library catalog experience.

*(Jill Kleven presented from a Power Point slide show.)*

Jill Kleven

How many of you currently like the online catalog that we got with KOHA? It's just ok. It's missing a lot of features that we had with BiblioCommons that unfortunately we weren't able to get back. So, we have a new catalog possibility. There is a consortium in western Colorado called the Marmot Network. They have their own catalog, and we were looking at that catalog last year when we were going to make this switch. Unfortunately at that time they weren't selling to non-member libraries, so it wasn't an option back then. In the past month, I had found out that the developer of that catalog left that consortium and had branched out on his own. So now he is working with other ByWater libraries to create catalogs for the libraries that are unhappy with the KOHA catalog like we are. We had a demo from him and we were really excited about it. Jon Walker has seen it and we have shared the demo with managers. There are a lot of features that we will be getting back that we had with BiblioCommons. I am going to walk you through what will take place and what the changes will be. *(At this point she referenced and presented from her slide show.)* I will also be giving you a demo of the catalog as well. The goal that Aspen Discovery has is that they want to provide an innovated online catalog for maximum usability for staff and patrons. They want to maximize both the use of physical and electronic materials, really making those electronic materials even more visible than they are now in our current catalog. They have good integration with KOHA ILS, which is what we need, as well with all of our content providers like OverDrive, Hoopla and all of the big ones. They also want it to be an easy catalog for customers to use. Some of our goals that I feel like we are lacking right now are that we want easy searching and browsing for our customers. We want e-record integrations and record grouping, which I will

show you in the demo what that means. Better Accelerated Reader records, so that when students and parents are looking online and they want to know which level a book is for their student it will be clear and easy to see. There will be novelist and read-a-like suggestions based on customer searches. There will be content DM and open archives. So our Special Collections software will also be integrated into the searching. Then finally we will have a dash board for real time statistics. We will be able to go in and see where people are clicking and what the popular searches are. Where we are at in the process is that it is currently being built. It is coming along very quickly. August 22<sup>nd</sup> and 23<sup>rd</sup> they will be providing administration training to Daniel Gaghan and I. Then on September 4<sup>th</sup> he will be onsite to provide staff training. The catalog is really easy to use, and we will be doing multiple one hour sessions with public service staff. September 12<sup>th</sup> is our go live date. What we are planning to do to switch users over in a gradual manner is that we will have our search still be with the old catalog. Then we will have something underneath that says "try our new and improved catalog". So they will be able to go back and forth between the old and new search but the data will remain the same. During that time we will be asking for customer feedback as well. We do not have an exact date yet of when the old catalog will go away. Once we make that decision, we will publicize that to our users. I will be working with Community Relations throughout the next month to make sure that customers know that this change will be happening. *(At this point Jill Kleven gave a demo of the new catalog.)*

Stephanie Garcia

Are there costs involved with this change?

Jill Kleven

There are, which luckily it is not as much as BiblioCommons so it is still a savings. The cost is \$15,000 per year, which I will be building into our 2020 budget. This year we do have an implementation cost of around \$9200.00 which we are recouping from a product that didn't end up panning out called Discover Local. Also, we are taking some funds from our development budget for KOHA. We had put that in our 2019 line item for any features we would want to see added to KOHA. So instead of going that way, we will put the money towards this program.

Stephanie Garcia

So will there be duplicate costs if you are running the old program for a while with the new program?

Jill Kleven

The old catalog was already put into the cost of the ILS, so I don't want to say it was free, but it kind of was. It is going to be the same price regardless if we have that old catalog or not, so we are not paying duplicate.

Jon Walker

You will remember that a year ago we had the Sirsi System (ILS). Sirsi System provided a default public asses catalog. The ILS industry has not kept up the pace with modern web interfaces. Groups like Aspen Discovery are developing much more user friendly catalog systems for the public. I think the users are going to love this catalog, and I think the transfer over will be easy for patrons.

Phil Mancha

Will there be any contact with existing users that this is coming?

Jill Kleven

Yes, Nick Potter and I have a meeting tomorrow to map out the plan of how we will let the public know about this change.

## **B. Library @ the Y**

Lori Kozel (Manager of Lamb Library and Library @ the Y) will present recommendations regarding hours of service at the Library @ the Y.

*(Lori Kozel presented from a slide show. She also provided two handouts to each Trustee.)*

Lori Kozel

Sara Rose and I have been working on this project for a while now. We would like to get some feedback from you regarding these requested changes at the Library @ the Y we are suggesting. We are looking at a proposed amendment between PCCLD and the Library @ the Y which would correctly reflect the hours that we are open. We are looking at adjusting the hours Monday through Friday, Saturday hours would stay the same. The adjustments

would only effect the evening hours. If you will look at the handout provided under item 4 that is the section that would be changed due to our recommendation of changing the evening hours Monday to Friday. *(At this point, Lori Kozel went over her slide show which gave statistics on peak times for visitors to the Library @ the Y and also indicated the low times.)* Currently we have a three hour time at 1:00 p.m. that we close, and we would like to shorten that gap. We have noticed that when we close at 1:00 p.m., we hope that the patrons will return in three hours, but they don't. We also show that our numbers drop significantly during the late time that we currently stay open. We would like to suggest that we align with the hours of other libraries that close at 7:00 p.m. This change will also really help with staffing. *(Discussion amongst board regarding the graphs provided that showed the Library @ the Y usage during open hours.)* We would like to make these changes effective January 1, 2020 if you approve. The only physical change at the Y would be a small sign outside the library door. The Y would also let their patrons know of the changes to the hours of operations through fliers and newsletters to their members.

Stephanie Garcia

Would it be beneficial to open later at 10:00 and have an even smaller break during the day of being closed?

Lori Kozel

We have considered that and really like that idea as well.

Jon Walker

We did experiment with the later openings on Friday nights at the Library @ the Y. However, it actually causes confusion because it is the only Library District location that stays open an hour later. So patrons call and expect that other locations will be open later as well. I am absolutely in favor of adjusting the Friday hours so that it aligns with the districts' Friday hours. Regarding the other suggested changes, I think it makes sense to align with the Y and the data they have shown of when the library is being most utilized. I think that Stephanie Garcia makes a good point, and you may want to think about opening later at 10:00 and shortening the time closed at 1:00 to one hour Monday through Thursday.

Doreen Martinez

Since you have indicated that the planned date to implement these changes if approved is January 1, 2020, that gives you time to re-evaluate the ideas given to look at possibly opening at 10:00 Monday through Thursday and closing for only one hour at 1:00 and aligning the closing times with the district policies for all the libraries. After re-looking at this suggestion, we would ask that you present this again at the work session in September.

### **C. Annual Planning Retreat**

The PCCLD 2020 Annual Planning Retreat will take place Tuesday, September 10, 9:00 a.m.-4:30 p.m. in the Ballroom at Occhiato Student Center at CSU-Pueblo. Trustees are invited and encouraged to attend. Participants will spend the day working with colleagues under the guidance of a facilitator and use a set of assigned exercises to help identify 2020 PCCLD objectives to enable the best possible public library service for our community. Coffee and rolls will be available beginning at 8:30 a.m. and lunch will be provided. RSVP to Sonya West at 562-5633 or [sonya.west@pueblolibrary.org](mailto:sonya.west@pueblolibrary.org) by September 4.

Jon Walker

Looking forward to the retreat. We are happy to be at CSU-P for the day and it should be a great event.

### **IV. ADJOURNMENT**

Reminder: The Regular Board Meeting will be held on Thursday, August 22, 2019 at 5:30 p.m. at the Pueblo West Library.

Meeting Adjourned at 3:00 p.m.

Respectfully Submitted by:

*Sonya West*

Executive Assistant