

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
MINUTES FOR THE REGULAR MEETING**

March 21, 2013

I. CALL TO ORDER AND ROLL CALL

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Lamb Library at 5:36 p.m. by President Marlene Bregar.

Board Members Present: Marlene Bregar, President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Jim Stuart

Board Members Absent: Fredrick Quintana, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Teresa Valenti, Technical Services & Collection Development Director; Midori Clark, Community Relations Director; Abby Koehler, ILS Administrator; Diann Logie, Lamb Library Manager; others not recorded

Others Present: Judy Wodishek, President pro tem, and Doreen Martinez, Secretary from the Friends of the Library; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on February 19, 2013 and Minutes of the Regular Library Board meeting held on February 28, 2013 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on February 19, 2013. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Board meeting held on February 28, 2013. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Diann Logie, Lamb Library Manager, who presented and commented on photographs taken at Lamb during the recent Library Enhancement project and reopening. Ms. Logie said both staff and customers love the changes. Ms. Logie said the only problem had been the requirement to enter a date of birth, and she described an exchange with a customer as an example. Customers were pleased to find the collection had not been moved around and there was more space in the children's area. Overall the project had been fantastic. Ms. Logie told a story about a child returning books and watching each book progress along the conveyor belt; when another customer approached the book return, Ms. Logie offered to take the books so the child would not delay him, but he declined saying he too wanted to watch his books move through the system.

Mr. Walker then introduced Abby Koehler, ILS (Integrated Library System) Administrator, to provide a report on key measures. Ms. Koehler distributed a PLDS Statistical Report covering the period from 2002 to 2011. Ms. Koehler explained that the PLDS (Public Library

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Data Service) collects statistics from 1,579 reporting libraries. The information is gathered in one central place and used to come to an understanding about the state of libraries. Ms. Koehler said she looks at what the trends are doing nationally, compares our library with others serving similarly sized service areas, and then narrows that down to 28 peer libraries that match ours closely in terms of holdings and size. Ms. Koehler has been working on this for several years to see what was important to measure. Ms. Koehler looked at the PLDS, IMLS (Institute of Museum and Library Services) and other surveys and identified five measures that were common to all of them. In addition, the library also identified four other areas to measure, and those are the measures she would be reviewing.

In Materials Expenditure Per Capita, Ms. Koehler displayed a graph showing a decrease nationally due to population decrease; however, PCCLD has seen an increase of as much as 9.9% due to the strategic plan with a district goal to use 15% of the overall operating budget for materials. The library has worked hard to achieve and maintain that goal, and PCCLD is now within 5¢ of its peer group.

In Circulation Per Capita, nationally the measure has increased from 2007-2010 and retreated in 2011 to below 2009 levels. PCCLD had an increase in use of materials and a bit of softening but did not see a decrease, although it does not quite match its peer group.

In FTE (full-time employees) Per 1000 Served, Ms. Koehler displayed a graph showing that PCCLD is on par with its peers.

In Visits Per Capita, Ms. Koehler displayed a graph showing a decrease nationally and at PCCLD. She attributed the decrease to an increased use of digital holdings and access to remote services.

In Collection Turnover, Ms. Koehler displayed a graph and commented on its importance in showing the activity of the collection. Ms. Koehler explained that collection turnover is calculated by dividing circulation by the number of holdings to determine how often items circulate. Nationally, the average overall was 2.54 circulations per item held, but for libraries of our size the average was higher but softened in 2011. PCCLD did not see the softening and saw a 15.6% increase over the previous year, and it is now much closer to its peer group. Ms. Koehler attributed the improvement to the significant weeding efforts and cleaning up the catalog to remove non-circulating items. Those efforts brought down the collection size while maintaining circulation levels, improving the library's turnover rate.

Ms. Koehler then referred to a graph showing Public Computer Use at PCCLD which had increased steadily. Ms. Koehler explained the measure shows the number of sessions, not the number of hours or individual users.

Ms. Koehler said nationally the average number of programs decreased, but average program attendance had increased. PCCLD had the opposite result with an increase in programs and a decrease in program attendance; however, PCCLD still had 1.5 times the program attendance of its peer group.

Dr. Mancha asked if there is a way to translate program attendance to circulation. There was a discussion of steps taken to encourage circulation during programs, the difficulty of measuring program attendees, and the differences between the two. Dr. Mancha commented on resources used for both programs and materials, and noted the more we know about the relationship the better we can evaluate the amount and priority of resources.

Ms. Koehler then displayed a graph showing the Electronic Circulation measures for 2011 which varied greatly among libraries in the peer group. Ms. Koehler explained that PLDS had not formalized how electronic circulation was measured until 2012 when they developed a more precise definition. The graph shows PCCLD outperformed, but Ms. Koehler believes it was a result of differences in the way electronic circulation was measured among libraries.

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Ms. Koehler said it is a number they have looked at carefully, but as PCCLD compares with peer groups, it is not very helpful.

Meeting room use is not measured by the national survey, but PCCLD began formally recording meeting room use in 2011. The graph shows the number of meetings and the number of attendees. Ms. Koehler expects to have better results with the introduction of meeting use software to allow people to book rooms online, and it should also make it easier to track meeting room use to provide better analysis. Mr. Miltner asked if that included paid meeting room use, and Ms. Koehler said it includes all meeting room use, including meeting rooms used by staff for programs or committee meetings.

Mr. Walker thanked Ms. Koehler for her work and noted that statistics help the library focus its attention on important elements, and Ms. Koehler had helped track that in a way that is meaningful.

Mr. Walker then invited Dr. Mancha to provide a report regarding the Urban Renewal Authority.

Dr. Mancha said last Friday there was a meeting between nonprofit groups, including the library and Pueblo City Schools, and the City of Pueblo. Dr. Mancha said there had been negotiations for several months, and they thought they were close to coming to an agreement. Paul Benedetti, a Boulder attorney, said that certain things in the agreement were illegal, and the meeting became tense. It ended with plans for the attorneys to meet to see if they can salvage what had been accomplished, and they are waiting to hear what the attorneys decide. It was very disappointing, but they hope to find some common ground between the nonprofits and Urban Renewal.

B. Friends of the Library Report

Ms. Wodishek introduced Doreen Martinez, Secretary for the Friends of the Library. Ms. Wodishek reported that Mary Simmons had been working on a projected budget for 2013. 187 members had been purged whose memberships had lapsed, and they discussed plans for new membership drives. Sales at Books Again were up by \$86.92 with total sales in February at \$9,152, and the Friends discussed pros and cons of being involved with the First Friday Art Walk. Four library personnel applied for scholarships, and the Friends will decide at the April meeting if they will be able to award all of those scholarships. Volunteers will be judging the Poetry contest, and the awards ceremony will be held on May 9. The Friends received the nominating committee's slate of candidates and an update on the new libraries and the Friends' plans for funding the new libraries. The Friends Board has four vacancies. Last month they welcomed Greg Clark, and this month the Friends voted to accept the application of Brad Whitney. They have two new applications to be considered at the April meeting. Ms. Wodishek commented that the Friends were fortunate to have such busy and qualified people to share their expertise.

The Friends will meet on April 16, and the Annual Meeting will be held on April 19 at 6:30 p.m. Tickets for that event are on sale at Books Again. There will be a western theme with Victoria's providing a western-style meal. Ms. Wodishek acknowledged the work of the committee members, Annette Warfield and Sherry Wingo, and help from library staff, Susan Wolf and Justin Morenz. Ms. Wodishek encouraged the Trustees to make plans to attend.

Ms. Wodishek commented that her tenure as president was nearing an end, and there will be a new president named at the April meeting.

C. Pueblo Library Foundation Report

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Mr. Stuart said the Foundation Board did not have anything new to report, but he encouraged Trustees to attend the Library for Life events listed in Announcements which are important to the financing of the new libraries.

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D. Attorney's Report

Mr. Gradisar provided an update on the Colorado City Improvements Corporation litigation. Mr. Gradisar said the judge continued the case and vacated the trial scheduled for April 9. He expects it will be held in June, but is not yet sure if it will be possible. On April 1 there will be another court appearance to set a date to hear a Motion for Summary Judgment. The Motion for Summary Judgment had been denied, but Mr. Gradisar said it would be helpful for the new judge to educate himself about the case. Mr. Walker said the Motion for Summary Judgment will be revisited, and there was additional discussion on the purpose for filing a Motion for Summary Judgment which could result in avoiding a trial.

E. Financial Report

Ms. Bregar announced the Board is asked to ratify the February 2013 bills and accept the February 2013 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan said February was not a busy month. There was nothing unusual to report on the Combined Balance sheet. The audit starts next week, and after that there will be adjustments to fixed assets and to the general long-term debt. They were almost finished with inventory, and general long-term debt includes uncompensated absences such as accrued vacation which they will be working on next week. It will change with the next report because the library has added a lot of fixed assets.

Ms. Brogan said the target percentage for the end of February is 17%. Property tax was 2% collected, because January taxes were received in February. Specific ownership taxes were at 7% which is on target for this time of year. Fines were slightly under collected because Lamb and Barkman were closed half the month, and receipts from the new equipment were not collected and deposited until March. Total revenues were 3% collected.

Expenses were 14% spent. Personnel was 16% spent, but everything else was a little below target, except Information Technology which was 34% spent due to the Sirsi contract paid early in the year.

In the Capital Project Fund, total revenues increased from 0% to 23% as a result of a \$50,000 contribution from the El Pomar Foundation for new libraries. Interest was a little more with earnings from COP funds. Expenses included \$19,459 for the new building projects, \$2,015 in the InfoZone for a computer and software for the digitization project. Capital asset expenses include \$24,748.15 for the Library Enhancement Project and \$12,158.80 for server replacement. Total expenditures were 2% spent.

Ms. Brogan pointed out that there was nothing unusual to report in Other Funds; however, she directed the Board's attention to the amount held in the Chamberlain Fund since it was on the agenda.

Ms. Brogan said the Check Summary Report had nothing unusual to report, and she offered to respond to any questions.

Ms. Brogan said the amounts presented for the Board's approval are: ACH payments of \$109,859.61, Payables of \$275,220.59, Payroll of \$203,439.76 for a total of \$588,519.96.

Dr. Mancha made a Motion, seconded by Mr. Miltner, that the Board approve the February 2013 bills and accept the February 2013 Fund Statement as contained in the March 21, 2013 Board materials. There being no further discussion, MOTION CARRIED 4-0.

III. PUBLIC COMMENT None

VI. OLD BUSINESS None

VII. NEW BUSINESS

A. Announcements

- ☐ The Board Audit Committee (Philip Mancha, Marlene Bregar, and Roy Miltner) is scheduled to meet at 3:00 p.m. on Tuesday, March 26 at the Rawlings Library to discuss the annual financial audit with representatives of Swanhorst and Company, LLC. The meeting will be held in the 3rd floor conference room.
- ☐ The next regular Trustee Work Session is scheduled for Tuesday, April 9 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Trustee meeting is scheduled on Thursday, April 18 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event immediately prior to the meeting at 5:00 p.m., and Trustees were encouraged to arrive early.
- ☐ The Rawlings Library will be closed on Sunday, March 31 for Easter Sunday.
- ☐ Interviews with candidates to fill the Library Board vacancy will be conducted by a committee of City/County representatives at the Rawlings Library on Wednesday, April 3 from 2:00-4:00 p.m. in Bret Kelly Room B.
- ☐ The Pueblo Library Foundation will host four Libraries for Life events to introduce plans for three new libraries which Mr. Stuart mentioned earlier. Board members were encouraged to attend and invite others to attend the following events:
 - Tuesday, April 2 at 12:00 noon – Rawlings Library, Ryals Room (4th floor)
 - Saturday, April 13 at 9:00 a.m. – Craver Middle School, 4850 S. Crow Cutoff, Colorado City
 - Tuesday, June 11 at 12:00 noon – Risley Middle School, 625 N. Monument Ave.
 - Tuesday, August 6 at 12:00 noon – El Pueblo Youth Center, One El Pueblo Ranch Way

B. Action/Discussion Items

1. Chamberlain Fund

Ms. Bregar said PCCLD is the beneficiary of contributions from the Chamberlain Fund, and the library has benefited from these contributions since 1979. These funds have been used by PCCLD in the past for matters such as the Pueblo West capital project. At the March 12 Work Session, the Board discussed the recommendation to use the current fund balance held by the library to increase the budget of the current new libraries capital project, including naming opportunities for Lenore Thatcher and Allen G. Chamberlain. The current balance in the PCCLD Chamberlain Fund is approximately \$38,622.55.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board of Trustees allocate the current balance of the Chamberlain Fund to be used equally among the three new library projects, and designate future contributions from the Chamberlain Fund until such time as the total amount provided for each new library reaches \$15,000.

There being no further discussion, MOTION CARRIED 4-0.

2. Service Enhancement Incentive

Ms. Bregar said the library district implemented its new service program in late February. This includes new methods for checking out materials as well as other changes to library materials processing. The Board of Trustees discussed a recommendation to reward the teams most successful in adopting the new model at the March 12 Work Session.

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Mr. Miltner made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the proposed incentive program to focus positive attention on the new service model with rewards of additional personal leave according to the success of each team.

There being no further discussion, MOTION CARRIED 4-0.

3. Pueblo Library Foundation Appointment

Ms. Bregar said the Board of Trustees received an application for the Pueblo Library Foundation Board and discussed the appointment at the March 12 Work Session.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Trustees to appoint Ms. Julie Rodriguez to membership on the Pueblo Library Foundation Board of Directors for the term that commenced January 1, 2013.

There being no further discussion, MOTION CARRIED 4-0.

VIII. ADJOURNMENT There being no further business, Mr. Stuart made a Motion to adjourn the meeting at 6:42 p.m.

Respectfully submitted,

Jane Carlsen
Secretary