

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

**June 26, 2014**

**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 Pueblo West Library at 5:00 p.m. by Vice President Fredrick Quintana.

Board Members Present: Fredrick Quintana, Vice President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Donna Pickman; Jim Stuart

Board Members Absent: Marlene Bregar, President

Attorney Present: Charles Trechter

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Michael Cox, Public Services Director; Cindy Shimizu, Pueblo West Library Manager; Teresa Valenti, Technical Services & Collection Development Director; others not recorded

Others Present: Patrick Pulis

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA** None

**III. APPROVAL OF THE MINUTES**

Mr. Quintana said the Minutes of the Library Board Work Session held on May 13, 2014, Minutes of the Regular Library Board meeting held on May 22, 2014, and Minutes of the Special Library Board Work Session held on June 3, 2014 were provided to Board members prior to the meeting.

Mr. Miltner made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on May 13, 2014. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on May 22, 2014. The minutes were approved by unanimous consent.

Ms. Gairaud made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Special Library Board Work Session held on June 3, 2014. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker invited Cindy Shimizu, Pueblo West Library Manager, to speak.

Ms. Shimizu titled her presentation: "Raising Chickens and Saving Lives." Ms. Shimizu focused her presentation on the value of partnerships in reaching key results. She spoke of a recent program on Raising Chickens provided by the CSU-Extension as one example. She also credited the Pueblo West Women's League with programs on Mahjong as well as the donation of a bike rack and door prizes for the five-year celebration and PACE (Pueblo Active Community Environments) with a \$100 contribution to the library's circulating bike lock initiative. Ms. Shimizu also described the collaboration with Parks & Recreation as they consulted with the library as well as the community to develop the park which held its ribbon cutting recently.

The Pueblo West Chamber is a regular partner with the library, holding luncheon programs at the library regularly where Business Librarian, Deb Krauth, is given the opportunity to present

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information about the resources available from the library. They also offer classes on QuickBooks, and they are the lead sponsor of the Pueblo West 4<sup>th</sup> of July Celebration, and this is the first year the library will also be represented at that event. Ms. Shimizu pointed out the banner recognizing the Pueblo West Library as the Pueblo Chamber “Business of the Month.”

Ms. Shimizu described Deb Krauth as a stellar networker and cited the numerous partnerships she has developed and programs offered through Junior Achievement, PCC Career Fair, Alzheimer’s Association, SRDA (Senior Resource Development Agency), Small Business Development Center (SBDC), Latino Chamber of Commerce and SCORE.

Bonfils Blood Center uses the Pueblo West Library parking lot to conduct a blood drive every month, and she understands that for every donation there is the potential to save three lives so that is how the library also helps saves lives.

Ms. Shimizu concluded that the goal is to increase all four of the key results, and Pueblo West’s programming numbers were up 46% from last year.

Mr. Walker then introduced Teresa Valenti, Technical Services & Special Collections Director, to discuss an initiative that is groundbreaking for PCCLD.

Ms. Valenti provided presentation called, “Rabbits and Turtles, Oh My!” Ms. Valenti explained efforts to redesign Technical Services for greater efficiencies, noting there are many ways to set up a Technical Services Department, and ours is very small and is about ten years dated. Ms. Valenti discussed new formats introduced and new tools available which require Technical Services to become more IT oriented.

Ms. Valenti said “rabbit” was used as a metaphor introduced by the consultant as a way to think about their role as a distribution center. She how the consultant, John Huber, was selected, and reviewed his experience. His philosophy is that if you think lean, you can offer excellent customer service at a lower cost.

Ms. Valenti described how the entire Technical Services Department participated, and provided a graphic of the people involved in the project. She then reviewed the goals of the project which included achieving less than a five-day turnaround on all new materials, evaluating outsourcing, and supporting the addition of new libraries, among several others.

She described the process used to brainstorm and efforts to begin defining and measuring the service delivery chain. They identified the highest-demand items which were DVDs, Adult Fiction and Juvenile Fiction to establish an 80/20 rule to target the majority of items being processed. Ms. Valenti explained that even items delivered from the vendor “shelf-ready” required a little bit of work before being sent to the shelf, and they began working with vendors on tiny details to insure items were fully “shelf-ready” upon delivery. The items only require a scan to add it to the system, invoice it, and be ready to send it out to the public. They also determined that prioritizing “hot” items interrupted the overall flow of delivery. If the majority of items are delivered shelf-ready, it eliminates the need for prioritizing, and the remaining items which do require cataloging (the “turtles”) will even move faster. Ms. Valenti eventually expects to set up a receiving station and to hire a clerical position to scan in materials, and as the efficiencies improve, she expects to be able to contribute staff for the new libraries. Ms. Valenti said they will know they have been successful when they are able to support three new libraries, no longer need to prioritize handling of new materials, and are better able to manage peak ordering periods. She said weeding has improved as they become confident in the accuracy of the reports, so it no longer requires one last look. This project is still underway, but she believes it will be successful.

Ms. Valenti concluded that the consultant was worth his weight in gold and allowed them to discover the solutions for themselves. Technical Services will stay current, relevant and on the cutting edge.

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Board members raised questions about additional costs for processing, staff buy-in, and adapting to new technology. Ms. Valenti explained that the processing budget may require some reallocation as resources are shifted, described challenges and efforts at developing better communication as a team, and discussed expected changes in MARC records as well as new tools becoming available.

Mr. Walker thanked Ms. Valenti for stepping into this role. He said he does not expect to see a net savings, but he does expect it will require some reallocation of resources. Some will be from shifting staff, and getting materials out the public faster will improve key results for the district. Many of the reallocations will be staff-based, and there have been some general discussions of what that staffing might look like.

Mr. Walker distributed *Progress Toward Key Results* as of May 2014. The target percentage for May would be 41.67%, and he pointed out that in each of the four key result areas, the library is ahead of the target percentage as well as ahead of the previous year. Mr. Walker said they continue to talk with staff internally and are seeing some good results. Mr. Walker announced plans to discuss this further at the next Work Session.

### **B. Pueblo Library Foundation Report**

Mr. Stuart announced that the Foundation Board will be meeting on July 9 to make plans for the rest of the year and beyond as they begin trying to build a corpus. The goal remains at \$1,070,265, and there is a balance of \$29,433 left to raise. There will be fundraising events at each of the new libraries on July 29 (Greenhorn), July 30 (Lucero Library), and July 31 (St. Charles Mesa). Mr. Stuart encouraged as many Board members as possible to attend and to encourage others to attend. This will give people a peek at what the new libraries are going to look like.

### **C. Attorney Report** None

### **D. Financial Report**

Mr. Quintana said the Board is asked to ratify the May 2014 bills and accept the May 2014 Fund Statements. Chris Brogan, Chief Financial Officer, would provide a synopsis of the Financial Report and answer any questions.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Library Board approve the May 2014 bills and accept the May 2014 Fund Statement as contained in the June 26, 2014 Board materials.

On the Combined Balance Sheet, Ms. Brogan said tax collections are deposited directly into the ColoTrust account where there will be growth in the first half of the year. In May the account was at \$3.2 million; last month it was at \$1.1 million. Property tax is half way collected. Ms. Brogan pointed out the financial statements are still marked "unaudited." The auditor has prepared the draft, and she is putting together the final documents.

In the General Fund, the target percentage for the end of May is 42%, and revenue is 55% collected overall. Ms. Brogan said Property Tax was 58% collected, and Specific Ownership Tax was 36% collected, which is not a concern since it is collected a month behind. Interest earnings are low at 11%, but are expected to improve as they reach the peak of investable funds in ColoTrust.

Expenditures were 35% spent. Personnel was 38% spent and on target. Materials were 24% spent, but that will increase when opening-day collections are purchased for the new libraries. Facilities was 30% spent, which is double last month due to the lease payment made for the COPs made in May. Operating was 43% spent and reflects the 1.5% fees paid to the County Treasurer for collection of property tax. Information Technology was 69% spent which Ms. Brogan attributed to the service agreements that were overlooked in the budget and may require a budget resolution as they approach the end of the year.

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Revenue in the Capital Project Fund was 74% collected and includes \$2,648 in interest due to the cash from the Foundation. Capital asset expenditures included \$826,984, which is two months of construction bills for the new libraries. Other Capital asset expenditures included \$23,308 for IT expenditures on licenses and computer software upgrades, and \$76,773, mostly for the final invoices to H.W. Houston on the 2<sup>nd</sup> floor enhancement project and on the landscaping project.

In Other Funds, there was nothing to report with the only activity in the Nesbitt Fund.

In the Check Summary Report, Ms. Brogan pointed out the payment to BCS ProSoft for \$4,244 which was for the SAGE 100 Upgrade, which is the accounting system. In Card Services there is a payment to UMB \$13,401.37 as procurement card use continues to increase. Ms. Brogan said they are upgrading to an online management system that will allow them to produce vendor reports and perform processes online such as deleting cards, etc. There was discussion on the advantages of being able to break out how the cards are being used; easily allowing them to identify all the payments made to Staples, for example. Ms. Brogan pointed out the two payments to H.W. Houston for construction of the new libraries; one for \$341,248.28 and another for \$503,712. Ms. Brogan pointed out the payment of \$5,250 made to HUB International, and she explained the library went to bid for Insurance Brokers, and HUB was the best value for the price. Instead of paying a commission, the library saves by paying a quarterly commission fee.

Ms. Brogan concluded by reviewing the amounts presented for the Board's approval to include ACH payments of \$293,873.89 which includes the debt service payment, Payables of \$1,248,251.46 with construction invoices, and Payroll of \$202,213.48 for a total of \$1,744,338.83.

There being no further discussion, MOTION CARRIED 5-0.

### V. PUBLIC COMMENT None

### VI. OLD BUSINESS None

### VII. NEW BUSINESS

#### A. Announcements

- All Libraries will be closed on Friday, July 4 for the Independence Day holiday.
- The next regular Work Session is scheduled for Tuesday, July 8 at 3:00 p.m. in the Ryals Room at the Rawlings Library, 100 E. Abriendo. This is one week earlier than usual.
- The next regular Board meeting is scheduled on Thursday, July 24, at 5:30 p.m. in the Ryals Room of the Rawlings Library, 100 E. Abriendo.
- Dates for the Libraries for Life fundraising events that were scheduled on June 17, 18 and 19 have changed. The Pueblo Library Foundation will host Libraries for Life breakfasts at each of the new libraries, 8:00-9:00 a.m. on the following dates:
  - Tuesday, July 29 – Greenhorn Valley Library
  - Wednesday, July 30 – Patrick Lucero Library
  - Thursday, July 31 – St. Charles Mesa LibraryBoard members are encouraged to attend. RSVP to Amber Pepin at 562-5635.

**B. Action/Discussion Items**

**1. Auditor Report**

Mr. Quintana announced that Swanhorst & Co., LLC reports the 2013 audit report delayed, and the Board is asked to take action to accept this delay. The Board discussed the delay at the June 17 Work Session.

Ms. Pickman made a Motion, seconded by Dr. Mancha, that the Board approve the delay of the 2013 audit report until the July 24 Trustee meeting.

There being no further discussion, MOTION CARRIED 4-0. *(Mr. Miltner had departed at this point.)*

**2. Furniture Purchase**

Mr. Quintana said PCCLD is preparing to procure furniture for three new libraries. Amy Martin, Managing Librarian, is overseeing the project and provided an overview of the process for selecting the furniture and costs which were discussed in detail at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

Mr. Stuart made a Motion, seconded by Ms. Gairuad, that the Board approve the bid provided by Contract Furnishings for furniture for three new libraries at an amount not to exceed \$150,357.

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

**3. Automated Materials Handling (AMH) Equipment Purchase**

Mr. Quintana said PCCLD is preparing to procure AMH equipment for three new libraries. Jon Walker, Executive Director, provided an overview of the process for selecting the equipment and costs. The bids were discussed in detail at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

Mr. Quintana then called for a motion. Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board approve the bid contract with 3M for Automated Materials Handling (AMH) equipment for three new libraries at an amount not to exceed \$90,204.

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

**4. Self-Check and Security Gate Equipment Purchase**

Mr. Quintana said PCCLD is preparing to procure self-check and security gate equipment for three new libraries. Purchase is recommended from an existing bid contract with SirsiDynix/Bibliotheca not to exceed \$86,040. The reasoning for using the existing bid was discussed at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

Mr. Quintana then called for a motion. Ms. Gairaud made a Motion, seconded by Dr. Mancha, that the Board approve the existing bid contract with SirsiDynix/Bibliotheca for security gate equipment for three new libraries at an amount not to exceed \$86,040.

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

**5. Meeting Room Audio-Visual Equipment Procurement**

Mr. Quintana said PCCLD is preparing to procure meeting room audio-visual equipment for three new libraries. Purchase is recommended from Maximus Control for a price not to exceed \$38,994. The bid was discussed at the June 17 Work Session. The procurement requires Trustee approval because it exceeds \$25,000.

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Mr. Quintana then called for a motion. Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the bid award to Maximus Control for meeting room audio-visual equipment for three new libraries at an amount not to exceed \$38,994.

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

### **6. Citizen's Access to PCCLD Records**

Mr. Quintana said Nick Gradisar, PCCLD attorney, recommends PCCLD modify its written guideline regarding open records access in light of a recent change to state law. The Board reviewed the recommended revisions to Citizen's Access to PCCLD Records at the June 17 Work Session.

Mr. Quintana then opened the floor for a motion. Ms. Pickman made a Motion, seconded by Mr. Stuart, that the Board approve revisions to 03.04.01.P2 Citizen's Access to PCCLD Records.

Mr. Walker brought to the Board's attention that additional revisions had been recommended by the attorney after the Work Session.

Mr. Trechter said when Mr. Gradisar checked the law after the Work Session, he found that the Public Records statute limits the charge to 25¢ per page. The library's policy had previously charged \$1.00 per page. Mr. Walker said \$1.00 per page had been revised to show 25¢ for a "standard" page, and there is an additional sentence which reads, "If the record to be copied is not on a standard page format, the actual cost of the copying will be payable upon delivery of the documents."

Ms. Pickman made a Motion to amend the previous motion to include the additional revisions discussed, and Mr. Stuart seconded.

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

### **7. Alley Vacation**

Mr. Quintana said PCCLD has been in negotiation with Safeway for a mutual agreement to vacate an alleyway adjoining north to the new Lucero Library site. The Board discussed this at the June 17 Work Session.

Mr. Quintana then called for a motion. Mr. Stuart made a Motion, seconded by Ms. Pickman, that the Board approve the Agreement with Respect to the East Side Library and Vacation of Alleys Adjacent Thereto with Safeway.

Mr. Trechter said that since the Work Session, Mr. Gradisar was notified the city recently discovered there is an active sewer line in the alley. The city will reserve an easement for the sewer line when the alley is vacated and will also reserve an access easement in the vacated alley to be deeded to Safeway in order to reach the sewer line. Safeway is aware of the reservations and is in agreement. The application to vacate the alleys has been filed with the city, and he expects the process could be completed in 90 days.

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

## **VIII. ADJOURNMENT**

Having completed all the items on the agenda, Mr. Quintana adjourned the meeting at approximately 6:45 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary