

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

November 15, 2012

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2013

Ms. Baca announced that this is an opportunity for citizen comment on the Budget proposal which had been made available for public inspection.

Chris Brogan, Chief Financial Officer, provided a presentation of the 2013 Annual Plan and Budget and reported that the public notice of the budget and budget hearing had been published in *The Pueblo Chieftain* on October 28, 2012. Ms. Brogan reviewed the General Fund and Capital Project Fund. In General Fund Revenues, property tax is up 9% with the mill levy at 5.293 which includes the Black Hills energy plant. Ms. Brogan reviewed details of the revenue line items with total revenues up 8%. Changes from the Work Session included increased interest revenue and a final quote increased property insurance, resulting in a net increase in the fund balance of \$12,477. Ms. Brogan pointed out that 88% of the library's revenue is from property tax, and total taxes represent 96% of revenue. Total General Fund expenditures are up 13%, and Ms. Brogan reviewed specifics of planned expenditures and explained comparisons were with the 2012 budget estimate rather than budget to budget. The fund balance at the end of 2013 is expected to be \$2,692,013 which is a decrease from the prior year due to a transfer of \$1,300,000 to the Capital Project Fund for RFID and new building costs.

Ms. Brogan then reviewed the Capital Project Fund which includes \$154,500 for the new projects. Total expenditures, including completion of RFID and the new buildings, are expected to be \$3,651,028 which includes the transfer in of \$1,300,000 from the General Fund.

Ms. Brogan then reviewed assumptions with revenues budgeted conservatively, expenditures anticipating all known impact including annual plan initiatives, and anticipated savings in the 2012 Budget. The Combined Fund balance is anticipated to be 58% of total combined annual expenditures.

Ms. Brogan anticipates additional adjustments between now and the next meeting with new information on estimates and the final assessed valuation. Comments from the public will continue to be received until 5:30 p.m. on Thursday, December 13, 2012 at which time the proposed 2013 budget will be presented to the Board of Trustees for adoption and appropriation. Ms. Brogan then offered to respond to any questions.

Mr. Stuart asked if 2013 is a re-assessment year or what might account for the change. Ms. Brogan said Black Hills comes on in 2013, which was the reason for the increase. Ms. Brogan said they re-assess in odd years, and the library sees the results of the re-assessment the following year. Ms. Brogan said the library has had increases greater than budgeted and hopes that trend continues.

II. 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 Barkman Library at 5:30 p.m. by President Sherri Baca.

Board Members Present: Sherri Baca, President; Marlene Bregar, Vice President; Rhonda Gonzales; Roy Miltner; Fredrick Quintana; Jim Stuart

Board Members Absent: Philip Mancha

Attorney Present: Nicholas Gradisar

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Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Public Services Director; Teresa Valenti, Technical Services & Collection Development Manager; Maria Tucker, Special Collections & Museum Services Manager; Sara Rose, Human Resources Director; Todd Smith, Information Technology; others not recorded

Others Present: Lyndell Gairaud, appointed to fill Sherri Baca's seat on the Board of Trustees beginning January 1, 2013; Sherry Nash.

III. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested an additional item of new business at VIII.B.5. to consider Exterior Video Surveillance Cameras for the library.

IV. APPROVAL OF THE MINUTES

Ms. Baca said the Minutes of the Library Board Work Session held on October 16, 2012 and Minutes of the Regular Library Board meeting held on October 25, 2012 were provided to Board members prior to the meeting.

Mr. Stuart made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Library Board Work Session held on October 16, 2012. The minutes were approved by unanimous consent.

Ms. Gonzales made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Regular Library Board meeting held on October 25, 2012. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Walker introduced Steve Antonuccio, Manager of the Barkman Library, which was hosting the Board meeting tonight. Mr. Antonuccio welcomed the Board and noted that the Barkman Library was in the middle of tagging its collection which they hope to complete by next week and ahead of schedule. Mr. Antonuccio said three years ago, Barkman had 10,000 more items than the Lamb Library, and Barkman now has the right size collection for the size of the building, which also made the tagging process much easier and enabled them to make Barkman more ADA-accessible. Mr. Antonuccio commented on Barkman's statistics which were up in most categories. Even with the smaller collection, circulation was up because it gets more activity, and Mr. Antonuccio likes to think that people vote with their feet. Mr. Antonuccio said program attendance was also up, even with a meeting room capacity of only 27 people. They used the children's area for summer programming, which was up 125%, and earned Barkman first place and a grant award from the Friends of the Library that will be used to purchase new furniture for the children's area. Mr. Antonuccio credited the Barkman staff, library administration and Youth Services for supporting their efforts and acknowledged there will be a learning curve on a new way of doing business.

A discussion ensued on specifics of the RFID tagging process, and sample items that had been tagged were circulated and discussed. Additional discussion centered on expectations for the entire collection to be complete by the end of January, tags are intended to be permanent and will not be removed as items are weeded, new self-checkout units will be easier for customers to use, and current magnetic security strips will remain in use until RFID equipment is in place when the library reopens.

Mr. Walker then introduced Maria Tucker, Special Collections and Museum Services Manager, to provide a report on the Digitization Project.

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Ms. Tucker reviewed the background and provided a presentation on the Digital Collections Plan that was developed to provide greater access to the public of significant materials in the library's collections. Ms. Tucker said the planning process had also served to help train staff on digitization of collections. Ms. Tucker reviewed the mission developed to guide the program. The primary audience will be genealogists and researchers and a secondary audience will be students and educators especially as the collections become easier to access.

Mr. Miltner asked if there will be a way for someone to find a specific item, and Ms. Tucker said they are working on finding aids, but the process is ongoing. Ms. Baca asked if there will be a database on the website, and Ms. Tucker said it will be and as the program progresses, they will reach out even more to the secondary audience.

Ms. Tucker then reviewed key components of the plan which includes rights management, how to select collections to be digitized, standards, best practices, and project management. Ms. Tucker said the plan will guide the implementation effort over the long term. Steps that have been accomplished include purchasing the new Digital Asset Management System with CONTENTdm, items previously digitized in SIRSI have been extracted and added to the new system, staff members are learning to use the new software, and they are working with Community Relations to design the web interface. Ms. Tucker expects 800 previously digitized items to be available when the site launches to the public in December.

Ms. Gonzales asked if the storage of the images is also hosted, and Ms. Tucker said it is but only provides access to files, not long-term preservation. They are still looking for a solution for the preservation component.

Ms. Baca asked about the nature of the items, and Ms. Tucker responded it is primarily photographs, but there are some documents. Eventually they would like to do more types of media such as newspapers as they move forward in building the quality of the collection. Ms. Tucker described the process used to convert the previously digitized items which also helped staff learn the new software.

Ms. Tucker said additional steps planned are to become a part of Rocky Mountain Online Archives to add online finding aids and to develop strategies to market and promote the online resources. Ms. Tucker said they have recently posted some of the images to Facebook to let people know the images will be coming soon.

Ms. Tucker then displayed a test version of what had been accomplished thus far to show what the website might look like although they are still working on the final appearance. There are two collections available: the WPA Photograph collection and a Water collection; and there are many more to be added. The photographs document an amazing part of Pueblo's history. Ms. Tucker said the system allows users to download or print images from the site and the use of keyword searches.

There was a lengthy discussion on plans for the website, details of the scanning process, and other features and types of materials that could be scanned and made available. There was discussion about the potential for loaning documents from other organizations to add to the library's collection. The library's hard copies will continue to be maintained but will be more accessible to the public, and there was additional discussion about the potential for loaning documents from other organizations to add to the library's digital collection which could include partnerships sharing the cost of CONTENTdm, but it would be necessary to insure those policies were well defined.

Ms. Gonzales asked about the collection's focus, and Ms. Tucker said Special Collections has a focus on Pueblo history, but over the years they have collected all types of areas, but generally focusing on Colorado and Western History.

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Mr. Walker concluded that this is something the library has aspired to for a few years, and Ms. Tucker has been making great progress.

B. Pueblo Library Foundation Report

Mr. Stuart said there was nothing to report; however the Foundation anticipates having a candidate for the Board's approval at the meeting in December.

C. Attorney's Report None

D. Financial Report

Ms. Baca announced the Board is asked to ratify the October 2012 bills and accept the October 2012 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan said there was nothing unusual to report on the Combined Balance sheet. In the General Fund, the target percentage for the end of October is 83%. Property tax was 99% collected, Specific Ownership tax was 71% collected, and other revenue items were within acceptable levels. Total revenues were 96% collected. Total expenditures were at 74% spent with Personnel at 78%, Materials at 73%, and Facilities at 56% which is a little under but tracking as expected.

Mr. Miltner asked about the line item for Lease/Purchase of Buildings, and Ms. Brogan explained it is the debt-service payment which was paid in November. There is a big savings in that category from refinancing, and the library saved nearly \$1 million from refinancing. Ms. Brogan said the Books Again rental is included in the line item for Rent.

Ms. Brogan said Operating was 77% spent with nothing usual to report. The County Treasurer's Fee is going along the same as property tax which is paid to the County for collecting the property taxes.

Information Technology was 85% spent which is a little over, and Ms. Brogan said part of that is a subscription charged to the current year which will be corrected, but it may go over a bit by year end, but lower spending in other areas will cover any overage.

In the Capital Project Fund, revenues remain at 12% collected with interest higher due to the investible funds for the construction projects. In expenditures, \$259,407 was for the financial advisor, legal consulting and professional fee expenses for the building project, but mostly for the purchase of land for the East Side Library. There were expenditures of \$174,453 for IT Capital assets which included bill changers, design expenses for the Enhancement Project, but mostly RFID expenses. Total expenditures were 44% spent.

Ms. Brogan pointed out the payment of \$40,779.24 to Studiotrope Design Collective for architectural fees for the Library Enhancement Project. Ms. Brogan also pointed out the last two items were certified checks from the bank for the purchase of properties for the East Side Library which had to be entered separately into the accounting system.

Ms. Brogan concluded that total expenditures for the Board's approval include ACH payments of \$229,224.47, Payables of \$618,347.12, and Payroll of \$200,115.15, for a total of \$1,047,686.74.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board approve the October 2012 bills and accept the October 2012 Fund Statement as contained in the November 15, 2012 Board materials. There being no further discussion, MOTION CARRIED 5-0.

VI. PUBLIC COMMENT None

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- All libraries will be closed on Thursday, November 22 for Thanksgiving Day. All libraries will close at 6:00 p.m. on Wednesday, November 21.
- The Board of Trustees along with one guest are invited to join staff and volunteers at the 2012 Nesbitt Holiday Party on Saturday, December 8 in the Ryals Room at the Rawlings Library. RSVP to Jane Carlsen at 562-5633.
- The next regular Work Session is scheduled for Tuesday, December 11 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, December 13 at 5:30 p.m. at the Rawlings Library.

B. Action/Discussion Items

1. 2013 Library Closings

Ms. Baca said the Library Board had approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 21 (Martin Luther King Jr. Day), May 27 (Memorial Day), July 4 (Independence Day), September 2 (Labor Day), November 11 (Veterans' Day), November 28 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary Library closures for 2013:

- o Presidents' Day, Monday, February 18 (All libraries closed for staff development)
- o Easter Sunday, March 31
- o Columbus Day, Monday, October 14, (All libraries closed for staff development)
- o Thanksgiving Day Eve, 6:00 p.m. (early closing) on Wednesday, November 27
- o Sunday, December 22 and Sunday, December 29 (Sundays before Christmas and New Year holidays)
- o New Years Eve, 6:00 p.m. (early closing) on Tuesday, December 31.

The Trustees discussed the 2013 Library Closings at the November 8 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Gonzales, that the Trustees approve Library closings scheduled in 2013. There being no further discussion, MOTION CARRIED 5-0.

2. 2012 Employee Bonus Pay

Ms. Baca said 2012 had been a year of achievement for the library district. PCCLD was on track to establish new records for most major measurements of service. Next year also will be ambitious with significant enhancements to the service model and work progressing toward three new branch libraries. In recognition of the achievement and the upcoming year of change and progress, a one-time bonus equal to 1% of salary is proposed for every employee in good standing with the library district. The total cost was estimated to be \$36,326, which will be afforded within budget due to vacancy savings from throughout the year. It was anticipated the average employee will see a bonus of about \$300, but each employee's bonus will vary depending upon the total annual salary received. If approved, the goal is to distribute the bonus payments to employees in early December. The Trustees had discussed the bonus pay program at the November 8 Work Session.

Mr. Miltner pointed out that when the Board discussed this it was suggested that the library emphasize that this is a one-time bonus, and all agreed.

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Mr. Quintana made a Motion, seconded by Mr. Miltner, that Trustees approve a one-time bonus equal to 1% of salary for every employee in good standing with the library district. There being no further discussion, MOTION CARRIED 5-0.

3. Temporary Closing of the Lamb and Barkman Libraries

Ms. Baca said the project to renovate existing libraries to incorporate RFID/AMH technologies and services includes some significant renovation to the Barkman and Lamb Libraries, and it is recommended that these libraries be closed for a period of approximately one month (estimated January 2013) in order to complete the renovations in a safe and productive environment. The Trustees discussed plans to close the Barkman and Lamb Libraries at the November 8 Work Session.

Ms. Gonzales had missed the Work Session and asked if employees would be reassigned during the closing. Mr. Walker explained that employees from Barkman and Lamb would either be assigned to work on tagging collections, which the library is now paying for with additional hours, or will be assigned to provide additional staffing at the Rawlings Library which anticipates additional traffic during the branch closings. Some employees may also opt to use vacation time during the closings.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Trustees approve the closure of the Barkman and Lamb Libraries for approximately the month of January 2013 for the purpose of renovation and installation of RFID/AMH technologies. There being no further discussion, MOTION CARRIED 5-0.

4. Executive Session

Ms. Baca said the Trustees would enter into Executive Session for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(e).

Ms. Bregar made a Motion, seconded by Mr. Quintana, to move into Executive Session. The public was excused at 6:34 p.m.

The Board reconvened in public at 6:57 p.m. upon Motion made by Mr. Stuart, seconded by Ms. Bregar.

5. Exterior Video Surveillance Cameras

Mr. Walker distributed a Work Authorization and Contract Proposal from Colorado Security and explained that several months ago Colorado Security provided security cameras for internal areas of the libraries. The library would like to build on that system with external cameras, and Mr. Walker said the money is in the budget for 2012. Ms. Brogan would like to get the cost expended this month to get it into the current fiscal year. The cost for exterior security cameras at all four locations will be \$40,725, and Jane Palmer had been working with a number of individuals to pull this together including staff from Information Technology, Facilities, and representatives from Colorado Security. Colorado Security will provide external cameras at each of the locations to enhance security.

Mr. Walker addressed specific questions with respect to where the cameras will be pointed, storage capacity, plans for signage that there is surveillance, and alarm services. Mr. Walker explained the cameras will primarily be in parking areas and will be integrated with the current security camera system with increased capacity, the signage planned is hoped to also serve as a deterrent, and there are no plans to change alarm systems. Mr. Walker said Colorado Security had done a good job with the internal camera system with a clear low bid proposal and emphasized the important role the cameras have served in protecting property and personal safety.

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Mr. Quintana asked if this is something that will be included with the new libraries, and Mr. Walker said his recommendation would be to maintain an integrated approach and expand the existing system to include the new buildings.

Mr. Stuart made a Motion, seconded by Ms. Gonzales, that the Trustees approve the proposal from Colorado Security for external surveillance cameras for all four libraries at a cost of \$40,725. There being no further discussion, MOTION CARRIED 5-0.

VIII. ADJOURNMENT There being no further business, Mr. Quintana made a Motion to adjourn the meeting at 7:04 p.m.

Respectfully submitted,

Jane Carlsen
Secretary