

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

December 13, 2012

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 Rawlings Library at 5:34 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: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Janina Goodwin, Circulation Manager; Midori Clark, Community Relations Director; Teresa Valenti, Technical Services & Collection Development Manager; Todd Smith, Information Technology; others not recorded

Others Present: Kurt Baca

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Stuart made a recommendation to move item VI. Special Presentation and Acknowledgement to be next on the agenda, ahead of item III. Approval of Minutes.

Mr. Walker requested an additional item of new business at VIII.B.7 Workers Compensation.

III. SPECIAL PRESENTATION AND ACKNOWLEDGEMENT

Mr. Walker presented Ms. Baca with a plaque recognizing her years of service to the Board of Trustees and expressed appreciation for all the work she had done for Pueblo City-County Library District.

Ms. Baca thanked the Board for the opportunity to participate on the Library Board and said she expects to continue to visit the library in the future.

IV. APPROVAL OF THE MINUTES

Ms. Baca said the Minutes of the Special Meeting held on November 8, 2012, Minutes of the Library Board Work Session held on November 8, 2012, and Minutes of the Regular Library Board meeting held on November 15, 2012 were provided to Board members prior to the meeting.

Mr. Miltner made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Special Meeting held on November 8, 2012. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Library Board Work Session held on November 8, 2012. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Ms. Gonzales, to approve the Minutes of the Regular Library Board meeting held on November 15, 2012. The minutes were approved by unanimous consent.

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IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Janina Goodwin, Circulation Manager, to speak about the Library Enhancement Project and RFID (Radio Frequency Identification). Ms. Goodwin provided an overview of how RFID is used and how it will be used in the library. Ms. Goodwin commented on the benefits of self-checkout stations for customers, and changes in bringing staff closer to where customers are using the stations. One of the improvements is the stations accept cash or credit card payments so customers can quickly take care of any payment issues with the benefit of anonymity although staff will continue to take payments for items like earbuds.

Ms. Goodwin discussed layouts planned for each library and described how materials will be returned and sorted instantly into separate bins.

Ms. Goodwin also explained the benefits of RFID for verification of closed boxes, such as DVDs. Right now staff must open each box to verify the item is inside. The system eliminates the need to lock boxes because it includes a security system and can detect whether the item is in the case before allowing it to be checked in or out.

Ms. Goodwin also said the system will allow online library card registrations. Ms. Goodwin expects the system to allow staff to focus more time on customers and less on materials and to improve the accuracy of checkouts and returns. Ms. Goodwin said the Rawlings collection is being tagged now, construction will begin next month, and implementation will begin in January. Ms. Goodwin concluded by thanking the Board for its support of the project and offered to answer any questions.

Ms. Gonzales asked about staff training, and Ms. Goodwin said she is beginning to do some customer service model training now and developing methods of keeping everyone informed.

Ms. Bregar described a couple of incidents in which she had picked up items reported lost or on hold and asked how that will be different. Ms. Goodwin acknowledged that those are huge annoyances, and an item reported lost will automatically be changed without the need for an override; however, a hold will have to be verified to prevent people from selecting items from the hold shelf. Ms. Goodwin said staff will also be nearby to help work out any issues.

Mr. Miltner asked about books from other libraries that do not have RFID. Ms. Goodwin used the example of an ILL which will be checked out to give the customer the time allowed by the lending library, but when it is returned, it will be sorted to an exceptions bin so it will be returned to the lending library.

Mr. Walker then introduced Midori Clark to discuss All Pueblo Reads. Ms. Clark started with a review of the statistics from the first year of All Pueblo Reads: *To Kill a Mockingbird* in 2005. The first All Pueblo Reads offered 20 events with seven community partners with total participation of 2,362. This was the eighth year featuring *Plainsong*, and there were 93 events, 29 partners, and 32,576 participants—an increase of 19% over last year. Ms. Clark said there were 110 events last year which was a little unmanageable. Checkouts of the featured authors were 2,854, a 69% increase over last year even though Carl Hiaasen authored more titles than this year's author.

Ms. Clark then talked about the innovations introduced this year. The subject matter in this year's book led the committee to come up with a way for young people to participate without having to read subject matter parents might find objectionable. The committee selected *Bear Stone* by Will Hobbs, a Colorado author, which takes place in Colorado. Will Hobbs

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was featured in a series of events similar to READ Out Loud, and nearly 2,000 children participated. Another innovation was the VIP Art Show and Sale that has been offered the last couple of years to kickoff the project featuring a single artist. The year the event included a variety of artists, 200 attended, and \$1,478 was raised for the Pueblo Library Foundation, the biggest opening night ever. Ms. Clark said the third innovation was the Booklovers Black Tie Ball silent auction was bigger with the Fundraising Manager focused on securing even more donations, and the Black Tie Ball and silent auction raised \$19,620, a 37% increase over last year.

Ms. Clark said every year the All Pueblo Reads Committee tries to figure out how they will be able to top the previous year. This year the committee came up with a new list of possibilities, depending on the availability of authors. The titles being considered include: *The Help* by Kathryn Stockett, *The Kite Runner* by Khaled Hosseini, or *In The Time of Butterflies* by Julia Alvarez.

Mr. Quintana thanked Ms. Clark and her team for all their hard work.

B. Friends of the Library Report

Ms. Clark said Michael Voute, Friends President, had asked her to share some things with the Board. The Friends membership is at 920 plus which is exciting news because they are always trying to reach 1,000. Ms. Clark also encouraged Board members to visit Books Again which has seen some drop in sales and is hoping to turn that around in order to support library programs. Ms. Clark also reported that there is an opening on the Friends of the Library Board, and it is an excellent way to make a difference. Finally, the Friends are seeking nominations for Friend of the Year, which has been awarded to Connie Converse and Jim Stuart. She encouraged Board members to pick up a nomination form and submit it by March 15 to make a nomination.

C. Pueblo Library Foundation Report

Mr. Stuart said there was nothing to report; however, the Foundation will be meeting in January.

D. Attorney's Report None

E. Financial Report

Ms. Baca announced the Board is asked to ratify the November 2012 bills and accept the November 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 November is 92%. Property tax was 100% collected, and Ms. Brogan attributed this to a tax sale in October with receipts in November as well as the fact they typically budget to collect 99.5% of the mill levy. In the last two years they have exceeded those expectations, and the 2013 Budget has been adjusted to more accurately reflect what the mill levy is bringing in. Interest income was 169% collected because of the COPs. Other revenue items were within acceptable levels, and total revenues were 98% collected.

Total expenditures were 83% spent. Personnel was 87% spent and tracking as expected and expected to be very close to 100% by year end. Materials were below target at 78% spent with digital materials 100% spent, but typically the book invoices come in heavily near year-end, and is expected to be completely spent. Facilities was 74% spent for the entire category and tracking as expected. Ms. Brogan pointed out that the library made the first semi-annual payment on the debt service for the new 2012 COP which will be a lot bigger

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next year. Operating was at 85% with nothing unusual to report. Information Technology was 91% spent, and an invoice from Sirsi for migration system work put the line item over budget, but the total section should stay at 100% by year end.

Ms. Brogan then referred to the Capital Project Fund, and revenues remained at 12% collected. Interest earnings at 142% continued to exceed budget due to the COP investment. Ms. Brogan expects to receive grants and gifts before year end including \$50,000 from El Pomar and \$54,745 from the City of Pueblo for half of the reimbursement they agreed to pay when the property was purchased for the East Side Library. Expenditures include \$10,757 for utilities to cap gas lines, legal consulting, design and professional fees for the building projects. Expenditures of \$126,176 for Capital Assets included tractor implements, cubicle furniture for office upgrades, expenses for the Library Enhancement Project and \$145,865 for RFID expenses. Total expenditures were 52% spent.

In the Check Summary Report, Ms. Brogan pointed out a payment to R&S Delivery Service to pick up books from Lamb and Barkman during the closure and take them to Rawlings or Pueblo West for checkin. She also pointed out another payment to TNT Security for courier service to deliver deposits to the bank on a weekly basis. The library switched from an armored car service and found TNT to be more responsive for less money.

Mr. Stuart asked about the payment to Unique Management Services. Ms. Brogan said that they are the collection service used for overdues, and the library changed the level at which customers are sent to collections from \$50 to \$25. Ms. Brogan said a lot of things are coming back, and the library is getting more payments which she hopes will offset the expense. Ms. Gonzales asked if those were carried as a bad debt, and Ms. Brogan said that would require them to set all those as receivables which would not look good on the balance sheet.

Ms. Gonzales asked about the payment to Pueblo West High School, and Ms. Brogan said that was probably a payment for yearbooks for the collection.

Ms. Gonzales asked how the procurement cards were going. Ms. Brogan said it has resulted in a lot fewer expense reimbursements, and the library does not reimburse taxes paid. There are still travel expense reimbursements because procurement card limits are sometimes not enough to cover hotel expenses, for example.

Ms. Brogan concluded that total expenditures for the Board's approval include ACH payments of \$301,264.96, Payables of \$341,130.45, and Payroll of \$235,495.93, for a total of \$877,891.34.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Board approve the November 2012 bills and accept the November 2012 Fund Statement as contained in the December 13, 2012 Board materials. There being no further discussion, MOTION CARRIED 5-0.

III. PUBLIC COMMENT None

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- The Rawlings Library will close on Sundays, December 23 and December 30. All libraries will be closed on Monday and Tuesday, December 24 and 25 for Christmas

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Eve and Christmas Day. All libraries will close at 6:00 p.m. on Monday, December 31 for New Years Eve and will be closed on Tuesday, January 1, 2013 for New Years Day.

- All libraries will be closed on Monday, January 21, 2013 for the Martin Luther King, Jr. Holiday.
- The next regular Work Session is scheduled for Tuesday, January 15 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is scheduled on Thursday, January 24 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m.

B. Action/Discussion Items

1. Resolutions to Adopt the 2013 Annual Plan, the 2013 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2013 Budget

Ms. Baca said the Preliminary 2013 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November.

Mr. Walker said there have been a few changes since the Work Session, and he invited Ms. Brogan to discuss those. Ms. Brogan provided an itemization of changes from the preliminary budget which increased property tax revenues by \$1,426 and specific ownership tax by \$121. The property tax collection percentage budgeted was changed from 99.5% to 99.8% which is consistent with the last three years that resulted in a property tax increase of \$25,541 and specific ownership tax increase of \$2,171. Those changes also increased the amount for the County Treasurer's fee for collecting the taxes. There was an added \$6,300 for event and meeting room software, and \$4,000 to reflect the increase in workers compensation rate. The net change is \$18,555. Ms. Brogan said those changes only affected the Resolution to Appropriate Sums of Money where the General Fund is slightly higher, the Capital Fund stayed the same, but the Reserve/Fund balance was down a bit.

Ms. Brogan then distributed the most up-to-date 10-Year Financial Projections where she noted the ending fund balance is \$6,523,883 in 2013. The only impact to the financial projections is in 2015 where the unrestricted fund balance is up to 19%. The mill levy is still the same at 5.293. Total revenues in 2013 are almost the same as total expenditures.

Mr. Stuart made a Motion, seconded by Ms. Gonzales, to approve the 2013 Annual Plan. There being no further discussion, MOTION CARRIED 5-0.

Mr. Miltner made a Motion, seconded by Mr. Stuart, to adopt the 2013 Budget. There being no further discussion, MOTION CARRIED 5-0.

Mr. Quintana made a Motion, seconded by Ms. Bregar, to set the mill levy at 5.293 mills. There being no further discussion, MOTION CARRIED 5-0.

Ms. Bregar made a Motion, seconded by Ms. Gonzales, to appropriate funds for the 2013 Budget. There being no further discussion, MOTION CARRIED 5-0.

2. PCCLD's Property/Casualty Insurance Renewal

Ms. Baca said at the Work Session on December 11, the Trustees discussed PCCLD's Property/Casualty Insurance coverage that is scheduled to expire at the end of 2012. The insurance consultants have solicited bids for coverage renewal. The best and lowest proposal is at a rate of \$61,824.96 for the year. By policy, this requires Trustees approval since it exceeds \$25,000.

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Mr. Miltner asked if this is much of an increase, and Ms. Brogan said it is a 6.6% increase. Part of that is because the commission is included in the policy. Ms. Baca noted that the carrier is the same with the Colorado Special Districts Pool.

Mr. Quintana made a Motion, seconded by Ms. Bregar, that the Trustees approve the renewal of PCCLD's Property/Casualty Insurance at a rate of \$61,824.96 for the year. There being no further discussion, MOTION CARRIED 5-0.

3. Extension Agreement to Transfer Real Property

Ms. Baca said at the Work Session on December 11, the Trustees discussed that on June 28, 2012, PCCLD entered into agreement with the Colorado City Metropolitan District to close on the transfer of property to PCCLD from the Metropolitan District by December 25, 2012. PCCLD continues to work to obtain subdivision exemption, rezoning and access to the property, and it is recommended the agreement for closing extend to a date not later than April 24, 2013.

Mr. Miltner asked about the architect and contractor time tables. Mr. Walker said they are scheduled to break ground in mid-year 2013, and the extension does not jeopardize that. They are continuing with program planning. Mr. Walker said there was an issue with the Colorado Department of Transportation and a concern about having to provide a right-turn lane which would have been costly. Mr. Walker said they worked through that with some consultation and without jeopardizing the safety, but the issue took some time and delayed some of the other due diligence that needed to be done which is why they are asking for the extension.

Mr. Miltner made a Motion, seconded by Ms. Gonzales, that the Trustees approve the Extension Agreement to Transfer Real Property to extend to a date not later than April 24, 2013. There being no further discussion, MOTION CARRIED 5-0.

4. Intergovernmental Agreement

Ms. Baca said at the Work Session on December 11, the Trustees discussed that the library and Pueblo County have been working together on an agreement between the two institutions to share costs for improvements to the driveway from Cibola Drive to the County's Raw Water Fill Site used by the Pueblo County Engineering and Public Works Department, and that will be used as the driveway to the Greenhorn Valley Library after construction of said building. The proposed IGA calls for the two institutions to share the cost of the driveway, with each paying 50% of the cost. The estimated total cost of the project is \$48,230.

Mr. Miltner was pleased the County was willing to share in the cost.

Ms. Bregar made a Motion, seconded by Mr. Quintana, that the Trustees approve the Intergovernmental Agreement between PCCLD and Pueblo County to share costs for improvements to the driveway for the Greenhorn Valley Library. There being no further discussion, MOTION CARRIED 5-0.

5. Disposal of Property Request

Ms. Baca said at the Work Session on December 11, the Trustees discussed the Disposal of Property Request to declare miscellaneous items of furniture and equipment as surplus as part of the Library Enhancement Project.

Mr. Miltner asked for more details, and Mr. Walker referred to the second page of the request with a list of the items. Ms. Gonzales suggested contacting public libraries in the southeastern region to see if some of the smaller libraries might need some of those items. Mr. Walker said they will first approach libraries, schools and

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government institutions to offer those items, and the things no one else wants will be given to Restore.

Ms. Gonzales made a Motion, seconded by Ms. Bregar, that the Trustees declare items of property as surplus and approve the donation of the surplus items to local libraries, city and county, or other governmental agencies or to a nonprofit agency such as Restore. There being no further discussion, MOTION CARRIED 5-0.

6. SirsiDynix Software Renewal

Ms. Baca said at the Work Session on December 11, the Board of Trustees discussed the renewal of the SirsiDynix Software at a cost of \$66,544.67. By policy, this requires Trustee approval since it exceeds \$25,000.

Ms. Bregar made a Motion, seconded by Mr. Miltner, that the Trustees approve the renewal of the SirsiDynix Software at a cost of \$66,544.67. There being no further discussion, MOTION CARRIED 5-0.

7. Workers Compensation

Mr. Walker said Ms. Brogan referred to this earlier, and the library received the invoice for Workers' Compensation for 2013. The cost exceeds \$25,000 requiring Trustee approval. Mr. Walker said there is a discount if the invoice is paid prior to January 11, 2013, which is why it was important to request approval today. This is an increase from last year, and a couple of injuries affected the library's experience rating. Mr. Walker requested that the Board take action to approve the invoice this month in order to get the discount by paying it quickly.

Mr. Miltner asked about the coverage for Board members, and Mr. Walker said that even though Board members do not receive a salary, if a Board member were injured there could be payments involved, and the library needs to make sure there is coverage in case of injury. Ms. Brogan said the library carries coverage for volunteers in a separate policy. There was a question on "College, Library – All Other Employees," and Ms. Brogan said that is Facilities staff. Mr. Quintana asked how long that experience rating holds, and Ms. Brogan responded that they take a three-year look-back period.

Ms. Bregar made a Motion, seconded by Ms. Gonzales, that the Trustees approve payment of the Workers Compensation invoice in the amount of \$25,319.72. 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 6:54 p.m.

Respectfully submitted,

Jane Carlsen
Secretary