

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

**January 26, 2012**

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

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:32 p.m. by President Jim Stuart.

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

Board Members Absent: Fredrick Quintana

Attorney Present: Doug Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Abby Koehler, ILS Administrator; Midori Clark, Community Relations Director; Teresa Valenti, Technical Services and Collection Development Director; Michael Cox, Youth Services Manager; Diann Logie, Lamb Library Manager; Andrew Bregar, Emerging Technology Librarian; others not recorded

Others Present: Annette Warfield, Friends of the Library President

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

**III. APPROVAL OF THE MINUTES**

Mr. Stuart said the Minutes of the Library Board Work Session held on December 6, 2011 and Minutes of the Regular Library Board meeting held on December 13, 2011 had been provided to Board members prior to the meeting. Mr. Stuart opened the floor for motions.

Ms. Bregar made a Motion, seconded by Ms. Gonzales, to approve the Minutes of the Library Board Work Session held on December 6, 2011. The minutes were approved by unanimous consent.

Mr. Miltner made a Motion, seconded by Ms. Baca, to approve the Minutes of the Regular Library Board meeting held on December 13, 2011. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

Mr. Walker introduced Abby Koehler, ILS (Integrated Library System) Administrator, to talk about library data analysis. Ms. Koehler explained that PLDS (Public Library Data Service) recently released the statistics for 2010. PLDS collects statistics from approximately 1700 libraries throughout the country using 200 data points. Ms. Koehler explained that she narrowed down the data to identify Pueblo's peer group using three points: Libraries that were independent taxing districts, number of holdings, and population, which brought the peer group to about 30 libraries. She also displayed a

graphic showing those libraries with the size of the font varying by population and by the number of holdings.

Ms. Koehler pointed out that PCCLD has a larger service area with a lower population density than some of the peers, and some of the demographics are not the same, for example the southwest is very different than south Michigan.

Ms. Koehler displayed line graphs comparing PCCLD (shown in blue) with an average of the peer libraries (shown in red) over the last several years in several categories for the purpose of showing the trends. PCCLD has been doing a wonderful job in Program Attendance, and it shows that it is significantly higher than the average. Ms. Koehler pointed out all the categories show a significant dip in 2006. Collection Turnover is the library circulation divided by the number of items held by the library, and PCCLD is just slightly below average. Visits per Capita were slightly above average, and Total Paid Staff follows the trend closely with no significant change. In Circulation per Capita, there was a definite increase in 2009, and it had been increasing for several years.

Dr. Mancha questioned the reason for the low point in 2006, Mr. Walker noted that they had not done an analysis to determine the reason, but it appeared to be an anomaly. It could be an error from PLDS or with our data. Mr. Walker said they had not taken time to drill back to see what happened in 2006, but suggested the Board focus on the trends.

Ms. Gonzales asked if the same 30 libraries were used to establish the average for each of the categories, and Ms. Koehler said each chart uses the same set of peer libraries. Ms. Koehler noted that many of the peer libraries differ from PCCLD in various ways, for example some are more rural or use more technology, but she only used the three categories discussed earlier to establish the peer group.

Ms. Koehler said with Material Expenditures per Capita, there was a year when PLDS did not collect the data, and the graph does not show zero values well. Mr. Walker pointed out that in 2010 it appears PCCLD was right at the average. Dr. Mancha pointed out that some of the libraries are in larger cities or richer cities, and he asked the best way for the Board to understand the graph. Ms. Koehler explained that Material Expenditures per Capita at PCCLD was close to the others and has done a lot to get even more in line.

Mr. Miltner asked if these are actual averages or medians. Ms. Koehler said often averages are quite different than the median, so she decided to use averages. Mr. Miltner asked how PCCLD is doing along the different types of measures, and Ms. Koehler said it seems PCCLD spends a little more and circulates a little less, but overall we are doing pretty well in comparison with our peers.

Dr. Mancha asked if materials include things like DVDs, and Ms. Koehler responded that it includes everything.

Mr. Stuart asked if anything in the figures are of concern. Ms. Koehler proceeded with the next portion of the presentation on trends and opportunities. Ms. Koehler said that it appears that borrowers take materials, but not necessarily every time they visit. Circulation per Capita is on the increase, but the Circulation per Visit decreased, and the Circulation per Registered Borrower is flat. Ms. Koehler said since visits are up, and the circulation is up, she speculated that visitors may be coming in to use the computers or attend programs. There was discussion on how the gate count is taken, the library becoming a destination, and meeting attendance. Ms. Koehler said they will begin tracking meeting room use to better understand how those are being used.

Ms. Koehler also pointed out branch visits are up while visits to Rawlings are down, which is opposite of the average. She attributed this to the opening of the Library at the Y and the fantastic building in Pueblo West, so the library is serving the community by being closer.

Ms. Koehler explained that every year PLDS takes a closer look at certain areas such as Facilities or Children's Services. She showed a graph noting that the Circulation per Capita of Children's Materials is where we seem to be falling below the trend; however, Children's Program Attendance was phenomenal, and she pointed out a bar chart using green to show the median.

Ms. Bregar asked if she had looked at Children's Circulation at this building as opposed to the branches, noting that might be interesting to see. Ms. Bregar said it could be a result of an aging population, and Dr. Mancha said there should be some local demographics available. Ms. Koehler said that information is available from the local GIS Office.

Ms. Koehler said Interlibrary Loan has been consistently lower than the average, and part of this might be a result of some of the peer libraries doing more ILL in larger urban areas. PCCLD recently reorganized ILL with a new philosophy, so that will need to be reviewed again to evaluate whether those changes make an impact.

Ms. Koehler said the average Library Website Visits is a lot higher than PCCLD; however, we are closer to the median. Other libraries may have more digital content, but that is something to keep an eye on.

Ms. Koehler also reviewed some of the yes or no responses: 43% have chat reference, 83% have email reference, 57% have Flickr pages, 53% have blogs, 50% have web content in non-English, and over 50% have RFID.

Ms. Koehler also reviewed funding levels which show PCCLD's Friends of the Library contribution is significantly above average. E-Rate Funding in Pueblo is almost twice the average. E-Rate funding is based on the number of children on free lunches. The library also hired an E-Rate consultant to help apply for E-Rate funding which has been to our advantage. Ms. Koehler said 48% have a Library Foundation, and the Foundations bring in an average of \$200,000 annually.

Dr. Mancha commented that Ms. Koehler had done a great job on this.

Mr. Walker then introduced Midori Clark to talk about All Pueblo Reads. Ms. Clark distributed an overview of data from last year's All Pueblo Reads which featured *Hoot* by Carl Hiaasen. This year there were 110 events and activities and 44 community partners which is significantly more than the year before. There were a variety of programs, and partners were creative in developing programs the community would be interested in. There were two wonderful events with Carl Hiaasen. Ms. Clark said total participation totaled 27,357, which was a 3.5% decrease from the prior year. Checkouts were a bright spot with nearly 1,700 checkouts between September 1 and October 1, a 36% increase, and she attributed part of that to Carl Hiaasen's large body of work available.

Ms. Clark discussed the addition of an honorary committee to help sell tickets and improvements in the room décor to justify the increased ticket price. She thanked the Friends of the Library for purchasing the stage and backdrop. Attendance was 184 compared with 134 the year before. Ms. Clark also credited the Friends of the Library for funding additional tickets for middle school students to attend with a teacher or guardian, and it was a special evening for those students. The revenue for the Black Tie

Ball was \$28,165 which includes \$13,845 in sponsorships and grants and \$14,320 in ticket sales. This year's tickets sales will be given to the Pueblo Library Foundation.

Ms. Gonzales complimented Ms. Clark on the program, but noticed on the Key Data report that it looks like program attendance went down a little in 2011, and she wanted to know if something happened overall. Ms. Clark said that is a metric they have been looking at to see what has been going on. Mr. Walker said there had been a significant bump in 2010 over 2009, and it could be flattening out. There had been some analysis of the Summer Reading Club where some things were done the year before that were not done last year to build relationships with the schools, and they noticed a small drop.

Ms. Clark said the All Pueblo Read program had a harder time getting CSU-Pueblo's participation because Hoot was a children's book. In previous years, CSU-Pueblo's freshman English class had participated, and a third program with the author had been offered at CSU-Pueblo, which were not offered this year. Ms. Clark said they did something new by reading a children's book, but it was hard for CSU-Pueblo to figure out how to use that in a college curriculum, and Carl Hiaasen's adult works were not necessarily "literary." The library was still able to partner with CSU-Pueblo with many professors participating in the panel discussions. Ms. Clark said the 2012 selection will be Plainsong by Kent Haruf.

Mr. Stuart said the library brought in a whole new demographic by bringing in more participation from young people. Ms. Clark agreed and noted that they try to mix it up to keep it from being the same thing every year, and overall, they were pleased with the result.

Ms. Clark distributed a flyer on programs planned for Black History Month and encouraged Board members to display those and attend. The library also has hired a new Program and Events Coordinator, and there is a great line-up for Black History Month which they are working to publicize. There will be two Chautauqua performers, and this will be the second visit by Hasan Davis who will be re-enacting the interesting story of a black Union soldier, and another performance will portray Abraham Lincoln. There will be two other events focusing on the Civil War, and there will also be several movies. These were made possible with a grant from Colorado Humanities.

Looking at 2012, one of the initiatives is to enhance the consistency of programs by centralizing programming under Community Relations. Ms. Clark said they have created a committee to look at programming, do some things with Summer Reading, and create standards to insure programs are high quality and to get more people in.

Mr. Stuart commented that she may have a hard time beating the Hoot logo, and Ms. Clark said the library has again been selected by the CSU-Pueblo Graphics class, and they do a great job.

## **B. Friends of the Library Report**

Annette Warfield distributed the Books Again Profit Analysis and said it was great seeing that Pueblo's Friends group is so far above average. Ms. Warfield also commented on the event at Mary Simmons' home last Saturday; Mary did an outstanding job, and everyone enjoyed themselves, and it was a nice start.

Ms. Warfield said the profit analysis prepared by Mr. Stuart was discussed at the last meeting, and sales remain steady despite the economy. The Project Selection Committee reported that they have requests from library departments and will bring a recommendation to the February meeting. The Contest Committee reported on the most

recent writing contest where students wrote an adventure story. There were 92 entries, and five members of the Friends served as judges and selected seven for recognition at the awards ceremony held on December 1.

The Friends donated \$100 to join a state group of library advocates called "Library People" to stay connected with library issues in the state.

Ms. Warfield said the Friends will be recognizing Pueblo women as part of the Outstanding Women's Award Luncheon on March 9.

The Friends will also be hosting a Volunteer Appreciation Luncheon on February 15 to recognize the volunteers who contribute a phenomenal number of hours to operate Books Again, and she invited Library Board members to be their guests to see how many hours. Also at that event, the Friends will hear reports from Library departments that have received grants from the Friends in 2011 on how the grants have improved their area, which gives the Friends an opportunity to see how the money has been used.

The Friends will hold their Annual Meeting on April 28, and Ms. Warfield extended an invitation to the Board of Trustees to attend. Ruben Archuleta will be the guest speaker for the Annual Meeting, and it will be an exciting, festive evening. A new slate of officers will be presented, and the Friends will announce the Friend of the Year. The Friends are still taking nominations for the Friend of the Year, and the nomination form is available on the Friends' website.

**C. Pueblo Library Foundation Report.**

Mr. Walker said the Pueblo Library Foundation will hold its first meeting on February 1.

**D. Attorney's Report** None.

**E. Financial Report**

Mr. Stuart announced that the Board is asked to ratify the December 2011 bills and accept the December 2011 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan referred to the Combined Balance Sheet and pointed out that the title includes "unaudited" because changes may be made prior to the final audited financial statements. In January, they continue to keep December open so everything that should be included as 2011 business can be posted. Ms. Brogan said she will point out where she expects significant adjustments. Ms. Brogan said they are also in the process of the annual inventory of fixed assets, so that section of the balance sheet is expected to change to reflect additions and deletions.

Ms. Brogan said the target percentage for December is 100%. Property tax was at 100% collected, and she expects after adding the December collections to be about \$20,000 over. Ms. Brogan said they do not budget for the full appropriation because they rarely receive the entire 100%, so the library is doing great in property tax. Specific ownership was 91% collected with December collections not included, but she expects to be about \$7,000 undercollected. Ms. Brogan expects fines, miscellaneous sales and photocopier fees to be over budget. There are still some small donations to be allocated in revenues, but she does not expect interest income to change much. Total revenues at the end of November were 99% collected, and although she had expected to be undercollected, Ms. Brogan now believes it will be on target after all the adjustments have been made.

Ms. Brogan said total expenditures were 93%. Personnel was at 91%, but Ms. Brogan expects that figure to increase as they add back one payroll because the last two weeks worked in December were actually paid in January. Ms. Brogan expects a savings of \$140,000 in salaries and related savings in PERA and Medicare in addition to other underspent line items in that category. Materials show 94% spent, but there are a number of invoices that were not posted in time to be reflected in this report, and a lot was for digital materials. Ms. Brogan expects to end the year at 99.3% spent which is the closest ever. Ms. Brogan said Facilities was 100% spent, and she expects it will be overspent due to an increase in utility rates and some unexpected building repair items, and the 2012 budget had been adjusted to include rate increases. Operating was 93% spent and is not expected to change significantly, so there will be some savings. Information Technology was 96% spent, and some minor savings are expected. Overall, Ms. Brogan expects a budgetary savings of about \$250,000 after all the adjustments have been made.

Dr. Mancha asked why employee training and employee relations were only 64% spent, and Mr. Walker said he would have to look into it. Ms. Palmer noted that library employees have been attending webinars which are very low cost with no travel involved, and that may be part of the savings. Dr. Mancha asked if that accounts for the difference, and Ms. Palmer responded that it may be a piece of it. Ms. Brogan said she will take a closer look at each department.

Ms. Brogan then referred to the Capital Project Fund, and total revenues were 105% collected with earnings from ColoTrust and BTOP reimbursement. The library is getting closer to expending all the BTOP funds. Expenditures included: \$16,224 for BTOP expenses, \$34,800 for security cameras, \$47,198 for photocopiers, \$5,790 for recarpeting the Ryals Room, \$23,155 to remodel the Bret Kelly Room, \$2,067 for the final payment on the mural in Nuestra Biblioteca, \$2,573 for computer upgrades, and \$927 for the purchasing software. Total expenditures were at 73%, and Ms. Brogan expects that will increase as some of the BTOP expenses are allocated to 2011.

Ms. Brogan then referred to the Check Summary Report, pointing out four payments to 24Hour Flex which are payments for the program that allows employees to pay for insurance, medical expenses and child care expenses with pre-tax dollars. The amounts are deducted from employees' paychecks, and the library pays that into their account at 24Hour Flex. There were three payments of \$363.86 for the three payrolls allocated to December, and the payment of \$125 is the library's contractual fee for maintenance of this employee benefit.

Ms. Brogan also referred to payments to All Copy Products for photocopiers of \$47,197.64; Arc Valley Construction for remodel of Bret Kelly Room of \$24,155; Colorado Security for security camera installation, two payments of \$17,400; two payments to Kaiser Permanente, one for December, another for January; and Swanhorst & Company for the final payment for the 2010 audit. Ms. Brogan noted that the library has already had the interim audit for 2011, and the audit field work is scheduled for March 21-23. She expects there will be a Board Audit Committee meeting scheduled during that time.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$103,986.05, Payables of \$682,585.35, and Payroll of \$190,215.16, for a total of \$976,786.56.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board approve the December 2011 bills and accept the December 2011 Fund Statement as contained in

the January 26, 2012 Board materials. There being no further discussion, MOTION CARRIED 5-0.

**V. OLD BUSINESS** None

**VI. NEW BUSINESS**

**A. Announcements**

- Fredrick Quintana has been appointed to a five-year term as a member of the Library District Board of Trustees effective January 2012 through December 2016. Mr. Stuart said Mr. Quintana will not be able to attend the first several meetings while studying to take the bar exam next month. Jim Stuart has been reappointed to a five-year term effective January 2012 through December 2016.
- The Library will be closed on Monday, February 20, 2012 for the Presidents' Day holiday which will be used for staff development.
- The next regular Work Session is tentatively scheduled for Tuesday, February 14, at 4:00 p.m. (*later changed to 3:00 p.m.*) in the Ryals Room at the Rawlings Library.
- The next regular Board meeting is tentatively scheduled on Thursday, February 23 at 5:30 p.m. at the Pueblo West Library.

**B. Action/Discussion Items**

**1. Election of Officers**

Mr. Stuart announced that the Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

Mr. Stuart said if there is no more than one nomination, the nominee will be declared by acclamation; if there are more than one nominations, Mr. Gradisar will conduct a secret ballot.

Mr. Stuart then opened the floor for nominations for the office of Vice President. Ms. Baca nominated Marlene Bregar for Vice President. There being no further nominations and no objection to declaring the winner by acclamation, Ms. Bregar was elected Vice President.

Mr. Stuart then opened the floor for nominations for the office of President. Dr. Mancha nominated Sherri Baca for President. Ms. Baca commented that she has a recurring conflict with Work Sessions held at 4:00 p.m., and asked if the Work Sessions could be moved up to 3:00 p.m. to help with her schedule, and the Board members were agreeable to that adjustment. There being no further nominations and no objection to declaring the winner by acclamation, Ms. Baca was elected President.

Mr. Stuart turned the meeting over to the new President. Ms. Baca said she was thrilled and hopes to be able to fill the shoes of those who have served as President before her.

Ms. Baca used her first opportunity as President to make a presentation to Mr. Stuart, noting his work with both the Board of Trustees as well as the Friends of the Library. A gift and plaque were presented recognizing Mr. Stuart's services to the citizens of Pueblo County. Mr. Stuart thanked the Board, noting it had been a great two years for him, the staff had been wonderful, and the service had been an honor.

**2. Selection of 2012 Board Meeting Dates, Times and Locations**

Ms. Baca announced that the Bylaws provide that “The date, hour, and location of the meetings shall be set by the Board at its annual meeting.” Recommendations have been discussed at prior Trustee work sessions.

It was noted that there had been a recommendation to change the time of Work Sessions to 3:00 p.m.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Library Board establish the dates, times and locations for the 2012 regular Board meetings and work sessions as amended. There being no further discussion, MOTION CARRIED 5-0.

### **3. Affirmation of Ethics Statement**

Ms. Baca announced that the Board approved an Ethics Statement last year and suggested all Board members formally agree to the statement annually. Ms. Baca said those have been made available to all Board members. Mr. Walker said the Board Secretary could attest to signatures, and no further Board action was required.

### **4. Video Surveillance Policy**

Ms. Baca said video surveillance equipment had been installed at certain PCCLD locations, and a policy regarding use of the equipment had been reviewed by the Trustees at the Work Session on January 17, 2012.

Mr. Walker noted that there were some changes recommended at the Work Session, and referred to the revisions provided. Mr. Stuart suggested marking it for review in a year.

Ms. Bregar made a Motion, seconded by Mr. Miltner, that the Board of Trustees adopt the Video Surveillance policy with a review date of January 26, 2013. There being no further discussion, MOTION CARRIED 5-0.

### **5. Procurement Cards**

Ms. Baca said the Trustees approved the Resolution and Agreement for Credit Card Program required by the bank in order for PCCLD to use procurement cards. The library’s Credit Card policy needs to be revised to reflect the change to procurement cards. A draft of the revised policy has been reviewed by the Trustees at the Work Session on January 17, 2012.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to adopt the revised policy. There being no further discussion, MOTION CARRIED 5-0.

### **6. Property and Liability Insurance Coverage Renewal**

Ms. Baca said the Trustees approved the library district joining the Special District Association’s property and liability insurance pool. The renewal of this insurance is scheduled to cost \$50,714.33, which requires Board approval. This renewal was discussed at the Trustee’s Work Session on January 17, 2012.

Mr. Miltner made a Motion, seconded by Ms. Gonzales, that the Board of Trustees approve the renewal of the Special District Association’s property and insurance renewal for PCCLD at a cost of \$50,714.33. There being no further discussion, MOTION CARRIED 5-0.

### **7. Change Order to InfoZone Museum Exhibit Fabrication Contract**

Ms. Baca said a change order to the Heartland Scenic Studios contract for \$27,011.41 with PCCLD for fabrication and installation of InfoZone museum exhibits

was discussed at the Trustee's Work Session on January 17, 2012. The recommended change is in the amount of \$2,278.72 in additional funds to be paid to Heartland by the library district in order to relocate existing casework and build and install pieces to match existing casework and exhibits.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the change order in the amount of \$2,278.72 be approved by the Board of Trustees. There being no further discussion, MOTION CARRIED 5-0.

#### **8. Board Development Committee**

Ms. Baca said the Trustees have discussed the appointment of an ad hoc Board Development Committee with the purpose of reviewing Board bylaws and to recommend a standing committee, which reviews existing policies and practices with regard to ongoing Board operations with an eye toward necessary changes.

Ms. Baca suggested some additional discussion to perhaps get some participation in order to appoint the committee.

Mr. Stuart said this was brought up several years ago, and a Board Development Committee was appointed along with some other committees. Mr. Stuart said it had been Dr. Mancha's suggestion that the Board think about having a standing committee to review the Bylaws as well as other matters, such as orientation of new Board members. There was discussion whether the Bylaws would be rewritten, and it was suggested the committee review the Bylaws and make recommendations to the Board. Dr. Mancha stressed the importance of establishing consistency on standing committees, such as length of service, and suggested the committee begin with a charter which includes the charge or job description for the committee. Mr. Walker will work with the Board President to draft a charge for the Board Development Committee, and the Board agreed this would be discussed at the February Work Session.

#### **9. Executive Session**

Ms. Gonzales made a Motion, seconded by Ms. Bregar, that the Trustees enter into Executive Session for the purpose of negotiations and possible acquisition of property pursuant to C.R.S. 24-6-402(4)(e) and to receive legal advice. There being no further discussion, MOTION CARRIED 5-0, and members of the audience left the room at approximately 7:04 p.m. The public portion of the meeting reconvened at 8:26 p.m.

**VII. PUBLIC COMMENT** None.

**VIII. ADJOURNMENT** There being no further business, Dr. Mancha made a Motion, seconded by Mr. Stuart, to adjourn the meeting at 8:27 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary