

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES**

**July 19, 2016**

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

Ms. Pickman, Vice President, called the meeting to order at 3:00 p.m. in the Ryals Room on the 4<sup>th</sup> floor of the Rawlings Library.

Board Members Present: Fredrick Quintana, President; Donna Pickman, Vice President; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Doreen Martinez; Jim Stuart

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Charles Hutchins, Information Technology Director; Kirsten Dees, Early Literacy Librarian; others not recorded

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA** None

**III. DISCUSSION ITEMS**

**A. SPELL**

Ms. Pickman said Kirsten Dees, Youth Services Librarian with Early Literacy Emphasis, would present a report on SPELL, Supporting Parents in Early Literacy through Libraries.

Ms. Dees commented that growing young readers is so important, and in 2012 the library received funds from the state library to spread early literacy outside the library. The library spoke with parents and came up with a blueprint, supported by IMLS (Institute of Museum & Library Services). According to one survey, 64% of children under the age of six have both parents working, and children in daycare may not be able to attend early literacy activities at the library. The library set out to establish better relationships with daycare centers to help them provide successful storytimes and to share early literacy messages with parents of children in daycare. The library also partnered with the Pueblo Early Childhood Counsel.

The library created twelve kits, each based on a theme, with several books, storytime props, educational toy, whiteboard with dry-erase markers, a CD, musical instrument, and notebook of rhymes, songs and activities. Each kit stays at the daycare center for a month. When the kit is delivered, library staff model a storytime using the kit for daycare center staff and return later in the day when parents are picking up their children to model literacy activities and crafts for parents. Ms. Dees distributed a sample handout provided to parents. At each visit, staff pick up the old kit and leave a new kit.

Ms. Dees said the project promotes every child ready to read. Ms. Dees commented on securing partners, training provided, communicating early literacy messages, listed the themes available, and displayed photographs of a sample kit and SPELL in action. Ms. Dees shared several experiences demonstrating children's excitement with the program.

The grant concluded in January 2016. The program has expanded to ten partner daycare centers and the addition of three more kits. There are three librarians helping at the daycare centers. She is happy to see this outreach program continue to grow. Ms. Dees then offered to respond to questions.

Ms. Gairaud complimented the project and commented on how Ms. Dees' face lit up as she described her interactions with the children, and Ms. Dees agreed that she loves the job. Ms. Pickman asked how many children are included, and Ms. Dees estimated about 25 at each but it can vary depending on the time of day. There was discussion of plans to expand and how storytimes form a child's interest in reading and libraries.

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Mr. Walker said Ms. Dees has been doing a great job, and the project continues to expand this year. There is now another grant request for expanding the program to licensed daycare centers, and the State Library is working to extend this to non-licensed daycare providers. Mr. Walker said grant funding is provided to encourage libraries to pilot a program, and there is some experimenting and brainstorming that takes place before it becomes groundbreaking. Mr. Walker commented on EPIC (Executives Partnering to Invest in Children), which is also focused on early literacy.

Mr. Stuart commented that parents who bring their children to daycare have an interest in properly educating their children, but some, such as parents who are homeless, need even more help. There was discussion of free bus services available during the summer, and kids in places like the YWCA shelter could benefit if the parent volunteers to allow their child to attend. Mr. Walker concluded the need is great.

### **B. Disposition of Fixed Assets**

Ms. Pickman said a proposal for disposition of specified computer equipment would be presented for discussion.

Charles Hutchins, Director of Information Technology, distributed a Disposal of Property Request listing items for disposal. Mr. Walker said the policy provides for a method of disposal for capital assets which requires Board approval.

Mr. Hutchins said he had planned to bring this up later in the year; however, the recent fire in the server room made it necessary to start sooner than planned. The library is currently replacing staff PCs which is a little behind schedule, and he expects to have 85 staff PCs that will also need to be recycled. Servers had to be relocated to remediate the odor and soot. Computer equipment has been piling up, so the fire necessitated getting a lot of that equipment out. The discarded servers have only scrap value, and it is sometimes necessary to pay vendors to discard monitors with some charging by the pound to dispose of equipment. After doing some research, Mr. Hutchins has identified a recycler that will take all of the equipment for scrap value at no charge to the library.

Ms. Pickman asked how soon this will start, and Mr. Hutchins responded that it would start as soon as the Board provides approval.

The Board agreed this should be added to the July meeting agenda.

### **C. 2017 Budget Calendar**

Ms. Pickman said the 2017 budget planning calendar would be reviewed.

Sherri Baca, Chief Financial Officer, referred to the 2017 Budget Calendar provided in the Board packet. Ms. Baca said this is the standard format used for a number of years. Ms. Baca pointed out target dates are sometimes prescribed by statute, and the right-hand column refers to Colorado Revised Statutes (CRS).

Ms. Baca said there will be a call for budgets from all supervisors and a training session held in August. There will be a slightly different budget design to allow more tie-in and requiring less data entry to get entries quickly into the Sage accounting software. The Planning Retreat will be held on August 24 so managers will already be thinking about their budgets. The County Assessor is required to furnish the preliminary assessed valuation by August 25. Budget worksheets are due by September 1, and Finance will use the month to prepare the preliminary draft budget, publish notice of public hearing on the budget, and have it to the Board of Trustees by October 15 which she will deliver to the Board by email. The Board will have an opportunity to discuss the preliminary budget at the Work Session on October 18, and it will also be presented to supervisors for discussion on October 21. The public hearing on the preliminary budget will be held during the Board meeting on November 17 at the Lucero Library. The final assessed valuation is due from the County Assessor on December 10, and the Board will be asked to approve the Budget and other resolutions related to the budget at the December 13 Board meeting. Certification of the mill levy is due to the County Commissioners by December 15. In

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January, the approved budget will be published and returned to departments and recorded in the accounting system. A certified copy of the budget is due at the Department of Local Governments by the end of January, and the final budget will be submitted to GFOA for review by March 13, which was missed in 2016.

### **D. Long-Range Financial Projection**

Ms. Pickman said a review of the library's long-range financial projection will be presented.

Ms. Baca distributed the updated 10-Year Financial Projections. Ms. Baca pointed out that 2015 now has the audited financial numbers. The 2016 numbers shown are the budgeted numbers. As planning for 2017 begins, those numbers will be adjusted, and the further out the projection goes, the fuzzier the numbers become. Percentages are used to estimate numbers from one year to the next and is based on what is anticipated.

One major thing that Ms. Baca has not had time to do is delve into the Library Replacement Plan. When the Board sees this projection next, 2016 will change from "budgeted" to "estimated." All of this is integrated to help show how the district is doing, both long term and short term.

The numbers shaded on line 50 are the unrestricted fund balances shown as a percentage of operating expenses, and the policy is to keep that at 20% or more. The projection shows the library well within that target range.

Mr. Quintana asked how far into the future the library will be paying for the COPs, and Ms. Baca responded it is on a 20-year amortization which started in 2012. Line 20 shows the COP expenditures. Mr. Walker said he and Ms. Baca recently reviewed that agreement and found that no adjustments can be made to it before 2022.

Mr. Walker said 2017 projects a 4% increase in property tax revenue, but that may be overly optimistic. It had been projected that the St. Charles industrial park tax increment financing would come back to the taxing entities in 2016 which was based on information provided by John Batey with the Urban Renewal Authority. Ms. Bregar said Urban Renewal is concerned that when that happens, it will lose a lot of its administrative funds.

Ms. Baca said 2017 is an assessment year, so there may be more property tax revenue available in 2018. By that time she expects to understand the Library Replacement Plan to make sure it is fully funded. Ms. Baca said the Board will see this again as the library moves further into the 2017 budget calendar.

### **E. Finance Staff Recognition**

Ms. Pickman said an official Board commendation regarding the recent audit report would be considered.

Mr. Walker distributed a draft Resolution recognizing the Finance Department staff for their efforts which had been recommended by the Board. Mr. Walker invited Board comment and feedback. Dr. Mancha suggested emphasis on the achievement of only a single journal entry correction, but upon further discussion, it was agreed that the Resolution was stated as it should be.

This will be added to the July meeting agenda; however, the Board would like to present the Resolution to the Finance employees during the Employee Recognition Event scheduled immediately prior to the July Board meeting.

### **F. Development Committee**

Ms. Pickman said the Board Development Committee would present an update report on their activities.

Ms. Pickman said the Board Development Committee met last week and worked on adjustments to the Board Assessment. The committee will meet again in August to fine tune those revisions which will be presented for the Board's discussion at the August Work Session.

One of the things the Board Development Committee had discussed was the importance of Board members identifying themselves as members of the Library Board to the public. Ms. Gairaud had

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expressed concern that might be considered bragging; however, she relayed a recent experience when she had an opportunity to let people know she was on the Library Board, and it led to those community members expressing interest in teaching classes for the library and another suggesting the library send her club a note requesting funds for the Pueblo West history wall. Ms. Gairaud used these as examples of how revealing her Library Board service could result in direct benefits to the library.

### **G. Upcoming Board Vacancies and Nominations**

Ms. Pickman said two trustee terms of office are set to conclude on December 31, 2016. According to PCCLD bylaws: "The term of office shall be five years. There shall be no limit to the number of terms a Trustee can serve on the Board. Six months prior to the completion of a trustee term, the President of the Board shall notify appropriate County and City officials of the approaching vacancy and request that they begin the process necessary for filling the vacancy in a manner by which trustees are regularly chosen so as to minimize the impact of the vacancy on the work of the Board."

Mr. Quintana said Mr. Stuart's term would be expiring, and Mr. Stuart had indicated that he would like to reapply to continue his service to the Library Board. Mr. Quintana's term will also be expiring, and he would also like to reapply. A draft letter had been prepared to notify City and County officials of the upcoming vacancies, but there had been some conversation of whether or not it was appropriate to notify those officials of the expiring members' interest in reapplying to continue their service. There was discussion of reinstating the Nominating Committee that had formed last year. Ms. Bregar suggested it could be as simple as having a motion to endorse the reappointment of Mr. Stuart and Mr. Quintana.

Mr. Walker provided background of the circumstances that led to the formation of the Nominating Committee last year. This year, the Board appointment process will be managed by the City, and Mr. Walker said Gina Dutcher has handled these for a number of years so he does not expect the same level of confusion that resulted from County temporary staff unfamiliar with the process.

Dr. Mancha suggested it might be more appropriate for the Board to consider all applicants for the vacancies before communicating its endorsement of the current Board members. The Board's endorsement would also be more meaningful closer to the time of appointment.

After additional discussion, it was agreed that Mr. Quintana should send the letters as written without mentioning the intentions of the current Board members. Dr. Mancha suggested the letters be hand carried to Mr. Nawrocki and Ms. McFadyen to give us the chance to lobby.

### **IV. ADJOURNMENT**

Ms. Pickman reminded Board members that the Regular Board Meeting will be held on Thursday, July 28, 2016 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m. immediately prior to the Board Meeting.

There being no further discussion, the Work Session adjourned at 4:15 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary