

**PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, November 17, 2022**

This meeting was conducted inside the First Floor Computer Training Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted. The online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2023

Keith Beam, Chief Financial Officer provided a report on the proposed budget for fiscal year 2023. This is an opportunity for citizen comment on the budget proposal which has been made available for public inspection.

Mr. Quintana opened the public hearing on the proposed budget for fiscal year 2023 at 5:32pm.

PCCLD prepares an annual budget for two funds, the General Fund and the Capital Project Fund. The General fund reflects property tax and other general revenue, and all of the operating expenses for the District. The Capital Project Fund reflects revenue and expense for capital asset acquisitions, the library replacement plan, and the Master Facility Plan.

General fund revenues were presented and property taxes were at 88% specific ownership tax was at 7%, contracts, grants and gifts were at 4% and fines, fees, misc. were at 1%.

Property tax is flat for 2023 with the estimated mil levy at 5.943. This includes \$176,018 for abatements and refunds and an adjustment to offset property tax losses resulting from changes in actual valuation. The St. Charles Tif will be \$163,000.

Specific ownership tax is estimated to increase by 1%. Contracts, grants, donations will decrease in 2023 since the American Rescue Plan grants will be fully utilized in 2022. Interest earnings are expected to increase and fine will remain flat. Photocopier revenue and miscellaneous revenue are budgeted slightly higher.

Total Revenues are anticipated to be down by 4%

General fund expenditures were presented to include personnel at 54%, facilities 18%, materials 17%, operating 7%, and 4% in technology.

Total expenditures is expected to increase 5% over 2022 estimated expenditures for a total of \$673,808.

Personnel expenditures would have a total increase of 9%. This would include the 2.5% increase for Pay for Performance, salary increases due to the increase in the minimum wage, PCCLD's participation in Colorado's Paid Family and Medical Leave Insurance Program, and any market adjustments. Workers compensation would remain flat. PERA, unemployment, and Medicare costs would increase based on the total wages. Health benefits would increase. Employee Relations would increase by \$22,852 to reflect the planned increase for employee tuition reimbursement. Employee training costs would increase due to more in-person training.

Materials and Services would decrease by 16%. This is due in part to the fact that PCCLD completed the ARPA funded Reading Pays program in 2022 so it is estimated that library programs would decrease by 77%.

Facilities would have a 3% increase mainly due to the annual \$1.2 million Certificate of Participation payment. Utilities are anticipated to increase by 3%, vehicle expense would increase 23%, and building maintenance and repair would increase by 4%. Insurance would increase by 13%. Friends of the Library expenditures are budgeted at the same level as 2022.

Operating expenditures would increase by 20% due to an accounting software update and the custodial contract rebid as well as various consulting projects. This is due in part to a 30% increase in Contract Services and a 9% increase in Community Relations due to rebranding

There would be a total increase in Information Technology of 11%. This is due to the increase in hardware repair and maintenance expected on the new patron copiers and existing camera systems. Also the technology maintenance, licenses and support increased 27%.

The Fund Balance was presented. Is budgeted to be \$2,556,397 at the end of 2023 which is a decrease of \$1,381,712 in comparison to 2022. This includes a transfer between the General Fund and the Capital Project Fund of \$2,460,000. This would require the use of fund balance reserves for the general fund budget in 2023. PCCLD anticipates maintaining an unassigned fund balance at 27% of operating expenditures.

The Capital Project Fund serves three purposes; the Library Replacement Plan, the Master Facility Plan and the acquisition of other capital assets and improvements. Estimated revenues for this fund are; E-Rate & ECF \$317,700 and interest earnings of \$48,034 for a total of \$365,734.

Capital Project Fund expenditures were revenues. Capital asset spending included; Asset repair & maintenance \$10,000, Info Technology \$450,700, maker space equipment \$8,000, vehicle replacement \$30,000, the Facilities Maintenance Project \$19,000, the Master Facility Plan Project \$2,065,000. Total expenditures are anticipated to be \$2,582,700.

The Capital Project Fund anticipated ending fund balance is \$3,801,077 which includes the transfer in from the General Fund of \$2,460,000. This is a \$243,034 increase in fund balance over the 2022 estimate.

Revenues are budgeted conservatively based on the assessed valuation & current economic conditions. Expenditures are also budgeted conservatively. The combined unrestricted fund balance is \$5,925,778.

Listed were some of the developments that might occur from the date of this report to December 13th. They include: additional 2022 expenditure activity, end-of-year issues, assessed valuation changes, renewal costs for employee benefits and insurance, and other wage adjustments.

A request for questions was asked and there were none from both the public and the Trustees.

II. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 5:46pm. Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Stephanie Garcia Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Doreen Martinez Lyndell Gairaud
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Keith Beam, Chief Financial Officer Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations Amy Nelson, Director of Rawlings Library Elizabeth Flores, Interim Director, Tech Services Mark Gonzales, Interim Director, IT Luke Gebbink, IT Rose Jubert, Secretary to the Board of Trustees

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

There were no changes

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on October 27, 2022, and the Library Board of Trustee work session held on October 18, 2022, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on October 18, 2022, and October 27, 2022, respectively.

Ms. Keith made a Motion, seconded by Mr. Hodge to approve the minutes of meetings held on October 18, 2022, and October 27, 2022, respectively. The Motion was approved.

V. REPORTS

A. Executive Director Report

An update was given on the Rawlings renovation. It was reported that the migration of the Local History and Genealogy Department formerly the Special Collections Department back to the third floor had begun. It was anticipated that this move should be completed by the end of the month with the department reopening in mid-December. The fourth floor continues to be under construction with an anticipated completion date of the end of December.

The Barkman renovation and the Lucero renovation both had their schematic design documents issued by HBM Architects. Cost estimates are currently being worked on by HW Houston Construction and they should be completed by December 1st. Peter Bullock with HBM Architects will provide an update on the projects to the Trustees at the December 13th meeting.

The Associate Director of Public Service position was posted and twelve candidates applied. Four candidates were scheduled to be interviewed with the first round of interviews ending tomorrow. Thanks were given to Trustees Doreen Martinez and Jacquelyn Keith for assisting with the interviews. The second round of interviews will include presentations by the candidates. The Board of Trustees and the Leadership Team will be invited those presentations.

The Director of IT position was posted and applications are currently being accepted.

The 2023 Annual Plan will be included with the 2023 Budget as a consolidated document. The 2023 Annual Plan will be presented the same time as the 2023 Budget at the December Board meeting.

The security camera project contract was issued. The target completion date is January 20, 2023.

The Pueblo Urban Renewal Authority Board special districts board opening that was vacated by Ms. Bregar is in the works. Ms. Baca has reached out to the seven special district boards letting them know of the opening and that Trustee Stephanie Garcia had volunteered to take on the position. Ms. Baca requested a meeting with Jerry Pacheco and his team at Urban Renewal to introduce herself and to go over the board opening.

Ms. Baca reported that she is working on employee round table meetings. These will be face to face meetings with small groups of staff, approximately 30 meetings. She has asked that they come prepared to talk about three things. What one thing would you like for the library to fix? What are they excited about that the library is currently doing? What are they hopeful that the library will accomplish?

Invitations to the Holiday Board Mixer will be sent to the Board. The Mixer will take place on December 15th at the Abriendo Inn.

B. Friends of the Library Report

There was no report for this meeting.

C. Pueblo Library Foundation Report

There was no report for this meeting. A report will be provided at the December Board meeting.

D. Attorney Report

Mr. Miller had no formal report.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the October 2022 Employment Changes as presented by the Executive Director and published.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the October 2022 Employment Changes as contained in the Board materials.

Ms. Bregar made a Motion, seconded by Mr. Hodge to ratify the October 2022 Employment Changes as contained in the Board materials.

Items of note for this month include new hires for the month to include Jennifer Scroggins,

Reference Librarian and Victoria Herrera, Administration Assistant for HR. There was one separation in the Facilities Department.

Recruitment efforts continue for various positions.

F. Financial Report

OVERVIEW: Keith Beam, Chief Financial Officer, reviewed a report on the October 2022 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the October 2022 bills and accept the October 2022 fund statement as contained in the Board materials and published.

Mr. Quintana made a Motion, seconded by Mr. Hodge to ratify the October 2022 bills and accept the October 2022 fund statement as contained in the Board materials and published. The Motion was approved.

The Combined Balance Sheet was presented for October 2022 with the cash position continuing to be strong. The General Fund total revenues were down 4% and total expenditures were up 5%.

Statement of Revenues was reviewed for the General Fund. The percentage spent and collected should be at 84% at this time of the year. Total revenues were at 81% collected at this point, in 2021 it was at 90% collected.

Expenditures were reviewed. Total Personnel expenditures were at 79% spent which was comparable to 2021 figures. Materials expenditures were at 75% spent overall. Close to the end of the year this number will increase due to various materials purchases. Total Facilities expenditures were at 93% spent due to the final COP's payment. Last year this number was at 47%. Vehicle maintenance was at 201% due to unanticipated expenses due to vandalism and theft. Operating expenditures were at 96% spent compared to 2021 at 82%. Information Technology expenses were at 77% overall similar to last year.

Over all Expenditures totaled 82%, right in line with the where is should be for this time of the year.

Capital Project Fund revenues and expenditures were reviewed. Total revenues were at 86% in line with last year. Building projects totaled 75%, capital asset costs were at 32%, and total expenditures were at 75%.

Payment history was shown and it was stated that it was a typical month. He was reported that larger amounts were due to the Rawlings renovation and the increased activity was due to the spending cutoff date. The total was \$707,068.39.

Total Expenditures for October 2022.

Total Payables	\$707,068.39
Total Payroll	\$406,874.76

Total outlay for October for Trustee approval = \$1,113,943.15

P-Card Transaction was a typical month with additional charges due to the end of the year spending cutoff.

VI. BOARD COMMENT

It was reported that at the last Urban Renewal meeting past PCCLD employee, Alexandria Romero was in attendance and she was now working for the City of Pueblo.

VII. PUBLIC COMMENT

There was no public comment.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, December 6, 2022 in the Kelly B Meeting Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Tuesday, December 13, 2022, in the Kelly B Meeting Room at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO.

B. Action/Discussion Items

1. Audit Engagement and Tax Form 990 Preparation

OVERVIEW: There was a recommended audit engagement and Form 990 preparation agreement with CLA.

RECOMMENDED ACTION: That the Trustees take action to engage CLA for designated services, as presented.

Mr. Hodge made a Motion, seconded by Ms. Keith to engage Clifton Larsen Allen for designated services as presented. The Motion was approved

Mr. Beam reported that an updated report was provided in the Board packet showing the estimated cost for the single audit that was discussed at the November work session.

Mr. Quintana noted as a point of reference the report included the full cost for the audit at \$24,345 and the single audit was reported at \$12,000, and tax prep was \$3,790 for a total of \$40,135.

2. Educational Assistance Policy 02.07.07

OVERVIEW: The Board of Trustees was asked to increase the maximum educational assistance for those eligible employees seeking a Master's degree in Library Science up to \$7,500 per calendar year and to increase the amount up to \$5,000 per calendar year for those eligible employees seeking a Bachelor's degree, Master's degree, or licensing or certification for an approved program.

RECOMMENDED ACTION: That the Trustees take action to approve these amounts based on available funding.

Ms. Keith made a Motion, seconded by Ms. Bregar and Mr. Hodge to approve the maximum educational assistance for those eligible employees seeking a Master's degree in Library Science up to \$7,500 per calendar year and the amount up to \$5,000 per calendar year for

those eligible employees seeking a Bachelor's degree, Master's degree, or licensing or certification for an approved program based on available funding. The Motion was approved.

3. Colorado Family and Medical Leave Insurance (FAMLI)

OVERVIEW: A report and recommendation was provided to the Trustees at their November 8th work session on the recent Colorado Law and how it pertains to PCCLD. PCCLD plans to cover in full the .9% benefit cost.

RECOMMENDED ACTION: That the Trustees approve the recommendation that PCCLD opt in to the FAMLI program and cover the .9% for the FAMLI benefit as budgeted in 2023.

Ms. Garcia made a Motion, seconded by Ms. Bregar to approve the recommendation that PCCLD opt in to the FAMLI program and cover the 0.9% for the FAMLI benefit as budgeted in 2023. The Motion was approved.

It was noted that it was great that PCCLD had opted in to participate in the program and that they were able to cover in full the 0.9% benefit cost.

X. ADJOURNMENT

Ms. Garcia made a Motion to adjourn the meeting. The meeting adjourned at 6:42pm.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees