

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, November 8, 2022**

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

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 2:00p.m Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Doreen Martinez Lyndell Gairaud Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Stephanie Garcia
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 Jose Beltran, IT Rose Jubert, Secretary to the Board of Trustees

II. 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 modifications or corrections to the agenda.

III. Discussion Items

1. 2022 Reading Pays and Summer Reading Report

OVERVIEW: Nick Potter, Community Relations Director and Amy Nelson, Director of Rawlings Library provided updated reports on the 2022 Reading Pays Program and the 2022 Summer Reading Program.

Discussions about Reading Pays 2022 and other library programs started in February. The million dollar reading program was a gift in itself that also assisted in the success of other library programs such as Summer Reading and Most Improved Reader.

In 2021 an outreach model was created to ensure that students from underprivileged areas were able to register for the Reading Pays program and a PR blitz was done for the general community. Communication with school administration and principals started in April and May school registrations closed. In September 2021, there was money left over so to ensure it was utilized, District 60 and District 70 schools were enrolled into the program as an entire school wide initiative through the libraries Connect Ed program. This helped to boost the completion rates due to teacher support.

This model was used in the April and May of 2022 and private schools were added.

The Most Improved Reader program was used as a way to contact the schools about Reading Pays. 2018 numbers were: 36 Participating Schools – 702 Students Honored. 2019 numbers were lower due to Covid and were: 36 Participating Schools – 669 Students Honored. In 2020 schools were closed due to Covid so the program did not take place. In 2021 due to Covid schools were limited to the amount of kids allowed in an assembly so the program did not take place. 2022 brought the numbers back to pre-Covid stats at: 40 Participating Schools – 510 Students Honored.

Summer Reading 2022 – Sea of Discovery was also coupled with the Reading Pays Program. Parents commented that Reading Pays got their children geared up for the Summer Reading Program which offered reading programs throughout the Summer. These two programs worked well together! 2017 Summer Reading had 967 finishers and in 2022 there were 5,495 finishers. The marketing of these combined programs was a key to its success. Prizes included free books, and coupons from various Pueblo donors.

Reading Pays stats for 2021 and 2022 were compared. 2021 had 14,400 verified registrants, 7,430 finishers, and a completion rate of 51.6%. 2022 had to date, 17,591 verified registrants, 8,722 finishers and a 49.6% completion rate.

Student enrollment was reviewed. Enrollment took place in three different ways; auto school enrollment for Connect Ed schools, a Sneak Peak with non-Connect Ed schools, and then open enrollment. A list of the schools that were included in the auto enrollment were listed alongside the library branch that served them.

Registrations by type were listed for a total of 17,591 registrations. Completions totaled 9,172 students to include 450 students who completed the program twice even though they did not get another \$100 prize. In order to get students to complete the program a list of students who did not complete the program was provided to the individual schools, if they were able to reach a completion level of 90% or higher they were given an assembly to recognize the participating students. At this point there were 4 schools at this completion percentage.

There is left over funding from the 2022 Reading Pays program so PCCLD will be working with the following schools; PSAS, Chavez Huerta, and Sierra Vista to help more of their kids complete the program.

15,177 students completed at least one of the programs!

It was suggested that Mr. Potter give his presentation to City Council and the Board of County Commissioners.

2. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Keith Beam, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2023 corporate insurance renewal.

It was reported that all of the quotes had been received except for worker's compensation because the rates had not been received from the State. It was anticipated that the rates would either be flat or slightly less and would be received in 2-3 weeks.

Overall PCCLD has four policies with T Charles Wilson to include a package policy, volunteer accident, worker's compensation, and cyber.

The package policy increased approximately 6% or \$6000 this was due to rate and the building increase limits. Deductibles and coverage remained the same.

The volunteer accident policy remained at a flat rate with no changes.

Cyber insurance had been increasing in claims by 300% for the past three years with public entities being targeted. Last year the premium remained flat at \$3300. Typically, cyber insurance costs between \$10,000 and \$15,000. It was decided to move from the current cyber carrier to Cowbell Insurance who would keep the

deductible the same with an increased premium of \$4900.

Overall the premiums would be slight more than last year. Currently, premium increases are ranging from 18%-24%. PCCLD's premium increase is at 6%.

Mr. Beam presented a worksheet highlighting the changes.

It was shared that PCCLD had received cost containment certification which would provide a discount of 5% to the worker's compensation rates.

This item was moved to the regular meeting for an update and then action would be taken at the December meeting.

3. 2023 Preliminary Budget Update

OVERVIEW: Keith Beam, Chief Financial Officer provided an update report for Trustee discussion on the preliminary 2023 PCCLD Annual Budget. A public hearing on the proposed budget will follow at the November Regular Trustees' meeting and the Trustees will be asked to adopt a 2023 budget, set the mill levy, and appropriate sums of money for the 2023 budget in December.

Mr. Beam had been in touch with the Assessor's office and it was anticipated that the final mil levy adjustment would be received by the December meeting. He had also been in touch with Pueblo Urban Renewal regarding the St. Charles Mesa TIF amount. He shared that he would also have the scheduled resolutions ready for the December meeting.

A worksheet was presented with the increases to the budget of \$213,201 in expenditures. Key areas of increase included: personnel at \$61,497, FF&E Surplus Auction Consultant - \$30,000, new custodial contract - \$30,000. Capital increases included; \$15,000 to Jamex since the Rawlings Renovation would continue into 2023, ITS upgrade increases of \$30,000, and a printer replacement at a cost of \$15,000. PCCLD would continue to be in good financial shape even with the increases.

4. Audit & Tax Engagement

OVERVIEW: Keith Beam, Chief Financial Officer presented for Trustee discussion the Clifton Larson Allen audit engagement letter for PCCLD's 2022 financial records.

A sheet was presented to the Board showing the 2023 CLA engagement fees for both the District and the Foundation. The District's Audit fees were \$24,345 and the Foundation's audit fees were \$4,385 for a total of \$28,730. Tax compliance for the District was \$3,790 and \$1,625 for the Foundation for a total of \$5,415. Grand Total for both would be \$34,145. These fees tie back to the fee proposal submitted by CLA.

Because PCCLD received \$750,000 in Federal Funding in 2022 we are subject to a single audit. The single audit estimate had not been received. This is the first time PCCLD has ever had a single audit. It was asked that this be set as a December action item.

5. Educational Assistance Policy 02.07.07

OVERVIEW: A report was provided to the Trustees for review and discussion regarding Educational Assistance Policy 02.07.07.

This item was discussed in full in the September work session. As a reminder this would up educational assistance to PCCLD staff. The maximum assistance available for eligible employees may be up to \$7,500 per calendar year for a Master's degree in Library funding and for all those seeking a Bachelor's degree, Master's degree, or licensing or certification for an approved program the amount would be up to \$5,000 per calendar year. This would all be based on available funding.

It was asked that this item be placed on the next agenda for action.

6. Colorado Family and Medical Leave Insurance (FAMLI)

OVERVIEW: A report and recommendation was presented on this recent law in Colorado as it pertains to PCCLD.

This item was reviewed in detail at the August work session. Starting in January, 2024 most Colorado workers will be able to apply for FAMLI leave benefits to help them through various life changing events. Private sector employers are required to provide this program to their employees, government employers can choose whether to participate or not.

The total premium amount would be 0.9% of bi-weekly wages. This is a fixed rate through 2024. For 2025 and beyond, the premium rate will be set according to a formula based on the monetary value of the fund each year. The premium rate is statutorily capped at 1.20%. The amount the employee would receive would be a percentage of their base rate of pay. The lower the rate of pay the higher the percentage. Benefits are capped at \$1,100 per week.

It was recommended that PCCLD pay the full 0.9% premium. Approximate total cost to PCCLD for the first year would be \$47,629.86. It was suggested that this option for PCCLD to cover the entire cost be reconsidered annually.

It was asked that this item be placed as an action item on the next meeting agenda.

7. 2023 Holiday Dates

OVERVIEW: The Trustees reviewed the proposed 2023 holiday closures. The Trustees will be asked to approve 2023 scheduled closures in December.

The Trustees were asked to review the 2023 Holiday Dates.

It was noted that Juneteenth, June, 19, 2022 was added to the calendar as a paid holiday.

It was asked that this item be put on the December meeting agenda for approval.

8. Trustee 2023 Meeting Dates

OVERVIEW: The Trustees reviewed proposed 2023 Trustee meeting dates. The Trustees will be asked to approve their 2023 meeting dates in December.

The Trustees were asked to review the 2023 Trustee Meeting Dates.

It was asked that this item be put on the December meeting agenda for approval.

IV. ADJOURNMENT

The meeting adjourned at 3:13pm.

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, November 17th, in the Kelly B Meeting Room at the Rawlings Library, 100 E. Abriendo, Pueblo, CO. An online session will be made available and the link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org