

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, October 18, 2022**

***This meeting was conducted inside Kelly Room B at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted and an online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto: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 Stephanie Garcia Doreen Martinez Lyndell Gairaud Marlene Bregar Jacquelyn Keith
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 Eric Tiffany, IT Rose Jubert, Secretary to the Board of Trustees Deva Montalbano, Studiotrope Peter Wilson, Studiotrope Dave Vecchio, Benefits Broker

**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.

It was requested that the order of the agenda be changed, discussion items III.2. and III.3. would switch order. The Trustees approved the request.

**III. Discussion Items**

**1. 2023 Preliminary Budget**

OVERVIEW: The preliminary 2023 PCCLD Annual Budget was discussed by Keith Beam, CFO which was officially presented for public inspection. A public hearing on the proposed budget will follow at the November 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.

There are two funds within the budget, the capital project and general funds. The presentation started with General Fund Report highlights. Total 2023 revenues would be decreased by 3.8%. Property tax would remain flat.

PCCLD is set to receive the TIF funds for the St. Charles urban renewal area. PCCLD is working the Pueblo Urban Renewal (PURA) and it is estimated that this amount would be approximately \$165,000 annually.

Contracts, grants, and gifts will decrease in 2023 due to the absence of ARPA funds/Reading Pays.

Specific ownership tax is budgeted at a 1% increase for 2023.

Mill levy calculations were presented but until the abstract is received from the Assessor's office these calculations were only an estimate. The abstract is anticipated to be received by mid-November. The current mill levy estimate was set at 5.945 mills.

Personnel cost would increase overall by 13% over the FY 2022 estimates. Beginning January 2023, the PERA contribution rate would increase from 14.73 to 14.76. There would be a \$200,000 increase in salaries due to market adjustments, another 2% retention bonus, and minimum wage adjustments. PCCLD would also participate in the Colorado paid medical leave insurance program. Also built into the 2023 budget would be a 2.5% adjustment to salaries as determined by the salary compensation guide.

Employee relations would increase overall by 69% due to the proposed tuition reimbursement increase. Employee training would increase by 52% due to staff attendance in person rather than virtually.

Materials and Services costs would decrease overall by 17% in 2023 mainly due to the finalization of the Reading Pays program in 2022.

Facilities costs would increase overall by 2% in 2023 due in part to the increase in vehicle maintenance and a 14% increase in corporate insurance.

Overall Operating costs would increase by 10% due in part to the upgrade of the accounting system. There would be an increase of approximately \$15,000 in office supplies due to the purchase of new printers, the purchase of new art panels for the new art gallery and replacement furniture.

Information Technology expenditures would increase overall by 11% this is due to the purchase of a Tier III Citrix support contract for the libraries IT network.

Overall projected expenditures for 2023 would increase by 4%.

There was a question regarding the 50% decrease in courier services and why the dramatic decrease. This item would be reviewed prior to the next report.

It was asked if the St. Charles TIF project had completed. Ms. Bregar shared that project was scheduled to be fully paid off at the end of 2022. The project itself would run the full 25 years. PCCLD's portion would be passed through PURA and would be submitted in a yearly check with no service charge deductions. The reason for this was that the City, County and the school districts were going through PURA to do some projects with their portion of the TIF. None of the smaller districts opted to do this. This pay off should not bleed into the first quarter of 2023 but if it does it would be a small amount.

It was added that Ms. Baca and Mr. Beam had been in touch with PURA and it was estimated that this amount would be approximately \$165,000. A firm number should be received by November 15<sup>th</sup>. This amount would be matched with the Assessor's amount.

It was reported that there were two new large solar farm and one was inside of the TIF area but it was uncertain if they were online yet and if there would be any income in 2023.

The Capital Project Fund was reviewed. This fund included the library replacement plan, acquisition of capital assets, the master facility plan and the InfoZone account. There is a transfer that occurs from the operating fund to the capital project fund and the scheduled amount for 2023 is approximately \$2.4 million and \$2,050,000 would go towards the Barkman/Lucero expansions. Additionally, there would be the replacement cost of an additional vehicle and the purchase of IT equipment. \$8000 would be spent on new Makerspace equipment. Total capital asset expense is budgeted for \$2,522,700 in 2023.

In summary, included in the proposed 2023 Budget are salary initiatives which include \$125,000 for the market wage salary review, the cost for the minimum wage increase, and the 2% single retention bonus that will take place the first part of January. FAMLI is included at both the employer and the employee cost at approximately \$50,000. Even though revenue is flat for 2023 PCCLD afford these items because the estimates for 2022 look good with expenditures being under budget and spending in the 2023 fund balance had been anticipated.

It was asked if the expense for furniture for a branch came out of the general operating budget or the library replacement fund? It was reported that it depended on what was being purchased. Smaller purchases come out of the general operating budget and larger items out of the replacement fund.

There was a question regarding the mill levy increase and it was asked if the new total amount included the 5.943 mill levy plus the abatements and the refunds? It was reported that the 5.943 amount included the abatements and the refunds.

It was noted that the proposed 2023 budget was posted on the Library website by October 15, 2022 as required by State statute.

It was reported that with the sun setting of the pay off part of the St. Charles TIF at the last PURA meeting there was a referendum brought to the floor and passed that had to do with the funding in form of a loan that would provide the money upfront for some of the expenses. The documents were received late by the PURA commissioners. Ms. Bregar said that she reviewed it and she asked about the guarantee that none of the TIF that belonged to the two water conservancy districts and the library district would be used to guarantee those loans. The reference to the guarantee was provided by PURA to Ms. Bregar and she shared it with Ms. Baca, Mr. Beam and Mr. Quintana. It was recommended that Mr. Miller look at this document to insure that that PURA and the Trustees interpret this the same.

## **2. Tax Form 990**

OVERVIEW: The Library District was required to file IRS Form 990 for 2021 by November 15, 2022. The document was presented by Keith Beam, CFO. The Trustees were asked to consider action at the regular meeting on October 27, 2022 to accept the IRS Form 990 for filing.

Mr. Beam reported that he had looked at the revenue and expense summaries and tied them back to the 2021 Annual Comprehensive Financial Report (ACFR). He reported that it was a work in process and was waiting on additional documents from Clifton Larson Allen. The updated forms will be posted to the Board Packet once they are received.

## **3. Employee Health Benefits**

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2022. A proposed benefit commencing January 1, 2023 and ending December 31, 2023 was presented for discussion by Terri Daly (Director of Human Resources) and Dave Vecchio (Benefits Brokers). The Trustees were asked to consider action at their regular meeting.

Ms. Daly opened by saying that an effective benefits strategy would assist with the library's recruitment and retention efforts. She introduced Mr. Vecchio who reported on the proposed 2023

benefit renewal.

PCCLD is part of the Public Sector Health Care Group (PSHCG). This group is a combination of political subdivisions to include cities, towns, fire districts etc. It is where a lot of smaller Colorado government entities came together under a plan that's been in place for over 20 years to find some economies of scale and get out of the small group market and get into the large group market. This has created stable renewals.

A number of plans the district offers have been the original plans that were rolled out over 10 years ago to PSHCG. There's been no change to plan design, deductibles, and networks which is unheard of these days. These plan designs have evolved over the years to find cost effective solutions and variety for employees. That is the plan for PCCLD.

The plan designs will not change but there would be an addition of another plan. The increase in premium would be 3%. Medical trend showed that the increase in plans would be 6-7% which would be the baseline for premium increase. Realistically the increases have been 9-12% and as high as 38%. This is due to delayed care during the pandemic and missed opportunities for care. People weren't going into the doctor or not able to go into see the doctor. So in comparison a 3% increase is appealing especially with no plan changes and an additional option provided.

The new plan is the Colorado Select Plan. It is a hybrid plan, a network within a network, and requires the employee to be more engaged in their health care plan.

The employer contribution plan is the same one that's been used in past years. The funding was based on Plan C at 80% and is stable amongst all of the plans. The employee can choose to buy up from Plan C or scale down for cost savings. This is combined with a flex plan and the telehealth component.

It was asked if there were any employees who felt they weren't being covered. Part time employees were not eligible for these plan which historically has been the case. Part time employees are entitled to a plan called Healthiest You, which is a telehealth option for medical to include dermatology and behavioral health care needs. There is no co-pay for this service (except for dermatology and behavioral health) and doctors can call in prescriptions.

It was asked that this item be put onto the regular agenda for approval.

#### **4. PCCLD Rebranding – Logo & Design**

OVERVIEW: Nick Potter, Community Relations Director and representatives from Studiotrope Design presented on PCCLD's rebranding.

It was reported that the current logo/brand had been in existence for about 20 years. Rebranding of the library district was a 2020 annual plan goal. With the renovation of the Rawlings branch, the decrease in Covid and a new library Executive Director it is perfect timing to look at rebranding.

An RFP process was created and 11 firms responded. A review committee of Trustees, community and library staff members was created and they ultimately selected the firm, Studiotrope to design the new look and lead PCCLD through the process. Studiotrope had worked with public libraries in the past to include three of PCCLD's branches.

Studiotrope representatives outlined the rebrand process. This started with a brand analysis that included community and staff input. The next steps included the brand/logo development, brand guidelines development, and website design consultation with PCCLD website manager, Michelle Vigil.

High level takeaways from the community and staff input included input about the logo. Those takeaways included; the logo should be: colorful/bright, simple, a combination of mark and words, and

“verbally accessible”. The logo should communicate: accessibility, stability/dependability, connectedness, diversity, and innovation.

The logo was presented in two ways, one with the verbiage Pueblo City-County Library District which a few board members preferred since the library district spans outside of the city limits. The other with a shorter verbiage that simply read Pueblo Library. Input had been received that many people refer to PCCLD simply as the Pueblo Library. Both could be used depending on what context the logo would be used.

The logo is made up of abstract shapes which originated from the letters PCCLD. It is to invite participation from the viewer. Input from people on the design included; the design showed people holding hands, and pillars of a pantheon. People created their own vision of what they see in the logo. The colors were chosen, blue and amber come together to create green. Two very different colors which created a harmonious third color where they intersect. The fonts have mixed upper and lower cases. The uppercase in the words Pueblo City-County promoted stability/dependability. The lowercase words “Library District” promoted legibility. It was encouraged to use the logo as a graphic mark so it could be used with several different backgrounds and in different context.

The brand guidelines were to ensure the library’s brand was represented consistently in the best light while still allowing individual creativity for specific uses.

The input from the community and the staff allowed the brand to become part of them, not become part of just one group. So this part of the process was very important and meaningful.

The board felt that the logo would stand the hands of time and stay current and fresh and timeless.

The roll out of the new logo will be extensive since the old logo’s essentially everywhere, It’s a 2023 goal to have the expenses included in the budget. This will also tie into a website redesign which would take place by the end of the first quarter in 2023.

Mr. Quintana said that this did not require formal Board approval. He did say that the Board was fully supportive of the direction the rebranding/logo has taken.

## **5. Security Cameras – Rawlings Library**

OVERVIEW: Mark Gonzales, Interim Director of IT presented on the proposed new security cameras for Rawlings Library.

It was reported that this RFP had nexus with the Rawlings Renovation budget that would cover a portion of the cost. The reason this is being presented now is that the Rawlings Renovation has a scope that is currently looking at most of the equipment and systems and the security cameras have been used up to their useful life. The camera project could be launched for all of the floors at the Rawlings Library before the renovation is completed. The presentation would be the first component in completing the replacement of the districtwide system. There are hopes that an action item on this topic would be presented at the next Board meeting.

The intent of the RFP was to obtain proposals to potentially replace and upgrade PCCLD’s security cameras, warranties, and additional related services.

The RFP was issued on September 2<sup>nd</sup>, questions were due by 3pm on September 23<sup>rd</sup>, and proposals were due by 3pm on October 7<sup>th</sup>. The anticipated contract award date is set for October 28<sup>th</sup> with the installation beginning in November 2022.

The criteria the bidders were scored on included; cost, requirements, service/support, implementation, and compatibility with the existing system. There were 7 proposals received.

The next steps included the scoring of the proposals by the review team, a demo by the top scoring vendors, and then a recommendation will be provided to the Trustees by October 27<sup>th</sup>. It is anticipated that the cost would be shared by both the Rawlings renovation budget and the library assets replacement plan.

The hope is that the Trustees will award at their next meeting.

**6. Board Appointment** (estimated time: 10 minutes)

OVERVIEW: An update was provided.

Mr. Quintana updated the Trustees on the search for two new Trustees to replace Lyndell Gairaud and Marlene Bregar who will be discontinuing their service on the PCCLD Board of Trustees on December 31, 2022.

It was asked of the Trustees to encourage those who are interested in serving to apply for one of the positions. It was reported that two Foundation members and one Friends of the Library Board member have applied. The Board appointment is scheduled on the City Council agenda for December 12<sup>th</sup> and for the Board of County Commissioners it is anticipated to appear on their agenda the week prior.

A reminder was made that Ms. Gairaud also sits on the Foundation Board as a representative for the Trustees, a replacement for her would need to be in place at the February 2023 meeting. Also, a new Trustee would be needed to replace Ms. Bregar on Urban Renewal.

#### **IV. ADJOURNMENT**

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, October 27, 2022, at the Giodone Library, 24655 US Hwy 50E (BUS), Pueblo, CO.

Mr. Quintana adjourned the meeting at 3:45pm