

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, Thursday, June 22, 2023
This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Avenue – Friends of the Library Meeting Room

I. CALL TO ORDER AND ROLL CALL:

Mr. Hodge called the regular meeting to order at 5:30pm and Ms. Jubert conducted roll call.

Board Members Present:	Dustin Hodge, Vice President Iris Clark Stephanie Garcia Jacquelyn Keith Trisha Macias
Board Members Not Present:	Fredrick Quintana, President Doreen Martinez
Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Terri Daly, Director of Human Resources Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives Amy Nelson, Associate Director of Public Services Jill Kleven, Director of Technical Services Thomas Defrates, Director of IT Eric Tiffany, Jr. Systems Administrator

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 changes or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on May 16, 2023, and the Library Board of Trustee meeting held on May 25, 2023, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of the meetings held on May 16, 2023, and May 25, 2023.

Ms. Garcia made a Motion, seconded by Ms. Clark and Ms. Keith to approve the minutes of the meetings held on May 16, 2023, and May 25, 2023. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca provided an update on the Barkman renovation. The closure plan is in place and should start by June 26th with Barkman going off-line the first or second week in August. Houston

Construction anticipates a construction start date the end of August.

A library work group will be convening to create an outreach plan for Barkman that will engage the community. It will also discuss a solid re-opening plan.

The Lucero renovation will need an alternate service delivery plan. Hopes are to find an alternative location in the Lucero neighborhood to house the library operations.

Good news was shared about the PCCLD Summer Reading Program, the goal is to get 5500 youth to participate in the program this Summer. PCCLD has already had 2000 participants in three weeks! Kudos were given to the library team.

1.Digital Material Use

Jill Kleven, Director of Technical Services presented an update on digital material use.

Ms. Kleven provided an update on the digital material offerings and usage and how it relates to the Technical Services department. In 2019, digital circulations account for 13% of PCCLD's total checkouts. Today they make up 35% of total circulations.

Managing e-resources was reviewed. Tech Services is responsible for managing e-resources subscriptions and the procurement of content. They also manage service usage, monthly statistics and troubleshoot customer issues. Monthly expenditures for each service are monitored and the collection development team communicates to staff about new features, trends and platforms.

Different lending models were discussed and included subscription based model which are one time flat fees, proprietary where the library purchased the content and one copy is checked out at a time, and cost per circ where titles are borrowed simultaneously by unlimited users.

Some of the libraries platforms were reviewed to include; Overdrive which is used to check out eBooks and audiobooks through the Libby application. It was launched in 2012 and was PCCLD's first eBook platform. Overdrive circulations have increased dramatically since 2019 at 17,490 to 105,564 in 2023. Kanopy is a streaming video service for movies and was launched in 2019, circulation has increased from 12,837 in 2019 to 68,197 in 2023.

Trends regarding digital materials were listed. Audiobooks are still the most popular electronic format at PCCLD. Streaming is on the rise and downloads are declining. Digital book clubs are on the rise.

In the future, PCCLD would like to expand and define their digital branch to include ease of access to digital content, data collection, initiatives and goals, and marketing to the public. This would include the reallocation of staff time in the Technical Services department to manage the electronic collections.

It was pointed out that in the 2022 annual budget was when structural change was made to allocate over \$1 million to digital materials and to decrease the amount of books that were purchased.

B. Friends of the Library Report

Nothing to report.

C. Quarterly Pueblo Library Foundation Report

Nothing to report. The next meeting is in August.

D. Attorney Report

Mr. Miller reported on three cases of library interest.

One of them is a challenge to Senate Bill 23-303 regarding the legislation that was passed that would lower property taxes by changing the percentage of assessed valuation. This case was filed in Denver and a district court judge denied that the law was unconstitutional. This case is now going directly to the Colorado Supreme Court. A decision would be made the end of August, 2023.

The next case is an open records act case and involves the Gunnison County Library District. It involved what type of library user information can be released. Libraries have a confidentiality law with respect to what library users are checking out what services they are using. The judge said that the documents that had been requested by a local newspaper were subject under CORA but they had to redact information that dealt with who had requested a review of library materials. The case will be heard in the Colorado Court of Appeals on July 26, 2023.

The third case involves the Child Sexual Abuse Accountability Act. In 2021, the Legislature expanded the ability of minor sexual abuse victims to sue perpetrators. This would include public entities, like libraries, that provide children's programs where people can be abused. The law made it so that people back in the 1960's could bring about lawsuits.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the May 2023 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2023 Employment Changes as contained in the Board materials.

Ms. Baca reported on the May employment changes. Recruiting continued to be robust. There were five new hires as well as two seasonal hires as well as two promotions. There were three voluntary separations.

Ms. Garcia made a Motion, seconded by Ms. Clark to ratify the May 2023 Employment Changes as contained in the Board materials. The Motion was approved.

F. Financial Report

OVERVIEW: Sherri Baca, Executive Director and acting Chief Financial Officer reviewed a report on the May 2023 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2023 bills and accept the May 2023 fund statement as contained in the Board materials.

Ms. Baca shared the Financials for May 2023, with no budget concerns. The combined balance sheet was reviewed. The general fund showed a strong cash balance. Accounts receivable showed \$75,000 which is money owed to the library from the City for the CBDG grant, this item was included in the audit. Timing issues were shown that will clear by the next month's report.

Liabilities were reviewed and there was an item in the Capital Projects Fund listed under Taxes

Payable that should have been placed under Retainage Payable, this will be move to the correct line item for the next report.

The fund equity was reviewed and the library replacement plan was strong showing a total of \$1.9 million.

The statement of revenues for the general fund at this time of year should be at 41% either spent or collected. Total revenues as of May 31, 2023 were at 52% collected. A bright spot was the interest income which was at an all-time high of 148% collected.

There were no concerns with the expenditures all were in line with the 41% goal for this time of year. Total personnel were at 36% spent, total materials spent were 40% last year it was at 26% spend the increase was due to the increase spending in digital materials. Facilities was at 28% spent similar to the previous year which was 27%, total operating expense was 49% and total IT expenses was at 55%. Total expenditures for May 2023 were 37%, last year they were 34%.

The capital fund revenue interest income was at an impressive \$17,000 and was at 179% collected. Capital asset building construction showed a net difference of (\$30,000) actual expenses were closer to \$66,000. Everything is on track overall and under budgeted expenses.

The payment history was discussed. A couple of items were noted. \$89,000 was paid to All Copy Products for security cameras. \$30,000 to Contract Furnishings for furniture in the Rawlings Library. Strategic Equipment was for coffee shop equipment that dated back to the onset of the coffee shop the amount totaled \$15,000. Tuition reimbursement has started with several employees taking advantage of this benefit.

May 2023 Expenditures

TOTAL PAYABLES	\$631,037.53
TOTAL PAYROLL	\$421,772.82
OTHER PAYABLES	\$172,506.25 (UMB – COP)
CASH OUTLAY – MAY	\$1,225,316.60

There was nothing of note for any of the P-card expenses.

Ms. Keith made a Motion, seconded by Ms. Garcia to ratify the May 2023 bills and accept the May 2023 fund statement as contained in the Board materials. The Motion was approved

V. BOARD COMMENT

There were no board comments.

VI. PUBLIC COMMENT

The was no public comment.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, July 18, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 27, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo.

B. Action/Discussion Items

1. 2022 Audit and Single Audit

OVERVIEW: The Trustees reviewed the PCCLD 2022 financial audit and single audit as presented by Clifton Larson Allen LLP at the work session on June 16, 2023.

RECOMMENDED ACTION: That the Trustees accept the audit and single audit reports for filing as presented.

Ms. Clark made a Motion, seconded by Ms. Macias to accept the audit and single audit reports for filing. The Motion was approved.

2. Coffee Shop Equipment

OVERVIEW: A report and recommendation was presented to the Trustees at the June 13, 2023 work session regarding procurement of coffee shop equipment.

RECOMMENDED ACTION: That the PCCLD Trustees take action to authorize the procurement of the coffee shop equipment at cost not to exceed \$43,610. This requires Trustee approval as it exceeds \$25,000.

Ms. Macias and Ms. Garcia made a Motion, seconded by Ms. Keith to authorize the procurement of the coffee shop equipment at a cost not to exceed \$43,610. The Motion was approved

3. Pueblo Library Foundation Board of Directors

OVERVIEW: The PCCLD Board of Trustees were presented with the current vacancies on the Pueblo Library Foundation Board of Directors at their June 13, 2023 work session.

RECOMMENDED ACTION: That the Trustees take action to appoint Jessi Ones to the board as a non-cross over member and appoint Teresa Therriault and Antoinette Ramos each to three-year terms as cross over Friends of the Library members of the Pueblo Library Foundation Board of Directors.

Ms. Clark made a Motion, seconded by Ms. Macias action to appoint Jessi Ones to the board as a non-cross over member and appoint Teresa Therriault and Antoinette Ramos each to three-year terms as cross over Friends of the Library members of the Pueblo Library Foundation Board of Directors. The Motion was approved.

4. Disposal of Property

OVERVIEW: A recommendation for property disposal was presented to the Trustees at the June 13, 2023 work session.

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to dispose of surplus IT equipment as included in the Board materials.

Ms. Keith made a Motion, seconded by Ms. Macias to dispose of surplus IT equipment as included in the Board materials. The Motion was approved.

IX. ADJOURNMENT

The meeting adjourned at 3:30pm

The next meeting of the Pueblo City-County Library District Board of Trustees is a work session and is scheduled to take place beginning at 2:00pm, Tuesday, July 18, 2023 in the Friends of the Library meeting room inside of the Rawlings Library 100 E. Abriendo Ave.

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees.