

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
BOARD MEETING MINUTES**

**5:30pm, Thursday, September 28, 2023**

***This meeting was conducted at the  
Pueblo West Library – 298 S. Joe Martinez Blvd. – Pueblo West***

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

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

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Stephanie Garcia Trisha Macias Iris Clark Doreen Martinez
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Board Members Not Present:

Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
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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 Ashley Huggins, Finance Director Thomas Defrates – Director of IT Eric Tiffany, Jr. Systems Administrator
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**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.

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board of Trustee work session held on August 15, 2023, and the Library Board of Trustee Special meeting held on August 24, 2023, 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 August 15, 2023, and August 24, 2023.

*Ms. Macias made a Motion, seconded by Ms. Garcia to approve the minutes of the meetings held on August 15, 2023, and August 24, 2023. The Motion was approved.*

**IV. REPORTS**

**A. Executive Director Report**

Ms. Baca reported that there is an executive director's board report on the website with reports from library department and branches.

## **1. Pueblo West Library Update**

OVERVIEW: Beth Moore, Assistant Branch Manager – Pueblo West Library will provide an update on the library.

The 2023 annual goal to increase key results was reviewed. One of the bigger items that was tackled was the increase in circulation. The creation of several new and different displays throughout the library were created with staff being tasked to create at least one materials display each year. Two new book clubs were created as well as a monthly checkout challenge. The top items that are checked out at the library are books followed by DVDs.

Programming and Outreach has increased in 2023. The programming budget was increased in 2023 and a new Program and Outreach Specialist was added to the Pueblo West Staff. These changes helped to increase the number of 2023 programs from January to October by 8% over 2022.

Computer usage was a focus for 2023. Staff and IT identified twenty-one desktop computers that were consistently non-functional and repaired them. New hard drives and more memory were installed. Computer kiosks were created that attracted more users. IT also installed a new print/time management software, LibData. This provided patrons with several print options and reduced the time needed to print.

Visits to the library are up 89% from 2022, programs are up 45%, and computer use is up 35%.

## **2. Summer Reading Program**

OVERVIEW: Nick Potter, Executive Director of the Library Foundation & Strategic Initiatives provided a report.

Mr. Potter provided a report on the 2023 Summer Reading Program. Stats from 2017 to 2022 were provided that showed the number of readers who finished the program. Prior to 2021 the highest number of completions was about 1900 readers. In 2022 it was 5495, due in large part to the interest in the Reading Pays Program. In 2023 the momentum continued with 6,848 finishers.

How the 2023 numbers were achieved was discussed. Staff met to brainstorm how to get 5,500 readers to finish the 2023 Summer Reading Program without having a \$100 per person prize. Each branch was given a goal to reach and every branch stepped up. A new prize structure was created to include grand prize winners.

Game boards, 30,000, were given out to classrooms prior to the start of summer vacation. This was combined with other outreach activities to include Most Improved Reader assemblies.

A new webpage was created for the event. Game boards could be completed on line and fed directly into the database so the child could enter the library on their next visit and receive their weekly prize. Prizes included coupons to the State Fair, for a slice of pizza, and for a free children's book with an in-kind value of approximately \$30,000, overall for the program. The Summer Reading Program kick off was held at the Rawlings branch and attracted 1,900 visitors!

To keep the momentum going for next year, the library will continue to build upon this year's strategy and continue to incorporate schools into the process,

### **3. Internet Filtering**

OVERVIEW: Amy Nelson, Associate Director of Public Services and Thomas Defrates Director of IT provided a report on compliance with the Child Internet Protection Act (CIPA), a law that governs what children should have access to on the internet in public institutions.

An internet filtering report was presented to include enhancements and an implementation plan. CIPA is a law that governs what children should have access to on the internet in public institutions such as the library that receive funding through E-rates to support internet services.

The law establishes guidelines on what kind of content should not be accessible to minors to ensure they are not exposed to things that are inappropriate.

PCCLD has an internet use agreement that all users agree to when they sign in to a public computer at the library. These computers are equipped with filtering. Currently PCCLD is looking at how to enhance this filtering mechanism to ensure compliance with CIPA.

The filtering will undergo a security enhancement/technology protection measure that will cause some changes to the system. CIPA requires libraries to certify that they are using technology that blocks or filters access to visual depictions of the type specified in the legislation. PCCLD has contracted with GoGuardian a software-filtering host that is designed to block or filter website access on the internet.

Overall, this will be a positive change, however, with any change there will be feedback both positive and negative. Patrons may express distaste for the filtering. Websites that are blocked that were not supposed to be blocked will occur. Process will change for staff at the library to assist with this change. Procedures will be fine-tuned and staff will be provided a password to turn off or on websites. This will be an annual plan goal for 2024 and progress reports will be provided to the trustees.

### **B. Friends of the Library Report**

There was a \$40,000 transfer from the Book Store to the Friends of the Library account. Some of the money was left with the Book Store for capital improvements.

Currently they have the Scary Story contest going on for the month of October. Typically, there are 1000-1200 participants.

New board member Marissa Stoller was welcomed to the board. Two additional new board members will be welcomed to the board at the next meeting.

Sales are going great! Their budget will remain flat for next year, which is about a \$100,000 contribution to PCCLD.

### **C. Quarterly Pueblo Library Foundation Report**

Fourth quarter report will be provided at a later date.

### **D. Attorney Report**

Mr. Miller reported that he is working on several things with Ms. Baca one of them being a standard donor agreement for the district. This agreement will be presented to the trustees at a later date.

**E. Employment Changes**

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

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

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

There were two new hires for August. Ray Packard was promoted to the Children's Librarian at Pueblo West. There were two voluntary resignations. There were seven open positions at the end of August two of them have been filled as of today's meeting.

**F. Financial Report**

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the August 2023 bills and fund statements.

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

*Mr. Quintana made a Motion, seconded by Ms. Clark to Trustees ratify the August 2023 bills and accept the August 2023 fund statement as contained in the Board materials. The Motion was approved.*

There was nothing out of the ordinary to report for the August report. The Combined Balance Sheet was presented. There were high dollar bills that were being paid due to the Rawlings Library and Barkman Library renovations. PCCLD is still waiting on the \$75,000 CBDG grant money from the City of Pueblo.

A negative \$50,000 in the general fund was money for naming rights that gets transferred to the general fund and will clear out next month.

The library replacement plan is similar to where it was last month.

The statement of revenue and expenditures was reviewed. At this time of the year, each line item should be at 66% spent or collected.

Items of note were mentioned. Revenues were at 92% collected due in large part to property taxes and interest income. Total personnel was at 63% spent, last year was at 60%. Total materials was at 64% spent, and total facilities was at 42% spent. Total operating was at 75% spent, the same as last year. Total IT was a 68% spent. Total expenditures were at 60% spent compared to 56% spent last year.

The capital fund report was reviewed. The activity was limited compared to previous months due the completion of the Rawlings Library renovation. It will ramp up in the next few months due to the Barkman Library renovation.

Monthly expenses were typical for the month, with nothing of note to report.

Expenditures for August 2023 were:

Total Payables	\$564, 924.12
Total Payroll (3 pay periods)	\$771,840.64
Total outlay for August	\$1,336,764.76

The purchasing card details were listed with nothing of note to report.

## **V. BOARD COMMENT**

There was no board comment.

## **VI. PUBLIC COMMENT**

There was no public comment.

## **VII. OLD BUSINESS**

There was no old business to discuss.

## **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, October 17, 2023 in the Friends of the Library meeting room at the Rawlings Library, 100 E. Abriendo Ave.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, October 26, 2023 at the Giodone Library, 24655 U.S. Hwy 50 East.

### **B. Action/Discussion Items**

1. **HR Outsource Procurement** (estimated time: 5 minutes)  
OVERVIEW: A recommendation for HR outsourcing services was presented to the Trustees at the September 19, 2023 work session. The recommended vendor is McLean and Company

RECOMMENDED ACTION: That the Board of Trustees take action to authorize PCCLD to contract services with McLean and Company for twelve months at a cost not to exceed \$25,470.

*Mr. Quintana made a Motion, seconded by Ms. Garcia to authorize PCCLD to contract services with McLean and Company for twelve months at a cost not to exceed \$25,470. The Motion was approved.*

2. **Blocks on the Bluff URA Taxing Agreement**

OVERVIEW: Pueblo Urban Renewal Authority has provided the TIF agreement for trustee consideration as well as additional information regarding the urban renewal area.

RECOMMENDATION: That the Board of Trustees approve the TIF agreement as provided or as amended by the trustees.

*Ms. Garcia made a Motion, seconded by Ms. Clark to approve the Blocks on the Bluff TIF agreement as provided. The Motion was approved.*

Ms. Garcia reported there is a working group that has been advocating for a large urban renewal area in Bessemer. Because of the vast area this project will encompass this is something the trustees will need to watch.

## **IX. ADJOURNMENT**

*Ms. Clark made a Motion, seconded by Ms. Garcia to adjourn the meeting at 6:54pm.*