

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

5:30pm, Thursday, November 16, 2023

***This meeting was conducted at the
Rawlings Library – Executive Conference Room
100 E. Abriendo Avenue – Pueblo, CO 81004***

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2024

Ashley Huggins, Chief Financial Officer provided a report on the proposed budget for fiscal year 2024. This is an opportunity for citizen comment on the budget proposal, which was made available for public inspection.

Mr. Quintana opened the public hearing on the proposed budget for fiscal year 2024 at 5:31pm.

Ms. Huggins presented the changes to the 2024 proposed budget. She made an announcement regarding Proposition HH prior to beginning the budget review.

Property taxes was highlighted and it was made known that Proposition HH did not pass in the general election on November 7, 2023.

The Governor did announce that there would be a special session that would convene on Friday, November 17, 2023 for the purpose of considering items specified in Executive Order D 2023 024. The extraordinary session is to ask the General Assembly to provide relief to Colorado taxpayers that also balances the interests of local taxing entities.

The budget was kept the same as if Property HH had passed not knowing the parameters the election decision will change. This is a more conservative approach.

Ms. Huggins began by reviewing what the General Fund and the Capital Project Fund included. The General Fund reflects property tax, other general revenue, as well as operating expenses for the district. The Capital Project Fund reflects revenue and expense for capital asset acquisition, the library replacement plan, and the Master Facility Plan, which includes renovation, and refurbishment for all libraries within the district.

The breakout for the General Fund revenues included, property tax revenue, specific ownership tax, fines, fees and miscellaneous, and contracts, grants, and gifts. 87% of revenue comes from property taxes. The estimated mill levy is 6.7243 and the total property taxes are budgeted at a 26% increase over 2023. The total revenue change is a 26.3% increase over 2023 estimates.

General Fund expenses include personnel, materials and services, facilities, operating, and information technology. The highest expense is personnel costs at 54%. A total increase of 21.1% over 2023 in personnel cost has been budgeted for 2024 with salaries budgeted to increase 22.2% over 2023 estimates. Materials and services will have a total increase of 25%, facilities and operating expenses will remain relatively flat compared to 2023 estimates. Information technologies will increase 30.3% due in large part to the increase in budgeted supplies. Total expense changes will have a 15.9% increase over 2023 estimates. The transfer out to the Capital Fund for 2024 is \$2,410,000 compared to \$2,460,000 in 2023.

The Fund Balance or reserves are budgeted at \$3,387,003 for the end of 2024. This is an increase of \$776,554, this number could change pending final valuations, property taxes and expenses. PCCLD is currently budgeted to maintain an unrestricted fund balance at 22% of expenses.

The Capital Project Fund encompasses four primary functions. The Library Replacement Plan, the acquisition of capital assets, the Master Facility Plan, and the Infozone account.

Capital Project Fund revenues include contributions, gifts, and grants budgeted at \$600,000 and interest income budgeted at \$100,000. Total Capital Project Fund revenue totaled \$700,000.

The transfer in from the General Fund in 2024 is budgeted at \$2,410,000,

The biggest expenses are the Master Facility Plan projects to include the Barkman Library and Lucero Library renovations, which are budgeted at \$5,000,849. Capital asset repair and maintenance include elevator repair at the Rawlings Library and roof repair at the Pueblo West Library at a total of \$549,010. Capital asset acquisitions include Library Replacement Plan items budgeted at \$487,519. These items include a replacement vehicle, a replacement cargo trailer and miscellaneous IT purchases. Total budgeted expenditures are \$6,047,368.

Highlights of the 2024 budget were provided. Revenue is budgeted conservatively and expenditures are budgeted in anticipation of all known impacts and will reflect annual plan initiatives and the 2021-2025 strategic plan areas. Adjustments to the budget are ongoing. The adjustments include updated 2023 estimates, end-of-year items or issues, assessed valuation changes, open enrollment results, wage adjustments and property tax legislation.

It was noted that if there is a need to cut revenues due to the outcome of Proposition HH, reserves will be cut before anything gets cut structurally. That total is \$772,000.

Mr. Quintana closed the public hearing at 5:55 pm.

II. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the regular meeting to order at 5:56pm and Rose Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Stephanie Garcia Trisha Macias Iris Clark Jeffrey DeHerrera Doreen Martinez
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Board Members Not Present:	Dustin Hodge, Vice President
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Attorney Present:	Bart Miller, Atty. Collins Cole Flynn Winn & Ulmer
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Staff & Guests Present:	Sherri Baca, Executive Director Amy Nelson, Associate Director of Public Services Ashley Huggins, Chief Financial Officer Eric Tiffany, Jr. Systems Administrator Maria Kropf, Senior Accountant Rose Jubert, Secretary to the Board of Trustees
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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 corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee work session held on October 17, 2023, and the Library Board of Trustee Special meeting held on October 26, 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 October 17, 2023, and October 26, 2023.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to approve the minutes of the meetings held on October 17, 2023 and October 26, 2023.

IV. REPORTS

A. Executive Director Report

Ms. Baca shared her report. The Barkman Library construction permit has been received which caused a delay in the schedule of 4-5 weeks but this time was used for demolition, an updated construction schedule was provided. Furniture and shelving has been selected and the security cameral RFP is in process. The new completion date for the renovation is August 31, 2024.

The Rawlings HVAC system has been completed. The test and balancing reports are waiting approval. An update will be provided to the next Trustee meeting.

The special session of the Colorado Legislature starts tomorrow. I takes three days to pass a bill and there are five bills that will be looked reviewed and posted for the public. It was asked if it was too late to write a letter to the Colorado Legislature. Mr. Miller shared that trustees can express their opinion as a citizen. Lobbying laws and restrictions do apply but do not pertain to a person communicating with their local representative. That is not an organized effort and the trustee is not being paid.

B. Friends of the Library Report

There was nothing to report.

C. Quarterly Pueblo Library Foundation Report

OVERVIEW: Sherri Baca, Executive Director, provided a quarterly report.

The Foundation met on November 9, 2023. Foundation Board business is as follows:

Ms. Huggins reviewed the balance sheet as of September 30, 2023. The cash balance was \$29,660.72 and the Raymond James investment balance was \$469,725.12. The total assets, liabilities and equity equal \$499,385.84. Next, the Statement of Revenue and Expenditures was reviewed. Total year-to-date revenue is \$92,373 and total year-to-date expenditures is \$48,688. The difference brings us a year-to-date revenue over expenditures of \$43,685. The amount reflected in this statement takes into to account an unrealized loss in the market of \$13,460. Ms. Huggins finished the financial review with the Summary of Restrictions. The total amount of restrictions is

\$189,263.59. An update was provided on our investments. With uncertainty and world events the market has been down resulting in an unrealized loss. Our investment advisor has no change recommendations at this time.

Mr. Potter provided an update on fundraising activities and gifts received in the third quarter. In Q3, PCCLD and the Foundation combined brought in \$295,181.84. The majority of gifts received were in support of the ECF Grant.

Ms. Huggins provided a report on the RFP results for audit and tax services and the Foundation approved 2023 Audit Engagement and 2023 Form 990 Engagement with the new firm. The 2024 budget was also reviewed and approved.

An update was provided on the Barkman Library renovation.

Mr. Potter provided a wrap up of All Pueblo Reads and the Booklovers Ball event including estimated revenues and expenses. He also reviewed Fundraising Marketing Materials in development with information about planned gifts and upcoming sponsorship opportunities.

The next meeting will be held February 14, 2024.

D. Attorney Report

It was reported that the Colorado Open Records Act case that affects libraries has officially been appealed to the Colorado Supreme Court. The Supreme County has discretion as to whether or not to take the case. Updates are forthcoming.

E. Employment Changes

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

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

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

The new hires for October included two additions to the HR team and two new people in facilities. Community relations hired on a new Event Coordinator and Lucero Library hired a new Customer Service Representative.

Promotions included Alyssa Mestas who was promoted to Customer Service Representative at Lucero Library. Recruiting continues for the Lucero Library Branch Manager.

F. Financial Report

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

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

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to ratify the October 2023 bills and accept the October 2023 fund statements as contained in the Board materials. The Motion was approved.

The Combined Balance Sheet was presented for October 2023. The ColoTrust interest bearing cash is decreasing and will continue to decrease until the end of the year due to the property tax receipts slowing down. Operating expenses and payroll transfers come out of this account. \$75,000 for the CBDG grant is still listed under accounts receivable but the reports are completed and the contract has been signed an update will follow with the December 2023 balance sheet. Prepaid services are up due to end of year annual services such as subscriptions that go into next year.

Under liabilities there is an amount under accounts payable (benefits) for \$9,909, this is a timing issue. These items were created in one month and paid in the following month.

Revenue over expenses is approximately \$1.5 million.

There was little activity under capital projects for the month of October, but this will pick up.

Revenues and expenditures for the general fund were reviewed. At this time of the year, line items should be at 83% spent or collected. It is not anticipated that there will be a budget amendment for 2023.

Revenue collections are on target, total revenues are at 96% collected. Expenditures are also on track. Total personnel is at 78% spent, total Materials is 80% spent. Total facilities is at 49% spent but this will increase in November when the building leases are paid. Operating is at 87% spent and Information Technology is at 78% spend. Total expenditures are at 74% spent.

Capital Fund revenues and expenditures were reviewed, there were little changes from the previous month. Revenues showed interest income at approximately \$30,000. Total expenditures were \$15,401.

The Payment History Report was presented with nothing out of the ordinary to report. Total check payments were \$415,902 and total electronic payments were \$80,873.

Total expenditures for October 2023.

TOTAL PAYABLES	\$496,775.79
TOTAL PAYROLL	\$460,124.49
 TOTAL OUTLAY – OCT	 \$956,900.28

The P-card Transaction Detail was presented, there was nothing of note to discuss.

Ms. Huggins gave an update on the Family & Medical Leave Insurance (FAMLI) program.

IV. BOARD COMMENT

There was no board comment.

V. PUBLIC COMMENT

There was no public comment.

VI. OLD BUSINESS

There was no old business to discuss.

VIII. NEW BUSINESS

A. Announcements (estimated time: 5 minutes)

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Thursday December 7, 2023 in the Kelly "A" 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, December 14, 2023 in the Executive Conference meeting room at the Rawlings Library, 100 E. Abriendo.

Please note that the December work session is being held on a Thursday rather than a Tuesday.

B. Action/Discussion Items

1. North Elizabeth Hotel Urban Renewal Area & TIF agreement

OVERVIEW: A proposed TIF agreement for the North Elizabeth Hotel Urban Renewal Area was presented to the Trustees for consideration at their November 7, 2023 work session

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

The City Council meeting and their discussion about Urban Renewal and their TIF agreements was mentioned. The results of this meeting could void the TIF agreement. The trustees agreed to move forward with request for approval of this line item.

Ms. Clark made a Motion, seconded by Mr. DeHerrera to approve the North Elizabeth Hotel Urban Renewal TIF agreement as provided or amended by the trustees. The Motion was approved.

2. VOIP Hosted Service Migration RFP #05-2023

OVERVIEW: A presentation and recommendation regarding the migration of the Avaya IP Office phone system to a VOIP Hosted Service was provided to the Trustees at their November work session.

RECOMMENDED ACTION: That the Board of Trustees approve the migration to a VOIP Hosted Service and authorize the Executive Director to enter into a contract with TCS-Zoom at a cost not to exceed \$76,200.00 over three years.

Mr. Quintana made a Motion, seconded by Ms. Garcia to approve the migration to a VOIP Hosted Service and authorize the Executive Director to enter into a contract with TCS-Zoom at a cost not to exceed \$76,200.00 over three years. The Motion was approved.

3. Organizational Culture Consulting Services RFP #08-2023

OVERVIEW: The recommendation was presented to the Board of Trustees regarding the hiring of company for organizational consulting services. The

recommended vendor is Moss Adams.

RECOMMENDED ACTION: It is recommended that the Board take action to authorize PCCLD to contract services with Moss Adams for work in accordance with RFP #08-2023 scope of work at a cost not to exceed \$46,200.

Mr. DeHerrera made a Motion, seconded by Ms. Garcia to to authorize PCCLD to contract services with Moss Adams for work in accordance with RFP #08-2023 scope of work at a cost not to exceed \$46,200. The Motion was approved.

IX. ADJOURNMENT

Ms. Macias made a Motion to adjourn the meeting at 7:02pm.