

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, April 25, 2024
*This meeting was conducted at the
Lamb Library
2525 S. Pueblo Blvd. – Pueblo, CO 81005***

I. CALL TO ORDER AND ROLL CALL:

Ms. Macias called the meeting to order at 5:30pm. Ms. Jubert conducted roll call.

Board Members Present

- Trisha Macias, Vice President
- Stephanie Garcia
- Iris Clark
- Jeffrey DeHerrera

Board Members Not Present

- Dustin Hodge, President
- Doreen Martinez
- Fredrick Quintana

Attorney Present

- Bart Miller, Attorney - Collins Cole Flynn Winn & Ulmer

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of Pueblo Library Foundation & Strategic Initiatives
- Ashley Huggins, Chief Financial Officer
- Terri Daly, Director of HR
- Thomas Defrates, Director of IT
- Kristi Roque, Manager II, Rawlings Library
- Crystal Talley, Branch Manager, Lamb Library
- Josh Vicknair, Systems Engineer
- 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 corrections or modifications to the agenda.

III. CONSENT AGENDA

Items on the consent agenda included:

- A. Approval of Minutes – March 19, 2024 & March 28, 2024**

Mr. DeHerrera made a Motion, seconded by Ms. Macias to approve the consent agenda. The Motion was carried.

IV. REPORTS

A. Executive Director Report

The Executive Director Report is in the board packet for the trustees to view.

1. Lamb, Beulah and Library at the Y Branch Report
OVERVIEW: Crystal Talley, Branch Manager provided a report on the Lamb Library.

An overview of the youth programs was reviewed for the Lamb Library, Library at the Y, and the Beulah Satellite. The Lamb Library participates in the District 60 lunch program weekly on Fridays and is scheduled to participate in the program Monday – Friday in the summer.

There were several adult programs scheduled for the month to include weekly senior craft days, and monthly live and virtual book clubs. Other programs include a weekly support group that meets to talk about issues they have with family members who have mental issues and a group for writers and illustrators who meet about writing careers.

Program attendance was back on the rise, and new programs are being added to increase library attendance. These include Summer Steam for Youth and the Beulah Summer Adventure Club. The Beulah Garden club will be visiting the Lamb Library to check out the seed library. Other outreach will involve working with schools, senior centers and various nonprofits.

The grand re-opening of the Beulah Satellite Library is scheduled for April 27, 2024.

B. Attorney Report

Mr. Miller, attorney for the library district, reported that all was going well and there was nothing to report at this time.

C. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the March 2024 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2024 Employment Changes as contained in the Board materials.

There were no new hires for the month of March to report. There was one separation, the Program & Outreach Specialist at Lamb Library left to work at the Sangre de Cristo Arts Center. Human Resources is currently recruiting for a part-time Customer Service Representative at the Pueblo West Library and for two seasonal Books in the Park assistants.

Mr. DeHerrera made a Motion, seconded by Ms. Garcia ratify the March 2024 Employment Changes as contained in the Board materials. The Motion was carried.

D. Financial Report

OVERVIEW: Ashley Huggins, Chief Financial Officer reviewed a report on the March 2024 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the March 2024 bills and accept the March 2024 fund statements as contained in the Board materials.

Ms. Huggins reviewed the combined balance sheet for March 2024. She reported that the cash balances were healthier due to the receipt of the property tax monies. A \$250,000 grant was received from the Mellon Foundation and was placed in deferred revenue. This line item will decrease over 5 years until it is spent. The Emergency Reserve increased by \$418,000 this was 3% of 2023 revenues as required by Tabor law.

The statement of revenues and expenditures for the general fund was reviewed, at this time of the year the percentage spent or collected should be at 25%.

Total revenues were at 22% collected, with property taxes at 23% collected. Miscellaneous Sales were at 78% collected and included the revenue from the Rawlings café that PCCLD gets to keep. Total personnel was at 22% spent and total material costs were at 23% spent both were on track. Total facilities costs were at 16% spent and insurance was at 75% spent having been paid upfront at the beginning of the year. Total operating costs were at 34% spent. Café expenses were at 52% spent. Adjustments to the statement to show the profitability of the operation are still being made. A report on café operations will be made at a future trustee meeting. It was asked if any financial adjustment would be made if the café needed to close due to unforeseen circumstances. The answer was yes, costs are reduced when the café is closed PCCLD will look at updating the operating agreement and report back to the trustees. Information technology expenses were at 40% spent due to large projects that were paid upfront. Total expenditures were at 23% spent which was right on target.

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for March 2024. Interest income was steady and total revenues were 11% collected. 77% of interest income was collected. Total expenditures were on the rise at 10%. New expenses are expected due to the ongoing Barkman renovation.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. Changes to item descriptions had been made in order to clarify the reason for the expenses. The purchasing card bill payment is now being made electronically due to inconsistency and issues with the U.S. Mail service. The trustees were invited to review the reports and if they had questions, they could contact Ms. Huggins.

Expenditures for March 2024

Total Payables	\$1,148,590.00
Total Payroll (2 pay periods)	\$496,953.04
Total outlay for March	\$1,645,543.04

Ms. Clark made a Motion, seconded by Mr. DeHerrera to ratify the March 2024 bills and accept the March 2024 fund statements as contained in the Board materials. The Motion was carried.

V. BOARD COMMENT

Ms. Garcia thank PCCLD for collaborating again with the Pueblo Latino Chamber for the Junior Chamber program that is happening again this summer. She also thanked the district for sponsoring

a table at the annual ARC fundraising event that was held on April 19, 2024.

VI. PUBLIC COMMENT

There 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, May 14, 2024 and will take place at the Rawlings Library, Kelly B meeting room. The regular meeting is scheduled for 5:30pm, Thursday, May 23, 2024 at the Patrick Lucero Library, 1615 E. 7th Street.

B. Action/Discussion Items

1. Key Data Report

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives, provided a report regarding key measures for the library.

Mr. Potter reported on the PCCLD Key Data Report and its new format. He shared that Key Data is a big piece of what the district does to be able to track its impact and how the public's dollars are spent. The new report does not just report data out, it provides performance benchmarks. Various goals were reviewed and compared to last years numbers with the STAR target being four stars. It was noted that physical circulation numbers were trending downward much like the current national trend. On a good note, this will not have a big impact on the overall star library status. Library visits and program attendance surpassed previous goals. Wi Fi usage was high and may have an effect on statistical data.

It was emphasized that this is a living document where data can be changed and input to create various reports. The accuracy of the new system was highlighted which eliminates human error and allows for quick data retrieval. Kudos were giving to data analyst Dave Hayden who created the document. He is a part time employee in the Community Relations department.

It was asked what the reasoning was for the declining meeting room attendance. Mr. Potter shared that he would find out and provide an update at a future meeting.

IX. ADJOURNMENT

The meeting adjourned at 6:27pm.

Respectfully submitted by

Rose Jubert
Secretary to the Board of Trustees