

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, July 16, 2024  
*This meeting was conducted at the  
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. - Ryals Grand Event Space***

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

Ms. Macias called the meeting to order at 2:00 p.m. Ms. Jubert conducted roll call.

**Board Members Present:**

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

**Board Members Not Present:**

- Doreen Martinez

**Attorney Present:**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Ashley Huggins, Chief Financial Officer
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Alan Rocco, Facilities Superintendent
- Eric Tiffany, Systems Administrator I
- Javier Razo, IT
- 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. REPORTS**

**A. Executive Director Report**

**1. OVERVIEW:** Jill Kleven, Technical Services Director, presented on Library IQ. Library IQ is a new collection and development software that was purchased the summer of 2023. It has taken six to twelve months to set it up and configure it the way Tech Services has intended it to work and they are now starting to push it out to the Public Services Department.

The software allows Tech Services to see how all of the collections are circulating at all of the different branch locations. It offers the ability to move collections around if they are not circulating at certain locations. Located within Library is the digital library that includes all of the platforms such as Hoopla, Cloud, Overdrive, and Kanopy. One can also view all of the checkouts within each of the platforms. This makes it easier for them to see how much the library is spending for each platform.

and how much should be allocated to each library location based on the circulations.

Ms. Kleven showed how to use Report Builder, a tool that is being used to send meeting reports out to the branches. It also shows where cardholders reside in Pueblo to help determine if a service point is needed and gives data on how many patrons are using the various digital platforms. There are DEI tools that can be used to identify which titles within the collection are DEI to assist staff with purchases.

Details of the Lamb Library branch were reviewed as well as data from various branches. Data included circulation to include the counts on items that have not circulated in 15-months and are considered DOA (dead on arrival) and also data on items that haven't circulated in three years.

Also provided were lists of materials that are trending at other IQ libraries.

**2. OVERVIEW:** Sherri Baca, Executive Director, provided an update on the 2024 Annual Plan for the 2<sup>nd</sup> quarter.

It was reported that half way through the year everything on the plan has been started. A few report items were highlighted. Launch of the RFP to assess community needs will happen in the next quarter.

There are seven focuses that were reviewed to included, Intellectual freedom, emergency plan preparedness, the launch of the Lucero Library renovation, and the completion of the Barkman renovation.

Trustees will soon be provided with an update on the Culture Enhancement Plan and the implementation plan. They will also be provided with a draft of the Emergency Preparedness Plan. Phase two of the market wage study has been completed and future phases on being worked on. Work is still being done on the internet filter and the search for software. This is important because it keeps PCCLD in compliance with Children's Internet Protection Act (CIPA) and the E Rate federal rules.

The plan is on track and in good shape.

**3. OVERVIEW:** Amy Nelson, Associate Director of Public Services, presented on Land Acknowledgement.

A request for an Indigenous Land Agreement was requested by library staff. A team of library staff conducted research to review land acknowledgement statements of other libraries, cultural institutions and universities. A draft statement was prepared and will be placed within PCCLD's library programs and authorizations area of policy. Trustee approval is not needed since it is a statement and not a policy.

The statement pays respect to the legacy of the indigenous peoples of this land, and PCCLD is committed to renewing and reaffirming their collective history. It can be used as an introduction or in opening remarks for events as it's intended to acknowledge the contribution for indigenous peoples. It can also be used as a part of displays that highlight indigenous peoples and their history.

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

The Friends of the Library group do not meet in June or July so there was nothing to report.

## **C. Quarterly Foundation Report**

The next report will be provided at the August work session.

# **IV. DISCUSSION ITEMS**

## **1. Special Election of Officers**

OVERVIEW: A special election for the position of board President was discussed

The position of board President became vacant in June 2024. The trustees were asked to think about who they would like to nominate for the office of board President. A special election as an action item will be put on the agenda for the next meeting. T

## **2. Facility Use Agreement - El Centro del Quinto Sol**

OVERVIEW: The facility use agreement for El Centro del Quinto Sol was presented.

El Centro del Quinto Sol will be used as the temporary library location for the Lucero Library while it is being renovated. There is no cost to PCCLD to use the facility.

PCCLD's attorney, Bart Miller, and the Pueblo City Attorney's office approved the agreement. A special meeting of the trustees will be conducted at the conclusion of the work session to approve the agreement. The document will then need to be put in front of City Council for approval and the Mayor needs to sign off on it prior to the opening of the new service point.

## **3. Pueblo Library Café Report**

OVERVIEW: Nick Potter, Executive Director for the Library Foundation and Strategic Initiatives and Ashley Huggins, Chief Finance Officer provided a report on the Pueblo Library Café.

It was reported that in the eight months the café has been open they have had 10,444 individual transactions.

Three Birds Café was contracted to operate the café on behalf of PCCLD. They utilize PCCLD's space, equipment, and all other overhead items such as water and electricity. They use PCCLD's point of sale square system for credit card sales that are transferred into a PCCLD owned café specific account. Any cash or check sales are collected and deposited weekly. PCCLD remits the revenue collected minus profit (sales amount) share to the café and retains a percentage of sales on a monthly schedule. The café uses payroll costs, insurance costs and licensing costs to determine their assessed fee. They propose a fee to be paid by PCCLD in order to operate. Net profit (gross sales minus direct costs) are used to determine the amount of profit sharing.

Eight months of numbers were reviewed. Operations fee payments to date equaled \$65,229. Gross sales to date equaled \$75,390 sans tips, taxes and credit card fees. Director costs (i.e. cups, coffee, flour, milk, etc.) equaled \$26,388.

The profit (sales amount) share schedule was broken down into years. The first year PCCLD will receive 15% from café sales, and 25% profit from limited catering activities. Year two the profit share for café would increase to 25% and 35% from limited catering activities. Year three 35% from café sales and 35% from limited café activities. The profit sharing to date was reported with PCCLD's retained profit totaling \$7,509 and the café's retained a profit of \$39,454. Retained profit forecasted estimates for 2024/2025 using flat sales over the same month period were; \$11,706 for PCCLD and \$35,257 for the café.

Currently PCCLD is upside down \$15,000 and is subsidizing the café but the library district is doing it because it was deemed by the IRS to be a tax exempt library services. The café helps the library district by supplementing the library experience. The catering part of the piece is continuing to grow

## **4. Elevator Modernization Funding Options**

OVERVIEW: Ashley Huggins, Chief Financial Officer, presented an update on the project and funding options.

It was reported that a survey was done on the two main elevators and the staff elevator. The type of elevators PCCLD has have a 20-year estimated useful life and all elevators are at 21 years. The conditions of the elevators were evaluated and it was determined that they were in need of modernization. Seven objectives were determined to include; to improve the systems, increase the reliability, replace the components, install new hardware, upgrade existing conditions, to comply with national and city elevator safety and building code requirements. The elevators all have original components from 2003 and those components are becoming obsolete, the elevators are starting to show their age.

The cost to moderize the elevators would be \$600,000 and an additional \$100,000 to update the cab interiors. Options were provided to the trustees on how to fund the project. They included spending from the Library Replacement Plan, use of money from the Fund Balance, and cuts to the operating expenses. Another option would be to finance it but that would need voter approval. It was recommended that PCCLD work with Pueblo Urban Renewal Authority (PURA) and acquire the use of TIF revenue. PURA would take on the debt on behalf of the library district in order for PCCLD to fund the project. PURA would use the annual TIF payment they payout annually to PCCLD to pay back the loan. The TIF money is considered Tabor exempt, that is why PURA can used it for this type of loan. The first step to this process would be to get an agreement in place. If this option doesn't materialize, or it comes back at an interest rate PCCLD is not willing to look at a plan B.

It was asked if the board would allow Ms. Baca and Ms. Huggins to bring the agreement to them at a future meeting to discuss. The goal is to start the project prior to year-end. It was requested that PCCLD continue conversation with PURA and the bank and monitor the interest rate and be able to renegotiate if needed. Also to ask for a non prepayment penalty provision if in the event PCCLD acquires funding to pay off the loan.

It is estimated that it would take 44 weeks to fully complete the project. The construction period would be 12 to 15 weeks.

## **V. ADJOURNMENT**

The meeting adjourned at 3:43pm

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees