

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

**5:30pm, Thursday, September 26, 2024**

***This meeting was conducted at the  
Giodone Library – 24655 HWY 50 East – Pueblo, CO***

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

Mr. Quintana called the meeting to order at 5:31pm. Ms. Jubert conducted roll call. Mr. Quintana voted in the meeting to make quorum.

**Board Members Present**

- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Fredrick Quintana
- Doreen Martinez
- Jessi Ones

**Board Members Not Present**

- Stephanie Garcia
- Iris Clark

**Attorney Present**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Ashley Huggins, Chief Financial Officer
- Jill Kleven, Tech Services Director
- Kayci Barnett, Giodone Library Manager
- 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.

It was requested that an item be added to the discussion items, Special Purchase –Rawlings Self Check Machines. The addition to the agenda was approved.

**III. CONSENT AGENDA**

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

*Mr. DeHerrera made a Motion, seconded by Ms. Ones to approve the consent agenda. The Motion was approved.*

## **IV. REPORTS**

### **A. Executive Director Report**

Ms. Baca shared that there have been some slight changes to the Executive Director Report that is posted monthly to the board packet. Anything that she reports to the board at their work session will be placed in writing in the published report.

In conjunction with the district's Cultural Enhancement Project, qualitative data will be the focus of the Executive Director report. Data and key results will still be provided through the monthly the key data report that is posted to the board packet. Managers will provide tailored data to include testimonies, outcomes, and observations.

#### **1. Giodone Library Report**

OVERVIEW: Kayci Barnett, Branch Manager provided an update on the Giodone Library.

Kayci Barnett provided report on the Giodone Library.

They reviewed their 2024 Goals and what they have accomplished. One of their goals is to increase key results in programming, circulation, computer use and visits. Staff have rotated the job of creating displays and have added new programming for tween age patrons. They have implemented the E-Serials program for digital access to newspapers.

A second goal they have is to utilize outreach actives to strengthen library relevance, remove barriers, and help citizens achieve their goals. They are currently working with the County Parks department to add Summer Reading outreach at Fulton Heights, hosted VITA tax volunteers, and implemented faxing services.

Giodone contributes to positive district wide culture by participating in cultural initiatives, spearheading eclipse activities, and participating in library district committees. These committees include Steering Committee, Youth Services Committee, and participation in the Social Justice Interest Group.

They utilize community partnerships to increase offerings to the community like establishing a Tool Lending Library in partnership with Pueblo Food Project.

It was announced that on November 15, 2024 the Gidone Library will host a celebration in honor of their 10-year anniversary.

### **B. Attorney Report**

Attorney Miller had nothing to report.

### **C. Employment Changes**

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

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

It was reported that there were three new hires. Joy Oria came to the district from Texas and is the new Genealogy & Local History Librarian, Catie Blickhahn is the new Makerspace Educator, both

will be located at the Rawlings Library.

There were three promotions to include Javier Razo who is now the Lead IT Help Desk Specialist, Ashleigh Campanella was promoted to Customer Service Representative at the Barkman Library. Also promoted to Customer Service Representative at the Barkman Library was Ingrid Fedge.

There are currently two open positions. PCCLD is also hiring for Event Support Staff as needed.

*Ms. Macias made a Motion, seconded by Mr. DeHerrera to ratify the August 2024 Employment Changes as contained in the Board materials. The Motion was approved.*

**D. Financial Report**

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

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

Ms. Huggins reported on the August Combined Balance Sheet. Cash continues to look good and the Colorado Trust balance is over \$8 million. Cash collections have started to slow down due to it being the end of the year and a lot of the cash has already been received.

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 67%.

Revenues were reviewed and the property tax line is slowing down but PCCLD is still in line with where they were last year for collections. Total revenues were at 98% collected but that does include the backfill amount.

Nothing was budgeted in the property tax backfill line item because what is listed is a one-time payment. The library was one of two taxing entities who received this money from the state to assist with the effects of the senate bill that passed to account for the exemptions amounts that the taxpayers have, as well as the assessment rates. Money was received both from floating the mil and from the backfill. The question that is posed is does PCCLD give any funds back? As budget talks continue, the decision will become clearer.

Expenses for the month were discussed. Personnel, and facilities were both under budget. Materials, operating expenses, and IT expenses were all on target. Total expenditures were at 61% spent.

Ms. Huggins reviewed the capital fund statement of revenues and expenditures for August 2024, there was little activity aside from expenses due to building construction.

The payment history report and the P-Card transaction reports were presented with nothing of note to report. The trustees were invited to review the reports and if they had questions, they could contact Ms. Huggins. Total check and electronic payments totaled \$1,019,620.78 and P-Card transactions totaled \$17,292.14

## Expenditures for August 2024

Total Payables	\$ 1,019,620.78
Total Payroll (3 pay periods)	\$ 602,462.14
Total outlay for August	\$ 1,622,082.92

*Mr. Quintana made a Motion, seconded by Ms. Macias to ratify the August 2024 bills and accept the August 2024 fund statements as contained in the Board materials. The Motion was approved.*

### **VII. BOARD COMMENT**

There was no board Comment.

### **VIII. PUBLIC COMMENT**

There was no public comment.

### **IX. OLD BUSINESS**

There was no old business to discuss.

### **X. 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, November 12, 2024 at the Rawlings Library – Ryals Grand Event Space.

The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, November 21, 2024 at the Rawlings Library – Ryals Grant Event Space.

#### **B. Discussion Items**

1. **Rawlings Library Elevator Modernization Project**

OVERVIEW: The Trustees heard a report at their Work Session to update the three Rawlings Library elevators.

RECOMMENDED ACTION: That the Board of Trustees approve the project and authorize the Executive Director to proceed with steps necessary to initiate and complete the project.

*Ms. Macias made a Motion, seconded by Mr. DeHerrera to approve the Library Elevator Modernization Project and authorize the Executive Director to proceed with steps necessary to initiate and complete the project. The Motion was approved.*

2. **TIF Cooperation Agreement**

OVERVIEW: The Trustees heard a report at their Work Session regarding the TIF agreement to assist with the elevator project.

RECOMMENDED ACTION: That the Board of Trustees approve the agreement as presented.

*Mr. DeHerrera made a Motion, seconded by Ms. Ones to approve the TIF*

*Cooperation Agreement as presented. The Motion as approved.*

**3. Special Purchase – Rawlings Library Self-Check Machines**

OVERVIEW: Jill Kleven, Director of Technical Services, presented on opportunity to purchase self-check machines for the Rawlings Library at a discounted price.

RECOMMENDED ACTION: That the Board of Trustees approve the \$37,600 purchase from Bibliotheca for four self-check machines for the Rawlings Library.

Ms. Kleven presented a report that explained the discounted offer from Bibliotheca for four new self-check machines the benefits of putting new Bibliotheca self-check machines at Rawlings library. The board discussed the importance of having similar self-check machines across the district and the cost-effectiveness of the offer.

*Mr. Quintana made a Motion, seconded by Ms. Macias to approve the purchase from Bibliotheca for four self-check machines at a cost not to exceed \$37,600. The Motion was approved*

**IX. ADJOURNMENT**

Mr. DeHerrera made a Motion to adjourn the meeting at 6:37pm, the Motion was approved

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees

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

**BOARD MEETING CONSENT AGENDA**

**5:30pm, Thursday, September 26, 2024**

***This meeting will be conducted at the  
Giodone Library – 24655 HWY 50 E. – Pueblo, CO***

**1. Approval of Minutes**

OVERVIEW: Minutes of the Library Board of Trustee work session held on August 13, 2024, and the Library Board of Trustee meeting held on August 22, 2024, were published and provided to Board members prior to the meeting.