

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, September 17, 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. and conducted roll call.

Board Members Present:

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Stephanie Garcia
- Iris Clark
- Doreen Martinez
- Jessi Ones

Board Members Not Present:

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
- Thomas Defrates, Director of IT
- Ed Sweda, Area Managing Director, Lerch Bates - virtual

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: Special legislative session regarding property taxes.

It was reported that not only did Senate Bill 24_233 pass in regular legislative session to reduce property tax, but also House Bill 24B-1001 was passed in special legislative session. PCCLD is analyzing both bills at this time along with other bills that have passed in prior years since 2020 when the Gallagher amendment was repealed. The different layers to the analysis were mentioned. The finance team will work hard to determine how these layers impact the library and will insert the most conservative and reliable approach to the budget finances and PCCLD's long term financial projection. PCCLD staff will participate in training provided by the Special District Association to assist with this analysis.

Attorney, Bart Miller provided information on the board's ability and role in this process regarding property tax. The

board has the authority to set the mill levy. In 2019 voters passed the Gallagher waiver which essentially allows the library district to float the mill levy rate to recapture the reduction in assessment rates. Discussion was had between Attorney Miller, Ms. Baca and Ms. Huggins with regard to the possibility of floating the mill levy but it was uncertain if that needed to happen. This was dependent on next year's budget.

It was asked if the most recent law includes the trustees' ability to refer a measure to the voters to override the cap. The answer was that the trustees could put a measure on the November 2025 ballot.

PCCLD will proceed with the budget process, look at all of the different moving parts, and present a draft budget to the trustees in October. This budget will be a budget based on what finance believes is a conservative reading of the law and does the best for the library and the taxpayers' altogether.

2. OVERVIEW: Terri Daly, Human Resources Director, presented on the upcoming all staff day.

All staff day will be on Monday, October 7, 2024. The trustees were invited to attend the all-day event and asked to participate in the awards piece that morning.

B. Friends of the Library Report

It was reported that the Friends of the Library board has a new chairperson, Marissa Stoller. The group has taken the lead in forming new committees to assist the board as well as the bookstore. The board allocated almost \$10,000 towards library programs. The Books by the Bag sale will take place October 3-5 and volunteers are excited to offer new electronic gift cards to customers. There has been an increase in sales since implementing the Square credit card reader. The reader offers customers the ability to add a donation to their purchase.

C. Quarterly Foundation Report

The next report will be provided at the December trustee work session.

IV. DISCUSSION ITEMS

1. Rawlings Library Elevator Modernization Project

OVERVIEW: Ed Sweda, Area Managing Director of Lerch Bates, will provide information regarding this project.

A brief history of Lerch Bates was provided. Mr. Sweda explained that Lerch Bates was contacted by PCCLD to assess the three Rawlings elevators and to provide his recommendations. He did provide a report to PCCLD with a recommendation of a full modernization for all three elevators to keep them state code compliant. Mr. Sweda talked about the new features the modernization would entail. He also shared that he did learn from the service provider that the elevator jacks could no longer be serviced. He was not aware of this issue when he made his first assessment. He recommended replacement of the jacks, which could increase his estimate an additional \$200,000. The entire project would take 10-12 weeks.

Mr. Sweda spoke about construction and what it would entail. He recommends that the jacks be replaced during the modernization because if the jacks are replaced later on it would cost the library district more money.

Mr. Sweda said that he would do various check ins to ensure the project is going as planned. One elevator at a time will be remodeled start to finish and once it has passed inspection the next elevator will go down. The staff elevator will be remodeled last with plans in place to assist staff with mobility issues to enter the building. The newly modernized elevators would have a 20-year lifespan.

Discussion took place regarding a plan to pay for the remodel since it could escalate towards a million dollars. One option was to do one elevator at a time but PCCLD would experience escalated costs. Discussions between the Executive Director and the CFO would take place about moving money into the capital budget for payment.

Once given the approval to move forward, the actual start date of the project would be in approximately 5 months.

2. TIF Cooperation Agreement

OVERVIEW: Ashley Huggins, Chief Financial Officer, shared information about the costs of the elevator project and an update on the TIF agreement.

Talks at the July board meetings focused around the elevator being paid for through TIF funding. Ms. Huggins provided an update on the TIF funding for the elevator project, explaining the terms and benefits of the agreement.

In summary PCCLD is a taxing entity so they are eligible to receive money from the funds generated by the completed St. Charles TIF project. Currently PCCLD receives an annual lump sum payment from the money the TIF generates, that money would instead go towards a 10-year tax-exempt bond PURA would incur to pay for the elevator project.

Ms. Huggins discussed the importance of having a cooperation agreement in place between PCCLD and Pueblo Urban Renewal and the next steps for approval. She emphasized the need for the board to approve the agreement and empower the staff to proceed with the project.

3. Grants

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives, provided a review of current grant planning and awards.

Mr. Potter provided an update on the library's grant planning, including recent grants received and ongoing applications.

He discussed the Digital Memories Project funded by the Mellon Foundation for \$250,000 that was received. This year the Friends of the Library grants totaled the same as last year, \$20,000. E-Rate grants for 2024/2025 totaled approximately \$228,000.

He explained the capital campaign for the Lucero library and the hope for matching funds from Pueblo County Government (matching the City contribution).

Total submitted grants/funding requests to date total \$1,835,000.

Nick Potter introduced the National Digital Inclusion grant, which would fund digital navigators and technology literacy programs as well as additional library staff. It is an \$11 million, four-year grant. Concerns were raised about the scope of the grant and the focus on broadband infrastructure. Mr. Potter clarified that the grant does not require building broadband infrastructure but focuses on connectivity and technology literacy. He explained the role of the library as the fiscal agent and the importance of managing the grant effectively and also discussed the need for a detailed budget and scope of work for the grant to ensure transparency and accountability. He emphasized the importance of the grant in supporting the library's digital outreach initiatives and future prospects.

Future grants included two E-Rate grants. One would be the E-Rate Hotspot Program, which was previously funded through the Emergency Connectivity Fund. A dollar amount has not been allocated yet. The second would be the new E-Rate Cyber Security Pilot Program.

V. ADJOURNMENT

The meeting was adjourned at 3:33pm

Respectfully submitted by,

Rose Jubert
Secretary to the Board of Trustees