

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTE
2:00pm, Tuesday, October 15, 2024
*This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Kelly B Meeting Room***

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

Attorney Present:

- Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
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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
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Alan Rocco, Facilities Superintendent
- Rose Jubert, Secretary to the Board of Trustees
- Alexandria Romero

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

Ms. Baca shared that the first two reports provided are meant to get the trustees in a mindset of thinking about alternative approaches to building based library service delivery. These are ways that the library can deliver library services that are not behind the desk or in a building where there are shelves of books.

1. OVERVIEW: PCCLD Outreach Report (estimated time: 15 minutes)

Alva Claussen, Outreach Librarian for the Lamb Library presented on outreach. She began her report by providing an overview of her role as the outreach librarian, highlighting her background and initial efforts in 2023. She discussed partnerships with the Boys and Girls Club of Pueblo County and other organizations, emphasizing the importance of a community needs assessment.

She shared examples of outreach events and highlighted the importance of networking and connecting organizations through her role on the Community Service Advisory Commission. She mentioned her current work on recommendations for the Lamb Library and the district to improve outreach, focusing on offering activities rather than just advertising services.

Various outreach services were presented to include Books A La Cart a program that delivers 1000 books monthly to 17 community bookshelves. Also presented was Library to You (formally Homebound) and Books in the Park a program that partners with the City's Parks and Recreation department to offer free book giveaways, story time, and various craft projects. Highlights of various department and branch outreach programs and partnerships were presented.

A future outreach opportunity involves a partnership with the Pueblo Housing Authority. General library services will be located in the Minnequa Apartments. These services will include a small browsing collection of books and other materials, access to Wi-Fi & Chromebooks, and a holds pick up location. Various programming ideas were presented.

2. OVERVIEW: Express Library Presentation

Jill Kleven and Sherri Baca visited the Jefferson County Express Library and shared their experience, highlighting the hours of service (24 hours per day 7 days per week), location, and security measures. Staff also provided statistics on the usage, including visits, circulations, and computer sessions. The technology in the library included self-check machines and public desktop computers, and a printer/copier machine. Staff at the express library consists of a manager who also manages a branch, and two customer service representatives that process holds for two hours per days.

This model offers patrons who may not be able to visit a library branch during regular hours the ability to work around their own schedule. It also offers patrons in areas that are not serviced by a full service building the ability to benefit from services the library district offers.

3. OVERVIEW: 2024 Annual Plan Update

An update on the 2024 Annual Plan was provided and the progress on goals and the importance of accountability to these objectives. Leaders were assigned each of the plan goals and they are responsible for pushing the goal forward. The Plan is now going into quarter 4 and many of the assigned goals have been completed.

B. Friends of the Library Report

An update report was provided. The bookstore now balances their cash register drawers nightly and have they have been equipped with the square credit card system. Next to be added will be online renewals for their memberships. There was been less human error due to the updates. \$7,200 in sales was generated from the first Books by the Bag sale that was conducted a few weeks ago.

A \$67,000 quarterly transfer from the bookstore to the Friends was approved. The FOL Board also approved a transition to pay for their \$10,000 sponsorship of All Pueblo Reads, \$10,000 sponsorship to the summer reading program, and also \$9,400 to library program grants.

C. Quarterly Foundation Report

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

IV. DISCUSSION ITEMS

1. Employee Health Benefits

OVERVIEW: The current Employee Health Benefit Package ends on December 31, 2024. Terri Daly (Director of Human Resources) and Dave Vecchio (Benefits Brokers) presented a proposed benefit package, commencing January 1, 2025 and ending December 31, 2025, for discussion.

The proposed benefit package was presented. An overview of industry trends was explained and the cost forecast for healthcare was reviewed.

Dave Vecchio introduced United Healthcare's Surest plans, which offer a transparent and member-friendly

experience. He also provided information on the app-based program for the plan. The transition to these new plans was discussed, emphasizing the cost savings and benefits for the employee.

2. 2025 Preliminary Budget

OVERVIEW: Sherri Baca, acting Chief Financial Officer, discussed the preliminary 2025 PCCLD Budget, which is officially presented for public inspection. A public hearing on the proposed budget will take place at the November Trustees' meeting. The Trustees will be asked to adopt the 2025 budget, set the mill levy, and appropriate sums of money for the 2025 budget in December.

Ms. Baca provided an overview of the budget document. She introduced Ms. Alexandria Romero, financial compliance consultant for the library district, who assisted with the budget process and the presentation. It was noted that a trustees special meeting was scheduled for October 30th to discuss the budget in more detail.

Ms. Romero explained the mill levy and budget differences, highlighting the impact of abatements and refunds. She discussed the 2025 budget contracts, grants, and gifts, emphasizing conservative estimates. This will include the E-rate reimbursements

Revenue is budgeted 5.02% less than last year this is due to the abatement and refund amount that was on the assessed valuation, and budgeting conservatively for interest income.

It was mentioned that the NDIA Grant was not factored into this amount but it will be factored into the final budget draft. Final decision on the grant will not be until April 2025 but there is a very good chance we will be awarded the \$4 million. It will be a budget neutral revenue, \$4 million in revenue and \$4 million in expenses so it will not impact the fund balance. There is a new revenue line item in the 2025 budget for Café sales. It will be budgeted conservatively at about 50% less in sales than what is expected.

The general fund expenditures were reviewed and there will be an increase in salary expenses based on actual assessment, and 3.5% for adjustments to salaries for employee reviews.

There will also be an increase in Employee Relations to include increased recruiting costs and an increase to employee recognition and appreciation.

Materials and Services will also increase by 6.7% in periodicals, and audio-visual equipment. Library Programs will show an increase due to the Local History and Genealogy Departments \$250,000 Mellon Foundation grant.

The Capital Project Fund which includes the replacement plan, acquisition of capital assets, the master facility plan, and the InfoZone were reviewed. Contributions, gifts and grants are expected to be at \$825,000 for the Lucero Branch Renovation. Expenditures include the master facility plan which is budgeted at \$3.5 million due to the Lucero Library renovation. Capital assets and maintenance are budgeted at \$540,000 to include the Rawlings Library elevator repairs and roof repairs at the Pueblo West Library. Additional expenses include upgraded lighting, a culvert for the Giodone Library and paving at the Greenhorn Valley Library. The net ending fund balance for the capital fund calculates to approximately \$2.5 million,

Ms. Baca reviewed the 10-year financial projection which begins in 2025. 2026 and beyond were the focus and it was noted that the renovation costs to libraries was removed to in anticipation of future projections for property tax revenue. Basic asset replenishment and refurbishment was included but construction dollars are not included. The projection showed the completion of the Lucero Library in 2025 and no other master facility project costs into the future. In the past the trustees agreed that 20% of annual expenditures should be in the fund balance. In 2030 the percentage starts to drop below 20%. What is not included in the numbers is current year property tax laws that are changing in 2026. The state is now restricting property taxes for taxpayers. If the trend continues moving forward the district will need to look at other ways to fund future renovations.

3. Lucero Library Asset Disposal

OVERVIEW: A report and recommendation regarding disposition of surplus assets will be presented.

It was reported that the items set for disposal were at the end of useful life. They will either be recycled or used

for parts by the IT department. I was asked that this item be put onto the next agenda for board approval.

V. ADJOURNMENT

The meeting was adjourned at 3:51pm.