

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, November 21, 2024
This meeting was conducted at the
Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue, Pueblo

I. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR 2025

A report on the proposed budget for fiscal year 2025 was presented. This was an opportunity for citizen comment on the budget proposal which was made available for public inspection.

Mr. Quintana call the hearing for the proposed budget to order at 5:30pm.

An explanation of the budget was presented and it was shared that PCCLD has two funds the general fund and the capital project fund. The general fund includes revenue from property tax, specific ownership tax, fines, fees, contracts, grants and gifts. The capital project fund is for capital asset acquisition and facility plans.

Budget assumptions were discussed to include conservative revenue estimates and adjustments for taxes and assessed valuations.

The combined budgeted unrestricted fund balance is set at \$4,755,000, which is 32% of total combined annual expenditures.

The general fund budgeted revenue is \$15,943,000, a decrease of 8.66% from the anticipated 2024 revenue. There will be an increase of 1.96% in property taxes, and the mill levy for next year is set at 6.2572.

General fund budgeted expenditures were explained, with personnel taking the largest share at 56%, followed by facilities at 17% and materials and services at 16%. There is a 7% increase in expenditures from 2024, amounting to \$922,000, with a significant portion due to increases in personnel costs. Other expenditure increases include, a slight increase in employee contributions, and a 25% increase in employee training. Library programs will increase by 111% due to the \$250,000 Mellon Grant. IT expenditures will increase primarily due to telecommunications and technology maintenance licenses.

The capital projects fund has total revenues budgeted at \$1,088,000, with contributions and grants budgeted at \$988,800. Expenditures are budgeted at \$4,615,340, with a significant portion going to the Lucero Library renovation and expansion project. The net ending fund balance for the capital projects fund is budgeted at \$2,360,324, decrease of \$1.3 million.

It was explained that there could be developments in the final budget, including additional expenditures and changes in assessed valuation.

It was shared that payment for the elevator modernization project will come from the St Charles revenue sharing agreement.

The public hearing was adjourned.

II. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the meeting to order at 5:47pm. Ms. Jubert conducted roll call.

Board Members Present

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Doreen Martinez
- Jessi Ones
- 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
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Terri Daly, Director of Human Resources
- Thomas Defrates, Director of IT
- Jose Beltran, IT
- Rose Jubert, Secretary to the Board of Trustees
- Alexandria Romero

III. 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.

IV. CONSENT AGENDA

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

Ms. Clark made a Motion, seconded by Ms. Martinez to approve the consent agenda. The Motion was approved.

V. REPORTS

A. Executive Director Report

Ms. Baca reported that the Executive Director Report was located in the board packet on the library website for the trustees to review.

B. Attorney Report

There was no attorney report.

C. Employment Changes

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

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

Ms. Martinez made a Motion, seconded by Ms. Ones to ratify the October 2024 Employment Changes as contained in the Board materials. The Motion was approved.

There were two new hires for the month both in the IT department. Four separations happened in October to include a security officer, facilities tech, the library district's events coordinator and the Chief Financial Officer. Recruiting has begun for these positions.

D. Financial Report

OVERVIEW: Sherri Baca, Acting Chief Financial Officer reviewed a report on the October 2024 bills and fund statements.

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

Ms. Baca reviewed the October 2024 financial report, highlighting the combined balance sheet, general fund and capital fund details.

The combined balance sheet was standard for this time of the year. There were some timing related items of note that won't show up on the next report. Deferred revenue showed the amount received for the Mellon Foundation Grant which will be held in this account until it gets spent in 2025. The library replacement plan was in good shape at \$2.4 million.

The General Fund schedule and key line items were reviewed. Total spent and collected should be at 83% for this time of the year. The property tax line item was a 97% collected. Specific ownership tax was budgeted at \$1.25 million in 2024 and was at 75% collected. In 2025 this budgeted amount will be decreased to \$1.1 million. Contracts and grants are spot on to the target interest income.

Contracts and Grants continue to bring in dollars as we have money coming in from fundraising and interest income. PCCLD has a vendor that's regularly doing collections activity for lost material, so we're doing quite well in that area. Photocopier income hasn't done badly this year as well. Café sales continue to grow.

Expenditures were discussed. Personnel is at 77% spent. As jobs are turned around and it takes us some amount of time to recruit and hire, there's some payroll savings that are happening, so overall the category of personnel is below the 83% target.

Library programs are at 90% spent which is above target, but that typically happens around this time of year. Facilities is at 94% spent due in large part to building maintenance. Total expenditures were on target at 81% spent.

The capital fund statement of revenues and expenditures was reviewed with the majority of the

activity dedicated to renovations and construction. You can see interest income and our cash holdings are quite high on the capital projects fund, because we earn interest on all of those dollars as they sit in the COLA trust accounts.

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. Baca. Total check and electronic payments totaled \$525,681.00 and P-Card transactions totaled \$23,637.55.

Expenditures for October 2024

Total Payables	\$ 525,681.00
Total Payroll (2 pay periods)	\$ 516,706.17
Other Payables UMB – COP	\$ 1,083,456.25
Total outlay for October	\$ 2,125,843.42

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

V. BOARD COMMENT

Ms. Clark shared that she had checked out an audio book and the books message made her realize how important libraries have been across centuries and across continents and how they have kept culture going.

VI. PUBLIC COMMENT

No public comments were made during the designated time for public comment.

VII. OLD BUSINESS

There was no old business to discuss.

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., Thursday, December 5, 2024 at the Rawlings Library – Bret Kelly “B” meeting room.

The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, December 12, 2024 at the Rawlings Library – Ryals Grant Event Space.

B. Discussion Items

1. Copier Lease

OVERVIEW: The trustees heard a recommendation at their work session on the lease of a copier for use in the Community Relations Department. The lease will begin in 2025.

RECOMMENDED ACTION: That the trustees authorize the lease of a copier for use in the Community Relations Department, beginning in 2025 at a cost not to exceed the lease amount of \$39,068.00.

Ms. Ones made a Motion, seconded by Ms. Macias to authorize the lease of a copier for use in the Community Relations Department, beginning in 2025 at a cost not to exceed the lease amount of \$39,068.00. The Motion was approved.

2. IT Computer Equipment Purchase

OVERVIEW: A presentation was made at the trustee work session on the 2024 purchase of new IT computer equipment.

RECOMMENDED ACTION: That the trustees approved the purchase of new IT computer equipment at a cost not to exceed \$51,490.00.

Ms. Macias made a Motion, seconded by Ms. Clark to approved the purchase of new IT computer equipment at a cost not to exceed \$51,490.00. The Motion was approved.

3. Lucero Library Shelving Purchase

OVERVIEW: A presentation was made on the purchase of shelving for the Lucero Library renovation project.

RECOMMENDED ACTION: That the trustees approve the purchase at a cost not to exceed \$40,555.00.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the purchase of shelving for the Lucero Library at a cost not to exceed\$40,555.00. The Motion was approved.

4. Janitorial Contract Price Increase

OVERVIEW: A presentation was made at the trustee work session on a price increase to the janitorial services contract.

RECOMMENDED ACTION: That the board approve the price increase at a cost not to exceed \$800.00 per month or \$22,400.00 for the remainder of the contract through March 31, 2026.

Ms. One made a Motion, seconded by Ms. Clark to approve the purchase of shelving for the Lucero Library at a cost not to exceed\$ 40,555.00. The Motion was approved.

IX. ADJOURNMENT

At 6:43 pm Ms. Martinez made a Motion to adjourn the meeting.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, November 21, 2024

This meeting was conducted at the

Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO

1. Approval of Minutes

OVERVIEW: Minutes of the Library Board of Trustee work session held on October 15, 2024, and the Library Board of Trustee meeting held on October 24, 2024, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of the September 2024 meetings.