

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, November 12, 2024
*This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space***

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present:

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

Board Members Not Present:

- Stephanie Garcia

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
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Alan Rocco, Facilities Superintendent
- Jose Beltran, IT
- Rose Jubert, Secretary to the Board of Trustees
- Alexandria Romero, Financial Compliance Consultant

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

The Executive Director Report can be found on the PCCLD website.

B. Friends of the Library Report

Mr. Potter reported the Friends' group has elected a new president, Marissa Stoller. He discussed her initiatives to change their reporting to a calendar year. She is also looking into the program committee groups and the bylaws committee groups and they are now meeting on a more regular basis. Mr. Potter expects to present more changes to the board at the next meeting.

C. Quarterly Foundation Report

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

IV. DISCUSSION ITEMS

1. Copier Lease

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives will present on the lease of a copier for use in the Community Relations Department. The lease will begin in 2025

Mr. Potter explained the importance of the copier for the Community Relations Department, detailing its high usage and capabilities. He outlined the lease agreement, emphasizing the need for a high-functioning machine due to the high volume of copies. It was asked that this item be put onto the next agenda for trustee approval.

2. 2024 Audit Engagement

OVERVIEW: Sherri Baca, acting CFO, presented on the 2024 Audit engagement.

Ms. Baca introduced the 2024 audit engagement with DMC Auditing Services and noted the boilerplate language in the engagement letters. She shared that the cost for the library district's financial audit is \$21,000 and the library foundation's audit and tax return preparation totaled \$6,930. Since 2021 the library district no longer has to file a Form 990 this helps to reduce the costs.

The request is to approve the expenditure and engagement with the auditor for 2024 for both the library district and the library foundation at the board's next meeting.

3. IT Computer Equipment Purchase

OVERVIEW: Thomas Defrates, Director of IT, presented on a 2024 purchase of new IT computer equipment.

An update was provided on the computer replacement project, detailing the initial budget and progress. The project involves replacing staff and patron computers with all Dell computers and monitors, with a budget of \$250,000.

There were inventory discrepancies found, computers were unaccounted for and monitors that were not compatible with the new system were discovered. The request includes 33 Dell Optiflex computer and 71 Dell monitors, funded from the remaining budget of \$68,000. This purchase would leave a remaining balance of \$29,774.

A second request was asked that involved the purchase of specific computers for the Community Relations department. The computers that will be provided to library staff did not meet the requirements of the Community Relations department. They would need computers that emphasized more graphic support for marketing and audio-visual tasks. The total cost for the computers would be \$12,411 and they would be funded from the remaining budget.

It asked that both of these requests be added to the next agenda for board approval.

4. Lucero Library Shelving Purchase

OVERVIEW: Sherri Baca, acting CFO, presented on the purchase of shelving for the Lucero Library renovation project.

Ms. Baca shared that the Lucero Library renovation has started and staff met with the vendor, Libra Tech, and discussed the purchase of new shelving for the Lucero Library. The shelving will cost \$40,005.55, with a 50% deposit at the time of order and 50% upon delivery.

It was requested that this request be put on the next agenda for trustee approval.

5. Janitorial Contract Price Increase

OVERVIEW: Sherri Baca, acting CFO, presented on a request for a price increase to the janitorial services contract from the current vendor.

Discussion took place regarding the request for an increase in the janitorial contract by Colorado Building Maintenance (CBM). CBM sites additional cleaning requirements due to new restrooms, staff offices, the new maker space room, and other additional expanded areas at the Rawlings Library.

The request is to increase the monthly amount an additional \$800 to \$6,900/month.

This item will be placed on the next agenda for approval.

6. Library Policy Updates

OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

A. Customer Conduct

1. 03.06.01 Acceptable Library Use and Safety
 - a. 03.06.01 P1 Personal Belongings - Procedure
 - b. 03.06.01 G1 Governing Use of the Library – Guidelines
2. 03.06.02 Child Conduct and Safety
3. 03.06.03 G1 Customer Suspension – Guidelines
4. 03.06.03 G2 Offense and Consequences Levels - Guidelines
5. 03.06.04 Video Surveillance
 - a. 03.06.04 G1 Video Surveillance - Guidelines
 - b. 03.06.04 G2 Environmental Sensor – Guidelines

Presented were updates to the policies which included language and procedure revisions. There were no significant changes to policies themselves. It was asked that the approval of the policies be put onto the consent agenda at the next meeting.

7. 2025 Preliminary Budget Update

OVERVIEW: Sherri Baca, acting CFO provided an update report for Trustee discussion on the preliminary 2025 PCCLD Annual Budget. A public hearing on the proposed budget will follow at the November Regular 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. Romero, who is assisting with budget preparation, spoke about changes to the budget since the last meeting.

The general fund revenue updates were reviewed. As of October 15, 2024, the 2025 revenue was reported at \$15,703,737.00, changes increased this amount to \$15,943,087.00. Those changes included an increase to following line items; E-Rate funding for Cybersecurity, the State Library LSTA grant and an overall increase to the contracts and gifts revenue. There was a decrease in revenue to the Fines & Fees and Misc. Revenue line items.

The general fund expenditures increased by \$119,871 to a total in expenditures of \$14,802,846.00. The majority of the changes were expenses and there were two transfers to the capital fund that totaled \$78,000.

It was decided that the NTIA grant not be factored into the numbers until the December budget report.

There were no changes to the revenue in the capital fund. Capital fund expenditures increased by \$75,000 for the Rawlings Library drainage project. A new expense for the Rawlings public announcement system was added, it totaled \$35,000. Another expense includes the addition of a second projector in the Ryals Event Space,

Combined funds revenue increased by \$239,250 and expenses increased by \$277,370.

V. ADJOURNMENT

The meeting adjourned at 3:31pm

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, November 21, 2024 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.