

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

5:30pm, June 24, 2021

The meeting took place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing and face mask protocols was hosted in the Rawlings Library, 100 E. Abriendo, Pueblo CO.

I. CALL TO ORDER AND ROLL CALL: REGULAR MEETING

The regular session of the Pueblo City-County Library District Board of Trustees was called to order via teleconference at 5:30 p.m. by Fredrick Quintana, President. Mr. Quintana welcomed everyone and asked Ms. Jubert to conduct roll call.

Board Members Present: Fredrick Quintana, President
Dustin Hodge, Vice President
Doreen Martinez
Lyndell Gairaud
Phil Mancha

Board Members Not Present: Stephanie Garcia
Marlene Bregar

Attorney Present: Bart Miller, Collins Cockrel & Cole

Staff & Guests Present: Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Jill Kleven, Director of User Services
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
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.

There were no corrections or modifications to the agenda.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on May 27, 2021, and the Library Board of Trustee work session held on May 18, 2021, were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on May 18, 2021, and May 27, 2021, respectively.

Mr. Hodge made a Motion, seconded by Ms. Martinez to approve the minutes of the May Board Meetings. The minutes were unanimously approved.

IV. REPORTS

A. Executive Director Report

Jon Walker – Mr. Walker reported that Alexandria Romero, Director of Finance would report on the 10-year financial program for the library district.

Alexandria Romero – Ms. Romero presented Senate Bill 293 and Initiative 27 and their impact on the budgeted property tax revenue.

The first item she reviewed was the assessment rate. She reported that the current assessment rate for residential

property was 7.15% and 29.00% for most non-residential property. These rates led into the 10-year budget projections.

She reported that recently there were a few items that had an impact on property tax revenue and assessment rates in Colorado.

Ms. Romero reviewed the different assessment rate scenarios for budget years 2022, 2023 and 2024. She then showed the 10-year projection that was updated with the most conservative property tax revenue scenario for the next three budget years.

Ms. Romero reported that Senate Bill 293 (SB293) created additional subclasses of property effective upon signature of the Governor. For property tax years 2022 & 2023, the bill temporarily reduced the assessment rate for multifamily residential property to 6.8%, all other residential property to 6.95%, and lodging, agricultural and renewable energy property to 26.40%.

She reported that Initiative 27, which would be on the ballot in November, when it interacted with SB293 it would reduce assessment rates for lodging to 26.40% and multifamily residential property to 6.5%.

She shared that with the passing of ballot initiative 6B, PCCLD could adjust their mill levy rate to offset refunds and abatements and percentage changes in the assessment rates.

She provided a table summary of the impact of SB293 and Initiative 27 on the budgeted property tax revenue.

2022

- The property tax estimate with current assessment rates would be \$11.7 million.
- The impact of SB293 would not get into effect and would change the projected property tax revenue. There would be no impact percentage or mill levy adjustment.
- The impact of SB293 & Initiative 27 (if passed in November) would be a percentage change of .31% on the property tax revenue. To adjust the mill up to the current property tax assessment rates, it would have to be adjusted by .018. This would bring the total mill up to 5.868 from its current rate of 5.85.

2023

- Ms. Romero reported that in 2023 the SB293 assessment and reduction rates would temporarily go into effect. The impact of SB293 alone would have a negative effect of 1.41%. To bring the mill levy up to the current rate assessment, there would be an increase of .082. This would bring the total mill up to 5.932.
- If Initiative 27 passed in November and interacted with SB 293 there would be a negative 1.51% difference for the property tax projection. The mill levy adjustment would be .087. This would bring the mill levy up to 5.937,

2024

- Ms. Romero reported that the property tax estimate with current assessment rates would be \$12.2 million.
- The impact of SB293 would have the same effect as it did in 2023.
- The impact of SB293 & Initiative 27 would have the same effect as 2023.

Ms. Romero said that the most conservative approach would be taken. She looked at SB293 and Initiative 27 and not doing any mill levy adjustments to see how it played into the 10-year projection.

PCCLD's 10-year projection was presented.

-Line 6 – Property Tax Revenue

Ms. Romero said that in 2022-2024, the conservative approach was put into effect, SB293 and Initiative 27 and no mill levy adjustment. The property tax revenue was as follows: 2022-\$11.7 million – 2023-\$11.8 million – 2024-\$12 million.

-Line 58 – Unassigned FB % of Operating Expenditures

Ms. Romero reported that per policy this number had to stay above 20%. She said that even at the conservative approach 2022 – 2024 all maintain a percentage of above 20%.

Jon Walker – Mr. Walker thanked Ms. Romero for a well put together and understandable report. He commented that Senate Bill 293 came up at the last legislative session and was a temporary rollback in property tax assessment rates. In regard to Initiative 27, he reported that it was out on the street prior to SB293 and was a much more aggressive attempt to reduce property taxes in the state of Colorado. SB293 was a force stall to reduce the impact of Initiative 27.

He shared that in 2019 ballot measure 6B was ran and it included de-Gallagher language. PCCLD attorney, Bart Miller wrote this language that allowed the mill levy adjustment Ms. Romero referenced, if the trustees chose to do that, to ameliorate a reduction in assessment rates that would cause a reduction in revenue to PCCLD.

Mr. Walker said that even if PCCLD decided not to do anything its financials were strong so it could continue to operate in a strong fashion. In the plan there's also a master facilities plan that called for the renovation of the Rawlings Library and down the road updates and renovations to the other branches and it was included in the 10-year projection.

He concluded by saying that PCCLD was in a strong place from a revenue perspective now and for the foreseeable future.

Fredrick Quintana. – Mr. Quintana stated that he was glad that things were in place and thanked those involved.

B. Friends of the Library Report

It was reported that the Friends of the Library Board were on Summer break and would reconvene in August.

C. Pueblo Library Foundation Report

Lyndell Gairaud – Ms. Gairaud shared that there was nothing to report.

D. Attorney Report (estimated time: 5 minutes)

Bart Miller – Mr. Miller shared that there was nothing to report and everything was going smoothly.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the May 2021 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2021 Employment Changes as contained in the Board materials.

Mr. Mancha made a Motion, seconded by Mr. Hodge to ratify the May 2021 Employment Changes as contained in the Board materials. The motion was unanimously approved.

Jon Walker – Mr. Walker reported that Mark Gonzales from Pueblo County joined the team as the new IT Administrator.

He was pleased to report the promotions. Kristi Roque was promoted to Branch Manager for the Lucero Library. Katherine McLeod as promoted to the new librarian at Green Horn Valley and was a recent MLS recipient. She was financially helped with her degree from a Friends of the Library scholarship.

F. Financial Report

OVERVIEW: Alexandria Romero, Director of Finance, reviewed a report on the May 2021 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the May 2021 bills and accept the May 2021 fund statement as contained in the Board materials.

Ms. Martinez made a Motion, seconded by Mr. Mancha to ratify the May 2021 bills and accept the May 2021 fund statement as contained in the Board materials. The motion was unanimously approved.

Alexandria Romero – Ms. Romero presented the May financials.
Combined Balance Sheet May 2021

General Fund

- Cash holdings – Very strong at \$6.3 million.
- Liabilities – The small amounts that were shown were due to timing differences for payroll and taxes.

Statement of Revenue and Expenditures

Ms. Romero stated that at this time of the year PCCLD should be at 42% either collected or spent.

Revenue

- Property Tax – this year 54% - last year 53%
- Specific Ownership Tax – this year 36% - last year 33 %

Total Revenue - 51% for this year - last year 50%

Expenditures

Personnel

- Salaries – 39% this year - last year 42%
- Employee relations – 33% this year – last year 41%
- Training – 18% this year - last year 23%

Total Personnel Expenditures - 39% for this year - last year 37%

Materials

Total Material Expenditures as of the end of May – 38% this year - last year 36%

Facilities

- Vehicle Maintenance – 38% this year – last year 19%
- Building Maintenance – 40% this year – last year 32%
The increase for this year was due to the reduction in use last year due to Covid-19.
- Lease purchase of building – 18% this year
COP issuance – 18%
2nd payment in November

Total Facilities Expenditures - 28% this year –last year 28%

Operating

Total Operating Expenditures - 49% this year - last year 41%

IT

Total Info Technology Expenditures - 52% this year – last year 51%

Other financing sources

Ms. Romero reported that this portion of the report appeared at the bottom of the general fund and at the bottom of the capital project fund. \$6.670 was a transfer in from the capital projects fund, this was a portion of the 2012 COP refund. These funds were used as a part of the interest payment to the new COP issuance.

Capital Fund

Ms. Romero noted the items that came into PCCLD.

Revenue

- Capital Campaign - \$48,000
RM Watts - \$40,000

Expenditures

- Building Construction – Rawlings Renovation - \$89,393
- Building Equip & Projects - \$2,223
- IT Projects - \$3,774 – desk top computers

Expenditures – Capital Assets

- Furniture, Fixtures & Equipment - \$4839 – new copier – Pueblo West

Payment History Report

Community Relations - \$15,000 – Deposit on MLK Jr. to speak virtually at the summer ready program event
Clifton Larsen Allen - \$3885 – Audit Services
Heaven’s Best Carpet Cleaning – approx. \$6000 to clean carpets at the various branches.

Expenditure Report

Total Payables - \$464,669.94
Total Payroll - \$430,448.82

Grand Total for May - \$895,118.76

P-Card Transaction Detail

Items of note include:

- Darlene Sherwood’s card was fraudulently used again, this happened twice in the last 2 months. Actions are being taken to avoid this happening again.

V. BOARD COMMENT

None

VI. PUBLIC COMMENT

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Announcements

1. The next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, July 13, 2021, at the Rawlings Library, 100 E. Abriendo, Pueblo CO. The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, July 22, 2021, at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

Fredrick Quintana – Mr. Quintana shared that the Trustees would meet physically back at the library for the next meeting. He asked that if a Trustee needed to meet virtually to please inform Ms. Jubert.

B. Action/Discussion Items

1. 2020 Financial Audit

OVERVIEW: The Trustees reviewed the PCCLD 2020 financial audit as presented by CliftonLarsonAllen LLP at the work session on June 15.

RECOMMENDED ACTION: That the Trustees accept the audit report for filing as presented.

Mr. Quintana made a Motion, seconded by Mr. Mancha to accept the audit report for filing as presented. The motion was unanimously approved.

Fredrick Quintana – Mr. Quintana noted that no further discussion was given. He reminded everyone that the audit report was clean and that PCCLD received the best rating possible.

2. **Automated Materials Handling System**

OVERVIEW: The Trustees were presented with a report at the work session on June 15 about procurement of an automated materials handling system as part of the Rawlings Library renovation. An update report and recommendation was presented.

RECOMMENDED ACTION: That the Trustees approve the award of a contract for a new automated materials handling system for the renovated Rawlings Library.

Ms. Martinez made a Motion, seconded by Mr. Quintana to approve the award of a contract for a new automated materials handling system for the renovated Rawlings Library. The motion was unanimously approved.

Jill Kleven – Ms. Kleven gave an updated project overview.

She shared that PCCLD solicited proposals for the drive up book drop to be located in the basement of the Rawlings Library.

Recommendation for Request for Proposal of Automated Material Handling System

Project Overview

Ms. Kleven shared that PCCLD solicited proposals from qualified vendors for an AMH for the drive up book drop that would be located on the basement level of the Rawlings Library. The AMH would allow materials to be checked in and sorted by item type and location. The proposals included the cost of the system with first year warranty included. Years 2-5 of maintenance was also included.

The RFP committee included Nichole Lawless, Circulation Supervisor; James Shook, Principal Architect at HBM Architects; Jill Kleven, Director of User Service.

Timeline

Ms. Kleven reviewed the timeline and scoring rubric.

- RFP issued 5/24/21.
- Onsite visits and questions due 6/1/21.
- Proposals due 6/14/21. 5 were received.
- Board approval (pending) 6/24/21.
- Contract awarded 6/28/21
- Projected installation 11/21

Scoring Rubric

- Features and Functionality – Meets Technical Requirements - 30%
- Cost 35%
- Implementation Plan - Project Execution - 15%
- Customer Service – Support Structure - 10%
- Reference Checks – Similar Projects 10%

Pricing Proposals – Total Cost- Included: Years 2-5 Maintenance with on-sight visits and parts.

Bibliotheca	\$184,191
FE Technologies	\$177,917
Lyngsoe Systems	\$226,032
RFID Library Solutions	\$253,520
Tech Logic	\$173,243

Process

- Committee conducted reference checks.
- Specialized areas of focus included support, cost, layout.
- FE Tech did not match the layout PCCLD required.
- Lyngsoe and RFIDLS costs were considerably higher.
- Bibliotheca's past support had been poor.

Final recommendation

Jill Kleven – Ms. Kleven requested that the Board award the contract to Tech Logic.

Why?

They met the requirements:

- Lowest bid - \$173,243
- Required layout
- Book drop considerations
- High support level.
- Achievable timeline

Fredrick Quintana – Mr. Quintana asked if PCCLD was replacing the whole system or joining in with our system?

Jill Kleven – Ms. Kleven answered by saying that they were two stand-alone systems.

Fredrick Quintana – There were no other comments. He asked if all were in favor of approving Tech Logic's contract it was a unanimous yes.

3. Citizen's Access to Public Records

OVERVIEW: The Trustees at the work session on June 15 reviewed recommended changes to the PCCLD policy regarding Citizen's Access to Public Records.

RECOMMENDED ACTION: That the Trustees take action to adopt the updated policy as presented.

Mr. Mancha made a Motion, seconded by Mr. Hodge to adopt the updated Citizen's Access to Public records policy as presented. The motion was unanimously approved.

Bart Miller – Mr. Miller stated that the changes were fairly basic to the policy. He pointed out that the main changes were noted in red on the document.

He reported that a research and retrieval fee would be charged on requests that came into PCCLD. This would be a new change to the policy and the charge would be \$33.58 per hour after the first hour which was free.

A copying charge would also be implemented if actual copies were made, this fee would be \$.25 per page.

He said that for the most part the library's information was publicly available to anyone with a library card. He shared that these charges would generally come into play when members of the public requested information that was not available to be checked out. Examples were; financial records and request for proposal records. He shared that there were companies referred to as "data miners" who routinely made requests like this. He felt that PCCLD would like to charge for requests due to the fact it could take large amounts of time to complete these requests.

Fredrick Quintana – Mr. Quintana agreed that if PCCLD could be compensated for staff time he was in favor of these changes and updates.

4. Lease Agreement

OVERVIEW: PCCLD leases approximately 7,200 square feet of building space at 622 South Union Avenue, Pueblo CO, for use for retail sales, offices, and storage. The Trustees have reviewed the terms of this lease, which is scheduled to expire on December 31, 2021, and includes PCCLD's option to extend the terms of the lease for an additional period of five years through December 31, 2026.

RECOMMENDED ACTION: That the Trustees take action to authorize the Executive Director to execute PCCLD's option to extend the terms of the building lease for the five-year period from January 1, 2022, through December 31, 2026, as included in the current lease agreement.

Mr. Quintana made a Motion, seconded by Ms. Martinez to action to authorize the Executive Director to execute PCCLD's option to extend the terms of the building lease for the five-year period from January 1, 2022, through December 31, 2026, as included in the current lease agreement. The motion was unanimously approved.

Jon Walker – Mr. Walker shared that the Friends of the Library would like to continue with the book store. He shared that PCCLD had also been in contact with the building owner and they are very amenable to this as well, they are very much in favor of continuing this relationship and contract with PCCLD. Mr. Walker referred back to the MLS student and the monies she received to attain her degree, much of that was due to the success of the book store.

Fredrick Quintana – Mr. Quintana agreed and was also very much in favor of this agreement and looked forward to what the Friends could do in the building space in the future.

5. Executive Session

OVERVIEW: The Trustees will enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

Mr. Mancha made a Motion, seconded by Ms. Martinez to enter into Executive Session at 6:26pm. The motion was unanimously approved.

Mr. Mancha made a Motion, seconded by Ms. Martinez to exit Executive Session at 7:09pm. The motion was unanimously approved.

IX. ADJOURNMENT

Ms. Martinez made a motion to adjourn the meeting