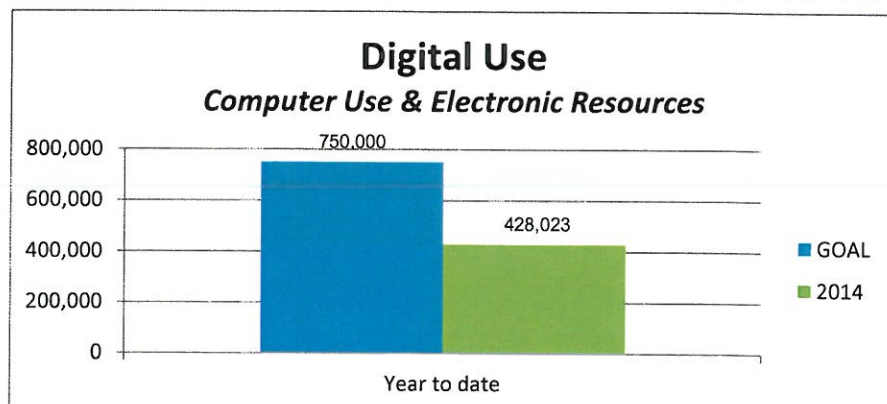
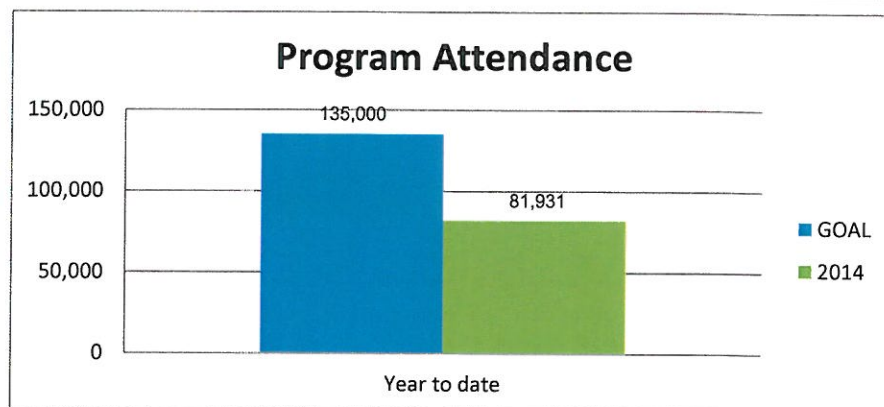
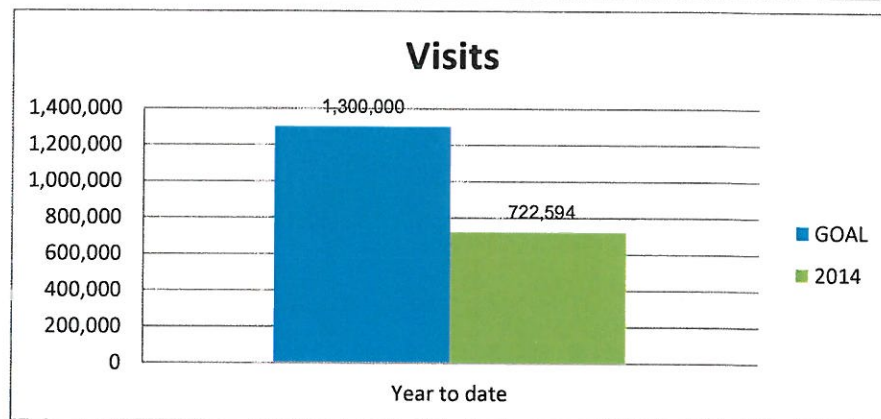
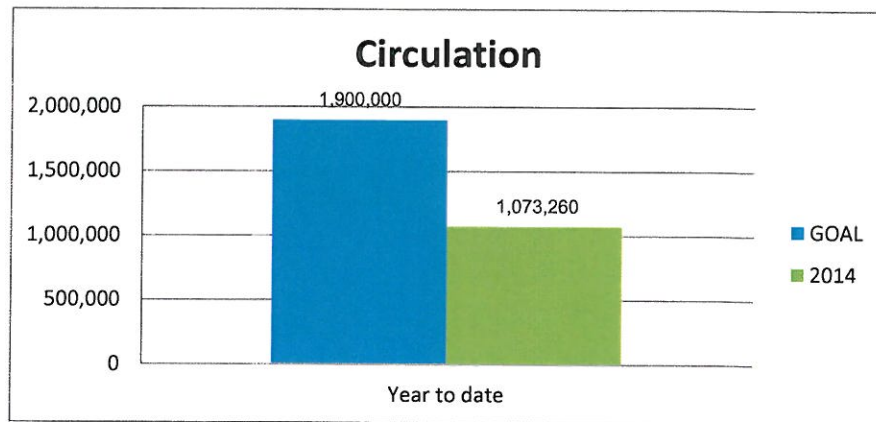


	2014 GOAL	2014 YTD	2014 Percentage attained	Target Percentage
Circulation	1,900,000	1,073,260	56.49%	50.00%
Visits	1,300,000	722,594	55.58%	50.00%
Program Attend	135,000	81,931	60.69%	50.00%
Digital Use	750,000	428,023	57.07%	50.00%

Progress Toward Key Results - June 2014



PUEBLO CITY-COUNTY LIBRARY DISTRICT

June 2014

Key Data

	Jun 2013	Jun 2014	YTD 2013	YTD 2014	YTD % Change
Circulation	147,424	227,174	818,033	1,073,260	31.2%
Rawlings	75,390	116,906	449,266	542,962	20.9%
Barkman	17,983	32,895	78,767	154,308	95.9%
Lamb	19,684	30,438	83,913	139,862	66.7%
Pueblo West	30,286	41,209	167,244	193,850	15.9%
Library @ the Y	1,510	2,120	9,204	10,528	14.4%
Outreach	2,571	3,606	29,639	31,750	7.1%
Library Visits	112,031	124,145	611,914	722,594	18.1%
Rawlings	53,039	51,429	318,301	353,211	11.0%
Barkman	18,925	18,887	71,213	104,092	46.2%
Lamb	16,026	29,714	67,546	134,990	99.8%
Pueblo West	17,799	19,409	120,731	102,872	-14.8%
Library @ the Y	4,249	2,756	22,052	16,431	-25.5%
Outreach	1,993	1,950	12,071	10,998	-8.9%
Program Attendance	19,922	19,907	63,924	81,931	28.2%
Rawlings	12,354	14,260	38,459	46,665	21.3%
Barkman	1,333	1,700	5,918	6,933	17.2%
Lamb	2,165	973	5,487	7,869	43.4%
Pueblo West	2,518	2,612	10,707	14,568	36.1%
Library @ the Y	390	174	1,495	1,228	-17.9%
Outreach	1,162	188	1,858	4,668	151.2%
Computer Use	50,350	57,429	270,684	310,307	14.6%
Rawlings	16,364	19,795	100,404	99,342	-1.1%
Barkman	5,432	6,930	23,584	34,517	46.4%
Lamb	4,187	5,228	18,192	34,899	91.8%
Pueblo West	9,284	7,937	42,663	42,885	0.5%
Library @ the Y	960	1,508	4,586	5,084	10.9%
Wireless	14,123	16,031	81,255	93,580	15.2%
Phone Calls	2,847	3,414	19,405	22,315	15.0%
Rawlings	1,825	588	14,152	4,481	-68.3%
Barkman	341	288	1,806	1,397	-22.6%
Lamb	326	213	1,712	1,043	-39.1%
Pueblo West	355	237	1,735	998	-42.5%
Library @ the Y	0	119	0	2,381	
Call Center	0	1,969	0	12,015	
Holds Filled	11,635	15,088	68,648	90,208	31.4%
Rawlings	4,492	7,811	29,391	47,160	60.5%
Barkman	1,844	1,986	8,321	12,191	46.5%
Lamb	1,969	1,720	8,494	10,207	20.2%
Pueblo West	3,105	3,121	19,289	17,820	-7.6%
Library @ the Y	186	208	1,505	1,287	-14.5%
Outreach	39	242	1,648	1,543	-6.4%
Electronic Resources	11,893	22,861	50,302	117,716	134.0%
Meeting Rm Attendance	13,546	12,967	49,092	70,790	44.2%
Rawlings	8,204	7,412	31,476	40,346	28.2%
Barkman	893	972	2,623	5,560	112.0%
Lamb	1,672	2,015	3,620	10,800	198.3%
Pueblo West	2,777	2,568	11,373	14,084	23.8%
Library @ the Y		0		0	

MEMORANDUM

TO: JON WALKER
FROM: NICHOLAS GRADISAR
DATE: June 20, 2014
RE: Board Approval of Employment Changes

You have asked my opinion on whether the Board of Trustees should approve Library Employment Changes. As you know, every month you provide to the Board of Trustees a Personnel Report which reflects new hires, terminations, resignations, transfers and job evaluations. And, although the Board of Trustees is provided with this Personnel Report, no action is taken by the Board to approve or disapprove of the Personnel Report.

When Jacqueline Murphy did her presentation to the Board of Trustees, she recommended that a Personnel Report be approved by the Board at least annually. The basis of her recommendation was the Colorado Revised Statutes which require the Board of Trustees of a Library District to:

- “(a) Adopt such bylaws, rules and regulations for its own guidance and policies for the governance of the Library as it deems expedient...”
- (c) “Employ a director and upon the director’s recommendation, employ such other employees as may be necessary. The duties of the director shall include, but not be limited to: ...(II) recommending individuals for employment by the board of trustees.” (§24-90-109(1)).

The Board of Trustees of the Pueblo City-County Library District has adopted bylaws which provide that the Board will retain a qualified Executive Director “to whom shall be delegated the responsibility to employ, direct, and supervise staff members and update the Board on terminations, new hires and changes in status... .”

As Ms. Murphy pointed out in her presentation to the Board of Trustees, there are virtually no cases interpreting the statutory citations set forth above. The question becomes, can the Board of Trustees delegate to the Executive Director of the Pueblo City-County Library District, its statutory duties to “employee such other employees as may be necessary.”

Although there are no cases interpreting the library law provisions, what the Legislature has adopted for School Districts is helpful because the language used is similar. The Legislature has provided that the Board of Directors of a School District has the specific duty to “employ all personnel required to maintain the operations and carry out the educational program of the District and to fix and order paid their compensation.” (C.R.S. 22-32-109(1)(f)(l)). The Legislature has also empowered Boards of Education with the specific power to “to discharge or otherwise terminate the employment of any personnel.” (C.R.S. 22-32-110(1)(h)).

Cases from the Colorado appellate courts interpreting these provisions of the educational law, held that a School Board may not delegate its statutory duty to employ teachers to the Superintendent. (Big Sandy School District #100-J v. Carroll, 164 Colo., 173, 433 P.2d. 325 (1967)). Cases have allowed Boards of Education to delegate to the Superintendent or his subordinates the authority to discharge classified personnel. See Fremont RE-1 School District v. Jacobs, 737 P.2d 816 (Colo. 1987). In that case, a school bus driver was discharged by the Director of Business Services of the Fremont School District and she filed suit claiming that only the Board of Education could discharge her. The sole question presented for review in the Colorado Supreme Court was whether the Board of Education could lawfully delegate to the Superintendent of Schools and through him, to the Director of Business Services, the authority to dismiss the bus driver.

The Colorado Supreme Court noted that the general rule is that a quasi-municipal corporation (PCCLD) may delegate to subordinate officers the board’s powers and functions which are ministerial or administrative in nature where there is a fixed and certain standard or rule which leaves little or nothing to the judgment or the discretion of the subordinate. The Court noted that the legislative or judicial powers involving judgment and discretion which have been vested by statute may not be delegated unless that has been expressly authorized by the Legislature.

The Court noted that the modern tendency is to be more liberal in permitting grants of discretion to administrative officials in order to allow organizations to operate efficiently. Obviously, it is very cumbersome if the Board of Trustees or any other quasi-governmental entity must make every personnel decision. In the Fremont County case, the court held that the discharge of a bus driver is an administrative function, which could be delegated by the School Board.

The Court held that there was a distinction between firing teachers which could not be delegated and firing classified employees which the Court held could be delegated.

The Court noted in a footnote that ideally any delegation of authority to fire classified employees should be accompanied by a requirement that the administrator's decision to terminate be reported to the School Board in order that the Board could assure itself that the delegated authority is being exercised rationally and in a manner consistent with the overriding policy of the School Board.

In the absence of cases interpreting the Library Law, the cases from the education arena are instructive because it is likely that any appellate court would look to those cases for guidance.

Therefore, notwithstanding that the Board of Trustees of PCCLD has delegated to the Executive Director hiring and firing decisions, given the explicit statutory language, the best practice would be for the Board of Trustees, on a monthly basis, to approve the Personnel Report prepared by the Executive Director so that the hiring and firing becomes an action of the Board of Trustees. If this practice is adopted any future litigation could be summarily decided since there would be no doubt that board action was involved. Our current practice leaves open the question of whether the delegation of authority is lawful. While any such future action is unlikely, even under our current practice, it would be possible.

END OF MEMO
NG

6. The Board shall retain a qualified Executive Director, who has at least a Masters of Library Science or equivalent degree from an ALA-accredited institution, to whom shall be delegated the responsibility to employ, direct, and supervise staff members and update the Board on terminations, new hires and changes in status in his/her monthly Director's Report; prepare required reports and budgets; recommend policies, develop procedures consistent with those policies, administer policies adopted by the Board; and promote effective library service. (Revised July 26, 2012)

Greenhorn Valley Library

Naming Opp	Donor Name	Suggested wording
Children's area	Temple Hoyne Buell Foundation	Temple Hoyne Buell Foundation Children's Area
History Wall	Friends of the Library	Friends of the Library History Wall
Fireplace/water feature	Angelo Vitale Memorial	Angelo Vitale, Jr. Fireplace
Gallery	H.W. Houston Construction	H.W. Houston Construction Co. Gallery
Small meeting room A	Michael & Marianne Vouite	Peter J. Vouite Meeting Room
Small meeting room B	H.W. Houston Construction	H.W. Houston Construction Co. Meeting Room
Study nook	Jon Walker	Stacy & Jon Walker Study Nook
Study nook	Nancy Shaw	Paul & Nancy Shaw Study Nook
Study nook	Jane Carlsen	Arnie & Jane Carlsen Study Nook

St. Charles Mesa Library

Naming Opp	Donor Name	Suggested wording
Entry plaque	Jo Ann Carlo-Cummings, Jean Carlo-Erickson & Jan Carlo-Pullin	Jo Ann Carlo-Cummings, Jean Carlo-Erickson & Jan Carlo-Pullin Entryway
Children's area	Temple Hoyne Buell Foundation	Temple Hoyne Buell Foundation Children's Area
Fireplace	Evelyn Fitzsimmons	Fred & Evelyn Fitzsimmons Fireplace
Gallery	H.W. Houston Construction	H.W. Houston Construction Co. Gallery
Large meeting room	Jo Ann Carlo-Cummings, Jean Carlo-Erickson & Jan Carlo-Pullin	Frank & Mayme Carlo Meeting Room
Small meeting room A	Michael & Marianne Voûte	Peter J. Voûte Meeting Room
Small meeting room B	H.W. Houston Construction	H.W. Houston Construction Co. Meeting Room
Study nook	Jon Walker	Stacy & Jon Walker Study Nook
Study nook	Greg Hahn	Greg & Cathy Hahn Study Nook

Patrick Arnold Lucero Library

Naming Opp	Donor Name	Naming Opportunity Wording:
Children's area	Temple Hoyne Buell Foundation	Temple Hoyne Buell Foundation Children's Area
History Wall	Jeff & Paula Chostner	Jeff and Paula Chostner History Wall
Fireplace/water feature	H.W. Houston Construction	H.W. Houston Construction Co. Fireplace
Gallery	H.W. Houston Construction	H.W. Houston Construction Co. Gallery
Large meeting room	Dr. & Mrs. Eddie and Neta DeRose	Neta & Eddie DeRose Meeting Room
Library	City of Pueblo	Patrick Arnold Lucero Library
Outside Art	Black Hills Energy	Black Hills Energy Artwork
Small meeting room A	Junior League of Pueblo	Junior League of Pueblo Meeting Room
Study nook	Dr.Tom Autobee	Joseph M. & Aurora R. Autobee Study Nook
Study nook	Jon Walker	Stacy & Jon Walker Study Nook
Study nook	Diann Logie	Rebecca Lefebvre Peralta Study Nook
Study nook	William Lucero	William & Janie Lucero Study Nook

GHVL 7/3/14



Presented at 07-08-2014 Work Session



SCML 7/3/14

Presented at 07-08-2014 Work Session



ESL 7/3/14



Remaining contingency-6/30/2014	\$172,044.95	
Underspend IT	\$ 63,567.62	Savings primarily AMH, Selfcheck, & cameras
Underspend shelving	\$ 32,829.60	Savings by using RW surplus shelving
Total	\$268,442.17	
Overspend in other categories	\$ 38,504.51	
History walls	\$ 50,000.00	
Additional expenditures	\$ 15,000.00	Architect-ES roof & alley, sign, SCM water/road
Security & lock system	\$ 17,127.00	
Furniture	\$ 5,000.00	Over estimated costs including signage
GHVL (Houston)	\$ 32,308.00	Changes to contract
Lucero (Houston)	\$ 36,850.00	Changes to contract
SCML (Houston)	\$ 22,107.00	Changes to contract
Total	\$216,896.51	
Remaining	\$ 51,545.66	

Project PCI report

Date: 06/24/2014

1219.00 - NEW LIBRARY BRANCH - COLORADO CITY

PCI Number	PCI description	Change order number	PCI est'd cost	PCI Date	COS Arch	Approved	To Sub
1	ASI-10 removal of lobby htr, lighting track		0	01/06/2013	01/06/2014		01/06/2014
2	Revise domestic and fire line to bldg, ASI-14		1405	02/07/2014	02/07/2014		02/07/2014
3	ASI 18 History wall changes		0	04/09/2014	04/07/2014		04/09/2014
4	Add heavy duty pavement to road		0	04/10/2014	04/10/2014		04/10/2014
5	Add access door		895	06/06/2014	06/06/2014		06/06/2014
6	Install owner furnished low voltage cable		9717	04/10/2014	04/10/2014		04/10/2014
8	revise hardware for security system		861	04/18/2014	04/18/2014		04/18/2014
9	Revise casework		200	04/23/2014	04/23/2014		04/23/2014
10	cost to prepare road to county well		2977	05/01/2014	05/01/2014		05/01/2014
11	RFI-23 response add flag pole light		2577	05/06/2014	05/06/2015		05/06/2014
12	Replace 40' of curb		768	06/04/2014	06/04/2014		06/04/2014
13	ASI-23 change mantle at fire place to SS		0	06/05/2014	06/05/2014		06/05/2014
14	Add lighting control to children's area		496	06/05/2014	04/30/2014		06/05/2014
15	ASI-22 signage changes		0	06/09/2014	06/09/2014		06/09/2014
16	Add insulation over existing water main		7057	06/13/2014	06/13/2014		06/13/2014
17	Add light to monument sign		2900	06/18/2014	06/18/2014		06/18/2014
18	V Pan extension		2455	06/24/2014	06/24/2014		06/24/2014
Pending:			32308				
Final:			0				

Project PCI report

Date: 06/24/2014

1218.00 - NEW LIBRARY BRANCH - BLENDE

PCI Number	PCI description	Change order number	PCI est'd cost	PCI Date	COS Arch	Approved	To Sub
2	add concrete entrance to 24.5 lane		3378	04/22/2014	04/22/2014		04/22/2014
3	Add pressurized tank toilets		251	06/06/2014	06/06/2014		06/06/2014
4	Add light to flag pole		2577	06/06/2014	06/06/2014		06/06/2014
5	Add extension to fire hydrant		832	06/06/2014	06/06/2014		06/06/2014
6	Additional cost for access doors		895	06/06/2014	06/06/2014		06/06/2014
7	install owner furnished low voltage cable		9717	06/06/2014	06/06/2014		06/06/2014
8	Revise casework per shop drawing changes		200	06/09/2014	06/09/2014		06/09/2014
9	Revise hardware for security system		861	06/09/2014	06/09/2014		06/09/2014
10	Add lighting control to childrens area		496	06/18/2014	06/18/2014		06/18/2014
11	Add light to monument sign		2900	06/18/2014	06/18/2014		06/18/2014
	Pending:		22107				
	Final:		0				

Project PCI report

Date: 06/24/2014

1217.00 - NEW LIBRARY BRANCH - EAST SIDE

PCI Number	PCI description	Change order number	PCI est'd cost	PCI Date	COS Arch	Approved	To Sub
2	Overexcavate and replace with suitable fill		19782	03/19/2014	03/20/2014	03/01/2014	03/01/2014
3	Add pressurized tank toilets		317	06/06/2014	06/06/2014		06/06/2014
4	Add flag pole light		2577	06/06/2014	06/06/2014		06/06/2014
5	Install owner furnished low voltage cable		9717	06/06/2014	06/06/2014		06/06/2014
6	Revise casework per shop drawing review		200	06/09/2014	06/09/2014		06/09/2014
7	Revise hardware for security system		861	06/09/2014	06/09/2014		06/09/2014
8	Add lighting control to childrens area		496	06/18/2014	06/18/2014		06/18/2014
9	Add light to monument sign		2900	06/18/2014	06/18/2014		06/18/2014
	Pending:		36850				
	Final:		0				