

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

December 12, 2013

I. CALL TO ORDER AND ROLL CALL

The regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:30 p.m. by President Marlene Bregar.

Board Members Present: Marlene Bregar, President; Lyndell Gairaud; Philip Mancha; Roy Miltner; Donna Pickman; Jim Stuart

Board Member Absent: Fredrick Quintana, Vice President

Attorney Present: Charles Trechter

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Midori Clark, Community Relations & Development Director; Abby Koehler, ILS Administrator; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

IV. APPROVAL OF THE MINUTES

Ms. Bregar said the Minutes of the Library Board Work Session held on November 19, 2013 and Minutes of the Regular Library Board meeting held on November 21, 2013 were provided to Board members prior to the meeting.

Dr. Mancha asked about the revision shown on the Board packet website. The Board Secretary said it was a typographical correction, although the Minutes remain in draft form until Board approval.

Mr. Miltner made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on November 19, 2013. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Regular Library Board meeting held on November 21, 2013. The minutes were approved by unanimous consent.

V. REPORTS

A. Executive Director Report

Mr. Walker pointed out the poinsettias and box of chocolates were given to Board members as a small token of appreciation for their contributions to the Board of Trustees.

Mr. Walker also said he had been in contact with both the City and the County about Ms. Pickman's term on the Library Board. The County has not yet taken action on the appointment. The City Clerk's office has provided word that until the appointment process is completed, Ms. Pickman will continue as a sitting Board member. Mr. Walker spoke with Commissioner Terry Hart who apologized for the delay and said he will get right on it. Until further notice, Ms. Pickman will continue as a Board member.

Mr. Walker then introduced Abby Koehler, ILS Administrator, to report on BiblioCommons. Ms. Koehler explained that she works on the software used to checkin and checkout materials and manage the library's online catalog. She has been working on implementing a new catalog this year. Ms. Koehler explained the features and advantages offered with the new catalog comparing it with the previous catalog that was built in 1991. Ms. Koehler

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displayed a screenshot of the new system and reviewed the process in which the library selected BiblioCommons. The catalog was launched in stages, starting with staff in July 1 and fully implemented in fall, and the comments were 27% positive within the first month. Ms. Koehler reviewed some of the comments noting its appeal to both young and old.

Ms. Koehler provided graphs and shared a number of statistics comparing the last months of 2012 with 2013. Ms. Koehler said a little more than 6,000 users have registered, with about 250 new registrations each week, and they have received 2,943 comments, ratings and reviews. Registrations are moving along at a solid pace, and it appears to be well liked. There have been over 28,000 unique searches with 2:52 minutes spent surfing after each search. There had been a 12.5% increase in holds and a 22% increase in the number of customers placing holds which Ms. Koehler expects will translate into increased circulation. The average holds-filled rate is 88% meaning that most people come in to checkout the holds placed.

Mr. Stuart noted the 27% positive rate and asked about the other 73%. Ms. Koehler said at the bottom of each page there is an opportunity to comment, and some of the comments are suggestions or questions about registrations. There was a brief discussion of the necessity to register with BiblioCommons and the positive response to the new catalog.

Mr. Walker noted that the old catalog continues to be available shown as "Classic Catalog" and suggested Board members test the two systems by searching for the All Pueblo Reads book, *The Help* in both catalogs to see the difference in results. There was discussion about the reason for keeping both systems, and it was explained that it continues to be part of the SirsiDynix system. Some customers have learned how to use it in spite of its clunky search capabilities. Mr. Walker concluded that it had been a great project, and Ms. Koehler had done a great job of implementing it.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report

Mr. Stuart announced that the Foundation has raised 93.3% of its fundraising goal and is now about \$65,000 short of that goal. The Foundation Board will meet in January to plan next year's efforts to complete that goal.

D. Attorney Report None

E. Financial Report

Ms. Bregar said the Board is asked to ratify the November 2013 bills and accept the November 2013 Fund Statements.

On the Combined Balance Sheet, Ms. Brogan said there was nothing significant to report, but she pointed out the prepaid expenses that will be moved into the 2014 budget. She explained this is for expenses paid this year for next year's services such as subscriptions.

Target percentage for the end of November is 92%. Under Revenues, property tax shows 100% collected although there are a couple of months remaining. Specific Ownership tax was 75% collected and has increased in the last quarter and will still be undercollected, but not as much as expected. Ms. Brogan still plans to address the issue with the clerk. Overdue fees were 9% below target and are not expected to increase by year end, but Photocopy fees continue to exceed budget at 110% which will help offset that. Contracts & Grants are expected to exceed budget, but the library has not yet received the E-rate funding which is expected to be \$96,000. Total revenues were 97% collected, and it appears revenues will be under budget by only about \$13,000, slightly better than expected.

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Expenditures were 85% spent. Personnel was 85% spent, and Ms. Brogan expects \$237,000 in savings in this category. Materials were 82% spent, but Processing/Supplies will be over budget due to increased cost of RFID tags. Programs are expected to be over budget with some journal entry changes. Facilities were 89% spent, and \$115,000 in savings is expected. Payment for the November debt service is now reflected, bringing the category in line with other areas. Operating was 81% spent, and a large credit was made in Community Relations for the author fees for the Black Tie Ball and book signing which were more accurately reflected in programs. Ms. Brogan anticipates approximately \$64,000 savings in this category. Information Technology was 86% spent, but is expected to be entirely spent. As of November 30, Ms. Brogan estimates a total savings of \$323,826 in the General Fund.

In the Capital Projects Fund, revenues were 94% collected, and the budget had been revised to show the \$102,547 of unexpected revenue from the Colorado City Improvement Corporation. Ms. Brogan expects revenues will come close to 100% by year end. Expenses included legal fees for the East Side project, servers and computers, new chairs at Lamb, and design costs for the 2nd floor enhancement project. Total expenditures were 39% spent. Ms. Brogan expects approximately \$1.7 million will be moved into the 2014 budget for the building project. The InfoZone will also move \$91,684 into 2014. Capital Assets savings of \$397,217 were a result of moving computer replacements into 2014 and 2015 and moving the 2nd floor enhancement costs into 2014.

In the Check Summary Report, Ms. Brogan pointed out that professional memberships and subscriptions for 2014 are coming in now; those payments are listed here, but are charged to a prepaid account that will be charged to the 2014 budget. The payment to Cox Subscriptions is the new periodicals vendor replacing Ebsco, due to better pricing and service, but has no relation to the Director of Public Services. The payment to Midwest Tapes includes the subscription for Hoopla, the new video-streaming service. The payment to Missing Leg Furniture was for the chairs at Lamb.

Ms. Brogan reviewed amounts presented for the Board's approval to include ACH payments of \$721,779.49, Payables of \$382,546.68, and Payroll of \$202,296.17 for a total of \$1,306,622.34. Ms. Brogan attributed the high total to the debt service payment made in November.

Mr. Miltner asked whether there was an added cost for software when replacing computers, and Mr. Walker explained that software is a separate subscription that can be transferred onto new hardware.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the November 2013 bills and accept the November 2013 Fund Statement as contained in the December 12, 2013 Board materials. There being no further discussion, MOTION CARRIED 5-0.

VI. PUBLIC COMMENT None

VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will close on Sundays, December 22 and December 29. All libraries will be closed on Tuesday and Wednesday, December 24 and 25, for Christmas Eve and Christmas Day. All libraries will close at 6:00 p.m. on Tuesday,

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December 31 for New Years Eve and will be closed on Wednesday, January 1, 2014 for New Years Day.

- ☐ All libraries will be closed on Monday, January 20, 2014 for the Martin Luther King, Jr. holiday.
- ☐ The next regular Work Session is scheduled on Tuesday, January 14, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, January 23, at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m.

B. Action/Discussion Items

1. Resolution to Adopt the 2014 Annual Plan, the 2014 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2014 Budget

Ms. Bregar said the Preliminary 2014 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November. The Board discussed the Resolutions at the December 10 Work Session. Ms. Brogan said the Board would consider each of the Resolutions separately.

- a. Resolution to Adopt the 2014 Annual Plan.** Ms. Pickman made a Motion, seconded by Dr. Mancha, to approve the 2014 Annual Plan. There being no further discussion, MOTION CARRIED 5-0.
- b. Resolution to Adopt the 2014 Budget.** Dr. Mancha made a Motion, seconded by Ms. Gairaud, to adopt the 2014 Budget. There being no further discussion, MOTION CARRIED 5-0.
- c. Resolution to Set the Mill Levy.** Mr. Stuart made a Motion, seconded by Mr. Miltner, to set the Mill Levy at 5.258 mills. There being no further discussion, MOTION CARRIED 5-0.
- d. Resolution to Appropriate Sums of Money.** Mr. Stuart made a Motion, seconded by Ms. Pickman, to appropriate funds for the 2014 Budget. There being no further discussion, MOTION CARRIED 5-0.

2. PCCLD Property and Liability Insurance Renewal

Ms. Bregar announced PCCLD's Property and Liability insurance coverage was scheduled to expire at the end of 2013. The insurance consultants have solicited information for coverage renewal. The best and lowest proposal was provided by the Special Districts Association (SDA) at a rate of \$58,447.34 for the year. By policy, this requires Trustee approval since it exceeds \$25,000. The Board discussed this at the December 10 Work Session.

Mr. Miltner made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve PCCLD's Property and Liability Insurance renewal for 2014 at the rate of \$58,447.34 from SDA.

Mr. Miltner added that this is a great rate, well worth the membership in SDA.

There being no further discussion, MOTION CARRIED 5-0.

3. PCCLD Workers Compensation Renewal

Ms. Bregar said PCCLD's Workers Compensation renewal is due in early January. The quoted rate from SDA for the annual renewal for 2014 is \$27,540.49. By policy,

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this requires Trustee approval since it exceeds \$25,000. The Board discussed this at the December 10 Work Session.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board of Trustees approve PCCLD's Workers Compensation renewal for 2014 at the rate of \$27,540.49 from SDA.

There being no further discussion, MOTION CARRIED 5-0.

4. SirsiDynix Software Renewal

Ms. Bregar said the Board of Trustees discussed the renewal of the SirsiDynix ILS software at a cost of \$87,487.47. By policy, this requires Trustee approval since it exceeds \$25,000.

Ms. Pickman made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve renewal of the SirsiDynix ILS software at a cost of \$87,487.47.

There being no further discussion, MOTION CARRIED 5-0.

IX. ADJOURNMENT There being no further business, the meeting adjourned at 6:15 p.m. upon Motion made by Mr. Miltner.

Respectfully submitted,

Jane Carlsen
Secretary