

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

June 23, 2015

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 5:33 p.m. by President Fredrick Quintana.

Board Members Present: Fredrick Quintana, President; Donna Pickman, Vice President; Marlene Bregar; Philip Mancha; Roy Miltner; Jim Stuart

Board Members Absent: Lyndell Gairaud

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jeanette Cortez, Accounting Specialist; Steve Antonuccio, Pueblo West Library Manager; Susan Wolf, Interim Librarian; Tammi Moe, Special Collections Librarian Archivist; Maria Tucker, Special Collections & Museum Services Manager; Sara Rose, Chief Operating Officer; Todd Smith, AV Technician, others not recorded

Others Present: Wendy Swanhorst, Swanhorst & Co., LLC

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker requested moving item VIII.B.1. Audit Report discussion item after item III. Approval of Minutes in consideration of the auditor's time.

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on May 19, 2015, Minutes of the Regular Library Board meeting held on May 28, 2015, and Minutes of the Special Work Session held on June 9, 2015 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on May 19, 2015. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Ms. Pickman, to approve the Minutes of the Regular Library Board meeting held on May 28, 2015. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Special Work Session held on June 9, 2015. The minutes were approved by unanimous consent.

(Item VIII.B.1 Audit Report was discussed at this point)

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Steve Antonuccio, Pueblo West Library Manager, to provide a report on activities at the Pueblo West Library. Mr. Antonuccio thanked the Board for coming out to Pueblo West and thanked Mr. Walker for inviting him back as Interim Pueblo West Library Manager.

Mr. Antonuccio said it had been a busy two months since he started on April 20. He commented on the Summer Reading Club participation, noting this is a great location with the water park completed nearby bringing in a lot of families. This is where families in Pueblo

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West go, and the library wants to see that continue to grow. Summer Reading programs are held every Wednesday at 10:00 a.m., and they have been having big groups. Mr. Antonuccio said one real advantage of being in Pueblo West is it has its own newspaper, The Pueblo West View, which is sent weekly to everyone with an 81007 zip code. Ms. Wolf put together a Family Tech Day, and 80% of those attending commented they had read the article about the event in The Pueblo West View, so they have a great way to promote programs.

Mr. Antonuccio introduced Susan Wolf who will be taking over for him on May 1, 2016, and her experience in Community Relations as Program Coordinator was a natural fit. She also has an eye for artistic things. Ms. Wolf said they are looking at opportunities that exist that have not yet been tapped into. During the Family Tech Day they brought out 3D doodlers and had a great response. Pueblo West will begin showing videos because the Pueblo West community does not have a movie theater. They also plan to offer some music programming. Ms. Wolf hopes the added programming will also increase circulation.

Mr. Antonuccio concluded that this is a wonderful facility that does not lack for anything.

Dr. Mancha commented that the meeting room areas were once the entire White Library for quite a while, and it is hard to believe this area served the entire community.

Mr. Walker commented on the work Steve Antonuccio and Susan Wolf have been doing which will bring the Pueblo West Library to its full potential. An example is that there are already 300 adult summer reading registrations compared with last year when there were only 50 for the entire summer. Mr. Antonuccio invited Board members to take a tour through the library after the meeting.

Mr. Walker said there will be a presentation from Tammi Moe, Special Collections Librarian Archivist. The Board discussed local history during their Strategic Planning session and the library's role in maintaining and providing public access to it. Maria Tucker is also here and has been leading this effort.

Ms. Moe thanked the Board and distributed packets along with business cards and invited Board members to contact them with any questions they may have. Ms. Moe discussed the Library of Congress efforts to get the first librarian for the Internet age and provided additional background and likened its effort with Pueblo's early stages of developing digital collections.

Ms. Moe demonstrated how the public is able to access the library's digital collections from the home page using the Search drop-down menu and pointed out the brief summary provided for each collection. Digitization at the library began with the Colorado Digitization Project which is no longer in existence, but during that time the library conducted an assessment of the collection and began to develop a plan for digitization. The recommendation was to begin with in-house collection building. Jen Koen was hired as a part-time Digitization Coordinator.

Ms. Moe said in Phase 2, the library is aligning itself with standards and benchmarks at the national and international level. PCCLD is the home of 1,083 oral histories that are unified in the Colorado Sound Byte collection, and the originals were recorded on tape. The published oral histories usually have full transcripts, and there is a volunteer working on the Spanish language oral histories. The library has loaded some of the oral histories without transcripts. Ken Gardener, last month's volunteer of the month, has been transcribing several of the oral histories. Ms. Moe then played a brief example of an oral history in the collection. Ms. Moe explained that metadata and transcripts will allow people to search for keywords and described the process for developing the metadata.

PCCLD is also the depository library for The Pueblo Chieftain which is an amazing collection with oversize volumes of the newspaper from 1868 and a microfilm collection from 1872. This is a really important resource that would be nice to make available online. Ms. Moe explained the difficulties of newspaper digitization. Photographing the pages is a challenge

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due to the size of the pages. They also have to apply filters to correct variances, which requires a lot of post-processing. When running OCRs (optical character readers) on The Chieftain, Ms. Moe demonstrated how the library uses ABBYY FineReader software to identify letters with inkblots or other distortions which is time-intensive work. Finally, they can begin indexing.

Some digitization work is done based on customer requests. Material from the history wall is an example where metadata for the images had not been collected, and it engaged the community in that project. Ms. Moe provided an example of digital humanities where CSU History students used a variety of diverse primary resources in the library's collection on the 1921 flood to tell the story and gather the data into a single site.

Ms. Moe emphasized the library's role as stewards of these resources. Phase 3 will be to move and curate which requires the library to subscribe to a server outside of the Rawlings Library to store the digital resources and run them through a process to authenticate the materials, insure the digital materials can be migrated as systems change, and create finding aids.

There was additional discussion in which the Board discussed server security, volunteers needed, and the amount of work required to digitize materials. Ms. Bregar described how a photograph placed on Facebook generated comments and additional details about the photograph, and Ms. Moe said that is a great example of crowd sourcing.

Mr. Walker commented on the importance of the work that is taking place at the library and its value in making the community's primary resource materials available to the world.

Mr. Walker announced the library received a significant donation from the Hausman family of about \$25,000 especially for the Lucero Library for a maker space.

Mr. Walker then reviewed output measures and provided a handout showing the library's growth in visits, circulation and program attendance. Program attendance nearly doubled over the past five years, and there was improvement in each area. He provided another chart comparing PCCLD with peer libraries in the state comparing key data in 2014 and 2010. PCCLD visits moved from 4th place in 2010 to 1st place in 2014, from 8th place to 4th place in circulation, and from 3rd place to 1st place in program attendance. Mr. Walker expressed accolades to the staff for that effort, and the library will be putting out a press release about this.

B. Pueblo Library Foundation Report None. The Foundation will meet in early July.

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the May 2015 Employment Changes as presented by the Executive Director.

Ms. Pickman made a Motion, seconded by Ms. Bregar, to approve the Employment Changes contained in the June 23, 2015 Board materials.

Mr. Walker said there were three new hires, six promotions, and two terminations; one voluntary and one retirement. Details were provided in the Board packet.

There being no further discussion, MOTION CARRIED 5-0

F. Financial Report

Mr. Quintana said the Board is asked to ratify the May 2015 bills and accept the May 2015 Fund Statements. Chris Brogan, Chief Financial Officer, would provide a synopsis of the Financial Report and answer any questions.

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Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the May 2015 bills and accept the May 2015 Fund Statements as contained in the June 23, 2015 Board materials.

Ms. Brogan said on the Combined Balance Sheet the General Fixed Assets and General Long-Term Debt funds had been updated. General Fixed Assets is about \$4.2 million higher than last year due to the addition of new buildings. The Long-Term Debt is reduced by about \$500,000 due to the year-end principal payment and reduction in compensated absences which means more employees used their vacation in 2014 than in 2013.

In the General Fund, the target percentage for the end of May is 42%. Total revenues were at 50% with \$1.6 million in tax receipts in May. This is the time of year when tax receipts come in and will start to dwindle after June. Miscellaneous sales were at 80%, but that is a small dollar amount.

Expenditures were 40% spent. Personnel was 39% spent, last year was 38%. Employee Relations expenses were higher in 2015 at 56% compared with 22% in 2014, which Ms. Brogan attributed to tuition reimbursement and recruiting expenses. Materials were 41% and on target. Facilities was 33% spent, and the semi-annual debt service payment brought this category closer to target. Operating was 47% spent. Ms. Brogan pointed out a credit in Insurance of \$5,250 which had been posted to the wrong place that should have been charged to Contract Services. Information Technology was 60%, within 9% of last year.

In the Capital Project Fund, Ms. Brogan said revenue had \$101 in interest. There were expenditures in Building Projects for the signage at Greenhorn Valley and the InfoZone with a payment for audio-visual upgrades. There were no expenses in capital assets, but IT is ramping up to replace staff computers.

In Other Funds, there was nothing to report.

In the Check Summary Report, Ms. Brogan pointed out the payment to Lynda.Com. Inc. for \$16,000 which is a new database that offers instructions for all things technical, and Ms. Brogan found it very user friendly in explaining how to do a mail merge in Word. On page 9, there was a payment to Schindler Elevator for \$10,079.04 for annual elevator maintenance for Lamb and Rawlings.

Ms. Brogan concluded with the amounts presented for the Board's approval to include ACH payments of \$304,040.09, Payables of \$369,200.32, and Payroll of \$230,643.99 for a total of \$903,884.40.

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

V. BOARD COMMENT

Ms. Pickman said David Valdez found a picnic table for the porch of the Greenhorn Valley Library, and she also mentioned the need to mow there.

Ms. Bregar said the library was featured on a new Facebook group called Pueblo Kids & Families which announces free things going on in the community, and the page had 365 hits in the first two hours.

Mr. Stuart asked what was going on at the Lamb Library noting its visits outpaced every library except Rawlings, up 36% over last year. Mr. Walker did not have an immediate answer although the Lamb Library has a following. He also attributed the success to Maria Kramer as well as a recent focus on comics with Ms. Kramer presenting at the Denver ComicCon. Mr. Walker said Ms. Kramer will be replacing Janina Goodwin as the Youth Services Manager at Rawlings, which will lead to additional changes.

VI. PUBLIC COMMENT None

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VII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ All library locations will be closed on Saturday, July 4 for Independence Day. Staff who are not scheduled to work Saturday will select an alternate day as holiday leave.
- ☐ The next regular Work Session is scheduled for Tuesday, July 14, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, June 23, at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event beginning at 5:00 p.m.
- ☐ Registration for CAL Conference 2015 began June 1, and Early Bird Registration is available until August 1 for CAL members. The conference will be held October 22-24 at the Embassy Suites in Loveland, Colorado. Contact the Board Secretary to make plans to attend.

B. Action/Discussion Items

1. Audit Report

Mr. Quintana said Wendy Swanhorst from the Library's auditing firm, Swanhorst & Company, LLC, would present the 2014 Audit Report to the Trustees.

Chris Brogan introduced Wendy Swanhorst and distributed the Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2014 along with the auditor's management letter to the Board of Trustees.

Ms. Swanhorst said the auditors had completed the 2014 audit, and the financial statements provided came from the library's accounting records. The management letter is provided to let the Board know what the auditors found.

Ms. Swanhorst said their goal is to let the Board know the numbers were fairly presented in all material respects. Their other responsibility is to let the Board know of any material weaknesses. Ms. Swanhorst reported that the records are in really good shape. The management letter includes some recommendations, but none are highly significant issues. The recommendations pertain to errors in the fixed asset system and the need to adopt a budget for the Chamberlain Fund. The last thing has to do with PERA's liability, and the requirement for the library district to report its proportional share of PERA's unfunded liability. It will not change the budget, but the full accrual financial report at the end of 2015 will show a share of PERA's unfunded liability which is estimated to be about \$10 million.

Ms. Swanhorst met with the Audit Committee and discussed the report in detail. Ms. Swanhorst then offered to respond to any questions.

Mr. Stuart thanked Ms. Swanhorst and her team for being great to work with, and the Board appreciates the great job they have done.

Mr. Miltner made a Motion, seconded by Ms. Pickman, that the Board of Trustees accept the 2014 Audit Report.

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

Mr. Walker thanked the Audit Committee, Mr. Stuart and Dr. Mancha, for sitting in and participating in the audit process. The Audit Committee also discussed the IT audit which is also a helpful part of that process. The auditors have an IT consultant, and one of the things that were recommended is a network security study. It has been five years since

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that was done and resulted in a network upgrade as well as nightly backups of the servers to an off-site location. This year's audit suggested it is time to update that program. Mr. Walker said the library will plan to do another network study and analysis to make sure the library is on top of the changes involved in the wireless world.

2. EXECUTIVE SESSION

Mr. Quintana said the Trustees would enter into Executive Session for the purpose of receiving legal advice pursuant to C.R.S. 24-6-402(4)(b).

The audience was excused at 6:48 p.m. upon Motion made by Mr. Stuart, seconded by Ms. Pickman.

The Board reconvened in public at 7:21 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Pickman. Mr. Gradisar certified that during the Executive Session all content was attorney-client privileged information and not recorded for that reason.

IX. ADJOURNMENT

Mr. Quintana pointed out information provided about the CAL Conference and information provided to Board members attending the ALA Conference later this week. The meeting adjourned at approximately 7:23 p.m.

Respectfully submitted,

Jane Carlsen
Secretary