

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

June 28, 2018

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 5:31 p.m. by Vice President Fredrick Quintana.

Board Members Present: Fredrick Quintana, Vice President; Marlene Bregar; Lyndell Gairaud; Philip Mancha; Jim Stuart

Board Members Absent: Doreen Martinez, President; Stephanie Garcia

Staff Present: Jon Walker, Executive Director; Sherri Baca, Chief Financial Officer; Sara Rose, Chief Operating Officer; Charles Hutchins, Information Technology Director; others not recorded.

Attorney Present: Kate Shafer

II. CORRECTIONS AND MODIFICATIONS TO ADENDA None

III. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on May 15, 2018 and Minutes of the Regular Library Board meeting held on May 29, 2018 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Library Board Work Session held on May 15, 2018. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, to approve the Minutes of the Regular Library Board meeting held on May 29, 2018. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker said he will provide a brief report on key results among Colorado peer institutions. He noted that a few months ago there was a review of key results comparing results from last year, and he wanted to focus on the key results in comparison with peer libraries in Colorado. Mr. Walker presented an alphabetical list of Colorado peer libraries serving populations of 100,000 or more comparing visits per capita in 2009, 2013 and 2017. In 2009, PCCLD had 6.07 visits per capita and ranked 7th among its peers; by 2013 it increased to 7.86 and ranked 3rd; and by 2017 visits had increased to 8.26 and was ranked 2nd. The last item shows the average visits per capita and shows the trends among peer libraries which had decreased from 6.26 in 2009 to 5.58 in 2017. Mr. Walker said when they discussed this a couple of months ago there was a question about why there were fewer visits, and one of the reasons is what he calls the Amazon effect as people increasingly use ebooks which reduces foot traffic. Mr. Walker said his own use of ebooks makes him wonder if he would come into the library less often if he did not work here, so it does have an impact.

Mr. Walker then displayed a similar list comparing circulation per capita. In 2009, PCCLD had 9.44 and ranked 10th; in 2013 it had 10.32 and ranked 9th; and in 2017 it had 15.66 circulations per capita and ranked 3rd. There was a downward trend in the state average, dropping 13.59 in 2009 to 11.83 in 2017.

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Digital use as a district also increased in the same time frame with 1.82 public computer sessions per capita in 2009 ranking 5th; 2.53 in 2013 ranking 1st; and 2.76 in 2017 ranking 1st. The average dropped from 1.30 in 2009 to 1.16 in 2017, but in places like Douglas County, the drop was even greater moving from 1.02 in 2009 to .39 in 2017. Mr. Walker attributed the decline there to residents of that county having their own computers, but Pueblo is a poorer community that has a greater need for library computer services.

Program attendance is measured per 1,000 served. Pueblo does really well in those categories with 483.25 ranking 4th in 2009; 737.47 ranking 2nd in 2013; and 1,561.96 ranking 1st in 2017. The average across the state is also trending up with an increase from 371.91 in 2009 to 519.89 in 2017. Mr. Walker said it shows that the idea of experiential learning is something PCCLD takes pride in which is also a trend in other libraries.

Mr. Walker distributed copies of the tables presented and offered to respond to any questions.

Dr. Mancha noted that none of the other libraries are even close on program attendance, and Mr. Walker explained that PCCLD has focused a lot of manpower and money on public programming for a number of years, and he believes we are just a bit ahead of the curve with a different level of need. Dr. Mancha added that the library had doubled its number from 2013.

Mr. Stuart said it would be interesting to know what peer libraries spend on programming to see how efficient our efforts are in terms of budget. Mr. Walker said it could be that other libraries have a different focus, and there are other ways to measure success, and they may be working in other areas. Public libraries track lots of categories of data.

Ms. Bregar said staff are doing a good job of forging community partnerships, and she cited examples such as neighborhood watch and lunch programs. Mr. Walker agreed noting it was pointed out to him in our submittals for the IMLS, there was an emphasis on community partnerships and community librarianship. Staff are doing a good job at that.

Dr. Mancha suggested this set of documents should be shared with City and County leaders so they have this data. Mr. Walker said the library will have an opportunity with the Annual Report to appear before those two groups and discuss this.

Mr. Stuart noted that programming is where the cutting edge of the library is right now as demand for books and DVDs is softening. Mr. Walker agreed and is looking forward to the Rawlings space planning project to support that.

Mr. Quintana said it is good to see where we are in relation to the state.

B. Friends of the Library Report None

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the May 2018 Employment Changes as presented by the Executive Director.

Ms. Gairaud made a Motion, seconded by Ms. Bregar, to ratify the May 2018 Employment Changes as contained in the June 28, 2018 Board materials.

Mr. Walker pointed out the library is continuing to fill out the security staff. Under promotions, Joanna Stankiewicz was in Circulation and has moved to the Greenhorn Valley Library Manager role where she will do a great job. Lori Kern at Giodone has moved into a new capacity. Andrew Bregar is now managing both the Lamb Library and

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the Library at the Y. Mr. Walker noted that all branch managers now have a subsidiary responsibility such as a satellite operation. Andrew has been with us for a few years and has done a really good job. Mr. Walker also pointed out two voluntary separations.

Mr. Quintana was glad to see the library continuing to “grow our own” and thanked Mr. Walker.

There being no further discussion, MOTION CARRIED 4-0.

F. Financial Report

Mr. Quintana said the Board is asked to ratify the May 2018 bills and accept the May 2018 Fund Statements. Sherri Baca, Chief Financial Officer, would be available to answer any questions.

Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Library Board approve the May 2018 bills and accept the May 2018 Fund Statement as contained in the June 28, 2018 Board materials.

Ms. Baca provided a quick overview of each of the fund accounts shown on the Combined Balance Sheet. She noted under the General Fund, that cash spiked in the two local government investment funds, and she reviewed other items under the General Fund such as rent for Books Again. The Capital Projects Fund contains the library's capital replacement plan and where it shows one more payment for the Giodone property due, and under liabilities shows Library Replacement Plan separately. The major thing to point out on the Combined Balance Sheet is the good cash balance in May.

In the General Fund, the target percentage for the end of May is about 42%. Revenues were 51% collected, and there was nothing notable about what came in last month. Personnel was 40% spent, and she pointed out the amount paid for Employee Insurance was for two payments. Materials was 40% spent which was the same last year. Facilities was 31% spent which was also the same as last year. Ms. Baca pointed out that under insurance, the library spent \$819 to purchase insurance for volunteers which includes Books Again as an additional insured. Ms. Baca said the library's workers compensation insurance did not include volunteers, and this was just a little bit over budget but well worth it. Operating was 44% spent compared with 46% last year. Information Technology was 48% spent compared with 60% last year. Overall expenditures were at 39%, and it was a basic month with no budget concerns.

In the Capital Fund, Ms. Baca pointed out the interest income last month was significantly higher than last year because the money for the COPs was moved from a Treasury bond to the Colorado Trust investment pool, and the market is doing pretty well so the library received more interest on the same amount of money. Ms. Baca explained the Capital Fund report had been reorganized to separate projects from fixed assets. Ms. Baca pointed out that IT Maintenance is not an asset, so it was listed with building projects. The InfoZone will continue to be a separate category. She hopes this will tighten reporting and will help the audit go more smoothly.

The Special Revenue Fund received \$14 in interest.

The J.T. Nesbitt Fund is a fiduciary fund with a cash balance of \$7,722.11 showing a little bit of spending.

Ms. Baca said Finance will be adjusting the Check Summary Report to provide better explanations. Ms. Baca pointed out that Cigna is now doing electronic withdrawals. Employee reimbursements are made directly to employee bank accounts, and it was noted that the new report will provide additional detail for those. Ms. Baca pointed out patron refunds will be done with bill pay reducing the number of paper checks. Ms. Baca said the payments to R&S Delivery Service for courier service and to TNT Security for

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security guards will be the last two payments, and the library will now pay for those from its personnel budget.

Ms. Baca concluded with amounts presented for the Board's approval to include ACH payments of \$179,246.93, Payables of \$339,785.07, and Payroll of \$369,539.18 which includes three payroll periods in May, for a total of \$888,571.18.

There being no further discussion, MOTION CARRIED 4-0.

V. BOARD COMMENT

Ms. Bregar was at the Pueblo West Library where they were collecting ballots, and one of the election officials recognized her by her picture on the wall and thanked her for having the library as a polling place; however, she did add that she still missed having lots of books on the shelves.

VI. PUBLIC COMMENT None.

VII. OLD BUSINESS None.

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Wednesday, July 4, for the Independence Day holiday.
- ☐ The Nesbitt Staff Association will hold the Annual Staff Summer Picnic at City Park on July 15 at 5:30 p.m. Board members may RSVP to the Board Secretary.
- ☐ The next regular Work Session is scheduled for Tuesday, July 17, at 3:00 p.m. at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, July 26, at 5:30 p.m. at the Patrick A. Lucero Library.

B. Action/Discussion Items

1. 2017 Audit Report

Mr. Quintana said Wendy Swanhorst, from the auditing firm of Hinkle & Company, presented the 2017 PCCLD Audit Report to the Trustees at the June 19, 2018 Work Session which the Board discussed in detail. The final Comprehensive Annual Financial Report (CAFR) was also presented to all Board members for review and discussion.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees accept the 2017 Audit Report for filing.

Mr. Quintana added his thanks to Ms. Baca and the Finance team for their work, and the Board is always pleased with the outcome of the audit.

There being no further discussion, MOTION CARRIED 4-0.

2. Gallagher Amendment

Mr. Quintana said the Board of Trustees reviewed and made recommendations for a draft letter regarding Colorado's Gallagher Amendment.

Mr. Walker alerted the Board he discovered the omission of space for Dr. Mancha's signature. Mr. Walker had also added the sentence, "This will include cutting personnel, hours of operations, and programs our community relies upon" based on the Board's discussion last week.

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Dr. Mancha suggested this should also be sent to City Council and County Commissioners because they need to see what the Board is saying to our Senators and Representatives, although it may require a change to the last paragraph. All were amenable to giving City and County officials a copy without changing the letter.

Mr. Walker asked if the Board could approve the letter as presented with those additional changes. He will bring the letters back to the Board Work Session for the Board's signatures.

Mr. Walker reminded Board members that he will be meeting with Representative Daneya Esgar on June 29 along with Mr. Stuart, Dr. Mancha and Ms. Baca, and he would like to be able to share the letter with Representative Esgar to put it into her hands tomorrow and to say it had been approved by the Board.

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Board adopt the letter as presented with the addition of Dr. Mancha's signature and showing a copy being sent to City Council and County Commissioners to be sent to legislators regarding the Gallagher Amendment.

There being no further discussion, MOTION CARRIED 4-0.

3. Rawlings Space Planning

Mr. Quintana said the Board of Trustees discussed the RFP for Architectural & Design Services for Rawlings Library Space Planning & Interior Renovation and discussed recommendations at the June 19 Work Session.

Mr. Quintana made a Motion, seconded by Mr. Stuart, that the Board of Trustees authorize the Executive Director to enter into a contract with Humphries Poli Architects for design work for the Rawlings Public Library at an amount not to exceed \$75,000.

There being no further discussion, MOTION CARRIED 4-0.

IX. ADJOURNMENT

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Jane Carlsen
Secretary