

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

November 19, 2015

I. PUBLIC HEARING ON PROPOSED PLAN AND BUDGET FOR FISCAL YEAR 2015

President Fredrick Quintana called the meeting to order at 5:32 p.m. at the Patrick A. Lucero Library and announced the public hearing on the proposed budget for fiscal year 2016. Mr. Quintana said this is an opportunity for citizen comment on the Plan and Budget proposal which has been made available for public inspection. Mr. Quintana then turned the meeting over to Mr. Walker.

Mr. Walker said notice of the 2016 budget and budget hearing was published in *The Pueblo Chieftain* on October 18, 2015. The 2016 Annual Plan & Preliminary Budget document has been available for public review at the library and online for several weeks and has evolved. The Board had been provided the most recent version which is available on the library website.

Mr. Walker said the library's focus has been on checkouts, visits, program attendance and digital use, and that will continue in 2016. In addition, the library will begin to focus on the strategic initiatives developed this year to: Create young readers; Strengthen community partnerships; Bridge the digital divide; Data-driven planning; Serve the whole family at all stages of life; and Lifelong learning begins with staff. In 2015, the library expects to have 1.8 million visitors which was attributed in part to three new libraries. Public programs and events are attracting a lot of people, and the library expects to reach nearly 260,000 for program attendance this year. For digital use, the library expects to exceed 900,000 in 2015.

Mr. Walker said 2016 will build on those successes. Specific action steps have been added to each of the objectives in the Annual Plan. Mr. Walker highlighted a number of objectives.

- The library will address physical facilities needs, doing work such as refurbishing the chiller at Rawlings.
- The Board has asked staff to establish a regular review of major sections of the policy manual, and this year the library will begin a review of the Information Technology policies to make sure those are up-to-date.
- The library will be shifting from measuring outputs to focus more on outcomes, which is an important shift as the library begins to determine, for example, "how do you know when you have created a young reader?"
- Objective XIV will be to employ a trained, professional social worker, and that person will be headquartered at the Lucero Library to help people who need services. What we see at the Lucero Library are people who have other needs that librarians are not as well equipped to provide, and a social worker could help plug into the social services available to make those connections.
- Objective XVI will be to complete the lease renewal for Books Again. The Library has a great support network generated by the Friends and Books Again.
- A new objective added to the plan is to pilot a lobbying effort to help support the library's interests. Sometimes those interests align with other state and local institutions, but sometimes those do not.
- Objective XXV will be to improve access and visibility of the library's online resources. The current visibility is lacking, and we will work to enhance visibility and usage of those online resources.
- Objective XXX is to support the Pueblo Library Foundation efforts to increase its endowment in support of the library.

The budget side of the document includes statements about the General Fund, Capital Project Fund and Special Revenue Fund. The major amount of funding for the library comes from property tax levied in Pueblo County with approximately 87% of the budget derived from property tax. The remainder is received through specific ownership tax,

MINUTES

November 19, 2015 — 2 of 11

interest on investments, overdue fines, photocopier fees, grants, miscellaneous revenue, and contributions from the Friends of the Library and the Pueblo Library Foundation. The mill levy for the library district is 5.25 mills, and the district is authorized by statute to collect additional mill levy for refunds and abatements, so the total mill levy in 2016 will be 5.255.

Mr. Walker explained how the 1.7 billion assessed valuation is calculated, resulting in \$8.7 million in property tax revenue for the library. The General Fund is expected to have an ending fund balance of \$2.25 million. The Capital Project Fund, which is the library's savings account, is expected to have an ending fund balance of about \$1.6 million, and the Combined Fund Balance at the end of 2016 is expected to be just under \$4 million.

In the General Fund, property tax revenue represents the majority of the budget. Fines & Fees have been decreasing due to changes in policy that resulted in more checkouts and due to increased use of digital materials. The budget for Fines & Fees was decreased by 57% from the 2015 budget. In the General Fund, revenue reflects a 2.7% increase over 2015 estimates and a 1.4% increase over the 2015 budget amount.

Expenditures were increased by 5% for personnel over 2015 estimates. Salaries decrease 1% due to a .5 decrease in FTE (full-time equivalent) employees but still allows for a 2.5% adjustment to salaries. The Materials budget is still 15% of the total operating budget. The spreadsheet provides an overview of the General Fund budget for 2016. Total revenues are expected to be just under \$10 million, a slight increase over 2015, and total expenditures are expected to be slightly over \$10 million, so it is a little bit in the red by about \$35,000. Mr. Walker attributed the increase to the lobby effort which is expected to cost about \$30,000, but could pay dividends in other ways.

Mr. Walker reviewed pie charts showing Revenue with 87% from property tax, 7% from specific ownership tax, 4% from contracts/gifts/grants, and 2% from fines/fees/miscellaneous. The Expenditure pie chart shows 52% for personnel, 15% for materials, 18% for facilities, 10% operating, and 5% for Information Technology.

In the Capital Project Fund, there are three major components: Library Replacement Plan to provide replacement of infrastructure and capital assets; Building Project account; and the InfoZone which receives contributions from the Rawlings Family Foundation. Nothing is budgeted for new building projects which were completed in 2015. The InfoZone will have some funding carried over to the 2016 budget to update exhibits. Capital Asset Acquisitions include a battery back-up, replacement lighting at Lamb, and parking lot resurfacing at Barkman and Lamb. Total capital fund expenditures in 2016 are projected to be \$121,000. The Capital Fund spreadsheet shows the overview with the majority of revenues expected from the Friends of the Library. The Rawlings gift came in 2015 but will be spent next year. The Capital Project Fund Balance is shown on the next page with an ending fund balance of \$1.6 million which funds the Replacement Plan on an ongoing basis.

The Special Revenue Fund is used for revenues from the Chamberlain Fund received quarterly from the Southern Colorado Community Foundation which manages the Chamberlain Fund. The library anticipates about \$10,000 in revenue in 2016. In 2015, the amount of \$13,000 will be transferred to the Pueblo Library Foundation and a similar contribution of \$10,000 will be transferred to the Pueblo Library Foundation next year. The idea is to move that money to the Foundation to go into an endowment.

The combined budgets show combined funds of just over \$10 million with a deficit of \$135,000, but still leaving a healthy unrestricted fund balance.

Mr. Walker then distributed the 10-Year Financial Projections, and referred to the highlighted line showing the projected unrestricted fund balance, which by policy must be at least 20% of operating expenses. Mr. Walker said the first few years of the projection are more reliable

MINUTES

November 19, 2015 — 3 of 11

than later years; however, it continues to show a healthy fund balance and keeps the library in a solid financial position going forward.

Mr. Quintana opened the floor to any questions.

Mr. Stuart asked why the refunds and abatements were so small this year. Mr. Walker said he was not entirely sure, and there was discussion that part could be attributed to the fact it was not an assessment year.

Mr. Stuart asked about the \$90,000 increase in contracts and grants, and Mr. Walker explained that the library is seeking a grant for the Lucero Library in 2016 from the Department of Justice, working with the District Attorney's office, to provide policing.

Mr. Miltner asked about adding acoustical improvements at Greenhorn Valley and Giodone. Mr. Walker said that is in the 2015 budget, and he has a proposal now and hopes to be able to get that done this year.

Mr. Quintana then invited comments from the public.

Ms. Montoya said it all looks good to her.

Mr. Quintana said the Board will continue to take comments from the public until the budget is approved at the December 13 Board Meeting. Mr. Quintana concluded the public hearing on the budget.

II. CALL TO ORDER AND ROLL CALL

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

Board Member Absent: Donna Pickman, Vice President

Staff Present: Jon Walker, Executive Director; Sara Rose, Chief Operating Officer; Charles Hutchins, Information Technology Director; Jill Deulen, Technical Services & Collection Development Director; Diann Logie, Lucero Library Manager; David Hayden, Data Analyst; Charlene Garcia Simms, Special Collections Librarian; LouAnn Lucero, A-V Technician; others not recorded.

Attorney Present: Nicholas Gradisar

Others Present: Eva Montoya, City Councilwoman; Ron Serna; Joe Latino

III. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Quintana recommended moving item VII. Public Comment, to be heard immediately after item IV. Approval of Minutes.

IV. APPROVAL OF THE MINUTES

Mr. Quintana said the Minutes of the Library Board Work Session held on October 13, 2015 and Minutes of the Regular Library Board meeting held on October 20, 2015 were provided to Board members prior to the meeting.

Dr. Mancha made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on October 13, 2015. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on October 20, 2015. The minutes were approved by unanimous consent.

MINUTES

November 19, 2015 — 4 of 11

V. PUBLIC COMMENT None

VI. REPORTS

A. Executive Director Report

Mr. Walker introduced Diann Logie, Lucero Library Manager, who does a great job at this library, and thanked her for hosting the Board of Trustees.

Ms. Logie welcomed Eva Montoya, City Councilwoman, and presented a card and a Yoda made in the 3D printer to Ms. Montoya from the children. Ms. Logie thanked Valarie Sanchez, Lucero Customer Service Rep, for making Biscochitos (Mexican Sugar Cookies) provided to Board members. Board members were also provided Perler bead gifts made by kids in the library.

Ms. Logie announced the first year anniversary celebration will be held December 2 from 2:00-4:00 p.m., and she encouraged Board members to attend. Ms. Logie acknowledged the Lucero Library staff who work really hard and described the background and efforts of each employee.

Ms. Logie said the Lucero Library had not offered a lot of adult programming, with limited attendance at the adult programs provided. Staff have invited input on the kinds of programming the community wants and are trying to determine the best days to offer programming. There is a need for basic computer training, resume writing, and staff are planning ten adult programs.

Ms. Logie reviewed the Key Data, and Lucero has had a year-to-date circulation of 157,153, compared with 93,322 at Giodone and 77,299 at Greenhorn Valley. Year-to-date visits at Lucero were 153,845, again almost double the other new libraries. In computer use, Lucero is second only to the Rawlings Library, and Lucero was grateful for the Friends of the Library grant for four new computers. Ms. Logie said the community is reluctant to use the holds system, preferring to check out books from the shelves. Although staff offer to bring requested books over, customers decline the service, so Ms. Logie said staff have started to place holds themselves and then let the customer know the book is now at the library.

The courtesy phone is always in use, and in October, the Lucero Library courtesy phone had 1,472 uses (over 1,800 in September), compared to Giodone with 56, Greenhorn Valley with 35, Barkman with 735, and Rawlings with over 2,400.

Ms. Logie's presentation featured a number of photographs of children who visit the library regularly and shared a number of their stories. Her stories demonstrated the needs facing children using the Lucero Library and the library's efforts to fill those needs. Every child has a story that is touching, and staff try to find what their needs are. Ms. Logie also described incidents where officers and staff use everyday events to encourage effort and inspire education.

Ms. Logie said Lucero's Summer Reading registrations were really good, but the completion rate was not as high as the registrations. Ms. Logie would like to begin focusing on quality rather than just quantity next year. She hopes to create some small reading clubs to get kids more comfortable with reading and adjust the collection to have material more suited to their interests. She showed several photographs of children reading, completing the reading sheets, and attending many of the Summer Reading programs. Ms. Logie said free lunches were also offered at Risley and described how she was able to get students to go across the street to eat, noting that many of the children are in the library all day long during the summer. Next summer, she hopes to be able to get Care'n'Share to provide healthy snacks.

MINUTES

November 19, 2015 — 5 of 11

Ms. Bregar asked if Care'n'Share also offers a back-pack of food for the weekend. Ms. Logie was not sure. Ms. Logie said there was food offered at Risley, and Care'n'Share would leave the food at the library rather than load it back onto the truck, which was then distributed to children visiting the library.

Ms. Logie showed photographs of several activities with children making Lego creations, a visit from Froggie, making sugar skulls, making aliens with rice balls. Kids have used the 3Doodlers to make the Eiffel Tower, glasses, and staff keep passive activities out for children to make things like rubber band bracelets. Something is going on in the library every single day, and children are anxious to gather around to make things. Ms. Logie described how staff have improvised with programming to manage behavior. She showed several photographs: parents who come in to read to their children, Ms. Montoya visiting for the Dr. Seuss Party, and never missing a chance to pick up a baby.

Ms. Logie thanked the Board for allowing the Lucero Library to have policemen which allows staff to focus on customer service. Having an officer gives them calmness, and has sometimes resulted in having seven police cars there in five minutes when necessary. Customers can sense the officers are youth-oriented, and she showed photographs and described several encounters demonstrating positive interactions with officers in the library and the importance of that for children who have only seen police taking members of their family to jail.

Ms. Logie pointed out the 3D printer was purchased with a Hausman Family grant. Lucero staff had to get training on how to use the 3D printer, and they would also like to see the library offer a music studio and sewing machines, so this is an exciting gift for the Lucero Library and a very generous gift.

Grupo Folklorico is being offered at the library for 20 weeks with plans for a community performance and a performance during Cinco de Mayo.

Mark Salazar presents a program on Gang Prevention and comes in for two hours after school. He does role playing with the kids to help them practice how to respond if they are approached by a gang member. In September, 184 kids attended these programs. Adults sometimes come in and arrange to meet with him privately.

Staff from the Lucero Library also coordinate Books a la Cart. Valarie Sanchez goes to the Rawlings Library inspects books, stamps them, and packs them up to deliver to organizations throughout the community, and Ms. Logie displayed a list of locations where books are delivered. By the end of October, Books a la Cart had delivered over 10,000 books. Books a la Cart will be providing books for the Guerrero Family Stockings to be given away, and on December 19 there will be more books given away for Floyd Jaramillo's Christmas event.

Ms. Logie provided a quick update on the sister library in Vietnam which was recently able to add an awning onto the library.

Ms. Logie provided the revised timeline for the Lucero Library Mural. The artist will be here in Pueblo staying with her sister who teaches at CSU-Pueblo during the installation.

Ms. Logie concluded her presentation and remarked that there is so much to share it had been difficult to select exactly what to present.

Ms. Gairaud asked how many computers would be ideal for the Lucero Library. Ms. Logie responded that 50 would be ideal; there are currently 24 available.

Ms. Logie thanked the Board for everything they have done for the Lucero Library, and she said she is honored to work here and be part of this community because it is such a rewarding job and the people are so nice.

MINUTES

November 19, 2015 — 6 of 11

Mr. Walker thanked Ms. Logie for the presentation noting that it is not often a presentation makes him tear up.

Ms. Montoya remarked on the importance of this location for the library which serves the feeder schools of Bradford and Parkview. Ms. Montoya said she is a retired teacher and has been donating things for the Lucero Library and the kids here. Ms. Montoya said although she will only be on City Council for a few more weeks, she will continue to be around for this library because it is so important to keep these kids off the streets and to change their environment here at the library.

Mr. Stuart thanked Ms. Montoya for her service to the city, and Ms. Montoya remarked that it is important for us to take care of each other. *(Mr. Quintana left the meeting during this presentation.)*

Mr. Walker then introduced David Hayden, Data Analyst, who has been working to develop the 2016 Key Results.

Mr. Hayden said he would be reviewing where we have come so far and where we will be going, and comparing PCCLD's results with peer libraries.

Mr. Hayden provided a presentation with a chart reviewing the 2015 Target with the 2015 Projection based on January-September 2015 results. Circulation was projected to reach 3,016,751, over the 2,900,000 target. Visits were projected to reach 1,809,821 but may meet the 1,900,000 target after All Pueblo Reads has been included. Program attendance was projected to reach 259,761, slightly less than the 300,000 target, but All Pueblo Reads attendance may bring that projection closer to target. The Digital Use target had been adjusted down from 1,300,000 to correct artificially inflated numbers resulting from erroneous hits discovered in ContentDM to 887,000, and Digital Use is projected to reach 918,091, above the adjusted target.

Mr. Hayden then reviewed the average growth in total circulation which had been 14% compared with the peer library average of 6.6%. Average growth in library visits had been 10.1% compared with the peer library average of -.04%. Average growth in program attendance had been 10.3% compared with the peer library average of 1.1%. Because there is no peer library data for digital use, Mr. Hayden displayed a chart showing PCCLD's growth in wireless, database sessions, and computer use. Total digital use averaged 24.2%.

Mr. Stuart asked if the peer libraries were within Colorado, and Mr. Hayden responded that these were throughout the United States.

Mr. Hayden then reviewed the 2004-2015 Circulation per capita of ten similarly sized libraries, some smaller, some larger, which showed both circulation per capita and the percentage of change in per capita circulation. PCCLD had 15.49 circulations per capita, which had been an 88.6% change. The only library that came close to that percentage was in Paterson, New Jersey, but it had started with a much smaller circulation per capita. In visits per capita, PCCLD had 8.88 visits per capita with a 55.7% change in visits per capita, exceeded again by only Paterson, which had started with a much smaller visits per capita number. Both of these show the library is performing very well compared with similar size libraries. Program attendance showed 1.14 per capita, with a 55.7% change in per capita participation, and Paterson again showed similar growth.

Mr. Miltner asked what was behind the change at Paterson, and Mr. Hayden responded he had not spoken with anyone at that library to find out what was behind it.

Mr. Hayden then reviewed the ranges considered for 2016 Key Results. The library has had tremendous growth, and he is not sure the library can continue to sustain that level of growth. He reviewed the peer 8-year average growth of 6.6%, PCCLD/peer/competitive

MINUTES

November 19, 2015 — 7 of 11

library average growth of 7.0%, and PCCLD's 8-year average growth of 14%, and opted for the 7% growth rate for circulation, visits and program attendance. For digital use he is recommending the PCCLD average of 24.2% or 1,150,000.

Mr. Hayden briefly reviewed the targets for each key result broken out by branch library using the same percentages based on the 2015 estimated actual. Mr. Hayden then offered to respond to any questions.

There was discussion of how the national statistics were acquired, and he responded his presentation used PLA statistics. Mr. Walker explained that libraries all over the country contribute, and those are reported nationwide. LRS (Library Research Service) collects statistics for the State of Colorado, and Colorado does a really good job of reporting.

Dr. Mancha asked if the library receives inquiries from other libraries about how PCCLD is able to do this. Mr. Walker said Abby Koehler had been in touch with other libraries in the state and often had those conversations, and there is a lot of interest. Dr. Mancha said it is another indicator of how well this library is doing. Mr. Walker agreed and said we should all take pride in this.

Mr. Walker commented that Mr. Hayden is new to this role, and explained that one of the reasons he is in this role is because of the work he had done in Community Relations to provide a detailed analysis of program attendance to see what was working and how it was working. This is an example of data-driven decision making, and there is room for more of this. Mr. Walker said the challenge ahead will be moving from outputs to outcomes.

B. Friends of the Library Report

Dr. Mancha took over for the President at this point and announced the update report for the Friends of the Library.

Mr. Walker presented the report provided by Doreen Martinez, President of the Friends of the Library.

Profits at Books Again were up for the year. Membership is holding steady at 1,020 Friends of the Library members. Books Again will hold its annual half-off holiday sale December 3-5. The half-off gift certificate sale will be held the week of December 14. The gift certificate sale is noteworthy with gift certificates worth double the price paid. The Creative Writing Awards ceremony will be December 9. The Friends of the Library Board of Directors will meet again on January 19.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

Dr. Mancha said the Board is asked to ratify the October 2015 Employment Changes as presented by the Executive Director. Mr. Stuart made a Motion, seconded by Ms. Bregar to approve the Employment Changes contained in the November 19, 2015 Board materials.

There being no further discussion, MOTION CARRIED 4-0. The vote included Dr. Mancha's vote because Mr. Miltner was unavailable at the time the vote was taken.

F. Financial Report

Dr. Mancha said the Board is asked to ratify the October 2015 bills and accept the October 2015 Fund Statements. Jon Walker, Executive Director, would provide a synopsis of the Financial Report and answer questions.

MINUTES

November 19, 2015 — 8 of 11

On the Combined Balance Sheet, Mr. Walker pointed out the Fund Balance of almost \$3.9 million, which is good news.

In the General Fund, the target percentage for the end of October is 83%. Revenue is 96% collected, with some categories over 100%. Specific ownership tax is collected a month behind so the final collection will not be received until January.

Under expenditures, Personnel was 80% spent and is expected to end the year slightly under. Materials were 74% spent. Facilities were only 54% spent, but the lease/purchase payment made in November will result in a dramatic change in the next report. Information Technology was 87% spent, a little high. The County Treasurer fees are prepaid and track with property tax collections. Contract services was overspent as a result of policing at Lucero which had not been budgeted. Total expenditures were 75% spent, but is expected to catch up with the COP payment.

In the Capital Fund, total revenues have been over collected and will result in a Resolution for the Board to approve to reflect the over-collection. The bottom line will actually be underspent, but will catch up when the InfoZone exhibit upgrade is completed next year. The budget also anticipates the PC purchases on the agenda for Board approval.

In the Special Revenue Fund, the library plans to transfer \$13,000 to the Pueblo Library Foundation for the endowment fund.

The J.T. Nesbitt Employee Fund was reviewed showing a cash balance of \$8,101, which will be used for the Staff Christmas Party. Mr. Miltner asked how this fund works, and Mr. Walker said throughout the year the Nesbitt Committee conducts a variety of fund raisers.

In the Check Summary Report, Mr. Walker pointed out the \$12,125 payment to Citrix Systems for support for the new desktops, and Longview is helping “stand up” the new system. The payment of \$17,944.57 to Dell was for the new server. Mr. Walker also pointed out several payments to OverDrive for digital materials, and a lot of those result from customer requests.

Mr. Walker concluded with the amounts presented for the Board’s approval to include ACH payments of \$113,013.98, Payables of \$399,514.95, and Payroll of \$221,412.97 for a total of \$733,941.90.

Dr. Mancha opened the floor for a Motion. Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Library Board approve the October 2015 bills and accept the October 2015 Fund Statements as contained in the November 19, 2015 Board materials.

There being no further discussion, MOTION CARRIED 4-0. (*Mr. Miltner had returned at this point, and Dr. Mancha’s vote was not included.*)

VII. BOARD COMMENT

Ms. Bregar complimented Janina Goodwin who did an excellent job at Boo at the Zoo.

Mr. Stuart thanked the Finance staff for their work on the Annual Plan & Budget which had been accomplished without a Chief Financial Officer. It looks great, and he asked Mr. Walker to convey his thanks to them. Mr. Walker agreed they are a good group.

Ms. Gairaud said she appreciated the acoustics in this room, and Mr. Walker said the acoustic improvement proposals for Giodone and Greenhorn Valley are on his desk now.

VIII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

Rather than read through the announcements, Dr. Mancha encouraged Board members to look over the events and add those they could attend to their calendars.

- ☐ All libraries will be closed on Thursday, November 26 for Thanksgiving. Libraries will close at 6:00 p.m. on Wednesday, November 25.
- ☐ Board members are invited to attend the J.T. Nesbitt Staff Association Christmas Party to be held on Friday, December 4 at 6:30 p.m. at the Pueblo West Library. RSVPs due to Courtney Woodka at 562-5606 by November 24.
- ☐ The next regular Work Session is scheduled on Tuesday, December 8 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, December 10 at 5:30 p.m. at the Rawlings Library.
- ☐ Upcoming Advocacy Opportunities (contact Board Secretary for reservations):
 - Latino Chamber—Membership Luncheon, November 20, 11:30 a.m., Union Depot, \$15. Games, live entertainment, prizes, and great food to show appreciation to members for their support.
 - Latino Supremo Coffee Break, December 2, 8:15 a.m., Pueblo Child Advocacy Center, 301 W. 13th Street. Meet courageous workers making a difference in the lives of young children.
 - Latino Chamber—Happy Hour, December 10, 5:00 p.m., Union Depot. Festival of Trees.
 - Latino Chamber—Brown Bag Seminar, December 16, 12:00 noon. (Details to be announced.)
 - Greater Pueblo Chamber—Business After Hours, December 17, 5:00 p.m., US Bank, 503 N. Main.
 - Latino Chamber—Membership Luncheon, December 18, 11:30 a.m., Haaff Elementary School, 15 Chinook Lane, \$15. Learn how CASA impacts the lives of young children positively.

B. Action/Discussion Items

1. Staff Desktop Procurement Recommendation

Dr. Mancha said PCCLD's 2015 Annual Plan and Budget allow for replacement of staff desktop workstations. A replacement recommendation was presented and discussed at the November 10 Work Session. Since the cost of this project exceeds \$25,000, the Trustees are asked to consider action to approve this expenditure.

Mr. Walker said this was discussed at the Work Session, and Charles Hutchins was available to respond to any further questions.

Ms. Gairaud made a Motion, seconded by Mr. Stuart that the Board of Trustees authorize PCCLD to enter into agreement with Sanity Solutions for the procurement of 85 Dell Wyse 3020 systems including 23-inch monitors and sound bars for a cost not to exceed \$33,054.80.

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

2. Pueblo Library Foundation Board of Directors Appointments

Dr. Mancha said the Board of Trustees discussed recommendations from the Pueblo Library Foundation Board of Directors to reappoint Julie Rodriguez and Michael Voute each to three-year terms as at-large representatives on the Pueblo Library Foundation

MINUTES

November 19, 2015 — 10 of 11

Board of Directors at the November 10 Work Session. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

Mr. Stuart made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the reappointment of Julie Rodriguez and Michael Voute to three-year terms as at-large representatives on the Pueblo Library Foundation Board of Directors.

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

3. PCCLD 2016 Scheduled Closures

Dr. Mancha said the Library Board has approved holiday time off for all employees as listed in the Employee Guidelines for January 1 (New Year's Day), January 19 (Martin Luther King Jr. Day), May 25 (Memorial Day), July 4 (Independence Day), September 7 (Labor Day), November 11 (Veterans' Day), November 26 (Thanksgiving Day), December 24 (Christmas Eve), and December 25 (Christmas Day). The Board is asked to consider the following additional customary closures for 2016:

- Presidents' Day, February 15 (All libraries closed for staff development day)
- Easter Sunday, March 27 (no holiday pay)
- Columbus Day, October 10 (All libraries closed for staff development day)
- Thanksgiving Day Eve, November 23, 6:00 p.m. (early closing)
- Sunday, December 18 (Sunday before Christmas).

Mr. Stuart pointed out a discrepancy between the dates on the agenda and the 2016 PCCLD Closings & Pay Periods calendar provided. It was agreed to table this until the next meeting.

4. Audit Engagement Agreement

Dr. Mancha said in May 2013, the Board of Trustees accepted a proposal from Swanhorst & Company LLC to perform annual audits for PCCLD for up to five years. The second year of this five-year agreement completed earlier in 2015 with an audit report by Swanhorst of PCCLD's 2014 financial statements. An engagement by Swanhorst now to audit PCCLD's 2015 financial statements to include the Pueblo Library Foundation is proposed for a fee not to exceed \$28,500. This amount is included in the proposed 2016 budget. The Board discussed this in detail at the November 10 Work Session.

Mr. Stuart made a Motion, seconded by Ms. Gairaud, that the Board of Trustees approve the engagement letter with Swanhorst & Company LLC to audit the financial statements of Pueblo City-County Library District and the Pueblo Library Foundation for the fiscal year ending December 31, 2015 for a fee not to exceed \$28,500.

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

5. 3rd Quarter Update to 2015 Annual Plan

Dr. Mancha said a year-to-date review of the Annual Plan progress would be provided, but no action was required.

Mr. Walker distributed the 3rd Quarter Update to the 2015 Annual Plan and said overall the library is making good progress. Some things are ongoing and will continue into 2016. He then highlighted several items.

- *III. Commence a pilot digitization program of the earliest editions of The Pueblo Chieftain beginning with those published in 1868.* The program has commenced, but it is a long way from completion. Staff are working with the State Library, Steelworks Museum and History Colorado. This effort will

MINUTES

November 19, 2015 — 11 of 11

continue and will be a multi-year project. The Rawlings Family Foundation funded this, and Maria Tucker sought additional funding to continue next year.

- *V. Continue to focus on meeting the expectations of the community's mobile technology aficionados.* Work is continuing with the State Library, and the solution will continue into 2016.
- *XI. Evaluate options to streamline cash management in order to free staff to focus on customer service.* That has been tabled for this year. It did not get a good start and will pick up again in 2016.
- *XII. Exchange current building lighting at the Pueblo West Library for LED fixtures to save resources and enhance quality.* The project is complete, and the results are very nice. Those are special lights sensitive to outdoor light, and Facilities went to some extra labor to complete this, and Mr. Walker credited Alan Rocco for that effort.
- *XIII. Expand the district's video surveillance system to enable adequate retention of video files and accommodate the addition of cameras at the three new libraries.* The library has expanded that capacity and it is operational.

Mr. Walker concluded that some things have been completed, and some are still in progress and will continue into 2016.

IX. ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Jane Carlsen
Secretary