

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

September 24, 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 Giodone Library at 5:31 p.m. by President Fredrick Quintana.

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

Board Members Absent: Donna Pickman, Vice President

Staff Present: Jon Walker, Executive Director; Kayci Barnett, Giodone Library Manager; Janina Goodwin, Rawlings Library Manager; Sara Rose, Chief Operating Officer; Charles Hutchins, Information Technology Director; Jill Deulen, Technical Services & Collection Development Director; Maria Tucker, Special Collections & Museum Services Manager; others not recorded.

Attorney Present: Nicholas Gradisar

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 August 18, 2015 and Minutes of the Regular Library Board meeting held on August 27, 2015 were provided to Board members prior to the meeting.

Ms. Gairaud made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Library Board Work Session held on August 18, 2015. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Regular Library Board meeting held on August 27, 2015. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Kayci Barnett, Giodone Library Managing Librarian, to report on activities at the Giodone Library.

Ms. Barnett said customers are very appreciative of the library and thanked the Board of Trustees for making that possible.

By the end of August, the Giodone Library had met 100% of the program attendance goal for the year, and circulation was at 76% of the goal. There have been a lot of great programs. Although the Giodone Library is not super-busy, it allows staff time to provide individual assistance for customers. Ms. Barnett shared several comments received through BiblioCommons. The library has good outreach working with Los Pobres in Avondale to reach migrant workers and their families, and the library provided storytimes and crafts there during the Summer Reading program.

Where there is room for improvement is the meeting room sound, and they are working on a solution. Giodone's meeting room use has been more than Barkman, and she credited the after-hours exit to the amount it is used. Ms. Barnett would like to see the field behind the library developed to offer a path from the alley to the library with benches and trees. She shared several photographs from Ray Barella, who had submitted a proposal for the art

MINUTES

September 24, 2015 — 2 of 7

project at Lucero, to show some ideas for the concept she had in mind. The Giodone Library will continue to reach out to community organizations, and there may be ways to get the community's involvement in the project to get a path and perhaps add some artwork.

Giodone will be analyzing the data to make good decisions about programs, with respect to times and programs offered. They will also be using Collection HQ to see how the collection is doing to make sure Giodone has the right kind of material for the community.

Ms. Barnett complimented the Giodone staff who are friendly, helpful people, and she would like to continue to develop the staff because lifelong learning starts with staff. She also shared a recent newspaper article featuring the STEAM (Science, Technology, Engineering, and Mathematics) program which is designed to get preschoolers interested in science. The program had about 30 people attending with children making a fossil parfait. *(Dr. Mancha arrived during the presentation)*

Mr. Quintana thanked Ms. Barnett for her report.

Mr. Walker said the library just finished a busy summer, and the former Youth Services Manager, Janina Goodwin (who is now the Rawlings Library Manager), will talk about outcomes from the Summer Reading Program.

Ms. Goodwin said this year's theme was "Every Hero Has a Story" which includes everyday heroes. Ms. Goodwin reviewed each of the programs and reading prizes provided for preschoolers, readers and teens. This year, readers and teens had an additional activities available after completing the program. Readers could earn a patch by completing additional activities, e.g., "Name five streets named after heroes," and Teens could "Do Something" to earn additional chances in a raffle for prizes.

Ms. Goodwin said in past years, the library asked businesses to provide coupons valued up to the level required as a sponsor, but this year businesses were asked if they could provide even more coupons if the library printed them. Business also provided prizes that were used in the raffle drawing, and several winners with their prizes were shown.

At the end of the summer, the Rawlings Library hosted an IdeaCon which was very well attended. Some of the events staff really worked hard on did not get the results they had hoped, and staff will be looking closely at the results to see how attendance might be improved.

Books in the Park was again offered at Bessemer Park. Since the east side now has a library, Books in the Park was held at Cesar Chavez Academy in June and moved to Ersilia Cruz Park in July, and the new location took a bit more time to develop. Ms. Goodwin shared photos and occurrences demonstrating the positive impact Books in the Park had on the communities. Next summer she expects the west side community will be looking for library at Ersilia Cruz Park.

Ms. Goodwin reviewed reasons the library works so hard to offer Summer Reading programs. Besides growing young readers, other benefits include bringing in library volunteers, building relationships, e.g., Children's Museum and the Zoo, and increasing visitors to the library. Ms. Goodwin said performers also look forward to coming back. The program contributes to the goal of serving the whole family. As children registered, staff also asked their parents to sign up for the adult reading program. The program gives children things to do during the summer, and the reasons for the summer reading program are all positive.

Mr. Quintana said he had received compliments on the program from friends who have kids, and thanked Ms. Goodwin for the report.

MINUTES

September 24, 2015 — 3 of 7

B. Friends of the Library Report

Mr. Walker reported the Friends of the Library met on September 15. The Friends will judge the 23rd Annual Scary Story Contest, a program the Friends has sponsored for many years, and it is the library's largest writing contest with over 2,000 participants. The Friends of the Library distributed more than 500 books at the Kid's Day Parade on September 5. The 10th Anniversary Book Sale brought in more than \$7,000 in sales, the largest sale total to date. Overall book sales remain similar to last year. Mr. Walker said two times a year the Friends of the Library consider library grant requests, and the project selection committee will meet to discuss which proposals will receive about \$14,000 available in funding. The scholarship committee reported that one scholarship was returned because the employee decided not to attend library school, so that money will be added to next year's scholarship budget. The Books by the Bag Sale will be held October 1-3 with a bag of books costing \$8.

C. Pueblo Library Foundation Report None

D. Attorney Report None

E. Employment Changes

Mr. Quintana said the Board is asked to ratify the August 2015 Employment Changes as presented by the Executive Director. Dr. Mancha made a Motion, seconded by Ms. Gairaud to approve the Employment Changes contained in the September 24, 2015 Board materials.

Mr. Stuart commented the library had been very busy hiring in August. Mr. Walker said a large group of substitute staff were hired. Ms. Rose said the substitute staff had been interviewed as a group and were provided training as a group.

There being no further discussion, MOTION CARRIED 5-0

F. Financial Report

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

Ms. Bregar made a Motion, seconded by Mr. Stuart, that the Library Board approve the August 2015 bills and accept the August 2015 Fund Statements as contained in the August 27, 2015 Board materials.

Mr. Walker commended the Finance Office staff, Katie Hunt, Jeanette Cortez, and Darlene Sherwood, who had really stepped up during Ms. Brogan's absence. Sherri Baca, HR Manager, shifted focus from HR to Finance to help while the library is in the midst of a critical time with budget planning for 2016 underway, and she had been a life saver during this effort.

Mr. Walker pointed out on the Combined Balance Sheet that the library has plenty of cash, and it is important to keep an eye on that.

In the General Fund, the target percentage for the end of August is about 67%. Under revenue, he noted Specific Ownership Tax was 53% collected; however, the library received two payments in September so it should be back on track next month. Property Tax was 98% collected, and the library expects to collect all of that by the end of the year. Total revenue was in good shape overall at 92%. Mr. Walker pointed out that fees were only 33% collected, and he expects that will be under collected. There was discussion that this category includes overdue fees and replacement fees, and the policy changes that brought overdue fees on DVDs in line with books, eliminated overdue fees for early reader materials, and implemented an automatic renewal process contributed to that reduction. It was also noted that ebooks are returned automatically. Lower revenue is expected in Fees and that will be considered as the budget is prepared for 2016; however, they expect to collect close to 100% overall which was attributed to more aggressive pursuit of grants.

MINUTES

September 24, 2015 — 4 of 7

Under expenditures, Personnel was 65% spent and appears to be on track to be slightly underspent for the year. Materials were 58% spent, but it is expected to be 100% spent by year end. Facilities is a little underspent, but when the COP payment is made in October, it will catch up quickly. Information Technology is 77% spent which includes a lot of prepayments, but they are watching that closely. Total expenditures were at 62%.

Mr. Stuart said it seems like every year spending on books is always underspent until the end of the year. Mr. Walker said part of that has to do with book publishing seasons. Ms. Deulen noted that with media, you can pre-order ahead of time, but books have a shorter time. Mr. Walker said it happens every year, even when he was at the Tulsa Library.

Mr. Miltner asked about renting instead of buying, particularly with All Pueblo Reads titles. Ms. Deulen said the library is phasing out the rental program because it had been determined that it was actually more expensive to rent. The library has some remaining credits that will take us into next year. Mr. Walker said Ms. Deulen had done an analysis on rentals, and the library can buy the books and receive a return through the Friends of the Library. Mr. Miltner commented on the number of books turned over to Books Again after All Pueblo Reads. Mr. Walker said the library plans to donate some of those to the school districts, and the library is able to purchase paperback copies for about \$5 each.

In the Capital Fund, Mr. Walker pointed out the amount in Grants, and attributed some of that to carryover from the new libraries. The library expects to ask the Board for a Budget Amendment to account for the over collection. Under expenditures, the Lucero Library had some expenses for the alleyway, and the Greenhorn Valley for signage. Mr. Walker noted the InfoZone will be making a request to spend \$44,000 for upgrades, and most of that is received through the Rawlings Foundation. Information Technology will be making a request to upgrade staff PCs. The \$18,000 spent at Pueblo West was to switch to LED lighting.

There was nothing to report in the Special Revenue Fund or the J.T. Nesbitt Employee Fund.

Mr. Walker did not see anything to note in the Check Summary and offered to respond to any questions. He pointed out the payment for the signage at Greenhorn Valley.

Mr. Quintana asked how often the library pays Carnation Building Services \$12,000, noting it appears to be quite a bit for cleaning. Mr. Walker will talk to them about that.

Mr. Walker concluded with the amounts presented for the Board's approval to include ACH payments of \$114,497.00, Payables of \$266,320.43, and Payroll of \$221,597.50 for a total of \$602,414.93.

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

Mr. Walker said he wanted to talk a little about the close of 2015 and 2016 planning. Mr. Walker distributed a spreadsheet in preparation for the end-of-year projections and 2016 budget planning. In the General Fund for 2015, revenues are projected to be under collected by \$122,000, and expenditures are projected to be about \$200,000 underspent. Mr. Walker attributed some to vacancy savings in salaries because the library budgets for full employment. Facilities is projected to be underspent by about \$10,000. Operations are projected to be slightly overspent, mostly in contract services most of which is for policing at the Lucero Library. The projection shows the library to be on track to be in the black by about \$85,458.

The second page are projections for the Capital Project Fund, which shows savings of about \$122,000. Mr. Walker pointed out the contributions to the new libraries, and the library is considering how that money will be used.

Mr. Walker concluded that it appears the library is on track to spend close to a balanced budget with a little in the black, which is good news.

MINUTES

September 24, 2015 — 5 of 7

In looking at 2016, Mr. Walker distributed the 10-Year Financial Projections. Mr. Walker pointed out the amounts shown for 2013 and 2014 were audited, and 2015 is estimated. The column for 2016 shows the preliminary estimate. Expenditures projected for 2016 are based on budget requests submitted to the Finance Office from department managers, and those requests total over \$10.5 million and are about \$500,000 above the revenue projected. Mr. Walker pointed out that although the unrestricted fund balance would still be 20% of operating expense in 2016, it quickly falls below in subsequent years. Mr. Walker said the library will be working to reduce that number and get expenditures more in line with revenue.

Mr. Walker said he expects to present the Preliminary Budget for 2016 at the October Work Session, and at that time it should be a balanced budget. They will find places to reduce budget requests in order to hold closer to the 20% unrestricted fund balance going forward.

Mr. Miltner pointed out the amount budgeted for Office Supplies, and Mr. Walker agreed they will be looking at that, although they have not yet completed a thorough analysis. Mr. Walker said he is confident they will be able to get the expenditures down, but wanted to share with the Board where they are. Staff will be working on this over the next couple of weeks.

VI. BOARD COMMENT None

VII. PUBLIC COMMENT None

VIII. OLD BUSINESS None

VIII. NEW BUSINESS

A. Announcements

- ☐ All libraries will be closed on Monday, October 12 for the Columbus Day holiday. Staff will be participating in staff development on that day.
- ☐ The next regular Work Session is scheduled for Tuesday, October 13, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Tuesday, October 20, at 5:30 p.m. at the Rawlings Library. There will be a Staff Recognition event immediately prior to the meeting at 5:00 p.m. It was pointed out that the Board scheduled the meeting on Tuesday to allow Board members to attend the CAL Conference, but no Board members have made plans to attend. The Board agreed to keep the meeting on Tuesday, October 20 as scheduled.
- ☐ CAL Conference 2015 will be held October 22-24 at the Embassy Suites in Loveland, Colorado. Contact the Board Secretary to make plans to attend.
- ☐ Upcoming Advocacy Opportunities (contact Board Secretary for reservations):
 - Latino Chamber—Luncheon, September 25, 11:30 a.m., Pueblo Convention Center with guest speaker from HERR Investigations.
 - Latino Chamber—Happy Hour and Artist Showing, October 1, 5:00 p.m., Sangre de Cristo Arts & Conference Center.
 - Latino Chamber—Supremo Coffee Break, October 7, 8:15 a.m., Pueblo Workforce Center, 212 W. 3rd Street.
 - Greater Pueblo Chamber—Business During Lunch, October 8, 11:30 a.m., hosted by St. Mary Corwin Medical Center at the Pueblo Convention Center.
 - Greater Pueblo Chamber—Business After Hours, October 15, 5:00 p.m., Pueblo Community College.
 - Latino Chamber—Brown Bag Seminar, October 21, 12:00 noon, Latino Chamber, 215 S. Victoria Avenue. Sheriff Kirk Taylor to discuss law and ethics.

MINUTES

September 24, 2015 — 6 of 7

- Latino Chamber—Luncheon, October 30, 11:30 a.m., Clarion Inn, 4001 N. Elizabeth, featuring an array of political speakers.
- ☐ The Booklover's Black Tie Ball will be held on Saturday, November 7. Call 562-5635 for details and reservations.

B. Action/Discussion Items

1. InfoZone Exhibit Upgrade

Mr. Quintana said the PCCLD 2015 Annual Plan anticipates upgrading the film exhibits in the InfoZone Museum. Rawlings Foundation grants have been procured to help accomplish this project, and an RFP has been issued to solicit vendors to perform this work. A report and recommendation on proceeding with the project were presented and discussed at the September 15 Work Session. Board approval is required since the cost exceeds \$25,000.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Board of Trustees approve the proposal from Experience Design to upgrade the film exhibits in the InfoZone Museum at a cost not to exceed \$44,000.

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

2. PCCLD Staff Desktop Computer Replacement

Mr. Quintana said the PCCLD Annual Plan calls for replacing all staff-use desk computers, and funds for the project are allocated in the 2015 budget. The next step is to employ a qualified consultant to advise and assist with configuration of the desktop deployment and management server environment. A report and recommendation were presented and discussed at the September 15 Work Session. Board approval is required since the cost exceeds \$25,000.

Mr. Stuart made a Motion, seconded by Mr. Miltner, that the Board of Trustees approve PCCLD entering into agreement with Long View Systems for IT consulting services for evaluation and implementation of Citrix XenDesktop in an amount not to exceed \$31,065.

Mr. Miltner had been asked what the library will do with the old computers that will be replaced. Mr. Walker said there is a policy covering the disposal of fixed assets which allows the library to transfer the computers to school districts, but other disposal requires a request approved by the Board. The last time the library disposed of computers, they were turned over to a recycler, but it will probably be 2016 by the time they are ready to dispose of the equipment.

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

3. Library Board Vacancy

Mr. Quintana said a vacancy on the Board of Trustees is anticipated at the end of the current year. A Nominating Committee has been appointed to identify skills and representation needed, discuss recruitment strategies, and develop a process to review applicants in order to make a recommendation to City and County officials. An update report will be provided.

Mr. Walker said the Nominating Committee met on September 17. The vacancy was posted in the newspaper, on the County website and County Facebook page. Applications are being accepted, and it will be posted through September 29. There are people interested, and the County said there had been one application received. Recommendations are due to the County by October 8. The Nominating Committee has drafted interview questions and a scoring matrix. The Committee will be reviewing the online submittals and conducting interviews. The Committee is scheduled to meet at 4:00 p.m. on Thursday, October 1 at the Rawlings Library and hope to be able to review the

MINUTES

September 24, 2015 — 7 of 7

applications and set up interviews. Mr. Walker encouraged any and all Board members to attend that meeting.

4. EXECUTIVE SESSION

Mr. Quintana said the Trustees would enter into Executive Session pursuant to C.R.S. 24-6-402(4)(d) to discuss specialized details of security arrangements or investigations.

The audience was excused at approximately 6:58 p.m. upon Motion made by Ms. Bregar, seconded by Ms. Gairaud.

The Board reconvened in public at 7:18 p.m. upon Motion made by Mr. Miltner, seconded by Mr. Stuart.

IX. ADJOURNMENT

Ms. Bregar made a Motion to adjourn the meeting at 7:19 p.m.

Respectfully submitted,

Jane Carlsen
Secretary