

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

**September 27, 2012**

**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 Library @ the Y at approximately 5:30 p.m. by President Sherri Baca.

Board Members Present: Sherri Baca, President; Vice President; Rhonda Gonzales; Philip Mancha; Roy Miltner; Fredrick Quintana; Jim Stuart

Board Member Absent: Marlene Bregar

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Sara Rose, Human Resources Director; Midori Clark, Community Relations Director; Michael Cox, Youth Services/Library @ the Y Manager; Jacque Talbot, Library @ the Y Coordinator; Diann Logie, Lamb Manager; Todd Smith, Information Technology; others not recorded

Others Present: Michael Voute, Friends of the Library; Lyndell Gairaud (appointed to fill Sherri Baca's seat on the Board of Trustees beginning January 1, 2013)

**II. CORRECTIONS AND MODIFICATIONS TO ADENDA**

Mr. Walker said the report listed in Item IV.A. from Janina Goodwin on the Library Enhancement Project will be postponed until the December meeting.

**III. APPROVAL OF THE MINUTES**

Ms. Baca said the Minutes of the Library Board Work Session held on August 14, 2012 and Minutes of the Regular Library Board meeting held on August 23, 2012 were provided to Board members prior to the meeting.

Ms. Gonzales made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on August 14, 2012. The minutes were approved by unanimous consent.

Dr. Mancha made a Motion, seconded by Mr. Miltner, to approve the Minutes of the Regular Library Board meeting held on August 23, 2012. The minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Executive Director Report**

*(Mr. Quintana arrived at this point.)* Mr. Walker distributed invitations to attend design charrettes scheduled in each of the communities where the new libraries will be built. The invitation included details of the date, time and location for each session. Mr. Walker said the meetings will be led by the architect so they can use community input to design the libraries. Mr. Walker encouraged Board members to attend one or more of the events.

Mr. Walker introduced Midori Clark to talk about All Pueblo Reads. Mr. Walker commented that this schedule of programs might be the best ever.

Ms. Clark distributed the program guide for All Pueblo Reads: Plain Song by Kent Haruf. Ms. Clark said All Pueblo Reads is a literary program designed to get everyone in Pueblo County reading and discussing one book at the same time each year. This year, there are 85 events planned over a four-week period with the last program scheduled on October 28.

## MINUTES

September 27, 2012 — 2 of 6

Ms. Clark said new this year is an All Pueblo Reads webpage, and she demonstrated that users can click on the link to get to the catalog record for the library's holdings of the book, audiobook, e-book or DVD. The program guide was also distributed with the newspaper on Wednesday of this week.

Ms. Clark distributed invitations to the September 28 VIP Kickoff Party and Art Show at the Pueblo West Library with art for sale with 40% of the proceeds benefiting the Pueblo Library Foundation, and the Foundation has donated wine for the event. Ms. Clark also distributed invitations to the Booklovers Black Tie Ball on Saturday, October 20 featuring the author with proceeds benefiting the Pueblo Library Foundation.

Ms. Clark said another new event this year is the children's companion book, *Bearstone* by Will Hobbs, and the author will be in Pueblo on October 17. They expect 1,300 school children to attend, so a second session was added. Ms. Clark said the response has been so great, it may become a regular addition in the future.

Mr. Walker then introduced Michael Cox, noting that he had been given the added responsibility for the Library @ the Y. Mr. Cox thanked the Board for holding the meeting here and encouraged Board members to take a closer look at the Library @ the Y. The Library @ the Y opened in 2009 so its first full year was 2010 when 7,500 items circulated; by the end of July 2012, 9,046 had circulated with five months remaining. Mr. Cox referred to program statistics which show the Library @ the Y is growing. This year the hours were expanded from 1:00-6:00 p.m. Monday-Saturday after they discovered the library was only open for one of the Y's four busiest hours. The hours were expanded to 9:00 a.m.-1:00 p.m. and 4:00-8:00 p.m. so the library closes and reopens to coincide with the Y's peak hours.

Ms. Gonzales asked how the Library @ the Y is staffed. Mr. Cox said there are three primary part-time staff who typically work at the Library @ the Y, but Youth Services staff will also cover as needed. Mr. Cox said Jacque Talbot is the Coordinator, and she leads programs offered at the Library @ the Y, and they have been adding programming.

Mr. Cox said the Library @ the Y recently expanded its footprint and assumed responsibility for the computer lab which opened on August 6. Mr. Cox said the computer lab was between the game center and the Library @ the Y, but it was changed so now those using the computer lab enter and leave through the library. Library staff will monitor and provide support for the ten computers added as well as a copier to help meet Colorado Library Standards for public libraries by providing Internet access. In addition to the computer lab, the library also added a wireless hotspot, so users can use their laptops while watching their children swim which opens to the library's home page. Mr. Cox said the Library @ the Y also introduced circulating iPads, laptops and eReaders earlier this week.

Mr. Cox concluded that the Library @ the Y has been fun and he is happy to be leading the project. As he meets with colleagues across the state, they are impressed with the idea of offering library services at the Y.

Mr. Stuart said he was pleased to see the growth because he had been doubtful when the library established the partnership, and he complimented Mr. Cox on efforts to build it up and make it very successful. Mr. Stuart was impressed the library staff does not just accept the status quo. Mr. Cox said one of his goals will be to provide meeting space mutually with the Y to meet Colorado Public Library Standards.

Ms. Baca commented it is amazing opportunity to reach more library users. Ms. Baca asked if the collection is floating. Mr. Cox said the floating aspect has been a boost to the Library @ the Y collection with holds being pulled to this location. This had been a location where you could read every book in the library, and floating keeps the collection fresh and keeps the collection changing naturally. Mr. Cox said it is important to make visiting the library part

## MINUTES

September 27, 2012 — 3 of 6

of a family's regular routine, and people regularly come to the Y for classes or lessons, so it also becomes part of their routine to visit the library to pick up and return books.

Dr. Mancha asked who the primary users are, and Mr. Cox responded that the users are families, but there are also adults and seniors who visit the Y regularly to work out or attend classes, as well as parents who may go to the library to read while a child is attending a class. The users really cover a broad spectrum.

Mr. Walker said the Library @ the Y is the only library in the county open on Friday night when it is open from 4:00-8:00 p.m. The other library locations close at 6:00 p.m. on Friday. Mr. Walker extended kudos to Mr. Cox and agreed Library @ the Y usage statistics had grown tremendously making it clear they were doing something right.

### **B. Friends of the Library Report.**

Michael Voute, President of the Friends of the Library, reported that the Friends' revenue was down about 7% from the same period last year, mostly resulting from sales. Membership at the beginning of the year was 830 and is now at 880, so membership is growing and they hope to find more members to reach 1,000. Mr. Voute said money received by the Friends is eventually given to the Library. The Friends have an ad hoc committee to find ways of increasing publicity and will offer bookmarks at the libraries providing information about the Friends and encouraging people to become members.

Mr. Voute reported on the Friends' efforts to balance its budget and will be cutting back on grant requests and newsletter costs in order to maintain its support of scholarships and All Pueblo Reads.

In other business the Friends voted on two new members which included a recording secretary, and the Friends now really need an understudy for the Treasurer's position. There is one position open on the Friends Board at this time, and they are hoping to find someone with knowledge of QuickBooks or another simple accounting package.

The Friends also voted to nominate two members to serve on the Pueblo Library Foundation, and they would like the Board of Trustees to approve those candidates to fill the positions starting on January 1, 2013.

Ms. Baca thanked the Friends of the Library for its report.

### **B. Pueblo Library Foundation**

Mr. Stuart said the Foundation did not have a report, but it will be meeting on October 3.

### **C. Attorney's Report** None.

### **D. Financial Report**

Ms. Baca announced that the Board is asked to ratify the August 2012 bills and accept the August 2012 Fund Statements. Chris Brogan, Chief Financial Officer, provided a detailed report.

Ms. Brogan said there was nothing significant to report on the Combined Balance Sheet. Ms. Brogan announced that the COP process closed today, and \$4,702,42.67 was deposited into the construction fund account. That will be reported on the balance sheet next month under Capital Projects Fund assets.

The target percentage for the end of August is 67%. Property taxes were 97% collected and specific ownership was 55% collected, and Ms. Brogan expects collections to slow down for the remainder of the year. Interest income was 78% collected. Other revenue items were all within acceptable levels at this point, and total revenues were 92% collected.

## MINUTES

September 27, 2012 — 4 of 6

Ms. Gonzales asked about Contracts and Grants, and Ms. Brogan explained that a big part of that is E-Rate which usually arrives later in the year, but it also includes rent from the Friends and the Coffee Shop.

Ms. Brogan said total expenditures were 61% spent. Personnel expenses were tracking as expected at 63%. Materials were slightly below target at 62%. Ms. Brogan noted that Digital Materials were at 111%, and explained that the PEAK grant had been unexpected revenue as well as unexpected expenses. Ms. Brogan said Ms. Valenti has submitted a budget reallocation of the line items in Materials which will be adjusted and shown in the next financial statement. Budget lines for Books and Audio-Visual Materials, which are both under spent, will be reduced, and the Digital Materials line will be increased. Ms. Brogan explained this is an internal change which will not require a budget resolution. Ms. Brogan added that this had been a learning year for the new OverDrive online book system, so some adjustments were expected.

Dr. Mancha asked if the adjustments will affect the library's larger goals, and if so the Board should know about it. Ms. Brogan explained that Digital Materials are part of the total Materials budget, so it will not impact the library's overall goals. Ms. Brogan explained that part of the reallocation is based on what people are using which impacts how the Materials budget is spent.

Ms. Brogan said Facilities were 46% spent for the entire category, but that does not include the amounts allocated for the building projects. Ms. Brogan explained the Lease/Purchase of Buildings is under spent by 23% because the semi-annual payment due in December had been rolled into the new debt, so with the new debt schedule, a much lower December payment is scheduled than the amount budgeted. The under spent remainder had been figured into the district's contribution to the capital building budget in order to increase the project construction funds to \$5,000,000.

Operating was 64% spent, and Ms. Brogan noted that Community Relations was only at 32%, but a large part of that will be used for All Pueblo Reads. Information Technology was 74% spent with nothing unusual to report.

In Capital Project Funds, revenues were 12% collected which included interest earnings from ColoTrust of \$300 and the sale of the ATV on Craig's List for \$4,695. Expenditures included expenses for the building projects for the financial advisor, legal fees, and some environmental studies. Another expense was in IT for some replacement items and charging carts for the new circulating devices. Total expenditures were 12% spent.

Ms. Brogan then referred to the Check Summary Report and pointed out an expense to Alpine Consulting for environmental testing on the East Side building project. The payment to the City of Pueblo is an event license required to serve alcohol at the Black Tie Ball. The charge to Earthwalk Communications was for the charging carts. The charge to Gobin's of \$313.38 was for a safe at the Library @ the Y because the cash is only picked up monthly.

Ms. Gonzales asked about a payment to the Treasurer of Virginia, and Ms. Brogan explained that was a garnishment.

Mr. Stuart noted that the payment to Gradisar was more than normal, and Ms. Brogan explained most of that was work on the new projects, and those fees had been budgeted.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$157,884.24, Payables of \$324,267.63, and Payroll of \$292,490.05, for a total of \$774,641.92. Ms. Brogan said August had been the second month with three payroll periods.

## MINUTES

September 27, 2012 — 5 of 6

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board approve the August 2012 bills and accept the August 2012 Fund Statement as contained in the September 27, 2012 Board materials. There being no further discussion, MOTION CARRIED 5-0.

### V. PUBLIC COMMENT None

### VI. OLD BUSINESS None.

### VII. NEW BUSINESS

#### A. Announcements

- ☐ Ms. Baca introduced Lyndell Gairaud and welcomed her to the Board of Trustees. Ms. Baca said Ms. Gairaud had been appointed to fill her seat on the Board of Trustees beginning next year.
- ☐ All Pueblo Reads kick-off events will be held September 28 at the Pueblo West Library and on September 29 at the Rawlings Library.
- ☐ All libraries will be closed on Monday, October 8, for Columbus Day. Employees will be participating in Staff Development Day at the Pueblo West Library.
- ☐ The next regular Work Session is scheduled for Tuesday, October 16, at 3:00 p.m. in the Bret Kelly Room A at the Rawlings Library. The Work Session location had been changed to accommodate a larger than expected response to the children's author event as part of All Pueblo Reads.
- ☐ The 2012 CAL Conference is scheduled October 18-20 in Keystone. Marlene Bregar, Rhonda Gonzales, Philip Mancha, Fredrick Quintana, and Jim Stuart will be attending along with a number of library staff.
- ☐ The All Pueblo Reads Black Tie Ball featuring Kent Haruf, author of *Plain Song*, will be held on Saturday, October 20 at 7:00 p.m. on the 2<sup>nd</sup> floor of the Rawlings Library. Call 562-5635 or email [amber.pepin@pueblolibrary.org](mailto:amber.pepin@pueblolibrary.org) to purchase tickets.
- ☐ The next regular Board meeting is scheduled on Thursday, October 25 at 5:30 p.m. in the Ryals Room at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m. immediately prior to the meeting.

#### B. Action/Discussion Items

##### 1. Library Committees Policy

Ms. Baca said a draft Library Committees policy had been discussed at the August Work Session, and recommendations incorporated were discussed at the September Work Session.

Mr. Walker referred to the document in the Board packet and pointed out the highlighted portion that had been added at the Board's suggestion. Mr. Walker said the change reflects that when employees are appointed to a committee it is expected to be part of their job assignment.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees adopt the Library Committees policy for the Employment Practices section of the PCCLD Policy Manual. There being no further discussion, MOTION CARRIED 5-0.

##### 2. Pueblo Library Foundation Board Appointment

Ms. Baca said the Board of Trustees received nominations for the Pueblo Library Foundation Board of Directors from the Friends of the Library.

Mr. Walker said Mr. Voute had mentioned the nominations during the Friends of the Library Report.

## MINUTES

September 27, 2012 — 6 of 6

Mr. Quintana made a Motion, seconded by Ms. Gonzales, that the Trustees appoint Mr. Michael Voute and Ms. Mary Simmons to membership on the Pueblo Library Foundation Board of Directors for terms commencing January 1, 2013. There being no further discussion, MOTION CARRIED 5-0.

**VIII. ADJOURNMENT** There being no further business, the meeting adjourned at 6:21 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary ja

DRAFT