

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

December 14, 2010

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 5:34 p.m. by President Jim Stuart. Mr. Stuart reminded Board members to speak into the microphone to assist IT in recording the meeting.

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Frances Terrazas-Alexander; Marlene Bregar; Katherine Frank; Philip Mancha; Roy Miltner

Board Members Absent: Sherri Baca, Vice President

Attorney Present: Nicholas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Kathy Knox, Associate Director; Abby Koehler, Technical Services/Collection Development; Midori Clark, Community Relations Manager; Sara Rose, Human Resource Manager; Teresa Valenti, Technical Services Supervisor; Michael Cox, Youth Services Supervisor; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker recommended moving **VI.B. Action/Discussion Items** immediately following item **III. Approval of Minutes** to accommodate Board members who may need to leave early to attend other events. The Board accepted the adjustment.

III. APPROVAL OF THE MINUTES

Minutes of the Library Board Work Session held on November 8, 2010 and Minutes of the Regular Library Board meeting held on November 18, 2010 were provided to Board Members prior to the meeting. Mr. Stuart opened the floor for motions.

Mr. Miltner made a Motion, seconded by Ms. Bregar, to approve the Minutes of the Library Board Work Session held on November 8, 2010. The minutes were approved by unanimous consent. Dr. Frank noted that she had not attended.

Mr. Miltner made a Motion, seconded by Ms. Baca, to approve the Minutes of the Regular Library Board meeting held on November 18, 2010. The minutes were approved by unanimous consent. *(Items VI.B.1-4 were discussed at this point.)*

IV. REPORTS

A. Executive Director Report

Mr. Walker introduced Abby Koehler as a librarian who has been doing some analysis of the Public Library Data Services (PLDS) Statistical Report. Ms. Koehler said she has been working on a statistics project for several months, and she explained that the statistical report is a service of the Public Library Association (PLA). Ms. Koehler said each year the library is asked to complete a long series of questions, and Ms. Carlsen has been coordinating the survey and compiling it where it is then available to libraries online and in print form. Ms. Koehler said she was asked to look at the data and analyze it to assist the library in future planning. Ms. Koehler pointed out that this report is based on 2009 data, and she will be showing charts and measures comparing other libraries of the same size, although there are other ways to make those comparisons. Ms. Koehler said she compared PCCLD to 161 other libraries serving populations of 100,000-

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249,000, and she narrowed it to staffing, services and holdings. Ms. Koehler said in order for the report to “tell a story,” she broke it into two areas: PCCLD’s strengths or upward trends and opportunities or areas that might be considered for further development.

Ms. Koehler said in the past couple of years, library use has steadily increased, and that is also true across the country. Ms. Koehler provided a graph showing an upward trend in both program attendance and circulation. PCCLD’s program attendance is in the upper quartile which shows that it is something we are doing really well. Ms. Koehler also pointed out that circulation continues to improve every year. Ms. Koehler pointed out the dip in 2007 which resulted from a flaw in the reporting, and she was able to fill in the data for PCCLD, but not the other 161 libraries. Ms. Koehler said some additional analysis showed that during days of summer reading programming, circulation doubles and triples which shows that when people come to the library for a program, they also check out materials.

Ms. Koehler then referred to opportunities which have led us to ask further questions. In the area of holdings, when we compare PCCLD to other libraries of a similar size, we have a lot of holdings with 561,927 items in the collection. Another finding was that PCCLD spends a good amount on materials with \$917,300 spent in 2009. Ms. Koehler said although PCCLD is in the upper quartile in both holdings and material expenditures, it is below the median in collection use. This is an area for growth. Ms. Koehler explained that when looking at the number of checkouts, there had been discussion of why collection use is not as high, and there might be a number of factors. For many years we have not spent a lot of time weeding and keeping the collection vibrant, and that could be one reason. Another is Special Collections; although only part of those materials is counted, because those items do not circulate, it will impact collection use.

Mr. Miltner asked if this is a percentage of the total collection, and Ms. Koehler responded that it is the number of circulations in a year divided by the size of the collection. Mr. Walker explained that the number shown indicates that every item in the collection was used on average 2.64 times.

Dr. Mancha asked what is included in Special Collections, and Ms. Koehler responded that it is Genealogy and Western Research. Ms. Koehler reiterated that not everything contained in Special Collections is included in the online catalog, and much of the material in Western Research is not recorded in our holdings because the material is fragile and can take a long time to catalog.

Dr. Mancha asked if electronic reference materials are included, and Ms. Koehler responded that there has been some discussion of whether to include electronic materials because the library has some eBooks and thousands of electronic journals, but this data represents only the library’s physical holdings at this time.

Ms. Bregar asked if there is a way to recalculate the figures by pulling out the non-circulating items. Ms. Koehler said it could be done, and she noted that many suburban libraries might not have Special Collections, but the PLDS requires them to be included. Ms. Koehler added that she checks the numbers monthly to see how well items recently ordered are performing in terms of circulation, and she estimated that without Special Collections the number would be closer to 4.

Dr. Mancha said he understands the need for weeding, but the items in Special Collections are important to keep, such as Genealogy materials, although it seems to work against us. Dr. Mancha asked how bad that is when we are upper quartile for holdings and expenditures.

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Ms. Koehler said when we centralized Collection Development, they began looking at who we serve and what types of materials people are using, and we try to make more targeted selections for the collection. If we are spending that much, it is important to make sure we are buying the right things and enough of the right things.

Ms. Koehler also reported on staffing with PCCLD below average but a little higher than the median on the number of full-time librarians, but above average on the total number of full-time staff. Salaries as a percentage of expenditures were slightly below the lower quartile. Ms. Koehler explained when comparing with 161 libraries, some are organized differently, for example if PCCLD were part of city government, staffing expenditures for IT and Facilities might come from the city budget rather than the library.

Dr. Mancha said it looks like we are short on the professional staff and long on other workers. Mr. Walker said he would agree. Dr. Mancha asked if there is any thought that this is something to be changed. Ms. Alexander pointed out that part of the issue is we realize the applicant pool in Pueblo might not be what we would like it to be which is why several years ago the library developed tuition reimbursement, and it was identified early as part of the standards. Mr. Walker said Ms. Koehler did a good job of showing that this is one of the opportunities where the library can improve. Mr. Walker said the library has improved, but there is room for additional improvement. There was additional discussion of steps taken, including grants from the Friends for employees to pursue MLS degrees and additional librarians added. Dr. Mancha asked where PCCLD should be. Mr. Walker said he believes that we get what we pay for, and professionals bring a lot to the table, and in order to be the best it is important to hire the best. Mr. Walker said you also have to look at affordability, but he believed the library can improve.

Mr. Stuart said he does not disagree, but it is important to look at the impact of the nonprofessional employees, and the library is providing a quality level of service. Mr. Stuart said he does not totally agree that you only get good service from professionals. Mr. Walker apologized if his statement implied that the clerical employees do not provide excellent service, because they do.

Ms. Koehler said every time she has made this presentation there have been these discussions which is the reason looking at the data is valuable, and she pointed out that there is much more data available. Ms. Koehler said next spring they will begin looking at the 2010 data and the overall performance, and she hopes to see that PCCLD continues to do great things. PCCLD has made great decisions for the people we serve.

Dr. Mancha said it is one thing to sit back and congratulate ourselves, and the staff and leadership deserve a big, "good job, well done" from the Board because the data is there to back it up.

Mr. Stuart said he would like to see how the library is trending with other libraries in the middle of the year, and he thanked Ms. Koehler for her presentation.

Mr. Walker announced that there will be a Retirement Event on January 7 to recognize the employees who will be leaving as part of the sick leave buyout change. Mr. Walker said the library has seven employees who are preparing to retire, one with 44 years of service, so it is a special time. The Retirement Event will be held in the Ryals Room at 5:30 p.m., and he invited Board members to attend.

Mr. Walker also pointed out that as a token of the library's appreciation for the Board members' work throughout the year, there was a small package and poinsettia given in the spirit of the season.

Mr. Walker then invited Midori Clark to talk about All Pueblo Reads. Ms. Clark thanked the Board for the opportunity to speak and explained that All Pueblo Reads is a literary program designed to get everyone in Pueblo County reading and discussing one book at

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the same time each year. The goals of the project are to promote literacy and encourage community dialog across social, cultural and generational lines. This year's project featured *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie, and Ms. Clark said she heard from so many people that it was a book they might not have chosen, but they had really enjoyed the book. Ms. Clark said the logo was designed by CSU-Pueblo graphic design students who again chose All Pueblo Reads for its project. Ms. Clark thanked the members of the All Pueblo Reads team which included Dr. Frank, Michael Cox, Teresa Valenti, here tonight, but the committee had about 20 people.

Ms. Clark said the library had a record-breaking 86 events and activities, compared with 59 last year. There were also an amazing 25 community partners. There had been record-breaking participation totaling 28,337, a 58% increase over 2009, when there was another double-digit increase. Ms. Clark commented that these increases show the project is gaining support and a huge amount of traction in the community. Ms. Clark attributed the increase in the number of branch programs, the CSU-Pueblo author event, and numerous exhibits including the art at Pueblo West and three exhibits at the Sangre de Cristo Arts Center. Ms. Clark said not included in the count were 2,500 English Composition students from CSU-Pueblo who read the book. Another record breaker was the number of books checked out which totaled 1,242 between September and October which was an increase of 21% over last year. Ms. Clark also pointed out that last year's checkouts were measured over a longer period, and this year the timeframe was cut down but still showed an increase as well as an increase in the number of people engaged in the project.

Ms. Clark said one of the new things this year was the amount of branch participation with Autumn Morning Star presenting to a group of 80 at Barkman. Ms. Clark said there had not been big special events at the branches in the past, but this year the branches were really engaged. One of Barkman's employees is related to a Navajo codetalker and was able to provide an exhibit from that relative. Another new feature for 2010 was the Kickoff Art Show and Sale at the Pueblo West Library which raised \$750. The event brought an entirely new group of people to the event to buy Ed Posa's art, and this is something we hope to be able to host again next year. Ed Posa sold over \$6,500 of his artwork and donated a percentage of the sales to the library. Another feature was a silent auction at the Booklovers' Blacktie Ball event which raised another \$420 which they hope to expand next year.

Ms. Clark said she would like to quickly mention that next year's featured author has been confirmed, and we will have Carl Hiaasen, the author of several adult and children's books, who received a Newbery honor for *Hoot* about endangered owls. Ms. Clark said the committee envisions an environmental theme incorporating renewable energy and water conservation. Ms. Clark expects *Hoot* to be the children's selection, and a surprise for the adult selection. Mr. Stuart said they did make a movie of that, and Mr. Miltner said he has read all of his books and they are a "hoot." Ms. Clark acknowledged that it is a bit of departure to have a New York Times best-selling author, so it may be a little bit different. Carl Hiaasen also writes a daily column for the Miami Daily Herald.

Mr. Stuart thanked Ms. Clark for the wonderful job that she has done. Dr. Mancha added his appreciation for the wonderful job she has done by bringing in sponsors and community partners into the world of the library.

- B. Friends of the Library Report** None.
- C. Attorney's Report** None.
- D. Financial Report**

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Mr. Stuart announced that the Board is asked to ratify the November 2010 bills and accept the November 2010 Fund Statements. Chris Brogan, Chief Financial Officer, was asked to provide a report.

Ms. Brogan said there was nothing of concern to report on the Combined Balance Sheet using a recent PEDCO Treasurer's report: "Cash in exceeds cash out. Financial position is comfortable. Call with questions."

Ms. Brogan said the General Fund target percentage for the end of November was 92%. Revenues were 99% collected. Property tax was 101% collected, and an adjustment was made to the 2011 appropriation to recognize that over collection. Ms. Brogan said there was a big payment in November and she expects another in December which is estimated to be about \$65,000 more than budgeted.

Dr. Mancha noticed that the Board just passed a mill levy that was over 5.25, but it appears the library has over collected. Ms. Brogan explained that this additional property tax was the result of a tax sale which was more successful than anticipated.

Ms. Brogan reported specific ownership tax was 74% collected. Contracts and grants were also 105% collected due to the receipt of eRate funding and the El Pomar Grant. Ms. Brogan explained that interest was shown as 206%, but the reason for that was an adjustment in the way interest had been recorded which includes property tax interest which should have been recorded here all along and has now been corrected. Ms. Brogan explained it was not over so much, it was just being recorded differently. Ms. Brogan anticipates that total revenue will exceed the amount budgeted.

Ms. Brogan said expenditures were 85% spent. Personnel was on track at 85%, materials were 83% spent, and Technical Services staff are busy buying books and materials so this may come closer to the budget.

Dr. Mancha expressed concern about Technical Services spending to reach the budget, and Mr. Walker said it would be a mistake to think they were spending frivolously. Mr. Walker explained the challenge of managing the materials budget expenditures, and as books are ordered throughout the year, some items ordered are not published or are never delivered, yet those funds have been encumbered to purchase those items. Later in the year, as orders are cancelled the funds then become available to spend on other material. Mr. Walker said it is a challenge to spend 100% of the budget but not 105% or 80%. Mr. Walker assured the Board that the materials budget is being spent wisely. Dr. Mancha said he sees better how this works.

Ms. Brogan continued that Facilities was 88% spent, and insurance was just slightly over budget due to the increased premium for a new vehicle. Operating was 83% spent, and the Treasurers' Fees were over budget since the property tax revenues exceeded the budget. Information Technology was 84% spent. Ms. Brogan said the recalculation of the 2010 estimated expenditures at the end of November indicate the library will under spend by at least \$200,000.

In the Capital Project Fund, Ms. Brogan reported that InfoZone expenses included cabinetry and consulting, and Information Technology expenses included the Directors Station software for SIRSI and consulting for VOIP.

In the Check Summary report, Ms. Brogan pointed out two payments to Kaiser; however, one payment was for November and the other for December and was not a double payment. Ms. Brogan also referred to page 7 Internet charges of \$35,000 and explained that payment was to catch up on three months of bills which resulted from Secom billing changes which required that adjustment, and she pointed out that eRate will return about 78% of those payments.

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Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$105,892.18, Payables of \$324,867.90, and Payroll of \$198,688.81, totaling \$629,448.89.

Mr. Stuart noticed a \$24,000 payment for subscriptions, noting that is a lot of magazines, and Ms. Brogan explained that is an annual subscription covering all library locations.

Dr. Frank made a Motion, seconded by Dr. Mancha, that the Library Board approve the November 2010 bills and accept the November 2010 Fund Statement as contained in the December 14, 2010 Board materials.

There being no further discussion, MOTION CARRIED 4-0. *(Ms. Alexander had departed by this time.)*

V. OLD BUSINESS None

VI. NEW BUSINESS

A. Announcements

- ☐ The Rawlings Library will be closed on Sunday, December 19 and Sunday, December 26.
- ☐ All libraries will be closed on Friday and Saturday, December 24 and 25 for Christmas Eve and Christmas, and on Saturday, January 1, 2011 for New Years Day.
- ☐ All libraries will be closed on Monday, January 17, 2011 for the Martin Luther King, Jr. Holiday.
- ☐ The next regular Work Session is scheduled for Tuesday, January 18 at 4:00 p.m.
- ☐ The next regular Board meeting is scheduled on Thursday, January 27 at 5:30 p.m. at the Rawlings Library. The meeting will be preceded by an Employee Recognition event at 5:00 p.m. *(Board then moved to Item VII.)*

B. Action/Discussion Items *(Discussed following Item III.)*

1. Resolution to Adopt the 2011 Annual Plan, the 2011 Budget, Set the Mill Levy, and Appropriate Sums of Money for the 2011 Budget

Mr. Stuart announced that the Preliminary 2011 Annual Plan and Budget were presented for Board consideration in October, and a Public Hearing was held in November.

Ms. Brogan said the Resolution to Appropriate Sums of Money for the 2011 Budget was changed to add \$65,000 from additional property tax. This will not require a supplemental budget amendment. There is also a change in the actual budget for 2011 to update the budget estimates for 2010 which resulted in a higher fund balance.

Dr. Mancha noticed that the Board is asked to set the mill levy at 5.413 mills, and he thought the mill levy for the library was 5.25 mills. Ms. Brogan explained that abatements and refunds allow the library to go back to recoup that money the following year.

a. Approve the 2011 Annual Plan. Mr. Miltner made a Motion, seconded by Dr. Frank, to approve the 2011 Annual Plan. There being no further discussion, MOTION CARRIED unanimously 5-0.

b. Adopt the 2011 Budget. Ms. Bregar made a Motion, seconded by Mr. Miltner, to adopt the 2011 Budget. There being no further discussion, MOTION CARRIED unanimously 5-0.

c. Set the mill levy at 5.413 mills. Dr. Mancha made a Motion, seconded by Dr. Frank, to set the mill levy at 5.413 mills. There being no further discussion, MOTION CARRIED unanimously 5-0.

d. Appropriate funds for the 2011 Budget. Ms. Bregar made a Motion, seconded by Dr. Mancha, to appropriate funds for the 2011 Budget. There being no further discussion, MOTION CARRIED unanimously 5-0.

2. Ethics Statement for Library Trustees

Mr. Stuart said Board members have been reviewing the library policy entitled "Ethics Statement for Public Library Trustees" with the suggestion that all Board members formally agree to the statement annually.

Dr. Frank made a Motion that the Library Board approve the Ethics Statement which will be reaffirmed by all Board members annually. There being no further discussion, MOTION CARRIED 4-0, with Dr. Mancha abstaining.

3. Revision to Bylaws – Continuing Education Statement for Library Trustees

Mr. Stuart said Board members have discussed a revision to the Bylaws to include a continuing education statement for Library Trustees.

Ms. Alexander had missed the discussion and asked for more information about the change. Mr. Walker explained that the statement from the Colorado State Library Standards had been added almost verbatim: "All members of the Board shall participate in at least one continuing education activity annually. This may be part of a regularly scheduled Board meeting with a presentation provided or attendance at continuing education activities sponsored by various continuing education providers. Trustees who participate in continuing education shall be offered reimbursement in the same manner and at the same rate as the library staff." Mr. Walker said this has been the Board's practice.

Mr. Stuart said the phrase "in the same manner" had been added so any payment received by Board members is officially in the Bylaws. Ms. Alexander said that is a reimbursement for expenses. Mr. Stuart said adding it to the Bylaws formalizes what has been the Board's practice.

Mr. Miltner made a Motion, seconded by Dr. Frank, that the Board approve the revision to the Bylaws to include the continuing education statement. There being no further discussion, MOTION CARRIED 4-1, with Ms. Alexander opposed.

4. Disposal of Surplus Property

Mr. Stuart said the library has a significant surplus of furniture and equipment currently in storage at 622 South Union. In order to dispose of this property, the Board is asked to consider a Disposal of Property Request.

Mr. Walker said the library has collected quite a few items of furniture and equipment, most of which is stored at 622 South Union, but there is more than we can put there so the library has rented a storage unit to store additional items. We had been holding onto some of the items in anticipation of using them at the Library @ the Y, but have much more than that library was able to use. Mr. Walker said what we would like to do is ask the Board to declare this list of items as surplus so it could be offered to other subdivisions of state government including libraries and schools, and those items that cannot be given away would be offered for sale to the general public. Items might be sold online or at a public event, somewhat like a garage sale.

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Mr. Miltner asked if government subdivisions might include the Police Department or Aircraft Museum or Zoo since those are publicly funded. It was pointed out that the Board had asked Nick Gradisar to find out if a 501(3)(c) would also qualify to accept donated items. Mr. Douglas Gradisar said he would have to check, but as long as the items are given to another governmental entity, the Board does not even have to make the determination that the items are surplus. Mr. Douglas Gradisar believes that if the library gives the items to a 501(3)(c) the Board would have to first make a finding that the items were surplus.

Dr. Mancha asked if the approval of the Disposal of Property Request provided creates a sufficient finding. Mr. Gradisar responded that before there is a sale of assets, there is an itemization of the items so the Board can determine if the items are no longer needed, and as long as the items are not needed in the foreseeable future, those items can be sold. Mr. Stuart said his understanding is that the Board is finding that these items are surplus so the library can dispose of them.

There was a discussion that if the assets are given to another governmental entity, the Board is not required to first make a finding that the items are surplus.

Dr. Mancha made a Motion, seconded by Ms. Bregar, that the Library Board approve the disposal of property request. There being no further discussion, MOTION CARRIED 5-0.

(The Board then returned to Item IV of the Agenda.)

VII. PUBLIC COMMENT None. Mr. Miltner thanked the employees in attendance and thanked the Board members, saying it had been a pleasure to serve, and he looks forward to continuing to serve his next term.

VIII. ADJOURNMENT There being no further business, Ms. Bregar made a Motion to adjourn the meeting at 6:55 p.m.

Respectfully submitted,

Jane Carlsen
Secretary