

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**MINUTES FOR THE REGULAR MEETING**  
**July 28, 2011**

**I. CALL TO ORDER AND ROLL CALL**

Following an Employee Recognition Event, the regular session of the Pueblo City-County Library District Board of Trustees was called to order at the Rawlings Library at 5:35 p.m. by President Jim Stuart.

Board Members Present: Jim Stuart, President; Sherri Baca, Vice President; Marlene Bregar (by teleconference); Roy Miltner (by teleconference), Frances Terrazas-Alexander

Board Member Absent: Philip Mancha

Attorney Present: Nick Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Director of Public Services; Sara Rose, Director of Human Resources; Teresa Valenti, Director of Technical Services & Collection Development; Barbara Brown, Cate Mugasis, and Rene Montano, Outreach Services; James Amos, Leticia Silerio, and Kristina Samuel, Outreach Books in the Park; Abby Koehler, ILS Administrator; Diann Logie, Lamb Library Manager; others not recorded.

**II. CORRECTIONS AND MODIFICATIONS TO AGENDA**

Mr. Walker recommended moving the Financial Report, Item IV.C., up to Item IV.A. to accommodate Board members participating by teleconference.

**III. APPROVAL OF MINUTES**

Mr. Stuart said the Minutes of the Library Board Work Session held on June 14, 2011, and Minutes of the Regular Library Board meeting held on June 23, 2011 were provided to Board members prior to the meeting.

There being no corrections, Mr. Miltner made a Motion, seconded by Ms. Baca, to approve the Minutes of the Library Board Work Session held on June 14, 2011. The Minutes were approved by unanimous consent.

There being no corrections, Ms. Bregar made a Motion, seconded by Ms. Alexander, to approve the Minutes of the Regular Library Board meeting held on June 23, 2011. The Minutes were approved by unanimous consent.

**IV. REPORTS**

**A. Financial Report**

Mr. Stuart said the Board is asked to ratify the June 2011 bills and accept the June 2011 Fund Statements. Chris Brogan, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

Ms. Brogan said there was nothing to report on the Combined Balance Sheet.

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In the General Fund, Ms. Brogan said the target percentage for the end of June is 50%. Property tax was 77% collected, and Specific Ownership tax was 42% collected, which is right where it was expected to be at this point in the year. Fines and Miscellaneous Sales continue to exceed budget projections. Other categories were somewhat under, but nothing alarming. Total revenues at the end of June were 72% collected, which is 8% more than what had been projected for the 2011 Budget.

Total expenditures were 46% spent. Expenditures were occurring a bit slower than expected but were about 10% less than projected. In Personnel, expenditures were at 45%, the primary expense. Materials were 43% spent, and Facilities were 47% spent. Operating expenses were slightly over target at 54%, and Ms. Brogan explained that this was due to leases for photocopiers. The delay in the purchase of photocopiers resulted in the need to extend photocopier leases on a month-to-month basis, and the additional lease costs were not anticipated in the 2011 budget. Info Technology was 56% spent, and savings in telecommunications should keep this within budgeted amounts for the year.

Ms. Brogan said in the Capital Project Fund, the library received \$22,349 for reimbursement of expenses for the BTOP project, and there were \$20,245 in expenses for BTOP. Ms. Brogan explained that the difference between revenue and expenses was timing. Requests for reimbursement are due by the 15<sup>th</sup> of the month to receive payment by the end of the month.

Ms. Brogan said there was nothing to report in the Check Summary Report.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$102,500.23, Payables of \$290,947.18, and Payroll of \$185,610.87, for a total of \$579,058.28.

Mr. Miltner asked about several checks made out to "Card Services," and Ms. Brogan explained those are payments on corporate credit cards. Ms. Brogan said Teresa Valenti has a credit card to make online book purchases, and others also have credit cards available including herself, Charles Hutchins in IT, Al Perea in Facilities, and Jon Walker.

Mr. Miltner made a Motion, seconded by Ms. Bregar, that the Board approve the June 2011 bills and accept the June 2011 Fund Statement as contained in the July 28, 2011 Board materials. There being no further discussion MOTION CARRIED 4-0.

Mr. Stuart announced that this concluded the items requiring Board action, and Mr. Miltner and Ms. Bregar could end the teleconference whenever they chose. *(Mr. Miltner remained for a time, but Ms. Bregar left at that point.)*

### **B. Executive Director Report**

Mr. Walker said the library has had a busy summer, and a key part of that is the Books in the Park program headed by Barbara Brown, Outreach Services Supervisor. Mr. Walker invited Ms. Brown to provide an update.

Ms. Brown pointed out slide show pictures which also tell the story. Ms. Brown introduced the Books in the Park staff who were recently welcomed as new employees, Leticia Silerio, Kristina Samuelson, and James Amos; however, after the last day of the program this week, their seasonal employment will end. Ms. Brown said it has been a hot summer with only one day of rain. Ms. Brown introduced Renee Montano, Homebound and Satellite Assistant, and Cate Mugasis, Books in the Park/Books a la Cart Assistant.

Ms. Brown said Outreach Services had 53 programs in June with more than 3,000 participants. The *One World, Many Stories* theme was conducive to community speakers from other countries, so over 50 community members participated in telling children and

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families about their culture and experiences in neighborhood satellite schools. At least 13 countries were represented by CSU-Pueblo international students and PCCLD retirees or employees and other volunteers. Children made didgeridoos from Australia, wrote their names in Chinese, learned origami from Japan, learned the limbo, and heard about life and made crafts from Iran, England, Ethiopia, and more. Ms. Brown said it was a great inclusive time for the Outreach program.

Ms. Brown said Books in the Park hosted groups like Bright Beginnings, Eastside Daycare, Spectrum/Blue Skies, Washington Daycare and several home day care providers. Ms. Brown acknowledged several celebrity story time presenters including: Sheriff Kirk Taylor, Judge Alexander, Jacob Chi from the Pueblo Symphony, Melanie Tappen from the Friends of the Library, Dr. Kathy Wolyn from the Pueblo Zoo, Dr. Lori Mugasis veterinarian from Pets & Friends, Ruth Steele from the Martin Luther King, Jr. Museum, Victoria Miller from the Steelworks Museum, Holly Jo Butt from St. Mary Corwin, and the Sangre de Christo Dancerz. Ms. Brown said partners included Pueblo Parks & Recreation, who provided space and crafts, and Y on Wheels. Ms. Brown concluded that Outreach had truly reached out into the community, and the community had reached back to help.

Mr. Stuart asked how the alternate location on the east side worked out. Ms. Mugasis said it was much nicer. The space in the gazebo was cozier and smaller than the space at Bessemer, but provided shade and made it more convenient for staff to manage than the Mitchell Park location where the books became too hot to touch. Ms. Mugasis said the community had not quite figured out the library was there, but she would recommend staying. Mr. Stuart asked how the community response compared, and Ms. Mugasis said it was probably lower, because Mitchell Park had a surrounding neighborhood and caught visitors to the pool.

Mr. Stuart said the staff had done a great job with the Books in the Park program, and helping children read is one of the library's top priorities, and it is something the library needs to continue doing.

Mr. Walker then introduced Abby Koehler who will report on measures, tracking and PCCLD achievements.

Ms. Koehler thanked the Board for having her and said she had been working with Mr. Walker on a project that goes beyond data. Her report was titled, "Standards 2011: Stewardship & Survival." Ms. Koehler emphasized the importance of counting as well as the need to understand why counting is important. The library really wants to show that it is being a good steward of the community's money and space and to insure the library is healthy and continues to thrive. Ms. Koehler said this becomes even more important as the library changes and cited the recent example of eContent. Demands will continue to change, and the library needs to be poised to respond to those changes.

Ms. Koehler reviewed what the library is counting, what the library will need to count in the future and the importance of looking at that data to gain an understanding of what the community values about the library.

Ms. Koehler reviewed what the library is reporting regularly now and pointed out the Key Data provided to the Library Board each month. She noted that the library wants to be ready to collect data needed to track new trends in the future. Ms. Koehler again emphasized the need to recognize what the community values about libraries.

Ms. Koehler showed a graphic showing various surveys and reports the library responds to which include: Colorado Public Library Standards, Public Library Association/PLDS,

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IMLS, LRS, Library Journal and HALPR. Ms. Koehler said the LRS and PLDS survey libraries and report data which the library uses. There are also a couple of publications such as the *Library Journal* that rate libraries along four criteria. HALPR is a smaller report that analyzes the data in a different way. Colorado Public Library Standards were just updated earlier this year. The library looks at the data together with Census data. Ms. Koehler said they have been looking at all the things these surveys have in common and asking how it compares with what is presented to the Board. Ms. Koehler said she found four or five areas common to all the surveys, and she provided an overview of what they are looking at, noting that they are just setting the framework at this point.

Material Expenditures per Capita (still collecting historic data), Circulation per Capita, Staff per 1,000 served, Turnover Rate, Library Visits per Capita, and Program Attendance per 1,000 served. Ms. Koehler said she is looking at these categories to see if the library is making good use of tax dollars and using the space well. Ms. Koehler said PCCLD's programming is strong, and it is clear that programming is a valuable part of the library.

Ms. Koehler said they are looking at new categories for the future including: Use of Digital Materials (including eContent and mobile access), and Meeting Room Use. Use of digital materials will include eContent, Nooks, etc., and it needs to be measured consistently to track future trends. Although we do count meeting room use, currently the library only counts the number of times the meeting rooms are used, and it is clear that meeting rooms are a valuable resource for the community. Ms. Koehler said they are looking at how they might track what purposes the meeting rooms are used for and how many people attend and were attracted to the library by the use of the meeting room space.

Ms. Koehler concluded that there is still a lot of work to do. Ms. Koehler said the project is to know what others see as valuable in order to continue to be responsive to the community and to be able to demonstrate the library's importance to the community as services evolve.

Ms. Baca said it is a great idea to continue doing this, noting that when the library gets a foundation running this kind of data will be a key to showing outcomes to get dollars into the foundation. Ms. Baca said it is great the library is ahead of the curve with this, and she expects she will be asked how digital content is being used in the library at some point.

Mr. Stuart said he understands that Ms. Koehler will be presenting something along these lines at CAL along with Mr. Walker and Dr. Mancha. Ms. Koehler said it is a Board track program titled, "It All Adds Up," and will present the importance of data from each of the presenter's perspectives.

Mr. Walker thanked Ms. Koehler for her work which will help give guidance to the district over time so the library continues to be responsive.

Mr. Walker provided Board members with information about the Nuestra Biblioteca 5<sup>th</sup> Annual Celebration and Sweet Dreams Car Show to be held on Sunday, July 31, and he expects that will have the library hopping.

Mr. Walker also distributed information on the 2<sup>nd</sup> Annual Voices of the Valley Chautauqua Festival that will be held on Friday and Saturday, July 29 and 30. The programs will be presented on the campus at CSU-Pueblo in partnership with PCCLD and Colorado Humanities. Mr. Walker said there will be two performers portraying Henry David Thoreau and Charles Darwin on Friday and portraying C.S. Lewis and Walt Whitman on Saturday. Mr. Walker said this is done in conjunction with the college in Greeley which offers a very mature Chautauqua, and Pueblo was able to lower the costs of getting in performers from around the country to visit by combining their performances in Colorado.

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Mr. Walker said Nuestra Biblioteca has been working on having a mural done to represent the Hispanic Resource Center, and the library has received a grant from Colorado Humanities to support that effort. The library recently completed a competitive process to select the muralist and will be announcing David Garcia as the selected artist at the Car Show this weekend. Mr. Walker displayed examples of the artist's work. Mr. Walker said the mural will be a visual representation of the history and Hispanic influence in this community based on the book written by CSU-Pueblo professor, Dr. Sandoval, on the history of Pueblo. Mr. Walker expects the mural to be presented on the second floor of the library early next year.

Mr. Stuart said it appears the library is moving the Hispanic Resource Center and asked if that was to give it a more visible profile in the library. Mr. Walker said that was one reason, and another was to aid in traffic flow in the library. The magazine and periodical area is trading places with the Hispanic Resource Center.

Mr. Walker said the library is starting to check out Nooks this month, and this is the first of several aspects to this emerging technology program. Nooks are pre-loaded with a selection of titles, and all of the Nooks are checked out. In addition to that, the library will have 40-50 laptops that will begin to circulate. Mr. Walker said funding for the project was from a federal grant to provide new digital technology to the disadvantaged in our community, and he recently learned that the Lamb Foundation is poised to provide a grant in support of the project. Mr. Walker said the library appreciates the support received as it figures out how to meet these changing trends. Wireless books are here to stay, and the library needs to find ways to provide these.

Mr. Stuart asked how many books are on a Nook, and Ms. Valenti responded they started with ten, but more titles will be added as new books come out. Mr. Walker pointed out that the titles loaded on Nooks are "hot" titles. Ms. Baca asked how long the Nooks will check out. Mr. Walker responded that Nooks check out for three weeks, but there are some differences in how they will be checked out. Checking out a Nook requires some education so they are not available in open stacks, but are kept behind the desk to make sure customers know how to use them and to insure they are returned in good condition which requires some additional steps. Mr. Walker said Nooks are only available at this time to adults, and they will see how that works out, but he believes it is the right thing to do initially.

Ms. Alexander asked if customers will be able to borrow books to load to their own reading devices. Mr. Walker said that feature will be the next step. Mr. Walker said there are three components to the project: wireless devices, education and training, and eContent. Mr. Walker said staff have been studying this and are just now making arrangements so people will be able to download books to a variety of reading devices, including Nooks, although Kindles are still proprietary, there are a number of open-source devices. eContent will be available to the public in mid-August. Mr. Walker said he signed the contract today to move that service forward. Mr. Walker said the service they will be using is called "Freeding" and is easy to use for those who are at all familiar with this technology.

Mr. Walker said on October 1 the library will officially open the Center for New Information Technology, and there will be a celebration at that time. By that time, everything should be unveiled, and the library will announce each new feature as it becomes available.

Mr. Walker said that concluded his report and offered to respond to any questions.

Mr. Stuart asked where the library stands on the purchase of copiers, noting that it seemed to be affecting the budget. Mr. Walker said the purchase of copiers was delayed last year, and there have been several changes since that time. A new IT Manager was

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hired, and IT has been hit with several projects including the new telephone system, but he expects it should be completed before the end of the calendar year.

Mr. Stuart noted that Mr. Walker is on the Pueblo City Schools Realignment Committee and commented that will not be easy. Mr. Walker said although it is called the "Realignment Committee" it is really to study school closures which will be required for the following school year, and some schools will very likely have to be closed.

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

## **V. OLD BUSINESS** None

## **VII. NEW BUSINESS**

### **A. Announcements**

- ☐ The Annual Nesbitt Picnic will be held on Sunday, August 7 at the Pueblo Zoo. Employees, volunteers and their immediate family may attend free. Zoo hours are 9:00 a.m. to 5:00 p.m., and the Nesbitt Picnic will be from 11:30 a.m. to 1:30 p.m. Nesbitt will provide fried chicken and beverages, and attendees are asked to bring a favorite dish to share. Call Sara Rose at 562-5632 to register. Mr. Stuart encouraged Board members to attend.
- ☐ The Annual Planning Retreat will be held on Thursday, August 11 from 9:00 a.m. to 4:00 p.m. at the Mountain Park Environmental Center in Beulah. Board members are encouraged to participate. Please RSVP Jane Carlsen at 562-5633. Mr. Stuart commented that it is an interesting activity that Board members should try to attend. It becomes more important with changing technology, and more brains working on that are better. Both Mr. Stuart and Ms. Baca plan to attend.
- ☐ The Board of Trustees Audit Committee will meet in the Ryals Room of the Rawlings Library at 3:00 p.m. on Tuesday, August 16, 2011. The auditor will be in attendance to present the audit report to the committee and answer questions.
- ☐ The next regular Work Session is scheduled for Tuesday, August 16, at 4:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is scheduled on Thursday, August 25 at 5:30 p.m. at the Lamb Library. Mr. Stuart called attention to the location.
- ☐ The library's Summer Reading Club activities – *One World, Many Stories* for children, *You are Here* for teens, and *Babies Going Places* for infants – will continue through August 13.
- ☐ The 2011 CAL Conference–Team Up! Powering Library Partnerships will be held October 13-15, 2011 in Loveland, Colorado. More information is available at [http://www.cal-webs.org/CAL\\_Conference.html](http://www.cal-webs.org/CAL_Conference.html). Board members interested in attending should contact Jane Carlsen at [jane.carlsen@pueblolibrary.org](mailto:jane.carlsen@pueblolibrary.org) or 562-5633.

### **B. Action/Discussion Items**

#### **1. Report from Audit Committee**

Mr. Stuart announced that the Audit Committee has authorized the extension of the deadline for the final audit report until August. The Audit Committee also voted to recommend extending the contract to Swanhorst & Company, LLC for one more year. The policy allows the auditor to be contracted for up to five years. Sherri Baca may report on further details discussed during the July 19, 2011 Audit Committee.

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Ms. Baca said the Audit Committee made the decision to extend the deadline for the final audit report from July to August due to the conversion of accounting software systems in mid-2010 which caused some discrepancies when the data was transferred. It took the auditor additional time to identify the accounts that needed to be corrected, and the auditors have made recommendations to adjust journal entries to reconcile those issues. Due to the extra time and work resulting from the conversion process, the library needed to request an extension of time to file the audit with the Office of the State Auditor. Ms. Baca said although it is unusual to postpone the audit, it is only a formality to complete the necessary form for the State Auditor to give the library time to get everything in order. The Audit Committee's recommendation is to delay the audit report for one month.

Mr. Stuart noted that no action is required at this time, and the Board will receive the 2010 audit report in August.

### **VII. PUBLIC COMMENT** None

**VIII. ADJOURNMENT** There being no further business, Ms. Baca made a Motion to adjourn the meeting at 6:26 p.m.

Respectfully submitted,

Jane Carlsen  
Secretary