

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

June 28, 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 Pueblo West Library at 5:31 p.m. by President Sherri Baca. *(Recording equipment failed; no sound recording available.)*

Board Members Present: Sherri Baca, President; Marlene Bregar, Vice President; Philip Mancha; Fredrick Quintana; Jim Stuart

Board Members Absent: Roy Miltner, Rhonda Gonzales

Attorney Present: Douglas Gradisar

Staff Present: Jon Walker, Executive Director; Chris Brogan, Chief Financial Officer; Jane Palmer, Public Services Director; Teresa Valenti, Technical Services & Collection Development Director; Midori Clark, Community Relations Director; Cindy Shimizu, Pueblo West Library Manager; Rich Poll, Elizabeth Flores, Jill Deulen, Collection Development Librarians; Charles Hutchins, Information Technology Director; others not recorded

II. CORRECTIONS AND MODIFICATIONS TO ADENDA

Mr. Walker proposed that the Board of Trustees add an Executive Session to the agenda as item VII.B.4 for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(e).

III. APPROVAL OF THE MINUTES

Ms. Baca said the Minutes of the Library Board Work Session held on May 15, 2012, Minutes of the Regular Library Board meeting held on May 24, 2012, and Minutes of the Special Library Board meeting held on June 4, 2012 were provided to Board members prior to the meeting.

Ms. Bregar made a Motion, seconded by Mr. Stuart, to approve the Minutes of the Library Board Work Session held on May 15, 2012. The minutes were approved by unanimous consent.

Mr. Stuart made a Motion, seconded by Dr. Mancha, to approve the Minutes of the Regular Library Board meeting held on May 24, 2012. The minutes were approved by unanimous consent.

Ms. Bregar made a Motion, seconded by Mr. Quintana, to approve the Minutes of the Special Library Board meeting held on June 4, 2012. The minutes were approved by unanimous consent.

IV. REPORTS

A. Executive Director Report

Mr. Walker thanked the Board for the opportunity to attend the ALA (American Library Association) Conference last week which gave him the opportunity to learn more about RFID/AMH and e-book issues. Mr. Walker said he would provide a more detailed report at the next Work Session.

Mr. Walker introduced Cindy Shimizu, Pueblo West Library Manager. Ms. Shimizu welcomed the Board to the Pueblo Library. Ms. Shimizu said the Virtual Workforce Center (VWC) had a

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kickoff event at the end of May with a number of dignitaries including representatives from the Colorado Rural Workforce Consortium and the Colorado Department of Labor and Employment attending. The Pueblo West Library has been offering classes through the Virtual Workforce Center on "Getting Hired in Pueblo," and 3-5 people attend those classes each week. Ms. Shimizu commented that all four attending today's class commented that they did not have the gas money needed to get into Pueblo and appreciated being able to attend the class in Pueblo West. The VWC will soon be adding the class "Links to Success," and will also begin a class for Veterans. As part of the VWC, Deb Krauth collaborated on an article which appeared in *Colorado Libraries*, a publication of CAL (Colorado Association of Libraries), and Ms. Shimizu provided copies of the article for Board members to read.

Ms. Shimizu said another topic in the article is about QR (Quick Response) codes which are digitized squares, and the Pueblo West Library is on the forefront. Ms. Shimizu explained how customers can download an application to their cell phone which can then read the code and take the customer to the Workforce Center.

Ms. Shimizu said the Pueblo West Library is also at the forefront with programming for "tweens" (ages 9-12) this summer. Ms. Shimizu demonstrated a recent tween project to launch paper rockets. Ms. Shimizu said the concept was to provide programming to keep that age group engaged in learning, and science seemed a good focus with 25-30 attending each week.

There will be a teen art show in the Pueblo West Gallery featuring 60 pieces from 25 artists. It will give teens an opportunity to show their work. The opening reception will be held on July 6 at 7:00 p.m.

Ms. Shimizu commented on the program statistics reported in the Board report which show that Pueblo West programming has increased over 400% from last year, and she attributed that to the school visits and additional business programming. Ms. Shimizu also prepared a graph comparing the meeting room use at Pueblo West compared with Rawlings, which showed their meeting room use just short of the Rawlings Library.

Ms. Bregar asked if the Workforce Center is working for youth as well as adults. Ms. Shimizu said youth are welcome, but there had not been a direct effort to reach any particular demographic. There had been requests to offer it for seniors who are looking for part-time work. Ms. Shimizu said the VWC is still in the early stages. Ms. Bregar said there are some grants available for youth, and Ms. Shimizu felt that the Workforce Center would be willing to bring in the programming needed because it had made a big investment in equipment to make the program successful.

Dr. Mancha asked whether Pueblo West is being used by the people from Pueblo. Ms. Shimizu said the Workforce Center in town is probably closer for them, but some of Pueblo West's unique programs have attracted people from town.

Ms. Baca said there is a Youth Employment Council that meets monthly with various agencies involved with youth, and she offered to send the contact information for the Vocational Coordinator. Ms. Shimizu said she would pass that information on to Deb Krauth.

Mr. Stuart noticed that although the programming numbers were up, the actual visits were down. Ms. Shimizu believes last year's numbers were artificially high due to school children running in and out.

Ms. Baca thanked Ms. Shimizu for her report. Mr. Walker concluded by saying that perhaps at a future meeting at Pueblo West Deb Krauth could demonstrate the VWC.

Mr. Walker then introduced the Collection Development Team which included Rich Poll, Elizabeth Flores, and Jill Deulen to talk about what they do and how they do it.

Mr. Poll thanked the Board for having them here. Mr. Poll explained that the team divides the workload of getting material for the library. Ms. Flores is the Children's Collection Development

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Librarian who selects e-books, print and nonprint material for children. Mr. Poll selects adult books and e-books, and Ms. Deulen selects DVD, audio and digital material. Mr. Poll explained the resources used to select material, and they have a fully developed set of guidelines to determine the suitability of material for the collection. He also explained how books are leased for popular items and the use of Interlibrary (ILL) to fill customer requests.

Ms. Flores then explained the de-selection (or weeding) process to insure the collection is circulating and in good condition. She also explained efforts to establish a schedule to regularly consider items to be withdrawn, and many of the withdrawn items are recycled through Outreach programs or donated to the Friends of the Library.

Ms. Deulen emphasized that customers want digital content, and the library offers three formats: e-books, e-audiobooks, and e-music; although videos may become available in the near future. Ms. Deulen reviewed the vendors and services provided by each to meet the growing demand for e-content. Ms. Deulen said PCCLD was able to participate in a pilot open OverDrive catalog which provides customers access to the entire OverDrive catalog and will purchase the item selected for the library's collection or the customer may purchase the item giving library a credit for that purchase. Ms. Deulen concluded that the library has provided customers access to thousands of titles in the last several months, and she expects it will keep growing in the future.

Dr. Mancha said he heard that the library pulled off a coup in getting the OverDrive pilot project because it was initially intended for big libraries, and ours is the only mid-size library involved. Ms. Deulen credited Teresa Valenti with getting OverDrive to accept PCCLD for the pilot project. Dr. Mancha noted that it is important to recognize someone who has done something that opened up a lot of opportunities for our customers. Ms. Deulen added that PCCLD is only one of only five libraries participating.

Mr. Stuart commented on a recent *Denver Post* article where some libraries are having trouble getting e-books because some publishers are not allowing it. Ms. Deulen said there have been some lawsuits with the big six publishers, and some are not willing to give e-content to OverDrive for use in public libraries. Mr. Stuart asked about the direction this is going, and a discussion ensued on the legal maneuvers underway as publishers make efforts to secure a revenue stream in this new environment.

Ms. Flores concluded that Collection Development's goal is to have a healthy collection in the library available to the public with current, relevant, popular materials in good condition. Those are the main things they look at in all purchases.

Ms. Baca said the team is doing a great job.

B. Friends of the Library Report

Mr. Michael Voute said he regrets that this is the first time he had visited the Pueblo West Library. Mr. Voute said his report would be short because the Friends of the Library Board is in recess for the summer.

Mr. Voute started by completing the Friends' commitment to the Pueblo Library Foundation by presenting a check for \$15,000 to Jim Stuart who serves as the President of the Foundation.

Mr. Voute said the Friends of the Library budget will not be approved until August, but the Budget Committee had taken a hard look at where they stand as the income has flattened. Membership remains between 800 and 900 which is unequaled in the state for a community of this size. Mr. Voute pointed out that the Friends are not growing, and that holds true for the book store which is not trending up. In the past year the Friends of the Library contributed \$28,000 for library projects, and the Project Selection Committee will meet next month for the next round of library projects. The Friends hope to be able to match that level of contribution to

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the library again this year, if not to the Foundation. Mr. Voute concluded that things look good, but not rosy.

Mr. Voute said there are two Board vacancies, one is very important. They need a recording secretary who is computer savvy to fill that spot. If anyone knows someone who could fit that, they would have to be a member of the Friends. Board application forms are available at Books Again, and they would welcome someone to step into that slot.

Mr. Voute also said Mr. Walker gave a presentation about the Booklovers Gala to be held in the fall, and the Friends committed to partner with the library to sponsor that at the May Board Meeting.

C. Pueblo Library Foundation Report Mr. Stuart the Pueblo Library Foundation will meet on July 11.

D. Attorney's Report None.

E. Financial Report

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

Ms. Brogan said the audit had been completed. The General Fixed Assets have been updated and are about \$3,500 less than last year due to the intense weeding of books and materials.

In the General Fund, Ms. Brogan said the target percentage for the end of May is 42%. Property taxes were 53% collected and specific ownership was 32%, and there was a big increase over May. Last month property tax was only 35% collected. Interest income was still low at 27% collected, but slightly higher with more investable funds and a slightly higher interest rate from CSIP. Other revenue items were all within acceptable limits at this point with total revenues at the end of this month 51% collected.

Ms. Brogan said Expenditures were 39% spent which is the same as last year. Personnel was 38% with nothing unusual to report. Materials were on target at 43% spent, within 1% of 2011. Facilities were 32% spent for the entire category, compared with last year at 44% which Ms. Brogan attributed to a harder winter. The semi-annual debt service payment was recorded under Lease/Purchase of Buildings. Operating was 40% spent with nothing unusual to report and just 2% lower than 2011. Information Technology was at 56%, which is slightly higher because of the subscriptions paid early in the year.

In the Capital Project Fund the only revenues were from interest earnings, and revenues remained at 9% collected. Expenditures included \$4,786 for financial advisor and legal consulting expenses for the building projects, \$24,865 for InfoZone renovation expenses, and \$2,394 to purchase additional user licenses for the e-Requester purchasing system which is working well. Total expenditures were 8% spent. Ms. Brogan noted that the Board will see those numbers increase as the building projects get started.

Ms. Brogan referred to the Check Summary Report, page 7, noting UMB is the monthly payment for purchasing card expenditures, and there is now only one payment for the month instead of several. The payment to Cornerstone Roofing & Gutter for \$1,065 was to correct a drainage problem at the entrance of the Pueblo West Library to avoid ice build-up on the sidewalk. On page 9, the payment to Pueblo Electrics for \$24,135 was the total for the electric wiring in the InfoZone to accommodate the installation of the interactive equipment.

Ms. Brogan concluded that the total expenditures for the Board's approval include ACH payments of \$104,641.76, Payables of \$433,317.68, and Payroll of \$196,194.93, for a total of \$734,154.37.

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Dr. Mancha made a Motion, seconded by Mr. Stuart, that the Board approve the May 2012 bills and accept the May 2012 Fund Statement as contained in the June 28, 2012 Board materials. There being no further discussion, MOTION CARRIED 4-0.

V. PUBLIC COMMENT None

VI. OLD BUSINESS None.

VII. NEW BUSINESS

A. Announcements

- ☐ All library locations will be closed on Wednesday, July 4 for Independence Day.
- ☐ The next regular Work Session is scheduled for Tuesday, July 17 at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The Colorado State Library will be offering quarterly, regional Board training over the next year. The next training will be offered on Tuesday, July 24 at the Nederland Public Library from 5:00-8:00 p.m. Please contact the Board Secretary to make arrangements to attend.
- ☐ The next regular Board meeting is scheduled on Thursday, July 26 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m. immediately prior to the meeting.
- ☐ The Summer Reading Club, *Dream Big—READ!* for children, *Own the Night* for teens, and *Sweet Dreams* for babies runs from June 4 to August 13. There is also an adult reading program, *Between the Covers*.

B. Action/Discussion Items

1. Auditor Report

Ms. Baca said Wendy Swanhorst from the Library's auditing firm Swanhorst & Co., LLC met with the Board Audit Committee on July 28, 2012, and presented the 2011 Audit Report to the Trustees.

Ms. Brogan distributed copies of the CAFR and the auditor's letter to management. Ms. Baca said the Audit Committee met with the auditor right before the meeting and pointed out several things from the CAFR (Comprehensive Financial Report). Ms. Baca said the auditor's job is to determine how well the report had been presented, and the auditor issued an unqualified opinion. The audit field work went well with no problems. Ms. Baca said the auditor's letter to management proposed no significant accounting adjustments. Ms. Baca said the auditors recommended IT continue to improve cash handling, and the committee discussed changes made and further improvements in cash handling expected with RFID.

Dr. Mancha asked about the last sentence of the IT recommendation, and it was explained that the IT audit included specific suggestions for improvements. The IT audit was performed in conjunction with the financial audit. Mr. Walker explained improvements made to backup and recovery processes and email retention which resulted from previous IT audits. Mr. Walker added that some changes have been made to improve cash handling, and point of sale software will be introduced with RFID and customer self-service units to provide further improvements.

Ms. Baca pointed out the financial statement this year incorporated GASB 54 which requires the fund balance detail to reflect the Library Replacement Plan. Ms. Baca concluded that was the one unique change, and the library's financial position is strong.

Ms. Bregar made a Motion, seconded by Dr. Mancha, that the Board of Trustees accept the 2011 Audit Report. There being no further discussion, the MOTION CARRIED 4-0.

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2. RFID / AMH

Ms. Baca said a Board-approved annual goal for 2012 was implementation of Radio Frequency Identification (RFID) tagging and related Automated Materials Handling (AMH) equipment in order to reduce materials handling, ease inventory maintenance, reduce staff time to process materials, and improve customer self-service. Rob McGee, with RMG, Inc., has been working with the library district since September 2011 to help coordinate a systematic process for determining top options for the library district with regard to this project, including overseeing an RFP process to find the best, lowest cost vendor proposals for RFID/AMH for PCCLD. The cost of the project will exceed \$25,000 and, therefore, requires Trustee approval. A report and recommendations were discussed at the June 19, 2012 Work Session.

Mr. Stuart made a Motion, seconded by Dr. Mancha, that the Board of Trustees authorize the Executive Director to enter into contracts with SIRSI/Bibliotheca and RFID Library Solutions for RFID/AMH equipment at a cost not to exceed \$1,245,775.80. There being no further discussion, MOTION CARRIED 4-0.

3. Greenhorn Valley Library Site

Ms. Baca said PCCLD and the Colorado City Metropolitan District have negotiated an agreement to transfer land from the Colorado City Metropolitan District to PCCLD for the purpose of building and operating a public library. The agreement was discussed at the June 19, 2012 Work Session.

Dr. Mancha made a Motion, seconded by Mr. Quintana, that the Board of Trustees authorize the Board President to execute the Agreement to Transfer Real Property. There being no further discussion, MOTION CARRIED 4-0.

4. Executive Session

Mr. Quintana made a Motion, seconded by Dr. Mancha, that the Trustees enter into Executive Session for the purpose of discussing matters that may be subject to negotiations, development of strategy for negotiations and instruction to negotiators pursuant to C.R.S. 24-6-402(4)(e).

There being no further discussion, MOTION CARRIED 5-0. The public was excused at approximately 6:32 p.m.

The Board reconvened in public at approximately 7:12 p.m.

VIII. ADJOURNMENT There being no further business, the meeting adjourned at 7:13 p.m.

Respectfully submitted,

Jane Carlsen
Secretary