

**PUEBLO CITY-COUNTY LIBRARY
DISTRICT BOARD OF TRUSTEES
REGULAR MEETING MINUTES
5:30pm, January 27, 2022**

NOTICE REGARDING COVID-19: This meeting was conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

- I. PUBLIC HEARING ON PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2021**
Alexandria Romero (Chief Financial Officer) will provide a report on the proposed budget amendment for fiscal year 2021. This is an opportunity for citizen comment on the budget amendment which has been made available for public inspection

Fredrick Quintana opened the hearing, and there were no objections.

Ms. Romero stated that the public hearing was in regard to the proposed amendment for fiscal year 2021. The resolution for supplemental budget and appropriations was made available for public inspection. The amendment was for the general fund with the actual expenditures in excess of the budgeted expenditures for 2021, this was due the Summer Reading Program, Reading Pays. The total amount of anticipated review was \$710,000 and increased the General Fund by this amount.

The presented resolution asked for the appropriation for the General Fund to be increased from \$12,512,251 to \$13,222,251 due to the increased expenditures for the Summer Reading Program, Reading Pays.

There were no questions in regard to the proposed budget amendment and resolution.

Mr. Quintana officially closed the public hearing.

II. CALL TO ORDER AND ROLL CALL:

The regular session of the Pueblo City-County Library District Board of Trustees was called to order.
Mr. Quintana conducted the roll call.

Board Members Present:	Fredrick Quintana, President Lyndell Gairaud Stephanie Garcia Marlene Bregar Doreen Martinez
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Board Members Not Present	Dustin Hodge, Vice President Phil Mancha
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Attorney Present:	Bart Miller, Collins, Cole, Flynn, Winn & Ulmer
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Staff & Guests Present:	Jon Walker, Executive Director Sherri Baca, Associate Executive Director Amy Nelson, Director of Rawlings Library
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Jill Kleven, Director of User Services
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Nick Potter, Director of Community Relations and Development
Robert Childress, Director of Information Technology
Eric Tiffany, Help Desk

III. CORRECTIONS OR MODIFICATIONS TO THE AGENDA

Members of the Board of Trustees or the Executive Director may suggest corrections or modifications to the agenda at this time.

Jon Walker asked to an item added to the agenda, a review of the PCCLD masking policies. Mr. Quintana added this item to the agenda as item, 9. Review of the PCCLD Masking Policies.

IV. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board of Trustee regular meeting held on December 9, 2021, and the Library Board of Trustee work session held on December 7, 2021, were published and provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on December 7, 2021, and December 9, 2021, respectively.

Stephanie Garcia asked for clarification on Item 8 in the minutes, it was a proposal to approve \$55,583 to Bibliotheca for kiosks and other equipment. But at the last work session there was a presentation and it was on the agenda for tonight to approve FE Technologies the \$55,583 for the kiosks and technology. She asked why did the Board approve Bibliotheca in December and now a different company in January?

Mr. Walker explained that the contract that was approved at the last meeting actually deleted the kiosks that were being considered for replacement tonight. That contract does not include support or maintenance for the six kiosks that are on the agenda for tonight. The amount that was approved in December was for maintenance and support on other kiosks at branches throughout the district as well as security gates and material sorting equipment.

Ms. Garcia shared that it said it was for approval of equipment and support and maintenance. Did PCCLD purchase additional equipment or just support and maintenance?

Mr. Walker said that last month was only for support and maintenance.

Ms. Garcia stated that the minutes said that the Trustees recommended to agree to pay Bibliotheca for equipment and support services for self-check materials and supporting equipment. This gave the impression that the Trustees were buying more equipment and paying for maintenance.

Mr. Quintana pulled up the minutes and stated that the action that was called for was for maintenance and support services only but the overview mentioned the word equipment. The approval was only for maintenance and support services. Ms. Garcia moved to approve the minutes with the clarification that no additional equipment was purchased. Mr. Walker reiterated that additional equipment was not purchased.

Ms. Garcia made a Motion with the discussed clarification, seconded by Ms. Gairaud to approve the minutes of the December Board Meetings. The minutes were approved.

V. REPORTS

A. Executive Director Report

Jill Kleven spoke about the summary of 2021 collection spending. Ms. Kleven explained that she wanted to present to the Trustees an overview of the spending in 2021 and also the trends over the past two years.

The overall materials budget included print, media, physical processing of materials, periodicals and digital spending. Print materials included everything that was basically a book, media included DVDs, Blu-rays and audiobooks. She explained that PCCLD does pay their vendors to process their materials. This included putting barcodes on the spines and RFID tags. This comes out of the processing budget.

The periodical budget included magazines, PCCLD's special collections publications and newspapers. The digital budget included subscription databases, e-resource services and the actual devices.

In 2021 PCCLD spent \$1,510,219.56 out of the budgeted \$1,549,419.00. Approximately \$15,000 was rolled over into 2022, this amount included backorders and items that weren't able to be received in the fiscal year of 2021.

Ms. Kleven reported that the pandemic had shifted where the needs were and how the money was spent. The breakdown for 2021 was as follows:

- Print Materials - \$280,000
- Media - \$180,000
- Processing - \$122,000
- Digital - \$893,000 This was an all-time high. \$694,000 was in e-resources.
- Periodicals - \$35,000 This amount had been consistent for the last few years.

The 2021 comparison of circulation by item type were:

- Print – 38%
- Media – 28%
- Digital – 34%

In comparison, two years ago the circulation percentages were as follows;

- Print – 31%, this was comparable to 2021.
- Media – 55%, DVDs were PCCLD's highest circulating item at this time.
- Digital – 14%. In 2014-2015 this percentage was at approximately 10%. So the increase in 2021 to 34% was very dramatic.

Ms. Kleven explained that she allocates funds for each of the branches at the beginning of the year. She presented what was spent on materials at each branch in 2021. Barkman and Lamb were allocated similar amounts on their collections due to their branch size. The same can be said for Giodone, Greenhorn and Lucero branches. Library at the Y though small had quite a few circulations. Pueblo West was allocated a larger portion of the budget due to their size.

E-resource services were presented along with the cost that was spent in 2021 on these services. Hoopla had the most circulations, they saw 11,000 – 12,000 circulations per month, \$240,000 of the total digital budget for 2021. The pay per use for this service ranged from 99 cents to \$4.99. Ms. Kleven felt that pay per use all of the time since she felt it saved money.

Changes to the collection in 2022 would include a refresh to the Rawlings collection, this would be in conjunction with the Rawlings renovation. This allowed for an additional \$100,000 to spend at Rawlings for adult, youth and YA materials. A small parenting collection would be added and housed in the Youth Services Area. Spending in general will be tracked more closely in 2022.

Ms. Kleven shared that the online book club would be cancelled due to recent lack of participation and she found it was not worth the investment. The digital budget was increased due to the increase in circulation. Media was not as popular so there would be a phase out of a few formats, specifically audio books and music CDs. These items were checked out on line but it had become difficult to maintain the physical copies.

Ms. Martinez stated that in the past PCCLD let go of the subscription that allowed the checkout of periodicals in digital format, was this something that should be readdressed? Ms. Kleven stated that this subscription was taken away pre-pandemic because it was not doing well. Physical copies of magazines do get checked out a lot so she felt it would be a good idea to take another look at an E-magazine subscription service. Ms. Martinez suggested that PCCLD publicize the iCloud News Stand offering, follow it for 2022 to see how it does.

Ms. Gairaud asked for clarification on the definition of a parenting collection. Ms. Kleven said that the library used to have a parenting collection, books on how to parent, and it eventually went into the general collection. Since there would be a separation of floors due to the renovation this small collection can be put into the same area as Youth Services. This collection would focus more on younger children. Ms. Gairaud shared that she loved this portion of the meeting when the Board was able to hear from the different directors and managers. This helps the Board members to know what was going on in the different departments.

Ms. Garcia commented that there were a lot of people they advocate for who do not have access to the Internet. These people loved to check out CDs and DVDs so they had entertainment and the libraries were always a great source for free movies and CDs. She shared that Pueblo did not have great access to Internet services and felt that the Library shouldn't be in a big hurry to get rid of hands-on items like DVDs and CDs. Ms. Kleven agreed and shared that these formats would not go away completely but would be purchased in smaller quantities.

B. Friends of the Library Report

Nothing to report.

C. Pueblo Library Foundation Report

Nothing to report.

D. Attorney Report

Mr. Miller shared that he did not have a formal report and that everything was going good.

E. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the December 2021 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December 2021 Employment Changes as contained in the Board materials.

Ms. Bregar made a Motion, seconded by Ms. Gairaud and Ms. Martinez to ratify the December 2021 Employment Changes as contained in the Board materials. The motion was approved.

Mr. Walker shared that it was a standard report for the month. He reported that Charlene Simms, Special Collections/Genealogy Librarian retired and would be missed. She had been with PCCLD for almost 14 years. He shared that she had been a very well known nationally and was a distinguished librarian. He stated that it wasn't common for him to say someone was irreplaceable but she was definitely irreplaceable.

He stated that PCCLD continued to see an uptick in job movement, which followed a national trend. He reported that HR was working diligently to fill these vacancies.

Mr. Quintana said that on behalf of the Board of Trustees, he would like to extend Charlene Simms a great deal of respect from the Board that she earned throughout her tenure. She was an asset to the library district and had done some great things and helped many within the community with regard to special collections and genealogy. She was a tremendous resource and leaves behind large shoes to fill.

The consensus was to gift Ms. Simms with a token of appreciation from the Board. Mr. Walker stated that he would be happy to arrange for something for Ms. Simms.

F. Financial Report

OVERVIEW: Alexandria Romero (Chief Financial Officer) reviewed a report on the December 2021 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the December bills and accept the December 2021 fund statement as contained in the Board materials.

Ms. Martinez made a Motion, seconded by Ms. Bregar to ratify the December bills and accept the December 2021 fund statement as contained in the Board materials. The Motion was approved

Ms. Romero stated that this was a preliminary fund statement since it was at the December year end. She explained that there would be pieces moving until the end of the audit. She did try to get in the majority of items so the Board had a better idea of where PCCLD stood at the end of the year.

She shared that she would review some areas of movement and would continue to report on these areas until the final report. She reported that the fixed assets and the long-term debt would be changing as they prepared for the audit. At this time the figures were the same as they had been for the entire year, minor end of year adjustments still needed to be made to these figures.

General Fund/Accounts Receivable funds for January and February will be processed for the prior year. A big portion would be the Reading Pays reimbursement that had been sent to the City and the County, \$148,000.

The amount that was in the Capital Project Fund, "due to" and "due from" accounts were from the Capital Campaign and were sitting in between 2 accounts. The accounts receivable was in the General Fund and the revenue was in the Capital Fund.

Prepaid services would be reversed as of January 1st, a lot of the items/subscriptions were approved in December for payment and those payments had been made. The expenses were for 2022 and would be moved into the current fiscal year.

\$175,000 of accrued payroll was sitting in liabilities and portion of it was the accrual for nine days of

2021 salaries that were paid out in 2022. The larger amount under liabilities, \$981,893, under Capital Projects was from HW Houston who billed two months out from when the services were rendered. This amount was for November and December of 2021.

The statement of revenue and expenditure's percentage spent and collected should be close to 100% at this point in the year. Property Taxes were close, \$15,000 less than what was budgeted. \$121,000 more than what was budgeted was collected for specific ownership taxes. Contracts and grants showed 325% collected due to the Reading Pays program. Interest income showed a negative income in the General Fund and the Capital fund due to the new accounts with COLOTRUST Edge. The new asset valuation can fluctuate and in December it did have a reduction of .01. The NAB was at \$10 and it went to \$9.99 in December, with these accounts PCCLD was able to net either the realized or unrealized gain against the interest that was collected on those accounts. Funds were moved back to the Plus account to avoid any risk. The idea behind Edge account was that you collect more interest income, if the interest rates increase that would offset any loss that would occur in the net asset valuation. The amount of interest would still be higher than if it was in the Plus account. This information would also come back around in the annual report review.

Total revenue for 2021 was just over \$13 million.

Expenses included salaries and Pera which were at 99% spent, materials were underspent by \$85,357, facilities were at 97% spent but this number may change due to incoming utility bills. Operating expenses were at 95% spent and IT was at 82% both similar to the prior year.

Revenues over expenditures, due to rolled over grants, were in the positive \$192,749, a difference of \$387,000 in the positive for the library district.

Under the Capital Fund, donations were higher than what was budgeted for in the capital campaign. Total revenue was at 181%.

Building construction was at \$1.5 million and included the payment in October as well as the payable for the November and December invoices for HW Houston.

The amount budgeted for total expenditures in the Capital Fund was \$2.9 million, it would be closer to \$1.5 million. 2022 Rawlings renovation expenditures were within budget.

Ms. Romero reviewed the Payment History Report and shared that the majority of the larger purchases were PCCLD's annual contracts and renovation costs. Total payments were at \$1.2 million. Grand total for expenditures for December was \$1,648,834.

P-Card transactions were less due to spending cut off, there was nothing of note to report.

VI. BOARD COMMENT

Ms. Garcia reported that she watched the recent City Council meeting and it appeared that there was another urban renewal zone that would be happening in the Eilers' neighborhood. There was approval to study the area and an overall discussion by City Council about the ability to attract new companies and discussion about sales tax.

Ms. Bregar reported that particular Urban Renewal project might overlap with the current study in the Grove area of the community. It could be a combination of both areas but would take a while to get the combined study completed, she anticipated Spring of 2022.

Ms. Gairaud shared that she visited the Rawlings library and witnessed the renovation activity that had happened and was going on, she said that it was excited to go back when everything was completed on the first floor. She stated that she did visit with an employee who voiced concern about the limited space to accommodate supplies. Ms. Gairaud asked if there was any additional storage space that could be used for any of the library services. Mr. Quintana thanked Ms. Gairaud for the information she had brought to light. She shared that it was not a pressing issue but wanted the Board to be made aware.

VII. PUBLIC COMMENT

There was not public comment.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

A. Announcements

1. All libraries will be closed all day on Monday, February 21, 2022, for the President's Day holiday. Library employees will participate in staff development on this date.
2. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, February 15, 2022. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, February 24, 2022. The times and dates of these meetings are pending approval of 2022 Board meeting dates and times, which is an action item later in this agenda.
3. Reminder to fill out the board self-assessment and the executive director evaluation.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The Trustees reviewed this matter at their work session on January 18.

RECOMMENDED ACTION: That nominations be made for President and Vice President of the PCCLD Board of Trustees and an election held.

The floor was opened for nominations for president and vice president of the PCCLD Board of Trustees. The nominations could be made either as a slate or individual.

Ms. Giraud made a motion to nominate Mr. Quintana for president and Mr. Hodge for vice president, Ms. Garcia seconded this nomination. Mr. Quintana accepted the nomination. No other nominations were placed for consideration. The motion to elect Mr. Quintana as president and Mr. Hodge as vice president was approved and carried.

2. Selection of 2022 Board Meeting Dates, Times, and Locations

OVERVIEW: The PCCLD Board of Trustees' Bylaws provide that the "date, hour, and location of the meetings shall be set by the Board at its annual meeting."

Recommendations for these have been reviewed at prior work sessions.
RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to approve the dates, times, and locations for the 2022 regular meetings and work sessions as contained in Board materials.

Ms. Bregar made a Motion seconded by Mr. Quintana to approve the dates, times, and locations for the 2022 regular meetings and work sessions as contained in Board materials. The Motion was approved.

Ms. Bregar asked if there would be employee recognition at February 21st staff training, Mr. Walker said that there would be.

3. Posting 2022 PCCLD Board of Trustee Meetings Notices

OVERVIEW: The PCCLD Board of Trustees reviewed 2022 proposed public meeting notice postings at their January 19 work session.

RECOMMENDED ACTION: That the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings.

Mr. Quintana made a Motion, seconded by Ms. Martinez that the Trustees takes action designating the community bulletin board at the Rawlings Library at 100 E. Abriendo, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the public places for posting of notice of meetings for the PCCLD Board of Trustees, and that all meeting notices be posted at least 24 hours prior to scheduled meetings and the Executive Director be designated as the Board's representative to answer all questions about all postings. The Motion was approved.

4. Board Committees

OVERVIEW: The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

RECOMMENDED ACTION: The Board may take any action desired.

Mr. Quintana said that typically the mentioned committees are done by appointment. Ms. Bregar had volunteered to sit on the audit committee and Mr. Quintana made the appointment for her to continue on that committee. He stated that he would appoint that slate as it currently existed, if any changes are made or needed to be make throughout the year he would bring it up for discussion at a Board meeting.

Mr. Walker listed the committees and the Board members on each of those committees.

Audit Committee - Marlene Bregar, Fredrick Quintana and Phil Mancha

Legislative/Government Committee - Marlene Bregar, Stephanie Garcia and Doreen Martinez

Board Development Committee – Lyndell Gairaud, Phil Mancha and Fredrick Quintana

Ms. Garcia said that the Board had never received any action alerts or bill watches. She assumed that statewide libraries had lobbying groups that track bills. Mr. Walker said that there was an active email group and he would provide Ms. Garcia with the information. Ms. Bregar

currently receives those emails. Ms. Martinez asked to be included.

Ms. Martinez shared that in a previous Board meeting it was decided that the vice president would keep their finger on the pulse of what was going on with the committees. She offered to assist Mr. Hodge with this if needed.

5. Resolution for Supplemental Budget and Appropriation

OVERVIEW: A resolution for supplemental budget and appropriation was presented on January 18, 2022, and a public hearing held on January 27, 2022.

RECOMMENDED ACTION: That the PCCLD Board of Trustees adopt the Resolution for Supplemental Budget and Appropriation, as presented in the Board materials.

Mr. Quintana said that it was not customary to read the resolution into the minutes. He stated that the resolution was on the screen and was contained in the Board packet.

He added as a point of clarity, the amount of funds from the American Rescue Plan Act as anticipated to be an increase to the General fund by \$710,000.

Mr. Quintana made a Motion, seconded by Ms. Gairaud to adopt the Resolution for Supplemental Budget and Appropriation, as presented in the Board materials. The Motion was approved.

6. 2022 Annual Plan

OVERVIEW: The Trustees reviewed the proposed 2022 Annual Plan at their January 18 work session.

RECOMMENDED ACTION: That the PCCLD Trustees adopt the 2022 Annual Plan as presented in the Board materials.

Ms. Martinez made a Motion, seconded by Ms. Bregar to adopt the 2022 Annual Plan as presented in the Board materials. The Motion was approved.

Mr. Walker pointed out that there is one added objective. It had to do with the Connect-Ed program. This program has existed for several years. PCCLD works with schools to automatically create a library account for every student, their school I.D. would serve as their library card. The objective was about renewing the libraries focus on this program. The intent was to work with the schools and classroom teachers and make them aware of the many public library resources that are available to the students.

7. Freegal

OVERVIEW: The Trustees heard a recommendation at their January 18 work session for PCCLD to agree to pay Library Ideas LLC the amount of \$31,700 for the Freegal Music and Streaming subscription. This requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to pay \$31,700 to Library Ideas LLC, as presented.

Ms. Gairaud made a Motion, seconded by Ms. Bregar to authorize PCCLD to pay \$31,700 to Library Ideas LLC, as presented. The Motion was approved.

8. Self-Check Kiosk Procurement

OVERVIEW: The Trustees reviewed a presentation and recommendation for PCCLD to procure six self-check kiosks from FE Technologies at a cost of

\$49,152. This requires Trustee approval as it exceeds \$25,000.

RECOMMENDED ACTION: That the Trustees authorize PCCLD to procure the recommended self-check kiosks from FE Technologies, as recommended.

Ms. Bregar made a Motion, seconded by Mr. Quintana to authorize PCCLD to procure the recommended self-check kiosks from FE Technologies, as recommended. The Motion was approved.

Mr. Walker reported that outreach was done to various references and other libraries currently using this product, all were good! In addition, the demo met all expectations. He stated that FE Technologies was a good choice for the district and would serve well as a model even going forward as kiosk replacements occur.

9. Review of Masking Policy

Mr. Walker said that currently the Health Department took action to modify their health order as it pertained to local schools. The orders were loosened from an absolute mandate for schools and childcare centers to mask to some options that school boards or other governing boards could take some authority and responsibility on themselves if they put in place a mitigation plan.

PCCLD's policy calls for the Board of Trustees to, on a monthly basis, review the current masking policy which does require face coverings over the nose and mouth while inside public shared spaces in the libraries. Mr. Walker's recommendation was to continue on with that policy. The time to change this may be coming due to encouraging trends but he did not want to jump ahead too quickly. He pointed out that the Health Department did modify their policy and were very clear in recommending that individuals wear a mask in indoor public spaces. This recommendation was consistent with the Colorado Department of Public Health and Environment and the CDC.

Ms. Gairaud asked about the government provided masks that were distributed by the library branches and if there was another distribution date scheduled. Ms. Baca share that the government program was ongoing so orders could continue to be placed. PCCLD had received their third shipment with the next distribution of KN95 masks scheduled for February 1st. She shared that there was an abundance of surgical masks still available so patrons could go into the library locations and access these masks.

Mr. Quintana asked for questions or comments and stated that he agreed completely with what Mr. Walker presented today, he felt that staying their current course was a good idea.

Ms. Garcia asked that the minutes reflect the reasons why PCCLD continued with the recommended masking policy for the libraries. Ms. Garcia had viewed the Board of Health meeting and the alternative to not wearing a mask was the entities had to come up with their own mitigation plan which included temperature taking and asking a list of questions related to Covid-19. She stated that the labor that this would put on the library was not realistic. It made more sense to keep the mask mandate until there was better direction from the Board of Health.

X. ADJOURNMENT

Ms. Bregar motioned to adjourn the meeting at 7:08pm

NOTE: The next meeting of the Pueblo City-County Library District Board of Trustees is a work session scheduled to take place beginning at 2:00pm, Tuesday, February 15,

2022. This meeting will be conducted online only in order to adhere to COVID-19 social distancing precautions due to the current high spread of the disease locally. An online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or rose.jubert@pueblolibrary.org

Respectfully submitted by,

Rose Jubert, Secretary to the Board of Trustees