

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES  
September 26, 2019**

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

Doreen Martinez, President, called the meeting to order at 5:31 p.m. at the Greenhorn Valley Library.

Board Members Present: Marlene Bregar  
Lyndell Gairaud  
Phillip Mancha  
Doreen Martinez  
Fredrick Quintana  
Dustin Hodge

Board Members Absent: Stephanie Garcia

Attorney Present: Doug Gradisar - Gradisar Trechter Rippenger & Roth

Staff Present: Jon Walker – Executive Director  
Sonya Fetty – Executive Assistant/Board Secretary  
Sherri Baca – Chief Financial Officer  
Sean Miller – I. T. Department  
Terri Daly – Human Resource Manager  
Maria Kramer – Youth Services Manager  
Joanna Stankiewicz – Greenhorn Valley Library Manager  
Other Greenhorn Valley Library staff members

**II. CORRECTIONS AND MODIFICATIONS TO AGENDA**

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

None

**III. APPROVAL OF MINUTES**

OVERVIEW: Minutes of the Library Board Work Session held on August 13, 2019 and Minutes of the Regular Library Board meeting held on August 22, 2019 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- o Minutes of the Library Board Work Session held on August 13, 2019
- o Minutes of the Regular Library Board meeting held on August 22, 2019

Fredrick Quintana made a motion to approve the minutes from the August 13, 2019 work session and the August 22, 2019 board meeting. Lyndell Gairaud seconded the motion.

All in favor 6-0

**IV. REPORTS**

**A. Executive Director Report**

Joanna Stankiewicz, Greenhorn Valley Library Manager, will review activities of the Greenhorn Valley Library. (Estimated time: 15 minutes)  
Maria Kramer, Youth Services Manager, will review the 2019 Summer Reading Program outcomes.

*(Joanna Stankiewicz presented from a slideshow.)*

**Joanna Stankiewicz**

Today I am going to go over a little bit of what we have been doing in 2019, because I believe our goals have changed a little bit since I started about a year and a half ago. We also have new staff that has joined us, so we have been adjusting as we have been going along. We will start with what our goals were for 2019. For 2019 we wanted to support Key Data results. We wanted to provide more unique programs that reflect what this community needs. We are separated physically from the rest of Pueblo, so it is really important for us to actually do what our community needs us to do. We wanted to create more flexible spaces and update parts of the branch, and also provide free programming for adults. This is something that was really important to me when I came on, because adult programming, as we know for budget reasons, is a little bit more expensive. However, I believe that is how we form really great relationships with our patrons. We also wanted to diversify and right side our collection. These are all of the goals that we have taken on. We are going to start with programs today, and I want to primarily focus on programs. Programming has been really significant for us here at Greenhorn Valley Library. You all

probably know from our Key Data that program attendance has increased by 60% in 2019, which is very big for us. It also correlates to visits. We now are at 12% for visits, which again is an average, so sometimes it is 16% or 20%. For us being the small branch that we are, we are really feeling the impact of those visits increasing. I think our work and programming has really made an impact on our patrons visiting us. There are three things that I think make up why our programming is causing our community to want to come see us at the library. Like I said before, one of our strategic goals was to create unique programming. That is programming that reflects our community. Here you will see just a small list of what we offer, things like hunter safety courses. *(She referenced pictures from her slideshow.)* If you have never seen one of these courses, it is really incredible. They basically take kids as young as seven and teach them how to use guns. I come from Chicago and there is a very different culture around guns there than there is in a rural community like this. So for me, this has been an adjustment, and it is really fantastic to see how this community engages with guns. We also do mini horses, a lot of you know this program. *(She referenced pictures from her slideshow.)* It is one of the most popular programs. This is a local community member who actually works with us already with story time. We really love when she comes and partners with us. Another thing I wanted to talk about is our adaptive story time. This is very different than some of the story time's we are doing across the district. In this community our school system is small. It has over 30 students currently that are special needs. These include ages 5 to 21 at which time they "age out" of the program. Over the summers we basically get a month to engage with them through the school system. We also have kids who are on the autism spectrum, who have Down syndrome, and other special needs that just need a little bit of extra care when we do story time. The other reason I am bringing this up, is because out of those 30 students, 7 of them are "aging out" this year. What that means is these students are no longer students and they need jobs within the community. Over the last year, I have had an opportunity to partner with the Division of Vocational Rehabilitation which is part of the Colorado Department of Labor. What they do is they try to pair up people within the community who have special needs with jobs. Because we are so small, we don't have a lot of job opportunities in this community. Currently one of the students we have known through the school system and adaptive story time, is volunteering for us. I have spent about 15 hours across the last two months training him to be able to help us and volunteer. He is just the first one, we have six others that we would like to engage in some way. Another thing that has made our branch successful is our consistent Friday programming. One of the things we realized was that because we are such a small community, there really is nothing to do around here for kids on Fridays. Most of our programming on Fridays is for families. We don't distinguish between teen, tween or young children. They are programs for everyone and the whole family. We have passive programs throughout the branch all the time. We also recently started the open video game time and family movies, which they really love. The third component of this was what we did with adult programming. We adjusted how we were engaging with our adults. Through Friend's Grants we were able to do monthly Maker and DIY programs. These are programs that either we run, or we have a professional within the community that runs them. We also began engaging with technology a little bit differently. We found that our adults really needed one on one attention with technology. We began doing every other month email and internet basics classes. We also do tech help drop-ins, so people can bring in their own devices and then we do one on one appointments. *(She went through different pictures of examples of programming and classes from slideshow.)* We have made a few changes in circulation. The first thing we did was a pretty large "weeding" project. Between our two MHT's they literally touched every single item at this branch. We are fortunate that because we are small, that type of project can be done. By touching all of those items, we were able to check for damage and missing items. While we were doing that project, we were looking at what our collection looks like. One of the things I noticed was that we didn't have a very diverse collection. For example, we had Westerns, but didn't have a lot of Sci-Fi. We had Cowboys and Indians the magazine, but we didn't have magazines that represented the LGBTQ or people of color. So as we were doing our "weeding" we were also looking out for those things. We also did the outdoor collection. We had to re-ad an entire graphics novel collection to this branch. Some decisions were made in the past, and those items were completely taken out of this branch and we brought them back in. We made changes to how we were

doing our displays. We have a little bit of an issue getting things here to this branch. Things like new items are not easy for us to get. By the time all the other branches get through them, we get them about four months later. We have to be really proactive about those type of things. We added and utilize mobile furniture, so that we can set-up programs in the middle of the branch. We know there is anxiety about stepping into a large room or stepping away from your parents. We also updated the teen and tween areas. The only thing I have to say about 2020 is that we are telling our story. For everyone who is in this room, I think we know that next year is really going to define what the Library District is going to look like going forward. I hope as you spend time here and time with staff here, you have a more complete narrative as you are telling our story. That is all I have, thank you. Are there any questions?

Doreen Martinez

I heard you say something that concerns me a little bit. You are saying that you are having difficulty getting new materials?

Joanna Stankiewicz

It is because we only have so many copies of new releases. Let's say we purchase five copies of a new release throughout the district. Everyone puts them on hold because they are really popular. So then it takes a little bit of time for them to get here. It could be six months by the time all the holds are off a new item.

Doreen Martinez

So is that a problem that is specific to this branch or a problem just because it is a new item and the availability?

Joanna Stankiewicz

Yes at this branch, but at the same time we were not making an effort before to put those items on hold to be at this branch. We have resolved this problem. We now have a list of all the new releases and I can put them on hold for this branch.

Marlene Bregar

I just want to express my appreciation for what you have done with the school system and students with special needs. I know how difficult it is to help those students between 18 and 21 find jobs or even volunteer work.

*(Maria Kramer provided a handout to each trustee and also presented from a slideshow.)*

Maria Kramer

Thank you for inviting me and of course, thank you all for your continued support of Youth and Summer Reading. When we are planning as a Youth Services Committee and as a Library District, we always start with "WHY". So just a reminder, why does Summer Reading exist and why do we spend so much money and time planning it? To help youth continue learning, continue reading, and continue being positively engaged when they are not in school. Here are some excellent highlights. First of all, teen attendance more than doubled between last year and this year. More youth and teens are getting lunch at the library than ever. At Lamb Library it could be up to 100 lunches daily. EPIC Pueblo received OMG Books Award, which \$18,000 was allocated to the Library District for books for Books in the Park. Over the summer we gave away over 7,000 books. These were brand new and handpicked. They went out to kids at Books in the Park and at community outreaches throughout Pueblo County. Figuring out why this happened so that we can do it again, there was excellent collaboration between departments. Especially between the 3<sup>rd</sup> floor and Youth Services that led to some very successful festival type events. Sara Schwartz and Jacque Carter worked very closely producing some wonderful collaborations. Our external partners, especially Parks & Recreation and EPIC were very involved which led to some wonderful

partnerships. Also, getting into how our teen numbers doubled, during the year Brook Reideman made some special effort to reach out to Kim Sewell (Lamb Library) and Brigitta Lockman (Barkman Library) and spent a lot of time with those staff members and talked to them about teen spaces and programs at their locations. I think that what we are seeing over the summer was a result of all that foundation work during the year. Some of the successful events included the Rawlings kick-off and it was the most successful kick-off we have ever had for Summer Reading, over 1600 people attended. *(She went over pictures on slideshow from event.)* Branch kick-offs were also extremely successful. Here are Greenhorn Library I believe they had over 200 attend. Totally 726 attended branch kickoffs. Another big success has been hands on programs for families. We have been introducing more hands on science, interactive art, music, etc. *(Showed pictures of some of the hands on programs.)* This kind of programming has been getting a big following. Attendance at this style of programming specifically increased 22% over last year. It think this type of programming is something our community has come to expect from the Library District. Books in the Park had a very good year. Basically it held steady from a very strong year last year. Thanks to the support of EPIC and the OMG Books Award, Books in the Park had a wonderful year in terms of circulation and new books. The books were picked specifically with diversity and representation in mind, and the community responded very well. There was an experiment this year, I tried a Books in the Park Mini. We did one day a week at St. Anne's Park. This experiment was not very well attended and didn't take off the way I had hoped it would. Our two main locations continue to be strong and supported. I do plan to try Books in the Park Mini a few years down the line again and we will see how it goes. Speaking of kick-off parties being successful, our end of the summer party was also extremely successful. Pueblo has a culture of festivals, so when the library can tap into that, we get very good results. A collaboration between Rawlings and Pueblo Parks & Recreation was the Kids Parade. We had an entry in the parade and also sponsored the parade. That parade ended with a party in Grome Park. At that party we provided food, vendors and a bounce house. There were 1200 people from the parade at the party. Here is the plan for next year. We want more hands on programs for families, as people are responding well to those and they fit our mission of encouraging lifelong learning. Continue to support branch efforts to reach out to tweens and teens. We will continue to incorporate community input into program designs. This year I had a focus group of District 60 educators to talk about what their students come back to school lacking and that led to some very interesting results. This year I plan to host one for District 70 educators as well. Also, because outreach books went so well, I am going to try to seek more grant funding. So we will see you in 2020. Do you have any questions?

#### Lyndell Gairaud

I presented the Most Improved Reader awards at Eva Baca Elementary and I mentioned that Books in the Park would be at St. Anne's Park in the summer. So I was curious to know how that went. If it is something that you want to continue, I would say get in touch with Julie Griego who is the principal. I think it would be necessary in that neighborhood to really get the word out to the parents and the elementary school in order to have the participation.

#### Maria Kramer

I got back some feedback from community members that the time of day may not have been right.

*Doreen Martinez presented a certificate of achievement to Terri Daly, Human Resources Manager.*

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

None

#### **C. Pueblo Library Foundation Report**

None

**D. Attorney Report**

None

**E. Employment Changes**

OVERVIEW: The Board is asked to ratify the August 2019 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board ratify the August 2019 Employment Changes as contained in the September 26, 2019 Board materials.

Phil Mancha made a motion to ratify the August 2019 Employment Changes. Marlene Bregar seconded the motion.

All in favor 6-0

**F. Financial Report**

OVERVIEW: The Board is asked to ratify the August 2019 bills and accept the August 2019 Fund Statements.

RECOMMENDED ACTION: That the Library Board ratify the August 2019 bills and accept the August 2019 Fund Statement as contained in the September 26, 2019 Board materials.

*(Sherri Baca presented from a slideshow and the financial reports were posted on the website prior to meeting.)*

Sherri Baca

It's my pleasure to be here with you tonight. This is going to be really easy, it's a pretty ordinary report. Certainly as I go through it, feel free to stop me if you have any questions. We will start with our balance sheet. Our cash is on point, 3.7 million dollars. We are at about 98% cash collections from property tax.

The rest of everything is pretty stable. Prepaid services start to elevate at this time of the year because we are starting to have contracts renew that are essentially paying for 2020 expenses. Our capital projects cash holdings, which is the library replacement plan and also the debt service fund, also have stayed pretty stable. A stable balance sheet, nothing really out of the ordinary. *(She went line by line through the statement.)* The general fund statement is next. We are eight months in, so if you think about what our target should be here, that would be 67% of our budget should either be collected or spent. We will spend the next month or two collecting the remainder of property tax and then we are good to go. Again, the Library District remains pretty stable year to year. Operating expenditures is at 77% spent and this time last year we were at 66% spent. One of the drivers behind that, and you will see under Community Relations we are already over budget. That makes sense because we are doing a little bit more community engagement activities leading up to November 5<sup>th</sup> than we have in previous years and we didn't budget for that. However, we are watching that number to make sure it's going to fit in the overall expense number for year to date. There is just a little bit of extra marketing because we are reaching out to the community quite a bit. The rest of the report is normal and nothing to report out of the ordinary.

Marlene Bregar

Do you have any projection looking toward the end of the year where Community Relations budget is going to end up and do you anticipate having to increase that budget category?

Sherri Baca

We are starting to work on that very thing right now. We are at the budget stage where October 15<sup>th</sup> you will see a preliminary budget for 2020. By then we will have already nailed down our estimates for 2019 and if it is looking like we are going to be in a positive situation, then we won't have to do any budget amendments. I am not seeing the spending that I think would rise to the level of needing a budget amendment by the board. We are still in that zone where we are nearing the 4<sup>th</sup> quarter and there would be enough time to maybe cut budget spending in other places. So I do not think we will need a budget amendment, but we will just have to see where we are at.

Phil Mancha made a motion to ratify the August 2019 bills and accept the August 2019 Fund Statements. Marlene Bregar seconded the motion.

All in favor 6-0

**V. BOARD COMMENT**

Phil Mancha

I put some of these flyers at your places and the request is to have you distribute them. This has to do with our ballot measure. I just wanted you to know what they are and request that you hand them out.

Doreen Martinez

There is also a handout in your packet entitled "Yes on 6B". If you take a look at this, there are some suggestions here for writing letters to the editor. These are just some little hints to help you construct a letter to the newspaper. We are now in the last week of September so the time is now to voice your opinion. *(Doreen Martinez shared a personal story about her experience giving out the handout to people at her local dog park.)*

**VI. PUBLIC COMMENT**

None

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

**A. Announcements**

- ☐ The next regular Work Session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, October 15, in the Ryals Room at the Rawlings Library.
- ☐ The next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, October 24, at the Giodone Library.

**B. Action/Discussion**

1. Amendment to contract with Library @ the Y (estimated time: 10 minutes)  
OVERVIEW: Amend the Letter of Agreement for Operation of a Satellite Branch of the Library located within the YMCA located at 3200 Spaulding Avenue, Pueblo, Colorado. Item 2 replace with "a minimum of thirty-six (36) hours per week" amended after "Library will be open to all the public, at no charge"  
RECOMMENDED ACTION: That the Board of Trustees take action to approve the amendment to the current contract as presented by Lori Kozel during the Board of Trustee work session on September 17, 2019.

Frederick Quintana made a motion to approve the amendment to the current contract with Library @ the Y. Lyndell Gairaud seconded the motion.

All in favor 6-0

2. Change to Library @ the Y hours (estimated time: 10 minutes)  
OVERVIEW: Recommendation to change Library @ the Y operating hours as presented by Lori Kozel (Manager of Lamb Library and Library @ the Y) during the Board of Trustee work session on September 17, 2019. The hours of the Library @ the Y are proposed to be Monday-Friday, 9:30 a.m.-6:00 p.m. (close for lunch break 1:30-2:00 p.m.) and Saturday 9:30 a.m.-1:30 pm.  
RECOMMENDED ACTION: That the Board of Trustees take action to approve the recommended operating hours as presented to become effective January 1, 2020.

Marlene Bregar made motion to approve the change to Library @ Y operating hours. Frederick Quintana seconded the motion.

All in favor 6-0

**IX. ADJOURNMENT**

Meeting adjourned at 6:44 p.m.

Respectfully Submitted by:

*Souya Fetty*

Board Secretary