

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES**

2:00pm, Tuesday, June 15, 2021

The meeting took place via teleconference due to the current COVID-19 public health crisis. An interactive public session with social distancing protocols in place was hosted at the Rawlings Library, 100 E. Abriendo, Pueblo CO

I. CALL TO ORDER AND ROLL CALL

Mr. Quintana called the meeting to order at 2:00 p.m. and asked Rose Jubert to conduct roll call.

Board Members Present:

Fredrick Quintana, President
Dustin Hodge, Vice President
Marlene Bregar
Lyndell Gairaud
Stephanie Garcia
Phil Mancha
Doreen Martinez

Attorney Present:

Bart Miller, Collins Cockrel & Cole

Staff & Guests Present:

Jon Walker, Executive Director
Sherri Baca, Associate Executive Director
Terri Daly, Director of Human Resources
Alexandria Romero, Director of Finance
Amy Nelson, Director of Rawlings & Customer Experience
Jill Kleven, Director of User Services
Nick Potter, Director of Community Relations
Regina Renee Ward, Manager - RRA
Patricia Sanchez, Accounting Specialist
Missy Mantelli, Accountant
Sean Miller, Help Desk Specialist
Rose Jubert, Secretary to the Board
John Paul LeChevallier, Clifton Larsen Allen
Andrew Nielsen, Anderson Mason Dale Architects

II. 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.

No corrections or modifications.

III. Discussion Items

1. Audit

OVERVIEW: The auditing firm CLA provided an audit report regarding PCCLD 2020 financial statements.

Alexandria Romero – Ms. Romero stated that John Paul LeChevallier with Clifton Larsen and Allen would present an in depth review of the PCCLD 2020 financial statements. She shared that she and Mr. LeChevallier had presented the report to the Audit Committee the previous week.

John Paul LeChevallier – Mr. LeChevallier stated that he would review key points of the 2020 comprehensive Audit Financial report and encouraged the Board to ask questions.

He shared that the report was as of December 31, 2020 he noted that this was dated information but that was the nature of getting audited financial statements completed. The documents were to be submitted by the end

of July to the State Auditor's Office. He shared that the District was within their time frame but wanted the Board to understand that the information was dated.

Mr. LeChevallier shared the introduction that included the Motto, Mission, Vision and Key Results (Goals). He said that he resides in South Denver and he had a six-year-old daughter who just became an avid reader and has used Denver libraries throughout Covid-19. He stated that PCCLD's response to Covid was very impressive. He shared that the way the Pueblo Library reacted made him a bit jealous. He commended staff on how well they functioned during this time and gave kudos to everyone.

He reported that the financial component was only supporting the mission and the vision of what was going on otherwise the numbers were meaningless.

FINANCIALS

-Independent Auditors' Report

Mr. LeChevallier stated that this report was the unmodified audit opinion aka a clean audit opinion. He stated that PCCLD achieved the highest level of audit opinion that could be received.

-Management's Discussion and Analysis

He said that this analysis contained comparative information and was a great place to find out what happened financially throughout the year compared to the previous year.

-Statement of Net Position

Mr. LeChevallier reported that all governments provide two sets of financials, one includes long term liabilities, long term debt and PERA pension liability. He stated that the net PERA pension liability information came directly from PERA and PCCLD had no control over these amounts. The amount was comprised of the Net Pension Liability - \$4.3 million and the PERA Net OPEB Liability - \$500,000. The net amounts needed to be looked at to determine the impact that PERA had on PCCLD's financial statement. The large liability numbers are fed by the PERA related liabilities and forced a negative unrestricted net position amount. These sets of financials made it appear that PCCLD was under water when in reality it was the estimated long term pension liability that the district had no control over and it only impacted the district over any future changes to contributions or benefits provided that PERA makes in the future.

-Fund Statements

Mr. LeChevallier shared that this set of financials mirrored PCCLD's budget.

He reported that there was a significant increase in the Fund balance, total going from \$5.1 million to \$14.8 million. A lot of the increase related to the proceeds from the Certificates of Participation (COPs), the debt that was issued in 2020.

-General Fund

He said that even during Covid-19 PCCLD had strong financial results. Property taxes increased as a result of the additional mil levy that was passed, these taxes were collected in 2020. This led to additional revenue. Despite having a \$1.5 million increase in fund balance, PCCLD was also able to transfer \$1.5 million to the Capital Projects Fund. So it was more like an additional \$3 million in fund balance that happened in the general fund.

-Governance Summary Letter

Mr. LeChevallier shared that this was the summary of Clifton Larsen Allen's audit results. The language in the letter was standard and consistent and contained all of the required information. He stated that anything concerning would have been noted, there was nothing.

He shared that in the accounting policies section there weren't any significant changes, it was consistent with the previous year. He reported that there were significant changes in governmental accounting policies coming down the pike, most notably with the leases. Due to Covid it was postponed for an additional year and a half.

He said that there was a section on the significant estimates that were included that primarily relate to the pension information. How long capital assets were going to last and how those depreciated was an estimate the District would make.

The letter showed that there were no difficulties with the audit, no uncorrected misstatements and no corrected misstatements. Mr. LeChevallier gave kudos to Ms. Romero and the rest of the finance team for a very clean audit.

He shared that the remainder of the items were just standard requirements with nothing to report.

-Management Representation Letter

This letter was signed by PCCLD management and indicated that all of the requests and questions that were part of the audit were answered to the best of their ability and nothing was withheld. He shared that the audit was more of a collaborative effort with management instead of an adversarial effort.

Fredrick Quintana – Mr. Quintana was happy to hear it was a “boring” audit, this meant that all went extremely well with the audit. He thanked Ms. Romero and her staff for their efforts.

Jon Walker – Mr. Walker said that Mr. LeChevallier spent over an hour with the audit committee and went into depth with a number of matters. This report had the support of the finance team with the help of the entire District team. He gave special kudos to Ms. Romero and the finance team.

2. Rawlings Library Renovation

OVERVIEW: The architectural firm AMD presented a report on the Rawlings Library Renovation Project.

Andrew Nielsen – Mr. Nielsen of Anderson Mason Dale architectural firm gave an update on the progress of the Rawlings Library Renovation.

Project Goals

Mr. Nielsen stated that goals were established and reviewed when the project started. He shared that there were overarching project goals and functional project goals. He provided a list of each.

Schedule

Mr. Nielsen provided an update on the schedule.

Mid – June month 12 of the project - The construction documents have been completed. He said that they are putting it out to bid now. HW Houston Construction, the general contractor, had issued bid documents that were produced a few weeks ago and had been distributed to subcontractors. Pricing should be received in early July. He shared that if they were to start construction late July into early August the project would be completed by August 2021.

Savings Summary

Mr. Nielsen presented a detailed cost saving summary.

Total Owner Budget	\$11 million
Owner construction Budget	\$7,197,129

HWH Cost Estimate	\$9,315,717
Savings Required	(\$2,118,588)

Savings Identified (Construction + FF&E)	\$2,103,234	A detailed cost savings log was presented.
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Additional savings required \$15,354

Some significant cost savings were reviewed to include:

- Level I meeting rooms will have minimal upgrades.
- Some finishes and electrical systems
- Re-use and modification of the shelving.
- Reduce the library casework by 20%
- Level 4 – This project would be omitted unless additional savings or funding was found. Approximately \$800,000.

Site Plan

-Mobility Plaza

Parking accessibility would be expanded up to the entrance, a drop off space would be created. Stone slabs would be placed around the plaza so people can sit until their ride arrives.

-Amphitheater

This would be located under the under bridge of the existing library and would have stone slabs for seating.

-New Book Drop

Mr. Nielsen reported that this would be a drive up book drop along what was Newton Avenue and a portion of Bates Lane. A new book drop receiving room would be located in the lower level.

-Chiller Enclosure

An updated chiller and cooling unit would be installed and located on the Northwest corner of the building.

-Lower level

Mr. Nielsen shared that the only change to this floor would be the book drop receiving room.

-Level I

The key changes to this area are the café space, InfoZone and the Maker Space areas.

-Level 2

He shared that the most significant changes would occur on this floor. The children's area would move from their location on the 1st floor to one of the 3 wings. Also included on this floor would be the teen/av area. The fiction and non-fiction areas would be located in a wing. He shared that in the heart would be a family space with connections to the three wings.

Mr. Nielsen shared that in the children's area there would be a featured exhibit that would take advantage of all of the space in the area. He also commented about the higher ceilings and the windows with wonderful views and daylight.

The teen area would be housed further back in the wing while the AV area would be located towards the front of the wing. He reported that there would be study rooms in the teen area, these rooms would separate the AVE area and the teen area and would provide a private/quiet area for individual study or study groups.

Mr. Nielsen said that immediately off the elevators will be a tech core area that will house public use computers.

The south wing would house both a fiction and non-fiction areas. At the end of the wing would be a quiet reading area with large windows looking South. The furnishings would have splashes of color to add a new energy to the area.

-Level 3

Mr. Nielsen explained the revisions to the vault and the special collections area. The other part of the renovation would include the addition of the Hispanic Resources Center that would be located off the elevator toward the entrance to the administrative offices.

The only change to the administrative area would be the addition of two new offices that would replace the executive conference room

-Level 4

Mr. Nielsen reported that some of the bones of this floor would be accomplished as part of the base bid but the final fit out was on hold depending on the bid climate and the final funding.

Next Steps

-Receive Sub-Contractor Bids – Early July 2021

-Start Construction – Mid to late July 2021

-Complete construction – August 2022

-Finalize Café Agreements & Design

-Finalize InfoZone Design

-Children's Services Feature Exhibit

-Bates Lane Vacation – Planning and Zoning Approved

Jon Walker – Mr. Walker said that it had been a year-long process with a lot of effort. He shared that he was excited about the project and there were some concerns and budgetary issues. Mr. Walker shared that these issues were not insurmountable. He reminded the Trustees that there were some contingencies built into the budget and they would see how the bids could come out in the next few weeks.

Stephanie Garcia – Ms. Garcia asked if there were problems in obtaining building materials? Mr. Walker answered with a, "yes". He shared that the construction people were not on the call but offered to have them at a future meeting to answer these types of questions. He shared that PCCLD had seen difficulties in obtaining materials for current projects. Mr. Nielsen said that it was an issue. He shared that the benefit of the CMGC process and working with the general contractor was if they needed to regroup and change a particular aspect of the project because building materials couldn't be delivered they could work together to get an addendum that would suggest a different way to put things together and still stay on schedule. He did say that that costs to these changes could be a challenge but the contingency that was built into the budget would help to overcome those hurdles.

Mr. Walker stated that he was concerned but not panicked and would see how things would develop over the next few weeks.

Lyndell Gairaud – Ms. Gairaud thanked Ms. Garcia for bringing up that point because it was a big concern of hers. She was glad this topic was brought up and that it made everyone aware that there could be some changes.

3. Reading Pays: The \$1 Million Pueblo Summer Reading Challenge

OVERVIEW: Nick Potter, Director of Community Relations and Development, reported on this summer's Pueblo \$1 Million Reading Challenge.

Nick Potter – Mr. Potter reported that the intent of this project was to make it as cost effective as possible. All of the forms were created internally.

How Does It Work?

Mr. Potter presented a page that showed the June and July registration and completion status's. It showed that both June and July's registrations were full and that June completion forms needed to be submitted by June 30, 2021 and July's by July 31, 2021. He shared that August was opened for registration.

He said that the goal was to make the process as simplistic as possible. He shared that the program was set up in 3 separate sections to coincide with the 3 months of summer; June, July and August. This was done in order to accommodate the larger work flow of approximately 9000 – 10,000 student enrollees.

He shared that the basic premise of the program was to check out 10 books, provide a response and the student would receive \$100. He stated that the public was being kept well informed.

Mr. Potter shared that he had his 10-year-old nephew test out the program and he had no problems. He felt that if his nephew could navigate through the process then the process was

He shared that the most onerous part of the process would be filling out the response submission. The process itself was easy, the patron could upload a document or picture from their phone, they could upload a link, or they could type directly into the browser. In addition, the person could go directly into the library location and show a video or picture and the staff member can complete the form for them.

How many registered?

Mr. Potter said that the response to the program was overwhelming. He said that there were 700 entries before the June start date had even begun. There were 700+ entries per day for the first 10 days!

He shared that his department had done a great deal of outreach with underserved groups. Spots were held for these groups at the beginning of the month for students from, the Boys and Girls Club and Los Pobres to name a few.

- June – 3,179
- July – 3,000
- August – 1,156

TOTAL - 7,235 as of 6/14/21 at 6 p.m.

7 Step Process

Mr. Potter explained that the enrollee's library card was the unique identifier so that there were no duplications and so that the participant can't register at multiple locations. PCCLD wanted to make as much impact on the community as possible. The 7 Step Process was done in order to catch any problems that might occur in the process.

<u>TASK</u>	<u>RESPONSIBLE DEPT.</u>
1. Registration Info	Tech Services & Community Relations
2. Verification	Tech Services
3. Capture Completion Form	Community Relations
4. Ten-Book Checkout Verification	Tech Services
5. Literacy Activity	Public Services
6. Payment Review/Processing	Finance
7. Voucher/Certificate Delivery	Community Relations

Mr. Potter shared that once step 7 of the process was completed the patron would be mailed the voucher with instructions on how to cash it and also a completion award.

Next Steps

Mr. Potter shared that the completion rate was at 7.5% as of 6/15/21.

- Registration landing page and confirmation email. As soon as the patron submits their registration this process takes place.
- Mid-month check-in email. An email is sent to the participant in the middle of their program month that reminds them that they still need to complete the process.
- Deadline check-in email. This email would be sent out the Friday before the deadlines in order to get submissions/completions over the weekend.
- Social media features and communication.
- Personal help and communication.
- Post deadline participant management system.

Mr. Potter explained if a participant was unable to complete the process by their due date they would be rolled over into the following month.

Why are we doing this?

- Increased circulation. In the first two weeks of providing this program PCCLD saw an increase in circulation.
- Increased community engagement with the library. The website had seen an increased amount of views on the PCCLD webpages.
- Great economic impact. The goal was to payout as much of the \$1 million as possible.
- Financial literacy.
- Help mitigate education losses due to Covid-19 interruptions in education.
- Actively encouraging the joy of reading. The book checkouts surpassed the DVD checkouts, this had been a first in over 7 years.
- Promoting life-long learning.
- Presenting the library as a place to learn, grow ideas, foster an active imagination, and access information.

Mr. Potter gave examples of some of the submissions.

Next Steps - Goals

- Completely fill all sections/months of Reading Pays.
- Get completion rates as close to 100% as possible.
- Successfully payout all participants.
- Feature stellar/impactful submissions. A great way to celebrate this program.
- Maximize the \$1 million gift as much as possible. This was a great way to come out of Covid-19!
- Continue to make this fun for kids, parents, and the community.

Doreen Martinez – Ms. Martinez commented that she had received a lot of feedback from parents and community members. High schools mandate that students complete a reading list over the summer, the Reading Pays program had incentivized students to complete their project. She admitted that she hadn't bought into the program whole heartedly but now she was completely sold. She was very thankful for the efforts and was thrilled to know that money was being generated back into the community.

Marlene Bregar – Ms. Bregar had noticed in looking at the numbers there would be slots left over after August and asked what he plan was for those slots? She also questioned if people did not complete the program what would be done with the left over money?

Nick Potter – Mr. Potter answered by saying that PCCLD was not given the \$1 million they would need to request the money, so there would be no pay back of funds. He shared that the numbers didn't add up, the additional money would be used for the financial literacy portion of the program, the extra \$10 from Bank of the San Juan's to be "given" to the participant if they decided to open a savings account was part of the \$1 million. He reported that PCCLD staff meets weekly to monitor the participation and have discussed ways to ensure the \$1 million gets utilized.

Phil Mancha – Mr. Mancha shared that he felt that the Chieftain should be contacted and invited to write a story about this program. He felt it would be very beneficial.

Nick Potter – Mr. Potter reported that there was a lot of coverage for the kick off of the program. He shared that they had KRDO News had covered the story and reported about the volume of participants. He felt that doing another story about the submissions would be a great story, he stated that he would look into a follow up story with the media.

Fredrick Quintana – Mr. Quintana shared that he was excited about the project and thanked the PCCLD staff for all they had done. Mr. Potter added that this was truly a districtwide effort to pull off this program.

4. Automated Materials Handling System

OVERVIEW: Jill Kleven, Director of User Services, reported on a current Automated Materials Handling System RFP. The new system would be located inside the renovated Rawlings Library.

Jill Kleven – Ms. Kleven presented the RFP for Proposal for the AMH – Automated Materials Handling.

Project. She shared that this system would be located in the basement of the Rawlings Library as part of the renovation project.

Project Overview

PCCLD solicited proposals from qualified vendors for an AMH for the drive up book drop that would be located on the basement level of the Rawlings Library. The AMH would allow materials to be checked in and sorted by item type and location.

Ms. Kleven reported that AMH systems were located at all library branches with the exception of Library at the Y. Currently PCCLD worked with two vendors' RFID Library Solutions and Bibliotheca.

Scope of Work

Ms. Kleven reported that PCCLD worked with the architects and decide the following features of the AMH.

- The AMH should be a 7 bind automated check in and sorting solution with one exterior book drop.
- The AMH must connect to the ILS and be compatible with current RFID tags.
- The items returned would be connected through a wall to a conveyor which would move items into a 7 bin check in and sort system then deposited into wheeled bins.
- The vendor must maintain the AMH for one year with a maintenance quote of an additional 4 years. Full warranty for the first year.
- 24-hour support.
- On-site staff training.

Timeline

Ms. Kleven reported that things were taking longer to become available, in the past an AMH would have taken 2-3 months to be prepared now it would take 4-5 months.

- RFP issued 5/24/21.
- Onsite visits and questions due 6/1/21.
- Proposals due 6/14/21. 5 were received.
- Board approval (pending) 6/24/21.
- Contract awarded 6/28/21
- Projected installation 11/21

Scoring Rubric

- Features and Functionality – Meets Technical Requirements - 30%
- Cost 35%
- Implementation Plan - Project Execution - 15%
- Customer Service – Support Structure - 10%
- Reference Checks – Similar Projects 10% - Complete 3 reference checks per vendor.

Proposals

- Bibliotheca- Library currently works with this vendor.
- FE Technologies
- Lyngsoe systems
- RFID Library Solutions – Library currently works with this vendor.
- Tech Logic

Next Steps

- Review and score proposals – RFP Committee (2 library employees and 1 member from the architect firm)
- Recommendation to Executive Director – Jon Walker
- Recommendation to Board - 6/24/21

Fredrick Quintana – Mr. Quintana asked what the allotted budget was for the project? Ms. Kleven reported that \$250,000 was budgeted for the system.

5. Citizen's Access to Public Records

OVERVIEW: A recommendation was presented to modify policy with regard to access to PCCLD public records.

Bart Miller – Mr. Miller presented the modifications and recommendations.

He shared that occasionally PCCLD receives requests for records. He stated that everything PCCLD had with regard to records was made accessible to the public. He said that the policy needed to be updated because it did not allow PCCLD to collect what is known as a research and retrieval. The fee was \$33.58 for every hour over one hour where the staff had to actually spend time finding, assembling and sending documentation.

Mr. Miller made changes to the current policy and brought it up to date and allow PCCLD to charge a research and retrieval fee. The fee was the major change to the policy. The dollar amount increases with inflation.

Ms. Garcia asked if a printing fee per page could be charged. Mr. Miller shared that there could be and the fee was \$.25 per page. These days many of the requests are sent via email through electronic files so paper copies are not the norm. But some documents are not in computer form so copies would need to be made, in this case PCCLD could charge. These charges could limit the amount of people fishing for information he said.

Fredrick Quintana – Mr. Quintana was happy to see the new verbiage with hopes that it would limit the amount of time staff needed to expend on these types of requests. He stated that it would be put on the regular agenda for action.

Phil Mancha – Mr. Mancha commented on paragraph 3, "requests for appointments to review public records may be made in person, by telephone, or in writing". He felt that the best way to request information was in person or in writing to avoid questions.

Bart Miller – Mr. Miller responded by saying that the Colorado open records act required more formality in the way people could make these requests. PCCLD's policy would follow this verbiage.

6. Trustee COVID-19 Meeting Protocol

OVERVIEW: The Trustees reviewed their COVID-19 meeting protocol.

Fredrick Quintana – Mr. Quintana felt that a hybrid model (both in person and via teleconference) was the best approach and was more flexible. He asked if there was any board member who would be interested in meeting in person for the next meeting besides Mr. Mancha who had already been attending the meetings at the library. He shared that he was open to meeting in person.

IV. Executive Session. The Trustees will enter into Executive Session to discuss negotiations for the purpose of instructing negotiators and determining positions relative to matters that may be subject to negotiations pursuant to C.R.S. 24-6-402(4)(e).

V. Executive Session. Pursuant to Section 24-6-402(4)(b) and (4)(d), C.R.S., the Trustees will conduct an executive session for purposes of a conference with the PCCLD's attorney to receive legal advice regarding the threat of potential legal action against PCCLD and specialized details of security arrangements or investigations specifically related to the threat of potential legal action where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

Fredrick Quintana – Mr. Quintana asked Mr. Miller if the Trustees could enter into both executive sessions at the same time? Mr. Miller stated that they could.

Mr. Mancha made a motion, seconded by Ms. Bregar to enter into executive session at 3:38 p.m.

Ms. Bregar made a motion, seconded by Ms. Gairaud to exit executive session at 4:14 p.m.

VI. ADJOURNMENT

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, June 24, 2021, via teleconference. An interactive public session will be hosted with social distancing protocols in place at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

Stephanie Garcia – Ms. Garcia asked Ms. Bregar who sits on the Urban Renewal Board if she had any information about apartments being built in the location of the old Health Department and in Belmont. She shared that the news stated they were Urban Renewal projects and wondered if it would impact the library.

Marlene Bregar – Ms. Bregar reported that she had not heard about the Belmont project. With regard to the apartments proposed for the old Health Department location, Ms. Bregar said that the developer had presented to Urban Renewal a couple of times and the property was being moved to private property but that depended on whether the developer had the funds to move forward. She shared that there was one specific developer interested in that property and they had been interested for almost a year.

Stephanie Garcia – Ms. Garcia asked if they were offering tax increment incentives or if they planned to extend that Urban Renewal area.

Marlene Bregar – Ms. Bregar said that there had not been any discussion on extending that past 25 years. She said that at one time there was talk about disbanding some of the Urban Renewal projects and rearranging and starting the clock over again and it would include some of those areas but there had been nothing formal.