



PURPOSE

The purpose of the Pueblo City-County Library District Employee Steering Committee is to serve as a conduit for communication from all staff throughout the library district, to inform and advise the Executive Director and library administration on various topics, to serve as a focus group regarding library district initiatives and critical items (such as annual budget, employee benefits, new initiatives, etc.) and to facilitate an effective feedback process.

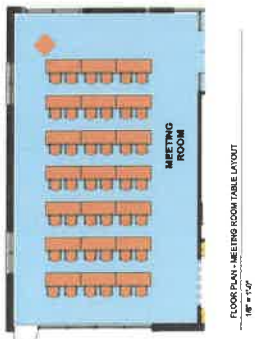
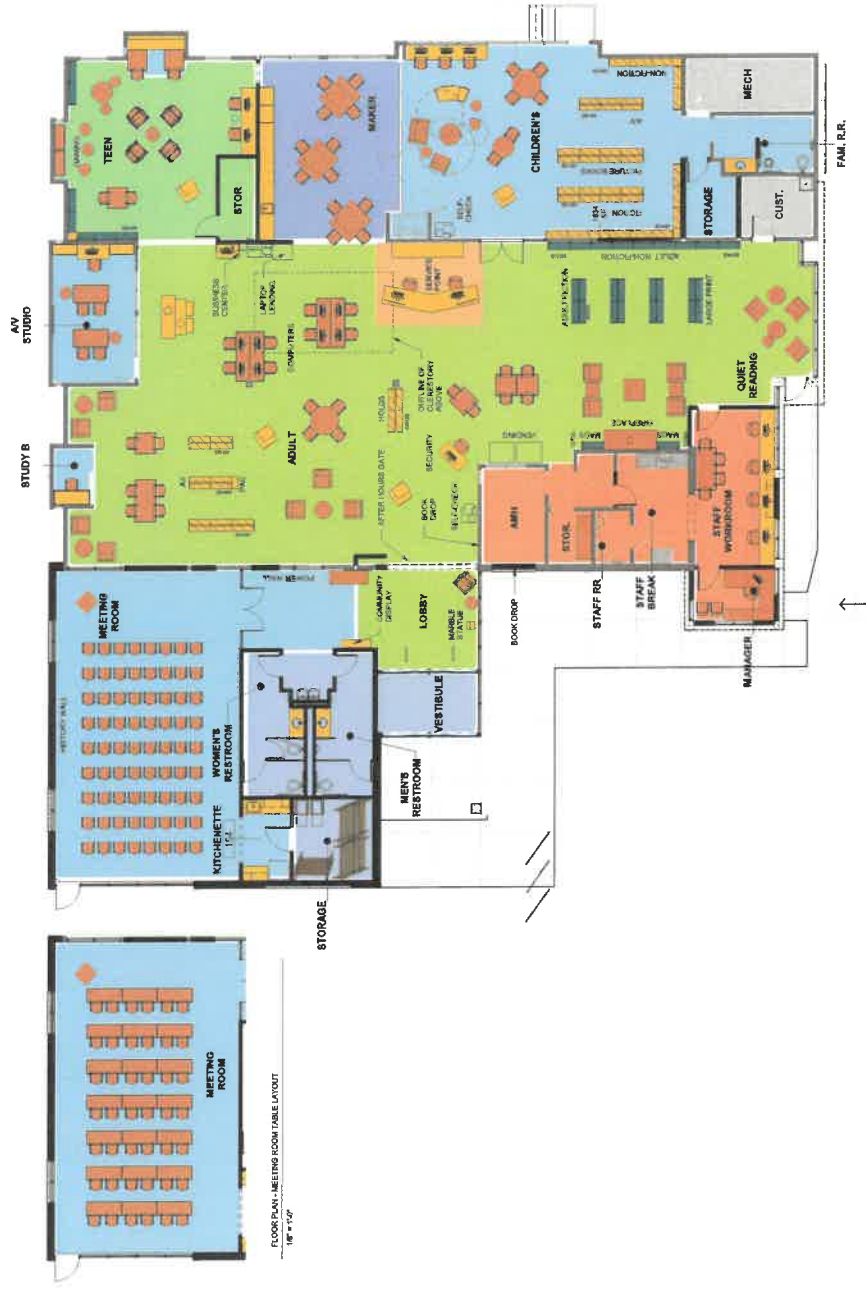
MEETINGS

- Dates & Times—Monthly on the third Wednesday from 2:00-4:00 pm; the Executive Director and Director of Human Resources join the meeting at or around 2:30 pm
- Assigned roles—Two roles are important to the keep the meetings operating smoothly and to report out the minutes of the meeting, these roles will be assigned quarterly by the Steering Committee.
 1. Reporter: Facilitates the discussion for the meeting, organizes the agenda and offers leadership and support to the Steering Committee
 2. Recorder: Records the minutes and shares them on the PCCLD portal

ROSTER AND TERMS

The term of service by an employee on the Steering committee shall be 3 years or shorter to accommodate staggered terms. Consecutive terms are not provided; however, an employee can serve more than one non-consecutive term. Service on the Committee shall be approved by the Executive Director and will be at the discretion of the branch or department manager. The Director's Office will serve as the facilitator of filling Committee seats, monitoring terms served, and will be the point of contact regarding the Steering Committee.

Department	Term	Years									
Barkman	1	2023	Yellow	Green	Blue						
Community Relations	1	2023	Yellow	Green	Blue						
Facilities	3	2023-25	Yellow	Green	Blue						
Finance	2	2023-24	Yellow	Green	Blue						
GHV			Yellow	Green	Blue						
Giodone	3	2023-25	Yellow	Green	Blue						
Lucero			Yellow	Green	Blue						
IT	1	2023	Yellow	Green	Blue						
<u>Lamb/L@Y</u>	2	2023-24	Yellow	Green	Blue						
Pueblo West	3	2023-25	Yellow	Green	Blue						
Security	2	2023-24	Yellow	Green	Blue						
Technical Services	1	2023	Yellow	Green	Blue						
Rawlings	3	2023-25	Yellow	Green	Blue						
Turnover annually			4	3	4	4	4	4	4	3	4



FLOOR PLAN

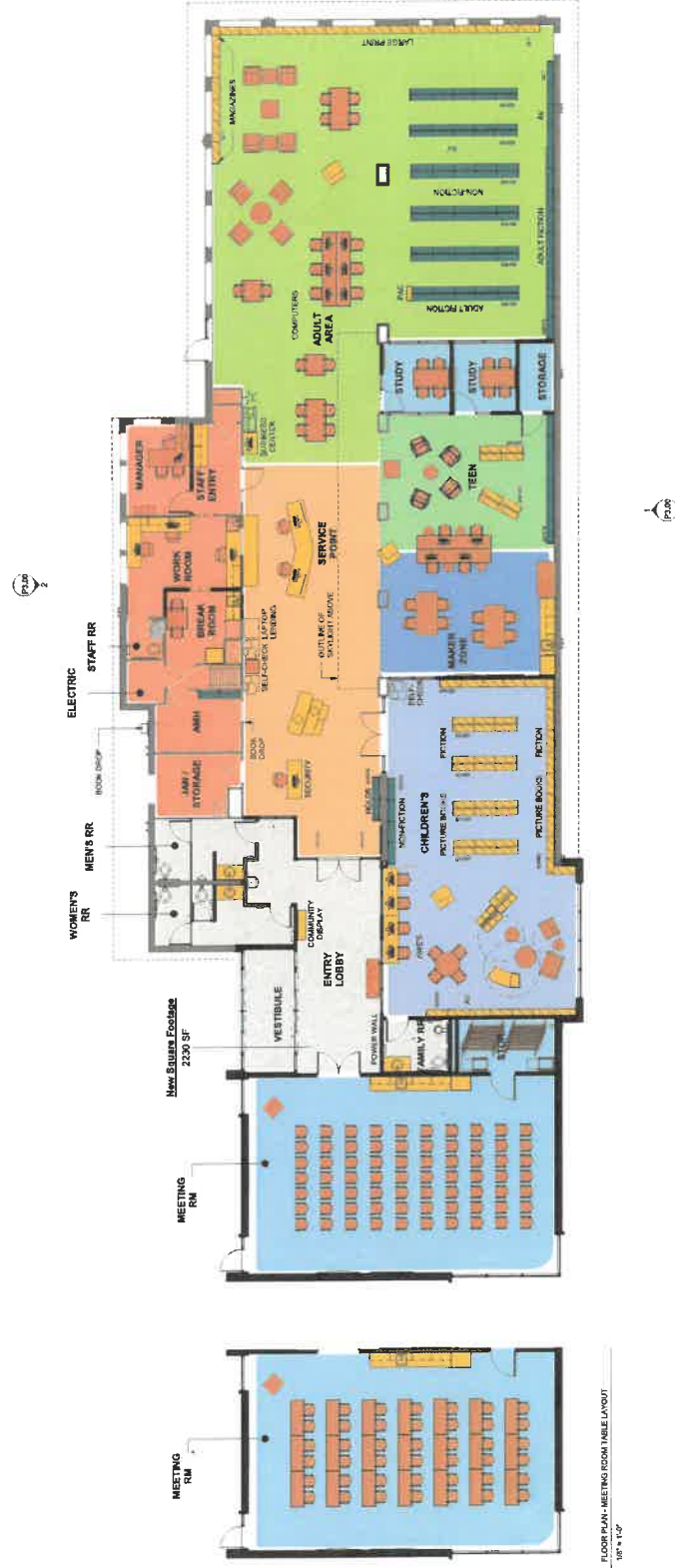


PUEBLO CITY-COUNTY LIBRARY DISTRICT
LUCERO BRANCH LIBRARY

HBM ARCHITECTS, LLC

PUEBLO CITY-COUNTY LIBRARY DISTRICT
BARKMAN BRANCH

HBM ARCHITECTS, LLC



FLOOR PLAN - MEETING ROOM TABLE LAYOUT
1/8" = 1'-0"



FIRST FLOOR PLAN
1/8" = 1'-0"

