



Steering Committee Meeting Notes

October 18th 2023

Brett Kelly A – Rawlings Library

Steering Committee Members Present:

Anthony Rendon, David Hayden, Debbie Payne, Sandy Hudock, Mary Kratz, Lee Vigil, Alisha Cunzio, Jennifer Scroggins, Al Perea, Sherri Baca

2:00 pm – Call meeting to order

- *People sleeping on dock/staff entrances @ Rawlings in the early hours of the day before we open: Better lighting or constant lighting to deter?*

Staff members brought up that there are people sleeping inside the porched space on the back dock area near the mailroom. Facilities has installed a gate along the right hand side of the dock to deter anyone from sleeping along the right hand side of the dock; however, now people are sleeping closer to the entrance doors at the back dock. It was asked if brighter lights could be installed in the dock area to deter anyone from utilizing this area as a means of sleeping for the night. Currently, there are LED lamps installed in the recessed mount fixtures but they do not provide enough light to deter anyone from setting up this area to sleep. These three light fixtures can be setup with a much brighter LED fixture but the control of the fixtures are programmed through the building lighting software. It is possible to increase the lighting output by changing out the fixtures and the time they shut off. Currently, the fixtures come on at dusk and shut off at dawn. These program

changes can be changed and uploaded into the lighting controller. Sherri suggested if staff does not feel safe entering through the back dock doors to use the staff entrance door located on the South Building. In addition, facilities and security staff have been completing early morning “sweeps” of the grounds to check for potential issues. Sherri indicated she would look into this.

- ***Update on filtering system on network and internet/WIFI policy. Can Thomas join us and explain what the process is for all of this?***

Steering Committee members ask about the implementation of the network internet filtering that was supposed to be on-line beginning October 1st of this year; however, there was some confusion from staff about the correct timeline. The testing of the filtering system is named “Go Guardian” and is currently being worked on by a project team made up of library staff on its legal parameters and functions. In addition, there is work to be completed on policy revisions and training of staff. The filtering system will be implemented in different phases in order to see how it will meet the standards of (CIPA) and stay in compliance with state regulations. The timeline for implementation will be sometime in the 1st quarter of the New Year.

- ***2024 Employee Benefits Renewal*** – Dave Vecchio, Benefits Broker joined the meeting and explained about the upcoming Health Insurance options offered to library staff from PCCLD. Dave explained that the health care industry was affected by factors such as inflation, shortage of health care workers (increased cost of labor) and covid-19. During covid-19, many patients did not see their primary care physicians for routine examinations and checkups and now there is an influx of patients having these type of procedures completed with the ease of covid-19 restrictions. Fortunately, PCCLD is a part of the Public Sector Health Care Group. This is comprised of other government entities such the Pueblo West Metro District. PCCLD will remain with United Health Care and increase in premiums will be 3.2%, which is relatively low compared to past increases with other health care organizations PCCLD has utilized. There is five different plans being offered to staff with three of the PPO plans A, B & C; where A & B are

top of the rung and C being more in the middle. There is a new plan offered which is HSA Qualified plan F EPO that replaces Plan E from last year. More information will be provided to staff during our open enrollment, which will occur in November of 2023.

- **2024 Preliminary Budget** – Ashley Huggins, CFO for PCCLD provided preliminary copies of the 2024 fund balance. Items in the general fund balance include Revenues & Expenditures. Revenue streams include revenue that is provided to PCCLD from property tax, specific ownership tax (purchase of license plates for vehicles) grants, gifts, fines, fees and other income such as photocopier & internet copy fees. Expenditures include personnel, insurances, employee training, books & materials, facilities & information technology and other operating costs such as contracted services, postage & freight and professional memberships. A breakdown of revenue includes 87% received from property taxes, 6% from specific ownership tax, 6% from contracts, grants and gifts and 1% from fines, fees & misc. A breakdown of expenditures includes 54% personnel, 18% materials and services, 17% facilities (which includes, utilities, building & repair, lease/purchase of buildings, insurance and vehicles) Also, 7% includes operating and 4% Information Technology. All reports and plans can be found on PCCLD's website. Ashley discussed there are additional plans such as the capital improvement plan which involves the purchase of fixed assets and the replacement plan where items such as HVAC equipment when purchased is given a life span and after that life span funds are hopefully budgeted throughout the life of that equipment to replace that piece of equipment. In addition, the 2024 budget was created conservatively and might be amended based on the upcoming election results delaying final approval from the Board of Trustees.