

Steering Committee Meeting
2:00 pm, June 18th, 2025
Bret Kelly A–Rawlings Library

Meeting Lead: Jennifer Scroggins

Meeting Recorder: Alyssa Mestas

Minutes

Attendance: **Sherri Baca** (Executive Director), **Terri Daly** (Director of HR), **Jennifer Scroggins** (Rawlings User Services), **Ray Packard** (Pueblo West), **Frank Nash Jr.** (Facilities), **Blake Hatton** (Local History & Genealogy), **Josh Vicknair** (Information Technology), **Robin Rice** (Customer Service Representative Rawlings), **Alyssa Mestas** (Lucero)

Preliminary Steering Discussion (2:01 pm)

- **Parking lot lights**
 - At Rawlings, the timed courtyard lights come on at 8:40 PM
 - Staff has noticed it is extremely dark by the time they leave the building
 - A suggestion was made to ask if the lights can be adjusted to come on earlier
- **New Service Desk Structure**
 - The new system has been released
 - Working well
 - The issue of CC-ing other staff on a ticket has been addressed and is working now
- **SAM switchover from LibData**
 - Going live in September
 - In coordination with the Lucero reopening
 - Training videos will be available to all branches on Niche Academy
- **PW meeting Room Reservation**
 - There was a call to inform the Steering Committee and the Executive Director about a future meeting room booking at the PW branch
 - The organization known as, Brave Books and their assembly, See You At the Library, has reserved a room reservation to host their event at the PW library branch
 - This event was brought to library staff attention to let PCCLD know how to navigate any possible challenges, such as
 - Possible 1st Amendment audits

- This organization has been known to exercise their right to record in public spaces, often taking video of library employees
- Partnership
 - The room reservation is a self serve resource and not in partnership with the Brave Books organization, should any patrons call and inquire about it
 - The language within the PCCLD room reservation policy protects the library and employees, highlighting that the library does not endorse or agree with the viewpoints of any organization that utilizes the meeting rooms
 - Brave Books and their event, See You At the Library, has stated that their assembly is not in partnership with any of the libraries they visit on their website

Follow-up with Executive Director (2:20 PM)

- Parking lot lights
 - The Rawlings courtyard lights are on timer
 - Facilities can take a look at adjusting them to come on at an earlier time
- PW meeting room reservation
 - The Brave Books organization did book at a room at the PW branch in 2024 but ended up canceling it
 - The Executive Director confirmed that their event is not sponsored or endorsed by the library
 - PCCLD staff should be prepared just in case
- Help Desk modified hours
 - No issues at the moment with the change in hours
 - If it is an emergency, PICs and managers have access to contact IT after hours
- Shoutouts
 - Currently, there has been 2,000 entries for Summer Reading
 - IT is hard at work for setting up the technology at the Lucero branch, in time for their reopening
 - The LHG department is providing Outreach to the community through the Melongrant through sharing collections with teachers and students
 - The PW branch has been successful with Summer Reading and high program attendance

- The LB branch is also busy with Summer Reading as well as the lunch program with a total of 73 patrons
- The Call Center has developed a new update for logging calls
 - The new procedure can be viewed on the employee portal in the documents section
- The Makerspace is busy with programs
- Facilities is hard at work with landscaping at the LB branch
- The Lucero branch's renovation is 60% complete
- Michelle Vigil and Anne Boyd have been extremely helpful with the process of addressing Help Desk tickets and keeping documents updated
- Workplace Culture Project
 - Now seating work groups
 - The first meeting is scheduled for next week
 - Two positions open for Steering Committee members
 - Continue Culture work within branch teams
 - Add it to agendas
 - Add it to monthly staff meetings
- Facilities Project Update
 - There are efforts to forward the budget for new security gates at both the Lucero and Barkman branch
 - Crystal is offering security training to prevent loss of merchandise
- To induct the reopening of the Lucero branch, there is a plan for a select few students of Risley middle school to participate in a ceremonial pass of books into the new building
- Elevator Project
 - To begin construction in six to eight weeks
 - The staff elevator will be refurbished first
- Drainage of outdoor amphitheater
 - Hopefully this will proceed within the next six months and this is being handled by library legal counsel
- The PW branch roofing project is underway
- 2023 key results data
 - The data comes from 130 libraries in Colorado
 - PCCLD data ranks concerning
 - Annual visits
 - Circulation of print and eBooks
 - Program attendance
 - Computer use

- Population growth vs sum of visits
 - COVID serves as a disruption for this data
- Library visit analysis
 - Impact from Rawlings branch renovation
 - Patrons voicing issues concerning navigation of the new layout
 - Sum of usage vs sum of visits
 - Circulation of physical materials
 - E-content on the rise
 - Program attendance on the rise since COVID
 - Program attendance vs programs offered is evenly attended to what is offered
- Updates
 - Reference counts happening again at the end of July
 - Employee guidelines on Anti-Harassment policy being revised in the next few months
 - The PW branch water bottle refiller
 - Issue needs to be further discussed as the matter of repair includes completely replacing the plumbing and some of the drywall and tile
 - A matter of doing it now or waiting for a renovation of the PW branch - the Director's office will work with the Facilities department to consider options
 - Themed/Monthly highlights
 - Debrief on public services
 - Discussion concerning errors and needs with marketing work

Meeting adjourned at 3:19 PM

The next meeting is July 16th, 2025