

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
 WORK SESSION AGENDA  
 October 18, 2016, 3:00 p.m. – Rawlings Library (Ryals Room)**

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

Marlene Bregar	Lyndell Gairaud	Phil Mancha
Doreen Martinez	Donna Pickman	Fredrick Quintana
Jim Stuart		

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

**III. DISCUSSION ITEMS**

**A. Health Benefit Renewal**

OVERVIEW: The current employee health benefit package approved by the Board of Trustees ends on December 31, 2016. A proposed benefit renewal commencing January 1, 2017 and ending December 31, 2017, will be presented for discussion. Since the cost of this proposal exceeds \$25,000, the Trustees will be asked to consider action to approve this expenditure.

**B. Preliminary 2017 Annual Budget and Long-Range Financial Forecast**

OVERVIEW: The Library District Board of Trustees were delivered the preliminary Pueblo City-County Library District 2017 Annual Budget on October 14, 2016. A presentation on this will be made by Sherri Baca, Chief Financial Officer. Ms. Baca also will review the PCCLD long-range financial forecast. This will be followed by a public hearing on a plan and budget at the November Trustees’ meeting, and the Trustees will be asked to adopt a 2017 plan and budget, set the mill levy, and appropriate sums of money for the 2017 budget at the December Trustees’ meeting.

**C. Audit Engagement Agreement**

OVERVIEW: A report will be provided for discussion regarding the proposed 2016 financial audit. In May 2013, the Board of Trustees accepted a proposal from Swanhorst & Company LLC to perform annual audits for PCCLD for up to five years. Swanhorst recently completed work for PCCLD’s 2015 financial statements, which represents the third year of this five-year period. An engagement by Swanhorst now to audit PCCLD’s 2016 financial statements to include the Pueblo Library Foundation is proposed for a fee not to exceed \$29,500. This amount is included in the proposed 2017 annual budget.

**D. PCCLD Tax Filing**

OVERVIEW: PCCLD’s tax preparer is finalizing the 2015 IRS Form 990. Sherri Baca, PCCLD Chief Financial Officer, will provide an update report on this. The Trustees will be asked to accept this document for filing at their regular meeting this month.

**E. Library Board of Trustees Vacancy**

OVERVIEW: The terms for both Fredrick Quintana and Jim Stuart on the PCCLD Board of Trustees expire effective December 31, 2016. Both have expressed plans to apply for additional terms. Advertising was set for October 9, and the deadline for applications is October 21. The City Clerk is managing the process. An update report will be provided.

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### **F. Scheduled Meeting Dates and Holidays - 2017**

OVERVIEW: The Board will discuss holiday closures and 2017 dates and meeting dates. The Board of Trustees will approve the 2017 Scheduled Meeting Dates in January 2017 and 2017 Scheduled Holidays in December.

### **IV. ADJOURNMENT**

Reminder: The Regular Board Meeting will be held on Thursday, October 27, 2016 at 5:30 p.m. at the Rawlings Library. There will be an Employee Recognition Event immediately prior to the meeting at 5:00 p.m.