

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION MINUTES  
2:00pm, Tuesday, December 6, 2022**

*This meeting was conducted inside Kelly Room B at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session was conducted and an online link for the meeting was made available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto:rose.jubert@pueblolibrary.org)*

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

Mr. Quintana called the meeting to order at 2:00p.m Ms. Jubert conducted roll call.

Board Members Present:	Fredrick Quintana, President Dustin Hodge, Vice President Doreen Martinez Marlene Bregar Jacquelyn Keith
Board Members Not Present:	Stephanie Garcia Lyndell Gairaud
Attorney Present:	Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer
Staff & Guests Present:	Sherri Baca, Executive Director Keith Beam, Chief Financial Officer Terri Daly, Director of Human Resources Nick Potter, Director of Community Relations Amy Nelson, Director of Rawlings Library Elizabeth Flores, Interim Director, Tech Services Jose Beltran, IT Rose Jubert, Secretary to the Board of Trustees

**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.

There were no corrections or modifications to the agenda.

**III. Discussion Items**

**1. Board of Trustees Recognition**

OVERVIEW: Trustees Marlene Bregar and Lyndell Gairaud will be leaving the board effective December 31, 2022. Both were recognized for their years of service.

Mr. Quintana recognized the years of service provided by both Ms. Bregar and Ms. Gairaud and thanked them for their commitment to the library district.

**2. Final 2023 Budget**

OVERVIEW: Keith Beam (Chief Financial Officer) will present the final draft of the PCCLD 2023 Budget and updated 10-Year Financial Projection.

The total general fund revenue for 2023 reflects a 3.8% decrease from the 2022 estimated actual. This reflects a .7% increase in property tax revenue for 2023 or a monetary increase of \$85,783. Additionally, the 2023 budget includes the St Charles TIF proceeds which will come to the District now that the TIF project costs are fulfilled. The District anticipates this property tax receipt to be approximately \$163,236. Property tax revenues are 88% of the total general fund revenue budget for the District.

Specific ownership tax revenue from Pueblo County is projected to increase slightly. The interest line item includes earnings on property tax held by Pueblo County. PCCLD receives those earnings as a part of a monthly distribution of taxes.

Expenditures in 2023 increase from the 2022 estimates by 3%. The District is forecasting a 1.3% decrease in taxable assessed valuation in 2023 due to a decrease in assessment rates in Pueblo County as a result of SB293. The total increase in expenditures in this budget in comparison with 2022 estimated actual expenditures is 3% or \$399,654.

One of the largest increases was reflected in the salaries and wages due to salary increases, added and upgraded positions, and a minimum wage increase. \$200,000 was added to this line item due to minimum wage adjustments, market adjustments, and participation in the Colorado's Paid Family and Medical Leave Insurance Program.

The ending fund balance forecast in the 2023 general fund budget is \$2,388,036 a decrease of \$1,329,619 in comparison with the estimated 2022 General Fund balance.

The fund balance forecast in the 2023 Capital Project fund budget is \$2,959,077. The total combined fund balance, comprised of both the General Fund and the Capital Project Fund, is projected to be \$5,347,114 at the end of 2023.

### **3. Resolutions to Adopt the 2023 Budget, Approve the 2023 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2023 PCCLD Budget**

OVERVIEW: Keith Beam (Chief Financial Officer) presented draft resolutions for discussion. The Preliminary 2023 Budget was presented on October 18, 2022, and a public hearing on the Proposed 2023 Budget was held on November 17, 2022. The Board of Trustees were asked to take the following actions at the December 13, 2022 meeting:

1. Adopt the 2023 PCCLD Annual Budget
2. Set the Annual Mill Levy
3. Appropriate Funds for the 2023 Annual Budget.
4. Adopt the 2023 Annual Plan

The main topic for discussion was item #2 Set the Annual Mill Levy. Mr. Beam reported that the final assessed property values decreased slightly from the Assessor's original estimate (decrease by \$7,915). Additionally, PCCLD received the final abstract from the Assessor which allowed the District to calculate a much more precise mill rate (0.00956) for the Adjustment for Decreased Assessment Rates.

Also discussed was item #3 the resolution to appropriate sums of money for the annual budget. It was reported that there was a change in the amount to \$16,859,547, Mr. Beam shared that the changes were due to increases to the final estimated 2022 expenditures.

The Trustees were asked to review the resolutions and were asked to add them to the next agenda for approval.

### **4. Fund Transfer to Pueblo Library Foundation**

OVERVIEW: Keith Beam (Chief Financial Officer) presented a recommended action to authorize the transfer of \$14,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

This transfer was discussed and it was set for action at the regular Trustee meeting.

### **5. PCCLD 2023 Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance**

OVERVIEW: The PCCLD Board of Trustees reviewed the proposed 2023 workers' compensation, property/casualty and liability insurance coverage recommendations at their work

session on November 8th. An update report was provided. The costs of coverages are included in the budget and will require PCCLD Board of Trustees' approval since these exceed \$25,000.

It was reported that final insurance premiums were slightly higher than originally projected and Worker's Comp would not be finalized by the State until mid-December.

Total insurance premiums were \$115,811.72, also included in the 2023 budget is a \$5,000 WC deductible. This increased the total 2023 insurance budget to \$120,811.72.

Cyber Insurance significantly increased nationwide which caused PCCLD's premiums to increase from \$3,316.98 in 2022 to \$9,294.72 in 2023.

These items were set for action at the next meeting.

## **6. Disposal of Property**

OVERVIEW: Keith Beam (Chief Financial Officer) presented a recommendation for property disposal.

The listed items for disposal were not needed within the foreseeable future. The items were at the end of their useful life so were not of use to other branches, departments or Books Again bookstore. These items were replaced by new items budgeted for in the Rawlings Renovation. The items will be either recycled or sold for metal scrap.

## **7. Rawlings Library Naming**

OVERVIEW: Nick Potter (Director of Community Relations & Development) provided an update report regarding naming sponsorships for areas of the Rawlings Library as part of the Your Future Library Capital fundraising campaign. The Board of Trustees must approve naming library facilities, rooms or grounds for an individual and/or organization that has made a significant contribution, not limited to financial contribution, to PCCLD.

This topic had been reviewed at a previous meeting but the Trustees had requested the exact wording for each of the rooms be presented prior to their approval.

Mr. Potter shared that there would be both an interior and an exterior sign for each of the rooms. The exterior sign would be short, succinct and more identifiable. The interior signage would have more detail as to who the room was named for.

An overview was provided and it was shared that \$1.63 million was raised for the Rawlings Renovation that came specifically from naming rights. Site locations were reviewed to include the exterior of Rawlings Library as well as each of the floors. The verbiage on each of the signs for the exterior and interior of each of the locations and rooms that were sponsored was reviewed. All of the donors were contacted prior to the meeting and approved the verbiage that would be used on their signage.

This was set for action at the next meeting.

## **8. Citrix/Alchemy Renewal**

OVERVIEW: Mark Gonzales (Interim Director of IT) reported on the renewal of the contract with Citrix/Alchemy for a three-year licensing period for a total cost of \$44,199. The Trustees were asked to ratify the contract as presented.

Ms. Baca filled in for Mr. Gonzales and reported on the renewal. Alchemy is PCCLD's tier three support company that relates to the virtual network. They also provide PCCLD's platform with Citrix, the software that is needed to enable the virtual network.

Five years ago PCCLD moved from a desktop type network to a virtual network which lowered the cost of equipment.

This is a 3-year agreement; a multi-year agreement helps to reduce the overall cost with the total cost appropriated per year. The new agreement is slightly higher because it allows PCCLD to move to a virtual cloud option. Total cost to renew is \$44,199.  
This item was set for action at the next Board meeting.

## **9. Rawlings Signage Procurement**

OVERVIEW: A report and recommendation for signage procurement for the Rawlings Library was presented.

The RFP process began November 14, 2022. Request for substitutions and questions were due on 11/21/2022 and proposals were due 11/30/2022. The anticipated award date would be 12/13/2022. HBM Architects took the lead in this process.

The RFP included; interior signage, collection end panel and canopy tops signs, exterior signage, graphic window film, and graphic wallcovering.

The exterior of the building would also include a PJ's coffee sign. The sign would be attached to the west end of the building and would face Abriendo Avenue. There would be no cost to PCCLD for the sign but PCCLD would pay for the electricity to light the sign that would be put on a timer.

Two proposals were received. Bidder #1 quoted \$248,749. Their bid did not include wall covering and window film. Bidder #2 quoted \$140,837. Their bid included everything noted in the RFP and was the clear value option for the library.

The recommendation from staff would be to hire Bidder #2, Takeform. The plan is to value engineer the scope of the work and contract value by \$25,837 in order to get the bid within budget for the Rawlings renovation. This will be achieved by reducing the quantity of signs, change sign types and other reductions. HBM Architects has worked with Takeform on other library projects and has had positive experiences.

It was asked that the Trustees take action on this item at the next meeting at a cost not to exceed \$115,000.

## **10. Trustee 2023 Meeting Dates**

OVERVIEW: The Trustees reviewed the proposed 2023 Trustee meeting dates at their November meeting. The Trustees will be asked to approve their 2023 meeting dates at their December 13, 2022 Meeting.

It was asked that the Trustees review the meeting dates prior to the December 13, 2022 meeting. Mr. Quintana shared that due to Covid the Trustee meetings were shifted to an on-line meeting platform. Covid is still a threat but it continues to become more manageable. That being said, Mr. Quintana requested that the meetings be moved back to in-person meetings and asked that the Trustees consider this.

It was suggested that input be received from the new Trustees regarding the days and times of the meetings.

This item was set for action at the next Board meeting.

## **11. 2023 Holiday Dates**

OVERVIEW: The Trustees reviewed the proposed 2023 holiday closures in November. The Trustees will be asked to approve the 2023 scheduled closures at their December 13th meeting.

The Trustees were asked to review the 2023 holiday dates prior to the December 13, 2022 meeting. This item was set for action at the next meeting.

## **12. RFID Library Solutions**

OVERVIEW: Elizabeth Flores (Interim Director of User Services) reported on a recommendation for an agreement to pay \$63,800 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries. This requires Trustee approval because it exceeds \$25,000.

It was reported that there would be an increase to the 3-year agreement, PCCLD was currently in the 2<sup>nd</sup> year of the agreement. The agreement would take PCCLD through 2024. Ms. Flores reported that next year the fee would be \$25,000. It was explained that there was a one-year hiatus for Rawlings in 2022 because the unit was refurbished at a cost of approximately \$60,000 and maintenance was not paid. So the \$25,000 is just coming back into the cycle of payments.

It was requested that this item be put onto the next agenda for action.

## **13. Bibliotheca**

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Elizabeth Flores (Interim Director of User Services) described the recommendation to contract with Bibliotheca for 2023 for a cost of \$49,859. This requires Trustee approval as it exceeds \$25,000.

Ms. Flores shared that the new self-checks were installed at the Rawlings branch so that amount was removed from the quote. The new amount would cover the self-checks at all of the branches, all RFID pads at all of the branches, the security gates at each library location, and the AMH machines that are located at Greenhorn Valley Library, Giodone Library, and the Lucero Library.

It was requested that this item be put onto the next agenda for action.

## **14. Koha Integrated Library System**

OVERVIEW: Elizabeth Flores (Interim Director of User Services) reported on the recommendation to pay ByWater Solutions \$58,060 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2023. This requires Trustee approval since it exceeds \$25,000.

Ms. Flores reported that this totals cost was comprise of three bills. One was for the Koha support and hosting that covers the ILS itself at a cost of \$34,100. The second was the Koha migration and installation at a cost of \$8,960. The final bill was for Aspen and that cost was \$15,000 and that would cover the online catalog. This agreement would be through the end of 2023.

It was requested that this item be put onto the next agenda for action.

## **15. Freegal Music Subscription Renewal**

OVERVIEW: Elizabeth Flores (Interim Director of User Services) reported on a recommendation to extend PCCLD's music streaming subscription at a cost of \$31,700 for 2023. This requires Trustee approval as it exceeds \$25,000.

It was reported that Freegal was PCCLD's music downloading and streaming service. A yearly fee is paid instead of a monthly or pay per use fee. Every patron is allowed 5 downloads per week that they can keep and they are allowed 24-hour streaming services.

It was requested that this item be put onto the next agenda for action.

#### **IV. ADJOURNMENT**

The meeting adjourned at 3:26pm

Respectfully submitted by,

Rose Jubert  
Secretary to the Board of Trustees