

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

*This meeting will be conducted inside Kelly Room B at the Rawlings Library, 100 E. Abriendo, Pueblo CO. An online session will be conducted. The online link for the meeting is 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**

Marlene Bregar	Lyndell Gairaud	Stephanie Garcia
Dustin Hodge	Jacquelyn Keith	Doreen Martinez
Fredrick Quintana		

**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.

**III. Discussion Items**

1. **Board of Trustees Recognition** (estimated time: 10 minutes)  
OVERVIEW: Trustees Marlene Bregar and Lyndell Gairaud will be leaving the board effective December 31<sup>st</sup>. Both will be recognized for their years of service.
2. **Final 2023 Budget** (estimated time: 10 minutes)  
OVERVIEW: Keith Beam (Chief Financial Officer) will present the final draft of the PCCLD 2023 Budget and updated 10-Year Financial Projection.
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** (estimated time: 15 minutes)  
OVERVIEW: Keith Beam (Chief Financial Officer) will present 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 will be 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
4. **Fund Transfer to Pueblo Library Foundation** (estimated time: 10 minutes)  
OVERVIEW: Keith Beam (Chief Financial Officer) will present a recommended action to authorize the transfer of \$14,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.
5. **PCCLD 2023 Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 10 minutes)  
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 will be provided. The costs of coverages are included in the budget and will require PCCLD Board of Trustees' approval since these exceed \$25,000.

- 6. Disposal of Property** (estimated time: 5 minutes)  
OVERVIEW: Keith Beam (Chief Financial Officer) will present a recommendation for property disposal.
- 7. Rawlings Library Naming** (estimated time: 15 minutes)  
OVERVIEW: Nick Potter (Director of Community Relations & Development) will provide 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.
- 8. Citrix/Alchemy Renewal** (estimated time: 10 minutes)  
OVERVIEW: Mark Gonzales (Interim Director of IT) will report on the renewal of the contract with Citrix/Alchemy for a three-year licensing period for a total cost of \$44,199. The Trustees will be asked to ratify the contract as presented.
- 9. Rawlings Signage Procurement** (estimated time: 10 minutes)  
OVERVIEW: A report and recommendation for signage procurement for the Rawlings Library will be presented.
- 10. Trustee 2023 Meeting Dates** (estimated time: 5 minutes)  
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<sup>th</sup> Meeting.
- 11. 2023 Holiday Dates** (estimated time: 5 minutes)  
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 13<sup>th</sup> meeting.
- 12. RFID Library Solutions** (estimated time: 10 minutes)  
OVERVIEW: Elizabeth Flores (Interim Director of User Services) will report 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 will require Trustee approval because it will exceed \$25,000.
- 13. Bibliotheca** (estimated time: 10 minutes)  
OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Elizabeth Flores (Interim Director of User Services) will describe the recommendation to contract with Bibliotheca for 2023 for a cost of \$49,859. This will require Trustee approval as it exceeds \$25,000.
- 14. Koha Integrated Library System** (estimated time: 10 minutes)  
OVERVIEW: Elizabeth Flores (Interim Director of User Services) will report 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 will require Trustee approval since it exceeds \$25,000.
- 15. Freegal Music Subscription Renewal** (estimated time: 10 minutes)  
OVERVIEW: Elizabeth Flores (Interim Director of User Services) will report on a recommendation to extend PCCLD's music streaming subscription at a cost of \$31,700 for 2023. This will require Trustee approval as it exceeds \$25,000.

#### IV. ADJOURNMENT

Estimated total meeting time: 2 hours 30 minutes

NOTE: The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, **Tuesday**, December 13, 2022.

This meeting will take place at the Rawlings Library, 100 E. Abriendo Avenue in the Kelly B Meeting Room. An online link for the meeting is available by contacting Rose Jubert at 719-562-5633 or [rose.jubert@pueblolibrary.org](mailto:rose.jubert@pueblolibrary.org)