

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA**

2:00pm, Thursday, December 7, 2023

The meeting will be conducted inside the

Bret Kelly "A" Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

I. CALL TO ORDER AND ROLL CALL

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia
Dustin Hodge	Trisha Macias	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. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 15 minutes)
OVERVIEW: Ashley Huggins, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance will present on the 2024 corporate insurance renewal.
- 2. 2024 Budget Update** (estimated time: 10 minutes)
OVERVIEW: Ashley Huggins (Chief Financial Officer) will present an update on the PCCLD 2024 Budget and updated 10-Year Financial Projection as well as information regarding SB23B-001.
- 3. Resolutions to Adopt the 2024 Budget, Approve the 2024 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2024 PCCLD Budget** (estimated time: 15 minutes)
OVERVIEW: Ashley Huggins (Chief Financial Officer) will present draft resolutions for discussion. The Preliminary 2024 Budget was presented on October 17, 2023, and a public hearing on the Proposed 2024 Budget was held on November 16, 2023. The Board of Trustees will be asked to take the following actions at a special meeting; date to be determined.
 1. Adopt the 2024 PCCLD Annual Budget
 2. Set the Annual Mill Levy
 3. Appropriate Funds for the 2024 Annual Budget.
 4. Adopt the 2024 Annual Plan
- 4. Funds Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)
OVERVIEW: Ashley Huggins (Chief Financial Officer) will present a recommended action to authorize the transfer of \$5,800 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.
- 5. Investment Option** (estimated time: 10 minutes)
OVERVIEW: Ashley Huggins (Chief Financial Officer) Will provide information on investments.
- 6. 2024 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: A review of the 2024 holidays and closures was presented. The Trustees will be asked to approve the 2024 scheduled closures at their December 14, 2023 meeting.

- 7. Filming & Photography Policy Update** (estimated time: 10 minutes)
OVERVIEW: Amy Nelson, Associate Director of Public Services will provide an update to the policy that was presented at the November 7, 2023 work session.
- 8. RFID Library Solutions** (estimated time: 5 minutes)
OVERVIEW: Jill Kleven (Director of Technical Services) will report on a recommendation for an agreement to pay \$53,400 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.
- 9. Bibliotheca** (estimated time: 5 minutes)
OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Jill Kleven (Director of Technical Services) will describe the recommendation to contract with Bibliotheca for 2024 for a cost of \$47,120. This will require Trustee approval as it exceeds \$25,000.
- 10. Koha Integrated Library System** (estimated time: 5 minutes)
OVERVIEW: Jill Kleven (Director of Technical Services) will report on the recommendation to pay ByWater Solutions \$50,615 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2024. This will require Trustee approval as it exceeds \$25,000.
- 11. Freegal Music Subscription Renewal** (estimated time: 5 minutes)
OVERVIEW: Jill Kleven (Director of Technical Services) will report on a recommendation to extend PCCLD's music streaming subscription at a cost of \$31,700 for 2024. This will require Trustee approval as it exceeds \$25,000

IV. ADJOURNMENT

Estimated total meeting time: 1 hour and 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, Thursday, December 14, 2023 at the Rawlings Library, 100 E. Abriendo Avenue in the Executive Conference Room.