

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Thursday, December 7, 2023
The meeting was conducted inside the
Bret Kelly “A” Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.

I. CALL TO ORDER AND ROLL CALL

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

Board Members Present: Dustin Hodge, Vice President
Fredrick Quintana, President
Iris Clark
Doreen Martinez
Trisha Macias
Stephanie Garcia
Jeffrey DeHerrera

Attorney Present: Bart Miller – Collins, Cole, Flynn, Winn, & Ulmer

Staff & Guests Present: Sherri Baca, Executive Director
Ashley Huggins, Chief Financial Officer
Amy Nelson, Associate Director of Public Services
Nick Potter, Executive Director of the Pueblo Library Foundation &
Strategic Initiatives
Jill Kleven, Director of Technical Services
Alan Rocco, Facilities Superintendent
Eric Tiffany, Systems Administrator
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.

It was requested that another discussion item 12. Asset Disposal Request be added to the agenda.

III. Discussion Items

1. PCCLD Worker’s Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Ashley Huggins, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2024 corporate insurance renewal.

The premium summary was presented and compared 2023 and 2024 premiums and deductibles.

Package insurance showed that property insurance was impacted by the hailstorms throughout Colorado. Premiums increased from \$55,203 in 2023 to \$66,794 in 2024. This was a 12% increase compared to the average 5% increase. Wind/hail deductibles have changed. The \$5,000 property deductible did not change but any damaged caused by wind or hail will be a \$25,000 deductible. Other companies are giving a percentage but T Charles Wilson is providing a flat number, which is more beneficial to the library district. The board did ask Ms. Kersnick to provide more information regarding the percentage rate and if PCCLD could file a percentage claim; she agreed to get that information by the next Board meeting. All other deductibles remained the same and there were no changes on volunteer accident insurance premiums.

The other big change was worker’s compensation premiums due to state mandated rate increases. The premiums went from \$12,487 in 2023 to \$19,024 in 2024. Cyber premiums decreased from \$9,294.72 in 2023 to \$8,918.77 for 2024.

2. 2024 Budget Update

OVERVIEW: Ashley Huggins, Chief Financial Officer presented an update on the PCCLD 2024 Budget and updated 10-Year Financial Projection as well as information regarding SB23B-001.

PCCLD did receive their final certification of values from the Assessor's office.

Mill Levy calculation for 2024 was presented. The total net assessed value decreased by \$68,232,534 due to TIF reductions this allowed for a change to the mill float. There is also a backfill amount that the state will provide to certain taxing entities if they meet the criteria and that information and amount will be provided in May of 2024. If PCCLD did not receive the backfill, it would not affect the budget calculations since the calculations do not rely on that backfill to make the budget whole. If PCCLD did receive the backfill, it would be an additional income. PCCLD attorney, Bart Miller felt that this approach to the budget was in the best interest of the library district. In past years, the legislature specifically said that if an entity could float their mill levy they were not entitled to the backfill. This year libraries were written into the senate bill and allowed the backfill, there is no way to know how much PCCLD would get. The legislature can also change this decision at their session beginning in January.

Changes to the 2024-budgeted general fund revenues since November 7, 2023 include a decrease in property tax revenue of \$560,952, an increase in specific ownership taxes of \$150,000, a miscellaneous revenue increase of \$5,000 and a decrease of \$700,000 due to the digital navigator grant. This totals a decrease in revenues of \$1,105,952. The expense changes included decreases in salaries, employee training, library programs, utilities, and the County Treasurer fees. Increases in expenses included payroll taxes and expenses, lease expenses, contract services, technology contract serves and the installation of insulation in the ceiling boiler room at Rawlings Library. This totaled a decrease in expenses of \$689,547.

There were no revenue changes to the budgeted capital fund. Expenses included \$34,000 for the boiler room insulation.

Total revenues changed from \$17.8 million to \$16.8 million and total expenses changed from \$14.8 million to \$13.99 million for a net change of \$416,405.

The ten-year financial projection was provided and showed that the district was in line with the 20% needed in reserves per the board policy.

It was asked that this be placed on the next agenda for approval.

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

OVERVIEW: Ashley Huggins, Chief Financial Officer presented 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

Adopt the 2024 PCCLD Annual Budget resolution was reviewed, the only changes to the budget were some dates, it is ready for Board approval. The mill levy for this year has a float and no backfill and is set for 6.6347 mills and that gives the library district approximately \$14.9 million in revenue. This amount is budgeted at 99.6% due to collections. The appropriations resolution shows the general fund at \$16.4 million and the capital project fund at approximately \$6 million. The only change to the 2024 annual plan resolution will be an additional goal regarding the children's internet protection filter.

It was asked that this be put onto the board's next agenda for approval.

4. Funds Transfer to Pueblo Library Foundation

OVERVIEW: Ashley Huggins, Chief Financial Officer presented a recommended action to authorize the transfer of \$5,800 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

This request is an annual occurrence for the library district. Due to the economy, the amount is slightly lower than what is normally received. It is asked that \$5,800 be transferred to the Pueblo Library Foundation to invest and that this item be put onto the next Board agenda for approval.

5. Investment Option

OVERVIEW: Ashley Huggins, Chief Financial Officer provided an investment option summary for the library district.

The investment option summary was presented for information purposes only; it does not require Board action.

Bank of the San Juan's approached PCCLD regarding additional investment options with the bank. They provided competitive rates so PCCLD is interested in the as an option. The money is reserve funds not operating funds.

The current portfolio as of November 2023 included, CSAFE-CORE at \$347,967; CSIP at \$742,093; and COLOTRUST Plus reserve account at \$614,956.

The Bank of the San Juan's option would be an insured Premier Public Savings Account, which is only offered to Public Funds. At the end of the month, they would match the COLOTRUST Plus rate. There would be no daily adjustment or minimum balance and they would allow six withdrawals or transfers per month.

6. 2024 Holiday Dates

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.

This is standard business for the trustees. They were asked to review the calendar and the closures. This will be presented at the next meeting for their final approval.

7. Filming & Photography Policy Update

OVERVIEW: Amy Nelson, Associate Director of Public Services provided an update to the policy that was presented at the November 7, 2023 work session.

Changes were made based on the feedback from the previous trustee meeting. Identifying what the library common spaces were was one of the items that was mentioned, examples were added to the policy.

Trustees were reminded that if a person is photographing or filming in a public area and it is a broad shot then it is permissible. If it feels like harassment or it is in opposition of the library's code of conduct then staff can take action up to a point. Staff training will take place to handle these types of situations.

Another change included the addition of the protection of First Amendment rights for patrons added that PCCLD may limit filming and photography on library property to ensure the right of patrons to acquire information freely and confidentially. Staff may ask the photographer/videographer to cease if their action appears to compromise public or staff safety or interfere with library operations. Photographers/videographers are asked as a courtesy to seek permission from others to be photographed or filmed.

This was the end of the policy updates. Procedures were reviewed at a previous meeting and suggested revisions were provided. The suggested revisions were put into the procedures and were presented.

It was asked that the Trustees take action and approve the policy at their next meeting.

8. RFID Library Solutions

OVERVIEW: Jill Kleven (Director of Technical Services) reported 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 requires Trustee approval because it will exceed \$25,000.

A detailed proposal for 2024 was provided to the trustees in their board packet for review. It was asked that they take action on this proposal at their next meeting. PCCLD has contracted with this vendor since 2012 and this is an annual contract.

9. Bibliotheca

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Jill Kleven (Director of Technical Services) described the recommendation to contract with Bibliotheca for 2024 for a cost of \$49,119.23. This will require Trustee approval as it exceeds \$25,000.

The service and maintenance/extended warranty quote was provided to the trustees to review. It was requested that this item be put onto the next trustee agenda for approval.

10. Koha Integrated Library System

OVERVIEW: Jill Kleven (Director of Technical Services) reported on the recommendation to pay ByWater Solutions \$50,614 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.

The invoice was presented and was included in the board packet for review prior to the meeting. Line items were reviewed and it was asked that the item be included on the next board agenda for approve. This has been a five-year contract and will move to a one-year contract next year.

11. Freegal Music Subscription Renewal

OVERVIEW: Jill Kleven (Director of Technical Services) reported on a recommendation to extend PCCLD's music streaming subscription at a cost of \$31,700 for 2024 and \$31,700 for 2025. This will require Trustee approval as it exceeds \$25,000

The renewal subscription for Freegal Music as provided to the trustees in their meeting packet for review. PCCLD has contracted with Freegal since 2010. Freegal provides 75,000 hours of streaming per year to patrons. This is a two year contract totaling \$63,400 and the trustees were asked to include it on their next agenda for approval.

12. Asset Disposal Request

OVERVIEW: There was a report and recommendation regarding the disposal of property.

It was reported that PCCLD sold their 2008 Ford Econoline Van for \$7,700. It was asked that the trustees approve this disposal request at their next meeting.

IV. ADJOURNMENT

The meeting adjourned at 3:20pm.

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.