

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES**  
**WORK SESSION AGENDA**  
**2:00pm, Thursday, December 5, 2024**  
*The meeting will be conducted inside the*  
***Bret Kelly “B” Conference Room at the Rawlings Library, 100 E. Abriendo, Pueblo CO.***

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

Iris Clark	Jeffrey DeHerrera	Stephanie Garcia	Jessi Ones
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. REPORTS**

- A. Executive Director Report** (total estimated total time: 5 minutes)
- B. Friends of the Library Report**  
(There is no report for this meeting)
- C. Quarterly Foundation Report** (total estimated time: 10 minutes)

**IV. Discussion Items**

- 1. Chief Financial Officer Introduction (estimated time: 5 minutes)**  
OVERVIEW: Bri Reyes will be introduced as PCCLD’s new Chief Financial Officer. Authorization is requested as a signer on library district bank and investment accounts.
- 2. PCCLD Worker’s Compensation, Property/Casualty, Liability, and Cyber Insurance** (estimated time: 20 minutes)  
OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance will present on the 2025 corporate insurance renewal.
- 3. 2025 Budget Update** (estimated time: 10 minutes)  
OVERVIEW: Bri Reyes, Chief Financial Officer will present an update on the PCCLD 2025 Budget and updated 10-Year Financial Projection.
- 4. Resolutions to Adopt the 2025 Budget, Approve the 2025 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2025 PCCLD Budget** (estimated time: 15 minutes)  
OVERVIEW: Bri Reyes, Chief Financial Officer will present draft resolutions for discussion. The Preliminary 2025 Budget was presented on October 15, 2024, and a public hearing on the Proposed 2024 Budget was held on November 21, 2024. The Board of Trustees will be asked to take the following actions at a special meeting; date to be determined.
  - 1. Adopt the 2025 PCCLD Annual Budget
  - 2. Set the Annual Mill Levy
  - 3. Appropriate Funds for the 2025 Annual Budget.
  - 4. Adopt the 2025 Annual Plan
- 5. Funds Transfer to Pueblo Library Foundation** (estimated time: 5 minutes)  
OVERVIEW: Bri Reyes, Chief Financial Officer will present a recommended action to authorize

the transfer of \$12,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

**6. 2025 Holiday Dates** (estimated time: 5 minutes)

OVERVIEW: A review of the 2025 holidays and closures will be presented. The Trustees will be asked to approve the 2025 scheduled closures at their December 12, 2024 meeting.

**7. RFID Library Solutions** (estimated time: 5 minutes)

OVERVIEW: Jill Kleven, Director of Technical Services will report on a recommendation for an agreement to pay \$160,200 to RFID Library Solutions for support and maintenance on certain automated materials handling systems located at the Rawlings, Barkman, Lamb, and Pueblo West Libraries for three years (2025-2027). This will require Trustee approval because it will exceed \$25,000.

**8. 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 2025 for a cost of \$59,402.77. This will require Trustee approval as it exceeds \$25,000.

**9. Koha Integrated Library System** (estimated time: 5 minutes)

OVERVIEW: Jill Kleven, Director of Technical Services will report on the recommendation to pay ByWater Solutions \$50,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2025. This will require Trustee approval as it exceeds \$25,000.

**10. 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 for 2025. This will require Trustee approval as the cost will exceed \$25,000

#### **IV. ADJOURNMENT**

Estimated total meeting time: 1 hour and 20 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 12, 2024 at the Rawlings Library, 100 E. Abriendo Avenue in the Executive Conference Room.