

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, Tuesday, November 12, 2024
*This meeting will be conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space***

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** (total estimated time: 10 minutes)
- C. Quarterly Foundation Report**
The next report will be provided at the December trustee work session.

IV. DISCUSSION ITEMS

- 1. Copier Lease** (estimated time: 10 minutes)
OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives will present on the lease of a copier for use in the Community Relations Department. The lease will begin in 2025
- 2. 2024 Audit Engagement** (estimated time: 10 minutes)
OVERVIEW: Sherri Baca, acting CFO, will present on the 2024 Audit.
- 3. IT Computer Equipment Purchase** (estimated time: 15 minutes)
OVERVIEW: Thomas Defrates, Director of IT, will present on a 2024 purchase of new IT computer equipment.
- 4. Lucero Library Shelving Purchase** (estimated time: 15 minutes)
OVERVIEW: Sherri Baca, acting CFO, will present on the purchase of shelving for the Lucero Library renovation project.
- 5. Janitorial Contract Price Increase** (estimated time: 10 minutes)
OVERVIEW: Sherri Baca, acting CFO, will present on a price increase to the janitorial services contract.
- 6. Library Policy Updates** (estimated time: 20 minutes)
OVERVIEW: A report from the Legislative & Governance Committee will be provided regarding the following items:
 - A. Customer Conduct**
 - 1. 03.06.01 Acceptable Library Use and Safety
 - a. 03.06.01 P1 Personal Belongings - Procedure
 - b. 03.06.01 G1 Governing Use of the Library – Guidelines

2. 03.06.02 Child Conduct and Safety
3. 03.06.03 G1 Customer Suspension – Guidelines
4. 03.06.03 G2 Offense and Consequences Levels - Guidelines
5. 03.06.04 Video Surveillance
 - a. 03.06.04 G1 Video Surveillance - Guidelines
 - b. 03.06.04 G2 Environmental Sensor – Guidelines

7. 2025 Preliminary Budget Update (estimated time: 15 minutes)

OVERVIEW: Sherri Baca, acting CFO will provide an update report for Trustee discussion on the preliminary 2025 PCCLD Annual Budget. A public hearing on the proposed budget will follow at the November Regular Trustees' meeting. The Trustees will be asked to adopt the 2025 budget, set the mill levy, and appropriate sums of money for the 2025 budget in December

V. ADJOURNMENT

Estimated total meeting time: Estimated time: 1 hour 50 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, November 21, 2024 at the Rawlings Library Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.