

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

**2:00pm, Thursday, December 5, 2024**

*The meeting was conducted inside the*

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

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

Ms. Macias called the meeting to order at 2:00 p.m. and Rose Jubert conducted roll call.

**Board Members Present:**

- Fredrick Quintana, President
- Trisha Macias, Vice President
- Jeffrey DeHerrera
- Iris Clark
- Stephanie Garcia
- Jessi Ones

**Board Members Not Present:**

- Doreen Martinez

**Attorney Present:**

- Bart Miller – Collins, Cole, Winn, & Ulmer

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Jose Beltran, IT
- Rose Jubert, Secretary to the Board of Trustees
- Alexandria Romero, Financial Compliance Consultant

**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.

Ms. Baca requested that an additional discussion item, # 11, be added to the agenda. The request was approved.

**III. REPORTS**

**A. Executive Director Report**

Ms. Baca reported that the library district was busy with both staff and patron holiday events. A detailed Executive Director Report can be found on the PCCLD website.

**B. Friends of the Library Report**  
(There is no report for this meeting)

**C. Quarterly Foundation Report**

Ms. Clark reported on behalf of the Library Foundation.

The Pueblo Library Foundation Board met on November 13, 2024.

Mark Kennedy gave a report on investments. There is \$619,802 total in investments with an

estimated annual income of \$18,279. The 2023 Audit and 2023 Form 990 were presented and approved for filing. The board also discussed the 2024 Audit and Form 990 Engagement and both were approved.

The balance sheet was reviewed as of September 30, 2024. The total assets, liabilities and equity equal \$661,797.43. The Statement of Revenue and Expenditures was also reviewed. Total year-to-date revenue is \$441,967 and total year-to-date expenditures is \$337,790 for a year-to-date revenue over expenditures of \$104,177. The Summary of Restrictions and the 2025 Budget were also reviewed.

Mr. Potter provided an update on fundraising activities and gifts received in the third quarter. In Q3, PCCLD and the Foundation combined brought in \$76,000. A large portion of that amount was from the e-rate program. There was also some activity with Booklovers Ball Sponsorships and tickets, gifts in support of the capital campaign, unrestricted gifts and other miscellaneous contributions. Recommendations for transfer that were approved include \$15,939.81 from the Foundation to the district. No transfers were recommended at this time to the investment account.

Ms. Baca provided an update on the Lucero Library renovation. The board approved meeting dates for 2025 and 2026 and voted on chair positions for 2025.

Mr. Potter shared results of All Pueblo Reads and the Booklovers Ball. The estimated net total is about \$30,000 from the event. He also provided a report on grants we have received, grants that are in progress, and future prospects. Mr. Potter also reported on 2024 fundraising activities and direct mail campaigns done this year.

The next Pueblo Library Foundation meeting will be held February 12, 2025.

#### **IV. Discussion Items**

##### **1. Chief Financial Officer Introduction**

OVERVIEW: Bri Reyes was introduced as PCCLD's new Chief Financial Officer.

Authorization was requested for Ms. Reyes to be appointed as an authorized signer on library district bank and investment accounts. This item was moved to the next meeting for trustee approval.

##### **2. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance**

OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick from T Charles Wilson Insurance presented on the 2025 corporate insurance renewal.

Ms. Kersnick presented on the 2025 corporate insurance renewal and highlighted changes in deductibles and the impact of this past year's wind and hail storms. She clarified the current and proposed deductibles for property and wind/hail damage and noted a significant cost increase. Currently PCCLD has a \$5,000 property deductible and a \$25,000 wind/hail deductible for each building. The renewal proposal with the current carrier would raise the wind/hail rate for the Rawlings Library to \$500,000 and the other buildings would be raised to \$100,000 each. Ms. Kersnick shared that due to PCCLD's low loss ratio in a typical renewal the premium would only go up 20% compared to the standard 25% to 30% that other businesses would be incurring.

The main topic for discussion is not coverages but a financial decision as to whether PCCLD wants to pay a higher premium and lower deductibles or a lower premium and higher deductibles.

Ms. Kersnick provided a detailed comparison of the coverages and deductibles offered by the Colorado Special District (CSD) Property and Liability Pool and Tokio Marine the current PCCLD insurance provider. She highlighted the potential savings and risks. A historical look at insurance renewals, showing the savings achieved over the years was provided and there was discussion about the potential long-term financial benefits of rejoining the CSD pool, despite the increase in premium.

This item was moved to the regular agenda for trustee approval.

### **3. 2025 Budget Update**

OVERVIEW: Bri Reyes, Chief Financial Officer presented an update on the PCCLD 2025 Budget and updated 10-Year Financial Projection.

Ms. Reyes presented the draft 2025 final budget and highlighted changes to revenue and expenditures since the last update on November 12, 2024. She also reviewed the 2025 Budget calendar.

Total adjustments to the General Fund Revenue account totaled \$4,228,144. The increase is due in large part to the NTIA Grant which is budgeted at \$4,062,500. Other changes were made to include the E-Rate Hotspots and a decrease in the property tax amount. The new total revenue amount is \$20,171,231.

Total adjustments to General Fund Expenditures totaled \$4,600,000 with the majority coinciding with the revenue for both the NTIA Grant and the E-Rate Hotspots. Another key expense included personnel salary increases. The new total general fund expense amount is \$19,407,125.

The capital project funds update was provided. Total adjustments since November 12, 2024 to the revenue account is \$22,400 and to the expense account is \$198,122.

This item was moved to the regular agenda for approval.

### **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**

OVERVIEW: Bri Reyes, Chief Financial Officer presented draft resolutions for discussion. The Preliminary 2025 Budget was presented on October 15, 2024, and a public hearing on the Proposed 2025 Budget was held on November 21, 2024. The Board of Trustees is asked to take action at their next meeting on the following items.

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

Ms. Reyes presented the draft resolutions for the 2025 Annual budget and the annual mill levy. She explained the process for appropriating funds for the upcoming year and shared the importance of the annual plan which outlines the district's goals for 2025.

It was requested that the resolutions be put on the next agenda for board approval.

### **5. Funds Transfer to Pueblo Library Foundation**

OVERVIEW: Bri Reyes, Chief Financial Officer presented a recommended action to authorize the transfer of \$12,000 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

The historical practice of transferring funds to the library foundation was explained. I request to transfer \$12,000 was made.

This item will be placed on the next agenda for approval.

### **6. 2025 Holiday Dates**

OVERVIEW: A review of the 2025 holidays and closures was presented.

The 2025 holidays and closures were reviewed.

The Trustees were asked to approve the 2025 scheduled closures at their December 12, 2024 meeting.

## **7. RFID Library Solutions**

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

Ms. Kleven explained the scope of the agreement, including the cost and the equipment covered.

This item was moved to the next agenda for approval.

## **8. Bibliotheca**

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment.

Ms. Kleven described the recommendation to contract with Bibliotheca for 2025 for a cost of \$59,402. This amount is higher than previous years due to new equipment.

This item was moved to the next agenda for approval.

## **9. 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 2025. This will require Trustee approval as it exceeds \$25,000.

Ms. Kleven explained the importance of the integrated library system and the cost savings compared to the library's previous systems.

This item was moved to the next agenda for approval

## **10. Freegal Music Subscription Renewal**

OVERVIEW: Jill Kleven, Director of Technical Services reported on a recommendation to extend PCCLD's music streaming subscription for 2025. This will require Trustee approval as the cost will exceed \$25,000.

Ms. Kleven highlighted the streaming services provided by Freegal and the benefits it provides to library patrons. It was asked that the board approve the request to extend the subscription for 2025 at their next meeting.

This item was moved to the next agenda for approval

## **11. Resolution – State Property Backfill Funds**

OVERVIEW: Recommendations to approve the State Property Backfill Funds Resolution were presented.

RECOMMENDED ACTION: That the Board of Trustees take action at their next meeting and approve the resolution.

A resolution was presented to commit the property tax back fill funds to ensure they are restricted for specific purposes until further board action is taken. The purpose of the resolution and the process for committing funds was explained. The need for board approval was requested in order to finalize the resolution and commit the funds.

This time was moved to the next agenda for approval.

#### **IV. ADJOURNMENT**

The meeting adjourned at 3:15pm.

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.