

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
WORK SESSION AGENDA
2:00pm, Thursday, December 9, 2025
The meeting will be conducted at the
Rawlings Library, 100 E. Abriendo, Pueblo CO.

I. CALL TO ORDER AND ROLL CALL

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

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 (estimated time: 5 minutes)

B. Friends of the Library Report (estimated time: 5 minutes)

C. Quarterly Foundation Report (estimated time: 10 minutes)

IV. Discussion Items

- 1. 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 2026 corporate insurance renewal.

- 2. 2026 Budget Update** (estimated time: 10 minutes)

OVERVIEW: Bri Reyes, Chief Financial Officer will present an update on the PCCLD 2026 Budget and updated 10-Year Financial Projection.

- 3. Resolutions to Adopt the 2026 Budget, Approve the 2026 Annual Plan, Set the Mill Levy, and Appropriate Sums of Money for the 2026 PCCLD Budget** (estimated time: 15 minutes)

OVERVIEW: Bri Reyes, Chief Financial Officer will present draft resolutions for discussion. The Preliminary 2026 Budget was presented on October 14, 2025, and a public hearing on the Proposed 2026 Budget was held on November 20, 2025. The Board of Trustees will be asked to take the following actions at a special meeting; date to be determined.

1. Adopt the 2026 PCCLD Annual Budget
2. Set the Annual Mill Levy

3. Appropriate Funds for the 2026 Annual Budget.
4. Adopt the 2026 Annual Plan
- 4. 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 \$10,800 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.
- 5. 2026 Holiday Dates** (estimated time: 5 minutes)
OVERVIEW: A review of the 2026 holidays and closures will be presented. The Trustees will be asked to approve the 2026 scheduled closures at their December 11, 2025 meeting.
- 6. 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 for 2026. This will require Trustee approval because it will exceed \$25,000.
- 7. 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 2026 for a cost of \$67,131. This will require Trustee approval as it exceeds \$25,000.
- 8. Koha Integrated Library System** (estimated time: 5 minutes)
OVERVIEW: Jill Kleven, Director of Technical Services will report on the recommendation to pay ByWater Solutions \$51,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2026. This will require Trustee approval as it exceeds \$25,000.
- 9. 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 two years (2026-2027) at a cost of \$52,000. This will require Trustee approval as the cost exceeds \$25,000
- 10. Library Policy Updates** (estimated time: 20 minutes)
OVERVIEW: A report from the Legislative & Government Committee will be provided regarding the following items:
 - A. Customer Services Policies & Procedures**
 - 1. Access to Library Services – Internet Access and Wireless Use**
 - a. 03.01.02 Internet Access & Acceptable Use (revised)
 - b. 03.01.02.F2 Request for Review of Blocked Website Form (new)
 - 2. Access to Library Services – Public Computers & Other Equipment Use**
 - a. 03.01.03 Public Computers & Other Equipment Use Policy (revised)

- b. 03.01.03.G1 Public Computers & Other Equipment Use Guidelines (revised)
- c. 03.01.03.G2 Temporary Visitor Pass Guidelines (revised)

3. Use of Materials – Library Accounts

- a. 03.02.01 Library Accounts Policy (revised)
- b. 03.02.01.P1 Library Account Procedures (revised)
- c. 03.02.01.P2 Colorado Libraries Collaborate (CLC) Program Procedure (new)

4. Reference and Information Services

- a. 03.04.01.F1 Colorado Open Records Act (CORA) Request Form (new)
- b. 03.04.01.P2 Procedures for Citizen Access to PCCLD Records (revised)

IV. ADJOURNMENT

Estimated total meeting time: 1 hour and 55 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 11, 2025 at the Rawlings Library, 100 E. Abriendo Avenue.