

**PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES  
WORK SESSION AGENDA  
October 18, 2011, 4:00 p.m. – Rawlings Library (Ryals Room)**

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

Sherri Baca	Marlene Bregar	Philip Mancha
Roy Miltner	Jim Stuart	Frances Terrazas-Alexander
Rhonda Gonzales		

**II. CORRECTIONS OR MODIFICATIONS TO THE AGENDA**

**III. DISCUSSION ITEMS**

**A. Photocopier Replacement**

OVERVIEW: A bid process has been completed for replacement of PCCLD photocopiers, and a staff report on the process and recommendations will be presented to the Board.

**B. CAL Conference – Team Up! Powering Library Partnerships**

OVERVIEW: Four Library Trustees attended the CAL Conference held October 13-15 in Loveland, Colorado. Those who attended may wish to report on their observations from the conference.

**C. Board Self-Assessment**

OVERVIEW: Board members will review the Board Self-Assessment tool and the Board Source resource made available and return to the Work Session with suggestions for five areas of improvement.

**D. Pueblo Library Foundation – Bylaws and Articles of Incorporation**

OVERVIEW: Attorney Heidi Glance has reviewed the Pueblo Library Foundation Bylaws and Articles of Incorporation, and has made recommendations for revision.

**E. Pueblo Library Foundation – Appointment Process**

OVERVIEW: The members of the Board of Directors for the Pueblo Library Foundation are appointed by the Pueblo City-County Library District Board of Trustees. The Board may discuss the appointment process.

**F. 2011 Annual Plan Update**

OVERVIEW: The Executive Director will provide a 3<sup>rd</sup> quarter report on the 2011 Annual Plan.

**G. Discussion of Agenda Items for October 27, 2011 Regular Board Meeting**

**1. Preliminary 2012 Annual Plan and Budget**

OVERVIEW: The Board is presented the preliminary 2012 Annual Plan and Budget for the Pueblo City-County Library District.

RECOMMENDED ACTION: That the Board consider and discuss the plan and budget presentation. The preliminary budget presentation will be followed by a public hearing on a plan and budget at the November 17 Board meeting. The Board will be asked to adopt a 2012 plan and budget, set the mill levy, and appropriate sums of money for the 2012 budget at the December 13 Board meeting.

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### **2. Appointment of Auditor**

OVERVIEW: The Local Government Audit Law, C.R.S. 29-1-602 and C.R.S. 29-1-603 requires the governing body of each local government to engage a Colorado licensed Certified Public Accountant to conduct an annual audit of the financial statements of the local government for each fiscal year.

RECOMMENDED ACTION: That the Library Board engage Swanhorst & Company, LLC, Greenwood Village, Colorado, to conduct the annual audit of the financial statements for the fiscal year ending December 31, 2011.

### **IV. ADJOURNMENT**

Reminder: The Regular Board Meeting will be held on Thursday, October 27 at the Rawlings Library. There will be an Employee Recognition Event at 5:00 p.m., immediately prior to the Board Meeting to recognize employees for their efforts and to introduce new employees.