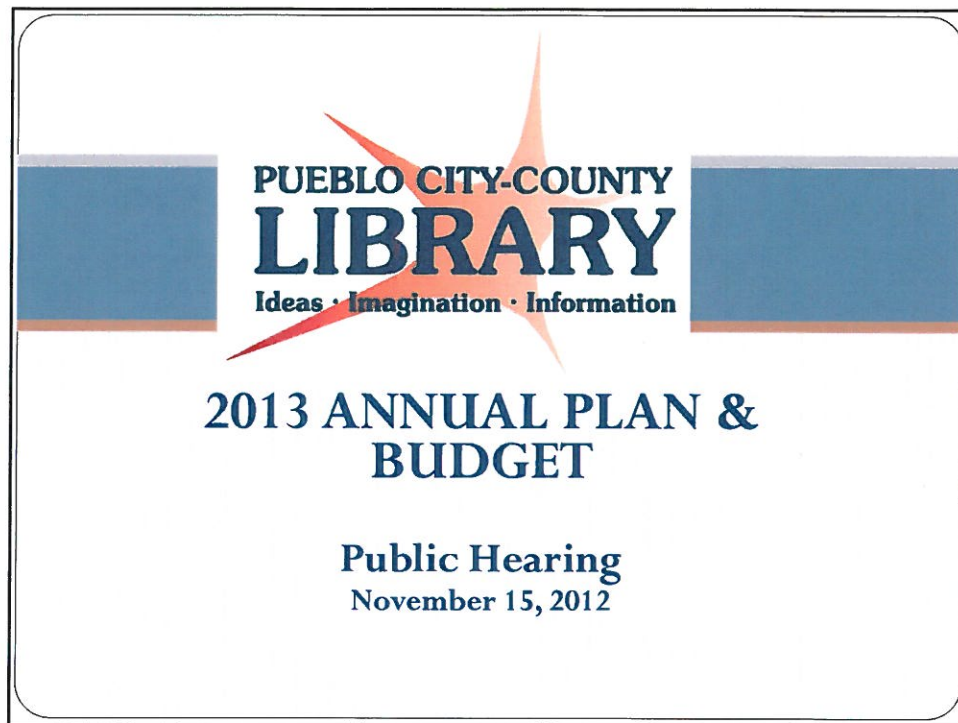


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2013

**BUDGET &
ANNUAL PLAN**

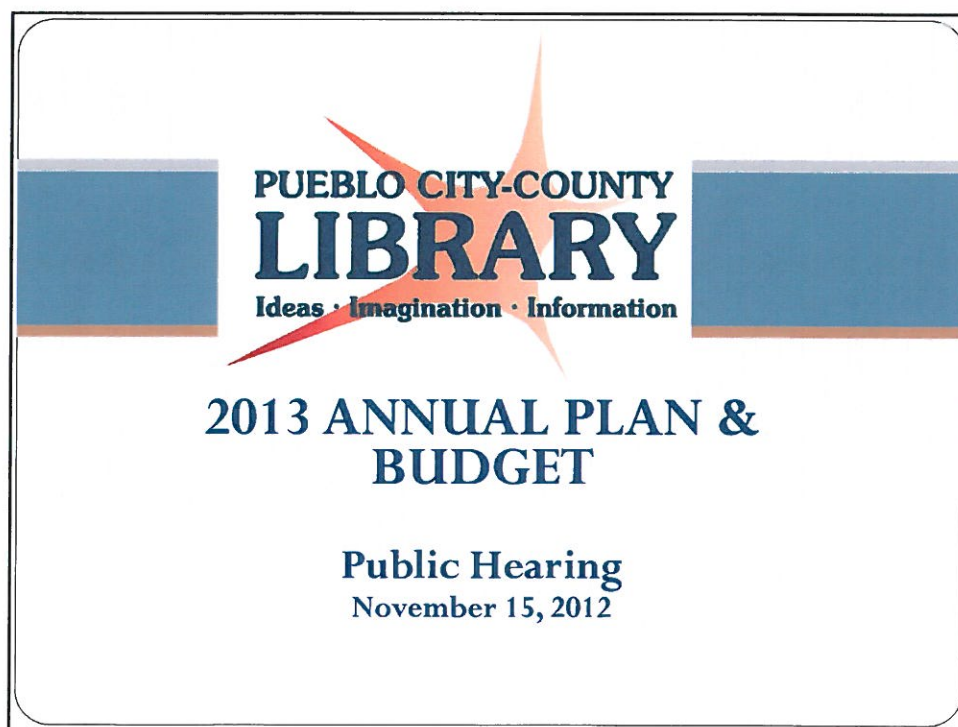
Public Hearing
November 15, 2012



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**2013 ANNUAL PLAN &
BUDGET**

Public Hearing
November 15, 2012



**PUEBLO CITY-COUNTY
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**2013 ANNUAL PLAN &
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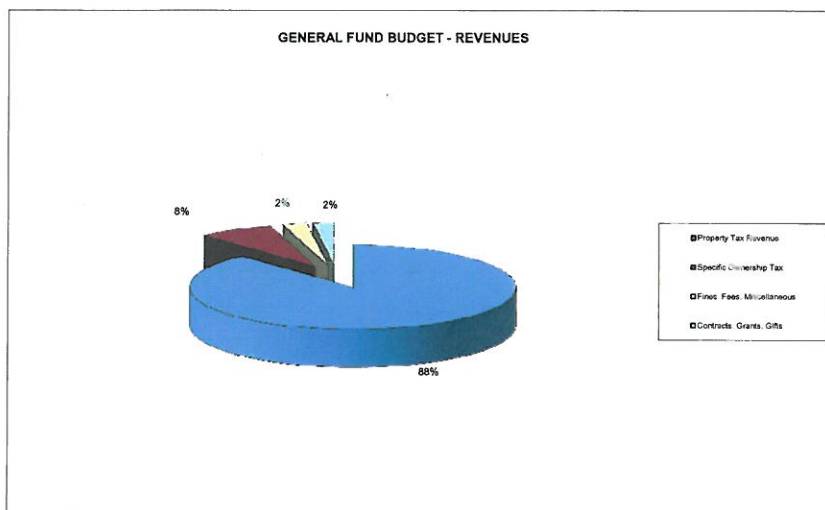
PUBLIC NOTICE OF BUDGET

- Notice of the 2013 budget and budget hearing was published in the Pueblo Chieftain on October 28, 2012.

FUNDS

- PCCLD prepares an annual budget for two funds:
 - General Fund
 - This fund reflects property tax and other general revenue, and all of the operating expenses for the District
 - Capital Project Fund
 - This fund reflects revenue and expense for capital asset acquisition (library replacement plan), InfoZone Museum updates and renovation, and special building and capital projects

GENERAL FUND - REVENUES

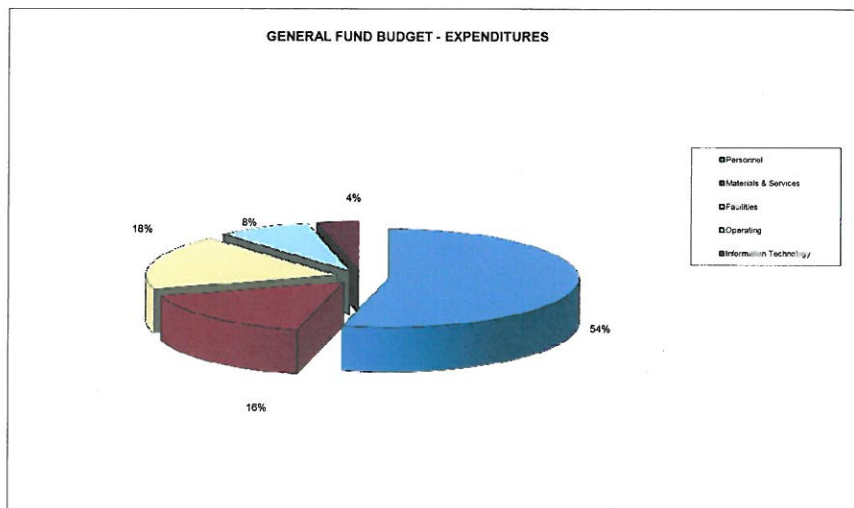


GENERAL FUND - REVENUES

- Property tax up 9%* - mill levy 5.293
 - Includes \$69,067 for abatements/refunds
 - Includes new Black Hills energy plant
- Specific ownership tax – up 9%
- Contracts, grants, donations – down 19%, due to establishment of Pueblo Library Foundation to receive major donations.
- Interest earnings – up 12%, due to additional investable funds
- Remaining revenues – fines, photocopier, miscellaneous – down by less than 1% in aggregate
- TOTAL REVENUES - up 8%

* Based on comparing 2012 estimated budget to 2013 budget. Anticipate total savings in 2012 Budget of approximately \$580,000 as of October 31, 2012. About 80% of that figure is the savings in debt service payments in 2012 due to the new 2012 COP issue.

GENERAL FUND - EXPENDITURES



GENERAL FUND EXPENDITURES

- Total expenditures up 13% (Comparing Budget to Budget, the increase is 6%)
- All projected annual plan initiatives included
- Personnel – total increase of 5%:
 - 3% Salary increase includes:
 - 2.5% salary plan increase
 - Increase to allow for changes that may be necessitated by implementation of a Pay for Performance plan.
 - New estimates at 10/31/12 anticipate spending all but \$2,700 of 2012 salary budget

GENERAL FUND EXPENDITURES (continued)

- Employee benefits – health, dental, vision, flex plan
 - Workers compensation increases by 28%; unemployment by 16%
 - Health related benefits increase 21% for increased participants and inclusion of Health Access Pueblo
- Training increases 13% to reflect new technology training and other needs
- Miscellaneous personnel increases 20% - includes annual plan initiatives

GENERAL FUND EXPENDITURES (continued)

- Materials, services – increase of 2%
 - This increase maintains our goal of keeping materials at 15% of the total operating budget.
 - Programs increase by 15%, primarily due to the \$10,000 incentive program provided by the Friends in 2012 for expenditure in 2013.
- Facilities – increase of 65% from 2012
 - Utilities up by 15% pursuant to increased energy rates.
 - Vehicle maintenance kept at 2012 levels in case of unanticipated repairs
 - Building repair & maintenance increases by 7% to accommodate anticipated upkeep
 - Rent at 2% increase per contractual agreement.
 - Lease purchase reflects increase for debt service on 2012 COPS.
 - Insurance increases 8% over estimated; only 3% over 2012 Budget.
 - Friends expenditures down as more donations will be made directly to Foundation..

GENERAL FUND EXPENDITURES (continued)

- Operating – increased 23%
 - Increase of 48% in Contract Services – includes Annual Plan initiatives
 - Community Relations decreases by 18% - Annual Plan goals for 2012 completed and not repeated in 2013.
 - Office supplies increases by 13%, addressing needs throughout the Annual Plan to implement various goals.
 - Other areas show minimal dollar and/or percentage changes.
- Information technology – decreased 1%
 - Hold the line in all areas; reduction due to overspending in 2012 in Technology support which isn't anticipated to be repeated in the 2013 budget

GENERAL FUND – FUND BALANCE

- \$2,692,013 @ end of 2013 – a decrease of \$999,879 over prior year, due to transfer of \$1,300,000 to the Capital Project Fund for RFID and additional new building costs.
- \$ 300,121 excess of revenue over expenditure

CAPITAL PROJECT FUND

- Three purposes:
 - New building and capital projects
 - InfoZone Museum expenses & upgrades
 - Capital Asset acquisitions (Replacement Plan)

CAPITAL PROJECT FUND - REVENUES

- New project revenue
 - \$154,500 budgeted for grants
 - \$100,000 from large corporate grantors preferring to contribute directly to PCCLD rather than the fledgling Foundation.
 - \$54,500 from City of Pueblo upon breaking ground on the East Side. (Remaining pledge amount will be received upon completion of the building in 2014.)
 - \$50,000 from Pueblo Library Foundation
- InfoZone – no income projected.
- Interest earnings – \$10,200 – increased for COPs interest revenue
- TOTAL REVENUE - \$ 217,500

CAPITAL PROJECT FUND - EXPENDITURES

- **New building projects:** Includes \$2,068,500 for completion of design and beginning construction for three new libraries: St. Charles Mesa, East Side and Greenhorn Valley.
- **InfoZone** – continue to enhance and upgrade museum - \$110,000 using restricted funds contributed by the Rawlings Foundation

CAPITAL PROJECT FUND - EXPENDITURES

- **Capital Asset Acquisitions**
 - Info Technology - \$1,144,151
 - RFID Implementation completion
 - Replacement plan – computers for staff and public, servers, other plan items
 - Software purchases per Annual Plan initiatives
 - Furniture, Fixtures, Equipment - \$17,339
 - Digitization equipment
 - Replacement furniture
 - Building improvements - \$311,038
 - Upgrades per Library Replacement Plan schedule
 - Completion of Library Enhancement project
- **TOTAL EXPENDITURES - \$3,651,028**
- **ENDING FUND BALANCE – \$3,813,314 – includes transfer in from General Fund of \$1,300,000**

ASSUMPTIONS

- Revenues budgeted conservatively, based on assessed valuation & current economic condition.
- Expenditures budgeted in anticipation of all known impact, and to include annual plan initiatives: continue excellent service, plan for growth, provide competitive employee compensation and benefits.
- Anticipate total savings in 2012 Budget of approximately \$580,000 as of October 31, 2012. About 80% of that figure is the savings in debt service payments in 2012 due to the new 2012 COP issue.
- **COMBINED FUND BALANCE:** \$6,505,327 – 58% of total combined annual expenditures - 20% is minimum per fund balance policy adopted in 2009.

Preliminary to Final

- Adjustments between now and December 10:
 - New information on estimates in 2012 budget
 - End-of-year issues
 - Assessed valuation changes
 - New information on costs
 - Adjustments between General & Capital Project Funds

QUESTIONS? COMMENTS?

- Comments from the public will continue to be received until 5:30 pm on Thursday, December 13, 2012, at which time the proposed 2013 budget will be presented to the Board of Trustees for adoption and appropriation.



Digital Collections Plan

PUEBLO CITY-COUNTY
LIBRARY
Ideas · Imagination · Information

Maria Tucker
Manager of Special Collections and
Museum Services

Digital Collections Plan

To assure that the public has greater access to more of the significant materials within The Pueblo City County Library District's Special Collections, The Special Collections and Museum Services Department has developed a Digital Collection Plan.

Project Background Plan Development

Digital Program Mission

The plan addresses the Digital Collection Program's mission, vision and goals

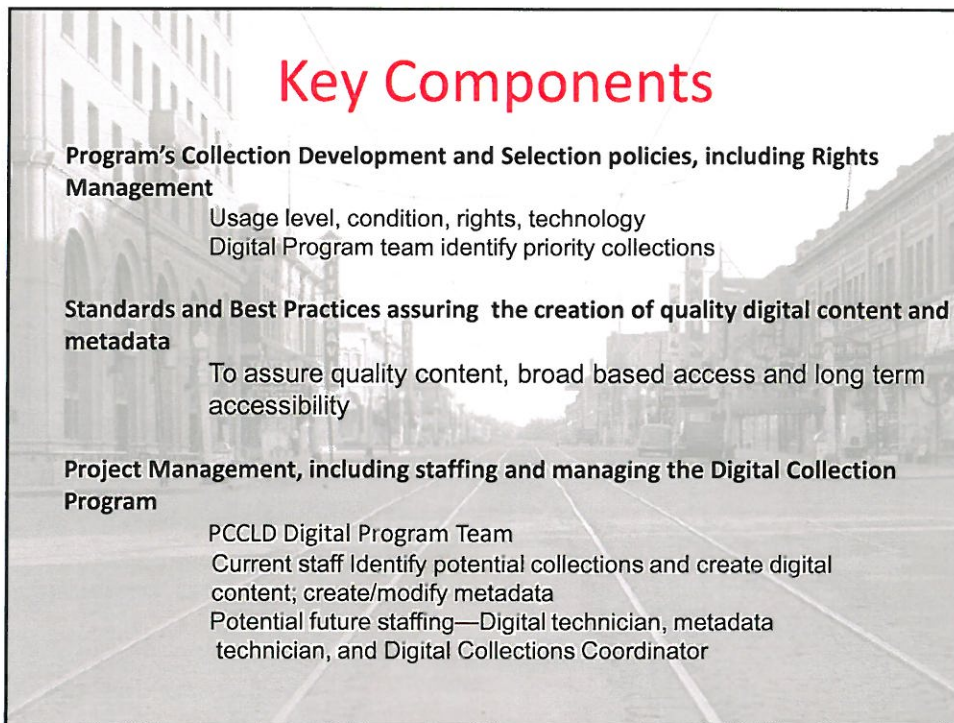
MISSION

The PCCLD Special Collections and Museum Services, Digital Collections Program (DCP) is dedicated to broadening access to unique historical materials contained within the PCCLD Special Collections through the acquisition/creation, maintenance and preservation of these unique historical materials in digital format for the residents of the PCCLD, and those seeking information associated with Pueblo, Southern Colorado, and Northern New Mexico.

Digital Program Audience



- **Primary audience includes: genealogists, academic and lay researchers, local historians.**
- **Secondary audience those involved in higher education and historic preservation, as well as general library users, students, educators, and parents supporting K-12 learning about Pueblo, Southern Colorado, and Northern New Mexico.**

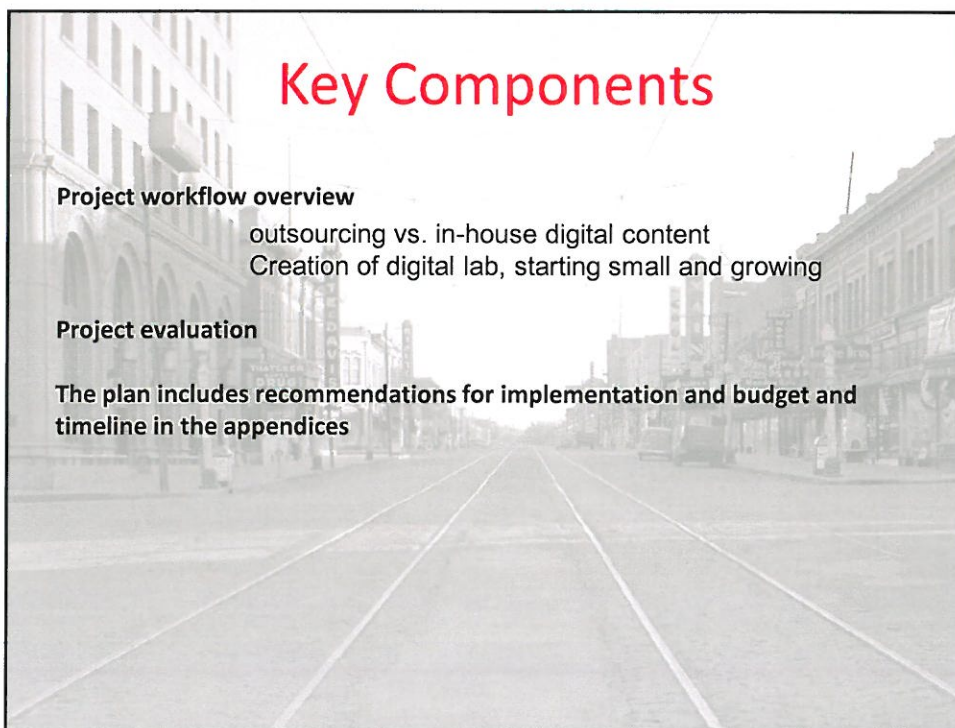


Key Components

Program's Collection Development and Selection policies, including Rights Management
Usage level, condition, rights, technology
Digital Program team identify priority collections

Standards and Best Practices assuring the creation of quality digital content and metadata
To assure quality content, broad based access and long term accessibility

Project Management, including staffing and managing the Digital Collection Program
PCCLD Digital Program Team
Current staff Identify potential collections and create digital content; create/modify metadata
Potential future staffing—Digital technician, metadata technician, and Digital Collections Coordinator



Key Components

Project workflow overview
outsourcing vs. in-house digital content
Creation of digital lab, starting small and growing

Project evaluation
The plan includes recommendations for implementation and budget and timeline in the appendices

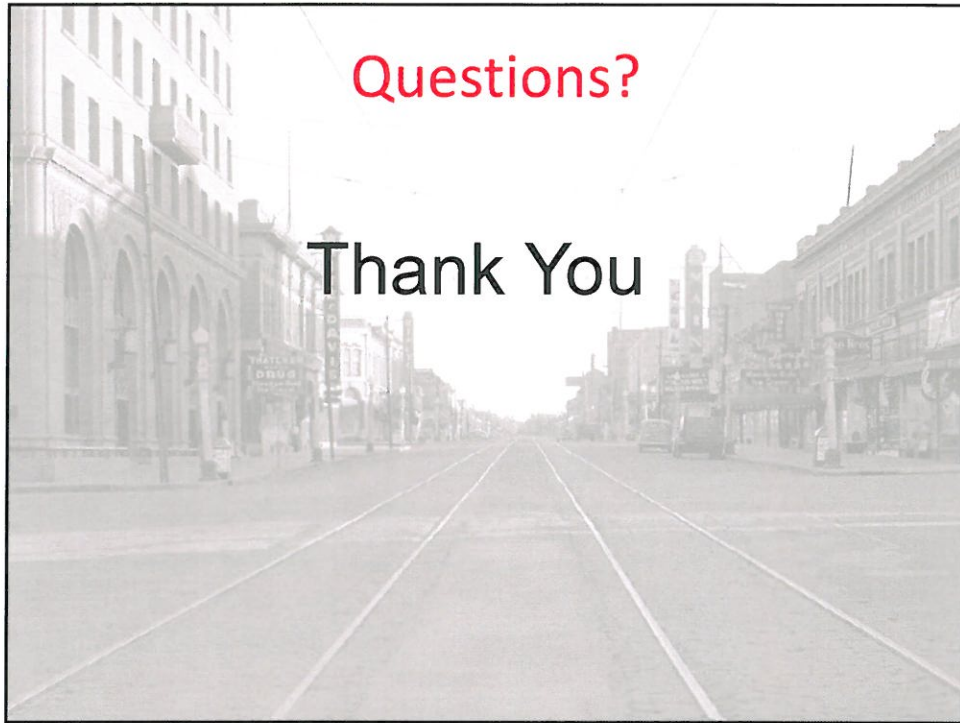
Implementation


The plan will guide the digitization effort for the long-term. The project will continue to grow. The following has been accomplished or is in process.

- After evaluating Digital Asset Management Software- Purchased a new Digital Asset Management System one-year software license- *CONTENTdm*
- Previously Digitized Collections that were housed in an instance of SIRSI have been extracted and added into the new system. Eight hundred images were previously digitized and will be available to the public by the end of the year.
- Staff is currently learning to use the new software. The department is working with Community Relations to design the Web interface of the digital images site. The digital images site will be launched to the public in December.
- Become a part of Rocky Mountain Online Archives in order to add online finding aids to our collections.
- Develop strategies to market and promote the online resources available. Facebook photos recently posted.

CONTENTdm®







Saturday, Dec. 8, 2012
Rawlings Library - Ryals Room

6:30 p.m. | Hors d'oeuvres & cocktails
7:00 p.m. | Dinner
Until 10 p.m. | 50s dancing & karaoke



Silent Auction

Online: Nov. 26 to Dec. 6 | On view in the Ryals Room: Dec. 7 & 8
Bring your new or gently used donations to Community Relations.

Baby Photo Contest

Show everyone how cute you were and let us guess what photo is yours! Please send your photos to Jill Deulen no later than Nov. 30.

Wear your favorite 50's outfit!

RSVP with the enclosed card to Jill Deulen by Nov. 30.

COLORADO SECURITY

Distributed at 11-15-2012 Regular Session

Work Authorization and Contract Proposal

Proposal Submitted to: Jane Palmer		Date: November 13, 2012
Customer Name: Pueblo City-County Library		Job Name: Outdoor Security Cameras Proposal
Street: 100 E. Abriendo Ave.		Street: All Branches
City, State, Zip: Pueblo, CO 81004		City, State, Zip:
Phone:	Fax:	Reference No.:

Colorado Security, LLC is pleased to submit our proposal for an additional Network Video Recorder and Outdoor Security Cameras Installation for the project listed above. The Following is a list of materials and locations:

Barkman Branch

- (2) ACTi Megapixel Outdoor W/P Cameras, Model# TCM-7811
- (2) Smoked Dome Lens – Vandal
- (1) Lot, Installation, Wire, Programming

Total Amount for Above Branch Installation: \$ 2,400.00

Lamb Branch

- (4) ACTi Megapixel Outdoor W/P Cameras, Model# TCM-7811
- (4) Smoked Dome Lens – Vandal
- (1) Lot, Installation, Wire, Programming

Total Amount for Above Branch Installation: \$ 4,450.00

White Branch

- (7) ACTi Megapixel Outdoor W/P Cameras, Model# TCM-7811
- (7) Smoked Dome Lens – Vandal
- (1) Lot, Installation, Wire, Programming

Total Amount for Above Branch Installation: \$ 7,550.00

Rawlings Branch

- (1) ACTI 2U Rackmount NVR Model # XNR-4200
Includes software with 64 Camera Licenses
6 Hot Swappable Hard Drives (2 TB/ each) total of 12TB of storage
- (11) ACTi Megapixel Outdoor W/P Cameras, Model# TCM-7811
- (11) Smoked Dome Lens - Vandal
- (3) Gooseneck Mounts
- (3) Corner mount Kits

Includes: Running all Cat6 cable from all cameras to existing POE switches as indicated in Walk-through. Installing & Focusing Cameras. Training.

Total Amount for Above Branch Installation: \$ 26,325.00

Total Amount for Entire Project (all branches): \$ 40,725.00

We have noticed that you have started to shift your alarm system to the DMP platform. We are also a DMP dealer and would like to be able to offer you our alarm and monitoring services as well. We are a full service alarm integrator and can offer alarm, access control, fire and CCTV services. We appreciate your business and would like to extend the offer of a 10% discount on this proposal if you choose to use us for your alarm monitoring and services.

If you have any questions about this proposal, please let us know.

Thank You,

Mike Collinsworth
General Manager
Colorado Security, LLC

Colorado Security shall undertake the installation and construction Project contemplated by this Proposal and propose to furnish labor and materials, in accordance with the above specifications, for a total price listed above, (hereinafter referred to as the "Base Contract Price").

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner in accordance with Underwriters Standards, and local and state code. Our employees are fully covered by Workmen's Compensation Insurance. Colorado Security advises Customer that it is a licensed fire alarm and security contractor and is required to be licensed under the Colorado Compiled Laws.

Colorado Security, LLC ("Colorado Security")

Authorized Signature:

Michael Collinsworth

Note: If not accepted within 90 days, at Colorado Security's option, this Proposal may be withdrawn.

ACCEPTANCE OF PROPOSAL #

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Colorado Security is authorized to do the work as specified. Payment will be made as outlined above. I have read, understand and agree to the terms and conditions contained on this page and on the following page and understand they are conditions and terms to this Agreement.

ACCEPTED:

Title: _____

Date: _____

Signature: _____

Printed Name: _____

Additional Terms and Conditions

1. **Payment Terms:** Net thirty (30) days, or as stated in Proposal, from invoice date, or upon demand without discount. Invoices not paid in accordance with these terms are subject to a service charge of one and one-half percent (1 1/2%) per month, eighteen percent (18%) per year. In the event Customer fails to pay pursuant to the terms herein, Customer hereby agrees to pay interest on all outstanding amounts and agrees to pay all actual expenses, including actual attorney fees incurred by Colorado Security in the collection by suit or otherwise, of any amount payable under this Proposal.
2. **The Project and Description of Scope:** Colorado Security shall complete the construction and installation project outlined on page one (the "Project"), in accordance with the plans and specifications provided to it by Customer which are integrated and made a part of this proposal. Any features of the Project that are not explicitly described in such plans and specifications, will only be included and binding upon either party after such addition is evidenced by a written change order signed by Customer and Colorado Security and setting forth a detailed description of the change, addition or deletion, and the costs, or credit thereof.
3. **Exclusions from Project:** Customer acknowledges that the items outlined on page one, identified as exclusions, are specific exclusions to Colorado Security's responsibilities and are not construed as a requirement under the Project's scope or description.
4. **Project Timing:** The parties understand and acknowledge that any time frames discussed are good faith estimates by Colorado Security and that such time frames may be extended due to circumstances beyond Colorado Security's control such as, but not limited to, subcontractor scheduling, unfavorable weather conditions, material or manual or skilled labor shortages, delays, strikes, acts of God, additions, deletions, or modifications of the original Project's scope, or any other contingency beyond its control.
5. **Limitation of Liability and Statute of Limitation:** Under no circumstances shall Colorado Security be liable for any special, indirect or consequential damages arising from a breach of this Proposal or the subject use and reliance on the product, material, personal property or installation provided by Colorado Security, including without limitation, any damages based on a claimed diminution in the value of the real property subject to this Proposal. No action regardless of its form, and arising out of the transactions under this Proposal may be brought by Customer more than two (2) years after the cause of action has accrued.
6. **Indemnification:** Customer agrees to indemnify, defend and hold harmless Colorado Security from and against all claims, demands, liabilities, damages, losses, expenses, including attorneys fees and lawsuits, which may be asserted against or incurred by Colorado Security by or due to any person not a party to this Agreement, including Colorado Security's insurance or bonding company, for any expense, loss or damage including, but not limited to, statutory civil damages, personal injury, death and/or property damage, real and/or personal, arising out of the design, sale, lease, installation, repair, service, dispatch, maintenance, monitoring, recording of communications, and operation or non-operation of the equipment, whether due to the sole, joint or several negligence of Company or its agents, servants, employees, suppliers, or subcontractors, breach of contract, express or implied, breach of warranty, express or implied, product or strict liability, and/or any claim for contribution or indemnification, whether in contract, tort or equity. Notwithstanding anything contained herein to the contrary, this paragraph shall not apply to claims for loss or damage caused directly and solely by the negligence of an employee of Colorado Security while on Customer's premises, provided, however, that this exemption be limited to the amount of proceeds received from Company's insurance policy (ies) applicable to the claim or action.
7. **Collections; Forum Selection; Waiver of Jury Trial; and Alternative Dispute Resolution.** At Colorado Security's discretion and choice aside from Colorado Security's rights provided under the Colorado Construction Lien Act, any claim or controversy arising out of Customer claims about quality of workmanship, interpretation of compliance with specifications, Project progress or allegations of breach of the Proposal, at Colorado Security's choice, Colorado Security and customer agree to institute dispute resolutions through binding arbitration using arbitration rules established by the American Arbitration Association. At the arbitration hearing, which each party agrees and consents to being located in Pueblo, Colorado, both Colorado Security and Customer shall have the right to counsel and reasonable discovery. All arbitration awards shall be in writing and contain findings of fact and conclusion of law. Judgment upon any award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. In the event a dispute rises to the arbitration level, Colorado Security, at its option, is released from any mandatory requirements under this Agreement, including continuation of completion of the Project. This arbitration provision does not serve as a release or waiver by Colorado Security of any of its rights under the Colorado Construction Lien Act and the construction lien foreclosure litigation remedies available through the Circuit Courts of Colorado. In the event Colorado Security chooses traditional district, circuit or federal court litigation to enforce its collection rights under this proposal, Colorado Security and Customer agree and acknowledge that such claims for collection and breach of contract may be brought in Customer's home county or judicial district, or in the district, circuit or federal courts located in Pueblo Colorado, at Colorado Security's choice. As such, Customer agrees and consents to such venue and jurisdiction and waives the right to trial by jury. Any foreclosure, collection or judgment enforcement action shall also be proper, taking place in the district, circuit or federal court located in Pueblo, Colorado.
8. **Miscellaneous:** The Proposal product, material and personal property will remain the property of Colorado Security until final payment has been made. Customer agrees and waives any objection to Colorado Security removing said product, material and personal property from the Customer location in the event final payment has not been made.
9. **No Waiver:** The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
10. **Entire Agreement:** No representations, warranties, undertakings or promises, whether oral, implied, or otherwise can be made or have been made by any of the parties to this Proposal unless expressly stated herein or unless mutually agreed in writing by the parties.