PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, September 25, 2025
This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space

I. CALL TO ORDER AND ROLL CALL:

Mr. Quintana called the meeting to order at 5:33 pm and Rose Jubert conducted roll call.

- Fredrick Quintana, President
- Jeffrey DeHerrera
- Iris Clark
- Doreen Martinez

Board Members Not Present

- Trisha Macias, Vice President
- Stephanie Garcia
- Jessi Ones

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Amy Nelson, Associate Director of Public Services
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Kristi Roque, Manager of Rawlings Library & Customer Experience
- Victor Rosario, IT Help Desk
- Rose Jubert, Secretary to the Board

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.

There were no corrections or modifications to the agenda.

III. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

Ms. Clark made a Motion, seconded by Mr. Quintana to approve the consent agenda. The Motion was approved.

IV. REPORTS

A. Executive Director Report

Ms. Baca shared that the Executive Director Report is online in the trustee board packet.

B. Attorney Report

Mr. Miller had nothing to report.

C. Employment Changes

OVERVIEW: The Board of Trustees were asked to ratify the August 2025 Employment Changes as presented by the Executive Director.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the August 2025 Employment Changes as contained in the Board materials.

There were two new hires for the month of August. One is Billy Herrington, a part time float and the other is Brandon Gallegos who is the new courier.

Karaline Porter-Hallden was promoted to Assistant Branch Manager for the Greenhorn Valley Library.

Thad Stelter, Program and Outreach Specialist for the Rawlings Library found other employment and is no longer with the library district.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to ratify the August 2025 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer, will review a report on the August 2025 bills and fund statements.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the August 2025 bills and accept the August 2025 fund statements as contained in the Board materials.

The financial statements provided a comprehensive view of the PCCLD's assets, liabilities, revenues, and expenditures as of August 31, 2025.

Total assets, across all funds, amount to $67,103,148. Total liabilities were reported at $611,230. Fund equity totals $66,491,918. All show a very good financial standing.

In the General Fund, total revenues collected were at 74%. Property tax revenue is the largest source, totaling $273,132 for the month and $13,547,931 for the year.

Total expenditures were at 45%. Personnel expenditures are the highest at $5,392,134 for the year, representing 64% of the budgeted amount.

The Capital Fund's financial activities were reviewed.

Total revenues were at 52% collected. Interest income was the primary revenue source, totaling $122,958 for the year, exceeding the budget by $22,958.

Building construction expenditures are significant but on track at $407,967 for the month and $2,681,859 for the year, accounting for 63% of the budgeted amount.

The payment history report and the P-Card transaction reports were presented. The trustees were invited to review the reports and if they had questions, they could contact Ms. Reyes. Checks and electronic payments totaled $881,053 and P-Card transactions totaled $25,629.

Two large expenditure were noted, $280,739 to HW Houston for the Lucero Library Renovation and $127,228 to Tiley Roofing for the Pueblo West roof renovation.

Expenditures for August 2025

Total Payables	$ 881,053
Total Payroll (2 pay periods)	$ 521,733
Total outlay for July	$1,402,787

Mr. DeHerrera made a Motion, seconded by Ms. Macias to ratify the August 2025 bills and accept the August 2025 fund statements as contained in the Board materials. The Motion was approved.

V. BOARD COMMENT

Ms. Martinez shared that the PCCLD Community Relations team had reach out to the Central High School English department about participating in the All Pueblo Reads event. Copies of the book, The Violin Conspiracy, were given to students and the author of the book will be visiting the school.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

A. Intergovernmental Agreement for 2025 November Coordinated Election

OVERVIEW: A presentation was made to the Trustees regarding the IGA with Pueblo County Clerk and Recorder's Office at the board's September work session.
RECOMMENDED ACTION: That the Trustees approve the IGA.

Mr. DeHerrera made a Motion, seconded by Ms. Clark to approve the IGA with the Pueblo County Clerk and Recorder's Office for the 2025 November coordinate election. The Motion was approved.

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 2:00 p.m., Tuesday, October 14, 2025 at the Lucero Library – 1315 E. 7th Street – Pueblo.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, October 23, 2025 at the Rawlings Library 100 E. Abriendo Avenue – Friends of the Library Meeting Room.

B. Discussion/Action Items

1. **2026-2030 Future Ready Together Strategic Plan Update**
OVERVIEW: An update on the new Strategic Plan was presented.

Mr. Potter and Ms. Nelson presented the strategic plan update, detailing the survey findings, focus group results, and action items.

The survey highlighted the need for more books, inviting spaces, expanded maker space, and better digital services.

Focus groups emphasized the importance of maintaining core services, expanding computer access, and developing programs for all ages.

Highlighted were the top seven survey highlights, focus group highlights, and strategic action items.

The board provided feedback and questions about the strategic plan, with discussions on prioritization, and organizational structure.

This item will be moved to the October Board Meeting for approval.

IX. ADJOURNMENT

At 6:50pm Ms. Clark made a Motion, seconded by Mr. DeHerrera to adjourn the meeting. The Motion was approved.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING CONSENT AGENDA
5:30pm, Thursday, September 25, 2025
This meeting was conducted at the
Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO

1. **Approval of Minutes**
   OVERVIEW: Minutes of the Library Board of Trustee work session held on August 19, 2025 and the Library Board of Trustee meeting held on August 28, 2025 were published and provided to Board members prior to the meeting.
   RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on August 19, 2025, and August 28, 2025, respectively.