

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

2:00pm, Wednesday, November 12, 2025

***This meeting was conducted at the
Rawlings Library – 100 E. Abriendo Ave. – Ryals Room***

I. CALL TO ORDER AND ROLL CALL

Board Members Present:

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

Board Members Not Present:

- Doreen Martinez
- Stephanie Garcia

Attorney Present:

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

Staff & Guests Present:

- Sherri Baca, Executive Director
- Amy Nelson, Associate Director of Public Services
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Terri Daly, Director of Human Resources
- Jill Kleven, Director of Technical Services
- Alan Rocco, Superintendent of Facilities
- Jose Beltran, IT Help Desk
- Rose Jubert, Secretary to the Board of Trustees

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 changes or modifications to the agenda.

III. REPORTS

A. Executive Director Report

Ms. Baca provided an update on the Rawlings library elevator modernization project. Construction is set to start on Monday, November 17, 2025. The staff elevator will be out of service for approximately four to five weeks, as a starting point for the project.

1. Future Ready Together PCCLD Strategic Plan 2026-2030

OVERVIEW: An update on final formatting of the strategic plan was provided.

Mr. Potter and Ms. Nelson provided an update on the strategic plan, highlighting changes in format and language to make it more accessible and readable. The layout and content were discussed, emphasizing the importance of clear and concise language.

B. Friends of the Library Report

Mr. Potter reported on an upcoming membership meeting and the transition to electronic membership renewal. He discussed the update of the Friends of the Library database for online donations and membership payments.

The Friends of the Library currently have 655 individual members, and the Books Again bookstore is expected to transfer \$25,000 to \$30,000 to the Friends of the Library.

C. Quarterly Foundation Report

The next report will be provided at the December trustee work session.

IV. DISCUSSION ITEMS

1. Pueblo West Library Roofing Project Update

OVERVIEW: A report was presented regarding the roof improvements.

Mr. Rocco provided an update on the roofing project. The project included a new rubber membrane roof with insulation, expected to last at least 20 years. The project was completed under budget, with final payment expected soon. He highlighted the quality of the work, including the use of high-quality materials and the involvement of an expert in the assessment and bidding process.

2. Inter-Governmental Agreement for Library Trustee Board Appointment

OVERVIEW: A document amendment was provided to fix a scrivener's error.

Mr. Miller explained the need to amend the agreement due to a scrivener's error, involving the reordering of paragraphs and the deletion of text. He discussed the involvement of the city attorney and county attorney in identifying and fixing the error. The amendment is considered a minor change, ensuring the agreement remains accurate and transparent.

This item was moved to the next trustee meeting for approval.

3. 2025 Audit Engagement

OVERVIEW: Bri Reyes, Chief Financial Officer, presented on the 2025 Audit.

Ms. Reyes presented the 2025 audit engagement letters for PCCLD and for the Library Foundation from DMC Auditing and Consulting LLC. It was noted that due to some difficulties, it was decided that the Library Foundation will move its 990 preparation to a different tax preparer for 2025. The Foundation's 990 for 2024 was approved for filing by the Foundation board. Ms. Reyes stated that DMC Auditing is recommended to perform the 2025 audit for the library district and foundation.

This item was moved to the next trustee meeting for approval

4. 2026 Preliminary Budget Update

OVERVIEW: Bri Reyes, Chief Financial Officer, provided an update on the preliminary 2026 PCCLD Annual Budget. A public hearing on the proposed budget will be held at the November

Regular Trustees' meeting. The Trustees will be asked to adopt the 2026 budget, set the mill levy, and appropriate sums of money for the 2026 budget in December.

An update on the preliminary 2026 PCCLD annual budget was provided, including changes in revenue and expenditures.

Total revenue in 2026 was provided, with increases in E Rate reimbursement and property tax revenue. Total expenditures for 2026 were also provided, with adjustments for salary updates and county treasurer fees. The budget includes a contingency for security camera replacements, PA system, and landscape updates at the Rawlings Library.

Mr. Miller discussed the impact of House Bill 24b-1001 – Property Tax on the budget, including the 10.5% revenue cap and the need for temporary mill levy reduction if necessary.

The budget includes a \$3 million transfer from the general fund to the master facility plan for future renovations. These include building renovations of the Pueblo West library Giodone Library and Greenhorn Valley library, the Lamb library, for efficient space and refreshed interiors.

5. Pueblo Library Foundation Board of Directors

OVERVIEW: Nick Potter, Executive Director of the Pueblo Foundation & Strategic Initiatives reported on filling a vacancy on the Pueblo Library Foundation Board of Directors.

Mr. Potter reported on the vacancy on the Pueblo Library Foundation Board of Directors and presented Nathan Cape, Executive Director of Minnequa Works Credit Union, as a candidate. Mr. Cape has been a strong partner with the library, expressing a desire to support the library further.

Mr. Potter highlighted Mr. Cape's potential contributions as a finance professional to the finance and investment committee.

The board was encouraged to consider Mr. Cape's application for the vacancy on the foundation board.

This item was moved to the next trustee meeting or approval.

V. ADJOURNMENT

The meeting was adjourned at 2:58pm.