

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

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 corrections or modifications to the agenda.

III. REPORTS

A. Executive Director Report

The 2026 Annual Plan was reviewed.

The report is divided into columns: strategic focus, goals, and leaders, with the primary leader listed first. The plan includes 25 goals, focusing on organizational culture, workplace culture, change management framework, employee expectations, customer service, and diversity, equity, and inclusion (DEI).

Facilities and Infrastructure Updates for 2026 were provided.

Ongoing projects such as library elevator modernization, Pueblo West Library roofing work, and library space audits were discussed. Future projects include HVAC improvements, Greenhorn Valley Library exterior upgrades, and lighting upgrades.

Community engagement and outreach initiatives were highlighted, including targeted community listening sessions and developing an external communications framework.

Financial capacity and operational best practices were addressed, including property tax updates, financial reporting system evaluation, and updating financial policies.

Goals for workforce and culture transformation were outlined, including elevating customer service, skill building, and knowledge sharing.

Technology and library system goals include implementing a responsible AI tool, equipping staff with technology skills, and cybersecurity policies.

Specific projects include rebranding the Connect Ed student library card, curating library collections, and using the Library IQ software for demographic analysis.

B. Friends of the Library Report

It was reported that Friends of the Library contributed \$44,000 in program contributions to the library district.

C. Quarterly Foundation Report

A detailed report on the Book Lovers Ball and All Pueblo Reads events, highlighting the success and impact of these programs was provided.

The foundation raised \$57,000 from the Book Lovers Ball, with a net profit of \$37,497, and is nearing a \$700,000 investment portfolio mark.

IV. Discussion Items

1. PCCLD Worker's Compensation, Property/Casualty, Liability, and Cyber Insurance

OVERVIEW: Bri Reyes, Chief Financial Officer and Christie Kersnick from High Street TCW Risk Management presented on the 2026 corporate insurance renewal.

Ms. Kersnick presented the 2026 corporate insurance renewal plan. She reported that there are no coverage changes or deductible changes, but premiums have increased due to property limit increase and workers compensation. The mod rate has increased, impacting the workers compensation premium.

2. 2026 Budget Update

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

An update on the 2026 Budget was provided. There was a decrease in revenue due to changes in

property tax calculation and final assessment. The new revenue is \$17,989,993, with general fund expenditures at \$15,593,390.

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

OVERVIEW: Bri Reyes, Chief Financial Officer presented 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

Ms. Reyes explained that this was a standard annual request to approve the four listed items. The documents were provided to the trustees and are posted to the board's online meeting packet. This item will be placed on the next agenda for approval.

4. Funds Transfer to Pueblo Library Foundation

OVERVIEW: Bri Reyes, Chief Financial Officer presented a recommended action to authorize the transfer of \$10,800 in Chamberlain/Southern Colorado Community Foundation proceeds to the Pueblo Library Foundation.

The historical practice of transferring funds to the library foundation was explained. A request to transfer \$10,800 was made.

This item will be placed on the next agenda for approval.

5. 2026 Holiday Dates

OVERVIEW: A review of the 2026 holidays and closures was presented. The Trustees will be asked to approve the 2026 scheduled closures at their December 11, 2025 meeting.

The 2026 holidays and library closures were reviewed.

The Trustees were asked to approve the 2026 scheduled holiday dates at their December 11, 2025 meeting.

6. RFID Library Solutions

OVERVIEW: Jill Kleven, Director of Technical Services reported 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.

Ms. Kleven explained the scope of the agreement, including the cost and the equipment covered.

This item was moved to the next agenda for approval.

7. Bibliotheca

OVERVIEW: PCCLD utilizes Bibliotheca equipment and support services for self-check, materials processing, and materials sorting equipment. Jill Kleven (Director of Technical Services) described the recommendation to contract with Bibliotheca for 2026 for a cost of \$67,131.

Ms. Kleven described the recommendation to contract with Bibliotheca for 2026.

This item was moved to the next agenda for approval.

8. Koha Integrated Library System

OVERVIEW: Jill Kleven, Director of Technical Services reported on the recommendation to pay ByWater Solutions \$51,614 for PCCLD's use, support, and maintenance of the Koha Integrated Library System in 2026.

Ms. Kleven provided a brief overview of the Koha system.

This item was moved to the next agenda for approval.

9. Freegal Music Subscription Renewal

OVERVIEW: Jill Kleven, Director of Technical Services reported 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

Details on the usage and cost of the Freegal music subscription and its importance for digital music access was provided.

10. Library Policy Updates

OVERVIEW: A report from the Legislative & Government Committee was 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)

It was reported that though the list looked long many of the revisions are minor and the procedural and guidelines documents were there to provide a bigger picture of the policy changes. Each were reviewed and there were some minor questions that were asked by the board that were readily answered.

It was asked that the policies be put onto the next consent agenda for approval.

IV. ADJOURNMENT

The meeting was adjourned at 3:19pm.