

**PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
2:00pm, Tuesday, January 13, 2026
*This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO.***

I. CALL TO ORDER AND ROLL CALL

Ms. Macias called the meeting to order at 2:00pm and Ms. Jubert conducted roll call.

Board Members Present:

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

Board Members Not Present:

- Doreen Martinez

Attorney Present:

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

Staff & Guests Present:

- Sherri Baca, Executive Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Jill Kleven, Director of Technical Services
- Tiffany Pettigrew, Integrated Communications Manager
- Jose Beltran, IT Help Desk
- Rose Jubert, Secretary to the Board of Trustees
- Mayor Heather Graham
- Cherish Deeg, Pueblo Urban Renewal Executive Director
- Garrison Ortiz, CSU-Pueblo Vice President of University Operations & Chief Financial Officer
- Andrew Arnold, Pioneer Development Company Founder and Principal

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.

It was asked that discussion item #1 Pueblo Urban Renewal Presentation be postponed until all presenters arrive.

III. REPORTS

A. Executive Director Report

1. Staff Report

OVERVIEW: Bri Reyes, Chief Financial Officer, provided a report on the 2026 Budget & Annual Plan.

A cost analysis for the 2026 Annual Plan was presented. Itemized line items with budgetary costs were reviewed.

The first budgeted item is listed under workplace culture and transformation. \$20,000 for a performance appraisal is budgeted in order to enhance performance review consistency and relevance to ensure all roles are effectively evaluated.

Budgeted under infrastructure is the elevator modernization - \$645,000, the Pueblo West HVAC roof unit - \$300,000, space audit improvements - \$18,000, the space audit itself - \$12,000, and \$25,000 for the Rawlings drainage. These will all come from the capital projects fund.

Budgeted items listed under facilities include, \$50,000 for the Pueblo West roof wall improvements, \$8,000 for Rawlings landscaping, \$7,000 for the Rawlings HVAC, \$41,469 for the janitorial contract, \$40,000 for the Greenhorn Valley exterior, and \$32,000 for the Pueblo West electrical vehicle station. A long-term storage site on district property is budgeted for \$10,000. The Lamb Library will receive a new seal coat on their parking lot. \$35,000 is budgeted for this project. Also, \$17,000 is budgeted for HVAC software updates, lighting upgrades and other maintenance activities.

Budgeted under community engagement and outreach is \$10,000 for the Library Without Walls mobile outreach services. An increase in advertising, promotional materials and focus group consulting at a budgeted cost of \$20,500 will be provided to the Lamb Library and the Pueblo West Library. \$5,000 has been budgeted for the development and implementation of an external communications framework to track efficiency and effectiveness. This will be done to increase awareness, reach underserved populations, and improve participation across programs and services.

The strategic objective for financial and adaptive planning was discussed. The focus is to evaluate the current financial reporting system and determine if an upgrade is optimal. \$60,000 was budgeted for new financial reporting software to the capital projects fund for this project. It would cover the potential purchase price and the implementation fee of a new software if the need is determined.

Under technology and library systems the first budgeted item is to implement a responsible AI tool at a budgeted cost of \$56,156. \$79,054 is budgeted for the anti-virus intrusion detection and email security gateway. To optimize the IT infrastructure, \$376,193 is budgeted to cover library replacement plan items and technology contracts for CIPA compliance internet filtering. \$5,000 is budgeted to curate new and expand existing library collections. \$3,760 is budgeted to purchase a demographic model to complete a gap analysis and to utilize the data to increase circulation.

2. Staff Report

OVERVIEW: Jill Kleven, Director of Technical Services, provided a report on digital library materials and services.

An overview of digital resource usage, including services like Hoopla, Libby, Cloud Library, Kanopy, and Freegal. Ms. Kleven explained the different purchasing models for digital resources, such as one copy, one user, metered access, pay per use, and subscription models. She presented data showing a significant shift from physical to digital circulations, with digital checkouts now making up 40% of total circulation. Also discussed was the impact of COVID-19 on library usage patterns and

the need to reallocate budget resources to support digital resources.

B. Friends of the Library Report

The was no report for this month.

C. Quarterly Foundation Report

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

IV. DISCUSSION ITEMS

1. Annual Meeting of PCCLD Board of Trustees

OVERVIEW: The Board Trustees will hold its annual meeting on January 22, 2026, with the following items slated for action:

A. Election of Officers

The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting." The officers to be elected are President and Vice President.

Mr. Quintana and Ms. Macias are both willing to continue in their capacity as President and Vice President. It was stated that if there are other recommendations to please let Mr. Quintana know.

This item will be placed on the next agenda and is slated for action.

B. Selection of the 2026 Board Meeting Dates, Times, and Locations

The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." A recommended calendar of meetings is included in the Board packet.

It was asked that the trustees look at changing the work sessions to a new day and/or time in order to accommodate the majority of the trustees. A poll was sent out for the trustees but it was inconclusive. Mr. Quintana recommended that the work session meeting times stay the same.

It was noted that there was a change in the February work session date. It was asked that the date be changed from February 17th to February 19th in order to accommodate Ms. Baca and Mr. Miller since they have a mandatory meeting to attend on the 17th.

This item will be placed on the next agenda and is slated for action.

C. Posting 2026 Board Meetings Notices

The Board of Trustees will take action at its annual meeting to designate the location of the official posting of notice of the PCCLD Board of Trustees' meetings. The current practice is to designate the community bulletin board at the Rawlings Library at 100 E. Abriendo Avenue, Pueblo, Colorado, and the PCCLD website at www.pueblolibrary.org as the two public places for posting of public notice of meetings for the PCCLD Board of Trustees, and that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings and designate the Executive Director as the Board's representative to answer all questions about all postings.

This item will be placed on the next agenda and is slated for action.

- D. Affirmation of Ethics Statement and American Library Association Library Bill of Rights
By policy, individual members of the Board of Trustees shall annually sign the Ethics Statement and American Library Association Library Bill of Rights adopted by the Board of Trustees. A copy of the statement and bill of rights will be provided for individual review and signature. Signed copies are to be returned to the Secretary to the Trustees.

It was requested that the two documents be merged so that the trustees have a single document to sign. The request will be presented to the Legislative and Government Committee the early part of February.

- E. Board Committees
The Board annually reviews committee appointments at the annual meeting. Recent committees include Legislative and Government, Audit, Board Development, and Executive Director Evaluation.

The following list of board committees and members was presented to the trustees.

2026 - Committees

Board Development Committee

Ms. Martinez

Mr. DeHerrera

Mr. Quintana

Legislative and Government Committee

Ms. Macias

Ms. Clark

Ms. Garcia

Audit Committee

Ms. Martinez

Ms. Macias

Ms. Ones

2. Board Assessment

OVERVIEW: The Board of Trustees' annual self-assessment will be discussed.

This item was moved to the February work session agenda for discussion.

3. 2026 Property Disposal Request

OVERVIEW: The Board of Trustees annually make a broad determination to donate or discard weeded collection materials, which are considered to be fixed assets in aggregate, as well as dispose of miscellaneous surplus furniture and equipment. The Board of Trustees will discuss the recommended 2026 Disposal of Property Request. It is recommended that the Trustees approve the 2026 Disposal of Property Request presented for the disposal of discarded collection materials as designated.

This item will be placed on the next agenda and is slated for action.

4. Property Tax Revenue

OVERVIEW: Information on this topic was provided.

House Bill 24B-1001 was discussed. It was introduced and passed in a special legislative session in 2024.

One provision in the Bill is the opportunity for the taxing entity to override the cap that's now currently on library district property tax revenue. The process of overriding the revenue cap includes an educational campaign, scientific polling, and focus groups. The importance of timing and the potential impact of future funding measures such as the closure of the Comanche power plant was highlighted. The role of the Board of County Commissioners in placing a ballot initiative on the ballot and the need for a yes campaign to support it was discussed.

The budget for community relations was outlined and included increased advertising and promotional materials, focus groups, and surveys. Emphasized was the importance of educating the community about the value of the library district and the impact of potential funding measures. This emphasis was also on the need for a comprehensive educational campaign to inform the public about library services and programs. Mentioned was the success of a previous library ballot campaign.

Next steps were discussed. These steps include gathering proposals from vendors, conducting scientific polling, and developing messaging and ballot language. Emphasis was put on the need for a board resolution to refer the ballot measure to the voters and the importance of staying within legal compliance. The potential costs associated with the election and need to budget these expenses was discussed. More detailed information will be brought to the trustees in future meetings.

5. Pueblo Library Foundation Board of Directors

OVERVIEW: Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives reported on renewing board member terms for the Pueblo Library Foundation Board of Directors.

The following board members terms are up for renewal: Elizabeth Gallegos, President Alexandria Romero, Vice President, Elizabeth Gallegos, President and Joe Arrigo, board member.

It was asked that the trustees renew their terms and allow them to continue the great work they are doing.

This item will be placed on the next agenda and is slated for action.

6. Pueblo Urban Renewal Presentation

OVERVIEW: Cherish Deeg, Interim Executive Director, presented on the CSU-Pueblo Project.

Ms. Deeg introduced her co-presenter, Andrew Arnold with Pioneer Development. He explained his role and the collaboration with CSU-Pueblo to create the urban renewal plan. The aim of the presentation was to discuss the expansion the university and the public financing strategy.

The project started in June 2024 with a feasibility study to identify potential development areas. The Board of Governors approved the feasibility study in February 2025, leading to the establishment of a master developer. The project involves creating a Metropolitan District to fund infrastructure and an Urban Renewal Plan to leverage tax increment financing.

Mr. Arnold presented the conceptual development plan, including retail, restaurants, hotels and mixed-use developments. The site plan showed potential developments including for-sale housing, student housing, commercial uses, and hospitality.

The development partner, One La Plata, was selected through an RFQ process and has a proven track record in various projects.

The impact report required by state statute was explained. This measures future tax revenue and impacts on various districts. The impact report forecasts 25 years of future tax revenue, assuming 100% tax revenue share. The development plan area starts with a base value of zero, with a new improvement value of \$7.5 million. The estimated tax revenue over 25 years is \$14 million, with the library district's share of tax increment representing about \$957,000 of net new property tax revenues.

The need for public infrastructure improvements was estimated at \$7.8 million. The urban renewal plan aims to fund these improvements through tax increment financing. The impact report qualifies the impacts on various tax districts, including the library district. It was clarified that the urban renewal plan would sunset after 25 years, and the new tax revenue would flow to all entities

The importance of the project for the university and the city, highlighting the unique nature of the development was emphasized. The library district is encouraged to participate in the project to ensure its success.

V. ADJOURNMENT

The meeting adjourned at 4:23pm.