

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
3:30 pm, Tuesday, March 17, 2026  
*This meeting was conducted at the  
Lamb Library – 2525 S. Pueblo Blvd. – Pueblo, CO***

**I. CALL TO ORDER AND ROLL CALL**

Mr. Quintana called the meeting to order at 3:30pm and Ms. Jubert conducted roll call.

**Board Members Present:**

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

**Board Members Not Present:**

- Trisha Macias, Vice President
- Doreen Martinez

**Attorney Present:**

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

**Staff & Guests Present:**

- Sherri Baca, Executive Director
- Amy Nelson, Deputy Library Director
- Nick Potter, Executive Director of the Pueblo Library Foundation & Strategic Initiatives
- Bri Reyes, Chief Financial Officer
- Mark Castillo, Director of Human Resources
- Jill Kleven, Director of Tech Services
- Thomas Defrates, Director of Information Technologies
- Crystal Talley, Branch Manager Lamb Library
- Crystal Gonzales, Manager of Security Services
- Elena Garduno, Accountant I
- Victor Rosario, 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**

## **1. Lamb Library – Update**

OVERVIEW: Crystal Talley, Lamb Branch, provided an update.

Ms. Talley outlined the library's outreach activities for 2025, including Healthy Kids Day, Pueblo Safety Jam, River Fest 2025, and various school outreach programs.

The branch had an increase in programming for 2025. Notable programs that contributed to the success were Earth Day screen printing, Japanese embroidery techniques, and Halloween ghost hunt. New library promos include the seed library, National Get Caught Reading Month, and various checkout challenges.

## **2. Case IQ Update and Incident Report Data**

OVERVIEW: An update was provided.

Crystal Gonzales, Manager of Security presented a security update, mentioning the implementation of the new reporting software, Case IQ. She detailed the features of Case IQ, including incident reporting, communication logs, and tracking library suspensions.

A decrease in library incidents and violations, with an increase in communication logs and suspensions were reported. Discussed was the adoption of a "see something, say something, write something" approach to enhance safety and security. They will also be deciding on the recipients of the \$10,000 they have allocated to the program grants.

### **B. Friends of the Library Report**

An update was provided on the Friends of the Library. Mentioned was their upcoming meeting and the awarding of MLS library and master's degree scholarships. They will also be deciding on the recipients of the \$10,000 they have allocated to the program grants.

The book store had another good turnout for their books by the bag sale. They will be transitioning their social media with the help of library staff.

Erik Segall is the acting president of the Friends of the library through the summer. Elections for a new president will take place in August 2026.

### **C. Quarterly Foundation Report (The next report will be in June.)**

## **IV. DISCUSSION ITEMS**

### **1. Janitorial Contract**

OVERVIEW: A report on the janitorial services procurement was provided.

A report was provided on the status of the janitorial services RFB. The RFB was issued January 14, 2026 and bids were due on February 10, 2026. Two finalists were selected. The second-round evaluation process was explained, including site-specific strategy presentations and reference checks.

Colorado Mountain Maintenance was recommended for the contract with a not to exceed amount of \$175,200 annually for three years.

This item was moved to the next agenda for approval

## **2. E-rate RFPs – Category 1 and Category 2**

OVERVIEW: A report on the E-rate RFPs for categories 1 and 2 was provided.

The results of the E-rate RFPs for Category 1 (internet access) and Category 2 (internal network connections) was presented.

Allo Fiber was recommended for Category 1, with a monthly cost of \$1,695 for 10 gigabit dedicated internet access. Coverage One was recommended for Category 2, with a cost of \$12,193.30 for a firewall license.

The cost difference between Allo Fiber and the other bidding firm was \$5,580 over three years, and the decision to choose Allo Fiber based on cost and technical capabilities was discussed.

This item was move to the next trustee agenda for approval

## **3. EV Trails LLC Contract**

OVERVIEW: An update on the contract with EV Trails LLC was provided.

The EV Trails contract LLC for upgrading electrical vehicle chargers at the Pueblo West Library was discussed. EV Trails LLC will provide two high-speed chargers, with the library district responsible for ADA compliance. There was a discussion on the contract negotiation process and the need for ADA compliance work, with an estimated cost of \$20,000.

## **4. Intergovernmental Agreement Primary and General Coordinated Elections and Facility Use Agreement.**

OVERVIEW: This agreement was reviewed.

The renewal of the intergovernmental agreement with the county elections office for polling locations was reviewed. The agreement covers primary and general elections, with a five-year term starting June 1, 2026 and ending December 31, 2030. Discussion on the security costs associated with providing security coverage at polling locations and need to track these costs was discussed.

Also discussed was an agreement with the clerk and recorder's office for the installation of ballot boxes at various library locations. The agreement outlines the financial responsibility of the clerk and recorder's office for installing and maintaining ballot boxes. PCCLD's role includes providing the facility use.

## **V. ADJOURNMENT**

The meeting was adjourned at 4:58pm.

**NOTE:** The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, March 26, 2026 at the Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.