

**PUEBLO CITY-COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
3:30 pm, Tuesday, April 14, 2026  
*This meeting was conducted at the  
Library @ YMCA – 3200 Spaulding Ave. – Pueblo, CO***

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

The meeting was called to order at 3:37pm and Ms. Jubert conducted roll call.

**Board Members Present:**

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

**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
- Kristi Roque, Manager of Rawlings Library and Customer Experience
- Crystal Talley, Manager of Library @ YMCA
- Rebecca McGhee, Manager of Adult Services
- 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 changes or modifications to the agenda.

**III. REPORTS**

**A. Executive Director Report**

**1. Library at the YMCA - Update**

OVERVIEW: Crystal Talley, Branch Manager provided an update.

Ms. Talley provided a recap of 2025 events and accomplishments.

Last year the branch focused on improving program attendance by adding additional programs for adults. This included a monthly book club and adult craft class. Adult attendance went up by 70% with the addition of adult programming.

Ms. Talley is looking for more opportunities to collaborate with the YMCA regarding outreach and promoting the satellite location. Current outreach event includes; Healthy Kids Day, Coffee and Conversation events, Summer Reading Promotion, Halloween Extravaganza, and the upcoming Summer Camp Collaboration.

## **2. Adult Services - Update**

OVERVIEW: A report was provided regarding library services provided for adults.

Rebecca McGhee, Manager of Adult Services, discussed the success of the adultly winter reading program, with 870 participants and 77% increase in game board submissions. Another success for the department was the Career Online High School program which helped 82 Pueblo adults earn high school diplomas, and had a graduation rate of 63%.

The Reference Librarian role has been reclassified to better align with the library's adult services strategy. The position has been renamed Adult Services Librarian and role aims to enhance programming capacity and team structure for the department.

## **3. Follow-up Reports**

OVERVIEW: Updates were provided.

Updates were provided regarding general circulation questions. A brief overview of year to year circulation from 2024 to 2025 was reviewed. There was a decline in major item types like DVD's, Blu-rays, books, and graphic novels, but digital circulations continue to rise.

### Library Data

A question was asked at a previous board meeting regarding the collection that is sponsored by The ARC of Pueblo. There was a slight decline from 2024 to 2025 but the collection is still contributing to the success of the Adult Services Department.

The Lamb Library has a collection titled the Library of Things that was launched in 2024 and its popularity continues to grow. The collection contains games like cornhole, pickleball, and Jenga all well as how to books on learning to sew, play chess and learning the ukulele.

The All Grows Project pairs with the Seed Library and the Tool Lending Library and assist gardeners with their planting projects taking them from soil preparation to putting their garden bed to sleep in the Fall. The Seed Library has increased in popularity with 1000 packets of seeds being distributed in the month of March alone this year.

### Library Resources

Ms. Nelson provided additional information regarding the amount PCCLD charges for USB drives for public purchase. The last purchase for USB drives was in 2017. PCCLD purchased 500 units and those have lasted until this year. The purchase price per unit in 2017 was \$3.75. Due to an increase in digital technology and equipment since 2017 the cost per unit jumped to \$4.65 for 2GB of storage. The patron fee is \$6.00 for 2GB of storage due to the increased cost per unit.

### Security to Support Elections

The cost for additional security staff for the primary election in June 2026 is \$384. The low cost is due to PCCLD being able to use their regularly scheduled security staff the majority of the time and to supplement with substitute security officers. Regular security officers are already scheduled during polling times. The costs for the November election are higher, approximately \$6,000. Pueblo West Library and Rawlings Library are open for a longer period of time than other branches for polling. Regular security officers will be available to cover some of the shifts but there will be a lot of substitute staff needed. The Clerk and Recorders may be contacted to see if their office would share in the expense per the intergovernmental agreement.

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

The group will be meeting Tuesday, April 21, 2026 for their annual meeting. Items for discussion will include the \$10,000 worth of program grants and the recipients. This will be the first Annual meeting they have conducted with their new bylaws in place.

Ms. Baca and Mr. Potter met with the Friends of the Library group regarding the ballot initiative that the library board of trustees are considering.

### **C. Quarterly Foundation Report**

The next report will be in June.

## **IV. DISCUSSION ITEMS**

### **1. Elections Agreement – Intergovernmental Agreement (IGA) Primary and General Coordinated Elections and Facility Use Agreement 24-Hour Outdoor Ballot Drop Boxes** OVERVIEW: An update was provided.

Both agreements were reported on last month but they needed to be reviewed by the Pueblo County Attorney. The County Attorney has since reviewed these documents. PCCLD has received these reviewed documents and there are no changes from the version already reviewed by the trustees.

There is a clause in the primary and general coordinated elections IGA that talks about coverage of additional costs. That gives PCCLD a place to initiate conversations about security coverage. This IGA will be placed on the next trustee agenda for approval.

The facility use agreement that governs the ballot drop boxes will also be placed on the next board agenda for approval.

Both agreements are long term, and for the elections, they'll be reviewed every three to five years. There will be annual approvals needed that will list the designated locations and new dates.

### **2. Board Assessment**

OVERVIEW: The results were discussed.

The board assessment results were provided to the trustees prior to the meeting. Overall the results were standard. There was one item regarding guidelines for board committees that scored slightly lower but there was nothing abnormal from previous years.

It was suggested by one of the trustees to have an annual board retreat.

### **3. Chromebooks with Wi-Fi RFP**

OVERVIEW: An update was provided on this procurement.

Ms. Kleven presented an update on the procurement of Chromebooks with Wi-Fi. She shared that the library hot spots and Chromebooks are very popular for check out. It was decided to purchase Chromebooks with embedded hot spots. An RFP was issued. Independent scoring was done by multiple evaluators and a standardized rubric was applied. Technical categories included hardware, cellular support, experience, and warranty. Non-responsive vendors were removed from the process per the RFP requirements.

Mission Telecom was selected at a cost of \$73,763 (\$44,999 for the hardware/devices and \$28,764 over three years for connectivity services).

### **4. Library Policy Updates**

OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

#### **A. Customer Service Policy**

OVERVIEW: The listed documents reference updates to the language and provisions to library Customer Service policies, procedures and schedules.

##### **1. Use of Materials – Circulation of Materials**

- a. 03.02.04 Circulation of Materials (updated)
- b. 03.02.04.P1 Request to Hold Materials Procedure (updated)
- c. 03.02.04.S1 Loan Period and Overdue Fee Schedule (updated)

There were minor changes to the policy which included the removal of overdue fees and the addition of 3D printing fees. There is a change to the request to hold materials that is just a change in the period of time when we hold materials. The hold period is now seven days.

The chart for digital accessibility was removed and replaced with a link to the page on the library website that lists all of the material types and the checkout periods.

##### **2. Use of Materials – Library Fees**

- a. 03.02.05 Library Fees (updated)
- b. 03.02.05.S1 Library Fee Schedule (updated)

There is a section under fee schedules that talks about the fees on an account and borrowing privileges being suspended once they exceed \$10 and the process that is followed to notify customers about the overdue items. They are as follows; after 7 days and 14 days there is a notice that is generated, at 28 days' overdue another notice is sent out, and at 30 days, we mail the notice and it includes the replacement cost of the item and the processing fee.

If an item from a set is never returned the customer is billed for the entire set. If devices are not returned or are returned damaged, the replacement and processing fee will be billed to the customer account when it is 30 days overdue, and they will not be able to check out another device until the fee is paid in full.

##### **3. Use of Materials – Collection Agency**

- a. 03.02.06 Collection Agency (updated)
- b. 03.02.06.P1 Overdue and Collection Agency Procedures (updated)

The relationship between the collection agency was updated to reflect changes in reporting to the credit bureau. PCCLD no longer reports to the credit bureau through the collection agency.

**B. Employee Guidelines**

OVERVIEW: The listed document reference updates to the language and provisions to the employee guidelines policies.

**1. Time off Benefits – Holidays**

- a. 02.06.01 Holidays (updated)

A sentence was added so that there was no confusion regarding pay for closures and delays.

**C. Governance Policies & Procedures**

OVERVIEW: The listed document references updates to the language and provisions to the governance guidelines.

**2. Board of Trustees Bylaws and Ethics**

- a. 01.02.01.G1 Committee Guidelines (updated)

Updates to the Board of Trustee’s bylaws and ethics. Updates to the current committee roles were added.

**V. ADJOURNMENT**

Ms. Macias adjourned the meeting at 5:03pm

**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, April 23, 2026 at the Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO.