PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, July 23, 2026
This meeting was conducted at the
Rawlings Library, 100 E. Abriendo Ave., Pueblo CO. – Ryals Event Space

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 5:30pm and Ms. Jubert conducted roll call.

Board Members Present

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

Board Members Not Present

- Stephanie Garcia

Staff and 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, HR Director
- Ann Boyden, Marketing Communications & Design Manager
- Victor Rosario, IT Help Desk Specialist
- Rose Jubert, Secretary to the Board

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.

An additional item regarding the Aspen Acres Fire was asked to be added to the discussion/action items.

III. CONSENT AGENDA

RECOMMENDED ACTION: That the Library Board of Trustees approve the consent agenda.

Ms. Ones made a Motion, seconded by Ms. Clark to approved the consent agenda. The Motion as approved.

IV. REPORTS

A. Executive Director Report

1. Q2 Annual Plan – Update

OVERVIEW: A report on second quarter goal accomplishments was provided.

Ms. Baca presented the second quarter annual plan update, highlighting the structure and goals. The update included 25 goals tied to focus areas in the strategic plan. Goal status was indicated by colors; red (not started), green (accomplished), and yellow (in progress). Ms. Baca discussed specific goals related to workplace and culture transformation, including change management framework and customer service.

Ms. Baca discussed the impact of the Aspen Acres Fire on emergency preparedness and the need for a business continuity plan. Facility upgrades include public elevators, drainage projects, and the Pueblo West Library electric vehicle charger projects. The library is working on space audits and renovations at Pueblo West Library and Rawlings Library.

The importance of community engagement and outreach was highlighted. The outreach librarian have moved to the Rawlings Library and meetings to determine next steps for outreach have begun. An enhanced outreach strategy has been developed for Beulah and Avondale communities. Summer reading programs and focus groups are being planned to educate the community about property tax caps.

Financial capacity goals, including preparing for financial impacts of property tax legislation were discussed. The library is working on modernizing fiscal operations, including point of sale equipment and financial accounting software.

Also discussed was AI implementation and cybersecurity improvements and the rolling out of new intrusion detection software and encrypted email capabilities.

B. Attorney Report

There was nothing to be reported.

C. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the June 2026 Employment Changes as presented by the Executive Director.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the June 2026 Employment Changes as contained in the Board materials.

It was reported that the library is recruiting for several positions, including Director of Information Technology and IT Help Desk Specialist. New hires included Michelle Highfill, Lamb library Customer Service Representative 2 and Ryli Jordan, part-time Customer Service Representative for User Services. There were two separations for the month.

Mr. Quintana made a Motion, seconded by Ms. Clark to ratify the June 2026 Employment Changes as contained in the Board materials. The Motion was approved.

D. Financial Report (estimated time: 10 minutes)

OVERVIEW: Bri Reyes, Chief Financial Officer, will review a report on the June 2026 bills and fund statements.
RECOMMENDED ACTION: That the Library Board of Trustees ratify the June 2026 bills and accept the June 2026 fund statements as contained in the Board materials.

Ms. Reyes presented the Combined Balance Sheet. She reported that the cash balances are in great shape as property taxes continue to be collected. There was a dollar amount of $1,942.00 in accounts receivable and $26,334.00 in the Due To/From General Fund line item that will both clear in July. Total assets were at $10,559,670.00.

Liabilities were reviewed. There is $81,715.00 in the capital expense payable line that was due to timing. It will clear out in the July report. The retainage payable line item totaled $30,693.00 due to the elevator project. Total liabilities for the month were $107.014.00 and total fund equity was $10,452,657.00.

The statement of revenues and expenditures was reviewed, at this point in the year the library district should be at 58% spent or collected. Property taxes were at 72% collected. Total revenues were at 70% collected for the year. Total expenditures for the year were at 43% spent. Revenues exceeded expenditures by $2,055,604.00.

The capital fund account was reviewed. Total revenues collected were at 61%. Year to date expenditures were at 6% spent. Year to date revenues exceeded expenditures by $111,020.00.

The payment history report and the P-Card transaction reports were presented. The trustees were invited to review the reports and if they had questions, they could contact Ms. Reyes. Checks and electronic payments totaled $529,856.90 and P-Card transactions totaled $23,293.93.

The payment to the accounting firm was mentioned when the payment history was reviewed. This payment totaled $28,550.00 for the 2025 Audit.

Expenditures for June 2026

Total Payables	$ 529,856.90
Total Payroll (2 pay periods)	$ 539,511.07
Total outlay for June	$ 1,069,367.97

Mr. Quintana made a Motion, seconded by Ms. Ones to ratify the June 2026 bills and accept the June 2026 fund statements as contained in the Board materials. The Motion was approved.

V. BOARD COMMENT

Mr. Quintana thanked the library team for their efforts at the ALA conference. He suggested that staff participate in an AI Conference. Ms. Ones also commended the staff that presented at ALA Annual Conference and commented on their forward-thinking and leadership at the conference.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

1. The time and date for the next work session of the PCCLD Board of Trustees is scheduled for 3:30 p.m., Tuesday, August 18, 2026 at the Pueblo West Library – 298 S. Joe Martinez Blvd. The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, August 27, 2026 at the Rawlings Library 100 E. Abriendo Avenue

B. Discussion/Action Items

1. Ryals Event Space Audio Visual Equipment RFP

OVERVIEW: A report and recommendation was provided to the trustees at their July work session regarding the selection of a vendor, Smart Systems, for the installation of audio-visual equipment in the Ryals Event Space at a cost of $46,955.
RECOMMENDED ACTION: That the trustees approve the vendor selection and the installation at a cost not to exceed $46,955.

Ms. Clark made a Motion, seconded by Ms. Ones to approve the vendor selection of Smart Systems for the installation of audio-visual equipment in the Ryals Event Space at a cost of $46,955. The Motion was approved.

2. Resolution to Refer a Library Ballot Measure to Voters

OVERVIEW: Resolution language was presented for final discussion during the work session on July 14, 2026
RECOMMENDED ACTION: That the Board of Trustees take action to adopt the Resolution as presented entitled A Resolution Requesting the Board of County Commissioners of Pueblo County to Refer a Ballot Issue to the Registered Electors of the District Pursuant to Article X, Section 20 of the Colorado Constitution and Sections 29-1-1704(1)(b) and 24-90-112(1)(b)(III), C.R.S.

Mr. Quintana read the resolution prior to the board taking action.

Mr. Quintana made a Motion, seconded by Mr. DeHerrera to adopt the Resolution as presented entitled A Resolution Requesting the Board of County Commissioners of Pueblo County to Refer a Ballot Issue to the Registered Electors of the District Pursuant to Article X, Section 20 of the Colorado Constitution and Sections 29-1-1704(1)(b) and 24-90-112(1)(b)(III), C.R.S. The Motion was approved.

3. Replacement Materials Fee

OVERVIEW: A report was provided to the trustees at their July work session regarding a proposal to waive replacement materials fees for patrons impacted by the Aspen Acres fire.
RECOMMENDED ACTION: That the trustees approve this proposal.

Ms. Clark made a Motion, seconded by Ms. Ones to approve the waiving of fees and replacement materials for library materials lost in the Aspen Acres fire subject to library management review and approval. The Motion was approved.

4. Aspen Acres Fire – Resolution and Appreciation

OVERVIEW: The trustees presented a resolution.

Mr. Quintana presented a resolution in appreciation of the district's response to the Aspen Acres fire. The resolution recognized the exceptional leadership and dedication of Sherri Baca, Executive Director and library staff. The board unanimously approved the resolution, expressing gratitude for the team's efforts.

IX. ADJOURNMENT

Ms. Clark made a Motion, seconded by Ms. Ones to adjourn the meeting at 6:52pm.

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING CONSENT AGENDA
5:30pm, Thursday, July 23, 2026
This meeting was conducted at the
Rawlings Library – Ryals Event Space – 100 E. Abriendo Avenue – Pueblo, CO

1. **Approval of Minutes**
   OVERVIEW: Minutes of the Library Board of Trustee work session held on June 16, 2026 and the Library Board of Trustee meeting held on June 25, 2026 were published and provided to Board members prior to the meeting.
   RECOMMENDED ACTION: That the Library Board of Trustees approve the minutes of meetings held on June 16, 2026, and June 25, 2026, respectively.