

PUEBLO CITY-COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES
BOARD MEETING MINUTES
5:30pm, Thursday, September 24, 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 5:31 pm and Ms. Jubert conducted roll call.

Board Members Present

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

Board Members Not Present

- Trisha Macias, Vice President

Attorney Present

- Bart Miller, Attorney - Collins Cole Winn & Ulmer

Staff and Guests Present

- Sherri Baca, Executive Director
- Amy Nelson, Deputy Library Director
- Bri Reyes, Chief Financial Officer
- Mark Castillo, Director of Human Resources
- Mark Gonzales, Director of Information Technology
- Kristi Roque, Manager Rawlings Library and Customer Experience
- Victor Rosario, IT Help Desk Specialist
- Eric Tiffany, Systems Administrator
- 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.

There were no corrections or modifications to the agenda.

III. CONSENT AGENDA

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

Mr. DeHerrera made a Motion, seconded by Ms. Ones to approve the consent agenda. The Motion was accepted.

IV. REPORTS

A. Executive Director Report

It was reported that the written report is on the board webpage for the trustees to review.

Attorney Report

It was reported that a patron had filed a lawsuit against the library district. Mr. Miller and library staff are addressing the matter. Insurance has appointed defense counsel.

B. Employment Changes

OVERVIEW: The Board of Trustees was asked to ratify the August 2026 Employment Changes as presented by the Executive Director.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the August 2026 Employment Changes as contained in the Board materials.

The Board reviewed the August 2026 employment changes outlined in the board packet, which highlighted key personnel appointments, internal promotions, and strategic staffing transitions. The information technology department welcomed Mark Gonzales as the new Director of Information Technology, while Leo Diaz Herrera joined the IT team as a part-time Help Desk Specialist. At the Rawlings Library, internal personnel adjustments included Samuel Metz transferring into a Materials Handling Technician position to perform first-floor shelving in the Experiential Learning department, and the successful hiring of a new Adult Services Librarian for second-floor User Services, who is scheduled to begin in October. Additionally, a part-time Customer Service Representative position for second-floor User Services was recently approved for hiring, and the Program and Outreach Specialist position at Barkman has been successfully filled.

The report also emphasized the successful internal career pathing within the district, notably celebrating Tina Martins-Gonzalez's promotion to Branch Manager at the Lucero Library following her excellent service as the location's Librarian Assistant Manager. In organizational departures, Danielle Cowles left the district to accept a new opportunity with the Colorado State Library. Finally, the recruitment process remains open and ongoing for the Director of Collections and Resource Access.

Mr. DeHerrera made a Motion, seconded by Ms. Martinez to ratify the August 2026 Employment Changes as contained in the Board materials. The Motion was approved.

C. Financial Report

OVERVIEW: Bri Reyes, Chief Financial Officer, reviewed a report on the August 2026 bills and fund statements.

RECOMMENDED ACTION: That the Library Board of Trustees ratify the August 2026 bills and accept the August 2026 fund statements as contained in the Board materials.

The Board reviewed the August 2026 combined financial statements, which demonstrated strong alignment with seasonal expectations, including high revenue collection rates and controlled operational spending.

Fund Balance Sheets

- General Fund: Total assets reached \$10,262,243, with liabilities of \$188,098 (comprising \$19,596 in accounts payable, \$1,509 in capital projects payable, and \$170,011 in deferred revenue). Total fund equity for the General Fund stood at \$10,074,146.
- Capital Projects Fund: Total assets were reported at \$4,890,418. This fund carries a retainage payable balance earmarked for the elevator project, which will be held for approximately 30 days to verify operational stability before final payout. Total fund equity stood at \$4,859,720.

Revenues & Expenditures (Target Benchmark: 66%)

- General Fund Performance: Total revenue for August was \$607,409, bringing the year-to-date (YTD) total to \$17,034,110 and reflecting a 95% collection rate. Monthly expenditures totaled \$1,028,257, bringing the YTD spend to \$9,222,937, or 59% of the budget. While monthly expenditures exceeded monthly revenues by \$420,848, the YTD net position remained positive at \$7,811,173. The previously approved inter-fund transfer from the General Fund to the Capital Fund is formally completed.
- Capital Fund Performance: Capital Fund revenue for August was \$23,140 (\$348,538 YTD, 98% collected). Capital expenditures for August were \$65,203 (\$279,638 YTD, 16% spent). Monthly expenditures exceeded revenue by \$42,064, with a YTD net variance of \$68,900. Capital expenditures are projected to increase in the coming months due to the upcoming Greenhorn Valley stucco project and the Ryals Grand Event Space audio visual system upgrades.

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 \$583,092.02 and P-Card transactions totaled \$22,221.22.

Expenditures for August 2026

Total Payables	\$ 583,092.02
Total Payroll (2 pay periods)	\$ 527,455.24
Total outlay for August	\$ 1,111,547.26

Mr. DeHerrera made a Motion, seconded by Ms. Martinez to ratify the August 2026 bills and accept the August 2026 fund statements as contained in the Board materials. The Motion was accepted.

V. BOARD COMMENT

Two trustees attended the City of Pueblo Board Ethics Training session, representing the library among approximately 40 city attendants. Some insights and information from the session were shared.

VI. PUBLIC COMMENT

There was no public comment.

VII. OLD BUSINESS

There was no 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, October 13, 2026 at the Lucero Library – 1315 E. 7th Street – Pueblo.

The time and date for the next regular meeting of the PCCLD Board of Trustees is scheduled for 5:30 p.m., Thursday, October 27, 2026 at the Rawlings Library 100 E. Abriendo Avenue – Friends of the Library Meeting Room

B. Discussion/Action Items

1. **Workplace Culture Initiative Update**

OVERVIEW: An update will be provided

RECOMMENDED ACTION: The trustees take any action deemed appropriate and/or necessary with regard to this matter.

The Board received a comprehensive three-year progress report on the district's Organizational Culture Enhancement Project, presented by executive leadership. Initiated under the 2021–2025 Strategic Plan, this multi-year initiative focuses on shifting the workplace from a culture by default to an intentional culture by design. The update bridges historical foundational benchmarks with upcoming 2027 annual plan goals and budget alignments.

No formal action was needed on this report.

2. **2027 Budget Calendar and Process**

OVERVIEW: An update was provided.

RECOMMENDED ACTION: The trustees take any action deemed appropriate and/or necessary with regard to this matter.

Ms. Reyes presented the 2027 Budget Cycle Calendar along with a detailed overview of upcoming regulatory and macroeconomic headwinds affecting the district's operational costs. The schedule aligns structurally with statutory requirements under the Colorado Revised Statutes (C.R.S.).

2027 Key Budget Calendar Deadlines

- **July 20, 2026:** Official call for budget requests issued to all district department managers.
- **July 31, 2026:** Virtual budget refresher and system training conducted for management staff.
- **August 14, 2026:** Final deadline for departmental budget worksheets and special requests.
- **August 25, 2026:** Receipt of the preliminary assessed property valuation from the Pueblo County Government.
- **September 1, 2026:** Completion of the Board and management strategic planning retreat.
- **October 2, 2026:** Submission of the preliminary budget draft to the Executive Director.
- **October 13, 2026:** Official delivery of the 2027 proposed budget to the Board of Trustees, alongside the publication of a public hearing notice in the *Pueblo Chieftain*, online portal, and local branches.
- **November 19, 2026:** Public budget hearing hosted at the Rawlings Library.

- **December 10, 2026:** Receipt of the final certified assessed valuation, followed by Board consideration of the budget, appropriation, and mill levy resolutions.
- **December 15, 2026:** Statutory deadline to file the certified mill levy with the County Assessor.
- **January 2027:** Activation of the new budget within the core accounting software and formal branch-level line-item reviews.
- **January 31, 2027:** Statutory deadline to file a certified copy of the adopted budget with the state Division of Local Government (DOLA).

Management highlighted four key baseline adjustments that will heavily influence the upcoming financial allocations:

Assessed Property Valuations: Preliminary figures from the county indicate a 2.7% decline in property tax valuations (roughly a \$400,000 reduction in projected property tax revenue), mirroring a broader statewide trend among Colorado library districts.

PERA Contribution Rate: The mandated employer-paid portion for the Public Employees' Retirement Association (PERA) will step up from 15.8% to 16.84%, adding a fixed 1.04% increase to general payroll expenses.

Minimum Wage & Wage Compression: The minimum wage threshold is scheduled to rise to \$15.71 per hour. While existing staff members currently meet this baseline, leadership noted that the push requires close analysis of structural wage compression across adjacent salary bands.

Healthcare Benefit Restructure: Driven by high national healthcare usage trends, employee benefit costs are expected to rise by 8% to 10%. To mitigate broader market volatility, the Public Sector Healthcare Group Authority pool is executing a complete carrier migration, transitioning all participant entities from United Healthcare to Anthem Blue Cross Blue Shield.

IX. ADJOURNMENT

Mr. DeHerrera made a Motion, seconded by Ms. Martinez to adjourn the meeting at 6:46 pm. The Motion as approved.

BOARD MEETING CONSENT AGENDA

5:30pm, Thursday, September 24, 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 August 18, 2026 and the Library Board of Trustee meeting held on August 27, 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 August 18, 2026, and August 27, 2026, respectively.