PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
WORK SESSION MINUTES
3:30pm, Tuesday, October 13, 2026
This meeting was conducted at the
Lucero Library – 1315 E. 7th Street – Pueblo, CO

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:30pm and roll call was called.

Board Members Present:

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

Board Members Not Present:

- 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
- Mark Gonzales, Director of IT
- Victor Rosario, IT Help Desk Specialist
- Gloria Madrill, Community Relations and Development Specialist

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.

The was a modification to the agenda. Is was requested that discussion item one, 2027 employee benefits renewal, be moved to the end of the discussion item list.

III. REPORTS

A. Executive Director Report

1. Lucero – Update

OVERVIEW: Tina Martins-Gonzalez, Lucero Library Manager, will provide an update.

Tina was introduced in her new role and welcomed to present an update on recent library operations and activities.

Tina provided an update on recent branch operations, community programming successes, and upcoming initiatives at the Lucero Library. Her report highlighted operational adjustments, record-breaking summer reading participation, unique community partnerships, and future events.

Updates were made to opening/closing checklists, security shift times were adjusted to alleviate staff pressure, and branch safety was enhanced by alarming all doors. Meeting room policies were updated to be more welcoming if reservations run over time, backed by staff training on managing these interactions.

Lucero Library achieved a 425.88% increase in summer reading participation over the previous year, hitting its target growth metric by only the second week of summer.

Upcoming library events includes the following programs. The branch is currently hosting a community *Ofrenda* (altar) for Day of the Dead. The Christmas party is scheduled for December 5 from 12:00 PM to 2:00 PM, this signature neighborhood holiday event is held in partnership with the Guerrero family and El Centro del Quinto Sol.

2. Q3 2026 Annual Plan Update

OVERVIEW: Sherri Baca, Executive Director, was provide an update.

A brief summary of the library district's 2026 Third Quarter (Q3) Annual Plan Update was provided.

The strategic plan tracks 25 numbered goals using a stoplight system (Red = Not Started, Yellow = In Progress, Green = Substantially Complete). In Q3, six goals were marked green (substantially complete), reflecting significant milestones achieved by team champions. Despite weathering two major cyber-attacks this year, the district has made major advancements in facilities, communication technology, public engagement, and security infrastructure.

The library district has advanced several key strategic goals, notably marking AI deployment (BoodleBox) and facilities infrastructure as substantially complete. Some key operational achievements were reported.

All staff now utilize enterprise AI licenses (*BoodleBox*) regularly. The district also launched new policy frameworks, communication protocols, and conflict resolution training.

The Rawlings elevator modernization project was completed, a Rawlings Library site drainage study has been initiated, and the Pueblo West Library was updated with new service desks and restored self-check machines.

Public focus groups were conducted at Pueblo West and Lamb branches, *Message Bee* automated patron notification software was deployed, and both the 2027 budget and a 10-year financial projection were finalized.

Two major cyber threats were successfully mitigated (blocking a June ransomware attempt and restoring patron PCs within four days after a separate server hit). Additionally, a new $73,000 *Verkada* security camera procurement was launched, beginning at the Pueblo West branch and will include all branches that need the new Verkada system.

The community listening sessions are part of an education campaign, serving a dual purpose of gathering community feedback and providing information on an upcoming ballot initiative.

B. Friends of the Library (FOL) Report

It was reported that the FOL board is launching its 2027 budget planning alongside the bookstore budget. Project selection committee payments have been approved by the board at their last meeting, and a check is being issued.

A report was provided on Books Again Bookstore. It was reported that the membership remains stable at 636 active members, and bookstore sales continue to perform strongly.

A new committee is reviewing the bookstore's current schedule (Monday–Saturday, 10 AM–4 PM). Any recommended changes are slated to take effect on January 2, 2027.

The lease for the building that is used by the Books Again Bookstore expires at year-end. The library district is initiating a renewal with the building owner. The Friends board will coordinate closely on this process since they sublease roughly two-thirds of the space.

C. Quarterly Foundation Report

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

IV. DISCUSSION ITEMS

1. **2027 Preliminary Budget**
   OVERVIEW: Bri Reyes, Chief Financial Officer, discussed the preliminary 2027 PCCLD Budget, which is officially presented for public inspection. A public hearing on the proposed budget will take place at the November Trustees' meeting. The Trustees will be asked to adopt the 2027 budget, set the mill levy, and appropriate sums of money for the 2027 budget in December.

The preliminary 2027 PCCLD budget was presented, detailing a 2.71% decrease in county property valuations, a balanced five-year general fund history, and key departmental expenditure changes.

Financial calculations and the mill levy were discussed. Net assessed valuation dropped 2.71% from 2026 to $2,446,632,884 due to lower county assessor valuations, causing a baseline tax revenue loss of roughly $476,000.

Mill levy adjustments were reviewed. To counter the decline and account for prior-year abatements, the core mill levy of 5.85 was adjusted upward. Despite a $446,266 revenue cap reduction due to House Bill 24-1001, the total adjusted mill levy was set at 6.2902.

Factoring in a conservative 99.6% collection rate, total budgeted property tax revenue is set at $15,328,251. Tax Increment Financing (TIF) reductions officially crossed the million-dollar threshold, withholding $1,195,297 in potential revenue (up from $937,138 in 2026).

The five-year general fund and balances were discussed. The five-year trend demonstrates that expenditures consistently stayed below total revenue.

The 2027 General Fund outlook was reviewed. Total revenue is projected at $16,996,746 (a 6% or $110,368 decrease under the 2026 estimate). Total expenditures are projected at $15,893,452, allowing for a $2,175,602 transfer to the Capital Fund.

The 2027 ending general fund balance is projected to close at $4,776,328 (down from an estimated 2026 ending balance of $5,848,636).

Total expenditures reflect a 9% overall increase over 2026 estimated spending, distributed across five categories. These include 58% of the budget from personnel costs, 18% from facilities, 13% from materials and services, 7% from operating and 4% from information technology costs.

2. **Pueblo Library Foundation Board of Directors**
   OVERVIEW: Nick Potter, Executive Director of the Pueblo Foundation & Strategic Initiatives reported on filling three vacancies on the Pueblo Library Foundation Board of Directors.

Nick Potter, reported on filling three vacancies on the Library Foundation Board of Directors.
Two current members, Brandice Eslinger and Teresa Therriault (the Friends of the Library/Foundation crossover representative), were recommended for renewed terms. Former crossover member Antoinette Ramos will step down from the Foundation Board to focus on her role as president of the Friends Board. The open crossover position will be filled by Nicole Wismann, secretary of the Friends Board, who will join the Foundation Board as a new member.

3. **Library Policy Updates**
   OVERVIEW: A report from the Legislative & Governance Committee was provided regarding the following items:

A. Customer Service Policies and Procedures
OVERVIEW: The listed documents reference updates to the language and provisions to library the library's scope and purpose documents and statements.

1. Reference and Information Services
   a. 03.04.03 Library Outreach Services (revised)
   b. 03.04.03.G1 Library Outreach Guidelines (new)

The policy was reviewed and it explains how the library will serve people who cannot easily get to a branch and those who are often missed. The new policy says the library will use different kinds of outreach to make sure everyone in the county has a fair chance to use library resources, and that all regular library rules still apply to these activities. The new guidelines for choosing outreach events, making agreements with partner groups, using an online form to handle requests, and deciding what to do if outdoor events are affected by bad weather or other constraint was reviewed.

2. Access and Use of Facilities
   a. 03.05.01 Meeting Room Use (revised)

The Board reviewed updates to the Meeting Room Use policy to fix a gap related to book sales during community events. The revised policy keeps the rule that meeting rooms cannot be used for for-profit business, but now clarifies that local authors can sell their books during book readings or author events, as long as only books are sold and all money and taxes are handled by the author, not library staff. Staff also informed the Board that library locations at Pueblo West, Rawlings, and several smaller branches will be used as voting sites for upcoming elections.

   b. 03.05.02 Bulletin Boards, Information Racks & Distribution of Free Materials (revised)
   c. 03.05.02.G1 Bulletin Board Guidelines (revised)
   d. 03.05.02.G2 Distribution of Free Material Guidelines (revised)

e. 03.05.02.G3 Campaign Literature Guidelines (revised)

The Board reviewed updates to the policy on election materials to better match Colorado law and current staff roles. The changes clarify that campaign literature may be displayed on tables in libraries during the month before an election, but all such materials must be removed as soon as polling activities begin, and they update references to “designated community relations staff” for consistency across related guidelines on bulletin boards, free materials, and campaign literature. A small wording change in the campaign literature guidelines removes the word “day” so that political materials are clearly allowed only during the month before an election, which can span more than a single day at some locations.

f. 03.05.06 Partnerships and Sponsorships (revised)

A new sentence was added to the opening paragraph stating that all partnerships and sponsorships will be structured to protect PCCLD’s public trust, enhance its reputation, and support its mission and strategic goals. The policy continues to require that sponsorship decisions be fielded by the Executive Director, with Board approval needed for agreements of $25,000 or more per year, and now specifies that decisions about requiring a written agreement will consider financial cost, duration, public visibility, branding implications, data sharing, and operational impact.

4. **2027 Employee Benefits Renewal**
   OVERVIEW: The current Employee Health Benefit Package ends on December 31, 2026. Mark Castillo, Director of Human Resources and Dave Vecchio with Benefits Brokers presented a proposed benefit package, commencing January 1, 2027 and ending December 31, 2027, for discussion.

Mark Castillo, Director of Human Resources, and benefits broker Dave presented the proposed 2027 employee health benefit package (effective January 1, 2027 – December 31, 2027) as part of the Public Sector Healthcare Group Authority. Key points from the presentation included:

- Transition to Anthem Blue Cross Blue Shield: The district will move medical coverage from United Healthcare to Anthem Blue Cross Blue Shield for 2027, with plan designs closely mirroring existing offerings, while maintaining a Kaiser Permanente option.

- Network Options & Cost Management: Anthem will offer both standard PPO and Pathway EPO (narrow network) options. Analysis showed the Pathway EPO network provides an average 7% reduction in claim costs with approximately 90% provider match, helping mitigate rising healthcare trends (projected nationally at 9.4%).

- Enhanced Member Advocacy & Digital Access: Members will utilize the Sydney app for digital ID cards and care navigation. Beginning mid-November for open enrollment, employees will have access to dedicated, U.S.-based Total Health Complete Family Service Advocates for ongoing care support.

- Value-Added Clinical & Wellness Services: The package includes $0 copay 24/7 virtual care (LiveHealth Online), primary care support via Marathon Health, surgical navigation through Lantern Centers of Excellence, and expanded behavioral health resources (Inspire 365).

- Prescription Drug Savings Initiatives: Pharmacy benefits managed through Carelon feature automated manufacturer coupon integration (EnsureRx) and a partnership with Rx

Safeguard/Cost Plus, offering pre-funded debit cards and $0 copays on qualifying maintenance medications to reduce overall pharmacy spending.

V. ADJOURNMENT

The meeting was adjourned at 5:38pm

The next regular meeting of the Pueblo City-County Library District Board of Trustees is scheduled to take place beginning at 5:30pm, Thursday, October 22, 2026 at the Rawlings Library – Friends of the Library Meeting Room – 100 E. Abriendo Avenue – Pueblo, CO.