

Steering Committee Meeting
2:00 pm, November 19th, 2025
Bret Kelly A–Rawlings Library

Meeting Lead: Jennifer Scroggins

Meeting Recorder: Alyssa Mestas

Minutes

Attendance: **Sherri Baca** (Executive Director), **Terri Daly** (Director of HR), **Jennifer Scroggins** (Rawlings User Services), **Brigitta Meyerhofer** (Barkman), **Gabriella Martinez** (Lamb), **Blake Hatton** (Local History & Genealogy), **Robin Rice** (Customer Service Representative Rawlings), **Alyssa Mestas** (Lucero), **Michele Dagnillo** (Tech Services), **Maria Kropf** (Finance)

Preliminary Steering Discussion (2:06 pm)

- Question presented from Lamb: Should patrons be charged again for unsuccessful eFax transmissions?
 - As a courtesy it seems unfair if it failed
 - Prefer to charge for a successful transmission rather than a failed one
 - Yes/No depending on if patrons want to or are unable to pay for a second charge
 - The priority is making sure the transmission is sent
 - If patrons come back for it being unsuccessful, doing it with no charge is standard
 - Easier than issuing a refund
 - Goes in hand with the standard that each patron can get ten free black and white copies
 - It is a judgement call at the end of the day since it is no huge financial cost to the district
 - If faxes fail a second time, it is usually on the receiving end
 - Until a policy is established, it will be based on a judgement call
- Air quality alarms being set off at Barkman
 - IT adjusted the thresholds and tested it
- Steering Committee will be selecting three winners for the new Peer to Peer awards
 - Be on the lookout to receive submissions as well as the rubric being sent out to the committee in December to select the winners for the 2026 year
- Manager boxes are being used and enjoyed all across the branches and departments

- Each branch and department has decorated their manager box creatively
- No more patron nominated library appreciation

Follow-up with Executive Director (2:26 PM)

- 2026 Budget & spending cutoff with Bri Reyes
 - Property tax revenue higher than anticipated in the 2026 budget in spite of the new cap on property tax revenue
 - The library could see later impacts down the road
 - 17.5% increase in 2026 property tax revenue is reflected in the budget
 - The budget will pass on December 11th with board approval
 - Preparing for any ballot measures
 - General fund budget comes from property tax revenues
 - 2026 budget expenditures are lower than 2025 due to no planned renovations for 2026
 - Notable items cost
 - Replacing security cameras
 - Updating security gates
 - Be conservative with spending as we typically are
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 - Be prepared to be careful with extra dollars that are put away for other needs
 - Programming Question
 - 4 million budgeted program revenue was ruled out when everything was slashed at the beginning of the year by the current federal administration - the NTIA federal grant for digital navigation and support will not be awarded
 - Thankfully programming stayed the same overall and not cut
 - Share information with branch teams
 - Spending cutoff
 - November 14th, 2025
 - Processing late submissions is not expected to happen - please enter your purchase requisitions before the spending cutoff date
 - All Black Friday and Cyber Monday purchase requests need to be entered and approved by November 27th, 2025
 - All purchases be received before December 31st or it moves to the 2026 budget
- Updates with Executive Director
 - Unsuccessful eFax transmissions
 - No charge for unsuccessful faxes

- Small amounts of \$1.00 are usually involved for faxing, monthly costs are around \$300 for faxing district-wide
 - But the goal is to serve patrons and choosing to not have them pay again works best in this scenario as it is a much needed resource
- Bringing Nominations to Steering reminder
- Manager appreciation boxes
 - Successful
 - Wonderful recognition opportunity with instant gratification
- Shoutouts
 - User Services: Welcoming new Program/Outreach employee to the second floor
 - Youth for keeping up with short staffing
 - User Services steady on getting Adult Winter Reading program live
 - Barkman: Penny's Build-A-Bear program was extremely successful with pictures and booklets to show for it
 - IT for assisting with the sensor issues
 - IT: A shoutout to Crystal and the rest of the Security team for addressing the false alarms in the sensors
 - Pueblo West: A branch shoutout to hosting recent programs and activities that saw an influx of young patrons
 - Lucero: Shoutout to Jessica for packaging spices for the Spice Library
 - Shoutout to facilities for fixing the issues with the patron restrooms
 - Lamb: Shoutout to Crystal and Cynthia for creating promotions to boost circulation, including a competitive one for the upcoming Adult Winter Reading
 - Finance: Facilities shoutout for working on the department space
 - IT shoutout in their efforts to prevent phishing scam emails
 - Facilities: A shoutout for all their hard work in helping with Lucero setting up
 - ELD: A shoutout to security for their efforts of increased safety measures for Columbus Day
 - Sherri Baca: Shoutout to the Leadership team for hosting the cookbook table at the AWR kickoff
 - A general shoutout to every PCCLD employee, appreciated for all that they do
 - Teri Daly: A shoutout to Amy Nelson's hard work and efforts in the district dedication
- Rawlings elevator project update
 - The staff elevator will be down for four to five weeks, but it could take longer

- The main goal is to have one public elevator up and running while the other is worked on
- The hope is for the project to be finished by the end of April, but it could run longer
- Due to the timeline, Staff Day will be at CSUP in 2026
- Three Year Steering Committee terms coming to an end - many thanks!
 - Frank Nash Jr.
 - Ray Packard
 - Jen Scroggins
- New Steering Committee Members
 - Maykala Noyd
 - Kathy Kearney
 - Jerry Gardner
- The next committee meeting will have a later 30 minute start

Meeting adjourned at 3:12 PM

The next meeting is December 17th, 2025