



Agenda  
March 20, 2024

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
  - a. Three (3) minutes per
- E. Approval of previous meeting notes
- F. Payment approval
- G. Executive Session for legal consultation with Lia Szasz via Zoom
  - a. pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(b) to go into executive session for the purpose of holding a conference with the attorney for the board of trustees for the Hudson Public Library to discuss strategy for the Lochbuie lawsuit.
- H. Director's report
  - a. Discuss meeting day change
  - b. Discuss productive use of in the Library
- I. Staff Reports
- J. Old business
  - a. Discuss possible MOU with town of Hudson on property
  - b. Employee Handbook- Tami report back on questions
- K. New business
  - a. Discussion to amend the budget code 25-64-6630 Legal Services
- L. Next meeting: TBD per H.a. agenda item
- M. Trustee Comments
- N. Adjournment



Meeting Notes  
February 21, 2024

- A. Call meeting to order – Rick at 5:04pm
- B. Pledge of Allegiance
- C. Roll call
  - a. Rick Medrano
  - b. Cathy Boller
  - c. Barb Baker
  - d. Tami Crossen
  - e. Jayra Rodriguez
  - f. Wilbur Wafel
  - g. Lynda Pruett
  - h. Leonard, approved absent
  - i. Anna Smith running late
- D. Public Comments
  - None
- E. Approval of previous meeting notes
  - a. Motion to approve, Barb Baker
  - b. Wilbur Wafel 2nd
  - c. 4-0 motion carries (Anna Smith not arrived yet)
- F. Payment approval
  - a. Motion to approve, Wilbur Wafel
  - b. 2<sup>nd</sup> Barb Baker
  - c. 5-0 motion carries (Anna Smith arrived)
- G. Executive Session for legal consultation with Lia Szasz
  - a. pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(b) to go into executive session for the purpose of holding a conference with the attorney for the board of trustees for the Hudson Public Library to discuss strategy for the Lochbuie lawsuit.
  - b. Motion to move into Exec session – Lynda Pruett
  - c. 2<sup>nd</sup> Wilbur Wafel
  - d. 5-0 motions carries
  - e. 5:08pm entered into Executive session
  - f. Move to end Executive Session – Wilbur Wafel
  - g. Lynda Pruett 2<sup>nd</sup>
  - h. 5-0 motion carries, Executive session ended at 5:38 pm



Meeting Notes  
February 21, 2024

- H. Return from Exec session, resume regular meeting agenda
  - a. Lia Szasz, recording started: Did any conversation within Executive session pertain to topics outside of the Lochbuie lawsuit?
    - i. Roll call
      - 1. Rick Medrano, none
      - 2. Anna Smith, none
      - 3. Cathy Boller, none
      - 4. Barb Baker, none
      - 5. Wilbur Wafel, none
      - 6. Lynda Pruett, none
- I. Lia, any other items for Lia to work on?
  - a. Sunshine Law recommendations/compliance per Rick Medrano
  - b. Policy Procedures/ByLaws review, Tami will send to Lia for review as we prepare for review and approvals in March.
- J. Director's report
  - a. New statistics report
    - i. Program breakouts provided going forward
    - ii. Tami will include outreach program numbers in the report for next month and ongoing.
  - b. SEWC Chamber opportunity
    - i. Tami has been approached to be Board Member representing non profit, after review and consideration, she will accept.
  - c. Tami asked the Board to consider change time or move to a different day.
    - i. Board members will send in suggested times and times that are not available options
- K. Staff Reports – Jayra Rodriguez
  - a. Picture collages of programs from February.
  - b. Story time is well attended and fun
  - c. Summer reading programming will start soon. Theme: Adventure Begins at your Library
- L. Old business
  - a. Employee Handbook- Tami will review the area related to the interaction between HR and employees and the Director for review next meeting



Meeting Notes  
February 21, 2024

M. New business

a. Officer elections

i. Candidates

1. Secretary, Lynda Pruett
2. Treasurer, Cathy Boller
3. Vice Chair, Barb Baker
4. Chair, Rick Medrano

ii. Motion to approve all candidates uncontested, Wilbur Wafel

iii. Barb Baker 2nd

iv. 5-0 motion carries

b. Town of Hudson/Keenesburg Sponsorship opportunities

i. Tami will review options for all communities in our district as per our strategic plan and include at least two events per each town: Lochbuie, Hudson, Keenesburg

ii. Tami will allocate sponsorship funding equitable across the towns as per our Sponsorship budget

c. Town of Hudson Future Plan

i. Board to review MOU provided by Town of Hudson and we will discuss at next meeting.

N. Next meeting: Wednesday, March 20, 2024

O. Trustee Comments

a. Wilbur Wafel: entrance road needs pot holes filled

b. Wilbur Wafel: Keenesburg Methodist Church had major water leak, gutting and restoring the small building to put it on the market to sell.

c. Lynda Pruett reminder: send Tami alternative meeting suggestions/options

d. Rick Medrano: Thank you to Jayra and Tami for all the good work

e. Cathy Boller: Thank you to all the staff, so many good comments coming from the community

P. Adjournment

a. Motion to adjourn Lynda Pruett

b. 2<sup>nd</sup> Wilbur Wafel

c. 5-0 motion carries adjourn at 7:06pm

*Lynda M. Pruett*  
3-20-2024

Report Criteria:

Summary report type printed

Invoice Detail.GL account = "25646010"-25999999"

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
5	United Power Inc.	020524-LIB	Electric Service January- Li	02/05/2024	806.04	25646413	806.04	62155	02/14/2024
Total 5:					806.04		806.04		
30	CenturyLink	012824-976B	Library Telephone Bill	01/28/2024	57.38	25646410	57.38	62151	02/14/2024
Total 30:					57.38		57.38		
853	Love's Travel Stops & Cou	6009183719	Library- Bookmobile Fuel	02/02/2024	166.85	25646416	166.85	62156	02/09/2024
Total 853:					166.85		166.85		
1041	Caselle Inc.	130877	Contract Support and Main	02/01/2024	139.88	25647733	139.88	62134	02/13/2024
Total 1041:					139.88		139.88		
1186	Bank of Colorado	020124-JR	CREDIT: Safeway - Sales T	02/01/2024	990.52	25646725	990.52	62125	02/08/2024
		020124-KB	USPS- Stamps	02/01/2024	19.80	25646722	19.80	62101	02/06/2024
		020124-TC	CREDIT: Epilog Laser - Sal	02/01/2024	690.65	25646725	690.65	62125	02/08/2024
Total 1186:					1,700.97		1,700.97		
1471	Pure Water Dynamics, Inc	1490592-IN	Colibri Cup-At-A-Time Bre	02/01/2024	45.00	25646710	45.00	62126	02/08/2024
Total 1471:					45.00		45.00		
1503	Keenesburg Area Chamber	173	2024 Small Business Mem	02/07/2024	50.00	25646211	50.00	62153	02/14/2024
Total 1503:					50.00		50.00		
1514	Demco	7425519	Heavy-duty Single CD Cas	01/23/2024	87.61	25646710	87.61	62092	02/05/2024
Total 1514:					87.61		87.61		
1645	Employee Reimbursement	020724-KCB	Continuing Education Scho	02/07/2024	2,000.00	25646209	2,000.00	62123	02/08/2024
Total 1645:					2,000.00		2,000.00		
1663	Arrowhead Trash Service I	020124	Library Trash services - Fe	02/01/2024	94.00	25646423	94.00	62114	02/08/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000221	Yoga classes	01/31/2024	640.00	25646725	640.00	62093	02/05/2024
Total 1699:					640.00		640.00		
1769	SE Weld County Chamber	1112	Annual Banquet Event Spo	02/02/2024	500.00	25646211	500.00	62128	02/08/2024
Total 1769:					500.00		500.00		
1798	The Penworthy Company L	0596697-IN	books	01/26/2024	4,536.70	25646723	4,536.70	62098	02/05/2024



### New Library Cards

### Stats for WOW!

<b>WOW!</b>	<b>Hudson</b>	Direct Contact	338
14	32	Exposure	504

### Programming Stats

Library	# of Programs	Total Attendance	WOW!	# Stops	Attendance
Kids 0-5	13	150	School Visits	2- WCMS/CCA	221
Kids 6-11	6	55	Programs	2- Alladin/Charlseton	24
Teens	2	7		2- Wild County RV	25
Adults	20	195		2- Hoff/Lochbuie	66
All Ages	12	72	Lobby Stop	1- Roggen	2
<b>Total</b>	<b>53</b>	<b>479</b>			<b>338</b>

### CreateHQ Stats

Total Users	Sewing	3D printer	Cricut/Heat Press	Epilog	Button Maker	Total	
January	0	62	14	42	8	126	
February	1	71	Sublim- 7	16	7	24	126

### Library Financials

Financial Institution	Account Type	Balance	Interest	
			Current Month	Interest (YTD)
TBK	CD-48 Month Maturity 07/27/25	\$68,387.57		
	CD-24 Month Maturity 07/27/25	\$32,844.52		
Bank of Colorado	Money Market	\$122,327.62	\$14.58	\$31.17
	Building	\$4,250.16		
High Plains Bank	Money Market	\$5,660,178.06	\$4,535.12	\$9,840.88
	Insured Cash Sweep	\$4,924,509.22	\$9,810.42	\$20,274.54
ColoTrust	Money Market	\$250,499.04	\$499.04	\$1,032.57
	Prime	\$5,369,543.50	\$22,249.29	\$45,929.16
	Plus+	\$2,163,441.60	\$9,433.67	\$19,544.94

**HUDSON LIBRARY  
EXPENDITURES**

Personal Services	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-64-6010 Wages - F/T	100,952	109,218	200,000	181,850	275,000	37.5%
25-64-6011 Wages - P/T	139,716	115,471	200,000	73,913	119,524	-40.2%
25-64-6012 Seasonal/Hourly	11,449	10,502	10,000	7,634	9,779	-2.2%
25-64-6022 Bonus	-	8,750	15,000	5,955	15,000	0.0%
25-64-6033 FICA - OASDI	14,382	19,595	20,000	12,912	25,997	30.0%
25-64-6034 FICA-Medicare	3,364	3,532	5,000	3,020	6,080	21.6%
25-64-6035 Workers Compensation	6,024	4,534	10,000	7,676	9,465	-5.4%
25-64-6036 Unemployment taxes	726	508	2,000	466	839	-58.1%
25-64-6050 Pension Plan	7,147	10,422	15,000	8,104	15,803	5.4%
25-64-6110 Health Insurance	33,453	40,228	90,000	41,619	70,000	-22.2%
25-64-6111 Life & Disability	1,090	1,773	3,000	2,884	6,000	100.0%
25-64-6112 Dental Insurance	2,530	2,251	4,000	1,981	2,800	-30.0%
<b>Personal Services Subtotal</b>	<b>320,832</b>	<b>282,532</b>	<b>574,000</b>	<b>348,016</b>	<b>556,286</b>	<b>-3.1%</b>
Operating & Capital Outlay	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-64-6209 Continuing Education	-	-	12,500	2,000	15,000	20.0%
25-64-6210 Conference/Seminars	150	170	5,000	3,551	10,000	100.0%
25-64-6211 Dues & Memberships	470	1,781	5,000	1,116	5,000	0.0%
25-64-6212 Meeting Expenses	908	1,969	5,000	2,000	5,000	0.0%
25-64-6213 Mileage	102	219	500	252	500	0.0%
25-64-6214 Travel Expenses	-	-	1,000	-	1,000	0.0%
25-64-6215 Bank Fees & Charges	154	128	300	60	300	0.0%
25-64-6310 Insurance	4,137	13,418	30,000	13,000	30,000	0.0%
25-64-6331 Office Furniture	-	-	25,000	448	25,000	0.0%
25-64-6410 Telephone Service	3,467	2,734	5,000	650	2,000	-60.0%
25-64-6412 Gas Utility	3,038	4,842	8,000	6,000	8,000	0.0%
25-64-6413 Electric Utility	11,261	9,400	10,000	8,500	10,000	0.0%
25-64-6415 Misc Operating Cost	1,244	-	-	-	1,000	0.0%
25-64-6416 Gas - Oil	245	414	1,500	972	1,500	0.0%
25-64-6418 Water & Sewer	3,734	2,581	3,000	1,620	3,000	0.0%
25-64-6420 Fire Alarm Service	366	764	1,000	285	1,000	0.0%
25-64-6421 HVAC Service	297	1,500	8,000	3,100	8,000	0.0%
25-64-6422 Grounds Maintenance	1,743	4,320	15,000	12,000	15,000	0.0%
25-64-6423 Trash Removal Service	676	666	1,000	864	1,200	20.0%
25-64-6424 Debt Collections Expense	-	-	500	-	500	0.0%
25-64-6426 Snow Removal	2,095	7,655	8,000	6,000	8,000	0.0%
25-64-6510 Scholarships	9,000	5,000	15,000	5,000	15,000	0.0%
25-64-6511 Donations	200	1,100	5,000	1,100	5,000	0.0%
25-64-6512 Advertising and Promotions	5,037	12,326	20,000	24,264	25,000	25.0%
25-64-6620 Printing	-	-	5,000	-	5,000	0.0%
25-64-6630 Legal services	-	-	5,000	5,000	30,000	500.0%
25-64-6632 Other Professional Services	12,581	7,828	30,000	8,000	15,000	-50.0%
25-64-6633 Other Contracted Services	5,074	4,010	6,000	11,752	6,500	8.3%
25-64-6653 Grounds Maintenance	-	10,000	-	1,000	-	N/A
25-64-6710 Operating Supplies	2,661	5,896	7,500	7,937	10,000	33.3%
25-64-6720 Office Supplies	4,643	2,817	7,000	7,675	10,000	42.9%
25-64-6721 Maker Space	-	-	10,000	7,000	10,000	0.0%
25-64-6722 Postage	185	58	200	200	200	0.0%
25-64-6723 Books	35,642	10,943	60,000	17,638	50,000	-16.7%
25-64-6724 Operation Maintenance	8,401	5,606	20,000	10,300	20,000	0.0%
25-64-6725 Program Expenses	23,289	24,249	80,000	24,948	80,000	0.0%
25-64-6726 GF Bookkeeping and Audit	9,840	9,840	9,840	9,840	9,500	-3.5%
25-64-6727 Audio Books	3,830	1,825	5,000	4,500	5,000	0.0%
25-64-6728 Visual DVD's	5,468	2,875	5,000	3,600	5,000	0.0%
25-64-6729 Periodicals	2,270	1,473	2,000	1,500	2,000	0.0%
25-64-6730 Furnishings	2,096	4,931	30,000	2,200	30,000	0.0%
25-64-6733 Bookmobile Materials	240	256	10,000	3,000	10,000	0.0%
25-64-6740 Bookmobile	802	155	10,000	8,285	10,000	0.0%



2023 2022

6.10a Onsite Programs Children (ages 0-5) If you did not separate	99	56
6.15a Attendance at Children's Programs (ages 0-5)	1437	637
6.10b Onsite Programs Children (ages 6-11)	53	26
6.15b Onsite Attendance at Children's Programs (ages 6-11)	622	250
<b>6.10 Onsite Programs Children (6.10a + 6.10b):</b>	<b>152</b>	<b>82</b>
<b>6.15 Onsite Attendance Children (6.15a + 6.15b OR 6.15c):</b>	<b>2059</b>	<b>887</b>
6.11 Onsite Programs Young Adults (ages 12-18):	32	10
6.16 Onsite Attendance Young Adults (ages 12-18):	214	75
6.12 Onsite Programs Adults (ages 19 or older):	248	184
6.17 Onsite Attendance Adults (ages 19 or older):	2361	1591
6.13 Onsite Programs All Ages	58	24
6.18 Onsite Attendance All Ages Programming	2431	1498
<b>6.14 Total number of onsite programs (6.10 + 6.11+ 6.12 +</b>	<b>437</b>	<b>300</b>
<b>6.19 Total Attendance at Onsite Programs</b>	<b>7065</b>	<b>4051</b>

Offsite Programs Offered

6.20 In 2022, did your library offer off-site programs? Y/N	yes	yes
Offsite Programs and Attendance		
6.21a Offsite Programs Children (ages 0-5) If you did not separate	3	0
6.26a Attendance at Offsite Children's Programs (ages 0-5)	53	0
6.21b Offsite Programs Children (ages 6-11)	24	25
6.26b Attendance at Offsite Children's Programs (ages 6-11)	1174	1723
<b>6.21 Offsite Programs Children (6.21a + 6.21b OR 6.21c)</b>		<b>25</b>
<b>6.26 Offsite Attendance Children (6.26a + 6.26b)</b>	<b>1227</b>	<b>1723</b>
6.22 Offsite Programs Young Adults (ages 12-18):	14	19
6.27 Offsite Attendance Young Adults (ages 12-18):	850	1342
6.23 Offsite Programs Adults (ages 19 or older):	19	12
6.28 Offsite Attendance Adults (ages 19 or older):	128	24
6.24 Offsite Programs All Ages	41	10
6.29 Offsite Attendance All Ages	1752	1296
<b>6.25 Total offsite programs (6.21 + 6.22 + 6.23 + 6.24)</b>	<b>74</b>	<b>66</b>
<b>6.30 Total Attendance at Offsite Programs</b>	<b>3957</b>	<b>4385</b>