



Agenda
October 10, 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. Library Director's Report
 - a. New hires
 - b. Keenesburg Chamber of Commerce Dinner
 - c. Fall Festivals
- H. Staff reports
- I. Old business
 - a. Policies and Procedures/ By-Laws update- do we want to schedule a work session to go through these documents?
 - b. RFP Responses
 - c. Stakeholders meeting for Town of Hudson Rec Center- October 14th - 5pm- Town Hall
- J. New business
 - a. Bid from Summit Bodyworks for van conversion
- K. Next meeting: November 14, 2024
- L. Trustee Comments
- M. Adjournment



Meeting Notes
September 12, 2024

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
 - a. In attendance
 - i. Leonard Roskop
 - ii. Cathy Bollers
 - iii. Tami Crossen
 - iv. Jayra Rodriguez
 - v. Barb Baker
 - vi. Wilbur Wafel
 - vii. Rick Medrano - virtual
 - viii. Ana Smith - virtual
 - b. Excused
 - i. Lynda Pruett
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Leonard Roskop motion to approve
 - b. Barb Baker seconded
 - c. 6-0 motion carries
- F. Payment approval
 - a. Leonard Roskop motion to approve
 - b. Barb Baker seconded
 - c. 6-0 motion carries
- G. Attorney Update
 - a. Documents received related to Library asking for Attorney fees
 - b. Tami has asked for clarification
 - c. Tami will share court documents and clarifications with Board
 - d.
- H. Library Director's Report
 - a. Fall programming
 - i. Hudson harvest festival September 21st - table
 - ii. Lochbuie Harvest Festival September 21st – WOW Book mobile
 - iii. Keenesburg Oktoberfest 1st weekend in October
 - iv. Baby Storytime (Bouncing Babies), 2 story times on Wednesdays,



Meeting Notes
September 12, 2024

- v. Chapter Chatters: ("book club" for kids who need literacy help),
 - vi. Anything Goes Book club (Evening book club for adults)
 - vii. Let's Make a Mess.
 - viii. And many more programs...
 - ix. Jayra & Tami taking over bookmobile until we get staffing. First outing was Wednesday; around 230 kids got on the bookmobile during their lunch. Outdoor games were made available to take advantage of the great weather
 - x. Kelly has reached out to all the 1st grade teachers in our service area to have a field trip at the library.
 - 1. 84 1st graders attended the library field trip on Monday
 - 2. Their curriculum is based on different ways people around the world get books
 - 3. The bookmobile was available
 - xi. On Wednesday 5th graders will have a Library field trip.
- b. CAL conference report
- i. Last Thursday and Friday. 6 Staff members had the opportunity of attending. Very insightful to see how other libraries work. Staff always comes back with new ideas they can apply to the library.
- c. Merit raises given based on performance reviews (excluding Jayra and Tami)
- i. Starting this year at the end of August Tami will do performance reviews and do Merit raises, then in December she will do a COLA raise.
 - ii. Tami did reviews, she had great feedback from all staff members,
 - iii. Tami gave staff great things to look forward to doing, and to work on.
- d. Hiring an outreach librarian and a library page
- i. 20 library page applications. Tami and Jayra needed to be specific as to what the library needs. Flexibility was the main need.
 - ii. 9 interviews today held as a group interview.
 - iii. Hiring for 2 outreach positions and 1 library page.
- I. Staff reports
- a. Thankful for staff being well adapting to whatever is thrown at them. This week was a little hectic with losing 2 employees with all the field trips that were planned. Staff are always willing to step up.
- J. Old business
- a. Outreach vehicle update



Meeting Notes
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- i. Tami is working alongside Jeff at Summit in Ft. Lupton for customization of the inside of the outreach vehicle. He was very helpful with the verbiage that he was using and gave Tami helpful tips with the type of vehicle we should purchase. Rick went to go look at the van, (Bill was not there) it's a 2024 Diesel. Advanced navigation and suspension package is better. Tall van for librarians won't be an issue with standing.
 - ii. Second trim package:
 1. Surround view, parking detectors, a tow hitch can pull up to 5,000 lbs. They do not do the outfitting.
 - iii. Rick recommends doing the extended service plan.
 - iv. Tami plans to get a car port for the new vehicle.
- b. Policies and Procedures/ By Laws update- do we want to schedule a work session to go through these documents?
- i. Lia and Tami talked last week, and Lia was supposed to send over dates that worked for her for a work session. She did not give her dates, but as soon as she does Tami will send dates to the board and hopefully a majority can make it, before the end of the year.
- c. Updating RFP timeline-have them out to the consultants by the end of September
- i. RFP is the same document that board look at, at the last meeting it just has an updated timeline as to when things are expected back to us.

K. New business
a. None

L. Next meeting: October 10, 2024

M. Trustee Comments

- a. Anna: Sad she can't attend in person, hoping she could see us soon.
- b. Cathy: appreciates how the staff is so observant. Brought up the change in the area where staff use to do Storytime (Community Room) and how they adjusted to a different location in the library (Old Teen Area)
- c. Wilbur: Staff is super flexible, and he is so amazed at things going on and thanks staff for all the hard work that they do.
- d. Rick: Glad we could attend CAL so we could implement new ideas to our library.



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N. Adjournment

- a. Motion to adjourn Leonard Roskop
- b. Wilbur Wafel seconded
- c. 6-0 motion carries
- d. 5:56pm adjournment

Lyndal Smith
10-10-2024

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
2	Atmos Energy	091224-LIB	Library Gas Service 8/13/2	09/12/2024	31.10	25646412	31.10	63102	09/24/2024
Total 2:					31.10		31.10		
5	United Power Inc.	090424-LIB	Electric Service August- Lib	09/04/2024	1,245.66	25646413	1,245.66	63097	09/17/2024
Total 5:					1,245.66		1,245.66		
30	CenturyLink	082824-2232	Library Telephone Bill	08/28/2024	57.68	25646410	57.68	63018	09/05/2024
Total 30:					57.68		57.68		
853	Love's Travel Stops & Cou	6011505490	Library- Bookmobile Fuel	09/02/2024	53.13	25646416	53.13	91020241	09/10/2024
Total 853:					53.13		53.13		
1041	Caselle Inc.	135513	Contract Support and Main	09/01/2024	149.38	25647733	149.38	63062	09/12/2024
Total 1041:					149.38		149.38		
1186	Bank of Colorado	090124-JR	CREDIT: Michaels - Return	09/01/2024	474.35	25646725	474.35	63065	09/12/2024
		090124-TC	Beaver Run Resort - Acco	09/01/2024	1,017.28	25646720	1,017.28	63065	09/12/2024
Total 1186:					1,491.63		1,491.63		
1471	Pure Water Dynamics, Inc	1501832-IN	Colibri Cup-At-A-Time Bre	09/01/2024	164.88	25646710	164.88	63092	09/17/2024
Total 1471:					164.88		164.88		
1479	Highplains Library District	2776	Books	09/15/2024	1,619.67	25646729	1,619.67	63082	09/17/2024
Total 1479:					1,619.67		1,619.67		
1645	Employee Reimbursement	091724-JR	Mileage RT to Breckenridg	09/17/2024	140.70	25646213	140.70	63085	09/17/2024
		091824-SJW	Mileage RT to Breckenridg	09/18/2024	140.70	25646213	140.70	63086	09/17/2024
Total 1645:					281.40		281.40		
1663	Arrowhead Trash Service I	090224	Library Trash services - Se	09/02/2024	94.00	25646423	94.00	63074	09/17/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000356	Yoga programming	08/30/2024	1,045.00	25646725	1,045.00	63025	09/05/2024
Total 1699:					1,045.00		1,045.00		
1740	InkRiot Marketing	IR24-703	Website design and develo	08/19/2024	64.92	25646512	64.92	63024	09/05/2024
Total 1740:					64.92		64.92		
1799	Amazon Capital Services	1WM3-NVGJ	Oprtuisi Angel Wings, Shin	09/01/2024	1,190.18	25646725	1,190.18	63100	09/24/2024

Hudson Library Stats			
New Library Cards		53	
Programming			
		# of Programs	Total Attendance
Kids 0-5		12	105
Kids 6-11		6	24
Teens		2	2
Adults		24	191
All Ages		13	109
Total		57	431

Create HQ Stats		
Machine		Uses
Sewing		0
3D Prints		0
Sublimation		3
Heat Press		18
Epilog		4
Cricut		7
Button Maker		164
Total		196

Wow Stats			
New Library Cards		3	
Programming and Stops			
		# of Stops	Total Attendance
Aladdin		1	For all 3 facilities
Charleston		1	Total
Prairie View		2	25
Wild Country RV		2	44
Roggen		1	2
Migrant Preschool		1	15
Total		8	86
Events Attended			
Fall Festivals-Hudson and Lochbuie			
	Exposed		
Total	Direct Contact		328
Total all direct contact			908

Wow Stats		
School Stops		
Programming and Stops		
	# of Stops	Total Atten
CCA	2	100
Hoff		
MeadowRidge	2	164
Lochbuie	1	230
Total	5	494

Library Field Trips	
Lochbuie 1st grade	84
Hoff 5th grade	48
Hoff 1st grade	61
Total	193

Library Financials			Interest	Interest
Financial Institution	Account Type	Balance	Current	YTD
TBK	CD-48 Month Maturity 07/27/25	\$68,387.57		
	CD-24 Month Maturity 07/27/25	\$32,844.52		
TBK	Money Market	\$122,434.24	\$14.59	\$137.79
Bank of Colorado	Building	\$4,250.16		
	Money Market	\$9,480,298.04	\$8,114.99	\$58,407.55
High Plains Bank	Insured Cash Sweep	\$5,046,200.87	\$16,561.87	\$138,266.17
	Money Market	\$250,567.95	\$567.95	\$4,233.55
ColoTrust	Plus+	\$2,322,808.41	\$9,619.74	\$88,911.75
	Prime	\$5,536,450.45	\$23,022.49	\$212,836.11



THE KEENESBURG AREA CHAMBER OF COMMERCE
FORMALLY INVITES YOU TO OUR MEMBER'S ONLY

Fall Extravaganza

Saturday, October 19, 2024

LIVE MUSIC • FOOD • AUCTION • FUN

Mix N'Mingle - 5:30pm

Dinner - 6:30pm

Live Auction &
Live Music to Follow

Complimentary
Beer & Wine Available

SEWC Fairgrounds

7758 Co Rd 59
Keenesburg, CO

Please RSVP by OCT. 9th

Email: kacc@rtebb.net

Text/Voicemail: (720) 336-9491

**INDIVIDUAL
TICKET**

\$40

**1/2 TABLE
SPONSORSHIP**

\$250

**FULL TABLE
SPONSORSHIP**

\$500

NOW ACCEPTING AUCTION ITEMS



This is the list of consultants that I sent RFP's to, the highlighted ones have emailed back and Anderson Hallas, came by to tour the library.

- ReThinking Libraries: Rob Cullin rob@rethinkinglibraries.org
- Anderson Hallas: Wells Squier wellssquier@andarch.com
- libraryIQ: Jeffrey Sabin jeffrey.sabin@libraryiq.com
- Baton Global Jeffrey Kappen jeff@batonglobal.com
- Schonhoff Evaluation and Analytics: Aaron Schonhoff aaron@schonhoffevaluationandanalytics.com