



Agenda  
November 14, 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. Christmas activities-
    - i. Christmas in Keenesburg Dec. 7- 2pm-5pm
    - ii. Hudson Town Parade- Dec. 14 – 4:30pm-7:00pm
    - iii. Town Dinner- Pepper Pod- invite coming
    - iv. Staff/Board Dinner- Dec. 12?
  - b. COLA raises for staff-Jan 2025
  - c. Director Evaluation
- H. Staff reports
- I. Old business
  - a. Outreach vehicle update
  - b. Policies and Procedures/ By-Laws: review and approval
  - c. RFP document for Community Needs Assessment and Feasibility Study consulting services- Bids close Nov. 15
    - i. special session needed
      - 1. the 18th or 19th to select our top 3 bidders by November 30th.
    - ii. December 1st,
      - 1. notify unsuccessful bidders.
      - 2. Start negotiation with top 3 bidders to award the contract by December 15th.
  - d. Stakeholders meeting for Town of Hudson Rec Center –Monday Nov. 18<sup>th</sup> at 5pm.



Agenda  
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- J. New business
  - a. Anna's appointment expires December 31.
    - i. Post opening December 1

K. Next meeting: December 12, 2024

L. Trustee Comments

M. Adjournment



Meeting Notes  
October 10, 2024

- A. Call meeting to order
  - a. Call to order 5:08pm Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
  - a. Barb Baker
  - b. Cathy Bollers
  - c. Rick Medrano
  - d. Lynda Pruet
  - e. Wilbur Wafel
  - f. Leonard Roskop
  - g. Ana Smith via Zoom
  - h. Tami Crossen
  - i. Jayra Rodriguez
- D. Public Comments
  - a. None
- E. Approval of previous meeting notes
  - a. No changes
  - b. Motion to approve Leonard Roskop
  - c. 2<sup>nd</sup> Cathy Bollers
  - d. 7-0 motion carries
- F. Payment approval
  - a. Motion to approve: Leonard Roskop
  - b. 2<sup>nd</sup> by Wilbur Wafel
  - c. 7-0 motion carries
- G. Library Director's Report
  - a. New hires
    - i. Lori and Lisa new Outreach staff
      - 1. Onboarding going well and a lot to learn in Library and Book Mobile
      - 2. Dave hired as a Page in Library for backup staff coverage
  - b. Keenesburg Chamber of Commerce Dinner
    - i. October 19, 2024 at Fair Grounds; Tami sponsored a Library table
    - ii. Pease RSVP to Tami



Meeting Notes  
October 10, 2024

- c. Fall Festivals
  - i. Hudson, approximately 100 people visited (Lochbuie was the same weekend), hopefully plan to not occur on the same weekend next year
  - ii. Lochbuie, Festival attended with the Book Mobile, approximately 200 people visited
  - iii. Octoberfest in Keenesburg
- d. Trunk or Treat in Hudson coming up
- e. Career Day at the High School
- f. Changing the Community mailbox with Hudson for mail delivery rather than PO Box
  - i. One year of forwarding to 100 Beech Street (street delivery address)
- g. Landscaping project
  - i. River Rock added and cleaned up. Plans to plant in Spring and would like to have a statue of some sort. Ideas welcome
- h. Court Case update
  - i. Appeal was denied and ruling was that this could not be refiled in future
  - ii. awarded HPLC attorney fee reimbursement
  - iii. Hudson reimbursement fees pending

#### H. Staff reports

- a. Jayra has been training new hires
- b. Bouncing baby story time update
- c. Book mobile 250 kids in Lochbuie, 52 came on board to check out items
- d. RV Park 25-30 people get on to check out books
- e. Assist Living facilities and Roggen Book Mobile stops
- f. Good participation over all

#### I. Old business

- a. Policies and Procedures/ By-Laws update- do we want to schedule a work session to go through these documents?
  - i. Yes, Tami will setup time and Lia join if she can.
  - ii. Board will review and make notes before the meeting to be ready and expedite the meeting.
  - iii. Scheduled work session date Oct 30<sup>th</sup> 5:00-7:00pm
  - iv. Final review and vote on Nov 14 meeting
- b. RFP Responses Feasibility study / community assessment
  - i. Four received
  - ii. When all details in, Tami will bring to Board for review and decision
- c. Stakeholders meeting for Town of Hudson Rec Center- October 14th - 5pm- Town Hall



Meeting Notes  
October 10, 2024

J. New business

- a. Van has arrived!
  - i. Planning to get a car port to cover it from weather
- b. Bid from Summit Bodyworks for van conversion
  - i. Layout shared showing the interior plans
  - ii. Completion ETA April 2025
  - iii. Estimate cost \$100,000
    1. Motion to approve conversion Leonard Roskop
    2. 2<sup>nd</sup> Wilbur Wafel
    3. 7-0 motion carries

K. Next monthly meeting: November 14, 2024

L. Trustee Comments

- a. Cathy: compliment Tami on Library Board budget prep with Town of Hudson. Staff great job for 5<sup>th</sup> Grader session.
- b. Lynda: Thanks to Jayra for taking notes in my absence last meeting
- c. Rick: Wild Country RV book mobile great engagement. And Outreach overall, great work!
- d. Wilbur: All things moving along great, thanks staff!
- e. Leonard: well oiled machine, Thanks Tami!
- f. Ana: Thankful to the staff and Tami for programs they make available

M. Adjournment

- a. Motion to adjourn, Leonard Roskop
- b. 2<sup>nd</sup> Wilbur Wafel
- c. 7-0 motion carries
- d. Adjourned at 6:18pm

*Lynda P. Smith*  
11-14-2024

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	101124-LIB	Library Gas Service9/12/24	10/11/2024	40.75	25646412	40.75	63225	10/23/2024
Total 2:					40.75		40.75		
5	United Power Inc.	100324-LIB	Electric Service September	10/03/2024	999.22	25646413	999.22	63187	10/09/2024
Total 5:					999.22		999.22		
30	CenturyLink	092824-2232	Library Telephone Bill	09/28/2024	62.93	25646410	62.93	63130	10/02/2024
Total 30:					62.93		62.93		
1041	Caselle Inc.	136145	Contract Support and Main	10/01/2024	149.38	25647733	149.38	63177	10/09/2024
Total 1041:					149.38		149.38		
1186	Bank of Colorado	100124-JR	Disney Plus - Movies at the	10/01/2024	442.37	25646725	442.37	63185	10/09/2024
		100124-TC	Inkriot Marketing - Monthly	10/01/2024	2,877.02	25646724	2,877.02	63185	10/09/2024
Total 1186:					3,319.39		3,319.39		
1252	Terminix	452225879	Pest Control Work Order 2	10/01/2024	157.00	25646724	157.00	63212	10/16/2024
Total 1252:					157.00		157.00		
1471	Pure Water Dynamics, Inc	1503432-IN	Colibri Cup-At-A-Time Bre	10/01/2024	45.00	25646710	45.00	63186	10/09/2024
Total 1471:					45.00		45.00		
1479	Highplains Library District	2777	Hudson Audiobooks	10/15/2024	1,549.06	25646729	1,549.06	63180	10/09/2024
Total 1479:					1,549.06		1,549.06		
1532	MountainAire Mechanical L	12692	2nd HVAC Maintenance	10/14/2024	1,650.00	25646421	1,650.00	63228	10/23/2024
Total 1532:					1,650.00		1,650.00		
1535	Denver Post	100324	The Denver Post Annual S	10/03/2024	420.95	25646729	420.95	63213	10/16/2024
Total 1535:					420.95		420.95		
1663	Arrowhead Trash Service I	100124	Library Trash services - Oc	10/01/2024	94.00	25646423	94.00	63175	10/09/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000375	Library Yoga Programming	10/01/2024	840.00	25646725	840.00	63142	10/02/2024
Total 1699:					840.00		840.00		
1740	InkRiot Marketing	IR24-742	Client Communication, We	09/30/2024	136.14	25646512	136.14	63139	10/02/2024
		IR-24-765	Website design and develo	10/14/2024	68.10	25646512	68.10	63226	10/23/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
<b>Total 1740:</b>					<b>204.24</b>		<b>204.24</b>		
1799	Amazon Capital Services	16DN-NL97-	RETURN: AUEAR, 24 Pac	10/01/2024	6.59-	25646725	6.59-	63224	10/23/2024
		16PY-DWLV-	RETURN: BALEINE 8-Pac	08/01/2024	33.96-	25646723	33.96-	63224	10/23/2024
		173D-QLL1-7	ELDVAP Mini Hot Glue Stic	10/01/2024	977.39	25646720	977.39	63224	10/23/2024
		1PYG-WRGT	RETURN: Zep Industrial P	08/01/2024	22.53-	25646721	22.53-	63224	10/23/2024
		1W99-6647-	RETURN: Smile American	08/01/2024	15.99-	25646725	15.99-	63224	10/23/2024
<b>Total 1799:</b>					<b>898.32</b>		<b>898.32</b>		
1834	HR Advantage Group	1126	Library HR Services - Sept	10/04/2024	281.25	25646632	281.25	63182	10/09/2024
<b>Total 1834:</b>					<b>281.25</b>		<b>281.25</b>		
1875	Background Information Se	161962	Library Background Check	09/30/2024	116.00	25646632	116.00	63129	10/02/2024
<b>Total 1875:</b>					<b>116.00</b>		<b>116.00</b>		
1890	RDZ Hardscapes LLC	23	Library Ground Maintenanc	09/12/2024	1,000.00	25646422	1,000.00	63154	10/02/2024
		25	Turf Installation and addito	10/15/2024	8,940.00	25647719	8,940.00	63211	10/16/2024
<b>Total 1890:</b>					<b>9,940.00</b>		<b>9,940.00</b>		
1902	Allo Communications	092424-LIB	Library Internet bill	09/24/2024	475.32	25646724	475.32	63128	10/02/2024
<b>Total 1902:</b>					<b>475.32</b>		<b>475.32</b>		
1932	Dawnee Rae Raskin	22	September Fitness Classe	10/03/2024	400.00	25646725	400.00	63184	10/09/2024
<b>Total 1932:</b>					<b>400.00</b>		<b>400.00</b>		
1964	Otis & Bedingfield, LLC	38938	Appeal 08-566-103	09/19/2024	24.00	25646630	24.00	63150	10/02/2024
		38939	Governance 08-566-102	09/19/2024	184.50	25646630	184.50	63150	10/02/2024
		38940	Town of Lochbuie 08-566-1	09/19/2024	1,462.50	25646630	1,462.50	63150	10/02/2024
<b>Total 1964:</b>					<b>1,671.00</b>		<b>1,671.00</b>		
2101	Mercedes-Benz of Lovelan	093024	5 Year 100,000 mile extend	09/30/2024	2,495.00	25647719	2,495.00	63147	10/02/2024
<b>Total 2101:</b>					<b>2,495.00</b>		<b>2,495.00</b>		
2108	Summit Bodyworks, LLC	1-HUDSONP	Down Pmt - Bookmobile U	10/16/2024	45,722.00	25647719	45,722.00	63229	10/23/2024
<b>Total 2108:</b>					<b>45,722.00</b>		<b>45,722.00</b>		
<b>Grand Totals:</b>					<b>71,530.81</b>		<b>71,530.81</b>		

Report Criteria:

Summary report type printed  
 Invoice Detail, GL account = "25646010"-25999999"

Hudson Library Stats			
New Library Cards		74	
<b>Programming</b>			
		# of Programs	Total Attendance
Kids 0-5		14	169
Kids 6-11		9	27
Teens		4	20
Adults		31	247
All Ages		14	40
Total		72	503

Create HQ Stats		
Machine		Uses
Sewing		6
3D Prints		13
Sublimation		2
Heat Press		5
Epilog		113
Cricut		24
Button Maker		35
Total		198

Wow Stats			
New Library Cards		26	
<b>Programming and Stops</b>			
		# of Stops	Total Attendance
Aladdin		3	For all 3 facilities
Charleston		3	Total
Prairie View		2	51
Wild Country RV		2	36
Roggen		1	2
Migrant Preschool		1	10
Total		12	99

Wow Stats		
School Stops		
<b>Programming and Stops</b>		
	# of Stops	Total Atten
CCA	1	8
Hoff	1	26
MeadowRidge	1	44
Lochbuie	1	51
Total	4	129

Events Attended with or without the bookmobile			
Weld Central Career Day			
	Exposed		700
Total	Direct Contact		350
Total all direct contact 350			

Library Field Trips		
Hudson AR Party		89
Hudson Fundraiser Party		68
Total		157

Library Financials				
Financial Institution	Account Type	Balance	Interest Current	Interest 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	\$12,244.64	\$10.40	\$148.19
Bank of Colorado	Building	\$4,250.16		
	Money Market	\$9,480,566.00	\$8,051.99	\$66,459.54
High Plains Bank	Insured Cash Sweep	\$5,063,855.61	\$17,172.92	\$155,439.09
	Money Market	\$250,533.50	\$533.50	\$5,248.87
ColoTrust	Plus+	\$2,242,318.86	\$9,510.45	\$98,422.20
	Prime	\$5,558,728.63	\$22,278.08	\$235,114.19



