



Agenda
February 27, 2025

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Public comment is encouraged and appreciated. This is an opportunity for the public to address the Library Board of Trustees on library related business. To accomplish all business on our agenda and to be respectful of everyone's time, board members will not engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue. Public comments are limited to three (3) minutes each. Please sign in on the back table if you intend to address the board.
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Annual Report Statistics
 - b. SEWC Chamber Banquet report
- H. Staff reports
 - a. KC's report on the MakerSpace
- I. Old business
 - a. Welcome new board members.
Ken Gfeller term date 2029, Howard McClaskey term date 2026.
 - b. Minutes from ReThinking Libraries/Andersen Hallis committee meeting-
Rick Medrano, Jayra Rodriguez and Tami Crossen.
 - c. Van update- wrap and conversion
- J. New business
 - a. Board of Trustee officer elections
 - b. Review of possible library expansion
 - c. Review of carport addition for the van
- K. Next meeting
- L. Trustee Comments
- M. Adjournment



Meeting Notes
January 9, 2025

- A. Call meeting to order 5:10 pm by Rick Medrano
- B. Pledge of Allegiance
- C. Roll call
 - a. Leonard Roskop
 - b. Barb Baker
 - c. Jayra Rodriguez
 - d. Tami Crossen
 - e. Wilbur Wafel
 - f. Rick Medrano
 - g. Lynda Pruett
- D. Public Comments - none
- E. Approval of previous meeting notes
 - a. Motion to approve – Leonard Roskop
 - b. 2nd Barb Baker
 - c. 5-0 motion carries
- F. Payment approval
 - a. Motion to approve – Lynda Pruett
 - b. 2nd Barb Baker
 - c. 5-0 motion carries
- G. Introduction of board applicants – brief Q&A
 - a. Ken Gfeller
 - b. Gabrielle Hattel
 - c. Howard McClaskey
 - d. Each applicant introduced themselves and provided some background
 - e. Board members asked questions of each of the applicants
- H. Library Director's Report
 - a. Invite to SEWC Chamber Banquet February 22nd, Do we want to get a table?
 - i. Yes we agree to get a table, BOT let Tami know if you can attend, hopefully a staff member will attend too
 - b. Statistics for the year
 - i. Older groups looking for Field Trip (High School level students), not our typical Field Trip audience, great to have this interest
 - ii. Year End Stats still being tabulated, more available at our next meeting
 - c. Van is in the shop !



Meeting Notes
January 9, 2025

- I. Staff reports
 - a. Great attendance of December programs
 - b. Jayra gathered input from the events to help determine 2025 programming
 - c. 68 programs for December! A effort across the site

- J. Old business
 - a. Two Board positions open
 - i. Review applications and make recommendations to the Town of Hudson
 - ii. All three will be invited to Town meeting next Wednesday.

- K. New business
 - a. Consider changing our meeting cadence to allow us to get the Financials and Stats available for the meeting
 - b. Move to fourth Thursday of the Month
 - i. Motion move 4th Thursday of month, with exception for Nov and Dec to be determined based on Holiday schedules. – Lynda Pruett
 - ii. Leonard Roskop 2nd
 - iii. 5-0 motion carries
 - c. In Service training for staff, close the Library for these sessions, February 28th
 - i. Acts of Connection, Weld County will come in to do workshops with staff
 - 1. Help identify depression, loneliness, social isolation

- L. Next meeting: February 27, 2025, 5:00 pm

- M. Trustee Comments
 - a. Leonard Roskop, no comments
 - b. Barb Baker, Jayra's pictures and stories of the Library programs are great.
 - c. Wilbur Wafel, Lochbuie updates? Atty will put together some information to share with us at next meeting
 - d. Rick Medrano, pleased we had three great candidates for our Trustee openings.
 - e. Lynda Pruett, great question from Rick to the applicants and their response were spot on

- N. Adjournment
 - a. Motion to adjourn, Wilbur Wafel
 - b. 2nd Barb Baker
 - c. 5-0 motion carries
 - i. 6:30 pm meeting adjourned

Lynda Pruett 2-27-2025

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 | 011325-LIB | Library Gas Service 12/11/ | 01/13/2025 | 508.94 | 25646412 | 508.94 | 63546 | 01/27/2025 |
| Total 2: | | | | | 508.94 | | 508.94 | | |
| 5 | United Power Inc. | 010325-LIB | Electric Service December | 01/03/2025 | 806.49 | 25646413 | 806.49 | 63544 | 01/16/2025 |
| Total 5: | | | | | 806.49 | | 806.49 | | |
| 30 | CenturyLink | 122824-2232 | Library Telephone Bill | 12/28/2024 | 63.20 | 25646410 | 63.20 | 63511 | 01/09/2025 |
| Total 30: | | | | | 63.20 | | 63.20 | | |
| 53 | Farm & Home Lumber LLC | 86757 | Supplies for Bookmobile Li | 12/04/2024 | 24.66 | 25646733 | 24.66 | 63512 | 01/09/2025 |
| Total 53: | | | | | 24.66 | | 24.66 | | |
| 108 | CIRSA | 250052 | Property/Casulty Coverage | 01/01/2025 | 8,153.61 | 25646310 | 8,153.61 | 63463 | 01/02/2025 |
| | | W25019 | Worker's Compensation Co | 01/01/2025 | 994.65 | 25646035 | 994.65 | 63463 | 01/02/2025 |
| Total 108: | | | | | 9,148.26 | | 9,148.26 | | |
| 457 | Greeley Tribune | 010925 | 52 Weeks Subscription | 01/09/2025 | 160.95 | 25646729 | 160.95 | 63545 | 01/16/2025 |
| Total 457: | | | | | 160.95 | | 160.95 | | |
| 853 | Love's Travel Stops & Cou | 6012700961 | Library- Bookmobile Fuel | 01/02/2025 | 72.65 | 25646416 | 72.65 | 1022025 | 01/02/2025 |
| Total 853: | | | | | 72.65 | | 72.65 | | |
| 1041 | Caselle Inc. | 138197 | Contract Support and Main | 01/01/2025 | 149.37 | 25647733 | 149.37 | 63501 | 01/08/2025 |
| Total 1041: | | | | | 149.37 | | 149.37 | | |
| 1186 | Bank of Colorado | 010125-JR | Hobby Lobby - School Craf | 01/01/2025 | 1,208.28 | 25646725 | 1,208.28 | 63530 | 01/15/2025 |
| | | 010125-TC | Inkriot Marketing - Website | 01/01/2025 | 3,404.88 | 25646725 | 3,404.88 | 63518 | 01/09/2025 |
| Total 1186: | | | | | 4,613.16 | | 4,613.16 | | |
| 1471 | Pure Water Dynamics, Inc | 1508076-IN | Colibri Cup-At-A-Time Bre | 01/01/2025 | 106.38 | 25646710 | 106.38 | 63520 | 01/09/2025 |
| Total 1471: | | | | | 106.38 | | 106.38 | | |
| 1479 | Highplains Library District | 2780 | Hudson Books | 01/15/2025 | 1,146.05 | 25646729 | 1,146.05 | 63542 | 01/16/2025 |
| Total 1479: | | | | | 1,146.05 | | 1,146.05 | | |
| 1487 | KS Distributing, Inc | 6566 | Tork Adv Hand Towel Roll | 12/23/2024 | 307.74 | 25646710 | 307.74 | 63515 | 01/09/2025 |
| Total 1487: | | | | | 307.74 | | 307.74 | | |
| 1515 | American Sprinkler Inc. | 4434 | Fire Alarm Service | 01/16/2025 | 625.00 | 25646420 | 625.00 | 63555 | 01/27/2025 |

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|---------------|---------------------------|----------------|-----------------------------|--------------|----------------|------------|--------------|--------------|------------------|
| Total 1515: | | | | | 625.00 | | 625.00 | | |
| 1663 | Arrowhead Trash Service I | 010125 | Library Trash services - Ja | 01/01/2025 | 94.00 | 25646423 | 94.00 | 63510 | 01/09/2025 |
| Total 1663: | | | | | 94.00 | | 94.00 | | |
| 1699 | Jessica King | 0000422 | Yoga classes | 12/30/2024 | 975.00 | 25646725 | 975.00 | 63514 | 01/09/2025 |
| Total 1699: | | | | | 975.00 | | 975.00 | | |
| 1799 | Amazon Capital Services | 1FTL-31KC- | 10 Pieces Leather Bookma | 01/01/2025 | 1,795.36 | 25646721 | 1,795.36 | 63509 | 01/09/2025 |
| Total 1799: | | | | | 1,795.36 | | 1,795.36 | | |
| 1834 | HR Advantage Group | 1195 | Library HR Services - Deca | 01/05/2025 | 618.75 | 25646632 | 618.75 | 63483 | 01/08/2025 |
| Total 1834: | | | | | 618.75 | | 618.75 | | |
| 1902 | Allo Communications | 122424-LIB | Library Internet bill | 12/24/2024 | 232.66 | 25646724 | 232.66 | 63508 | 01/09/2025 |
| Total 1902: | | | | | 232.66 | | 232.66 | | |
| 1917 | Modern Marketing | MMI106789 | Marketing items: Push Pop | 12/30/2024 | 1,735.15 | 25646512 | 1,735.15 | 63516 | 01/09/2025 |
| | | MMI160839 | Marketing items: Push Pop | 12/31/2024 | 1,752.00 | 25646512 | 1,752.00 | 63516 | 01/09/2025 |
| | | MMI160940 | Mood shadow pencils | 01/08/2025 | 1,128.78 | 25646512 | 1,128.78 | 63570 | 01/27/2025 |
| Total 1917: | | | | | 4,615.93 | | 4,615.93 | | |
| 1932 | Dawnee Rae Raskin | 25 | December Fitness Classes | 01/04/2025 | 400.00 | 25646725 | 400.00 | 63517 | 01/09/2025 |
| Total 1932: | | | | | 400.00 | | 400.00 | | |
| 1962 | Ann Lincoln Entertainment | 2195 | Foam Party | 02/27/2024 | 400.00 | 25646725 | 400.00 | 63524 | 01/15/2025 |
| Total 1962: | | | | | 400.00 | | 400.00 | | |
| 1964 | Otis & Bedingfield, LLC | 40761 | Appeal 08-566-103 | 01/21/2025 | 2,573.00 | 25646630 | 2,573.00 | 63571 | 01/27/2025 |
| | | 40762 | Governance 08-566-102 | 01/21/2025 | 1,912.50 | 25646630 | 1,912.50 | 63571 | 01/27/2025 |
| Total 1964: | | | | | 4,485.50 | | 4,485.50 | | |
| 2034 | ClearGov Inc. | 2024-16222 | ClearGov Budget Suite | 01/01/2025 | 1,900.00 | 25647733 | 1,900.00 | 63502 | 01/08/2025 |
| Total 2034: | | | | | 1,900.00 | | 1,900.00 | | |
| 2060 | Rebecca Elaine Smith | 001-2025 | Sewing Class on 1/15/25 | 01/15/2025 | 175.00 | 25646725 | 175.00 | 63572 | 01/27/2025 |
| | | 002-2025 | Sourdough Class on 1/21/2 | 01/21/2025 | 180.00 | 25646725 | 180.00 | 63572 | 01/27/2025 |
| Total 2060: | | | | | 355.00 | | 355.00 | | |
| 2118 | Summit Bodyworks, LLC | 8022 #1 | 50% Downpayment for Full | 12/17/2024 | 5,000.00 | 25646740 | 5,000.00 | 63457 | 01/02/2025 |
| Total 2118: | | | | | 5,000.00 | | 5,000.00 | | |
| Grand Totals: | | | | | 38,605.05 | | 38,605.05 | | |

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|------------------|------|-------------------|-------------|-----------------|-------------------|------------|-----------------|-----------------|---------------------|
|------------------|------|-------------------|-------------|-----------------|-------------------|------------|-----------------|-----------------|---------------------|

Report Criteria:

Summary report type printed

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

Hudson Library Stats Report

2025

| New Library Cards and Onsite Programming | | | |
|--|--|------------|---------------|
| New Library Cards | | 35 | |
| Programming | | | |
| | | Attendance | # of Programs |
| Kids 0-5 | | 335 | 15 |
| Kids 6-11 | | 65 | 9 |
| Teens | | 28 | 5 |
| Adults | | 318 | 30 |
| All Ages | | 107 | 16 |
| Total | | 853 | 75 |

| Create HQ Stats | | |
|-----------------------|--|------|
| Machine | | Uses |
| Sewing | | 9 |
| 3D Prints | | 5 |
| Sublimation | | 29 |
| Heat Press | | 31 |
| Epilog | | 32 |
| Cricut | | 11 |
| Button Maker | | 30 |
| Screen Printer | | 1 |
| Program Machine Usage | | 3 |
| Total | | 151 |

| New Bookmobile Library Cards and Off Site Programming | | | |
|---|----------------|------------|----------------------|
| New Library Cards | | 0 | |
| Programming and Stops | | | |
| | | # of Stops | Total Attendance |
| Aladdin | | 1 | For all 3 facilities |
| Charleston | | 1 | Total |
| Prairie View | | 1 | 20 |
| Wild Country RV | | 2 | 7 |
| Roggen | | 1 | 2 |
| Total | | 6 | 29 |
| Events Attended with or without the bookmobile | | | |
| | | | |
| Total | Direct Contact | | 0 |
| Total Exposed | | | |

| School Stops | | |
|--------------|------------|-------------|
| | # of Stops | Total Atten |
| CCA | 1 | 2 |
| Hoff | 1 | 14 |
| MeadowRidge | 1 | 32 |
| Lochbuie | 1 | 8 |
| Total | 4 | 56 |

| Library Field Trips | | |
|---------------------|--|---|
| | | |
| Total | | 0 |

| 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 | | \$122,475.51 | \$10.40 | \$10.40 |
| Bank of Colorado | Building | | \$4,100.17 | | |
| | Money Market | | \$9,032,658.42 | \$7,665.06 | \$7,665.06 |
| High Plains Bank | Insured Cash Sweep | | \$5,115,707.86 | \$16,301.10 | \$16,301.10 |
| | Money Market | | \$250,567.99 | \$567.99 | \$567.99 |
| ColoTrust | Plus+ | | \$2,268,959.84 | \$8,687.63 | \$8,687.63 |
| | Prime | | \$5,620,673.81 | \$20,286.76 | \$20,286.76 |



Meeting Minutes

Hudson Public Library – Community Needs Assessment & Feasibility Study
Project Kick-off Meeting
Monday, 1/16/2025
9:00-12:00 (MST)

Attendees:

Tami Crossen, Director, HPLD, Hudson Public Library
Jayra Rodriguez, Assistant Director, HPLD, Hudson Public Library
Rick Medrano, HPLD, Hudson Public Library Board of Trustees Chairperson

Rob Cullin, ReThing Libraries
Janet Nelson, Rethinking Libraries (Virtual attendee)

Wells Squier, AIA, Principal, Anderson Hallas Architects

The following lists the various discussion topics addressed at the kick-off meeting (Action items: In bold):

- Team Introductions: Rob and Wells will be the primary participants for Anderson Hallas and ReThinking Libraries, although others within our organizations will support with specific tasks. Janet will be involved throughout and will assist to generate the community engagement survey. ReThinking Libraries will generally lead the Community Needs Assessment phase with Anderson Hallas generally leading the Feasibility Study phase, however we will work collaboratively through the entire process, supporting each other through the entire process.
- Communication Protocol: All email communication will include Tami, Rob and Wells. We discussed that Tami would share any communication as necessary with library stakeholders.
- Contracting discussion (HPLD standard, AIA or simple memo agreement preferred?): Tami communicated that the Hudson Public Library's council has prepared a draft agreement, which Anderson Hallas received on Tuesday, January 21st. **Anderson Hallas will forward comments related to just a few areas of the draft agreement for Hudson Public Library's consideration.**
- Project Overview Discussion: The RTL and AH team started off by communicating our team's intent to be nimble and flexible in our services, to be sure we provide deliverables that will be most beneficial to the library regarding any future improvements or expansion. Tami provided some contextual insight about some ongoing dynamics related to the library's service coverage areas (which align with school district RE-3J), and which includes the Towns of Hudson, Keenesburg and Lochbuie, which will be helpful for the needs assessment and master planning effort.
- Discussion to Confirm Project Goals/Outcomes
 - Tami: Desire to facilitate a study that allows the library to confidently say that it is doing everything it is supposed to be doing to service its patrons, and to ensure that any decisions or outcomes support the library's goals of being responsible stewards of library funds.

- Jayra: Evaluate and address how the library could expand resources and programming for the Hispanic community. What would be necessary to update Spanish speaking collections? Additionally, Jayra is interested in learning what the library can do to further increase utilization of the library building.
- Rick: Strive for clarity on the best possible improvements to benefit the overall community. Interested in “A-political” outcomes, to avoid political influence in ongoing decisions. Balance long-term needs and wants, to ensure the library is best serving the community “where they are”. Sustainable outcomes were also a noted priority for Rick.
- Schedule Overview: The following represents an initial draft list of tasks and associated dates and durations, which may adjust over the course of the project. It was discussed that the RFP had suggested a general schedule for the Needs Assessment of January through June, with the Feasibility Study starting in July, and running through the end of the year. We discussed that it might make sense to proceed more quickly, so as not to unnecessarily extend the schedule. We agreed that we would check in on a regular basis to be sure we are maintaining a cadence that works well for the project and library. Initial timing is currently envisioned as follows:
 - Initiate Community Needs Assessment
 - January 2, 2025 (Actual Jan 16)
 - Develop Survey Instruments and Conduct Surveys
 - Start Date: January 2, 2025 (Act Jan 16)
 - Completion Date: March 31, 2024
 - Conduct Focus Groups and Community Meetings
 - Start Date: April 1, 2025
 - Completion Date: May 31, 2025
 - Analyze Data and Prepare Community Needs Assessment Report
 - Start Date: June 1, 2025
 - Completion Date: June 30, 2025
 - Deliver Community Needs Assessment Report
 - June 30, 2025
 - Initiate Feasibility Study, based on outcomes of the Community Needs Assessment phase.
 - July-August, 2025, estimated.
 - Feasibility Study will include high-level graphic studies for any recommended library improvements or expansion.
 - An estimated Opinion of Probable Cost will be prepared to assist the Library in understanding possible cost ranges for recommended improvements or expansion resulting from the Needs Assessment and Feasibility Study.
- Data Gathering & Analysis
 - Existing data and reports – **ReThinking Libraries will provide initial Community Needs Assessment documents to Tami.**
 - Facility Data, Floorplans, drawings – **Anderson Hallas to provide a ShareFile link to allow Tami to easily share any electronic files that are available for the existing building.**
 - Collection Data for Utilization Analysis
 - Demographics & Benchmark Analysis (RTL provides no data required)
 - Internal view of most relevant comp libraries
 - Discuss - Busyness Analysis (HPLD comparisons)
 - Any other data needs/Options
- Survey Discussion - Rob and Janet provided an overview of the approach and expectations related to the survey to be prepared, addressing the following topics:
 - Approach and process
 - Marketing and promotion
- Community Meeting/Focus Group Discussion

- Approach and process
- Sessions / Session Targets
- Marketing, promotion, personal invitations – Rob noted that personal invitations are essential to driving participation.
- Facilities Assessment and Evaluation – to include input from Tami and library stakeholders, as well as input from the community.
 - Space Reviews
 - Building Reviews
 - Site Reviews
- Space and Service Wish List
- Site Explorations Discussion
- Conceptual Development Phase
- Final Report and Presentation Needs & Expectations

At the conclusion of the topics and associated discussion as summarized above, we engaged in an extended building tour with Tami and Jayra, to better understand current programming, what works well with the current building and specific needs or current deficiencies.

| <i>Action Items</i> | <i>Ball-in-court</i> | <i>Due Date</i> | <i>Status</i> |
|---|-----------------------------------|-----------------|--|
| Anderson Hallas will forward comments related to just a few areas of the draft agreement for Hudson Public Library's consideration. | Wells Squier - Anderson Hallas | 1/27/2025 | Included with distribution of DRAFT 1/16/2025 meeting minutes. |
| ReThinking Libraries will provide initial Community Needs Assessment documents to Tami. | Rob Cullin – ReThinking Libraries | 1/28/2025 | Pending |
| Anderson Hallas to provide a ShareFile link to allow Tami to easily share any electronic files that are available for the existing building. | Wells Squier - Anderson Hallas | 1/27/2025 | Included with distribution of DRAFT 1/16/2025 meeting minutes. |
| | | | |

NOTE: After 2/05/2025 these minutes will serve as the official meeting record. Additions/corrections may be sent to Anderson Hallas at wellsquier@andarch.com

CC: Rob Cullin-ReThinking Libraries
File

Hudson Library Addition



Concept Budget

| | |
|---------------------------------------|-----------|
| Anticipated Project Duration (Months) | 6.00 |
| Building Area (Square Feet) | 3000-4000 |
| Site Area (Acres) | 0.15 |

| Division Summary | Option 1 3000 SF | Option 2 4000 SF |
|-------------------------------------|------------------------|------------------------|
| Div. 01 General Conditions | \$ 319,366.20 | \$ 319,366.20 |
| Div. 03 Concrete | \$ 85,100.00 | \$ 97,750.00 |
| Div. 04 Masonry | \$ 18,547.20 | \$ 27,305.60 |
| Div. 05 Steel | \$ 20,125.00 | \$ 31,625.00 |
| Div. 06 Woods | \$ 202,176.25 | \$ 248,675.00 |
| Div. 07 Envelope | \$ 210,507.25 | \$ 281,302.00 |
| Div. 08 Openings | \$ 70,886.00 | \$ 82,434.00 |
| Div. 09 Finishes | \$ 142,588.50 | \$ 208,305.25 |
| Div. 10 Specialties | \$ 9,050.50 | \$ 9,453.00 |
| Div. 11 Equipment | \$ - | \$ - |
| Div. 12 Furnishings | \$ 5,500.00 | \$ 6,500.00 |
| Div. 13 Special Construction | \$ - | \$ - |
| Div. 14 Conveying Systems | \$ - | \$ - |
| Div. 21 Mechanical | \$ 410,550.00 | \$ 523,200.00 |
| Div. 26 Electrical | \$ 189,750.00 | \$ 216,000.00 |
| Div. 27 Low Voltage Systems | \$ 62,000.00 | \$ 71,000.00 |
| Div. 30 Site | \$ 398,065.20 | \$ 445,021.80 |
| Direct Cost | \$ 2,144,212.10 | \$ 2,567,937.85 |
| Indirects Costs | | |
| Taxes-Excluded | | |
| Insurances-1.70% | | |
| Overhead & Profit-3.5% | | |
| Construction Contingency-3% | \$ 335,544.00 | \$ 351,276.00 |
| Bidding and Buyout Contingency-3% | | |
| Escalation-1.5% | | |
| Preconstruction Fee-.25% | | |
| Performance & Payment Bond-1% | | |
| Total Building Cost | \$ 2,479,756.10 | \$ 2,919,213.85 |
| Soft Costs | | |
| Design Costs-7.5% | | |
| Plan and Permit Fees (Allowance)-1% | | |
| 3rd Party Testing-20K | | |
| Building Commissioning-19K | \$ 451,600.00 | \$ 505,400.00 |
| Furniture-275K | | |
| Tap Fees (Allowance)-150K | | |
| Technology- By Owner | | |
| Owner Contingency-6% | | |
| TOTAL PROJECT COST | \$ 2,931,356.10 | \$ 3,424,613.85 |







