



Agenda
June 13, 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
 - 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. Policies and Procedures / By-Laws review – Lia Szasz
- I. Library Director's report
 - a. Website Accessibility - InkRiot
 - b. Budget Tool – ClearGov.org – new budgeting layout
 - c. Changes to the budget for upcoming year
- J. Staff Reports
 - a. Summer reading update
- K. Old business
 - a. Outreach vehicle proposal
 - b. Capital projects to consider for 2025
 - c. Strategic Plan review and actions for 2025
- L. New business
 - a. Vote to change Employee Handbook Section 4.13 Education Assistance
 - i. Finalize the discussion of changing the yearly amount to \$7,500 which allows reaching lifetime max of \$15,000 in a two-year program
- M. Next meeting: Thursday, July 11, 2024 - 5:00 pm Hudson Library



Agenda
June 13, 2024

N. Trustee Comments

O. Adjournment



Meeting Notes

May 9, 2024

- A. Call meeting to order – Barb Baker 5:07 pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Barb Baker
 - b. Cathy Bollers
 - c. Lynda Pruett
 - d. Wilbur Wafel
 - e. Leonard Roskop
 - f. Jayra Rodriguez
 - g. Tami Crossen
 - h. Anna Smith
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. Correct spelling Waffel should be Wafel
 - b. Leonard Roskop motion to approve
 - c. Wilbur Wafel 2nd
 - d. 5-0 Motion carries
- F. Payment approval
 - a. Barb Baker question about Hudson Town charge
 - i. Sponsorship to the Town for various functions
 - ii. We also have sponsorships for Lochbuie and Keenesburg
 - b. Leonard Roskop motion to approve
 - c. Cathy Bollers 2nd
 - d. 5-0 Motion carries
- G. Rick Medrano arrived 5:10 pm
- H. 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. Wilbur Wafel motion to enter Exec session
 - c. Lynda Pruett 2nd



Meeting Notes
May 9, 2024

- d. Roll call
 - i. Anna Smith - Yes
 - ii. Wilbur Wafel - Yes
 - iii. Leonard Roskop - Yes
 - iv. Cathy Bollers - Yes
 - v. Lynda Pruett – Yes
 - vi. Rick Medrano arrived 5:10 pm - Yes
 - vii. 6-0 motion carries

- e. Exec session began at 5:12 pm
- f. Motion to exit Executive Session
 - i. Leonard Roskop motion to exit
 - ii. Rick Medrano 2nd
 - iii. Roll call
 - 1. Anna Smith - Yes
 - 2. Leonard Roskop - Yes
 - 3. Wilbur Wafel - Yes
 - 4. Cathy Bollers - Yes
 - 5. Rick Medrano - Yes
 - 6. 6-0 motion carries
 - 7. Exec session ended at 5:31
- g. Lia asked if any discussion with Exec Session was outside of the topic:
 - i. Wilbur Wafel none
 - ii. Barb Baker none
 - iii. Leonard Roskop none
 - iv. Cathy Bollers none
 - v. Rick Medrano none
 - vi. Lynda Pruett none
 - vii. Anna Smith none

- I. Director's report
 - a. Upcoming events the Library/Outreach are attending:
 - i. Tree City USA - Keenesburg
 - ii. Lochbuie Safety Day
 - iii. Lochbuie Harvest Festival
 - iv. Keenesburg Oktoberfest
 - v. SEW Fair Parade

 - b. Combined Library Board Dinner in Greeley May 13 th 6:00-7:30
 - i. Cancelled



Meeting Notes
May 9, 2024

- ii. Monday July 8, newly proposed date, RSVP at next meeting
 - 1. 6:00pm-730pm somewhere in Greeley

J. Staff Reports

- a. Summer reading update
 - i. 20 Sponsors
 - ii. Schedule online
- b. New Outreach program "Central Family" organization
 - i. Migrant preschool to help migrant workers child care
 - ii. Twice month visit
 - iii. Craft project and pick out a book
 - iv. Generating excitement

K. Old business

- a. MOU with town of Hudson on property
 - i. Motion to execute the MOU
 - 1. Motion to execute MOU Leonard Roskop
 - 2. Barb Baker 2nd
 - 3. 6-0 motion carries

L. New business

- a. Outreach vehicle proposal
 - i. Extra vehicle for Outreach smaller that doesn't require the Book Mobile
 - 1. Examples: Roggen, Senior Homes,
 - 2. A van, conversion passenger model. With back cargo for carts
 - 3. Provides flex to have Book Mobile and Van out at same time doing different things
 - ii. Eventually will need a new Book Mobile, need more data to determine what we need in a Book Mobile
- b. Review with Attorney about our next steps as part of June meeting agenda
- c. Policy reviews set for June agenda with Attorney
- d. Plan to resume strategy planning next agenda including prelim budget for 2025

M. Next meeting: Thursday, June 13, 2024

N. Trustee Comments

- a. Anna Smith: positive about the Van purchase
- b. Cathy Bollers: Staff is incredible
- c. Rick: New faces staff members, great



Meeting Notes
May 9, 2024

d. Lynda: Impressed with the Program agenda introduced

O. Adjournment

- a. Motion to adjourn Lynda Pruett
 - i. Wilbur Wafel 2nd
 - ii. 6-0 Motion carries

Lynda M. Pruett
6-13-2024

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	Almos Energy	051024-LIBR	Library Gas Service 4/11/2	05/10/2024	199.37	25646412	199.37	62615	05/23/2024
Total 2:					199.37		199.37		
5	United Power Inc.	050324-LIBR	Electric Service April- Libra	05/03/2024	817.88	25646413	817.88	62571	05/15/2024
Total 5:					817.88		817.88		
30	CenturyLink	042824-2232	Library Telephone Bill	04/28/2024	57.38	25646410	57.38	62550	05/09/2024
Total 30:					57.38		57.38		
853	Love's Travel Stops & Cou	6010146534	Library- Bookmobile Fuel	05/02/2024	113.73	25646416	113.73	50824	05/08/2024
Total 853:					113.73		113.73		
1041	Caselle Inc.	132161	Contract Support and Main	04/01/2024	143.63	25647733	143.63	Multiple	Multiple
		132810	Contract Support and Main	05/01/2024	143.63	25647733	143.63	62530	05/08/2024
Total 1041:					287.26		287.26		
1186	Bank of Colorado	050124-JR	RETURN: Family Dollar - r	05/01/2024	653.18	25646725	653.18	62557	05/09/2024
		050124-TC	REFUND: Sams Club - Sal	05/01/2024	1,037.62	25646725	1,037.62	62557	05/09/2024
Total 1186:					1,690.80		1,690.80		
1252	Terminix	445533446	Pest Control Work Order 2	04/09/2024	232.00	25646724	232.00	62561	05/09/2024
Total 1252:					232.00		232.00		
1471	Pure Water Dynamics, Inc	1495428-IN	Colibri Cup-At-A-Time Bre	05/01/2024	45.00	25646710	45.00	62558	05/09/2024
Total 1471:					45.00		45.00		
1479	Highplains Library District	2772	Hudson Audiobooks	05/15/2024	2,203.18	25646728	2,203.18	62617	05/23/2024
Total 1479:					2,203.18		2,203.18		
1532	MountainAire Mechanical L	12251	HVAC Service - Kitchen Un	04/19/2024	198.00	25646421	198.00	62554	05/09/2024
Total 1532:					198.00		198.00		
1645	Employee Reimbursement	042524	Mileage - Greeley - DSS fo	04/25/2024	41.54	25646213	41.54	62553	05/09/2024
Total 1645:					41.54		41.54		
1663	Arrowhead Trash Service I	050124	Library Trash services - Ma	05/01/2024	94.00	25646423	94.00	62549	05/09/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000276	Yoga programming	05/02/2024	1,050.00	25646725	1,050.00	62552	05/09/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1699:					1,050.00		1,050.00		
1718	Matt's Aeration	102	aeration at Library	05/15/2024	120.00	25646422	120.00	62618	05/23/2024
Total 1718:					120.00		120.00		
1769	SE Weld County Chamber	1112	Annual Banquet Event Spo	02/02/2024	.00	25646211	.00	62128	05/09/2024
Total 1769:					.00		.00		
1799	Amazon Capital Services	139G-XPGW	BTMIEY 500g Glue Down I	05/01/2024	1,853.95	25646710	1,853.95	62614	05/23/2024
Total 1799:					1,853.95		1,853.95		
1834	HR Advantage Group	1026	Library HR Services - April	05/06/2024	56.25	25646632	56.25	62516	05/07/2024
Total 1834:					56.25		56.25		
1875	Background Information Se	159281	Library Background Check	04/30/2024	32.00	25646632	32.00	62573	05/16/2024
Total 1875:					32.00		32.00		
1932	Dawnee Rae Raskin	017	April Fitness Classes	05/04/2024	320.00	25646725	320.00	62556	05/09/2024
Total 1932:					320.00		320.00		
1962	Ann Lincoln Entertainment	032624	Ann Lincoln's Awesome Ad	03/26/2024	375.00	25646725	375.00	62548	05/09/2024
Total 1962:					375.00		375.00		
2062	B.V.D., Inc.	0575953-IN	Container Sale of 20' Cont	05/10/2024	4,015.00	25646724	4,015.00	62570	05/15/2024
Total 2062:					4,015.00		4,015.00		
2068	Phong Vo	060824	Dragon & Lion Dances for	05/22/2024	400.00	25646725	400.00	62616	05/23/2024
Total 2068:					400.00		400.00		
Grand Totals:					14,202.34		14,202.34		

Report Criteria:

Summary report type printed

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

You and your Board Trustees are invited

A Combined Boards' Dinner

When: Monday, July 8, 6:00 to 7:30p.m.

Where: Old Chicago, 2349 W. 29th Street, Greeley, in their meeting room

*Rick
Cathy
will bring?*

Thank you for letting me know how many will plan to attend – You are always good at doing that! Also, Old Chicago will serve pizzas, salad, and desserts. There will be a variety of toppings, including vegetarian, and regular and gluten-free crusts. I look forward to seeing you there!

BY-LAWS

Of the Board of Trustees of the Hudson Public Library of Hudson, Colorado

Reviewed: March 22,2023

Approved: March 22,2023

ARTICLE I Name

This organization shall be called "The Board of Trustees" of the Hudson Public Library, hereinafter referred to as The Board.

ARTICLE II Meetings

Section 1 The regular meeting shall be held once each month, except when deemed necessary for a different time by the Chairperson. The date and hour shall be set by The Board.

Section 2 Special meetings shall be held at the call of the Chairperson or upon request of two members for the transaction of business stated in the call for the meeting.

Section 3 The annual meeting shall be for the purpose of the election of officers and held at the time of the regular meeting in February of each year.

Section 4 A quorum for the transaction of business at any meeting shall consist of four members of The Board present in person or by Proxy vote.

Section 5 Except as otherwise provided for in these By-Laws or by State Law or Hudson Ordinance, Robert's Rules of Order shall govern the conduct of these meetings.

Section 6 The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence as given so far as circumstances permit:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Public Comments
5. Approval of previous meeting minutes
6. Payment approval
7. Library Director's Report
8. Staff reports
9. Old business
10. New business
11. Next meeting date
12. Trustee Comments
13. Adjournment

ARTICLE III Membership

Section 1 The Board shall consist of seven (7) at large members, representing all areas of the district, who by statute are appointed by the Town Trustees from recommendations made by The Board.

Section 2 Board members are appointed for a term of five (5) years.

Section 3 Those to replace outgoing members on expiration of their terms shall be nominated for membership by The Board at the regular December meeting. Their names shall be submitted to the Town Trustees for approval.

Section 4 The unexpired term of a member on The Board shall be filled by The Board nomination and approval of the Town Trustees at the earliest regular Board meeting after such vacancy occurs.

Section 5 Any member may be removed from office after missing three consecutive regular Board meetings and by majority vote of The Board.

ARTICLE IV OFFICERS

Section 1 The officers shall be a Chairperson, Vice-Chairperson, a Secretary, and a treasurer elected from the Trustees at the annual meetings of The Board.

Section 2 The Chairperson shall preside at all meetings of The Board; authorize calls for any special meetings, appoint all committees, execute all documents authorized by The Board, and perform such duties as are generally associated with the office. The Chairperson shall oversee a review of policies and procedures every two years.

Section 3 The Vice-Chairperson shall preside at any meeting of the Board in the absence of the Chairperson. In the prolonged absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.

Section 4 The Secretary shall keep a true and accurate record of all meetings of The Board and shall perform all duties as are generally associated with the office.

Section 5 The office of Treasurer shall be bonded as required by the Town Board, and shall keep and bear records of the office of Treasurer and administer funds as directed by The Board. The Treasurer shall be allowed to remain in office for longer than two years.

Section 6 There are no term limits for officers on the The Board.

ARTICLE V LIBRARY STAFF

Section 1 The Board shall appoint the Library Director. The Library Director shall be the executive and administrative officer of the Library on behalf of The Board, yet under its direction. The Library Director is responsible for the efficiency of the library under the financial conditions set forth in the annual budget.
The Library director has full responsibility and authority to deal with personnel issues.

ARTICLE VI GENERAL

Section 1 An Affirmative vote of the majority of members of The Board present at the time shall be necessary to approve any action by The Board.

Section 2 The By-Laws may be amended by a majority vote of the members present at any regular meeting of The Board after the proposed change has been presented at a previous meeting.

BYLAWS
OF
THE BOARD OF TRUSTEES OF THE HUDSON PUBLIC LIBRARY
TOWN OF HUDSON, COLORADO

ARTICLE I
Name and Offices

1. Name. The name of the organization is The Board of Trustees of the Hudson Public Library (the "Board").
2. Offices. The principal office of the Board shall be in the County of Weld, Town of Hudson (the "Town").
3. Purpose. The Board was established by the Town Council in 1981 and is described as a town board in Article 14, Section 2-160 et. seq. of the Hudson, Colorado Municipal Code (the "Code"). The purpose of the Board is to guide and direct the Hudson Public Library (the "Library") as it serves the entire service area of the Weld County RE3-J school district (the "District"). This includes having supervision, care and custody of all the property of the library, including rooms or buildings constructed, leased or set apart therefore and other responsibilities set out more fully in Article 14, Section 2-162 of the Code.

ARTICLE II
Membership

Membership. The Library shall have no voting members. The entire voting power for all purposes shall rest in the Board.

ARTICLE III
Board of Trustees

1. General Powers. The business and affairs of the Board shall be managed by the Board. The Board shall make appropriate delegations of authority to the Officers of the Board and the Library and, to the extent permitted by law, by appropriate resolution the Board may authorize one or more Board Committees to act on its behalf when it is not in session.
2. Appointment. The business and property of the Library shall be managed and controlled by a Board of Trustees, who shall be appointed by the mayor of the Town of Hudson, with the approval of the Town Council based on recommendations made by the Board.

3. Number/Term. The number of Trustees of the Board shall be no less than five (5) and no more than seven (7). When the number of Trustees is decreased by the Town, each Trustee in office shall serve until his term expires or until his resignation or removal. The term for each Trustee shall be 5 years from the date of their appointment.

4. Resignation. Any Trustee may resign at any time by giving written notice of such resignation to the Board of Trustees.

5. Vacancies. Any vacancy in the Board of Trustees occurring during the year, including a vacancy created by an increase in the number of Trustees made by the Town, will be filled for the unexpired portion of the term after Board nomination and appointment by the town council. Any Trustee so appointed shall hold office for the unexpired term of the resigning Trustee.

6. Annual Meetings. The annual meeting shall be held in February of each year for the purpose of electing officers of the Board and held at the time of the Regular Meetings.

7. Regular Meetings. Regular meetings shall be held once each month. The date and hour shall be set by the Board from time to time. The order of business for Regular Meetings shall include, but not be limited to, the following which shall be covered in sequence as give so far as circumstances permit:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call – determination of Quorum
- d. Public Comments
- e. Approval of previous meeting minutes
- f. Payment approvals
- g. Library Director’s Report
- h. Staff Reports
- i. Old Business
- j. New Business
- k. Next Meeting Date
- l. Trustee Comments
- m. Adjournment

8. Special Meetings. Special meetings of the Board of Trustees may be called by the Chairperson and must be called by either of them upon the written request of any member of the Board.

9. Notice of Meetings. Notice of all meetings of the Board of Trustees, except as otherwise provided, shall be given by mail at least three (3) days or by telegraph at least one (1) day before the meeting to the usual business or residence address of the Trustee, but such notice may be waived by any Trustee. Regular meetings of the Board of Trustees may be held without

notice at such time and place as shall be determined by the Board. Any business may be transacted at any meeting of the Board of Trustees. At any meeting at which every Trustee shall be present, even though without any notice or waiver, any business may be transacted.

10. Chair. At all meetings of the Board of Trustees, the Chairperson or Vice-Chairperson, or in their absence a chair chosen by the Trustees present, shall preside.

11. Quorum. At all meetings of the Board of Trustees, a majority of the Trustees shall be sufficient to constitute a quorum for the transaction of business, and the act of a majority of the Trustees present at any meeting in which there is a quorum shall be the act of the Board of Trustees, except as may be otherwise specifically provided by statute or by these Bylaws.

12. Compensation. Trustees shall not receive any stated salary for their services, but by resolution of the Board, a fixed reasonable sum or expenses of attendance, if any, or both, may be allowed for attendance at each regular or special meeting of the board. The Board of Trustees shall have power in its discretion to contract for and to pay to Trustees rendering unusual or exceptional services to the Board special compensation appropriate to the value of such services.

13. Powers. All the corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of Colorado, shall be vested in the Board of Trustees. The Board of Trustees may by general resolution delegate to committees of their own number or to officers of the Board such powers as they may see fit.

14. Duties. A Trustee shall perform his or her duties as a Trustee, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the Library and the District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing said duties, a Trustee shall be entitled to rely on information, opinion, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in paragraphs a, b, and c below; but he or she shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A Trustee who so performs his or her duties shall not have any liability by reason of being or having been a Trustee of the Library. Those persons and groups on whose information, opinions, reports, and statements a Trustee is entitled to rely upon are:

a. One or more officers or employees of Library whom the Trustee reasonably believes to be reliable and competent in the matters presented;

b. Legal counsel, public accountants, or other persons as to any matter which the Trustee reasonably believes to be within such person's professional or expert competence; or

c. A Committee of the Board upon which the Trustee does not serve, duly designated in accordance with the provision of these Bylaws, as to matters within its designated authority, which committee the Trustee reasonably believes to merit confidence.

ARTICLE IV Officers of the Board

1. Number. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and such other officers with such powers and duties not inconsistent with these Bylaws as may be appointed and determined by the Board of Trustees. Any two (2) offices, except those of Chairperson and Vice-Chairperson, may be held by the same person.

2. Election, Term of Office, and Qualifications. The officers shall be elected annually by the Board of Trustees from among their number, at the Annual Meeting of the Board of Trustees.

3. Vacancies. In case any office of the Board becomes vacant by death, resignation, retirement, disqualification, or any other cause, the majority of the Trustees then in office, although less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold and serve until the first meeting of the Board of Trustees after the annual meeting next succeeding and until the election and qualification of a successor.

4. Chairperson. The Chairperson shall preside at all meetings of the Board of Trustees. He or she shall have general charge and supervision of the affairs of the Board and shall perform such other duties as may be assigned by the Board of Trustees. The Chairperson shall oversee a review of Library policy and procedures every two years.

5. Vice-Chairperson. At the request of the Chairperson or in the event of his or her absence or disability, the Vice-Chairperson shall perform the duties and possess the powers of the Chairperson; and to the extent authorized by law, the Vice-Chairperson shall have such other powers as the Board of Trustees may determine and shall perform such other duties as may be assigned by the Board of Trustees.

6. Secretary. The Secretary shall have charge of books, documents, and papers as the Board of Trustees may determine. He or she shall attend and keep the minutes of all the meetings of the Board of Trustees and members of the Board. He or she may sign with the Chairperson or Vice-Chairperson, in the name and on behalf of the Board, any contracts or agreements authorized by the Board of Trustees. In general, the Secretary shall perform all the duties incident to the office of Secretary, subject to the control of the Board of Trustees, and shall do such other duties as may be assigned by the Board of Trustees.

7. Treasurer. The Treasurer shall have custody of all funds, property, and securities of the Board, subject to such regulations as may be imposed by the Board of Trustees. He or she may be required to give bond for the faithful performance of his or her duties, in such sum and with such sureties as the Board of Trustees may require. When necessary, he or she may endorse on behalf of the Board for collection checks, notes, and other obligations, and shall deposit the same to the credit of the Board at such bank or banks or depository as the Board of Trustees may designate. He or she shall sign all receipts and vouchers; and together with such other officer or officers, if any, as shall be designated by the Board of Trustees, shall sign all checks of the Board and all bills of exchange and promissory notes issued by the Board, except in cases where the signing and execution shall be expressly designated by the Board of Trustees or by these Bylaws to some other officer or agent of the Board. He or she shall make such payments as may be necessary on behalf of the Board. He or she shall enter regularly on the books of the Board to be kept for the purpose full and accurate account of all monies and obligations received and paid or incurred for or on account of the Board, and shall exhibit such books at all reasonable times to any Trustee on application at the offices of the Board. In general, he or she shall perform all the duties incident to the office of Treasurer, subject to the control of the Board of Trustees.

8. Removal. Any officer may be removed from office by the affirmative vote of two-thirds (2/3) of all the Trustees at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interest of the Board, for lack of sympathy with its objects, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least five (5) days' notice in writing, by mail, of the meeting of the Board of Trustees at which such removal is to be voted upon, and shall be entitled to appear before and be heard by the Board of Trustees at such meeting.

ARTICLE V

Agents, Staff Officers and Representatives

1. Agents. The Board of Trustees may appoint agents and representatives of the Board with powers and to perform acts or duties on behalf of the Board as the Board of Trustees may see fit, so far as may be consistent with these Bylaws, to the extent authorized by law.

2. Director. The Library Director shall manage the affairs of the Library under the direction and supervision of the Board, except as otherwise provided in these bylaws. The Director shall serve at the pleasure of the Board, and the Board shall determine the compensation and terms and conditions of his/her employment. The Director shall be responsible for the financial affairs, personnel and overall management of the Library under the financial conditions set forth in the annual budget the policies and procedures approved by the Board.

3. Salaries. The salaries of all staff shall be fixed by the Board of Trustees and shall be reasonable in amount and in accordance with the annual budget.

ARTICLE VI
Contracts

The Board of Trustees, except as otherwise provided in these Bylaws, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Board, and such authority may be general or confined to a specific instance: and unless so authorized by the Board of Trustees, no officer, agent, or employee shall have any power or authority to bind the Board by any contract or engagement, or to pledge its credit, or to render it liable pecuniarily for any purpose or to any amount.

ARTICLE VII
Advisory Committees

The Board of Trustees may appoint from its number, or from among such persons as the Board of Trustees may see fit, one or more advisory committees, and at any time may appoint additional members. The members of any such committee shall serve during the pleasure of the Board of Trustees. Such advisory committees shall advise with and aid the officers of the Board in all matters designated by the Board of Trustees. Each such committee may, subject to the approval of the Board of Trustees, prescribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure.

The members of any advisory committee shall not receive any stated salary for their services, but by resolution of the Board of Trustees, a fixed reasonable sum or expenses of attendance, if any, or both, may be allowed for attendance at each regular or special meeting of such committee. The Board of Trustees shall have power in its discretion to contract for and to pay to any member of an advisory committee, rendering unusual or exceptional services to the Board, special compensation appropriate to the value of such services.

ARTICLE VIII
Fiscal year

The fiscal year of the Board shall commence on January 1 of each year and end on December 31.

ARTICLE IX
Prohibition Against Sharing in Earnings

No Trustee, officer, employee of or member of a committee of, or person connected with the Board, or any other private individual shall receive at any time any of the net earnings or

pecuniary profit from the operations of the Board, provided that this shall not prevent payment to any such person of such reasonable compensation for services rendered to or for the Board in effecting any of its purposes as shall be fixed by the Board of Trustees, and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Board.

ARTICLE XI
Investments

The Board shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Trustees, without being restricted to the class of investments which a Trustee is or may be permitted by law to make, or any similar restriction, provided, however, that no action shall be taken by or on behalf of the Board if such action is a prohibited transaction or would result in the denial of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

ARTICLE XII
Amendments

The Board of Trustees shall have power to make, alter, amend, and repeal the Bylaws of the Board by affirmative vote of a majority of the Board, provided, however, that the action is proposed at a regular or special meeting of the Board and adopted at a subsequent regular meeting, except as otherwise provided by law.

Secretary

Hudson Library Stats			
New Library Cards			43
Programming			
		# of Programs	Total Attendance
Kids 0-5		16	226
Kids 6-11		8	77
Teens		2	15
Adults		25	217
All Ages		12	103
Total		63	638

Create HQ Stats		
Machine uses		
Sewing		1
3D Prints		20
Sublimation		6
Heat Press		27
Epilog		5
Cricut		24
Button Maker		0
Total		83

Wow Stats			
New Library Cards			1
Programming and Stops			
WCMS		1	
CCA		3	235
Aladdin		2	
Charleston		3	
Prairie View		1	50
Wild Country RV		1	26
Meadow Ridge		1	
Hoff		1	
Lochbuie		1	180
Roggen		1	2
Migrant Preschool		2	50
Total		17	543

- Bookmobile Stops at the schools
- Lobby Stops to assisted living homes includes programming
- Connecting You Stops at the schools Programming and Bookmobile

Library Financials			Balance	Interest Current	Interest YTD
Financial Institution	Account Type				
TBK	CD-48 Month Maturity 07/27/25		\$68,387.57		
	CD-24 Month Maturity 07/27/25		\$32,844.52		
TBK	Money Market		\$122,373.88	\$15.59	\$77.43
Bank of Colorado	Building		\$4,250.16		
	Money Market		\$9,359,433.26	\$6,771.46	\$26,397.36
High Plains Bank	Insured Cash Sweep		\$4,977,046.90	\$16,878.55	\$71,263.42
	Money Market		\$250,567.96	\$567.96	\$2,650.29
ColoTrust	Plus+		\$2,163,441.60	\$10,011.89	\$29,556.83
	Prime		\$5,369,543.50	\$23,885.77	\$69,814.93



Town of Hudson

2024 Proposed
Budget

Appendix 3

Library Detailed Budgets

**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	22.7%
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%
Personal Services Subtotal	320,832	282,532	574,000	348,016	556,286	-3.1%
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%

**HUDSON LIBRARY
EXPENDITURES**

	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-64-7711 Misc. Capital Projects	33,269	-	-	-	-	0.0%
25-64-7719 Library Building Project	100,685	-	500,000	56,619	500,000	0.0%
25-64-7730 Office Equipment	22,350	-	5,000	1,000	5,000	0.0%
25-64-7790 Other Capital Outlay	-	-	1,000,000	5,000	2,500,000	150.0%
Operating & Capital Outlay Subtotal	321,706	163,750	1,992,840	289,776	3,509,200	76.1%
Hudson Library Total Expenditures	642,538	446,281	2,566,840	637,792	4,065,486	73.0%

**KEENESBURG LIBRARY
EXPENDITURES**

Personal Services	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-65-6025 Wages - F/T	11,332	55,738	75,000	85,336	-	-100.0%
25-65-6011 Wages - P/T	11,376	16,735	20,000	12,437	-	-100.0%
25-65-6012 Seasonal/Hourly	270	83	5,000	4,319	-	-100.0%
25-65-6022 Bonus	-	-	5,000	2,795	-	-100.0%
25-65-6033 FICA - OASDI	1,310	4,249	5,000	6,599	-	-100.0%
25-65-6034 FICA-Medicare	306	1,020	2,000	1,544	-	-100.0%
25-65-6035 Workers Compensation	-	-	1,000	0	-	-100.0%
25-65-6036 Unemployment taxes	63	150	1,000	263	-	-100.0%
25-65-6050 Pension Plan	519	3,078	3,000	5,141	-	-100.0%
25-65-6125 Health Insurance	1,990	10,346	20,000	25,508	-	-100.0%
25-65-6111 Life & Disability	65	323	500	1,967	-	-100.0%
25-65-6112 Dental Insurance	129	558	1,000	1,198	-	-100.0%
Personal Services Subtotal	27,361	81,052	138,500	147,106	-	-100.0%
Operating & Capital Outlay	2021 Actual	2022 Actual	2023 Budget	2023 Projection	2024 Proposed	2024 Var to Bud
25-65-6211 Dues & Memberships	-	-	100	-	-	-100.0%
25-65-6325 Insurance	-	-	5,000	-	-	-100.0%
25-65-6410 Telephone Service	268	309	700	-	-	-100.0%
25-65-6423 Trash Removal Service	-	220	500	40	-	-100.0%
25-65-6512 Advertising and Promotions	-	135	1,500	-	-	-100.0%
25-65-6633 Other Contracted Services	3,770	-	-	-	-	0.0%
25-65-6710 Operating Supplies	168	222	2,000	15	-	-100.0%
25-65-6720 Office Supplies	99	8	2,000	47	-	-100.0%
25-65-6723 Books	276	1,452	15,000	362	-	-100.0%
25-65-6724 Operation Maintenance	2,341	-	1,000	-	-	-100.0%
25-65-6725 Program Expenses	331	264	5,000	52	-	-100.0%
25-65-6727 Audio Books	-	501	1,000	-	-	-100.0%
25-65-6728 Visual DVD's	-	-	1,000	-	-	-100.0%
25-65-6729 Periodicals	172	183	500	-	-	-100.0%
25-65-6730 Furnishings	253	-	500	-	-	-100.0%
25-65-7719 Library Building Project	-	850	1,000	-	-	-100.0%
25-65-7790 Other Capital Outlay	-	-	100,000	-	-	-100.0%
Operating & Capital Outlay Subtotal	7,677	4,143	136,800	516	-	-100.0%
Keenesburg Library Total Expenditures	35,038	85,196	275,300	147,622	-	-100.0%



June 11, 2024

Tami Crossen
Hudson Public Library
100 Beech Street
Hudson, CO 80642

Re: Outreach Vehicle Recommendation

Dear Ms. Crossen,

Please accept this document as my professional recommendation for your new outreach vehicle based on our recent meetings and discussions. The goal of this document is to outline three (3) different vehicle options we have determined will best suit the goals, desires, and environmental/operational concerns as surfaced.

Option #1 - Ford Transit Van

The first option is an 18-foot-long, gasoline powered Ford Transit. This option offers seating for 3 with a front bench seat, but only regular/low headroom in this length.

CHASSIS FEATURES

The base chassis will have the following major features:

- 8,670lb Gross Vehicle Weight Rating (GVWR) – no CDL required
- 3.5L PFDi V6 gasoline engine
- 10-speed automatic transmission
- Antilock brakes
- Cab air conditioning
- Power windows/locks
- Load area protection package and heavy-duty cargo flooring
- Vinyl 3-person bench seat
- Full rear compartment lighting

The estimated cost for this vehicle is **\$60,000**



"YOUR PARTNER FOR THE ROAD AHEAD!"

3312 W SYCAMORE STREET
FRANKLIN, WI 53132
262.679.9096
VEHICLESUCCESS.COM



Option #2 – Chevrolet Express Cargo Van

The second option is an 18-foot-long, gasoline powered Chevy Express. This option offers seating for only 2, and only regular/low headroom

CHASSIS FEATURES

The base chassis will have the following major features:

- 8,600lb Gross Vehicle Weight Rating (GVWR) – no CDL required
- 4.3L V6 gasoline engine
- 8-speed automatic transmission
- Antilock brakes
- Cab air conditioning
- Power windows/locks
- Side and rear windows
- Driver & passenger bucket seats



The estimated cost for this vehicle is **\$53,000**

Option #3 – Mercedes Sprinter Crew Van

The third option is a 19.5-foot-long, diesel powered Mercedes Sprinter. This option offers seating for 5 with a second-row bench seat, and a medium height headroom

CHASSIS FEATURES

The base chassis will have the following major features:

- 9,050lb Gross Vehicle Weight Rating (GVWR) – no CDL required
- 4-cylinder diesel, standard output
- 9-speed automatic transmission
- Antilock brakes
- Cab air conditioning
- Power windows/locks
- Side and rear window
- 2-row seating for 5



The estimated cost for this vehicle is **\$62,000**



Representative image of 650 series lift

OVERALL MAJOR FEATURES

Any of the vehicles envisioned will have the following major features:

- a) No insulation or interior finishes (beyond factory)
- b) Safety bulkhead
- c) Folding Tommy Gate 650 series hydraulic lift inside rear door

I hope this information is helpful and accurately depicts the vehicle envisioned for you. As always, please feel free to contact me directly with any questions or comments and I look forward to next steps.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Swendrowski'.

Michael Swendrowski
President

GOAL ONE

Improve accessibility of library services

Objective 1.1: Extend library hours

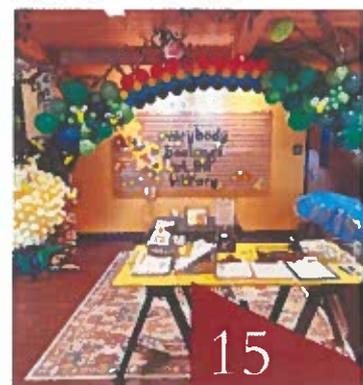
- Initiate new trial hours by January 2024, and track usage and staff capacity during these times
- Complete a public survey in June 2024 to define level of change in meeting community demand
- Continue to adjust biannually until public survey provides a success response at 80% or higher

Objective 1.2: Revise bookmobile outreach

- Evaluate bookmobile collection and identify additional locations for services by March 2024
- Research new bookmobile types and vendors, and contract with bookmobile consultant if necessary, by May 2024

Objective 1.3: Conduct community needs assessment and feasibility study to evaluate expanding library service locations

- Complete community needs assessment by December 2024
- Complete feasibility study to evaluate library service expansion by December 2025



GOAL TWO

Increase engagement with the community

Objective 2.1: Develop communication plan

- Communication plan to be created and implemented by December 2024

Objective 2.2: Increase library engagement at community events

- The library will be engaged in the community for at least eight events per year with no fewer than two per town, per year beginning in 2024



GOAL THREE

Increase services to Spanish speakers

Objective 3.1: Investigate bilingual pay differential to reward staff for additional workload and encourage bilingual applicants to fill future positions

- Research and bring policy to the board by July 2024

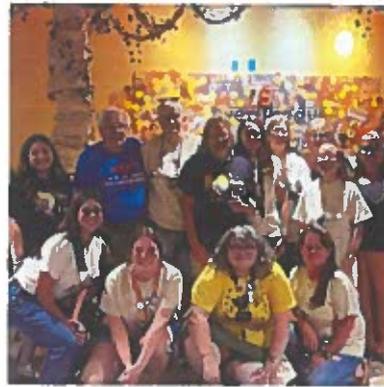
Objective 3.2: Evaluate Spanish collection and location(s)

- Test displays and locations quarterly beginning in January 2024

Objective 3.3: Offer Spanish-language programming, including bilingual Storytime and programs for adults

- Offer bilingual Storytime at least once a week beginning in March 2024
- Offer at least one adult program in Spanish quarterly beginning in fall 2024





GOAL FOUR

Increase the engagement of the Board of Trustees

Objective 4.1: Provide board development at least once per year

- Determine what development areas are needed/requested and provide Board development session at least once per calendar year

Objective 4.2: Obligate each trustee to attend at least two library programs or events each year

- Trustees to attend at least two library programs or events by the end of each calendar year providing feedback per each program attended during Board of Trustee meetings

Objective 4.3: Establish annual audit of policies with attorney reviews as appropriate

- Policy committee will be assigned each January to set schedule for review of policies and attorney consultation as appropriate. Committee will recommend revisions as necessary at Trustee meetings with the goal that each policy will be audited by the end of each calendar year

GOAL FIVE

Continue the library's culture of 21st Century innovation

Objective 5.1: Create a Library of Things – more experience passes for Denver activities, seed library, adult board games, video games

- Research based on community needs and feedback by end of 2024
- Offer additional collection items by December 2025

Objective 5.2: Develop outdoor space for community programming

- Create outdoor space and programming by June 2026



GOAL SIX

Augment current programming to meet demand identified in community feedback

Objective 6.1: Facilitate relationships between long-time residents and new residents with community events and an oral history project

- Develop oral history collection by December 2026
- Offer at least one cross-cultural/generational program per quarter beginning in January 2025

Objective 6.2: Develop homeschooling programming in partnership with homeschool families

- Create registry of homeschool families beginning in July 2024
- Offer monthly meetups beginning in September 2024

Objective 6.3: Increase programming for babies/toddlers, teens and seniors

- Provide a suggestion box to gather information to provide programs that are relevant to our communities needs
- Increase programs for this patron base by providing two additional activities per month by December 2024

