



HUDSON PUBLIC LIBRARY

Agenda
August 8, 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. Draft budget for 2025
 - b. Proposal for landscaping from of building
 - c. Thank you to the board members who helped with the Summer Reading Party
- H. Staff Reports
 - a. Summer Reading update
- I. Old business
 - a. Outreach vehicle proposal
 - b. Policies and Procedures/ By-Laws Review
- J. New business
 - a. RFP document for Community Needs Assessment and Feasibility Study consulting services-review
 - b. Consulting with the Town of Hudson to improve and enhance the space between the two buildings and add a park
- K. Next meeting: Thursday, September 12, 2024 - 5:00 pm Hudson Library
- L. Trustee Comments
- M. Adjournment



Meeting Notes
July 11, 2024

- A. Call meeting to order
 - a. 5:06 pm call to order Barb Baker
- B. Pledge of Allegiance
- C. Roll call
 - a. Rick Medrano running late
 - b. Anna Smith, ETA 5:30pm
 - c. Lynda Pruett
 - d. Leonard Roskop
 - e. Cathy Bollers
 - f. Wilbur Wafel
 - g. Judy McGill, guest
 - h. Tami Crossen
 - i. Barb Baker
- D. Public Comments
 - a. none
- E. Approval of previous meeting notes
 - a. Motion to approve meeting notes, Leonard Roskop
 - b. Cathy Bollers 2nd
 - c. 4-0 motion carries
- F. Payment approval
 - a. Amazon is a lump sum, Tami itemizes it by category
 - b. Motion to approve payments, Leonard Roskop
 - c. Lynda Pruett 2nd
 - d. 4-0 Motion carries
- G. Executive Session for legal consultation with Lia Szasz
- H. Policies and Procedures / By-Laws review – Lia Szasz
 - a. Motion to postpone G and H from this agenda to a future agenda, Wilbur Wafel
 - b. Leonard Roskop, 2nd
 - c. 4-0 motion carries
- I. Library Director's report
 - a. CAL conference- September 5-7, Breckenridge
 - i. May close if all staff are able to attend the conference



Meeting Notes
July 11, 2024

- b. Staff Appreciation-
 - i. Joint event with Johnstown- Casa Bonita on July 23- Close at 5:30pm
- c. Staff dinner for Summer Reading Success- July 30th - Close at 5pm
- d. Board agrees early closure for Staff on the above dates to celebrate success
- e. Keenesburg furniture/shelving donation to Johnstown Library
 - i. Johnstown Library will pick up, date TBD

J. Staff Reports

- a. Summer Reading update- End of Summer Reading Party August 1st - 5-7pm
- b. 864 registrations 100 greater than last year
- c. Very successful program year

K. Old business

- a. Outreach vehicle proposal
 - i. Specs are received and Tami will take to dealership to get quotes.
- b. Capital projects to consider for 2025
 - i. Land purchase in 2025 will have its own line item on the budget
- c. Strategic Plan review and actions for 2025
 - i. Going well and meeting our plan goals
 - ii. Communications plan
 - 1. Website is actively updated
 - 2. Social posts are managed via staff member
 - 3. Event information sent to schools in our district
 - 4. Posts are provided to Parents' Square
 - 5. Attend Parent Teacher Fall conferences
 - 6. Take this list into a scheduled plan to maintain consistency going forward
 - iii. Find ways to bridge community gaps / facilitate socials etc at the Library
 - 1. Meet your neighbors at the Library – annual event
 - a. More to come
- d. Legal counsel is providing RFPs for vendors for Feasibility Study
- e. Website Accessibility – InkRiot
 - i. Tamie will share monthly accessibility report with Board
- f. Lochbuie update: Hudson and HP officially filed for Atty fees



Meeting Notes
July 11, 2024

L. New business

- a. Report from trustees regarding Combined Boards Dinner
 - i. Rick: dinner went well and well attended. State statute CO taxation laws discussed. Cathy provided the "view" from Hudson Library future projections

M. Next meeting: Thursday, August 8, 2024 - 5:00 pm Hudson Library

- a. This conflicts with SEWC Fair, Tami will have Jayra present and the Board of Trustees are fine to keep the usual date.

N. Trustee Comments

- a. Lynda Pruett: Congrats on the Summer Reading Program!
- b. Rick Medrano: questions about the earlier items he missed H and G above
- c. Cathy Bollers: Impressed with the staff comradery and support of each other. Kudos to Tami as their manager.

O. Adjournment

- a. Leonard Roskop motion to adjourn
- b. Rick Medrano 2nd
- c. 5-0 motion carries
- d. Adjourn at 6:10pm

Lynda Pruett
8-8-2024

**BYLAWS
OF THE
BOARD OF TRUSTEES OF THE HUDSON PUBLIC LIBRARY**

**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 at 100 Beech Street, 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, § 2-160 *et seq.* of the Hudson Municipal Code (the "Code") and exists by virtue of the provisions of the Colorado Library Law, C.R.S, § 24-90-101, *et seq.* The purpose of the Board is to oversee, guide, and direct the Hudson Public Library (the "Library") as it serves that portion of the Weld County RE-3J School District west of Weld County Road 61 (the "Service Area"). 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, § 2-162 of the Code.

**ARTICLE II
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 Director of 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.
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. Removal. A Trustee may be removed by the mayor of the Town of Hudson, with the approval of the Town Council.

6. 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 appointment by the Town Council. Any Trustee so appointed shall hold office for the unexpired term of the resigning or removed Trustee.

7. 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.

8. 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 committees of their own number or to officers of the Board such powers as they may see fit.

9. 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 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 III
Meetings

10. Notice of Meetings. Any meeting at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the Board is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public, physically posted at on a designated public place at the Board's principal office no less than twenty-four hours prior to the holding of the meeting.

11. Open to the Public. All meetings, votes, and deliberations of the Board shall be open to the public unless otherwise provided by law. The Board may hold additional work sessions. All proceedings and records, including meeting minutes taken at each Library Board meeting will be recorded and made available to the public unless otherwise provided by law.

12. Quorum. Four (4) Trustees shall be sufficient to constitute a quorum for the transaction of business at any Regular Meeting or Special Meeting of the Board. Proxy votes will not be allowed.

13. 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.

14. Regular Meetings. Regular meetings of the Board shall be held at least once each month online or at a place within Weld County, Colorado. The date and hour shall be set by the Board from time to time, and meeting notices and agendas shall be posted on the Library's public website. The date, time, and place of any Regular Meeting of the Board may be set or changed by a majority vote of attending Trustees at a Regular Meeting. The Board may cancel a Regular Meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

15. Regular Meeting Agenda. The order of business for Regular Meetings shall include, but not be limited to, the following which shall be covered in sequence as given 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

16. Special Meetings. Special meetings of the Board of Trustees may be called upon the written request of any member of the Board at any time with no less than 24 hours' notice to all Trustees and with adequate advance notice to allow for the public posting of the meeting notice in compliance with CRS § 24-6-402(2)(c). The date, time and place of any Special Meeting of the Board may be set or changed by a majority vote of attending Trustees at a Regular Meeting. The Board may cancel a Special Meeting if no pressing issues warrant a meeting, or in the event of an unforeseen circumstance.

17. Notice of Meetings. Notice of all meetings of the Board of Trustees, except as otherwise provided, shall be given at least one (1) day before the meeting to the usual address of the Trustee, but such notice may be waived by any Trustee. 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.

18. Votes on Motions. Votes on motions shall be recorded in the minutes as approved or disapproved by voice vote or by roll call when requested by a Trustee. All Trustees, including the Chair, may vote on motions.

19. 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.

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. Officers shall assume their duties upon election and shall serve for terms of one year or until their successors are elected.

3. Removal. Any officer may be removed from office for failure to discharge his or her duties by an affirmative majority vote of attending Trustees at a Regular Meeting. The Trustees seeking such action shall give written notice to the officer 5-days prior to voting on such issue at a Regular Meeting.

4. 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.

5. 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.

6. 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.

7. 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.

8. Treasurer.

(a) The Treasurer shall:

- (i) Have supervision, care, and custody of all property of the Library,
- (ii) Ensure that the Board of Trustees has exclusive control of the disbursement of the finances of the Library,
- (iii) Oversee the disbursement of funds by the Library Director,
- (iv) Ensure that an annual budget is timely submitted annually to the legislative body of the governmental unit which the Library serves,
- (v) Ensure that the financial activity of the Library is entered regularly on the books of the Library 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 Library,

- (vi) Exhibit such books at all reasonable times to any Trustee on application at the offices of the Board, and
 - (vii) perform in general all the duties incident to the office of Treasurer, subject to the control of the Board of Trustees.
- (b) The Treasurer may:
- (i) 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,
 - (ii) endorse on behalf of the Board for collection checks, notes, and other obligations and deposit the same to the credit of the Board at such bank or banks or depository as the Board of Trustees may designate, and
 - (iii) sign all receipts and vouchers, and together with such other officer or officers, if any, as shall be designated by the Board of Trustees, may sign all checks of the Library 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.

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 Board shall employ a Library Director to 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 and the policies and procedures approved by the Board.

3. Salaries. The salaries of all staff shall be fixed by the Director 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

1. Amendment by Vote. 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.

2. Automatic Amendment. The Bylaws shall conform to the prevailing governing statutes. Amendments as a result of changes to a governing statute shall be automatic, and the subsequent changes shall be given to the Trustees, in writing, as soon as possible.

Date adopted: _____

Secretary



REQUEST FOR PROPOSAL
Consultant Services

**COMMUNITY NEEDS ASSESSMENT AND FEASIBILITY STUDY CONSULTING
SERVICES**

Date Issued: August 13, 2024

Issued by: Hudson Public Library

1. Introduction & Background

The Hudson Public Library (the “Library”) is a member library in the High Plains Library District and serves the community within the Weld County RE-3J School District on the western side of Weld County Road 61, including Hudson, Keenesburg, Lochbuie and the surrounding area. With a population that cherishes its rich history and rural charm, Hudson is a close-knit community that values education, literacy, and access to information. The Library is a key resource for residents, providing a wide range of services and programs designed to support lifelong learning and community engagement.

The Library has a storied history that dates back to its founding in the early 20th century. Established in 1925, the Library began as a modest collection of books housed in a small room within the Town of Hudson’s community center. Over the decades, it has grown and evolved to meet the changing needs of a growing, diverse community. In the 1950s, a dedicated library building was constructed, allowing for an expanded collection and more space for community activities. In the 1980s, the Library became a part of what is now the High Plains Library District, and the Library saw further expansion with the addition of new technology and resources, positioning the Library as a central hub for information and learning. In 2015, construction of a new facility was completed, where the Library operates currently. Today, the Library continues to adapt, offering digital resources, educational programs, and community events that cater to all age groups.

The Library is seeking proposals from qualified consulting firms to conduct a comprehensive community needs assessment and feasibility study. The aim is to evaluate the potential for expanding library service locations to better serve the growing and diverse needs of the community it serves. This Request for Proposal (“RFP”) is intended to identify a consulting partner capable of conducting a community needs assessment assessing the current and projected library services needs of the community in the first half of 2025, and, based on the needs assessment’s findings, completing a feasibility study evaluating the feasibility of expanding library service locations by the end of December 2025.

The Library’s goal is to ensure that its services are aligned with the needs of the community, facilitating informed decisions about potential expansions. By undertaking these studies, the Library aims to enhance its service offerings and remain a vital and responsive institution within the community it serves.

Through this RFP, the Library intends to engage a consulting firm that can deliver high-quality, evidence-based insights and strategic recommendations. The chosen firm will play a crucial role in shaping the future direction of the Library, ensuring it continues to be a cornerstone of education and community engagement.

2. Project Description & Timelines

a. Community Needs Assessment

The purpose of this part of the project is as follows:

To conduct a comprehensive community needs assessment to evaluate the needs of the community that the Library serves. This project aims to ensure that the Library meets the current and future needs of the community it serves through responsible planning and informed decision-making.

The description of the project is as follows:

1. Evaluate the current and projected needs of the community that the Library serves regarding library services;
2. Gather data through surveys, focus groups, and community meetings; and
3. Analyze demographic trends, usage patterns, and community feedback to identify service gaps and opportunities for improvement.

The estimated timeline of key project actions is as follows:

Initiate Community Needs Assessment	October 1, 2024
Develop Survey Instruments and Conduct Surveys	Start Date: October 1, 2024 Completion Date: December 31, 2024
Conduct Focus Groups and Community Meetings	Start Date: January 1, 2025 Completion Date: February 28, 2025
Analyze Data and Prepare Community Needs Assessment Report	Start Date: March 1, 2025 Completion Date: April 30, 2025
Deliver Community Needs Assessment Report	April 30, 2025

b. Feasibility Study

The purpose of this part of the project is to conduct a feasibility study to evaluate the feasibility of expanding library service locations for the Library. This study will assess the viability of expansion plans and provide recommendations based on the findings from the community needs assessment.

The description of the project is as follows:

1. Assess the feasibility of expanding library service locations based on community needs assessment findings;

2. Develop potential expansion plans, including site selection, budget estimates, and resource allocation; and
3. Collaborate with stakeholders to ensure proposed expansions align with community expectations and library goals.

The estimated timeline of key project actions is as follows:

Initiate Feasibility Study	May 1, 2025
Develop Potential Expansion Plans	Start Date: May 1, 2025 Completion Date: July 31, 2025
Collaborate with Stakeholders and Refine Expansion Plans	Start Date: August 1, 2025 Completion Date: October 31, 2025
Prepare Final Feasibility Study Report	Start Date: November 1, 2025 Completion Date: December 31, 2025
Deliver Final Feasibility Study Report	December 31, 2025

4. Project Scope

a. Community Needs Assessment

The criteria set forth below should be met to achieve successful completion of the project:

1. Advise, assist, and collaborate with the Library on the successful planning and execution of the community needs assessment. This involves working closely with the Library Board, Director, and key staff to design an effective assessment strategy, ensuring that all relevant community segments are considered and included in the assessment process.
2. Advise and provide guidance for the Library Board, Director, and key staff on processes, requirements, considerations, and subsequent actions to be taken by the Library relative to the community needs assessment. This includes offering expertise on best practices for conducting surveys, focus groups, and community meetings, as well as guiding the Library on legal, ethical, and procedural requirements for data collection and analysis.
3. Organize and assist in the administration of actions in regards to the community needs assessment. This involves developing survey instruments, organizing focus groups and

community meetings, and ensuring efficient and effective administration of all assessment activities, including scheduling, logistics, and participant engagement.

4. Advise and assist the Library with developing goals, criteria, and requirements to be addressed in the community needs assessment report. This includes identifying key performance indicators and success metrics for the assessment, ensuring the report addresses critical factors such as demographic trends, usage patterns, service gaps, and community feedback.
5. Develop strategies for future planning based on the community needs assessment findings. This includes providing recommendations for service improvements and potential expansion based on assessment results and collaborating with Library Board, Director, and key staff to develop actionable strategies and implementation plans for addressing identified needs and opportunities.

b. Feasibility Study

The criteria set forth below should be met to achieve successful completion of the project:

1. Collaborate effectively with the Library Board, Director, and key staff to initiate and carry out the feasibility study for expanding library service locations. This includes developing a comprehensive study plan that aligns with the findings from the community needs assessment and ensures all relevant factors are considered.
2. Provide thorough guidance and expertise to the Library Board, Director, and key staff on the processes, requirements, considerations, and actions necessary for conducting the feasibility study. This encompasses offering best practices for evaluating potential expansion sites, budget estimates, and resource allocation, as well as ensuring that all procedural standards are met.
3. Organize and administer all aspects of the feasibility study efficiently. This involves conducting detailed site evaluations, managing logistics, and coordinating with stakeholders to ensure the feasibility study is comprehensive and effective.
4. Deliver a detailed feasibility study report that meets the Library's goals and criteria. The report should include thorough analyses of potential expansion plans, site selections, budget estimates, and resource allocation. It should also address critical factors such as community impact, logistical considerations, and alignment with the Library's strategic objectives.

5. Develop strategic recommendations based on the findings of the feasibility study. This includes providing detailed suggestions for the most viable expansion options, outlining potential challenges and solutions, and collaborating with Library Board, Director, and key staff to formulate actionable strategies and implementation plans.

5. RFP Timelines

Request for Proposal Issuance	August 13, 2024
Notification to the Hudson Public Library of Intent to Bid	September 6, 2024
Selection of Top Bidders	September 12, 2024
Notification to Unsuccessful Bidders / Start of Negotiation	September 13, 2024
Contract Award / Notification to Unsuccessful Bidders	September 30, 2024

6. Submission Guidelines, Requirements, & Contact Information

The following submission guidelines, requirements and contact information apply to this RFP:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP;
2. Bidders intent on submitting a proposal should so notify the representative identified below by no later than **September 6, 2024**;
3. Bidders must list at least three (3) projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well;
4. A technical proposal must be provided which outlines an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable;
5. A price proposal must be provided indicating the bidder's pricing structure for the project; the breakdown should include:
 - a. The estimated total number of hours, including the projected date range anticipated;
 - b. The bidder's hourly rate;

- c. The total cost of proposal;
 - d. Costs for retainer fees (if applicable);
 - e. On-call costs;
 - f. Additional cost considerations such as travel expenses, etc.;
6. If bidders have a standard set of terms and conditions, they must be submitted with the proposal. All terms and conditions will be subject to negotiation;
 7. Proposals must be in hard copy form and signed by a representative that is authorized to commit the bidder's company;
 8. Proposals must remain valid for a period of 30 days;
 9. A digital of hardy copy of proposals must be received by **September 6, 2024**, at the address below to be eligible for consideration:

Hudson Public Library
Tami Crossen, Director
100 South Beech Street
Hudson, Colorado 80642
(303) 536-4550
tcrossen@highplains.us

10. Inquiries regarding this RFP may be directed to the contact listed above;
11. The Library anticipates selecting at least three individuals or firms to have more in-depth discussions with, and will make an award to one of the selected individuals or firms.

It shall be at the discretion of the Library to award the contract based on either the total cost of the proposal or on an hourly rate basis.

7. Evaluation Factors

The Library will rate proposals based on the following factors, with cost being the most important factor:

1. **Responsiveness to the requirements set forth in this RFP:** Proposals will be evaluated on how well they address and meet the specific requirements and objectives detailed in the Request for Proposal. This includes the clarity and completeness of the proposal, as well as the understanding of the project scope.

2. **Technical expertise/experience of bidder and bidder's staff relative to all facets of the project:** The Library will consider the technical qualifications and relevant experience of the bidder and their team. This includes expertise in conducting feasibility studies, knowledge of library service expansions, and familiarity with community engagement and assessment methodologies.
3. **Relevant past performance/experience:** The bidder's track record on similar projects will be assessed. This includes the quality and success of previous work, the ability to meet deadlines, and client satisfaction.
4. **Samples of work:** The Library will review samples of the bidder's previous work to evaluate the quality and relevance of their experience. This helps in assessing the bidder's capability to deliver high-quality results for the feasibility study.
5. **Project costs as requested:** Cost is a critical factor in the evaluation process. Proposals will be reviewed to determine if they offer the best value for the investment, considering the project budget and cost-effectiveness.

The Library reserves the right to award the contract to the bidder that presents the best overall value to the Library, as determined solely by the Library's Board of Trustees in their absolute discretion.

SECTION 4.10 - WITNESS LEAVE

The Library encourages employees to appear in court for witness duty when subpoenaed to do so. If the Library has subpoenaed employees as witnesses, they will receive paid time for the entire period of witness duty. This provision does not apply to instances in which the employee is a party to the court action unless the involvement arises as a result of the employee's duties with the Library.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the Library. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, when necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

SECTION 4.11 - PAID ELECTION LEAVE

The Hudson Public Library encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule. As required by the Colorado Revised Statutes, the Library offers paid election leave for employees who are paid hourly, not to exceed two hours of pay, but no paid election leave is available when an employee's hours of employment on election day are such that there are three (3) or more hours between the time of opening and the time of closing of the polls during which the elector is not required to be on the job. Prior approval of the immediate supervisor must be obtained. The Library may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift, if the employee so requests.

SECTION 4.12 - PART-TIME EMPLOYEE BENEFITS

PART-TIME EMPLOYEES

An employee hired as a part-time employee for a position which does not exceed one thousand, five hundred sixty (1,560) hours annually will not be eligible for benefits except as required by law.

TEMPORARY/SEASONAL EMPLOYEES

An employee hired for a work assignment with a specified duration, normally less than six (6) months, is classified as a temporary/seasonal employee. A temporary/seasonal employee will not be eligible for any benefits except as required by law. A temporary/seasonal employee may work more than twenty-nine (29) hours in a workweek during the term of the temporary/seasonal employment.

SECTION 4.13 - EDUCATIONAL ASSISTANCE

The Library supports the continued education of its employees. Tuition reimbursement is available to full-time and part-time/hourly employees. Up to \$5,000 per year, per employee with a life-time limit of \$15,000 is available for reimbursement.

A Tuition Reimbursement Application must be presented to the Board of Trustees for review/approval. An approved application will require the following:

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	061124-LIB	Library Gas Service 5/11/2	06/11/2024	144.98	25646412	144.98	62764	07/02/2024
		071124-LIB	Library Gas Service 6/12/2	07/11/2024	36.57	25646412	36.57	62840	07/18/2024
Total 2:					181.55		181.55		
5	United Power Inc.	070324-LIB	Electric Service June- Libra	07/03/2024	1,176.71	25646413	1,176.71	62807	07/10/2024
Total 5:					1,176.71		1,176.71		
30	CenturyLink	062824-2232	Library Telephone Bill	06/25/2024	57.60	25646410	57.60	62796	07/10/2024
Total 30:					57.60		57.60		
457	Greeley Tribune	062024	Greeley Tribune Annual Su	06/20/2024	160.95	25646729	160.95	62773	07/02/2024
Total 457:					160.95		160.95		
853	Love's Travel Stops & Cou	6010802382	Library- Bookmobile Fuel	07/02/2024	116.60	25646416	116.60	7102024	07/11/2024
Total 853:					116.60		116.60		
1041	Caselle Inc.	134189	Contract Support and Main	07/01/2024	149.38	25647733	149.38	62795	07/10/2024
Total 1041:					149.38		149.38		
1071	Weld County School Distric	062524	Banner advertising 24-25	06/25/2024	700.00	25646512	700.00	62776	07/02/2024
Total 1071:					700.00		700.00		
1173	Ries Electric Inc.	24-25861	Check Electrical - Found B	07/09/2024	160.00	25646724	160.00	62843	07/18/2024
Total 1173:					160.00		160.00		
1186	Bank of Colorado	070124-JR	OTC Brands - Summer Cra	07/01/2024	1,717.52	25646725	1,717.52	62801	07/10/2024
		070124-TC	American Bulton - Maker S	07/01/2024	3,326.51	25646211	3,326.51	62801	07/10/2024
Total 1186:					5,044.03		5,044.03		
1252	Terminix	447631330	Pest Control Work Order 2	06/04/2024	157.00	25646724	157.00	62844	07/18/2024
Total 1252:					157.00		157.00		
1471	Pure Water Dynamics, Inc	1498653-IN	Colibri Cup-At-A-Time Bra	07/01/2024	45.00	25646710	45.00	62803	07/10/2024
Total 1471:					45.00		45.00		
1479	Highplains Library District	2773	Hudson Audiobooks	06/15/2024	1,927.38	25646729	1,927.38	62767	07/02/2024
		2774	Hudson Audiobooks	07/15/2024	1,514.05	25646728	1,514.05	62842	07/18/2024
Total 1479:					3,441.43		3,441.43		
1532	MountainAire Mechanical L	12420	1st HVAC Maintenance	06/25/2024	1,650.00	25646421	1,650.00	62799	07/10/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1532:					1,650.00		1,650.00		
1574	SE Weld County Fair Royal	071024	Donation to SEWC Royalty	07/10/2024	100.00	25646511	100.00	62805	07/10/2024
Total 1574:					100.00		100.00		
1663	Arrowhead Trash Service I	070124	Library Trash services - Jul	07/01/2024	94.00	25646423	94.00	62792	07/10/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000315	Yoga classes	06/28/2024	1,045.00	25646725	1,045.00	62797	07/10/2024
Total 1699:					1,045.00		1,045.00		
1799	Amazon Capital Services	1PFR-MQKK	GXXMEI 100PCS Multicolor	07/01/2024	2,124.08	25646725	2,124.08	62839	07/18/2024
Total 1799:					2,124.08		2,124.08		
1834	HR Advantage Group	1068	Library HR Services - June	07/03/2024	168.75	25646632	168.75	62784	07/08/2024
Total 1834:					168.75		168.75		
1902	Allo Communications	062424-LIB	Library Internet bill	06/24/2024	236.00	25646724	236.00	62791	07/10/2024
Total 1902:					236.00		236.00		
1932	Dawnee Rae Raskin	019	June Fitness Classes	06/28/2024	160.00	25646725	160.00	62768	07/02/2024
Total 1932:					160.00		160.00		
1964	Otis & Bedingfield, LLC	37746	Governance 08-566-102	06/26/2024	2,631.25	25646630	2,631.25	62800	07/10/2024
		37747	Town of Lochbuie 08-566-1	06/26/2024	6,996.73	25646630	6,996.73	62800	07/10/2024
Total 1964:					9,627.98		9,627.98		
2077	La Raza Services, Inc.	27	Performance by Grupo Tlal	05/28/2024	550.00	25646725	550.00	62804	07/10/2024
Total 2077:					550.00		550.00		
2078	Canyon Critters LLC	071024	2 One Hour Shows	07/01/2024	460.00	25646725	460.00	62794	07/10/2024
Total 2078:					460.00		460.00		
2079	Michael E. Swendrowski	12107	Bookmobile project	07/09/2024	2,062.50	25646740	2,062.50	62798	07/10/2024
Total 2079:					2,062.50		2,062.50		
Grand Totals:					29,668.56		29,668.56		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
------------------	------	-------------------	-------------	-----------------	-------------------	------------	-----------------	-----------------	---------------------

Report Criteria:

Summary report type printed

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

Hudson Library Stats			
New Library Cards		32	
Programming			
		# of Programs	Total Attendance
Kids 0-5		7	107
Kids 6-11		10	101
Teens		4	32
Adults		22	193
All Ages		20	345
Total		63	778

Create HQ Stats		
Machine		Uses
Sewing		4
3D Prints		2
Sublimation		10
Heat Press		23
Epilog		35
Cricut		5
Button Maker		64
Total		143

Wow Stats			
New Library Cards		3	
Programming and Stops			
		# of Stops	Total Attendance
WCMS			
CCA			
Aladdin		2	
Charleston		3	For all 3 facilities
Prairie View		1	Total 49
Wild Country RV		2	23
Meadow Ridge			
Hoff			
Lochbuie			
Roggen		1	2
Migrant Preschool		1	12
Total		10	37

Wow Stats		

Summer Reading Stops to Parks		
Programming and Stops		
	# of Stops	Total Atten
Schey Park	2	32
Evans Place	1	16
Total	3	48
Silver Peaks	2	14
Lochwood Park	2	8
Total	4	22

Total all Park Stops	70
----------------------	----

July 3rd Event in Keenesburg	
Exposed	1000
Direct Contact	482

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	\$122,404.56	\$16.60	\$108.11
Bank of Colorado	Building	\$4,250.16		
	Money Market	\$9,624,169.78	\$8,713.12	\$42,382.28
High Plains Bank	Insured Cash Sweep	\$5,011,482.57	\$16,995.34	\$104,649.31
	Money Market	\$250,481.82	\$481.82	\$3,132.11
ColoTrust	Plus+	\$2,202,896.73	\$10,138.14	\$69,138.21
	Prime	\$5,464,202.25	\$24,552.02	\$165,139.93

