



Agenda  
September 12, 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. Attorney Update
- H. Library Director's Report
  - a. Fall programming
  - b. CAL conference report
  - c. Merit raises given based on performance reviews (excluding Jayra and I)
  - d. Hiring an outreach librarian and a library page
- I. Staff reports
- J. Old business
  - a. Outreach vehicle update
  - b. Policies and Procedures/ By-Laws update- do we want to schedule a work session to go through these documents?
  - c. Updating RFP timeline- have them out to the consultants by the end of September.
- K. New business
- L. Next meeting: October 10, 2024
- M. Trustee Comments
- N. Adjournment



Meeting Notes  
August 8, 2024

- A. Call meeting to order – Rick Medrano 5:13 pm
- B. Pledge of Allegiance
- C. Roll call
  - a. Barb Baker
  - b. Cathy Bollers
  - c. Leonard Roskop
  - d. Lynda Pruett
  - e. Ana Smith
  - f. Jayra Rodriguez
  - g. Tami Crossen
- D. Public Comments
  - a. none
- E. Approval of previous meeting notes
  - a. Leonard Roskop motion
  - b. Barb Baker seconded
  - c. 5-0 motion carries
- F. Payment approval
  - a. Leonard Roskop motion to approve
  - b. Barb Baker seconded
  - c. 5-0 motion carries
- G. Library Director's report
  - a. Draft budget for 2025
    - i. New program application working well for us
  - b. Proposal for landscaping from of building
    - i. Front xeriscaping planned
  - c. Thank you to the board members who helped with the Summer Reading Party



Meeting Notes  
August 8, 2024

#### H. Staff Reports

- a. Summer Reading update
  - i. Thanks to Board members who showed up to participate
  - ii. Power outage before the start was added drama!
  - iii. 833 readers, increased from last year
    - 1. 459 kids
    - 2. 259 adults
    - 3. 135 teens
  - iv. Over 100 attended the summer reading program party
- b. 158 programs throughout the summer!
- c. Saturday, Parade at Fairgrounds
  - i. Decorate at 8am if Board wants to attend
- d. Johnstown joint meeting
  - i. Great atmosphere, idea sharing
- e. Staff appreciation dinner
  - i. Fun and well deserved for staff's hard work this summer

#### I. Old business

- a. Outreach vehicle proposal
  - i. Mercedes of Loveland – 3 vehicles fit criteria
    - 1. Tami will talk with Town to see how to transfer funds/payments to the dealership and what signatures are needed on the paperwork with dealership
    - 2. Tami will make sure we covered any government required bidding process
  - ii. Summit Body works can do the conversion
    - 1. Will meet with them on Monday to tour plant and discuss details of the conversion
    - 2.
- b. Policies and Procedures/ By-Laws Review
  - i. Still working with attorney on a draft to bring to Board for Policies and Procedures
  - ii. By-Laws Review
    - 1. Cathy Bollers has questions about Treasurer duties. We will review next week when attorney is present

#### J. New business

- a. RFP document for Community Needs Assessment and Feasibility Study consulting services-review
  - i. Combine the RFP into one
  - ii. Seven companies will get our Request for Proposal



# HUDSON PUBLIC LIBRARY

Meeting Notes

August 8, 2024

- iii. We are asking for response within four weeks
  - b. Motion to proceed with RFP – Lynda Pruett
    - i. Cathy Bollers seconded
    - ii. 5-0 Motion carries
  - c. Consulting with the Town of Hudson to improve and enhance the space between the two buildings and add a park
    - i. Town has asked if are interested in joining the consultants' work to plan the surrounding area.
    - ii. 50/50 split of whatever the quote accepted
    - iii. Board would select a committee to work with town/consultants
    - iv. Tami will get an agreement document drafted
- K. Next meeting: Thursday, September 12, 2024 - 5:00 pm Hudson Library
  - a. Lynda will not be available, Jayra Rodriguez will take notes in Lynda's stead.
- L. Trustee Comments
  - a. Leonard Roskop complimented staff on Fireworks attendance and contacts
  - b. Keenesburg Chamber dinner will be held in October this year, details TBD
  - c. Cathy Bollers – gratitude to the staff for the summer programs
  - d. Lynda Pruett – Great job on the Summer Reading party, so much fun and love the picture booth!
  - e. Ana Smith – in awe of the creative ideas the staff brings to the Library.
  - f. Rick Medrano – appreciates the ideas being brought forward to use our funds for community engagement.
- M. Adjournment
  - a. Motion to adjourn Cathy Bollers
  - b. Leonard Roskop seconded
  - c. 5-0 motion carries
  - d. 6:12pm adjourned.

*Lynda Pruett*  
9-12-2024



Hudson Library Stats			
New Library Cards		51	
<b>Programming</b>			
		# of Programs	Total Attendance
Kids 0-5		8	114
Kids 6-11		3	16
Teens		0	0
Adults		22	198
All Ages		14	49
Total		47	377

Create HQ Stats		
Machine		Uses
Sewing		1
3D Prints		3
Sublimation		10
Heat Press		10
Epilog		15
Cricut		10
Button Maker		20
Total		69

Wow Stats			
New Library Cards		0	
<b>Programming and Stops</b>			
		# of Stops	Total Attendance
Aladdin		2	
Charleston		3	For all 3 facilities
Prairie View		2	Total 50
Wild Country RV		2	35
Roggen		1	2
Migrant Preschool		2	44
Total		12	81
<b>Events Attended</b>			
SEWC Fair Parade			
	Exposed		600
	Direct Contact		131
Total			731

Wow Stats		
School Stops		
<b>Programming and Stops</b>		
	# of Stops	Total Atten
CCA		
Hoff		
MeadowRidge		
Lochbuie		
Total	0	0

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		\$122,419.65	\$15.09	\$123.20
Bank of Colorado	Building		\$4,250.16		
	Money Market		\$9,624,169.78	\$7,910.28	\$50,292.56
High Plains Bank	Insured Cash Sweep		\$5,029,071.05	\$17,054.99	\$121,704.30
	Money Market		\$250,567.95	\$567.95	\$4,233.55
ColoTrust	Plus+		\$2,223,188.67	\$10,153.80	\$79,292.01
	Prime		\$5,513,427.96	\$24,673.69	\$189,813.62

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	081324-LIB	Library Gas Service 7/12/2	08/13/2024	32.01	25646412	32.01	62978	08/28/2024
Total 2:					32.01		32.01		
5	United Power Inc.	080524-LIB	Electric Service July- Librar	08/05/2024	1,202.79	25646413	1,202.79	62953	08/15/2024
Total 5:					1,202.79		1,202.79		
22	Hoffmann Parker Wilson &	073124	Hudson Public Library	07/31/2024	60.00	25646630	60.00	62930	08/13/2024
Total 22:					60.00		60.00		
30	CenturyLink	072824-2232	Library Telephone Bill	07/28/2024	57.65	25646410	57.65	62886	08/05/2024
Total 30:					57.65		57.65		
53	Farm & Home Lumber LLC	81969	Operating Supplies: Pad st	07/26/2024	20.23	25646710	20.23	62913	08/08/2024
		81971	Operating Supplies: Brace	07/26/2024	18.50	25646710	18.50	62913	08/08/2024
		81987	Operating Supplies: Paint	07/26/2024	14.98	25646710	14.98	62913	08/08/2024
Total 53:					53.71		53.71		
853	Love's Travel Stops & Cou	6011168836	Library- Bookmobile Fuel	08/02/2024	133.44	25646416	133.44	8062024	08/06/2024
Total 853:					133.44		133.44		
1041	Caselle Inc.	134834	Contract Support and Main	08/01/2024	149.38	25647733	149.38	62908	08/07/2024
Total 1041:					149.38		149.38		
1129	Aims Community College	081324	Scholarship for Olivia Alma	08/13/2024	1,200.00	25646510	1,200.00	62948	08/15/2024
Total 1129:					1,200.00		1,200.00		
1186	Bank of Colorado	080124-JR	Amazon - Summer Readin	08/01/2024	2,621.59	25646725	2,621.59	62918	08/08/2024
		080124-TC	Don Juan's Mexican Resta	08/01/2024	4,413.69	25646725	4,413.69	62918	08/08/2024
Total 1186:					7,035.28		7,035.28		
1252	Terminix	450154999	Pest Control Work Order 2	08/07/2024	157.00	25646724	157.00	62987	08/28/2024
Total 1252:					157.00		157.00		
1471	Pure Water Dynamics, Inc	1500248-IN	Colibri Cup-At-A-Time Bre	08/01/2024	45.00	25646710	45.00	62919	08/08/2024
Total 1471:					45.00		45.00		
1487	KS Distributing, Inc	6318	JRT Bath Tissue, Jumbo, 2	08/15/2024	298.71	25646710	298.71	62983	08/28/2024
Total 1487:					298.71		298.71		
1603	The Library Store, Inc.	697652	operating supplies	07/23/2024	659.60	25646710	659.60	62900	08/05/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1603:					659.60		659.60		
1663	Arrowhead Trash Service I	080124	Library Trash services - Au	08/01/2024	94.00	25646423	94.00	62912	08/08/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000340	Yoga classes	08/01/2024	980.00	25646725	980.00	62891	08/05/2024
Total 1699:					980.00		980.00		
1721	University of Wyoming	082124	Scholarship for Brielle Ban	08/21/2024	1,200.00	25646510	1,200.00	62988	08/28/2024
Total 1721:					1,200.00		1,200.00		
1799	Amazon Capital Services	1JYF-Y7P3-	Dealmed Medical Exam GI	08/01/2024	1,902.47	25646725	1,902.47	62949	08/15/2024
Total 1799:					1,902.47		1,902.47		
1884	University of Colorado at B	072524	Scholarship for Olga Monta	07/25/2024	1,200.00	25646510	1,200.00	62903	08/05/2024
Total 1884:					1,200.00		1,200.00		
1890	RDZ Hardscapes LLC	21	Grounds maintenance - 6/2	07/22/2024	2,050.00	25646422	2,050.00	62895	08/05/2024
		22	Grounds maintenance - 7/2	08/10/2024	1,200.00	25646422	1,200.00	62952	08/15/2024
Total 1890:					3,250.00		3,250.00		
1917	Modern Marketing	MM1158596	Keychains	08/12/2024	1,115.91	25646512	1,115.91	62984	08/28/2024
Total 1917:					1,115.91		1,115.91		
1932	Dawnee Rae Raskin	20	July Fitness Classes	08/02/2024	320.00	25646725	320.00	62917	08/08/2024
Total 1932:					320.00		320.00		
1964	Otis & Bedingfield, LLC	38129	Governance 08-566-102	07/25/2024	4,046.75	25646630	4,046.75	62893	08/05/2024
		38130	Town of Lochbuie 08-566-1	07/25/2024	7,669.00	25646630	7,669.00	62893	08/05/2024
Total 1964:					11,715.75		11,715.75		
1975	The Playground DBA Rogu	00120	Annual Library Pass Rene	07/08/2024	1,065.00	25646725	1,065.00	62896	08/05/2024
Total 1975:					1,065.00		1,065.00		
2016	Rocky Mountain Butterfly C	588073	Membership Pass Purchas	07/31/2024	300.00	25646725	300.00	62885	08/05/2024
Total 2016:					300.00		300.00		
2082	Brigham Young University I	080124	Scholarship to Hailey Rible	08/01/2024	1,200.00	25646510	1,200.00	62884	08/05/2024
Total 2082:					1,200.00		1,200.00		
2083	Samford University	072524	Scholarship for Jaxson Din	07/25/2024	1,200.00	25646510	1,200.00	62897	08/05/2024
Total 2083:					1,200.00		1,200.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2085	Fort Collins Museum of Dis	N0001	Adventure Pass (8/1/24-12/	07/30/2024	208.35	25646725	208.35	62914	08/08/2024
Total 2085:					208.35		208.35		
2086	Creekside Landscaping Inc	3484	Library Grounds Maintenan	07/18/2024	181.00	25646422	181.00	62926	08/13/2024
Total 2086:					181.00		181.00		
2088	University of Colorado Colo	081324	Scholarship for Kaylloni Fo	08/13/2024	1,200.00	25646510	1,200.00	62954	08/15/2024
Total 2088:					1,200.00		1,200.00		
2090	Royal Services Plumbing H	7393	Pump Replacement for Libr	08/22/2024	3,456.22	25646724	3,456.22	62976	08/22/2024
Total 2090:					3,456.22		3,456.22		
Grand Totals:					41,673.27		41,673.27		

Report Criteria:

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