



Agenda  
December 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. Library Director's Report
  - a. Christmas activities-
    - i. Hudson Town Parade- Dec. 14 – 4:30pm-7:00pm
    - ii. Staff/Board Dinner- Dec. 12 5:30p
- H. Staff reports
  - a. Christmas in Keenesburg
- I. Old business
  - a. Sub-committee report on the review of the RFPs and recommendations *Approved*
  - b. By-Laws: review and approval
  - c. Two Board positions open
    - i. Applications due January 3, 2024
- J. New business
  - Executive Session for Director Evaluation
    - 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 the board of trustees of the Hudson Public Library to discuss the director's evaluation.
- K. Next meeting: January 9, 2025
- L. Trustee Comments
- M. Adjournment



Meeting Notes  
November 14, 2024

- A. Call meeting to order
  - a. Rick Medrano called meeting to order at 5:07pm
- B. Pledge of Allegiance
- C. Roll call
  - a. Rick Medrano
  - b. Barb Baker
  - c. Lynda Pruett
  - d. Leonard Roskop
  - e. Wilbur Wafel
  - f. Ana Smith via Zoom
  - g. Tami Crossen
  - h. Jayra Rodriguez
- D. Public Comments
  - a. Letter of resignation, Cathy Bollers, effective immediately
- E. Approval of previous meeting notes
  - a. Spelling correction Wafel, one f
  - b. Motion to approve with correction, Leonard Roskop
  - c. 2<sup>nd</sup> Wilbur Wafel
  - d. 6-0 motion carries
- F. Payment approval
  - a. No questions
  - b. Motion to approve payments, Barb Baker
  - c. 2<sup>nd</sup> Leonard Roskop
  - d. 6-0 motion carries
- G. Library Director's Report
  - a. Activity attendance stats
    - i. Consistent numbers and those that do attend are very appreciative for Library being there.
  - b. Christmas activities-
    - i. Christmas in Keenesburg Dec. 7- 2pm-5pm
    - ii. Hudson Town Parade- Dec. 14 – 4:30pm-7:00pm
      - 1. Library has been added to the flyer with activities at the Library
    - iii. Town Dinner- Pepper Pod- invite coming
    - iv. Staff/Board Dinner- Dec. 12 after meeting adjournment



Meeting Notes  
November 14, 2024

1. Library will close early and provide Tami RSVP by December 5.
  - c. COLA raises for staff-Jan 2025 based on posted rate
    - i. Bonuses will be awarded based on policy and budget
  - d. Director Evaluation
    - i. Printed copies provided today
    - ii. Please email to Rick Medrano by December 5 for tabulation
- H. Staff reports
- a. Jayra Rodriguez
    - i. Mindful Movers class has really grown (Jessica King) little kids having fun doing yoga 3-8 year olds
    - ii. December: lots of fun plans to use the great amount of donated supplies in the Makers Space
    - iii. *Loteria* planned again for December – a favorite
    - iv. Field trip from Hoff planned for about 40 kids
    - v. Jayra's schedule magic with the When to Work app
    - vi. Craft Fair Nov 22 and 23
    - vii. Kids craft section included in the Craft Fair
- I. Old business
- a. Outreach vehicle update
    - i. Paid portion to reserve our date, March 2025, for custom work
    - ii. First rendition of the "wrap" is ready for preview
  - b. Policies and Procedures/ By-Laws: review and approval
    - i. By-Laws require another amendment and will be voted next month's meeting
    - ii. Policies and Procedures
      1. Motion to approve Leonard Roskop
      2. 2<sup>nd</sup> Barb Baker
      3. 6-0 motion carries
  - c. RFP document for Community Needs Assessment and Feasibility Study consulting services- Bids close Nov. 15
    - i. special session needed
      1. 19<sup>th</sup> 3:30 pm to select our top 3 bidders by November 30th.
    - ii. December 1st,
      1. notify unsuccessful bidders.
      2. Start negotiation with top 3 bidders to award the contract by December 15th.



Meeting Notes  
November 14, 2024

- d. Stakeholders meeting for Town of Hudson Rec Center November meeting is the 18<sup>th</sup>, Tami will attend

J. New business

- a. Anna's appointment expires December 31.
  - i. Post opening November 18
- b. Treasurer opening
  - i. Post opening November 18
  - ii. Motion for Rick Medrano to perform Treasurer duties until opening is filled – Lynda Pruett
  - iii. 2<sup>nd</sup> Leonard Roskop
  - iv. 6-0 motion carries

K. Next meeting: December 12, 2024

L. Trustee Comments

- a. Leonard Roskop: Verifying the Jayra Rodriguez is officially our Assistant Director, yes!
- b. Wilbur Wafel: Jayra, fantastic job on scheduling Library activities
  - i. Consider changing the term dates of the Library Board, Tami will check with Town
- c. Lynda Pruett: Jayra is the calendar wizard!
- d. Rick Medrano: Kudos to Tami on all the By Laws/Policies Procedures with legal reviews.

M. Adjournment

- a. Motion by Leonard Roskop
- b. 2<sup>nd</sup> from Wilbur Wafel
- c. 6-0 motion carries
- d. Adjourn 6:23pm

*Lynda Pruett*  
12-12-2024

Report Criteria:

Summary report type printed

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

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Atmos Energy	111124-LIB	Library Gas Service 10/11/	11/11/2024	147.82	25646412	147.82	63333	11/26/2024
Total 2:					147.82		147.82		
5	United Power Inc.	110524-LIB	Electric Service October- LJ	11/05/2024	907.80	25646413	907.80	63330	11/14/2024
Total 5:					907.80		907.80		
30	CenturyLink	102824-2232	Library Telephone Bill	10/28/2024	63.03	25646410	63.03	63267	11/05/2024
Total 30:					63.03		63.03		
53	Farm & Home Lumber LLC	84259	Sheet Sanding 120grt 9/inx	09/23/2024	10.58	25646725	10.58	63272	11/05/2024
Total 53:					10.58		10.58		
853	Love's Travel Stops & Cou	6012146324	Library- Bookmobile Fuel	11/02/2024	95.16	25646416	95.16	11062024	11/06/2024
Total 853:					95.16		95.16		
1041	Caselle Inc.	136788	Contract Support and Main	11/01/2024	149.38	25647733	149.38	63296	11/06/2024
Total 1041:					149.38		149.38		
1186	Bank of Colorado	110124-BL	REFUND: SP MailboxesOn	11/01/2024	1,597.65	25646710	1,597.65	63280	11/05/2024
		110124-JR	OTC Brands- Crafts for Sc	11/01/2024	210.74	25646725	210.74	63322	11/12/2024
		110124-TC	Keenesburg Chamber of C	11/01/2024	1,286.25	25646512	1,286.25	63317	11/12/2024
Total 1186:					3,094.64		3,094.64		
1471	Pure Water Dynamics, Inc	1504993-IN	Colibri Cup-At-A-Time Bre	11/01/2024	517.70	25646710	517.70	63327	11/14/2024
Total 1471:					517.70		517.70		
1479	Highplains Library District	2775	Hudson Audiobooks	08/15/2024	4,757.88	25646729	4,757.88	63273	11/05/2024
		2778	Hudson Audiobooks	11/15/2024	2,525.88	25646729	2,525.88	63340	11/26/2024
Total 1479:					7,283.76		7,283.76		
1663	Arrowhead Trash Service I	110124	Library Trash services - No	11/01/2024	94.00	25646423	94.00	63264	11/05/2024
Total 1663:					94.00		94.00		
1699	Jessica King	0000393	Yoga classes	11/01/2024	1,330.00	25646725	1,330.00	63274	11/05/2024
Total 1699:					1,330.00		1,330.00		
1799	Amazon Capital Services	1D9C-9CRK-	Sharpie Permanent Marker	11/01/2024	1,580.05	25646723	1,580.05	63323	11/14/2024
Total 1799:					1,580.05		1,580.05		
1834	HR Advantage Group	1155	Library HR Services - Octo	11/05/2024	56.25	25646632	56.25	63298	11/06/2024

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1834:					56.25		56.25		
1890	RDZ Hardscapes LLC	25-1	Sprinkler Blowout - 11/26/2	10/30/2024	1,400.00	25646422	1,400.00	63282	11/05/2024
Total 1890:					1,400.00		1,400.00		
1932	Dawnee Rae Raskin	23	October Fitness Classes	10/29/2024	320.00	25646725	320.00	63279	11/05/2024
Total 1932:					320.00		320.00		
1964	Otis & Bedingfield, LLC	39373	Appeal 08-566-103	10/21/2024	102.50	25646630	102.50	63278	11/05/2024
		39374	Town of Lochbuie 08-566-1	10/21/2024	7,392.00	25646630	7,392.00	63278	11/05/2024
Total 1964:					7,494.50		7,494.50		
2060	Rebecca Elaine Smith	001	Sewing Class on 10/23/24	10/23/2024	125.00	25646725	125.00	63283	11/05/2024
Total 2060:					125.00		125.00		
Grand Totals:					24,669.67		24,669.67		

Report Criteria:

Summary report type printed

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

# Stats Report for Hudson 2024

## Hudson

Door	Computer Usage	Total Circ	1st Time Checkout	Renewals	Borrower Activity	Card Holders	Wifi Usage	Prints	Fax	eBook	Copies	Mobile Prints
J-24	4435	353	2,315	2,104	211	753	1,582	123	67	18	402	120
F-24	5761	478	2,130	1,962	168	783	1,613	125	3	21	472	123
M-24	5976	420	2,052	1,879	173	762	1,641	112	76	22	451	139
A-24	6424	345	2,150	1,946	204	616	1,446	132	315	15	426	163
M-24	6845	408	2,531	2,297	234	656	1,493	125	353	18	380	136
J-24	7456	520	3,341	2,963	378	705	1,504	135	538	16	402	213
J-24	7048	480	2,828	2,567	261	681	1,500	144	508	12	456	337
A-24	5987	396	2,523	2,282	241	667	1,502	134	679	24	468	127
S-24	5846	297	2,199	1,965	234	623	1,525	119	482	25	428	215
O-24	5957	292	2,505	2,184	321	667	1,542	128	438	29	436	173
N-24	5678	220	2,085	1,829	256	626	1,570	126	398	23	407	128

Hudson Library Stats			
New Library Cards		38	
<b>Programming</b>			
		# of Programs	Total Attendance
Kids 0-5		13	131
Kids 6-11		7	31
Teens		2	7
Adults		25	240
All Ages		13	49
Total		60	458

Create HQ Stats		
Machine		Uses
Sewing		11
3D Prints		2
Sublimation		18
Heat Press		20
Epilog		23
Cricut		15
Button Maker		60
Total		149

Wow Stats			
New Library Cards		3	
<b>Programming and Stops</b>			
		# of Stops	Total Attendance
Aladdin		1	For all 3 facilities
Charleston		1	Total
Prairie View		2	28
Wild Country RV		2	28
Roggen		1	2
Total		7	58

Wow Stats		
School Stops		
<b>Programming and Stops</b>		
	# of Stops	Total Atten
CCA	1	13
Hoff	1	25
MeadowRidge	1	35
Lochbuie	1	10
Total	4	83

Events Attended with or without the bookmobile			
Lochbuie Career Day			
	Exposed		
Total	Direct Contact		225
Total all direct contact			225

Library Field Trips		
Hoff Kindergarten		54
CCA (K-2nd)		60
Total		114

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	\$122,454.37	\$9.73	\$157.92
Bank of Colorado	Building	\$4,250.16		
	Money Market	\$9,496,812.45	\$7,539.42	\$73,998.96
High Plains Bank	Insured Cash Sweep	\$5,081,065.30	\$16,676.19	\$172,115.28
	Money Market	\$250,533.49	\$533.49	\$5,782.36
ColoTrust	Plus+	\$2,251,282.04	\$8,963.18	\$107,385.38
	Prime	\$5,579,739.29	\$21,010.76	\$256,124.95