



Agenda
November 13, 2025

- A. Call meeting to order
- B. Pledge of Allegiance
- C. Roll call
- D. Public Comments
 - a. Public comment is encouraged and appreciated. This is an opportunity for the public to address the Library Board of Trustees on library related business. In order to accomplish all business on our agenda and to be respectful of everyone's time, board members will not engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue. Public comments are limited to three (3) minutes each.
 - b. Please sign in on the back table if you intend to address the board.
- E. Approval of previous meeting notes
- F. Payment approval
- G. Library Director's Report
 - a. Military/1 st Responder Luncheon and Keenesburg Chamber Dinner- thank you to the board members who attended.
- H. Staff reports
 - a. Field Trips
 - b. School visits- career day
- I. Old business
 - a. All Library Board Applicants will attend our December 11 th meeting for interviews. The Town of Hudson will make the appointment at their January 7 th meeting.
 - b. New website
 - c. Discussion on Task Order and Consulting Agreement-Level5
- J. New business
 - a. Addition of the full-time position Marketing Specialist/Event Planner
- K. Next meeting: December 11, 2025
 - a. Staff/Board Party following the December meeting 6pm.
- L. Trustee Comments
- M. Adjournment



Meeting Notes
October 23, 2025

- A. Call meeting to order – Rick Medrano called meeting to order at 5:06pm
- B. Pledge of Allegiance
- C. Roll call
 - a. Rick Medrano
 - b. Lynda Pruett
 - c. Leonard Roskop
 - d. Ken Gfeller
 - e. Gabrielle Hattel -excused
 - f. Jayra Rodriguez
 - g. Tami Crossen
 - h. Howard McClaskey – not present
- D. Public Comments
 - a. None
- E. Approval of previous meeting notes
 - a. With correction adding Ken Gfeller to roll call, Ken Gfeller motion to approve
 - b. Leonard Roskop 2nd
 - c. 4-0 motion carries
- F. Payment approval
 - a. Police charge is error and has been removed
 - b. Motion to approve Lynda Pruett
 - c. Ken Gfeller 2nd
 - d. 4-0 motion carries
- G. Library Director's Report
 - a. Posting for 3 board positions
 - i. All are posted and due back by COB December 5, 2025
 - 1. December meeting we will do the interviews
 - ii. Appointments will be announced January 7, 2026
 - b. Posting for 2 staff positions
 - i. Library Associate with specialization children programs
 - ii. Marketing events planner
 - 1. Website/social media and other marketing duties
 - c. Stats down a little in Sept, though on trend with school starting



Meeting Notes
October 23, 2025

d. Events

- i. Keenesburg Chamber Annual dinner,
 1. November 8 at the Legion 5:30pm
 2. Library will sponsor a table
- ii. Southeast Weld County Chamber having First Responder Luncheon
 1. November 8, 1130 am Coyote Creek
 2. Please coordinate with Tami to sign up to attend.

H. Staff reports

a. Field Trips

- i. Going strong along with Book Mobile visits
- ii. Staff great adaptability to work with the kids

b. School visits- career days

- i. Weld Central
- ii. Lochbuie Middle School
- iii. Learn about Library work, careers, and volunteering

I. New business

- a. Level 5 – Dan Spykstra- Sent out RFP for Park Project- fees
 - i. Scope of Services – Act as Project Owner
 - ii. RFP between Town of Hudson and Hudson Library to share resources for each entity portion of the project.
 1. Invoicing and billing will be separate
 - iii. Contractor bids are out and RFPs due back Nov 4
 1. Selection planned for Nov 14.
 - iv. Add this as an Old Business standing agenda item for updates
 - v. Motion to approve Leonard Roskop the statement of work fees as presented and budgeted
 1. 2nd Ken Gfeller
 2. 4-0 motion carries

J. Old business

a. Strategic Plan Overview

- i. Review our goals and status per each
- ii. Communication plan goal will wrap up with our new website launch in November
- iii. Evaluating Spanish collection and programming in progress and on target to be met
- iv. All other goals have been met

b. New Tech upgrades throughout the library

- i. Audio and Video tech updated to replace Zoom



Meeting Notes
October 23, 2025

- c. Policy and Procedures updates
 - i. Procedures
 - 1. Tami will propose updates and Trustees need to review.
 - ii. Board is responsible for reviewing Policies
 - 1. Begin in January with full Board seated
- d. New website update
 - i. Go live in November!
- e. Lochbuie letter from Town Clerk
 - i. Tami provided information currently available at the time of response to the letter

K. Next meeting: November 13, 2025 5:00pm

L. Trustee Comments

- a. Ken: Keenesburg Chamber looking for silent auction items to be donated
- b. Leonard: Please send calendar of events to Board of Trustees. Staff Security concern for evening staff hours, Tami schedules paired staff members to close. Should we look into providing a Panic button? High Plains is also looking into this and we can follow suit with them.
- c. Lynda: Strategic Plan accomplishment is fantastic
- d. Rick: Agrees the Strategic Plan accomplishments are going great!

M. Adjournment

- a. Ken motion
- b. 2nd Lynda Pruett
- c. 4-0 motion carries at 6:32pm

Lynda Pruett November 13, 2025

Report Criteria:

Summary report type printed

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

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2	Atmos Energy	101325-LIB	Library Gas Service 9/12/2	10/13/2025	175.48	25646412	175.48	64703	10/23/2025
Total 2:					175.48		175.48		
5	United Power Inc.	100325-LIB	Electric Service September	10/03/2025	1,039.15	25646413	1,039.15	64721	10/23/2025
Total 5:					1,039.15		1,039.15		
30	CenturyLink	092825-2232	Library Telephone Bill	09/28/2025	68.34	25646410	68.34	64706	10/23/2025
Total 30:					68.34		68.34		
1041	Caselle Inc.	INV-11679	Contract Support and Main	10/01/2025	215.75	25647733	215.75	64666	10/09/2025
Total 1041:					215.75		215.75		
1186	Bank of Colorado	100125-JR	King Soopers - Family Bing	10/01/2025	935.57	25646725	935.57	64658	10/09/2025
		100125-TC	Inkriot Marketing - Website	10/01/2025	4,385.01	25646724	4,385.01	64658	10/09/2025
Total 1186:					5,320.58		5,320.58		
1471	Pure Water Dynamics, Inc	1521644-IN	Colibri Cup-At-A-Time Bre	10/01/2025	45.00	25646710	45.00	64660	10/09/2025
Total 1471:					45.00		45.00		
1479	Highplains Library District	2786	Hudson Books	07/15/2025	1,971.46	25646728	1,971.46	64651	10/09/2025
		2789	Hudson Books	10/15/2025	1,957.49	25646728	1,957.49	64711	10/23/2025
Total 1479:					3,928.95		3,928.95		
1487	KS Distributing, Inc	7061	Operating Supplies: Tork A	10/20/2025	517.78	25646710	517.78	64716	10/23/2025
Total 1487:					517.78		517.78		
1515	American Sprinkler Inc.	4995	3 Annual Backflow Tests	09/29/2025	300.00	25646420	300.00	64637	10/09/2025
Total 1515:					300.00		300.00		
1663	Arrowhead Trash Service I	100125	Library Trash services - Oc	10/01/2025	103.00	25646423	103.00	64638	10/09/2025
Total 1663:					103.00		103.00		
1699	Jessica King	0000616	Yoga programming	09/30/2025	1,360.00	25646725	1,360.00	64653	10/09/2025
Total 1699:					1,360.00		1,360.00		
1740	InkRiot Marketing	IR25-371	Client Communication, We	09/15/2025	227.99	25646724	227.99	64652	10/09/2025
		IR25-380	Operation Maintenance	09/29/2025	234.32	25646724	234.32	64712	10/23/2025
Total 1740:					462.31		462.31		
1799	Amazon Capital Services	1LLH-Y4QK-	Ecoofor 30 Pieces kids che	10/01/2025	1,336.18	25646331	1,336.18	64725	10/23/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
Total 1799:					1,336.18		1,336.18		
1834	Leon Cerna	1375	Library HR Services - Sept	10/05/2025	618.75	25646632	618.75	64676	10/14/2025
Total 1834:					618.75		618.75		
1890	RDZ Hardscapes LLC	31	Grounds maintenance - 9/1	10/09/2025	1,800.00	25646422	1,800.00	64720	10/23/2025
Total 1890:					1,800.00		1,800.00		
1902	Allo Communications	092425-LIB	Library Internet bill	09/24/2025	238.00	25646724	238.00	64635	10/09/2025
Total 1902:					238.00		238.00		
1932	Dawnee Rae Raskin	34	September Fitness Classe	10/04/2025	480.00	25646725	480.00	64657	10/09/2025
Total 1932:					480.00		480.00		
1964	Otis & Bedingfield, LLC	44142	Appeal 08-566-103	09/19/2025	1,005.50	25646630	1,005.50	64656	10/09/2025
		44143	Governance 08-566-102	09/19/2025	2,263.50	25646630	2,263.50	64656	10/09/2025
Total 1964:					3,269.00		3,269.00		
2182	WillyGoat, LLC	219314	Town Hall/Library Canopy -	10/01/2025	600.00	25647719	600.00	64629	10/01/2025
Total 2182:					600.00		600.00		
Grand Totals:					21,878.27		21,878.27		

Report Criteria:

Summary report type printed

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



October 2025

On-Site

New Library Cards	43
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Programming

	Attendance	# of Programs
Kids 0-5	404	17
Kids 6-11	242	24
Teens	9	6
Adults	343	18
All Ages	68	16
Total	1066	81

Create HQ

Machine	Uses
Sewing	3
3D Prints	3
Sublimation	26
Heat Press	65
Epilog	34
	60
Cricut	
Button Maker	10
Screen Printer	0
Inkjet	18
Total	219

Field Trips/School Events

School	Grade	Attendance
Hoff	1 st	52
Hudson	4 th	53
Hudson	3 rd	39
Library Tour		6
Total	4	150

Off-Site

New Library Cards	1
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Programming & Stops

	Attendance	# of Programs
Aladdin	20	2
Charleston	14	2
Prairie View	13	2
Wild Country RV	14	2
Roggen	3	1
Total	64	9

School Stops

	Attendance	# of Programs
CCA	20	1
Hoff	70	1
Meadow Ridge	25	1
Migrant Preschool	23	2
Total	138	5

Town/Special Events

Event	Attendance
Color Run	100
WCHS VR Experience	20
Hudson Trunk or Treat	1000
Keenesburg Oktoberfest	137
WCHS Career Fair	157
Total	1414



October 2025

Master Stats

	Door Count	Computer Usage	Total Circ	1st Time Checkout	Renewal	Borrower Activity	Card Holders	Wifi Usage	Prints	Fax	eBook eAudio	Copies	Mobile Prints
J-25	4543	251	2,392	2,225	167	645	1,602	96	359	25	431	202	53
F-25	5974	302	2,429	2,283	146	657	1,605	113	474	17	409	267	74
M-25	6050	258	2,641	2,384	257	704	1,621	106	494	13	465	392	68
A-25	7375	275	2,455	2,176	279	687	1,630	154	512	29	379	239	111
M-25	7658	300	2,819	2,535	284	728	1,655	122	133	9	435	184	133
J-25	7846	349	4,056	3,780	276	781	1,687	130	95	10	414	272	95
J-25	8827	349	3,656	3,386	270	785	1,700	159	93	17	484	246	93
A-25	7567	331	3,072	2,873	199	722	1,707	124	82	26	428	115	82
S-25	6382	328	2,670	2,528	142	711	1,717	117	254	11	411	173	254
O-25	7220	343	3166	2952	214	729	1729	124	368	15	416	312	209
N-25													
D-25													

Library Financials

Financial Institution	Account Type	Balance	Interest Current	Interest YTD
TBK	CD-48 month Maturity 7/27/25	\$68,696.50		
	CD-24 month Maturity 7/27/25	\$32,976.39		
	Money Market	\$122,556.75	\$10.74	\$91.64
Bank of Colorado	Building	\$4,389.17		
	Money Market	\$11,897,357.98	10,096.03	\$8,9587.38
High Plains Bank	Insured Cash Sweep	\$5,265,987.10	\$16,744.15	\$161,882.20
	Money Market	\$250,567.96	\$567.96	\$5,266.10
ColoTrust	Plus+	\$2,344,283.50	\$8,434.98	\$84,011.29
	Prime	\$5,800,600.29	\$19,937.83	\$200,213.24