



Agenda  
March 26, 2026

- 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. 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. Awesome All Staff Day- April 6, 2026- Library will be closed
    - i. Training with Christine Kreger from CLIC on the value of Customer Service
    - ii. Emergency Procedure Review
    - iii. Summer Reading planning and prep
  - b. Annual Report Statistics
- H. Staff reports
  - a. Field trip report - Kelly
- I. Old business
  - a. Committees
    - i. Construction Planning
    - ii. Policy/By-Laws/Handbook Revision
    - iii. Strategic Planning
    - iv. Finance
    - v. Director's Oversight
- J. New business
  - a. Task Order from Level5
- K. Next meeting- April 23, 2026
- L. Trustee Comments
- M. Adjournment



Meeting Notes  
February 26, 2026

- A. Call meeting to order
  - a. Rick Medrano – 5:00pm call to order
- B. Pledge of Allegiance
- C. Roll call
  - a. Tami Crossen
  - b. Steve Ward
  - c. Howard McClaskey
  - d. Ken Gfeller
  - e. Gabrielle Hattel
  - f. Lynda Pruett
  - g. Rick Medrano
  - h. Jayra Rodriguez
  - i. Suzanne Mitchell – absent
  - j. Guests
    - i. Leonard Roskop
    - ii. Terry Redden
- D. Plaque Presentation to Leonard Roskop
  - a. With thanks for all he has done for the Library
- E. Public Comments
  - a. None
- F. Approval of previous meeting notes
  - a. Gabrielle spelling correction needed
  - b. Motion to approve with correction Ken Gfeller
  - c. 2<sup>nd</sup> Gabrielle Hattel
  - d. 6-0 motion carries
- G. Payment approval
  - a. Various questions and answers
  - b. Motion to approve Howard McClaskey
  - c. 2<sup>nd</sup> Steve Ward
  - d. 6-0 motion carries
- H. Library Director's Report
  - a. Thank you to all who attended the SEWC Chamber Banquet
    - i. Mia Mollendor was introduced to the Board, our Marketing and Events planner
  - b. Services area numbers by zip code (see attached)
    - i. Tami shared a report re question from Steve Ward last meeting
    - ii. Will continue to run reports and variations for more focused data



Meeting Notes  
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- iii. Tami will investigate more tools HPLD may have to provide planning data

I. Staff reports

- a. Outreach numbers at schools – Jayra Rodriguez
  - i. Outreach group at Hoff location over 100 people at the “stop” good interaction with the community. Hoff promotes the Outreach activities
  - ii. Mia is helping to make more connections at Meadow Ridge to increase participation
    - 1. Gabrielle noted that location of the book mobile isn’t ideal for pickup.
    - 2. Mia also working to do more promoting at Meadow Ridge
    - 3. Setup a booth at Parent/Teacher conferences to help promote the Outreach program
- b. Website lists all locations of the Outreach programs
- c. Last week Lochbuie 5<sup>th</sup> grade field trip had conversation about getting Outreach back to Middle School
- d. High School field trip next week and hope to make more connections with Lochbuie along with other High Schools in our district

J. Old business

- a. Committees – move this to March meeting so is after the Board training
  - i. Construction Planning Committee
  - ii. Policy/By-Laws/Handbook Committee
  - iii. Strategic Planning Committee
  - iv. Budget Planning Committee
- b. Board training March 7, 2026, 9:00am to 1:00 pm at the Library
  - i. Tami asked for any topics Board would specifically like the trainer to include
- c. Service Plan for HPLD
  - i. Motion to accept the Service Plan by Ken Gfeller
  - ii. Gabrielle Hattel 2<sup>nd</sup>
  - iii. 6-0 motion carries to adopt
- d. Design Build Agreement with Fransen-Pittman being revised
  - i. Various wording changes, will be reviewed by legal, then we’ll get a copy of the final for review. No material changes.

K. New business

- a. Officer Elections – Chair, Vice Chair, Treasurer, Secretary
  - i. Ken Gefller nominates Rick Medrano for Chair, no other nominations
    - 1. 5-0 motion for Rick Medrano to continue as Chair
  - ii. Ken Gfeller nominated Gabrielle Hattel for Vice Chair, no other nominations
    - 1. 5-0 motion for Gabrielle to hold office of Vice-Chair
  - iii. Rick Medrano nominated Lynda Pruettt for Secretary, no other nominations
    - 1. 5-0 motion for Lynda Pruettt to continue as Secretary
  - iv. Ken Gfeller nominated Howard McClaskey for Treasurer, no other nominations



Meeting Notes  
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1. 5-0 motion for Howard McClaskey to continue as Treasurer

L. Next meeting- March 26, 2026

M. Trustee Comments

- a. Steve Ward
  - i. Happy to have leaders stepping up for service
  - ii. Thankful for Tami gathering more data
- b. Howard McClaskey
  - i. Thanks to Tami and Jayra and staff
  - ii. Looking forward to learning more from data gathering
  - iii. Thanks for Boards confidence in him as Treasurer
- c. Ken Gfeller
  - i. Thanks officers for continuing and assuming new roles
  - ii. Thank you to Jayra and Tami for moving forward our Library
- d. Gabrielle Hattel
  - i. Thanks for the nomination and vote for Vice Chair
- e. Lynda Pruett
  - i. Looking forward to this year
- f. Rick Medrano
  - i. Great to hear about Mia's actions she's very responsive

N. Adjournment

- a. Motion to adjourn Ken Gfeller
- b. 2<sup>nd</sup> Steve Ward
- c. 6-0 6:14pm meeting adjourn

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
5	United Power Inc.	020326-LIB	Electric Service January- Li	02/03/2026	857.65	25646413	857.65	65175	02/12/2026
Total 5:					857.65		857.65		
853	Love's Travel Stops & Cou	6016601201	Library- Bookmobile Fuel	02/02/2026	112.68	25646416	112.68	91220253	02/04/2026
Total 853:					112.68		112.68		
1041	Caselle Inc.	INV-16193	Contract Support and Main	02/03/2026	231.37	25647733	231.37	65122	02/05/2026
Total 1041:					231.37		231.37		
1186	Bank of Colorado	020126-JR	King Soopers - Cook It Up	02/01/2026	273.33	25646725	273.33	65170	02/12/2026
		020126-TC	Inkriot Marketing - Website	02/01/2026	991.47	25646725	991.47	65170	02/12/2026
Total 1186:					1,264.80		1,264.80		
1471	Pure Water Dynamics, Inc	1527659-IN	Sego Cup-At-A-Time Brew	02/02/2026	95.00	25646710	95.00	65172	02/12/2026
Total 1471:					95.00		95.00		
1645	Employee Reimbursement	020925-SJW	King Soopers - Senior Boo	02/09/2026	88.51	25646725	88.51	65163	02/12/2026
Total 1645:					88.51		88.51		
1663	Arrowhead Trash Service I	020126	Library Trash services - Fe	02/01/2026	103.00	25646423	103.00	65150	02/12/2026
Total 1663:					103.00		103.00		
1699	Jessica King	0000708	Yoga programming	02/02/2026	1,050.00	25646725	1,050.00	65162	02/12/2026
Total 1699:					1,050.00		1,050.00		
1834	Leon Cerna	1458	Library HR Services - Janu	02/06/2026	393.75	25646632	393.75	65161	02/12/2026
Total 1834:					393.75		393.75		
1902	Allo Communications	012426-LIB	Library Internet bill	01/24/2026	249.00	25646724	249.00	65147	02/12/2026
Total 1902:					249.00		249.00		
1932	Dawnee Rae Raskin	38	January Fitness Classes	02/01/2026	240.00	25646725	240.00	65169	02/12/2026
Total 1932:					240.00		240.00		
1964	Otis & Bedingfield, LLC	45780	Governance 08-566-102	01/28/2026	3,368.75	25646630	3,368.75	65168	02/12/2026
Total 1964:					3,368.75		3,368.75		
2034	ClearGov Inc.	2026-19043	Capital Projects Tracking M	02/17/2026	523.60	25647733	523.60	65183	02/19/2026
Total 2034:					523.60		523.60		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	GL Account	Check Amount	Check Number	Check Issue Date
2219	Level 5 Collaborative LLC	1052	Hudson Library Park, Janu	02/01/2026	8,000.00	25647719	8,000.00	65165	02/12/2026
Total 2219:					8,000.00		8,000.00		
Grand Totals:					16,578.11		16,578.11		

Report Criteria:

Summary report type printed

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



February 2026

**On-Site**

New Library Cards	45
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<b>Total</b>	<b>3</b>	<b>193</b>
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**Programming**

	Attendance	# of Programs
Kids 0-5	471	15
Kids 6-11	187	17
Teens	90	3
Adults	322	26
All Ages	190	20
<b>Total</b>	<b>1260</b>	<b>81</b>

**Off-Site**

New Library Cards	3
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**Programming & Stops**

	Attendance	# of Programs
Aladdin	6	1
Charleston	8	1
Prairie View	24	2
Wild Country RV	26	2
Roggen	2	1
<b>Total</b>	<b>66</b>	<b>7</b>

**Create HQ**

Machine	Uses
Sewing	0
3D Prints	7
Sublimation	2
Heat Press	7
Epilog	18
Cricut	27
Button Maker	1
Screen Printer	0
Inkjet	9
<b>Total</b>	<b>71</b>

**School Stops**

	Attendance	# of Programs
CCA	51	1
Hoff	119	1
Hoff Preschool	65	1
Meadow Ridge	41	1
Migrant Preschool		
<b>Total</b>	<b>276</b>	<b>4</b>

**Field Trips/School Events**

School	Grade	Attendance
Lochbuie	5	76
Hoff	4	52
CCA	3-5	65

**Town/Special Events**

Event	Attendance
<b>Total</b>	

**Master Stats**



February 2026

2026

	Door Count	Computer Usage	Total Circ	1st Time Checkout	Renewals	Borrower Activity	Card Holders	Wifi Usage	Prints	Fax	eBook eAudio	Copies	Mobile Prints
J-26	6040	264	2392	2225	167	711	1786	135	765	16	492	108	184
F-26	7257	282	2620	2460	160	784	1838	150	755	17	453	144	218
M-26													
A-26													
M-26													
J-26													
J-26													
A-26													
S-26													
O-26													
N-26													
D-26													
<b>TOTALS</b>	<b>13297</b>	<b>546</b>	<b>5012</b>	<b>4685</b>	<b>327</b>	<b>1495</b>	<b>3624</b>	<b>285</b>	<b>1520</b>	<b>33</b>	<b>945</b>	<b>252</b>	<b>402</b>

2025

	Door Count	Computer Usage	Total Circ	1st Time Checkout	Renewals	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	6915	288	2532	2338	194	723	1741	161	545	19	414	125	99
D-25	6705	279	2290	2110	180	694	1753	99	767	12	454	123	246
<b>TOTALS</b>	<b>83062</b>	<b>3653</b>	<b>34178</b>	<b>31570</b>	<b>2608</b>	<b>8566</b>	<b>18,528</b>	<b>1505</b>	<b>4176</b>	<b>203</b>	<b>5140</b>	<b>2650</b>	<b>1517</b>





February 2026

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	\$122,597.72	\$9.40	\$19.48
Bank of Colorado	Building	\$4,239.18		
	Money Market	\$11,412,980.39	\$6560.28	\$13,633.74
High Plains Bank	Insured Cash Sweep	\$5,333,457.83	\$15,319.64	\$32,227.65
	Money Market	\$250,481.82	\$481.82	\$1,032.58
ColoTrust	Plus+	\$2,374,629.36	\$6,894.83	\$14,587.05
	Prime	\$5,871,081.51	\$15,996.41	\$33764.41

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## Task Order - 02

Original Contract:  
Project Name:  
Level5 Project Number:  
Issue Date:  
Purpose:

On-Call Owner's Representative  
HLE-Hudson Library Expansion  
25-0019  
February 26, 2026  
On-Call Task Order

Tami Crossen, Director  
High Plains Library District  
Hudson Public Library  
100 S Beech St  
Hudson, CO 80642  
303-536-4550  
tcrossen@highplains.us

<b>The Contract is Changed as follows:</b>	<b>Amount</b>
Original Contract Sum	\$ 0.00
Net change by previously authorized changes	\$ 75,800.00
Contract sum prior to this change	\$ 75,800.00
Contract sum will be INCREASED by this Task Order	\$ 284,000.00
Term	26 months
<b>Total Updated Contract Amount</b>	<b>\$ 359,800.00</b>

### Scope / Task Order Description

**Task Oder-01:** Owner's Representation for a Hudson Library Expansion project, scope of services as detailed below.

#### OWNER:

Town of Hudson  
P.O. Box 351  
50 Beech Street  
Hudson, CO 80642

By: Tami Crossen  
Tami Crossen, Director

Date

#### CONSULTANT:

level5 collaborative  
1613 Pelican Lakes Pt, Ste 200  
Windsor, CO 80550  
p. 970-978-0077

By: Dan Spykstra  
Dan Spykstra, Sr. Vice President

02/26/26

Date

## **Hudson Library Expansion** **Scope of Services**

### **General**

1. Set up and manage Project Management Online Software, including shared documents, contacts, and secure access requirements.
2. Establish Owner's Representative as the central point of contact for coordinating all project activities, including the process for approvals, maintenance of project records, responses to inquiries from consultants, suppliers, and contractors, transfer of information to decision-makers, coordination of project information flow, and progress reports to the Owner.
3. Be available to give monthly presentations to staff and the board of directors.
4. Provide oversight and coordination of the Project from the Owner's perspective to balance costs, time, and quality effectively.
5. Work with the team to refine the scope of work to be within the Owner's budget. Upon the Owner's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. The Consultant will review the design with respect to compliance with agreed-upon project objectives.
6. Represent the Owner at regular project meetings and provide advice that will help facilitate economic, efficient, and desirable development and construction procedures. Track project-related issues, assign responsibility and track follow-through.
7. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design, construction, and operations of the Project.
8. Develop a communication plan and decision making structure.
9. Develop and track a master project budget, including soft costs and construction costs. Manage updates to a master budget to be tracked from start to completion of the Project. Assist the Owner with monitoring, identify cost savings, and design options/products.
10. Generate, monitor, and update master schedule milestones for all design phases, design review, bidding activities, purchase of major equipment, lead times for fixtures and equipment, coordination of activities outside construction, and coordination of key points with Owner staff.
11. Establish a process by which all changes can be priced, submitted, reviewed, and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to Owner approval. Coordinate with the Owner's finance and accounting departments on related budget and financial matters.
12. Meet with fire departments, cable, power, and phone companies to progress design and construction.
13. Submit to the Owner suggestions or changes that could improve the design or reduce costs.
14. Develop a communication organization chart for communication flow and decision-making.
15. Maintain electronic files for the Owner.
16. Review the options for project delivery methods based on program needs and recommend an approach.

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## Procurement

1. Manage architectural and general contractor selection process, including generating RFPs, checking references, analyzing fees, managing the interview process, and attending interviews.
2. Review contracts for the architect and general contractor in conjunction with the Owner's legal representation.
3. Manage the procurement of the surveyor for a meets and bounds survey.
4. Manage the procurement of the geotechnical engineering firm.
5. Manage the procurement of the material testing firm.
6. Monitor the procurement process, led by the design team, of procurement of the FF&E required for the Project.
7. Assist the Owner with developing/implementing, and coordinating AV/Security/technology needs of the Owner. Assist with the selection of consultants and vendors led by the ownership IT department or architect consultant.
8. Manage the receipt of W-9 and insurance documents from procured team members.

## Design and Planning

1. Serve as the main Owner contact for the design team.
2. Provide interpretation of plans and specifications.
3. Review existing documentation and data, manage existing data, and new project data.
4. Discuss Project with the Owner to review the critical information gathered related to the Project and analyze strategies for the Project's success.
5. Meet with the design team related to project progress and design decisions required.
6. Work with the team to establish proper project quality controls during the construction phase.
7. Work with the team to refine the scope to be within the Owner's budget.
8. Analyze existing site for issues related to construction implementation and logistics
9. Review the drawings and plans on behalf of the Owner. Provide comments from the ownership team to the design team and track to completion.
10. Work with the design team to assist in obtaining building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design and construction of the Project.
11. Work with utility providers (gas, electric, internet) and design team to ensure services are delivered to the site.
12. Work with design team estimator or General Contractor to track estimates and cost-saving options to align with the project budget.

## Bidding and Permitting

1. Confirm that the permit process is completed prior to the start of construction.
2. Coordinate and review any modifications to pricing with the Owner.
3. Review insurance and bonding requirements.
4. Review subcontractor bids and process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.
5. Issue final approval of Guaranteed Maximum Price award.

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## Construction Administration

1. Serve as the primary Owner contact for the general contractor.
2. Review the contractor's safety plan for the construction site.
3. Work with the General Contractor on schedule and logistics plan.
4. Advise the Owner on issues, including construction costs, schedule, coordination, and owner-occupancy.
5. Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
6. Monitor construction costs.
7. Review and monitor preliminary and final construction schedules.
8. Attend weekly construction meetings.
9. Observe construction activities. Once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality-related issues identified.
10. Monitor inspections and testing reports take place as required. Review reports taking necessary action such that deficiencies are addressed.
11. Monitor the construction phase activities of the design and engineering firm(s), including the following:
  - i. Technical review and approval of materials submittals and samples
  - ii. Resolution of technical questions that may arise during construction
  - iii. Review and opinion on change orders subject to Owner approval
  - iv. Monitor the progress of construction work. Track corrective measures by the general contractor to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor.
12. Resolve questions asked of the Owner that may arise during construction.
13. Maintain Owner's record copies and permanent project files of necessary design and construction-related communications.
14. Report to and advise Owner on issues of construction cost, schedule, and Owner-related items.
15. Review progress payment requests of the contractor and provide payment recommendations to the Owner.
16. Monitor the design team's construction-phase performance with respect to timeliness of documentation, type, and frequency of contractually agreed-to project reporting and other documentation relied upon by the Owner and Owner's Representative.

## Close-Out and Post-Construction

1. Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
2. Monitor the creation of the design team punch list monitor progress and completion of corrective work identified on the punch list.
3. Recommend to the Owner the approval of the issuance of the Certificate of Substantial Completion.
4. Provide recommendation to the Owner regarding the final acceptance of the Project and release of final payment to the contractor(s).
5. Monitor the turnover of stock supplies of materials as specified by the contract documents.
6. Monitor the preparation of operations, maintenance manuals, and as-built plans and specifications on behalf of the Owner.

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7. Facilitate contractor's training of appropriate; Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

## Warranty Period

1. Assist the Owner with determining the warranty period. If an extended warranty is considered, assist the Owner with understanding the cost and value associated with extended warranties to evaluate the value and additional cost.
2. Schedule the 11-month warranty walkthrough with the design team if the warranty is a minimum of 1 year.
3. Assist the Owner with building issues/complaints and determine the necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.