

HUDSON PUBLIC LIBRARY

AGENDA December 17, 2008 at 5:00 pm

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM NOVEMBER MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

Work Session – Wednesday, January 7, 2009 at 5:00 PM

Next Meeting – Wednesday, January 21, 2009 at 5:00 PM

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
November 19, 2008**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Joann Dunker, Sally Harms, Shana Johnson, Ellen Korthuis, and Cathy Bollers were present. Judy McGill from the town of Hudson attended. Librarian Terri Redden was also present.

MINUTES: The minutes from the October meeting were approved with a motion from Ellen and a second from Sally.

FINANCIAL REPORT: Money Market: \$655,265.49 **Checking:** \$7,869.77 **CD:** \$173,508.36 **Maintenance & Repair Fund:** \$6,364.67 The bills for November were \$17,622.65. A motion from Sally and a second from Joann approved the financial report and payment of the November bills.

LIBRARIAN'S REPORT: Circulation for October: 3,537 and 593 (interlibrary loans); Patrons: 1,709; Cards Issued: 39; Cards renewed online: 47; Fines Collected: \$209.03; Book Sales: \$8.74; Copies: \$56.25

OLD BUSINESS:

- a) Terri reported that the VanDyke Engineering report recommends adding supports for the wall in the crawl space. She explained the bids from three contractors. A motion from Joann and a second from Ellen to accept Jerry Van Riper's bid to install 8 columns and pads for \$16,100 was approved.
- b) Beth Hager will visit the library on November 21st. Terri had a copy of the agreement with Group3 Planners for the 1-2-3 Go! project for a cost of \$3,400 plus mileage expenses. Any additional work would be charged at \$100 per hour. The work will be completed by December 9th. Joann asked that we be notified before the \$3,400 is expended. A motion from Joann and a second from Sally to accept the agreement was approved.
- c) Joann reported that since our funds at Valley Bank are government funds, they are all insured. Judy will provide information about Call A Trust.

NEW BUSINESS:

- a) Terri will provide copies of the services provided by the district for 2009 at the December meeting.
- b) A motion from Shana and a second from Joann to purchase a 2009 Weld Central yearbook ad was approved.
- c) A motion from Shana and a second from Ellen to purchase five \$25 gift certificates was approved.
- d) Bev Judd has been training a 14 year old home-schooled volunteer to help in the library.

CORRESPONDENCE / PATRON COMMENTS: Thank you cards from a patron Marge Wagner and the 4-H club were shared.

FUTURE AGENDA ITEM:

ADJOURNMENT: A motion from Ellen and a second from Shana adjourned the meeting.

Respectively submitted: Cathy Bollers, secretary

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
December 17, 2008**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Carol Bryant, Joann Dunker, Sally Harms, Shana Johnson, Ellen Korthuis, Maureen Lockette, and Cathy Bollers were present. Judy McGill from the town of Hudson attended. Librarian Terri Redden was also present.

MINUTES: The "plus mileage expenses" was removed from the Group3 cost. The corrected minutes from the November meeting were approved with a motion from Sally and a second from Carol.

FINANCIAL REPORT: Money Market: \$629,474.17 Checking: \$7,993.78 CD: \$173,508.36 Maintenance & Repair Fund: \$6,366.02 The bills for November were \$25,502.36. A motion from Carol and a second from Joann approved the financial report and payment of the November bills.

LIBRARIAN'S REPORT: Circulation for November: 2,800 and 505 (interlibrary loans); Patrons: 1,441; Cards Issued: 33; Cards renewed online: 25; Fines Collected: \$129.34; Book Sales: \$21.55; Copies: \$41.55

OLD BUSINESS:

- a) Terri contacted Beth Hager about the 1-2-3 Go! Survey. We agreed to remove the entire wall between the units, to have a main street entrance, and to keep the current handicapped entrance.
- b) The structural work was completed today by Jerry Van Riper.

NEW BUSINESS:

- a) Terri will meet with a town representative about having a railroad, highway, and pet safety program at the library.
- b) Terri will meet with the insurance agent about dissolving the Kennedy condo association.
- c) The courier service will be available on Saturdays starting on January 2nd.
- d) A motion from Cathy and a second from Carol to pay Terri a \$75 bonus and to pay the four staff members a \$50 bonus was approved.
- e) If Terri has information to discuss, we will meet on Wednesday, January 7th at 5:00 pm for a work session. We will discuss staff evaluations on January 21st.

CORRESPONDENCE / PATRON COMMENTS: Terri shared a thank you card from a patron Mary Duckwall and a thank you note to Marcie Weeks for helping a patron with AR books.

FUTURE AGENDA ITEM:

ADJOURNMENT: A motion from Maureen and a second from Shana adjourned the meeting.

Respectively submitted: Cathy Bollers, secretary

Library

HUDSON PUBLIC LIBRARY

AGENDA February 18, 2009 at 5:00 pm

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM FEBRUARY 4 MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

Work Session – Wednesday, March 4, 2009 at 5:00 PM

Next Meeting – Wednesday, March 18, 2009 at 5:00 PM

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 4, 2009**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis, Maureen Lockette, and Cathy Bollers were present. Judy McGill from the town of Hudson attended. Librarian Terri Redden was also present.

MINUTES: The minutes from the January meeting were approved with a motion from Maureen and a second from Sally.

OLD BUSINESS:

a) Terri presented outstanding bid information.

- IT recommends using Sturgeon Electric to install and replace the data lines, and to add a routing box.
- The total estimate for 8 new computers is \$8,800. Six of the new computers would be for patrons. One new computer would be for staff. One new computer would be used in the teen area. Two of the three old computers would be used for OPAC and one of the old computers would be used for games in the children's area.
- The PC reservation system is \$2,000 plus a yearly fee. Receipt printer cost is \$250 x 2 for a total of \$500. Print manager cost is \$545.
- The estimate for shelving tear down and installation depends on how much new shelving we purchase, but would be approximately \$5,500.
- Terri is waiting for bids on the air conditioning.

b) We discussed the shelving options and decided that the 84" high shelves in the adult fiction area would be too high. We agreed to replace the 84" high shelves in the adult fiction area with 72" high shelves. We also agreed to add two shelves in the adult fiction area.

c) We discussed Jerry Van Riper's proposal. We agreed to proceed with the following items:

- 1. Demolition
- 2. Framing
- 3. General Carpentry - a, b, c, d, e, f, g, h
- 4. Exterior - a, b, c with Option 1
- 5. Drywall
- 6. Painting – only b
- 7. Electrical Allowances
- 8. Plumbing Allowances
- 9. Carpet – only d with modifications
- 10. Management fees

d) A motion from Maureen with a second from Sally to accept the January 19th shelving quotation with the adjustment of 72" high shelving and two additional shelves in the adult fiction area was approved. Terri will request a revised shelving quotation from Chris Klafehn.

e) A motion from Carol with a second from Joanne to accept Jerry Van Riper's proposal with the previously mentioned items to be included was approved. Terri will contact Jerry to schedule the work.

ADJOURNMENT: A motion from Sally and a second from Carol adjourned the meeting.

Respectively submitted: Cathy Bollers, secretary

HPL_Minutes02-04-2009

Library

HUDSON PUBLIC LIBRARY

AGENDA March 18, 2009 at 5:00 pm

- 1. CALL TO ORDER**
- 2. APPROVE MINUTES FROM FEBRUARY 18 MEETING**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
- 6. NEW BUSINESS:**
- 7. CORRESPONDENCE and PATRON COMMENTS:**
- 8. ADJOURN**

Next Meeting – Wednesday, April 15, 2009 at 5:00 PM

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
February 18, 2009**

CALL TO ORDER: Ellen Korthuis called the meeting to order at 5:00 pm.

TRUSTEES PRESENT: Joann Dunker, Ellen Korthuis, Maureen Lockette, and Cathy Bollers were present. Judy McGill from the town of Hudson attended. Librarian Terri Redden was also present.

Jerry Van Riper presented an updated proposal for the remodeling project of the new 900 square foot portion of the library expansion. The current air conditioning unit is not large enough to handle the new addition, so a new air conditioning unit will be installed. The air conditioning installation for \$9,240 was added to the proposal. A motion from Maureen with a second from Ellen to accept the revised proposal and to approve Terri signing the contract was approved.

MINUTES: The minutes from the February 4th meeting were approved with a motion from Maureen and a second from Joanne.

FINANCIAL REPORT: **Money Market:** \$604,475.57 **Checking:** \$6,851.62 **CD:** \$173,508.36 **Maintenance & Repair Fund:** \$6,368.77 The bills for February were \$12,136.50. A motion from Maureen and a second from Joanne approved the financial report and payment of the February bills.

LIBRARIAN'S REPORT: Circulation for January: 2,951 and 523 (interlibrary loans); Patrons: 1886; Cards Issued: 23; Cards renewed online: 36; Fines Collected: \$128.76; Book Sales: \$405.79; Copies: \$56.30

OLD BUSINESS:

- a) Terri presented a proposal from Sturgeon to replace all the voice and data lines. The cost of the materials is \$2,491.75 and the labor cost is \$2,918.35 for a total of \$5,410.10. A motion from Maureen and a second from Ellen to accept the Sturgeon contract and to approve Terri signing the contract was approved.
- b) Terri reported that the updated shelving cost is \$40,686.

NEW BUSINESS:

- a) A motion from Cathy with a second from Ellen to pay the taxes for the new unit was approved.
- b) We discussed having an open house when the library addition is completed.

CORRESPONDENCE / PATRON COMMENTS:

ADJOURNMENT: A motion from Joanne and a second from Maureen adjourned the meeting.

Respectively submitted: Cathy Bollers, secretary

Hudson Library Board Meeting

April 15, 2009

1. Librarian's Report:

	a. Circ.	3525 ^{ILL} 708	YTD	10,925
	b. Patrons	1620	YTD	4,810
15	Ac. Cards issued:	.25 online + 4 Non Res.	YTD	57
13	Jd. Cards issued		YTD	22
	e. Card renewed online	31	YTD	95
	f. Fines collected	51.47	YTD	196.03
	g. Book sales	87.15	YTD	851.94
	h. Copies:	43.45	YTD	151.20

- ✓ Eaton Club
- ✓ Construction Costs & update
- ✓ Bills
- ✓ Librarian's Report
- ✓ Fine inspection update

CD
Money Market

328,832.19

Checking 12,776.20
M&R 6,371.30

Hudson Public Library

Agenda May 20, 2009 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – Wednesday, June 17, 2009 at 5:00 pm

Hudson Library Board Meeting



April 15, 2009

1. Librarian's Report:

a. Circ. March 3525 ill 708	YTD 10,925
b. Patrons March 1620	YTD 4,810
c. Cards issued: adult 15	YTD 57
d. Cards issued: juvenile 13	YTD 22
e. Card renewed online 31	YTD 95
f. Fines collected \$51.47	YTD \$196.03
g. Book sales \$87.15	YTD \$851.94
h. Copies: \$43.45	YTD \$151.20
i. Eaton country club dinner	
j. Constructions costs	
k. Library closure schedule	

CD \$473,508.36
Money Market \$328,832.19

Checking \$ 12,776.20
M&R \$6,371.30

transfer

calendar

Hudson Library Board Meeting

June 17, 2009

1. Librarian's Report:

a. Circ	35,261	10,361		YTD	18,704
b. Patrons	1837	2730	1837	→ YTD	7,969
c. Cards issued: A	24			YTD	97
d. Cards issued J	18			YTD	49
e. Card renewed online		49		YTD	175
f. Fines collected	37.45			YTD	264.28
g. Book sales	228.95			YTD	1168.39
h. Copies:	20.25			YTD	210.90

i
 checking acct for p. Cash Prog. as of 6/11
 note from Weld Food Bank 199 - 512
 note from HS yearbook

CD 477,681.40
 Money Market
 517,223.39

Checking 3,899.58
 M&R
 6,373.96

Library

Hudson Public Library

Agenda July 15, 2009 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business** *January 1st - water charge*
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting - Wednesday, August 19, 2009 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
June 17, 2009**

CALL TO ORDER: In the absence of a quorum, meeting convened by Cathy Bollers at 5:15 PM

TRUSTEES PRESENT: Cathy Bollers, Joann Dunker and Sally Harms. Also present was Librarian Terri Redden.

MINUTES: Minutes from the May 2009 meeting were not approved due to lack of quorum.

FINANCIAL REPORT: Money Market: \$517,223.39; CD: \$477,681.40; Checking: \$3,899.58; Maintenance and Repair Fund: \$6,373.96. The bills for June total \$23,937.43.

It was agreed the bills would be paid without approval.

Jerry Van Riper has submitted a bid for shelves in the restroom (\$247.00) and a cover for the network equipment station (\$190.00). Cathy will call/email board members to get an additional vote for this bid. Upon motion made by Cathy, seconded by Joann and carried with the assumption of email vote, this bid by Jerry Van Riper was approved.

LIBRARIAN'S REPORT: Terri gave an abbreviated report. Circulation: 3526 and 361 (Interlibrary Loans); patrons: 1322; cards issued: adult – 24, juvenile – 18; cards renewed online: 49; fines collected: \$37.45; book sales: \$228.95; copies: \$20.25.

- a) Terri attended the *High Plains Library District* dinner and meeting on June 8, 2009 at the Eaton Country Club. Speakers discussed how to make libraries relevant so up and coming voters see the need to vote for library bond issues. The library is an investment of our tax dollars. It's a community place where patrons can become well educated about our community and focus on youth. Librarians affect the attitudes of our community.
- b) Some libraries are using *Wii*s for scheduled evening programs that bring in both young people and adults. Programs can include DVDs, videos, and weather programs. A 47-inch flat screen with DVD and UP Converter would cost \$2000.00. The cost of a *Wii* is from \$300 - \$500.00. The total cost would be under \$3000.00. This should be a future discussion topic. We do have the space for this kind of program in our library.
- c) Terri asked if we could set up a petty cash fund so she could pay for small items for the library. The petty cash checkbook would be balanced each month. An upper spending limit could be established.
- d) Don and Susie Bratrsovsky have submitted a new bid for cleaning the library. With the increased space the job is taking no less than four hours per week. The new bid is \$60.00 per week or \$250.00 per month. This would be

\$3000.00 per year. Sally moved to accept the \$250.00 per month bid with second by Joann. Approved.

OLD BUSINESS: The plans for the Open House have been finalized. The date is June 24, 2009 from 10:00 AM to 7:00 PM with the ribbon cutting by Mayor Neil Pontius at 10:15 AM. Terri has ordered deli trays from Safeway. Staff and Board Members will be there throughout the day to answer questions.

NEW BUSINESS: Rebekah King has been hired as the part-time page in the library.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: Petty Cash fund; purchase of a Wii and related equipment;

ADJOURNMENT: 6:00 PM

Respectively submitted: Sally Harms, Secretary

Hudson Library Board Meeting



July 15, 2009

1. Librarian's Report:

- a. Circ.: June 4,837 ill 638 YTD 24,184
- b. Patrons : June 2,750 YTD 8,882
- c. Cards issued: June A 28 YTD 125
- d. Cards issued: June J 31 YTD 80
- e. Card renewed online: June 68 YTD 243
- f. Fines collected: \$106.81 YTD \$371.19
- g. Book sales: 0 YTD \$1,168.39
- h. Copies: \$37.60 YTD \$248.50
- i. 659 children attended the summer reading programs, party this Friday

I am going to gather information about WII from Platterall & Erie

Old business: letter of intent from Michael Halleck

I am going to talk to board look on Google

no bills not on report add bill will next month window cleaning 45.00 Jerry Van Riper 557.00

CD \$477,681.40
Money Market \$519,760.80
Checking \$21,187.41
M&R \$6,375.27

Jenni

Hudson Public Library

Agenda August 19, 2009 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – Wednesday, September 16, 2009 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
July 15, 2009**

CALL TO ORDER: Meeting called to order at 5:10 PM by Chairperson Ellen Korthuis.

TRUSTEES PRESENT: Cathy Bollers, Carol Bryant, Joann Dunker, Sally Harms, Ellen Korthuis, and Maureen Lockette.

MINUTES: The minutes for the June 17, 2009 meeting were read and upon motion made by Joann and seconded by Ellen, they were approved.

FINANCIAL REPORT: Money Market: \$519,760.80; CD: \$477,681.40; Checking: \$21,187.41; Maintenance and Repair Fund: \$6,375.27. The bills for June were \$12,924.72. Not included in the report was \$45.00 for window cleaning from Sean Vis (Operation and Maintenance) and \$557.00 from Jerry Van Riper (Capital Outlay) for shelves and the equipment cover.

Upon motion made by Sally, seconded by Maureen June bills were approved for payment.

LIBRARIAN'S REPORT: Circulation for June: 4,837, and 638 (interlibrary loan); Patrons: 2,750; Cards issued: 59; Cards renewed online: 68; Fines collected: \$106.81; Book Sales: 0; Copies: \$37.60; Summer Reading: 659 children.

- a) The number of tweens/teens in the summer reading program tripled this year. It was a Wednesday/Thursday drop in program from 10 AM to 2 PM and staff considers it a big success. The summer program idea came from the district meetings staff attends. The libraries share staff and ideas very successfully.
- b) Michael Halleck has submitted a letter of intent to become an HPL board member. He visits the library and brings his children frequently. He lives in Frederick so discussion centered on whether he can be a member of the board if he doesn't live in our library area. Terri will investigate further.
- c) Terri asked for permission to close the Library Friday morning from 10:00 AM to noon for the Summer Reading Program party at the park. Maureen moved and Sally seconded the motion to close the Library Friday from 10:00 – noon. Carried.

OLD BUSINESS:

- a) There was discussion of including *Wii*s and other games in the Library in a controlled setting. It would require a big screen TV and other equipment for the program. Other libraries are including these kinds of programs for both youth and adults. Sally brought a Denver Post article about libraries including this kind of service. Maureen suggested that youth who wanted to participate in that kind of

program would have to read a certain number of books first. It was agreed to check out other libraries to see how it is working and then discuss it further.

- b) Terri would like a petty cash checking account that could be used for purchases that now require her to use cash. It would be capped at \$1000.00. Maureen moved to establish a petty cash checking account, capped at \$1000.00. Carol seconded the motion and it carried.

NEW BUSINESS: Judy McGill informed the board that the town would begin asking all town properties to pay for water bills. The Library will begin receiving a water bill beginning with January 2010. The Library will be billed as one unit.

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM:

ADJOURNMENT: There being no further business to come before the board, upon motion made by Carol, seconded by Ellen and carried, the meeting was adjourned at 5:55 PM.

Respectively submitted: Sally Harms, secretary

Hudson Library Board Meeting

September 2009

1. Librarian's Report:

a. Circ. August 3535 144639	YTD	33250
b. Patrons August 2104	YTD	13413
c. Cards issued: A 19	YTD	173
d. Cards issued J 8	YTD	109
e. Card renewed online 36	YTD	333
f. Fines collected 82.50	YTD	556.79
g. Book sales 88.20	YTD	1402.84
h. Copies: 60,45	YTD	372.60

Great job - start

Budget

FDIC

Coffee in the library

CD's Maturity Date coming

CD
Money Market

Checking
M&R

Hudson Public Library

Agenda, October 21, 2009 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from August meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – Wednesday, November 18, 2009 at 5:00 pm

Hudson Library Board Meeting



October 21st, 2009

Apple
Cinnamon
Cream Cheese
caramel

Board member
Down newsletter
Lost Creek
Guide

call
Michael
Halleck

1. Librarian's Report:

- | | |
|--------------------------------------|----------------|
| a. Circ. : September : 3,229 ILL 758 | YTD 37,237 |
| b. Patrons: September: 1,979 | YTD 15,392 |
| c. Cards issued: September A 32 | YTD 205 |
| d. Cards issued: September J 33 | YTD 142 |
| e. Card renewed online: September 81 | YTD 414 |
| f. Fines collected: \$92.25 | YTD \$649.04 |
| g. Book sales: \$157.80 | YTD \$1,560.64 |
| h. Copies: \$58.99 | YTD \$431.59 |
| i. Budget | |
| j. We have an excellent staff!! | |
| k. CD renewal and FDIC question | |
| l. Services for member libraries | |
| m. Insurance change | |
| n. Purchase a dvd polisher | |
| o. New shelf shelving | |
| p. Coffee | |

check
finishes
yes
yes

our funds
Public Fund money? - securities to
back up
be able to list
securities

no Carol next month
celebrate next month - Mauci + Sari
send e-mail
to Cathy

CD \$480,465.90
Money Market \$ 610,059.68

Checking \$11,391.11
M&R \$ 6,379.29

email new
budget to
board +
judy

Nov. 28 first
Prisoners

Hudson Library Board Meeting

September , 2009

1. Librarian's Report:

- | | |
|--|--------------|
| a. Circ. : August : 3,535 ILL 639 | YTD 33,250 |
| b. Patrons: August: 2104 | YTD 13,413 |
| c. Cards issued: August A 19 | YTD 173 |
| d. Cards issued: August J 8 | YTD 109 |
| e. Card renewed online: August | YTD 333 |
| f. Fines collected: \$82.50 | YTD \$556.79 |
| g. Book sales: \$88.20 | YTD 1402.84 |
| h. Copies: \$60.45 | YTD \$372.60 |
| i. Board meeting cancelled for September | |

Services Provided to Member Libraries Participating in the High Plains Library District 2010

Resource Sharing

Access to all materials at all libraries participating in High Plains Library District
Courier service to transport library materials Monday through Saturday
Purchasing, maintenance, and access to online databases and accompanying search software
Interlibrary Loan services
Cooperative collection development
Participation on HPLD Committees and Task Forces

Technical Services

Cataloging Services
Centralized Order Management, including standing orders for books and periodicals
Standardized processing for Items Purchased/Cataloged through Technical Services
Maintain Content of Horizon Database
Barcodes and RFID tags

Information Technology

Disaster recovery services
Administration/Maintenance of Integrated Library System
T-1, DSL and wireless lines, including installation and maintenance
Patron wireless service costs
Cooperative Purchasing, Licensing, and Discount Agreements
MS Office licensing
Internet filtering licenses
Virus protection software
Technical Consulting/Troubleshooting/Support
Web Hosting/Maintenance (via MyLibrary.us and MiBiblioteca.us)
Internet filtering
Remote access to HPLD systems
Host E-Mail Accounts for Staff
Software Installation
Equipment Loans (as available)
Telecirc (telephone messaging service for holds and overdue notices, both outgoing and incoming)
Language Line Translation Phone
Sharepoint space for online collaboration
IT consulting

Finance and Administration

Tax Collection and Distribution, monthly payments in the same proportion as collected by HPLD
Access to the HPLD Foundation's 501(c)3 status and grant writing assistance
Communication Tools (i.e. SharePoint, FRED, monthly meetings)
Billing for Materials Ordered Through Centralized Order Management
Management of Debt Collect Services
Compilation of Annual Public Library Statistics Report
Research and Development
Project management services

Survey Monkey surveys, where response is expected to be less than 1000 returns each month

First name badge for new staff

Continuing Education

Training on technologies support by HPLD (i.e. Horizon)

In-house training and HPLD-sponsored workshops, seminars, round-tables on topics that pertain to mutually shared interests

Online training clips for patrons

Outreach Services

Mobile services to schools or other gathering places in service area

[Multicultural services](#)

Public Information/Programming

Web Calendar

Templates for promotional materials

Coordination of District-wide programming

Library cards

| 10/9/09

Hudson Public Library

Agenda, November 18, 2009 at 5:00 pm

- 1. Call to order**
- 2. Approve Minutes from October, 2009 meeting**
- 3. Approve payment of bills**
- 4. Librarian's Report**
- 5. Old Business**
- 6. New Business**
- 7. Correspondence and Patron Comments**
- 8. Adjourn**

Next Meeting – December 21, 2009 at 5:00 pm

**HUDSON PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
October 21, 2009**

CALL TO ORDER: Chairperson Ellen Korthuis called The Hudson Public Library Board Meeting to order at 5:00 PM.

TRUSTEES PRESENT: Maureen Lockhart, Ellen Korthuis, Carol Bryant, Joann Dunker and Cathy Bollers were present. Also present were Judy McGill from the Town of Hudson and Librarian Terri Redden.

MINUTES: The minutes from the August 19, 2009 meeting were approved upon motion made by Joann, seconded by _____ and carried. Note: there was no meeting in September because Librarian Terri Redden was absent.

FINANCIAL REPORT: Money Market: \$610,059.68 **CD:** \$480,465.90 **Checking:** \$11,391.11 **Maintenance and Repair Fund:** \$6,379.29. The bills for October total \$13,502.29. Upon motion made by Cathy, seconded by Maureen and carried, the bills were approved for payment.

LIBRARIAN'S REPORT: Terri gave her report. Circulation 2329 and 758 (Interlibrary Loans), patrons: 1,979, cards issued: adults – 32; juvenile – 33; cards renewed online: 81; fines collected: \$92.25; book sales: \$157.80; copies: \$58.99;

- a) Budget figures are attached. Oil and gas figures are always a year behind but income is holding steady so far. Terri has increased the supply line item from \$4500 to \$6,000. Salary and payroll is \$7,000 more this year than last year making the figure \$120,000 this year. Operations and Maintenance covers cleaning, periodic checks on heating system service, trash, cleaning and outside maintenance. Terry bumped this up from \$8,000 to \$9200. Upon motion made by Sally, seconded by Ellen, the budget was accepted.
- b) Staff has been exceptional – everyone worked really hard while Terri was out.
- c) It's time to renew the CDs. Joann will check out the renewal status and interest rates. The renewal date is 11/27. There was a "cease and desist" order in June 2009 for Valley Bank. Joann will talk to the bank to determine if our funds are considered *Public Fund dollars*. If that is the case they should be backed up by a list of securities. She will get the list of the securities that back up our library funds.
- d) Attached is a list of the services provided to member libraries in 2010 by the High Plains Library District. The colored items are new this year.
- e) The Town of Hudson is changing to Metropolitan Life for dental insurance. The town has changed the short and long-term disability coverage but there is not a lot of difference. Regular insurance coverage was increased 12% so the town is going to change to Anthem. With this new plan the premiums will go down. The new plan will require that a \$3,000 deductible account will be established for every employee. The employee will draw down the account as needed and when it is used up, the insurance will kick in fully. The town will add \$3,000 each year. Any unused amount in the employee's account will carry over at the end of each year. The Library should establish such an

account for Terri. Upon motion made by Sally, seconded by Joann and carried it was agreed to establish a health insurance account for Terri.

- f) Terri brought up the problem of keeping the Library's DVDs polished. Currently they are sent to the district for polishing but there is a backlog there and it can take several weeks to get the DVDs back. The library currently has approximately \$60,000 invested in DVDs. A polisher can be purchased for approximately \$4900. Supplies would be over and above that. Some libraries do have their own polishers. Terri will get more information and report back.
- g) *New Book* display shelving is needed. The current shelves are not working well for the *New Book* display. The new shelving will have wheels and cost \$1164.99. The old shelving will be utilized in another part of the library. Upon motion made by Maureen and seconded by Joann and carried, it was approved to buy the new shelving.
- h) The beverage machine is installed on a free trial basis until Friday, October 23. It will cost \$75.00 per month with a three-year lease with supplies costing extra. The lease allows for bi-monthly service. The machine is coin operated and if the library charges 50¢ per cup it will break even. Upon motion made by Ellen and seconded by Carol purchase of the coffee machine was approved.

OLD BUSINESS:

- a) There was discussion of meeting to study changes to the by-laws. It was decided to put that on the agenda for February 2010.
- b) We missed celebrating Marcie Week's and Terri's anniversaries. We will have refreshments for the November meeting.
- c) There is some question about whether Michael Halleck does live in the district so Terri will contact him again. If he does live in the district he could apply to fill the vacancy on the board.
- d) The correctional facility in Hudson will open November 28, 2009.
- e) There was discussion about the *Wii*. There is one at Prairie View that is not being used. It may be donated to the Library. If it is donated to us, there will be more discussion about how to best use it. The board members are divided about whether it fits in our Library plan.
- f) One patron asked Terri about the board vacancy but they did not follow up with an application.

NEW BUSINESS:

CORRESPONDENCE / PATRON COMMENTS:

FUTURE AGENDA ITEM: By-laws to be discussed in February. Terri will bring additional information the DVD polisher.

ADJOURNMENT: Upon motion made by Joann, seconded by Ellen and carried the meeting was adjourned at 6:30 PM.

Respectively submitted: Sally Harms, secretary

EXTRA

Hudson Library Board Meeting

December, 2009



1. Librarian's Report:

a. Circ. November 3181 ILL 672	YTD 45,196
b. Patrons 1639	YTD 18,893
c. Cards issued:16	YTD 250
d. Cards issue 7	YTD 173
e. Card renewed online 33	YTD 539
f. Fines collected \$69.25	YTD\$795.28
g. Book sales \$31.50	YTD\$1,691.26
h. Copies: \$34.50	YTD \$511.19
i. No meeting in December	

CD \$ 482,854.37
Money Market \$580,757.49

Checking\$14,648.34
M&R \$6,381.96