



Callahan House Annual Report

2024

Advisory Board Members:

Karen Reed – Chair
Cindy Martini – Secretary
Karen Kruse - Historian
Maureen McCoy
Candis Schey

House Manager:

Brittaney Hastings

House Staff:

Jacquelyn Ibsen – Building Supervisor
Elizabeth Winn – Facility Event Coordinator
Sara Murphy – Facility Event Coordinator

Staff Liaisons:

Ben Wagner – Recreation and Golf Superintendent
Kristen Rudisill – Recreation Program Supervisor



Metrics and Financials

Callahan House Usage	2022	2023	2024
Club meetings	86	137	143
Revenue generating events	39	39	42
City events	27	26	41
All other events	82	71	83
Guests served/House guests	3,647	3,604 (closed Aug)	5,271

Callahan House Fund *	2022	2023	2024
Callahan House beginning fund balance	\$51,210	\$68,127	\$84,817
Total revenue added to Callahan House	\$68,074	\$56,927	\$70,793
City's General Fund contribution	\$89,666	\$95,970	\$99,854
Total expenses in Callahan House	\$140,822	\$136,207	\$158,798
Callahan House ending fund balance	\$68,127	\$84,817	\$96,667

*The Callahan House Fund was established by the City of Longmont in 1995. It was created to receive funds earned by, paid to, donated, or granted to the Callahan House. The City Council has authority to make appropriations from the Fund. The funds and any interest earned are for the specific use and benefit of the Callahan House. (City of Longmont Ordinance No. 0-95-17)

Note: Financials for 2023 were finalized by the City after submission of the 2023 Callahan House Annual Report. Expenses increased by \$590, making the new total \$136,207, and the ending fund balance \$84,817.

2024 Overview

Callahan House enjoyed a good deal of use this year. Guests of the house and garden continue to enjoy its history and legacy.

- The pre-approved caterers meeting the standards of Callahan House were Greens Point Catering and Jules Gourmet Catering.
- Open House events included the Spring Open House on April 25, Summer Open House on July 25, Club-A-Fair on August 17, ArtWalk on September 14, Santa Open House on December 6, and the Holiday Open House on December 12. Artwork of the Callahan House and the book written by Rosslyn and Lee Scamehorn were made available for purchase during most of the open house events. Proceeds from all sales were added to the Callahan House Fund. All donations received in the donation boxes during open house events were added to the Callahan House Fund.
- The QR code remains posted outside the west and south exterior doors on the veranda, and inside in the foyer, providing visitors with easy access to information and learning more about the history of the house, along with an opportunity to donate to the Callahan House Fund.
- The history of Callahan House via scrapbooks continued to be updated.
- The new e-mail list for communicating with guests regarding upcoming public events at Callahan House continues to grow with each Open House event.

- Rates for clubs increased in 2024 from the previous rate of \$12 per person per year to \$14 per person per year. Payment for club members was made at the beginning of the year.
- Rental rates remain the same since the increase in late 2023 and are competitive with market rates.
- Wedding packages were rebuilt to align with industry standards and increase net profits from wedding rentals (see attached rate sheet).
- Reviewed new branding for Callahan House, developed by Rachael Moyer, Citywide Brand and Digital Communications Specialist for the City of Longmont (see attachment).
- Created a script and selected a production company to film and prepare an updated video regarding the history and use of Callahan House.
- Developed new Club Selection Criteria and Application for clubs applying to utilize Callahan House (see attachment).
- Revised the Club Survey, inquiring about club satisfaction regarding use of Callahan House (see attachment). Survey results indicate the clubs are highly satisfied.
- Developed Patrons of the Callahan House, an annual donor program.
- Two Board members gave a presentation about Callahan House for PEO Founders Day.

2024 Events

Along with the monthly Ladies' Club meetings, the following is a list of events that were hosted by Callahan House this year:

- Club-A-Fair
- ArtWalk 2024
- Annual Fall Tea attended by past and present Board members, house managers, and Longmont City Council
- Weddings, Rehearsals, and Receptions
- Birthday Parties
- Baby Showers
- Memorials/Celebrations of Life
- Graduation Parties
- Easter Egg Hunt
- Historic 3rd Avenue Tours, Longmont Museum
- Art & Sip events in the garden
- Victorian Valentine's Day Tea and Crafting
- Murder Mystery Dinner
- Professional and Student Musical Performances
- Several art classes
- Seniors Afternoon Teas

Maintenance

- A full inventory of all items in Callahan House was completed.
- New tables and chairs for garden events were purchased.
- A shed for storage of the new tables and chairs for garden events was installed.
- Heavy draperies and valences were removed to allow more light into the house.
- UV protective film was added to south and west facing tempered glass protective storm windows.
- Electricity and lighting were added to the gazebo.

- Market string lighting was added in the south garden.
- A “new” period appropriate 1895 Knabe Victorian Upright piano was purchased to replace the c.1965 Cable piano.
- The Callahans’ original Steinway piano was tuned and regular maintenance was performed.
- Annual inspection of kitchen appliances and safety features was performed.
- The Board continues to review and advise regarding the schedule of general maintenance (see attached spreadsheet).

Restoration and Preservation

- The Board continues to review and advise regarding the schedule of continuing and future restoration and preservation projects with the House Manager (see attached spreadsheet).

2025 Goals

- Revamp the interior of the auto house.
- Complete the updated video which educates about and advertises Callahan House.
- Restoration of the dining room furniture: table, table leaves, and chairs; sideboard with gryphons; and the server. Funding is anticipated to be received from The Questers.
- Rehabilitate the gardens; remove overgrowth, repair turf, and create a plan to restore a more formal garden aesthetic.
- Develop *The Callahan House Room-by-Room Docent’s Tour Details* brochure into a booklet that may be purchased by guests interested in having a personal copy of the detailed information. Proceeds from the sales of the booklet will be contributed to the Callahan House Fund.
- Create a replacement book regarding the history of the Callahans and Callahan House.
- Foster education regarding the gift of this beautiful historic home in our growing community and beyond.
- Pursue funding for continuing and future restoration and preservation projects; proper historic preservation and maintenance of the Callahan House is of utmost importance.

Respectfully submitted,

Karen Reed

Karen Reed (Mar 26, 2025 09:42 MDT)

Karen Reed, Chairperson



Brittaney Hastings, Callahan House Manager

Callahan House Advisory Board Mission Statement:

To preserve, maintain and promote the gift of the Historic Callahan House for use and enjoyment of the Longmont community, creating memories and providing a legacy for the future.

PACKAGES

HISTORIC PACKAGE

²⁰²⁵ **\$6,490** | ²⁰²⁶ \$7,139 | ²⁰²⁷ \$7,853

- Saturdays
- May-October
- Up to 125 people

VINTAGE PACKAGE

\$6,050 | \$6,655 | \$7,321

- Friday/Sunday
- May-October
- Up to 125 people

CLASSIC PACKAGE

\$5,610 | \$6,171 | \$6,789

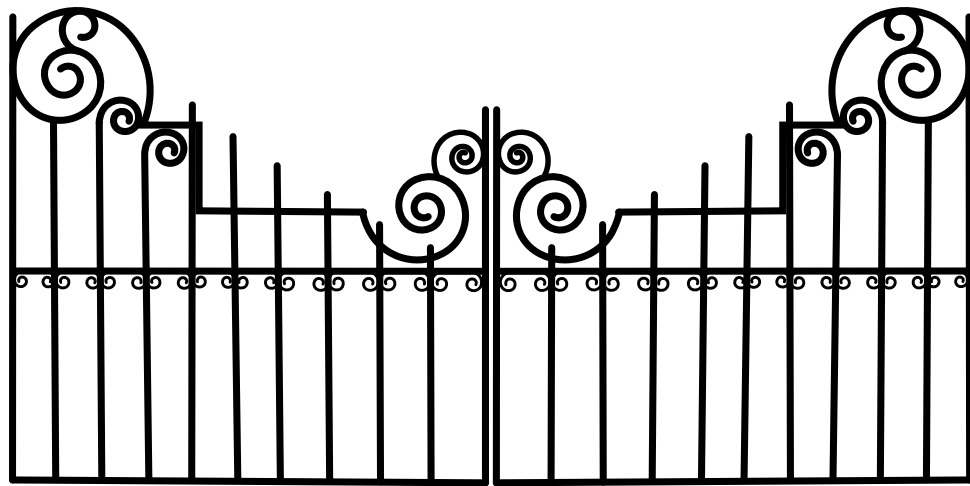
- Friday/Sunday
- May-October
- Up to 50 people

SWEET & SIMPLE

\$3,960 | \$4,356 | \$4,792

- House only (no garden)
- November-April
- Up to 32 people





CALLAHAN

HOUSE & GARDEN



CITY OF
LONGMONT
C O L O R A D O

The Palette

Primary



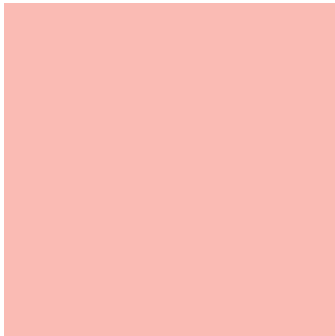
Navy Blue



Medium Blue



Light Blue

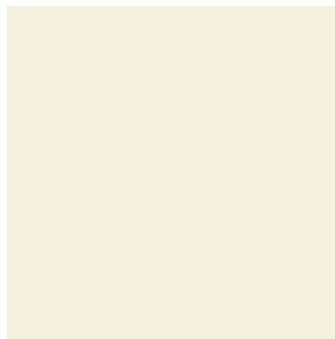


Pink

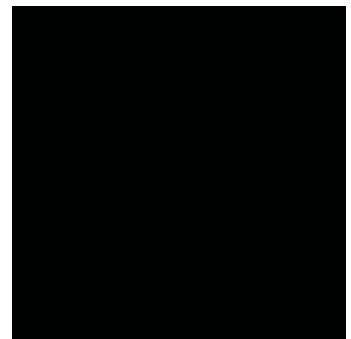
Secondary



Green



Cream



Black

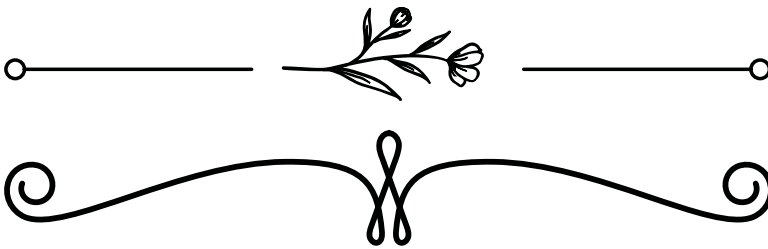
Elements

Primary

Wallpapers



Dividers



Secondary (event specific)



Typography

Headings

Filson Soft Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

123456789#*^%()@\$!

Body

Filson Soft Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

123456789#*^%()@\$!



Club Application for Use of Callahan House

Callahan House was gifted by Thomas and Alice Callahan to the City of Longmont in 1938. This beautiful historic property has been used accordingly through the years and expanded its use to include private events and celebrations. The questions in this application assist the Advisory Board and House Manager in accommodating clubs' use of the house, and in grant applications providing necessary funding for historic restoration and preservation of Callahan House. Please complete this application and return it to the House Manager. Based on availability, these criteria may be used to determine club accommodations.

1. Club Name:
2. Please describe the club and its purpose/mission, including activities and membership, and identify if your club is independent or affiliated with a Local, State or National organization.
3. How many members are in the club and how many are Longmont residents?
4. When and for how long does the club meet? (Please specify days and times)
5. What is needed for the club meeting?
6. Does the club have historic significance or a philanthropic purpose?
7. Does the club (or do the club members) provide community outreach and support (beyond the main mission or purpose of the club)?
8. How might the club support the efforts of preservation and restoration of Callahan House?
9. How might the club promote education about Callahan House in their club activities?



Optimal Guide for Club Selection Criteria

For Use by the Callahan House Board and House Manager

The Club Application for Use of Callahan House requests information about a club desiring to use Callahan House for regular club meetings. The information gathered in the Club Application assists the Callahan House Board in fundraising efforts, specifically grant applications to provide funding for the ongoing necessary historic restoration and preservation of the Callahan House and property. This information also serves as criteria to be weighted via a scaling point system (0-5) for each question. The sum of the points for all criteria will indicate the “fit” and will help in proper selection based on the “match” of the club to the house. This set of criteria is meant to help promote inclusivity and diversity while staying true to the gift of the House.

Upon receiving a completed Club Application, the House Manager will provide a copy to the Callahan House Board Members. If space is available, the club will be allowed to use the House for club meetings. If space availability becomes limited, the Callahan House Board Members will use the scaling point system to select the club that will be allowed to use the House.

Board Members should identify if a club is duplicative of another club currently utilizing the house and include it in considering new clubs applying to use the house.

Board Members should review for-profit and non-profit organizations’ grant award criteria and include it in considering clubs using the House.



Callahan House Club Survey - 2024

The Callahan House Volunteer Advisory Board is requesting participation in a short voluntary survey, which can be taken anonymously, to inform your level of satisfaction and identify opportunities to improve your experience. The survey will provide information for grants for historic restoration and preservation and the annual report to City Council.

1. What is the name of your club? (Voluntary answer. Leave blank for anonymous submission)

2. Do you recruit new members? If yes, how? If no, why not?

3. Why did you choose Callahan House for your meetings?

...

4. How happy are you with using Callahan House for your meetings?



5. What do you like best about using Callahan House?

6. What do you like least about using Callahan House?

7. How would you rate the services provided to your club by Callahan House staff such as scheduling and service during meetings.



8. Please describe anything about which you are satisfied or unsatisfied.

9. What suggestions do you have for better serving your clubs needs?

10. Would you recommend Callahan House to other groups for meetings?

- ☐ Yes
- ☐ No
- ☐ Maybe

11. Is there anything else you would like to share?

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Microsoft Forms

Callahan House General Maintenance & Fixtures			
Future			
Location	Room	Project	Notes
Auto House	Bathroom	make new curtain & sink drape	
Garden	South side	power outlet	
Garden	Terry Street	install solar lighting for permanent sign	
Garden	West side	re-paint hand railings - ramp & front entry	determine if necessary
House	Bathroom - 2nd floor	re-caulk sink	determine if necessary
House	Bathroom - Main floor	re-caulk sink	determine if necessary
House	Kitchen	paint	eventual as needed
House	2nd floor kitchenette	paint	eventual as needed
Garden	Fountain	fountain jets - new pump	some work done on fountain - summer 2023
Garden	Fountain	replace valve system for refilling	some work done on fountain - summer 2023
Garden	South Lawn	lawn leveling	2025/2026
In Progress			
Location	Room	Project	Notes
Garden	East side	encampment mitigation fencing/lighting	quotes submitted Feb 2025
Completed			
Location	Room	Project	Notes
House	Bathroom - Main floor	handicap toilet	completed 2022-2023?
Garden	Garden shed	re-paint	completed summer 2023
Garden	Gazebo	re-Paint	completed summer 2023
House	Dining room	purchase table cover/buffet cover	completed summer 2023
Garden	Sprinklers	put extenders on drip irrigation	completed 2023
House	Kitchen	peplace oven	oven moved into main house Dec 2023
Garden	All	sprinkler system repairs	ongoing, some repair done summer 2024
Garden	All	purchase of garden tables/chairs for events	completed spring 2024
House	All	lace curtain cleaning	completed spring 2024
Garden	Terry Street	perennials around sign	installed spring 2024
Garden	North/South side	market string lights, gazebo lights installed	completed spring 2024
Garden	East side	events shed installed for tables/chairs storage	completed Oct 2024
House	Back Porch	commercial freezer replacement	completed 2024
House	All	clean carpets	completed 2024
House	Music Room	Knabe 1895 Victorian upright piano acquired	completed 2024
Annual			
Location	Room	Project	Notes
House	Kitchen/Back Porch	annual appliance check including range hood	range/hood checked 2/23/24 - fridge/freezer/ice maker checked 6/21/24
House	Meeting room/Music room	annual piano tuning: Steinway and Knabe	completed 2025
House	Attic/Baseament	annual check for bats/pest damage	completed 2024

Callahan House Restoration and Preservation			
Future (*New item)			
Location	Room	Project	Notes
Auto House	Main Room	repair hardwood floor	
Auto House	Main Room	replace knobs on cabinet doors and fix closures	
Auto House	Upstairs	repair plaster in NE corner	
Auto House	Main Room	general upgrades for private rental use, especially kitchenette/bathroom	
House	Bathroom - 2nd Floor	clean and seal marble sink	
House	Butler's Pantry	clean and seal marble countertop	
House	Kitchenette	restore or replace tile floor	
House	Meeting Room	paint and wallpaper	
House	Dining Room	wall below water damage repaired	
House	Dining Room	*repair floor under dining table	
House	Bride's Room	*paint and wallpaper	
House	Manager's Office	*paint and wallpaper	
House	Stairs/Library Door	*repair stained glass windows	
House	2nd floor balconies	*drainage issues	
House	Managers Office	*wall separating from ceiling	
House	Back Porch - Interior	*Paint/seal by windows	
House	Library	*period appropriate door handle for bathroom access door	
House	Stairway, Library Entry	repair stained glass panels	
Garden	South garden	Bacchus/Venus statue restoration	
Garden	North Side	straighten and re-paint wrought iron fence	
Garden	Fountain	general restoration, re-surface interior and rims of bowls and simplify flower bed	
Garden	North Side	retaining wall/trees	
House	Stairway	wall repair, wall being pushed out	future CIP
In Progress			
Location	Room	Project	Notes
Garden	General	return to formal garden aesthetic, cleanup and simplify garden beds and north garden	ongoing over several years beginning summer 2024
Auto House	Exterior	re-point exterior	quote accepted Feb 2025, to be scheduled
House	Exterior	re-point exterior	quote accepted Feb 2025, to be scheduled
House	Dining Room	*refinish dining table, chairs, and buffets/repair lower section	funding in progress from Questers as of Feb 2025
Completed			
Location	Room	Project	Notes
Auto House	Exterior	paint	completed as part of SHF Grant work August 2023
Garden	Driveway	restore/preserve	completed as part of SHF Grant work August 2023
House	Exterior	paint analysis	completed as part of SHF Grant work August 2023
House	Exterior	paint	completed as part of SHF Grant work August 2023
House	Library	restore curved leaded glass window	completed as part of SHF Grant work August 2023
House	Windows - exterior leaded glass	remove plexi and apply storm windows	completed as part of SHF Grant work August 2023
House	Bride's Room	closet latch	completed by Facilities 2023
Garden	Gazebo	plaque reinstalled	completed by Facilities Sept 2023
House	Various	uniform light switch covers	completed 2023
House	Exterior Doors	oiled and reset	completed August 2023
House	2nd floor bathroom	sink handles replaced w/ period appropriate fixtures	completed 2023
House	Library	broken wood piece under window bench	repaired 2024
House	Entry	wood chip repair to pillar	completed Feb 2024
House	Dining Room	repair NE corner ceiling and wall water damage	complete Feb 2024
House	Exterior	UV protective film added to storm windows	completed Aug 2024
House	2nd Floor	general wall, woodwork, wood baseboard repairs	completed by Empire Jan 2025
House	Meeting Room	restore brass lamp on south wall	completed by Empire March 2025






2024 Callahan House Annual Report with Attachments

Final Audit Report

2025-03-26

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