



## Call to Order / Welcome – Lynn Lawson, President

Public Comments - *The public is invited to provide comment at the beginning of each regular meeting. Any person or group wishing to speak is requested to sign in prior to the meeting indicating the issue they are addressing. The time for comments is limited to 3 minutes. The Board will listen but may not comment and no action will be taken during the time period. However, the full Board may give direction to staff following a presentation.*

## Consent Agenda

*The President / presiding Officer will remove any Consent Agenda item upon request by any Board Member. Items removed upon request will be considered separately by the Board immediately following action on the remaining Consent Agenda.*

1. Board of Trustees meeting Minutes: February 20, 2023; March 2, 2023
2. Income & Expense Report: Year-to-date February 2023

## Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee – Johnson & Hemphill
  - 13th Month 2022 Income & Expense Report
- Policy Committee - Krueger & Dewey
- Facilities Task Force - Hemphill & Krueger
  - Annual Facilities Audit & Forecast
- Strategic Planning Task Force - Weston & Ellis
  - Project scope and progress report
- Library Report – Director Perrault
  - Annual review of Library MOUs, IGAs and Contracts
- Friends & Foundation Report - Director Walsh

## Action Items

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee - Hemphill & Johnson
  - Approve Audio Visual Presentation System Upgrade Proposal from Wasson and Hondius Rooms by Ford AV for \$86,344. Presented by Brad Maggetti, TS Supervisor

## Upcoming Meetings of the Board of Trustees

1. Board Study Session: Annual Collections Report, April 6, 2023, 6:30p (Wasson Room)
2. Board Regular Meeting: April 17, 2023, 6:30p (Wasson Room)

## Other Events

- Library stakeholder tour of Eagle Rock School: Friday, **May 26, 2023** Logistics TBD

## Adjourn

---

### LIBRARY MISSION STATEMENT:

To bring people, ideas and opportunities together  
for the enrichment of our community

**Estes Valley Public Library District**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Monday, February 20, 2023 at 6:30pm  
Estes Valley Library / Wasson Room

---

**Call to Order / Welcome** – Lynn Lawson called the meeting to order at 6:32 pm. The following were present:

**TRUSTEES:** Lynn Lawson, President; Kay Weston, Vice-President; John Krueger, Secretary; Pete Johnson, Treasurer; Anne Dewey; Beth Ellis; David Hemphill

**FRIENDS & FOUNDATION LIAISON:** Sarah Walsh

**STAFF:** Claudine Perrault; Cindy Seckman; Joanna Stensland

Public Comments: None

**Consent Agenda**

1. Board of Trustees Meeting Minutes: January 16, 2023
2. Income & Expense Year-to-date Report: January 2023
3. Study Session: Effectively responding to Reconsideration Requests

**Krueger moved to approve the February Consent Agenda. Weston seconded the motion. Ayes all (23-04)**

**Strategic Discussion & Reports**

- Gov't Affairs Committee – Lawson & Weston
  - Study Session Debrief
  - Lawson thanked Perrault for inviting Bob Pasicznyuk and summarized her main takeaways from the Study Session. Trustees gave their feedback on the session. **STAFF ACTIONS:** 1. Consider organizing additional training on effectively managing requests for reconsideration in 2023 and, 2. Work with Walsh to organize a gathering of the Friends & Foundation Board & Board of Trustees in the summer.
- Finance Committee - Johnson & Hemphill

Johnson highlighted Accountant Seckman's report in the Board packet. Seckman is working to wrap up the 13th month financials in March. The audit starts next week. The 2023 Budget was submitted to DOLA on time and this included the new Capital Reserve portion.
- Facilities Task Force - Hemphill & Krueger

The task force met for the first time and had a conversation by phone with the insurance adjuster. There will be minimal support from the insurance company for the roof repairs. A Request For Proposal (RFP) will go out on Friday with a 2-3 week response time. Perrault thanked Brad Maggetti for his work on the RFP.
- Director's Report - Director Perrault

Perrault thanked Stensland for capturing staff and trustee action items from each Board meeting. Perrault highlighted her report on Meth in Libraries which concluded that the risk of contamination is low. There was some discussion of the Design Thinking process recently used by staff. **STAFF ACTION:** Consider using the Design Thinking process with staff to gain input on the staff office as we consider a library remodel.

- Friends & Foundation - Director Walsh  
Walsh reported that committees are starting to meet monthly. Hemphill commended Walsh for the recent positive statistics.

#### **Action Items**

- Gov't Affairs Committee – Lawson & Weston
  - Appoint Strategic Plan Task Force  
President Lawson appointed Trustees Ellis & Weston to represent the Board of Trustees on the Strategic Plan Task Force.
  - Appoint Don Bryson to Facilities Task Force  
President Lawson appointed former-Trustee Don Bryson to the Facilities Task Force.

#### **Upcoming Meetings of the Board of Trustees**

- Study Session: Library Communications Plan. Thursday March 2, 2023 (Wasson)
- Regular Meeting: Monday 20, 2023, 6:30p (Wasson)

#### **Other Events**

- Library Friends & Foundation Board Meeting: February 23, 2023

#### **Adjourn**

Lawson adjourned the meeting at 7:05 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,  
John Krueger, Board Secretary

**[attachments]**

**ESTES VALLEY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**  
Resolutions from February 20, 2023

Krueger moved to approve the February Consent Agenda. Lawson seconded the motion. **Ayes all (23-04)**

---

**Lynn Lawson, President**  
Estes Valley Public Library District  
Board of Trustees

---

**John Krueger, Secretary**  
Estes Valley Public Library District  
Board of Trustees

**Estes Valley Public Library District**  
**BOARD OF TRUSTEES MEETING MINUTES**

Monday, March 2, 2023 at 6:00pm  
Estes Valley Library / Wasson Room

---

**Call to Order / Welcome** – Lynn Lawson, called the meeting to order at 6:30 pm. The following were present:

**TRUSTEES:** Lynn Lawson, President; Kay Weston, Vice-President; John Krueger, Secretary; Pete Johnson, Treasurer (by phone); Anne Dewey; Beth Ellis; David Hemphill

**FRIENDS & FOUNDATION LIAISON:** Sarah Walsh

**STAFF:** Kirby Hazelton; Claudine Perrault; Cindy Seckman;

Public Comments: None

**Consent Agenda**

There were no consent agenda items.

**Staff Presentation**

- Library Communications & Marketing Plan: Kirby Hazelton, Communications Specialist  
Kirby Hazelton presented the Library’s new Communications & Marketing Plan. **STAFF ACTION:** Staff will include updates on the Communications Plan in the monthly Admin Report to the Board.

**Strategic Discussion & Reports**

- No reports

**Action Items**

- Facilities Task Force – Hemphill & Krueger
  - Resolution to appropriate \$30,000 in additional funds from the Capital Reserve Budget for roof replacement and repair at the Library.  
Hemphill read the Supplemental Budget Appropriation Resolution.  
**Hemphill moved to approve the resolution to appropriate \$30,000 in additional funds from the Capital Reserve Budget for roof replacement and repair at the Library. Weston seconded the motion. Ayes all (23-05)**
  - Resolution to award the contract to remove and replace the composite shingle roof and clean and reseal the flat roof at the Library for \$134,431 to GreenPoint Roofing.  
Hemphill read the resolution and emphasized that the Board of Trustees takes policy seriously. The last time the Board was asked to bypass policy was 10 years ago in extraordinary circumstances, such as this current situation entails.  
**Hemphill moved to approve the resolution to award the contract to remove and replace the composite shingle roof and clean and reseal the flat roof at the Library for \$134,431 to GreenPoint Roofing. Seconded by Johnson. Lawson and Perrault summarized the long history of failed attempts to obtain bids to repair the roof. Ayes all (23-06)**

**Upcoming Meetings of the Board of Trustees**

- Regular Session: March 20, 2023, 6:30p (Wasson)

**Other Events**

- Children's Book Author & Illustrator, Yuyi Morales, at Estes Park Elementary school: Friday March 3, 2023. All trustees were invited to attend.

**Adjourn**

Lawson adjourned the meeting at 7:45 pm.

Minutes prepared by Cindy Seckman

Respectfully submitted,  
John Krueger, Board Secretary

**[attachments]**

**ESTES VALLEY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**  
Resolutions from March 2, 2023

Hemphill moved to approve the resolution to appropriate \$30,000 in additional funds from the Capital Reserve Budget for roof replacement and repair at the Library. Weston seconded the motion.

**Ayes all (23-05)**

Hemphill moved to approve the resolution to award the contract to remove and replace the composite shingle roof and clean and reseal the flat roof at the Library for \$134,431 to GreenPoint Roofing. Seconded by Johnson. Lawson and Perrault summarized the long history of failed attempts to get bids to repair the roof.

**Ayes all (23-06)**

---

**Lynn Lawson, President**  
Estes Valley Public Library District  
Board of Trustees

---

**John Krueger, Secretary**  
Estes Valley Public Library District  
Board of Trustees

# ESTES VALLEY LIBRARY - BOARD OF TRUSTEES - 2023 INCOME & EXPENSE REPORT

As of 2/28/2023 16.67% of Year Elapsed

<b>GENERAL FUND</b>			
<b>OPERATING REVENUE</b>			
REVENUE	BUDGET	YTD 2023	% BUDGET
TAXES	\$2,106,526	\$777,077	37%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$124,686	\$25,148	20%
DONATIONS/OTHER REVENUE	\$373,653	\$24,046	6%
<b>TOTAL REVENUE</b>	<b>\$2,604,865</b>	<b>\$826,270</b>	<b>32%</b>
<b>OPERATING EXPENDITURES</b>			
SERVICES	BUDGET	YTD 2023	% BUDGET
PATRON SERVICES	\$317,103	\$42,726	13%
PROGRAM & OUTREACH	\$624,728	\$75,091	12%
TECHNICAL SERVICES	\$644,122	\$127,222	20%
<b>SERVICE</b>	<b>\$1,585,953</b>	<b>\$245,039</b>	<b>15%</b>
SUPPORT	BUDGET	YTD 2023	% BUDGET
ADMINISTRATION	\$773,373	\$121,994	16%
BUILDING	\$190,295	\$52,306	27%
CAPITAL	\$15,370	\$0	0%
<b>SUPPORT</b>	<b>\$979,038</b>	<b>\$174,300</b>	<b>18%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,564,991</b>	<b>\$419,339</b>	<b>16%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$39,874</b>	<b>\$406,931</b>	

<b>CAPITAL RESERVE FUND</b>			
	BUDGET	YTD 2023	% BUDGET
<b>BEGINNING RESERVE BALANCE</b>	\$233,000	\$239,230	103%
FEES AND INTEREST	\$4,600	\$1,756	38%
<b>TOTAL FUND BALANCE &amp; REVENUE</b>	<b>\$237,600</b>	<b>\$240,987</b>	<b>101%</b>
EXPENDITURES	BUDGET	YTD 2023	% BUDGET
SINGLE ROOF & FLAT ROOF REPLACEMENT	\$84,000	\$0	0%
PAINT & SEAL EXTERIOR WOOD SIDING	\$16,000	\$0	0%
ARCHITECT	\$50,000	\$0	0%
AV MEETING ROOM PROJECT	\$40,000	\$0	0%
<b>TOTAL EXPENDITURES</b>	<b>\$190,000</b>	<b>\$0</b>	<b>0%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$47,600</b>	<b>\$240,987</b>	<b>506%</b>

<b>TOTAL FUND(S) BALANCE</b>	OPERATING ACCOUNT	\$106,914
	SHORT-TERM OPERATING RESERVE	\$646,042
	LONG-TERM OPERATING RESERVE	\$2,193,651
	CAPITAL REPLACEMENT RESERVE	\$234,959
<b>TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE</b>		<b>\$3,181,566</b>



## ESTES VALLEY LIBRARY - BOARD OF TRUSTEES - 2022 INCOME & EXPENSE REPORT

General Fund As of 12/31/2022 100% of Year Elapsed (FINAL Month 13)

OPERATING REVENUE				
REVENUE	BUDGET	YTD 2022	% BUDGET	
TAXES	\$2,143,706	\$2,157,830	101%	
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%	
FEES AND INTEREST	\$5,629	\$65,478	1163%	Less Capital Reserve Interest
DONATIONS/OTHER REVENUE	\$350,228	\$236,869	68%	
<b>TOTAL REVENUE</b>	<b>\$2,499,563</b>	<b>\$2,460,176</b>	<b>98%</b>	

### OPERATING EXPENDITURES

SERVICES	BUDGET	YTD 2022	% BUDGET	Variance Notes
PATRON SERVICES	\$271,202	\$262,025	97%	
PROGRAM & OUTREACH	\$517,600	\$420,135	81%	
TECHNICAL SERVICES	\$603,474	\$605,372	100%	
<b>SERVICE</b>	<b>\$1,392,276</b>	<b>\$1,287,532</b>	<b>92%</b>	

SUPPORT	BUDGET	YTD 2022	% BUDGET	Variance Notes
ADMINISTRATION	\$806,298	\$761,078	94%	
BUILDING	\$150,139	\$154,448	103%	
CAPITAL	\$61,145	\$26,526	43%	
<b>SUPPORT</b>	<b>\$1,017,582</b>	<b>\$942,052</b>	<b>93%</b>	

<b>TOTAL EXP. - GENERAL FUND</b>	<b>\$2,409,859</b>	<b>\$2,229,584</b>	<b>93%</b>	
----------------------------------	--------------------	--------------------	------------	--

<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$89,704</b>	<b>\$230,592</b>		
--------------------------------------	-----------------	------------------	--	--

### CAPITAL RESERVE FUND

OPERATING REVENUE			
FEES AND INTEREST	\$200	\$4,010	2005%
<b>TOTAL REVENUE</b>	<b>\$200</b>	<b>\$4,010</b>	2005%

<b>OPERATING EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	0%
-------------------------------	------------	------------	----

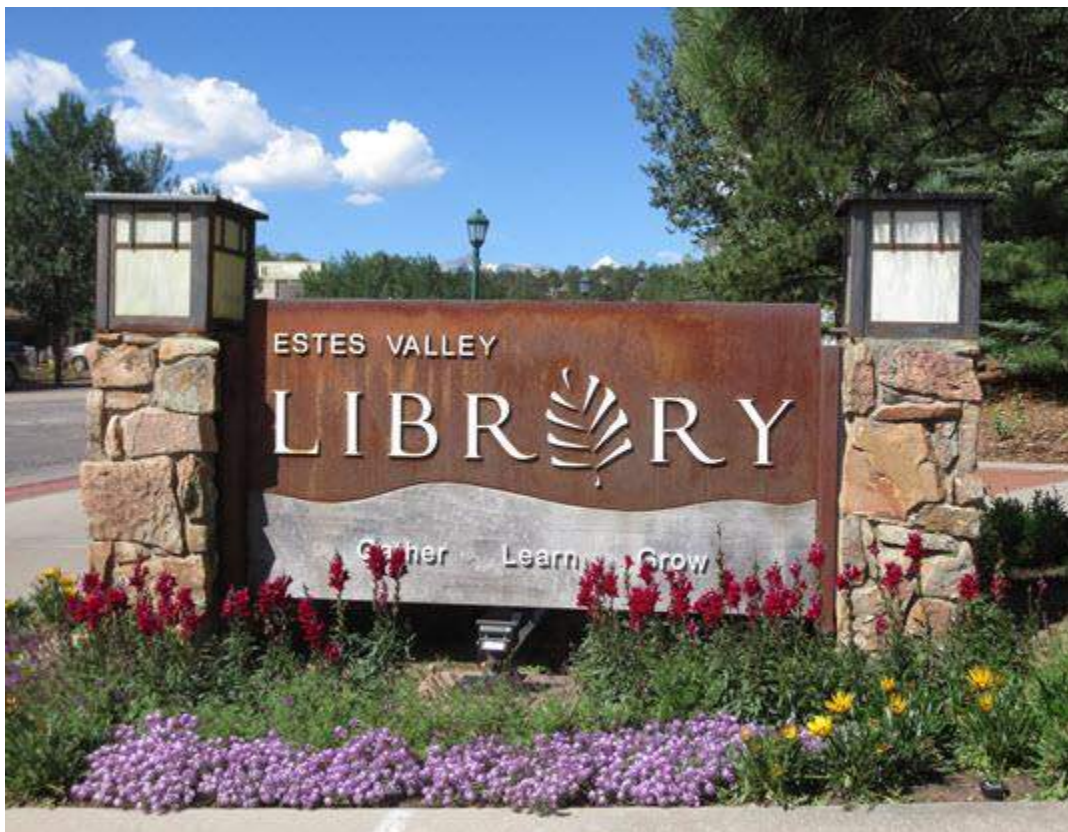
### FUND BALANCE

OPERATING ACCOUNT	\$424,637
SHORT-TERM OPERATING RESERVE	\$613,001
LONG-TERM OPERATING RESERVE	\$2,177,252
CAPITAL REPLACEMENT RESERVE	\$233,202
<b>TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE</b>	<b>\$3,448,092</b>

# Estes Valley Library

## Maintenance & Facility Cost Audit

12/10/2020



# Table of Contents

1. Introduction and Assumptions
2. Maintenance Items Table
3. Yearly Estimated cost of Maintenance and Replacement Table
4. Suggested Maintenance Items by year
5. Building Plans
6. Cliffhanger Books Maintenance Items Table
7. Cliffhanger Books Yearly Estimated Cost of Maintenance
8. Attachments
  - a. Mechanical and Fire Systems Photos
  - b. Interior Photos
  - c. Electrical and Elevator Photos
  - d. Exterior, Roof and Owner Stock Photos
  - e. Cliffhanger Books Photos
  - f. Estes Valley Library & Cliffhanger Books Excel Spreadsheets

# Introduction and Assumptions

This report is intended to estimate the maintenance, repair, renovation costs and duty cycles of the systems and finishes for the Estes Valley Library. This report is based on 2 tours of the facility conducted on December 10<sup>th</sup> and 11<sup>th</sup> of 2020. This is also based on previous replacement dates, and documents provided by the Estes Valley Library.

The nature of Building Systems and their duty cycles are not an exact science. The duty cycles provided below are based on my own personal experience, manufacturers warranties & suggested lifespans, and standard industry lifespans. It should be known that these cycles will almost certainly vary by 2-5 years.

The forecasting of the maintenance, repair and renovation costs are based on the current estimated cost and an escalation of 3% per year for materials & Labor. This is also not an exact science. In the past ten years the escalation rate of construction has varied significantly but has averaged out to be approximately a 3% rise per year. With the current economic and manufacturing climate, prices for many construction materials have risen significantly. I assume in this estimate that the markets will level themselves out in the next year.

Cost estimates in this report are estimates. I have not reached out to any contractors to receive proposals for this work. I have based my estimates on square footage, condition of facility and pricing I have received recently to complete similar types of work.

# Maintenance Items Table

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)	Current Cost Estimate	Next expected
Concrete sidewalk repair	Site	D	10	\$8,500	2021
Entry stair repair	Site	C	15	\$10,000	2024
Repair Curb	Site	C	5	\$2,000	2021
Seal coat Asphalt	Site	D	3	\$9,000	2022
Lawn Maintenance	Site	A	1	\$500	2021
Paint Exterior Steel (bike racks, hand rails, grates)	Site	B	5	\$850	2022
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3	\$12,500	2022
Exterior Caulking (roofing, Windows & Doors, Hvac Penetrations)	Exterior	D	5	\$4,000	2021
Replace North Roof Top Units (HVAC)	Exterior	A	20	\$115,000	2039
Replace South Roof Top Units (HVAC)	Exterior	B	20	\$115,000	2032
Replace South EPDM Roofing	Exterior	B	20	\$9,000	2031
Replace North EPDM Roofing	Exterior	C	20	\$9,500	2022
Replace Asphalt Roofing	Exterior	D	12	\$9,500	2022
Heat Trace Replacement	Exterior	B	9	\$14,000	2026
Replace motorized Sliding Doors	Exterior	C	20	\$15,250	2022
Motorized Sliding door maintenance	Exterior	B	5	\$2,500	2027
Tuck Point Stone Façade	Exterior	B	30	\$15,000	2035

Replace LED Fixtures as Drivers Fail					
	Interior	A	1	\$600	2021
Replace Break room, staff office & meeting room cabinetry and countertops, and carpet tile	Interior	D	20	\$140,000	2023
Replace Carpet tiles 1st Floor (includes shelving removal and replacement)	Interior	D	12	\$80,000	2024
Replace Carpet Tiles 2nd floor	Interior	B	12	\$60,000	2029
Replace Batteries at Exit Devices, and exit signs	Interior	A	2	\$250	2021
Replace Break room and meeting room appliances	Interior	D	15	\$5,000	2023
1st and 2nd Floor Wall covering replacement (includes removing book shelves against wall)	Interior	D	15	\$34,000	2022
Update Fire Alarm System	Interior	A	20	\$50,000	2036
Duct Cleaning	Interior	D	4	\$5,000	2021
Air Curtain Maintenance	Interior	B	5	\$1,000	2023
Air Curtain Replacement	Interior	B	15	\$10,000	2028
Elevator pump & Hydraulic System Replacement	Interior	A	15	\$60,000	2032
Replace Elevator	Interior	C	30	\$150,000	2035
Elevator inspections	Interior	N/A	1	\$350	2021
Mechanical Service Agreement	Interior	A	1	\$8,725	2021
Update Signage	Interior	B	15	\$45,000	2031
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1	\$500	2021

Replace Exit Lighting	Interior	C	20	\$2,500	2026
Bathroom Fixtures Replacement	Interior	B	7	\$4,500	2025
Bathroom Stall (partitions) replacement	Interior		30	\$12,000	2031
Pest Control (wasps, rodents, ants)	Exterior	B	1	\$500	2021
Electrical Panel/ Distribution Replacement	Interior	B	30	\$70,000	2029
Fire Caulking and Sealing Penetrations through Ceilings (electrical room, old Telecom room)	Interior	D	20	\$4,500	2023

# Yearly Estimated cost of Maintenance and Replacement Table

Year	Expected Maintenance Costs Per Year
2021	\$ 31,852.75
2022	\$ 107,973.10
2023	\$ 179,671.64
2024	\$ 113,873.35
2025	\$ 49,182.20
2026	\$ 40,209.71
2027	\$ 15,096.70
2028	\$ 58,493.11
2029	\$ 191,051.41
2030	\$ 27,113.51
2031	\$ 303,735.52
2032	\$ 109,106.35
2033	\$ 29,260.53
2034	\$ 63,793.47
2035	\$ 62,980.83
2036	\$ 476,878.64
2037	\$ 128,550.22
2038	\$ 24,983.21
2039	\$ 247,112.84
2040	\$ 59,014.68
Overall Maintenance Costs	\$ 2,319,933.79



## Suggested Maintenance Items by year

# 2021

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Repair Curb	Site	C	5
Exterior Caulking (roofing, Windows & Doors, Hvac Penetrations)	Exterior	D	5
Duct Cleaning	Interior	D	4
Concrete sidewalk repair	Site	D	10
Mechanical Service Agreement	Interior	A	1

# 2022

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Paint Exterior Steel (bike racks, hand rails, grates)	Site	B	5
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Replace North EPDM Roofing	Exterior	C	20
Replace Asphalt Roofing	Exterior	D	12
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3
Replace motorized Sliding Doors	Exterior		20
1st and 2nd Floor Wall covering replacement (includes removing book shelves against wall)	Interior	D	15

# 2023

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Air Curtain Maintenance	Interior	B	5
Motorized Sliding door maintenance	Exterior		5
Fire Caulking and Sealing Penetrations through Ceilings (electrical room, old Telecom room)	Interior	D	20
Replace Break room and meeting room appliances	Interior	D	15
Mechanical Service Agreement	Interior	A	1
Replace Break room, staff office & meeting room cabinetry and countertops, and carpet tile	Interior	D	20

# 2024

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Mechanical Service Agreement	Interior	A	1

# 2025

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Bathroom Fixtures Replacement	Interior	B	7
Duct Cleaning	Interior	D	4
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3

# 2026

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Repair Curb	Site	C	5
Replace Exit Lighting	Interior	C	20
Exterior Caulking (roofing, Windows & Doors, Hvac Penetrations)	Exterior	D	5
Mechanical Service Agreement	Interior	A	1
Heat Trace Replacement	Exterior		9

# 2027

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Paint Exterior Steel (bike racks, hand rails, grates)	Site	B	5
Mechanical Service Agreement	Interior	A	1

# 2028

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Air Curtain Maintenance	Interior	B	5
Motorized Sliding door maintenance	Exterior		5
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Air Curtain Replacement	Interior	B	15
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3



# 2029

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Duct Cleaning	Interior	D	4
Mechanical Service Agreement	Interior	A	1
Replace Carpet Tiles 2nd floor	Interior	B	12
Electrical Panel/ Distribution Replacement	Interior	B	30

# 2030

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Mechanical Service Agreement	Interior	A	1
Replace South EPDM Roofing	Exterior	B	20

# 2031

	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Repair Curb	Site	C	5
Exterior Caulking (roofing, Windows & Doors, Hvac Penetrations)	Exterior	D	5
Concrete sidewalk repair	Site	D	10
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Bathroom Stall (partitions) replacement	Interior		30
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3
Update Signage	Interior	B	15
Replace South Roof Top Units (HVAC)	Exterior	B	20

# 2032

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Paint Exterior Steel (bike racks, hand rails, grates)	Site	B	5
Bathroom Fixtures Replacement	Interior	B	7
Mechanical Service Agreement	Interior	A	1
Elevator pump & Hydraulic System Replacement	Interior	A	15

# 2033

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Air Curtain Maintenance	Interior	B	5
Motorized Sliding door maintenance	Exterior		5
Duct Cleaning	Interior	D	4
Mechanical Service Agreement	Interior	A	1

# 2034

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Replace Asphalt Roofing	Exterior	D	12
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3

# 2035

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Mechanical Service Agreement	Interior	A	1
Heat Trace Replacement	Exterior		9
Tuck Point Stone Façade	Exterior	B	30

# 2036

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Repair Curb	Site	C	5
Exterior Caulking (roofing, Windows & Doors, Hvac Penetrations)	Exterior	D	5
Mechanical Service Agreement	Interior	A	1
Update Fire Alarm System	Interior	A	20
Replace Carpet tiles 1st Floor (includes shelving removal and replacement)	Interior	D	12
Replace Elevator	Interior	C	30



# 2037

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Paint Exterior Steel (bike racks, hand rails, grates)	Site	B	5
Duct Cleaning	Interior	D	4
Replace Break room and meeting room appliances	Interior	D	15
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3
1st and 2nd Floor Wall covering replacement (includes removing book shelves against wall)	Interior	D	15

# 2038

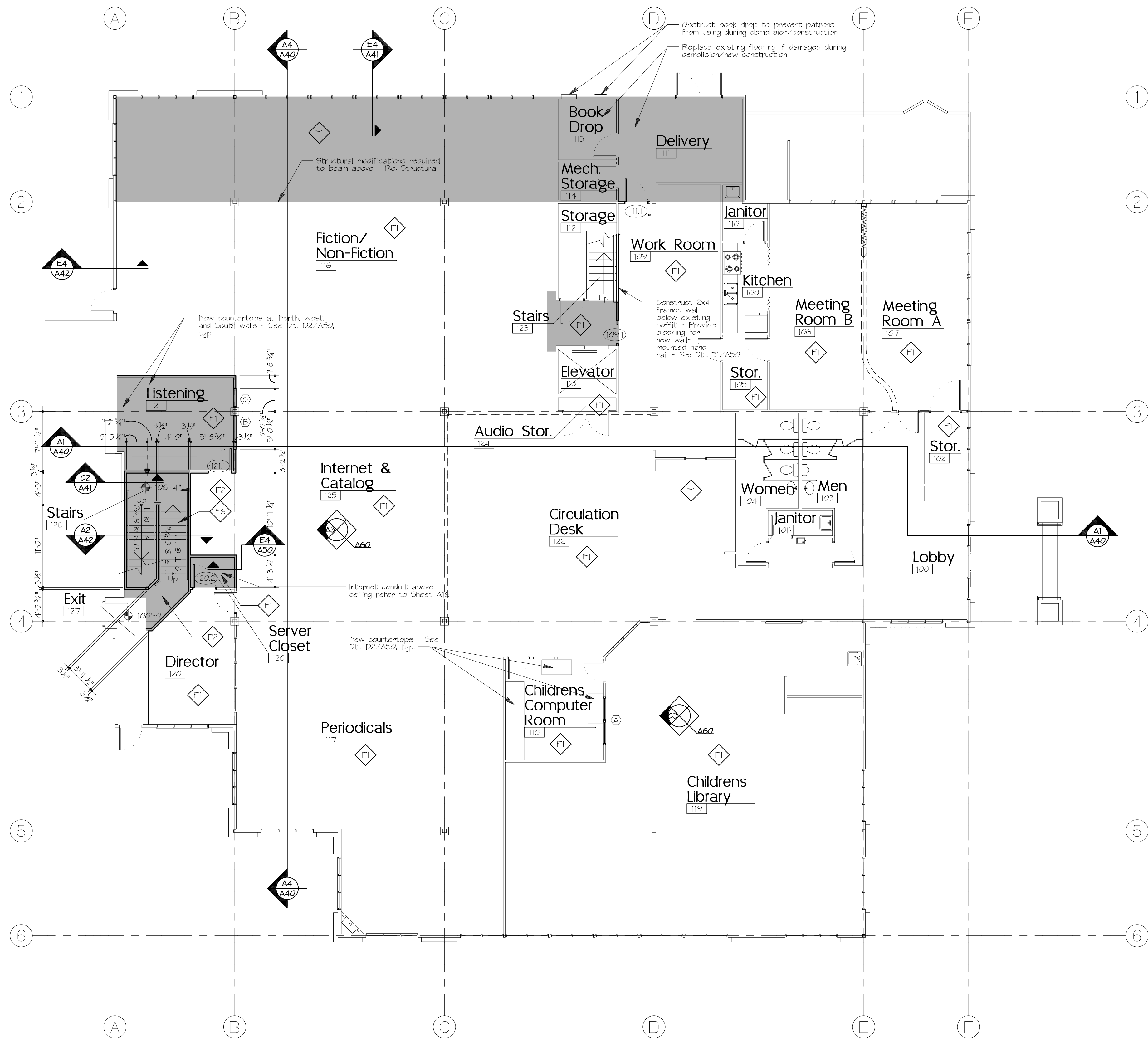
Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Air Curtain Maintenance	Interior	B	5
Motorized Sliding door maintenance	Exterior		5
Mechanical Service Agreement	Interior	A	1

# 2039

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Replace Batteries at Exit Devices, and exit signs	Interior	A	2
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Bathroom Fixtures Replacement	Interior	B	7
Mechanical Service Agreement	Interior	A	1
Entry stair repair	Site	C	15
Replace North Roof Top Units (HVAC)	Exterior	A	20

# 2040

Maintenance Item	Category	Current Rating	Expected Duty Cycle (YRS)
Elevator inspections	Interior	N/A	1
Lawn Maintenance	Site	A	1
Replace Ceiling Tiles with water damage, dirty, etc	Interior	C	1
Pest Control (wasps, rodents, ants)	Exterior	B	1
Replace LED Fixtures as Drivers Fail	Interior	A	1
Mechanical Service Agreement	Interior	A	1
Seal coat Asphalt	Site	D	3
Paint & Seal Exterior wood Siding, doors and windows	Exterior	B	3



### General Notes

1. Verify locations of fire extinguisher cabinets with Fire Marshall.
2. Interior Finishes must conform to the governing code for "Class III" flame spread at rooms and "Class II" flame spread for the enclosed stair, and have a max. smoke density classification of 25. Max. flame spread of 200 in rooms and 75 in the enclosed stair.
3. Replace existing carpet tiles with new carpet tiles FI throughout existing building.

### Graphics Legend

- Existing wall to remain
- New wall construction  
2x4 studs @ 16" oc. w/  
R-19 sound batt insulation  
to floor slab above unless  
otherwise noted or dimensioned
- Area of new construction

### Floor Finish Key

- Carpet Tiles - Re: Spec.
- Sealed concrete
- Ceramic Tile - Re: Spec.
- VCT Tile - Match Existing
- Sheet Vinyl - Self Goving - Re: Spec.
- Vinyl Stair Treads - Re: Spec.

**Thorp Associates P.C.**  
 ARCHITECTS and PLANNERS  
 131 Stanley Avenue, Suite 100  
 PO Box 129  
 Estes Park, Colorado 80517  
 Phone: (970) 586-9528  
 Fax: (970) 586-4145  
 www.thorpassoc.com



**ESTES VALLEY  
 LIBRARY EXPANSION**  
 335 East Elkhorn Avenue  
 Estes Park, Colorado 80517

**Sheet Title**  
 Main Level Plan

**Date**  
 Aug. 29, 2001

**Revisions**

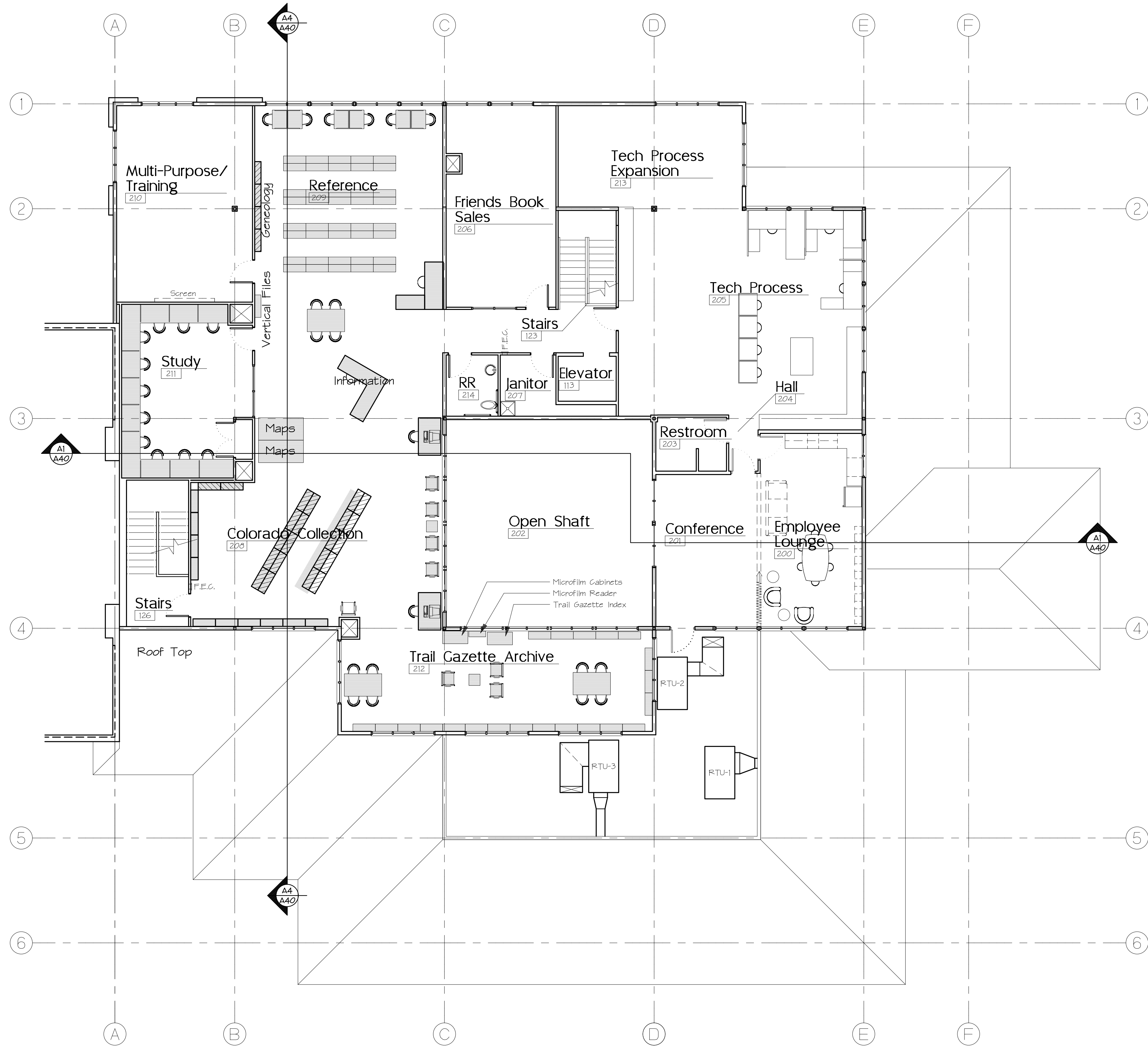
**Roger M Thorp**

**Sheet Number**

**A12**

of 19





### Graphic Legend

- Existing Casework & Furniture
- Existing Full-Height Casework
- New Casework & Furniture
- New Full-Height Casework
- Relocated Existing Casework & Furniture
- Relocated Existing Full-Height Casework

### General Notes

1. Built-in countertops in the following rooms are to be provided and installed by the Contractor:
  - a. Childrens Computer Room #110
  - b. Listening Room #121
  - c. Study Room #211
2. All new shelving and furniture other than that addressed in the General Notes above are to be provided by Owner, but installed by the Contractor. For all new and relocated shelving and furniture, it is the Contractor's responsibility to assemble, disassemble, temporarily store, move, place and install as req'd & as indicated by the plans. It is the Owner's responsibility to move, store and replace books and all other such library materials. The Owner and Contractor should coordinate closely in regard to schedule and use of space.
3. It is the Architect's understanding that none of the existing shelving or furniture is to be permanently removed from the project. However, in the event that any shelving or furniture is to be permanently removed, dispersion will be the responsibility of the Owner.
4. Refer to the Materials Selection Schedule in the Spec for plastic laminate finishes at built-in countertops and the vanity at Restroom #214.
5. Temporary storage of furniture and shelving shall be in accordance with Section 01600 of the Spec.

**Thorp Associates P.C.**  
 ARCHITECTS and PLANNERS  
 131 Stanley Avenue, Suite 100  
 PO Box 129  
 Estes Park, Colorado 80517  
 Phone: (970) 586-9528  
 Fax: (970) 586-4145  
 www.thorpassoc.com



**ESTES VALLEY**  
**LIBRARY EXPANSION**  
 335 East Elkhorn Avenue  
 Estes Park, Colorado 80517

#### Sheet Title

Upper Level Furniture & Equipment Plan

#### Date

Aug. 29, 2001

#### Revisions

Jan. 14, 2002

#### Roger M Thorp

#### Sheet Number

**A15**

of 19



# Cliffhanger Books

## Maintenance Items Table

Maintenance Item	Current Rating	Expected Duty Cycle (YRS)	Current Cost Estimate	Next expected
Exterior Paint	B	5	\$ 10,000.00	2024
New Windows	C	15	\$ 40,000.00	2026
Fix current Wood flooring, and refinish laminate flooring	D	N/A	\$ 35,000.00	2021
Refinish Flooring	D	10	\$ 15,000.00	2031
Electrical Fixes- Urgent- faceplates missing, exposed wiring	F	N/A	\$ 1,200.00	2021
Replace hot water Heaters	C	10	\$ 5,600.00	2024
Fix plumbing on hot water heaters	F	N/A	\$ 1,200.00	2021
Consult engineer on structural issues in crawl space (floor heave)	F	N/A	\$ 1,500.00	2021
Fix structural issues	?	?	?	2021
Replace HVAC Units (R-22 issues)	D	15	\$ 20,000.00	2023
Pressure Wash Building Exterior	C	3	\$ 500.00	2021
fix grading against siding/ foundation	F	10	\$ 4,500.00	2021
Recaulk Exterior Penetrations, windows and doors	D	3	\$ 2,500.00	2021
Fix door trim/ seals	D	10	\$ 2,300.00	2021

Electrical panel upgrade	C	30	\$ 45,000.00	2030
Lighting Upgrade	F	15	\$ 1,000.00	2021
Adequate Storage/ shelving to meet fire code	F	20	\$ 15,000.00	2021
Repaint Interior	C	5	\$ 8,500.00	2023
Fix drywall issues	D	10	\$ 3,000.00	2022
Exterior Landscaping and Parking lot maintenance	A	1	\$ 800.00	2021



## Cliffhanger Books- Yearly Estimated cost of Maintenance and Replacement Table

Year	Expected Maintenance Costs Per Year
2021	\$ 65,500.00
2022	\$ 3,914.00
2023	\$ 31,084.37
2024	\$ 21,198.90
2025	\$ 900.41
2026	\$ 47,298.38
2027	\$ 4,537.40
2028	\$ 11,437.83
2029	\$ 13,681.12
2030	\$ 63,672.93
2031	\$ 30,372.51
2032	\$ 5,260.09
2033	\$ 17,536.86
2034	\$ 24,083.95
2035	\$ 1,210.07
2036	\$ 7,478.24
2037	\$ 1,283.77
2038	\$ 48,428.44
2039	\$ 23,493.58
2040	\$ 9,293.58



## Monthly Administration Report March 2023

---

### Financials - Seckman

**February 2023 YTD Budget Report:** With 16.7% of the year complete, total revenue is at 31.66%, County revenue is 38.23% and Specific Ownership is at 17.12%. Total expenditures are at 16.88% (total Operating at 16.98%).

ColoTrust PLUS Account Daily Yield is **up** to **4.7751%** on February 28th from 4.5875% on January 31st.

2022 '**Month 13**' is now complete. There will be one audit adjustment: \$5,000 *refundable* deposit to Wildfire Condos has been reclassified from expense to Accounts Receivable.

Reconciliations performed in Month 13 revealed an **error in employee benefits**. The error was found prior to the audit and correcting entries for the library's portion of the premiums were made in Month 13<sup>th</sup>. The Library Director and Accountant met with employees to arrange correction of the employees' portion. Payroll was not part of the initial segregation of duties/internal control procedures due to work load of Operations Specialist. Beginning in February 2023 a benefit review process was initiated and additional small adjustments that affect the Library only were found. Thank you Janet – we're glad you're here!!!

With the completion of Month 13, the **2022 surplus** in the amount of **\$230,592** was transferred to Long Term Reserves on Monday, March 13th.

The field work of the **2022 audit** is complete and a draft of the audit was received on Friday, March 10<sup>th</sup>. The review and preparation of the Management's Discussion and Analysis (MDA) is now in process. Uli Keeley, Managing Partner of Prospective Business Solutions LLC, is confirmed to present the audit results to the Board at the May 15th Board Meeting.

A review of all **insurance policies** will begin once the audit is complete. Due diligence will be complete in time for the 2024 budget process.

During the March Board meeting, the Technical Services Supervisor will be presenting the results of a request for proposal for **audio visual system upgrades** to the Library Hondius and Wasson meeting rooms. The recommendation for this project, if approved by the Board, will be more than was budgeted for in the 2023 Capital Reserve Budget. In

addition, it is likely that 2022 unrealized funds from the Friends & Foundation will be earmarked to cover the additional expense of this project. The total 2022 unrealized funds from the Friends and Foundation was, by mutual agreement, \$115,855.00.

As a result, a **Supplemental Budget and Appropriation** will be required by the Colorado Department of Local Affairs (DOLA). The requirements under CRS 29-1-109 (as outlined [here](#)) are that we must publish our intent to amend the budget, conduct a hearing, then adopt the budget amendment by formal action (a resolution). This must occur before spending in excess of our original appropriation, which is \$190,000 for the Capital Reserve Budget. Since it is highly unlikely that we spend the full \$190k in the next several months, we have time to finalize the details and dollar amounts for this project, and schedule the Supplemental Budget and Appropriation for the April Board meeting.

---

## Facilities - Antozzi

Each March, the Board of Trustees reviews the year's scheduled Capital and Maintenance projects as outlined in the 20-year *Maintenance & Facility Cost Audit*, completed in 2020 (attached).

The 2023 scheduled Capital items are:

- Roof placement: \$84,000
- Wood siding sealant: \$16,000

The accepted proposal from Greenpoint for the roof and siding will be over budget by \$11,000. Work is expected to begin April 24 and take 10 working days.

Two additional non-facility audit Capital projects have been budgeted for this year:

- Architect/Interior Remodel: \$50,000
- AV Meeting Room project: \$40,000

Several scheduled and deferred Maintenance items are also budgeted in 2023, including:

- Exterior handrail painting, duct cleaning, air curtain maintenance, sliding door maintenance, ceiling tile replacement, and (yes...) pest control.

Reviewing the 2020 *Maintenance & Facility Cost Audit*, readers will note that several large, scheduled facility upgrades were intentionally delayed. Replacing the front sliding doors, interior wall coverings, building (kitchen) appliances and cabinetry, and staff office countertops and carpet tile, have been deferred so as to await the singular plan of the architect, and to make best use of the library's budget.

Finally, back to pest control. We continue to work on pigeon mitigation. The pest control company has made progress removing the pigeons from the entrance at no additional cost to the Library. They are making weekly visits to ensure the entrance has been abandoned.

---

## Technical Services - Maggetti

We hosted representatives from 5 vendors interested in bidding on our Audio Visual Presentation system upgrade RFP at a site visit, formally responded to questions through Bidnet, and will present a recommendation for approval by the Board of Trustees.

We continue implementing the findings of the CNA: the website task force has reviewed wireframe-prototypes and Allison is implementing their decisions into a new functional website experience.

Finally, our Public Library Annual Report to the state for 2022 is nearly complete and I've worked with the team to update our internal reporting for 2023's submission next year.

---

### **Communications - Hazelton**

Thank you for the opportunity to present at your **March study session**. Please let me know (copying Claudine :) ) if you have follow-up questions or ideas.

Two of the **social media tools** I mentioned in that slide deck are Bitly and Linktree. The former shortens a clunky link into something cleaner and easy on the eyes; the latter allows us to link specific events or items in the bio of our Instagram profile (which equates to better management of calls-to-action, and therefore, conversion opportunities). We can also use Linktree on TikTok. We've implemented both and so far, are seeing good engagement with each!

---

### **HR - Stensland**

A recent [Employers Council article](#) mentions several staff retention strategies, almost all of which the Library is already doing. These include: providing employees with an annual compensation/benefits statement; transparent communication; offering flexibility (remote work) with increased PTO accrual; providing opportunities for professional development and involving employees in dialogue on the Library's services and goals. Library culture was also mentioned as being a main contributor to employee satisfaction. Past surveys indicate that our staff culture is valued - still, we will continue to factor this into our retention discussions. HR has sent all staff a survey on current benefits to gauge how different benefits factor into retention. Results will be collated and shared in the next Admin Report.

Hiring: Our finalist accepted the Tech Arts Librarian position, to begin at the end of March. Library staffing is now almost back to pre-pandemic levels.

---

### **Director's Report - Perrault**

The annual review of Library district **Contracts, Agreements and Memorandums of Understanding (MOU)** continues to be a valuable exercise for staff, and an efficient way for the governing board to see what sorts of agreements are being crafted at the operational level. Attached please find a PDF organized by department, showing the various one-time and recurring agreements we engage in to conduct Library business. My thanks to the team supervisors and the Administrative staff for keeping these up-to-date, with special recognition to Eric White and Joanna Stensland, who shared templates for better agreements with program presenters, for consistency in Library practices.

The Library has been in frequent conversation with the Town's Parking & Transit staff, to prepare for the busy and already disrupted-by-construction downtown parking situation. In response to the Library's Community Needs Assessment (CNA), the Town Parking team provided an analysis of the best times for library programming based on lot occupancy data from 2022. To further respond to this important and thorny issue from the CNA, we are working on a joint communication project to address, "... the challenges related to access." Stay tuned for more on that project. At this time the Town is seeking comments on the following potential change, "To better accommodate local access to downtown during the busy summer months, **the Town is considering increasing the amount of free daily parking** provided to Local Permit holders from 60 minutes to 2 hours. To comment, please email [epinfo@thecarpark.com](mailto:epinfo@thecarpark.com)."

**April Study Session** is again about the Annual Collections Report. Gentle reminder that I am out of town for this session, which will be led by Kathleen Kase, Acquisitions Librarian. She has asked for any questions the Trustees may have, in advance of the meeting, in order to be best prepared to answer. Please send any questions about the Collection my way before Friday, March 31. Thank you.

---

## **Library Friends & Foundation - Walsh**

No Report.

**DUE FOR BOARD APPROVAL BY MARCH OF EACH YEAR (REMIND EACH TEAM IN JANUARY)**

**ADMIN AGREEMENTS**

WHAT	CONTRACTOR / PARTNER	COST OR STATUS	START DATE	END DATE	LEAD	NOTES
Volunteer benefits - MOU	Volunteers of America - RSVP	Current/Signed	2023 April 20	2026 April 20	Admin	
Deposit on Wildfire Condo	Wildfire Homes, LLC	\$5,000	2022 May 1	Until terminated	Admin	
HR Benefits Agreement - IGA	Town of Estes Park	3% of Medical Premiums	Annual	Until terminated	Admin	Auto-renew
Emergency Facility Use	Red Cross	Current/Signed	2017 February 1	until terminated	Admin	
Friends and Foundation	Library Friends & Foundation	Current/Signed	2020 February 1	2023 February 1	Director	3 year review cycle

**ADMIN CONTRACTS**

WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES
Financial Auditor	Prospective Business Solutions	\$7,821	5-years	2025 (Audit of FY2024)	Admin	Annual Engagement Letter: RFP was for audit through 12/31/2024
E-Rate Consulting Service	Funds For Learning	\$1,500	Annual	2024 February 26	Admin	
Insurance: Treasurer + Director & Officers + Volunteer Liability	A. J. Gallagher	\$2,253	Annual	2023 December 31	Admin	
Insurance: Workers' Comp	Pinnacol Assurance	\$1,402	Annual	2023 December 31	Admin	
Graves Consulting - PTO	Graves Consulting	\$5,600	1 Time	2022 March 1	Admin	
Graves Consulting - 2022 Comp Study	Graves Consulting	\$3,600	1 Time	2022	Admin	
Public Finance Software	asyst	\$2,439	Annual	2023 October 22	Admin	Annual fee is maintenance only and we will be invoiced.
Payroll Services	Paychex, Inc.	\$8,897	Annual	2024 January 1	Admin	Auto-renew - Monthly invoice
PERA 401(k) Roth IRA Agreement	Colorado PERA	N/A	Until Terminated	N/A	Admin	
PERA 457 Agreement	Colorado PERA	N/A	Until	N/A	Admin	
AP Paperless System	Lightyear	\$2,400	Until	N/A	Admin	
Statewide Courier	CLiC	\$2,630	Annual	2023 September 30	Admin/PS	
Local Courier	Road Runner	\$7,586	Annual	Auto renew w/ 3% annual increase	Admin/PS	Auto renew w/ 3% annual increase
Storage Units	Lake View Storage	\$3,996	Until Terminated		Admin	
Trailblazer Internet Service	Estes Park Power & Communications DBA Trailblazer Broadband	\$8,759.40	Annual	Auto renew until 06/30/2026	Admin/TS	Approved for 70% E-Rate Reimbursement
Insurance: Umbrella + Commercial Property, incl. flood insurance	The Hartford (Property Ins.) & Selective (Flood Ins.)	\$24,281.00	Annual	2023 December 31	Admin	
Insurance: Cyber Insurance	Lloyds Of London	\$3,060.13	Annual	2024 January 31	Admin	

**FACILITY CONTRACTS**

WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES
<u>Fire Alarm Monitoring</u>	Life Safety Technologies	Monitoring Service \$540 Annual	Month to Month until terminated	Auto renews annually	Admin	Ken Johnson (970) 567-1726 (Cell)
<u>Custodial Contract. Contract_addendum</u>	Rocky Mtn Property Services	\$3,000	Annual	2026 June 30	Admin	Auto-renews until June 30, 2026
<u>Elevator Maintenance (&amp; emergency phone)</u>	Kone	\$2,688.00	5 years	2026 December 31	Admin	Auto renews in subsequent 5 year increments
<u>Fire Extinguisher Maintenance</u>	Western Fire Extinguisher	\$200 - 6 year inspection (2023) \$63 - Normal	N/A	N/A	Admin	Greg from Western Fire Extinguishers to complete required 6 year inspection in 2023. (\$200 is total for maintenance + annual
<u>HVAC maintenance</u>	Trane	\$12,491.00	Annual	2023 December 31	Admin	Auto-renews annually - potential price increases
<u>Range View Security</u>	Range View Security	\$420.00	Annual	N/A	Admin	Auto-renew - Until Terminated
<u>Waste Management</u>	Waste Management	~ \$5,544	3-years	2025 February 24	Admin	Auto-renews for additional 12 months
<u>Window Washing</u>	The Brian Schaeffer Company	\$1,480.00	4-years	2026 August 31	Admin	

Technical Services							
WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES	

#### DIGITAL COLLECTIONS

Cloud Library	Bibliotheca	\$2,000	Annual	2023 December 3	TS	Cloud Library	
Downloadable books, audiobooks, music, video, magazines	Overdrive (ACDC: Across Colo Digital Consortium)	\$6,000	Annual	2023 December 3	TS		

#### TECH PROF SRVCS

A to Z Database	A to Z Databases	\$1,544.00	Annual	2023 December 3	TS		
Online Tutoring & Career As	Brainfuse	\$2,500.00	Annual	2023 December 3	TS		
Event Calendar - Signup	Demco Software	\$1,444.02	Annual	2024 February	TS		
Event Calendar - Spaces	Demco Software	\$846.22	Annual	2024 March	TS		
Consumer Rpts	Ebsco	\$1,607.00	Annual	2024 January 31	TS		
Beanstack Plus	Zoobean	\$795.00	Annual	2025 January	TS	Replaced Wandoo Reader	
Fortiguard	Navisec Fortinet	\$3,100.00	Annual	2024 April	TS		
Microfilm Contract	Total Imaging Solutions: current in	\$835.00	Annual	2027 September 1	TS	Current	
ILS	Sirsi Dynix	\$61,320.00	5 years	2025	TS		
Library ILS	Eagle Rock	Current/Sign	until		TS		
Library ILS	Park R3	Current/Sign	until		TS		
E-Rate WiFi Project	VLCM	\$15,370.17	One Time	2023 June	Admin/TS	Approved for E-Rate Reimbursement -	
Aruba Wi-fi Service	VLCM - Annual Service Invoice	\$1,283.70	Annual	2024 February	TS		

#### EQUIPMENT

Copier Lease - Staff & Public	All Copy Products	\$3,003.84	3 Years	2025 September 2	TS		
Copier Maint.: Staff & Public	All Copy Products	\$1,835.76	5 years	2025 September 2	TS	This is minimum cost; could be additional depending on number of copies made per month.	
Merchant Services Clearing Agr & Service Agr	NAYAX	\$142.80		until terminated	TS		
Non Disclosure Agreement	Viewsonic Corporation	N/A		No Expiration	TS		
RFID Equip Maintenance	Bibliotheca	\$6,995.00	Annual	2024 January 22	TS		

#### SPECIAL COLLECTIONS / IGA

Newspaper Digitization	Museum (Town EP)	Current/Sign	2018.1	Until terminated	TS	Projected 10 year project	
------------------------	------------------	--------------	--------	------------------	----	---------------------------	--



**PROGRAM AGREEMENTS**

WHAT	PARTNER	STATUS	START DATE	END DATE	LEAD	COST	NOTES
<b>RECURRING</b>							
Discovery Packs	Larimer County Natural Resources	Open	7/1/2022	6/30/2023	Limmiatis	N/A	Contacted 2/27/2023 for more info
Read to a Therapy Dog: Bo	Anita Dekker	Open	1/3/2023	12/19/2023	Vegas	N/A	Early Childhood Literacy
Young Chautauqua	Katherine Dumont	Open	1/3/2023	4/8/2023	Vegas	\$1,000.00	Grant from Friends?
Read to a Therapy Dog: Annie	Gina Welty	Open	1/4/2023	12/6/2023	Vegas	N/A	Early Childhood Literacy
Beginner's Bridge	John Krueger	Complete	1/6/2023	2/17/2023	Limmiatis	Price of Books	Curiosity & Liesure
Early Childhood Music	Nancy Bell	Open	1/11/2023	12/13/2023	Vegas	\$50.00/class	Early Childhood Literacy
Classical Music with Dr. DeYoung	Derald DeYoung	Complete	1/17/2023	2/21/2023	Limmiatis	N/A	Curiosity & Liesure
Citizen Information Academy	Town of Estes Park	Open	2/15/2023	3/29/2023	White	N/A	Civic Engagement
Book Club for Mortals	Mindy Rickard	Open	3/9/2023	12/14/2023	White	\$500.00 & Price of Books	Literary Event
Bridge Basics 2: Competitive Bidding	John Krueger	Open	4/7/2023	5/5/2023	Limmiatis	NA	Curiosity & Liesure
Kids Yoga Storytime	Estes Park Yoga	Open	5/14/2023	10/18/2023	Vegas	\$720.00	Early Childhood Literacy
Yoga Series	Estes Park Yoga	Open	6/27/2023	7/27/2023	Limmiatis	\$900.00	Summer Reading Program
Library Speakers Consortium	Christopher Williams - PBC Gur	Auto renews every 3 yrs (30 days notice)	7/1/2022	7/1/2025	White	\$2,500.00	Renewal will not be automatic if there is a price increase at the end of the first three years.
Community Conversations	Town of Estes Park, Restorative Justice	Reviewed Annually in April			White	Varies	
Imagination Library	Estes Valley F&F and The Dollywood Foundation	Current/Signed	2022 April 6	04/06/2023 - Auto Renew	TBD		
<b>ONE TIME</b>							
Wildlife Window Nature Series	Kevin Cook	Open	3/13/2023	12/11/2023	Limmiatis	\$1,350.00	Curiosity & Liesure
How to Slam a Story	Fine Arts Guild of the Rockies	Open	3/15/2023	3/15/2023	White	N/A	Literary Event
Nguyễn Phan Quế Mai Presents 'Dust Child'	Nguyễn Phan Quế Mai	Open	3/24/2023	3/24/2023	White	\$400	Literary Event
Soapstone Pots, Alpine Game Drives, and the Earliest Peoples of the Mountains: How Artifact Collectors Shaped Colorado Archaeology During the 20th Century	Jason LaBelle	Complete	1/6/2023	1/6/2023	White	\$250.00	One Book, One Valley
Southern Arapaho Tribal Historian Fred Mosqueda on Artifacts, Repatriation, Cultural Protection, and More	Fred Mosqueda	Complete	1/10/2023	1/10/2023	White	\$250.00	One Book, One Valley
Collectors: Thieves of Time or Stewards of the Past?	Tom Westfall	Complete	1/19/2023	1/19/2023	White	\$250.00	One Book, One Valley
What Was Ours	Jordan Dresser	Complete	1/20/2023	1/20/2023	White	\$250.00	One Book, One Valley
Everything Has an Essence: A Conversation with Ute Indian Tribe Cultural Rights and Protection Director	Besty Chapoose	Complete	1/23/2023	1/23/2023	White	\$250.00	One Book, One Valley
Repatriation, Restorative Justice, and the Colorado Museum Landscape in 2022	Steve Nash	Complete	1/27/2023	1/27/2023	White	\$250.00	One Book, One Valley
One Book One Valley: Finders Keepers, An Evening with Craig Childs	The Tuesday Agency, LLC	Complete	2/6/2023	2/6/2023	White	\$7,500.00	One Book, One Valley
Author Aimie K. Runyan Shares Her Writing Journey and Process	Aimie K. Runyan	Complete	2/8/2023	2/8/2023	White	\$250.00	Literary Event, Local Author



Estes Valley Public Library AV Systems Upgrade  
RFP: BM-2023.01

## FORD AV RESPONSE

### SECTION 1: Experience

A. Provide a summary of company and staff experience for this type of project.

#### Ford – Corporate

- 50 Years of Audio Video experience
- Woman-Owned business
- Headquartered in Oklahoma City, Oklahoma, with 500+ employees total
- No debt and bondable to \$50 Million
- Design, install, and support 700-800 projects each year
- All installations come with full 'bumper-to-bumper' 1-year warranty
- Ford only uses Ford labor for all jobs – trained, certified and insured
- Ford always provides the customer with full AutoCAD drawings of the installed system
- Ford always provides the customer with any source code/software that was used

The Estes Valley Library project would be run from our Denver, CO location

#### Ford – Denver Location

- 50+ people in the Denver division – Project Managers, Engineers, Installers, Field Engineers, Job Superintendents, Design/Estimators, Account Managers, etc.
- The team that will be assigned to the Estes Valley project:
  - Engineering Manager – Jerry McGargill, BSEE, 28 years at Ford
  - Job Center Manager- Josh Ortwein, 12 years at Ford
  - Project Engineer - Brad Kahler, BSME. 2.5 years at Ford
  - Manager, Glenn Booth, BSEE, 40 years technology management, 3+ years at Ford
  - Install Technicians – Unknown currently as it is dependent on scheduling

B. Provide examples of at least one (1) and no more than three (3) recent projects of similar type, size, scope, and complexity. Include a detailed description of the project and services provided, and contact information for the customer's owner or project coordinator as a professional reference.

- 1) **City of Englewood**  
Ryan Hunnicutt, IT Manager  
303-783-6847  
[rhunnicutt@englewoodco.gov](mailto:rhunnicutt@englewoodco.gov)

Ford installed a (5) conference rooms, video production system includes HD cameras with PTZ control for live streaming and recorded video capture, Large-format video projection and multiple presentation displays, Voice Lift System provides each council member with a voting station, mic, and speaker, and Digital sound reinforcement system ensures even sound in all chamber areas.

- 2) **Colorado State Capitol**  
Justin Hood, Audio-Visual & IT Support Associate  
303-866-5849  
[just.hood@coleg.gov](mailto:just.hood@coleg.gov)

House Chamber features two LCD video walls comprised of three 70" displays arranged 1 x 3, confidence monitor and digital media switcher, Senate offices include control panel and speakers for a closed loop audio system, Conference room uses two 90" displays, microphone stations, speakers and presentation timer system connected to an integrated touchscreen controller, House Committee room includes two 80" displays, microphone stations, wireless microphones, speakers and integrated touchscreen controller

- 3) **City of Dacono**  
AJ Euckert, City Manager  
303-833-2317 x134  
[aeuckert@cityofdacono.com](mailto:aeuckert@cityofdacono.com)

Ford installed individual city council stations with audio and video reinforcement, presentation displays for meeting attendees and multiple confidence monitors for the council members and support staff, digital signage in the welcome areas, streaming AV system to provide access to remote meeting attendees, and video conference room system with beamforming microphone, video conference camera, displays and integrated control.

Ford also designed and installed a CCTV security system and thermal health screening.

**See Project Profiles below.**

## Project Profile

City of Englewood  
Englewood, CO



### System Features

Located just south of Denver, the City of Englewood serves a community of just over 30,000. Their City Council Chambers required a technology update to modernize their presentation and voting capabilities and improve the community's access to public meetings.

- The video production system includes HD cameras with PTZ control for live streaming and recorded video capture
- Large-format video projection and multiple presentation displays
- Voice Lift System provides each council member with a voting station, mic, and speaker
- Digital sound reinforcement system ensures even sound in all chamber areas

### Participants

**Owner**  
City of Englewood

**AV Design-Build Contractor**  
Ford Audio-Video Systems

[www.fordav.com](http://www.fordav.com)  
800-654-6744

**ford AV**  
*Helping People Communicate!*



# Project Profile

Colorado Capitol Building  
Denver, CO



## System Features

Constructed during the 1890's, the Colorado State Capitol Building is known for its distinctive gold dome and views of the Rocky Mountains. The government updated their AV technology and infrastructure throughout the building.

- House Chamber features two LCD video walls comprised of three 70" displays arranged 1 x 3, confidence monitor and digital media switcher
- Senate offices include control panel and speakers for a closed loop audio system
- Conference room uses two 90" displays, microphone stations, speakers and presentation timer system connected to an integrated touchscreen controller
- House Committee room includes two 80" displays, microphone stations, wireless microphones, speakers and integrated touchscreen controller

## Participants

**Owner**  
State of Colorado

**AV Contractor**  
Ford Audio-Video Systems

[www.fordav.com](http://www.fordav.com)  
800-654-6744

**ford AV**  
*Helping People Communicate!*

# Project Profile

City of Dacono  
Dacono, CO



Scan QR code to view related video.



## System Features

The city of Dacono is located in one of Colorado's fastest growing counties. Their rapid expanse has given way to a new city hall, featuring the latest in technology to accommodate demand for remote access to the hybrid municipal court/city council meetings.

- Individual council stations with audio and video reinforcement
- Presentation displays for meeting attendees and multiple confidence monitors for the council members and support staff
- Digital signage in the welcome areas
- Streaming AV system to provide access to remote meeting attendees
- Video conference room system with beamforming microphone, video conference camera, displays and integrated control

## Participants

**Owner**  
City of Dacono

**Architects**  
ZP Architects and Engineering

**General Contractor**  
JANUS

**AV Design-Build Contractor**  
Ford Audio-Video Systems

[www.fordav.com](http://www.fordav.com)  
800-654-6744

**ford AV**  
*Helping People Communicate!*



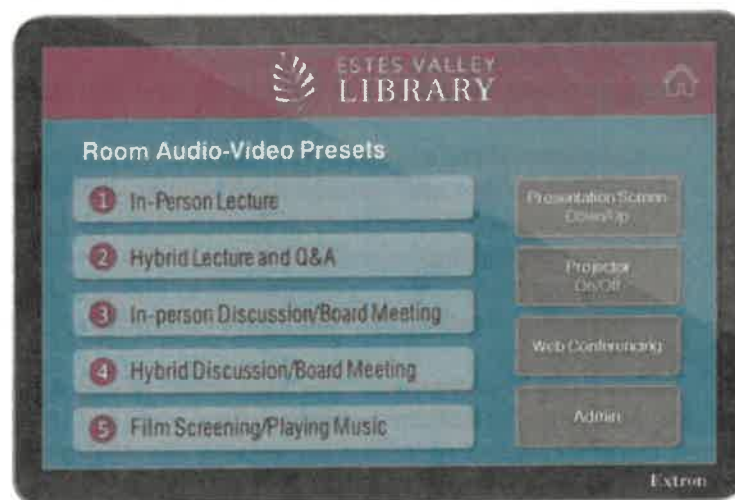
## Section 6 – Additional Information: Estes Valley Library Audio Video Narrative

Ford Audio-Video Systems, LLC (Ford) fully understands the critical nature of AV technology systems in the Estes Valley Public Library District meeting room applications. As one of the most experienced and prolific AV integration firms in the United States, Ford has a wealth of experience executing projects to provide the new system functionality and support the Library District is requesting.

Ford has similar active projects and the overall theme is “Ease of Use”. For this project, we utilize proven and effective processes, including simple touch screen devices with presets for each use case, while adapting as necessary to meet the specific needs and requirements you have outlined for the AV Presentation System Upgrade RFP.

Our response to the RFP utilizes an approach to designing and installing new systems that shall address these critical sub-systems.

- **Video System:** This sub system primarily consists of Owner Furnished Equipment (OFE), including installed video projectors. In each room, we’ve also added a PTZ, pan/tilt/zoom, camera for use in web conferencing calls and local recordings. Each room will also have the ability to record and/or live-stream the activity in each room.
- **Audio System:** In each room, we’ve included three, two lavalier and one handheld, wireless microphones. Also included is an audio digital signal processor (DSP), power amplifier, and new ceiling speakers that are independent of the library PA and independent of the 5:1 sound system. This will insure there is the highest quality audio, with no feedback (the 5:1 system front 3 speakers directly propagate sound to the microphones). The DSP will ensure complete control of the levels, equalization, and other factors of the audio.
- **Control System:** Especially in rooms where there will be different presenters throughout the day and/or during different events, a touch-screen control system is critical to complete the entire AV system to create a consistent user experience no matter the meeting space or the scenario outlined below. Ideally, only single-touch on the control panel is required to utilize the AV components included in each room. Control systems include a processor, a user interface such as the 7” touch screen to be placed on the podium in each meeting room, and lots of connectivity.



*Sample One-Touch Control for 5 Use Cases*



## Section 6 – Additional Information: Estes Valley Library Audio Video Narrative

- **Equipment Storage, Security, and Protection:** Commercial-grade component racks are included for both rooms, centrally locating most of the components for all the sub-systems in our proposal. In addition to securing the new components, the equipment rack provides thermal management, and greatly simplifies equipment service for the lifetime of components. For each room, a 12RU equipment rack with power distribution, and storage drawer for the wireless microphones is included in this proposal.



*Sample Rendering of Custom Cable Cubby*

As outlined in the RFP, there were five different scenarios the AV system was expected to address.

- **Scenario #1: "In-person Lecture"** is a mode that includes a basic presentation functionality. The presentation system will allow either the in-room computer or guest laptop to share the presentation to the OFE video projector. New connectivity is supplied in each of the podiums. All four of the subsystems described above shall support this function.
- **Scenario #2: "Hybrid Lecture and Q&A"** is a mode that requires the use of a soft-conferencing web-meeting platform, either installed on the Mac-mini which will reside in the podium, or on the guest laptop of the presenter. Connectivity is included for either of the computers to utilize the in-room video camera and audio system, and the touch screen on the podium will facilitate the room set-up.
- **Scenario #3: "In-Person Discussion/Board Meeting"** requires the wireless functionality provided in the OFE Clickshare device(s). Through the OFE Clickshare device, in-room participants shall be able to share their computer content wirelessly for presentations.
- **Scenario #4: "Hybrid Discussion/Board Meeting"** Our design allows for only the computer(s) at the podium to host web conference calls. To allow any other meeting participant computers to host a web-conference call, an upgraded Clickshare device is required to utilize the in-room video camera and audio system.
- **Scenario #5: "Film Screening/Playing Music"** The new control system shall provide control of the in-room OFE AV Receiver, OFE DVD player in both rooms, and add an OFE cable box in the Hondius Room. The OFE surround-sound audio system shall be utilized to support this scenario.

## **Section 6 – Additional Information: Estes Valley Library Audio Video Narrative**

### **PRODUCT AVAILABILITY**

Ford intends on meeting the installation schedule and is dependent on product availability from manufacturers. Ford will do everything in its power to make adequate functional replacements if there are supply chain issues with any of the proposed equipment manufacturers. Orders to vendors from Ford cannot be placed until there is a purchase order from the Customer.

### **STANDARD WARRANTY**

Equipment and installation provided by Ford in this proposal will be free of defects and will be repaired or replaced, free of charge, for a period of one (1) year from the date of substantial completion or the first date of beneficial use of the system, whichever date occurs first. Substantial completion shall be defined as the point where the work, or designated portion thereof, is sufficiently complete so that the system can be used for its intended purpose.

### **PREVENTATIVE MAINTENANCE**

- a. Ford shall perform one (1) pre-scheduled service call, prior to the end of the warranty period, for the purpose of conducting routine preventative maintenance (PM) to check the general operation of equipment. This PM service call shall be scheduled in advance with the Customer, between 8:00 am and 5:00 pm Monday through Friday, excluding holidays, and does not include expendable materials used (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.) or system programming. This service is renewable up to three (3) years.
- b. The Customer will provide a contact person that is authorized to answer questions and obligate the Customer if additional services are requested. The contact will be personally available to meet with the Ford technician and have knowledge of the equipment and systems to be inspected. The contact person will provide access to all areas and equipment rooms requiring inspection.





4230 Carson Street, Denver, CO 80239 720-374-2345 Fax 405-946-9991

PROPOSAL NO.	SP80876A
DATE	03/16/23
PAGE	1 of 4
CUSTOMER NO.	ESTEVL

# SALES QUOTE

## BILL TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

## SHIP TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

SALES REP	LOCATION	DIVISION	DATE NEEDED	TAX CODE	TYPE	CLASS	INV TIME	SHIP CPL	PRINTED ON
PATRS	4	4	03/16/23	COEXE	QJ	J		no	03/16/23 5:30 PM
SHIP VIA	FREIGHT	TERMS	PURCHASE ORDER #				CUSTOMER PHONE #		
DELF		NET 10					970-586-8116		

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	PRICE	EXTENDED PRICE
HONDIUS RM					
200.00	BELD.2413	WIRE,CAT6,#23,4 PR,PLENUM,1K'	EA	0.42	84.00
2.00	EXTR.70-283-01	POWE,IR,EMITTER	EA	35.00	70.00
1.00	EXTR.CUSTOM	CABLE CUBBY & ACCESSORIES	EA	2,465.00	2,465.00
11.00	FAV.MISCCBLCONN	MISC CABLES & CONNECTORS	EA	33.00	363.00
7.00	FAV.MISCMNTHW	MISC MOUNTING HARDWARE	EA	33.00	231.00
12.00	FAV.MISCRKHW	MISC RACK HARDWARE	EA	19.00	228.00
4.00	FAV.MISCSMPKR	MISC SMALL SPEAKER SUPPORT	EA	13.00	52.00
5.00	FAV.MISCWRMGMT	MISC WIRE MANAGEMENT	EA	33.00	165.00
1.00	LOWE.ACR-159-S	RACK PWR CENTER, 15 AMPS	EA	131.00	131.00
1.00	LOWE.LWR-1219	RACK,WALL,MOUNT,12RU,19IN,DEEP	EA	557.00	557.00
1.00	LOWE.UDP-214	DRAWER 2RU W/LOCK & MAT LINER	EA	196.00	196.00
2.00	LOWE.USV-110	SHELF, VENTED, 1RU, 10" DEEP	EA	46.00	92.00
250.00	WEST.25225B	WIRE,2C,16G,PLENUM,GRAY	FT	0.26	65.00
400.00	WEST.254246F-BK	WIRE, 4PR 23G SHLD CAT6 CMP	FT	0.77	308.00
4.00	ATLA.FAP63T	SPEA,6.5",2WAY,CEILING,32W,70V	EA	127.00	508.00
1.00	ATLA.PA1001G	AMP,100W/70V,100V,POLE,MT	EA	429.00	429.00
1.00	BIAM.TESFAVBVT4	DSP, TESIRAFORTE, AVB, VT4	EA	2,275.00	2,275.00
2.00	SENN.508701	MIC,WX,SET,LAPEL,EW-D ME2,R1-6	EA	745.00	1,490.00
1.00	SENN.508750	WIRELESS HANDHELD SET,EW-D 835	EA	745.00	745.00
2.00	SENN.508860	RECHARGEABLE BATTERY PACK SK	EA	53.00	106.00
1.00	AVER.COM520PR2	CAME,CAM520 PRO2,CONFERENCE	EA	1,147.00	1,147.00
1.00	EXTR.60-1271-12	TRAN,HDMI TWISTED PAIR TX	EA	380.00	380.00
3.00	EXTR.60-1271-13	RECE,HDMI TWISTED PAIR RX	EA	380.00	1,140.00
1.00	EXTR.60-1471-12	TRAN,CAT5E/6/7,USB + EXTENDER	EA	547.00	547.00
1.00	EXTR.60-1471-13	RECE,CAT5E/6/7,USB + EXTENDER	EA	547.00	547.00
1.00	EXTR.60-1594-01	RECORDING, H.264 STREAMING/REC	EA	2,613.00	2,613.00
1.00	EXTR.60-1625-01	TRAN,4 INPUT HDMI,DTP,4K	EA	927.00	927.00
1.00	EXTR.60-1663-01	SWIT,6-IN 4K/60 PRESENTATION	EA	3,693.00	3,693.00
1.00	EXTR.60-1883-01	ADAP,USB-C TO HDMI INTERFACE	EA	387.00	387.00
1.00	EXTR.60-190-01	MOUN,RACK SHELF,UNIV,1U,PRO	EA	116.00	116.00
1.00	INOG.TOGGLE	USB 3.0 SWITCHER, 3X2	EA	448.00	448.00
1.00	EXTR.60-1562-03	7",TOUCHLINK PRO,PANEL,WHITE	EA	1,687.00	1,687.00
1.00	EXTR.60-1912-01	IPCP PRO 350 XI, CONTROL PROCE	EA	1,533.00	1,533.00
1.00	OFE.MISC01	OFE PROJECTOR	EA	0.00	0.00
1.00	OFE.MISC02	OFE BARCO R9861511US	EA	0.00	0.00



4230 Carson Street, Denver, CO 80239 720-374-2345 Fax 405-946-9991

PROPOSAL NO.	SP80876A
DATE	03/16/23
PAGE	2 of 4
CUSTOMER NO.	ESTEVL

# SALES QUOTE

## BILL TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

## SHIP TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

SALES REP	LOCATION	DIVISION	DATE NEEDED	TAX CODE	TYPE	CLASS	INV TIME	SHIP CPL	PRINTED ON
PATRS	4	4	03/16/23	COEXE	QJ	J		no	03/16/23 5:30 PM
SHIP VIA	FREIGHT	TERMS	PURCHASE ORDER #				CUSTOMER PHONE #		
DELF		NET 10					970-586-8116		
QUANTITY	ITEM NUMBER	DESCRIPTION				UOM	PRICE	EXTENDED PRICE	
1.00	OFE.MISC03	OFE MAC MINI				EA	0.00	0.00	
1.00	OFE.MISC04	OFE GUEST LAPTOP				EA	0.00	0.00	
1.00	OFE.MISC05	OFE DVD PLAYER				EA	0.00	0.00	
1.00	OFE.MISC06	OFE AV RECEIVER				EA	0.00	0.00	
1.00	OFE.MISC07	OFE PROJECTION SCREEN				EA	0.00	0.00	
1.00	LOWE.LFD-12FV	DOOR, 12RU VENTED FRONT				EA	240.00	240.00	
							SECTION TOTAL:	25,965.00	
<b>WASSON RM</b>									
200.00	BELD.2413	WIRE,CAT6,#23,4 PR,PLENUM,1K'				EA	0.42	84.00	
1.00	EXTR.70-283-01	POWE,IR,EMITTER				EA	35.00	35.00	
1.00	EXTR.70-283-02	AV,IR,EMITTER,DUAL,W/SHIELD				EA	39.00	39.00	
1.00	EXTR.CUSTOM	CABLE CUBBY & ACCESSORIES				EA	2,465.00	2,465.00	
11.00	FAV.MISCCBLCONN	MISC CABLES & CONNECTORS				EA	33.00	363.00	
7.00	FAV.MISCMNTHW	MISC MOUNTING HARDWARE				EA	33.00	231.00	
12.00	FAV.MISCRKHW	MISC RACK HARDWARE				EA	19.00	228.00	
4.00	FAV.MISCSMSPKR	MISC SMALL SPEAKER SUPPORT				EA	13.00	52.00	
5.00	FAV.MISCWRMGMT	MISC WIRE MANAGEMENT				EA	33.00	165.00	
1.00	LOWE.ACR-159-S	RACK PWR CENTER, 15 AMPS				EA	131.00	131.00	
1.00	LOWE.LWR-1219	RACK,WALL,MOUNT,12RU,19IN,DEEP				EA	557.00	557.00	
1.00	LOWE.UDP-214	DRAWER 2RU W/LOCK & MAT LINER				EA	196.00	196.00	
2.00	LOWE.USV-110	SHELF, VENTED, 1RU, 10" DEEP				EA	46.00	92.00	
250.00	WEST.25225B	WIRE,2C,16G,PLENUM,GRAY				FT	0.26	65.00	
400.00	WEST.254246F-BK	WIRE, 4PR 23G SHLD CAT6 CMP				FT	0.77	308.00	
1.00	LOWE.LFD-12FV	DOOR, 12RU VENTED FRONT				EA	240.00	240.00	
4.00	ATLA.FAP63T	SPEA,6.5",2WAY,CEILING,32W,70V				EA	127.00	508.00	
1.00	ATLA.PA1001G	AMP,100W/70V,100V,POLE,MT				EA	429.00	429.00	
1.00	BIAM.TESFAVBVT4	DSP,TESIRAFORTE,AVB,VT4				EA	2,275.00	2,275.00	
2.00	SENN.508701	MIC,WX,SET,LAPEL,EW-D ME2,R1-6				EA	745.00	1,490.00	
1.00	SENN.508750	WIRELESS HANDHELD SET,EW-D 835				EA	745.00	745.00	
2.00	SENN.508860	RECHARGEABLE BATTERY PACK SK				EA	53.00	106.00	
1.00	AVER.COM520PR2	CAME,CAM520 PRO2,CONFERENCE				EA	1,147.00	1,147.00	
1.00	FAV.MISC50	VIEWSONIC PX701-4K PROJECTOR				EA	869.00	869.00	
1.00	EXTR.60-1271-12	TRAN,HDMI TWISTED PAIR TX				EA	380.00	380.00	
3.00	EXTR.60-1271-13	RECE,HDMI TWISTED PAIR RX				EA	380.00	1,140.00	
1.00	EXTR.60-1471-12	TRAN,CAT5E/6/7,USB + EXTENDER				EA	547.00	547.00	



4230 Carson Street, Denver, CO 80239 720-374-2345 Fax 405-946-9991

PROPOSAL NO.	SP80876A
DATE	03/16/23
PAGE	3 of 4
CUSTOMER NO.	ESTEVL

# SALES QUOTE

## BILL TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

## SHIP TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

SALES REP	LOCATION	DIVISION	DATE NEEDED	TAX CODE	TYPE	CLASS	INV TIME	SHIP CPL	PRINTED ON
PATRS	4	4	03/16/23	COEXE	QJ	J		no	03/16/23 5:30 PM
SHIP VIA	FREIGHT	TERMS	PURCHASE ORDER #				CUSTOMER PHONE #		
DELF		NET 10					970-586-8116		

QUANTITY	ITEM NUMBER	DESCRIPTION	UOM	PRICE	EXTENDED PRICE
1.00	EXTR.60-1471-13	RECE,CAT5E/6/7,USB + EXTENDER	EA	547.00	547.00
1.00	EXTR.60-1594-01	RECORDING, H.264 STREAMING/REC	EA	2,613.00	2,613.00
1.00	EXTR.60-1625-01	TRAN,4 INPUT HDMI,DTP,4K	EA	927.00	927.00
1.00	EXTR.60-1663-01	SWIT,6-IN 4K/60 PRESENTATION	EA	3,693.00	3,693.00
1.00	EXTR.60-1883-01	ADAP,USB-C TO HDMI INTERFACE	EA	387.00	387.00
1.00	EXTR.60-190-01	MOUN,RACK SHELF,UNIV,1U,PRO	EA	116.00	116.00
1.00	INOG.TOGGLE	USB 3.0 SWITCHER, 3X2	EA	448.00	448.00
1.00	EXTR.60-1562-03	7",TOUCHLINK PRO,PANEL,WHITE	EA	1,687.00	1,687.00
1.00	EXTR.60-1912-01	IPCP PRO 350 XI, CONTROL PROCE	EA	1,533.00	1,533.00
1.00	OFE.MISC02	OFE BARCO R9861511US	EA	0.00	0.00
1.00	OFE.MISC03	OFE MAC MINI	EA	0.00	0.00
1.00	OFE.MISC04	OFE GUEST LAPTOP	EA	0.00	0.00
1.00	OFE.MISC05	OFE DVD PLAYER	EA	0.00	0.00
1.00	OFE.MISC06	OFE AV RECEIVER	EA	0.00	0.00
1.00	OFE.MISC07	OFE PROJECTION SCREEN	EA	0.00	0.00
1.00	OFE.MISC08	OFE CABLE/SAT BOX	EA	0.00	0.00
1.00	OFE.MISC9	OFE PROJECTOR MOUNT	EA	0.00	0.00

SECTION TOTAL: 26,838.00

### INTEGRATION SERVICES

INTEGRATION SERVICES

33,540.99

SECTION TOTAL: 33,540.99

MERCHANDISE : 52,803.00

LABOR : 33,540.99

FREIGHT : 0.00

SALES TAX : 0.00

QUOTE AMOUNT : 86,343.99

Thank you for your business. [www.fordav.com](http://www.fordav.com)





4230 Carson Street, Denver, CO 80239 720-374-2345 Fax 405-946-9991

# SALES QUOTE

PROPOSAL NO.	SP80876A
DATE	03/16/23
PAGE	4 of 4
CUSTOMER NO.	ESTEVL

## BILL TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

## SHIP TO

Estes Valley Library  
 335 E. Elkhorn Ave.  
 Estes Park, CO 80517  
 Attn: Allison Cavis

SALES REP	LOCATION	DIVISION	DATE NEEDED	TAX CODE	TYPE	CLASS	INV TIME	SHIP CPL	PRINTED ON
PATRS	4	4	03/16/23	COEXE	QJ	J		no	03/16/23 5:30 PM
SHIP VIA	FREIGHT	TERMS	PURCHASE ORDER #				CUSTOMER PHONE #		
DELF		NET 10					970-586-8116		
QUANTITY	ITEM NUMBER	DESCRIPTION				UOM	PRICE	EXTENDED PRICE	

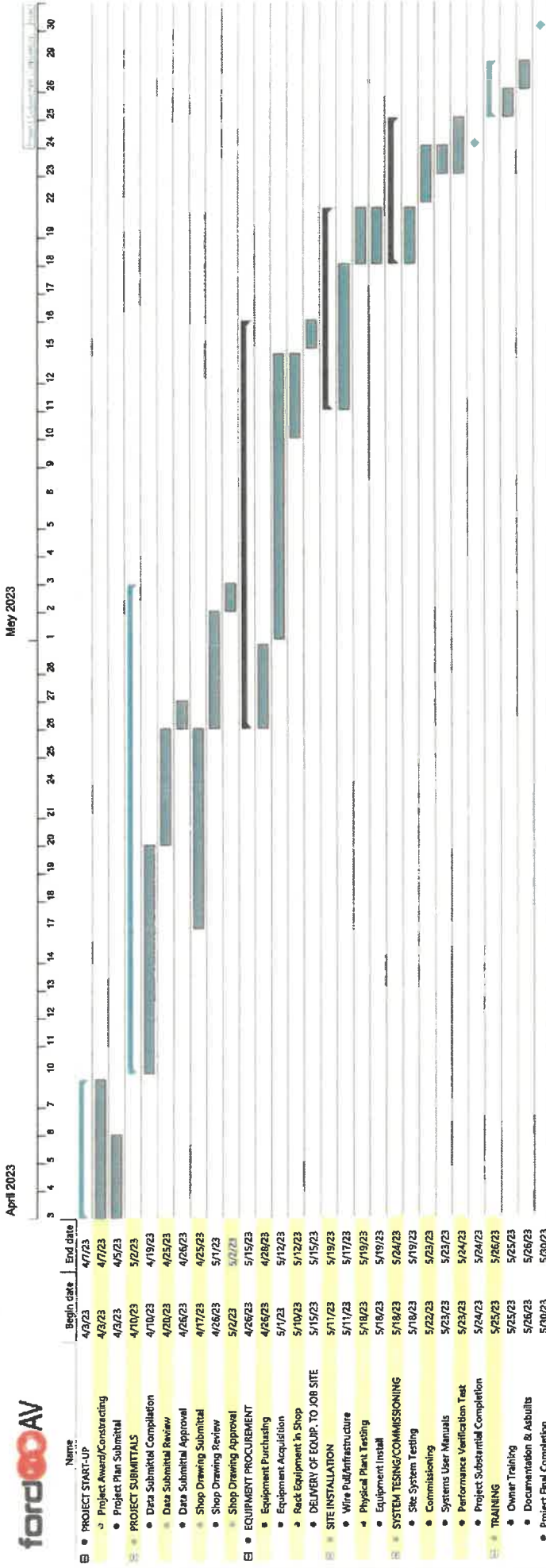
PROPRIETARY INFORMATION. The information contained herein is for use by the parties hereto and is not for distribution outside their respective companies. All material is guaranteed to be as specified. All taxes due, if any, are the responsibility of the customer. No merchandise may be returned without written authorization. Return and restocking fee, if allowed by Ford or manufacturer, is 20% minimum. Special ordered items may not be returned. Ford AV is not responsible for damage in transit. 1-3/4% service charge per month will be charged on past due accounts. This quote is valid for 14 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted.

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# Estes Valley Public Library System Audiovisual Presentation System Upgrade

## Preliminary Sample Project Schedule



This is a sample project schedule. A final implementation schedule will be developed between the Customer and Ford's project manager once the project is awarded.









## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> Higginbotham Insurance Agency, Inc.		<b>NAMED INSURED</b> Ford Audio-Video Systems, LLC 4800 West Interstate 40 Oklahoma City OK 73128-5425	
<b>POLICY NUMBER</b> _____		<b>EFFECTIVE DATE:</b> _____	
<b>CARRIER</b> _____	<b>NAIC CODE</b> _____		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Limit Any One Item \$105,000  
 Deductible Per Occurrence \$1,000

Installation Floater  
 Carrier: Continental Casualty Company  
 POL# QT6601L162925-TIL-20  
 Effective Date 12/31/21-12/31/22  
 Type of Insurance: Installation Floater  
 Property In Transit: \$2,500,000  
 Temporary Storage: \$5,000,000  
 Temp Storage Ded: \$5,000

Errors and Omissions  
 Carrier: Continental Casualty Company  
 POL# ZPL-61N36094-20-I3  
 12/31/2021 - 12/31/2022  
 Limit \$4,000,000/\$4,000,000 Aggregate

The General Liability (includes Completed Operations) and Automobile Liability policies include a blanket automatic additional insured endorsement that provides additional insured status and the General Liability, Automobile Liability and Workers' Compensation policy includes a blanket waiver of subrogation endorsement to the certificate holder only when there is a written contract that requires such status.

The General Liability and Automobile Liability policies has a blanket Primary & Non Contributory endorsement that affords that coverage to certificate holders only where there is a written contract that requires such status.

The General Liability, Automobile Liability, Workers Compensation and Employers Liability policies includes a blanket notice of cancellation to certificate holders endorsement, providing for 30 days' advance notice if the policy is canceled by the company other than for nonpayment of premium, 10 days' notice after the policy is canceled for nonpayment of premium. Notice is sent to certificate holders with mailing addresses on file with the agent or the company. The endorsement does not provide for notice of cancellation if the named insured requests cancellation.

The Umbrella policy is follow form over General Liability, Automobile and Workers Compensation policies.

## Recommendation for AV System Vendor

March 2023

Proposals submitted in response to Estes Valley Public Library’s Request for Proposal (RFP), [“Audiovisual Presentation System Upgrade.”](#) posted per Library policy on [Bidnet Direct](#) February 7, 2023, and closed March 7 2023.

We received a total of [4 bids for review](#) by the Director and Board of Trustees. Per the RFP, these were **evaluated based on the bidder’s ability to work with the Library and reasonably guarantee their system would meet 5 use case scenarios, determined collaboratively with the Programs and Outreach team (60%), completeness of the proposal (20%), and other library objectives such as price and timeline (20%)**. Below is a summary of our evaluation of each bid, and a review of the definitions of each use case. “CCS” was not considered beyond pricing:

Bidder	Price	Function Scenario 1	Function Scenario 2	Function Scenario 3	Function Scenario 4	Function Scenario 5	Complete?	Timeline, Completion
Ford AV	\$86,000	100%	100%	100%	100%	100%	Y	May 30, 2023
Xcite AV	\$85,000	100%	100%	100%	100%	100%	Y	End Summer
Jennings AV	\$44,000	100%	50%	50%	75%	100%	N	3-4 weeks after deposit
CCS	\$100,000						Y	

Definitions of Use Case Scenarios from the RFP:

- **Scenario 1, In-person Lecture:** all attendees and a presenter are in-person, and we have the option to record audio from at least three handheld or lavalier mics, and video on a laptop from a camera fixed to the ceiling. The camera should have pan/tilt/zoom controls.

- **Scenario 2, Hybrid Lecture and Q&A:** an in-person presenter speaking to and interacting with in-person attendees and Zoom Webinar attendees. The presenter shares a slideshow, video, etc. from a laptop to both the projector screen and room speakers, as well as Zoom. A camera and free microphones capture the presenter and in-person audience questions, and both of these can be heard over the room speakers and heard/seen on Zoom. Online audience questions can be heard over the room speakers. Recording is possible. A second staff laptop joins the Zoom meeting to moderate. Both laptops require wired network connections.
- **Scenario 3 In-person Discussion/Board Meeting:** all attendees are in person in a setting with moveable tables for multiple room configurations. Any attendee can share content to the projector screen on demand from multiple types of devices, and the meeting is able to be recorded.
- **Scenario 4 Hybrid Discussion/Board Meeting:** in a setting with moveable tables for multiple room configurations, in-person attendees interact with Zoom attendees as equal participants via our Owl Labs Meeting Owl. Zoom attendees are shown live on the projector screen, and both in-person and on-line participants can share content on both the projector screen and Zoom on demand. We are able to record the meeting.
- **Scenario 5 Film Screening/Playing Music:** a film is screened from DVD or Blu-Ray onto the projector, or music is played live from a CD.
- In all scenarios, **an average patron** is able to intuitively switch between devices without guidance from our staff.

Based on the criteria established in our RFP and evaluated in the table above, we recommend **Ford AV** for our AV systems upgrade. I have reviewed and come to this decision with extensive input from the Programs & Outreach team and with Technical Services. Functionality of both Ford AV and Xcite AV is virtually identical, their packets were complete and included references from past completed projects of similar scope. However, Ford AV attended our February 20 site visit, was the only bidder to ask questions via Bidnet, and included additional information that directly addressed how they intended to meet each of our use cases.

Submitted by  
**Brad Maggetti, TS Supervisor**