



BOARD OF TRUSTEES MEETING AGENDA

Monday, June 19, 2023, 6:30 PM
Estes Valley Library / **Wasson Room**

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: May 15, 2023
2. Income & Expense Year-to-date Report: May 2023

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee – Hemphill
 - Consideration of revised December or January Board Meeting date to Approve the 2024 Budget
- Strategic Plan task force - Ellis & Weston
 - Draft Library Goals, Vision, Mission and Values
- Library Report – Director Perrault
- Library Friends & Foundation Report - Ex. Director Walsh

Action Items

- Gov't Affairs Committee – President Lawson
 - Accept Resignation of Board Treasurer, Pete Johnson
 - Presidential Appointment of new Officers and Committees
 - Presidential Appointment of Library Trustee Nominating task force
- Policy Committee - Dewey & Krueger
 - Approve revisions to Patron Account Eligibility policy

Upcoming Meetings of the Board of Trustees

- No Board meetings in July -

1. Study Session: Discuss Strategic Plan proposal, Thursday, August 3, 2023, 6:30p (**Wasson Board Room**)
2. Regular Meeting: Monday, August 21, 2023, 6:30p (**Wasson Board Room**)

Other Events

- Library Holiday Closure: **Independence Day**, Tuesday, July 4, 2023

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, May 15, 2023 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Lynn Lawson called the meeting to order 6:31 pm. The following were present:

TRUSTEES: Lynn Lawson, President; Kay Weston, Vice-President; John Krueger, Secretary; Anne Dewey; David Hemphill

ABSENT: Beth Ellis; Pete Johnson, Treasurer

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Jamie Murphy; Claudine Perrault; Cindy Seckman

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: April 17, 2023

Krueger moved to approve the May 15 Consent Agenda. Weston seconded the motion. Ayes all. (23-11)

Guest Presentation

- 2022 Audited Library Financial Report - Uli Keeley, Auditor, PBS
Auditor Keeley presented an unmodified opinion. The Auditor reported that the General Fund and Capital Reserve Fund are healthy. She also noted that total revenue was slightly below the estimate due primarily to income from grants and contributions being less than anticipated. Additionally, expenditures were below the estimate due primarily to staffing. Perrault and Krueger noted their decision to not request the entire amount committed by the Friends & Foundation in 2022. Keeley commended the Library for significant improvement in regards to implementing and documentation of controls. She recommended cross training for payroll.

Action Items

- Finance Committee
 - Accept 2022 Audited Financial Statements
Hemphill made a motion, seconded by Dewey to accept the 2022 Audited Financial Statements. Ayes All. (23-12)
 - Resolution to appropriate \$47,000 in additional funds from the Capital Reserve Budget for upgrade of Audio-Visual systems in meeting rooms.
Lawson made a motion, seconded by Krueger to appropriate \$47,000 in additional funds from the Capital Reserve Budget for the upgrade of the meeting room audio-visual systems. Ayes all (23-13)
- Policy Committee

- Approve revision of Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights*
Krueger made a motion, seconded by Dewey to approve the revision of the Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights* . Ayes All. (23-14)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Lawson expressed appreciation for Perrault's talking points to address patron concerns.
Board Action: Trustees are encouraged to review the talking points document on a regular basis.

Positive feedback has been received on the Dolly Parton's Imagination Library service.

Peter Johnson's official resignation will be received at the June board meeting. Board Action: Trustees are encouraged to bring ideas for potential candidates for the upcoming vacancies. There was discussion about how the by-laws addressed residency requirements for trustees. Finance Committee – Johnson & Hemphill
No report.

- Policy Committee - Krueger & Dewey
Krueger encouraged board members to read the Trustee Code of Ethics at least once a year. There were no significant changes to the Governance policy set.
- Director's Report
 - 1st Qtr Strategic Report
Perrault reported that the Library is generally improving and meeting its goals. The 2023 metrics are simpler and less ambitious. It was noted that circulation of physical materials was much higher than the digital. There was some discussion around expenditures of digital versus physical materials. Perrault noted the importance of addressing public perception and the importance of making sure that patrons are finding materials of interest. Also discussed were ways to improve browsability of materials. STAFF ACTION: The Acquisitions Librarian and Technical Services Supervisor will reconcile their reports on digital circulation statistics.
- Facilities Task Force - Krueger & Hemphill
The roof shingling is complete and the Task Force is pleased with Greenpoint's work. Work on the flat roof has been postponed due to weather. The Task Force visited the Lyons, Boulder (Reynolds Branch), and Nederland libraries to view their design and architecture. Later this month they will visit other libraries on the Front Range. Board Action: The Task Force will communicate with the Board about any libraries that are particularly noteworthy so trustees may visit on their own time.
- Strategic Planning Task Force - Weston
The next meeting of the Strategic Planning Task Force will be on June 5.

- Friends & Foundation - Director Walsh
Jim Pickering will be speaking at the Friends & Foundation membership meeting on September 29.

Upcoming Meetings of the Board of Trustees

- Regular Meeting : June 19, 2023, 6:30p (Wasson Room)
- Tour of Eagle Rock: Friday May 26
STAFF Action: Staff will set up an RSVP for the Eagle Rock tour. Trustees and F&F Board members who can participate will meet at the public parking garage, since paid parking begins May 26.

Other Events

- Library Friends & Foundation Board meeting, June 6, 2023
- Memorial Day holiday Library closure, May 29, 2023

Adjourn

Lawson adjourned the meeting at 8:13 pm.

Minutes prepared by Jamie Murphy

Respectfully submitted,
John Krueger, Board Secretary

[attachments]

ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Resolutions from May 15, 2023

(23-11) Krueger moved to approve the May 15 Consent Agenda. Weston seconded the motion.
Ayes all.

(23-12) Hemphill made a motion, seconded by Dewey to accept the 2022 Audited Financial Statements. **Ayes All.**

(23-13) Lawson made a motion, seconded by Krueger to appropriate \$47,000 in additional funds from the Capital Reserve Budget for the upgrade of the meeting room audio-visual systems. **Ayes all.**

(23-14) Krueger made a motion, seconded by Dewey to approve the revision of the Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights*. **Ayes All.**

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 5/31/2023 41.67% of Year Elapsed

GENERAL FUND

OPERATING REVENUE

REVENUE	BUDGET	YTD 2023	% BUDGET
TAXES	\$2,106,526	\$1,574,696	75%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$124,686	\$68,462	55%
DONATIONS/OTHER REVENUE	\$373,653	\$33,148	9%
TOTAL REVENUE	\$2,604,865	\$1,676,305	64%

OPERATING EXPENDITURES

SERVICES

	BUDGET	YTD 2023	% BUDGET
PATRON SERVICES	\$317,103	\$109,935	35%
PROGRAM & OUTREACH	\$624,728	\$199,562	32%
TECHNICAL SERVICES	\$644,122	\$277,491	43%
SERVICE	\$1,585,953	\$586,988	37%

SUPPORT

	BUDGET	YTD 2023	% BUDGET
ADMINISTRATION	\$773,373	\$319,046	41%
BUILDING	\$190,295	\$86,422	45%
CAPITAL	\$15,370	\$6,095	40%
SUPPORT	\$979,038	\$411,564	42%

TOTAL EXPENDITURES	\$2,564,991	\$998,552	39%
EXCESS - REVENUE OVER EXPENSE	\$39,874	\$677,753	

CAPITAL RESERVE FUND

	BUDGET	YTD 2023	% BUDGET
BEGINNING RESERVE BALANCE	\$233,000	\$239,230	103%
FEES AND INTEREST	\$4,600	\$4,274	93%
TOTAL FUND BALANCE & REVENUE	\$237,600	\$243,504	102%

EXPENDITURES

	BUDGET	YTD 2023	% BUDGET
SINGLE ROOF & FLAT ROOF REPLACEMENT	\$114,000	\$63,845	56%
PAINT & SEAL EXTERIOR WOOD SIDING	\$16,000	\$0	0%
ARCHITECT	\$50,000	\$0	0%
AV MEETING ROOM PROJECT	\$87,000	\$43,172	50%
TOTAL EXPENDITURES	\$267,000	\$107,017	40%
EXCESS - REVENUE OVER EXPENSE	-\$29,400	\$136,487	-464%

TOTAL FUND(S) BALANCE	OPERATING ACCOUNT	\$616,603
	SHORT-TERM OPERATING RESERVE	\$654,254
	LONG-TERM OPERATING RESERVE	\$2,454,545
	CAPITAL REPLACEMENT RESERVE	\$130,459

TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE	\$3,855,860
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2023 Library Board of Trustees Meeting Dates

Library Trustees hold four types of meetings, all but one of which is open to the public:

1. Regular meetings are generally held on the **3rd Monday / month, 6:30p – 8:30p**
2. Study Sessions are generally held on the **1st Thursday / month, 6:30p – 8:30p**
3. Public Budget Hearings are held **during November meetings**.
4. Executive Sessions are held as needed, most often to discuss the Director's performance. Ex. Sessions are meetings-within-meetings and the only block of time closed to the Public.

Date	Type of Meeting	Topic
January 16	Regular	
February 2	Study Session	Board Reconsideration Simulation
February 20	Regular	
March 2	Regular	Staff Communications Plan
March 20	Regular	
April 6	Study Session	Annual Collections Report
April 17	Regular	
May 4	Study Session - Cancelled	2024-28 Strategic Plan proposal
May 15	Regular	
May 26 (Friday)	Study Session / Tour	Tour Eagle Rock School
June 19 (hybrid)	Regular	2024-28 Strategic Plan proposal
July - no meetings	-----	----
August 3 (hybrid)	Study Session	Discuss Strategic Plan proposal
August 21 (hybrid)	Regular	Approve Strategic Plan
September 7 (must be remote)	Study Session & Ex. Session	Annual Evaluation of Director
September 18 (AV installed!)	Regular	10-year rolling Financial Forecast
October 5	Study Session	Draft Budget Review
October 16	Regular	Official Draft 2024 Budget

November 2	Study Session	1st of 2 Public Budget Hearings
November 20	Regular	2nd of 2 Public Budget Hearings
December 7	Study Session	<i>[usually canceled]</i>
December 11 (one week early)	Regular Meeting	Adopt 2024 Budget

Topics for future consideration:

- Talking with Elected Officials
- 3-5 year Strategic Plan Retreat
- Library data with lrs.org
- National 'Star Library' metrics: *Aspirational stats & Standards (CSL Standards, LRS, others)*
- Progress Report: Community Needs Assessment (CNA)

Estes Valley Library

Proposed Vision, Mission, Values & 2024-2028 Strategic Goals

Vision

Task force: A connected Valley where people flourish

Director: A connected Valley where (reason, ideas, wisdom, sense) flourishes

Current: A literate, informed and enriched Estes Valley

Mission

Task force: To be a hub of community-driven resources for everyone to share

Director: To be a hub of community-driven resources that bring people together

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

Values

- **Intellectual Freedom:** Offering unrestricted access to the world of ideas
- **Community:** Fostering connections as the village gathering place
Creating connections as a village convener and gathering place
- **Hospitality:** Providing service excellence in a welcoming environment
- **Teamwork:** Ensuring a respectful workplace and cooperative culture
- **Professionalism:** Demonstrating integrity in all we do

Goals

- **Goal 1: We respond to community needs.**

FOCUS/Why?: WHAT WE DO/"The Library works for everyone."

Obj A: Gather and build upon patron data and feedback

Obj B: Provide responsive services to a diverse public

- **Goal 2: We bring the community back to a vibrant library.**

FOCUS/Why?: THE BUILDING/"This is a destination Library."

Obj A: Refresh spaces

Obj B: Tend to comfort and safety

Obj C: Tell the (brand) story

- **Goal 3: We reach outside library walls to build community.**

FOCUS/Why?: BEYOND THE BUILDING/"My community thrives."

Obj A: Meet target audiences where they are

Obj B: Stoke village partnerships

Obj C: Host community conversations

- **Goal 4: We invest in our people and operations.**

FOCUS/Why?: INFRASTRUCTURE/"The library maximizes impact."

Obj A: Take the Team to the next level

Obj B: Prepare for the future

Obj C: Ensure the library's financial health

Respectfully submitted, Library Strategic Planning Task Force members:

- Trustees: Beth Ellis, Kay Weston
- Friends & Foundation: John Wolf, Sarah Walsh
- Staff: Claudine Perrault, Joanna Stensland, Cindy Seckman, Linda Wisneski, Brad Maggetti, BJ Limmiatis, Allison Cavis



ESTES VALLEY LIBRARY

Monthly Administration Report June 2023

Financials - Seckman

May 2023 YTD Budget Report: With 41.66% of the year complete, total revenue is at 64.35%, County revenue is 76.81% and Specific Ownership is at 44.55%. Total expenditures are at 38.93% (total Operating at 38.93%).

Capital Reserve Fund Budget Report: With 41.66% of the year complete, total revenue is at 102%, and total expenditures are 40%.

ColoTrust PLUS Account Daily Yield is **up** to **5.1995%** on May 31st from 5.0396% on April 30th.

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.

Outstanding Balance Collections:

EVPLD will be partnering with Unique Management Systems, LLC (UMS), a collection agency that specializes in public libraries, in an attempt to either recoup physical items or the related value of non-returned items from the past 3 years. During the last 3 years (the recommended amount of time to go back for collection per Unique Management) we averaged ~\$3,300 per year. To put that in perspective, this is 1.8% of our total materials budget for 2021 and 2022, and 1.7% of our 2023 materials budget. These percentages do not include the cost of lending laptops as that information is not as easily available, but would only make these percentages smaller.

A best case estimation of collection for this initial 3 year 'push' is 44%, which is above and beyond the cost of collection. The Systems Librarian is developing the implementation procedures and we will begin the process on August 1, 2023.

The plan is to continue collection procedures on a monthly basis to prevent large accumulations of outstanding balances. The estimated annual recovery on a go forward basis is ~28%. This estimation is lower due to a monthly minimum cost of collection.

A term contract is not required with UMS, so we may discontinue the collection process at any point costs outweigh recovery.

Property Tax Update: Impacts of SB23-303 and Proposition HH

- **Known Information:**

- Delays needed for 2024 Budget and 2023 YE Board Meeting dates:
 - Deadline for Assessors to certify **final assessment** is extended *from the traditional December 10th to December 29th*.
 - Deadline to **certify mill levy** is extended *from December 15th to January 5th*.
- Per SB23-303 the **promised backfill** for Property Tax year 2024 (payable in 2025) under SB22-238 **will not happen**, nor will there be any backfill going forward for any lost revenue as a result of this bill. There will be no backfill for local government's whose 'real property' assessed value has increased by more than 20% from 2022 assessed values (referred to as the '20% trigger'). Available data shows that Larimer County property values increased between 37% and 63%. Estes Park values increase by ~43%.
- **Action Items:**
 - A meeting is scheduled for June 28th at the Library with **Estes Park intergovernmental agencies** to discuss the possible impacts of SB23-303 and Proposition HH as we understand them at this point. A representative from Larimer County has accepted the invitation to attend this meeting.
 - Talking points and impact examples are being developed to present to the Board and Staff to demonstrate the possible **financial impact** of these legislative actions. The first draft of this report will be presented to the Board at the August 21st meeting.

Facilities - Antozzi

GreenPoint Roofing completed the flat roof sealant work on May 31st, bringing the shingle replacement and flat roof repair to a general close. We are working with the roofer and HVAC contractor to seal vents and other juncture points where some post-roofing leaks have occurred.

Communications - Hazelton

We closed out a successful May campaign ("Mind, Body, May," our first year with this theme) and launched directly into Summer Reading Program ("Wander the World"). We'll continue to promote SRP through June and July, with custom illustrations and designs from Allison and a variety of placements in our regular channels (newspapers, newsletter, social media, in-house, print media, etc.).

With help from Cindy\$, Brad, and Allison, we completed the standard 2022 Annual Report in March, which includes budget and expenditures for the year. To better tell the Library story to our taxpayers, we are developing an addendum: a visually dynamic report about Library department accomplishments and the year's top checkouts.

Technical Services - Maggetti

Ford AV has scheduled our install starting August 29 and completing September 8. We expect minimal impact to patron reservations and programs while the new AV equipment goes in, and we are connecting the Program and Patron Services team with Ford's engineers to decide on the layout of the touch screen controls.

We built new hold shelves, which Allison custom-designed to just about triple the amount of space in time for the busy summer reading program.

Jamie closed out the school year with the Village Catalog and we are looking ahead to improving this process with our partners for next year.

The first of the shelf-ready video game supplies have begun arriving from the new vendor set up by Kathleen.

Cindy is finishing cross-training Patron Services staff to assist with InterLibrary Loan processing.

HR/Admin - Stensland

There has been good news in staff retention: by this time last year 7 staff had left Library employment whereas this year we have had only 2 departures. Also in HR news: a new law, POWR (Protecting Opportunities & Workers Rights) was recently passed by the Colorado Legislature. The law makes changes to the definition of harassment and reporting requirements. The HR Team is assessing these changes and the potential impact on procedures.

The pandemic was officially declared at an end on May 5th. Pandemic pay and COVID procedures continued through June 8th but are now also at an end. The Library continues to act as a distribution point of COVID tests to the public - the tests are supplied by the Colorado Department of Public Health.

Our annual record retention project has been completed with the assistance of Shellie Tressell of *Simplicity Organizing*.

Patron Services - Wisneski

The opening weekend of paid parking and our Park Like A Local initiative had the PS team busy signing up dozens of vehicles. As of June 12, we have signed up 197 vehicles. Our shared target with the Town of Estes Park is to sign up 1,500 vehicles over the next three years. We are currently 13% of the way to our goal.

Emergency Preparedness - Limmiatis, Program & Outreach Supervisor

Over the past year, I have been working closely with the Larimer County Office of Emergency Management, the Town of Estes Park, Estes Valley Fire Protection District, Red Cross and other local organizations to position the Library as a primary resource for **non-emergency related questions, answers and assistance** when the situations arise. Now, the Library has committed to act as a Tier 2 '**Larimer Connects Community Hub**,' a physical location that builds community resilience through information dissemination and social bonding.

Hubs allow Larimer County to network effectively during safety challenges by protecting first responders (fire, police, etc.) who are busy providing direct aid during emergencies. As such, a Hub is not a shelter or evacuation zone; instead, it is a recognized information center for the community where disaster information will be updated and posted in a publicly accessible location.

Director's Report - Perrault

Library Policy structure: In the last few years, the policy committee has been changing policies with greater frequency than the scheduled 3-year interval dictates. The current *Patron Account Eligibility* policy is indicative of this. The committee is working on ways to craft our policies in such a way that they will remain relevant and not need updates for 3 years or even longer. We are now focusing on reducing the complexity and eliminating procedures embedded in library policy. Please note that the 'messy' draft of the proposed Patron Account policy was abandoned as an editing record, due to the extensive nature of the changes. It does, however, show how much was being removed by all staff editors, even before it was seen by the library board policy committee.

Library Friends & Foundation - Walsh

The Nominating Committee is working hard to recruit 5 new board members before our September 29 annual membership meeting.

MOU recurring activities:

- Library:
 - *(Feb) Report to F&F to account for use of funds previous year.*
 - Attached please find the "Return on Investment" report (Library accounting for use of funds previous year).
 - *(June) Inform F&F of any unanticipated developments in funding requirements.*
 - The Library requested an additional \$87,000 in 2023 for the cost of the Ford AV installation.
- *F&F: Report Funds and Restricted Gifts to Library*

Estes Valley Library Friends & Foundation Funding Library Annual Return On Investment Report - 2022

June 2023

Below is the annual overview of the restricted and unrestricted gifts from the Library Foundation to the Library District, and how they impacted public library services. While not all \$200,000 was received by the Library in 2022, the remainder will be distributed in 2023. Regardless, the commitments to the Strategic Project Requests have been fulfilled, with gratitude to our donors. Please enjoy the many quotes from happy patrons, and share with our donors!

1. GOAL: Focus on Early Literacy

Youth Programs

In 2022 the library provided 386 programs for young children with an average attendance of 19 per program. Programs included Baby Storytime, Storytime, Early Childhood Music, Storybook Explorer, Polar Express, Read to a Therapy Dog and the Summer Reading Program. 1305 Storybook kits were distributed.

There were 141 tween/teen programs in 2022 on a variety of topics with an average attendance of 17 per program.

- *"Thank you for providing a wonderful storytime for Mia and the other babies, week after week. You create a fun space for all of us to watch our littles learn and for parents to build community."*
- *"I really appreciate all the great programming you've been offering this summer, especially for the tweens! My daughter has been crocheting non-stop since the jellyfish class and she'll see you this afternoon too."*

Books Mailed to Preschooler Homes

45 families participated in Unite for Literacy and 99 children received books through Dolly Parton's Imagination Library. Through the end of the year, hundreds of books since we began our affiliation.

Visiting Children's Author/Illustrator

In May, students at the Elementary School were treated to a visit by children's book illustrator Rafael López. López is the recipient of the 2019 Jane Addams Children's Book Award. His illustrations bring diverse characters to life that reflect and honor the lives of all young people. Hundreds of public and homeschool

families participated in this program made possible by the Woman's Club and Library Foundation.



2. GOAL: Enable Lifelong Learning

Library of Things

The Library of Things collection grew by 38 in 2022 bringing the total to 90 items in the collection. There were 537 checkouts during the year, of which 72 were hotspots. A new, more visually pleasing, Library of Things display wall was created to make it easier for patrons to view the different offerings.

"I loved the paw print cake pan because it inspired me to make a dog-friendly cake for my pups."

Makerspace Programs

In 2022, each month was dedicated to a key service provided by the Library. March was dedicated to the Makerspace. Staff led 37 hands-on programs in the Makerspace during March alone: these were attended by 268 people. In total for 2022, 186 programs were presented in the Makerspace and were attended by more than 1600 library patrons. Additionally, a total of 3,074 non-circulating "Take & Make" kits were distributed to patrons throughout the year. Whether on their own or guided by our talented staff, Library patrons found fulfillment in curiosity and leisure through fiber arts, soldering, sewing, laser cutting, and 3D printing in our Library's Makerspace with your generous support.

"I just want to share my excitement at the wonderful reception of my (our!) wooden ornaments - by the book club members! They could hardly believe we made them as I shared part of our process, and several were excited to come to the makerspace to do a project together, or individually, in the future."

"My wife loves the 3D printers and associated classes."

3. Enable a Greater Sense of Community

One Book One Valley

The Mountains Sing was the One Book One Valley book for 2022. Hundreds attended the various programs offered throughout the month. *"An unread book is like a silent room no one enters – whereas, a book read community-wide becomes a room that's festive, exciting, and filled with learning and friendship,"* said Dr. Nguyễn Phan Quế Mai, author of this year's community-chosen One Book One Valley, a multi-generational tale set against the backdrop of the Việt Nam war.

While the live online author event registered 133 views, many more were watching, as that included spouses and friends sharing screens. Locals on vacation watched from Arizona and Virginia, bringing people together from disparate places that evening to inspire conversations across generations and cultures. A participant commented *"I loved the sense of community and seeing many others in the Zoom call."*

With 16 programs for all ages, January's signature events reconnected us with the great resources found at our hometown library, as we enjoyed activities aligned around the book's themes.

Summer Reading Program

1,231 individuals signed up for the 2022 Summer Reading Program, themed "Oceans of Possibility." The Signature series used the *Beanstack* app for the first time. The Summer Reading Program (SRP) kick-off event on May 20th had 69 people in attendance. The program included a live band, face painting, balloons, and an art-event in the Makerspace.

Conflict Resolution Month

October is Conflict Resolution Month in Colorado and in 2022 the selected title was: *The Power of Strangers: Benefits of Connecting in a Suspicious World* by Joe Keohane. 51 people attended a variety of events related to the book including a Living Room Conversation, a facilitated "Howdy Stranger" meet up in a coffee shop, a workshop on non-violent communication and an online talk by the author himself. Several children's programs in October dealt with themes related to conflict resolution.

"The Power of Strangers is a book I probably would not have read without the encouragement of the book club. I now consider it one of the best books I've ever read."

"I found this event [Howdy Stranger] to be a fun and effective way to get to know more people and feel connected to the community."

4. Deliver Materials on a Personalized Basis

Restricted book Gifts

Your generous contributions to the 2022 library acquisitions have been spent in full. They allow the Library to deliver materials on a personalized basis through the Lucky Day collection, many adult hardcover and children's nonfiction titles. Thank you for the donations both restricted and unrestricted.

Newspaper Digitization Project

In 2022, our scanning vendor offered a discount so we chose to scan more than we processed online. We scanned: 26,676 pages (through mid 1991) which cost \$12,063. Of those scanned pages, we sent 18,504 pages to our processing vendor to be uploaded online (through October 1987), totaling \$13,000, paid for in partnership with the Town of Estes Park Museum. Total project: \$25,000.

5. Grow Internally to Succeed Externally

Capital Expenses; ARPA Facilities grant

The ARPA grant provided over \$15,000 to upgrade our two very popular self-check machines.

Makerspace Equipment

We received a new semi-industrial sewing machine and 3D scanner with an upgraded PC, and replaced two 3D printers with newer, more sophisticated models, thanks to a generous donation. These items were launched to the public in Q1 of 2023.

"The Makers Space is super. So many good things to learn and do. Staff have been great to work with to learn how to use equipment and using the Makerspace, and answering questions."

"Thank you for making the laser cutter so easy to learn!"

Community Needs Assessment

The Community Needs Assessment (CNA) was conducted by Schonhoff Evaluation & Analytics between August and October 2022. All collection points occurred in both English and Spanish. In total 599 responses were collected, 23 people participated in focus groups and 5 Spanish-speaking community members gave input by phone. The response rate was well above our goal and statistically relevant. The CNA showed that overall people are fairly happy with Library services. The primary barriers to service were seasonal crowds and available parking. The full report from Schonhoff is guiding staff in 2023 in creating the 2024-2028 Strategic Plan, ongoing programs and services as well as informing aspects of the Library's Communication Plan.

" [The Library] really has the community in mind. They have a little bit for everybody's taste."

Respectfully submitted,

Claudine Perrault, Director
Estes Valley Public Library District

May 17, 2023

Lynn Lawson
President, Board of Trustees
Estes Valley Library
Estes Park, Colorado 80517

Due to the uncertainty regarding our residency in Estes Park, I respectfully submit my letter of resignation to the Estes Valley Library Board of Trustees effective May 31, 2023. I have enjoyed the opportunity to serve on the Board and would happily return in the future, should we return to Estes Park and there be suitable positions available.

Sincerely,

Peter Johnson
mjafrica@yahoo.com
832-291-9867

Patron Account Eligibility Policy

Estes Valley Public Library District (Library) resources are available to Library cardholders. Anyone is eligible to become a cardholder by opening an Account at no charge. Valid photo identification (ID) is required in person at the time of registration, to replace a lost or stolen card, or to renew the Account once every three years. The Library treats all patron information as confidential as provided for in Colorado Library Law.

Account holders agree to return borrowed materials on time and assume responsibility for lost or damaged items.

The Library provides four types of cardholder Accounts:

1. District Resident: Persons 18 or older who maintain a residence within the [Library District](#) for longer than 6 months are considered Residents whether or not the property is their primary residence. In addition to a photo ID, proof of District residency may include a rental agreement or proof of ownership.

Residents under age 18 must have a parent or legal guardian present to open an Account. Estes Park School District R-3 student ID's and Eagle Rock School student accounts function as public library cards. The parent or legal guardian is financially responsible for the minor's Account. Please refer to the individual school policies for more information.

The Library offers home delivery service for qualifying District patrons.

2. Colorado Libraries Collaborate (CLC): CLC is a reciprocal borrowing program. Anyone residing in the state of Colorado, paying local taxes for library service, and in possession of their home library card is eligible. In return, Estes Valley Library Residents are eligible for CLC accounts at all other participating Colorado libraries.

3. Non-District (eg, Greater Estes Valley): Because residents of Allenspark, Drake and other pockets of the Valley do not fall within Library District boundaries nor qualify as CLC borrowers, they are offered Accounts as Non-District cardholders.

4. Visitor: All others may apply for a temporary Visitor card. A Visitor card is good for 6 months.

Please refer to the **Loan Periods, Renewals & Holds Policy** for additional information.

The Estes Valley Library Card Eligibility Policy was adopted and approved by the Estes Valley Public Library District Board of Trustees on December 11, 2006, and revised on November 16, 2009, April 21, 2014, December 14, 2015, March 18, 2019, August 19, 2019, May 16, 2022 and June 19, 2023.

Lynn Lawson, President

John Krueger, Secretary

Patron Account Eligibility Policy

Estes Valley Public Library District (Library) resources are available to Library cardholders. **Everyone is eligible to become a cardholder by opening an Account at no charge.** ~~All those who live within the Estes Valley Public Library District (Library) boundaries as well as visitors to the Library are welcome and eligible to become patrons, by applying for a Library card. The Library practices non-discrimination in all of its activities and operations, including application and eligibility for use of a library account.~~ **Valid photo identification (ID) is required at the time of registration to obtain a new Library card, replace a lost or stolen card or to renew an active Account. A library card is valid as long as it is used at least once every three years.** The Library treats all patron information as confidential as provided for in Colorado Library Law.

~~While some services are available to anyone whether or not they have an Account who enter, an Account allows patrons to gain access to additional Library material checkouts and other specific services.~~ Account holders agree to **return borrowed materials on time and** assume responsibility for **lost or** ~~the materials and services consumed, used, or damaged items.~~

~~You must present your library card, photo ID, or know your account number and PIN (personal identification number) to check out materials and for other services. If your card is lost or stolen, contact the Library to block the account. You will receive a free replacement card next time you are in the Library.~~

~~It is the cardholder's responsibility to update account information if changes occur. Incorrect contact information on file does not relieve the patron from responsibilities for fees. While there are fees for consumables and other services, damage and loss, the Library is fine-free overdues do not incur a fine. For more information, refer to our Fees Policy.~~

~~A~~ **Your library card is valid for three years, as long as it is you use it at least once in that period. Every three years, Library accounts must be renewed and updated. Lending limits for different Account types may be changed without notice at the discretion of the Library Director.**

The Library provides Library cards to four types of Account holders:

1. District Resident (those who live within the Library district **legal** boundaries)
2. Colorado Libraries Collaborate (CLC)

3. Non-District

4. Visitors

District Residents: ¶

~~District Resident Library cards are free for all residents of the Library District. Any adult may obtain a card by applying online or in person at the Library and showing proof of District residency (eg, which may include a rental agreement or proof of ownership). Persons who own property within the District will be considered Residents for Account type purposes whether or not the property is their primary residence.~~

House Calls: ¶

To serve Residents ~~patrons~~ who are homebound due to ailment or disability, the Library offers home delivery service for eligible patrons for extended time periods.

Minors: ¶

Minors must have a parent or legal guardian present to open an Account and receive a Library card. Until the minor reaches the age of 18, the parent or legal guardian is financially responsible for the minor's Library Account.

Students

~~Estes Park School District R-3~~ ¶

When approved by their parent or guardian, every ~~Estes Park School District R3~~ student ID ~~functions~~ works as a public library card. ~~If a student is using their school ID as their library card, they will be eligible for a new, non-student card upon turning 18.~~

- ~~Eagle Rock School~~

~~Eagle Rock School~~ Student accounts are valid for the duration of their enrollment. ~~Lending limits for students are negotiated with the School and may be changed without notice at the discretion of the Library Director.~~

School Faculty

~~School~~ Faculty at both local schools receive full District benefits regardless of residency. ~~Also, teachers are eligible for a Golden Apple card and receive extended loan periods for materials used in the classroom.~~

2. Colorado Libraries Collaborate (CLC): ¶

~~3. CLC is a reciprocal borrowing program. Anyone residing in the state of Colorado and directly or indirectly paying local taxes or fees for library service is eligible for the CLC program with the Estes Valley Library. In return, Estes Valley Library residents are eligible for CLC cards at all other participating Colorado libraries. Eligible CLC Account holders must present their home library card and photo ID at the time of application and be in continuous good standing at their home library. Lending limits for CLC borrowers may be changed without notice at the discretion of the Library Director.~~

3. Non-District: ¶

~~4. (e.g.,) Greater Estes Valley: Because the following Coloradoans do not fall within Library District boundaries nor as CLC borrowers, they are offered accounts as Non-District borrowers: The Library currently provides services to the following neighboring, non-District, non-CLC Coloradoans residents at no charge:~~

- Allenspark residents
- Drake residents

4. Visitor: ¶

~~5. All others may apply for a temporary Visitor card. This account type serves out-of-state visitors to the Estes Valley, temporary seasonal workers, and Coloradans who do not pay taxes in support of a local public library. A Visitor card may be issued upon receipt of a refundable deposit and required documentation. A Visitor card is good for 6 months. Applications and Renewals must be made in person, at which time the. At a 6 month in person only renewal, Visitor card will become either district or non-district dependent on residency.~~

~~Upon return of all materials and closing of the account, a refund will be issued to the Visitor. If not collected by the cardholder, the deposit will be forfeited after three months of non-use, or the card expiration date, and will transfer as a donation to the Estes Valley Library Friends & Foundation.~~

Please refer to the **Loan Periods, Renewals & Holds Policy** and **“Benefits of your Library Card”** ~~Circulation, Management and Patron Policy sets~~ for additional information.

The Estes Valley Library Card Eligibility Policy was adopted and approved by the Estes Valley Public Library District Board of Trustees on December 11, 2006, and revised on

November 16, 2009, April 21, 2014, December 14, 2015, March 18, 2019, August 19, 2019, ~~and~~ May 16, 2022 and June 19, 2023.

~~Lynn Lawson~~ John Krueger, President

John Krueger ~~Peter Johnson~~, Secretary