



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: June 19, 2023
2. Income & Expense Year-to-date Report: June 2023
3. Income & Expense Year-to-date Report: July 2023
4. Study Session: Review proposed 2024 - 2028 Strategic Plan - August 4, 2023

Staff Presentation

- Review of Key Statistics for Trustees - Technical Services Supervisor, Brad Maggetti

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee – Krueger & Hemphill
- Facilities Task Force - Hemphill & Krueger
 - 2023 Aspirational Library Tours: Photos to inspire our proposed renovation
- Policy Committee - Dewey & Ellis
- Library Report – Director Perrault
 - 2nd Quarter Operating Plan Report
 - Monthly Admin Report
- Library Friends & Foundation Report - President Groesbeck & Exec. Director Walsh

Action Items

- Nominating Task Force - Dewey & Weston
 - Accept task force recommendations for three Library District Board of Trustees appointments:
 - Cynthia (Cindy) Morriss to fill the remainder of Peter Johnson's unfinished appointment ending on December 31, 2024

LIBRARY MISSION STATEMENT:

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



- John (Kirt) Kirtland to fill a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.
- Marlys Polson to fill a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.
- Facility Task Force - Hemphill & Krueger
 - Approve Studiotrope Design & GHPhipps Construction as Design-Build team to create a Library renovation plan (conceptual design and engineering plans) at a cost not to exceed \$50,000.
- Finance Committee – Krueger & Hemphill
 - Approve addendum to existing Scope of Work with GreenPoint painting subcontractor for an additional \$13,040.51 to repair hail damage and apply stain as per scheduled maintenance on entire building exterior wood siding
- Strategic Plan Task Force - Ellis & Weston
 - Approve Library 5-year Strategic Plan, and updated Library District Vision, Mission and Values

Upcoming Meetings of the Board of Trustees

1. Executive Session: September 7, 2023, 6:30p - Director Performance Review (**Zoom**)
2. Regular Meeting: September 18, 2023, 6:30p (**Wasson**)
3. Study Session: October 5, 2023, 6:30p - (topic addition) 10-year rolling Financial Forecast & 2024 Draft Budget Review (**Wasson**)

Other Events

- **Library Holiday Closure**: Labor Day, Monday September 4, 2023
- **Tour of Eagle Rock School - rescheduled**: Tuesday, September 19 at 8a
- Friends & Foundation **Annual Membership Meeting**: Friday September 29, 6p (**Library**)

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, June 19, 2023 at 6:30pm

Estes Valley Library / Wasson Room - Zoom hybrid meeting

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; Anne Dewey; Beth Ellis; David Hemphill

ABSENT: John Krueger, Secretary and Pete Johnson, Treasurer

FRIENDS & FOUNDATION LIAISON: President Kathy Groesbeck, Sarah Walsh

STAFF: Brad Maggetti; Claudine Perrault; Joanna Stensland

GUESTS: John Kirtland

Public Comments: Perrault reported on recent comments from parents regarding the Children's Room. These comments followed an incident when a child ran out into the parking lot. The Library offered to rearrange the space to increase safety and assured parents that further changes would be made during the next remodel.

Consent Agenda

1. Board of Trustees Meeting Minutes: May 15, 2023

2. Income & Expense Year to Date: May 2023

Weston moved to approve the June 19 Consent Agenda. Dewey seconded the motion. Ayes all. (23-15)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston

Lawson thanked Brad Maggetti for facilitating the hybrid option for board meetings.

There have been some changes to the topics for upcoming Board meetings and these are reflected in the document in the board packet.

The Eagle Rock Tour was canceled due to weather. It will likely be rescheduled in September with staff.

Lawson reminded trustees that the 1-hour webinar on book bans and censorship was available to them. She suggested the second half if trustees didn't have time to listen to the entire webinar. *STAFF ACTION: Perrault will resend the book ban webinar to trustees.*

There is an announcement on the website and in the newspaper on open trustee positions. Applications received by 30th will be given priority.

- Finance Committee
 - Consideration of revised December or January Board Meeting to approve the 2024 Budget

Currently there are complicated Senate bills around property taxes which may impact Library income. The final property tax assessment (2024 revenue) won't be received until December 29th. The mill levy certification has been extended to January 5th but this does not leave much time to get the final property tax income numbers and adjust the budget. It was suggested that the budget could be prepared without the final numbers and adjustments made at the end of December. The Board may have to meet during the first few days of January. STAFF ACTION: Perrault will check by-laws for the specific end time of Board terms. Accountant Seckman will have more information on property taxes at the next meeting.

- Strategic Plan Task Force - Ellis & Weston
Ellis reported on the Design Thinking Strategic Planning session led by Allison Cavis. The Task Force came up with revisions to Mission & Vision. It was a very successful meeting with a lot of energy and expert facilitation. The Board will discuss the revisions as well as the draft Strategic Plan 2024-2028 in detail at the September Study Session. Lawson thanked Ellis & Weston for their work on the Task Force. Recognition was also extended to John Wolf & Sarah Walsh from the Friends & Foundation for their participation.
- Director's Report
The Library will be using a collections agency to recover materials. STAFF ACTION: Staff will report on the outcomes of using a collections agency to recover materials on an annual basis. Other libraries using collections agencies are beginning to yield results.
Perrault highlighted the partnership with the Town in the *Park Like A Local* campaign which is off to a good start. The Community Needs Assessment identified parking and perceptions around parking as a barrier to access, and as such, important to address.
- Friends & Foundation - President Groesbeck
President Groesbeck gave a brief report on recent activities and future plans. Perrault thanked the Foundation for all their work to support the Library.

Action Items

- Gov't Affairs Committee
 - Accept Resignation of Treasurer, Pete Johnson
Dewey made a motion, seconded by Weston to accept the resignation of Pete Johnson. Ayes All. (23-16)
 - Election of revised Board Officers
Johnson's resignation has necessitated a shift in officers and committees.
Hemphill made a motion, seconded by Ellis, to accept the following officers:
 - Lynn Lawson - President
 - Kay Weston - Vice President
 - John Krueger - Treasurer (until the end of 2023)
 - Anne Dewey - Secretary**Ayes all (23-17)**

- President Lawson appointed the following committees:
 - Finance Committee: Krueger & Hemphill
 - Policy: Dewey & Ellis
- Presidential Appointment of Library Trustee Nominating Task Force
Dewey and Ellis will form the Nominating Committee for new trustee appointments. Open positions include the position vacated by Johnson and one or two positions starting January 2024.
- Policy Committee
 - Approve revisions to Patron Account Eligibility Policy
Dewey explained the revisions to the Patron Account Eligibility Policy. The goal was to decrease barriers for access and to increase the readability of the policy. The revisions are largely wordsmith changes, with the exception of changes to the Visitor Cards section, where the deposit requirement for visitors was eliminated to reduce risk from having cash in the building and to simplify procedures for staff. In a recent study by Patron Services Supervisor Wisneski, she found that out of 11 resort libraries only one other library charges a deposit for visitor cards. Over the next 3 years, staff will monitor the impact of removing the deposit. In the future the Patron Account Eligibility Policy may be combined with the Loans, Renewals & Holds policy. **Dewey made a motion, seconded by Hemphill to approve the revision of the Patron Account Eligibility Policy. Ayes All. (23-18)**

Upcoming Meetings of the Board of Trustees

- No meetings in July
- Study Session: Discuss Strategic Plan Proposal, August 3, 2023, 6:30p (Wasson Room)
- Regular Meeting: August 21, 2023, 6:30p (Wasson Room)

Other Events

- Independence Day holiday Library closure, July 4, 2023

Adjourn

Lawson adjourned the meeting at 7:20 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from June 19, 2023

(23-15) Weston moved to approve the June 19 Consent Agenda. Dewey seconded the motion. Ayes all.

(23-16) Dewey made a motion, seconded by Weston to accept the resignation of Pete Johnson. Ayes All.

(23-17) Hemphill made a motion, seconded by Ellis, to accept the following officers:

- Lynn Lawson - President
- Kay Weston - Vice President
- John Krueger - Treasurer (until the end of 2023)
- Anne Dewey - Secretary

Ayes all.

(23-18) Dewey made a motion, seconded by Hemphill to approve the revision of the Patron Account Eligibility Policy. Ayes all.

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

Anne Dewey, Secretary
Estes Valley Public Library District
Board of Trustees

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

As of 6/30/2023 50% of Year Elapsed

| GENERAL FUND | | | |
|--------------------------------------|--------------------|--------------------|------------|
| OPERATING REVENUE | | | |
| REVENUE | BUDGET | YTD 2023 | % BUDGET |
| TAXES | \$2,106,526 | \$1,974,579 | 94% |
| INTERGOVERNMENTAL REVENUE | \$0 | \$0 | 0% |
| FEES AND INTEREST | \$124,686 | \$84,689 | 68% |
| DONATIONS/OTHER REVENUE | \$373,653 | \$12,660 | 3% |
| TOTAL REVENUE | \$2,604,865 | \$2,071,928 | 80% |
| OPERATING EXPENDITURES | | | |
| SERVICES | BUDGET | YTD 2023 | % BUDGET |
| PATRON SERVICES | \$317,103 | \$142,093 | 45% |
| PROGRAM & OUTREACH | \$624,728 | \$254,016 | 41% |
| TECHNICAL SERVICES | \$644,122 | \$328,240 | 51% |
| SERVICE | \$1,585,953 | \$724,349 | 46% |
| SUPPORT | BUDGET | YTD 2023 | % BUDGET |
| ADMINISTRATION | \$773,373 | \$405,034 | 52% |
| BUILDING | \$190,295 | \$95,280 | 50% |
| CAPITAL | \$15,370 | \$14,744 | 96% |
| SUPPORT | \$979,038 | \$515,059 | 53% |
| TOTAL EXPENDITURES | \$2,564,991 | \$1,239,408 | 48% |
| EXCESS - REVENUE OVER EXPENSE | \$39,874 | \$832,520 | |

| CAPITAL RESERVE FUND | | | |
|---|------------------|------------------|--------------|
| BEGINNING RESERVE BALANCE | BUDGET | YTD 2023 | % BUDGET |
| BEGINNING RESERVE BALANCE | \$233,000 | \$239,230 | 103% |
| FEES AND INTEREST | \$4,600 | \$4,891 | 106% |
| TOTAL FUND BALANCE & REVENUE | \$237,600 | \$244,121 | 103% |
| EXPENDITURES | BUDGET | YTD 2023 | % BUDGET |
| SINGLE ROOF & FLAT ROOF REPLACEMENT | \$114,000 | \$43,357 | 38% |
| 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 | \$86,529 | 32% |
| EXCESS - REVENUE OVER EXPENSE | -\$29,400 | \$157,592 | -536% |

| TOTAL FUND(S) BALANCE | |
|------------------------------|-------------|
| OPERATING ACCOUNT | \$568,013 |
| SHORT-TERM OPERATING RESERVE | \$657,069 |
| LONG-TERM OPERATING RESERVE | \$2,465,107 |
| CAPITAL REPLACEMENT RESERVE | \$151,564 |

TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE

\$3,841,753

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

As of 7/31/2023 58.33% of Year Elapsed

| GENERAL FUND | | | |
|--|------------------------------|--------------------|--------------------|
| OPERATING REVENUE | | | |
| | BUDGET | YTD 2023 | % BUDGET |
| REVENUE | | | |
| TAXES | \$2,106,526 | \$2,021,468 | 96% |
| INTERGOVERNMENTAL REVENUE | \$0 | \$0 | 0% |
| FEES AND INTEREST | \$124,686 | \$102,364 | 82% |
| DONATIONS/OTHER REVENUE | \$373,653 | \$14,205 | 4% |
| TOTAL REVENUE | \$2,604,865 | \$2,138,037 | 82% |
| OPERATING EXPENDITURES | | | |
| SERVICES | | | |
| | BUDGET | YTD 2023 | % BUDGET |
| PATRON SERVICES | \$317,103 | \$166,657 | 53% |
| PROGRAM & OUTREACH | \$624,728 | \$292,913 | 47% |
| TECHNICAL SERVICES | \$644,122 | \$379,958 | 59% |
| SERVICE | \$1,585,953 | \$839,528 | 53% |
| SUPPORT | | | |
| | BUDGET | YTD 2023 | % BUDGET |
| ADMINISTRATION | \$773,373 | \$458,448 | 59% |
| BUILDING | \$190,295 | \$109,190 | 57% |
| CAPITAL | \$15,370 | \$14,744 | 96% |
| SUPPORT | \$979,038 | \$582,382 | 59% |
| TOTAL EXPENDITURES | \$2,564,991 | \$1,421,910 | 55% |
| EXCESS - REVENUE OVER EXPENSE | \$39,874 | \$716,127 | |
| CAPITAL RESERVE FUND | | | |
| | BUDGET | YTD 2023 | % BUDGET |
| BEGINNING RESERVE BALANCE | \$233,000 | \$239,230 | 103% |
| FEES AND INTEREST | \$4,600 | \$5,640 | 123% |
| TOTAL FUND BALANCE & REVENUE | \$237,600 | \$244,871 | 103% |
| EXPENDITURES | | | |
| | BUDGET | YTD 2023 | % BUDGET |
| SINGLE ROOF & FLAT ROOF REPLACEMENT | \$114,000 | \$43,357 | 38% |
| 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 | \$86,529 | 32% |
| EXCESS - REVENUE OVER EXPENSE | -\$29,400 | \$158,341 | -539% |
| TOTAL FUND(S) BALANCE | | | |
| | OPERATING ACCOUNT | | \$779,515 |
| | SHORT-TERM OPERATING RESERVE | | \$660,025 |
| | LONG-TERM OPERATING RESERVE | | \$2,476,197 |
| | CAPITAL REPLACEMENT RESERVE | | \$173,420 |
| TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE | | | \$4,089,157 |



2024-2028 Strategic Planning

2023 5-Year Strategic Plan PROJECT STEPS

- 1. STAFF:** Share Community Needs Assessment Report with:
 - Board of Trustees **(December '22)**
 - Library Staff **(January)** cindy2625
 - and the Public **(February)**

- 2. TASK FORCE:** Establish the Goals and Objectives for the Library's 2024-2028 Strategic Plan **(March 10)**

- 3. STAFF:** Consensus building around 1st draft of Plan **(March 23)**

- 4. TASK FORCE:** Revise Goals and Objectives and recheck Library's Mission, Vision & Values **(June 5)**

- 5. BOARD:** Receive and review 5-year Proposed Strategic Plan (goals, objectives, mission, vision & values) **(June 19)**

- 6. STAFF:** Teams plan activities for 5-year Plan using Design Thinking **(July 25)**

- 7. BOARD: *new*** Review of Strategic Plan, Vision, Mission, Goals **(August 3)**

- 8. BOARD:** Approve 5-year Strategic Plan **(August 21)**

- 9. STAFF:** Director and Supervisors finalize activities, timeline, metrics and budget for 2024. Link to performance plans. **(August 1 - September 30)**

- 10. STAFF:** Deliver official draft 2024 budget (activities and metrics) to Board **(October 1)**

- 11. BOARD:** Approve 2024 budget **(December 11)**

Estes Valley Library

2024-2028 Draft 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 & 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: Enable 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



Estes Valley Library

Proposed Vision, Mission, Values

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

Executive Summary:

Design Thinking for Estes Valley Library Staff

“Design Thinking is an approach and mindset that helps you solve everyday challenges at the library.”

The Estes Valley Library Staff Development Committee offered a series of 3 Design Thinking workshops based on “*Design Thinking in a Day*” from the Design Thinking for Libraries Toolkit.

What is Design Thinking?

A **structured brainstorming process** with six steps: **Define the Challenge**, **Inspiration**, **Ideation**, **Prototyping**, **Iteration**, **Scale**



Library staff turned their ideas into physical prototypes and gathered feedback from patrons

Distinctive Design Thinking techniques include:

- Defining your challenge by phrasing it as a “*How might we...?*” statement
- Finding inspiration by immersing yourself in your patrons’ experiences
- Turning your idea into a physical prototype and having your patrons respond to it

Why now?

As we approach a new round of strategic planning, the Staff Development Committee wanted to give *all* staff proven tools to help them:

1. Integrate the results of the Community Needs Assessment and other patron feedback into all planning processes
2. Contribute to a Strategic Plan that engages with the challenges facing the Library
3. Turn strategic challenges into action
4. Brainstorm productively

Results

- Staff at all levels are **activated and engaged in the work of planning** and feel heard and understood during structured, productive brainstorming
- Staff **seek out, evaluate, and integrate patron feedback** for every project
- Staff **test their ideas using prototypes**, saving time and money
- Staff are **excited to use Design Thinking methods** like “*how might we...?*” statements even for small, intra-departmental initiatives

Library Research Service: Key Statistics for Board of Trustees

Brad Maggetti
Technical Services Supervisor, Estes Valley Library



Public Library Annual Report (PLAR)

- Each year is available any time to any member of the public for all libraries once published: www.lrs.org/data-tools/public-libraries/annual-statistics
- All data points are self-reported by Library staff based on definitions provided by the CO State Library (Library Research Service)
- The definitive source of data for other comparative reports such as **Star Libraries** and **Key Statistics for the Board of Trustees**
- Estes Valley Library is one of 12 “Resort Libraries” in CO



Key Statistics for BoT



- Selected statistics from the PLAR, which best summarize the “general health” of a public library in relation to other Colorado public libraries:
 - **Inputs:**
 - Total Operating Expenditures per capita
 - Total Staff per 1,000 served
 - **Outputs:**
 - Library Visits per capita
 - Circulation per capita
 - Program Attendance per 1,000 served
- These are shared annually with prior year’s PLAR, since as far back as 1987 (program metric since 2000 only)

The Numbers



- In 2021:**
- Estes Valley Library was **above average** in
 - Total Expenditures
 - Circulation per capita
 - Estes Valley Library was **average** in
 - Staff per 1,000 served
 - Library Visits per capita
 - Estes Valley Library was **below average** in
 - Program Attendance per 1,000 Served

The Numbers



EVPLD: 2021, most recent year we have everyone's reported data, including ours

| | Total Expenditures per Capita | Staff per 1,000 Served | Library Visits per Capita | Circulation per Capita | Program Attendance per 1,000 Served |
|----------------------------|-------------------------------|------------------------|---------------------------|------------------------|-------------------------------------|
| EVPLD Entire Year | \$157.20 | 1.41 | 6.47 | 12.4 | 357.62 |
| Entire Year, CO Resort Avg | \$148.36 | 1.41 | 6.47 | 10.49 | 633.08 |

Source: https://www.lrs.org/public/data/trustees/?survey_library=CO0042&survey_year=2021

What’s a “Resort” Library?



Resort Library: an increasingly old-fashioned term, which classified a “resort library” as meeting one of the following criteria:

1. The library’s service population has 20% or more employment in the “arts, entertainment, recreation, lodging, and food services” as reported in the latest Census; or
2. The library is located in a county whose largest city has 20% or more employment in the “arts, entertainment, recreation, lodging, and food services” as reported in the latest Census.

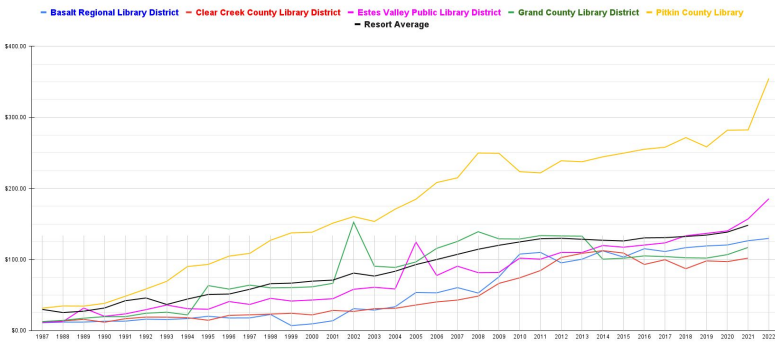
12 Resort Libraries



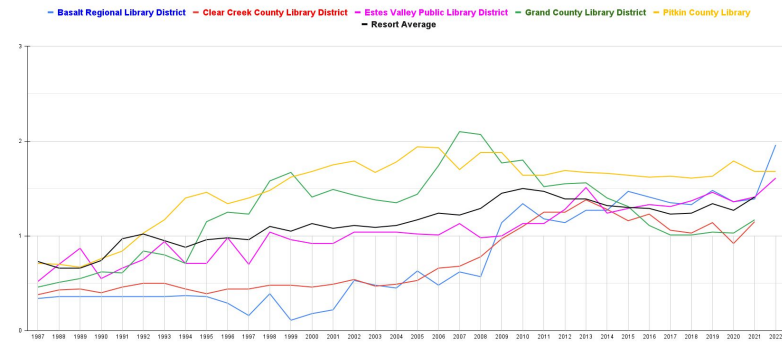
| Library | Service Population |
|---|--------------------|
| Basalt Regional Library District | 12,239 |
| Clear Creek County Library District | 9,449 |
| Durango Public Library | 56,277 |
| Eagle Valley Library District | 45,436 |
| East Routt Library District | 18,785 |
| Estes Valley Public Library District | 11,761 |
| Grand County Library District | 15,838 |
| Gunnison County Public Library | 17,298 |
| Pitkin County Library | 14,277 |
| San Miguel Library District # 1/Telluride | 6,230 |
| Summit County Library | 30,941 |
| Vail Public Library | 4,803 |

1987-2022 Comparison with Peers

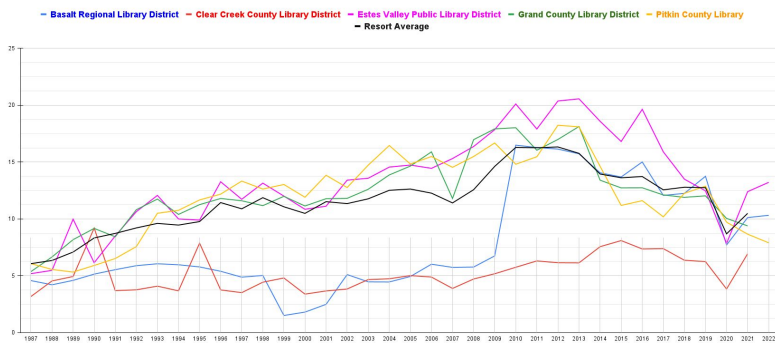
Input: Total Expenditures Per Capita
Resort Libraries, 1987-2022



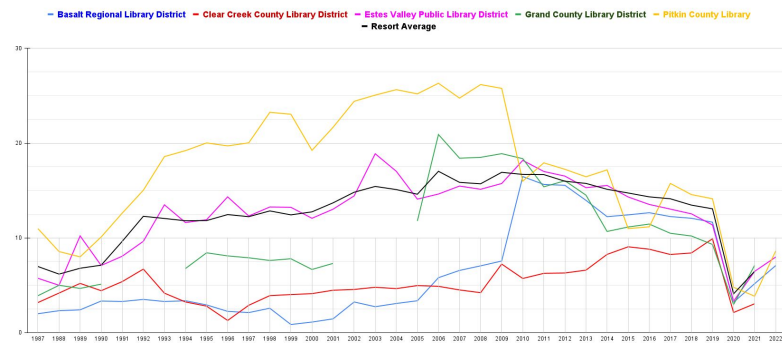
Input: Staff Per 1,000 Served
Resort Libraries, 1987-2022



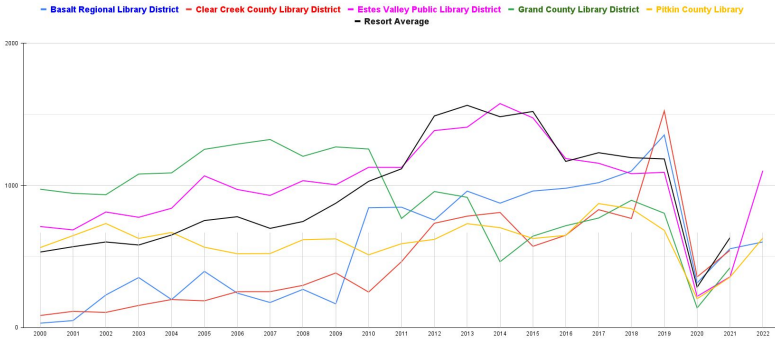
Output: Circulation Per Capita
Resort Libraries, 1987-2022



Output: Library Visits Per Capita
Resort Libraries, 1987-2022



Output: Program Attendance per 1,000 Served
Resort Libraries, 1987-2022



Problems with Recency



- Since these metrics are calculated per capita using service population, looking at them mid-year is probably not helpful.
- Here is where we are mid-year, using these metrics compared to ourselves in 2022 as of June 30, 2023:

| EVPLD: YTD 2023 as of 6/30, we only have our data and it has not yet been reported | | | | | |
|--|-------------------------------|------------------------|---------------------------|------------------------|-------------------------------------|
| | Total Expenditures per Capita | Staff per 1,000 Served | Library Visits per Capita | Circulation per Capita | Program Attendance per 1,000 Served |
| June 30, 2023 | \$104.13 | 1.7 | 3.89 | 6.41 | 893 |
| June 30, 2022 | \$92.10 | 1.62 | 3.79 | 6.72 | 488 |
| Not available for comparison with any other CO Resort Libraries | | | | | |

- **Staff Recommendation:** Rely on 1x/year LRS.org data, released in the fall for the previous year, as it is the most complete.

Estes Valley Library has *recovered to 2019 levels in all but one area* of the Key Statistics for Board of Trustees, as will be reported for 2022 by the State Library.

Brad Maggetti
Technical Services Supervisor, Estes Valley Library



Aspirational Library Space Tours - 2023 Facilities Task Force

Trustees David & John, Volunteer Don, and Director Claudine



Why refresh the interior?

1. Patron and Staff behaviors have changed
2. CNA revealed key Space requests
3. Current facility projected 10 more years of life



Libraries Toured:

Mtn Towns: Lyons, Nederland, Breckenridge

Suburbs: Boulder, Jefferson, and Douglas

City: Denver RiNo branch



Recommendations

1. Integrate **safety** features
2. Install play-based **early literacy**
3. Add dedicated **teen** space
4. Expand collection **retailing**
5. Update **seating**
6. Update **staff** room

Tour Overview

1. Spaces
2. Service Populations
3. Collections
4. PR & Staff



1. Spaces



- Entrances & Outdoors
- Safety
- Bathrooms
- Meeting Rooms and Study Rooms
- Furniture & Fixtures (F&F)
- Tech/Computer Commons
- Storage

Entrances & Outdoors

Safety



Bathrooms

Meeting Rooms 1 of 3

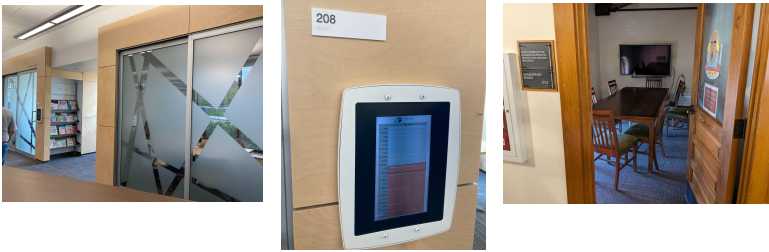


Meeting Rooms 2 of 3

Meeting Rooms 3 of 3



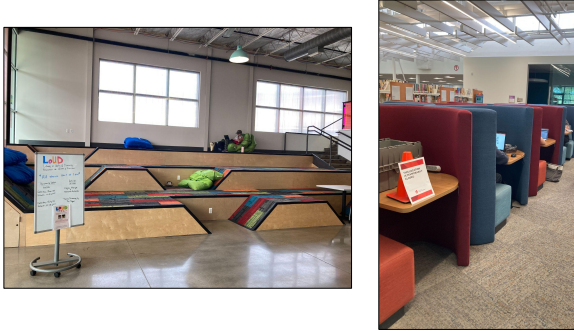
Study Rooms



F&F: Flooring



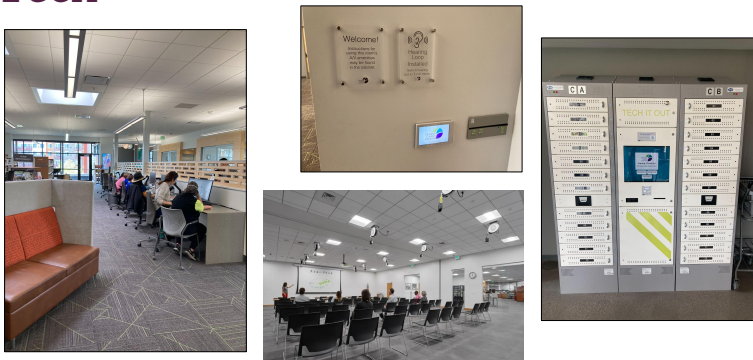
F&F: Seating



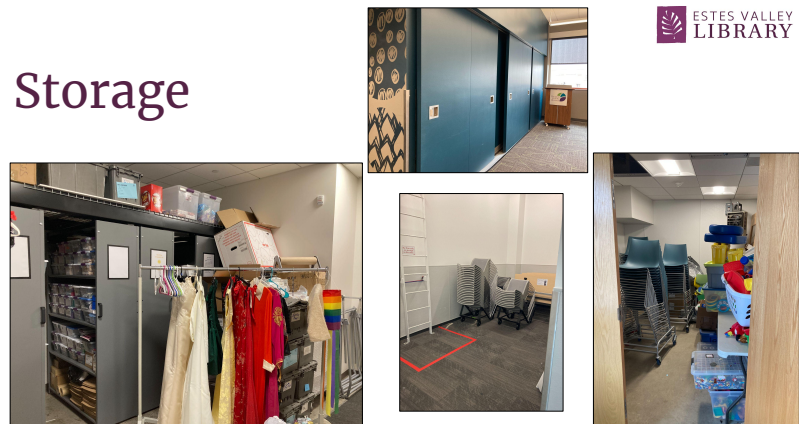
F&F: Lighting



Tech



Storage



2. Service Populations



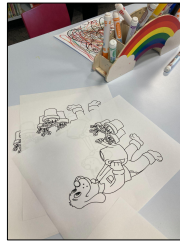
- Families
- Teens
- ELL
- Adults



Families 1 of 3



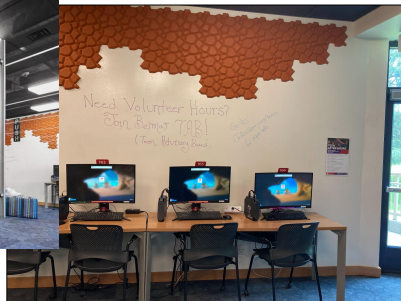
Families 2 of 3



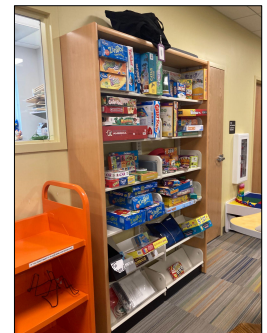
Families 3 of 3



Teens



Teen(ish) Activities



ELL/Citizenship



Adult Services (sampling)



3. Collections

- Youth
- Kits (nontraditional)
- Periodicals
- Shelving
- Retailing

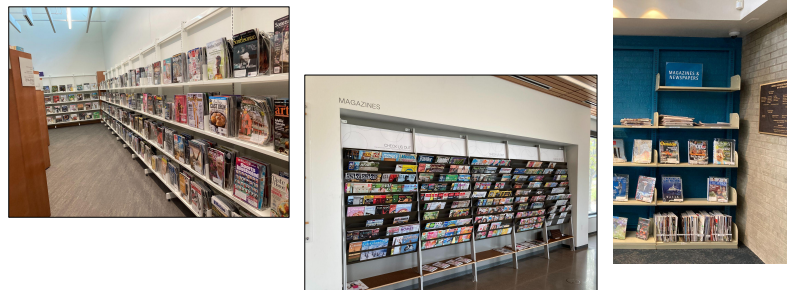
Collection: Youth



Collection: Kits

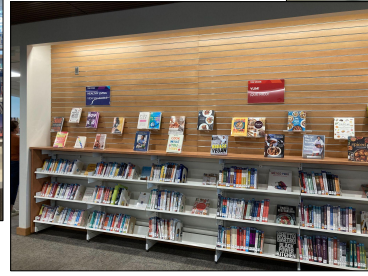


Collection: Periodicals



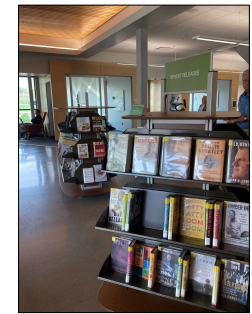
Collection: Periodicals

Collection: Shelving



Collection: Retailing

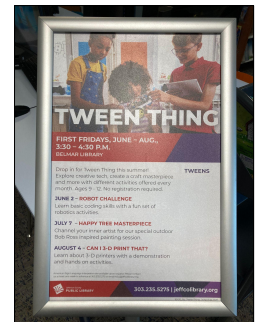
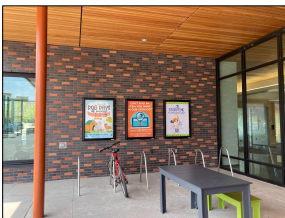
4. PR and Staff!



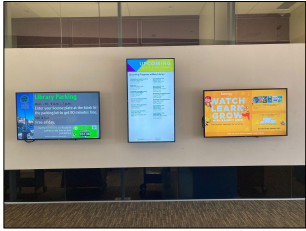
- PR: Outside & Inside
- PR: Digital
- Staff: Work room
- Staff: Break room

PR: Outside

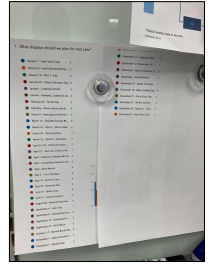
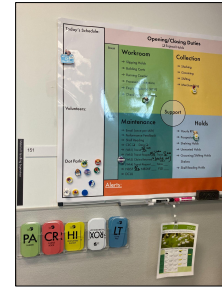
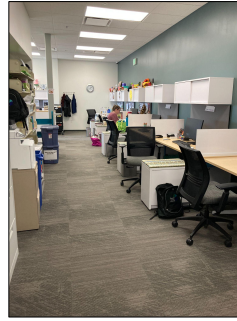
PR: Inside



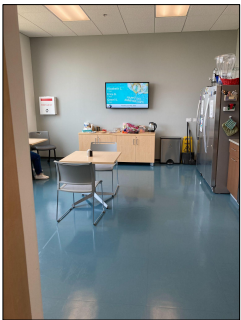
PR: Digital



Staff: Work room



Staff: Break room



Recommendations in review:

1. Integrate **safety** features
2. Install play-based **early literacy**
3. Add dedicated **teen** space
4. Expand collection **retailing**
5. Update **seating**
6. Update **staff room**

Questions?



2nd Quarter Strategic Report 2023

Staff will report quarterly on progress towards activities and measures.

Consolidation and Planning Year

Key Targets

1. [Community Needs Assessment](#) (CNA) recommendations:
 - Offer programs at times more conducive to participation by target audiences.
 - Offer programs targeting adults.
 - Streamline website navigation and event registration.
 - Find ways to educate the community on all the library offers.
 - Explore options for overcoming the challenges related to access.
2. [Star Libraries Metrics](#) (8 measures correlate to all others *Per Capita*): Physical Circulation; Circulation of e-Materials; Library Visits; Program Attendance; Public Internet Computer Users; Wifi Sessions ; Database Use; Library Website Visits

1. Grow Internally to Succeed Externally

PRIMARY OBJECTIVE: We provide laser-focus on evaluation of service effectiveness.

Objective Lead: Technical Services (TS) Supervisor

Activities:

- **PRIMARY ACTIVITY:** Supervisors will assess the 2022 Community Needs Assessment (CNA) results, then working collaboratively with their team, adapt services accordingly.
- TS Supervisor will explore LJ Star Library metrics for strategic plan inclusion.
- The Library Director, with a task force of library stakeholders, will create the 2024-2028 Strategic Plan.

Performance Measures:

1. By Q3 '23, all CNA recommendations are incorporated into all team practices.

2. By Q4 '23, all LJ Star Library metrics are incorporated into Library's multi-year Strategic Plan.
3. By Q4 '23, new Strategic Plan in place, staff ready to fulfill beginning Q1 2024.

Progress Q2

1. **Program attendance at the end of Q2 '23 is 69% higher** than at the end of Q2 '22. This quarter, P&O has greatly expanded programming targeting adults, and hosting programs at times more conducive to reaching target audiences. In addition to looking at data from the Town's parking division, they are acting on data received from their Q1 survey to expand program offerings on evenings and weekends, as well as off-site. New and improved methods of gathering and acting on patron feedback will continue our response to the CNA into the future.

We're continuing to **streamline the website and event registration** with the comprehensive website overhaul project. In Q3 we will share live demos with Library patrons from various demographics to test user experience and gather feedback. We are changing the way patrons can filter both the calendar and the catalog to guide them straight towards intended targets.

As of early August, we removed **barriers to access** by issuing approx. 400 local parking passes with the *Park Like a Local* campaign. The Patron Services team removed the deposit for Visitor cards and began issuing reimbursements. The campaign to educate the community on this project was integrated in all promotional efforts: four press releases in both local newspapers in as many months, a social media campaign, featured posts on our homepage and weekly email newsletters, and updates to in-house collateral for new library users.

2. LJ Star Library metrics are considered and expected to increase as proposed goals and objectives in the strategic plan are met.
3. Multi-year strategic planning Task Force met June 5 and BoT received goals, objectives, mission, vision & values for review.

OBJECTIVE B: We continuously improve marketing and outreach efforts.

Objective Lead: Communications Specialist

Activities:

- Communications Specialist will implement a new, comprehensive Communications Strategic Plan, integrating external communication channels (including earned, owned, and paid media), and staff orientation on Plan.
- Communications Specialist will lead campaigns to promote programs and services and identify which promotional methods and frequency deliver highest return (program registrations, door count, collections and other take rate).

Performance Measures:

1. By Q2, the New Communications Strategic Plan is incorporated into staff practices.
2. Quarterly reports reflect how program attendees heard about programs as well as if our advertising is reaching new audiences.

Progress Q2

1. The Communications Plan has been shared with all staff and incorporated into marketing practices. Communications goals for Q2 included:
 - Add newsletter subgroups: *In progress*. Hazelton is researching new software to automate newsletter subgroups, to include in the 2024 budget.
 - Complete website audit/refresh: *In progress*. See Supervisor Maggetti's update in Goal 1, Objective A.
 - Fully implement tracking tools: *Complete*. Specialist Hazelton has added several digital tracking tools to the Library arsenal, including bit.ly links, Linktree, QR codes, landing pages and URL redirects, a transition to Google Analytics 4, and more. Discussion is occurring with the P&O team about how to better survey program attendees for concrete data.
 - Internal communications guide: *In progress*. A draft of the internal guide will be reviewed Q3, due to other projects (website redesign) taking higher priority.
2. Digital analytics continue to demonstrate that audience engagement is increasing and improving. Self reporting: Program attendees report that Library email is the top referral source for hearing about programs, with newspaper articles and word of mouth taking second and third place, respectively.

OBJECTIVE C: We conduct development programs to strengthen staff, trustees, Friends & Foundation, and volunteers.

Objective Lead: Administrative Specialist

Activities:

- Staff Development Committee (SDC) will plan, organize and evaluate training for staff, based on our Topics of Staff Development and Strategic Priorities.
- HR Team will create a new employee video onboarding system.
- HR Team will implement various staff retention strategies.
- Administrative Specialist will evaluate volunteer onboarding and enrichment.
- Emergency Management Group (EMG) will review the Library's emergency plan and train staff in emergency preparedness.

- TS Supervisor will create staff workflow systems in the new project management software, and will train staff in their use.

Performance Measures:

1. Each quarter, 75% of staff say that professional development was helpful to their role as a Library team member.
2. By Q3, Video Onboarding system in place for new hires.
3. By Q4, library retained a greater number of staff than averaged the past 3 years.
4. By Q4, 75% of volunteers surveyed say they feel part of the Library team and satisfied with their role.
5. By Q3, 75% of staff report they feel prepared to handle an emergency situation.
6. By Q2, Tactical Team have received training on Monday.com and reviewed the project management dashboard as part of every tactical meeting.

Progress Q2

1. 14 out of 16 staff (**87.5%**) survey respondents reported that professional development in the 2nd quarter was helpful to their role. Two out of 16 chose the option *unsure*.
2. A kickoff project management meeting for the **video onboarding system** took place on June 22nd. The process is underway with participation from several different staff members.
3. The Library is on track to **retaining a greater number of staff** than averaged the past 3 years. From 2020-2022, there was an average of more than 7 annual departures, whereas there have been only 2 departures in the first 6 months of 2023. Our staff situation seems to be stabilizing.
4. No report.
5. Emergency procedures training took place at the April Staff Development Day. 75% or 12 out of 16 staff survey respondents said that they feel prepared to handle an emergency situation. 4 staff reported that they *maybe* felt prepared to handle an emergency situation.
6. The Tactical Team is extensively using Monday.com.

OBJECTIVE D: We plan for physical capacity building.

Objective Lead: Operations Specialist

Activities:

- Operations Specialist will work with Contractors to refurbish or replace the library's roof with a 20 year coating.
- Admin and Technical Services will update the Emergency Plan to include staff procedures, drills, basic training and minimal services plan.
- Library building 10-year renovation plan will be completed, including RFP for Architect/interior specialist, timeline, priorities and funding (district reserves, F&F, grants).

Performance Measures:

1. Library remained open during roof repair, with no adverse patron effects, and the roof is rated to last another 20 years.
2. By Q2 '23, the Emergency/minimal services plan is complete and accessible to all staff.
3. By Q3, results of interior plan in place for 2024 budget & funding plan.

Progress Q2

1. Roof work was completed by GreenPoint Roofing on May 31, 2023. The library primarily stayed open but needed to be closed 2 hours early on the evening of May 23rd due to noxious non-toxic fumes from the sealant.
2. Completed in Q1 and the emergency plan is accessible to all staff in Q2.
3. No report.

OBJECTIVE E: We plan for technical capacity building.

Objective Lead: Technical Services Supervisor

Activities:

- TS Team will create an annual calendar of reports for the director, including acquisitions, ILS, and scheduled equipment replacement.
- TS Team will upgrade the library's presentation systems, bringing modern wireless streaming and ease of use for personal devices in all meeting spaces, starting with an RFP.
- Administrative Team staff will migrate to paperless record management / process automation.

Performance Measures:

1. By Q3 a recurring TS reporting calendar is in place, to implement by Q1 2024.
2. By Q4 staff report that presentation equipment met or exceeded expectations for meeting room use (staff as presenters, and verbatims from public use).
3. By Q1 2024, Paperless systems and workflow in place.

Progress Q2

1. Calendar of library reporting board is in place with Monday.com using the "Long-term Reminders" template.
2. We've provided a final round of feedback on Ford AV's display proposals. Scheduled install is set for two weeks in late August/early September. Holes have been cut in the podiums in both rooms to the proper size and modifications requiring a licensed electrician are underway in preparation for the install.
3. Lightyear is in place and used by all staff.

OBJECTIVE F: We plan for an annual budget and longer-term financial health.

Objective Lead: Accountant

Activities:

- Accounting team will implement paperless invoicing options; train relevant staff.

Performance Measures:

1. By Q2, all staff trained in paperless invoicing processes; paperless invoicing the norm for all staff by Q3.

Progress Q2

1. Project was completely implemented in Q1 and the process is already the 'norm' for all staff as of the end of Q2.

2. Deliver Materials on a Personalized Basis

OBJECTIVE A: We deliver customized access to physical & digital collections

Objective Lead: Technical Services Supervisor

Activities:

- TS team will coordinate with the Programs & Outreach team to promote circulating materials associated with their programs, and use displays to connect materials with services offered.
- TS team staff will physically inventory the collection and update catalog records in the ILS, assessing the collection to better reflect our community and patron interests.
- TS team will reassess staff and public-facing interfaces including ILS, event calendar software, and catalog, collectively referred to as “the website” to improve patron experience and overall search success.

Performance Measures:

1. By the end of Q4, Patrons checked out 15% more materials than 2022 from the collection, increasing circulation.
2. By the end of Q4, the entire collection is inventoried and reflected accurately in the catalog.
3. By the end of Q4, website visits increase 10% and both staff and patrons report a more streamlined, enjoyable experience with “the website.”

Progress Q2

1. EVPLD circulation is currently **down by 5%** or 3,693 checkouts over 2022
 - 2023 Q2 circulation: Physical: 56,301. Digital: 19,062.
 - 2022 Q2 circulation: Physical: 62,541. Digital: 16,515.
 - Total circulation through Q2 2023: 75,363
 - Total circulation through Q2 2022: 79,056
 2. Inventory complete.
 3. Website visit sessions are **up 4%**.
 - Website visit sessions through Q2 2023: 59,989
 - Website visit sessions through Q2 2022: 57,643.
-

3. Enable a Greater Sense of Community

OBJECTIVE A: We bring readers together in shared literary experiences.

Objective Lead: Program & Outreach Supervisor

Activities:

- The Program & Outreach team will coordinate and host literary events.

Performance Measures:

1. By the end of Q4, Literary event attendance will increase 10% over 2022.

Progress Q2

1. The goal of reaching 814 participants was exceeded in Q1 2023. Since the beginning of 2023, 1,137 attendees have participated in 76 literary events.

OBJECTIVE B: We build civic engagement skills that enable community members to participate effectively in issues of public concern.

Objective Lead: Program & Outreach Supervisor

Activities:

- Adult Services Librarian will host monthly Living Room Conversations, Conflict Resolution Month events, and other Deliberative Engagement events.

Performance Measures:

1. By the end of Q4, two-thirds of survey respondents express that the program helped build civic engagement skills that will enable them to participate productively in community dialogue and problem solving.

Progress Q2

1. 13 of 13 survey respondents confirmed the programs helped them build civic engagement skills that will enable them to participate productively in community dialogue and problem solving.

April's Living Room Conversation had to be postponed one month due to snow.

In May, Community Conversations held a Living Room Conversation on "Mental Health and Our Youth" in partnership with the School District at the Middle School. We had hoped to bring in both adults and teens by offering dinnertime meals. While we didn't get any teens at the event – we learned some convening lessons there – we did get 33 adults who were interested in, and passionate about, youth mental health.

The June Living Room Conversation was not held due to inability to define the topic appropriately with our partners at Restorative Justice.

OBJECTIVE C: We partner in celebrations of civic life & village events (outreach)

Objective Lead: Program & Outreach Supervisor

Activities:

- All P&O team staff will participate in key outreach events in town (eg: Halloween, Dia de los Muertos, Community Resource Fair, National Philanthropy Day, etc).
- Each P&O team staff member will create target market specific PowerPoint to provide presentations as a part of the Library's Outreach services.

Performance Measures:

1. By the end of Q4, P&O staff will participate in 6 of the identified civic events on the Tactical Trail Map.
2. By the end of Q4, P&O staff will act as guest presenters - offsite, onsite or by Zoom - at 6 community groups as part of the Library's Outreach services.

Progress Q2

1. At the end of Q2 2023, P&O has participated in six community events and achieved our goal. 1,103 community members have been reached through these events thus far in 2023.

In celebration of Arbor Day in April, the team passed out 133 saplings with the Town of Estes Park Parks Dept. In May, the team participated in Cinco de Mayo and Kindergarten Round Up, reaching 751 participants. In June, the team participated in the Friends of Folk Festival and Bike to Work Day reaching 179 participants.

2. In Q2 2023, the P&O staff acted as guest presenters at 3 community groups:
 - Adult Services Librarian White presented to the *Sunrise Rotary*.
 - P&O Team presented to *Mujeres de Connexion*, an outgrowth of EVICS.
 - P&O Team presented to EstesNext, a subset of the business Chamber.

At the end of Q2, the P&O Team presented to six groups and achieved this goal.

4. Enable Lifelong Learning

OBJECTIVE A: We enable participants of all ages to find fulfillment in curiosity and leisure, and to prepare for critical life choices.

Objective Lead: Program & Outreach Supervisor

Activities:

- Tech Arts Librarian will provide Database-specific programs to benefit target audiences.

Performance Measures:

1. At least once a Quarter, the Tech Arts Librarian will present one or more database-specific programs.

Progress Q2

1. One program was offered in Q2 encouraging patrons to use *Consumer Reports* for research prior to investing in a large purchase. One participant took advantage of this program.

P&O staff has been actively investigating additional products to incorporate into our database offerings in order to support future programs and increase patron engagement.

5. Focus on Early Literacy

OBJECTIVE A: We develop young minds so that they are prepared to read, write and listen in Kindergarten (ages 0-5).

Objective Lead: Program & Outreach Supervisor

Activities:

- Children's Librarian will encourage circulation of library materials at programs targeting age 0-5.
- Children's Librarian will use outreach and the Library's promotional platforms, to actively promote programs targeting ages 0-5 to new and underserved audiences.

Performance Measures:

1. By the end of Q4, circulation of children's materials will increase by 10%.
2. By the end of Q4, participation at programs targeting ages 0-5 will increase by 10%.

Progress Q2

1. At the current rate, **we will need to increase our efforts** to reach our circulation goal. At the end of Q2 2023, children's materials circulation was 19,134. Our goal is 45,623 by the end of Q4 2023.
2. At the current rate, **we are on track** to reach and exceed our program goal of 7,923. At the end of Q2 2023, 117 programs targeting ages 0-5 received 2,037 participants. The total number of participants thus far in 2023 is 4,042.

OBJECTIVE B: We develop young minds so that they become year-round readers (ages 6-18).

Objective Lead: Program & Outreach Supervisor

Activities:

- Youth/Teen Librarian will offer abundant tween/teen promotional outreach materials throughout the community, including a minimum of 3 school visits each to the elementary, middle, high, and Eagle Rock schools.

Performance Measure:

1. By the end of Q4, 20% more patrons ages 6-18 have circulated at least one item.

Progress Q2

1. At the current rate, **we are on track** to reach and exceed our goal. At the end of Q2 2023, 129 unique patrons aged 6-18 circulated at least one item. The goal is 238 by the end of Q4.

In Q2, Youth Librarian Vegas presented to the High School twice, and one time each to the Middle School and Eagle Rock.



Monthly Administration Report August 2023

Financials - Seckman

July 2023 YTD Budget Report: With 58.33% of the year complete, total revenue is at 82.08%, County revenue is 98.09% and Specific Ownership is at 63.84%. Total expenditures are at 55.44% (total Operating at 55.19%).

Capital Reserve Fund Budget Report: With 58.33% of the year complete, total revenue is at 123%, and total expenditures are 32.41%.

ColoTrust PLUS Account Daily Yield is **up** to **5.4115%** on July 31st from 5.2484% on June 30th.

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

Outstanding Balance Collections: In June we shared that EVPLD has partnered with Unique UMS, a collection agency that specializes in public libraries, to either recoup physical items or the related value of non-returned items from the past 3 years, and on an ongoing basis. We have met our goal to be up and running with UMS by August 1. We are now pursuing digital payment methods to provide options to our patrons that may simplify payments.

Property Tax Update:

- **Knowns:**
 - Preliminary Certification of Valuation is still due from Larimer County Assessor by August 25th. A representative from Larimer County Assessor's office has confirmed that the Preliminary Certification will be based on current law (SB22-238).
 - If SB23-303 and Proposition HH go to vote, Final Certification of Valuation and Mill Levy Certification will be delayed as follows:
 - Deadline for Assessors to certify **final assessment** is extended *from December 10th to December 29th*.
 - Deadline to **certify mill levy** is extended *from December 15th to January 5th*.
 - If SB23-303 and Prop HH go to vote, the reduction in revenue will be significant.
 - Local government's whose 'real property' assessed value has increased by more than 20% from 2022 assessed values (referred to as the '20% trigger') will not receive backfill of lost revenue under SB23-303. Available data shows that Larimer County property values increased between 37% - 63%. Estes Park values increase by ~43%.
- **Unknowns:**
 - Whether or not Proposition HH even makes it to the ballot is currently in the hands of the Colorado Supreme Court. An answer was expected by the end of July. We currently remain in a *wait and see* mode.

- If the Colorado Supreme Court allows Proposition HH to go to vote, we will then need to consider preparing two budgets. A very high level estimate of the difference in revenue is between \$100k and \$150k.

Facilities - Antozzi/Seckman

ROOFING: We've had three leaks since GreenPoint Roofing completed roof work on May 31, 2023. GreenPoint Roofing has promptly responded each time we've reported a leak - either on the same day or within a day of the report.

Two out of three of these are due to needed sealant in HVAC unit seams - something that falls outside the scope of work for both the roof and the HVAC contracts.

- June 4: Leak on flat roof above Children's Room. GreenPoint applied sealant to the HVAC unit seams.
- June 6: Leak in Tech Services Office - GreenPoint removed shingles, installed a new ice / water shield, and replaced the shingles.
- July 11: Leak in Computer Commons - Caused by holes in HVAC seam. GreenPoint applied GACO sealant that should last 20 years to the HVAC seams.

During this same visit, a GACO representative inspected GreenPoint's installation of the GACO sealant, which met GACO warranty specifications. GreenPoint is to email a copy of the GACO 20 year warranty to us. Based on the inspection with GACO, GreenPoint repaired a couple spots on the flat roof which had air bubbles.

The balance due to GreenPoint for their roof work will be rendered after we receive the warranty, and the hail damage repair is complete on the building's wood siding.

STAIN WOOD SIDING: The cleaning and staining of the siding on the North wall of the building was included in the original claim with Hartford Insurance *and* the original Scope of Work with GreenPoint roofing, due to hail damage. Coincidentally, cleaning and staining of the *entire* building was scheduled in 2023 and included in the 2023 General Fund budget for \$14,000.00. We have received a quote in the amount of \$21,450 for staining the entire building from HighPoint, GreenPoint's painting subcontractor, to do the insurance claim work. Hartford has allowed \$8,409.49 toward the siding. The difference between the full quote and Hartfords allowance is \$13,040.51.

We are proposing to have GreenPoint's sub-contractor complete the entire building at an out of pocket cost of \$13,040.51. This completes all work on our hail damage claim, and brings the scheduled maintenance siding project in under budget.

Communications - Hazelton

Take a look at our [2022 Annual Report!](#) We expanded this year's content to include Library staff and Foundation achievements as well as Top Checkouts from our collection. Consistent with

past years, we also provide the “Facts & Financials” about Library budget, general collection and program data, and volunteer engagement. The report was published on our website in July and supporting promotion (placements on social and in our weekly newsletter) encouraged patrons to check it out.

We wrapped up our Summer Reading Program promotion, which was an overall success! A fun tidbit to take away: The majority of this year’s adult participants were under the age of 40. This is extra interesting when you consider that the average age of adult program attendees falls in the range of 50-60 years old. There are several factors that could have contributed to this change; one hypothesis is that increased presence and engagement on social media is reaching additional age groups in our community.

HR - Stensland

We have seen improvement in our retention rates from last year. After informally surveying several libraries, we have found that our benefits compare very favorably with those of other libraries and believe that the Library is becoming a competitive Employer of Choice.

In other HR news, the Supreme Court recently redefined the Religious Accommodation standard. Employers can no longer refuse a religious accommodation request if it causes more than a ‘de minimus undue hardship’, but instead must now show that the requested accommodation would cause “substantial increased cost”.

Staff development has recently included *The Six Types of Working Genius*. *Working Genius* identifies the 6 fundamental activities required for any type of work and provides a simple framework where everyone can engage using their natural gifts. We are thankful to Sally Park, Library volunteer, for taking our Strategic Planning Task Force through the *Working Genius* training back in March. In June the entire Tactical Team was trained and has since been using this tool. We are now in the process of introducing *Working Genius* to all Library teams.

Programs & Outreach Services - Limmiatis

Growing Readers Together (GRT) is a Colorado State Library initiative supporting libraries engaging Family, Friend, and Neighbor (FFN) caregivers in early literacy. The Estes Valley Library received a GRT grant for \$2,000 to engage the FFN caregivers in our area. We have used these resources to purchase three additional Spanish/English Launch Pads for our children’s collection, additional child friendly bean bag seating options to our Children’s Room, the creation and installation of a giant Lite Brite for the Children’s Computer Room and create “Book Baskets” full of early learning tools, which were personally delivered to identified FFN providers in our area. To finalize this grant, we will be hosting a Parent & Caregiver Café later this month for kids, parents, and caregivers to interact and learn about all the Library has to offer while also receiving early learning giveaways.

We are currently interviewing for a 32 hour/week Bilingual Youth Librarian.

Technical Services - Maggetti

In mid-2016, the Library transferred physical copies of historic issues of the *Estes Park Trail-Gazette* which had been indexed by hand, page-by-page in the 1980s by Library volunteers. This was to protect and properly archive the physical newspapers. At the same time, the Library partnered with the Estes Park Museum to digitize them for public access. This was made possible because the *Trail-Gazette* graciously granted copyright permissions.

The physical strain of public examination has been removed on these irreplaceable original editions, but the local history they preserve remains available for everyone.

We continue to provide funding and staff time with the Museum to scan and process historic newspapers and make them accessible through the on-line [Colorado Historic Newspaper Collection](#) (CHNC). By the end of this year, we estimate issues from 1908-1993 will be available on the website.

Use numbers from the CHNC continue to increase. From 2019 to 2020, there was a 125% increase in digital views of Estes Park newspaper pages, from 6,881 to 15,505. Both 2021 and 2022 saw steady increases each year in total views, with 16,025 in 2021 and 16,659 in 2022.

Patron Services Report - Wisneski

The Patron Services team has signed up over 400 patrons for the Local's Parking Permit as of early August. We're in a good position to meet our 3-year goal, reducing barriers to access the library.

Patron Services said farewell to Kelly Pemrick in early August. The position is posted, and we hope to have a new person hired, fully onboarded and trained by the end of September.

Director's Report - Perrault

Library planning background data: Attached please find Brad Maggetti's report from February. While it was written for the strategic planning task force's, it seemed of value to the Board as a whole for future reference. Brad compiled data from numerous sources to paint a picture of our recent performance, and where we might go in the future. Specifically, it provides an analysis of current service metrics; our comparison to peer libraries; community demographics; library demographics; data on the community as a whole (users and non-users); and a general conclusion of what the data tells us.

Library Renovation Proposal: While many use metrics have returned and even exceeded pre-COVID numbers, Library building use has remained in decline for some years. While paid parking is certainly a contributing factor, it is also true that key space requests from our patrons were

revealed in the recent Community Needs Assessment (CNA). Fundamentally, patron and staff behaviors have changed since the building was designed in 1989 and constructed in 1991, since the first floor was renovated in 2007, and even since the 2nd floor refresh of 2016.

The current facility has a projected life of 10 or more years, based in large part on the Town of Estes Park's uncertain plans for the land on which the library building sits. It is time to assess the best use of the building, and continue investing in the great community asset that is our downtown library.

A picture-heavy Ppt [presentation](#) highlights some of the best features of recently renovated libraries visited by the Board Facilities task force, for us to consider for our own renovation.

The Library sent out a Request for Proposals (RFP) to three design/build teams. Based on best practice conclusions from the aspirational library tours, the scope of work request includes:

1. Integrate safety features throughout the building, improve sightlines, relocate entrance to youth room.
2. Install play-based early literacy features in the youth room that enable child learning and family interaction.
3. Add a dedicated teen space.
4. Expand adult collection retailing features, including better lighting.
5. Update easy-to-maintain seating to better meet community expectations.
6. Refresh first floor meeting room and reconsider quiet room use.
7. Add video-conferencing to study rooms.
8. Update staff work and break rooms.
9. Re-evaluate the front entrance and building facade to improve main street presence.

We received two excellent proposals. The Facilities task force will make a recommendation on the selected design/build team at the Board's August Board meeting. An advisory group will be formed to influence the design this fall, and if project funding is approved, renovation work is expected to start in late Spring 2024.

The budget for construction has not yet been finalized. We are determining what can be pulled from the library district's reserves, and what the Friends & Foundation can provide from investment interest and dividends, and fundraising efforts in time for the 2024 budget.

Library Friends & Foundation - Walsh

The Friends & Foundation will welcome 5 new board members at our annual membership meeting on September 29. Please join us with guest speaker Dr. James H. Pickering, Estes Park's Historian Laureate.

July was Cliffhanger's highest grossing month on record with sales of \$15,336.14.

We will be installing new floors and creating a new room at Cliffhanger during the last week of October. This construction was made possible by grants from the Community Foundation of Northern Colorado, Village Thrift, and Rotary.

MOU: August: *Director makes strategic funding requests based on LIBRARY plans to F&F for the following year.*

- The MOU is up for its 3-year review. Staff has drafted a revised MOU to present at the next quarterly meeting of the library board's Presidents and Exec. Directors. We expect to have it finalized before the end of the year.
- Also at the quarterly meeting, funding for the proposed 2024 building renovation will be discussed as a funding request to submit to the F&F in October (to align Library and F&F funding steps into a unified budget cycle).

Resolution recommending Design/Build team for Renovation;

WHEREAS, the Estes Valley Public Library District approved a 2023 budget line item for renovation design work of \$50K; and

WHEREAS, the District Trustees appointed a Facilities Task Force to assist with evaluation and recommendation for the design/build of a potential renovation of the current library building; and

WHEREAS, Requests for proposals were requested of three established design/build teams; and

WHEREAS, Proposals were received from two teams; and

WHEREAS, the Facilities Task Force visited other Colorado libraries where various new builds and renovations have occurred including by the two submitted teams; and

WHEREAS, the Task Force unanimously agreed with the phased and option approach presented by the GHPhipps & Studiotrope team;

THEREFORE, be it resolved by the Board of Trustees of the Estes Valley Public Library District as follows:

1. The acceptance of the recommendation from the Facilities Task Force that the team of **GHPhipps & Studiotrope** be awarded a contract to proceed with the initial design phase of a potential renovation of the District's library building.

ADOPTED this 21st day of August, 2023.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

Lynn Lawson, President

Anne Dewey, Secretary

Estes Valley Library

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

Vision

A connected Valley where people and ideas flourish

Mission

To be a hub of community-driven resources for people to share

Values

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

Strategic Goals

1: We respond to community needs.

Obj A: Gather and build upon patron data and feedback

Obj B: Provide responsive services and resources to a diverse public

2: We bring people back to a vibrant library.

Obj A: Refresh spaces to energize the Library experience

Obj B: Tend to comfort, accessibility, and safety

Obj C: Make patrons the main characters of the Library story

3: We reach outside library walls to build community.

Obj A: Meet target audiences where they are

Obj B: Nurture our village partnerships

Obj C: Enable community conversations

4: We invest in our team and operations.

Obj A: Take the team to the next level

Obj B: Prepare for the future

Obj C: Ensure the Library's financial health

Estes Valley Library

BOARD STUDY SESSION, AUGUST 3, 2023

2024-2028 Proposed Vision, Mission, Values

Vision

A connected Valley where people and ideas flourish

Study Group (August 2023):

A connected Valley where people and ideas flourish

Draft (June 2023): A connected Valley where people | and | reason, ideas, wisdom, sense, | flourishes

Current (2013): A literate, informed and enriched Estes Valley

Mission

To be a hub of community-driven resources for people to share

Study Group (August 2023):

To be a hub of | shared | community-driven resources for people to share | enriching lives | that bring, bringing people together

Draft (June 2023): To be a hub of community-driven resources for everyone to share | that bring people together

Current (2013): 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
- **Hospitality:** Providing service excellence in a welcoming environment
- **Teamwork:** Ensuring a respectful, cooperative culture
- **Professionalism:** Demonstrating integrity in all we do

Commented [1]: The group supported the use of Valley here after discussing it as an attempt at including other parts of our district who also have their own hard-won town pride & identity (Glen Haven, Drake)

Commented [2]: Flourish was also approved

Commented [3]: Unanimous agreement that *ideas* was our word over the other options (wisdom, reason) and that it should be paired with, and come after, people

Commented [4]: Our group struggled a bit here. *Hub* and *community-driven* were strongly approved, as was the use of *share, sharing* somewhere in the sentence. The group split on *bringing people together* with some highlighting the importance of centering people and others feeling that some of a library's value is allowing you to "do your own thing" and be solitary if and when you want to.

Commented [5]: One group member wanted to explore retaining the term "enrich", finding it to be distinctive, cohesive with "flourish", and perhaps capturing both personal growth and improvement or just reading, watching etc for pleasure.

Commented [6]: "Shared" in that alternate position was a contribution from David. Hopefully now I've captured all the contributions.

Commented [7]: Our group struggled a bit here. *Hub* and *community-driven* were strongly approved, as was the use of *share, sharing* somewhere in the sentence. The group split on *bringing people together* with some highlighting the importance of centering people and others feeling that some of a library's value is allowing you to "do your own thing" and be solitary if and when you want to.

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Commented [9]: "Shared" in that alternate position was a contribution from David. Hopefully now I've captured all the contributions.

- **Intellectual Freedom:** Offering unrestricted access to the world of ideas
- **Community:** Fostering connections as the village gathering place
Current (2013): 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

2024-2028 Proposed Goals

Goal 1: We respond to community needs.

- Obj A: Gather and build upon patron data and feedback
- Obj B: Provide responsive services and resources to a diverse public

Goal 1: We respond to community needs.

- Obj A: Gather and build upon patron **data & feedback**
- Obj B: Provide **responsive services and...** to a **diverse public**

Goal 2: We bring people back to a vibrant library.

- Obj A: Refresh spaces to energize the Library experience
- Obj B: Tend to comfort, accessibility, and safety
- Obj C: Make patrons the main characters of the Library story

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

- Obj A:** Refresh spaces to **support, enable, activate active, lively, energized programs, services, offerings**
Obj A: Refresh spaces
- Obj B:** Tend to comfort, **accessibility**, and safety
Obj B: Tend to comfort and safety
- Obj C:** **Spread the word, share the story** that the Library is **fresh, fun, ready for everyone**

Commented [10]: All agreed *Intellectual Freedom* should be first and generally felt that the values were in the right order, comprising concentric circles that get smaller as they go: the nation, the wider community, the building, the team, and the responsibilities of individual employees

Commented [11]: LOVED your reference to the concentric circles. Opens great graphics possibilities, here!

Commented [12]: More than one group member felt "workplace and" could be struck, both for brevity and to convey that our respectful cooperative culture extends beyond the traditional workplace setting (esp. to partnerships and other community impacts)

Commented [13]: They did want to retain *team*, *teamwork* though

Commented [14]: The Board study group felt Goal 1 was very close to or entirely ready for approval. They liked the use of *respond, responsive, data, feedback, diverse, public*. One member considered options for elaborating on the word "services"

Commented [15]: Goal 2 prompted a lot of discussion. The group was unanimous that "vibrant library" is a worthy concept, but wanted the Objectives to better support the concept of vibrancy. The terms *energy, energize* and *active, activity* were discussed. All agreed that even the newest, freshest libraries with lots of lime green furniture are not vibrant, active, energized when patrons and staff are not present.

Commented [16]: The group agreed that Objective C doesn't resonate without additional explanation and thought we might emphasize 1. that objective C is primarily a marketing and communications objective and 2. what is the story we're trying to share, centering that a library is not vibrant/active without its people

Commented [17]: The "accessibility" in objective B is a bit of editorializing by me-- during the July 25 meeting, I realized how many of our "comfort and safety" activities are first and foremost accessibility concerns and thought we might want to capture the urgency of *accessibility* in addition to comfort

Commented [18]: Great work, Allison. Please be sure to capture my addition to the trustee conversation, which was that the Goals derived from the Objectives, rather than the other way around. To stay within the direction that the SP process has set us on, let's remember from whence the content comes.

Commented [19]: How would you like me to capture that, beyond your comment? I think the discussion about changing the wording of objectives to support a goal that we think is worthy-- is valid-- but maybe we disagree

Commented [20]: My comment is enough. I'm bringing it up so that the work you and Kirby do in the next week has that important history and context.

Obj C: Tell the (Brand) story

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

- Obj A: Meet target audiences where they are
- Obj B: Nurture our village partnerships
- Obj C: Enable community conversations

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

- Obj A: Meet target audiences where they are
- Obj B: *Activate, fire up, tend to, nourish* our village partnerships
- Obj B: *Stoke village partnerships*
- Obj C: Enable community conversations

Goal 4: We invest in our team and operations.

- Obj A: Take the team to the next level
- Obj B: Prepare for the future
- Obj C: Ensure the Library's financial health

Goal 4: We invest in our people and operations.

- Obj A: Take the team to the next level
- Obj A: *Take the Team to the next level*
- Obj B: Prepare for the future
- Obj C: Ensure the library's financial health

Commented [21]: Goal 3 was unanimously approved with the exception of the word *stoke* in objective B. The group discussed the library's specific role in partnerships and whether we mean that we make connections between other organizations, i.e. introducing 2 organizations to one another. The group felt that we actually mean "Library + partner" when we mean "village partnerships". As in our Mission, Vision, Values discussion we also talked about when to use "Valley" and when to use "village"

Commented [22]: Our role in a library partnership may rule out using the word *facilitate* in Obj B

Commented [23]: I hope it's clear that my previous 2 comments agree with yours?

Commented [24]: Only one comment on goal four: the capitalized T in Team felt like a corporate style that isn't reflective of our house style. Everyone liked the word "team" generally.