



## 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: September 18, 2023
2. Income & Expense Year-to-date Reports: August & September 2023
3. October 5, 2023 Study Session: 10-Year Rolling Financial Plan & Draft Budget

## Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee – Krueger & Hemphill
- Facilities Task Force - Hemphill & Krueger
- Library Report – Director Perrault
  - Admin Report
- Library Friends & Foundation Report

## Action Items

- Gov't Affairs Committee – Lawson & Weston
  - Accept Official Trustee Appointments
    - Cynthia (Cindy) Morriss filling the remainder of Peter Johnson's unfinished appointment ending on December 31, 2024
    - John (Kirt) Kirtland filling a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.
    - Marlys Polson filling a full 4-year term beginning January 1, 2024 and ending on December 31, 2027.
  - Approve 2024 Library Closures
  - Approve 2024 Board Meeting Dates
- Finance Committee - Krueger & Hemphill
  - Accept 2024 Draft Budget

## Upcoming Meetings of the Board of Trustees

1. Study Session & 1st of 2 Public Budget Hearings: November 2, 2023, 6:30p (Wasson/Hybrid)
2. Regular Meeting & 2nd of 2 Public Budget Hearings: November 20, 2023, 6:30p (Wasson/Hybrid)



## Other Events

- Friends & Foundation Board Meeting, Monday October 16, 2023, 10a (**Hondius Room**)

## Adjourn

**Estes Valley Public Library District**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Monday, September 18, 2023 at 6:30pm  
Estes Valley Library / Wasson Room

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

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

**ABSENT:** Beth Ellis

**FRIENDS & FOUNDATION LIAISON:** Sarah Walsh

**STAFF:** Claudine Perrault; Joanna Stensland

**GUESTS:** Cindy Morriss, John (Kirt) Kirkland

Public Comments: None

**Consent Agenda**

1. Board of Trustees meeting Minutes: August 21, 2023  
**Krueger moved to approve the September Consent Agenda. Hemphill seconded the motion. Ayes all. (23-24)**

**Strategic Discussion & Reports**

- Gov't Affairs Committee – Lawson & Weston  
President Lawson thanked the trustees for their input at the Executive Session on the Director appraisal. The Library Director's contract is up for review before the end of the year. STAFF ACTIONS: 1. Update the contract and job description and request Employers Council review. 2. Schedule an Executive Session to discuss the new contract.

President Lawson welcomed trustee candidates Kirt Kirkland and Cindy Morriss who were in attendance. New trustees have received confirmation from the Town, and are still awaiting final approval from the County.

Staff are organizing a full-day training for all trustees in early 2024. Board Action: Trustees will check the 2024 Meeting Calendar and let the Director know of any absences. STAFF ACTION: Staff will correct the February study session date on the calendar and in the Board Meeting Dates document.

- Finance Committee - Krueger & Hemphill  
There is a summary from Cindy Seckman in the Admin Report but no August Income & Expense report/spreadsheet in the packet as Accountant Seckman is on vacation. The August report will be included at the next meeting. Laurie Graves, HR Consultant, is working with staff on a compensation update to be completed before the 2024 budget is finalized. Some increase in compensation is projected.

Proposition HH could have some negative impact on revenue but revenue will likely still increase in 2024. The plan is for Accountant Seckman to prepare two proposed revenue budgets.

Krueger also gave a brief report on the Estes Park Sister Cities Association meeting at the Museum and encouraged trustees to be part of the association, and recommended that the Library District join as an Organizational Member.

- Facilities Task Force - Krueger & Hemphill  
The Task Force referred to Operation Specialist's Antozzi's summary in the Admin Report and reviewed some of the recent facilities actions. The renovation design team has met with the Facilities Committee and representative members of staff. The work is progressing well. The next session with the design team will take place onsite, all day on October 4 & 5.
- Policy Committee - Dewey & Ellis  
The Policy Committee has discussed some process changes to potentially revise the policy review schedule.
- Director's Report  
There were no questions on the Director's Admin Report.
- Library Friends & Foundation  
Executive Director Walsh reported on recent events at Cliffhanger and reminded trustees to kindly attend the Annual Membership Meeting on Friday September 29.

### Action Items

- Policy Committee - Dewey & Ellis
  - Approve Free Speech Policy set: Distribution of Material and Solicitation; Exhibits and Displays; Petitions, Campaigns & Electioneering  
**Dewey moved to accept the Policy Committee's recommendations to approve the edits to the Free Speech Policy set. Krueger seconded the motion.** The majority of edits were not substantive. The main change was in the Exhibit policy when a piece was removed that was more to do with process and not policy. The Committee chose to add the word 'harass' in the Electioneering Policy, because it aligns more with policies from other libraries and it adds clarity. President Lawson thanked the Committee for their work. **Ayes all. (23-25)**

### Upcoming Meetings of the Board of Trustees

- Study Session: October 5, 2023, 6:30p - 10-year Rolling Plan Forecast & 2024 Draft Budget Review (Wasson/Zoom Hybrid)

- Regular Meeting: October 16, 2023, 6:30p (Wasson/Zoom hybrid)

**Other Events**

- **Tour of Eagle Rock School** - rescheduled: Tuesday, September 19 at 8a
- Friends & Foundation **Annual Membership Meeting**: Friday September 29, 6p (Library)  
Board Action: Trustees are requested to let Sarah know if they will attend.

**Adjourn**

Lawson adjourned the meeting at 7:02 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,  
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**  
Resolutions from September 18, 2023

**(23-24)** Krueger moved to approve the September Consent Agenda. Hemphill seconded the motion. **Ayes all.**

**(23-25)** Dewey moved to accept the Policy Committee's recommendations to approve the edits to the Free Speech Policy set (Distribution of Material & Solicitation; Exhibits & Displays; Petitions, Campaigns & Electioneering). Krueger seconded the motion. **Ayes all.**

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

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

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

*As of 8/31/2023 66.67% of Year Elapsed*

<b>GENERAL FUND</b>			
<b>OPERATING REVENUE</b>			
REVENUE	BUDGET	YTD 2023	% BUDGET
TAXES	\$2,106,526	\$2,050,622	97%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$124,686	\$120,646	97%
DONATIONS/OTHER REVENUE	\$373,653	\$15,738	4%
<b>TOTAL REVENUE</b>	<b>\$2,604,865</b>	<b>\$2,187,005</b>	<b>84%</b>
<b>OPERATING EXPENDITURES</b>			
<b>SERVICES</b>			
SERVICES	BUDGET	YTD 2023	% BUDGET
PATRON SERVICES	\$317,103	\$192,479	61%
PROGRAM & OUTREACH	\$624,728	\$332,549	53%
TECHNICAL SERVICES	\$644,122	\$438,770	68%
<b>SERVICE</b>	<b>\$1,585,953</b>	<b>\$963,799</b>	<b>61%</b>
<b>SUPPORT</b>			
SUPPORT	BUDGET	YTD 2023	% BUDGET
ADMINISTRATION	\$773,373	\$516,080	67%
BUILDING	\$190,295	\$121,169	64%
CAPITAL	\$15,370	\$14,744	96%
<b>SUPPORT</b>	<b>\$979,038</b>	<b>\$651,992</b>	<b>67%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,564,991</b>	<b>\$1,615,791</b>	<b>63%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$39,874</b>	<b>\$571,213</b>	

<b>CAPITAL RESERVE FUND</b>			
BUDGET	BUDGET	YTD 2023	% BUDGET
<b>BEGINNING RESERVE BALANCE</b>	\$233,000	\$239,230	103%
FEES AND INTEREST	\$4,600	\$6,384	139%
<b>TOTAL FUND BALANCE &amp; REVENUE</b>	<b>\$237,600</b>	<b>\$245,614</b>	<b>103%</b>
<b>EXPENDITURES</b>			
EXPENDITURES	BUDGET	YTD 2023	% BUDGET
SINGLE ROOF & FLAT ROOF REPLACEMENT	\$114,000	\$101,931	89%
PAINT & SEAL EXTERIOR WOOD SIDING	\$16,000	\$0	0%
ARCHITECT	\$50,000	\$0	0%
AV MEETING ROOM PROJECT	\$87,000	\$43,172	50%
<b>TOTAL EXPENDITURES</b>	<b>\$267,000</b>	<b>\$145,103</b>	<b>54%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>-\$29,400</b>	<b>\$100,511</b>	<b>-342%</b>

<b>TOTAL FUND(S) BALANCE</b>	
OPERATING ACCOUNT	\$615,804
SHORT-TERM OPERATING RESERVE	\$663,087
LONG-TERM OPERATING RESERVE	\$2,487,684
CAPITAL REPLACEMENT RESERVE	\$115,589
<b>TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE</b>	<b>\$3,882,164</b>

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

*As of 9/30/2023 75% of Year Elapsed*

<b>GENERAL FUND</b>			
<b>OPERATING REVENUE</b>			
REVENUE	BUDGET	YTD 2023	% BUDGET
TAXES	\$2,106,526	\$2,075,659	99%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$124,686	\$137,768	110%
DONATIONS/OTHER REVENUE	\$373,653	\$18,772	5%
<b>TOTAL REVENUE</b>	<b>\$2,604,865</b>	<b>\$2,232,199</b>	<b>86%</b>
<b>OPERATING EXPENDITURES</b>			
<b>SERVICES</b>			
PATRON SERVICES	\$317,103	\$214,282	68%
PROGRAM & OUTREACH	\$624,728	\$371,727	60%
TECHNICAL SERVICES	\$644,122	\$484,081	75%
<b>SERVICE</b>	<b>\$1,585,953</b>	<b>\$1,070,090</b>	<b>67%</b>
<b>SUPPORT</b>			
ADMINISTRATION	\$773,373	\$572,723	74%
BUILDING	\$190,295	\$136,053	71%
CAPITAL	\$15,370	\$14,744	96%
<b>SUPPORT</b>	<b>\$979,038</b>	<b>\$723,520</b>	<b>74%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$2,564,991</b>	<b>\$1,793,610</b>	<b>70%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$39,874</b>	<b>\$438,589</b>	

<b>CAPITAL RESERVE FUND</b>			
BUDGET	YTD 2023	% BUDGET	
<b>BEGINNING RESERVE BALANCE</b>	\$233,000	\$239,230	103%
FEES AND INTEREST	\$4,600	\$6,790	148%
<b>TOTAL FUND BALANCE &amp; REVENUE</b>	<b>\$237,600</b>	<b>\$246,020</b>	<b>104%</b>
<b>EXPENDITURES</b>			
SINGLE ROOF & FLAT ROOF REPLACEMENT	\$114,000	\$101,931	89%
PAINT & SEAL EXTERIOR WOOD SIDING	\$16,000	\$0	0%
ARCHITECT	\$50,000	\$0	0%
AV MEETING ROOM PROJECT	\$87,000	\$82,027	94%
<b>TOTAL EXPENDITURES</b>	<b>\$267,000</b>	<b>\$183,958</b>	<b>69%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>-\$29,400</b>	<b>\$62,062</b>	<b>-211%</b>

<b>TOTAL FUND(S) BALANCE</b>	OPERATING ACCOUNT	\$487,961
	SHORT-TERM OPERATING RESERVE	\$666,094
	LONG-TERM OPERATING RESERVE	\$2,498,966
	CAPITAL REPLACEMENT RESERVE	\$77,141
<b>TOTAL GENERAL FUND + CAPITAL RESERVE FUND BALANCE</b>		<b>\$3,730,161</b>



EV Library 10-year Forecast v2 10/03/23 Cindy Seckman

	2021 Final	2022 Budget	2022 Plan	2022 Final	2023 Budget	2023 Plan	2024 Budget v1	2025	2026	2027	2028	2029	2030	2031	2032
<b>REVENUE</b>															
Gen Property Tax Mill Levy	1,877,069	2,011,706	2,011,706	2,010,439	1,974,526	1,974,526	2,658,315	2,711,481	2,765,711	2,821,025	2,877,446	2,934,995	2,993,694	3,053,568	3,114,640
Specific Ownership Tax	143,273	130,000	130,000	143,918	130,000	130,000	142,000	144,840	147,737	150,692	153,705	156,779	159,915	163,113	166,376
Interest, Fees & Penalties	10,201	7,629	7,629	3,473	2,000	2,000	137,061	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Donations & Grants:	229,167	350,228	350,228	306,356	502,940	502,940	1,890,399	386,038	391,653	396,803	402,779	408,263	414,624	420,463	427,234
<b>TOTAL REVENUE</b>	<b>2,259,710</b>	<b>2,499,563</b>	<b>2,499,563</b>	<b>2,460,176</b>	<b>2,604,866</b>	<b>2,604,866</b>	<b>4,827,775</b>	<b>3,254,359</b>	<b>3,317,101</b>	<b>3,380,519</b>	<b>3,445,930</b>	<b>3,512,037</b>	<b>3,580,234</b>	<b>3,649,145</b>	<b>3,720,249</b>

Note 1  
Note 2  
Note 3

	2021 Final	2022 Budget	2022 Plan	2022 Final	2023 Budget	2023 Plan	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>EXPENDITURES</b>															
<b>SERVICE</b>	<b>1,093,488</b>	<b>1,392,276</b>	<b>1,392,276</b>	<b>1,287,533</b>	<b>1,585,953</b>	<b>1,585,953</b>	<b>1,668,708</b>	<b>1,718,497</b>	<b>1,764,098</b>	<b>1,817,021</b>	<b>1,876,471</b>	<b>1,932,765</b>	<b>1,995,988</b>	<b>2,055,867</b>	<b>2,123,102</b>
Patron Services	278,912	271,202	271,202	262,025	317,103	317,103	359,059	369,751	382,205	393,671	406,926	419,133	433,240	446,237	461,250
Program & Outreach	297,178	517,600	517,600	420,135	624,728	624,728	622,013	640,571	661,539	681,385	703,683	724,794	748,508	770,963	796,182
Technical Services	517,398	603,474	603,474	605,373	644,122	644,122	687,636	708,175	720,355	741,965	765,862	788,838	814,240	838,667	865,670
<b>SUPPORT</b>	<b>738,103</b>	<b>1,017,582</b>	<b>1,017,582</b>	<b>942,052</b>	<b>979,038</b>	<b>979,038</b>	<b>2,903,811</b>	<b>1,128,839</b>	<b>1,151,714</b>	<b>1,160,066</b>	<b>1,237,247</b>	<b>1,405,306</b>	<b>1,277,209</b>	<b>1,314,870</b>	<b>1,346,676</b>
Administration	601,634	806,298	806,298	761,078	773,373	773,373	851,656	882,253	908,178	935,543	963,045	992,074	1,021,249	1,052,045	1,076,779
Building	136,469	150,139	150,139	154,448	190,295	190,295	191,655	197,405	203,327	209,427	215,709	222,181	228,846	235,711	242,783
Capital-Facility(Scheduled)	0	61,145	61,145	26,526	15,370	15,370	1,860,500	49,182	40,210	15,097	58,493	191,051	27,114	27,114	27,115
Reserves							200,000								
<b>TOTAL EXPENDITURES</b>	<b>1,831,591</b>	<b>2,409,858</b>	<b>2,409,858</b>	<b>2,229,585</b>	<b>2,564,991</b>	<b>2,564,991</b>	<b>4,772,519</b>	<b>2,847,337</b>	<b>2,915,813</b>	<b>2,977,087</b>	<b>3,113,718</b>	<b>3,338,071</b>	<b>3,273,197</b>	<b>3,370,737</b>	<b>3,469,778</b>

Note 4  
Note 5

<b>NET CASH FLOW</b>	<b>428,119</b>	<b>89,705</b>	<b>89,705</b>	<b>230,591</b>	<b>39,875</b>	<b>39,875</b>	<b>55,256</b>	<b>407,023</b>	<b>401,288</b>	<b>403,432</b>	<b>332,212</b>	<b>173,966</b>	<b>307,037</b>	<b>278,407</b>	<b>250,471</b>
CUMULATIVE CASH FLOW	2,386,202														

<b>Fund Balances &amp; Minimums</b>	2021 Final	2022 Budget	2022 Plan	2022 Final	2023 Budget	2023 Plan	2024	2025	2026	2027	2028	2029	2030	2031	2031
Required Oper Account Min	391,452	413,301	413,301	424,937	424,937	485,336	466,359	479,267	493,665	509,204	524,503	541,014	557,271	573,777	573,777
Required ST Oper Reserve Min	457,898	587,178	587,178	550,765	637,405	728,005	699,539	718,901	740,498	763,806	786,755	811,521	835,906	860,666	860,666
Required Cap Repl Reserve Min	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,001	100,002

Operating Acct Beginning Balance:	785,063	731,957	731,957	731,957	424,637	424,637	485,336	466,359	479,267	493,665	509,204	524,503	541,014	557,271	573,777
+Operating Fund Net Cash Flow	428,119	89,705	89,705	230,591	39,875	39,875	55,256	407,023	401,288	403,432	332,212	173,966	307,037	278,407	250,471
Interest & Transfer to/from Reserves	(481,225)	(141,590)	(141,590)	537,912	(22,404)	20,825	(74,234)	(394,115)	(386,890)	(387,893)	(316,913)	(157,455)	(290,780)	(261,901)	(250,471)
<b>Operating Acct Ending Balance:</b>	<b>731,957</b>	<b>680,072</b>	<b>680,072</b>	<b>424,637</b>	<b>442,107</b>	<b>485,336</b>	<b>466,359</b>	<b>479,267</b>	<b>493,665</b>	<b>509,204</b>	<b>524,503</b>	<b>541,014</b>	<b>557,271</b>	<b>573,777</b>	<b>573,777</b>

Note 6

ST Op Reserve Beginning Balance:	526,636	534,393	534,393	534,393	613,001	613,001	728,005	699,539	709,539	719,539	729,539	739,539	749,539	759,539	769,539
Interest & Transfers	7,757	52,785	52,785	78,608	24,404	115,004	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>ST Op Reserve Ending Balance:</b>	<b>534,393</b>	<b>587,178</b>	<b>587,178</b>	<b>613,001</b>	<b>637,405</b>	<b>728,005</b>	<b>699,539</b>	<b>709,539</b>	<b>719,539</b>	<b>729,539</b>	<b>739,539</b>	<b>749,539</b>	<b>759,539</b>	<b>769,539</b>	<b>860,666</b>

Note 7

Cap Repl Reserve Beginning Balance	229,082	229,192	229,392	229,192	233,202	233,202	0	200,000	209,000	218,000	227,000	236,000	245,000	254,000	263,000
Interest & Transfers	110	200	200	4,010	1,000	(233,202)	200,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
<b>Cap Repl Reserve Ending Balance</b>	<b>229,192</b>	<b>229,392</b>	<b>229,592</b>	<b>233,202</b>	<b>234,202</b>	<b>0</b>	<b>200,000</b>	<b>209,000</b>	<b>218,000</b>	<b>227,000</b>	<b>236,000</b>	<b>245,000</b>	<b>254,000</b>	<b>263,000</b>	<b>272,000</b>

Note 8

	2021 Final	2022 Budget	2022 Plan	2022 Final	2023 Budget	2023 Plan	2024	2025	2026	2027	2028	2029	2030	2031	2032
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LT Op Reserve Beginning Balance	1,256,781	1,711,801	1,711,801	1,711,801	2,177,252	2,177,252	2,071,424	2,165,658	2,569,772	2,966,662	3,364,555	3,691,468	3,858,923	4,159,704	4,431,604
Interest & Transfers	455,021	90,455	90,455	465,451	7,000	(105,828)	94,234	404,115	396,890	397,893	326,913	167,455	300,780	271,901	260,471
<b>LT Op Reserve Ending Balance:</b>	<b>1,711,801</b>	<b>1,802,256</b>	<b>1,802,256</b>	<b>2,177,252</b>	<b>2,184,252</b>	<b>2,071,424</b>	<b>2,165,658</b>	<b>2,569,772</b>	<b>2,966,662</b>	<b>3,364,555</b>	<b>3,691,468</b>	<b>3,858,923</b>	<b>4,159,704</b>	<b>4,431,604</b>	<b>4,692,076</b>

Note 9  
Note 10

<b>Total Funds</b>	<b>3,207,344</b>	<b>3,298,899</b>	<b>3,299,099</b>	<b>3,448,092</b>	<b>3,497,967</b>	<b>3,284,765</b>	<b>3,531,555</b>	<b>3,488,311</b>	<b>3,904,201</b>	<b>4,321,094</b>	<b>4,667,007</b>	<b>4,853,462</b>	<b>5,173,242</b>	<b>6,037,920</b>	<b>6,398,519</b>
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Agrees w/ 2022

- NOTE 1:** 2% per year thereafter.
- NOTE 2:** 2024 Specific Ownership revenue is based on 2021 and 2022 actual.
- NOTE 3:** Donations & Grants line includes \$900k from LTR and \$600k contribution from F&F for 2024 Budget
- NOTE 4:** Capital / Facility - these amounts are based on the 2020 Facilities audit. They are outdated but best available until after the renovation.  
Expenses: 6% increase in salaries in 2024, then 3% per year thereafter. 15% increase for health and 5% for dental per Town - 3% per year thereafter. 3%
- NOTE 5:** increase per year for all other expenses.
- NOTE 6:** OP Acct Interest - Say \$10,000 per year for simplicity.
- NOTE 7:** ST Reserve Interest - Say \$10,000 per year for simplicity
- NOTE 8:** Capital Reserve Fund - Replenish in 2024 and say \$9,000 interest per year for simplicity
- NOTE 9:** LT Reserve Interest - Say \$10,000
- NOTE 10:** LTR Transfer out is assuming that the 2023 surplus is \$0 even though the plan still indicates a ~\$40k surplus.



## Monthly Administration Report October 2023

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### Financials - Seckman

**September 2023 YTD Budget Report:** With 75% of the year complete, total revenue is at 85.69%, County revenue is 99.47% and Specific Ownership is at 83.84%. Total expenditures are at 69.93% (total Operating at 69.77%).

**Capital Reserve Fund Budget Report:** With 75% of the year complete, total revenue is at 148%, and total expenditures are 69%.

ColoTrust PLUS Account Daily Yield is **up** to **5.5235%** on September 30th from 5.4778% on August 31st.

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

### Property Tax Update:

- **Knowns:**
  - Preliminary Certification of Valuation was received from the Larimer County Assessor on August 25<sup>th</sup>.
    - This preliminary valuation was based on current law (SB 22-238) and came in at **\$2,767,165**.
    - Larimer County provided a schedule calculating the preliminary valuation based upon SB 23-303 and Proposition HH. This estimate came in at **\$2,658,315**.
  - Proposition HH **will** be on the ballot in November. As such, 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 29<sup>th</sup>*.
    - Deadline to **certify mill levy** is extended *from December 15 to January 5*.
  - It is the recommendation of the Finance committee to only prepare one budget using the most conservative revenue estimate (\$2,658,315).
  - **NEW INFORMATION:** 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 still receive backfill in 2024* (for 2023 tax year) no matter the outcome of the November election. This backfill is based upon **current law (SB 22-238)**. Using a backfill calculator tool provided by the Special Districts

Association, our estimated backfill will be ~\$138,785. At this time the schedule to receive this backfill is April 2024.

- There will still be **no** backfill of lost revenue under SB23-303 beginning with tax year 2024 (payable in 2025). Available data shows that Larimer County property values increased between 37% and 63%. Estes Park values increase by ~43%.
- **Unknowns:**
  - There is a Revenue limitation provision in Prop HH that would limit revenue to inflation in the Denver metro area. (The calculation of this limitation is not yet available). Under this provision, the Board of Trustees could pass a resolution to collect mills (property taxes) above the inflation limit by following this procedure:
    - Publish a public notice at least 10 days in advance of a public hearing stating the Districts intention to exceed this property tax limit.
    - Allow public comment, separate from and in addition to, the time allowed for public comment on the budget in general.
    - The Board must adopt a resolution to approve a mill levy that exceeds the property tax limit at the public hearing after the governing body has heard from interested taxpayers. *It appears the intent is to require that the hearing and the meeting at which the action is taken to be accomplished at the same public meeting.*
  - One of the few exceptions to this provision is revenue from a mill levy that has been approved by voters at any election before, on, or after November 7, 2023.
    - The Special Districts Association and the Department Of Local Affairs both recommended that Districts consult their attorneys. At this point it appears that legal advice is to follow the above procedure 'just in case'.
    - Joanna is in contact with Larimer to fill in some documentation gaps in the Library's history of voter approved mills.

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## Facilities - Antozzi

**Pigeon Mitigation** - Kinley Built recently enclosed the front entranceway ceiling with a tongue & groove soffit. Kinley Built also installed chicken wire to block off the opening to the side roof where the pigeons roosted and built their nests on. In mid-October, our pest control company will install additional spikes and/or netting to the diagonal arches which were not enclosed. Because we are under contract with the pest control company until the end of 2023, this work will be done at no additional cost. At this time, it appears the pigeons have abandoned the area.

**Roof & Exterior Siding Work** - We have received the 20-year GACO warranty for the sealant that was applied to the flat roofs earlier this year by GreenPoint Roofing. HighPoint Painting finished staining the exterior siding; however, they are to come back to clean stains on the sidewalk, the windows, and the book drops. We plan to pay the balance due for the flat roofs and the exterior stain work once the clean up has been completed.

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## **Communications - Hazelton**

The Communications & Marketing Strategic Plan goals for Q3 included: Create and adhere to a consistent social media posting schedule, tailor promotional content by channel, actively integrate programs on YouTube, and request budget for additional tech. We have initiated all of these goals and will continue to tweak components of them as we gather data (e.g., our current posting schedule may adjust based on how our social audience engages with posts on/at different days and times). The primary goal for Q4 2023 is to track the overall program effectiveness and make adjustments for 2024 planning, so we'll be paying close attention to analytics and other previously implemented tracking tools that will paint the picture of how well we're reaching the community and our goals.

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## **HR - Stensland**

In September, on behalf of the HR Team, I attended the Special District Association (SDA) annual conference. There were excellent keynote speakers as well as informative breakout sessions on topics like Proposition HH, The Workforce Housing Crunch, Employment Law Updates, Workplace Wellness and more.

Four staff and four trustees are attending this year's CALCON (Colorado Association of Libraries Conference).

At the request of staff, Quarterly Reports will be made to the Board six weeks after the end of each quarter. This gives staff the time to gather the necessary data and incorporate it into the report. The Recurring Board Meeting Items spreadsheet has been updated to reflect this change.

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## **Patron Services - Wisneski**

We welcomed a new Patron Services Assistant, Scott Sprague, in September. He was fully onboarded and trained by the end of the month.

Unique Management Collection: For September we added two accounts totaling \$218.56 and collected \$528.67 in materials and \$107.99 in cash.

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

New trustee appointments of Cindy Morriss (immediate), John "Kirt" Kirkland and Marlys Polson (January 2024) were approved by the two appointing bodies on schedule: Estes Park Town Board on September 9, 2023 and by the Larimer County Board of Commissioners on September 26, 2023.

The Community Needs Assessment (CNA) tasks are largely coming to a close. As such, the library supervisors have provided an 'end of project' update on the activities and outcomes related to the CNA recommendations. You'll find it attached, with multiple projects addressing the feedback received from our respondents. It is our proposition that most of the CNA issues have been resolved, are in the process of being addressed, or will be addressed Q1 2024 of our 5-Year Strategic Plan.

As we do each year, the staff have submitted a request to our Friends & Foundation for funding requests the following year. Attached please find the first, rough draft of the 2024 funding request. The \$600,000 request for the library renovation is in addition to the usual \$200,000 + Operational expenses.

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

No report.

# Community Needs Assessment:

How did we respond to the five main recommendations from the Community Needs Assessment?

## **1. Offer programs at times more conducive to participation by target audiences**

Melanie and Bre surveyed their audiences in Q1 and continue to adapt program timing based on the feedback they have received including **adding a Saturday storytime** and **adjusting the times** of both Read to a Therapy Dog and Nancy Bell's Early Childhood Making Music programs. They also have **taken many programs offsite** during the busy summer season including: Estes Park Yoga Deck, Knoll-Willows Centennial Open Space, Estes Park Marina, Estes Park Middle School, MacGregor Ranch, Vert Co-Working, and the Stanley Park playground.

Bre and Seph's teen programs primarily take place **after school hours and on weekends** when parents/caregivers can provide transportation.

Eric's **adult programs are offered with a variety of attendance options** (in person, Zoom and YouTube recordings) whenever possible to enable for greater participation. Based on feedback from the surveys he received, Eric **shifted his programs to evenings and occasionally on Sundays**, except when he offers a program that is specifically targeting our retired population.

Seph continues to hold **Maker/Tech programs primarily during the evening and on the weekends**, being mindful of start times during the paid parking season. He has adapted the feedback system in the Makerspace to solicit responses to find out more about patrons' ideal program times and desired activities/interests.

## **2. Offer programs targeting adults**

Seph has curated **Maker/Tech programs specifically for teens & adults** (not All Ages as I was instructed to do while in the position). He is exploring topics such as basic computer classes, AI, micro bit programming, and striving to make his programs more than entry level crafts. His adult programs are being primarily offered when adults can participate in the early mornings and evenings as indicated from the data we received from the Town's Parking Division. Adult Yoga was hosted offsite as part of Summer Ready Program Wander the World series. He offers repeat programs and is refining the Makerspace Make & Takes to allow for patrons to participate at a time that is convenient to them. This will also provide more accurate data reporting and use of leftover program supplies.

Eric continues to offer Book Club for Mortals (In Person & On Zoom), Living Room Conversations, promote author talks from the Library Speakers Consortium, coordinate Community Conversations with Restorative Justice and host visiting authors (i.e. Alison Lester's very successful "Return to the Scene of the Climb" book release). These **Adult programs are primarily being held in the evenings**. Sunday programs have also been attempted recently. He has also provided presentations to multiple Rotary Clubs this year to make them aware of all we have to offer.

Barbara Jo has continued to execute programs to ensure there are a **variety of offerings for adults** including: Classical Music with Dr. DeYoung, Mindfulness Mondays, Kevin Cook's Wildlife Window Nature Series, Bridge Basics and working closely with other partner organizations to bring a variety of adult engagement opportunities to the community. (i.e. Friends of Folk Festival, Bike to Work Day, Cinco de Mayo, Estes Next, Larimer County Health & Human Services Outreach, the Community Battery Recycling with Town of Estes Park & Larimer County Solid Waste, Arbor Day Tree Giveaway, EPSD All District Open House, MacGregor Ranch 150th Anniversary Picnic). Barbara Jo is also working in consortium with Loveland Public Library, Red Feather Lakes Community Library, Berthoud Community Library and Front Range Community College to receive an Americorps Digital Navigator for one year to assist patrons with computers and the internet on a regular basis.

Melanie offered a parent workshop for bedtime massage routines, participated in a car seat check, wagon parade, month of the young child proclamation, kindergarten round up with community partners and hosted a Caregiver Cafe.

Bre offered an **all ages CPR & First Aid class** which aided in 14 Estes Valley adults becoming trained and is working with Jack Anthoffer (PS) to develop a **family game night**.

### ***3. Streamline website navigation and event registration***

Website navigation and event registration take place across two different platforms: our wordpress website and calendar software.

In quarter one we started a complete overhaul of our wordpress website with a task force committee made up of representatives from each team. Using the design thinking process, we developed challenge statements and zeroed in on the real source of outstanding problems with navigation and maintenance of our current website. We compared our web presence to other libraries and built a graphical prototype proposing the new website's overall look and feel by the start of quarter two. After the committee approved the direction of this graphical prototype in quarter two, we started building the new functional wordpress website in-house, using the latest available plug-ins and web design techniques. A fully functional wordpress website prototype was finished in quarter three.

Continuing in the spirit of this community needs assessment, we put the functional website prototype to a “beta test” with a focus group of select library patrons, staff, and volunteers. We sent the test to 40 people and received 12 responses. The beta test consisted of several tasks which the focus group needed to complete on the new website, and tracked how the testers accomplished them. Tasks included finding specific titles in the catalog, registering for particular types of events, and discovering published information from library marketing such as parking. We did a beta test to ensure the website project remained focused on actually streamlining navigation, not just on aesthetics of the new site. Some select feedback from our test is included below:

- *“My favorite improvement so far is the search bar giving the results of events, website, and catalog. This makes it much easier to find things like makerspace events.”*
- *“Quick general search - found easily - surprised that the search box jumps to a new location when clicked through...?”*
- *“It's a beauty! Overall, it feels simple to navigate, and the website is visually more soothing than our current one. I appreciate the more minimalistic approach; less text and fewer graphics provide a user-friendly experience.”*

From the feedback, our Creative Technologist is making changes to key features including the search bar, layout, and animations, and **the revised website is on track to Go Live by end of Q4 2023 operating plan.**

To address event registration beyond the wordpress website, our plan requires a pivot starting mid-quarter three. Initially, we worked with the Communications Specialist to reorganize our existing event registration calendar. However, the calendar software we have used for years is being discontinued by its parent company. The required pivot is not drastic: rather than make what we have work better we will just need to find a new vendor that meets our needs. After consulting with other libraries and evaluating products, Springshare’s Libcal is the current favorite and we are partway through a free trial that allows us to set up the calendar exactly how it would be if we were a customer. We will (need to) complete the **transition to a new calendar service by end of Q1 2024** when the current calendar system sunsets.

#### **4. Find ways to educate the community on all the Library has to offer**

In past years, communications have operated under a “one size fits all” methodology; now, we seek to speak to folks in spaces where they already show up. For example, subject matter in the printed newspaper articles may be best suited for one demographic, whereas content for social media channels may vary based on the channel’s primary demographic. **“Meeting people where they are” is the new motto of the Library’s communications, marketing and social media strategy.**

We have added new communication channels (and/or tools within previously established communication channels, i.e. Instastories) and increased content shared on



existing channels in order to better reach the community. Prior to 2022, social media was often a secondary thought, with postings created by different staff members and no content calendar in place. Now, social media is prioritized and **content is optimized for the audience**, both in terms of subject matter and when postings are made.

We continue to evaluate effectiveness of all communication channels and tools by regularly reviewing data, analytics, and other feedback sources (including anecdotal). This data will help determine future communication strategy, to ensure that the Library is modifying its strategy based on trends and behaviors within the community. In other words, Communications is constantly evolving to better meet people where they are.

## ***5. Explore options for overcoming the challenges related to access***

In the second quarter, we worked closely with the Town and their vendor to meet technical requirements to **offer free local parking permits**. The resulting system enables locals to use the 'library' parking lot to access the Library and other downtown amenities for 2-hours every day. This is above and beyond the dedicated Library spaces. In-District library patrons qualify for the Local Parking Permit and need only provide license plate information which staff input in their account in the ILS. We then use automated daily reports to share license plate and verification information with the Town's parking vendor, and within 72 hours the patron is registered for the Local Parking Permit. As of September 18, we issued over 450 local parking passes with the *Park Like a Local* marketing campaign and this system. Our goal is to issue 1,500 permits by the end of 2025.

Patron Services staff employs a **translation app to communicate with patrons in their native tongue**.

Upon recommendation by the Patron Services staff, the Library **removed the \$25 deposit for Visitor cards** and began issuing reimbursements. The campaign to educate the community on this project, which reduced a barrier to access, 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.

Quarter 2 **completion of the Ford AV installation project and the wifi upgrade significantly increases our ability to serve offsite and hybrid audiences** in both the Wasson and Hondius rooms. We are training staff and patrons with direct one-on-one experience and creating guides. So far, it is intuitive to use, and patron groups have already used the system with limited guidance from our staff. Program team has also used the system for hybrid meetings and in-person presentations. Being able to attend a hybrid meeting/programs alleviates a need to find parking in the summer, for example. The fact that community groups can use the equipment on their own offers a level of flexibility that we expect will attract more use of our community rooms, actually increasing door count as well.

Estes Valley Library Friends & Foundation  
**2024 Strategic Project Library Request – draft v.1.**  
\*New\* 2024–2028 Strategic Plan

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The Estes Valley Library approved a new 5-year Plan this fall. Now, staff teams are working on the activities to achieve the goals and objectives outlined below. A full proposal of activities will be ready to present to the Library’s Friends & Foundation Board for their consideration, immediately after they’ve been presented to the governing Board of Trustees in late October.

Sincerely, Claudine Perrault, Director Oct 9, 2023

### **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

*Restricted gifts:* Bilingual Board Books, and Incoming Kindergarteners Kits

### **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

*Restricted gifts:* Makerspace Equipment

Unrestricted: 10-year Renovation Plan

### **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

Unrestricted: Children’s Author/Illustrator, Teen Author and YA Author school visits

### **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

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TOTAL estimated 2024 REQUEST:

\$200,000 Library Projects +  
\$600,000 Library Renovation +  
\$162,000 FF Op./Ex. Director expenses  
\$962,000

# 2024 Library Closures

January 1	New Year's Day
April 18	Staff Development Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day

## \*Draft\* 2024 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	Day	Type of Meeting	Topic
January 4	Thursday	Regular	*Tentative meeting: dependent upon Proposition HH developments
January 6	*Saturday	Trustee Training Retreat	Trustee Responsibilities; Parliamentary Procedures; Working Genius, and more.
January 15	Monday	Regular	
February 1	Thursday	Study Session	
February 19	Monday	Regular	
March 7	Thursday	Regular	Reconsideration Training Review
March 18	Monday	Regular	
April 4	Thursday	Study Session	Annual Collections Report
April 15	Monday	Regular	
May 2	Thursday	Study Session	
May 20	Monday	Regular	
June 6	Thursday	Study Session	
June 17	Monday	Regular	
July - no meetings	-----	-----	----
August 1	Thursday	Study Session	
August 19	Monday	Regular	

September 5	Thursday	Regular / Executive Session	Annual Evaluation of Director
September 16	Monday	Regular	
October 3	Thursday	Study Session	10-year rolling Financial Forecast Draft Budget Review
October 21	Monday	Regular	Official Draft 2025 Budget
November 7	Thursday	Study Session	1st of 2 Public Budget Hearings
November 18	Monday	Regular	2nd of 2 Public Budget Hearings
December 9 (one week early)	Monday	Regular Meeting	Adopt 2025 Budget (before December 15 statutory deadline)

Topics for future consideration:

- Talking with Elected Officials
- Strategic Plan - Annual or biannual review
- Meet the Library staff Teams (4)

## Estes Valley Public Library District - 2024 DRAFT v1

GENERAL FUND	2022 Budget	2022 Actual	2023 Budget	2023 Actual (As of 08/31/2023)	2024 Budget
<b>OPERATING REVENUE</b>					
TAXES	\$2,143,706	\$2,157,830	\$2,106,526	\$2,050,622	\$2,800,315
FEES AND INTEREST	\$5,629	\$65,479	\$124,686	\$120,645	\$137,061
DONATIONS/OTHER REVENUE	\$350,228	\$236,868	\$373,654	\$15,739	\$1,129,184
<b>TOTAL REVENUE</b>	<b>\$2,499,563</b>	<b>\$2,460,176</b>	<b>\$2,604,866</b>	<b>\$2,187,006</b>	<b>\$4,066,560</b>
<b>TRANSFER FROM LONG TERM RESERVES</b>					\$900,000
<b>TOTAL AVAILABLE FUNDS</b>					<b>\$4,966,560</b>
<b>OPERATING EXPENDITURES</b>					
<b>SERVICES</b>					
<b>PATRON SERVICES</b>					
PATRON SERVICES PERSONNEL	\$269,303	\$260,859	\$314,953	\$191,466	\$357,309
OPERATING SUPPLIES	\$1,000	\$993	\$1,500	\$1,014	\$1,250
INTERLIBRARY LOAN FEES	\$150	\$0	\$150	\$0	\$0
DURABLE SUPPLIES	\$750	\$173	\$500	\$0	\$500
<b>TOTAL PATRON SERVICES</b>	<b>\$271,203</b>	<b>\$262,025</b>	<b>\$317,103</b>	<b>\$192,480</b>	<b>\$359,059</b>
<b>PROGRAMS &amp; OUTREACH</b>					
PROGRAMS & OUTREACH PERSONNEL	\$404,940	\$320,747	\$491,187	\$242,365	\$477,577
CHILDRENS PROGRAMS & SUPPLIES	\$32,500	\$31,440	\$36,350	\$25,880	\$24,950
CHILDRENS PRINTED MATERIALS / BOOKS	\$14,000	\$9,021	\$14,000	\$8,355	\$11,000
CHILDRENS DIGITAL COLLECTIONS / EBOOKS	\$5,100	\$5,116	\$5,100	\$149	\$5,500
CHILDRENS MUSIC CD'S	\$3,000	\$1,465	\$4,000	\$3,273	\$4,000
CHILDRENS VIDEO / DVD'S	\$1,000	\$2,451	\$0	\$0	\$0
CHILDRENS BOOKS ON CD'S	\$0	\$0	\$0	\$0	\$0
CHILDRENS DISC PACKS/LIBRARY OF THINGS	\$3,000	\$1,030	\$1,500	\$789	\$1,500
CHILDRENS MATERIALS PROCESSING	\$4,500	\$3,499	\$4,340	\$2,451	\$3,300
TEENS PROGRAMS & SUPPLIES	\$10,100	\$10,395	\$13,400	\$12,786	\$28,370
TEENS PRINTED MATERIALS / BOOKS	\$2,000	\$2,723	\$3,500	\$3,368	\$5,000
TEENS DIGITAL COLLECTIONS / EBOOKS	\$1,900	\$1,175	\$3,500	\$1,436	\$3,500
TEENS VIDEO / DVD'S	\$360	\$424	\$3,000	\$2,609	\$4,000
TEENS MATERIALS PROCESSING	\$300	\$716	\$1,000	\$1,033	\$1,550
ADULT PROGRAMS & SUPPLIES	\$25,000	\$22,131	\$30,151	\$20,271	\$29,266
ADULT DISC PACKS/LIBRARY OF THINGS	\$6,400	\$4,308	\$4,600	\$3,994	\$6,000
ELL PROGRAMS & SUPPLIES	\$0	\$0	\$3,000	\$0	\$8,000
MAKER SPACE SUPPLIES	\$3,500	\$3,495	\$6,100	\$3,791	\$8,500
<b>TOTAL PROGRAMS &amp; OUTREACH</b>	<b>\$517,600</b>	<b>\$420,135</b>	<b>\$624,728</b>	<b>\$332,550</b>	<b>\$622,013</b>

<b>GENERAL FUND cont.</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual (As of 08/31/2023)</b>	<b>2024 Budget</b>
<b>TECHNICAL SERVICES</b>					
TECHNICAL SERVICES PERSONNEL	\$304,616	\$318,897	\$363,347	\$236,347	\$396,898
<i>TS: ACQUISITIONS/ADULT</i>					
ADULT OPERATING SUPPLIES	\$1,900	\$2,061	\$1,100	\$95	\$1,100
ADULT DIGITAL COLLECTIONS / EBOOKS	\$53,000	\$60,981	\$56,710	\$37,618	\$69,000
ADULT MUSIC CD'S	\$250	\$222	\$250	\$0	\$0
ADULT VIDEO / DVD'S	\$14,321	\$10,156	\$14,321	\$6,953	\$14,500
ADULT BOOKS ON CD'S	\$18,401	\$16,412	\$18,401	\$10,401	\$15,000
LARGE PRINT	\$9,200	\$9,135	\$9,200	\$6,438	\$9,400
ADULT FICTION	\$15,766	\$17,438	\$15,766	\$12,879	\$16,000
ADULT NON-FICTION	\$17,250	\$15,890	\$16,350	\$10,723	\$17,500
REFERENCE	\$0	\$0	\$0	\$0	\$0
PERIODICALS	\$8,600	\$9,238	\$9,500	\$10,331	\$10,000
ADULT MATERIALS PROCESSING	\$11,673	\$10,451	\$9,635	\$7,218	\$10,000
ARCHIVAL DIGITIZATION	\$15,000	\$15,413	\$10,000	\$11,919	\$10,000
<i>TOTAL ACQ/ADULT</i>	<i>\$165,361</i>	<i>\$167,397</i>	<i>\$161,233</i>	<i>\$114,575</i>	<i>\$172,500</i>
<i>TS: COMPUTER &amp; DURABLE SERVICES</i>					
COMPUTER MANAGEMENT SYSTEM	\$22,450	\$17,053	\$19,500	\$18,289	\$18,500
ELECTRONIC SERVICES: PLATFORM	\$8,000	\$5,350	\$5,350	\$2,000	\$4,000
INTERNET SERVICE FEES	\$10,300	\$10,259	\$10,300	\$8,069	\$10,300
ON-LINE DATABASES	\$18,650	\$18,952	\$18,700	\$18,995	\$26,340
INTEGRATED LIBRARY SYSTEM	\$33,200	\$28,820	\$30,130	\$20,465	\$30,730
DURABLE SUPPLIES	\$28,800	\$23,895	\$16,900	\$7,943	\$17,000
COMPUTER SUPPLIES	\$4,000	\$3,918	\$4,500	\$2,449	\$5,500
COMPUTER SOFTWARE	\$5,097	\$5,613	\$11,862	\$8,740	\$12,867
MAKER SPACE DURABLES	\$3,000	\$5,218	\$2,300	\$900	\$0
<i>TOTAL COMPUTER &amp; DURABLES</i>	<i>\$133,497</i>	<i>\$119,079</i>	<i>\$119,542</i>	<i>\$87,850</i>	<i>\$125,237</i>
<b>TOTAL TECHNICAL SERVICES</b>	<b>\$603,474</b>	<b>\$605,373</b>	<b>\$644,122</b>	<b>\$438,772</b>	<b>\$694,635</b>
<b>TOTAL SERVICES</b>	<b>\$1,392,277</b>	<b>\$1,287,533</b>	<b>\$1,585,953</b>	<b>\$963,802</b>	<b>\$1,675,706</b>



<b>GENERAL FUND cont.</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual (As of 08/31/2023)</b>	<b>2024 Budget</b>
<b>SUPPORT</b>					
<b>ADMINISTRATION</b>					
ADMINISTRATION PERSONNEL	\$585,185	\$574,303	\$610,298	\$399,990	\$652,461
ACCOUNTING	\$10,500	\$4,039	\$4,895	\$3,278	\$4,750
AUDIT	\$8,000	\$7,616	\$8,000	\$7,821	\$14,750
BANK SERVICE FEES	\$50	\$5	\$50	\$45	\$50
BENEFIT ADMIN (TOWN OF EP)	\$7,727	\$7,470	\$9,118	\$5,245	\$8,452
CATERING	\$2,000	\$2,491	\$2,500	\$2,474	\$4,000
COURIER	\$9,200	\$9,180	\$9,386	\$6,069	\$10,864
GENERAL LIABILITY INSURANCE	\$2,658	\$2,655	\$2,788	\$3,020	\$3,171
LEGAL FEES	\$1,000	\$0	\$4,000	\$810	\$1,000
PAYROLL SERVICES	\$8,500	\$8,642	\$8,700	\$6,343	\$11,200
PUBLIC RELATIONS / MARKETING	\$8,000	\$3,750	\$4,000	\$1,333	\$15,000
PUBLICATION FEES	\$3,000	\$4,259	\$3,500	\$2,117	\$2,000
COLLECTION FEES			\$1,500	\$1,060	\$750
STRATEGIC PROJECTS	\$37,600	\$37,065	\$8,600	\$2,399	\$6,810
TREASURER FEES - LARIMER CO.	\$40,234	\$40,293	\$39,491	\$39,071	\$53,166
VOLUNTEER SUPPORT	\$2,200	\$1,178	\$2,140	\$1,287	\$2,350
STAFF DEVELOPMENT	\$34,330	\$21,758	\$21,600	\$9,993	\$25,950
DUES AND SUBSCRIPTIONS	\$16,217	\$16,571	\$7,612	\$11,935	\$10,832
TRAVEL / MEALS / MILEAGE	\$5,600	\$1,413	\$2,500	\$1,480	\$5,200
MERIT POOL	\$5,000	\$4,000	\$5,000	\$1,300	\$9,000
REFERRAL BONUS PROGRAM	\$5,000	\$0	\$1,500	\$250	\$500
OPERATING SUPPLIES	\$6,000	\$5,563	\$7,000	\$2,392	\$5,000
POSTAGE	\$2,000	\$2,005	\$2,000	\$1,696	\$2,000
OVER / SHORTAGE	\$0	\$21	\$0	\$5	\$0
RENTAL / REAL PROPERTY	\$3,997	\$3,997	\$3,996	\$2,665	\$3,996
RENTAL / EQUIPMENT	\$2,300	\$2,805	\$3,200	\$2,003	\$3,004
<b>TOTAL ADMINISTRATION</b>	<b>\$806,298</b>	<b>\$761,078</b>	<b>\$773,373</b>	<b>\$516,081</b>	<b>\$856,256</b>
<b>BUILDING</b>					
CUSTODIAL CONTRACT	\$36,000	\$36,000	\$36,000	\$21,000	\$39,156
PROPERTY INSURANCE	\$15,344	\$15,344	\$18,620	\$18,622	\$19,551
CYBER LIABILITY INSURANCE	\$0	\$2,985	\$3,284	\$3,060	\$3,448
FLOOD INSURANCE	\$4,820	\$4,820	\$5,661	\$5,661	\$5,944
JANITORIAL SUPPLIES	\$6,500	\$4,052	\$4,000	\$3,083	\$4,500
FURNITURE & FIXTURES < \$5K	\$7,000	\$11,140	\$9,200	\$7,972	\$5,000

<b>GENERAL FUND cont.</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual (As of 08/31/2023)</b>	<b>2024 Budget</b>
MAINTENANCE CONTRACTS	\$16,375	\$16,494	\$37,100	\$16,178	\$17,100
BUILDING MAINTENANCE	\$22,500	\$19,791	\$31,375	\$18,616	\$47,700
EQUIPMENT MAINTENANCE	\$2,300	\$2,600	\$3,336	\$2,003	\$3,956
TELEPHONE	\$4,200	\$4,105	\$4,200	\$2,588	\$4,255
NATURAL GAS	\$6,000	\$11,472	\$9,500	\$6,037	\$13,000
ELECTRIC	\$22,000	\$17,765	\$19,600	\$10,709	\$20,000
WATER	\$1,600	\$1,590	\$1,600	\$1,069	\$1,900
SEWER	\$1,000	\$1,223	\$1,600	\$718	\$1,600
TRASH DISPOSAL	\$4,500	\$5,066	\$5,220	\$3,853	\$6,000
<b>TOTAL BUILDING</b>	<b>\$150,139</b>	<b>\$154,447</b>	<b>\$190,295</b>	<b>\$121,169</b>	<b>\$193,110</b>
<b>CAPITAL + RESERVES</b>					
CAPITAL / BUILDINGS	\$61,145	\$26,526	\$15,370	\$14,744	\$2,060,500
<b>TOTAL CAPITAL</b>	<b>\$61,145</b>	<b>\$26,526</b>	<b>\$15,370</b>	<b>\$14,744</b>	<b>\$2,060,500</b>

<b>TOTAL EXPENDITURES</b>	\$2,409,859	\$2,229,584	\$2,564,991	\$1,615,796	\$4,785,572
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\*Funds applied to Long Term Reserves to support 10-Year Financial Plan

<b>CAPITAL RESERVE FUND</b>	<b>2022 Budget</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Actual (As of 08/31/2023)</b>	<b>2024 Budget</b>
<b>BEGINNING RESERVE BALANCE</b>	\$0	\$229,082	\$233,000	\$239,230	\$0
ADDITIONAL RESERVES (Ins Proceeds & Transfers)				\$21,240	\$200,000
FEEs AND INTEREST	\$0	\$4,010	\$4,600	\$6,384	\$9,000
<b>TOTAL FUND BALANCE &amp; REVENUE</b>	<b>\$0</b>	<b>\$233,093</b>	<b>\$237,600</b>	<b>\$266,854</b>	<b>\$209,000</b>
<b>EXPENDITURES</b>					
SINGLE ROOF & FLAT ROOF REPLACEMENT	\$0	\$0	\$84,000	\$101,931	\$0
PAINT & SEAL EXTERIOR WOOD SIDING	\$0	\$0	\$16,000	\$0	\$0
ARCHITECT	\$0	\$0	\$50,000	\$0	\$0
AV MEETING ROOM PROJECT	\$0	\$0	\$40,000	\$43,172	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,000</b>	<b>\$145,103</b>	<b>\$0</b>
<b>PROJECTED ANNUAL BALANCE</b>		\$233,093	\$47,600	\$121,751	\$209,000

**RESOLUTION TO RECEIVE 2024 DRAFT BUDGET AND AUTHORIZE  
PUBLICATION**

Whereas; Colorado state statute requires a draft budget be received by the Board of Trustees on or before October 15<sup>th</sup>, and

Whereas; state statute also requires the Board of Trustees authorize publishing said draft budget for the public; therefore,

Therefore Be it Resolved; the Board of Trustees of the Estes Valley Public Library District does acknowledge receipt of the 2024 draft budget on October 13, 2023 and the Board instructs the Library Director to publish said draft budget via normal avenues for the public.

Approved this 16<sup>th</sup> day of October 16,2023.

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Lynn Lawson, President

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Anne Dewey, Secretary