



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 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: March 18, 2024
2. Income & Expense Year-to-date Report: February 2024
3. Study Session: Meet the Technical Services Team & Annual Collections Report, April 4, 2024

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Morriss
- Finance Committee – Hemphill & Polson
- Design Advisory Group - Polson & Hemphill
- Library Report – Director Perrault
 - Admin Report
 - Children's Circulation Statistics Report - 2023
 - Annual MOUs/IGAs Report - Take 2
- Library Friends & Foundation Report - Exec. Director Walsh

Action Items

- Policy Committee – Dewey & Kirtland
 - Approve revised *Collection Development* policy

Upcoming Meetings of the Board of Trustees

1. Study Session: May 2, 2024, 6:30p (*Wasson Room, in person only*)
 - Review of Library Renovation plan, funding and timeline
2. Regular Session: May 20, 2024, 6:30p (*Wasson*)

Other Events

- Friends & Foundation Board Meeting: no April meeting
- Library Closure: **Annual Staff Development Day**, Thursday, April 18, 2024

Adjourn

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, March 18, 2024 at 6:30pm
Estes Valley Library / Wasson Room / Hybrid

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

TRUSTEES: Lynn Lawson, President; Cindy Morriss, Vice-President; Anne Dewey, Secretary; David Hemphill, Treasurer; Beth Ellis; Kirt Kirtland

ABSENT: Marlys Polson

FRIENDS & FOUNDATION LIAISON: Kathy Groesbeck

STAFF: Jack Anthofer, Gretel Bock, Kay Lawson, Kelly Pemrick, Claudine Perrault, Cindy Seckman; Mark Sherman, Scott Sprague Joanna Stensland, Luke Stensland, Linda Wisneski

Public Comments: There were no public comments.

Consent Agenda

1. Board of Trustees meeting Minutes: February 19, 2024
2. Income & Expense Year-to-Date Report: February 2024
3. Study Session: Review of SB24-049 and 2024 Trustee Development: March 7, 2024
Kirtland moved to approve the March Consent Agenda. Morriss seconded the motion. Since the February Income & Expense report has not yet been reviewed by the Finance Committee, it was removed from the March Consent Agenda and will be moved to the Consent Agenda for April's meeting. **Ayes all. (24-10)**

Staff Presentation

The Patron Services Team introduced themselves and presented their responsibilities and projects to the Board.

Strategic Discussion & Reports

- Gov't Affairs Committee - Lawson & Morriss
President Lawson thanked trustees for a productive study session discussion earlier in the month.
 - Trustee development opportunities, next steps
Board Action: Trustees were encouraged to attend as many virtual training options as they were able and to attend one of the SDA in-person workshops in June.
Trustee Polson has expressed interest in attending this year's CALCON. President Lawson will plan to attend the SDA conference virtually. **Board Action:** The topic of trustee development will be added to the June Board meeting agenda.
STAFF ACTION: Admin Specialist Stensland will review available trainings to include in study sessions.

President Lawson reviewed the process for Director Perrault's Performance Goals. She emphasized that the Performance Goals document was not an appraisal but a tool to keep track of priorities.

- Finance Committee - Hemphill & Polson
 - "13th Month" Income & Expense Report 2023
Treasurer Hemphill thanked Accountant Seckman for her good work which led to no adjustments in the 13th month report which will be presented at the next meeting. The Finance Committee plans to change some of the wording on the public financial reports to give extra clarity. The Committee is working on the Finance Policy and will report at next month's Board meeting.
- Design Advisory Group - Polson & Hemphill
The Library has received new drawings from the architect. Director Perrault and Accountant Seckman are researching funding options. There will be an update at the April Board meeting.
- Library Report – Director Perrault
 - Monthly Admin Report
President Lawson referred to Communication Specialist Hazelton's report and its "takeaways". These are resources to help trustees speak to the public on Library matters. **Board Action:** In 6 months, the Board will decide if these takeaways are helpful to Library Board advocacy efforts.
 - Perrault highlighted Technical Services Supervisor Maggetti's report on Accessibility. Maggetti has taken the lead, with Admin Specialist Stensland's assistance, in reviewing and preparing for the new Colorado accessibility standards. The One Book One Valley (1b1v) report had better data this year for the qualitative and quantitative measures. The target of cost per attendee was met. **STAFF ACTION:** For the April meeting, staff will prepare data on comparative 1b1v trends.
 - Annual Review of Library Contracts, IGAs and MOUs
The question was raised as to whether this contract document was useful to the Board as the financial commitments are already clearly stated in the budget. **Board Action:** Discussion on the IGAs & MOUs spreadsheet was postponed to next month's meeting.
 - Annual Review of Library Facility Maintenance Plan
Perrault gave some background to the Facility Maintenance Audit. She thanked Operations Specialist Antozzi who worked with Stensland to create this new spreadsheet on which the ratings will be updated regularly. Some items would be included in a potential renovation. The suggestion was made to indicate 2024 ratings using a color coding system which would more clearly show maintenance priorities. **STAFF ACTION:** Staff will add a color coding system to the Facilities Maintenance Plan spreadsheet to show maintenance priorities.
 - 2023 Return-On-Investment (ROI) Report to Library Friends & Foundation

Perrault complimented the Program & Outreach Team for their work and contributions to the ROI report. The intent is to match the report to what the Library requests from the Friends & Foundation. This allows the Friends & Foundation to show to donors what their support does. **STAFF ACTION:** Staff will analyze staff tenure by position at the Library.

- Library Friends & Foundation (F&F) - Groesbeck, President
President Groesbeck reported on recent F&F events and projects. The F&F is recruiting business sponsors for their Special Event which has been moved from June 7th to June 14th. April 3rd will be the 5th anniversary of Cliffhanger Used Books.

Action Items

- Policy Committee - Dewey & Kirtland
Dewey reminded the Board of the policy sets which are up for review in 2024. The Employee Policy Handbook will be reviewed annually, rather than every 3-years, in order to keep up with ever-evolving HR legislation.
 - Approve revised Reconsideration of Library Resources policy.
Hemphill moved to approve the revised Reconsideration of Library Resources policy. Kirtland seconded the motion. A suggestion was made to emphasize that materials cannot be reconsidered again until a year has passed since the resolution of a previous reconsideration request for the same materials.
Dewey amended the motion and was seconded by Kirtland to approve the revised Reconsideration of Library Resources policy with the following paragraph to read: *Any Library resource under reconsideration will remain in service during the review process. The resource in question cannot be reconsidered within one calendar year from the resolution of a reconsideration request. Ayes all (24-11)*

Upcoming Meetings of the Board of Trustees

1. Study Session: April 4, 2024, 6:30p (Wasson Room)
 - a. Annual Collections Report & *Meet the Staff*: Technical Services Team
2. Regular Session: April 15, 2024, 6:30p (Wasson Room)
3. Staff Development Day April 18 - Library closed

Other Events

- **Maker March** is the monthly theme at the Library
- Friends & Foundation Board Meeting: Tuesday, March 19, 2024, 10a (Wasson Board Room)
- Library Giving Day & Cliffhanger 5-year Anniversary: Wednesday, April 3, 2024
- Next Library Closure - **Staff Development Day**: Thursday, April 18, 2024

President Lawson adjourned the meeting at 7:50 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from March 18, 2024

(24-10) Kirtland moved to approve the March Consent Agenda. Morriss seconded the motion.
Ayes all.

(24-11) Hemphill moved to approve the revised Reconsideration of Library Resources policy.
Kirtland seconded the motion. Dewey amended the motion and was seconded by Kirt to
approve the revised Reconsideration of Library Resources 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 - 2024 INCOME & EXPENSE REPORT

As of 02/29/2024 16.67% of Year Elapsed

GENERAL FUND

OPERATING REVENUE

REVENUE	BUDGET	YTD 2024	% BUDGET
TAXES	\$2,785,624	\$873,541	31%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$133,565	\$29,639	22%
DONATIONS/OTHER REVENUE	\$523,730	\$2,662	1%
TOTAL REVENUE	\$3,442,919	\$905,842	26%

OPERATING EXPENDITURES

SERVICES

SERVICES	BUDGET	YTD 2024	% BUDGET
PATRON SERVICES	\$377,307	\$54,260	14%
PROGRAM & OUTREACH	\$634,597	\$97,218	15%
TECHNICAL SERVICES	\$711,361	\$145,568	20%
SERVICE	\$1,723,264	\$297,046	17%

SUPPORT

SUPPORT	BUDGET	YTD 2024	% BUDGET
ADMINISTRATION	\$884,018	\$152,834	17%
BUILDING	\$206,353	\$57,102	28%
SUPPORT	\$1,090,371	\$209,936	19%

TOTAL OPERATING EXPENDITURES	\$2,813,637	\$506,982	18%
CAPITAL	\$2,050,500	\$0	0%
TOTAL GENERAL FUND EXPENDITURES	\$4,864,137	\$506,982	10%
EXCESS - REVENUE OVER EXPENSE	\$629,282	\$398,860	

CAPITAL RESERVE FUND

	BUDGET	YTD 2024	% BUDGET
BEGINNING RESERVE BALANCE	\$77,864	\$74,578	96%
ADDITIONAL RESERVES	\$190,000	\$25,422	13%
FEES AND INTEREST	\$9,000	\$884	10%
TOTAL FUND BALANCE & REVENUE	\$276,864	\$100,884	36%

EXPENDITURES

	BUDGET	YTD 2024	% BUDGET
	\$0	\$0	0%
TOTAL CAP RESERVE FUND EXPENDITURES	\$0	\$0	0%
EXCESS - REVENUE OVER EXPENSE		\$100,884	

LIQUID FUNDS

OPERATING ACCOUNT	\$193,264
SHORT-TERM OPERATING RESERVE	\$709,792
LONG-TERM OPERATING RESERVE	\$2,178,259
CAPITAL REPLACEMENT RESERVE	\$100,884
TOTAL GENERAL FUND + CAPITAL RESERVE FUND LIQUID BALANCE	\$3,182,199

2023 Collections Report

Board of Trustees Study Session
April 4, 2024

Kathleen Kase

Acquisitions Librarian

Brad Maggetti

Technical Services Supervisor



ESTES VALLEY
LIBRARY

News from the Collection:



-
- Collection Report: Physical & Digital
 - Vendor Issues
 - Turnover Rate
 - Report on 2023 Investments
 - Collection Takeaways
 - 2024 Operating Plan

Physical collections

Adult/Large Print	2021	2022	2023
Budget Spent	\$74,771.00	\$79,482.00	\$77,459.00
Added	3003	3227	3242
Deleted	4213	3846	2883
Youth/Teen	2021	2022	2023
Budget Spent	\$24,044.00	\$20,299.00	\$24,631.00
Added	1248	1046	1296
Deleted	915	1066	950
Reference	2021	2022	2023
Budget Spent	\$843.00	\$0.00	\$0.00
Periodicals	2021	2022	2023
Budget Spent	\$9,089.00	\$9,238.00	\$9,915.00

Digital collections

Adult/Teen/Youth	2021	2022	2023
Budget Spent	\$56,347.00	\$67,272.00	\$71,622.00
Added	188,463	241,291	217,139
Expired	756+	964+	808+



Vendor Issues

Increase in the cost of doing business

- increase in processing fees
- paying freight as of 1/1/2024
- processing is currently 9% of the acq budget
 - expect it to go up \$150

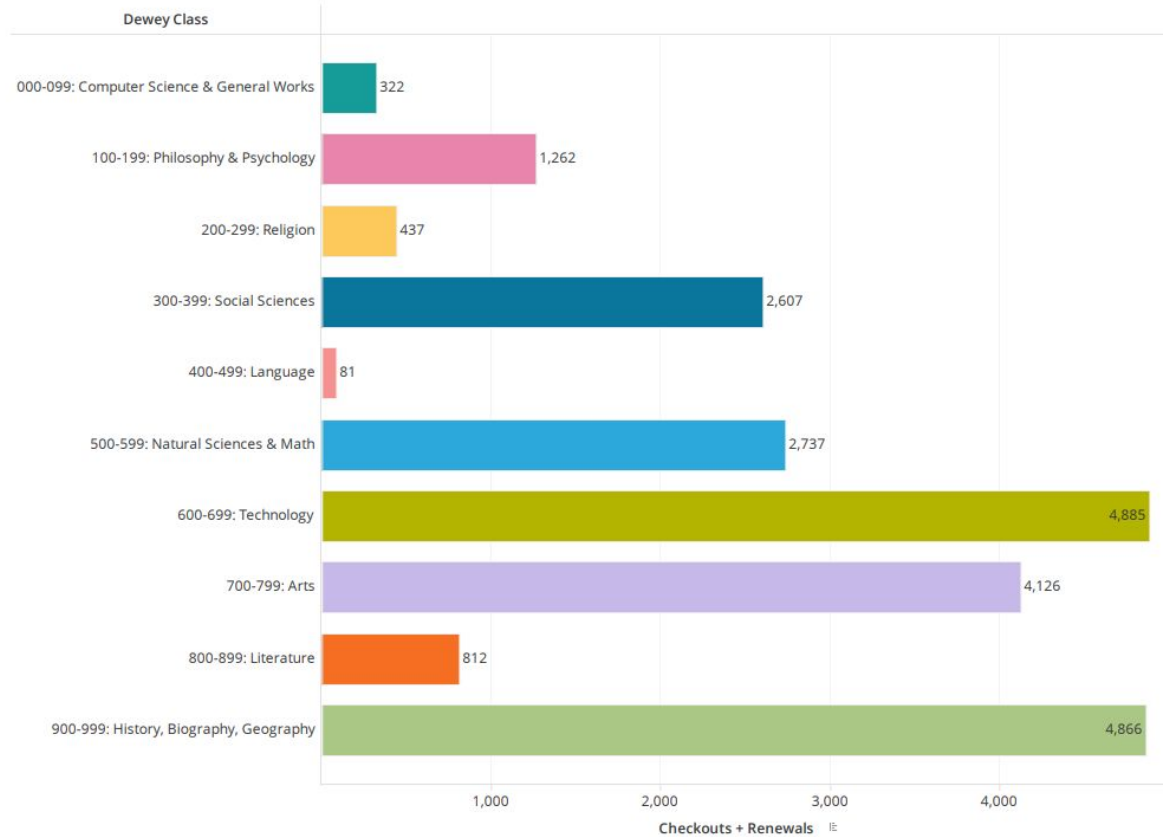


Nonfiction Turnover Rates

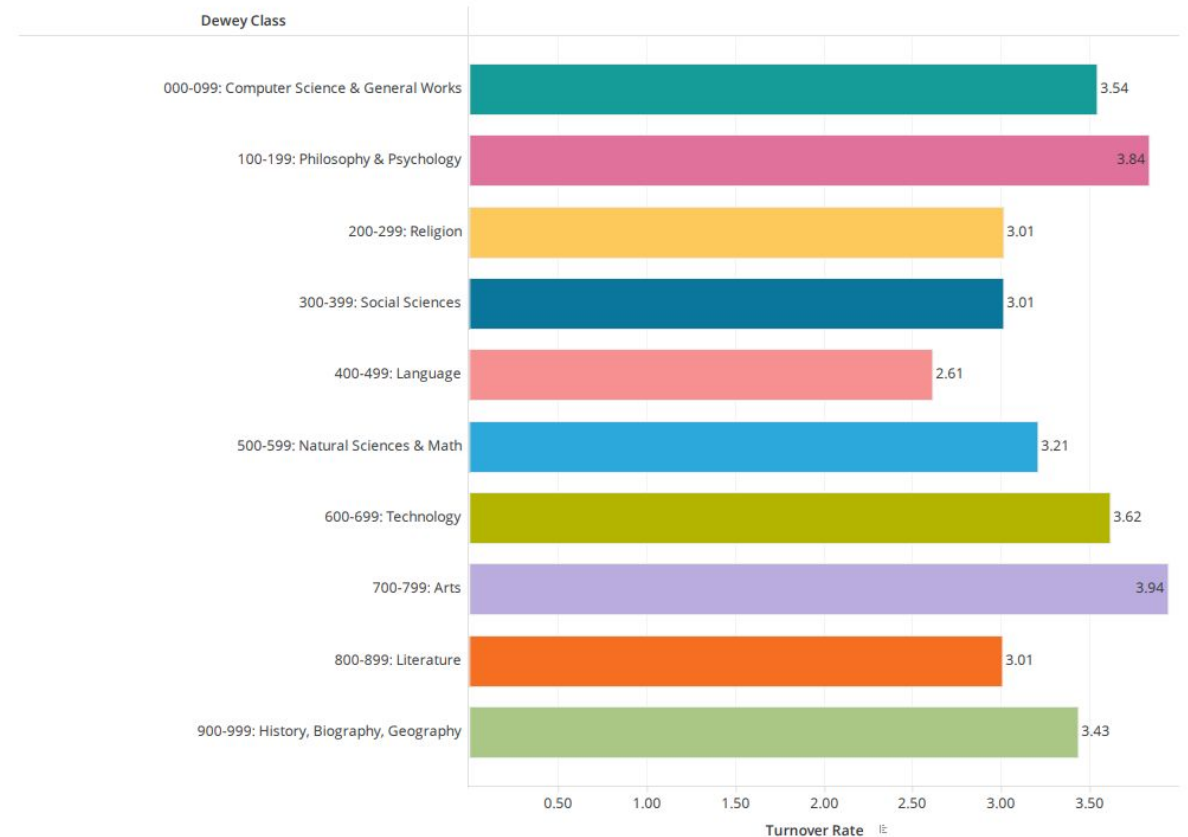
Checkouts/Renewals

Turnover Rate

Nonfiction Nonfiction Circulation - Page 1 - 2023



Nonfiction Turnover Rates Nonfiction Turnover Rates - Page 1 - 2023



2023 Investments

Addition of blu-rays to the DVD Collection

- Added May 2023
- Blu-ray turnover rate is 4
- DVD/Blu Players in LoT are popular regularly checked-out

Addition of Video Games

- Added August 2023
- Video game turnover rate is 4
- Nintendo Switch is the most popular platform



Collection Takeaways

We are becoming a 21st century library, offering more digital materials and programs for the community.

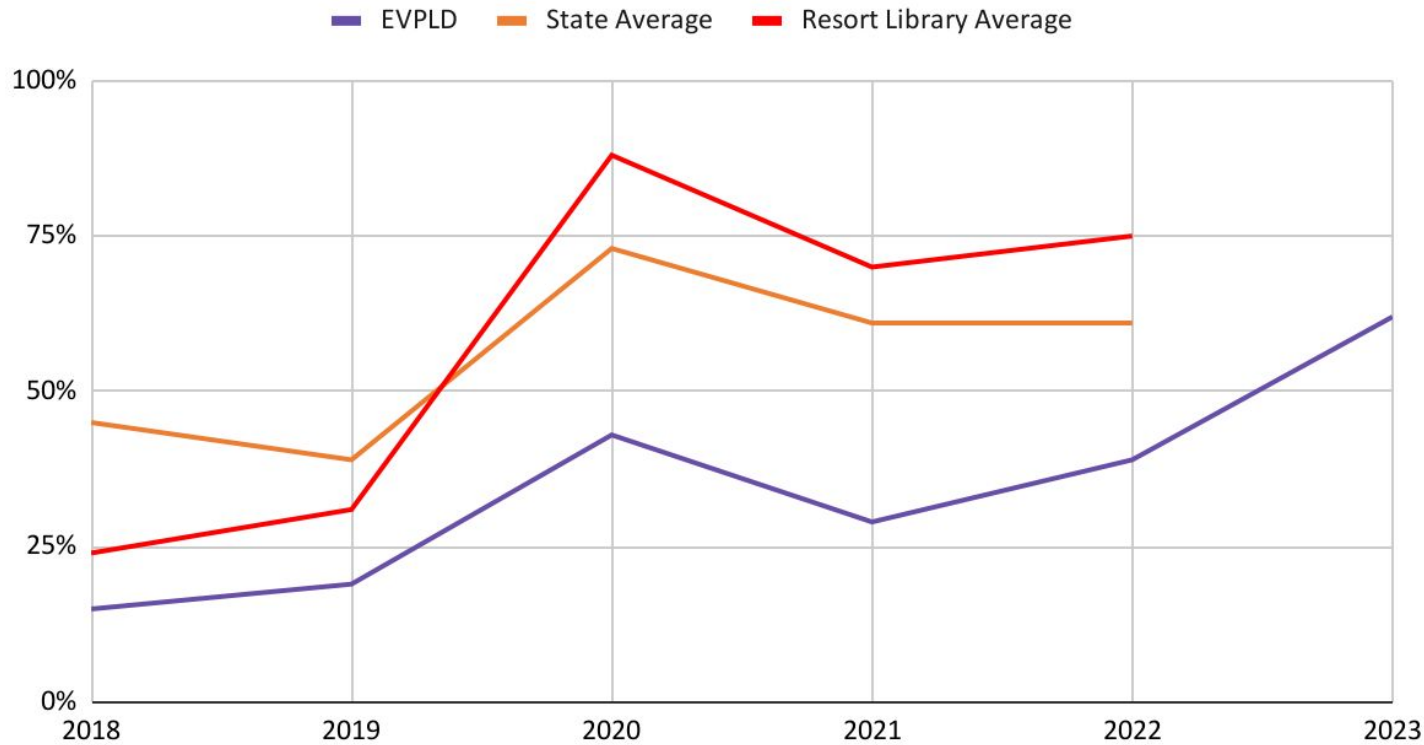
- Increase in the use of digital collections, use up 13% in 2023 over 2022
- Physical collection use down 8%
 - spent 16% more on print in 2023
- Library offers more digital titles
- Program attendance is up 22%



Collection Takeaways

Other Colorado Libraries see similar trends.

Electronic Content Use as a Percentage of Physical Item Circulation



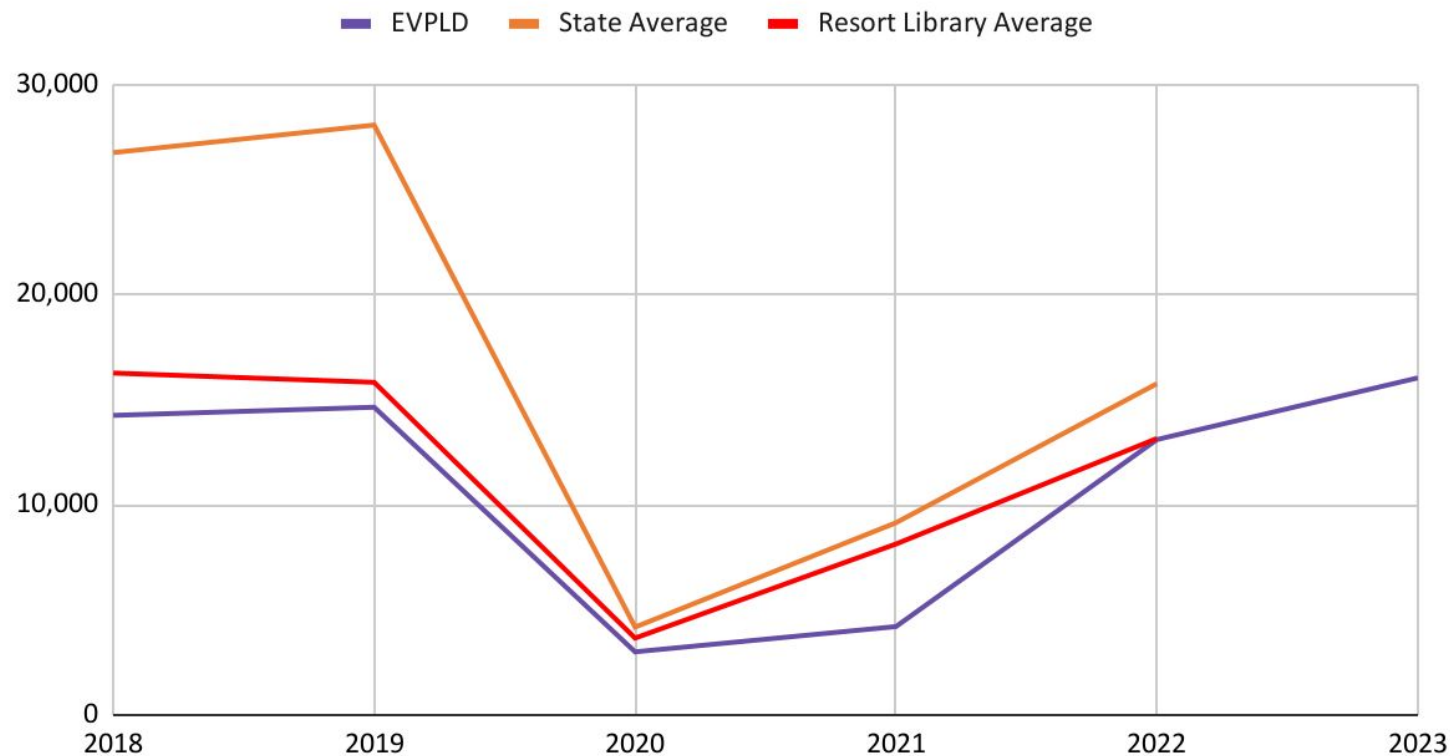
<https://www.lrs.org/public/data/advanced/>



Collection Takeaways

Other Colorado Libraries see similar trends.

Total Program Attendance



<https://www.lrs.org/public/data/advanced/>



TS Team Operating Plan: Provide responsive services to a diverse public

- Reduce hold wait times and favor what circulates
- Add digital music streaming
- Align database subscriptions with student needs



Reduce Hold Wait Times



- Order multiple copies of titles, especially of best-sellers
- Lower holds ratio for new purchases based on holds
- Increase number of leased titles
 - Interfiled Lucky Day copies with the rest of the collection

“Baseline” Hold Wait Times from 2023:

<u>Filled Prior to Availability</u>	<u>Available Same Day</u>	<u>1-7 Days</u>	<u>8-14 Days</u>	<u>15-21 Days</u>	<u>22-28 Days</u>	<u>29-90 Days</u>	<u>91+ Days</u>
1.37%	45.55%	27.95%	7.05%	4.92%	3.83%	9.03%	0.31%

Digital Music Streaming

- *Added Freegal (free music service)*
 - Thousands of artists and albums
 - 18 million songs
 - 3 free downloads per week for each patron
- *Since January 1, 2024:*
 - 96 users
 - 8327 songs streamed
 - 433 patron downloads



Subscriptions for Students



Access via Library website

- 16 databases
 - added EZ Proxy for remote accessibility for all databases; ancestry
- \$19,495 spent in 2023
- 2022:
 - sessions: 2,740
 - usage: 11,642
- 2023:
 - sessions: 4,349
 - usage: 30,116





We offer something to
support everyone.



ESTES VALLEY
LIBRARY

Questions?



Kathleen Kase

Acquisitions Librarian

Brad Maggetti

Technical Services Supervisor



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PHYSICAL COLLECTIONS Physical items to checked out of the library building. eg: books, magazines, DVDs, music CDs, audiobooks, etc.			
ADULT/LARGE PRINT ACQ	2021	2022	2023
BUDGET SPENT	\$74,771.00	\$79,482.00	\$77,459.00
ADDED	3003	3227	3242
DELETED	4213	3846	2883
YOUTH/TEEN ACQ	2021	2022	2023
BUDGET SPENT	\$24,044.00	\$20,299.00	\$24,631.00
ADDED	1248	1046	1296
DELETED	915	1066	950
REFERENCE	2021	2022	2023
BUDGET SPENT	\$843.00	\$0.00	\$0.00
The money budgeted for the reference collection has been absorbed by the adult nonfiction budget.			
PERIODICALS	2021	2022	2023
BUDGET SPENT	\$9,089.00	\$9,238.00	\$9,915.00
The periodicals are weeded by the Systems Librarian throughout the year. Titles are judged for their popularity and relevance, magazine publishing is constantly changing and print magazines often go to the digital platform which makes for a constantly changing print collection.			
DIGITAL COLLECTIONS Materials are accessed via computer or handheld device with a wireless connection. These are files which include text, visual material and audio material. They can be accessed 24/7 via the internet. These collections cannot be separated into adult, youth or teen; the numbers reflect total items in the collections. These are leased not owned by the library.			
ADULT/YOUTH/TEEN	2021	2022	2023
BUDGET SPENT	\$56,347.00	\$67,272.00	\$71,622.00
ADDED	188,463	241,291	217,139
EXPIRED	756+	964+	808+

Adult

2023 Adult Acquisitions Materials and Supplies	Budget 2023	2023	Items added	Items deleted
MUSIC-CDs	\$250	\$0	0	18
VIDEO-DVDs	\$14,321	\$13,704	528	560
BOOKS ON CD	\$18,401	\$17,005	290	251
DIGITAL COLLECTIONS	\$56,710	\$62,032	217,139	808+
ADULT FICTION & NON-FICTION & LP & ELL	\$41,316	\$46,750	2570	2054
ACQUISITIONS MATERIALS & SUPPLIES	\$130,998	\$139,491		

2022 Adult Acquisitions Materials and Supplies	Budget 2022	2022	Items added	Items deleted
MUSIC-CDs	\$250	\$222	8	14
VIDEO-DVDs	\$14,321	\$10,156	461	414
BOOKS ON CD	\$18,401	\$16,412	318	459
E-BOOKS	\$53,000	\$60,981	149,143+	963+
DIGITAL AUDIOBOOKS	\$0	\$0	0	0
ADULT FICTION & NON-FICTION & LP & ELL	\$42,216	\$42,463	2439	2942
ACQUISITIONS MATERIALS & SUPPLIES	\$128,188	\$130,234		

2021 Adult Acquisitions Materials and Supplies	Budget 2021	2021	Items added	Items deleted
MUSIC-CDs	\$250	\$0	0	2
VIDEO-DVDs	\$14,321	\$10,966	397	557
BOOKS ON CD	\$18,401	\$19,865	288	287
E-BOOKS	\$49,940	\$50,867	157,534+	756+
DIGITAL AUDIOBOOKS	\$0	\$0	0	0
ADULT FICTION & NON-FICTION & LP & ELL	\$42,189	\$43,940	2313	3367
ACQUISITIONS MATERIALS & SUPPLIES	\$125,101	\$125,638		

2023 Youth Acquisitions Materials and Supplies	Budget 2023	2023	# of items added	# of items deleted
PRINTED MATERIALS/BOOKS	\$14,000	\$13,275	969	765
DIGITAL COLLECTIONS	\$5,100	\$5,133	217,139	808+
AUDIOBOOKS, MUSIC CDs AND DVD	\$4,000	\$3,986	73	109
DISCOVERY PACKS	\$1,500	\$876	1	4
CHILDREN'S MATERIALS & SUPPLIES	\$24,600	\$23,270	218182	878

Teen Materials and Supplies				
PRINTED MATERIALS/BOOKS	\$3,500	\$3,857	254	76
NON-PRINT MATERIALS/eBOOKS	\$3,500	\$4,457	217,139	808+
MUSIC CDs, DVDSs & VIDEOGAMES	\$3,000	\$3,513	88	0
TOTAL TEEN	\$10,000	\$11,827	217481	76

2022 Youth Acquisitions Materials and Supplies	Budget 2022	2022	# of items added	# of items deleted
PRINTED MATERIALS/BOOKS	\$14,000	\$9,021	739	797
AUDIOBOOKS/eBOOKS	\$5,100	\$5,116	2	4
MUSIC CDs AND DVD	\$4,000	\$3,916	61	101
DISCOVERY PACKS	\$3,000	\$1,030	5	5
CHILDREN'S MATERIALS & SUPPLIES	\$26,100	\$19,083	807	907

Teen Materials and Supplies				
PRINTED MATERIALS/BOOKS	\$2,000	\$2,723	244	39
NON-PRINT MATERIALS/eBOOKS	\$1,900	\$1,175	36+	?
MUSIC CDs AND DVD	\$360	\$424	0	0
TOTAL TEEN	\$4,260	\$4,322	244	39

2021 Youth Acquisitions Materials and Supplies	Budget 2021	2021	# of items added	# of items deleted
PRINTED MATERIALS/BOOKS	\$14,280	\$12,713	994	771
AUDIOBOOKS/eBOOKS	\$5,100	\$6,067	158+	3
MUSIC CDs AND DVD	\$4,297	\$2,079	69	128
DISCOVERY PACKS	\$3,000	\$478	2	0
CHILDREN'S MATERIALS & SUPPLIES	\$26,677	\$21,337	1065	902

Teen Materials and Supplies				
PRINTED MATERIALS/BOOKS	\$2,760	\$2,186	174	13
NON-PRINT MATERIALS/eBOOKS	\$1,500	\$1,458	94+	?
MUSIC CDs AND DVD	\$0	\$0	0	0
TOTAL TEEN	\$4,260	\$3,644	174	13



ESTES VALLEY LIBRARY

Monthly Administration Report April 2024

Financials - Cindy Seckman

March 2024 YTD Budget Report: March revenue was not received in sufficient time to prepare final March month-end reports. March financial information will be presented at the May Board Meeting.

The **2023 Financial Audit** and the **2022 PERA Audit** are final. The Finance Committee will be meeting with the auditor on Monday, April 15th, and will be presenting the final audits to the full Board at the regular May Board Meeting.

The Finance Committee has made slight modifications to the presentation of the public facing monthly financial report:

- **General Fund Expenditures** – a separate line was added for Capital expenditures in the General Fund. We felt it was necessary to distinguish between **Operating Expenses** and the unusually large **Capital Expenses** budgeted for 2024.
- **Total Funds** reported at the bottom section of the Report – the total of the Operating Account, Short-Term Operating Reserve, Long-Term Operating Reserve, and Capital Replacement Reserve was erroneously titled '**TOTAL FUND(S) BALANCE**'. The total of these accounts is just one piece of the Total Fund(s) Balance. We chose to rename this section '**LIQUID BALANCE**' as a better description of the information presented.

SB22-238 Backfill calculations are now final and filed by Larimer County with the Department of Local Affairs (DOLA). The amount EVPLD is scheduled to receive is \$138,662 (compared to \$138,785 budgeted). Larimer County Treasurer is scheduled to receive the funds from the State no later than April 15th. Funds are expected to be distributed to Local Governments in the next month or so.

Financial Management Policy Compliance:

- **ColoTrust PLUS Account Daily Yield** is **down** to **5.4441%** on March 31st from 5.4813% on February 29th. (Budgeted at 4.5% taking into consideration Long Term Reserve is budgeted to decrease by \$900k).

Facilities - Janet Antozzi

In response to the board's request in March, here is an updated version with a color-coded system to indicate the priority/urgency of [Facility Planned Maintenance & Projects](#).

Communications - Kirby Hazelton

Per the Board's request, Communications reports now include talking points that trustees can use in conversations with patrons and community members around town:

- Barbara Jo has been spearheading our new **Digital Navigators program** in partnership with Loveland Public Library. In this program, trained Americorps volunteers work one-on-one with community members to identify and achieve digital literacy goals. Sessions are completely free and are currently available Wednesdays and Thursdays, 1-7:30 PM, in the Dream Study Room.

The Takeaway: We leverage our regional partnerships to provide relevant real world skills and training for all community members.

- Unlike in past years, most **digital subscription services** are now available remotely. In other words, users don't have to be onsite at the Library; instead, they use their phones, laptops, tablets, or computers from anywhere, at any time, to log on and browse resources like the New York Times, Wall Street Journal, Freegal, Craft & Hobby, Ancestry.com, Morningstar, and many others.

The Takeaway: We save patrons money by offering subscriptions to these services for free, and we continue to prioritize accessibility (and convenience!) for our community.

HR - Joanna Stensland

Following a request from the Board of Trustees at the March regular session, I have created 3 [Staff Tenure](#) graphs showing staff tenure by grade, position and team. The average tenure of all Library employees is **9.5 years**. (To compare, in 2023 the average national tenure rate over all sectors was **4.1 years**)

If we take out the lowest, middle and highest Library grades which have unusually high tenure (between 18.5 and 32 years), then together the other Library grades average **3.5 years** in tenure. No grade falls below 2 years in average tenure.

* [Forbes Key HR Statistics](#)

Acquisitions / Tech Services - Brad Maggetti

Following up on further Trustee questions generated from the **Annual Collections Report** at the April 4 study session:

What happens to weeded items? The vast majority go to Cliffhanger Used Books to be resold. About 2-3% of total removed items (100 books) weeded from the adult and juvenile collection go to Eco-Cycle in Boulder. These are all items which had been through mending perhaps one too many times and not suitable for resale. The only weeded items that go to the landfill are board books when they're beyond repair, as they cannot be recycled. Sarah Walsh reports they sell about 90% of the materials that go to Cliffhanger, and that "summer guests love a book that has Estes Valley Library stamped on it." The other 10% go from the F&F to the prison.

Are digital collections the same as non-print materials/e-books? In short, Yes. The 2023 number of total digital *additions* - 217,139 - repeats in the spreadsheet with the presentation in three sections: adult, youth, and teen. These are labeled 'added, digital collections, and non-print materials/e-books' in different sections, but refer to the same total of digital items because they cannot be disaggregated.

What does the 'added column' mean? The digital collections slide refers to new digital titles added by all of our digital platforms combined.

We looked closer at the 9% of wait times that were over a month, it is about 1,000 instances of holds being placed and hitting the shelf after some time had passed. One reason this percentage is higher is because it is a longer period of wait time than the other columns: after our discussions of how to display this data we settled on columns for waits of 1 week, 2 weeks, 3 weeks, one month, more-than-a-month-but-less-than-3-months (the 9%), and more than 3 months. This is a baseline for 2023 which we hope to shift with our plan for 2024, and we are happy to adjust the methods of reporting this metric's baseline or progress as the board might see fit.

After the study session, we looked at the 'over a month wait time' titles and saw that many were from book clubs requesting multiple copies throughout the year far in advance of their meetings. Regardless, we expect our plan of 1)interfiling leased items in the broader collection, 2)purchasing more copies of select titles from the beginning and sooner, and 3)deliberately considering hold wait times in addition to the holds ratio, will shift these percentages toward reduced wait times.

Are we aligning all of our database subscriptions with students only? Short answer is, No. In the section describing our work plan goal of aligning subscriptions with student needs, this did not mean *all* of our subscription services would *only* be targeted at students. Rather, we are turning our attention to student needs in 2024, in addition to *requested* services which we'd expect to have higher use as they would be used in school. Directly serving school needs has proven a successful tactic for other libraries with exceptionally high rates of database use (eg, "electronic retrievals" in the Star Library metrics).

Finally, in this context "sessions" refers to a count of patrons logging in to a subscription service, and "usage" refers to the amount of articles, lessons, or downloadable units of information they consume while logged in. State reporting looks for usage, but we track sessions also as a means for evaluating the return on investment for each subscription service.

Programs & Outreach - Barbara Jo Limmiatis

Maker March continues to be a very successful recurring theme at the Library. 38 theme related programs achieved 1,020 participants. The Makerspace saw increased usage with 148 patrons checking out the space, laser and 3D printer.

Patron Services - Linda Wisneski

No Report.

Director's Report - Claudine Perrault

The **Design Advisory Group** is meeting in April. As you all know funding issues have been a source of some consternation and we are turning every stone, including debt, grants and fund-raising. Please join us at the May 2nd Trustee study session for that conversation. It's important to note that the project which we budgeted for in 2024 will not come to pass this fiscal year.

In March, Joanna provided the board with an overview of trustee development opportunities, such as the Special District Association (SDA), Colorado Assoc. of Libraries, and the United for Libraries Assoc. of Trustees, Advocates, Friends and Foundations. Beginning in August, Jo will be launching **10-minute "Short Takes for Trustees" training videos** from United for Libraries, at the start of Board meetings. The board will have completed staff presentations and have the July month off before moving into this phase of board continuing education.

Library Friends & Foundation - Sarah Walsh

The Special Events Committee is working hard to gather support for An Evening with Aimie Runyan. We hope you will consider joining us on June 14 at 6pm at the Library. Tickets are \$100 per person.

Thank you to Friends & Foundation board members Christann Higley, Kathye Osborne, Anne Rogers and John Wolf for hosting Cliffhanger's 5th birthday on April 3.

Please join us for our second "Book Date" on April 16 from 4-5pm at Cliffhanger. These events are a great opportunity to talk with our donors and show them the great work the Library is doing with their donations.



ESTES VALLEY LIBRARY

Children’s Circulation Statistics Report April 2024

Technical Services/Program & Outreach Services - Maggetti & Limmiatis

Following a request from the Board of Trustees at the March regular session, Technical Services Supervisor Maggetti and Program & Outreach Services Supervisor Limmiatis delved into the research to locate state and national statistics on children’s circulation for consideration.

Estes Park School District R3 enrollment is down 10% since 2018, and statewide homeschool enrollment is up 8%. Approximately half of the reduction in public school enrollment may be attributable to parents choosing to homeschool rather than leave the district. Regardless, Estes Valley Library children’s materials circulation holds steady and has shown slight increases from 20% to 25% of total circulation since 2018. The national benchmark for children’s material circulation is approximately 33% of total circulation for libraries in the US.

We believe that collection usage accurately reflects our demographics with youth being a smaller percentage of our service population (~9.4%) compared to state (26.1%) and national (22%) averages. If anything, we should be pleased to have maintained and proud to have increased children’s circulation while our youth population continues to decline.

	Estes Valley Library	Colorado*	National**
Children’s % of Total Circulation			
2023	24.81%		
2022	26.44%	33.37%	
2021	26.20%	33.83%	32.82%
2020	22.85%	29.92%	32.83%
2019	20.99%	37.59%	35.73%
2018	22.48%	33.24%	35.21%

*State data not yet available for 2023

**National data only available for 2021 and prior

	Estes Valley Library	Colorado*	National**
Children's Circulation			
2023	37,409		
2022	41,475	18,203,856	
2021	38,212	17,405,000	509,968,000
2020	24,470	13,024,000	538,085,000
2019	35,071	24,103,000	776,063,000
2018	39,947	20,0660,000	760,770,000

	Estes Valley Library	Colorado*	National*
Total Circulation			
2023	150,771		
2022	156,882	53,997,909	
2021	145,834	51,449,000	1,553,716,000
2020	107,112	43,527,000	1,638,807,000
2019	167,055	64,123,000	2,171,880,000
2018	177,693	62,154,000	2,160,816,000

Estes Park R3 PK-12 Total Membership Trends	
2023-2024	1,015
2022-2023	1,061
2021-2022	1,058
2020-2021	1,021
2019-2020	1,151
2018-2019	1,129
5 Year Count Change 2018-2019 to 2023-2024	-114
5 Year % Change 2018-2019 to 2023-2024	-10.10%

ADMINISTRATION						
WHAT	CONTRACTOR / PARTNER	COST OR STATUS	START DATE	END DATE	LEAD	NOTES
ADMIN MOU'S & IGA'S						
Friends and Foundation	Library Friends & Foundation	Current/Signed	2023 December 5	2026 December 5	Director	3 year review cycle
Emergency Facility Use	Red Cross	Current/Signed	2021 September 27	Until terminated	Admin	
HR Benefits Agreement - IGA	Town of Estes Park	3% of Medical Premiums	January 1, 2020	Until terminated	Admin	Auto-renew
Volunteer benefits - MOU	Volunteers of America - RSVP	Current/Signed	2023 April 20	2026 April 20	Admin	3 year review cycle. VOA ended this program in 2023

ADMIN CONTRACTS						
WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES
Insurance: Property & Liability, Surety Bond & Workers Compensation	Colorado Special Districts	\$24,891	Annual	2024 December 31	Admin	
Insurance: Volunteer Liability	Hartford Fire Insurance Co	\$400	Annual	2024 December 31	Admin	
Flood Insurance	Selective Flood Insurance	\$6,627	Annual	2024 December 31	Admin	
Directors & Officers Insurance	Travelers	\$2,495	Annual	2024 December 31	Admin	
Public Finance Software	asyst	\$2,800	Annual	2024 October 22	Admin	
PERA 401(k) Roth IRA Agreement	Colorado PERA	N/A	Until Terminated	N/A	Admin	
PERA 457 Agreement	Colorado PERA	N/A	Until Terminated	N/A	Admin	
Internet Service	Estes Park Power & Communications DBA Trailblazer Broadband	\$8,758.80	Annual	Auto renew until 06/30/2026	Admin/TS	
E-Rate Consulting Service	Funds For Learning	\$1,500	Annual	2025 February 26	Admin	
Storage Units	Lake View Storage	\$3,996	Until Terminated	N/A	Admin	
AP Paperless System	Lightyear	\$1,788	Until Terminated	N/A	Admin	
Library Attorney - Engagement Letter	Lyons Gaddis - John Chmil	NTE \$297 Per Hour	Until Canceled	N/A	Admin	
Public Relations / Marketing	Patron Point, Inc./Springshare LLC	\$9,550	Annual	2025 March 1	Admin	
Payroll Services	Paychex, Inc.	\$8,897	Annual	2025 January 1	Admin	Auto-renew - Monthly invoice
Merchant Services Agreement	ProPay		Ongoing	N/A	Admin	
Financial Auditor	Prospective Business Solutions	\$7,821	5-years	2025 (Audit of FY2024)	Admin	Annual Engagement Letter: RFP was for audit through 12/31/2024
Local Courier	Road Runner	\$7,586	Annual	Auto renew	Admin/PS	Auto renew w/ 3% annual increase
Collections	Unique Management	200 + \$12.65 Per Record	One Time Set Up Fee. Per Record Charge until Terminated	N/A	Admin	

FACILITIES

WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES
Handyman Agreement	7522' Home Serv. & Sec.	\$95 / hr	1 year	2024 December 31	Admin	Option to renew every 12 months.
Elevator Maintenance (& emergency phone)	Kone	\$2,688.00	5 years	2026 December 31	Admin	Auto renews in subsequent 5 year increments
Fire Alarm Monitoring Agreement	Life Safety Technologies	Monitoring Service \$540 Annual	Month to Month until terminated	N/A	Admin	Auto renews annually
Elevator Maintenance (& emergency phone)	PEI	\$508 - 5 year inspection (2023) \$300 - Normal Annual Inspection	N/A	N/A	Admin	
Range View Security	Range View Security	\$420.00	Annual	N/A	Admin	
Custodial Contract	Rocky Mtn Property Services	\$3,270	Annual	2028 December 31	Admin	Auto-renews until December 31, 2028 with 2% increase each calendar year.
HVAC maintenance	Trane	\$12,991.00	Annual	2024 December 31	Admin	Auto renews for 3 subsequent years with a 4%-5% increase each year.
Waste Management	Waste Management	~ \$5,544	3-years	2025 February 24	Admin	Auto-renews for additional 12 months
Fire Extinguisher Maintenance	Western Fire Extinguisher	\$186 - 6 year inspection (2023) \$63 - Normal Annual Inspection	N/A	N/A	Admin	

TECHNICAL SERVICES

	WHAT	CONTRACTOR	COST/YEAR	DURATION	END DATE	LEAD	NOTES
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DIGITAL COLLECTION PLATFORMS

	Cloud Library	Bibliotheca	\$2,000	Annual	2024 December 31	TS	
	Downloadable books, audiobooks, music, video	Overdrive/Libby	\$6,000	Annual	2024 December 31	TS	Part of <i>Across Colorado Digital Consortium</i> . Hoople does not have a platform fee.

INTEGRATED LIBRARY SYSTEM

	Integrated Library System (ILS)	Sirsi Dynix	\$23,700.00	5 years	2025 December 31	TS	
	ILS - Subcontract	Eagle Rock	Current/Signe	until terminated		TS	Billed \$2,179.09 for 2024
	ILS - Subcontract	Park R3	Current/Signe	until terminated		TS	Billed \$7,626.83 for 2024

TECH PROFESSIONAL SERVICES

	Adobe Creative Suite	Adobe Acrobat	\$2,087.28	Annual	2025 January 26	TS	
	CLiC Statewide Courier	Colorado Library Consortium	\$1,868.18	Annual	2024 September 30	TS	Courier Service for Inter-Library Loan
	EGE Agreement for Getting SIPA Grant	Colorado Statewide Internet Portal	N/A	One Time		TS	Agreement required as part of grant
	Project Management Tool	Monday.com	\$2,723.23	Annual	2025 January 9	TS	
	Internet Firewall & Filter	Navisec Fortinet	\$3,100.00	Annual	2024 April 7	TS	
	Event Calendar - Signup	Springshare	\$1,700.00	Annual	2024 October 31	TS	
	Computer Commons Print Kiosk's	Today'sBusiness Solutions (TBS)	\$1,575.00	Annual	2024 May 15	TS	
	Microfilm Service Agreement	Total Imaging Solutions	\$835.00	Annual	2027 September 11	TS	
	Aruba Wi-fi Service	VLCM	\$1,455.00	Annual	2024 February 1	TS	
	Beanstack Plus	Zoobean	\$795.00	Annual	2025 January 31	TS	Replaced Wandoo Reader
	Zoom for Digital Conferencing	Zoom	\$2,580.00	Annual	2023 October 13	TS	

EQUIPMENT

	Copier Lease - Staff & Public	All Copy Products	\$3,003.84	3 Years	2025 September 22	TS	
	Copier Maint.: Staff & Public	All Copy Products	\$1,835.76	3 years	2025 September 22	TS	This is minimum cost; could be additional depending on number of copies made per month.
	Copier Lease - Public Second Floor Color Printer	All Copy Products - Color Printer	\$.069 Color \$.019 B&W	2 years	2025 December 26	TS	
	RFID/Self Check/Remote Locker Maintenance	Bibliotheca	\$7,655.00	Annual	2025 January 22	TS	
	Merchant Services Clearing & Service Agr	NAYAX	\$142.80	Monthly	until terminated	TS	
	Non Disclosure Agreement	Viewsonic Corporation	N/A		No Expiration	TS	Plans for remote to projector in Wasson

SPECIAL COLLECTIONS / IGA

	Newspaper Digitization Project	Museum (Town EP)	Current/Signed	10 Years	Until terminated	TS	Projected 10 year project
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PROGRAM & OUTREACH							
WHAT	PARTNER	STATUS	START DATE	END DATE	LEAD	COST	NOTES
RECURRING							
Library Speakers Consortium	Christopher Williams - PBC Guru	Auto renews every 3 yrs (30 days notice)	7/1/2022	7/1/2025	White	\$2,500.00	Renewal not automatic if there is a price increase at the end of the first three years.
Imagination Library	Estes Valley F&F and The Dollywood Foundation	Current/Signed	4/6/2022	N/A	Limmiatis	\$2,250	Early Literacy
Discovery Packs	Larimer County Natural Resources	Open	3/30/2023	N/A	Limmiatis	N/A	Received ongoing Partnership Agreement Form 3/15/2023
Community Conversations	Town of Estes Park, Restorative Justice	Reviewed Annually in April	4/27/2021	N/A	White	Budgeted Programming	Will be amended for updates once a new Restorative Justice Director is hired in 2024
Citizenship Project	Autumn Nelson, Estes Park Learning Place, EVICS, EPNRC, American Legion, League of Women Voters	Current/Signed	10/31/2023	N/A	Limmiatis	N/A	Civic Engagement
Digital Navigator	Loveland Public Library	Current/Signed	10/4/2023	10/4/2/24	Limmiatis	N/A	Digital Literacy; emailed LPL 2/28/24 for a fully executed version of the host site agreement
Read to a Therapy Dog: Bo	Anita Dekker	Open	1/3/2023	12/19/2023	Vegas	N/A	Early Childhood Literacy - 2024 MOUs out for signature
Read to a Therapy Dog: Annie	Gina Welty	Open	1/4/2023	12/19/2023	Vegas	N/A	Early Childhood Literacy - 2024 MOUs out for signature
Read to a Therapy Dog: Heidi	Judy Archibald	Open	TBD	TBD	Vegas	N/A	Early Childhood Literacy - 2024 MOUs out for signature
ONE TIME							
Alone in a Crowd	Rachel Vickers	Complete	1/8/2024	1/8/2024	White	\$250.00	One Book, One Valley
Early Childhood Music	Nancy Bell	Complete	1/10/2024	1/10/2024	Vegas	\$100.00	Children's Programming
Seeking Wisdom in Extremes	Bob Kull	Complete	1/11/2024	1/11/2024	White	\$300.00	One Book, One Valley
Incarceration, Solitude and Hope	Michael Clifton	Complete	1/15/2024	1/15/2024	White	\$250.00	One Book, One Valley
Classical Music with Dr. DeYoung	Derald DeYoung	Complete	1/16/2024	2/20/2024	Limmiatis	N/A	Curiosity & Liesure
Search and Rescue	Vanessa Polcari Jesik	Complete	1/17/2024	1/17/2024	Reed	N/A	One Book, One Valley, Life Skills
Intentional Solitude/Silence	Erik Stensland	Complete	1/18/2024	1/18/2024	White	\$250	One Book, One Valley
Thriving in Winter Wilderness	Ryan Jordan	Complete	1/22/2024	1/22/2024	White	\$250.00	One Book, One Valley
An Evening with Michael Finkel	Michael Finkel	Complete	1/24/2024	1/24/2024	White	\$3500.00 + Lodging	One Book, One Valley
Daniel Tiger Day	Town of Estes Park, RATP Dev, Estes Valley Board of Realtors	Complete	2/10/2024	2/10/2024	Limmiatis	N/A	Town provided trolley, RATP Dev provided driver, EVBoR provided up to \$200 for tea party supplies, additional partners provided items for the goodies bags, P&O had a \$500 budget for the event

Estes Valley Library Collection Development Policy

Free and open access is foundational to our Estes Valley Public Library District's (Library) century of service, aligning with Colorado statutes and the First Amendment. In order to achieve an informed citizenry, the Estes Valley Public Library has a responsibility to include materials on subjects of interest to its readers, and on multiple sides of an issue.

The Library will make every effort to provide a balanced collection representing diverse viewpoints and interests. Inclusion of content does not constitute endorsement of any particular viewpoint. Further, a work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

Managing and developing Library content are operational duties within the framework of this policy. Professional staff perform these duties under the direction of the Library Director.

Material Selection & Retention

The Library seeks to develop an outstanding collection in a variety of formats to fulfill the needs of the residents of the Estes Valley. Patron demand is the most powerful influence on what staff select and retain. Usage data, combined with the following collection criteria, guide selection and retention decisions:

- Popularity, represented by requests, circulation statistics, or observed use;
- Contemporary significance or permanent value;
- Positive professional reviews;
- Publication date;
- Durability of the format for Library circulation;
- Price within limits of the budget for materials;
- Diverse or opposing views on a subject;
- Literary and/or artistic merit;
- Local author, producer, illustrator, or subject;
- Antiquarian material related to the Estes Valley;
- Accuracy of content.

Purchase Suggestions

Library patrons are vital participants in the collection development process. The Library provides a venue to [Suggest a Purchase](#) using the criteria above.

Any author or publisher that contacts the Library directly to promote their material for inclusion in the collection will be directed to the [Purchasing Guidelines for Authors](#).

Material Donations

On those occasions when materials are donated to and accepted by the Library, these must be formally deeded through the [Library Deed of Donation](#) form, which serves as the donor's receipt.

Resource Sharing

It is not possible to collect all that is published. For items not added to the collection, residents have the option to request them through the Library's [Interlibrary Loan service](#). The Library participates in several cooperative resource sharing networks that expand the range of materials available to patrons.

Deselection of Materials

Systematic removal of materials according to an established schedule, using the collection criteria outlined above, is required to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer material. Deselection will not be used to remove viewpoints from the collection.

Deselected materials are dispensed with in a variety of ways, including used book sales, recycling programs, and waste disposal.

For information on the overall policy direction of the Board of Trustees to the Library Director and staff, a full listing of policies can be found on the [Library website](#).

The Library has adopted separate policies to address:

- Requests for reconsideration of collected materials: [Reconsideration of Library Resources](#).
- Gifts, memorials and other financial matters: [Financial Management](#).

This policy rests on the professional principles found in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

The Estes Valley Library **Collection Development Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on December 10, 2007, revised on June 18, 2012, October 19, 2015 and August 20, 2018, reviewed April 19, 2021, and revised April 15, 2024.

Lynn Lawson, President

Anne Dewey, Secretary
