



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

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

## Consent Agenda

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

1. Board of Trustees meeting Minutes: May 20, 2024
2. Income & Expense Year-to-date Report: May 2024

## Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Morriss
  - Discussion of desired skill sets for new board members
- Policy Committee - Dewey & Kirtland
- Finance Committee – Hemphill & Polson
- Design Advisory Group/Task Force – Hemphill & Polson
- Library Report – Director Perrault
- Library Friends & Foundation Report - Groesbeck

## Action Items

- Gov't Affairs Committee – Lawson & Morriss
  - Elect new Secretary for remainder of 2024
  - Appointment of Cindy Morriss to Policy Committee for remainder of 2024
  - Appointment of Trustee Nominating Task Force: Lawson & Kirtland
- Finance Committee - Hemphill & Polson
  - Approve moving forward with the exploration of an expanded scope of the building renovation design
  - Approve using existing budgeted building renovation funds, up to a maximum of \$150,000, for the Schematic Design and Design Development phases, in order to create marketable information for fundraising and grant writing purposes

## Upcoming Meetings of the Board of Trustees

1. Study Session: August 1, 2024, 6:30p (Wasson Room)
2. Regular Session: August 19 2024, 6:30p (Wasson Room)

## Other Events

- **Holiday Closure** recognizing Independence Day: Thursday July 4, 2024
- **Library Staff & Volunteer Breakfast**: Tuesday, July 23, 2024 8:00a (Hondius Room)
- **Friends & Foundation Annual Membership Meeting**: September 27, 2024

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### LIBRARY MISSION STATEMENT:

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



# BOARD OF TRUSTEES MEETING AGENDA

Monday, June 17, 2024, 6:30 PM  
Estes Valley Library / **Wasson Room**

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Adjourn

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LIBRARY MISSION STATEMENT:

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

Public Comment, received by email on Thursday Jun 12, 2024:

"As a concerned citizen and member of the DAG, I want to express my full support for the action item recommendation of the Finance Committee regarding moving forward with additional or substitute spending of budget funds toward the next phase or phases of building design work by our contractors."

John Krueger

**Estes Valley Public Library District**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Monday, May 20, 2024 at 6:30pm  
Estes Valley Library / Wasson Room / Hybrid

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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; Cindy Morriss, Vice-President; Anne Dewey, Secretary; David Hemphill, Treasurer; Beth Ellis; Kirt Kirtland; Marlys Polson

**FRIENDS & FOUNDATION LIAISON:** Sarah Walsh

**STAFF:** Shari Baze; Melanie Kozlowski; Barbara Jo Limmiatis; Claudine Perrault; Seph Reed; Cindy Seckman; Joanna Stensland; Breanna Vegas; Eric White

Public Comments: John Krueger expressed regret at losing Anne Dewey on the Board and his hope that the Board will approve the Finance Policy revisions.

**Consent Agenda**

1. Board of Trustees meeting Minutes: April 15, 2024
2. Income & Expense Year-to-Date Reports: March 2024 & April 2024
3. Study Session: Status report on the library building renovation plan: May 2, 2024  
**Kirtland moved to approve the May Consent Agenda. Morriss seconded the motion. Ayes all (24-14)**

**Staff Presentation**

- *Meet the Staff:* Program & Outreach Team (4th of 4 board presentations)  
Lawson expressed appreciation for all the team presentations and the extra insight into all that the Library is doing.

**Strategic Discussion & Reports**

- Gov't Affairs Committee - Lawson & Morriss
  - Legislative updates: SB24-216 and others  
SB24-216, the bill to protect Colorado libraries from book bans is now awaiting the Governor's signature. We'll want to update relevant policies with reference to the new statute over the next few months, but thanks to the work of the Policy Committee our policies are quite good. Perrault invited trustees to join staff at SDA legislative briefings as there are other bills which will likely affect the Library. Accountant Seckman reported on SB24-233, the bill concerning property taxes. The bill has been signed by the Governor. The property rates mirror those of last year with similar exemptions. The new limit of annual growth of 5.5% is based on the property tax year 2023, which is 2024 revenue. There could still be lingering ballot initiatives which may affect the final assessment, but the revenue projection for next year is looking fairly positive.

- Trustee Nominating process  
President Lawson has added a discussion on the trustee nominating process to the agenda of the June Board meeting. Board Action: Trustees are asked to come to the next Board meeting with ideas on the skills needed in Dewey's & Ellis' successors.
- Lawson thanked Morriss and Polson for attending the Friends & Foundation Board Meeting last week where Perrault presented the status of the renovation. Lawson & Groesbeck will meet to discuss how to move forward.
- Finance Committee - Hemphill & Polson
  - Renovation: Redirecting 2024 funds from Design-Build to Design only  
Hemphill reported that due to the increased size of the project and the need to find financing, construction would likely be postponed to the fall of 2025 at the earliest. At the June Board meeting there will be a vote on redirecting 2024 funds from Design-Build to Design only. Accountant Seckman and Perrault have a meeting tomorrow with the Design-Build team. President Lawson thanked everyone who has been working on the renovation project.
- Library Report – Director Perrault
  - Monthly Admin Report  
Perrault highlighted Accountant Seckman's detailed report as well as Communication Specialist Hazelton's takeaways. She also highlighted the HR report on the very successful Staff Development Day and the staff survey comments in BoardShare. Technical Services Supervisor Maggetti and Accountant Seckman have been looking into cyber liability and met with Douglas County Libraries to discuss what they had learned about cyber security insurance.
  - 1st Qtr Strategic Report  
There is a new format to the quarterly reports. The Progress Report sections give a summary of whether a project is on target, delayed or complete. We are largely on target.
- Policy Committee - Dewey & Hemphill
  - Reprioritizing the policy review schedule: change of sequence  
With everything going on in the Legislature, the Policy Committee was tasked to restructure the Library policy review schedule. The Committee proposes that the 7 policies listed in the Admin Report be reviewed by the end of 2024.
- Library Friends & Foundation (F&F) - Walsh, Exec. Director  
Executive Director Walson invited trustees to the special event with author Aimie Runyan. She also reviewed her summary of activities in the Admin Report.

#### Action Items

- Gov't Affairs Committee - Lawson & Morriss
  - Accept Dewey resignation from Board of Trustees  
**Polson moved to accept the resignation of Anne Dewey. Hemphill seconded the motion. Ayes all (24-15).**
- Finance Committee - Hemphill & Polson

- Accept 2023 Audited Financial Statements  
**Hemphill moved to accept the 2023 Audited Financial Statements. Polson seconded the motion.** Hemphill reported that the 2023 audit was clear and no adjustments were needed. The Auditor also approved the Library's segregation of duties. He thanked Accountant Seckman for her outstanding work. **Ayes all (24-16).**
- Board Resolution to dissolve the Capital Reserve Fund  
**Polson moved to accept the Resolution to dissolve the Capital Reserve Fund. Dewey seconded the motion.** A promise was made to voters in 2013 to dedicate reserves to a capital improvement fund. This promise has been fulfilled. The Auditor recommended a Board Resolution to dissolve the Capital Reserve Fund and transfer monies to the Long-Term Reserve within the General Fund. **Ayes all (24-17).**
- Approve revised Library Finance Policies  
**Polson moved to approve the revised Library Finance Policies. Morriss seconded the motion.** As the Finance Committee has looked into loan options, it became apparent that more work was needed on the Finance Policy. Based on research with other libraries, new percentages for reserves are proposed. There have also been some edits made to purchasing limits and approval levels which were too low. The question was raised whether the Board still needs to see all contracts and MOUs as written in the policy. After discussion, it was decided to leave this section in the policy for now. It was pointed out that there may be some inconsistency of language and content with what is stated in the by-laws related to borrowing money. *STAFF ACTION:* Perrault & Accountant will ask the Library's attorney to review this policy as well as the by-laws. There was also some discussion around the wording of section 10B. The suggestion was made to strike section 8D from the policy and address the question of long-term loans with the attorney. Lawson thanked everyone for their work on this policy and for the discussion. **Lawson amended the motion to approve the revised Library Finance Policies with the removal of section 8D from the policy. The amendment was seconded by Polson. Ayes all (24-18).**

#### Upcoming Meetings of the Board of Trustees

1. Study Session: no June study session
2. Regular Session: June 17, 2024, 6:30p (Wasson Room)

#### Other Events

- Holiday Closure: **Memorial Day** on Monday, May 27, 2024
- Director vacation/out of office: May 27 - June 12, 2024
- Friends & Foundation: **Special Event with Author Aimie Runyan** - Friday, June 14, 2024

President Lawson adjourned the meeting at 7:59 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,  
Anne Dewey, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**  
Resolutions from May 20, 2024

**(24-14)** Kirtland moved to approve the May Consent Agenda. Morriss seconded the motion. **Ayes all.**

**(24-15)** Polson moved to accept the resignation of Anne Dewey. Hemphill seconded the motion. **Ayes all.**

**(24-16)** Hemphill moved to accept the 2023 Audited Financial Statements. Polson seconded the motion. **Ayes all.**

**(24-17)** Polson moved to accept the Resolution to dissolve the Capital Reserve Fund and move the remaining funds into the Long-Term Reserve within the General Fund. Dewey seconded the motion. **Ayes all.**

**(24-18)** Polson moved to approve the revised Library Finance Policies. Morriss seconded the motion. Lawson amended the motion to approve the revised Library Finance Policies with the removal of section 8D from the policy. The amendment was seconded by Polson. **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 - 2024 INCOME & EXPENSE REPORT

*As of 05/31/2024 41.67% of Year Elapsed*

### GENERAL FUND

#### OPERATING REVENUE

REVENUE	BUDGET	YTD 2024	% BUDGET
TAXES	\$2,785,624	\$2,037,115	73%
INTERGOVERNMENTAL REVENUE	\$0	\$0	0%
FEES AND INTEREST	\$133,565	\$83,375	62%
DONATIONS/OTHER REVENUE	\$523,730	\$152,295	29%
<b>TOTAL REVENUE</b>	<b>\$3,442,919</b>	<b>\$2,272,784</b>	<b>66%</b>

#### OPERATING EXPENDITURES

##### SERVICES

SERVICES	BUDGET	YTD 2024	% BUDGET
PATRON SERVICES	\$377,307	\$150,455	40%
PROGRAM & OUTREACH	\$634,597	\$247,142	39%
TECHNICAL SERVICES	\$711,361	\$328,226	46%
<b>SERVICE</b>	<b>\$1,723,264</b>	<b>\$725,823</b>	<b>42%</b>

##### SUPPORT

SUPPORT	BUDGET	YTD 2024	% BUDGET
ADMINISTRATION	\$884,018	\$400,270	45%
BUILDING	\$206,353	\$83,093	40%
<b>SUPPORT</b>	<b>\$1,090,371</b>	<b>\$483,363</b>	<b>44%</b>

<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$2,813,637</b>	<b>\$1,209,186</b>	<b>43%</b>
CAPITAL	\$2,050,500	\$0	0%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$4,864,137</b>	<b>\$1,209,186</b>	<b>25%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>	<b>\$629,282</b>	<b>\$1,063,598</b>	

### CAPITAL RESERVE FUND

	BUDGET	YTD 2024	% BUDGET
<b>BEGINNING RESERVE BALANCE</b>	\$77,864	\$74,578	96%
ADDITIONAL RESERVES	\$190,000	\$25,422	13%
FEES AND INTEREST	\$9,000	\$2,149	24%
CLOSE OUT TO LONG TERM RESERVE - GENERAL FUND		-\$102,149	
<b>TOTAL FUND BALANCE &amp; REVENUE</b>	<b>\$276,864</b>	<b>\$0</b>	<b>0%</b>

#### EXPENDITURES

	BUDGET	YTD 2024	% BUDGET
<b>TOTAL CAP RESERVE FUND EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>EXCESS - REVENUE OVER EXPENSE</b>		<b>\$0</b>	

### LIQUID FUNDS

OPERATING ACCOUNT	\$1,175,581
SHORT-TERM OPERATING RESERVE	\$719,541
LONG-TERM OPERATING RESERVE	\$2,585,634
CAPITAL REPLACEMENT RESERVE	\$0
<b>TOTAL GENERAL FUND + CAPITAL RESERVE FUND LIQUID BALANCE</b>	<b>\$4,480,756</b>

	Current Term Expires	Board Term Limit	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Ellis, Beth '16	12/2025	12/2025		XX								
Hemphill, David '17	12/2024	12/2028	X				XX					
Lawson, Lynn '21	12/2026	12/2030			X				XX			
Kirtland, Kirt '23	12/2027	12/2031				X				XX		
Polson, Marllys '23	12/2027	12/2031				X				XX		
Cindy Morris '23	12/2024	12/2032	/				X				XX	
[New trustee] '24	12/2025	12/3033		/				X				XX

Board members are limited to two consecutive 4-year terms

<b>Partial Term</b>	/ = end of partial term
<b>First Term</b>	X = end of first term
<b>Second Term</b>	XX = end of second term

	Current Officer	Maximum Term (if reappointed)	2024	2025	2026	2027	2028	2029	2030
President	Lawson	2023-2026							
Vice-President	Morriss	2024-2027							
Treasurer	Hemphill	2024-2027							
Secretary									

Officers are limited to 4-consecutive year terms

Year (Term begins)	Board Openings	Openings if eligible trustees continue
2024	3	1
2025	2	1
2026	1	0
2027	2	0
2028	2	1
2029	1	0
2030	1	1
2031	2	2
2032	1	1
2033	1	1

Project Cost Expenditure & Explanation  
June 8, 2024

Claudine Perrault  
Estes Valley Library District

Re: Projected Design Costs in 2024  
GH Phipps Job #24D6685

Dear Ms. Perrault,

Attached to this letter we have provided a projected schedule of expenses associated with an expected approval of design costs at your June finance and board meetings. As a basis of information, we have the following current details on our agreement.

Base Contract Amount: \$50,000  
Amount Invoiced and Paid: \$42,561.48  
Additional Scope performed to achieve 25% SDs: \$19,500  
Total Owed: \$26,938.52

This invoice will be submitted in June.

From our discussions, we are assuming that we have captured the intent of what the renovation of your library is intended to be and therefore our scope is well identified at approximately \$3.8 million in construction costs. The remaining stages of design and their associated costs are identified as follows:

**Schematic Design/Rough Sketches - \$53,000**

Studiotrope would prepare a series of rough sketches, known as schematic design, which show the general arrangement of rooms and of the site. Some models could be generated at this phase to help visualize the project but they would generally not have the details, perspectives, finish pallets, and final selections to make sense for a grant writing or fundraising campaign. A detailed review with whoever you so choose would occur at this stage that includes an approval prior to proceeding to the next phase.

**Design Development/Refining the Design- \$97,000**

This design phase is when you really dig into the details. Now that you have the basic idea, you can begin to refine them. If the schematic design phase produced several design options, now is the time for the client to pick one. Studiotrope will prepare more detailed drawings to illustrate other aspects of the proposed design. Floor plans show all the rooms in correct size and shape. Outline specifications are prepared listing the major materials and room finishes. When this stage is complete is when more polished collateral is created that includes 3D renderings that would be used for fundraising and grant applications. So it is important to note that we need to get through this stage of the process to provide that information.

### **Preparation of Construction Documents - \$116,000**

Once the owner has approved the design, the architect prepares detailed drawings and specifications, which the contractor will use to establish final construction cost and build the project. What happens between Design Development and Construction Documents is like the difference between a detailed outline for a research paper and the actual final paper where all of the particular parts and pieces get identified on the design documents. With this detail we are able to solicit the most competitive pricing for Estes Valley Library District with multiple bidders looking at each scope of work. The drawings and specifications become part of the building contract in terms of what we are contractually obligated to provide to you as our client.

### **Bidding and Permitting Phase - \$7,000**

This phase is our team's cost for Studiotrope to package up the Construction Documents and work with the building permit department to submit the plans and work through their review process to arrive at a building permit. This also encompasses their cost to support GH Phipps as we procure our trade partners and we have clarifying questions, collaborative meetings, and ultimately finalize a Guaranteed Maximum Price for construction.

### **Construction Administration - \$75,000**

This is the phase for Studiotrope's costs during the construction of your renovation for Studiotropes time to provide oversight as a design and code expert of our work as GH Phipps, attend OAC meetings, review questions that arise in the field, review the materials we are proposing to use for compliance with their intent of the documents, and ensure a timely completion of the construction of their design.

### **Reimbursable Costs - \$6,000**

These are industry standard costs incurred by Studiotrope for things like reproduction of documents, travel to the jobsite, etc.

In total, the projected additional costs for these different phases are summarized here: It's important to note that the work we've done together previously to identify the scope of the project helps inform these numbers and if we change that scope significantly it would require some re-evaluation of these costs:

100% Schematic Design (SD): \$53,000  
Design Development Drawings (DD): \$97,000  
Construction Documents (CD): \$116,000  
Bidding and Permitting: \$7,000  
Construction Administration: \$75,000  
Reimbursable (Travel, Reproduction, etc.): \$6,000

Total for the Remaining design costs: \$354,000

The schedule that follows helps to highlight the duration for each of these phases and when these costs would become due if released to progress design in June. As we understand your upcoming needs there is a desire to have marketable information for both fundraising and grant writing. It will take us four months to get to that point so, for example, if you needed that marketing information on October 31<sup>st</sup>,

we would need to have the approval to move forward by the end of June for us to achieve that date. You will also notice that the construction administration component of the costs is not incurred until construction begins, so the expense incurred prior to construction starting is reduced by that \$75,000 to a total of \$279,000.

**Moving towards Construction:**

The Construction Documents must be complete, and permits must be approved before we can start construction. As currently shown in the attached schedule, all of these steps in the process happen sequentially which assumes that by March of 2025 you have done the hard work of fundraising to get to the total project budget. If you need more time, or you need us to pause between DD's and CD's while you ramp up fundraising we are more than happy to wait until you are ready for us. However, escalation will cause the project to get more expensive as you wait.

Our last budget effort was a total project budget for design and construction of \$4.22 million. With the scenario outlined in the attached schedule that starts in March of 2025, it's likely that our total project budget will be between \$4.3 and \$4.4 million due to the 9-10 months between now and then. If we pause design for 3 months in the 4<sup>th</sup> quarter of 2024 and the project start date moves that 3 months the budget is likely to be between \$4.4 and \$4.6 million. Our hope would be that we return to a normal construction economy by early 2025 and some of this concern around escalation could be overblown but we do not want to ignore the very real risk of it happening to the project as your team looks forward towards the funds needed for the project.

It has been truly enjoyable to work with you and your team to get to this point in the project and we look forward to continuing to support your team through the next two years to make this project a reality. We are available to discuss any questions you may have regarding the enclosed schedule, the design milestones, and our process going forward as needed. Please do not hesitate to reach out.

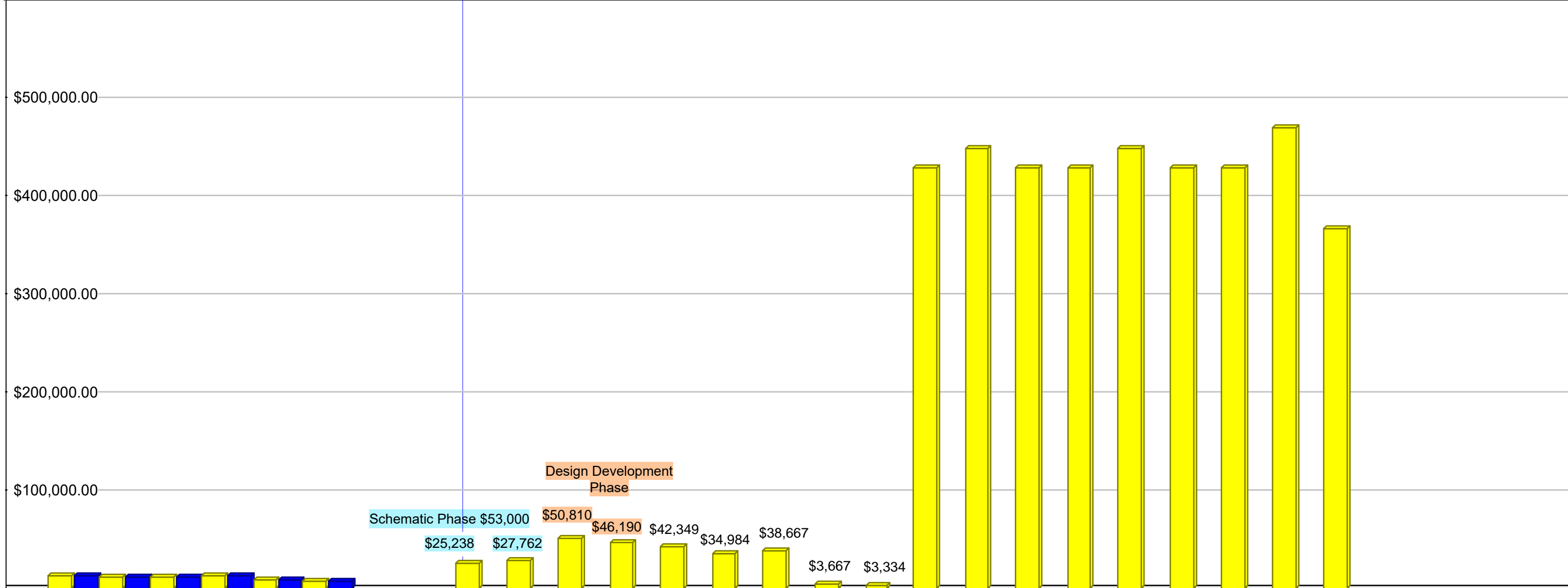
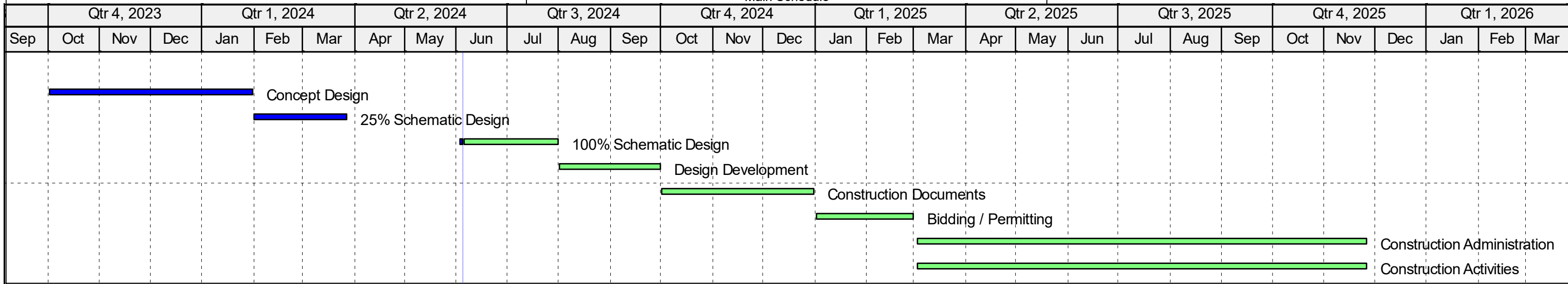
Sincerely,



Regional Director, Northern Colorado – GH Phipps

CC:

Cindy Seckman, EVPLD  
Joseph Montalbano, sDC  
George Kincaid, sDC



Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Qtr 4, 2023				Qtr 1, 2024			Qtr 2, 2024			Qtr 3, 2024			Qtr 4, 2024			Qtr 1, 2025			Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026		

█ Remaining Level of Effort    ▬ Remaining Work  
█ Actual Level of Effort    ◆ Milestone  
█ Actual Work





# ESTES VALLEY LIBRARY

## Monthly Administration Report June 2024

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### Financials - Cindy Seckman

**May 2024 YTD Budget Report:** With 41.67% of the year complete, General Fund revenue is at 66%; County revenue is 74.46% and Specific Ownership is at 48.59%. Total expenditures are at 24.86% (total Operating at 42.98%).

**Capital Reserve Fund:** Per Board Resolution signed at the May Board Meeting, \$102,149 was transferred from the Capital Reserve Fund to the Long Term Reserve within the General Fund, thus dissolving the Capital Reserve Fund.

**Sarah Winters Estate** - Per the legal documents for the Sarah Winters Estate restricted gift, the funds were to be kept in a separate interest-bearing account with the interest to be used for the purchase of large print books and other visual aids. This gift has been earning less than 1% interest since 2019 in a CD at Bank of Estes Park, with a renewal rate of 3.29%. ColoTrust accounts are currently paying over 5% and float closer to market. Therefore, the CD was closed, and these funds were moved to a new, separate account at ColoTrust to better utilize the spirit of this gift.

**Wildfire Project Deposit - A Late Report:** In May of 2022 the Library put a \$5,000 refundable deposit toward 5 housing units to be built in the Wildfire Project. With this deposit we were put on a list of investors to receive first hand information when units became available, with the purpose of immediately notifying potential interested staff. The prices rose so quickly that potentially interested staff were not able to take advantage of the opportunity. In September 2023 the 'list' was disbanded and we were refunded our \$5,000 deposit from Re/Max Mountain Brokers.

### Financial Management Policy Compliance:

- **ColoTrust PLUS Account Daily Yield** is **up** to **5.4150%** on May 31st from 5.4138% on April 30th. (Budgeted at 4.5% taking into consideration Long Term Reserve is budgeted to decrease by \$900k).

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### Facilities - Janet Antozzi

We're starting the busy summer season with the normal problem of non-library individuals parking in the library's 7 reserved parking slots. We've met with Town of Estes Park Parking & Transit Manager, Dana Klein, to make changes to the current

signage to indicate that the parking slots are reserved for library use only. Dana plans to add an additional placard sign with verbiage which states “Library” to each of the 3 current signs. The hope is that this additional information will make individuals more aware that these are reserved for library use only and not for general parking. Dana is working with us regarding the cost of the additional signage.

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## 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:*

- Platte River Power Authority and the Town of Estes Park have been struggling to give away a large stockpile of “efficiency kits” to Estes Valley residents. These kits include items like LED dimmable light bulbs, Wi-Fi enabled sockets, low-flow showerheads, faucet aerators, and more. Barbara Jo offered to assist via our [Grab & Go system](#) and in January, we quietly listed the first round of kits on our website. Without any promotion, all 32 boxes were gone in seven days. At the end of May, we received another batch and this time, 56 were gone in less than a week (- we did a bit of promotion via social for this round.) This is especially exciting considering that the kits did not move prior to library support. We hope to receive more kits in September for our “Back to Basics Base Camp” themed month (surrounding sustainability and preparedness) and look forward to giving those away even more quickly!

**The Takeaway:** Our presence in local partnerships is valuable and makes a tangible difference. It truly takes a village (library 😊).

- Last month one of the May report’s talking points detailed Park Like A Local, the Library’s response to community feedback about accessing our services (including collections, resources, and programs) during the busy summer season. Since that report – and since we began our second round of promoting local parking permit signup at the Library – we have welcomed 214 new cardholders. Wow! During the week of May 20, or the week leading up to the start of the paid parking season, we signed up 60 folks. For comparison’s sake, we typically average about 4-5 signups per day, or 28-35 per week.

We will continue to promote the entire PLAL program (including use of the Twig at the Estes Valley Community Center, using the parking garage and free trolley system or Riverwalk, and off-peak/offsite programs) throughout the summer.

**The Takeaway:** The community is signaling that the Library’s innovative systems work for their concerns and needs. Our solutions are not only responsive, but effective.

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No report.

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### **Acquisitions / Tech Services - Brad Maggetti**

Following our accessibility audit, [estesvalleylibrary.org](http://estesvalleylibrary.org) now scores **100/100** when scanned for compliance with WCAG 2.2 AA web accessibility standards. The completion of this part of the project represents the biggest push in our accessibility plan for the year. Our website features several new (and complex!) features such as the sliding carousels with events and book covers on the homepage that are challenging to bring up to accessibility standards on the back end. Allison was up to the challenge and we're glad to put web accessibility more or less into maintenance mode. A great example of the "[Curb Cut Effect](#)" arose out of the most recent round of updates: sighted staff report that they already make frequent use of an added pause button to the sliding carousels. It turns out all users like being able to take control of these animations. While this feature was initially included to help people using screen readers to accommodate visual impairments, once put into practice the whole population stands to benefit from it.

Only a few untied threads remain around publishing certain file types, but we comply with the required standards. Further, our subscription to an automated site scanning tool allows us to always be confident that even as we add more and more content to the website, we will remain in compliance with required standards. Even though HB21-1110 no longer takes as strong of an effect July 1 of this year (as a result of the more recent [HB24-1454](#)), with the completion of this project we are already in compliance. And, as we are starting to see this project just makes for more useful digital products for everyone.

Reporting on the grant that funded our accessibility audit is due to the Statewide Internet Portal Authority in July.

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### **Programs & Outreach - Barbara Jo Limmiatis**

We were made aware that we are in the Library Speakers Consortium top ten of registrations when compared to similarly sized libraries of 5,000 -20,000 cardholders over the past six months (approximately 95 libraries total).

The team participated in three community events in May including Arbor Day, Cinco de Mayo and the End of School Bash at the Estes Valley Community Center. These events received positive feedback from both participants and partners with a combined exposure of 847 participants across all events to library staff and services.

Mind, Body, May proved to be a popular theme again this year with over 600 participants in themed programming.

In May the Programs & Outreach team was sad to say goodbye to Technology Arts Librarian Reed, but happy to welcome new Technology Arts Librarian Baze in a full time capacity. Baze is already busy planning adventure-themed Makerspace programs for July and looks forward to getting up to speed on Library operations.

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### **Patron Services - Linda Wisneski**

Work continues on Customer Service Standards and Procedures and is having a positive impact. Patron Shannon Burns states, "Although everyone I encountered was excellent, I did work with Kay Lawson on my room reservation. She's a gem & your (sic) are lucky to have her working in your system!" A phone call from another patron complimented Mark Sherman calling him "unperturbable" after asking him "20 questions"!

Crossing training the TS team on the PS desks has begun with Creative Technologist Allison Cavis. This has been quite fruitful and enjoyable for her as well as for Jack Anthofer, whom she has been shadowing.

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

**Design Advisory Group / Finance Committee:** Due to the significant cost increase for the more desirable library renovation design, the Finance committee posed a list of questions to the Design-Build team of Phipps/Studiotrope regarding financial considerations such as capital grant opportunities, the value of certain aspects of the proposed design, and other topics. In response, the Design-Build team provided a written summary of the specific design phases and their related costs. Please find that letter attached.

The finance committee met with the Design-Build team to discuss this letter. Afterwards, while all members were in support of the overall project, the Finance Committee members deliberated all aspects of the project from their different perspectives. The discussion included the potential fundraising support of the Friends & Foundation, the possibility of major grant opportunities and paid assistance for grant writing, and the uncertainty of future property tax revenue.

The result is a recommended course of action to expend from the existing budgeted renovation funds up to \$150,000 - above the currently expended \$69,500 - to move the project forward in a way that creates marketable information that makes the project more attractive to grants and donors, gives us more time to explore these funding options with the Friends, and receive solid tax revenue information due from the County in late August.

A critical caveat to the design contract, is that the moment we determine that any one of these funding aspects are not possible, thus making the project unfeasible, we have the ability to stop all work and will only be responsible to pay for work done to date.

Looking at the timeline from Page 4 of the letter, the Schematic and Design Development Phases are slated to be complete by the end of Q3 2024. This aligns with the timing of receiving preliminary 2025 tax revenue, as well as the due date of current major grant applications we are pursuing.

FYI: The total cost to get us through the Design Development stage would be a maximum of \$220,000 broken down as follows: Paid in 2023 - \$42,561.48; currently due - \$26,938.52; Schematic Design Phase - \$53,000; Design Development Phase - \$97,000.

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

Thank you to our Volunteer Committee (Stacey Harding, Chistann Higley, and Anne Rogers) for hosting a festive volunteer appreciation event after hours on Friday, June 7. We recognized 18 volunteers who have volunteered since Cliffhanger's opening day back in April of 2019. We had 25 in attendance which is a very impressive turn out considering the current difficulties of navigating the loop construction. Nothing can stop our Library Lovers!

The May 23 book date was a success. Please save the date of August 9 for the 4<sup>th</sup> Book Date of 2024.

MOU June activities:

- Library - *Inform F&F of any unanticipated developments in funding requirements for current year*
- F&F - *Present a fundraising report to Library, including any unanticipated problems in fundraising*

During the early design phase of the Library's renovation project, the Design Advisory Group learned that the funds needed for a renovation increased from \$1.5MM to \$4.4MM. Director Perrault and Trustees Polson and Morriss attended the May 14 F&F Board of Directors meeting to present on these findings. Determination on fundraising options will be explored over the summer months.