

Douglas County Libraries
BUSINESS MEETING
Wednesday, August 23, 2023, 5:30 P.M.
Parker Library, Parker, CO

CALL TO ORDER Presiding: Suzanne Burkholder, President

NOTICE *This meeting was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.*

ATTENDANCE

GUESTS Parker Police Department Officer, Dan Britton, Legal Counsel, Linda Glesne and Madison Phillips, and Customer, Aaron Wood

PRESENTATION Youth and Family Services Librarian, Tiffany Durham and Youth and Family Services Supervisor, Brandon Forman

PUBLIC COMMENTS

DISTRICT BUSINESS

[Page 5](#)

Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.

Content Appeals

[Pages 6-36](#)

Staff Appeals Recommendation

[Pages 6-7](#)

Content Appeals Packet

[Pages 8-36](#)

Speakers:

- Aaron Wood, Customer
- Bob Pasicznyuk, Executive Library Director
- Linda Glesne, Counsel

Board Discussion and Action

MOTIONS to resolve Content Appeals

- All Boys Aren't Blue
- This Book is Gay
- The Hips on the Drag Queen Go Swish, Swish, Swish
- Jack of Hearts

CONSENT AGENDA

[Page 37](#)

Board members may request to have any item(s) removed from the consent agenda for further conversation by making that request when asked by the chair and stating the item.

MOTION to approve Consent Agenda

1. Minutes June 28, 2023

[Pages 38-42](#)

RETURN DISTRICT BUSINESS

[Page 5](#)

Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.

Executive Committee

- Highlands Ranch Library Replacement of Lights due to Tornado Damage
MOTION to Approve Unbudgeted Expenditure

[Pages 43-46](#)

Policy Committee

Succession Committee

EXECUTIVE LIBRARY DIRECTOR UPDATE

[Pages 47-73](#)

- Report
- Quarterly KPI – 2nd Quarter 2023
- Quarterly Strategic Report - 2nd Quarter 2023
- Quarterly Financials - 2nd Quarter 2023
- Quarterly Division Reports - 2nd Quarter 2023

[Page 47](#)

[Pages 48-50](#)

[Page 51](#)

[Pages 52-62](#)

[Pages 63-73](#)

PARTNER REPORTS

Partnership of Douglas County Governments

Douglas County Youth Initiative

Urban Libraries Council

Foundation

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

1. **Executive Committee Meeting**: September 14, 2023, Douglas County Libraries at Castle Pines, 8:00 a.m.
2. **Succession Committee Meeting**: September 14, 2023, Douglas County Libraries at Castle Pines, 9:30 a.m.
3. **Policy Committee Meeting**: September 27, 2023, Douglas County Libraries at Parker, 3:00 p.m.
4. **Board Study Session**: September 27, 2023, Douglas County Libraries at Parker, 4:00 p.m.
5. **Board Business Meeting**: September 27, 2023, Douglas County Libraries at Parker, 5:30 p.m., Dinner at 5:00 p.m.

Please Note: The annual Library and Foundation Board dinner has been moved to December 6, 2023.

OTHER BOARD CALENDAR ITEMS

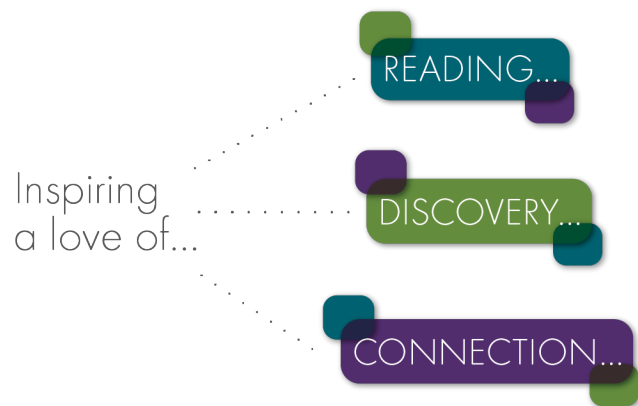
1. **Partnership of Douglas County Governments Meeting**: September 20, 2023, 7:00 a.m. – 9:30 a.m., Douglas County Libraries at Castle Rock
2. **Annual DCL Foundation Gala**: September 29, 2023, 6:00 p.m., Highlands Ranch Mansion

ADJOURN

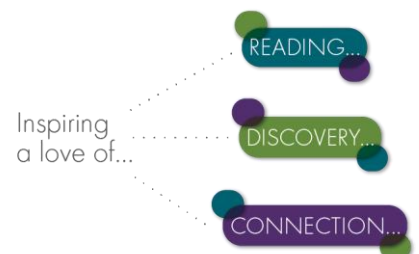


Board of Trustees

August 23, 2023



Item	Preparatory Work	Motion
Content Appeals	Review for action	MOTION: Language given in Confidential Attorney / Client Privilege memo, or crafted as needed with attorney during the meeting.
Highlands Ranch Library light pole replacement – non budgeted expenditure request due to tornado damage	Review for action	MOTION: I move to authorize the non-budgeted expenditure of \$71,806 to replace all parking lot light fixtures at the Highlands Ranch Library and add an additional exterior lighting fixture with monies from the 2023 Douglas County Libraries’ Foundation gift.



DATE: 7/25/2023

AGENDA ITEM: Customer Appeals – 4 Titles

PERSON(S) RESPONSIBLE: Bob Pasicznyuk

DISCUSSION:

A Library customer, Aaron Wood, has appealed 4 titles in our Library’s collection. Both Mr. Wood’s written appeals and staff responses are included in this Board packet. Staff responses also speak to title locations and other relevant metrics and background for each. Relevant Library policies for access, collection selection, and children’s use of the Library are also included in this packet.

Appealed Titles

- 3 titles are shelved with our adult inventories. They are:
 - *Jack of Hearts*, added in 2018.
 - *All Boys Aren’t Blue*, added in 2020.
 - *This Book is Gay*, added in 2021.

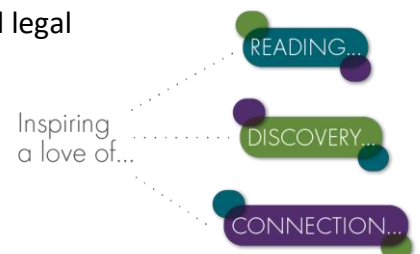
- 1 title, *The Hips on the Drag Queen Go Swish, Swish, Swish*, is shelved with our Youth inventories and it was added in 2020.

Mr. Wood’s reasoning in his appeals is essentially the same for all 4 works.

1. That the works promote “the destructive, homosexual lifestyle.”
2. That the works include sexually explicit and profane content rising to the level of obscenity.
3. That the works create an uncomfortable environment for those who do not wish to be exposed to such content.
4. That the content in these works isn’t compatible with the public library’s role as a tax-supported organization.

Board policies, unanimously approved on March 29 this year, make 5 demands of staff in the selection and retention of books that are in opposition to Mr. Wood’s requests.

1. Staff are to support customer freedom and self-determination.
2. Staff must never make selections based on race, faith, sexuality, or gender.
3. Staff must refrain from suppressing or limiting customer access beyond legal requirements.



4. Staff must select titles impartially, not using their own values and beliefs to accept or reject.
5. Staff are to use customer demand as the highest priority for making purchasing decisions.

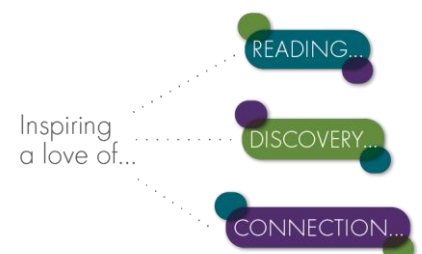
Board policies also direct staff specifically about Youth and Family services in opposition to Mr. Wood's requests.

1. Staff are to use professional practices in the selection of books – including consulting expert reviews by educators, librarians, and literacy experts in evaluating titles and to determine if a title is generally appropriate for younger customers.
2. Staff are to include all topics and points of view when selecting youth content. The policy instructs staff to include “everything in the world of ideas.” The Board directed Library staff to “not limit every customer's choices merely because a child might access content.”
3. Staff are to regard parents as the best and ultimate filter for what is appropriate for their children. Staff are to assist parents find, curate, or limit content in keeping with their family's values. Staff are to provide parents with tools to limit their loans to children's titles alone. Staff communicate with parents about these tools when issuing library cards and through our annual communications.

BUDGET IMPACT: None unless the Library incurs costs due to litigation.

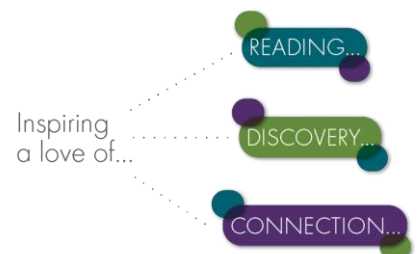
RECOMMENDATION: Staff, both at the Collections Manager level and at the Executive Director level, recommend the items to be retained in the Library's collection with no warning labels or relocation.

MOTION OPTIONS: Motion language, for all options, is provided by our attorney in their privileged communication to the Board.



CONTENT APPEALS REQUEST - TABLE OF CONTENTS

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Memo to: Board of Trustees

Date: 6/30/2023

RE: Appeals

From: Bob Pasicznyuk

Collections are key in providing a world-class library. The collection speaks to our library's values and policy commitments. Please find the following information packet in support of your decision-making – August Board agenda that includes customer appeals for 4 library titles.

Staff is available to provide further information or answer any query should you require it.

Also: Be aware that the policies the Board adopted earlier this year go into effect on August 1, 2023. The packet provides both the policies that will be in force by the August meeting as well as previous policies for background.

-Bob



Policies in place through July 31, 2023



ACCESS

A. LIBRARY BILL OF RIGHTS

The District offers library resources equitably and for the interest, information and enjoyment of customers. Time-honored principles and values have informed and guided libraries for decades. They are foundational to our beliefs and work.

The American Library Association adopted the Library Bill of Rights. The following statements are adapted from the Library Bill of Rights:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community, which the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should honor those concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

B. CHILDREN'S ACCESS TO LIBRARY RESOURCES

The District believes that parents and guardians are the arbiters of their children's use of library resources. To assist parents and guardians of children under the age of fifteen, the District will provide controls that parents and guardians can use to manage their children's use of library resources.

The District will provide specific information annually to all parents and guardians on how to exercise these controls for their children's use of library resources. This information will be provided to all new applicants for children's cards upon receipt of the card.

The District demonstrates our commitment to children by curating content and environments specifically designed for them. Our staff assists children and their parents and guardians as they navigate the District's array of resources. Our commitment to children exists inside a foundational mission to present a world of ideas and the artifacts of our culture for the entire community.

C. INTERNET RESOURCES

The District generally applies the same freedom, access and privacy commitments to internet use, but with several significant distinctions necessary to the nature and character of the digital world.

- Both federal and Colorado law require internet filtering and circumstances under which the library may remove filters. The District will fully comply with these legal mandates (Colorado Revised Statute 24-90-601; Children's Internet Protection Act (CIPA), Pub.L.No. 106-554)
- The District provides access to vast internet resources, but does not endorse or assume responsibility for sources merely because a customer accessed the resources via the library.
- The District will not permit illegal activities through any library technology system. The District will pursue appropriate legal action, including prosecution of suspects. Illegal activities, as defined by law, include and are not limited to accessing or trafficking in obscene content, child pornography, violations of copyright, and a variety of activities generally described as "criminal." In general, the District expects customers will be both law-abiding and civil. As appropriate, the District will monitor customer use of internet resources to validate system security and compliance with this policy.

D. DISRUPTIVE BEHAVIOR

Disruptive behavior endangers customers or staff, infringes on the rights of others using the library, or is illegal. This includes, but is not limited to, any behavior that results in damage or disruption of library property or services.

Staff will maintain a written Customer Code of Conduct to outline expected behavior when using district facilities or attending district events. Notifying customers to stop their behavior, contacting law enforcement, curtailing access to library resources, or banning a customer's use of the library are all customary responses to disruptive behavior.



A customer may appeal a ban by sending a written request to the Executive Library Director. The library shall respond within ten (10) days of an appeal. Should the individual choose to further appeal the ban, he or she may make an appeal to the Board of Trustees within thirty (30) days of the library's decision. The Board will issue its decision within sixty (60) days of receipt of the appeal. The decision of the Board will be final.

E. VULNERABLE CHILDREN

The District welcomes children. Parents and guardians are responsible for their children's behavior and well-being. When a child is deemed vulnerable, the District intervenes.

The vulnerable child is an unattended child of any age who the staff judges to be at risk.

If staff believe that a child is vulnerable, they will make a good faith attempt to contact the parent or guardian and then refer the matter to law enforcement.

F. THE USE OF SURVEILLANCE INFORMATION

The District uses surveillance equipment only for specified purposes:

1. To monitor the safety and security of staff and customers;
2. To monitor facility operations; and
3. To gather information on property damage from vandalism, theft, etc.

Surveillance information is for internal use only. The District will not release surveillance information to any third party without written permission from the Library Director, or unless the District is compelled to release the information by law or a library manager believes that timely release of the information is necessary for the health or safety of a customer at grave risk.

G. CUSTOMER PRIVACY

The District will comply with Colorado Revised Statutes 24-90-119 mandating the protection of customer privacy in the use of District resources.

The District maintains the confidentiality of customer information with several distinctions.

- The District will use customer information for the reasonable operation and improvement of the library.
- The District will release customer information with the customer's consent.
- The District will release customer information pursuant to subpoena, upon court order, or where otherwise required by law.



- Parents and guardians who have access to a minor's library card or its authorization number may access information for their minor children.

Adopted: October 30, 2013

Updated: June 26, 2019 and September 25, 2019

Updated: April 29, 2020



COLLECTION POLICY

The District's Access Policy is the foundation for this Collection Policy.

A. DISTRICT COLLECTION COMPOSITION

It is the policy of the District aims to develop and strengthen purchased content inventories that support the District's Vision Statement.

"Library Content Selection" refers to the decision to add library materials to the inventory or to retain items already in the inventory. The District offers content in a variety of formats to meet the needs and preferences of our community. The District will make every effort to correlate our content choices with community demand and interests. The District seeks to build a *market* driven inventory rather than any pre-conceived philosophy or bias. The District seeks content customers demand regardless of the content's origin, background, or particular viewpoint.

General Principles of Materials Selection and Retention

Each item is considered for selection or deselection and is evaluated with respect to its:

- Relevance to community needs and interests
- Contemporary significance, attention from critics, reviewers, and the public
- Popular interest, whether expressed or anticipated by customer request
- Author reputation and/or authority in the field
- Comprehensiveness and depth of treatment
- Relationship to the existing collection
- Durability of the format and whether the item is intended for library circulation
- Price and availability from our approved vendors

Final responsibility for materials selection rests with the Library Director. Responsibility for recommendations may be delegated to other staff members.

Suggestions from the public are welcome. The District may satisfy requests by a number of means beyond purchase.

B. DOUGLAS COUNTY ARCHIVES AND LOCAL HISTORY

The District's Douglas County Archives and Local History service operates to collect documents and artifacts in keeping with their mission.



APPEALS POLICY

The District's Access Policy is the foundation for this Appeals Policy.

Douglas County Libraries recognizes the importance of an appeals process that customers can use to voice opinions and ask for changes to materials, programs, and displays.

Customers must request formal reconsiderations in writing. Forms are available at all our libraries. Supervisors and managers will provide the form to any interested customer. The supervisor or manager will discuss the library's Collection Policy with the customer offering alternatives to suit their needs. The Executive Library Director will handle the request. The Executive Library Director will:

1. Examine the request and resource in question
2. Balance the competing values of the request and any necessary action
3. Respond in writing to the request within one week of receipt
4. Provide the customer a copy of this Appeals Policy and other applicable policies and inform the individual of the availability of a Board hearing

Should the customer desire to appeal the decision of the Executive Library Director, the Executive Library Director will assist the customer in making the request to the Board. The Board's decision will be final.

LENDING POLICY

The Lending Policy of the District is designed to facilitate the use of the library collection by Douglas County residents, and to allow sufficient time and freedom for use by the library customer while still being consistent with the best use of library resources. Library materials, except those which are judged by the Library Director as irreplaceable or needed in the reference collection for basic informational services, are available for use outside the library. Some databases may, on occasion, be restricted to in-house use. Records, which may be required for control of the use of library content on or off the premises, are for the sole purpose of protecting library property. In some cases, customers may opt to have borrowing records persist (a “personal history”) for their own use. However, in such cases, records may be available for subpoena according to Section 24-90-119(2), C.R.S.

A. LIBRARY CARDS

The District controls the use of its library content, equipment, services and facilities by issuing library cards as follows:

1. One library card will be issued to any Colorado resident upon request. Picture identification and proof of residency is required when requesting a library card.
2. Persons 14 years of age and under will be required to provide a parent's or guardian's signature to validate the library card. Persons over 14 years of age will be issued a library card upon completion of the Library Card Application.
3. Temporary library cards, for a set period of time, are available to guests of Douglas County. Other restrictions may apply.
4. Replacement library cards will be available as needed.
5. Library card privileges may be limited or suspended by the Library Director, and revoked by the Board.

B. LIBRARY BORROWER RESPONSIBILITIES

Each customer of the District shall be responsible for the safekeeping of their card and all items checked out.

Late return of District materials will result in the assessment of fines to the borrower. Materials lost or damaged will be replaced or repaired at the expense of the borrower. Excessive fines or



Lending Policy

other money due the library for late, damaged or lost materials must be remitted before a borrower's library card will be honored.

Any cost related to collection of fees may be passed on to the borrower. To ensure fair and equal access of materials to all customers, the District may utilize the services of a collection agency as a last resort to cover outstanding fees. Customers are issued sufficient notice prior to their record being submitted to any collection agency for further action. The Library Director serves as the arbitrator of disputes which may arise from this process, and makes every effort to address the individual circumstances of the customer, while striving to protect and preserve the availability of library content and assets of the District.

Fees for fines, repair, replacement or other assessments to be paid by the borrower are established by the Library Director and made available to all customers. The Library District is not responsible for any damage caused by its materials, including damage to CD/DVD/cassette players, game systems, or any electronic system (including hardware and software).

Although a Library Card provides free access to library content, certain other special services may be subject to payment of fees for those services. Such fees are established by the Library Director and shall be posted and made available to all library customers. Attempts will be made to keep library fees competitive with local markets.

Library content is not available for competitive or commercial purposes or for programs for which an admission fee is charged, without specific approval of the Library Director.

The following
policies take effect
on 8/1/2023

ACCESS POLICY

Douglas County Libraries (the “Library”) offers its resources equitably for our customers’ interest, information, education, and enjoyment. Our Library values open access and centers policy on constitutional, legal, and professional principles that have informed a century of library service.

Our Library’s Commitment

The Library welcomes everyone.

We will offer our community exceptional care supporting their freedom and self-determination. We will inform customer choice impartially, without interference or improper influence.

Our commitment to welcoming requires that our decisions and practices are free from discrimination and individual content preferences. We will not discriminate on the basis of:

- Identity: Age, race, gender, sexual orientation, color, religion, national origin, military status, disability, or genetic history.
- Beliefs or Associations: Politics, social stances, faith positions, and more.
- Background or Personal Histories: Poverty, wealth, marital status, education, and more.

Our commitment to welcoming and nondiscrimination applies to all facets of our work.

- Talent: Staff and contractor selection, including authors, performers, speakers, and more.
- Facilities: Access to spaces, services, and amenities.
- Content: Selection of print works, digital sources, displays, events, and activities.

Customer Code of Conduct

Our Library will maintain a Code of Conduct describing behavior boundaries for working with staff, using facilities, or participating in Library events.

Censorship

The Library affirms every customer’s right to make choices and interact with the Library in a way that aligns with their values and beliefs. Censorship is the suppression of ideas and information that individuals, groups, or government officials find objectionable or dangerous. Censors use the power of the state to impose their view of what is truthful and appropriate, or offensive and objectionable, on everyone else. As a tax-supported agent of the State of Colorado, the Library will not suppress or limit customer access beyond legal requirements.

Customer Privacy

The Library is committed to customer privacy. The Library will comply with Colorado Revised Statutes 24-90-119 mandating the protection of customer privacy in the use of Library

resources. In keeping with CRS 24-90-119, the Library maintains customer confidentiality with specific distinctions.

- The Library will use customer information for business operations and improvement.
- The Library will release customer information only with the customer's written consent.
- The Library will release to parents account information for their minor children upon the presentation of the minor's library card or account number.
- The Library will release customer information pursuant to subpoena, upon court order, or where otherwise required by law.

The Library uses surveillance equipment for specific monitoring purposes:

- The safety and security of staff and customers.
- Facility operations.
- Information on property damage from vandalism, theft, or other illegal activities.

Surveillance information is for internal use only. The Library will not release surveillance information to any third party. The Executive Library Director or their designee will manage exceptions.

- In the case that the Library is compelled to release the information by law, or
- If Library management believes that timely release of the information is necessary for the health or safety of a customer at grave risk.

CHILDREN AND PARENTS POLICY

The foundation of Douglas County Libraries' (the "Library's") relationship with children is that parents and guardians are the arbiters of their children's use of the Library. As arbiters, parents and guardians manage what is appropriate for their children and family. In legal parlance, the Library does not act *In Loco Parentis*.

- The Library supports parents and guardians as they manage their children's use of the Library by offering controls, account information, relevant descriptions of events and services, and consultation services to align Library opportunities with a family's values and needs. Parents of children 14 years of age or younger approve or validate their children's use of a library card and account. The Library will maintain options that parents can use to manage library content for children 14 years of age or younger. The Library will inform parents and guardians about these options annually as well as when they register their children for a Library card.
- The Library demonstrates our commitment to children by curating content and environments specifically designed for them.
- Our commitment to children exists inside a foundational mission to present a world of ideas and serve our entire community. The Library will not limit every customer's choices merely because a child might access content.
- The Library expects that parents and guardians are responsible for their children's behavior and well-being in the Library. If Library staff believe that a child is unattended or vulnerable, they will make a good-faith attempt to contact the child's parent or guardian before referring the matter to law enforcement.

CURATING LIBRARY COLLECTIONS AND CONTENT POLICY

Douglas County Libraries (the “Library”) will purchase and develop digital and physical content inventories that answer customer demand. Customer demand is our priority in making content decisions. The Library’s *Access Policy* is foundational to content curation.

- Curation refers to the decision to add, retain, remove, shelve, or display materials in Library inventories. The Library offers content in a variety of physical and digital formats to meet the needs and preferences of our community. The Library will make every effort to correlate our inventory choices with community demand and interests. Letting the marketplace of ideas guide us is the best way to mitigate staff or customer pre-conceived philosophies or biases.
- Douglas County Libraries’ Archives & Local History collects and preserves historic photos and the documentary history of Douglas County, Colorado.
- The Library will also employ additional, customary criteria in content decision-making:
 - Specific community needs and interests
 - Contemporary significance
 - Attention from critics, reviewers, and the public
 - Popular interest, customer requests, and market data
 - Author reputation and expertise in the field
 - Comprehensiveness and depth of treatment
 - Relationship to the existing inventory
 - Availability of content from sources other than purchase
 - Durability of the format and whether the item can meet the rigors of public use
 - Price and availability from our approved vendors

Managing collections and content curation are Library operational duties. Library staff perform these duties under the direction of the Executive Library Director. The Library’s *Citizen Review Request Policy* describes how customers can advocate for change in regard to Library collections and content.

CITIZEN REVIEW REQUEST POLICY

Douglas County Libraries' (the "Library's") *Access and Curating Library Collections and Content Policies* are the basis for review decisions. Our Library recognizes the importance of a process that customers can use to voice opinions, ask for changes, and request redress of grievances to Library decisions. The *Citizen Review Request Policy* covers all facets of Library services— content creation, inventories, facilities, Library-sponsored events, displays, and limitations placed on customer access. The Citizen Review Request process will determine if staff decisions were made competently and aligned with policy and the law.

The Library was formed and is supported by Douglas County citizen taxpayers. Public policy requests advocating for substantive changes to Library services are the prerogative of Douglas County citizens alone. While the Library will consider feedback to learn and grow from anyone, this Citizen Review Request process is available to Douglas County citizens alone. Citizens may begin the review process through a conversation with staff. If the interaction doesn't achieve satisfaction, they may pursue the matter with Library Managers, the Executive Library Director, and then the Library's Board of Trustees. After the initial conversation, review requests must be made in writing using established processes to continue with a review request.

Citizen Review requests to the Board of Trustees may be made in person at a public meeting or submitted in writing. The Board makes the final decision on appeals by following their voting processes outlined in the Board Bylaws.



Library Content Appeal

Title: All Boys Aren't Blue Author: George M, Johnson

Content Format (Book, DVD, etc.): Book Appeal Date: 4/27/2023 Staff Initials/Location: _____

Customer Name: _____ Customer Signature: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Email: _____ Representing: Self Organization

Organization Address: _____ City: _____ State: _____ Zip: _____

Have you watched/viewed the material? YES NO

What concerns you about this library content? Please be specific/cite examples.

What is concerning about the book "All Boys Aren't Blue" being carried in a public library is the book's explicit content, which includes sexual nudity, sexual activities, including sexual assault, and profanity and derogatory terms. Additionally, the book explores alternate gender ideologies and controversial racial commentary, which do not align with family friendly community beliefs or values. These themes and topics are not suitable for minors and are not appropriate for a public library to carry. While the library aims to provide a range of literature for the community, it is important to consider the potential impact and suitability of each book for its intended audience.

See book review and summary of concerns regarding this material: <http://booklooks.org/data/files/Book%20Looks%20Reports/A/All%20Boys%20Arent%20Blue.pdf>

Is there an age group for which this content might be appropriate? If so, please specify.

Adults only 18+. It would be illegal for anyone under the age of 18 to view this material outside of the library. The standard should not change due to the library setting.

What content can you suggest to counterbalance the point of view of this or to provide additional information on the subject?

None. Bad does not need to be counterbalanced with good, nor vice versa. The library should not be a platform of protest and activism, which is what is seen with this hyper-sexualized material aimed at advancing this narrative to expose children to sexual content and gender dysphoria at earlier and earlier ages in life.



Library Content Appeal

Title: This Book is Gay Author: Juno Dawson

Content Format (Book, DVD, etc.): Book Appeal Date: 4/27/2023 Staff Initials/Location: _____

Customer Name: _____ Customer Signature: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____ Representing: Self Organization

Organization Address: _____ City: _____ State: _____ Zip: _____

Have you watched/viewed the material? YES NO

What concerns you about this library content? Please be specific/cite examples.

The content of "This Book is Gay" has been deemed obscene and sexually explicit, making it inappropriate for minors. The library's responsibility is to provide educational and informative materials that are suitable for all ages. By carrying a book with such explicit content, the library could be sending the wrong message to young readers, and it could also create a potentially uncomfortable or harmful environment for patrons who may not want to be exposed to such content. It is important to prioritize the safety and wellbeing of all library users and to carefully consider the appropriateness of materials before adding them to the collection.

See book review and summary of concerns regarding this material: <http://booklooks.org/data/files/Book%20Looks%20Reports/T/this%20Book%20is%20Gay.pdf>

Is there an age group for which this content might be appropriate? If so, please specify.

Adults only 18+. It would be illegal for anyone under the age of 18 to view this material outside of the library. The standard should not change due to the library setting.

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None. Bad does not need to be counterbalanced with good, nor vice versa. The library should not be a platform of protest and activism, which is what is seen with this hyper-sexualized material aimed at advancing this narrative to expose children to sexual content and gender dysphoria at earlier and earlier ages in life.



Library Content Appeal

Title: The Hips on The Drag Queen go Swish Swish Swish Author: "Lil Miss Hot Mess"

Content Format (Book, DVD, etc.): Book Appeal Date: 4/25/2023 Staff Initials/Location: _____

Customer Name: [REDACTED] Customer Signature: [REDACTED]

Mailing Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Telephone: (____) [REDACTED] Email: [REDACTED] Representing: Self Organization

Organization Address: _____ City: _____ State: _____ Zip: _____

Have you watched/viewed the material? YES NO

What concerns you about this library content? Please be specific/cite examples.

The narrative of promoting the destructive homosexual lifestyle of transvestite strippers to children is a cruel means of hardening children's hearts and taking away their innocence in an attempt to appease a significantly small percentage of the population. If a select group of people want to teach their children privately that it is acceptable for men to dress as women in order to satisfy their autogynephilia, we should not need to expose a larger audience of children to that sort of material.

Is there an age group for which this content might be appropriate? If so, please specify.

None. The culture and idea of "drag" and "drag queens" should be reserved for an adult audience.
Drag is a cultural appropriation and sterotypical portrayal of women and is most akin to that of heterosexual strippers or burlesque shows.

What content can you suggest to counterbalance the point of view of this or to provide additional information on the subject?

The idea of needing to "counterbalance" this content is a false narrative. We should not need to counterbalance bad with good, or vice versa. Library content should be enriching and not propagandist agenda driven.



Library Content Appeal

Title: Jack of Hearts (and other parts) Author: L.C. Rosen
 Content Format (Book, DVD, etc.): Book Appeal Date: 4/27/2023 Staff Initials/Location: _____
 Customer Name: _____ Customer Signature: _____
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____ Representing: Self Organization
 Organization Address: _____ City: _____ State: _____ Zip: _____

Have you watched/viewed the material? YES NO

What concerns you about this library content? Please be specific/cite examples.

What is concerning about the book "Jack of Hearts (and other parts)" is its controversial content. The book features alternate sexualities, gender ideologies, and social commentary that children (minors under that age of 18) are unable to understand and process. It also contains explicit language, sexual activities, and nudity, as well as references to alcohol and drug use by minors. While public libraries aim to provide access to a wide range of materials that reflect diverse perspectives and experiences, it is important for individuals to make their own informed choices about what they read and consume. It is also essential for libraries to provide appropriate age and content warnings to ensure that individuals can make informed decisions about their reading choices. At the very least, the library should adopt a content warning system similar to what a video store would have regarding adult movies.

See book review and summary of concerns regarding this material: <http://booklooks.org/data/files/Book%20Looks%20Reports/J/Jack%20of%20hearts.pdf>

Is there an age group for which this content might be appropriate? If so, please specify.

Adults only 18+. It would be illegal for anyone under the age of 18 to view this material outside of the library. The standard should not change due to the library setting.

What content can you suggest to counterbalance the point of view of this or to provide additional information on the subject?

None. Bad does not need to be counterbalanced with good, nor vice versa. The library should not be a platform of protest and activism, which is what is seen with this hyper-sexualized material aimed at advancing this narrative to expose children to sexual content and gender dysphoria at earlier and earlier ages in life.

April 28, 2023

Mr. Wood:

Thank you for reaching out regarding your concern with *All Boys Aren't Blue*, *This Book is Gay*, *Hips on the Drag Queen Go Swish, Swish, Swish*, and *Jack of Hearts*. To summarize, your concern about these books is that they are sharing content that is inappropriate for the targeted age group (forms included).

For all four, I have looked at our neighboring library systems as well as reviews and the publisher's site. The other piece of data reviewed is customer use. While the content does not appeal to you, these titles do resonate with other families in our community, as demonstrated by their use.

Research per title:

- *All Boys Aren't Blue*
 - Each library system, including ours, has this in their young adult biography collection, and the other sources recommend it for this age group as well (specifically ages 14-18). Please note that at DCL, we shelve young adult biographies with adult biographies.
 - This title has circulated 35 times since it was added to the collection in 2020.
- *This Book is Gay*
 - Each library system, including ours, has this in their young adult nonfiction collection, and the other sources recommend it for this age group as well (specifically ages 14-17). Please note that at DCL, we shelve young adult nonfiction with adult nonfiction.
 - This title has circulated 35 times since it was added to the collection in 2021.
- *The Hips on the Drag Queen Go Swish, Swish, Swish*
 - Each library system, including ours, has this in their picture book collection, and the other sources recommend it for this age group as well (specifically ages 4-8).
 - This title has circulated 38 times since it was added to the collection in 2021.
- *Jack of Hearts*
 - Each library system has this in their young adult fiction collection, and the other sources recommend it for this age group as well (specifically ages 13-17). At DCL, though, our only copy is an eBook – we do not own a physical copy.
 - This title has circulated 17 times since it was added to the collection in 2018.

Given this data, we have decided to leave these titles in their current sections of the library.

I invite you to request any titles you would like to see added to the collection. You can do this at any time. The link to make these requests can be found here: <https://titlerequest.douglascountylibraries.org/#/home>.

I hope that this decision resonates with you; however, I am not the final arbiter of the appeals process, and you can protest my decision with our Library Director, Bob Pasicznyuk (rpasicznyuk@dclibraries.org; 303-688-7654). Please let me know if I can be of further assistance or if you have any further comments or questions.

Sincerely,



Kate Prestwood | Manager of Collection Services
303-688-7640 | kprestwood@dclibraries.org
Douglas County Libraries | Philip S. Miller
100 S. Wilcox | Castle Rock, CO 80104



Castle Pines
360 Village Square Lane
Castle Pines, CO
80108

Castle Rock
Philip S Miller
100 S Wilcox St
Castle Rock, CO
80104

Highlands Ranch
9292 S Ridgeline Blvd
Highlands Ranch, CO
80129

Lone Tree
10055 Library Way
Lone Tree, CO
80124

Louviers
7885 Louviers Blvd
Louviers, CO
80131

Parker
20105 E Mainstreet
Parker, CO
80138

Roxborough
8357 N Rampart Range Rd
Suite 200
Littleton, CO
80125

Bob Pasicznyuk
 Executive Library Director
 Douglas County Libraries
 319-432-4551
bobp@dclibraries.org



Castle Pines
 360 Village Square Lane
 Castle Pines, CO
 80108

Castle Rock
 Philip S Miller
 100 S Wilcox St
 Castle Rock, CO
 80104

Highlands Ranch
 9292 S Ridgeline Blvd
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 8357 N Rampart Range Rd
 Suite 200
 Littleton, CO
 80125

Aaron Wood.

Subject: Content Appeals

Hips on the Drag Queen go Swish, Swish, Swish
All Boys Aren't Blue
Jack of Hearts
This Book is Gay

Mr. Wood.

I'm Bob Pasicznyuk, Executive Library Director at Douglas County Libraries. You indicated on Wednesday, May 31, 2023 that you'd like to pursue the next level of appeal for 4 books. I'm responding to your appeals for four books listed above.

Thank you for your time and the investment you made in engaging with us about our Library and its collections.

The Process. Colorado Law directs Boards of Trustees to set policy - conditions of employment and performance expectations for staff. Our Library's policies outline a 3-fold review process that customers can engage to request changes for Library services including our book inventories. Appeals begin with a conversation between managers and customers. I've reviewed your dialog with Kate Prestwood, our Collection Services Manager. The next step of the review is with me as Executive Library Director.

You may advance your appeal to our citizen-led Board of Trustees. You need only let me know if you wish the appeal to move to them and I'll place it in the agenda of the next available Board meeting.

Outline of My Review

- 1) I will Identify your reasoning, evidence, and any action you request in your appeal.
- 2) I will then summarize our operating boundaries, both legal and policy guard rails under which we operate that are relevant to your appeal. I will examine and verify staff work and data surrounding these titles to determine if our Library's collection work was performed inside those boundaries.

- 3) I will then engage your reasoning and make a decision that is in the best interest of the law, policy, and all the customers the Library serves.

Your Reasoning, Evidence and Action Requested in Your Appeal

I notice a single, significant concern foundational to your appeal – that each of these titles is not appropriate for parents to choose for their children at our public library.

You advocate for cascading actions for each title - relocated, restricted, labeled with a warning, or preferably removed.

These are the specifics in your appeal, title by title.

The Hips on the Drag Queen Go Swish, Swish, Swish

- That the work “promotes the destructive homosexual lifestyle.”
- That the work “hardens children’s hearts...taking away innocence.”
- That the Library’s motive in making this work available is “an attempt to appease a significantly small percentage of the population.”
- You assert that the only fitting use of this work is for consumers to read this privately and that it should not be available in “a larger audience of children.”

All Boys Aren’t Blue

- That the work contains explicit content – “sexual content, sexual activity, nudity.”
- That the work uses profanity and derogatory terms.

This Book is Gay

- That the work “has been deemed obscene and sexually explicit.”
- That the work “could create an uncomfortable and harmful environment for patrons who do not want to be exposed to such content.”
- You assert that the work should be restricted to customers 18 years of age or older.
- That the work explores “alternative gender ideologies.”
- That the work is “a platform of protest and activism.”
- That this work exposes children to “sexual content and hyper-sexualized material.”
- That the work contributes to “gender dysphoria.”

Jack of Hearts

- That the work contains “controversial content – alternative sexualities, gender ideologies, and social commentary.”
- That the work uses “explicit language, sexual activities, nudity, alcohol, and drug use by minors.”
- You assert that this work, and others like it, should be labeled with a warning.
- You assert that the Library should restrict use of the work to customers 18 years of age or older.

Operating Boundaries, Both Legal and Policy Guard Rails

The legal boundaries and case law relevant to library service fills volumes. In general, the Bill of Rights and the Constitution's 14th amendment are foundational to public library decision-making. My own study aligns with Library legal counsel:

- Content-based library restrictions – setting wholesale topics or subjects as out of bounds – isn't legal.
- People-based library restrictions – refusing service to anyone based on their race, color, faith, sex, sexual orientation, gender identity, national origin, age, or disability – isn't legal.

Two supreme court cases are foundational to these issues and have set precedents for legislation and disputes before courts.

West Virginia v. Barnette. (1943)

Summary. In 1942, the West Virginia Board of Education required public schools to include salutes to the flag by teachers and students as a mandatory part of school activities. The children in a family of Jehovah's Witnesses refused to perform the salute and were sent home from school for non-compliance. They were also threatened with reform schools used for criminally active children, and their parents faced prosecutions for causing juvenile delinquency.

Justice Roberts wrote for the Majority: "We apply the limitations of the Constitution with no fear that freedom to be intellectually and spiritually diverse, or contrary, will disintegrate the social organization ...Freedom to differ is not limited to things that do not matter much... The test of its substance is the right to differ as to things that touch the heart of the existing order."

Implications to Public Library Service. That the State, in this case the public library, must show extreme care not to use its powers to enforce conformity.

Tinker v. Des Moines Schools. (1969)

The Vietnam Era was a divisive time for the country. It was also a time of civic activism as many young people got involved in politics for the first time and were active in protesting. In 1965, Des Moines public school officials learned that students were planning to honor those who were dying in the Vietnam War by wearing black armbands to school. As a preemptive measure, the district banned the black armbands. When thirteen-year-old Mary Beth Tinker wore an armband to school on December 16th, 1965, she and four other classmates were suspended from school when they refused to remove their armbands. While the students were offered to return to school if they did not wear the armbands, the students filed a lawsuit against the Des Moines school district, claiming their First Amendment rights were being infringed upon.

Fortas wrote for the Majority: "The Fourteenth Amendment, as now applied to the States, protects the citizen against the State itself and all of its creatures -- Boards of Education not excepted. These have, of course, important, delicate, and highly discretionary functions, but none that they may not perform within the limits of the Bill of Rights..."

Implications to Public Library Service. That Boards must have compelling evidence of harm, not just assertions, before limiting anyone the prerogatives of the Bill of Rights. There are many court cases about library content, usually about school districts and their libraries. In general, the courts give school libraries greater control in matching content to curriculum. Even so, prevailing law is clear that libraries must present a compelling reason for limiting customer access. If a library limits content, it must do so consistently and impartially with careful attention to discrimination.

Library Policies

Every business sets expectations and directives for employees. Our Library does this, first of all, through policies set by our citizen-led Board of Trustees. Board policy is available via our website – <http://dcl.org/board/dcl-board-policies.pdf>

The Board has directed staff to manage Library content within 6 boundaries.

- 1) **Select works corresponding to customer demand.** - "Build a market-driven inventory rather than any pre-conceived philosophy or bias. The District seeks content that customers demand regardless of the content's origin, background, or particular viewpoint."
- 2) **Provide access so that customers can exercise freedom and self-determination.** "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."
- 3) **Leave decision-making for children to parents – sustain parental rights.** "Parents and guardians are the arbiters of their children's use of library resources."
- 4) **Provide parents with options so that they can tailor their children's library experience around their family's needs, moral frameworks, and choices.** "To assist parents and guardians of children under the age of fifteen, the District will provide controls that parents and guardians can use to manage their children's use of library resources."
- 5) **Use common, industry-wide library-professional criteria in purchasing titles.**
 - Contemporary significance, attention from critics, reviewers, and the public
 - Popular interest, whether expressed or anticipated by customer request

- Author reputation and/or authority in the field
- Relationship to the existing collection

6) Curate content specifically for children, but do so within the *world of ideas*. “The District demonstrates our commitment to children by curating content and environments specifically designed for them. Our staff assists children and their parents and guardians as they navigate the District’s array of resources. Our commitment to children exists inside a foundational mission to present a world of ideas and the artifacts of our culture for the entire community.”

Title, Customer, Publisher, and Review Criteria Data

All Boys Aren’t Blue

Purchased: 2020

Loan Totals: 35

Location in DCL Collections: Adult Collection

Peer Comparison: Uniformly in inventories for libraries nationwide

Industry Reviews Endorse: Yes, uniformly recommended; Ages 14-18

This Book is Gay

Purchased: 2020

Loan Totals: 35

Location in DCL Collections: Adult Collection

Peer Comparison: Uniformly in inventories for libraries nationwide

Industry Reviews Endorse: Yes, uniformly recommended; Ages 14-17

Jack of Hearts (eBook only)

Purchased: 2018

Loan Totals: 17

Location in DCL Collections: Adult Collection

Peer Comparison: Uniformly in inventories for libraries nationwide

Industry Reviews Endorse: Yes, uniformly recommended; 13-17

The Hips on the Drag Queen Go Swish, Swish, Swish

Purchased: 2021

Location in DCL Collections: Children’s Easy Readers (AKA: Picture Books)

Loan Totals: 38

Peer Comparison: Uniformly in inventories for libraries nationwide

Industry Reviews Endorse: Recommended for ages 4 – 8.

My Decisions and Reasoning for Each Action Request

Considering legal and policy boundaries as well as common Library practice and the relationship of these works to the entire content inventories at Douglas County Libraries, these are my decisions and judgements in the best interest of all the customers our Library serves.

Relocate. I am not changing the locations of any of the four items of your appeal.

- Two titles (*This Book is Gay* and *All Boys aren't Blue*) are, by our Library's standard practice, located in our adult collection. They are not near or proximate items for children and are separated at our facilities by an entire floor barrier. In other words, the Library could change the common label on these books removing the publisher designation "YA" or "Y" and it wouldn't change in any way where these books are shelved.
- *Jack of Hearts* is only in our library's digital inventory – not on physical library shelves. Customers would only find this work by searching for it. Digital environments have never been conducive to browsing. Parents can limit access to Library digital content easily using the same applications and tools available to manage everything else that is accessible on the Internet.
- Finally, *The Hips on the Drag Queen...* title is, by definition, an Easy Reader, children's picture book. There's no sensible place for this work to reside if not in sing-along-books like it.

Labels and Warnings. I am not choosing to apply warning labels to these works since the content of these works is self-explanatory. They are by, about, and in support of LGBT people. The experiences, moral frameworks, social policy, and related matters in these titles are clearly from that particular viewpoint. In addition, there are great numbers of reviews and commentary available online for each of these titles. If the Library placed a warning label on these works for objectional content, we would then need to apply that same label to hundreds, if not thousands, of other works that customers might find objectional.

Restrict. I am choosing that the Library will not restrict use of these items to anyone. But parents may choose our Library's Children's Library Card Program. It was specifically devised to avoid legal entanglements while providing customers with the option of limiting access for their family alone. Our Library also offers individualized assistance in curating content to match any family's needs, preferences, ethical, and moral frameworks.

Remove. I am choosing not to remove these items from the Library's inventory. Library policy state, and federal laws all prohibit content prohibitions based on any particular people or group. To remove these titles because they are by, about, from the point of view, or of interest to LGBT people would be in direct contradiction of our Library's

values – “We serve everyone.” It’s my professional opinion that if our Library removed these titles because of their LGBT content and stance, that action would result in swift and expensive legal action.

My conclusions, let alone our Library’s collections and services, aren’t an endorsement of any moral framework, social stance, or the like. Our Library has many works in the collection from very different points of view, including those contradicting the framework of the titles in your appeal.

Rather than using moral filters as the best way to gauge a work’s fit for the community, Library policy insists that customer use is the determining factor of a title’s value. It certainly is the most impartial judge of whether we keep any work or not.

Our Library’s stance that parents are the best and only fitting people to judge the appropriateness of any work for their children and family has stood the test of time.

As I mentioned earlier, you may advance your appeal to our citizen-led Board of Trustees. You need only let me if you wish the appeal to move to them and I’ll place it in the agenda of the next available Board meeting.

Sincerely,

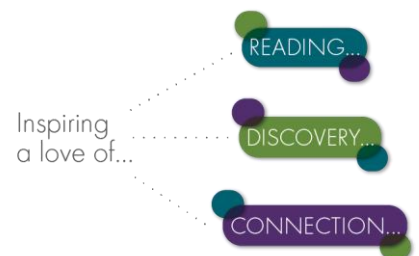
Robert Pasicznyuk
Executive Library Director

Douglas County Libraries

Board Action: Review the minutes for approval.

Item	
Minutes	Business Meeting June 28, 2023

MOTION: I move to approve the June 28, 2023 board business meeting minutes as presented.



DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
June 28, 2023
Castle Pines, Colorado

President Burkholder called the business meeting to order at 5:30 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: Suzanne Burkholder, Jessica Kallweit, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

Zach McKinney attended via conference phone.

Rick LaPointe was absent. The absence was excused.

A quorum was present.

STAFF: Bob Pasicznyuk, Patti Owen-DeLay, Amber DeBerry, and Lisanna Parkhurst

PUBLIC: Marty Richards, Michael Clarkson, Sue Zloth, Carrie Kayser-Cochran, Sarah Stevens, Jessica Fredrickson, Jennifer Iversen, Holly M., Cathy Lees, Aaron Wood, Amy Windju, Jen Wilking, Greg Francisco, Ruth Moline, Kathy Boyer, Jay Griebing, Mike Forster, Adam Rutan, Amity Wicks, Brooke Bernstein, Tammi Flemming, Laurie Kelly, Julie Kelly, Garrett Spradlin, Luke Johnson, Sydney Dozois, Vicki Workman, Peter Wilkinson, Bev Lewey, Debi Kinder, Bob Jensen, Cindy Jensen, Mart Claus, Debbie Clair, Iris Pixler, Donna Pixler, Alex McCall, Crystal Belis, Gina Myers, Nathan Hochhalter, Karlin, N. Scot W.

PUBLIC COMMENTS: Public comments were recorded to ensure the board heard all concerns given the large number of speakers. Below is a summary of concerns from speakers.

All speakers during public comment were residents of Douglas County.

Marty Richards: Youth need access to these books and topics.

Michael Clarkson: Keep materials available, important to represent all in library materials.

Sue Zloth: Against banning books, bans attacking vulnerable communities.

Carrie Kayser-Cochran: Against banning books, book being appealed was helpful for her teen.

Sarah Stevens: Wants board to fight against censorship, not restrict materials.

Jessica Fredrickson: Wants to maintain access to titles, against banning.

Jennifer Iversen: Against banning books, represent all in materials.

Holly M.: Wants guardrails on material, like internet; no adult content for children.

Cathy Lees: Against banning books, books help children feel connected.

Aaron Wood: Protect children from obscene content, don't use taxpayer funds for perverse materials.

Amy Windju: Not about banning books, wants age-appropriate content, does not want taxes to pay for inappropriate content.

Jen Wilking: Does not want content restricted, important to have all points of view represented.

Greg Francisco: Not about banning books, individuals can purchase these books on Amazon; not age-appropriate for the library.

Ruth Moline: Against moving books or restricting content; information is important for teens.

Kathy Boyer: Everyone should be represented in content, library is for everyone.

Jay Griebing: Against sexually explicit materials available to children, not against LGBTQ.

Mike Forster: Protect children against sexually explicit materials, should not be available in children's area.

Adam Rutan: Against sexually explicit content being accessible to children, no tax money to pay for these materials.

Amity Wicks: Against sexually explicit content available or displayed in children's area.

Brooke Bernstein: Supports library access policy, wants all people represented in content.

Tammi Flemming: Wants age-appropriate content in children's area, specifically no picture book about drag queens.

Julie Kelly: Against sexually explicit content available for children, cartoon images can be pornographic.

Garrett Spradlin: Don't ban content, technology gives access already. Banning books on wrong side of history.

Peter Wilkinson: Content that harms children not protected under first amendment. Against sexually explicit content available to children.

Luke Johnson: Supports restricting content, wants guardrails on questionable materials for children.

Bev Lewey: Supports restricting content; sexual content not appropriate for children.

Laurie Kelly: Read this material. Put on library website so community knows what's going on.

Debi Kinder: Against restricting content; parent's job to decide content for their children.

Vicki Workman: Against explicit content available to children, not book banning but age-appropriate sections.

That concluded the public comments portion of the meeting. Burkholder called for a 10-minute break at 6:50 p.m.

The board resumed the meeting at 7:00 p.m.

CONSENT AGENDA: Nothing was removed from the consent agenda. There was no discussion.

MOTION 23-06-01: Nolan moved and the motion carried unanimously to approve the consent agenda consisting of the May 31, 2023, Board Business Meeting minutes. Vail seconded the motion.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Pasicznyuk highlighted items from his report, commenting:

- One appeal has gone to the board concerning four books
- Have added 750,000 items in the past few months
- 13,000 Douglas County residents participating in summer reading program
- Starting Brew Tour on August 1, 2023
- Gallup survey for staff engagement
 - Data will be shared with the board in August or September
- New Castle Rock library
 - Collections in place
 - Working with Town of Castle Rock on permitting
 - Staff back in on July 10, public on August 26

DISTRICT BUSINESS

No conflicts of interest were declared.

Castle Rock Annex Sale

- Property south of the Castle Rock library
- Will return money to capital fund
- Process for best and final offer—offer is in line with appraisal
- Demo of Philip S. Miller branch will be completed and new parking ready this fall

No further discussion.

MOTION 23-06-02: Nolan moved and the motion carried unanimously to authorize sale of the Library's property (102-118 South Wilcox) for \$3,250,000 to Berkenkotter Holdings, LLC, at the terms listed in the sale contract provided. Silverthorn seconded the motion.

Executive Committee

Silverthorn reported that the committee discussed:

- Upcoming meetings that have already happened
- Appealed books have been distributed to trustees
- Legal definitions mentioned in public comment

Policy Committee

Nolan reported that internal policies were reviewed.

Alcohol (Social Use) Policy

No discussion.

MOTION 23-06-03: Kallweit moved and the motion carried unanimously to accept the Alcohol (Social Use) Policy as revised to include language for internal use of alcohol at Douglas County Libraries events. Silverthorn seconded the motion.

Succession Committee

Silverthorn reported that given the busy summer, the committee will reconvene in September.

PARTNER REPORTS

Partnership of Douglas County Governments (PDCG)

Vail reported that there has been no meeting since the last board meeting. The next meeting is July 19, 2023, hosted by the Town of Larkspur.

Douglas County Youth Initiative (DCYI)

McKinney reported that DCYI is on summer hiatus—no meeting.

Urban Libraries Council (ULC)

Silverthorn reported that there will be a board meeting July 21 in Washington, D.C., that she will be attending. New ULC board chair and vice-chair were elected.

Foundation

Kallweit reported no updates.

TRUSTEE COMMENTS

Silverthorn got through summer reading program in three weeks with her son. Suggested adding other levels to the app. Thanked DeBerry and team for great summer reading program.

UPCOMING BOARD MEETINGS

1. **Board Executive Committee Meeting:** July 13, 2023, Castle Pines Library, 8:00 a.m.
2. **Board Succession Committee Meeting:** Canceled until September
3. **Board Budget Retreat:** July 18, 2023, Highlands Ranch Library, 4:00 p.m.-7:00 p.m.
4. **Board Budget Retreat:** July 29, 2023, Castle Pines Library, 9:00 a.m.-Noon
5. **Board Policy Committee Meeting:** August 23, 2023, Parker Library, 3:00 p.m.
6. **Board Study Session:** August 23, 2023, Parker Library, 4:00 p.m.
7. **Board Business Meeting:** August 23, 2023, Parker Library, 5:30 p.m. Dinner at 5:00 p.m.

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting:** July 19, 2023, 7:00 a.m.-9:30 a.m., Town of Larkspur, The Spur
2. **Grand Opening New Castle Rock Library:** August 26, 2023, 10:00 a.m., Castle Rock Library
3. **Annual DCL Foundation Gala:** September 29, 2023, 6:00 p.m., Highlands Ranch Mansion

ADJOURN

Burkholder adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Meghann Silverthorn, Board Secretary
Minutes prepared by Lisanna Parkhurst

DRAFT



REQUEST FOR APPROVAL

DATE: August 23, 2023

AGENDA ITEM: Board Authorization – Replacing Parking Lot Lights at the Highlands Ranch Library.

DISCUSSION: This item is coming to the Douglas County Board of Trustees in keeping with Board Policies – Administrative Policy:

The following require specific approval by the Board: Non-budgeted expenses exceeding \$25,000.

The tornado that caused widespread damage to Highlands Ranch destroyed 2 parking lot light fixtures. Our facilities manager inspected all the fixtures and recommends replacing each due to condition, age, and appearance.

- The minimum cost needed to replace the two damaged fixtures alone is \$9,989.
- Replacing cost for all 15 fixtures is \$70,581.

The security survey we conducted with the Douglas County Sheriff recommended that we add additional exterior lighting. The cost of that addition is \$1,225.

A quote from Duro Electric is included with this request. Duro Electric met competitiveness standards this year for electrical and lighting work at our Castle Rock facilities project on both cost and quality.

RECOMMENDATION: We recommend that the Board authorize the non-budgeted expenditure of \$71,806.00 to replace all parking lot light fixtures at the Highlands Ranch Library and an additional exterior lighting fixture. Staff is seeking to replace lighting and make these changes before Fall darkness causes an evening safety issue.

FISCAL IMPACT:

This year, the Douglas County Libraries' Foundation provided the Library with a generous, unrestricted gift. The Library seeks to apply that gift, which is sufficient for this need, to this project.

MOTION: I move to authorize the non-budgeted expenditure of \$71,806 to replace all parking lot light fixtures at the Highlands Ranch Library and add an additional exterior lighting fixture with monies from the 2023 Douglas County Libraries' Foundation gift.

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

July 26, 2023

Dave Meyer

Re: HR Library Light Pole Replacement and Wall Pack Addition

Dear Dave,

Duro Electric Company is pleased to provide the following proposal to furnish labor and materials for the referenced project. Our proposal is based on the documents listed below:

Replacement of (2) Downed Single Head Light Poles:

- Provide and install (2) 30' light poles.
- Provide (2) light pole heads, one head per pole.
- Utilize existing bases and nuts.
- Price includes setting the poles using a 3rd party company.
- Price does not include new wire home run or branch.

LABOR TOTAL: \$1,552.00

MATERIAL TOTAL: \$8,437.00

TOTAL BID PRICE: \$9,989.00

Replacement of 15 Total Light poles and Associated Heads:

- Provide and install (12) total 30' light poles.
- Provide (10) single head lights and (2) double head lights.
- Provide and install (3) 15' light poles for front entry.
- Provide and install (3) tandem style light pole heads for the 15' poles.
- Utilize existing bases and nuts.
- Price includes setting the poles using a 3rd party company.
- Price does not include new wire home run or branch.

LABOR TOTAL: \$4,656.00

MATERIAL TOTAL: \$65,925.00

TOTAL BID PRICE: \$70,581.00

Addition of 1 Wall Pack for Building:

- Provide and install (1) wall pack for side of building.
- Utilize existing lighting circuitry.
- This includes (1) service tech for 4 hours for install.

TOTAL BID PRICE \$1,225.00

The Clarifications of this proposal are as follows:

1. This proposal and all associated pricing, if accepted, is conditional upon an agreeable and mutual contract between DURO Electric and the General Contactor of the project. DURO Electric has the right to review and accept the Prime Contract prior to the acceptance of the contract between DURO Electric and the General Contractor. Both parties must mutually accept all contract language.
2. This scope letter or the information contained within shall become part of the contract if Duro Electric is awarded this project.
3. Insurance requirements made by the State of Colorado, the Authorities having jurisdiction, and any nominal requirements of the General Contractor for the project.
4. U.L. rated material and labor.
5. Standard One (1) Year Warranty on all work, excluding lamps, ballast, Drivers, and fuses.
6. Permit and inspection fees have been included.
7. Tools and equipment for installation of the electrical scope of work.
8. Electrical material submittals and record drawings.
9. The base price as indicated above is based on the Electrical Drawings, specifications and any addendum posted that are part of this scope of work. Any exceptions made are defined within this proposal.
10. Liquidated damages if applicable have only been included as a direct result of DURO Electric direct negligence.

Proposal specifically excludes:

1. Performance & Payment Bond.
2. Bid Bond.

3. Builders Risk Insurance.
4. Use Tax.
5. Electrical Engineering fees.
6. Utility Company fees and charges.
7. Overtime impacted by schedule and non-conformance of other trades.
8. Prevailing wage rates.
9. Liquidated Damages.
10. Saw-cutting of concrete or asphalt.
11. Restoration and/or refinishing of drywall, concrete or asphalt.
12. Roofing penetrations and repairs.
13. Spares and/or owner attic stock.

This proposal is based on the prices of building products (such as conduit, fittings, wire, etc. both metal and plastic) quoted to us as of the date of this proposal. Due to the rapidly rising metal and plastic prices, this proposal is subject to increase if any building materials increase prior to the execution of a written agreement, by the amount of increases quoted by our intended suppliers and/or subcontractors. (We will provide you proof of any increases.)

If this proposal is accepted and DURO Electric, Inc is to proceed with the scope of work indicated within the contract documents, a written "Notice to Proceed" is required. Upon receipt.

This proposal is subject to change after thirty 30 days.

Your consideration of our firm for completing the subcontracted work is valued and appreciated. Please do not hesitate to contact us if you have any questions regarding this writing.

Sincerely,

Russell Harrison

Russell Harrison
Assistant Service Manager

DURO Electric

Russell.Harrison@duroelectric.com

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Bob Pasicznyuk

August 2023

ACCOMPLISHMENTS

The Board's directive via policy to staff is clear: "Customer demand is our priority in making content decisions." Anticipating and responding to demand centers our work so that we don't fall in the trap of selecting books because they appeal to us. Our demand focus also results in a very productive library.

Douglas County's population is approaching 370,000. There are 38 libraries in the U.S. and Canada that are our peer in terms of population, within 10% +/- of our customer base. Our citizens' use of their library ranks us #1 in terms of collection engagement among peers. Douglas County Libraries collection use is 7% higher than our next closest peer and 18% higher than the next peer after that.

State	Library	Population	Loans
MO	SAINT CHARLES CITY-COUNTY LIBRARY DISTRICT	360485	4923748
VA	LOUDOUN COUNTY PUBLIC LIBRARY	406355	5506938
CO	DOUGLAS COUNTY LIBRARIES	369287	5911422

PROFESSIONAL TRENDS AND ANALYSIS

U.S. District Judge Timothy L. Brooks issued a preliminary injunction temporarily blocking an Arkansas law that criminalized the work of Librarians and Booksellers lending or selling content or lending content "harmful to minors." A separate lawsuit is also now challenging the Crawford County Library in Arkansas for moving children's books with LGBTQ themes to a separate part of the library.

BOARD TALKING POINTS

Douglas County Libraries Brew Tour:

August 1 – September 30, 2023.

Visit local breweries and coffee shops, earn prizes.

dcl.org/brew-tour/



KPI QUARTERLY REPORT

The Castle Rock, Philip S. Miller library closed to the public on May 22, 2023. Even with the closure, foot traffic across the district was up 4% YTD over 2022.

Website visits for the entire Q2 reflect GA4 metrics, an update to how Google Universal Analytics collects data and measures website performance.

News stories about the new Castle Rock library, Summer Reading and book challenges created the largest number of impressions. TikTok views were added to the total count.

NPS: How DCL users feel about our brand and services

84.72 Quarter score **April - June 2023**

83.18 Quarter score **April - June 2022**

Use

Market Penetration: The percentage of Douglas County households with an active library card

59.88% **June 2023**

59.55% **June 2022**

Door Count

337,405 **April - June 2023**

339,640 **April - June 2022**

683,440 Total 2023 **January - June**

1,326,756 Total 2022

Website Visits

441,523 **April - June 2023**

493,471 **April - June 2022**

905,608 Total 2023 **January - June**

1,946,272 Total 2022

Community Engagement

Resource Donors: Total number of unique volunteers and donors

879 **April - June 2023**

765 **April - June 2022**

Partnerships: Total number of organizations DCL has a working relationship/partnership

157 **April - June 2023**

144 Total 2022

Indirect Outreach/Impressions Total number of times someone has a chance of seeing the DCL brand

144,436,665 **April - June 2023**

123,949,870 **April - June 2022**

277,311,813 Total 2023 **January - June**
222,213,281 Total 2022

Direct Outreach: Total number of people DCL staff talked to about the library and our services outside of our library locations

16,989 **April - June 2023**

14,540 **April - June 2022**

23,658 Total 2023 **January - June**

32,376 Total 2022

Turnover for KPI

Summary: Turnover rate is calculated by the number of terminations in a selected period divided by the average number of employees in a selected period. Annualized turnover rate is calculated as turnover rate * (12 months/# months in period).

Period: April 2023 – June 2023

DCL Turnover Rate: 7.3% **DCL Annualized Turnover Rate:** 29.1%

Benchmarks: Paylocity provides the below benchmarks in their data insights for the organization. The below benchmarks are calculated by taking the average turnover rate across Paylocity customers with the same sector and subsector code as classified under North American Industry Classification System (NAICS): [519120 - Libraries and Archives](#). As of July 13, 2023 the Paylocity's benchmark population includes 165 companies in our Subsector and 1,186 companies in our Sector across North America.

Sector Benchmark: 9.5%
(NAICS) 51 – Information

Subsector Benchmark: 7.6%
(NAICS) 519 – Other Information Services (Libraries and Archives)

What does this tell us? DCL's turnover rate remains under the Sector and Subsector benchmarks. High turnover is a nationwide issue for employers, and we are performing better in this aspect than average.

PERFORMANCE RATINGS

Summary: DCL conducts performance reviews twice annually, at midyear and end of year. Employees may receive ratings in four different performance areas:

- How well do you do your job? (competence)
- How dependable are you? (character)
- How well do you work with others? (connection)
- Goals

Their overall score is reflected as Immediate Changes Needed, Opportunities for Development, Keep Up the Good Work, Premium Performance, and Above & Beyond Achievement. The below is an aggregate report of all completed Midyear reviews in 2023.

Period: Midyear (January 1, 2023 – June 30, 2023)

Performance Ratings for All DCL Employees

Keep Up the Good Work	234
Premium Performance	44
Grand Total	278

What does this tell us? Performance feedback is trending in the right direction with employees engaging in the process and supervisors having and documenting timely, forward-focused conversations. Leadership will continue to fine tune and calibrate ratings across the organization.

Employee Engagement

Summary: The Gallup Q12 Survey will be conducted annually in order to measure and benchmark employee engagement at DCL. Gallup research proves that when employees are engaged, by Gallup's measures, they exert more discretionary effort on the job, going above and beyond what their role typically requires. Engaged employees are more productive and more profitable, have fewer safety incidents, are customer-focused and are more likely to withstand temptations to leave their organization.

Gallup Q12 Survey Results

Survey period: May 1, 2023 – May 15, 2023

- Total Respondents: 285 (94% participation)
- Engagement Mean: 3.98
- Mean Percentile Rank: 40th (The mean is greater than 40% of those in the Gallup Overall database)
- Highest Q12 Items:
 - Q09. My associates or fellow employees are committed to doing quality work.
 - Q11. In the last six months, someone at work has talked to me about my progress.
- Lowest Q12 Items:
 - Q01. I know what is expected of me at work.
 - Q03. At work, I have the opportunity to do what I do best every day.
- Engagement Index:
 - 46% engaged
 - 47% not engaged
 - 7% actively disengaged
- Engagement Ratio: 6.57:1 (There are 6.57 engaged employees for each actively disengaged employee)

What does this tell us? We are action planning with library leadership to discuss Q01 and Q03 with their direct reports during the 2023 End of Year review cycle in Q1 of 2024 and create a team goal around engagement for Q2 of 2024.

Q2 2023 Strategic Plan Update

7 active responses met their Q2 benchmarks. A few of the noteworthy updates to share at this point include:

- Kids Sponsorships YTD marketing impressions from this work equal 39,955,294, *plus* a number of impressions to be determined related to the placement of a 6’x6’ banner on the outside of a batting cage facing W. Town Center Dr. in Highlands Ranch.
- Pre-registrations for the 2024 Brew Tour were up 25% over 2022 by the end of June 2023.
- The Seniors team successfully developed relationships with all twelve initially targeted senior living facilities. Coffee Chats and Lifelong Learning continue to develop and grow consistent audiences and DCL also participated in two outreach events in Q2: Senior Stroll in Parker and Senior Expo in Castle Rock, along with a presentation to Lone Tree’s Living and Aging Well group.
- A Standard Response Protocol (SRP) video was launched in DCLU as a required safety training for all staff. Additionally, both new employee orientations and Person in Charge (PIC) trainings were updated to include SRP.
- Two responses are delayed due to internal workload challenges around the new building, but will be back on track next quarter.

Strategic Priority	Active 2023 Responses	Status
Vibrant Libraries	Create and feature fun, unexpected visual and interactive exhibits that encourage library visits.	Delayed
Beyond our Walls	Sponsor local kids’ activities to raise brand awareness among kids and their parents, grandparents, and other supporters.	On Track
	Improve and reprise the popular Brew Tour, incorporating Friday-Saturday night events in our libraries.	On Track
Community Service	Identify and provide library services to support mental health in Douglas County.	Delayed
	Serve as a destination for Douglas County seniors to congregate, learn, and socialize.	On Track
Fortify Infrastructure	Create an organized and accessible information storage structure that meets staff, customer, and retention needs.	On Track
	Develop an organizational data strategy detailing how we capture, use, analyze, and make decisions based on data.	On Track
	Work with Douglas County Sheriff to validate and adapt our safety practices, procedures, and training to contemporary standards.	On Track
	Identify and implement volunteer integration in every DCL division, to fundamentally leverage volunteers and their skills to significantly increase organizational capacity.	On Track



Casie Cook, Director of Finance
Report for the six months ending June 30, 2023

Balance Sheet

As of June 30, 2023, the Library has \$39.862 million of cash, liquid and term investments. The Library is holding \$1.317 million in cash for accounts payable purposes, with an annual yield of .55%. In addition, the Library is holding \$29.356 million in liquid funds at ColoTrust, with an annual yield of 3.58%, plus \$10 thousand in liquid investments at the Colorado Statewide Investment Program (CSIP) with an annual yield of .21%.

At June 30, 2023 the Library recorded a receivable and related deferred revenue of \$9.357 million for property taxes. We expect the Library to collect in excess of 99% of property taxes budgeted for 2023.

Funds available for future capital improvements total \$8.50 million at June 30, 2023, as reported on the fund Unassigned Fund Balance line of the balance sheet.

Performance vs Budget

Overall, the Library has realized a \$769 thousand (27%) favorable variance to budget for the six months ending June 30, 2023.

Total operating revenues are \$937 thousand (4%) over budget through June 30, 2023. Specific Ownership (i.e., auto) taxes are \$263 thousand (26%) above budget through June 30, 2023.

Operating expenditures are \$1.285 million (10%) under budget through June 30, 2023. Library Content is (\$673) thousand (34%) under budget for 2023. This is related to the timing of purchases and we expect spending to increase in the latter half of 2023. Technology is \$252 thousand (59%) over budget, due to the majority of budget dollars being placed in December. Technology has 63% remaining budget as of June 30, 2023.

Salaries, Wages, Benefits & PERA Retirement, which account for 68% of operating expenses through June 30, 2023, are (\$538) thousand (7%) under budget through Q2. This variance is primarily due to open positions in Customer Experience.

All other operating expenditures were (\$327) thousand (15%) below budget through June 30, 2023, primarily due to seasonality differences between budgeted vs actual expenditures.

Capital Expenditures

Actual spending for Capital Maintenance items for the six months ending June 30, 2023 is are (\$30) thousand (42%) below budget, due to attention being placed on New Castle Rock. Spending in this area is expected to increase once New Castle Rock is up and running.

With respect to the New Castle Rock branch build, as of June 30, 2023, \$9.162 million has been expended for the build in 2023, and \$21.847 million has been expended since the inception of the project in 2021. As of June 30, 2023, this leaves a remaining budget of \$4.659 million from the budget of \$26.530 million.

2023 Forecast

Based on the Library's 2023 performance through June 30, 2023, and assuming the Library performs according to its remaining budget through December 2023, the Library is projecting a fund balance of \$17 million at December 31, 2023, which is \$769 thousand higher than the fund balance reflected in the original 2023 budget.



Quarterly Report of Cash and Investments
June 2023

Institution	% of Total	Value	Maturity Date	Interest YTD	Annual Yield
Cash					
Colotrust *	98.08%	\$29,356,304	N/A	\$ 680,559	3.58%
Independent Bank	1.60%	479,083	N/A	1,010	0.55%
Wells Fargo Bank	0.28%	84,450	N/A	-	0.00%
CSIP Liquid*	0.03%	9,725	N/A	6,725	0.21%
CSIP Term**	0.00%	-	01/03/23	267	0.05%
Cash in Use	0.01%	1,919	N/A	-	
Total Cash	100.00%	<u>29,931,481</u>		<u>688,561</u>	
Property tax interest				(2,296)	
Total Cash and Investments		<u><u>\$29,931,481</u></u>		<u><u>\$ 686,265</u></u>	

NOTES:

* Variable rate account.

** Multiple terms and rates



Douglas County Libraries
BALANCE SHEET

	December 31, 2022	June 30, 2023
	Audited	Unaudited
ASSETS		
Cash	\$ 26,619,355	\$ 29,931,950
Property Taxes Receivable	32,510,287	9,357,314
Prepaid Expenses And Deposits	425,741	482,946
Receivable DCL Foundation	128,825	89,910
Accounts Receivable Investment	713	557
Total Assets	<u>\$ 59,684,921</u>	<u>\$ 39,862,677</u>
LIABILITIES & FUND BALANCE		
LIABILITIES		
Deferred Property Taxes	\$ 32,306,073	\$ 9,357,315
Accrued Salaries And Benefits	261,199	(114,796)
Accounts Payable	1,379,818	1,316,993
Other Accrued Liabilities	45,885	7,455
Total Liabilities	<u>\$ 33,992,975</u>	<u>\$ 10,566,967</u>
FUND BALANCE		
Nonspendable Fund Balance	\$ 425,741	\$ 482,945
Restricted Fund Balance	1,100,930	1,100,930
Assigned Fund Balance	3,900,000	3,900,000
Unassigned Fund Balance	11,081,722	8,502,698
Committed Fund Balance	11,705,373	11,705,372
Revenues Over (Under) Total Expenditures	(2,521,820)	3,603,765
Total Fund Balance	<u>\$ 25,691,946</u>	<u>\$ 29,295,710</u>
Total Liabilities & Fund Balance	<u>\$ 59,684,921</u>	<u>\$ 39,862,677</u>



Douglas County Libraries
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
 (Unaudited)

	Month Ending June 30, 2023		Year To Date June 30, 2023			Annual Budget 2023	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Revenue							
Property taxes	\$ 2,840,175	\$ 23,038,506	\$ 22,932,546	\$ 105,960	0 %	\$ 32,436,073	29 %
Specific Ownership Taxes	276,452	1,270,197	1,007,008	263,189	26 %	1,568,000	19 %
Contributions/Grants	159,900	159,900	150,962	8,938	6 %	305,932	48 %
Charges for services	27,100	298,152	242,810	55,342	23 %	514,402	42 %
Interest Income	134,679	686,265	182,828	503,437	275 %	195,783	(251) %
Total Revenue	\$ 3,438,306	\$ 25,453,020	\$ 24,516,154	\$ 936,866	4 %	\$ 35,020,190	27 %
Operating, Interest & Fee Expenditures							
Operating Expenditures							
Salaries & Wages	\$ 1,120,885	\$ 6,859,293	\$ 7,195,137	\$ (335,845)	(5) %	\$ 15,367,655	55 %
Benefits	98,995	302,757	538,453	(235,696)	(44) %	1,354,332	78 %
PERA Pension	156,930	963,954	930,120	33,834	4 %	2,070,244	53 %
Library Content	248,885	1,288,065	1,960,621	(672,555)	(34) %	3,934,530	67 %
Facilities	171,648	974,339	1,137,562	(163,223)	(14) %	2,338,387	58 %
Technology, Equipment & 3rd-Party Services	133,800	680,075	427,591	252,483	59 %	1,843,567	63 %
Library Programs & Outreach	61,696	452,860	548,364	(95,503)	(17) %	1,259,077	64 %
District-Wide Support Costs	57,758	350,442	388,752	(38,311)	(10) %	998,666	65 %
Capital Maintenance Projects	2,420	40,650	70,428	(29,777)	(42) %	514,681	92 %
Total Operating Expenditures	\$ 2,053,017	\$ 11,912,435	\$ 13,197,028	\$ (1,284,593)	(10) %	\$ 29,681,140	60 %
Debt Service	\$ 7,995	\$ 418,486	\$ 340,690	\$ 77,796	23 %	\$ 2,109,725	80 %
County Treasurer's Fees	42,649	345,144	343,988	1,155	0 %	487,235	29 %
Total Operating, Interest & Fee Expenditures	\$ 2,103,661	\$ 12,676,065	\$ 13,881,706	\$ (1,205,642)	(9) %	\$ 32,278,100	61 %
Total Revenues Over (Under) Operating Expenditures	\$ 1,334,645	\$ 12,776,955	\$ 10,634,448	\$ 2,142,508	20 %	\$ 2,742,090	(366) %
Non-Operating Revenues (Expenditures)							
Lease Income (Expense), net	\$ 0	\$ (11,538)	\$ 0	\$ (11,539)	100 %	\$ 0	0 %
Capital Improvement Projects	(1,583,601)	(9,161,652)	(7,799,711)	(1,361,941)	17 %	(13,856,103)	34 %
Total Non-Operating Revenues (Expenditures)	\$ (1,583,601)	\$ (9,173,190)	\$ (7,799,711)	\$ (1,373,480)	18 %	\$ (13,856,103)	34 %
Total Revenues Over (Under) Total Expenditures	\$ (248,956)	\$ 3,603,765	\$ 2,834,737	\$ 769,028	27 %	\$ (11,114,013)	132 %
Beginning Fund Balance	\$ 29,544,666	\$ 25,691,945	\$ 27,499,953			\$ 27,499,953	
Ending Fund Balance	\$ 29,295,710	\$ 29,295,710	\$ 30,334,690			\$ 16,385,940	



Douglas County Libraries
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

	Month Ending	Year to Date				Current Year	
	June 30, 2023	Actual	Budget	Variance	% Budget	Annual Budget	Remain %
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Salaries & Wages							
Community Engagement							
Community Services & Partnerships	34,983	224,933	225,306	(373)	(0) %	453,846	50 %
Events & Hospitality	28,350	141,316	140,634	682	0 %	283,284	50 %
Marketing & Communications	35,847	230,356	230,577	(221)	(0) %	464,463	50 %
Special Events	42,423	264,925	287,790	(22,865)	(8) %	579,708	50 %
Visual Design, Arts, & Archives	20,660	146,530	162,474	(15,944)	(10) %	327,282	50 %
Volunteer Services	24,000	144,038	162,291	(18,253)	(11) %	326,913	50 %
Total Community Engagement	186,263	1,152,098	1,209,072	(56,974)	(5) %	2,435,496	50 %
Customer Experience							
Branch Operations	5,092	32,656	32,604	52	0 %	65,676	50 %
Branch Services	95,435	616,699	713,313	(96,614)	(14) %	1,436,871	50 %
Customer Experience	165,838	1,056,265	1,097,223	(40,958)	(4) %	2,210,187	50 %
Materials Handling	130,105	862,993	973,206	(110,213)	(11) %	1,960,386	50 %
Youth & Family Services	166,907	1,071,910	1,137,750	(65,840)	(6) %	2,291,832	50 %
Total Customer Experience	563,377	3,640,523	3,954,096	(313,573)	(8) %	7,964,952	50 %
Executive							
Directors	77,289	489,004	496,929	(7,925)	(2) %	1,000,989	50 %
Total Executive	77,289	489,004	496,929	(7,925)	(2) %	1,000,989	50 %
Finance							
Accounting Operations	24,626	162,229	162,771	(542)	(0) %	358,425	55 %
Budgeting	2,448	47,336	53,817	(6,481)	(12) %	108,405	50 %
District-wide Operations	0	0	0	0	0 %	122,303	100 %
Procurement	7,490	48,030	47,961	69	0 %	96,609	50 %
Total Finance	34,564	257,595	264,549	(6,954)	(3) %	685,742	61 %
Infrastructure Services							
Collection Services	92,803	592,109	594,816	(2,707)	(0) %	1,198,170	50 %
Facilities	25,501	156,274	184,839	(28,565)	(15) %	372,255	50 %
Human Resources	18,671	142,922	161,979	(19,057)	(12) %	295,737	45 %
Information Technology	43,621	280,728	284,397	(3,669)	(1) %	572,799	50 %
Infrastructure Services Operations	4,682	30,024	29,973	51	0 %	60,375	50 %
Learning & Development	26,175	167,811	201,981	(34,170)	(17) %	406,863	50 %
Total Infrastructure Services	211,453	1,369,868	1,457,985	(88,117)	(6) %	2,906,199	50 %
Total Salaries & Wages	1,072,946	6,909,088	7,382,631	(473,543)	(6) %	14,993,378	51 %



Douglas County Libraries
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

	Month Ending	Year to Date				Current Year	
	June 30, 2023	Actual	Budget	Variance	% Budget	Annual Budget	Remain %
Other Earnings	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Payroll Accrual	0	(232,992)	(232,992)	0	0 %	0	0 %
Bonus Pool	0	49,206	0	49,206	100 %	283,281	100 %
Other Earning Types	47,939	133,991	45,498	88,493	194 %	90,996	50 %
Total Other Earnings	47,939	(49,795)	(187,494)	137,699	(73) %	374,277	150 %
Benefits							
Unemployment Insurance	2,002	12,395	0	12,395	100 %	118,889	100 %
Worker's Compensation	5,296	32,430	30,528	1,902	6 %	61,056	50 %
Health Insurance	75,235	154,501	392,732	(238,231)	(61) %	928,276	58 %
Life Insurance	619	4,340	0	4,339	100 %	9,248	100 %
Medicare	14,513	86,728	105,192	(18,463)	(18) %	210,378	50 %
Employee Assistance Program	1,330	3,990	0	3,989	100 %	6,485	100 %
Worker's Compensation Deductible	0	8,372	10,000	(1,627)	(16) %	20,000	50 %
Total Benefits	98,995	302,756	538,452	(235,696)	(44) %	1,354,332	60 %
PERA Pension							
PERA Retirement-Pension	156,930	963,954	930,120	33,834	4 %	2,070,244	55 %
Total PERA Pension	156,930	963,954	930,120	33,834	4 %	2,070,244	55 %
Total Douglas County Libraries	\$ 1,376,810	\$ 8,126,003	\$ 8,663,709	\$ (537,706)	(6) %	\$ 18,792,231	54 %
Other Earning Types							
Other Earnings							
Call Back (CALBK)	252	1,111	0	1,111	100 %	0	0 %
On Call (ONCAL)	288	2,434	0	2,434	100 %	0	0 %
PTO Pay Out (PTOPO)	12,034	86,338	45,498	40,840	90 %	90,996	50 %
Severance (SEVER)	35,365	44,108	0	44,108	100 %	0	0 %
Total Other Earnings	47,939	133,991	45,498	88,493	194 %	90,996	50 %
Total Other Earning Types	47,939	133,991	45,498	88,493	194 %	90,996	50 %



Douglas County Libraries
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

	Month Ending	Year to Date				Current Year	
	June 30, 2023	June 30, 2023		June 30, 2023		Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Over (Under) Budget Comparison							
Community Engagement	186,263	1,152,098	1,209,072	(56,974)	(5) %	2,435,496	50 %
Customer Experience	563,377	3,640,523	3,954,096	(313,573)	(8) %	7,964,952	50 %
Executive	77,289	489,004	496,929	(7,925)	(2) %	1,000,989	50 %
Finance	34,564	257,595	264,549	(6,954)	(3) %	685,742	61 %
Infrastructure Services	211,453	1,369,868	1,457,985	(88,117)	(6) %	2,906,199	50 %
Total Salaries & Wages	1,072,946	6,909,088	7,382,631	(473,543)	(6) %	14,993,378	51 %
Schedule of Benefits as % of Gross Payroll							
Unemployment Insurance	0.19 %	0.18 %	0.00 %	0.17 %	100 %	0.79 %	100 %
Worker's Compensation	0.49 %	0.47 %	0.41 %	0.05 %	12 %	0.41 %	(2) %
Health Insurance	7.01 %	2.24 %	5.32 %	(3.08) %	(58) %	6.19 %	14 %
Life Insurance	0.06 %	0.06 %	0.00 %	0.06 %	100 %	0.06 %	100 %
Medicare	1.35 %	1.26 %	1.42 %	(0.17) %	(12) %	1.40 %	(2) %
Employee Assistance Program	0.12 %	0.06 %	0.00 %	0.05 %	100 %	0.04 %	100 %
Worker's Compensation Deductible	0.00 %	0.12 %	0.14 %	(0.01) %	(8) %	0.13 %	(2) %
Total Benefits	9.00 %	4.00 %	7.00 %	(3.00) %	(40) %	9.00 %	19 %
Benefits	9.23 %	4.38 %	7.29 %	(2.91) %	(40) %	9.03 %	19 %



2023 Budget
Maintenance & Improvement Projects
For Projects over \$5,000 and a life of greater than one year
As of June 30, 2023

	Original Budget	Spent To-Date	Remaining Budget
<u>Operating Expenditures: Maintenance Projects</u>			
District IT: B100	\$ 331,181	\$ 40,650	290,531
District-Wide: B100	183,500	0	183,500
Castle Pines: B200	0	0	0
Castle Rock: B700	0	0	0
Highlands Ranch: B300	0	0	0
Lone Tree: B400	0	0	0
Parker: B600	0	0	0
Roxborough: B800	0	0	0
Unallocated	0	0	0
Total Maintenance Projects	\$ 514,681	\$ 40,650	\$ 474,031

Notes

[M1] Requires Board motion to approve

Non-Operating Expenditures: Improvement Projects

Other:

Total Other

	\$0	\$0	\$0
Castle Rock:			
[11] Castle Rock PSM Construction (GMP Contract)	9,926,325	7,655,099	2,271,226
Castle Rock Owner Contingency Paid and Committed	1,141,220	568,766	572,454
Castle Rock Owner Contingency Committed	0	(447,600)	447,600
Castle Rock Switches	48,000	18,600	29,400
Castle Rock Wireless	42,000	38,890	3,110
Castle Rock UPS	15,000	9,977	5,023
Castle Rock FF & E	2,589,662	1,207,334	1,382,328
Castle Rock Owner Soft Costs	41,896	110,068	(68,172)
Castle Rock Servers	20,000	518	19,482
Castle Rock Copiers and Printer	32,000	0	32,000
Total Castle Rock	\$13,856,103	\$9,161,652	\$4,694,451
Total Improvement Projects	\$13,856,103	\$9,161,652	\$4,694,451

Notes

[11] Requires Board motion to approve

Grand Total Maintenance, Improvements, Capital Campaign **\$ 14,370,784** **\$ 9,202,302** **\$ 5,168,482**



**Comparison of Property Tax Revenues
For the 6 Months Ending June 30, 2023**

	Property Tax		Auto Tax		Other	Total Taxes	YTD
	Amount	Growth	Amount	Growth	Adjustments		Combined Growth
2022							
January	\$0		\$0		\$0	\$0	
February	534,345		235,137		(8,060)	761,422	
March	11,541,637		209,612		(97,579)	11,653,670	
April	2,155,140		244,882		(33,692)	2,366,330	
May	6,327,947		254,222		(49,415)	6,532,754	
June	2,757,217		254,201		(41,045)	2,970,373	
July	8,732,363		224,113		(70,284)	8,886,192	
August	428,860		243,108		(11,381)	660,587	
September	137,020		314,041		(18,096)	432,965	
October	48,542		233,014		(10,144)	271,412	
November	32,181		243,210		(23,198)	252,193	
December	40,463		438,976		(21,921)	457,518	
Total	\$32,735,715		\$2,894,516		(\$384,815)	\$35,245,416	
2023							
January	\$0	n/a	\$0	n/a	\$0	\$0	n/a
February	1,055,747	98%	247,261	5%	(20,414)	1,282,594	68%
March	11,871,793	3%	260,368	24%	(121,342)	12,010,819	7%
April	1,478,607	(31%)	263,927	8%	(37,434)	1,705,100	1%
May	6,063,900	(4%)	222,189	(13%)	(92,526)	6,193,563	(1%)
June	2,878,679	4%	276,452	9%	(38,504)	3,116,627	0%
July		n/a		n/a		0	n/a
August		n/a		n/a		0	n/a
September		n/a		n/a		0	n/a
October		n/a		n/a		0	n/a
November		n/a		n/a		0	n/a
December		n/a		n/a		0	n/a
Total	\$23,348,726	(29%)	\$1,270,197	(56%)	(\$310,220)	\$24,308,703	



Castle Rock Branch Replacement
Cumulative Budget vs. Actual Analysis
As of June 30, 2023

	Original Budget	Actual Expenditures				Remaining Budget
		2021	2022	2023	Total	
General Capital Improvements (Pre-GMP)						
Design Programming (2021 Budget)	\$30,000	\$8,650	(\$2,150)	\$0	\$6,500	n/a
Board-Approved Construction Cost						
	<u>RFA 02/23/2022</u>					
GMP Construction (includes allowances)	\$22,310,843	1,178,900	\$10,871,035	\$7,655,099	19,705,034	\$2,605,809
DCL Soft Costs:						
City Planning Fees	16,500	14,541	340,173	0	354,714	(338,214)
Utility & Development Cost	318,380	0	78,922	68,539	147,461	170,919
Geotechnical/Material Testing	37,500	0	47,003	17,158	64,161	(26,661)
Other Unspecified	0	0	5,841	24,371	30,212	(30,212)
Subtotal: DCL Soft Costs	372,380	14,541	471,939	110,068	596,548	(224,168)
Owner Contingency-Paid & Committed	1,141,220	0	0	568,766	568,766	572,454
Owner Contingency-Committed	0	0	0	(447,600)	(447,600)	447,600
DCL Contingency	1,141,220	0	0	121,166	121,166	1,020,054
Total Board-Approved Construction Cost	23,824,443	\$1,193,441	\$11,342,974	\$7,886,333	\$20,422,748	\$3,401,695
Furniture, Fixtures & Equipment (Jan 2021)						
Castle Rock Branch FF&E	\$2,451,000		\$112,781	\$1,207,334	\$1,320,115	\$1,130,885
Castle Rock Strip Mall Renovation	15,000		15,087	0	15,087	(87)
Castle Rock Miscellaneous	35,000		15,040	0	15,040	19,960
Castle Rock IT	175,000	0	0	67,985	67,985	107,015
Total Furniture, Fixtures & Equipment	2,676,000	0	142,908	1,275,319	1,418,227	1,257,773
Total Project Cost	\$26,530,443	\$1,202,091	\$11,483,732	\$9,161,652	\$21,847,475	\$4,659,468
Forecast Proceeds: 102-118 S. Wilcox	(\$3,250,000)	0	0	0	(3,250,000)	
Total Cost	\$23,280,443	\$1,202,091	\$11,483,732	\$9,161,652	\$18,597,475	

Community Engagement Division

2nd Quarter, 2023

Community Engagement worked throughout the second quarter of 2023 on various projects, including the launch of the largest DCL event of the year, our summer long Summer Reading Celebration. We planned summer outreach and began sending staff and volunteers to participate in many community events hosted throughout the summer by our partners. Q2 was also busy finalizing the art and signage package, grand opening celebration, room reservation system, and CE storage for the new Castle Rock library. In addition, the team spent time with media relations and promotion of the Castle Rock building project.

While Community Engagement is comprised of six individual departments, the Division's work is closely tied together. The Division staff support the major projects and events and often work as a larger team to make it all happen.

Department Highlights

Community Services and Partnerships

Book Start Service feedback from Daycare Partner:

"Every time our Book Start volunteer comes in, she brings all kinds of resources that help the kids better understand what she is reading. She actively discusses how the book is created, who the author and illustrator are, and what the parts of the book are. Then, I'm able to utilize her teachings with my students even when she isn't in the building. I'm also seeing my kids interact with books related to what Ms. Jill has shared, which enhances their experiences with books and with one another."

This daycare provider has reported that her skills as a caregiver have improved due to having a Book Start reader, which potentially impacts the daycare's Colorado Shine quality rating for early learning programs across the state of Colorado.

June Business After Hours hosted at Castle Pines Library

For the second year, DCL hosted an event with the Castle Pines Chamber of Commerce. This event includes elements of a standard business networking event but also expands on that framework to include an educational presentation that highlights DCL strategic issues. This year, the educational presentation was a discussion of the elements of aging in 2023 and an introduction to the nonprofit Aging Resources of Douglas County. The Chamber invited their membership and community members who are aging in the community or supporting aging relatives.

Graduation Ceremony – celebrating graduates who recently obtained their GED or Career Online High School diploma

A few comments from the guests include: "Tiffany, thank you and everyone for yesterday! It was amazing. I am so grateful for the opportunity. Thank you so much for everything!" – Graduate Anjel Akers

"Ladies, I just wanted to thank you both for everything you did today and leading up to this! The ceremony was wonderful, and it showed our kids that THEY MATTER. I hope you realize what an

important job you have ... and you do it so well. We appreciate you!" – Julie (mom) and Laila Cates (graduate)

Events & Hospitality (E&H)

Weddings at DCL

A large June wedding was hosted by the team. The staff helped arrange many of the details of the event, including supporting the music/DJ, assisting with event announcements, catering support, and helping the clients every step of the way.

In Q2, the team booked a whole branch rental (after-hours) for a wedding.

E&H Staff Shine

Customer feedback:

"I just wanted to send a quick note about Frank Monroe. Frank helped us twice last week and was incredibly helpful and professional. It was the best service I've ever had at a venue and it convinced me that I need to start using Douglas County facilities on a regular basis. I'm looking forward to the flash sale to try to nail down some dates for next year. Thanks again!" – Matt Johnson, CPA Five Rings Financial

"Sabastian, thank you so much for the wonderful experience for Katherine's 3rd birthday last week. We had a great time and think all of Katherine's friends did too. We will definitely recommend birthday parties through Douglas County Library to our friends for their kids' birthdays." – Colleen Doan

Marketing & Communications

Media Relations

The team consistently and proactively communicated DCL news, events, and business updates with local media partners:

- 9News covered The Dog Days of Summer, including a live, in-studio interview of Kerri Morgan on 9News Mornings, giving DCL and our Dog Days of Summer reading program exposure to approximately 1.8M households.
- Highlands Ranch City Lifestyle magazine's April travel issue featured a DCL article and (Hutch Tibbetts) photos highlighting travel books recommended by our Collections team, putting our brand and expertise in front of more than 59,000 readers.

Local Business Support

DCL photographer spearheaded a second very successful professional headshot event. More than 30 community members—from small business owners and entrepreneurs to students and job seekers—have taken advantage of this service, which includes access to business librarians. A third event is planned at the new Castle Rock Library in November.

Castle Rock Social Media Promotion

Social media posts about the new Castle Rock library and grand opening are consistently among our top performing, creating six times our usual engagement. It's exciting to read community comments on these posts: they love seeing photos and hearing about our progress!

Design Work Year-Round

The branding team has completed key promotional projects well in advance of fall/winter events (Brew Tour, Gala, SBH Halloween, SBH Winter, Booked for the Holidays).

Web Performance Improvements

The web team has improved our website by implementing a web accessibility statement, a web privacy statement, enhanced customer policies, and a Colorado Open Records Act (CORA) request form. Additionally, the team has optimized navigation in the site footer and select pages to make this important content easier to find.

Special Events

Staff Honored

Lisa Casper, Community Relations Liaison, was named as the Colorado Authors League's Author Advocate Award recipient. Lisa plans numerous author events for DCL every year.

Early Registration a Success

Pre-registration for Summer Reading exceeded 2022 registrations.

Page to Stage

Page to Stage had its best year since COVID, with over 10,000 children entertained in April and May.

Visual Design, Arts & Archives

Consolidating Storage

The team created a new storage system, helping to consolidate the Division storage, which included preparing 380 QR codes to easily search inventory. This massive undertaking included labeling, taking inventory, packing hundreds of storage bins, and helping fellow teammates learn and use the new technology and system.

Archives & Local History Moves

The ALH team wrapped 80 flat files, packed 650 boxes, and helped Facilities move over 1,200 boxes.

Art, Signage, Playscapes for Castle Rock

The team worked on building layouts for art, signage, and the playscapes. We secured donations, made art purchases, and created/designed many new art signage and playscape pieces internally.

Volunteer Services

DCL Supporting Community Members through Volunteerism

Brenda MacIntosh, Volunteer Services Coordinator at Parker, shared this story:

"I have a new volunteer named Cameron, age 17. He has significant special needs. He doesn't have the ability to read and has some motor skills challenges. He comes to volunteer with his mom, Kelley.

Cameron was very interested in working at the Summer Reading tables this summer. Despite most of the table shifts being covered by other teens, we were able to find two places for him to serve. He gave out prizes to our teen and adult finishers.

I have also had Cameron in the volunteer workroom learning to process the damaged materials. By breaking down the project into manageable steps, Cameron is able to successfully complete the project.

The library has been a safe place for Cameron to learn new skills and find community. Completing a volunteer shift and or project gives him a tremendous boost to his self-esteem.”

DCL Volunteer Honored

Volunteer Teri Burget has been selected as the recipient of the 2023 Colorado Association of Libraries Volunteer of the Year Award. She will be recognized at the CAL Awards Luncheon on Friday, October 13, in Loveland.

Teri first began volunteering for Douglas County Libraries in Highlands Ranch in the spring of 2016. Since that time, she has volunteered over 568 hours. She is invaluable to us in her current role in materials handling and shelving and stands out with her kindness and willingness to help whenever needed. She is always happy to do whatever she can to help the library, often coming in multiple days a week.

Volunteer feedback:

"Today’s experience was so amazing being able to help and interact with children while they made unique and creative portraits of dogs from their own imagination or from a provided idea source!" – Livy Event Volunteer at Castle Pines

"A really solid experience – kept busy enough for the time to roll quickly and enjoyed the company of the team." – Alexis, Materials Handling Pilot Volunteer at Highlands Ranch

"It was SO good to be back after my vacay! I've missed the library staff and just being in the library again!" – Lori, Materials Handling Volunteer at Roxborough

Douglas County Libraries Foundation

SAVE the DATE for the DCLF’s annual gala. You can purchase tickets at DCL.org.



Customer Comments & Feedback



Douglas County Libraries [📍](#)
10055 Library Way, Lone Tree, CO 80124

Michael Burmeister
★★★★★ 4 days ago

Excellent library system with access to extensive Interlibrary Loan (ILL) system. Extensive DVD/Blu-ray collection. Extremely helpful staff. Online catalog and reservation system. Ample parking. Ask for a tour of the automated book checkin and sorting machine!

Douglas County Libraries [📍](#)
20105 Mainstreet, Parker, Colorado 80138

Z Zachary Kowal
★★★★☆ 23 hours ago

The library is nice but people treat the library like a coffee shop. People have meetings and loud conversations that can be heard even through noise cancelling headphones. Kids run around the library like it is a playground.

Kat @chassiskat · May 24 ...
Replying to [@hellphish89](#) [@DCLcolorado](#) and 2 others

I would think parental consent should be required and not accessible to children freely. It's a very graphic book, with images in it similar to what adults buy from covered racks or racks behind a cashier. I don't see Hustler in the magazine section of the library.



Sanaz M. Elite 2023
Littleton, CO
@ 220 📷 440 🗨️ 1073

★★★★★ 4/22/2023

I got 2 kids and of all the libraries nearby, I will surly make the 17 min drive out to this one anyway for an adventure for my kids. The space is open, the staff is friendly, the place is super clean, and the story times are the BEST I have ever seen. Seriously, I have rarely had the same two staff members and hands down every single one of them have presented and enjoyed and make it all about about the kids. It is so much fun! You see the kiddos and the parents involved and actively moving all about. We love specifically coming here in the winter days because the space is open and has variety activities for kids. You have gotta check it out.

Media Mentions

Colorado Newslines: [More LGBTQ book removals demanded in Douglas County, but most residents at meeting resist](#)

Colorado Newslines: [Residents resist censorship of LGBTQ books in Douglas County libraries](#)

BookRiot.com: [Unfurling the Book Banner Lies](#)

Highlands Ranch Herald: [Summer reading program at Douglas County Libraries](#)

Highlands Ranch City Lifestyle: [Douglas County Libraries Summer Reading 2023](#)

Parker City Lifestyle: [Douglas County Libraries Summer Reading 2023](#)

KRDO Colorado Springs: [Douglas County Libraries issue closures and delays ahead of construction move](#)

Next – 9News: [DougCo parents try to ban children’s book](#)

NewsBreak Denver: [Castle Rock library to close and move into new building](#)

Castle Rock News-Press: [New Castle Rock Library nears completion](#)

CBS4 Colorado: [Castle Rock library is getting ready to move into a brand-new building](#)

Denver7: [Old Castle Rock library closing to make way for new library](#)

YourHub/Denver Post: [Castle Rock library is on the move](#)

YourHub/Denver Post: [Dog Days of Summer reading coming to Douglas County Libraries](#)

Highlands Ranch Herald: [More than books at Douglas County Libraries](#)

9News: [Dog Days of Summer Reading kicks off this weekend in Douglas County](#)

Customer Experience Division

2nd Quarter, 2023

Our main focus in second quarter was on the transition to the new Castle Rock building, and everything that is impacted throughout the district as a result. Additional priorities included Summer Reading Program and continuing to improve DCL Courier. Some highlights of this work include:

- Librarians, Customer Experience Associates, and Materials Handlers from Castle Rock worked at branches throughout the district during the closure. This gave staff the opportunity to learn from each other and identify some best practices. They also had the opportunity to assist with Summer Reading Program events and camps in a manner that they haven't in recent years.
- We hired a Courier Services Supervisor, whose focus has been implementing safety measures and defining procedures. We have already seen the positive impact of this position through the stabilization of the courier routes and hours.
- The Materials Handling team worked with Learning & Development to create two new, professional-level sorter training videos. All division staff have a Paylocity goal to view these two trainings and provide their feedback.

One of our other areas of focus this quarter has been determining floor expectations, and planning out the implementation of this new service model.

The Vision: As a team, provide a customer-driven experience by removing barriers, taking ownership, and being accountable.

How will we do this?

- We will prioritize all division staff embracing and exhibiting the **DCL Mindset**.
- We will shift the primary focus from tasks and processes to **hospitality** and **building relationships**.
- We will move to **team-based** floor coverage to create greater **awareness** of our surroundings, and prioritizing staff and customer **safety**.

We will pilot these new expectations at the Castle Rock branch, starting with Grand Opening.

Finance Division Report

Casie Cook

2nd Quarter, 2023

The Finance Division is celebrating three new additions to our team, and is busy onboarding our new team members:

Crystal Bustillos joined DCL in June and is our new Budget Manager. Crystal brings over 10 years of experience budgeting for higher education, and we're thrilled she has joined our team. We've received feedback that the budgeting process so far this year has gone very smoothly.

Susan Meyer also joined DCL in June and is our new Payroll Specialist, bringing 8 years of payroll experience. Prior to Susan's hiring, payroll was processed in Human Resources. Separating the duties of maintaining personnel records from preparing and processing payroll has bolstered DCL's internal controls, and we are happy to have Susan join our team.

Shelly Collings joined DCL in July as our new Accounts Payable and Receivable Specialist. Shelly brings over 25 years of accounts payable and receivable experience, most recently working in the nursing division at University of Colorado Hospital. Shelly is a great addition to our team.

The team is also busy working on the 2024 budget, and is looking ahead to year-end reconciliations.

Infrastructure Services Division Report

2nd Quarter, 2023

Infrastructure Services (IS) is comprised of Collection Services, Facilities, Human Resources, IT, and Learning & Development. Our primary focus is supporting DCL staff, effectively and efficiently, making sure they have the technology, employee support and professional development they need to serve DCL's customers at a premium level.

Q2 2023 Workplan Highlights and Accomplishments

Collection Services

- **Data Team Update:** Training and internal processes have been delivered as well as online modules for new leadership hires. The Data Team is ready to help consult as staff have questions working through the Data Guidebook.
- **Information Storage Update:** To mitigate risk, this team created and shared a document on DCL supported (and backed up) storage tools. It includes a description, recommended use, and training information for each.
- **Digital Newspaper Update:** January through June, the digital newspaper iPads were enjoyed by customers for over 700 hours. The most popular newspaper is *The Denver Post*, followed by *The Wall Street Journal*. *USA Today* and *The Economist* have also been added to PressReader's Library, allowing access to even more great resources.
- **State Grant Spending:** We concluded our 2023 State Grant to Libraries purchasing. Areas of focus this year were: Wonderbooks, youth books with dyslexia friendly fonts, youth large type, and as always: Demand Driven Acquisitions (adult nonfiction), econtent, nontraditionals and support to our literacy departments. The final report will be available at the end of July.

Human Resources

- **Market Analysis Update:** The Market Analysis project with Brown & Brown concluded in May. Since then, the HR team has been working on incorporating updates to DCL's salary structure, pay grade codes, Time in Position (TIP) guidelines, and wages.
- **CORE Compliance Review:** To ensure we are compliant with legislation and are protecting our employees and organization, HR completed DCL's CORE Compliance Review with Brown & Brown. This review consists of an audit of all benefits offered, ACA compliance, employer required reporting, COBRA, wellness plans, HSA/FSA accounts, and HIPPA privacy. The audit determined that no updates or changes to our DCL benefits, or our processes for delivering these benefits, were needed.
- **Gallup Survey Update:** The HR team supported the completion of the Gallup Q12 Survey. With a 94% participation rate, DCL leaders received valuable insight into celebrations and opportunities for their teams and the organization. DCL leaders will continue to engage in these results and determine direction for the organization.

- Leadership Development Update: HR continues to work with L&D on identifying topics and developing trainings for library leadership. HR presented a training on Interviewing & Hiring and confirmed trainings for Q3 and Q4 including topics on Colorado Legislative Updates and Performance Documentations Skills.
- Midyear Performance Reviews: The HR team supported Midyear performance review audits for all DCL staff, ensuring an engaging, forward-focused process that provides consistent and transparent performance feedback across DCL.

Information Technology

- Old Castle Rock update: IT worked in conjunction with Facilities and Procurement to move all staff, furniture and equipment out of the old building and to dispose of all unneeded equipment to prepare for demolition.
- New Castle Rock Construction update: IT has been working with FP and subcontractors to install and configure door access, security cameras, lighting and HVAC controls. We will continue to work on this to finalize all installations in Q3
- New Castle Rock move update: IT worked with Facilities and Procurement to move and setup technology needs for the Collections Services and Materials Handling department as these were identified as the highest priority and would be returning to work in the building first. In addition to the setup of these departments, initial network connectivity, Wi-Fi, timeclocks and printing have been deployed to support the work of these teams. We will be working to set up the remainder of the departments, public computing technology, new printing solutions and digital signage in Q3.

Facilities

- Park Street storage: The Facilities shop on Park Street was outfitted with industrial shelving to accommodate the growing need for district wide storage that will benefit many departments within DCL.
- New Castle Rock Library: The Facilities team planned and facilitated the moving of the PSM building contents into the new Castle Rock Library in preparation to meet the timeline for demolition of the old building.
- Maintenance: Evaluate and plan for district wide maintenance of existing facilities, including landscaping, parking lot, sorters, janitorial services and other interior maintenance.

Learning & Development

- Compliance Trainings Update: All compliance trainings will be completed by 7/31/23. Those include: Harassment Prevention; Worker's Compensation; Cybersecurity; and Standard Response Protocol
- Safety & Security Team Update: SRP video is live and in DCLU. New employee orientation and PIC training have been updated with SRP. Library Leadership attended a Personal Safety Training with DCSO. Security Audit Branch Recommendations from audit have been reviewed and priorities are being determined for the remainder of 2023. DCL Safety Directive has been written and communicated to all staff. 3 staff members (Library Director, HR Generalist, Branch Services Manager) attended a Safety conference in OH and debriefed with the team afterwards. Many good ideas were captured.
- A new Instructional Designer has been hired. This individual will be responsible for LMS administration and the creation of asynchronous content for staff aligned with L&D priorities. Priorities include: One DCL for Leadership; Neurodiversity for Children in the Libraries; Recruiting at DCL; Interviewing at DCL; and Personal Safety/Boundary Setting

Team Spotlight on Human Resources (HR)

The mission of the HR Department is to mitigate risk to the organization, support leadership development, and encourage employee engagement and retention. Our approach aligns with DCL values, priorities and direction from leadership. Our processes are aligned with industry best practices, legally compliant and informed by subject matter expertise.

Structure: 1 HR Manager / 2 HR Generalists

Fun Fact: The HR team has collectively over 25 years of experience in the HR field.

2023 Q3 IS Workplan Benchmarks

- Preparing 2024 budgets for all IS departments.
- Welcoming customers to the new Castle Rock Library.
- Completing midyear and TIP (time in position) compensation adjustments.
- Completing the benefits renewal process.
- Holding flu shot clinics at three branch locations for DCL staff.
- Coordinating a Library Leadership training on Colorado Legislative updates.
- Updating Leave of Absence administration.
- Creating and delivering new asynchronous training content (Recruiting, Interviewing, One DCL for leadership, Neurodiversity, Personal Safety, etc.).
- Determining 2024 training and development priorities.
- Working with CE to schedule and set up fall events.
- Completing final finishes on the new Castle Rock Library.