

Douglas County Libraries
BUSINESS MEETING
Wednesday, September 27, 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 Bill Gernert, Customer
Sam Bishop, City of Castle Pines Community Development Director
Representatives from Sterling Ranch

- Sterling Ranch: Scott Janson, Resident Advisory Committee, Greg King, Resident Advisory Committee and Board member, Metro District #3, Andrew Casazza, Board member, Metro District #3
- Sterling Ranch Community Authority Board: Jessica Towles, and Gary Debus
- Sterling Ranch, LLC, Susan Beckman

PUBLIC COMMENTS

CONSENT AGENDA

[Page 5](#)

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 August 23, 2023 [Pages 6-13](#)
2. 2024 Holiday Closures [Page 14](#)
3. 2024 Staff Day Closure [Page 15](#)
4. 2024 Board Meeting Dates [Page 16-17](#)
5. 2024 Nomination for Colorado Special District Pool Board [Page 18](#)

DISTRICT BUSINESS

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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.

Naming of the Castle Rock Library

Naming Information Packet

[Pages 20-32](#)

Speaker: Bill Gernert

Board Discussion and Action

MOTION to adopt Resolution 2023-09-01

[Page 19](#)

Castle Pines Urban Renewal Authority District

[Pages 33-39](#)

Presentation Sam Bishop

MOTION

Sterling Ranch Resident Advisory Committee and Sterling Ranch Community Authority Board – About a Douglas County Libraries’ Northwest Library

2024 Budget Direction

[Pages 40-53](#)

MOTION

Appoint Representative for Trustee Appointment Panel

[Page 19](#)

MOTION

Executive Committee Report

Policy Committee Report

Succession Committee Report

EXECUTIVE LIBRARY DIRECTOR UPDATE

[Pages 54-71](#)

- Report

[Page 54-56](#)

Continued from August Meeting

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

[Pages 57-59](#)

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[Pages 61-71](#)

PARTNER REPORTS

Partnership of Douglas County Governments

Douglas County Youth Initiative

Urban Libraries Council

Foundation

Appoint 2024 Class I Director

[Page 19](#)

MOTION

EXECUTIVE SESSION

Executive Library Director Review

Pursuant to C.R.S., Section 24-6-402(4)(f), C.R.S., for the purposes of discussing personnel matters related to the Executive Library Director's performance review and compensation.

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

1. **Executive Committee Meeting**: October 12, 2023, Douglas County Libraries at Castle Pines, 8:00 a.m.
2. **Policy Committee Meeting**: October 25, 2023, Douglas County Libraries at Highlands Ranch, 3:00 p.m.
3. **Board Study Session**: October 25, 2023, Douglas County Libraries at Highlands Ranch, 4:00 p.m.
4. **Board Business Meeting**: October 25, 2023, Douglas County Libraries at Highlands Ranch, 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

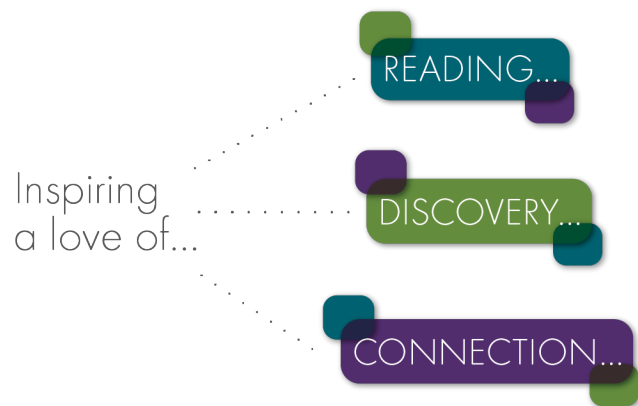
1. **Annual DCL Foundation Gala**: September 29, 2023, 6:00 p.m., Highlands Ranch Mansion
2. **Partnership of Douglas County Governments Meeting**: November 16, 2023, 5:00 p.m. Time to be confirmed, and location to be announced

ADJOURN



Board of Trustees

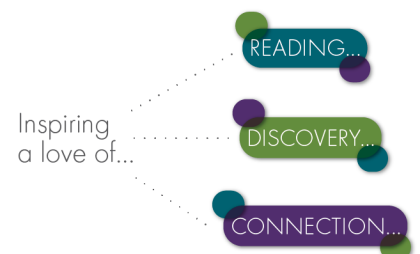
September 27, 2023



Board Action: Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

#	Item	
1.	Minutes	Business Meeting August 23, 2023 - <i>See minutes</i>
2.	Holidays and Closures	2024 Holiday and Closure Dates - <i>See proposed calendar</i>
3.	Staff Day Closure	2024 Staff Day Closure Date – <i>see Request for Approval</i>
4.	Board Meeting Dates	2024 Board Calendar - <i>See proposed calendar</i>
5.	Nomination for Colorado Special District Pool Board	Continuation of Owen-DeLay’s Pool Board membership – <i>see proposed nomination form</i>

MOTION: I move to accept the Consent Agenda consisting of the August 23, 2023 minutes, 2024 holidays and closures, 2024 Staff Day closure, 2024 Board meeting dates, and Owen-DeLay nomination for Colorado Special District Pool Board.



**DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
August 23, 2023
Parker, 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, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

Jessica Kallweit was absent. The absence was excused.

A quorum was present.

STAFF: Bob Pasicznyuk, Casie Cook, Amy Fischer, Brandon Forman, Tracie Kruse, Patti Owen-DeLay, and Jesse Politi

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

PUBLIC: Jessica Fredrickson, Marty Richards, Michael Clarkson, Mart Claus, Linda White, Lois Blake, Megan Burch, Cathy Lees, Bonnie Becker, Anya Zavadil, Robert Marshall, Melissa Della Penna, Karen Jefferson, Craig Mason, Paxton Bastian, Cindy Jensen, Bob Jensen, Dianne Bailey, Kelly Mayr, Nancy Student, Maple, Brooke Bernstein, Sarah Stevens, Dawn Brown, Eric Miller, Kim Carroll, Adam Rutan, Joy Overbeck, Richard Opler, Lloyd Guthrie, Lauren Kinney, Jennifer Pettinger, Martha Carver, Amy Windju, Meagan Gaetve, Colleen Smith, Laurie Kelly, Nicole Hunt, Gerrie Spezia, Courtney Hay, Danny Sewell McCorkle, Erik Anker, Barbara Bennett, Vicki Capps, Margaret Condron, Danny Lyle, Ben Franklin, Carla Sutton, Dave Petteys, Joanne McLain, Laura Nubel, Rick Carver, Mary Russell, Pauline Woods, Meghan Campbell, Alex McCall, Brad Pal, Laurie Robak, Susan Zloth, Keri Beaumont, Rudy Morris, Susan Ranter, Bridget McEowen, Karen Wehrman, Emma Smith, Lori McKinstry, Ceiturin Thomas, Jan Ruscio, Jane Kampsnider, Sara Bauer, Becca Pieseski, Michael Lees, Catherine Grimes, Amanda Jane Forrest, Mary Lynch, D.H., Kathryn Matsey, Vanessa Scruggs, Lynn Jankura, Rebecca Fleiss, Rachel Brackenridge, Yvette Bashaw, Genessa Gutzait, Beth Garboczi, Peter McCall, Alyssa Nilemo, Angela Thomas, Carolyn Williamson, Sheryl Israel, Stephanie Stoner, Natalie Welch, Cindy McGuire, William C. Thomas, Kathryn Hallohan, Laura Dryer, Diane Horton, Marcus Brooks, Donna Stuedeman, Brian Ppohl, Mike Bartlett, Kyra Storjiu, Katie Sage, Renee Ruff, Donna Pixler, Kim Possible, Eliz Fenstermacher, Ike McCartele, Keenen Frau, Bev Lewey, Tom Petersen, Nona Buzness, Diane White, Joe Smith, Joyce Jappelle, Meghan Paul, Juli Waters, Jim Halsey, Beverly Miller, John S.,

Debi Kinder, Aaron Wood, Jan K., Liz Veeder, Sandi McGoldrick, Cindy Williams, Greg Francisco, John Pruett, Grace Matsey, Allison Senne, Rachel Talpers, Jessica Sidener, Bruce Colby, Shaul Turner (Fox 31), Dustin LaRosa, Jennifer Rumsy, Bryan Bashaw, Amara Frankl, Jacob Martin, McKenna Irwin, Barbara Ritchie, Lou Beggins, Mayaut Haidaway, Kevin Carney, Brenda Skoglun, Stephanie Wise, Vanessa Mizanin, Cody Anderson, Kira N. Adams, Jennifer Milligan, Stan Howell, Samuel Jarris, Crystal Belis, Jessica Robinson, Holly M.

PRESENTATION: Family Services Supervisor Brandon Forman shared a Storytime with the audience, highlighting early childhood literacy skills.

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, unless noted.

Jessica Fredrickson: Opposed to book banning. Gave Chair Burkholder a petition with 1,452 signatures in support of parental choice and maintaining open access to information.

Marty Richards: Against book banning.

Michael Clarkson: One of the petition signers, supports free access to information.

Mart Claus: These books are part of a plan to hurt our children. Don't impose "minority" view on the "majority."

Linda White: Founder of Grandparents for Kids. Safeguard children. Remove content with sexual content.

Lois Blake: Against book banning. Allow free flow of ideas and opinions.

Megan Burch: Supports keeping all books being appealed.

Cathy Lees: Speaking on behalf of Carousel Patrol. We support keeping all books being appealed.

Bonnie Becker: Signed petition. Opposes book banning. Fully supports staff recommendations.

Anya Zavadil: Signed petition. Keep these books and where they are located.

Robert Marshall: Douglas County Representative Robert Marshall. Opposes book banning.

Melissa Della Pena: Censoring is book banning. Need to represent all of Douglas County.

Karen Jefferson: Supports families to make their own decisions. Opposes book banning.

Craig Mason: Freedom from Religion Foundation representative. Opposes book banning.

Paxton Bastian: Opposes book banning. Do not censor.

Cindy Jensen: Books are sexual and inappropriate for children.

Bob Jensen: Books are inappropriate for children. No parent has the right to expose children to sexually explicit material.

Dianne Bailey: Constitution guarantees freedom of speech. Opposes banning books.

Kelly Mayr: Opposes book banning. Parental responsibility, not library's.

Nancy Student: Signed petition. Opposes book banning.

Maple: Wants all people represented and access to those books representing them.

Brooke Bernstein: Book banning doesn't stop. Don't influence your values on other people.

Sarah Stevens: Fully supports staff recommendations.

Dawn Brown: Opposes book banning. Public libraries are for everyone. This is discrimination against the LGBTQ community.

Eric Miller: This is about keeping sex away from our children and giving them safe spaces.

Kim Carol: Opposes book banning, and supports access. Parents should decide.

Adam Rutan: Not wanting book banning. Want them off limits to anyone below age eighteen.

Joy Overbeck: Collection does not represent “family values.” These are not “good for children.”

Richard Opler: Disturbed with idea of censorship. Are they truly pornographic or obscene?

Lloyd Guthrie: Signed petition. Opposes book banning. Supports library policies.

Lauren Kinney: Need representation of the gay community. Opposes book banning.

Jennifer Pettinger: These books do not have a place in our children’s lives. The library is not an appropriate place for these books.

Martha Carver: These books contain pornography and obscenity, and access should be limited.

Amy Windju: Libraries are under local control in Colorado. Board’s ties to Urban Library Council advocates for a non-neutral.

Meagan Gaetve: Books should represent all of our community.

Colleen Smith: Do not censor. Represent the whole community.

Laurie Kelly: These books are psychological conditioning of our children. At issue is the content.

Nicole Hunt: Nonresident. Policy shows lack of framework for admitting books to the collection. The policy framework needs to have ideals.

Gerrie Spezia: Opposes book banning. Parents should decide.

Courtney Hay: Allow all materials to be available. Opposes book banning and censoring.

Danny (Bucky) Sewell McCorkle: Opposes book banning. All people need to be seen in the books.

Eric Anker: Opposes book banning. Removing representation and access creates harm.

That concluded the public comments portion of the meeting.

DISTRICT BUSINESS

No conflicts of interest were declared.

Burkholder prefaced the Appeals by inviting Wood to present his statement. See Mr. Wood’s attached Statement.



Aaron Wood Board
Statement.pdf

Burkholder asked Wood if library policies were communicated clearly. Wood replied that they were, but he does not believe that they are the best policies the district can do.

Burkholder invited a statement from Executive Library Director Bob Pasicznyuk. See attached Executive Library Director Statement.



Executive Library
Director Statement.pc

Silverthorn asked Pasicznyuk to describe how the library protects children and offers a Children’s Library Card by giving information on the program and communication of the program.

Pasicznyuk shared:

Children’s Library Card

- Caregivers are informed when seeking new library cards. This is the greatest opportunity for communication on the program.
- Communication on the Children’s Library Card is shared annually with the public via the library newsletter, reaching 90,000 citizens.
- The Children’s Library Card limits what children can check out to only items in the Children’s Collection.
- Currently only about 30 parents are taking advantage of the program.

Burkholder asked what staff do to ensure that we don’t apply bias when making content selections.

Pasicznyuk shared that the single piece that is most helpful is demand.

- Books are evaluated by community use.
- That data is also evaluated annually to modify buying patterns.
- Staff look at reviews in the field.
- Staff buy books that they “disagree with” on a daily basis.
- Data drives the decisions.

Burkholder invited General Counsel Linda Glesne to present her statement regarding board process and responsibility. See attached General Counsel Statement.



General Counsel
Statement.pdf

LaPointe asked for clarification about the “Abuse of Discrimination” statement.

Glesne responded that this is a standard that asks, “Was the decision a competent decision made within the bounds of the policy?”

Vail clarified that the board was to determine if the policies were applied; the board is not discussing merits of this or that book. Glesne concurred.

Burkholder entertained a motion to resolve the appeals.

MOTION 23-08-01: McKinney moved to affirm that staff observed and met the standards of Library policy in the selection and management of the Library’s collection, specifically for these

books, with no further board directive on this matter. Nolan seconded. The motion carried unanimously.

Pre-Vote Discussion and Statements:

McKinney shared a statement. See attached McKinney Appeals Discussion Statement.



**McKinney Appeals
Discussion Statement**

Vail appreciated all the comments and feels for everyone. This is a conundrum, and he wants to figure a broader framework and step back from all this. He has been on the board since January 2023. He shared that “120 million book titles are in print, over 48 million are available from Amazon. There are ‘only’ 140,000 titles in the DCL. But, everyone should understand that if we don't carry a title, we can probably get it from one of over 200 library systems in Colorado. Just because it is not physically in the collection of this library doesn't mean we can't get it for you. Or you can buy it at Amazon.”

LaPointe thanked the public for their input and asked for clarification on the motion end statement, “no further action,” that it only applied to these books, but not further action regarding any policies.

Silverthorn thanked the public and trustees. She noted that there isn't a lot of framework around the policies. She noted that the board doesn't have a great ability to affirm or deny these books and should, therefore, later consider policy framework. She reiterated the value of maintaining the maximum ability of everyone to have access to materials to read; that's not a standard to lose. She expressed frustration around the boundary. She declared, “This is about a framework we don't have right now.”

Burkholder stated, “We on the board have children, grandchildren, opinions, but tonight we will set these aside. I will base my vote against the application of the policies. Did the staff thoroughly and thoughtfully follow policy? Did the staff follow legal parameters? Were the policies applied consistently? Were the policies applied impartially? With these measures as the test, I believe the staff properly followed policies.”

Vail added that Silverthorn's thoughts resonated with him, stating, “We have some things that we need to look at in the future.”

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

MOTION 23-08-02: LaPointe moved and the motion carried unanimously to approve the consent agenda consisting of the June 28, 2023, Board Business Meeting minutes. Silverthorn seconded the motion.

DISTRICT BUSINESS

No conflicts of interest were declared.

Executive Committee

Unbudgeted Expenditure for Highlands Ranch Light Poles

Pasicznyuk prefaced the need for new outdoor light poles at Highlands Ranch library due to tornado damage. There is unrestricted donation money from the Foundation to cover this unbudgeted expense. The vendor contracted for the new Castle Rock library was selected, as they just went through a competitive process with the contractor.

MOTION 23-08-03: Nolan moved and the motion carried unanimously to authorize the nonbudgeted 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. Silverthorn seconded the motion.

Trustee Nolan left the meeting at 8:09 p.m. A quorum was still present.

Policy Committee

Silverthorn reported the committee did not meet this month. They will meet in September.

Succession Committee

Silverthorn reported that the committee will resume meetings in September.

EXECUTIVE LIBRARY DIRECTOR

Given the time, Pasicznyuk tabled his discussion of the second quarter KPI, Strategic Plan, and Division Reports until September, wanting the board to hear the Financial review by Cook.

Cook reviewed the second quarter financials, highlighting items from her report.

- The library is earning great interest rates on investments
- Over budget in IT due to timing
- Under budget in Collections due to timing
- Cook expects to have a buffer in owner's contingency at the end of the Castle Rock project
- Cook factored in a vacancy savings into Customer Experience compensation budget in the hopes that we will achieve proper staffing for 2024

PARTNER REPORTS

Partnership of Douglas County Governments (PDCG)

Vail shared that at the last meeting the County Assessor gave a detailed report on the increase in property taxes that will result in pain with constituents.

Douglas County Youth Initiative (DCYI)

McKinney reported that the DCYI met on Monday. Sharing:

- They are increasing the Youth Award amount by \$2,000, and are fundraising to cover this increase.
- School visits were up over last year.
- They are prepping for the October Youth Congress.
- McKinney is meeting with Director Alston for a one-on-one meeting in two weeks.

Urban Libraries Council (ULC)

Silverthorn shared for members of the public, in clarification of comments made during public comment, that she is a board member of the Urban Libraries Council.

- The Library Board will be discussing the ULC Social Equity Statement.
- The Library has not hopped onto any activist statement.
- The ULC has a lot of larger urban libraries as members with larger urban problems, and that this Social Equity Statement addresses their concerns.
- They met on July 21 and looked at strategic planning.
- A concern discussed was that their bank is requiring that bank members sign an activism statement. ULC is forming an investment committee to look at this.
- The next meeting will be September 30.

Foundation

The Foundation's Annual Fete des Fables Gala, the Snow Queen, is September 29, 2023. If you haven't already gotten tickets, now is the time.

TRUSTEE COMMENTS

Burkholder shared that the new Castle Rock library is absolutely beautiful. Something we can be proud of. Something to unite our community. With Pasicznyuk adding that the Grand Opening will be Saturday, August 26, 2023, at 10:00 a.m.

LaPointe stated that it was wonderful to see Mr. Brandon. And he thanked Burkholder for her leadership with these meetings.

Burkholder thanked legal counsel and staff for their support with the meeting.

UPCOMING BOARD MEETINGS

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

Burkholder noted that an item on the agenda for the September Business Meeting is the discussion of naming the Castle Rock library after benefactor Philip S. Miller, as the old Castle Rock library was named.

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, Castle Rock
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 8:50 p.m.

Respectfully submitted,

Meghann Silverthorn, Board Secretary
Minutes prepared by Patti Owen-DeLay

DRAFT

2024 Holiday Closure Schedule

Observed Holidays: All district facilities will be closed.

New Year's Day	Monday, January 1
Martin Luther King Day	Monday, January 15
President's Day	Monday, February 19
Memorial Day	Monday, May 27
Juneteenth	Wednesday, June 19
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, December 25

Other Closures and Special Schedule Dates:

All district facilities will close at 3:00 pm on:

- Thanksgiving Eve, Wednesday, November 27
- Christmas Eve, Tuesday, December 24
- New Year's Eve, Tuesday, December 31

DATE: September 27, 2023

AGENDA ITEM: Staff Day Closure

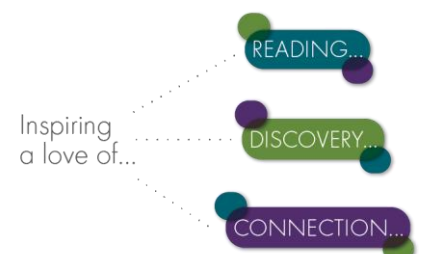
PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

DISCUSSION: We would like to request a closure day for our annual staff development event. This is our staff's only day to spend time together for the purpose of training, recognition, team building, learning and development, internal communication efforts, and celebrating the year's successes.

RECOMMENDATION: I am requesting a closure date of Friday, September 13, 2024 for this event.

BUDGET IMPACT: There is a budget for staff day in Community Engagement's 2024 budget.

MOTION: I move to close the Libraries on Friday, September 13, 2024 for an All Staff Development Day.



Date	Meeting	Time	DCL Location
Thursday, January 11, 2022	Executive Committee	8-10 am	Castle Pines
Wednesday, January 31, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, January 31, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, January 31, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, January 31, 2024	Board Annual Meeting	5:30 pm	Castle Rock
Thursday, February 8, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, February 29, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, February 29, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, February 29, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, February 29, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, March 14, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, March 27, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, March 27, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, March 27, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, March 27, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, April 11, 2024	Executive Committee	8-10 am	Castle Pines
Saturday, April 13, 2024	Annual Retreat	9am	Lone Tree
Wednesday, April 24, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, April 24, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, April 24, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, April 24, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, May 9, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, May 29, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, May 29, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, May 29, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, May 29, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, June 13, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, June 26, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, June 26, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, June 26, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, June 26, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, July 11, 2024	Executive Committee	8-10 am	Castle Pines

Date	Meeting	Time	DCL Location
Thursday, August 8, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, August 28, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, August 28, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, August 28, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, August 28, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, September 12, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, September 25, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, September 25, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, September 25, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, September 25, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, October 10, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, October 30, 2024	HOLD Committee	3-4 pm	Castle Rock
Wednesday, October 30, 2024	Study Session	4-5 pm	Castle Rock
Wednesday, October 30, 2024	Dinner	5-5:30 pm	Castle Rock
Wednesday, October 30, 2024	Board Business Meeting	5:30 pm	Castle Rock
Thursday, November 14, 2024	Executive Committee	8-10 am	Castle Pines
Wednesday, November 20, 2024	Informal Board Breakfast	8-9 am	TBD
Wednesday, December 4, 2024	Study Session	3:30-4:30 pm	Castle Rock
Wednesday, December 4, 2024	Library & Foundation Dinner	4:30-5:30 pm	Castle Rock
Wednesday, December 4, 2024	Board Business Meeting & Budget Public Hearing	5:30 pm	Castle Rock
Thursday, December 12, 2024	Executive Committee	8-10 am	Castle Pines

Nomination of Director Form
ANNUAL MEMBERSHIP MEETING
Wednesday, September 13, 2023

This nomination form must be filled out completely and signed to be valid.

The Board of Directors of _____
being a Member of the Colorado Special Districts Property and Liability Pool, hereby puts into nomination
_____ as the Designated Member Representative for the above
named Member and to serve on the Pool Board of Directors pursuant to Article 6.1 of the Pool's
Intergovernmental Agreement (IGA).

Approved by the Board of Directors this _____ day of _____, 2023.

Signed: _____

Print Name: _____ Title: _____

President/Secretary, Member District

The Board of Directors of the Special District Association of Colorado (SDA) appoints Members to the Pool Board for two-year terms of office, which begin January 1. No more than three members of the Board can represent any one type of special district. Holdover members include one library district, one sanitation district, one water and sanitation district, one metropolitan district, and one park and recreation district.

Incumbents whose two-year terms are expiring and who are eligible for re-appointment are:

Sander Blackburn	Northern Colorado Water Conservancy District
Yvonne Fischbach	Hyland Hills Park and Recreation
James Heckman	Fountain Sanitation District
Patti Owen-Delay	Douglas County Libraries
Bill Simmons	Beaver Creek Metropolitan District

Nominations may be submitted via mail or email to the CSD Pool or the SDA

CSD Pool
c/o McGriff Insurance Services, LLC
PO Box 1539
Portland, OR 97207-1539
info@csdpool.org

SDA of Colorado
Attn: Meredith Quarles
225 East 16th Avenue, Suite 1000
Denver, CO 80203
meredith@sdaco.org

Please submit your nomination form, along with a brief biography of your nominee, no later than Friday, August 25, to be received prior to the Pool's Annual Membership Meeting on Wednesday, September 13, 2023.

Item	Preparatory Work	Motion
Naming of the Castle Rock Library	Review for action	MOTION: I move adopt Resolution 2023-09-01 naming the library facility opened in Castle Rock on August 26, 2023 in honor of Philip S. Miller.
Castle Pines Urban Renewal Authority District IGA	Review for action	MOTION: I move to accept the Castle Pines Urban Renewal Authority District IGA as presented. Or see page 33 for alternate motions.
2024 Budget Direction	Review for action	MOTION: I move to direct staff to prepare and submit a 2024 budget within a general budget growth limit of X% as compared to the 2023 budget.
Appoint Representative for Trustee Appointment Panel	N/A	MOTION: I move to appoint _____ as Library Representative for the Board of County Commissioners Trustee Appointment Panel.
Appoint 2024 Class I Director for DCL Foundation	N/A	MOTION: I move to appoint _____ as the 2024 Class I Director for the Douglas County Libraries Foundation.

About: Castle Rock Library Facility Naming
To: DCL Board of Trustees
From: Bob Pasicznyuk, Executive Library Director

Subject: Philip S. Miller Background

The Board's policy about facility naming requires affirmative Board action. Only the Board has the ability to name a facility and a new facility does not merely retain the name of a former facility without Board action.

Douglas County Libraries opened its new Castle Rock Library on Saturday, August 26, 2023. The facility is the outcome of years of savings and planning. The facility has a three-fold purpose:

- (1) It achieves size and services parity with our larger communities - Highlands Ranch and Parker.
- (2) It serves all our libraries providing infrastructure support needs for staff and customers,
- (3) It is the repository for our county's memories - Douglas County History and Archives.

For the Board's consideration and in response to community input about the new facility's name, please consider the Board Packet's brief history of the Castle Rock Library and Philip S. Miller's contributions to Libraries. The Board's policy allows for the naming of Library facilities for any significant contribution. Mr. Miller's contributions to libraries across Douglas County Libraries continue to be many.

If the Board chooses to name the facility, the cost to do so will be between \$6,000 and \$7,000 dollars for signs, printed materials, and photograph reproductions. The costs can be covered within this year's budget and do not require any material budget change. If the Board chooses to name the facility, the Library will also work with our Douglas County History and Archives team to artfully tell the story of any honoree.





Citizen Review Request

We appreciate your feedback. Return this completed form to any Douglas County Libraries (DCL) location, or email it to citizenrequest@dclibraries.org. Library staff will review your request, research the item/service in question, and respond within seven business days. If further communication is required, library staff will direct you according to our [Citizen Review Request Policy](#).

Date: 7 SEPT 2023 Theme/Topic of Concern: NAME CHANGE FOR CASTLE ROCK LIBRARY
 Item/service Details (as applicable: title, author, material format, location, date seen, service, program, etc.):

Your Name: BILL GERBERT

Signature: [Handwritten Signature]

Mailing Address: [Redacted]

City: C. Rock State: CO Zip: 80104

Phone: [Redacted] Email: [Redacted]

Representing: Self Organization

Organization Name (if applicable):

Organization Address:

City: State: Zip:

Are you a Douglas County Resident? YES NO

NOTE: The Citizen Review Request process is available to Douglas County citizens only.

(Please print here) I have read [DCL's Policies](#) on Access, Children and Parents, Citizen Review Request, Curating Library Collections and Content, Library Facilities and Spaces, and Programs.

Share the details of your concern(s). Please be specific/cite examples. OUR LIBRARY HAS BEEN NAMED THE PHILIP S MILLER FOR DECADES, ACKNOWLEDGING HIS STRONG FINANCIAL SUPPORT FROM ITS INCEPTION UNTIL HIS DEATH. AFTER HIS DEATH, HIS FAMILY TRUST HAS CONTINUED TO PROVIDE SUBSTANTIAL FUNDS EACH YEAR. THE ONLY CHANGE SHOULD BE TO ADD HIS WIFE'S NAME.

Is there an audience for which this [material/display/service] might be appropriate? If so, please specify.

What topics or content can you suggest to counterbalance the point of view to which you object, or to provide additional information on the subject? No.

Library customers may request titles they would like to see added to the Library's collection. To make a request, visit <https://titlerequest.douglascountylibraries.org>.

Historical Context for Discussion of Castle Rock Library Naming as the Philip S. Miller Library

Philip Simon Miller – Castle Rock businessman and benefactor has a long history of support in building library service in Douglas County, concentrated mostly on the Castle Rock Library. Born 1895, Passed 1995.

Known monetary donations to Douglas County Libraries – though please note that this may not be a complete list. There is a 1995 donation that was from bequest from Miller’s brother’s estate for \$55,000 that is not included below. It would be safe to say his impact financially to date is near or exceeds \$500,000 with the ongoing yearly contribution of approximately \$150,000. And does not name all of the advocacy and effort Mr. Miller and his wife afforded the foundation for library service we enjoy today.

1967: \$ 25,000 for library construction
 1971: \$ 5,000 for fundraising campaign
 1977: \$ 3,540 for new carpet
 1980: \$ 25,000 for library construction
 1983: \$ 30,000 for new library*
 1985: \$100,000 matching funds for federal grant
 1988: \$510,000 for remaining debt of the Philip S. Miller Library opened in 1987

Philip S. Miller Trust started in 1980

Library receives 10% of trust estimated at \$150,000 annually.

Estimated funds since 1995 – 2023 = approximately \$4,200,000

Total Estimated monetary contribution by Philip S. Miller to date = \$4,898,540 or more

June 17, 1980 Board Record of Proceedings – Board announces plans to rename Castle Rock Library after Philip S. Miller. Board minutes cite a resolution that was read.

The following resolution was read concerning a name change at the Castle Rock Library:

It has been resolved that the library is Castle Rock be re-named for Philip S. Miller because of his initial and continuing interest and support for the libraries of Douglas County. The Castle Rock Library will henceforth be known as the Miller Branch in Castle Rock. The formal dedication ceremonies and open house are now being planned for August 9, 1980. Mr. and Mrs. Miller were present for the reading of the resolution.

However, we cannot find a copy of the resolution (executed or un-executed), and the minutes do not reflect any vote taken. The attorney has indicated that though not recorded, the action is valid as it is evident they “thought action was taken” whether or not recorded.

See attached Douglas County News Press Articles 8/12/1980 (DNP 8.12.80) and 8/14/1980 (DNP 8.14.80) showing ceremony of dedication with board participation.

1985 and 1990 – Philip S. Miller named Library Benefactor of the Year by the Colorado Library Association.

RECORD OF PROCEEDINGSDOUGLAS COUNTY LIBRARY
BOARD OF TRUSTEES June 17, 1980

I. The meeting was called to order at 7:30 P.M. at the Perry Park Library. All members were present.

The board met for a few minutes in executive session to iron out details of a document.

II. Public Hearing

The board heard from about ten people concerning library services in the area and from this discussion came the following comments:

1. It should be made known somehow that the Perry Park location is open to all people in the county and especially to the southern end.
2. At this point in time, a telephone is not needed at this location.
3. Offers of help were voiced by some of the people present in regard to installing sanitary facilities once the problems of the present litigation are solved.

The public hearing was over at 8:22, there being no more forthcoming commentary.

III. Old Business

At this time, item B, renaming of the library, will be taken up.

B. The following resolution was read concerning a name change at the Castle Rock Library:

It has been resolved that the library is Castle Rock be re-named for Philip S. Miller because of his initial and continuing interest and support for the libraries of Douglas County. The Castle Rock Library will henceforth be known as the Miller Branch in Castle Rock. The formal dedication ceremonies and open house are now being planned for August 9, 1980. Mr. and Mrs. Miller were present for the reading of the resolution.

At this time, item F, old business will be taken up.

F. CCLS

It was brought up that the courier and other rates concerning the Central Colorado Library System are being reviewed and will most likely increase.

Return to normal agenda

A. Mill levy Increase

An introductory letter was read in draft form which is to be delivered to the County Commissioners asking that a mill levy be placed upon the ballot in November. This is going to ask for a mill levy increase to 2.5 mills and will need the support of the electorate to pass. The letter with corrections and changes is to be submitted to the commissioners on July 14, by a motion of Deanna Joplin, second by John Carlson. All in favor. A special committee consisting of Evelyn Connors, Dick Lehman, and John Carlson will meet to iron out the last minute details.

C. Personnel Policy - The new policy has been presented to the County Commissioners for their review and has not been adopted as yet.

D. Exterior Maintenance, Castle Rock - John Carlson will contact the local papers to see if an article can be submitted which will bring out some group to help fix up the outside.

E. Board members increase - This item was tabled until the next meeting.

RECORD OF PROCEEDINGS

page 2
June 17, 1980

- IV. New Business
- A. First look at next year budget - no formal action was taken at this point.
 - B. Franktown Book Drop - Tabled until next meeting.
 - C. Library sign at Centennial Branch - through many problems, a sign on the roads is not placed at this time and Deanna Joplin will try to straighten them out.
 - D. Advisory Board Members - It has been suggested that the schools be represented by students who would act in an advisory capacity. No action was taken.
- V. Friends of the Library
- Due to the fact that the Friends do not meet during the summer, no report was available, but they did make about \$3,000.00 on the Home Tour.
- VI. Library Director's Report
- During the last month, the director visited all branches. The Louviers Branch has some new shelving, and are working on a new quilt. Some staffing problems may result in a change of CETA rules. The director also requested that the library be closed July 5 and a motion to that effect was made by John Carlson, seconded by Francis Maguire. There were 4 yes votes with Deanna Joplin registering a yes with reservations.
- VII. Correspondence - None
- VIII. CCLS - Nor report
- IX. The warrants were accepted by a motion of Francis Maguire, second by Dick Lehman. All in favor.
- X. Next Meeting
- The next meeting will be at Louviers Library on July 15, 1980. and be at 7:30 P.M.
- The meeting with the County Commissioners is set for July 14 at 3:30 P.M. at their office.

MINUTES OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES

DOUGLAS COUNTY PUBLIC LIBRARY

HELD Monday, February 22, 1988 at 6:30 p.m. at P.S. Miller Library in Castle Rock, Colorado.

ATTENDANCE A special meeting of the Douglas County Library Board of Trustees was called and held as shown in accordance with the applicable statutes of the State of Colorado, with the following trustees present and acting:

Julia Lester
Helen McMaster-Coulson
Esther Marie Capps
Paul R. Miller
Norma Stone
Ray Wells

Also present: Evelyn Connor, Library Director; Lynn Robertson, Castle Rock Manager; Guest Bob Stone

CALL TO ORDER President Lester called the meeting to order at 6:30 p.m.

ACCEPTANCE OF MILLER DONATION AND MOTION TO TAKE TO MEETING WITH THE COMMISSIONERS

MOTION: I move that the \$510,000 from Philip S. Miller be presented to the Board of County Commissioners to be used as needed to pay off the Castle Rock library building. In addition, the Commissioners would prepay the remaining \$60,000 rent, as requested by Philip S. Miller, and would deed the building back to the Library Board of Trustees. Motion was made by Miller, seconded by Capp; passed unanimously.

PAPERWORK FOR DISCUSSION ITEMS

Stone stated that paper charts were acceptable but she did not want to take notes for hours. She suggested in the future she would like to see each trustee with paperwork in hand for all discussion items so that trustees could refer to paperwork as the item is presented.

ADJOURNMENT

There being no further business to come before the Board Coulson moved for adjournment, seconded by Miller and unanimously carried.

The foregoing minutes were approved by the Board of Trustees on the 23rd day of June, 1988.

Library rededicated to Philip S. Miller Saturday

Staff story, photos
By Leona Hood

New citizens and old ones who remembered the first construction of the Douglas County Library combined to rededicate the library's Castle Rock branch to Philip S. Miller.

Miller and his wife donated the first \$25,000 to build the library over a decade ago. In a formal ceremony Saturday, library officials and the Millers' friends and admirers acknowledged that and subsequent financial gifts from the couple.

Newly resident and newly-elected president of Douglas County Friends of the Library, Mary Ann Sharp, told the Millers, "You are not only appreciated by your life-long friends; you are appreciated by the new ones, too."

Peggy Hybiak, a library trustee, read the proclamation from the board of trustees that renamed the branch library. The statement cited gifts from Millers in 1967, 1971 and 1976.

It also read, "Philip S. Miller wisely established a standard of excellence for future growth in Douglas County by stipulating his gift be used for capital construction to provide a permanent building to house the library."

A standing ovation by the crowd in attendance signified their agreement.



UNANIMOUS - Citizens express unanimous appreciation to Philip S. Miller and his wife, Jerry, as they are

introduced at the ceremonies naming the Castle Rock branch of the Douglas County Library after its first

contributor. Millers have donated over \$30,000 to make the resource center possible.

Round 2: CR wild animal ordinance prohibits

By Gail Anderson
Staff Writer

Castle Rock is going to prohibit the keeping of certain wild, exotic and dangerous animals within the town.

That vote came after the town board Thursday heard some pointed comments from the audience in favor of prohibiting, rather than simply regulating, the keeping of such animals as pets.

At an earlier meeting, the town board directed staff to come up with an ordinance regulating the possession of the animals after hearing from supporters of Mr. and Mrs. Gary Kudray, who own a cougar

and bobcat.

The Kudrays moved to Castle Rock after checking to find out town ordinances did not prohibit the keeping of the animals.

Tom Tasker, a neighbor of the Kudrays in Castle North, was the chief spokesman for a prohibitive ordinance at the Thursday meeting.

He cited two cases in Jefferson County. In one, a couple who kept a cougar in their bedroom in Broomfield were ordered by the court to get rid of it.

In the other, the county board issued an injunction against another person on the grounds that keeping

wild animals is not a defined use in a residential area. The case never went to court, however, as the person moved to Elbert County, where he could keep his wild cat, Tasker said.

He added that Castle North covenants prohibit the keeping of animals other than household pets, but noted the town has left enforcements of the covenants up to the homeowners.

Division of Wildlife regulations on keeping wild animals are more intended to protect the well-being of the animals, rather than assure the safety of the public, Tasker said, adding the regulations have not yet

been enacted into law.

Finally, he introduced a boy named Timmy to the town board. Timmy's family of Denver recently won a \$21,500 insurance settlement for partial payment of medical bills resulting from a pet lion's attack of Timmy in 1973.

According to Tasker, when Timmy was 4 years old back in 1973, the defanged pet lion of a neighbor leaped over the hedge separating the homes while still chained and attacked Timmy.

The lion, now being kept at a zoo,

Continued on Page 20

Christian aviators unveil Larkspur airport plans

By Alan Isbell
Staff Writer

A proposal for a private airport open for county use, which would be used as a training and technology center for missionaries, was previewed to the Douglas County Commissioners Monday.

Al Throckmorton, speaking on behalf of Aviators Christian Transportation Service (ACTS), told the commissioners his organization had obtained a lease-option on the Larkspur airstrip formerly owned and operated by Perry Park developer Lee Stubblefield.

Throckmorton said the reason for Monday's discussion was to find out what was needed for a temporary trailer permit. Mobile housing was desired for security personnel.

The security personnel were deemed necessary for protection of

tied-down planes and for landing-take off control. Throckmorton said planes were landing and taking off there now, and rumours had been surfacing that some of the aircraft had been involved in illicit drug-running.

The non-profit airfield would be used to train missionaries as pilots and to teach them technologies available to Africans and others to make their lives better - such as solar-powered stills to distill potable water from contaminated.

The pilot claimed much of the preliminary work that would make the proposal possible had already been accomplished. The Federal Aviation Administration had designated the strip private. The Missionary Society had committed to sending people to the vocational programs and paying the expenses. A

Montessori day school had been set up for the children of missionaries.

Throckmorton claimed the U. S. Army Reserve Construction Battalion had committed to paving the roads and airstrips, pouring building footings and installing water and sewer lines for the project that had been designated a non-profit community project.

All was not smooth sailing, however. There existed a problem over access through the Sageport subdivision. There were title questions, since the judgment that awarded the land to the Perry Park Metropolitan District was being appealed by Stubblefield (part of the \$1.3 million judgment awarded the district for the reneged-upon promise of amenities by the developer).

Planning Director Hank Epstein pointed out there were some zoning,

airport and subdivision regulations to be complied with also.

Bruce Fosdick, CARE Ambulance manager, questioned the emergency access provisions and fire-fighting capability.

Malcolm Schmidt, one of ACTS' organizers and a professional fireman, responded that round-the-clock firefighters would be on hand with their own equipment to fight fires. In addition, a doctor was available on call, and a "trauma center" would be set up in a plane.

He termed the proposal for general aviation "pretty safe," claiming that the number of flights daily would be comparable to Littleton Airport, where few crashes have occurred. Congestion was the reason so many occurred at Arapahoe Airport, he said.

Continued on Page 20

4-H, Fair edition supplement today

Library's history only moment in time, but important

By Leona Hood
Staff Writer

Compared to the procession of centuries its books retell, Douglas County Library has existed only a moment. But the creation of a focal point for information in a growing county should not go unnoticed.

Concerted efforts to establish a library in Douglas County began with a 1966 public meeting to determine whether the prevailing sentiment supported the need for such a facility.

The sentiment apparently affirmed what many already believed: that Douglas County did, in fact, need the benefit of a resource center.

The county commissioners established a fund for planning and land acquisition and appointed the first board of trustees, headed by Nikki Mead.

In April 1967 the trustees received a letter from local banker Philip Miller and his wife committing \$25,000 to construct a facility.

The official reply was: "In addition to being a generous offer and warmly received, it will not only be of value to today's citizens, but will benefit all citizens of Douglas County for many years to come."

A matching federal grant increased the building fund and land was broken on Aug. 10, 1968, at Third and Gilbert Streets in Castle Rock.

Before the building's completion, services were offered by librarian Alden Briskey in a rented building on Third Street. The library, then a member of Plains and Peaks Library System, offered a bookmobile for those who found it inconvenient to reach the main facility.

Efforts to establish the library were heralded in the local media, with extensive reports in **The Douglas County News**, **Parker Press**, **Littleton Independent**, **Denver Post** and **Rocky Mountain News**.

The library, which was in 1968 the youngest in Colorado, won honorable mention in the John Cotton Dana Publicity Contest.

The cornerstone for the current Castle Rock facility was laid in September of that year by the Douglas Masonic Lodge. The following April, dedication ceremonies officially opened the facility.

Judge Hilbert Schauer, then executive director of the Colorado Department of Institutions, delivered the dedication address. Eugene Everitt of Everitt's Studio presented a

portrait of Philip Miller as part of the ceremony.

Miller had set an example for others to follow in financially promoting the library. Friends of the Library began its annual home tours and sponsored book sales, Denver residents donated in response to a **Denver Post** article, Lawrence C. Phipps, Jr., contributed to the growing fund.

Lee Stubblefield of Colorado Western Development Company donated \$1,700 to purchase the ceramic sculpture on the library grounds. William Higman from Parker presented his historical painting, "In Memory of Franktown Pioneers."

From 1967 to 1970, the library grew from 800 borrowers to over 1,500, its store of books increased tenfold, its circulation from 1,400 to 14,400.

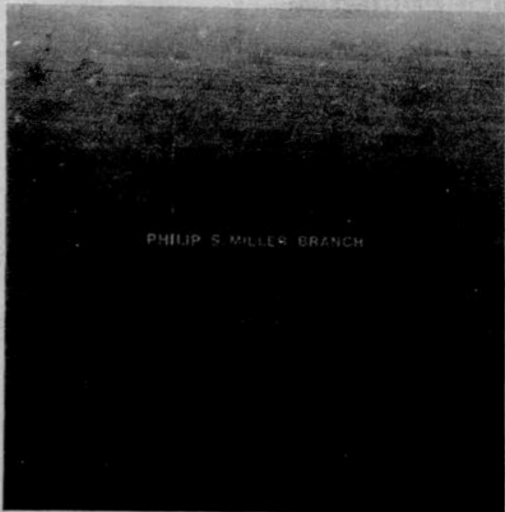
The library has flourished. It has added three more branches and joined the Central Colorado Public Library System.

It has affirmed over and over the wise words of an editorial in **The Douglas County News**, March 10, 1967: "The need for knowledge never ends, and there is no better source of information than the public library."

RECEIVING LINE -- P.S. Miller and wife, Jerry (seated), chat with members of the crowd attending the ceremony that officially renamed the county library in Castle Rock after its first contributor.



GREETING GUESTS -- Phil Miller greets well-wishers and those who came to honor him at the rededication of the Castle Rock branch of Douglas County Library Saturday.



IN BLACK AND WHITE -- Or rather, in silver on tan, the bold letters officially announced the rebirth of the Philip S. Miller branch of Douglas County Library. The metallic letters were donated by Friends of the Library.



PLAQUE AWARDED -- Peggy Hybiak of the library's board of trustees presents P.S. Miller a framed copy of

the proclamation naming the Castle Rock branch of the library after him.



August 24, 2023

Dear Douglas County Library Board of Trustees:

Benefactor Philip S. Miller left a strong, positive impact on the Castle Rock community. Though he died nearly 30 years ago, his contributions continue to live on and benefit Douglas County, the Town of Castle Rock and its fire department, and several other area organizations.

Mr. Miller was particularly generous to our local libraries, donating over \$700,000 to this public institution during his lifetime. Accordingly, it was his wish that the Castle Rock library be named in his honor, and it was, during the 1980s.

That former library has now been demolished, and the community is on the precipice of celebrating the opening of a new, state-of-the-art library that will be enjoyed for generations. Congratulations on this achievement, and thank you for adding value to our community in this manner.

It's the understanding of the Castle Rock Town Council that the Douglas County Library Board of Trustees intends to call this new library the Castle Rock library rather than carrying on the Philip S. Miller name. We strongly urge you to consider retaining Mr. Miller's name for our local library, to honor both him and our community's history.

If not for the generosity of Mr. Miller and his wife, Jerry, the community likely would not have been able to open its first permanent library in 1968. Similarly, the debt for the prior library likely would not have been paid off during Mr. Miller's lifetime if not for his incredible generosity.

We believe it is not only appropriate to recognize Mr. Miller for these and other community contributions by continuing his name on the library, but that it would actually be detrimental to our local history if you do not continue with this honor. Please continue appropriately recognizing all Philip S. Miller did for the Castle Rock community by continuing the name of our local library branch as the Philip S. Miller Library.

Sincerely,

Handwritten signatures of Jason Gray, Kevin Bracken, Ryan Hollingshead, Laura Cavey, Desiree LaFleur, Max Brooks, and Tim Dietz

Jason Gray Mayor Kevin Bracken Mayor Pro Tem Ryan Hollingshead District 1 Laura Cavey District 2 Desiree LaFleur District 4 Max Brooks District 5 Tim Dietz District 6



August 22, 2023

Suzanne Burkholder, President
 Board of Trustees, Douglas County Libraries
 100 South Wilcox St.
 Castle Rock, CO 80104

Dear Ms. Burkholder and Library Board of Trustee Members:

The Douglas County Board of Commissioners urges you to reinstate the name Philip S. Miller Library to the new library in Castle Rock. As Commissioners, we are grateful for your service as volunteer Trustees and the outstanding accomplishment of building the new library in Castle Rock. We know that the Board and staff of the Library worked hard on every detail of the new library; but we think the name of library is worthy of reconsideration.

Your staff Administration Policy under Facility Naming Rights states "District buildings and facilities shall be named in accordance with their geographical location or functional designations. However, the District will also allow for naming rights in response to a major benefactor, either through substantial financial support or through distinguished effort and service on behalf of the District. No District buildings shall be named for any living person. The Board has the sole authority to approve names of District buildings and facilities."

Philip S. Miller has been both a major benefactor for the library and demonstrated distinguished effort and service not only to the library district but to Castle Rock and all of Douglas County. His legacy is legendary. When the library was established in November 1966, the County Commissioners appropriated \$5,000 for 1967 library operations. Later that year Philip S. Miller and his wife, Jerri donated \$25,000 for library construction, the equivalent of \$229,000 today. They essentially built the first Douglas County Library. Over the period 1967 through 1988, Philip S. Miller donated \$700,000 to the library system.

In June 1980, the Library Board announced plans to rename Castle Rock Library after Philip S. Miller with the formal dedication in August 1980. The Resolution read "It has been resolved that the library in Castle Rock be re-named for Philip S. Miller because of his initial and continuing interest and support for the libraries of Douglas County. The Castle Rock Library will be henceforth known as the Miller Branch in Castle Rock. . ." After the reading of the Resolution, Library Trustee John Carlson told Mr. Miller, "most people are still convinced that if it weren't for you, we still wouldn't have a library."

It was not until March 1990 that the Douglas County Public Library District was formed by voters, creating an independent taxing district to fund library operations. While taxes are now the library's major revenue source, the Miller donations were foundational to the establishment of the Library System in our County. Each year, the library still receives its 10% share of the Miller Charitable Trust or \$120,000 - \$150,000.

Abe Laydon
 Commissioner District I

George Teal
 Commissioner District II

Lora L. Thomas
 Commissioner District III

The Library Trustees got it right 43 years ago when they dedicated and re-named the Castle Rock Library in honor of Philip S. Miller. We urge you to bring the Philip S. Miller name back to the Castle Rock Library.

Sincerely,



Abe Laydon
Commissioner



George Teal
Commissioner



Lora Thomas
Commissioner

CC: Robert (Bob) Pasicznyuk, DC Libraries Director
Doug DeBord, Douglas County Manager

From: Debbie
Subject: Philip S Miller Perpetual Charitable Trust
Date: September 19, 2023 at 9:06:53 AM MDT
To: Suzanne Burkholder

Sept 18, 2023

To Suzzanne Burkholder

Dear Suzzanne,

I am writing to you as you are President of the Library Board of Trustees. My name is Debbie Buboltz Bodle. My father Willis Buboltz worked for Philip S Miller at the Bank of Douglas County from the mid 1950's until their retirement in the mid 1980's, I wrote the Philip S. Miller Book in order to keep his Legacy alive.

The reason for my email to you today is that there are many people in the county and the community as well as Library Patrons who do not realize that when Mr. Miller passed away in

1995, he left a Perpetual Charitable Trust in excess of thirty million dollars to nine different beneficiaries, the library being one of the main beneficiaries.

Although I am sure that all your members of the Library Trustees, Town Council, and County Commissioners are all aware of this Trust, I just feel that many people are unaware of this Trust.

Monies are disbursed once a year to all these beneficiaries and have been since Mr. Miller passed in 1995. These disbursements will continue every year as long as the Trust is in existence. The Trust is managed very very well, and we can assume and hope it will continue forever.

The thing I believe is vital for people to realize is that these disbursements will continue every year from the Trust. Every Year!!!! I think the public needs to be made aware of this and I was hoping that at some point during your Trustee meeting this information and these facts regarding the Philip Miller Trust could be brought up. Maybe you as the President could mention these things.

I feel that because of the Trust and the millions of dollars Mr. Miller has given to the Library as well as the county, I wholeheartedly believe the name should remain with the Library if possible in order to keep his name and Legacy continuing as money from the Trust continues to be disbursed every year.

It goes without saying that I feel the name remain the Philip S Miller Library. Additionally I believe that everyone from now into the future should be made aware of the Philip S Miller Perpetual Charitable Trust and that money will be given from the Trust every year. I feel Mr. Miller receives all the gratitude, accolades, credit and thanksgiving for everything he has done for the Library, the county, the community and the other beneficiaries. I think it is vital that people are made aware of the Philip S. Miller Perpetual Charitable Trust and how it will continue disbursements every year and how it will impact the Library.

I appreciate your help in getting this information to the public because so many people do not realize what the monies from the Trust do for us every year and will continue to do so.

Thank you for your help in this matter and I appreciate everything you are doing to hopefully keep Mr. Miller's name on the Library. Please forward this to Bob Pasicznyuk. Thank you!!!

Sincerely,

Debbie Buboltz Bodle



RESOLUTION NUMBER 2023-09-01

A RESOLUTION NAMING THE LIBRARY FACILITY
OPENED IN CASTLE ROCK ON AUGUST 26, 2023
IN HONOR OF PHILIP S. MILLER

WHEREAS, Philip S. Miller significantly contributed to the establishment of library service in Castle Rock, and Douglas County through his leadership, foresight and financial support;

WHEREAS, The Miller legacy as benefactor continues with the establishment of the Philip S. Miller Trust and ongoing, annual donation from the Trust to Douglas County Libraries;

WHEREAS, The Library Board wishes to maintain the honor of naming of the Castle Rock Library bestowed on Mr. Miller on July 17, 1980;

NOW, THEREFORE, BE IT RESOLVED BY THE DOUGLAS COUNTY LIBRARIES DISTRICT BOARD OF TRUSTEES THAT THE LIBRARY IN CASTLE ROCK CONTINUE TO BE NAMED THE PHILIP S. MILLER LIBRARY, DUE TO HIS INITIAL AND CONTINUING INTEREST AND SUPPORT OF LIBRARIES IN DOUGLAS COUNTY.

PASSED, APPROVED AND ADOPTED this 27th day of September 2023 by the Douglas County Libraries Board of Trustees, Douglas County, Colorado on a first and final reading by a unanimous vote.

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES

Suzanne Burkholder, Board President

Meghann Silverthorn, Board Secretary

DATE: 9/19/2023

AGENDA ITEM: Adoption – Castle Pines URA

PERSON(S) RESPONSIBLE: Bob Pasicznyuk

DISCUSSION: The City of Castle Pines is forming a URA – Urban Renewal Authority – to incentivize growth and development in the area roughly from I25 to the King Soopers property adjacent to the library. The URA will divert property tax revenue in the zone incentivizing development. Colorado citizens have limited the lion’s share of city/town revenues to sales taxes. This isn’t the first URA in Douglas County with other cities and towns in Douglas County preparing new instances of this tool to come. At its best, the tool will result in Castle Pines having a more diverse and productive tax base and more options for citizen consumers. If the tool is successful, the Library will lose revenue while serving more customers.

Castle Pines staff representatives will discuss the URA with the Board at the September meeting. The Library’s legal counsel recommends negotiating the URA with Castle Pines. The statute requires parties to negotiate toward an agreement or secure an agreement via a mediator.

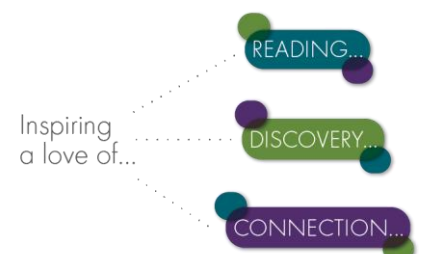
Library staff recommend mitigating URA loss of revenue from any new residential properties in the URA while allowing the City to take full advantage of retail and commercial growth. The South Metro Fire District has negotiated a similar agreement with Castle Pines – a model for the Library. The South Metro agreement is included with this request as a model for negotiation with the City of Castle Pines.

FISCAL IMPACT: Without any changes to the URA, the Library stands to lose \$85,000 in annual revenue as a result of the URA. This number would grow depending on the success of the URA.

MOTION: I move to accept the Castle Pines Urban Renewal Authority District IGA as presented.

I move to accept the URA with the following terms – [list].

I move to direct staff to renegotiate the URA with more favorable terms – [list].



**AGREEMENT REGARDING CASTLE PINES URBAN RENEWAL AUTHORITY
TAX INCREMENT FINANCING**

THIS AGREEMENT REGARDING CASTLE PINES URBAN RENEWAL AUTHORITY TAX INCREMENT FINANCING (the “Agreement”) by and between the **CASTLE PINES URBAN RENEWAL AUTHORITY** (“CPURA”), an urban renewal authority and body corporate and politic of the State of Colorado, and the **Douglas County Library District** (the “District”), a body corporate and political subdivision of the State of Colorado (each party individually referred to herein as a “Party” and collectively referred to herein as the “Parties”).

RECITALS

WHEREAS, pursuant to the Colorado Urban Renewal Law, Section 31-25-101, et seq., C.R.S. (the “Act”), the City Council of the City formed CPURA by Resolution No. 23-26; and

WHEREAS, pursuant to the Act, the City Council of the City is considering adoption of an urban renewal plan (the “Plan”) to carry out urban renewal projects within the Urban Renewal Plan Area (“Plan Area”) described with particularity in the Plan; and

WHEREAS, the District is a taxing entity whose boundary includes real property within the Plan Area, which real property is shown in **EXHIBIT A**, which is attached hereto and incorporated herein; and

WHEREAS, the Act authorizes and the Plan will provide for the use of tax increment financing by CPURA to assist with the development of projects pursuant to the Plan; and

WHEREAS, C.R.S. § 31-25-107(9.5) requires that CPURA and the District enter into an agreement regarding the sharing of incremental property tax revenue; and

WHEREAS, the Parties recognize that this Agreement satisfies the requirements of C.R.S. § 31-25-107(9.5).

AGREEMENT

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein, the mutual covenants and promises set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated into and made a part of this Agreement.

2. District Mill Levy Allocation. The District agrees that CPURA may initially retain all incremental property tax revenues generated in the Plan Area solely as a result of the levy of the District’s mill levy upon taxable property within the Plan Area; provided,

however, the District and CPURA agree to renegotiate the sharing of incremental property tax revenues between the Parties under the following circumstance:

(a) Prior to CPURA committing TIF funds for any new construction project or a modified structure that adds residential dwelling units.

Any renegotiation of the sharing of incremental property tax revenues between the Parties shall be conducted in good faith and in accordance with the mediation procedure set forth in C.R.S. § 31-25-107(9.5)(d), regardless of whether such procedure is required by law at the time of such renegotiation. Any and all agreements regarding the sharing of incremental property tax revenue shall be memorialized in an amendment to this Agreement. The Parties agree that any such future renegotiation shall not constitute a substantial modification of the Plan.

3. Term, Termination. The term of this Agreement shall commence on the date of mutual execution of this Agreement by the Parties, and shall run for so long as the Plan, including any amendments, remains in effect, unless terminated earlier due to the abolishment of CPURA, and shall terminate upon the termination of the Plan. This Agreement may be terminated at any time upon the mutual written agreement of the Parties.

4. Modification. This Agreement may not be amended, modified, or changed, in whole or in part, without a written agreement executed by the Parties.

5. Assignment. No Party shall assign this Agreement or any interest hereunder in whole or in part, without the prior written consent of each of the other Parties. Any assignment attempted without the prior written consent of all Parties hereto, which consent shall not be unreasonably withheld, shall be deemed void, and of no force or effect. Consent to one assignment shall not be deemed to be consent to any subsequent assignment nor the waiver of any right to consent to such subsequent assignment. Notwithstanding the foregoing this Agreement may be assigned to the successor entity of the District or to the District's constituent entities.

6. Notices. Any notices or other communications required or permitted by this Agreement or by law to be served on, given to or delivered to any Party hereto, by any other Party shall be in writing and shall be deemed duly served, given or delivered when personally delivered to the Party to whom it is addressed or in lieu of such personal service, upon receipt in the United States' mail, first-class postage prepaid, addressed as follows:

To the District:

Douglas County Library District
Attn:

To CPURA:

City of Castle Pines
Castle Pines URA
360 Village Square Lane, Suite B
Castle Pines, CO 80108

With a copy to:

Michow, Cox & McAskin, LLP
Attn: Linda C. Michow
6530 S. Yosemite St., Suite 200
Greenwood Village, Colorado 80111

Any Party may change its address for the purpose of this Paragraph by giving written notice of such change to the other Parties in the manner provided in this Paragraph.

7. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument.

8. Binding Agreement. This Agreement shall inure to and be binding on the administrator, successors, and permitted assigns of the Parties hereto.

9. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior oral and written proposals, negotiations, representations, promises, agreements, warranties or understandings concerning such subject matter.

10. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall nonetheless remain in full force and effect.

11. Governmental Immunity. Nothing in this Agreement shall be construed as a waiver of the rights and privileges of the Parties pursuant to the Colorado Governmental Immunity Act, § 24-10-101, et seq., C.R.S., as the same may be amended from time to time.

12. Authority to Enter Into Agreement. Each Party hereby confirms it is lawfully authorized to enter into this Agreement, has received legal counsel and advice as to the legal effect of this Agreement, and has taken all steps necessary to authorize the execution of the Agreement by the respective signatories below.

[The remainder of this page is left intentionally blank. Signature page follows.]

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**CASTLE PINES URBAN RENEWAL
AUTHORITY**, an urban renewal authority and
body corporate and politic of the State of Colorado:

Tracy Engerman, Chairperson

ATTEST:

By: _____

Its: _____

Approved as to form:

CPURA Counsel

DOUGLAS COUNTY LIBRARY DISTRICT, a
body corporate and political subdivision of the
State of Colorado:

By: _____

Name (printed): Suzanne Burkholder

Its: Board President, Douglas County Libraries

ATTEST:

By: _____

Board Secretary,

EXHIBIT A
DISTRICT BOUNDARY

PROPERTY DESCRIPTION:

ALL RECORDS REFERENCED HEREIN ARE AMONG THOSE RECORDS OF THE DOUGLAS COUNTY CLERK AND RECORDERS OFFICE, STATE OF COLORADO.

THE FOLLOWING PARCELS OF LAND ALL BEING LOCATED WITHIN SECTION 3, TOWNSHIP 7 SOUTH, RANGE 67 WEST, OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF CASTLE PINES, SAID COUNTY AND STATE, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 1 THRU 6 AND TRACT A AS SHOWN ON LAGAE FAMILY TRUST MINOR DEVELOPMENT FINAL PLAT AS RECORDED AT RECEPTION NO. 2020078058, IN SAID RECORDS.

LOT 1 AND LOT 2 AS SHOWN ON CHARTER OAKS 2ND AMENDMENT AS RECORDED AT RECEPTION NO. 8831398, IN SAID RECORDS.

LOT 3, LOT 4, AND LAGAE ROAD AS SHOWN ON CHARTER OAKS FILING NO. 2 AS RECORDED AT RECEPTION NO. 2008004357, IN SAID RECORDS.

LOT 1, LOT 2, TRACT A, AND MAX DRIVE AS SHOWN ON CHARTER OAKS FILING NO. 2, 1ST AMENDMENT AS RECORDED AT RECEPTION NO. 20090006075, IN SAID RECORDS.

LOTS 1 THRU 10, TRACTS A, B, C, D, E, F, G, H, J, L, M, N, AND P AS SHOWN ON CHARTER OAKS 4TH AMENDMENT AS RECORDED AT RECEPTION NO. 99078267, IN SAID RECORDS.

LOT B-1 AND LOT B-2 AS SHOWN ON SAID CHARTER OAKS 5TH AMENDMENT AS RECORDED AT RECEPTION NO. 01118346, IN SAID RECORDS.

LOTS 1 THRU 6 AND TRACTS A & B AS SHOWN ON CHARTER OAKS 6TH AMENDMENT AS RECORDED AT RECEPTION NO. 01090052, IN SAID RECORDS.

LOTS 1 THRU 5 AND TRACT A AS SHOWN ON CHARTER OAKS 7TH AMENDMENT AS RECORDED AT RECEPTION NO. 01123828, IN SAID RECORDS.

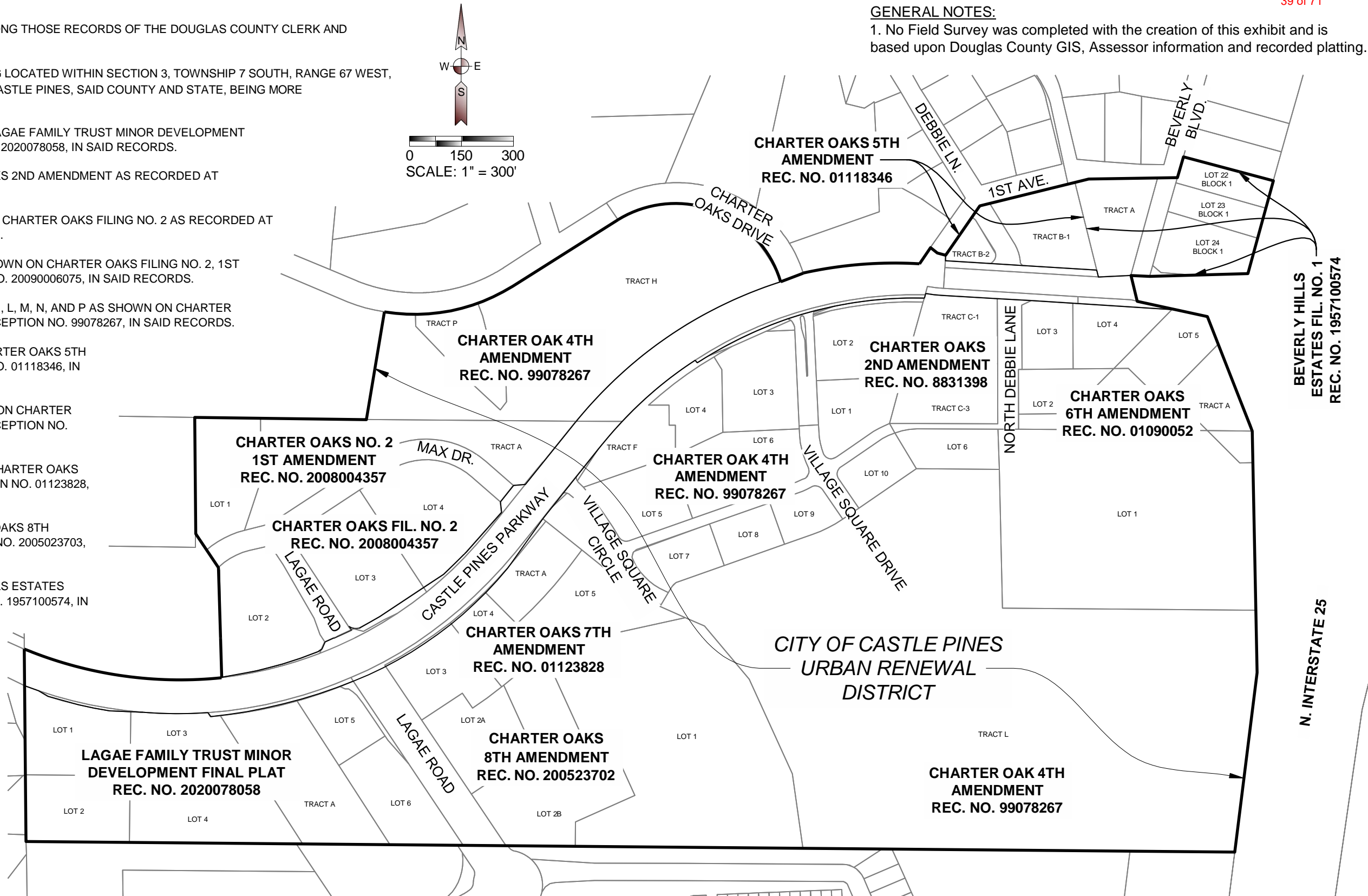
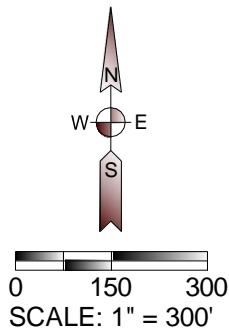
LOT 2A AND LOT 2B AS SHOWN ON CHARTER OAKS 8TH AMENDMENT AS RECORDED AT RECEPTION NO. 200523703, IN SAID RECORDS.

LOTS 22 THRU 24 AS SHOWN ON BEVERLY HILLS ESTATES FILING NO. 1 AS RECORDED AT RECEPTION NO. 1957100574, IN SAID RECORDS.

EXCEPTING ANY AND ALL OF THOSE PARCELS OF RECORD DEDICATED AS PUBLIC RIGHT-OF-WAY FOR THE BENEFIT AND USE OF CASTLE PINES PARKWAY.

GENERAL NOTES:

1. No Field Survey was completed with the creation of this exhibit and is based upon Douglas County GIS, Assessor information and recorded platting.



Ulteig
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 4285 Lexington Ave. N.
 St. Paul, Minnesota 55126
 Phone: 651.415.3800 Fax: 888.858.3440
 Web: www.ulteig.com

**CASTLE PINES WEST COMMERCIAL DISTRICT
 URBAN RENEWAL PLAN AREA BOUNDARIES
 SECTION 3, TOWNSHIP 7 SOUTH, RANGE 67 WEST
 OF THE 6TH PRINCIPAL MERIDIAN,
 COUNTY OF DOUGLAS, STATE OF COLORADO**



CITY OF CASTLE PINES
 CASTLE PINES, CO 80603

Project Number:	23.23048
Date:	7/14/2023
Drawn By:	SDL
Reviewed By:	JE
Approved By:	----
Sheets:	1 of 1

DATE: 9/19/2023

AGENDA ITEM: Board Direction – 2024 Budget Growth

PERSON(S) RESPONSIBLE: Bob Pasicznyuk

DISCUSSION: After 37 years of library practice, I think that there are only a handful of issues that impact the success of one community's library compared with another.

- 1) Values. A library's commitment to answering customer demand and self-determination.
- 2) Focus. A library's business plan, strategies, tactics, and objectives.
- 3) Discipline. A library's self-awareness of not expanding beyond its ability to sustain.
- 4) Revenue. A library's resources, year over year, to sustain brand and service promises.

Colorado citizens and taxpayers declared the revenue available to the multiple services and institutions they value. Libraries are funded, for the most part, by property taxes. Community leaders are actively engaged in a conversation about property taxes in an outlier assessment year. The legislature and Governor continue to stay involved in property taxes. Citizens may enter the fray via referendum in the next few years. In Douglas County, County Commissioners are convening a discussion around this issue, something the Library Board has already done multiple between the Spring and Summer.

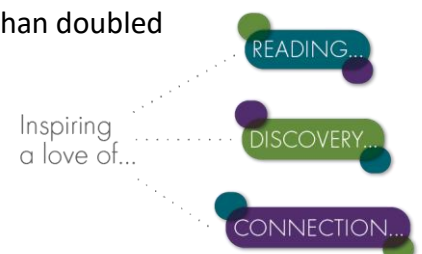
In years past, Boards have directed the library to live within our revenue. That has meant taking advantage of prosperity to counter challenging times. With property value assessment increases forecasted to be between 30 and 40 percent, the Board has indicated to staff that they wish to curb Library revenue growth and our corresponding budget to a fixed amount in 2024. The Board has discussed a variety of growth limits. Staff is requesting that the Board provide clarity for revenue expectations in 2024 so that our preliminary budget published in early October meets those expectations. Staff will also need to understand 2024 revenues to determine our Mill Levy calculation for our budget hearing in December.

Obviously, Library revenue determines outcomes over the long term. Our achievements this year reside on the decision-making of past leadership. While staff has already provided the Board with financial background in three retreats, I will include some additional information for context in this request.

About Douglas County Citizen Elections and Revenue Authorizations for Libraries

1990. Through a petition and election (winning by a 2-1 margin), citizens form Douglas County Libraries as a special district independent of the County and more than doubled its mill levy to 2.75.

1996. Douglas County citizens again authorized a mill levy increase to 4.



By law in the State of Colorado, all tax-supported organizations are limited in any given year to a growth rate of 6%. By law, libraries may lose revenue in any given year by whatever is trending around property value, but may only rebound in any given year to 6%. Only, citizen intervention is able to allow any tax entity to retain revenue above 6%. Douglas County citizens released the Library from the revenue limitation of 6% so that property value growth would advantage their Library options and experiences.

About our Library's Facilities Master Plan – Toward a Northwest Library

Revenue growth over a span of years will determine the product the Library provides. Since the Library is self-funding capital, this will directly affect our ability to keep up with community growth – whether we deliver new libraries and when.

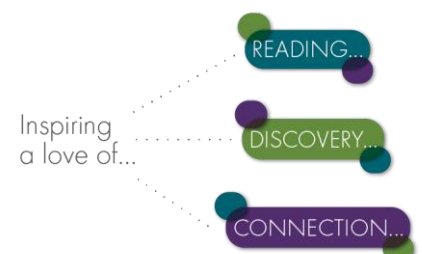
Priority. Thirty years ago, the Friends of the Roxborough Library organized and began advocating for a library in their community. Fifteen years later, the community met DCL's requirements for a branch there and the Library opened the current Roxborough Library in a second-floor, strip mall.

Change has been a Library Board constant over the past decade with few boards convening the same trustees year to year. Even against that backdrop of leadership transition, the Board directed staff to achieve specific outcomes and an approach around facilities.

→ Maintain and build facilities through annual investments with these attributes characterizing our libraries.

- Facilities should function at a high level, supporting and not impeding customer service,
- DCL should own rather than rent facilities.
- Our Library facilities should reflect our brand ideal - premium,
- Facility size or capacity should correspond to community size and anticipated growth.
- Our Libraries should offer consistent service offerings unvaried across the County.

Achievements. During the last decade, our Library met those commitments by building new facilities, renovating others, and applying significant resources toward annual maintenance. It's somewhere between unusual and unheard of for public entities to handle growth without asking taxpayers for new capital funding solutions. It's just as unusual for libraries to maintain their facilities and grow their service platforms without adding additional, significant cost centers.



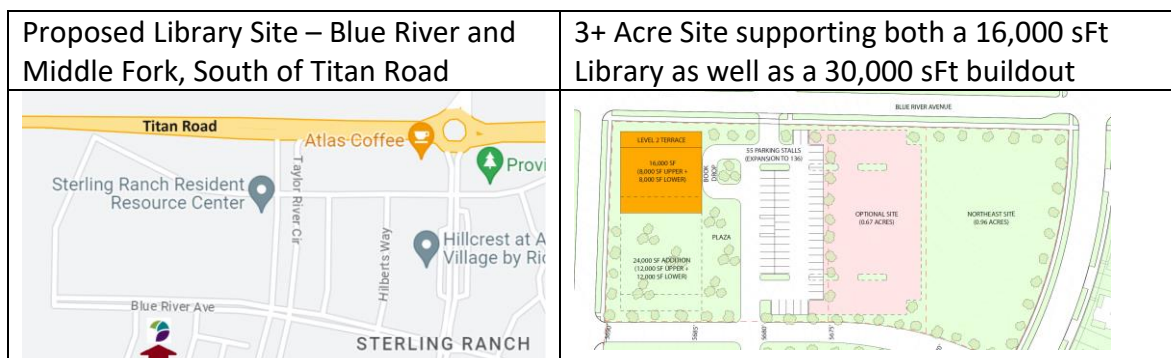
The facilities plan prioritized and sustained these needs.

- | | | |
|--------------------|------|--|
| 1. Castle Pines | 2016 | New 16,000 sFt facility replacing a 2,000 sFt rental. |
| 2. Lone Tree | 2016 | New 25,000 sFt facility replacing a 11,000 sFt library. |
| 3. Parker | 2106 | New 42,000 sFt facility replacing a 18,000 sFt library. |
| 4. Highlands Ranch | 2017 | 6.5M renovation to bring a 20-year-old facility to standard. |
| 5. Castle Rock | 2023 | New 62,000 sFt facility replacing a 45,000 sFt library. |
| 6. Roxborough | TBD | New facility to replace existing 2008, 6,000 sFt. rental. |
| 7. Lone Tree | TBD | New facility handling growth between Lone Tree & Parker. |

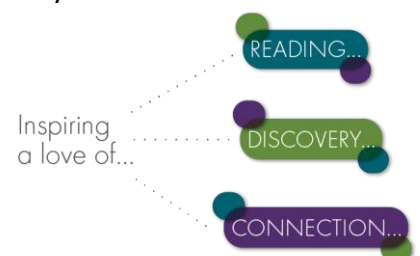
Comparison. Momentum is hard to achieve and easily lost. Our Roxborough and Louviers libraries are our only facilities today that do not meet facilities master plan standards. The plan’s directives.

DCL Boards have consistently elected to sustain Louviers while recognizing it as an outlier – not practical or cost-effective to improve its 1917 county facility serving 300 customers. The Library shows stewardship at Louviers by making sure that it’s safe and well-maintained.

Unlike Louviers, the plan calls for a solution in our Northwest service area beyond the stop-gap rental we’ve operated for 15 years. The Library is in a position to honor previous commitments and priorities for Northwest Douglas County in the next few years by saving a similar, annual amount to facilities reserves as we have done over the last decade. The Library can accomplish this without negatively impacting the maintenance of our existing facilities. Sterling Ranch developers are offering a site/land gift in the center of Northwest growth which has room for Library phasing over time. The site provides easy customer access from Titan Road and visibility of the Front Range.



Our County’s Northwest quadrant today serves a population equal to our Castle Pines Library. Northwest Douglas County is also equal to Lone Tree’s population when the Library opened a new facility there in 2016. It’s growth potential (ultimately 35,000 to 40,000 residents) exceeds projections for Castle Pines and is similar to those in Lone Tree for the next 15 years.



About Investment – What does DCL provide Northwest Douglas County compared to peers?

Library	# Dollars	Collections	Size (sFt)	DCL Amenities
Roxborough	570K*	16,975	6,000	½ Event Hall/Room ≠ Conference Areas 2 Study Rooms ≠ Outdoor Options ≠ Drive Up Return
Castle Pines	1.3M	26,363	16,000	Event Hall 3 Conference Areas ¥6 Study Rooms Terrace; Patio Drive-up Return
Lone Tree	1.8M	64,440	25,000	Event Hall 3 Conference Areas 8 Formal Study Rooms 8 Informal Study Rooms Terrace; Patio Drive-up Return

*570,000 in expenses at Roxborough includes 113,000 in rent that isn't expensed at our owned facilities.

¥Study room capacity increases in 2024 renovating the City Hall space.

About Outputs – What does DCL yield from Northwest Douglas County compared to peers?

Library	Transactions	Visits	Storytime*	Active Customers**
Northwest	109595	47,011	4,021	5,519
Castle Pines	220757	86,005	6,474	8,597
Lone Tree	618991	168,218	14,604	24,748

*Aggregate Storytime attendance through the first 8 months of 2023.

**Customers with an active library card living within the boundary regardless of the library they use or visit.

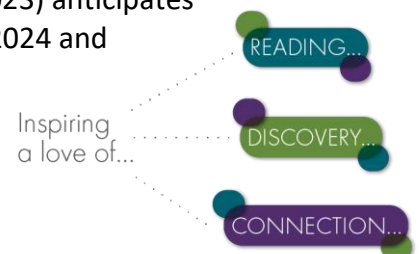
¥ First half 2023 visits

About our Community's Economic Forecast, Trends, and Condition

Included in this packet, our Castle Rock EDC's reports to members reporting a number of metrics describing area economic conditions.

Unemployment. Douglas County's unemployment rate was 3.2% in June 2023 (historic high was 9.4% in May 2020 and historic low was 1.3% in February 1999). Frank Gray at the Castle Rock EDC reports that the low unemployment rate is actually hampering growth because of the lack of talent supply.

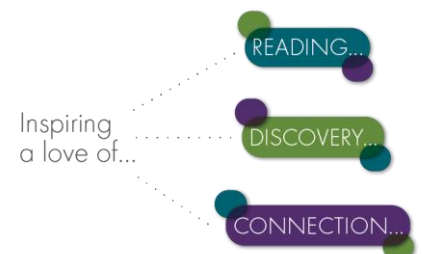
Economic Growth. *The Colorado Economic and Revenue Forecast* (June 2023) anticipates slow growth through 2023 and a return to a modest pace of expansion in 2024 and 2025. The expansion is expected to be supported by slowly dissipating inflation, a resilient labor market, and continued improvement in real



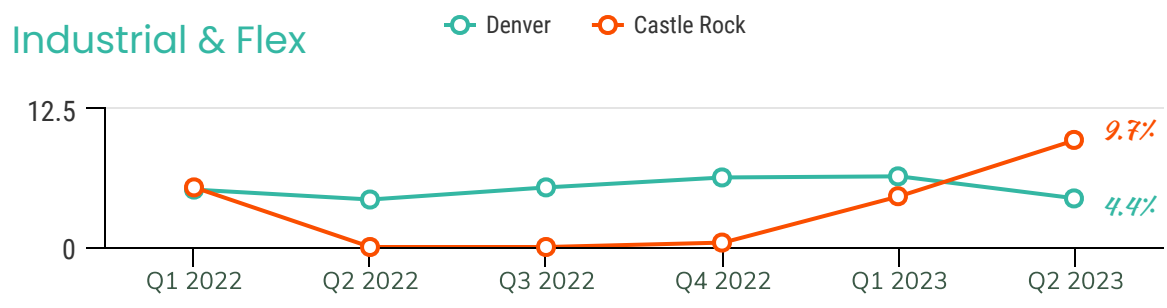
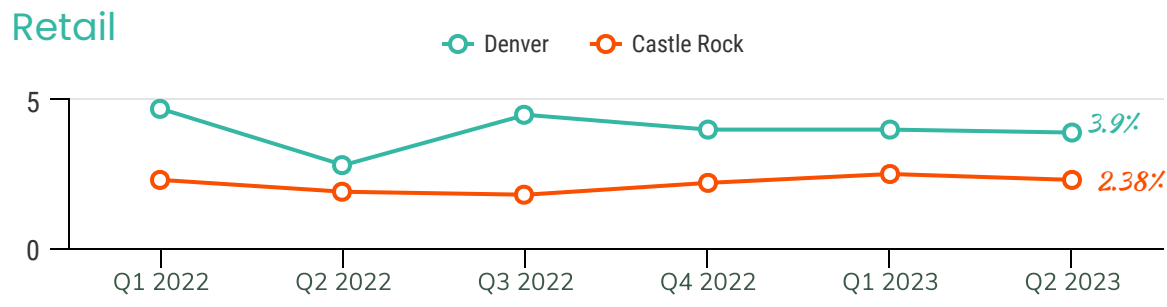
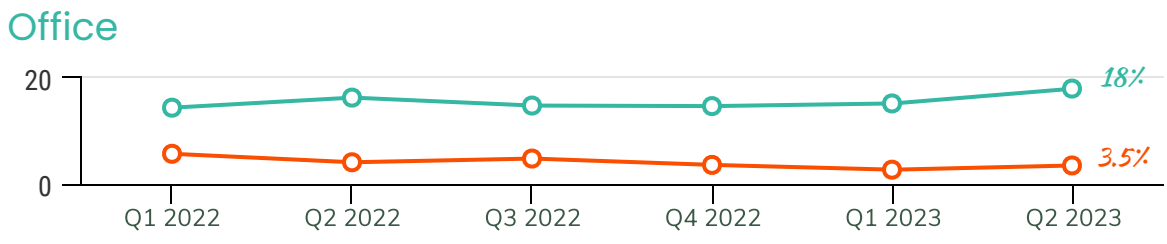
wages bolstering consumer spending (page 4). Castle Rock EDC communicated that Q2 real GDP growth is expected at 2.6%, an improvement over Q1.

Home Value and Market. In August 2023, Douglas County home prices were up 1.2% compared with last year selling for a median price of \$698K. On average, homes in Douglas County sell after 19 days on the market compared with 18 days last year (Redfin).

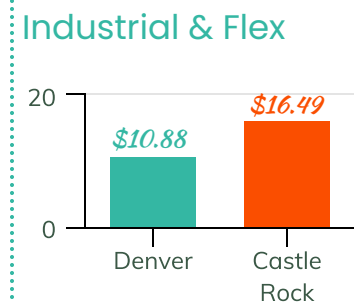
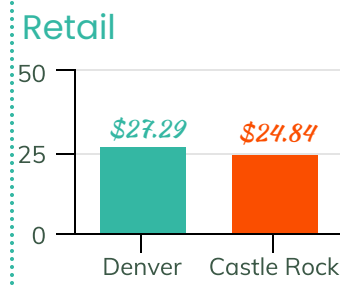
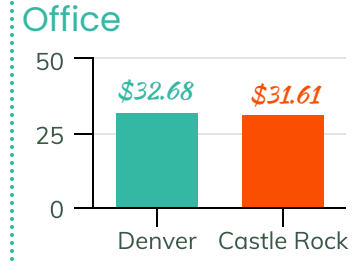
MOTION: I direct staff to prepare and submit a 2024 budget within a general budget growth limit of **X%** as compared to the 2023 budget.



Vacancy Rate Percentages



Lease Rates



* Data provided by NavPoint Real Estate Group; NNN Lease Rates

Unemployment Rate Comparison

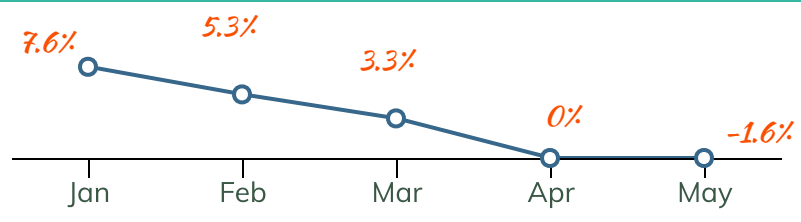
	May 2020	May 2021	May 2022	May 2023
Castle Rock	9.4%	4.3%	2.4%	2.6%
Denver	12.2%	5.8%	2.7%	2.8%
State of CO	11.7%	5.8%	2.7%	2.8%
National	13.0%	5.5%	3.4%	3.4%

-Not Seasonally Adjusted, US Bureau of Labor Statistics

YOY Comparison Sales Tax YOY Monthly Change

2022
+13.2%

2023
+2.7%



*Data Provided by the Town of Castle Rock, through May



Recent Development Activity



The View

- Under Construction
- 14,232 SF of Office Space
- 5,000 SF of Restaurant Space
- 221 Residential Apartments
- 399 Parking Spaces
- 100 of the 399 are Public

221 Wilcox

- Under Construction
- 28 Residential Apartments
- 28 Subsurface Parking Spaces
- 27 Offsite Parking Spaces
- 11,257 SF Office
- 8,353 SF Retail

Meadows

- COI Ground - Two, 80,000 SF Industrial Flex Buildings Under Construction
- HQ Relocation - Colorado Power Line Inc.
- Castle Rock Adventist - MOB 3 Completed
- Cancer Services Agreement

Dawson Trails

- Approved Master Planned Development
- 5,850 Residential Units
- 748 Acres of Open Space
- 3.2 Million SF of Commercial, Industrial & Retail
- Health One Campus Agreement

The Brickyard

- Proposed Redevelopment Project
- Mixed Use Development
- Proposed Rec Center
- Proposed Boutique Hotel

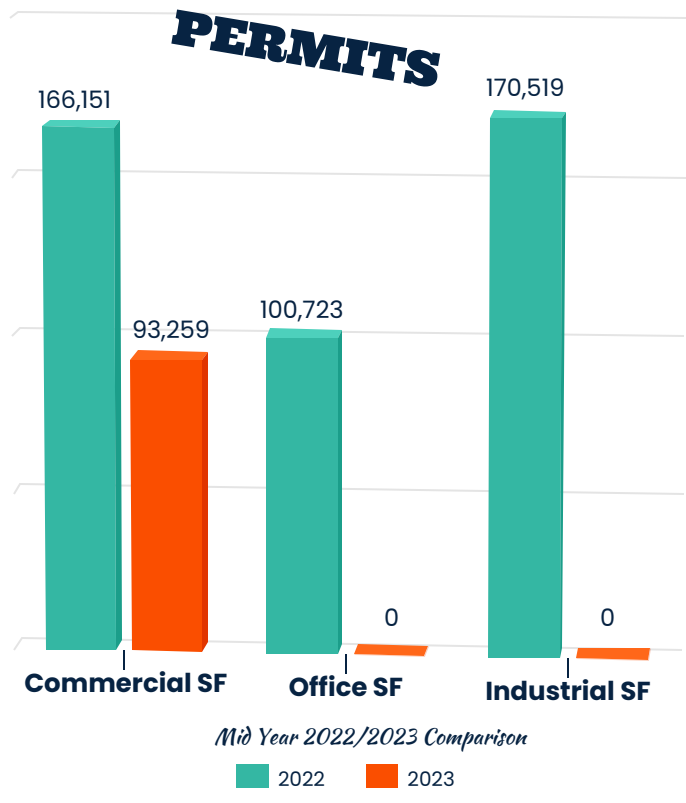
PSM Library

- Two Story 62,000 SF, 218 parking spaces
- Douglas County Library Headquarters
- Opening August 2023

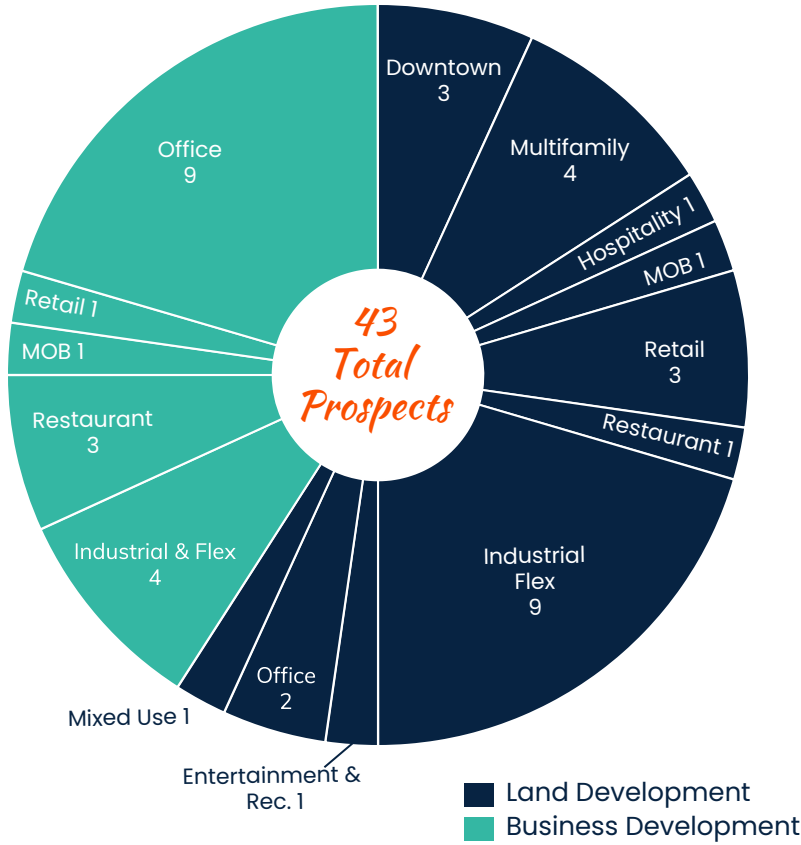
Miller's Landing

- Strategic Site Evaluation

NEW Construction



Development Prospects





2023 Mid-Year Report

Mayor, Town Council, County Commissioners and Economic Development Council Investors:

Re: Castle Rock EDC Mid-Year Report to Investors

National, Regional and Local Economic Update: Is the Economy More Resilient than Expected?

At the midpoint of 2023, the U.S. economy is arguably outperforming expectations. First quarter GDP was revised up to 2%. Personal consumption expenditures posted the best growth (4.2%) since Q2 2021. Nonresidential fixed investment in structures posted a second-consecutive double-digit gain (15.8%). Government expenditures accelerated from growth in both federal and in state and local spending. National job growth, too, remained resilient despite potential headwinds, adding 6.3 million jobs in 2022—the most jobs added in a single year and the fastest pace of growth (4.3%) since 1983. Strong gains continued into 2023 with nearly 280,000 jobs added per month through June, however, June itself slowed to 209,000 jobs—the slowest gain in 2 ½ years.

The Fed increased rates 10 times beginning in March 2022, increasing the federal funds rate by 500 basis points to tamp down inflation. The challenging inflationary environment appears to be subsiding. The June 2023 U.S. Consumer Price Index from the Bureau of Labor Statistics shows growth of 3.1%—the slowest rate since March 2021. The producer price index slowed to 1.1% in May—the slowest rate since December 2020.

A financial crisis caused by failing banks appears to have been averted, however challenges remain. The \$1 trillion outflow of deposits from commercial banks paints tighter financial conditions for borrowers. Excess savings continue to come down, and savings rates remain low. Employment growth and the associated income have been, in part, responsible for the continued growth in retail sales and personal consumption expenditures, and if employment growth continues to slow, this could result in a slowdown in consumption. National retail sales and wholesale trade are showing the symptoms of the strain, and in Colorado, sales tax collections fell year-over-year in May.

Colorado has been an economy that has outperformed for the last decade and a half. We have the ingredients to thrive—a desirable place to live, a thriving base of advanced industries, a highly talented and educated workforce, a high labor force participation, a world-class airport, and the attraction of investment. Thus, it came as somewhat of a surprise that Colorado job growth slowed way ahead of the nation, dragging the state to 48th nationally (the Denver metro region performed similarly, slowing to the bottom 10% of metropolitan areas nationally in the official statistics). However, two phenomena are at play—the data suggests that Colorado’s slowdown is not demand-driven but a worker supply issue, and the state labor office has demonstrated that the official statistics are likely to be revised upward. Two consecutive years of slow net migration to Colorado did little to help the constrained supply of workers.

At a glance, Colorado’s employment paradox is confounding. From 2011 through 2022, Colorado’s job growth ranked in the top 10 for 70% of the months and in the top half for 91% of the months. However, since January, Colorado has ranked among the bottom states—a rank not recorded for the state since the recovery from the financial crisis in 2010. At the same time, Colorado’s May labor force participation rate ranked 4th-

highest, the number of people in Colorado’s labor force was at the highest level ever and continued to grow at the 16th-fastest pace nationally, the unemployment rate stood well-below historical averages (a tight 2.8%), and the job openings rate was the 2nd-highest in the country in April. The high level of job openings and tight labor market suggests continued demand pressures and a lack of labor supply—perhaps not a paradox at all.

Population growth in Douglas County has slowed, but population growth remained higher than the nation, state, and Denver MSA. The unemployment rate in the county is lower than the region and the state, and the labor force continues to post gains. However, after recording a strong and sustained recovery from the pandemic, state taxable retail sales slowed in Douglas County in the first three months of the year to 3.7%, and even further in Castle Rock (2%).

For the remainder of the year, two key indicators to watch include hiring and consumption—the trajectories will influence the pace of growth for the country and the local economy.

By Brian Lewandowski; Colorado Leeds School of Business

2023 Mid-Year Committees Economic Development Report & Prospects

Castle Rock Economic Development Council’s (EDC) mission is to support local job creation and expand the Town of Castle Rock’s tax base. The three fundamental functions of the EDC include:

- Business Attraction (new prospect development)
- Business Retention and Expansion
- Creation of a business-friendly environment

Business Attraction Team (BAT) & Business Retention Expansion (BRE)

Business Attraction (BAT) and Business Retention Expansion (BRE) are two of Castle Rock EDC’s core services.

BAT oversees the strategic attraction of new primary employers to Castle Rock, focusing on both direct and indirect marketing strategies. Additionally, BAT fosters relationship with developers to encourage office development in the Castel Rock market.

BRE recognizes that 70% of job growth in a community occurs from existing businesses. The BRE Task Force supports existing businesses by leveraging a wide range of professional expertise from withing the committee to provide resources with the intent to facilitate growth.

Throughout the first half of 2023, Castle Rock EDC worked with 43 prospective business and development prospects, many of which are Castle Rock businesses exploring expansion opportunities.

2023 Strategic Attraction Initiatives (BAT)

Douglas County Economic Collaborative (The Collaborative)- Alongside the leadership of the Douglas County Commissioners, Castle Rock EDC has been working with private sector consultants to research, craft, and execute a strategic business attraction plan for Douglas County. The group was established in late 2022 and received funding from the County in June of 2023. The Collaborative meets quarterly with key staff and elected officials from each community and will provide Castle Rock an additional opportunity to collaborate regionally and leverage resources and gain additional exposure to strategic targeted industries.

Castle Rock Targeted Industry (Aerospace):

The pursuit of primary employment continues to remain challenging (in 2023), as employers report that they are hesitant to invest in new office products/relocations while at the same time navigating the recent remote work force trends and resistance to the back to the office movements. In response, Castle Rock EDC has shifted its targeted industry pursuits to prioritize industries that mandate traditional office use. One industry that has risen to the top is Aerospace. The Aerospace industry is currently in expansion mode. They are also responding to cyber security concerns by bringing employees and consultants back to the office. Early discussions support Castle Rock's pursuit, as we are geographically well positioned and already have an established workforce within our trade area.

In response to this initiative, Castle Rock EDC has:

- Joined the state's Aerospace Sector Partnership Committee
- Hosted several luncheons that include industry partners from Lockheed, Boeing, United Launch Alliance, Colorado Space Business Roundtable, and Aerospace Industry Brokers
- Worked with the Sturm Collaboration Campus to develop partnerships and programming to support the aerospace industry as part of phase two of the campus.
- Attended a Metro Denver EDC Aerospace recruitment event in Florida.

Economic Development Fund Report

Economic vitality is a critical factor in ensuring Castle Rock's long-term success in achieving its vision of being a self-sufficient community; a community in which residents can live, work, play and purchase the goods and services they need; and to create a tax base adequate to support provision of core Town services.

With increasing regional competition, the Town of Castle Rock established an Economic Development Fund (2011) along with a set of policies designed to strengthen the local economy and prepare for the economic impacts associated with the Town's expected growth. The fund is sustained through the collection of commercial use tax ensuring that commercial development supports the Town's development objectives, which is to actively seek out the highest and best commercial uses, as defined in the Town's 2030 masterplan.

The program includes elements to support core Castle Rock's economic development priorities including the attraction and expansion of primary employers, attraction and expansion of targeted retail and investments in projects of economic significance or serving as economic catalysts. The program is designed to create jobs, expand the tax base, encourage existing businesses to make capital investments, spur new office, industrial, and retail expansions and developments. It is critical that all incentive programs create a net positive job or economic impact on the community.

The following is a list of economic development incentive projects finalized in the first half of 2023:

- Brinkerhoff (Hummingbird Events Center)
- Centura Medical Office Building #3
- Infinity Labs HQ
- Castle Rock Microwave (First Amendment)

Prospect Challenges Persist

While the qualified prospects and expansions present great opportunities they also expose one of our major challenges to primary employment in the community, the lack of office space. While low vacancies are great for our existing building owners, the lack of available office space works against both the retention and attraction of primary employment in Castle Rock. All these factors put Castle Rock in a very difficult position to attract and retain primary employers.

2023 Project Updates

Castle Rock Industrial in the Meadows (Update) is a collaboration between Saunders Commercial Development Company, Colorado Powerline Inc., and Lakewood Electric Company, Inc. Together, they purchased a 15.5-acre site within the Meadow COI ground (Lot 19) to construct two 80,000 SF industrial buildings. The first phase of the development has been completed and Colorado Powerline Inc. (CPI) and Lakewood Electric have both relocated their company headquarters. CPI and Lakewood Electric have relocated all their full-time employees to Castle Rock. Building two should be completed in early fall 2023. The EDC is in conversation with several users on these two buildings. In addition, Ulysses development broke ground on a senior affordable housing project.

Moore Lumber & Hardware (Update) is a 75-year-old family-owned company headquartered in Castle Rock, with six Front Range stores. The company employs 23 full-time positions in Castle Rock. Their core services are based around providing quality lumber and home building materials to both professional builders and homeowners. Moore intends to continue operating Moore Lumber & Hardware at 1335 Park Street and is currently transitioning their Benjamin Moore and Marvin Windows product lines to their new 16,880 SF facility. They are projecting a fully functional facility up and running by September of 2023.

Castle Rock Microwave (Update) (CRM) was founded in 2014. CRM is a regional wireless systems integrator, bridging the digital divide. CRM's customer base falls into four major categories rural broadband (TELCOs, ISP's and Tribes), public safety (municipalities and School Districts), Utilities (water, electric, oil & gas) and transportation (rail & airports). Currently, 85% of CRM's business is contracted out of Douglas County. CRM has added 2,400 SF of office which will allow them to hire an additional 8 employees by the end of 2024, they continue to grow and are hitting their projections.

Owen Ames Kimball (O-A-K) Construction is a 130-year-old commercial construction company with approximately 100 employees. They specialize in K-12, higher education, civic and municipal construction projects. O-A-K leases 4,500 SF of office space at 202 6th Street in Downtown Castle Rock (The Move) and is currently at 8 employees in Castle Rock and intends to grow the company by an additional 30 within the next 4 years. Sales for 2023 are trending upward and expected to exceed projected numbers.

Employment Centric Developments (Overview & Updates)

Montana Vista (Office/Commercial) – Montana Vista, located off Founders Blvd is home to the headquarters of HEI Civil. HEI Civil's second office building and is currently 100% leased. The EDC is currently working with a strong higher-end retail user to take advantage of the views and develop the balance of the site.

Brickyard (Redevelopment/Reuse) - In 2018 the ACME Brick factory announced that they would be closing their Castle Rock operation which opened in the early 1900's. The site was acquired by Confluence Companies in 2020. The team at Confluence has been working with the EDC and the Town to reimagine the site for a redevelopment and reuse project that will revitalize, activate, and connect the site to the community while simultaneously honoring the historical role of ACME in the Castle Rock Community. While the final vision for the project is still being crafted, they have begun demolition of the site and have increased the amount of office space being offered on the site. The project will bring a variety of local and regional restaurants and retailers, including a proposed state-of-the-art community recreation center.

Dawson Trails (Commercial/Retail/Residential) - The Dawson Trail project is in the southwest quadrant of Castle Rock on the west side of I-25. The property is owned by Westside Development. The project was originally entitled for 7,900 single family homes and has sat dormant (under suspension agreement) for the past 30 years for a variety of different challenges that encumber the site. In early 2023, Westside and the Town of Castle Rock agreed to a plan that includes increased open space, a reduction in housing units down to 5,800 and includes \$50M of private bond funding for the Crystal Valley Interchange (CVI). In addition, agreements have been reached with COSTCO and Health One to occupy a significant portion of the 3.2 Million SF of available commercial ground. The project continues to move aggressively forward with a strong mix of office, retail, and industrial zoned development. The Interchange is currently anticipated for opening in 2025/2026.

Miller's Landing (Mixed Use/Management Change) – Is a 65-acre site situated between Philip S. Miller Park and Downtown Castle Rock at the northwest corner of Plum Creek and I-25 with excellent access and visibility from the interstate. The Town of Castle Rock and the EDC originally created an Urban Renewal Authority (URA) with the existing taxing entities at the site in 2012 to help attract a private developer, create a higher and better use at one of the Town's major interchanges, and mitigate the challenges associated with the municipal landfill, which occupied the property.

P3 Advisors removed the landfill in 2019 and have fully remediated the site. In 2023 Crown Community Development (CCD) has taken the lead on the property's development. The team at CCD are currently in the process of reassessing the site and evaluating potential partnerships. It is expected that a new direction will be presented by fall of 2023.

Downtown Castle Rock – The Downtown Development Authority (DDA) is charged with furthering development and place-making in Downtown Castle Rock using Tax Increment Financing (TIF) and is guided by a Plan of Development. The Plan of Development provides guidance from Town Council to pursue development projects, beautification and increase commerce. The success of recent redevelopment projects combined with the Town's and DDA's investment in Festival Park has driven some exciting new concepts to Downtown.

- The View, consisting of 14,000 SF of office space, 5,000 of restaurant space, 221 residential apartments, 399 parking spaces of which 100 will be dedicated to the public, continues progress on construction and has an expected completion of winter 2024.
- Douglas County Libraries broke ground on the Philip S. Miller Library in May of 2022. The project is two stories, 62,000 SF, includes 218 parking spaces and will be home to the administrative headquarters and is scheduled to open August 26th, 2023.

- 221 Wilcox, located at the corner of 3rd and Wilcox St. is a mixed-use project that will include 28 residential apartments, 11,257 SF of office space, 8,353 SF of retail space, 28 subsurface and 27 offsite parking spaces. Construction has made steady progress and as of July of 2023, the foundation and most of the wood framing is complete, the project is expected in the fall of 2024.
- Parking continues to be a top priority for the DDA as well as the Town. Recently, an agreement was reached with Douglas County School District, to lease 55 parking spaces for public parking to ease parking stress on the north side of downtown.
- The ownership of the historic City Hotel property at 415 Perry Street has proposed redevelopment, which includes stabilizing the historic existing building and transforming it into an upscale lounge. The historic building will be wrapped by a new 4-story development which includes first floor retail, a 24 room boutique hotel and a rooftop bar. The project is expected to be presented to the DDA Board in the fall of 2023.
- The Perry Street Social District project continues to pursue redevelopment. This project proposes a full redesign, redevelopment, and adaptive reuse project at 404 Perry Street. The site consisting of the historic Whittier House at the corner of 4th and Jerry Street, the concrete block building, the white Sprung Structure canopy and the residence on the north side of the site are proposed for a mix of demolition, preservation, face lift and new uses including 3 new dining concepts and a beer garden in the center.

Promenade (Retail/Mixed-Use) – The Promenade is a 200-acre site located between I-25 and Highway 85. Upon completion, the master developed site will bring a combined 900,000 SF of large-format retail, service, and restaurant space. Alberta Development Partners purchased the site in October of 2014 and is close to stabilization with approximately 800,000 SF that has been delivered to the market. Currently under construction on Block 3A is an independent Mexican restaurant and brewery concept, Los Dos Potrillos. Additionally, the EDC is working with Alberta to bring a unique first in market restaurant concepts to the development.

The Outlets at Castle Rock (Retail) – The Outlets at Castle Rock are located west of I-25 between Castle Rock Parkway and Meadows Parkway. The Outlets are the largest open-air outlet center in the State of Colorado and continue to be the economic engine of sales tax generation for the Town, attracting visitors from around the region, which fuels critical services of the Town. Town and EDC staff have been in several meetings with Craig Realty group discussing the potential for increased investment of pad site development on the property.

Development Roundtable

The Development Roundtable was established with the objective to bring Town staff and the development community together. To build trust, relationships, to improve communication and create best practices in the development of our community. The group meets quarterly under the principals of **YUMUTSU** (*Your Undersnding, My Understanding, The Same Understanding*) for updates and discussion on topics impacting the development process.

2023 Discussion Items & Updates

- Castle Rock Economic Incentive Policy Updates
- Proposed New Industrial/Employment Zoning
- Development Plan Review Staffing Challenges
- Time and Materials Permit Process

- Residential Turf Program
- 0.8 gallon per flush toilets & hot water recirculation systems.
- Multifamily Parking Requirements - Potential Code Update
- Residential Permit Number changes
- Weekend Enforcement of Sign Code

Sub-Committee Breakout Meetings

Water - Subcommittee has continued to meet monthly and has discussed major updates to the code and master plan. This sub-committee is led by the Town of Castle Rock Water Department and the private sector. The following topics have been discussed:

1. CAD details for CRW
2. Time & Materials Permit
3. Landscape Criteria Guidelines – flexibility in ColoradoScape
4. .08 GPF Flush Toilet Ordinance
5. New “No Turf” Ordinance

Development Process - Subcommittee meets monthly and led by the Town of Castle Rock Development Services Department and the private sector. The following topics have been discussed thus far:

1. SIA/DA Process Improvements
2. Dry Utility CD Review Process
3. Development Procedure Manual
4. Project Track Dashboards
5. Online Submittals for FCOs

2023 Mid-Year Summary

The first two quarters of 2023 in Castle Rock have moved forward with mixed signals. Interest rate hikes from the Fed in late '22 and early '23 have clearly slowed down the residential market across the Front Range and in Castle Rock, currently averaging 30 SFD month. In addition, inflation has taken its toll on consumer spending as the robust sales tax growth while continuing its positive trend has slowed to 2.7% YTD, has been waning over the past six months. Encouraging signs are that many existing projects are still attracting strong attention, project quality (highest and best use) has been very strong, and volume remains on par. Castle Rock will need to stay increasingly diligent and patient with limited remaining development opportunities going forward, which should include a strong focus on long term sustainability and quality. Dawson Trails, The Brickyard, and the Meadows developments have all made significant investments in Castle Rock and strong positive gains with employers in 2023. The EDC remains optimistic that Castle Rock is in a great position, but larger national economic forces will be hard to ward off. Castle Rock EDC has seen early positive momentum in pursuing aerospace as part of our target industry focus for 2023 and we are encouraged by the initial conversations with that industry sector.

Respectfully,



Frank Gray; Castle Rock EDC CEO

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Bob Pasicznyuk

September 2023

PROFESSIONAL TRENDING – BOMB THREATS AT LIBRARIES ACROSS THE NATION

This month, our library received an unspecified bomb threat similar to those received at Denver Public Library, three Chicagoland libraries, Fort Worth Public Library, and several libraries across California. Law enforcement is investigating and assessed our facilities for safety in the moment, but they believe the threats to not be credible.

WORK PLAN UPDATE

This month, our library followed the Board's directive via budget to sustain competitive talent by making changes to staff compensation and salaries - time in position adjustments and updates to salary ranges in keeping with Denver-area market conditions. This year's budget provided for market condition adjustments, a general pay increase, and resources to recognize superlative performance. This next year's request will include the same talent maintenance regimen.

CASTLE ROCK BUILDING PROJECT UPDATE

- Our opening day door total exceeded **10,000 customers**, our largest, single-day door count in our library's history.
- Contractor work on the facility's parking will continue into early November. We continue to explore ways to expedite this work before Winter conditions hamper the effort. The work will result in a total site parking capacity of 215 slots – the largest surface lot in downtown Castle Rock and in keeping with parking ratios at our largest libraries.
- Contingencies remain adequate to complete the project.
- The site's demolition contractor severed data and voice lines to the facility in mid-September, but telecommunications vendors installed new lines and conduit within one business day. Demolition work on the site will continue until the end of September.
- Our cost to build our new Castle Rock facility (construction costs alone excluding building contents and other services) was \$360 per square foot (~\$22.5M for 62,700 sFt.). If we started the same project today, we'd deliver the project for \$29,119,632 or \$464 per square foot.

KEY PERFORMANCE INDICATORS

There are no significant or acute trends tilting any of our performance measures in contrast to past samples. Even though the Library and community have been enmeshed in some challenging issues (freedom and values debates, property taxes and the like), it hasn't changed customer esteem or use of their Library.

The new player in our performance-indicator constellation is Gallup's Engagement Survey. The Library purchased the survey and Gallup's services to instruct us in delivery, understanding the dataset, and setting goals for 2024. Gallup provides us the data filtered by a number of indices – location, divisions, and more. Gallup provides a wealth of information about the meaning and usefulness of the survey at <https://www.gallup.com/q12/>. Gallup's survey focuses on productivity rather than satisfaction or positive sentiments about the organization.

The value of the survey is in identifying goals and work for improvement. Gallup recommends working on “tipping point” areas where we have the ability to make the most progress. This was our Library's first survey. We gleaned the data from 285 participants – 94% of staff completed the survey.

- Score mean was 3.98 out of 5
 - 42 percentile of all Gallup organizations;
 - 55th percentile for first-time organizations.
- Aggregate Scores are a 6.6.1 ratio.
 - Education clients average is 3.7.1.
 - Administrative clients average is 3.4.1
 - Breakdown
 - 46% of staff are engaged
 - 47% are not engaged
 - 7% are actively not engaged
- Scores vary highly by tenure in the organization and teams.
- Highest Scores
 - Work is committed to quality
 - Someone cares about me as a person
- Lowest Scores and targets for supervisor and manager work in 2024
 - I know what is expected of me at work.
 - At work, I have the opportunity to do what I do best every day
- Next Assessment – June 2024.

BOARD TALKING POINTS

Elevating the Brand – Douglas County Libraries elevates our community by inspiring a love of reading, discovery, and connection. With nearly 2 million visitors to seven branches each year, visitors are met with beautiful spaces, curated collections, personalized services, and a variety of events that offer a premium experience for all.

Grand Opening of CR – The new Castle Rock library location opened to on Saturday, August 26, to large crowds. During the day long celebration, over 10,000 guests stopped in to see the new library. The library features more study rooms, a new interactive playscape for young visitors, and a variety of meeting rooms for community members.

Douglas County Libraries Annual Gala –The 2023 Fetes de Fables will be held on Friday, September 29, 2023. This annual fundraiser benefits the Douglas County Libraries Foundation. It will be held at the Highlands Ranch Mansion.

Partnering for Voting – DCL will assist the county in 2023 and 2024 by providing various library locations as voting/polling centers.

Partnering for School Supplies – DCL supported our longtime partnership with DCSD by participating in the Lend a Hand A Hand School Drive. The Douglas County Libraries community donated \$2,914.90 of school supplies for the DCSD student backpack drive.

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

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

Colorado Newline: [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, nontraditional 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.