

DOUGLAS COUNTY LIBRARIES

BOARD BUSINESS MEETING

Wednesday, August 28, 2024, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
Call meeting to Order	Terry Nolan	
Attendance		
Public Comment		
Consent Agenda Recommendation(s) Memo	Terry Nolan	3
1. Minutes 06/26/24 Board Business Meeting		4
2. Closure of Highlands Ranch Library for Maintenance		8
Library Business	Terry Nolan	
<i>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.</i>		
<u>Action Items</u>		
• 2025 Budget Foundational Assumptions		9
• Board Direction Strategic Planning		10
• Lone Tree Urban Renewal Authority Revised Agreement		11
• Opt-out Provision Recommendation for CRS SB 24-131 Firearms		19
• Board Direction Urban Libraries Council Membership		21
• Board Member on Trustee Appointment Panel		
• Proposal to consolidate October business and special meetings		
<u>Executive Library Director Report</u>	Bob Pasicznyuk	22
Partner Reports		
• Partnership of Douglas County Governments		
• Douglas County Youth Initiative		
• Urban Libraries Council		
• Foundation		
Trustee Comments		
Upcoming Board Meetings		
• September 12, 2024, Executive Committee Meeting, Castle Pines Library, Castle Pines		
• September 25, 2024, Philip & Jerry Miller Library, Castle Rock		
○ Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)		
○ Board Business Meeting, 5:30 p.m.		

Other Meetings:

- September 18, 2024, Partnership of Douglas County Governments, Douglas County School District, Cantril School, Castle Rock, CO 80104
- September 27, 2024, Douglas County Libraries Foundation Annual Gala, Highlands Ranch Mansion, Highlands Ranch, 5:00 p.m.

Adjourn

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Patti Owen-DeLay
Subject:	Consent Agenda Recommendation(s)

ISSUE: Review and approve Consent Agenda item(s).

DISCUSSION: The Consent Agenda follows the process outlined below:

- Items will be recommended as norm or appropriate for the Consent Agenda
- Any board member can suggest adding or pulling items from the Consent Agenda
- It takes a motion and unanimous vote to add items to the Consent Agenda
- Any one board member can request to pull consent items for further discussion, which will then be moved for discussion and possible action under Library Business
- Motion recommendation will be accepted as proposed; if an amended motion is needed, we will pull the item from the Consent Agenda to accomplish this

Consent Agenda Item(s) for this meeting is/are:

1. Minutes 06/26/24 Board Business Meeting
2. Closure of Highlands Ranch Library for Maintenance

RECOMMENDATION: Move to approve the consent agenda item(s) as presented, or as amended (if an item or items were pulled).

The motion in the board meeting minutes will name all items approved as part of the Consent Agenda.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
June 26, 2024
Castle Rock, CO

President Nolan called the business meeting to order at 5:31 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, Terry Nolan, Meghann Silverthorn, and Ted Vail

Jessica Kallweit and Zach McKinney were absent. The absences were approved. A quorum was present. Silverthorn arrived at 5:46 p.m.

STAFF: Bob Pasicznyuk, Casie Cook, Jill Corrente, and Patti Owen-DeLay

SECURITY: Officer Cantando, Castle Rock Police

GUEST: Marsha Alston, Douglas County Youth Initiative

PUBLIC: None

PUBLIC COMMENT: None

ADDITION TO THE AGENDA

- Customer Correspondence

MOTION 24-06-01: Vail moved and the motion carried unanimously to discuss recent customer correspondence. Burkholder seconded the motion.

CONSENT AGENDA

1. Minutes May 29, 2024, Board Business Meeting

The minutes were not removed from the consent agenda.

MOTION 24-06-02: LaPointe moved and the motion carried unanimously to approve the minutes of May 29, 2024, as presented. Vail seconded the motion.

PRESENTATION: Marsha Alston with Douglas County Youth Initiative (DCYI)

Alston overviewed the DCYI, sharing:

- History of the entity as an offshoot of the Partnership of Douglas County Governments
- Overseen by multiple entities versus just one, with an advisory board made up of elected officials
- Answers the question of what more we can do to support youth ages 5-21, outside of the school district and other student programs
- Talk about partnering with the Library to host mental health training for youth
- Programs: WrapAround, Truancy Project, La Liga, Youth Awards, Youth Congress
- Connections: Mental health action, DC Youth Forums, DC Youth Commission
- The DCYI is asking for an increase in funding for 2025 from the partners. This would be an increase from \$19,800 to \$25,000 for the Library

LIBRARY BUSINESS

No trustee declared any conflict of interest for any business before the board during this meeting.

Added Agenda Item: Customer Correspondence Discussion

Nolan reviewed elements of the recent correspondence, asking for discussion to come to general consensus for a response. Burkholder welcomes community input from all viewpoints but believes personal statements attacking individual staff members crosses the line. Silverthorn reminded the board that change management can take a long time, such as this transition to libraries as community places versus quiet studying places. Pasicznyuk will work with Nolan to draft a board response.

Executive Committee Report

- Urban Libraries Council (ULC) Membership in 2025
Nolan shared that staff need direction about funding membership with ULC in 2025. Silverthorn overviewed benefits of ULC, noting that the Library does not choose to participate in or use many of them due to a difference in philosophy. LaPointe thanked Silverthorn for her service and work. Vail is seeking more information. Silverthorne will provide a more thorough review of ULC during the August Board Business Meetings for the full board to consider ULC membership status. The board will decide in August.

Executive Library Director Report

- Highlands Ranch Roof Project
Pasicznyuk reviewed the reason for the escalation in the project over budget due to a cladding that joins the roof to the wall that is needed and was not part of the original budget. Budget closure will be brought to the board in August.

MOTION 24-06-03: Burkholder moved and the motion passed unanimously to approve \$1,343,370 to replace the roof and second floor VAVs at the Highlands Ranch library. Vail seconded the motion.

- Impact of New Legislation
Pasicznyuk reviewed legislative items included in his report.

SB 24-233: Burkholder asked about the possible impact of having temporarily lowered the mill levy. Cook reported that the attorney is looking at whether not collecting all possible revenue has now given the library a lower starting revenue with the new legislation.

SB 24-131: The board will need to act to opt out at the August Board Business Meeting.

- Sterling Ranch Memorandum of Understanding
Pasicznyuk will bring this to the board in August for action. There are two items that are under question that the board can discuss in August.
- City of Castle Pines Conversation Around Library Use
Pasicznyuk shared that staff will be discussing this with Castle Pines staff to come to a better understanding and agreements.

PARTNER REPORTS

Partnership of Douglas County Governments

No report.

Douglas County Youth Initiative (DCYI)

Marsha Alston presented.

Urban Libraries Council (ULC)

Silverthorn reported that the next meeting will be on July 26, 2024.

Douglas County Libraries Foundation

Owen-DeLay encouraged board members to donate to the wine pull and to buy tickets to the Gala event.

TRUSTEE COMMENTS

Burkholder and LaPointe shared that the Thriller Author Series event with Jack Carr was well-attended and a wonderful event with promotion of our local business partners.

UPCOMING BOARD MEETINGS

- **Board Executive Committee:** July 11, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session** (was Board Informal Breakfast): July 31, 2024, Sterling Ranch area, 8:00 a.m.
- **Board Study Session:** August 28, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** August 28, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

OTHER MEETINGS

- **Partnership of Douglas County Governments:** July 17, 2024, Highlands Ranch Mansion, Highlands Ranch, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting.

- **Douglas County Libraries Foundation Annual Gala:** September 27, 2024, Highlands Ranch Mansion, Highlands Ranch, 6:00 p.m.

ADJOURN

Nolan adjourned the meeting at 7:08 p.m.

Respectfully submitted,
Suzanne Burkholder, Board Secretary
Minutes prepared by Patti Owen-DeLay

DRAFT

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Highland Ranch branch closure

ISSUE:

Request Highlands Ranch Library closure for roof and VAV replacement project.

DISCUSSION:

As part of our regular maintenance program, the roof and second floor VAV boxes (zone-level flow control devices) are at the end of life and scheduled for replacement in 2024. To minimize impact to our customers, we recommend closing Highlands Ranch Library for the interior work of replacing the second floor VAV boxes and initial demolition of the mechanical well roofing. The two-week closure, from September 16 - September 30, 2024, would be at the start of the 8-week roof project. The library will reopen to the public on Tuesday October 1, 2024, with the remainder of the roofing project continuing until Friday November 8th.

RECOMMENDATION:

We recommend that the Board approve the closure of Highlands Ranch Library for the Roof/VAV project from Monday September 16, 2024, through Monday September 30, 2024.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Board Direction – Budget Foundational Assumptions

ISSUE: It is budget season. Staff has been gathering, refining, and preparing the 2025 budget since June. The budget is posted for public inspection in October and then approved in December. Every budget, 2025 is no exception, has foundational assumptions. I am presenting these to the Board for your review, validation, or opportunity for redirection. Early alignment is efficient.

DISCUSSION:

For years, Library revenues were highly predictable with the Library being able to understand our revenue position in advance of the budget. The Colorado Legislature has been active in directing public policy around property taxes. Just this week, early legislative mandates notwithstanding, the Governor has called a special session to again address property taxes.

Staff is still gaining clarity around revenue, but our understanding now is that our revenues in 2025 and into the future will be limited by a cap set by the legislature this year. There are also risks and limitations that aren't known yet for any special session action or November Ballot issues.

Revenue Assumptions - The Library will not augment revenue in 2025.

- 1) Through any local voter override to SB 24-233 (growth cap for property tax revenues).
- 2) Through any request for a mill levy increase.
- 3) Through any request for a voter-approved capital bond or Certificates of Participation – to fund new libraries in Sterling Ranch or Lone Tree.

Expense Assumptions: The Library budget will support these priorities.

- 1) Maintain competitive wages through a 3.5% merit increase akin to market conditions and correcting positions that are not compensated at market rates (about \$175,000).
- 2) Maintain capital, facilities and IT assets through routine maintenance, repairs, and industry-recommended replacement schedules.
- 3) No changes to our 2024 Library service offerings, hours of operation, and collections. The budget supports current offerings and does not make any changes to those offerings – content, technology, reading, and cultural event offerings.

Capital Growth Forecast: Current capital savings and cost estimates forecast being able to construct and operate a new facility in Northwest Douglas County at or about 2030 – one exception being if the Board wishes staff to determine the practicality of a lease-to-purchase program with a developer.

ACTION:

Motion to accept these foundational assumptions: I move to direct staff to prepare the 2025 budget with these assumptions.

Motion to amend or reject any particular assumption. Craft a motion to prepare the budget with any modified set of assumptions.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Board Direction – Strategic Planning

ISSUE: Our current, Board-approved strategic plan expires in 2025. Despite a five-year, formulaic cadence, strategy and planning are ongoing work. I am asking the Board to defer a *larger, formal strategy effort* in lieu of a check-in with partners and pursuit of our current program until 2027.

DISCUSSION: As the Library's chief executive, these are my perceptions that I wish to make clear with the Board.

- The Board isn't looking for significant, wholesale changes to our Library's offerings or program of service in the next few years.
- The Library is in a season of revenue uncertainty. The Library may not have the resources to pursue every priority, but these are the targets of our pursuit: Our current offerings / wide availability of hours, maintaining competitive talent, capital maintenance, and executing on a new facility in Northwest Douglas County.

This means:

In 2025, the Library will check-in with our community using the Partnership of Douglas County Governments as the means for specific feedback about our current offerings and investment.

The Library will not fund any other significant strategic planning effort in 2025.

The next, planned check-in on strategy and community needs will be 2027.

Trustees and the Executive may bring will bring any emergent need to the Board if action is necessary before 2027.

ACTION:

- Motion Option 1: I move to validate the Library's planning assumptions as presented.
- Motion Option 2: I move to direct staff toward these (named) other, specific strategy and planning activities and goals.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Lone Tree Urban Renewal Authority Revised Agreement

ISSUE: The City of Lone Tree is leveraging an Urban Renewal Authority to motivate economic development for the area formerly known as the Lone Tree Entertainment District – detail provided in the agreement and exhibits.

DISCUSSION: Earlier this year, trustees requested that the City revise the agreement in two ways:

- 1) That the agreement applies a differential between residential and non-residential properties.
- 2) That the agreement terminates when the URA has reached revenue goals or by the termination date in the future – December 5, 2048.

ACTION and OPTIONS: The City and URA have modified the agreement in keeping with Library requests. Staff recommends that the Board approve the agreement.

**AGREEMENT REGARDING LONE TREE URBAN RENEWAL AUTHORITY
TAX INCREMENT FINANCING**

This **AGREEMENT REGARDING LONE TREE URBAN RENEWAL AUTHORITY TAX INCREMENT FINANCING** (the “Agreement”) by and between the **LONE TREE URBAN RENEWAL AUTHORITY** (“LTURA”), an urban renewal authority and body corporate and politic of the State of Colorado, and Douglas County Libraries (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 of Lone Tree (“City”) formed LTURA 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 LTURA to assist with the development of projects pursuant to the Plan; and

WHEREAS, C.R.S. § 31-25-107(9.5) requires that LTURA 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 LTURA may retain: (i) fifty percent (50%) of 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 classified as residential or multi-family residential within the Plan Area and (ii) one hundred percent (100%) of all

incremental property tax revenues generated in the Plan Area solely as a result of the levy of the District's mill levy upon all taxable property that is not classified as residential or multi-family residential within the Plan Area (collectively, "LTURA's Tax Increment").

3. Term, Termination. The term of this Agreement is the period commencing on the date of mutual execution of this Agreement by the Parties and terminating on the earlier to occur of: (i) LTURA's receipt of LTURA's Tax Increment in an amount equal to One Million Dollars (\$1,000,000); or (ii) December 5, 2048, which is the date that is twenty-five (25) years following the formal adoption of the Plan. This Agreement shall terminate due to the abolishment of the LTURA or termination of the Plan, or 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:

With a copy to:

To LTURA:

Lone Tree URA
c/o City of Lone Tree
Attn: City Manager
9220 Kimmer Drive
Lone Tree, CO 80124

With a copy to:

Michow Guckenberger McAskin, LLP
c/o Linda Michow
5299 DTC Blvd., Suite 300
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.

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

Marissa Harmon, Chairperson

ATTEST:

By: _____

Its: _____

Approved as to form:

LTURA Counsel

[insert taxing entity] _____, a
body corporate and political subdivision of the State
of Colorado:

DOUGLAS COUNTY LIBRARIES

By: _____

Name (printed): Terry (TR) Nolan

Its: Board President, Douglas County Libraries

ATTEST:

By: _____

Secretary, Suzanne Burkholder

EXHIBIT A
DISTRICT BOUNDARY



Lone Tree Study Area

MAXIMUS DR

YOSEMITE ST

PARK MEADOWS DR

KIMMER DR

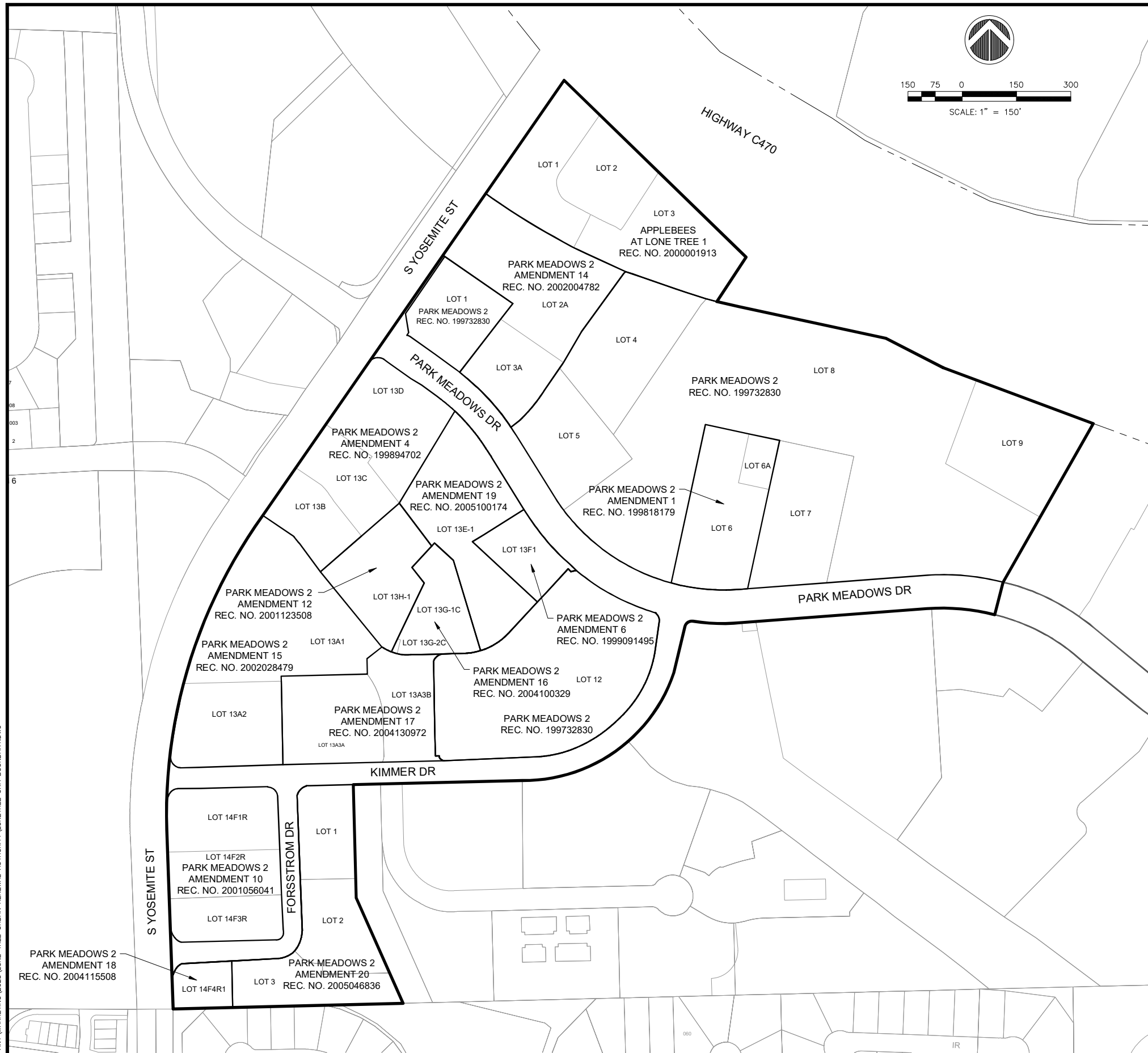
FORSSTROM DR

TEDDY LN

TAOS TRL



Friday, October 13, 2023, 8:29:51 AM
C:\DRAVER\COMPANY\MARKETING\2023\LONE TREE URBAN RENEWAL AUTHORITY\LONETREE_URA_BOUNDARY.DWG



LEGAL DESCRIPTION

ALL DOCUMENTS REFERENCED HEREIN ARE LOCATED IN THE RECORDS OF THE CLERK & RECORDER OF DOUGLAS COUNTY, COLORADO

THE FOLLOWING PARCELS OF LAND ARE LOCATED WITHIN SECTION 3, TOWNSHIP 6 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, DOUGLAS COUNTY, COLORADO.

LOTS 1, 4, 5, 7, 8, 9, 12, PARK MEADOWS FILING NO. 2, ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 199732830.

LOTS 6, 6A, PARK MEADOWS FILING NO. 2, 1ST AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 199818179.

LOTS 13B, 13C, 13D, PARK MEADOWS FILING NO. 2, 4TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 199894702.

LOT 13F1, PARK MEADOWS FILING NO. 2, 6TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 1999091495.

LOTS 14F1R, 14F2R, 14F3R, PARK MEADOWS FILING NO. 2, 10TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2001056041.

LOT 13H1, PARK MEADOWS FILING NO. 2, 12TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2001123508.

LOTS 2A, 3A, PARK MEADOWS FILING NO. 2, 14TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2002004782.

LOTS 13A2, LOT 13A1, PARK MEADOWS FILING NO. 2, 15TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2002028479.

LOTS 13G-1C, 13G-2C, PARK MEADOWS FILING NO. 2, 16TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2004100329.

LOTS 13A3A, 13A3B, PARK MEADOWS FILING NO. 2, 17TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2004130972.

LOT 14F4R1, PARK MEADOWS FILING NO. 2, 18TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2004115508.

LOT 13E1, PARK MEADOWS FILING NO. 2, 19TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2005100174.

LOTS 1, 2, 3, PARK MEADOWS FILING NO. 2, 20TH AMENDMENT ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2005046836.

LOTS 1, 2, 3, APPLEBEES AT LONE TREE SUBDIVISION FILING NO. 1 ACCORDING TO THE PLAT THEREOF RECORDED AT RECEPTION NO. 2000001913.

EXCEPTING THEREFROM ANY AND ALL OF THOSE PARCELS OF RECORD DEDICATED AS PUBLIC RIGHT-OF-WAY FOR THE BENEFIT AND USE OF SOUTH YOSEMITE STREET. CONTAINING 67 ACRES MORE OR LESS

NOTES:

THE LONE TREE ENTERTAINMENT DISTRICT URBAN RENEWAL AREA BOUNDARY AND LEGAL DESCRIPTION SHOWN HEREON DO NOT REPRESENT A LAND SURVEY PLAT OF ANY KIND.

INFORMATION SHOWN HEREON IS BASED ON DOUGLAS COUNTY ASSESSOR RECORDS AND CLERK AND RECORDER RECORDS.

SURVEYOR'S CERTIFICATE

THIS LEGAL DESCRIPTION AND EXHIBIT WERE PREPARED ON OCTOBER 11, 2023 BY MICHAEL R. COMPTON, A PROFESSIONAL LAND SURVEYOR, REGISTRATION NO. 25361, REGISTERED IN THE STATE OF COLORADO, UTILIZING INFORMATION FROM THE DOUGLAS COUNTY ASSESSOR AND DOUGLAS COUNTY CLERK & RECORDER'S OFFICES, FOR AND ON BEHALF OF IMEG CONSULTANTS CORP.



REVISIONS	DESCRIPTION	DATE
No.		



LONE TREE ENTERTAINMENT DISTRICT
URBAN RENEWAL AREA BOUNDARY
CITY OF LONE TREE, DOUGLAS COUNTY,
COLORADO

IMEG Project No: 23000010.1
File Name: LONETREE_URA_BOUNDARY.dwg
© COPYRIGHT 2023 ALL RIGHTS RESERVED
Field Book No: N/A
Drawn By: MRC
Checked By: MCC
Date: 10/09/2023

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	OPT-Out Provision Recommendation for Colorado Statute SB 24-131

ISSUE: SB 24-131 requires regulation of firearms in *sensitive spaces*. Library legal counsel reviewed the statute and has clarified its requirements. The statute does not apply to libraries generally. The statute prohibits both concealed and open carry of firearms at any location when a governing body is meeting and at any location where the organization's leadership has its official office. The statute would apply to our Castle Rock Library at 100 S. Wilcox St., Castle Rock, CO 80109 unless the Board takes action using its *opt-out* provision.

DISCUSSION: The Town of Castle Rock and Douglas County have passed resolutions permitting the legal use of firearms within facilities, opting out of SB 24-131. The Library Board has the same prerogative exempting the Castle Rock Library from the statute. If the Board acts, citizens may then possess firearms in the Castle Rock Library so long as they do so legally. If the Board acts, the only other regulation and legal prohibition of firearms on Library property would be during elections where Library facilities act as polling places. With 3 specific exceptions (police officers, uniformed security, and private businesses within 100 feet of a polling place), Colorado law does not permit open-carry of firearms within 100 feet of any polling place.

RECOMMENDATION: I am aware that citizens and staff have a variety of views of constitutional freedoms and the Bill of rights. I am not seeking to engage the Board in a discussion of those liberties, but I am recommending that the Board opt out of SB 24-131 for 3 reasons.

- 1) **Consistency.** I believe that prohibiting firearms at the Castle Rock library alone will be confusing to staff and customers alike. I believe that it is always preferable to communicate the use, services, and boundaries of the Library to customers in a simple and consistent fashion. Our Library maintains a code of conduct. That code of conduct becomes ineffectual when it varies from one library to another.
- 2) **Compliance.** The philosophy of our code of conduct is to maintain as few requirements or barriers for customers as possible. Our Code of Conduct is lean and only includes items where one customer's overt behavior infringes on others. Staff set limits carefully around our code of conduct, but rely on law enforcement as much as possible for enforcement. Since Douglas County and the Town of Castle Rock have *opted-out* of SB 24-131, it is likely to cause confusion and, possibly, law enforcement refusal to intervene for compliance.
- 3) **Current Policy Philosophy.** The Library welcomes everyone and has a low barrier of entry to our facilities and services.

Motion Text: I move to adopt Resolution 24-08-01 formerly opting out of SB 24-131 requirements for all Douglas County Libraries' facilities in keeping with the statute's provisions for local governments to opt out.

DOUGLAS COUNTY LIBRARIES
RESOLUTION NO. 24-08-01
A RESOLUTION OPTING OUT OF SENATE BILL 24-131

RECITALS

- A. Douglas County Libraries (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado, operating under the Colorado Library Law.
- B. At its 2024 regular session, the Colorado General Assembly passed Senate Bill 24-131, which prohibits the carrying of firearms in specified sensitive spaces (now codified in Sections 18-12-105, 18-12-105.3, 18-12-105.5, 18-12-214, 1-13-724, C.R.S.).
- C. Pursuant to Senate Bill 24-131, the Board of Trustees (the “**Board**”) of the District may enact an ordinance, resolution or other regulation opting out of Senate Bill 24-131’s prohibition of carrying a firearm in certain local government buildings (now codified in Section 18-12-105.3(4)(b), C.R.S.).
- D. The Board finds and determines that it is desirable to adopt such a regulation via Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Douglas County Libraries as follows:

1. **Opt-Out**. The District opts out of Senate Bill 24-131 regarding the prohibition of carrying firearms in certain local government buildings (now codified in Section 18-12-105.3(1)(a), C.R.S.). Therefore, individuals are permitted to carry firearms in District facilities unless otherwise restricted by law.
2. **Severability**. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
3. **Effective Date**. This Resolution shall take effect and be enforced immediately upon its approval by the Board.
4. **Recitals**. The Recitals above are incorporated into this Resolution by reference.

ADOPTED this 28th day of August, 2024.

By _____

Terry (TR) Nolan, Board President

Attest:

 Suzanne Burkholder, Secretary

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Board Direction – Urban Libraries Council Membership and Expense

ISSUE: It is budget season. The Library has been a member of the Urban Libraries Council for several years. The 2024 expense for this membership was about \$12,000. The Board requested discussion and direction about this membership and expense moving forward.

DISCUSSION: It's common for professions to form trade associations among members for training, best practices, connections, and advice. There are two large-scale associations of public libraries in the U.S. – the American Libraries Association and the Urban Libraries Council (ULC).

From our Library's point of view, ULC does provide multiple forums and interest groups for mutual aid, advice, and consultation when we are faced with decisions and events – how to handle the rise in costs of the digital marketplace; how other are or have handled cyber incidents.

ULCs – Mission and Work

The Urban Libraries Council is an innovation and action tank of North America's leading public library systems. We drive cutting-edge research and strategic partnerships to elevate the power of libraries as essential, transformative institutions for the 21st-century. We identify significant challenges facing today's communities and develop new tools and techniques to help libraries achieve stronger outcomes in education, workforce and economic development, digital equity and race and social equity.

Goals and Key Activities

To achieve its mission, ULC has set goals to:

- *Provide ideas, knowledge, tools and techniques that will help library leaders in their work with people and their communities.*
- *Lead and recognize innovations that drive leading practices in libraries and local communities.*
- *Support leaders, those who are leading libraries as well as those leaders supporting libraries, in the public and private sectors.*

ULC strengthens the 21st century library and the community it serves by:

- *Connecting members to cutting edge ideas, leaders, experts and research.*
- *Creating and supporting the ongoing development of a robust community of practice.*
- *Supporting current and next generation leaders through innovative professional development.*
- *Identifying forward-thinking library concepts and frameworks for the creation of new business models.*
- *Building strong partnerships with funders, local government and civic leaders.*

ACTION:

Motion Option: I move to direct staff to remove funding from ULC for the next (2025 budget).

Motion Option: No action

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	April 2024
From:	Bob Pasicznyuk
Subject:	August Executive Library Director's Report

ISSUE: Monthly Library Report

DISCUSSION:

Colorado Special Session – About Property Taxes. Staff is monitoring the impact of legislation on Library revenue.



1 Year Anniversary and Warranty Period – Philip and Jerry Miller Library: It's been 1 year since the opening of the Philip and Jerry Miller Library. The Library is moving away from our contractual warranty period and into annual maintenance. As expected, there are several minimal maintenance issues, the Library is working with Fransen Pittman. Now documented, the warranty period will not lapse until those items are resolved.

The Library's Archives and Visual Arts staff created a wall treatment and memorial telling the story of the Miller's generosity to all Douglas County citizens.

Library Revenue, SB 24-233, and Ballot Measures (50 & 108). Staff is tracking the effects of legislation (SB 24-233) and ballot measures (50 and 108) on Library revenue and will advise the Board of findings during the 2025 budget process.

In 2024, the Colorado legislature passed and the Governor then signed SB 24-233. The statute places a cap on property tax increases working from our 2024 property-tax revenue, lowered mill-levy, base. In doing so, the statute penalizes tax districts who voluntarily lowered their mill levies in 2024 over peers who chose not to do so.

2025 Budget Assumptions. Staff is building our 2025 budget now. It's obvious that budgets are based on assumptions. In order to facilitate alignment between the staff and Board, I am requesting Board validation of those assumptions so that we can make any necessary pivots in advance of deadlines.

Library Capital Development – Sterling Ranch. Sterling Ranch residents sent correspondence advocating for a regional facility there this month – included in the packet.

Communications: News and Trends.

Books, Culture, and Access: The Pueblo City-County Library District routinely responds to 1 or 2 book challenges each year. This past month, challengers have requested the removal of 8 titles alone.

On July 1, 2024, The State of Idaho's new law (HB 710) went into effect requiring libraries to relocate any content "harmful to minors" to an area limited to "adult access."

[Idaho Created A Book Ban Bounty. Now A Library Is Adults Only \(forbes.com\)](https://www.forbes.com) Similar laws affecting school and public libraries are also going into effect this summer or are in the midst of court action in Iowa, South Carolina, Tennessee, Texas, and Utah.

Carnegie Mellon and George Mason University recently published a report on the consequences of book prohibitions in public libraries. Their conclusions were that bans or prohibitions result in two outcomes:

1. Challenged content is read at a higher rate – library circulation increased by about 12% for any book under scrutiny for a prohibition.
2. Book reviews increased for any prohibited or banned book with the reviews citing the ban for their interest.
3. Revenue increased for political organizations advocating for book bans.

2025 Planning Effort

Strategy and Planning

Kel Wang is the lead subject matter expert for government strategy and performance at the Bloomberg Center for Government Excellence. He studies and writes frequently for ICMA (The International City/County Management Association). In his *Rethinking Strategic Planning*, Kel identifies two reasons for scuttling traditional strategic planning:

- 1: The organization doesn't wish to divert the proper resources to the planning effort.
- 2: The organization already knows its priorities and isn't going to resource any new effort.

I am noting Kel's reasoning in this August's Board report to open a dialog about the next 5 years and whether a traditional strategic planning effort offers our Library the value for the cost.

Our Finance Team has modeled our revenue for the next 5 years. They, of course, created the model against assumptions – conservative assumptions that have been accurate in the past. The model forecasts that our Library is able to accomplish some specific goals in the next 5 years.

- 1) Replacing our leased, Roxborough location with a free-standing, owned facility able to handle growth in Northwest Douglas County for the next 10 to 20 years.
- 2) Pay off our facility financing early saving millions in financing costs in 2027.
- 3) Thoughtfully pursue upgrades and improvements to Library security and safety each year.
- 4) Pursue our current program with all that includes and requires – competitive staffing, content purchases, community cultural and reading events.

My question for discussion with the Board are these:

- Is this or something very similar to this our plan?
- If we are there or close, what investment is necessary in terms of community surveys or studies?
- Do we instead move to communicate and execute the plan?
- Is there something that we need to run to the ground and validate with the community?
- Is there a problem needing solved / have we heard from the community through existing metrics?

State of the Library Address.

Ransomware. Pending insurance resolution.

Highlands Ranch Repairs. Pending insurance resolution.

Letters from Sterling Ranch Customers. You will find following fourteen letters from customers advocating for a library in Sterling Ranch.

Accomplishments: Work in progress and coming soon.

Community Engagement

July & August

The **2024 DCL Brew Tour** launched in August and will run through September featuring several events both at local business locations and DCL libraries. Over 1,850 participants have registered. More details can be found at <https://dcl.org/brew-tour/>.

The team has been working on a new exhibit, **From the Archives: Murder, Mayhem and Moonshine.**

The exhibit, featuring content and collections from Archives & Local history, along with other partner organizations, was installed at several DCL locations August 9-11, and will be on display for the public through September 8, 2024.

DCL Volunteer Services continues **homebound delivery** services throughout the warm summer months. Following is a note from one of the volunteers:

--Customer Testimonial--

"Dear Mr. P. ~

I have volunteered in the homebound delivery program through the Lone Tree Library for at least 10 years, probably closer to 15. Because I service elderly clients, they are always in need of more time with their books, and they often have other problematic issues. Every single person at the call center has been so incredibly helpful; not one employee has ever turned down my endless requests for assistance, and without exception, each person consistently extends themselves to make sure my problems are resolved. I am in constant awe of the level of support I get, the willingness to help, and each library employee cheerfully doing their very best to ensure all homebound delivery patrons have what they need.

This cooperation and support are enormously appreciated and valued; I am the Douglas County Library's biggest fan already, but each time I hang up from speaking with one of your outstanding call center staff, I am so grateful, impressed, and relieved.

I always tell my friends who live both in and out of Douglas County how terrifically lucky we are to have such an exceptional (!) library system, and especially all the truly extraordinary people who make being a patron and volunteer a genuine pleasure. It is an honor to be an ambassador for the library in my volunteer role.

Please pass my gratitude along to these hard-working, wonderful people.

Kind regards, Vikki Stevens, LT Library homebound delivery volunteer"

Coming in September

Support the DCLF by attending the **annual Fete Des Fables on September 27, 2024**

Guests are invited to join the Douglas County Libraries Foundation at the Highlands Ranch Mansion to celebrate Carlo Collodi's Pinocchio, a classic story of mischievous marionette who becomes a real boy. We will be bringing the Italian countryside to life for a fabulous evening that includes cocktails, catered Italian dinner, entertainment, and special gifts for all who attend.

Please consider purchasing tickets for the Douglas County Libraries annual Foundation gala. In addition, we are asking board members to consider donating 3 bottles of wine; one of which we would love to be a bottle valued at \$50 or more, for the popular wine pull. For more information on the 2024 gala please visit <https://dcl.org/fete-des-fables/>.

Ready, Set, Read! On Tuesday, September 17, at 9:30AM, in Castle Rock, please join us with your little ones for early literacy activities on the Aloha Plaza East, sponsored by Aloha Fund. This event will feature activities and some special giveaways to support DCL's youngest patrons with their reading.

DCL Staff Day is Friday, September 13, 2024. The Senior Leadership Team would like to invite you to our Annual Staff Day, which will be held on Friday, September 13, at DCL in Highlands Ranch. The day will begin at 8:30 a.m. and include activities, learning sessions, lunch and delicious treats, helping to give insight into a Day at Douglas County Libraries. We are grateful for your countless contributions and your continued commitment to serving our community.

We look forward to seeing you on September 13; please mark your calendar today!

Customer Experience

Accomplishments:

- The Courier trucks were beautifully wrapped for summer reading and for the first time, were driven in the Douglas County Fair Parade.
- June 24 thru July 26 branch staff played a game to practice and reinforce the principles of Environmental CARE.
- We wrapped up another fun summer of outdoor storytimes and headed into our annual August hiatus. Staff are using the time off to plan storytimes for the upcoming months, refresh storytime materials (e.g., felts, manipulatives) and update storytime collections.
- We signed up over 50 people for the Summer Reading Program while offering outreach services at senior living facilities.

In Progress:

- Staff at Parker and Highlands Ranch are gearing up to begin the fall's Great Decision Series.
- Brain Health Fitness will be offered in August at both Lone Tree and Castle Rock. Each location will have two sessions. One will be marketed to older adults and the second will be multigenerational.
- The "U-Fix-It Pit Stop" playscape in Parker officially closed on June 30 and the now-closed space is being prepared for installation of the Plants & Pollinators playscape in late August.
- The fall session of Reading Buddies will kick off in September.
- YFS librarians are writing and vetting questions for the upcoming season. The books have arrived and will be available to check out beginning Labor Day weekend. The list of titles is embargoed until then.

Executive

Working On

- Continuing final phase of Records Retention “Destruction Records” phase of organizational records retention project to be complete in September of 2024, and thereafter annually managed.
- Continuing work on scanning of board physical records 1967-2000 to completely digitize all board records, and retain these records as permanent only electronically. This has been a long-term goal to reduce physical storage and combine records into one storage media.
- Revamping and revisioning Board Orientation draft plan to bring to senior leadership and the board executive committee in preparation for expected new 2025 trustees.

Accomplished

- Completed the operationalizing of Records Retention for the Executive Division.

Finance

The accounting group has kicked off the implementation of AvidXchange, our new payment processor. Our Budget Manager, in partnership with SLT, is putting the final touches on the first draft of the 2025 budget. Finance continues to closely monitor the evolving property tax revenue scenarios, and will incorporate changes into the draft budget as information becomes available. Finance is also in the final stages of budget management software selection, and expect to have a formal decision within the week.

Infrastructure Services

Cost containment and in progress

- Submitted our compliance training roster to the SDA Pool in June and have qualified for the 2024 training credit. Since 100% of our staff completed the training, we will receive a 10% discount off of the liability portion of our property and liability premium upon renewal. Last year this discount saved us approximately \$5,000. The 2 compliance courses offered through DCLU that were eligible for the training credit this year were:
 - 2024 Harassment Prevention for Employees
 - 2024 Cyber Security: Self-Defense in the Digital Age
- Completed and submitted our Workers Compensation cost containment program to the state.
- Completed THIRA (Threat and Hazard Identification Risk Assessment) assessments for all facilities and safety and security priorities have been identified for 2025 budget and 5-year plan long-range planning.
- Working on Workers Compensation insurance renewal which should come back with a credit due to a significant decrease in our eMod factor (a rating number that is calculated based upon our workers compensation premiums and workers compensation claims payments and is designed to show what risk level our company is based on similar companies in our industry and location).
- Talent Management
 - Completed the second annual Gallup engagement survey. Gallup data present set for August.
 - Hired a Talent Acquisition and Retention Specialist
 - Completed mid-year performance reviews for all eligible staff.
 - Conducted the first three DCL Leadership Development Academy sessions.
 - Onboarded 40 new hires at 14 new hire orientations in Q1 and Q2 of 2024.

Collections

Applied the increased 2024 collection budget to econtent in order to maintain the same holds ratio as physical items (5:1) and to extend the hoopla daily limit.

IT and Facilities

- Working to complete PC replacements and switch stack upgrades.
- Planning for the Highlands Ranch roof and VAV replacement project to start in September.

Trustee and Board Follow ups.

Our current Library Mill Levy is 3.513. Citizens authorized our Mill at 4. Citizens also relieved the Library of TABOR limits.

Linking to Purchase: Submitted a feature request to Bibliocommons directly linking titles to purchase.

About E-Content Use for Magazines, Newspapers and Similar Titles

2024	YTD Totals	2023 Totals
Barron's (Total Accesses)	2,198	4,279
Creativebug (distinct videos viewed)	1,410	5,220
Flipster (downloads+online views)	22,393	99,204
GVRL (full text retrievals)	5,095	17,364
Hoopla	144,465	484,251
Kanopy	16,012	63,731
NY Times (articles read)	5,020	37,238
PressReader (article opens)	280,358	646,015
Scholastic BookFlix (documents)	2,226	5,862
Scholastic Teachables (documents)	3,511	16,617
Wall Street Journal (Total Accesses)	1,613	10,221

About our Library's Partnership with the Dolly Parton Imagination Library

Number of Children Enrolled: 7,468

Number of Graduates: 1,652

2025 Projected Budget Cost: \$139,233.60

Dear Members of the Douglas County Library Board,

As an avid reader and resident of Sterling Ranch. I am writing to ask for your consideration to bring a library to our community.

As someone who finds great joy in reading, I often seek out quiet, welcoming spaces where I can immerse myself in a good book. However, the nearest libraries are quite a distance away, making it inconvenient for me and many others in our neighborhood to access these essential resources regularly. A local library in Sterling Ranch would provide a much-needed haven for readers like myself.

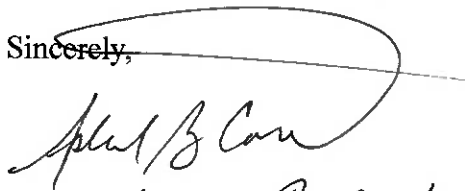
Beyond serving as a place to read, a library would also offer a wonderful venue for neighbors to meet and connect. It would foster a sense of community by hosting events, book clubs, and workshops that bring people together. The opportunity to engage with fellow residents over shared interests would greatly enhance the social fabric of our neighborhood.

Furthermore, a library would provide access to a wealth of resources. It would be a place where children can discover the joys of reading, students can find a quiet space to study, and adults can attend informative sessions on a variety of topics.

I believe that a library in Sterling Ranch would become a cherished community hub, offering a range of activities and resources that enrich our lives. It would provide a convenient and accessible location for reading, learning, and socializing, making it an invaluable asset to our community.

Thank you for considering my request. I sincerely hope you will recognize the profound impact a library could have on our neighborhood and take the necessary steps to bring this vision to life.

Sincerely,



Astrid B. Carlson

9526 Palmer Lake Ave

Littleton, CO 80125

astridbcarlson@gmail.com

Dear Douglas County Libraries

I am a mother of young children living in the Sterling Ranch community. I am writing to express my strong desire for a library to be built in our neighborhood.

As a parent, I am always seeking ways to nurture my children's love for learning and reading. A local library would provide a safe and welcoming place for my kids to explore new books, attend storytime sessions, and participate in educational programs. The resources and activities a library offers are crucial for their development and would instill a lifelong passion for learning.

Currently, the closest libraries are quite a distance away, making regular visits challenging for busy families like ours. Having a library within Sterling Ranch would not only be convenient but would also become a central part of our daily lives, offering a variety of programs and services that support both children and adults.

A library would serve as a gathering place for families in our community, allowing us to connect, share experiences, and build a stronger sense of community. It would also provide essential access to technology and internet services, ensuring that all residents, regardless of age, have the tools they need to succeed in today's digital world.

In addition to benefiting children, a library would offer valuable resources for adults, including books, workshops, and community events that enrich our lives and support lifelong learning. From my perspective, a library is not just a building filled with books but a cornerstone of a vibrant and informed community.

I believe that investing in a library for Sterling Ranch would yield tremendous benefits for all residents. It would enhance our children's education, foster community connections, and provide essential resources for everyone.

Thank you for considering my request. I sincerely hope that you will recognize the profound impact a library could have on our community and take steps to make this vision a reality.

Sincerely,

A handwritten signature in black ink, appearing to be the initials 'L.R.' or similar, written in a cursive style.

Dear Douglas County Libraries,

As a parent of young children residing in Sterling Ranch, I am writing to strongly advocate for the establishment of a library in our community.

Supporting my children's education and fostering their love for reading is a top priority for me. A library in Sterling Ranch would provide a safe and accessible space for my kids to discover new books, attend storytime sessions, and participate in educational programs. The convenience of having a library close by would allow us to visit more frequently and fully utilize its resources.

A library would also bring numerous benefits to the broader community. It would serve as a center for social and cultural activities, offering residents opportunities to connect through book clubs, workshops, and various events.

I firmly believe that a library in Sterling Ranch would significantly enhance the quality of life for all residents. It would support children's education, foster a sense of community, and provide essential resources for lifelong learning. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to establish a library in our neighborhood.

Thank you for your time and consideration.

Sincerely,



Katrina Rojas
9670 Brown Peak Cir
Littleton, CO 80125

July 18, 2024

Dear Douglas County Libraries,

As a parent of young children residing in Sterling Ranch, I am writing to strongly advocate for the establishment of a library in our community.

Supporting my children's education and fostering their love for reading is a top priority for me. A library in Sterling Ranch would provide a safe and accessible space for my kids to discover new books, attend storytime sessions, and participate in educational programs. The convenience of having a library close by would allow us to visit more frequently and fully utilize its resources.

A library would also bring numerous benefits to the broader community. It would serve as a center for social and cultural activities, offering residents opportunities to connect through book clubs, workshops, and various events.

I firmly believe that a library in Sterling Ranch would significantly enhance the quality of life for all residents. It would support children's education, foster a sense of community, and provide essential resources for lifelong learning. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to establish a library in our neighborhood.

Thank you for your time and consideration.

Sincerely,

MP
Marc Puvls
9395 Bear river st.
Littleton CO 80125

Dear Douglas County Libraries

I am a mother of young children living in the Sterling Ranch community. I am writing to express my strong desire for a library to be built in our neighborhood.

As a parent, I am always seeking ways to nurture my children's love for learning and reading. A local library would provide a safe and welcoming place for my kids to explore new books, attend storytime sessions, and participate in educational programs. The resources and activities a library offers are crucial for their development and would instill a lifelong passion for learning.

Currently, the closest libraries are quite a distance away, making regular visits challenging for busy families like ours. Having a library within Sterling Ranch would not only be convenient but would also become a central part of our daily lives, offering a variety of programs and services that support both children and adults.

A library would serve as a gathering place for families in our community, allowing us to connect, share experiences, and build a stronger sense of community. It would also provide essential access to technology and internet services, ensuring that all residents, regardless of age, have the tools they need to succeed in today's digital world.

In addition to benefiting children, a library would offer valuable resources for adults, including books, workshops, and community events that enrich our lives and support lifelong learning. From my perspective, a library is not just a building filled with books but a cornerstone of a vibrant and informed community.

I believe that investing in a library for Sterling Ranch would yield tremendous benefits for all residents. It would enhance our children's education, foster community connections, and provide essential resources for everyone.

Thank you for considering my request. I sincerely hope that you will recognize the profound impact a library could have on our community and take steps to make this vision a reality.

Sincerely,

Staci Holt
8038 Williams Fork Ave
Littleton CO 80125

Dear Members of the Douglas County Library Board,

As a resident of the Sterling Ranch community I am writing to express my strong support for building a library in our neighborhood.

Currently, our closest libraries are quite a distance away, requiring us to drive across town to access their resources and services. For busy families and individuals, this can be a significant inconvenience. A library within Sterling Ranch would provide us with a much-needed local hub for learning, reading, and community activities.

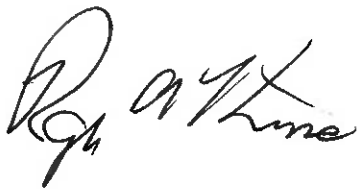
Having a library close by would offer numerous benefits to our residents. It would provide a convenient and welcoming place for children to explore new books, participate in educational programs, and develop a love for reading. For adults, it would offer access to a wide range of resources, including books, technology, and community events, all of which contribute to lifelong learning and personal growth.

Moreover, a local library would serve as a gathering place for our community, fostering connections and providing a space for neighbors to come together. It would also ensure that all residents, regardless of their circumstances, have easy access to essential resources and services, such as internet access and digital literacy programs.

Building a library in Sterling Ranch would greatly enhance the quality of life for everyone in our community. It would reduce the need for long drives across town, making it easier for all of us to access the educational and cultural resources that libraries provide.

Thank you for considering this request. I am confident that a library in Sterling Ranch would become a cherished community asset, benefiting residents of all ages. I sincerely hope you will take the necessary steps to make this vision a reality.

Sincerely,



Roger Kime
8291 Monte Vista Cr
Sterling Ranch CO 80125

Dear Members of the Douglas County Library Board,

I am writing as a proud resident of Sterling Ranch to respectfully urge the Board to consider building a library in our rapidly growing community.

Sterling Ranch has seen significant development and population growth, attracting a diverse group of families, students, professionals, and retirees. Despite our expansion, we lack a dedicated library, a vital resource that would greatly benefit our residents and enhance our quality of life.

A library in Sterling Ranch would serve as an educational hub, providing access to a vast collection of books, online resources, and study spaces for students and lifelong learners. It would also be a cornerstone for community engagement, offering programs and events that foster social connections and civic participation.

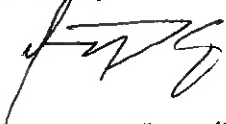
A library would provide residents with a place to gather, work, study, and learn. Additionally, cultural programs, such as book readings, art exhibits, and music performances, would enrich our community and provide opportunities for residents to engage with new ideas and perspectives.

Libraries support the local community by offering resources such as business development, networking events, and access to technology. This support can stimulate local economic growth and innovation, benefiting the entire community.

I am confident that a library in Sterling Ranch would become a cherished asset, enhancing the educational, cultural, and social fabric of our community. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to Sterling Ranch.

Thank you for your time and consideration.

Sincerely,



GREGORY KING
8109 MONTE VISTA CIR
LITTLETON, CO 80125

Dear Members of the Douglas County Library Board,

As a resident of the Sterling Ranch community I am writing to express my strong support for building a library in our neighborhood.

Currently, our closest libraries are quite a distance away, requiring us to drive across town to access their resources and services. For busy families and individuals, this can be a significant inconvenience. A library within Sterling Ranch would provide us with a much-needed local hub for learning, reading, and community activities.

Having a library close by would offer numerous benefits to our residents. It would provide a convenient and welcoming place for children to explore new books, participate in educational programs, and develop a love for reading. For adults, it would offer access to a wide range of resources, including books, technology, and community events, all of which contribute to lifelong learning and personal growth.

Moreover, a local library would serve as a gathering place for our community, fostering connections and providing a space for neighbors to come together. It would also ensure that all residents, regardless of their circumstances, have easy access to essential resources and services, such as internet access and digital literacy programs.

Building a library in Sterling Ranch would greatly enhance the quality of life for everyone in our community. It would reduce the need for long drives across town, making it easier for all of us to access the educational and cultural resources that libraries provide.

Thank you for considering this request. I am confident that a library in Sterling Ranch would become a cherished community asset, benefiting residents of all ages. I sincerely hope you will take the necessary steps to make this vision a reality.

Sincerely,



ZOE DEAN-SMITH

8899 EAGLE RIVER ST,
LITTLETON CO
80125.

Dear Douglas County Library Board Members,

I am a senior citizen residing in Sterling Ranch. I am writing to express my earnest desire for the construction of a library in our community.

As a retiree, I have more leisure time to pursue my interests, and reading has always been one of my greatest pleasures. However, the lack of a local library makes it difficult to access the variety of books and learning materials that I cherish. A library within Sterling Ranch would provide a convenient and welcoming place for me to visit regularly, allowing me to explore new books, attend educational programs, and continue to engage in lifelong learning.

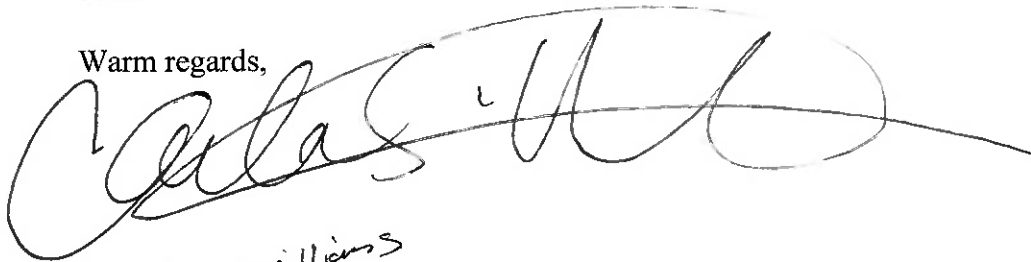
Beyond my personal interests, a library would serve as a vital resource for our entire community. It would be a wonderful venue for social interaction, offering programs and events that bring residents together. For many seniors, including myself, these opportunities to connect with others are invaluable and help combat the isolation that can come with aging.

Moreover, a library would provide essential access to technology and the internet, which is particularly important for those of us who may not have reliable access at home. Digital literacy programs and technology workshops would be incredibly beneficial, helping seniors stay connected and engaged in our increasingly digital world.

I firmly believe that a library in Sterling Ranch would greatly enhance the quality of life for residents of all ages. It would be a hub for education, socialization, and cultural enrichment. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to our community.

Thank you for your time and consideration. I am confident that a library would become a cherished asset for Sterling Ranch, and I look forward to the possibility of seeing this vision come to life.

Warm regards,

A large, fluid handwritten signature in black ink, appearing to read 'Carla Willpers'.

Carla Willpers
9745 Bennett Peak St.

Dear Members of the Douglas County Library Board,

I am writing as a proud resident of Sterling Ranch to respectfully urge the Board to consider building a library in our rapidly growing community.

Sterling Ranch has seen significant development and population growth, attracting a diverse group of families, students, professionals, and retirees. Despite our expansion, we lack a dedicated library, a vital resource that would greatly benefit our residents and enhance our quality of life.

A library in Sterling Ranch would serve as an educational hub, providing access to a vast collection of books, online resources, and study spaces for students and lifelong learners. It would also be a cornerstone for community engagement, offering programs and events that foster social connections and civic participation.

A library would provide residents with a place to gather, work, study, and learn. Additionally, cultural programs, such as book readings, art exhibits, and music performances, would enrich our community and provide opportunities for residents to engage with new ideas and perspectives.

Libraries support the local community by offering resources such as business development, networking events, and access to technology. This support can stimulate local economic growth and innovation, benefiting the entire community.

I am confident that a library in Sterling Ranch would become a cherished asset, enhancing the educational, cultural, and social fabric of our community. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to Sterling Ranch.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lynn Moffett', with a stylized, sweeping flourish extending to the right.

LYNN MOFFETT
8032 WILLIAMS FORK AVE.
LITTLETON, CO 80125

Dear Douglas County Library Board Members,

I am a senior citizen residing in Sterling Ranch. I am writing to express my earnest desire for the construction of a library in our community.

As a retiree, I have more leisure time to pursue my interests, and reading has always been one of my greatest pleasures. However, the lack of a local library makes it difficult to access the variety of books and learning materials that I cherish. A library within Sterling Ranch would provide a convenient and welcoming place for me to visit regularly, allowing me to explore new books, attend educational programs, and continue to engage in lifelong learning.

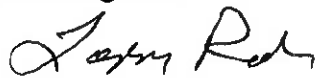
Beyond my personal interests, a library would serve as a vital resource for our entire community. It would be a wonderful venue for social interaction, offering programs and events that bring residents together. For many seniors, including myself, these opportunities to connect with others are invaluable and help combat the isolation that can come with aging.

Moreover, a library would provide essential access to technology and the internet, which is particularly important for those of us who may not have reliable access at home. Digital literacy programs and technology workshops would be incredibly beneficial, helping seniors stay connected and engaged in our increasingly digital world.

I firmly believe that a library in Sterling Ranch would greatly enhance the quality of life for residents of all ages. It would be a hub for education, socialization, and cultural enrichment. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to our community.

Thank you for your time and consideration. I am confident that a library would become a cherished asset for Sterling Ranch, and I look forward to the possibility of seeing this vision come to life.

Warm regards,



LARRY RAUB

7876 SLATE RIVER ST.

Dear Members of the Douglas County Library Board,

As a resident of the Sterling Ranch community I am writing to express my strong support for building a library in our neighborhood.

Currently, our closest libraries are quite a distance away, requiring us to drive across town to access their resources and services. For busy families and individuals, this can be a significant inconvenience. A library within Sterling Ranch would provide us with a much-needed local hub for learning, reading, and community activities.

Having a library close by would offer numerous benefits to our residents. It would provide a convenient and welcoming place for children to explore new books, participate in educational programs, and develop a love for reading. For adults, it would offer access to a wide range of resources, including books, technology, and community events, all of which contribute to lifelong learning and personal growth.

Moreover, a local library would serve as a gathering place for our community, fostering connections and providing a space for neighbors to come together. It would also ensure that all residents, regardless of their circumstances, have easy access to essential resources and services, such as internet access and digital literacy programs.

Building a library in Sterling Ranch would greatly enhance the quality of life for everyone in our community. It would reduce the need for long drives across town, making it easier for all of us to access the educational and cultural resources that libraries provide.

Thank you for considering this request. I am confident that a library in Sterling Ranch would become a cherished community asset, benefiting residents of all ages. I sincerely hope you will take the necessary steps to make this vision a reality.

Sincerely,

Dana Maragani
8153 Mt Outray Rd
Littleton, 80125

Dear Members of the Douglas County Library Board,

I am writing as a proud resident of Sterling Ranch to respectfully urge the Board to consider building a library in our rapidly growing community.

Sterling Ranch has seen significant development and population growth, attracting a diverse group of families, students, professionals, and retirees. Despite our expansion, we lack a dedicated library, a vital resource that would greatly benefit our residents and enhance our quality of life.

A library in Sterling Ranch would serve as an educational hub, providing access to a vast collection of books, online resources, and study spaces for students and lifelong learners. It would also be a cornerstone for community engagement, offering programs and events that foster social connections and civic participation.

A library would provide residents with a place to gather, work, study, and learn. Additionally, cultural programs, such as book readings, art exhibits, and music performances, would enrich our community and provide opportunities for residents to engage with new ideas and perspectives.

Libraries support the local community by offering resources such as business development, networking events, and access to technology. This support can stimulate local economic growth and innovation, benefiting the entire community.

I am confident that a library in Sterling Ranch would become a cherished asset, enhancing the educational, cultural, and social fabric of our community. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to Sterling Ranch.

Thank you for your time and consideration.

Sincerely,

Michelle Ernesto

8154 Mount Kataka St.

Littleton, CO 80125

Dear Members of the Douglas County Library Board,

I am writing as a proud resident of Sterling Ranch to respectfully urge the Board to consider building a library in our rapidly growing community.

Sterling Ranch has seen significant development and population growth, attracting a diverse group of families, students, professionals, and retirees. Despite our expansion, we lack a dedicated library, a vital resource that would greatly benefit our residents and enhance our quality of life.

A library in Sterling Ranch would serve as an educational hub, providing access to a vast collection of books, online resources, and study spaces for students and lifelong learners. It would also be a cornerstone for community engagement, offering programs and events that foster social connections and civic participation.

A library would provide residents with a place to gather, work, study, and learn. Additionally, cultural programs, such as book readings, art exhibits, and music performances, would enrich our community and provide opportunities for residents to engage with new ideas and perspectives.

Libraries support the local community by offering resources such as business development, networking events, and access to technology. This support can stimulate local economic growth and innovation, benefiting the entire community.

I am confident that a library in Sterling Ranch would become a cherished asset, enhancing the educational, cultural, and social fabric of our community. I respectfully urge the Douglas County Library Board to consider this proposal and take the necessary steps to bring a library to Sterling Ranch.

Thank you for your time and consideration.

Sincerely,

Jen Sanning
8184 Mt. Kataka St.
Littleton, CO 80125

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Bob Pasicznyuk
Subject:	Quarterly Reports

ISSUE: The Second Quarter 2024 reports follow for Board inspection:

1. Key Performance Indicator Measures
2. Strategic Plan Report
3. Financial Narrative and Statements

DISCUSSION:

External Performance Indicators. The only performance indicator showing significant differences between the 2nd quarter of this year and last is impressions or media volume. Last year, Library challenges garnered a media frenzy which isn't typical or a token of success.

Internal Performance Indicators. The Library's turnover rate is within industry norms and shows an annualized rate lower than many periods following the pandemic. The Library just completed its annual Gallup Engagement Survey which will be available for Board review and a staff action plan in September.

ACTION: The data does not suggest any immediate action or leadership response.

Q2 2024 KPI

NPS: How DCL users feel about our brand and services

87.72 Quarter score **April - June 2024**

84.72 Quarter score **April - June 2023**

Use

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

59.77% **June 2024**

59.88% **June 2023**

Door Count

325,734 **April - June 2024**

337,405 **April - June 2023**

628,317 Total 2024 **January - June**

1,340,683 Total 2023

Website Visits

470,340 **April - June 2024**

441,523 **April - June 2023**

975,382 Total 2024 **January - June**

1,843,506 Total 2023

Community Engagement

Resource Donors: Total number of unique volunteers and donors

990 **April - June 2024**

879 **April - June 2023**

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

163 **April - June 2024**

175 Total 2023

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

34,699,519 **April - June 2024**

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

70,856,212 Total 2024 **January - June**

455,640,843 Total 2023

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

23,745 **April - June 2024**

16,989 **April - June 2023**

33,355 Total 2024 **January - June**

37,842 Total 2023

Notes

Archives and Local History social media accounts are no longer being updated therefore those figures will no longer be part of the social media category of indirect impressions.

Indirect impressions down in the area of views of PR/news pieces.

Q2 2024 HR KPI Report

Turnover

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 2024 – June 2024

DCL Turnover Rate: 3.9% **DCL Annualized Turnover Rate:** 15.7%

Benchmarks: Paylocity provides the benchmarks below in their data insights for the organization. The benchmarks below 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 3, 2024, the Paylocity's benchmark population includes 163 companies in our Subsector and 1,292 companies in our Sector across North America.

Sector Benchmark: 8.1%

(NAICS) 51 – Information

Subsector Benchmark: 6.3%

(NAICS) 519 – Web Search Portals, Libraries, Archives, and Other Information Services

What does this tell us? DCL's turnover rate remains under the Sector and Subsector benchmarks. High turnover continues to be 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 rating is reflected as Immediate Changes Needed, Opportunities for Development, Keep Up the Good Work, Premium Performance, and Above & Beyond Achievement.

Below is an aggregate report of all completed Midyear reviews in 2024.

Period: Midyear (January 1, 2024 – June 30, 2024)

Performance Ratings for All Eligible DCL Employees

Immediate Changes Needed	1
Keep Up the Good Work	265
Premium Performance	43
Grand Total	309

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.

KPI Explanation by Section

Brand Awareness

- **Net Promoter Score**
 - **Metric Represents:** How DCL users feel about our brand and services
 - **Method of Attainment:** Survey Monkey survey sent out to 1,000 DCL eNewsletter subscribers through Patron Point each month.
 - **How Calculated:** Of those who respond it is a single figure for the quarter, percentage of detractors subtracted from percentage of promoters.

Market Use

- **Market Penetration**
 - **Metric Represents:** The percentage of Douglas County households with an active library card
 - **Method of Attainment:** Using Horizon ILS data and Analytics on Demand
 - **How Calculated:** done the last month of the quarter, data is pulled monthly from ILS active accounts. Active cardholders are aggregated into a single household and those active households are compared against all households in the county.
- **Visits**
 - **Metric Represents:** Total number of door count at branches and website visits to DCL.org
 - **Method of Attainment:** Website visits reported by web team; door count is from IPSOS software and staff reporting at Louviers
 - **How Calculated:** Total of door count at each location is added together then website visit total is added to that. Final number represents both these figures as a total for the quarter

Community Engagement

- **Resource Donors**
 - **Metric Represents:** Total number of unique volunteers and donors
 - **Method of Attainment:** Volunteers: Single figure, number of unique volunteers; Donors: Single figure of unique donors and households giving back through King Soopers
 - **How Calculated:** Volunteers calculated and reported quarterly by Volunteer Services; Donors: calculated quarterly and reported by Donor Development; King Soopers: reported by Kroger quarterly. Final number represents all three figures added together
- **Partnerships**
 - **Metric Represents:** Total number of organizations DCL has a working relationship/partnership (does not include those we only have memberships with)
 - **Method of Attainment:** Single figure given by Community Services & Partnerships
 - **How Calculated:** Number is reported quarterly and is a hard count of organizations DCL continues to work with.

- **Community Impressions**

- **Metric Represents:** Total number of times someone has a chance of seeing the DCL brand
- **Method of Attainment:** Number is attained through several avenues
 - Social Media – engagement/use of Facebook, Instagram, Twitter, LinkedIn, YouTube, and emails sent
 - Website Visits – total number of times dcl.org was visited
 - Queries on the Internet – total number of times DCL showed up in the top ten results in an internet search
 - Indirect Outreach – total number people exposed to the library at outside events and meetings, as reported by staff doing at doing these.
 - PR articles/news reporting – numbers given to us from all places DCL appears in the news or articles – it is their viewership and reach
 - In branch Opportunities – number of signs/opportunities for DCL promotion times the total quarterly door count at each location. All totaled together
 - Youth Activity Sponsorships – total number reported by each entity we contract with
- **How Calculated:** Single number derived from adding all the above avenues together

- **Direct Outreach**

- **Metric Represents:** Total number of people DCL staff talked about the library and our services outside of our library locations
- **Method of Attainment:** Single figure, number of people directly engaged at an outreach event. Self-reported by DCL staff (inputted through CRL or CSP Department) and pulled together by Community Services & Partnerships and Special Events
- **How Calculated:** All numbers totaled, for the quarter, to give final count

Q2 2024 Strategic Plan Update

Two of the three active responses met their Q2 benchmarks and are working on Q3 benchmarks at this time. A few of the noteworthy updates to share at this point include:

- The volunteerism response is complete and the work has been moved to regular operations. An annual report of this response's activities will be provided in Q1 of 2025.
- Personal Safety and Active Threat trainings were implemented and branch safety walks took place at each location. Future benchmarks for the safety response team are under consideration.
- AARP Tax-Aid partnership finished up in April with over 1,400 tax returns filed for our community. Brain Health Fitness was introduced after the completion of the Ageless Grace certification and DCL is offering two multigenerational and older adult sessions at Castle Rock and Lone Tree in August. The CX Ageless Supervisor Lead performed an audit of outreach services. Highlighted findings: Services are aligned across the county and producing high-impact experiences.
- The meeting room customer use response was delayed due to the successful launch of the new reservation software system, Communico. A sunset date for the previous software, Demco, has been determined that will allow staff to pull data from this system before the end of the license occurs.

Strategic Priority	Strategic Response	Response Status
Vibrant Libraries	Set up a district task force to conduct an annual evaluation of meeting room customer use and feedback, and identify barriers to using our meeting spaces that we can reduce or eliminate.	Delayed
Beyond our Walls	Increase the frequency and market saturation of traditional advertising, targeting a broad audience with general library messaging (e.g., get to know DCL).	On Hold
Community Service	Serve as a destination for Douglas County seniors to congregate, learn, and socialize.	On Track
Fortify our Infrastructure	Create an organized and accessible information storage structure that meets staff, customer, and retention needs.	On Track
	Support and achieve excellence in co-working and remote work through shared workspaces and amenities, sophisticated use of mobile technology, and clear expectations for remote work.	Delayed
	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.	Complete

Strategic Plan Dashboard

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	August 28, 2024
From:	Casie Cook, Director of Finance
Subject:	Financial Statement Review for the six months ending June 30, 2024

Balance Sheet

As of June 30, 2024, the Library has \$35.579 million of cash and liquid investments. The Library is holding \$0.386 million, or, \$386 thousand, in cash for accounts payable purposes. The Library is holding \$35.001 million in liquid funds at ColoTrust, plus \$.010 million, or, \$10 thousand in liquid investments at the Colorado Statewide Investment Program (CSIP).

At June 30, 2024, the Library recorded interest income of \$.768 million, or, \$768 thousand, which exceeds the budget by 43%.

At June 30, 2024 the Library recorded a receivable and related deferred revenue of \$11.552 million for property taxes. We expect the Library to collect in excess of 99% of property taxes budgeted for 2024.

Funds available for future capital improvements total \$14.947 million at June 30, 2024, as reported on the fund balance line of the balance sheet.

Performance vs Budget: Operating Expenditures

Overall, the Library has realized a \$6.136 million, 62% favorable, variance to budget for the six months ending June 30, 2024.

Total operating revenues are \$1.586 million, and 6% over budget, through June 30, 2024. Every category is coming in above forecast. Notably, the library received a non-budgeted revenue backfill payment in the amount of \$1.691 million (received in June 2024). This backfill amount was related to SB22-238, a senate bill passed in 2022 that addressed real property taxation, a reduction in assessment rates, and provided an adjustment for the amount of actual revenue received for tax year 2023.

Operating expenditures are (9%) under budget through June 30, 2024. The two largest contributors to the variance are Library Content and Facilities. Library Content is (\$.492 million, or, \$492 thousand) under budget. Although it is difficult to predict the timing of receipt of goods for content, purchases are expected to meet plan by the end of the year. Facilities is (\$.268 million, or, \$268 thousand) under budget, and will report more spend as projects are completed.

All other operating expenditures were (\$0.681 million, or, \$681 thousand), and (5%) below budget, through June 30, 2024, primarily due to seasonality differences between budgeted vs actual expenditures.

Capital Expenditures

Actual spending for Capital Maintenance items for the six months ending June 30, 2024 is \$.412 million, or, \$412 thousand, vs. an annual budget of \$1.068 million. The remaining funds are expected to be expended through the course of the year.

Actual spending for Capital Improvement items for the six months ending June 30, 2024 is \$.506 million, or, \$506 thousand, vs. an annual budget of \$2.611 million. The remaining funds are expected to be expended through the course of the year. The annual budgeted amounts for both Maintenance and Capital were increased to meet project requirements which required a budget reduction in the Operating Expenditures budget – the overall budgeted amount remains unchanged. Any budget moves requiring Board approval per Library policy were formally approved prior by the Board of Trustees.

Cyber Expenditures

Actual spending related to the cyber incident was primarily recorded in the second quarter of 2024. The vast majority of vendor invoices have been processed, some of which are still waiting to be reimbursed by our cyber liability insurance carrier. We expect to have a full reconciliation of those vendor invoices by September 2024. We are investigating the possibility of indirect costs being covered in our claim (such as lost labor time related to the library closure). More information will be provided as it becomes available.

2024 Forecast

Based on the Library's 2024 performance through June 30, 2024, and assuming the Library performs according to its remaining budget through December 2024, the Library is projecting a fund balance of \$27,382 million at December 31, 2024, which is \$.6.136 million greater than the original 2024 budget projection. Note that the proceeds from sale of the strip mall and the revenue backfill were not included in the original 2024 budget. These two values add to \$4.739 million, which accounts for a large portion of the variance.



BALANCE SHEET

	<u>December 31, 2023</u>	<u>June 30, 2024</u>
	Audited	Unaudited
ASSETS		
Cash	\$ 20,847,693	\$ 35,579,233
Property Taxes Receivable	196,915	11,552,191
Prepaid Expenses And Deposits	636,787	433,001
Receivable DCL Foundation	225,000	304,888
Accounts Receivable	8,959	665
Total Assets	<u>\$ 21,915,354</u>	<u>\$ 47,869,978</u>
LIABILITIES & FUND BALANCE		
LIABILITIES		
Deferred Property Taxes	\$ 0	\$ 11,552,191
Accrued Salaries And Benefits	341,355	(143,795)
Accounts Payable	1,431,098	386,245
Other Accrued Liabilities	41,498	8,639
Total Liabilities	<u>\$ 1,813,951</u>	<u>\$ 11,803,280</u>
FUND BALANCE		
Nonspendable Fund Balance	\$ 636,787	\$ 433,001
Restricted Fund Balance	1,121,120	1,121,120
Assigned Fund Balance	3,600,000	3,600,000
Unassigned Fund Balance	26,604,747	14,947,283
Revenues Over (Under) Total Expenditures	(11,861,251)	15,965,294
Total Fund Balance	<u>\$ 20,101,403</u>	<u>\$ 36,066,698</u>
Total Liabilities & Fund Balance	<u>\$ 21,915,354</u>	<u>\$ 47,869,978</u>



Quarterly Report of Cash and Investments
June 2024

Institution	% of Total	Value	Maturity Date	Interest YTD	Current Rate
Cash					
Colotrust *	98.37%	\$ 35,000,937	N/A	\$ 761,890	5.42%
Independent Bank	1.50%	533,659	N/A	2,404	1.01%
Wells Fargo Bank	0.09%	32,049	N/A	-	0.00%
CSIP Liquid*	0.03%	10,269	N/A	273	5.37%
Cash in Use	0.00%	1,319	N/A	-	
Total Cash	100.00%	<u>35,579,233</u>		<u>764,567</u>	
Property tax interest		-		2,556	
Wilcox escrow deposit interest				1,000	
Total Cash and Investments		<u>\$ 35,579,233</u>		<u>\$ 768,124</u>	

NOTES:

* Variable rate account.



STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE

As of June 30, 2024

(Unaudited)

	Month Ending	Year To Date				Annual Budget	
	June 30, 2024	June 30, 2024		June 30, 2024		2024	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Revenue							
Property taxes	\$ 3,330,989	\$ 26,274,293	\$ 25,563,221	\$ 711,072	2.78 %	\$ 36,156,932	27.33 %
Specific Ownership Taxes	217,804	1,133,620	784,002	349,618	44.59 %	1,568,000	27.70 %
Contributions/Grants	158,777	348,777	150,962	197,815	131.03 %	305,932	(14.00) %
Charges for services	20,520	259,093	163,984	95,109	57.99 %	345,468	25.00 %
Interest Income	158,519	768,123	535,796	232,327	43.36 %	1,205,050	36.26 %
Total Revenue	3,886,609	28,783,906	27,197,965	1,585,941	5.83 %	39,581,382	27.28 %
Operating Expenditures							
Salaries & Wages	1,246,856	7,650,597	8,063,661	(413,063)	(5.12) %	16,337,049	53.17 %
Benefits	121,773	599,176	677,758	(78,582)	(11.59) %	1,356,468	55.83 %
PERA Pension	183,751	1,108,057	1,301,808	(193,751)	(14.88) %	2,496,414	55.61 %
Library Content	368,056	1,770,427	2,262,311	(491,884)	(21.74) %	4,617,007	61.65 %
Facilities	138,478	953,482	1,221,460	(267,978)	(21.93) %	2,652,382	64.05 %
Technology, Equipment & 3rd-Party Services	167,524	840,294	848,315	(8,021)	(0.94) %	1,644,823	48.91 %
Library Programs & Outreach	153,667	654,111	709,603	(55,492)	(7.82) %	1,583,839	58.70 %
District-Wide Support Costs	(51,003)	594,288	606,351	(12,063)	(1.98) %	1,339,582	55.64 %
Capital Maintenance Projects	11,543	411,846	331,600	80,246	24.19 %	1,068,283	61.45 %
Total Operating Expenditures	2,340,645	14,582,278	16,022,867	(1,440,588)	(8.99) %	33,095,847	55.94 %
Debt Service	7,995	383,861	352,325	31,536	8.95 %	2,163,535	82.26 %
County Treasurer's Fees	50,431	394,177	395,208	(1,031)	(0.26) %	565,873	30.34 %
Total Operating, Interest & Fee Expenditures	2,399,071	15,360,316	16,770,400	(1,410,083)	(8.40) %	35,825,255	57.12 %
Total Revenues Over (Under) Operating Expenditures	1,487,538	13,423,590	10,427,565	2,996,025	28.73 %	3,756,127	(257.38) %
Non-Operating Revenues (Expenditures)							
Asset Sale	0	3,047,921	0	3,047,921	100.00 %	0	0.00 %
Capital Improvement Projects	(4,420)	(506,216)	(598,523)	92,307	(15.42) %	(2,611,293)	80.61 %
Total Non-Operating Revenues (Expenditures)	(4,420)	2,541,705	(598,523)	3,140,228	(524.66) %	(2,611,293)	197.34 %
Total Revenues Over (Under) Total Expenditures	1,483,118	15,965,295	9,829,042	6,136,253	62.42 %	1,144,834	(1,294.55) %
Beginning Fund Balance	34,583,580	20,101,403				20,101,403	
Ending Fund Balance	\$ 36,066,698	\$ 36,066,698				\$ 21,246,237	



2024 Budget
Maintenance & Improvement Projects
For Projects over \$10,000 and a life greater than one year
As of June 30, 2024

	Original Budget	Spent To-Date	Remaining Budget
<u>Operating Expenditures: Maintenance Projects</u>			
[M1] District IT: B100	\$ 507,000	\$ 36,170	\$ 470,830
District-Wide: B100	99,500	-	99,500
Castle Pines: B200	16,800	-	16,800
Castle Rock: B700	-	-	-
Highlands Ranch: B300	40,000	44,578	(4,578)
Lone Tree: B400	15,200	12,515	2,685
[M1] Parker: B600	384,983	318,583	66,400
Roxborough: B800	4,800	-	4,800
Unallocated	-	-	-
Total Maintenance Projects	\$ 1,068,283	\$ 411,846	\$ 656,437
<u>Notes</u>			
[M1] Requires Board motion to approve			
<u>Non-Operating Expenditures: Improvement Projects</u>			
[I1] District IT: B100	\$324,000	\$ 49,340.00	\$ 274,660
[I1] District-Wide: B100	537,923	124,591	413,332
Castle Pines: B200	-	61,765	(61,765)
Castle Rock: B700	50,000	-	50,000
[I1] Highlands Ranch: B300	1,343,370	-	1,343,370
[I1] Lone Tree: B400	176,000	74,765	101,235
[I1] Parker: B600	180,000	195,755	(15,755)
Roxborough: B800	-	-	-
Total Improvement Projects	\$2,611,293	\$506,216	\$2,105,077
<u>Notes</u>			
[I1] Requires Board motion to approve			
Grand Total Maintenance, Improvements, Capital Campaign	\$ 3,679,576	\$ 918,062	\$ 2,761,514



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

	Month Ending	Year to Date				Current Year	
	June 30, 2024	Actual	Budget	Variance	% Budget	Budget	Remain %
Salaries & Wages							
Community Engagement							
Community Services & Partnerships	36,255	231,839	231,936	(96)	(0) %	468,419	50 %
Events & Hospitality	29,943	172,778	203,811	(31,034)	(15) %	411,618	50 %
Marketing & Communications	38,521	246,309	246,390	(82)	(0) %	497,613	50 %
Special Events	52,520	305,057	286,706	18,352	6 %	579,032	50 %
Visual Design, Arts, & Archives	24,045	165,850	169,044	(3,193)	(2) %	341,403	50 %
Volunteer Services	25,944	163,714	164,518	(805)	(0) %	332,262	50 %
Total Community Engagement	207,228	1,285,547	1,302,405	(16,858)	(1) %	2,630,347	50 %
Customer Experience							
Branch Operations	8,948	52,654	61,526	(8,873)	(14) %	124,264	50 %
Branch Services	131,099	785,145	892,578	(107,432)	(12) %	1,829,476	51 %
Customer Experience	187,587	1,190,102	1,230,483	(40,381)	(3) %	2,485,155	50 %
Materials Handling	156,114	972,011	844,832	127,179	15 %	1,711,170	51 %
Youth & Family Services	175,032	1,161,535	1,209,547	(48,012)	(4) %	2,442,834	50 %
Total Customer Experience	658,780	4,161,447	4,238,966	(77,519)	(2) %	8,592,899	51 %
Executive							
Directors	79,930	510,925	489,523	21,403	4 %	988,644	50 %
Total Executive	79,930	510,925	489,523	21,403	4 %	988,644	50 %
Finance							
Accounting Operations	31,782	210,119	226,939	(16,821)	(7) %	432,164	47 %
Budgeting	7,390	47,181	47,110	71	0 %	95,144	50 %
District-wide Operations	0	11	0	11	100 %	0	0 %
Procurement	7,790	49,734	49,659	75	0 %	100,291	50 %
Total Finance	46,962	307,045	323,708	(16,664)	(5) %	627,599	48 %
Infrastructure Services							
Collection Services	96,296	619,216	627,794	(8,578)	(1) %	1,268,430	51 %
Facilities	36,447	204,493	198,570	5,923	3 %	385,393	48 %
Human Resources	19,121	121,066	137,627	(16,561)	(12) %	293,376	53 %
Information Technology	46,208	297,533	297,379	154	0 %	600,491	50 %
Infrastructure Services Operations	4,889	31,213	31,166	47	0 %	62,943	50 %
Learning & Development	32,826	209,575	209,006	569	0 %	422,110	50 %
Safety & Security	7,312	29,248	33,782	(4,534)	(13) %	84,454	60 %
Total Infrastructure Services	243,099	1,512,344	1,535,324	(22,980)	(1) %	3,117,197	51 %
Total Salaries & Wages	1,235,999	7,777,308	7,889,926	(112,618)	(1) %	15,956,686	51 %



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

	Month Ending	Year to Date				Current Year	
	June 30, 2024	Actual	Budget	Variance	% Budget	Annual Budget	Remain %
Other Earnings							
Payroll Accrual	0	(296,365)	0	(296,365)	100 %	0	0 %
Bonus Pool	400	98,735	98,735	0	0 %	230,363	57 %
Other Earning Types	10,456	70,919	75,000	(4,081)	(5) %	150,000	50 %
Total Other Earnings	10,856	(126,711)	173,735	(300,446)	(173) %	380,363	54 %
Benefits							
Unemployment Insurance	1,060	11,265	25,002	(13,737)	(55) %	50,000	50 %
Worker's Compensation	4,743	26,992	32,970	(5,978)	(18) %	65,940	50 %
Health Insurance	96,133	444,773	484,998	(40,225)	(8) %	970,000	50 %
Life Insurance	685	4,767	5,250	(483)	(9) %	10,500	50 %
Medicare	17,301	104,644	116,880	(12,236)	(10) %	234,708	50 %
Employee Assistance Program	1,330	3,989	2,658	1,331	50 %	5,320	50 %
Worker's Compensation Deductible	521	2,746	10,000	(7,254)	(73) %	20,000	50 %
Total Benefits	121,773	599,176	677,758	(78,582)	(12) %	1,356,468	50 %
PERA Pension							
PERA Retirement-Pension	183,752	1,108,057	1,301,808	(193,751)	(15) %	2,496,414	48 %
Total PERA Pension	183,752	1,108,057	1,301,808	(193,751)	(15) %	2,496,414	48 %
Total Douglas County Libraries	1,552,380	9,357,831	10,043,227	(685,396)	(7) %	20,189,930	50 %
Other Earning Types							
Other Earnings							
Call Back (CALBK)	175	1,140	0	1,140	100 %	0	0 %
On Call (ONCAL)	450	2,914	0	2,914	100 %	0	0 %
PTO Pay Out (PTOPO)	9,338	52,587	0	52,587	100 %	0	0 %
Retro (RETRO)	493	14,278	0	14,278	100 %	0	0 %
Total Other Earnings	10,456	70,919	0	70,919	100 %	0	0 %
Cost Center Unassigned	0	0	75,000	(75,000)	(100) %	150,000	50 %
Total Other Earning Types	10,456	70,919	75,000	(4,081)	(5) %	150,000	50 %



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

	Month Ending	Year to Date				Current Year	
	June 30, 2024	June 30, 2024		June 30, 2024		Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Over (Under) Budget Comparison							
Community Engagement	207,228	1,285,547	1,302,405	(16,858)	(1) %	2,630,347	50 %
Customer Experience	658,780	4,161,447	4,238,966	(77,519)	(2) %	8,592,899	51 %
Executive	79,930	510,925	489,523	21,403	4 %	988,644	50 %
Finance	46,962	307,045	323,708	(16,664)	(5) %	627,599	48 %
Infrastructure Services	243,099	1,512,344	1,535,324	(22,980)	(1) %	3,117,197	51 %
Total Salaries & Wages	1,235,999	7,777,308	7,889,926	(112,618)	(1) %	15,956,686	51 %
Schedule of Benefits as % of Gross Payroll							
Unemployment Insurance	0.09 %	0.14 %	0.32 %	(0.17) %	(55) %	0.31 %	(1) %
Worker's Compensation	0.38 %	0.35 %	0.42 %	(0.07) %	(17) %	0.41 %	(1) %
Health Insurance	7.78 %	5.72 %	6.15 %	(0.43) %	(7) %	6.08 %	(1) %
Life Insurance	0.06 %	0.06 %	0.07 %	0.00 %	0 %	0.07 %	(1) %
Medicare	1.40 %	1.35 %	1.48 %	(0.14) %	(9) %	1.47 %	(1) %
Employee Assistance Program	0.11 %	0.05 %	0.03 %	0.02 %	67 %	0.03 %	(1) %
Worker's Compensation Deductible	0.04 %	0.04 %	0.13 %	(0.09) %	(75) %	0.13 %	(1) %
Total Benefits	10.00 %	8.00 %	9.00 %	(1.00) %	(10) %	9.00 %	(1) %
Benefits	9.85 %	7.70 %	8.59 %	(0.89) %	(10) %	8.50 %	(1) %



Comparison of Property & Auto Tax Revenues
June 2024 YTD

Property Tax (net of adjustments)

	<u>2023</u>	<u>2024</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	1,035,333	267,815	(767,518)	(74%)
March	11,750,451	13,406,346	1,655,895	14%
April	1,441,173	1,882,085	440,912	31%
May	5,971,374	7,387,059	1,415,685	24%
June	2,840,175	3,330,989	490,814	17%
July	8,703,008		n/a	n/a
August	309,325		n/a	n/a
September	124,953		n/a	n/a
October	42,528		n/a	n/a
November	40,517		n/a	n/a
December	36,227		n/a	n/a
Total	<u>\$32,295,064</u>	<u>\$26,274,293</u>	<u>\$3,235,787</u>	

Adjustments include prior year tax collected, TIF deductions and abated taxes.

Auto Tax

	<u>2023</u>	<u>2024</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	247,261	260,985	13,724	6%
March	260,368	222,009	(38,359)	(15%)
April	263,927	206,906	(57,021)	(22%)
May	222,189	225,916	3,727	2%
June	276,452	217,804	(58,648)	(21%)
July	247,647		n/a	n/a
August	262,444		n/a	n/a
September	283,666		n/a	n/a
October	247,418		n/a	n/a
November	261,343		n/a	n/a
December	463,763		n/a	n/a
Total	<u>\$3,036,478</u>	<u>\$1,133,620</u>	<u>(\$136,577)</u>	