

**DOUGLAS COUNTY LIBRARIES  
BOARD ANNUAL BUSINESS MEETING**

Wednesday, January 29, 2025, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

<b>Agenda Topic</b>	<b>Presenter</b>	<b>Page</b>
<b>Call meeting to Order</b>	Terry Nolan	
<b>Attendance</b>		
<b>Public Comment</b>		
<b>Consent Agenda Recommendation(s) Memo</b>	Terry Nolan	<a href="#"><u>3</u></a>
1. Minutes 12/04/24 Budget Public Hearing and Business Meeting		<a href="#"><u>4</u></a>
2. Email Poll 12/8-9/24 Ratification Highlands Ranch Roof		<a href="#"><u>9</u></a>
3. Trustee Appointments Memo and unexecuted Douglas County Resolution Rescinding/Replacing R-018-108		<a href="#"><u>10</u></a>
4. Audit Engagement Letter		<a href="#"><u>12</u></a>
5. Executive Library Director Updated 2025 Goals		<a href="#"><u>14</u></a>
6. Annual Designation of Board Public Notice Posting Memo		<a href="#"><u>16</u></a>
<b>Library Business</b>	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>Annual Meeting Items</u>		
• Board Officers		<a href="#"><u>17</u></a>
○ <b>MOTION</b> to approve voting by ballot process for Selection of 2025 Board Officers (President, Vice President and Secretary)		
○ <b>MOTION</b> to approve ballot		
• Board Representative Positions		<a href="#"><u>19</u></a>
○ <b>MOTION</b> to appoint trustee representative positions (1 member each)		
• Partnership of Douglas County Governments		
• Douglas County Youth Initiative		
• Douglas County Libraries Foundation		
• Annual Board Conflict of Interest Form		<a href="#"><u>21</u></a>
<u>Action Items</u>		
• Memo on Library Tax Refund to Douglas County citizens		<a href="#"><u>24</u></a>
• Budget Policy Proposed Updates		<a href="#"><u>26</u></a>
• Northwest Library New Build		<a href="#"><u>30</u></a>
<u>Executive Library Director Update</u>	Bob Pasicznyuk	<a href="#"><u>64</u></a>

### **Partner Reports**

- Partnership of Douglas County Governments
- Douglas County Youth Initiative
- Urban Libraries Council
- Foundation

### **Executive Session**

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

### **Trustee Comments**

#### **Upcoming Board Meetings**

- February 13, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines
- February 26, 2025, 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**

- March 19, 2025, Partnership of Douglas County Governments, TBD  
The library will host the May 21, 2025 meeting.

### **Adjourn**

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Patti Owen-DeLay
Subject:	<b>Consent Agenda Recommendation(s)</b>

**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 Items for this meeting are:

1. Minutes 12/04/24 Budget Public Hearing and Business Meeting
2. Email Poll 12/8-9/24 Ratification Highlands Ranch Roof
3. Trustee Appointments Memo and unexecuted Douglas County Resolution Rescinding/Replacing R-018-108
4. Audit Engagement Letter
5. Executive Library Director Updated 2025 Goals
6. Annual Designation of Board Public Notice Posting Memo

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

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Budget Public Hearing and Business Meeting**  
**December 4, 2024**  
**Castle Rock, CO**

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

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

The following were present:

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

A quorum was present. Silverthorn attended via conference phone.

**STAFF:** Bob Pasicznyuk, Casie Cook, Amy Fischer, and Patti Owen-DeLay

**SECURITY:** Officer Gorman, Castle Rock Police

**PUBLIC:** Library Staff, Becky Spilver and Jesse Politi

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

1. Minutes October 23, 2024, Board Business Meeting
2. Minutes November 26, 2024, Board Special Meeting
3. Playscapes Email Poll Ratification
4. Colorado Open Records Request Policy Memo
5. Citizen Review Request Policy Memo
6. Cyber Event Final Accounting

**MOTION 24-12-01:** Kallweit moved and the motion carried unanimously to approve the minutes of October 23, 2024, and November 26, 2024, the Playscape Email Poll ratification, Colorado Open Records Policy changes, Citizen Review Request Policy changes, and the Cyber Event final accounting as presented. LaPointe seconded the motion.

**LIBRARY BUSINESS**

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

**BUDGET PUBLIC HEARING**

Nolan opened the public hearing, stating: The Douglas County Libraries Board of Trustees is now convened and I now hereby open the Public Hearing. In compliance

with Colorado Statutes, and as legally noticed, this public hearing is being held on December 4, 2024, for the purpose of adopting the Final Budget for 2025.

The proposed 2025 Budget is in your packet and is made a part of these Resolutions and is presented for adoption as the Final Budget of Douglas County Libraries for 2025.

No adjustments are being proposed to the presented budget.

Nolan stated that the board would be open to citizens' comments concerning Douglas County Libraries' Final Budget for 2025.

No public comments were made on the adoption of the 2025 budget.

**MOTION 24-12-02:** LaPointe moved and the motion carried unanimously to adopt **Resolution 2024-12-02** Adopting a Budget, **Resolution 2024-12-03** Setting Mill Levies, and **Resolution 2024-12-04** Appropriating Sums of Money. Burkholder seconded the motion.

The 2025 budget passed as presented.

Nolan closed the Public Hearing.

#### Action Items

- Castle Rock Brickyard Urban Renewal Authority Intergovernmental Agreement (CR URA IGA)

Pasicznyuk reviewed the agreement coming to the board and indicated he is seeking direction from the board to negotiate as he has done with other Urban Renewal Authority (URA) agreements.

Burkholder asked for some future reporting and accounting of the URA.

LaPointe requested that the board get a presentation on URA before acting to accept the agreement.

**MOTION 24-12-03:** Kallweit moved and the motion carried unanimously to direct the Executive Library Director to negotiate terms with the Town of Castle Rock for the Castle Rock Brickyard Urban Renewal Authority Intergovernmental Agreement by ensuring residential properties are not included, and terminating the agreement when revenue goals have been met, or by a future termination date. McKinney seconded the motion.

- Recognition of Retiring Trustee Jessica Kallweit

Nolan thanked Kallweit for her service and the pleasure in serving with her, as did other trustees. Burkholder called out Kallweit's efforts in the naming of the Philip & Jerry Miller Library to include Mrs. Miller in the name.

Nolan read the resolution recognizing Kallweit's service.

**MOTION 24-12-04:** Nolan moved and the motion carried unanimously to adopt **Resolution 2024-12-01** recognizing the service of Library Trustee Jessica Kallweit. McKinney seconded the motion.

Kallweit thanked the board and shared her journey.

#### Executive Library Director Report

Pasicznyuk thanked the board for the quick turnaround with the playscape email poll to keep that work moving in this fourth quarter.

Pasicznyuk introduced new Director of Customer Experience Amy Fischer.

Pasicznyuk reported that this quarter showed the highest net promoter score the library has had to date.

Finally, Pasicznyuk shared that many Booked for the Holidays events are happening now, ending the year with one of the library's biggest seasons.

#### **PARTNER REPORTS**

##### Partnership of Douglas County Governments

Vail shared information about the Elected Officials Reception held last month, noting the good people that were in the room putting themselves forward for service.

##### Douglas County Youth Initiative (DCYI)

McKinney shared that DCYI had their annual retreat a couple weeks ago. There is a new truant coordinator. 2025 Outstanding Youth Awards will be in April 2025.

Owen-DeLay shared status on the new DCYI Intergovernmental Agreement that is still being evaluated by the other partners even though the library approved the agreement. Staff will bring the agreement back once it is in final form. The increase in budget expenditure was included in the 2025 budget approved earlier in this meeting.

##### Urban Libraries Council (ULC)

Silverthorn shared that ULC will be meeting tomorrow night and the next day. ULC is lobbying to get libraries included in career support legislation.

Silverthorn is happy to continue her term with ULC through April 2025 even if not reappointed to the library board in 2025.

##### Douglas County Libraries Foundation

Owen-DeLay encouraged the board to donate before the end of the year if they haven't already as staff is hoping that all members of both the Foundation and library boards are donors. Having all library leadership donate supports the library and Foundation when seeking grants.

## EXECUTIVE SESSION

Pasicznyuk waived his right to have the discussion in open meeting.

**MOTION 24-12-05:** LaPointe moved and the motion carried unanimously to move into executive session pursuant to C.R.S. Section 24-6-402(4)(f) for the purpose of discussing personnel matters related to the Executive Library Director's compensation and contract. McKinney seconded the motion.

The board moved into executive session at 5:56 p.m.

The board returned to open session at 6:18 p.m.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meeting Law, Nolan asked that they state their concerns for the record.

Hearing none, the meeting continued.

**MOTION 24-12-06:** Kallweit moved and the motion carried unanimously to authorize Terry Nolan to confer with the library personnel attorney to implement necessary procedures to contribute \$5,000 to Pasicznyuk's retirement fund. McKinney seconded the motion.

## TRUSTEE COMMENTS

LaPointe thanked the board in case this is his last meeting, sharing his enjoyment in serving with everyone. LaPointe hopes to be reappointed.

Silverthorn also hopes to be reappointed and shared that it's been an honor serving.

## UPCOMING BOARD MEETINGS

- **Board Executive Committee:** December 12, 2024, Castle Pines Library, 8:00 a.m.
- **Board Executive Committee:** January 16, 2025, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** January 29, 2025, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Annual Business Meeting:** January 29, 2025, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

## OTHER MEETINGS

- **Partnership of Douglas County Governments:** January 15, 2025, Location to be Announced, 7:00 a.m. breakfast, 7:30 a.m. meeting.

**ADJOURN**

Nolan adjourned the meeting at 6:31 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay  
Approved MOTION \_\_\_\_\_, Date \_\_\_\_\_

DRAFT



**EMAIL POLL**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	December 9-10, 2024
From:	Bob Pasicznyuk
Subject:	<b>Email Poll – Highlands Ranch Roof 2025 Project Costs</b>

**Conducted by:** Patti Owen-DeLay

**Date(s) poll conducted:** December 9, 8 a.m. - December 10, 10 a.m.

**Question:** Do you authorize payment of the portion of the Highlands Ranch roof project with delayed completion until 2025 – authorization to pay for expenses of \$156,000. This does not affect the total cost of the project only the timing of payout.

**To Vote:** To vote respond to the email with this poll stating your vote (yes, no, or abstain) and if you have any comments, include your comment in the email response.

**Suzanne Burkholder:**      **YES**              No              Abstain              Could not be reached

Comments:

**Jessica Kallweit:**              Yes              No              Abstain              **Could not be reached**

Comments:

**Rick LaPointe:**              **YES**              No              Abstain              Could not be reached

Comments:

**Zach McKinney:**              **YES**              No              Abstain              Could not be reached

Comments:

**Terry Nolan:**              **YES**              No              Abstain              Could not be reached

Comments:

**Meghann Silverthorn:**      **YES**              No              Abstain              Could not be reached

Comments:

**Ted Vail:**              **YES**              No              Abstain              Could not be reached

Comments:

**RATIFICATION DATE:** \_\_\_\_\_

**MOTION #:** \_\_\_\_\_

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Bob Pasicznyuk
Subject:	<b>Trustee Appointments January 25</b>

**PROBLEM STATEMENT**

Three trustees' terms expired on December 31, 2025. The County Commission did not complete their recruitment for these vacancies in advance of the Board meeting on January 29, 2025.

**IMPACT**

Colorado Revised Statutes CRS 24-90-108 directs the selection of library trustees.

*In a library district established by only one governmental unit, the legislative body of the governmental unit shall decide the number of members to be appointed to the committee formed to appoint the initial board of trustees in accordance with the requirements of this paragraph (c). In a library district established by more than one governmental unit, the legislative body of each participating governmental unit shall appoint two of its members to a committee that shall appoint the initial board of trustees. Thereafter, any such legislative body may either continue such a committee or delegate to the board of trustees of the library district the authority to recommend new trustees. Trustee appointments shall be ratified by a two-thirds majority of the legislative body; except that the failure of a legislative body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.*

The library's General Counsel has advised the library that a quorum, until a full Board is seated, is a majority of the existing members. The library is continuing business with 4 board members – a three-member quorum - while waiting on Board appointments.

Additionally, I would note the other details directed by the law:

- The Board was originally constituted as seven, with a quorum of four.
- If the commission doesn't act within 60 days of a recommendation, the recommendation is then considered ratified.
- The law requires the work of two distinct entities in the selection of library trustees. The first is the legislative body - the County Commission. The legislative body ratifies recommendations made by the other group. The other group may be either the Library Board or a Committee.

**RECOMMENDATION**

None

**RESOLUTION NO. 2025-\_\_**

**THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO**

**A RESOLUTION RESCINDING AND REPLACING RESOLUTION NO. R-018-108**

*WHEREAS*, on November 20, 1990, the Board of County Commissioners ("Board") adopted Resolution No. R-990-149, establishing the Douglas County Public Library District, specified the terms of office for the members of the Library District's Board of Trustees ("Library Board") and established a procedure for filling vacancies on the Library Board.

*WHEREAS*, on March 27, 2001, the Board adopted Resolution No. R-001-048, which delegated to the Library Board, the duty of recommending new trustees to fill Library Board vacancies. On March 25, 2013, the Board adopted Resolution No. R-013-037, which rescinded No. R-001-048. On November 6, 2018, the Board adopted Resolution No. R-018-108, which established a five-step process for filling vacancies on the Library Board.

*WHEREAS*, Douglas County recognizes the inefficiency of a prescriptive multi-step process for filling vacancies on the Library Board, unlike the process to fill any other County appointment.

**BE IT RESOLVED** by the Board of County Commissioners of the County of Douglas, Colorado:

The Board rescinds Resolution No. R-018-108 and replaces the process for filling vacancies to the Library Board by appointment of the Douglas County Board of County Commissioners as follows:

1. The Board shall comply with C.R.S. §24-90-108 when appointing trustees to the Library Board;
2. The Board may request advice, guidance, or nominations from appointed Library Board Members when considering appointment of a trustee to the Library Board;
3. The Board shall appoint trustees to the Library Board by motion with a majority vote of the Board.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2024, in Castle Rock, Colorado.

**THE BOARD OF COUNTY COMMISSIONERS OF  
THE COUNTY OF DOUGLAS, COLORADO**

**BY:** \_\_\_\_\_  
**Abe Laydon, Chair**

**ATTEST:** \_\_\_\_\_  
**Haley Hall, Clerk to the Board**

December 18, 2024

To the Library Board of Trustees  
Douglas County Libraries  
Castle Rock, Colorado

This letter is provided in connection with our engagement to audit the financial statements of Douglas County Libraries as of and for the year ended December 31, 2024. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

### **Our Responsibilities**

As stated in our engagement letter dated September 30, 2024, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America for the purpose of forming and expressing opinions about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

### **Planned Scope of the Audit**

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;

- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as “significant risks.” Although we are currently in the planning stage of our audit, we have preliminarily identified the following significant risks that require special audit consideration.

#### *Financial Statement Level Risks*

- **Management override of internal controls** – Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the organization may have the ability to override controls that the organization has implemented. Management may override the organization’s controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the organization’s financial performance or with the intent of concealing fraudulent transactions.

#### *Specific Risks*

- **Improper revenue recognition** – Professional standards require auditors to presume that improper revenue recognition is a fraud risk. Accordingly, we identified this as a fraud risk in which management may use various techniques to overstate revenue or conceal fraudulent recognition of revenue.
- **Improper capitalization** – We identified improper capitalization as a significant risk based on our professional judgment that potential errors could be made in the capital asset reconciliation process and incorrectly classified as additions.

The consolidated financial statements include the financial statements of Douglas County Library Foundation (DCF), which we consider to be a significant component of the consolidated financial statements. Consistent with the audit of the consolidated financial statements as a whole, our audit will include obtaining an understanding of DCF and their environment, including internal control, sufficient to assess the risks of material misstatement of the consolidated financial statements of DCF. and to design the nature, timing, and extent of further audit procedures.

We expect to begin our audit in February 2025 and issue our report on approximately April 2025.

This information is intended solely for the information and use of the Board of Trustees of DCL and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,



Denver, Colorado

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Bob Pasicznyuk
Subject:	<b>2025 Executive Library Director Updated Goals</b>

**ISSUE:**

Please find my draft of annual goals – one facet of performance appraisal for 2025.

**DISCUSSION:****Goal 1: 2025 Annual Work Plan**

The Library will complete its work and service commitments in 2025 reflecting the DCL brand and budget constraints. The Library's brand and budget are the qualitative and quantitative boundaries for each year's workplan.

- Service commitments across 7 locations at about 420 hours each week
- Infrastructure maintenance and capital improvements
- Community activities, events, communications, and partnerships

**Goal 2: Leading the Library Senior Leadership Team**

The Executive Library Director is responsible for the team that leads and manages the Library and its service commitments. From Q4, 2024 and throughout 2025, the Senior Team will gain a new mate. This goal encompasses all the facets of achieving and developing an effective, cohesive senior team.

- Recruit, select, onboard, support, and hold accountable a new SLT teammate and direct report - Director of Customer Experience.
- Complete quarterly activities with the senior team that forge connection and build trust.
- Successfully sustain the Customer Experience Division change-management project – new staffing software and CARE practices.
- Complete the 2025 budget – forging character and competence bonds across the team.
- Select and assign senior team opportunities toward succession / future library CEO.

**Goal 3: Successfully Forging Connections with Political and Partnership Players**

- Conduct and complete a needs assessment with Douglas County Schools about reading and school assistance – whether there are needs that the Library should meet working with the DCSD to the benefit of families across our County.
- Convene a conversation and exercise with the Partnership of Douglas County Governments toward the future of our Library.
- Connect with County Commissioners, both annually and on a regular basis, to both gauge their estimate of our Library's effectiveness and present our value proposition or return on citizen investment.
- Connect with municipalities – town/city councils or individually apprising them of the library's business plan, investments, and outcomes as well as gathering their feedback about library performance.

**Goal 4: Foundation and Donor Outreach**

- Conduct a survey gathering feedback about donor estimate of their experience with the foundation.

- Meet informally with Foundation donors of significant gifts to express gratitude and sustain relationships.

### **Goal 5: Artificial Intelligence**

There are many pronouncements and scenarios about artificial intelligence and its impact on jobs and professions. Here's one proposition: Whether AI will cull specific jobs or whole industries is yet to be determined, but those organizations that do not master AI and leverage it in their practices will not thrive into the next decade. In 2025, I've assigned a Library-wide goal. For each division or departments within that division, select an AI tool that is relevant or shows promise to meaningfully change your work. Master that tool and report on its utility or limitations to colleagues on the senior team. I will make the Board aware of the Library's organizational response to this goal as well as my personal AI development. Provide a report to the Board of key learning. Research AI-related opportunities around authors or other opportunities to bring experts to the community.

### **RECOMMENDATION:**

Motion to accept goals as presented, or as modified (naming modifications).

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Patti Owen-DeLay
Subject:	<b>Annual Designation of Board Public Notice Posting</b>

**ISSUE:**

Annual designation of the official location and a backup location for posting of board public meeting notices.

**DISCUSSION:**

Under Colorado Open Meeting Law (C.R.S. 24-6-401) the library is required to annually designate the location for public notices for library board public meetings, along with a backup site. In recent years, the law was modified to allow the local government website to be the official posting place.

**RECOMMENDATION:**

Motion to continue designating DCL.org, the library website as the official site for notice of board public meetings, with the Philip & Jerry Miller Library as the backup location in the event the website is inaccessible.



**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Patti Owen-DeLay
Subject:	<b>Annual Voting Process by Ballot and Election of Board Officers</b>

**ISSUE:**

Per Bylaws Article IV. Officers, Section 2. Election. The Board shall elect officers annually from among current membership of the Board at the Annual Meeting.

**DISCUSSION:**

The Board has opted to vote for officers through a ballot process. The board has outlined the process to be:

1. Prior to the Annual Business Meeting, the Board President will garner interest.
2. On the day of the Annual Business Meeting, sheets will be put out with the office positions under consideration.
3. Trustees will be given time to put their name under one or all of the officer positions, which will then become the ballot list. The ballot list following this memo will be modified to reflect the names reflected on the sheets noted above in #2, blacking out names where trustees did not indicate interest.
4. In the Annual Business Meeting, the Board President will announce the annual election of officers.
5. The Board President will ask for a motion to vote anonymously by ballot. Once made, seconded, discussed if needed, and approved, the process outlined here will continue.
6. The Board President will then get the ballot list from staff, confirming that the ballot reflects trustee's interest for each office.
7. Staff will hand out a ballot to each trustee.
8. Trustees will mark their one choice for each position. Fold their ballot and return to staff.
9. Staff will tally the ballots and read the results into the minutes, identifying the 2025 board officers.

Ballots are anonymous and the votes remain anonymous.

**RECOMMENDATION:**

Motion to accept the process for voting by ballot as outlined above for the 2025 election of officers.

AND

Motion to approve the 2025 ballot as presented, (or as amended if needed).

**Douglas County Libraries  
Board of Trustees  
Officer Ballot 2025**

**Board President**

- Suzanne Burkholder
- Zach McKinney
- Terry Nolan
- Ted Vail

**Board Vice-President**

- Suzanne Burkholder
- Zach McKinney
- Terry Nolan
- Ted Vail

**Board Secretary**

- Suzanne Burkholder
- Zach McKinney
- Terry Nolan
- Ted Vail

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Patti Owen-DeLay
Subject:	<b>Annual Appointment of Board Representative Opportunities</b>

**ISSUE:**

Annual appointment of Board Representative Opportunities

**DISCUSSION:**

The Library has a number of partnerships and affiliations. Currently, three of these present representative opportunity for trustees. Staff are also involved with all of these partnerships, and provide backup and other support as needed.

**1. The Partnership of Douglas County Governments (PDCG)**

The Library is under an Intergovernmental Agreement with other county-wide entities, known as the Partnership of Douglas County Governments. This group is charged with fostering communication, sharing information and collaboration among the Douglas County Board of County Commissioners, the City of Castle Pines, the Town of Castle Rock, the Town of Larkspur, the City of Lone Tree, the Town of Parker, the Douglas County School District, Douglas County Libraries and the Highlands Ranch Metro District.

The group collaborates on projects and focuses on similar initiatives.

The representative for this position is expected to attend the every-other month elected officials' meetings, support and promote PDCG activities, share information on library and partnership activities to the PDCG, and report back to the Library Board on key activities of the partnership and its members.

**2. Douglas County Youth Initiative (DCYI)**

The Douglas County Youth Initiative is an offshoot initiative from the PDCG. The Youth Initiative is a method of coordinating local youth-serving efforts and assessing the needs of the youngest residents by envisioning a community in which youth are involved, valued, productive, protected and healthy.

Programs of the Youth Initiative include Outstanding Youth Awards, the Youth Congress, and WrapAround. Resources are provided in the Youth and Family Resource Guide.

The representative for this position is expected to attend the DCYI meetings, support and promote DCYI activities, share information on library and partnership activities to the DCYI and report on DCYI activities to the Library Board.

### 3. Douglas County Libraries Foundation (DCLF)

Under the bylaws of the Douglas County Libraries Foundation, there is a Class I Director of the DCLF that is a library board trustee. This trustee is a conduit of information between the Board and the DCLF.

While not under the fundraising expectations outlined in the Foundation Bylaws for Class II Directors, this representative is expected to attend quarterly foundation meetings, support and promote foundation activities, make an annual donation of at least \$1 to ensure the foundation retains a high Charity Navigator rating and “scorecard” for grant applications, and share information on library activities to the DCLF and report on DCLF activities to the library board.

#### **RECOMMENDATION:**

Motion to appoint \_\_\_\_\_ as the library board representative to the Partnership of Douglas County Governments.

Motion to appoint \_\_\_\_\_ as the library board representative to the Douglas County Youth Initiative.

Motion to appoint \_\_\_\_\_ as a Foundation Class I Director and the library board representative to the Douglas County Libraries Foundation.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Patti Owen-DeLay
Subject:	<b>Annual Conflict of Interest Forms</b>

**ISSUE:**

Annual Conflict of Interest Forms

**DISCUSSION:**

Under Colorado Law (C.R.S. 24-18-101, et seq) trustees are required to comply with ethics around the execution of their duty as a trustee. Additionally, the annual audit includes a review of any trustee conflict of interest notifications.

This includes:

- Disclosure of any conflict of “private interest”
- Use of any confidential information for personal benefit
- Accepting gifts or economic benefits as inducements – The current statutory gift threshold is a value of \$53 or more.

We accomplish compliance by:

- Annual conflict of interest form completion
- Announcement of responsibility to recuse yourself from any board business that is a matter of conflict for you
- Ensuring any library gifting to trustees does not exceed the statutory threshold and informing trustees of this limit

**RECOMMENDATION:**

Complete the Conflict of Interest form when distributed.



## BOARD OF TRUSTEES DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

### ***From the Douglas County Libraries Bylaws:***

**Section 6. Ethics.** Trustees shall conduct themselves in accordance with Colorado law, including the Code of Ethics for public officials, Sections 24-18-101, *et seq.*, C.R.S. (the “Code of Ethics”). Trustees shall avoid situations in which their personal interests might be served or in which financial benefits inure to them at the expense of library users, colleagues, or the District. Trustees shall disclose to the Board any and all potential conflicts of interest during appointment. If during the course of Board business, an area of potential conflict of interest or the appearance of such develops for a Trustee, that Trustee shall immediately make full disclosure to the Board and, if required in order to ensure compliance with the Code of Ethics, immediately cease participation in both discussion and voting relative to the matter.

- Trustees may not in their private capacities negotiate, bid for, or enter into a contract with the District in matters in which they have a direct or indirect financial interest.
- Trustees shall recuse themselves from Board discussion, deliberation and vote on any matter in which the Trustee, an immediate family member or an organization with which they are associated has a material financial interest. Such recusals shall be reflected in the meeting minutes for the relevant meeting.
- Trustees shall not receive anything of value that could or should reasonably be expected to influence their vote or other official action.
- Trustees shall respect the confidential nature of District business while adhering to the Colorado Open Records Act (“CORA”), Sections 24-72-200.1 *et seq.*, C.R.S. and all other applicable laws governing freedom of information.



## BOARD OF TRUSTEES DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

**Disclosure:**

To help avoid any conflicts of interest, on this form you are disclosing ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family) might have an actual or perceived or potential conflict of interest with your duty as a trustee for Douglas County Libraries.

- You invite further review by Douglas County Libraries of any aspects of these circumstances that might be considered appropriate.
- You agree to take steps, such as avoiding deliberation and resolution of certain issues.
- You agree to notify Douglas County Libraries Library Director if and when you determine that any additional, actual, perceived or potential conflicts of interest with your duty to Douglas County Libraries arise subsequent to the execution of this form. Please check and /or complete the appropriate section below:

Direct or indirect financial interests can take the form of, but are not limited to, ownership, creditor, employment or other contractual arrangements.

Actual, perceived or potential conflict of interest:

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No actual, perceived or potential conflict of interest.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Bob Pasicznyuk
Subject:	<b>Tax Refund Methodology and Schedule</b>

**PROBLEM STATEMENT**

In December, the Board approved the 2025 budget which includes a refund to citizens of \$5,000,000 in property taxes (about 11% of the library's portion of anyone's property taxes). This memo summarizes the methods the library may use to get those resources back to taxpayers. It recommends an option, but requests Board direction toward either option.

**AVAILABLE SOLUTIONS**

The library conferred with legal counsel about options. Since Douglas County government has recent experience rebating dollars to taxpayers, the library also conferred with the County's finance leadership about their experience and options they'd recommend. Without altering the library's mill levy in 2025, there are two remaining methods to refund taxpayers:

- 1) Send the rebate directly to households via check in the U.S. mail.
- 2) Apply the rebate against next year's taxes.

**DETAIL, ADVANTAGES AND DISADVANTAGES**

**Check Rebates vis U.S. Mail.** This method involves multiple steps and labor:

- Financial calculations for the rebate amount by property value, pro rata,
- Creating checks for the approximately 145,000 property owners in Douglas County,
- Preparing envelopes with postage for those checks,
- Handling returns for undeliverable items,
- Accounting for un-cashed checks beyond those undeliverable,
- Answering any citizen inquiries and commentary about the checks and rebate.

Our library's Finance Team isn't staffed for this level of project. The library would accomplish this work by contracting with banks and firms. The likely cost of these services or project is about \$200,000. The County answered thousands of calls about their rebate – mostly negative. The County has had to handle about 3,500 checks that were either undeliverable or which were not cashed.

**Rebate for Prior Year Taxes.** Each December, the Board certifies the budget via a hearing. That certification is communicated to the County Assessor via a form. The form has a line which indicates a rebate amount for prior year's taxes. The library would only need to indicate the rebate amount on that line in the form - \$5,000,000. The assessor will handle the computations and deductions appropriate to the property value of each taxpayer. This process requires no further work or overhead. The process is transparent with any individual being unaware of the rebate unless they monitor their taxes and mill levies at a granular level. For any communication about the rebate, the library would use customary channels for that messaging.

**FISCAL IMPACT**

At least, \$200,000 in costs for the Direct-Check method. No fiscal impact to the Assessor Deduction.



**RECOMMENDATION**

There is no legal impact to either method. The County advised us against rebates via checks due to the overhead and their experience of negative public relations.

**ACTION**

Move to direct the library to pursue either the Direct-Check rebate or rebate on prior year taxes.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Casie Cook
Subject:	<b>Budget Policy Update Recommendation</b>

**ISSUE:**

The existing Budget Policy does not set parameters for when changes to excess revenues and reserves can be accepted and imbedded into the Library's annual budget. For many years, revenue was fairly predictable, and the concept of "excess revenue" was nonexistent. However, the current climate of steep property tax revenue increases (a function of climbing property values) has created the element of "excess revenue". Determining the amount of excess revenue, therefore "returnable" revenue, has required lengthy consideration from the Board, and substantial, iterative modeling from the finance staff in both 2023 and 2024.

Additionally, the existing Budget Policy does not define a requirement to review all IGA's during the budgeting season. The Board identified a need to review IGAs, and specifically any changes to IGA's, during the budgeting season as an act of due diligence.

**DISCUSSION:**

In 2024, the Board met on October 23rd to review the draft budget. At the time of the meeting, no Board directive was given regarding what was considered excess revenue, or a reserve target. The Board met again on November 26<sup>th</sup> during an emergency board meeting to determine the amount of excess revenue to be returned to citizens, based on a reserves target. Given the timing between the emergency meeting, and the scheduled meeting held on December 4<sup>th</sup> to approve the final budget, staff had very limited time to update and validate all models, upload final numbers into the accounting system, modify narratives such as Budget Summary and Key Features, and update the final schedule related to Final vs Draft Budget.

**RECOMMENDATION:**

The Board receives the draft budget for the following year on October 15th (per (§ 29-1-105, C.R.S.)). The staff recommend that annually, in the October Board meeting, and after the receipt of the draft budget, the Board review and then direct staff by motion regarding the expectations for the final budget caring for excess revenue and revenue targets.

Additionally, in the same October Board meeting, the staff recommends the Board conduct a review of all IGAs. Staff will provide the details of the IGAs, and will highlight any changes. Based on this review, the Board has the option to discuss exiting any IGA, and any related budgetary consequences.

These decisions being made in October will ensure staff accurately incorporates all changes into the final annual budget, adequately allowing time to validate, upload, amend, and present all related final budget materials to the Board at the early December Board meeting.

We recommend the board adopt the updated budget policy as presented, outlining elements cared for in drafting the budget, internal budget boundary deadlines, and clarifying reserve goals.

## BUDGET POLICY

Douglas County Libraries (the "Library") will develop an annual budget in accordance with the statutory requirements of Colorado Local Government Budget Law, Section 29-1-101 et seq., C.R.S. The budget will also be compiled in compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards for budget preparation and presentation or other relevant regulations. The budget shall reflect the plans and strategies of the Library as adopted by the Board.

Annually, in October after receipt of the draft budget the Board will review and then direct staff by motion regarding expectations for building the final budget caring for:

- Revenue
- Expenses
- Reserves
- IGA Commitments

Key annual budget deadlines include:

- August 25
  - Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values (for real and personal property) used to compute the statutory and TABOR property tax revenue limits. (§ 39-5-121 (2)(b) and § 39-5-128, C.R.S.)
- August Board Business Meeting
  - The board will by motion approve the boundaries for the coming year's budget, identifying revenue, expense and reserve goals.
- October 15
  - Budget officer must submit proposed budget to the governing body. (§ 29-1-105, C.R.S.) Governing body must publish "Notice of Budget" upon receiving proposed budget. (§ 29-1-106(1), C.R.S.)
- October Board Business Meeting
  - The board will by motion approve or amend the boundaries contained within the draft budget. The final budget will be drafted based on that approval or amendment.
  - If things outside the library's control come into play, after the October meeting, that change the board's approved budget goals, the budget will not be modified, except to manage the changes, if needed, by adding or removing money from reserves.

Adopted on 12/06/23

- November 1
  - Deadline for submitting applications to the Division for an increased levy pursuant to § 29-1-302, C.R.S.
- December 15
  - Deadline for certification of mill levy to county commissioners. (§ 39-5-128(1), C.R.S.) Local governments levying property tax must adopt their budgets before certifying the levy to the county. If the budget is not adopted by certification deadline, then 90 percent of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed reappropriated for the purposes specified in such last appropriation. (§ 29-1-108(2) and (3), C.R.S.)
- December 22
  - Deadline for county commissioners to levy taxes and to certify the levies to the assessor. (§ 39-1-111(1), C.R.S.)
- January 31
  - A certified copy of the adopted budget must be filed with the Division. (§ 29-1-113(1), C.R.S.)

**MEMO****To:** Douglas County Libraries Board of Trustees**Date:** January 29, 2025**From:** Bob Pasicznyuk**Subject:** Board Request – A New Library in the Sterling Ranch Development

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**CONTEXT**

Our library has replaced and upgraded facilities remarkably over the last decade. It's unusual and a source of pride for everyone involved that the library has completed these accomplishments within annual revenues - no tax increase or bond.

Our community gathers at our libraries for our services – reading, discovery, and connection. Our facilities are the physical representation of our brand and a legacy for our children. We maintain our facilities as competent stewards of community assets. Our facilities represent value to customers today while supporting tomorrow's growth.

The Board set facilities expectations via a master plan for capital investment. The *Facilities Master Plan* commits the library to a maintenance standard for existing facilities as well as setting expectations for new construction. The plan details design and size specifications for product and value consistency. The plan facilitates effective communication with customers and municipal partners about what they should expect for libraries serving their communities. The plan strengthens our discipline so that we plant libraries intentionally, aware of the ongoing commitments of library service.

The plan prioritizes library upgrade and expansion to three communities.

1. Northwest Douglas County in or around the Sterling Ranch development
2. Lone Tree's Ridgegate East Community
3. The Canyons East of I25 at Castle Pines

This request concerns the plan's top priority - a new library for Northwest Douglas County in the Sterling Ranch development. Your approval will be the Board's formal directive to move forward with this project. This document outlines the boundaries of the project — scope, timeline, and budget. If the Board approves this request, staff will prepare contracts and a land agreement as proper next steps for consideration.

**CURRENT CONDITION AND NEEDS**

The new library will replace the ~5,200 square foot, second-floor rental library in the Roxborough Safeway retail strip. This rental facility has served the community for about 19 years. This project seeks to bring our library facility in Northwest Douglas County to the same standard achieved at all our other libraries across the County.

Existing Roxborough Library	Plan Standards
Rental, Lease	Owned
5,200 square feet	16,000 square foot minimum
Single Story; 1 environment	2 Stories; Separation of audiences
Multiple Amenities not in parity with our other libraries: Collections, computers, Kids Corner, restrooms, civic spaces, outdoor spaces, drive-up return, materials handling.	

Beyond the existing facility's deficits and the 19-year service precedent, does Northwest Douglas County merit an investment in a new library?

- Our facilities plan directs us to locate libraries with a sufficient customer base to achieve a reasonable return on investment.
- The plan directs us to mitigate cannibalization of the customer base by avoiding locating libraries too close to one another.
- The plan directs us to provide service parity to citizens so that we aren't favoring one community over another.

Northwest Douglas County's customer base is approximately 20,000 – similar community demographics of our Lone Tree and Castle Pines communities. The area has and is destined to have its own retail service base – grocery stores, schools, and similar offerings. Population projections show a *build-out* customer base of between 30,000 and 40,000 by 2040. The population center is outside our typical 3-to-5-mile service boundaries - over 6 miles from the Highlands Ranch Library.

Parity Check – Communities and Library Capacity

Community / Area	Population	Public Size / Square Feet
Castle Pines	16,000	16,000
Castle Rock	82,000	62,000 (43,000)
Highlands Ranch	102,000	42,000
Lone Tree	17,000	25,000
Louviers	266	1,500
Northwest / Roxborough	18,000	5,200
Parker	63,000	42,000

## OVERALL PLAN AND SCOPE

- **Description:** Construction of a library, at or about 16,000 square feet. The facility will offer a 2-story structure with amenities and services consistent with those at our other libraries. The project will incorporate appropriate technology options, outdoor spaces, parking, play areas, civic spaces, restrooms, book returns, and the region's priceless views. The design will accommodate phasing so that the library can add capacity when the need and resources align.
- **Site:** The library will reside on a site donated by Sterling Ranch developers. The site is just under 3 acres and is large enough to accommodate future expansion to 30,000 sFt. The site is proximate to Titan Road, with visibility to that thoroughfare, and a few blocks West of the development's primary round-about. The site is across the street from the first elementary school destined for Sterling Ranch.
- **Budget:** The top-set (*all-in*) budget for designing, constructing, and provisioning this library is \$21,650,000. The library's capital reserves are sufficient to complete this project within the proposed timeline. Operational expenses are also accounted for within the library's financial forecast.
- **Timeline:** The library anticipates ordering longer-lead equipment for the project in Q4 2025, constructing the library in 2026, and a grand-opening in 2027.

### Attachments (6):

1. Site plan
2. Service plan
3. Vision rendering
4. Market cost estimate
5. Reserves financial forecast
6. Delivery schedule

### REQUEST AND RECOMMENDATION:

Staff recommends Board approval of the project, its scope, timeline, and budget.

**Motion:** Move to accept staff findings for scope, timeline, and cost toward an anticipated opening in 2027.

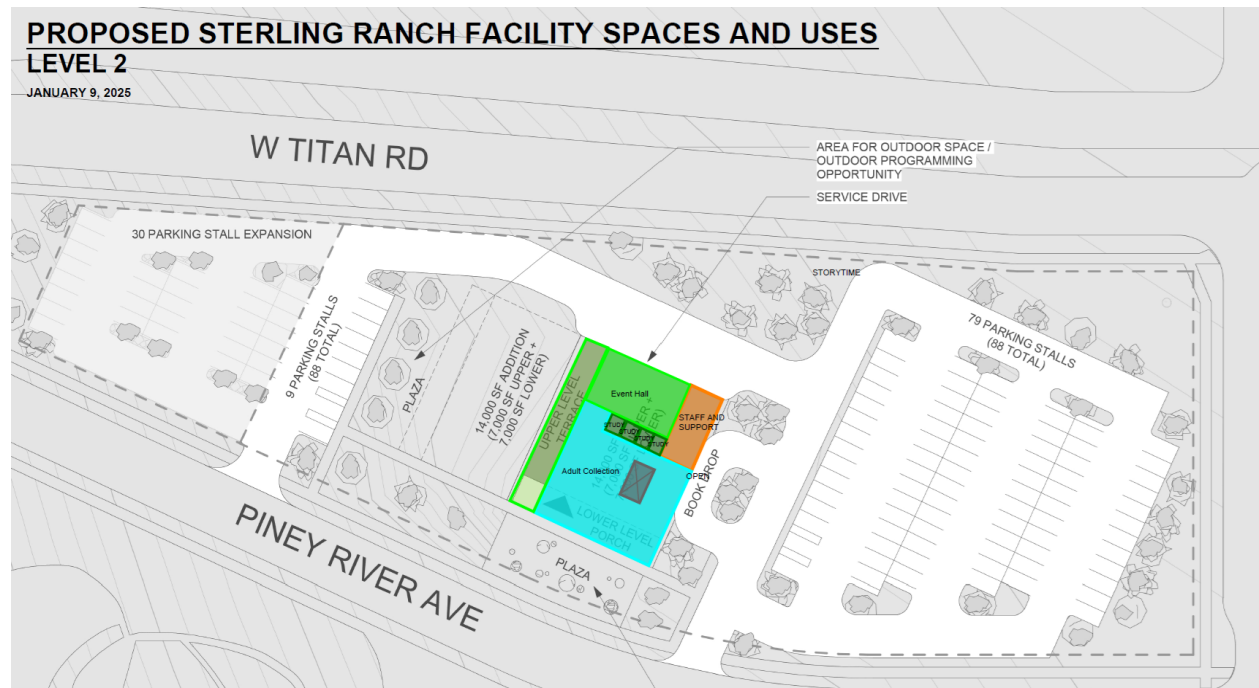
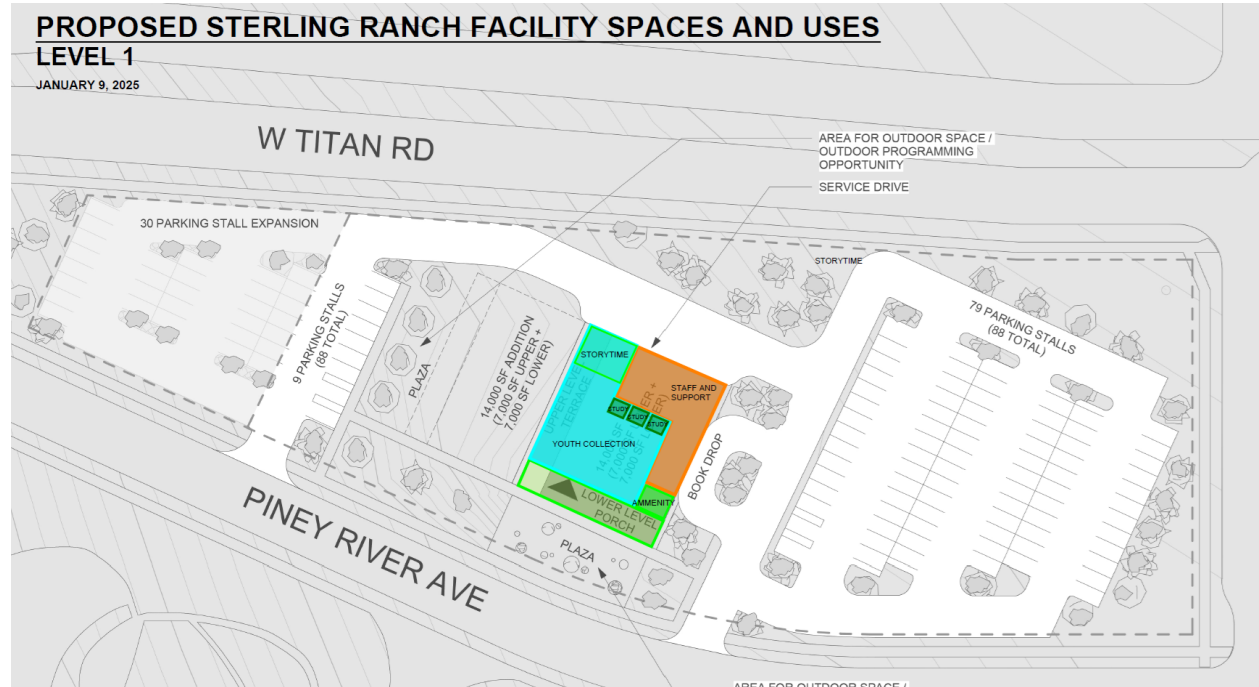
**Alternatives:** Counter motion; No action; - Augmenting the existing rental; Another location; Alternate scope.



# Site Plan (1/6)



# Service Plan (2/6)



Vision Rendering (3/6)



Market Cost Estimate (4/6)



**DCL Sterling Ranch**  
Budget Allocation Model (16,000 SF)

ESTIMATE DATE: 12/13/24  
BUILDING AREA IN SQ FT: 16000

DIV NO	DIVISION RECAP			DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions (48 - 52 Weeks) TIME			748,182	\$46.76	3.46%
01 02 31 32 33 34	General Reqs, Site Placeholder, High End assumes more plaza, site amenities SITE			3,000,000	\$187.50	13.86%
03 - 28	Building - (\$450/SF - \$500/SF) BLDG			8,000,000	\$500.00	36.97%
<b>DIRECT COST</b>				<b>11,748,182</b>	<b>\$734.26</b>	<b>54.29%</b>
	State & Local Tax On Consumables only (placeholder)	0.000%	INDIRECT	10,000	\$0.63	0.05%
	Use Tax	Allow	INDIRECT	TBD		
	Permit & Plan Review Placeholder	Allow	INDIRECT	162,309	\$10.14	0.75%
	Project Fee	4.20%	INDIRECT	908,929	\$56.81	4.20%
	Construction Contingency	2.50%	INDIRECT	541,029	\$33.81	2.50%
	Bidding and Buyout Contingency	2.50%	INDIRECT	541,029	\$33.81	2.50%
	Liability Insurance	1.405%	INDIRECT	304,059	\$19.00	1.405%
	Builder's Risk Insurance	0.1354%	INDIRECT	29,313	\$1.83	0.14%
	Design	11.00%	INDIRECT	1,292,300	\$80.77	5.97%
	Design Contingency	5.00%	INDIRECT	1,082,059	\$67.63	5.00%
	Project Escalation to Start Jan 1 of 2026	6.00%	INDIRECT	1,298,471	\$81.15	6.00%
	Preconstruction Fee	0.35%	INDIRECT	75,744	\$4.73	0.35%
	Performance and Payment Bond (2nd year warranty adds \$25,000)	LS	INDIRECT	147,754	\$9.23	0.68%
	Soft Cost Placeholder	16.17%	INDIRECT	3,500,000	\$218.75	16.17%
<b>TOTAL COST</b>				<b>\$21,641,178</b>	<b>\$1,352.57</b>	<b>100.0%</b>

## Reserves Financial Forecast (5/6)

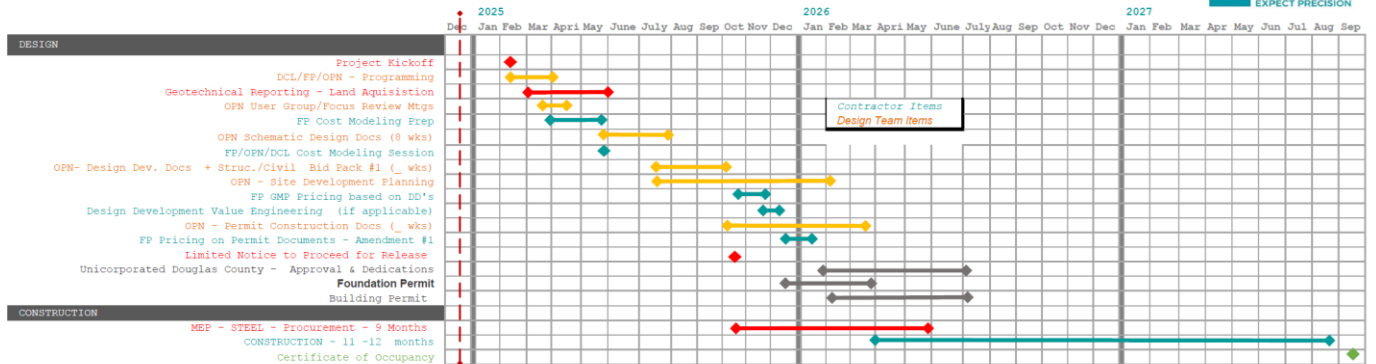
*Douglas County Libraries - Long Range Forecast 2025 through 2029. Figures are estimates.*

	2025	2026	2027	2028	2029
<b>BOY Cash</b>	<b>30,120,786</b>	<b>36,623,776</b>	<b>17,525,080</b>	<b>23,049,245</b>	<b>31,417,744</b>
Total Revenue	45,837,575	49,533,395	49,494,829	53,813,412	54,946,131
Salaries / Wages, Benefits, & PERA	21,255,129	22,211,610	23,868,745	24,942,839	26,065,266
Other Operating Expenses	13,033,486	14,301,646	14,841,489	15,453,484	16,038,471
Capital	2,385,300	1,514,010	1,371,450	1,229,000	1,877,450
Sterling Ranch		21,650,000			
Debt	2,150,670	3,434,625	3,358,375	3,278,375	-
Rebate to Taxpayers		5,000,000			
<b>Revenue Over (Under) Expense</b>	<b>7,012,990</b>	<b>(18,578,496)</b>	<b>6,054,769</b>	<b>8,909,714</b>	<b>10,964,944</b>
Non-spendable: Pre-paids & security deposits	510,000	520,200	530,604	541,216	552,040
<b>EOY Cash</b>	<b>36,623,776</b>	<b>17,525,080</b>	<b>23,049,245</b>	<b>31,417,744</b>	<b>41,830,647</b>
<i>Reserves per Budget Policy</i>	<i>8,787,476</i>	<i>9,191,277</i>	<i>9,717,952</i>	<i>10,091,011</i>	<i>10,619,529</i>
<i>Spendable</i>	<i>27,836,300</i>	<i>8,333,804</i>	<i>13,331,294</i>	<i>21,326,732</i>	<i>31,211,118</i>



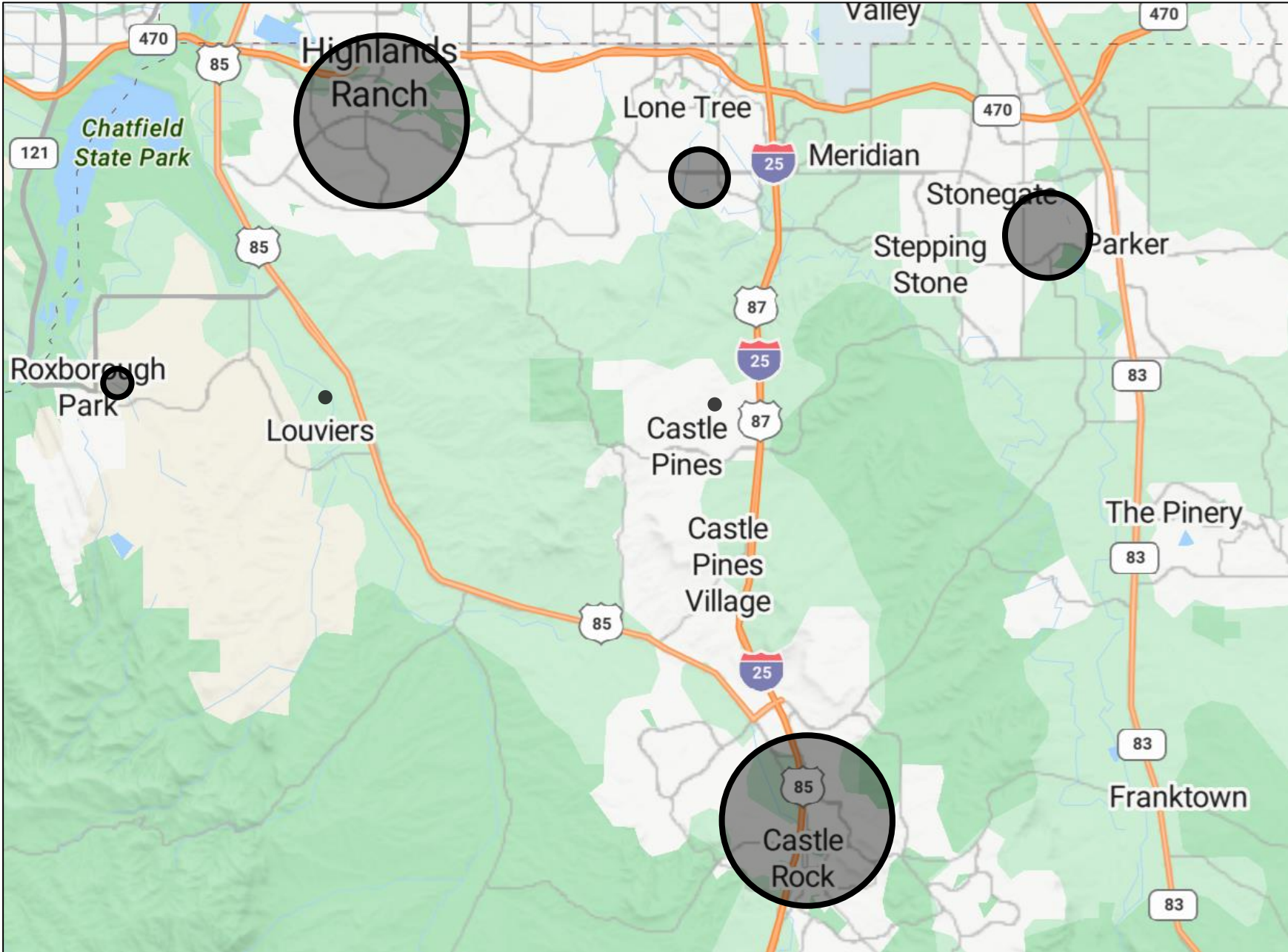
# Delivery schedule (6/6)

## BLOCK SCHEDULE - DOUGLAS COUNTY LIBRARY



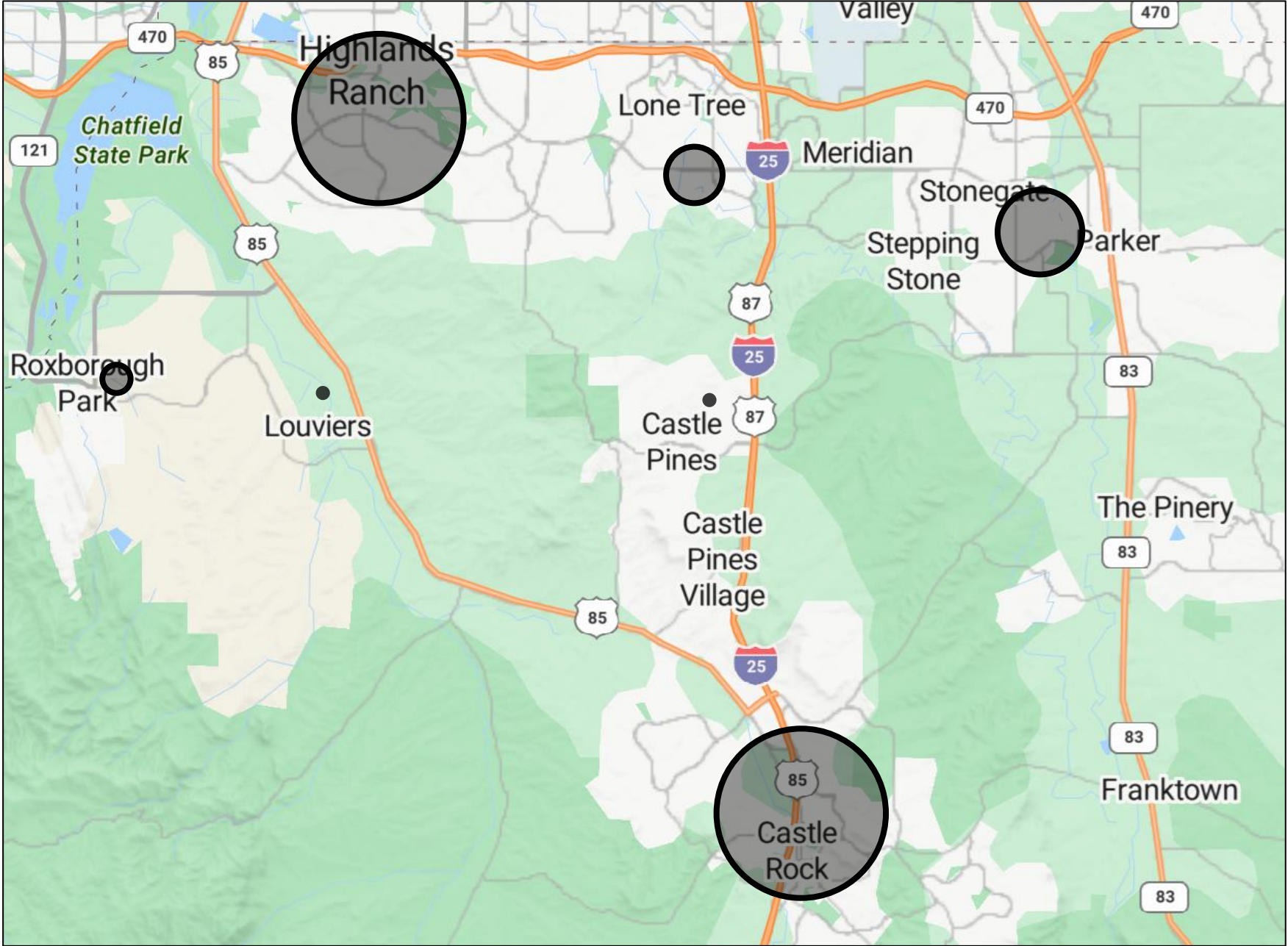


# **A Northwest Douglas County Library at Sterling Ranch**

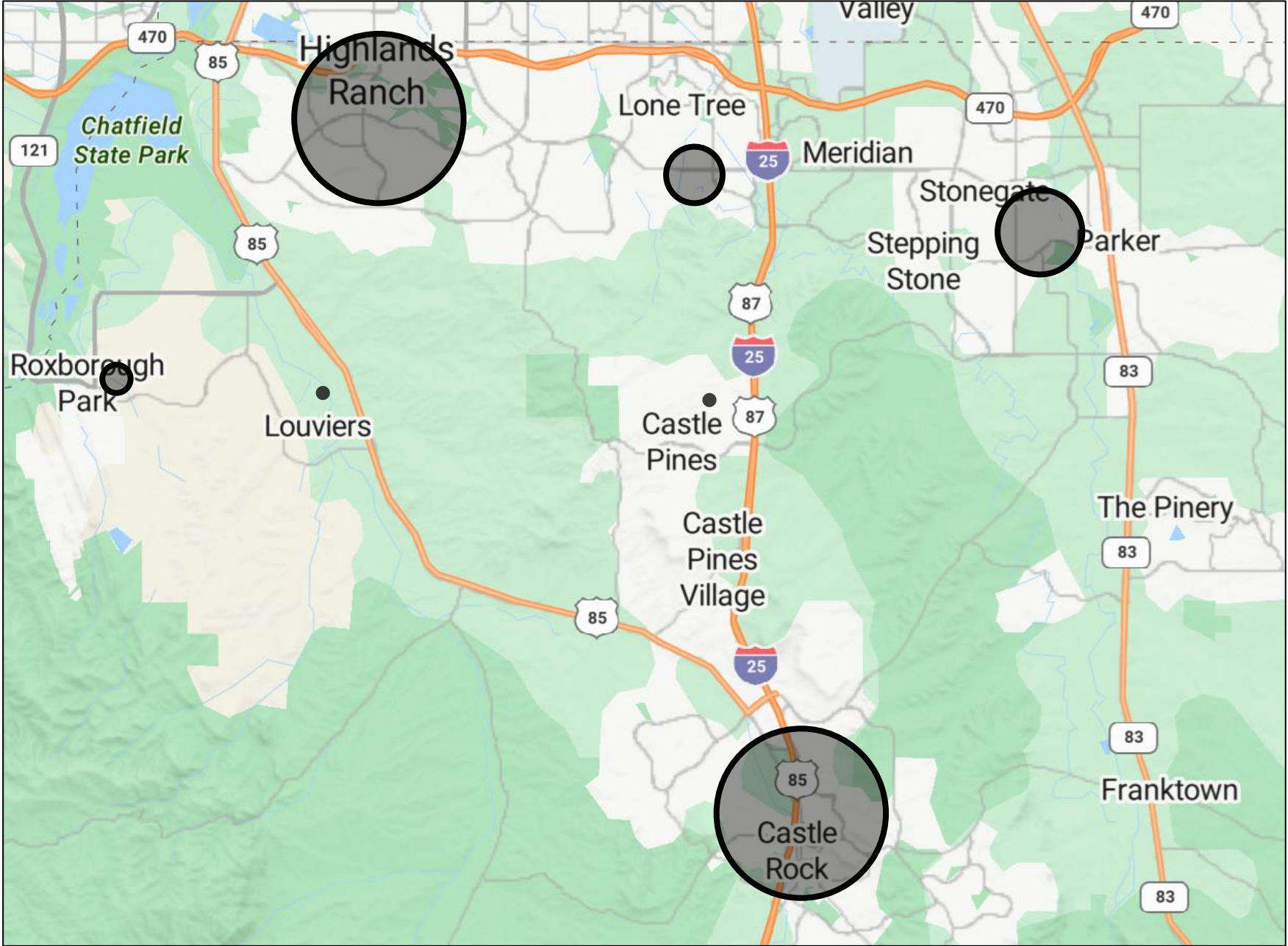


2015	
Castle Rock	45
Castle Pines	2.5
Highlands Ranch	42
Louviers	1.5
Lone Tree	11
Parker	19
Roxborough	5.2
7 @ 126,000	





2015	
Castle Rock	45
Castle Pines	2.5
Highlands Ranch	42
Louviers	1.5
Lone Tree	11
Parker	19
Roxborough	5.2
<b>7 @ 126,000</b>	



2015	
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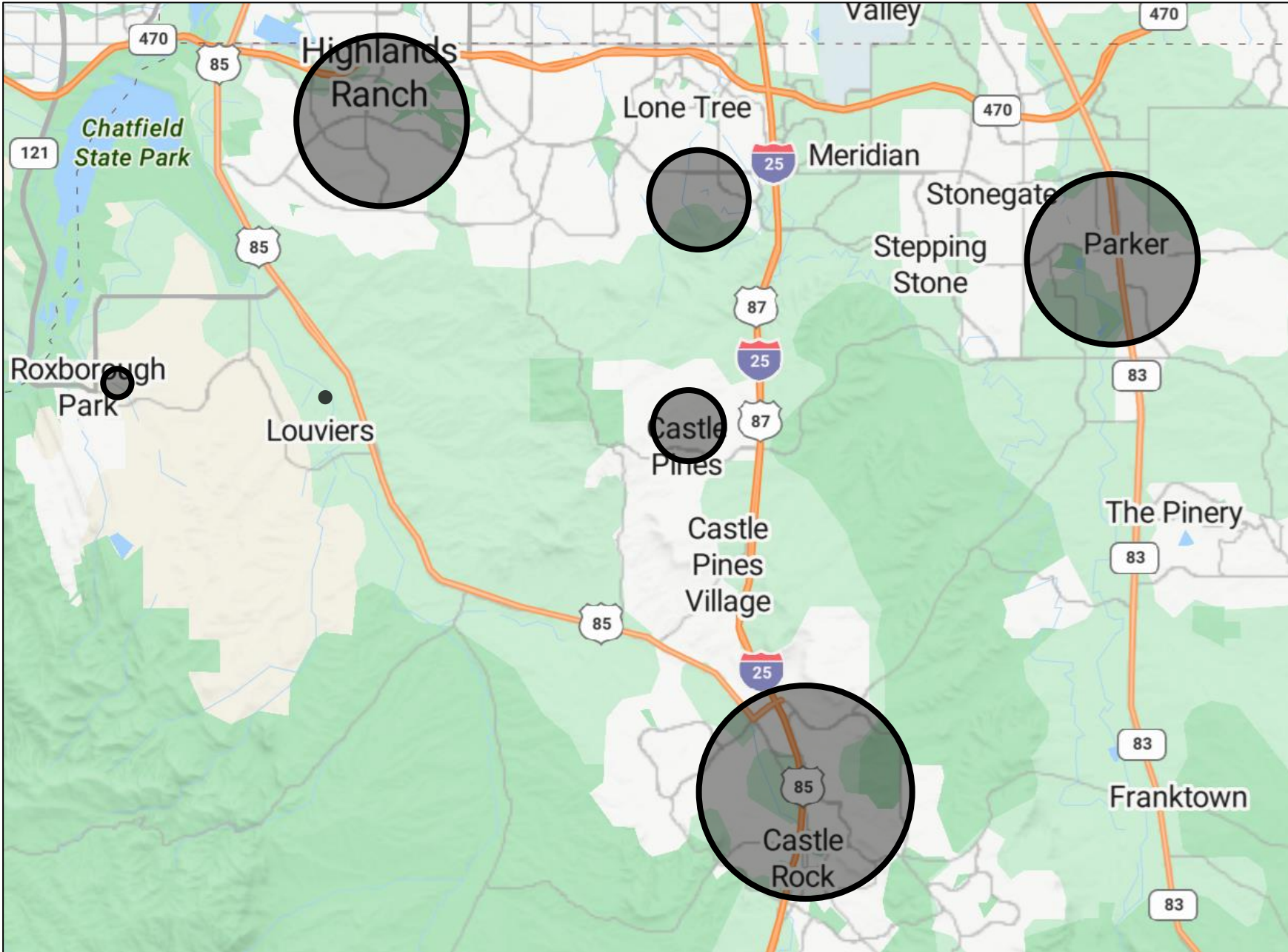


2015



2025

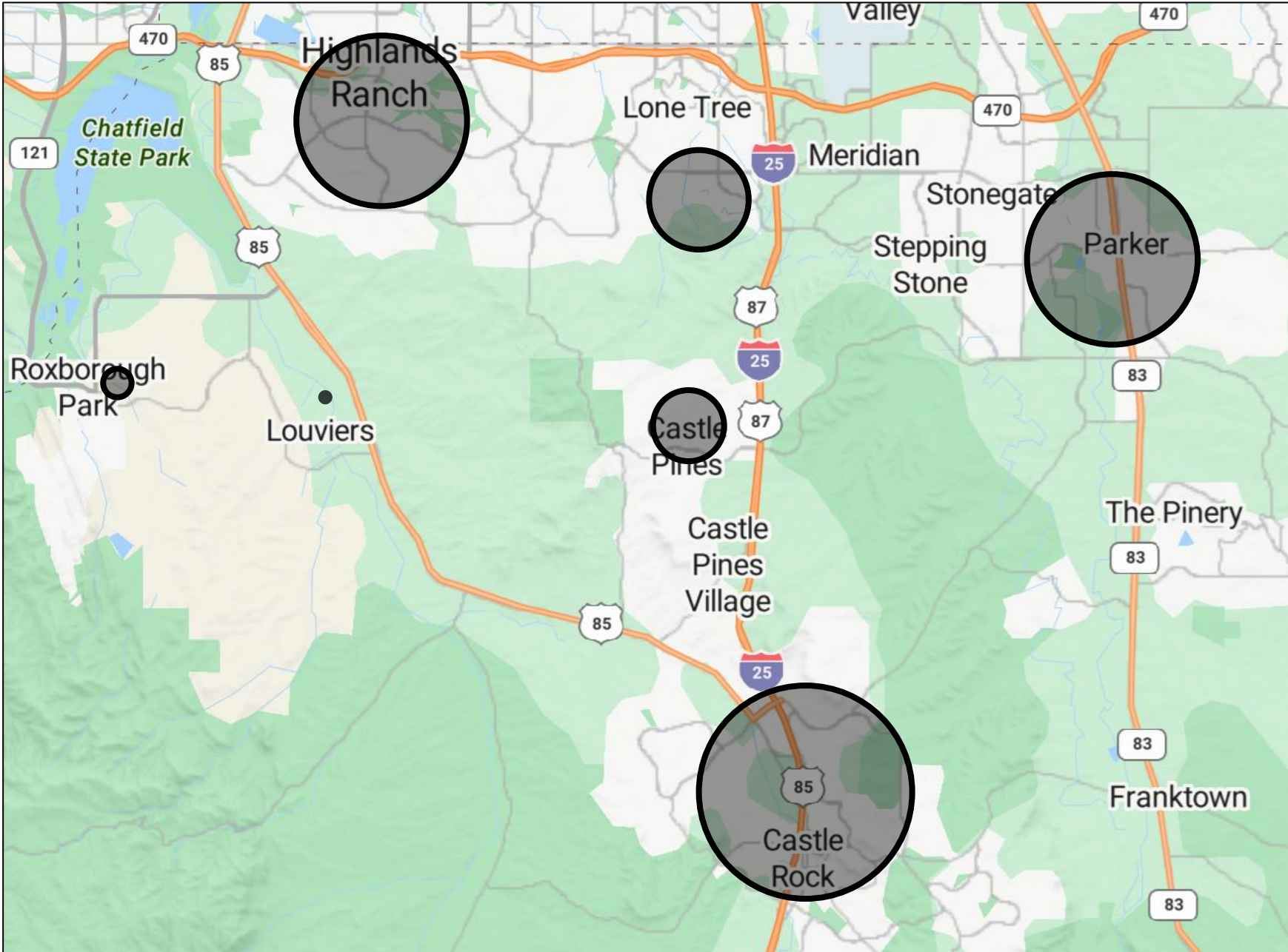




# 2025

Castle Rock	62
Castle Pines	16
Highlands Ranch	42
Louviers	1.5
Lone Tree	25
Parker	42
Roxborough	5.2
<b>7 @ 194,000</b>	



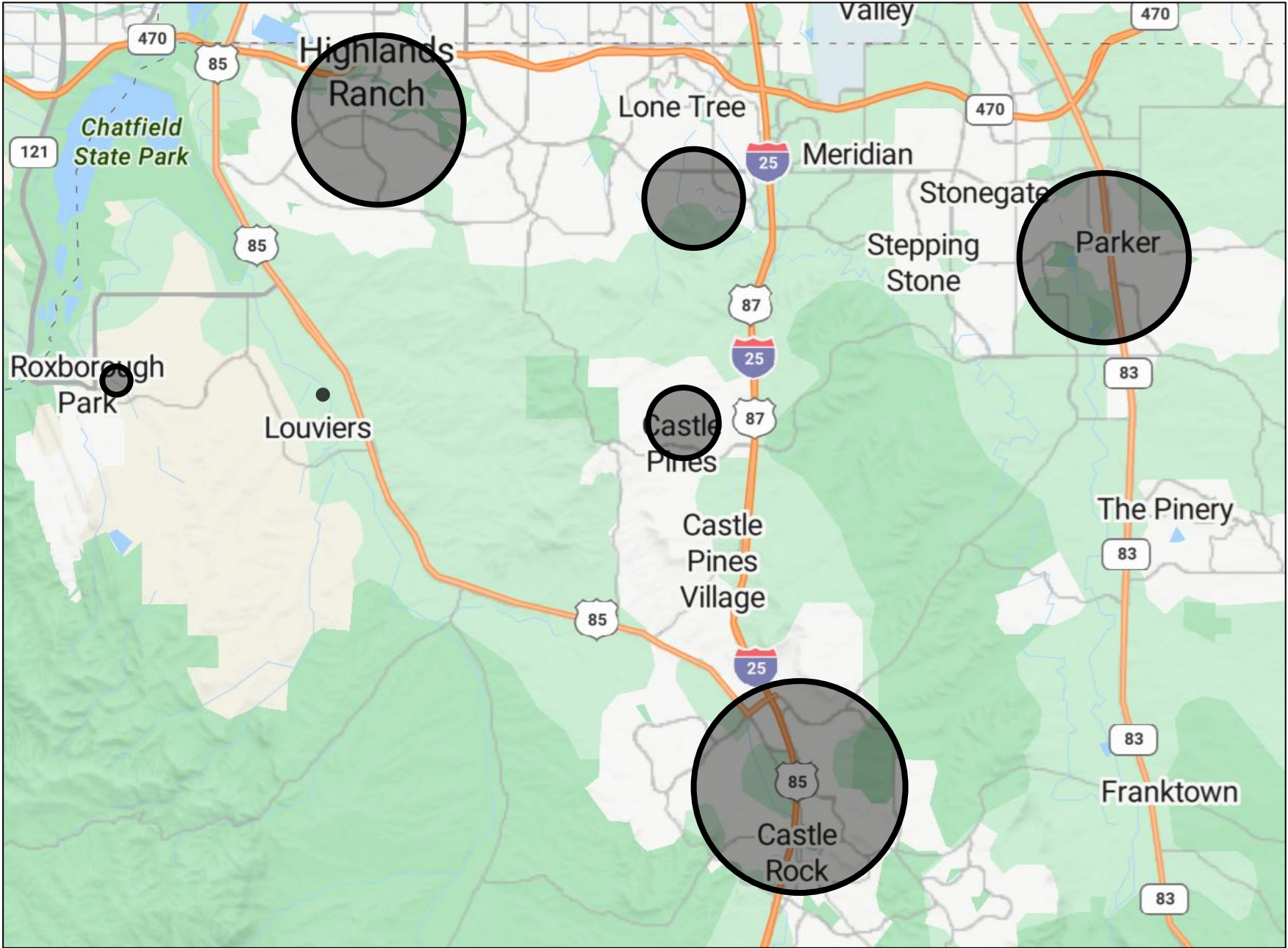


# 2025

Castle Rock	62
Castle Pines	16
Highlands Ranch	42
Louviers	1.5
Lone Tree	25
Parker	42
Roxborough	5.2
<b>7 @ 194,000</b>	

<b>Library</b>	<b>Locations</b>	<b>Population (k)</b>	<b>Budget (m)</b>
<b>Douglas County</b>	<b>7</b>	<b>370</b>	<b>36.2</b>
Arapahoe	8	271	45.9
Richland County	13	416	31.8
San Mateo	13	274	39.4
Allen County	14	385	36.2
St. Louis	16	301	32
High Plains	16	304	40
Oakland Public	18	448	44.7
Akron Summit County	19	382	31.6
Carnegie Library of Pittsburgh	19	392	37.6
Toledo Lucas	20	429	48

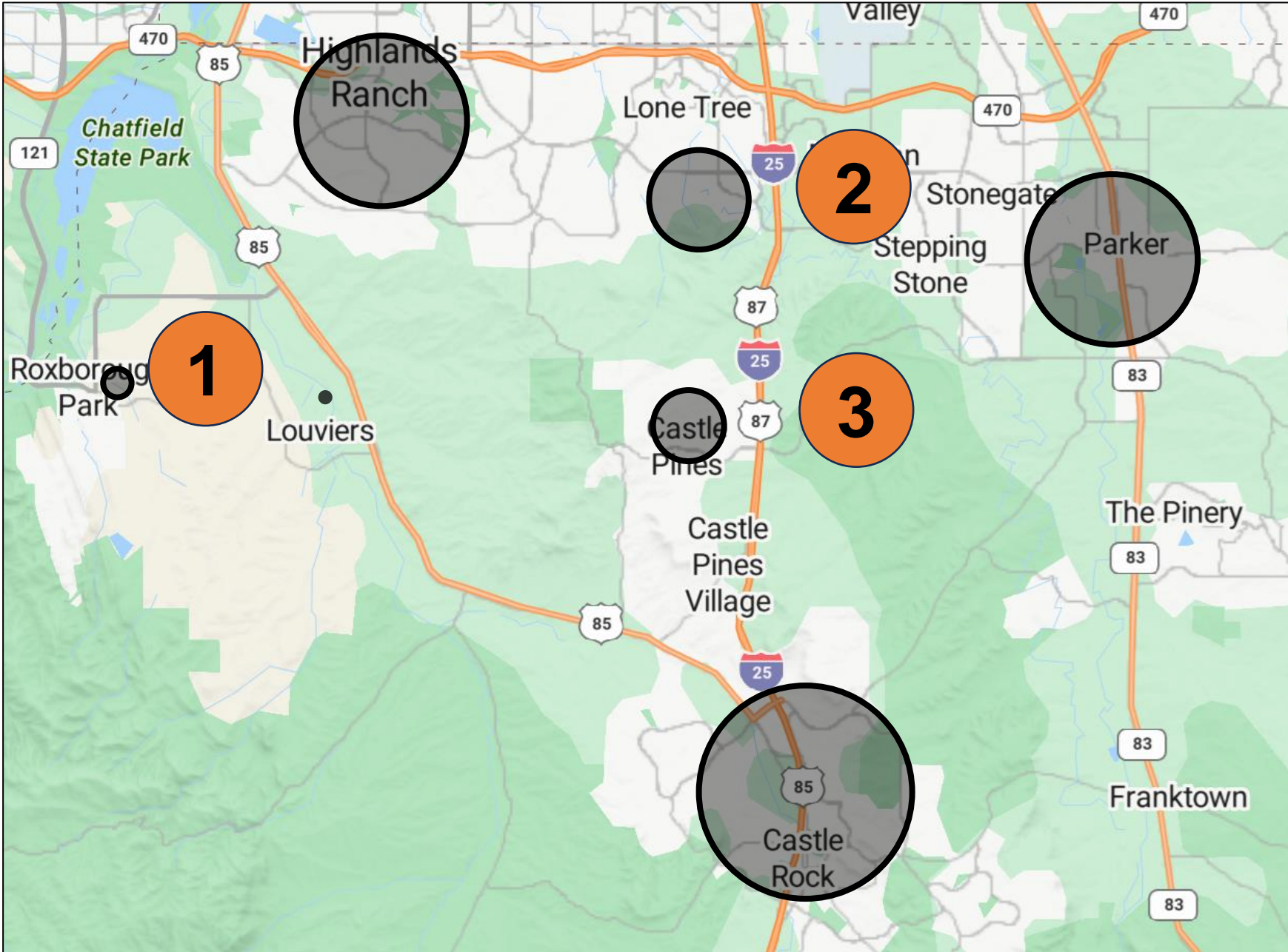
2022 Data Set – Library Research Service  
Budget > 30M & <40M; Population > 250K & <450K



# Plan Values

- ✓ Less
- ✓ Owned
- ✓ Central
- ✓ Larger (>16)
- ✓ Consistent
- ✓ Maintained
- ✓ Premium

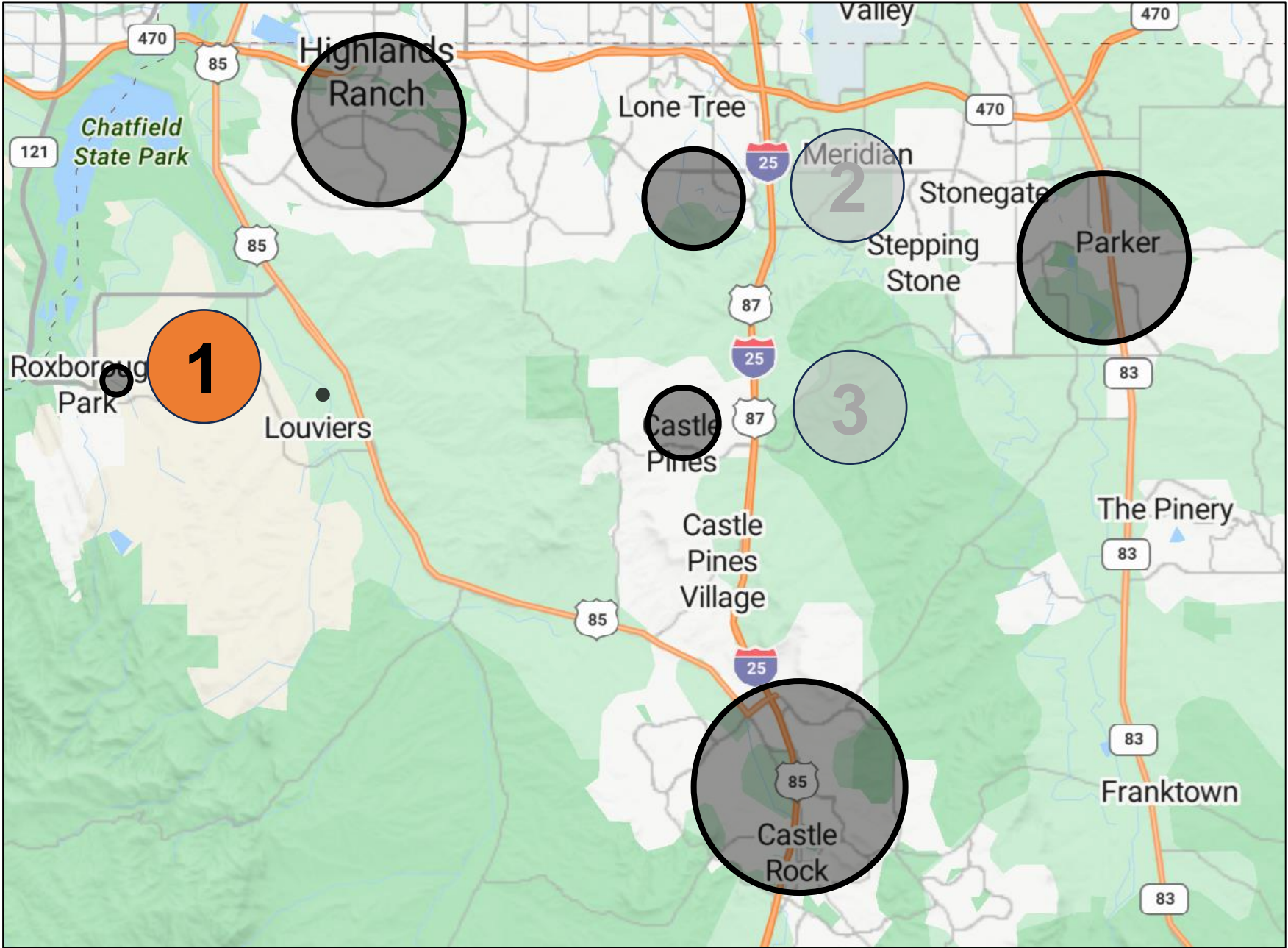




# Plan Priorities

1. Northwest
2. Ridgegate
3. Canyons

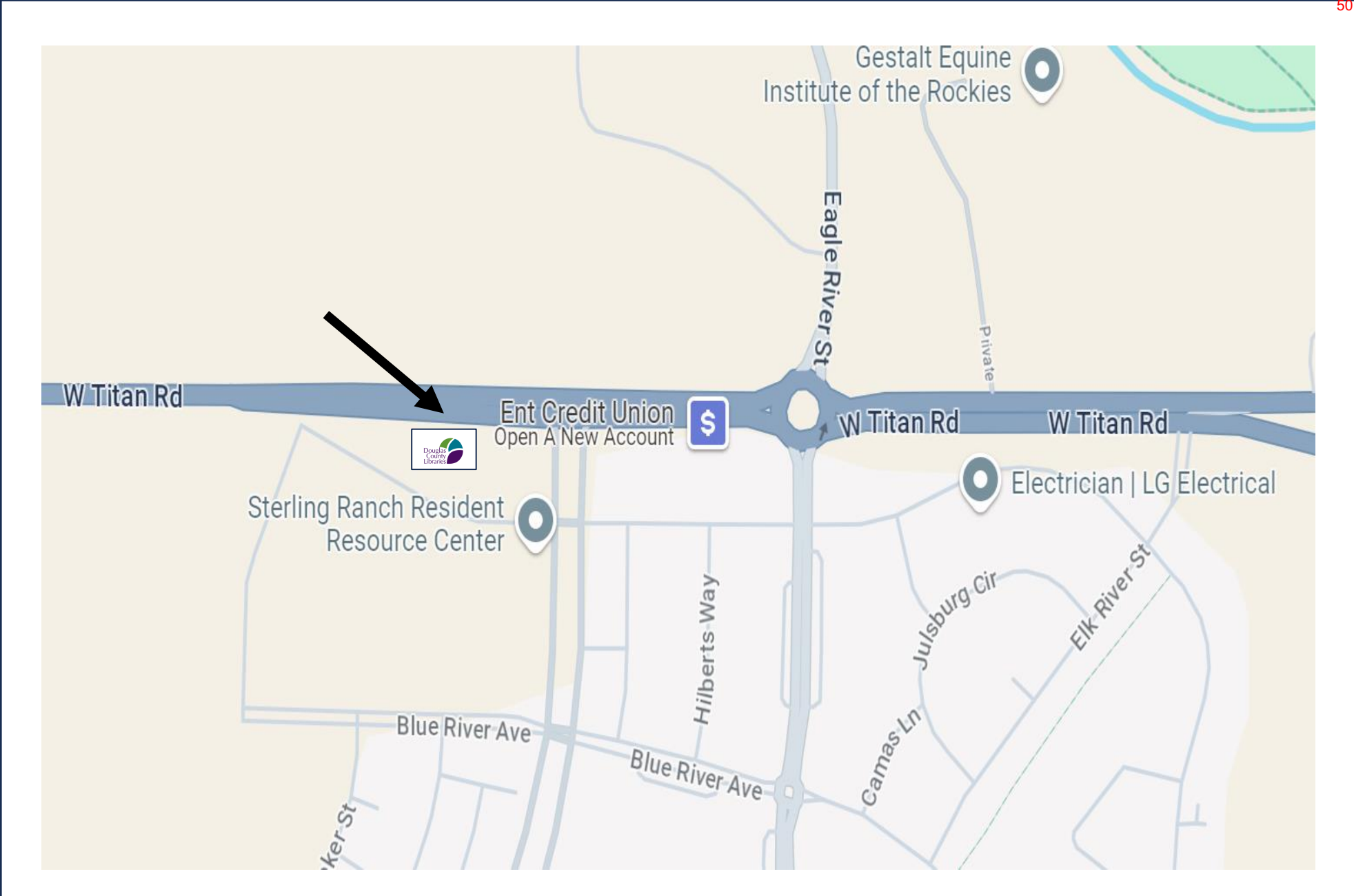




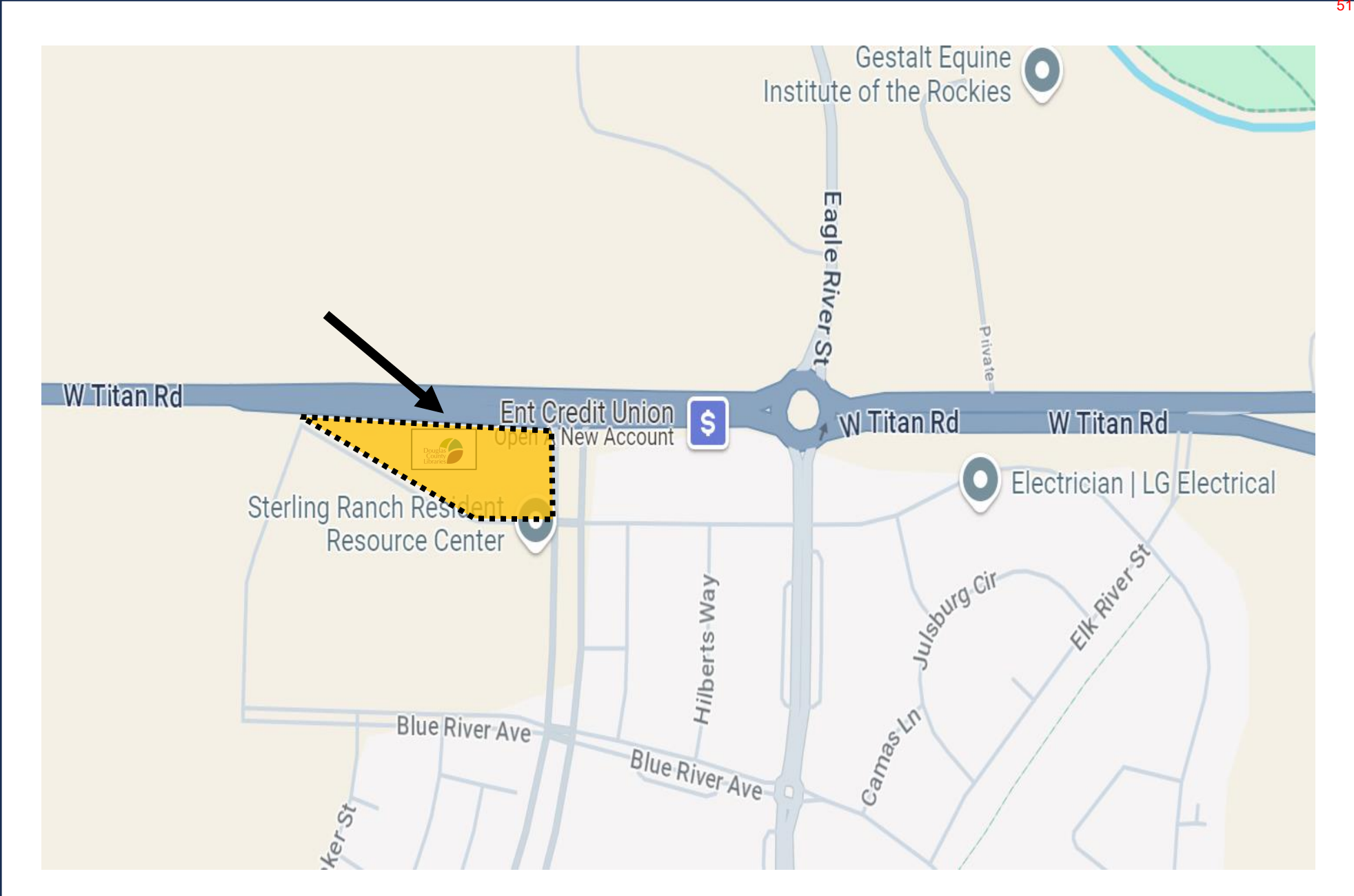
# Northwest

- Plan
- Vision
- Budget
- Schedule

# Plan

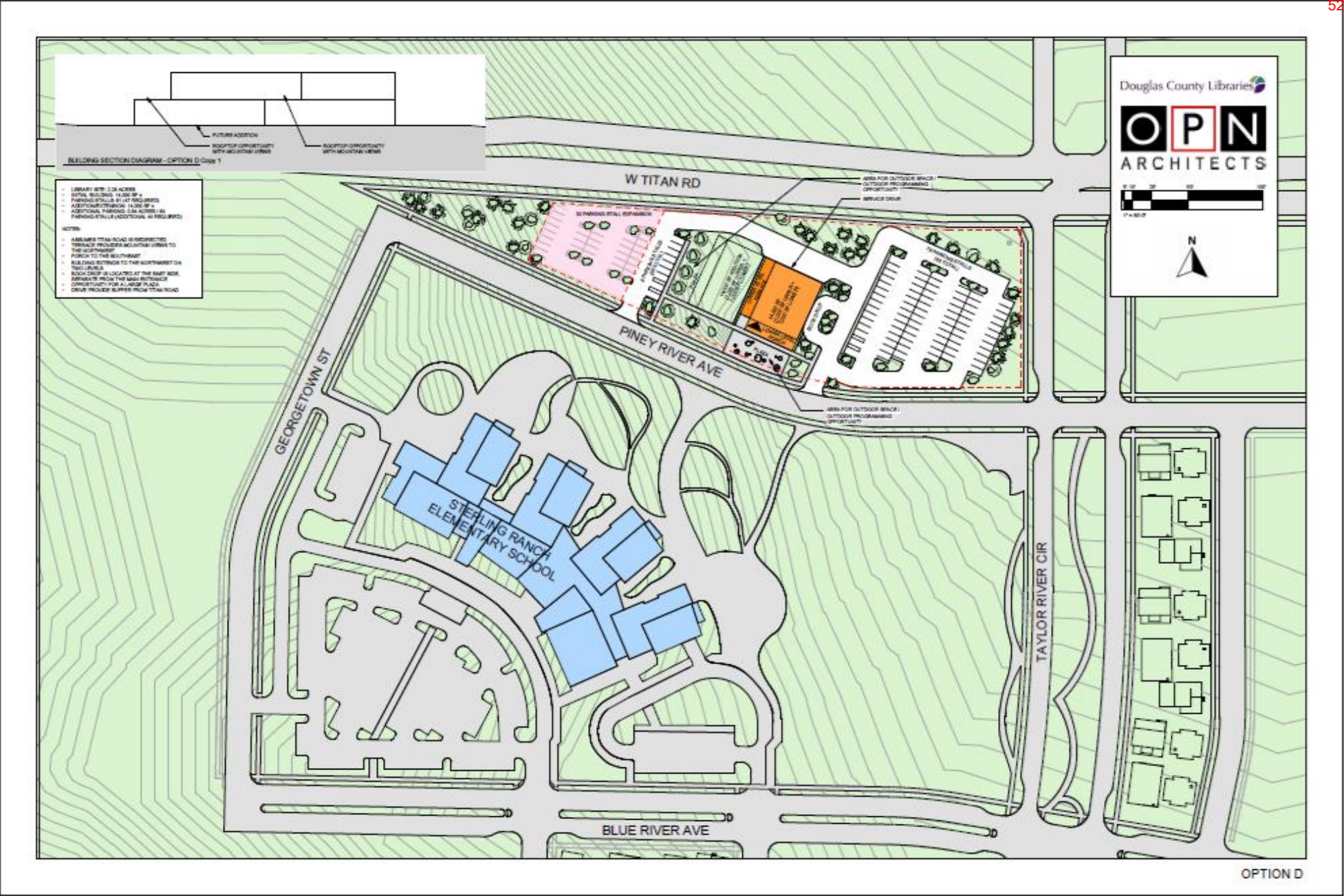


# Plan





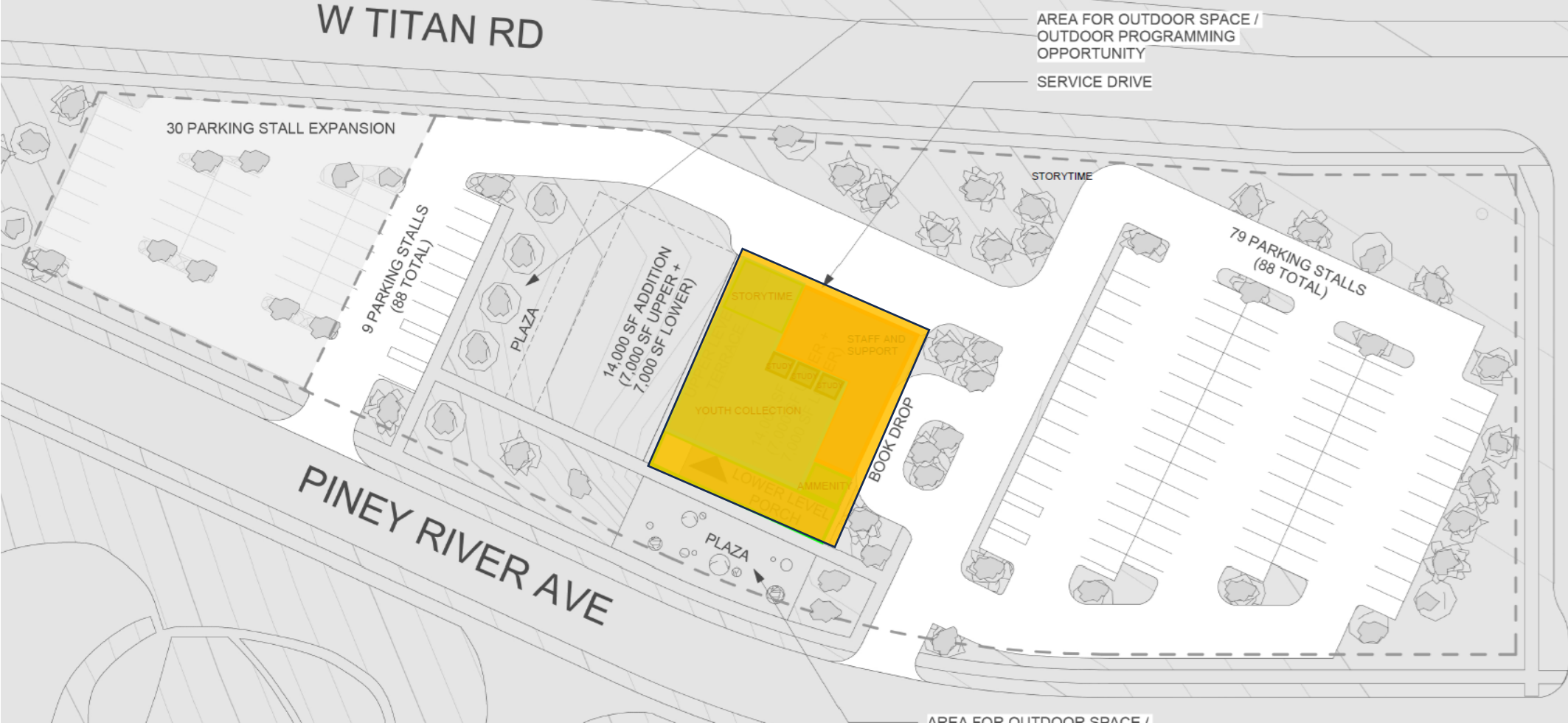
# Plan



# Plan

## PROPOSED STERLING RANCH FACILITY SPACES AND USES LEVEL 1

JANUARY 9, 2025



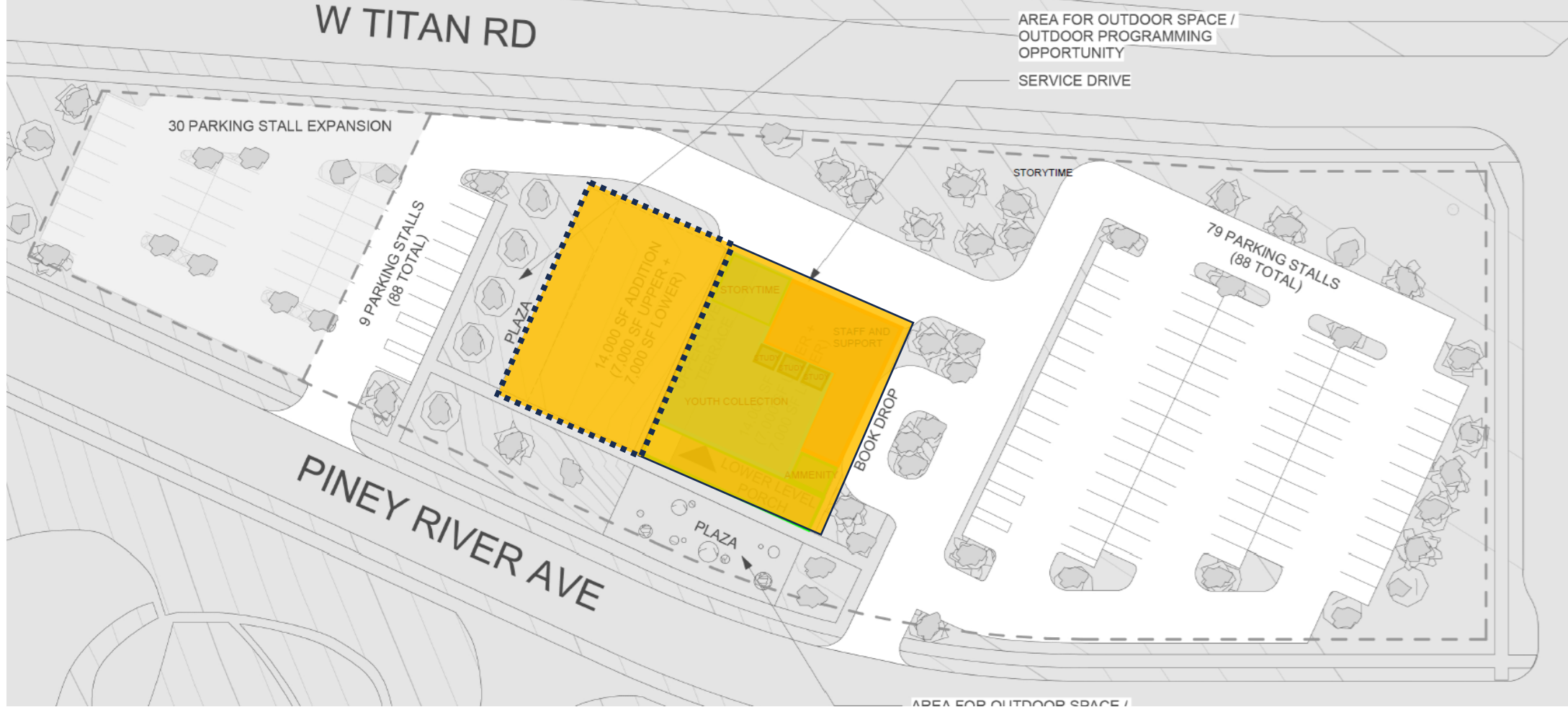


# Plan

## PROPOSED STERLING RANCH FACILITY SPACES AND USES LEVEL 1

54 of 76

JANUARY 9, 2025

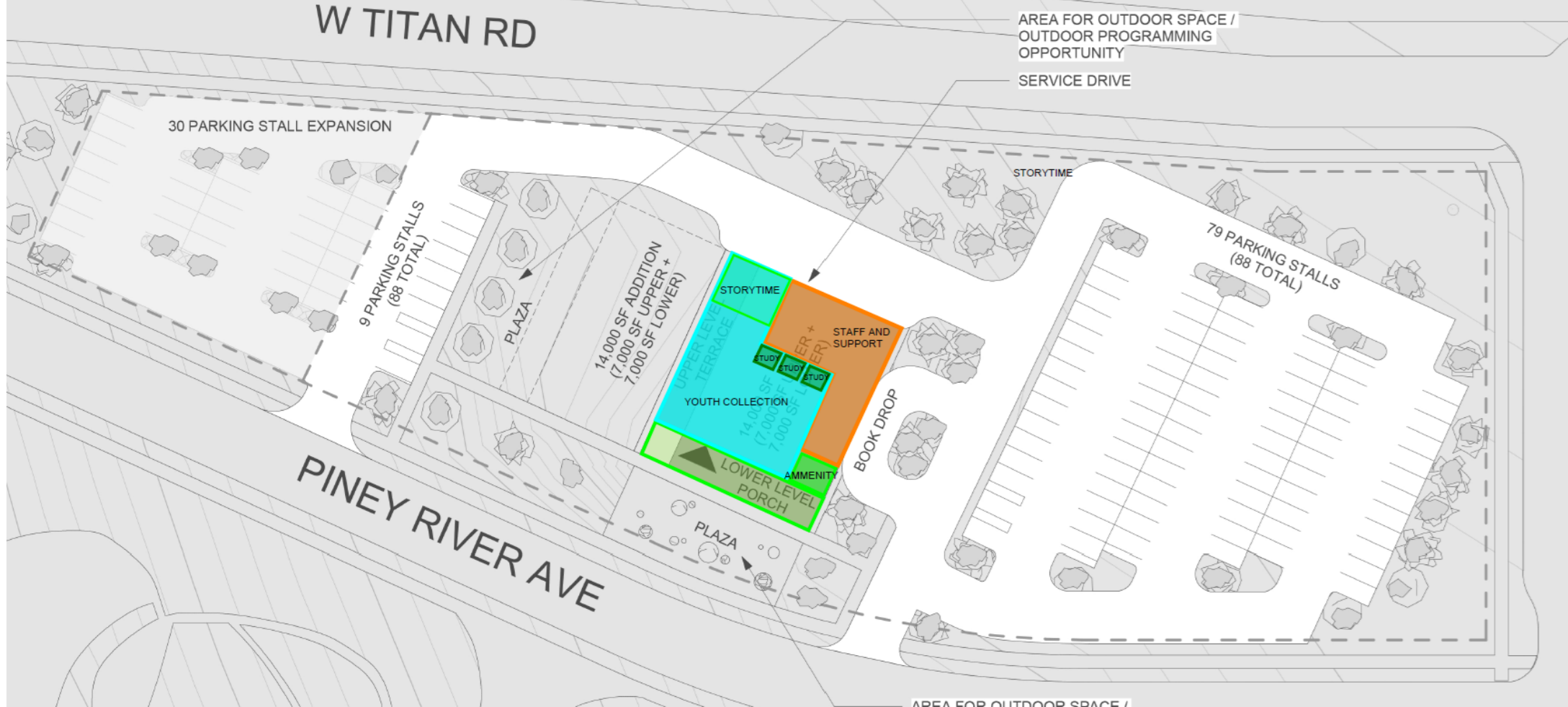


# Plan

## PROPOSED STERLING RANCH FACILITY SPACES AND USES LEVEL 1

55 of 76

JANUARY 9, 2025



# Plan

## PROPOSED STERLING RANCH FACILITY SPACES AND USES LEVEL 2

56 of 76

JANUARY 9, 2025





# Vision



OPN  
ARCHITECTS



# Vision



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# Vision



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# Vision



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# Budget



## DCL Sterling Ranch Budget Allocation Model (16,000 SF)

61 of 76

ESTIMATE DATE: 12/13/24  
BUILDING AREA IN SQ FT: 16000

DIV NO	DIVISION RECAP			DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions (48 - 52 Weeks)			748,182	\$46.76	3.46%
01 02 31 32 33 34	General Reqs, Site Placeholder, High End assumes more plaza, site amenities			3,000,000	\$187.50	13.86%
03 - 28	Building - (\$450/SF - \$500/SF)			8,000,000	\$500.00	36.97%
<b>DIRECT COST</b>				<b>11,748,182</b>	<b>\$734.26</b>	<b>54.29%</b>
	State & Local Tax On Consumables only (placeholder)	0.000%	INDIRECT	10,000	\$0.63	0.05%
	Use Tax	Allow	INDIRECT	TBD		
	Permit & Plan Review Placeholder	Allow	INDIRECT	162,309	\$10.14	0.75%
	Project Fee	4.20%	INDIRECT	908,929	\$56.81	4.20%
	Construction Contingency	2.50%	INDIRECT	541,029	\$33.81	2.50%
	Bidding and Buyout Contingency	2.50%	INDIRECT	541,029	\$33.81	2.50%
	Liability Insurance	1.405%	INDIRECT	304,059	\$19.00	1.405%
	Builder's Risk Insurance	0.1354%	INDIRECT	29,313	\$1.83	0.14%
	Design	11.00%	INDIRECT	1,292,300	\$80.77	5.97%
	Design Contingency	5.00%	INDIRECT	1,082,059	\$67.63	5.00%
	Project Escalation to Start Jan 1 of 2026	6.00%	INDIRECT	1,298,471	\$81.15	6.00%
	Preconstruction Fee	0.35%	INDIRECT	75,744	\$4.73	0.35%
	Performance and Payment Bond (2nd year warranty adds \$25,000)	LS	INDIRECT	147,754	\$9.23	0.68%
	Soft Cost Placeholder	16.17%	INDIRECT	3,500,000	\$218.75	16.17%
<b>TOTAL COST</b>				<b>\$21,641,178</b>	<b>\$1,352.57</b>	<b>100.0%</b>



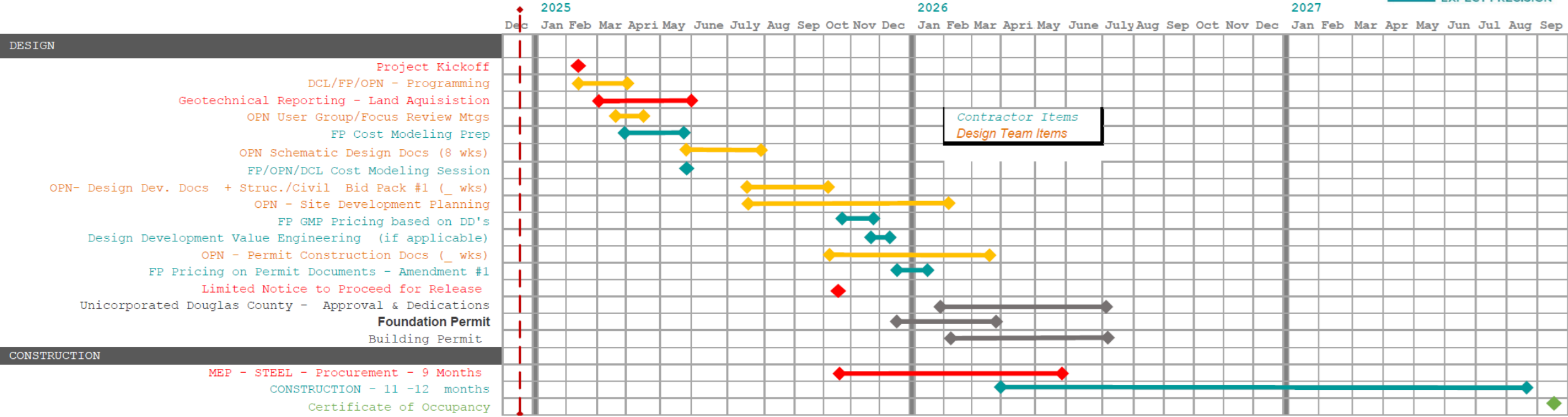
# Budget

Douglas County Libraries - Long Range Forecast 2025 through 2029. Figures are estimates.

	2025	2026	2027	2028	2029
<b>BOY Cash</b>	<b>30,120,786</b>	<b>36,623,776</b>	<b>17,525,080</b>	<b>23,049,245</b>	<b>31,417,744</b>
Total Revenue	45,837,575	49,533,395	49,494,829	53,813,412	54,946,131
Salaries / Wages, Benefits, & PERA	21,255,129	22,211,610	23,868,745	24,942,839	26,065,266
Other Operating Expenses	13,033,486	14,301,646	14,841,489	15,453,484	16,038,471
Capital	2,385,300	1,514,010	1,371,450	1,229,000	1,877,450
Sterling Ranch		21,650,000			
Debt	2,150,670	3,434,625	3,358,375	3,278,375	-
Rebate to Taxpayers		5,000,000			
<b>Revenue Over (Under) Expense</b>	<b>7,012,990</b>	<b>(18,578,496)</b>	<b>6,054,769</b>	<b>8,909,714</b>	<b>10,964,944</b>
Non-spendable: Pre-pays & security deposits	510,000	520,200	530,604	541,216	552,040
<b>EOY Cash</b>	<b>36,623,776</b>	<b>17,525,080</b>	<b>23,049,245</b>	<b>31,417,744</b>	<b>41,830,647</b>
<i>Reserves per Budget Policy</i>	<i>8,787,476</i>	<i>9,191,277</i>	<i>9,717,952</i>	<i>10,091,011</i>	<i>10,619,529</i>
<b>Spendable</b>	<b>27,836,300</b>	<b>8,333,804</b>	<b>13,331,294</b>	<b>21,326,732</b>	<b>31,211,118</b>

# Schedule

## BLOCK SCHEDULE - DOUGLAS COUNTY LIBRARY





**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 2025
From:	Bob Pasicznyuk
Subject:	<b>Executive Library Director's Report</b>

**ISSUE:** Monthly Library Report

**DISCUSSION:**

**Safety and Security Exercise.** Last quarter, the library engaged a safety and security expert to lead us through a simulated, grave, and difficult incident – the kind of safety incident that you hope to never encounter at the library, but which many organizations have experienced. Library leaders and the Douglas County Sheriff participated. The simulation focused on our response rather than event prevention. Our senior team continues to work the simulation now to close response gaps. I will assign this topic to a 2025 study session to include the Board in the scenario and findings.

**Branch Projects.** The last quarter of 2024, the library completed several, smaller facilities projects.

- **Castle Pines.** A low-cost renovation of the former Castle Pines City office space yielding two public study rooms, library storage, volunteer-services space, and staff conference space.
- **Parker.** The 2<sup>nd</sup> floor, staff office entrance was modified to limit public access to staff offices.

**Division Updates****Customer Experience**

## Complete

- Officially live with new scheduling software, LibStaffer
- Battle of the Books season now underway
- First of the family book clubs (aimed at caregivers) meeting in January
- Provided docent-style tours of Forest of Stories trees to enhance engagement

## Coming/In Progress

- Division leaders are addresses gaps in Environmental CARE
- Preparing for new playscapes in HI and LT
- Defining menu of services for neurodivergent customers of all ages

**Community Engagement**

- The 10th annual Fetes Des Fables sponsorship packages will be distributed this month to potential sponsors. The event will be held on Friday, September 19, 2025 at the Highlands Ranch Mansion and will celebrate this milestone anniversary by offering guests a Beauty and the Beast and French inspired evening, complete with a candlelight dinner.
- Registration for the popular Fairy Tale Balls has begun. Be our guest at one of the many balls this year as we celebrate the enchanting world of Beauty and the Beast. Guests will be entertained with themed crafts, activities, character appearances and delicious treats. We will hold several events from February 1 - March 1 for our community. For exact dates, times and locations, please visit [dcl.org](http://dcl.org).



- A Romance Reader's Trifecta: On January 31, 6:30 pm at Highlands Ranch, please join authors Jenny Elder, Alexandra Kiley, and Ellen O'Clover as they discuss their romance novels.

## **Executive Office**

### Complete

- Onboarding New Customer Experience Director

### Coming/In progress

- Overseeing Records Retention annual first quarter destruction of records
- Drafted Budget Policy for board consideration
- Finalizing Onboarding Plan for February onboarding of new trustee(s)
- Working on review of board business files against board executive files

## **Finance**

- The 2025 Budget was formally approved and adopted in December, outlining what operating, maintenance, and capital work will be accomplished this year.
- Our team held a training for DCL managers on Avid, our new payment processor.
- Created an implementation and training timeline for Questica, our new Budgeting software.

## **Infrastructure Services**

### Collection Management

- Completed software and database system changes transition from overdue fines.
- Curated content inventories - 95,000 physical item additions and 130,000 discards.
- Processed 50,000 items for Prospector and extra-library loans.
- Managed 900 Book Club Kit reservations.
- Retired the Adventure Pass program due to participating museums opting out.

### Human Resources and Learning & Development

- Completed open enrollment and benefits transition from Kaiser to Cigna.
- Hired and onboarded 67 new hires.
- Launched a Leadership Development Academy with an initial cohort of 18 leaders.

### Facilities

- Completed the Highlands Ranch roof replacement - a large 5 phase project that included not only HVAC replacement but the entire roof and EFIS (fake stucco) repair. It's a unique and large (almost 23,000 sq ft) roof and we were able to replace the metal with a more cost-efficient and sealable material.
- Completed the Highlands Ranch entryway concrete replacement, Castle Pines office remodel, and Parker staff offices securement.

### Information Technology

- Completed recruitment of a new IT Manager and talent reassignment.
- Successfully mitigated ransomware event and continued with cybersecurity work as identified in the cybersecurity audit completed by Netdiligence.

- Worked with Community Engagement and Finance to implement software for room reservation and accounts payable platforms.

#### Safety and Security

- Completed a Threat and Hazard Identification and Risk Assessment for all DCL Branches.
- Conducted an Active Shooter Tabletop Exercise with SLT, specific department managers and Douglas County Sheriff's Office.

### December Board Meeting Follow up.

#### Board Talking Points

**Healthy Families Partnership.** We are proud to be partners in the newly launched **Healthy Families Partnership** which will be at all four Douglas County hospitals in 2025, and has a website of information providing community links, tools and support for new parents.

- 15 Different subject matter expert groups contribute to this program
- The library Cuddle Up and Read new parent gift bag will be part of a new larger bag given to families who have just given birth.
- Dolly Parton's Imagination Library is promoted in these bags
  - The Dolly Parton Imagination Library program partners with local libraries like Douglas County Libraries to provide a monthly new book mailed to children's homes from age newborn to five years.
    - Through this program, after year two, DCL has 8,000 of our estimated 20,000 eligible county children receiving books.

#### 2024 By a few numbers showing the impact of your Douglas County Libraries

Library visits: 1,300,000+ a visit number on par with Denver SCFD Tier 1 amenities

Storytime attendance: in libraries 151,802

Items in our collection: physical 3,7622,270, digital 1,947,104

Total circulation: 5.7+ million

Volunteers: 1282 donated 27,706 hours

#### Premium Facilities

Douglas County Libraries works to keep each of our facilities in the best condition possible. We strive to offer buildings that align with our brand and offer premium experiences for all who visit.

The past several months we have worked to update and fix some issues at our **Highlands Ranch** location. We launched a large 5 phase project that included HVAC replacement and the entire roof and EFIS (fake stucco) repair. We were able to replace almost 23,000 square foot roof with a more cost-efficient and sealable material.

**Forest of Stories.** The annual **Forest of Stories**, exhibit was held in November and December and brought over 175 decorated trees to the library district. The much-loved holiday exhibit has become a tradition for many, with patrons traveling to various branches to enjoy the trees that are decorated in book themes. The library welcomed tens of thousands of visitors to enjoy the exhibit throughout the holiday season.

**Library Playscapes.** Douglas County Libraries will be adding two new **interactive children's educational areas**. A new veterinary inspired clinic will open in February in Highlands Ranch and a financial literacy exhibit featuring a playful bank and retail area will open in Lone Tree. These playscapes have become beloved area in each of our branches offering our young visitors a place to learn in a playful environment.

**RECOMMENDATION:** None; information only.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	January 29, 2025
From:	Bob Pasicznyuk
Subject:	<b>2025 Divisional Workplan Summary &amp; Tactical Review</b>

**ISSUE:**

Each year, the Library plans and organizes its work tracking to commitments and budgets. Please find a breakdown of the year's work for accountability and assessment.

**DISCUSSION:****COMMUNITY ENGAGEMENT DIVISION****2025 Division General Goals**

1. Expand the Events and Hospitality Department.
  - a. Increase Staff and Capacity
  - b. Increase Annual Bookings: +50% Birthday Parties/DCL Showers and Tier 3 Events
2. Raise \$350,000 in private funding at DCLF
3. Improve staff engagement – Q1 and Q3 Gallup (clarity and work opportunities)

**Annual Division Responsibilities, Products, and Services****Marketing**

1. Douglas County Youth Based Awareness Campaign
2. Booked for the Holidays Campaign; Onsite branding seasonal updates
3. Summer Reading and Summer Branding Campaign
4. Website and Social Media compliance
5. Marketing support – annual services: Camp DCL, monthly newsletters, events, more.

**Events & Hospitality**

1. Space hosting – Events and Hospitality Daily Services
2. Birthday Party Expansion
3. New Scheduling Process & Procedures
  - a. Launch on-call
4. Annual support of all E & H uses of DCL library locations

**Community Partnerships & Services**

1. Literacy Services & Events
  - a. Early – Examples: Book Start, Imagination Library
  - b. Adult – Examples: GED, ESL, Naturalization/Citizenship, Senior Support
2. Douglas County Libraries Foundation
  - a. Revenue growth of 10%

- b. Increased Donor Relations with DCL Leadership
- c. Events, 10-year anniversary gala, Donor event
- 3. Community Partnerships
- 4. Expand Outreach Services
  - a. Hire staff to support outreach planning
- 5. DCL for Business
  - a. Replace & Hire business planner position

#### Visual Arts & Design

1. Exhibits Offerings: Forest of Stories, ALH Flood Anniversary
2. Signage, public art, and décor design and production
3. Partnerships with Land Conservancy and Douglas County Repository

#### Special Events

1. 6 large, ticketed events: 4 Storybook Holidays, BrewFest in CR
2. 8 -12 Author Events: Ranging in small gatherings to large off-site events
3. 3 Partner Events with DCSD and local schools (Battle of the Books, Page to Stage, SRP)
4. 3 large, multi-month events: Summer Reading, Brew Tour, Booked for the Holidays
5. Expand seasonal (holiday) and support staff
6. Host Camp DCL – 12 week-long camps
7. Misc. events: Date Night Series, Slick Science, Music classes, more.
  - a. Increase multi-generational events opportunities

#### Volunteer Services

1. Manage volunteer assignments, performance, recognition
2. Manage used books and content - Amazon bookstore, Second Chapter bookstores, Operation Paperback
3. Implement Volunteer background check procedures and implement
4. Create new outreach volunteer service support plan

#### Growth & Improvements

1. Community Demand Assessment: Where is there community demand we are not meeting?
  - a. Events, Camps, Outreach, Birthday Parties, Space Use, etc.
2. What is next? Explore, research new large community scale events for DCL.

### **CUSTOMER EXPERIENCE DIVISION**

#### 2025 Specific Division Goals

1. Continue to prioritize making relationships and connections rather than just desk transactions (Environmental CARE)
2. Create and implement criteria to evaluate literacy services
3. Create cross-training opportunities for staff to enhance customer experience in our branches
4. Address Gallup staff engagement questions on clarity and work opportunities

### Annual Division Responsibilities, Products, and Services

- 431 hours of Library access each week across seven locations and Call Center. Includes customer-facing engagement and back-of-house staff scheduling and support
- Services for youth: 87 storytime sessions per week, book clubs, services for struggling readers
- Services for seniors: Ageless, opportunities to connect with others in the community
- Coordinate with Volunteer services to provide opportunities for teens and others in the community
- Reader's advisory and consultation service
- Technology support: computer access and laptop lending, wi-fi, 1-on-1 tech tutoring, recording studio
- Inventory management and display stocking
- Facilitate space for remote working
- Courier and materials handling for circulating items and other district needs
- Continually review and update library procedures

### Growth and Improvements

1. Youth: Expand youth book club offerings to include caregivers; support new playscapes
2. Seniors: Ageless
3. Implement menu of services for neurodivergent customers of all ages. Expand brain health services for seniors and neurodivergent populations
4. Strengthen schedule with new scheduling software and classification changes
5. Technology support - desktop & laptop lending, wi-fi, 1-on-1 tech tutoring

## **EXECUTIVE DIVISION**

### 2025 Specific Division Goals

1. See Executive Library Director goals
2. Mitigating last minute changes
3. Continue working on organization of historical board records
4. Records Retention for the Foundation

### Annual Division Responsibilities, Products and Services

- Organizational oversight and planning
- Library Board support
- Foundation Board support

### Growth and Improvement

1. Library Board Orientation

## **FINANCE DIVISION**

2025 Specific Division Goals

1. Implement Avid Purchase Order (PO), allowing departments to create a purchase order that will include approval by the department manager, removing the need to approve the invoice by matching the PO to the invoice when it arrives.
2. Prepare the 2026 budget using dedicated budgeting software – which will be accessed by all DCL Managers and Directors with budgetary responsibility.
3. AI between Avid and Intacct will be explored which would allow automated syncing between the two systems, resulting less manual work for the organization and increased efficiency.

Annual Division Responsibilities, Products, and Services

- Organizational accounting
- Audit support
- Accounts payable/receivable
- Forecasts and financial planning
- Budget
- Procurement

Growth & Improvements

1. Continue to streamline and automate elements of the Accounts Payable process
2. Implementation of Budget Software, Qwestica

**INFRASTRUCTURE SERVICES DIVISION**2025 Specific Division Goals

1. Contain costs and mitigate risk through specific training programs, industry-standard safety and security programs, and industry-approved cybersecurity practices.
2. Continue to maintain consistent hold ratios and wait times on library content.
3. Improve staff engagement and retention with market level compensation, benefits, and training.

Annual Division Responsibilities, Products, and Services

- Collection Services: Inventory management; purchasing; processing database maintenance.
- Facilities: Customer support, maintenance, capital projects, contract services.
- Human Resources: Recruitments; performance; benefits; compensation; onboarding; course delivery – traditional, asynchronous.
- IT: Customer support, maintenance, equipment replacements; risk management to digital assets.
- Safety & Security: Physical safety & security program for staff; emergency preparedness; community partners liaison.

Growth & Improvements

1. Highlands Ranch elevator replacement, parking lot roto mill and resurface, and fire alarm panel upgrade
2. Castle Rock and Parker blinds installation

3. Districtwide PC and branch server replacement, firewall upgrade, telephone and communications replacement, and AV upgrades
4. Access control upgrades

**RECOMMENDATION:**

The Executive Library Director will provide the Board with monthly and summary reports detailing accomplishments relevant to the Board's obligation to assess the Director and organizational performance. I recommend that you use this information as criteria and guide toward those obligations.



- Storytime teachers – (you are) the highlight of my son’s day!
- My kids adore the place because of storytime and the huge kids’ section, the used books section is great for myself and my wife, and we love the displays like the holiday trees. The Douglas County library system rivals those in much larger cities.
- We really appreciate the support from the library, to be able to read books from foreign countries (we are living in Argentina now) and have always been supportive of libraries, and you all in particular. Thanks for being there for us.
- Title Request Librarians. You're my hero(ine)s! Thanks for always helping.
- Happy to help support the library! Free books to check out anytime I want? How can I say how appreciative I am of that? No amount would be enough. Thank you for making books available, not only for entertainment purposes, but to teach and guide us. I am so thankful for everyone that makes the library run well and fosters that love of reading.
- My kids have all enjoyed the library. We are there multiple times a week. From storytime, to BOB, STEM events, summer reading program, fairy tale ball, Dolly Partons books, books, movies, nontraditional items, museum passes .... we’ve grown as a family, as readers and as learners. We love DCL!! I hope someday to give back my time for all the time the library has given me. Thanks!
- Libraries and librarians are proponents and defenders of freedom of speech, and freedom of speech is critical to maintaining freedom of choice. Libraries offer all of us opportunities for growth, intellectually and emotionally. They provide a range of entertainment as vast as the human imagination. They are depositories of human achievement of the highest degree. Broadly speaking, most Americans want ourselves and our fellow citizens to have a fair chance to succeed in life. To our way of thinking, good public libraries are one of the fundamental means of providing that chance. Those of us who have benefited from being given such a chance should help perpetuate it. As we live in Douglas County, it is natural then for us to support the libraries here. Our thanks to you and all those whose efforts make libraries work their magic for so many people. While most of our library interactions in the last few years have been through Libby (a wonderful use of technology!), the direct interactions we have had with Douglas County librarians have shown them to be professional, helpful, knowledgeable, and kind. Qualities that require hard work to maintain and are deserving of support by the public that benefits from them.
- Donating is the least I can do! I love the library! Libraries have always been my happy place since I was a little girl. Reading brings me so much joy. I got to bring my daughters to the Parker library when they were young (when it was over in the old location) and it remains one of my favorite places even in this new location, although it’s not as nostalgic. My daughters loved to check out books there and do all kinds of activities there. I will always appreciate public libraries!!
- I donate to the library because the local library has been a part of my life since I was very young. My parents would take us to the library each week to return books and check out more. We loved to read; the library was a gateway to finding books I would read way beyond bedtime. The library staff was always helpful in helping me find the next great book to read. Nowadays, libraries have greatly expanded what’s available to broaden your world and help serve the community. I hope and want my donation to continue to foster and support my local library as it provides a much-needed service. The Castle Rock library is like a home away from home. Thank you, and keep up the good work!

- We are very fortunate to have such a beautiful, public library in Highlands Ranch. I love to spend time there. I love to watch the kids play and listen to stories. I love that there are so many resources at our fingertips. I truly appreciate all that you and your foundation does to keep the library at its best. Thank you for what you do.
- I chose to support the Douglas County Library Foundation because I use your services, reading and comprehension is important to society, and the organization is a worthwhile cause.
- I have always wanted to give to Dolly's cause and I love DCL activities (huge fan of Book Lovers, Reading Challenge and Brew Tour). So this was a perfect fit for me.
- We get free books from Dolly Parton imagination library and want to support that!
- Libraries saved me. They took me to places I may never see. They made it possible for a family of six kids to have access to books. I made it a point in my later years to visit the National Library in DC. The grandeur was awe inspiring. Even the most modest library and all the staff everywhere who man these temples of knowledge are awe inspiring. The programs you offer, meeting rooms, etc give so much to the community. I will continue to support libraries for my remaining years. Now more than ever we need you.
- My husband and I moved to Douglas County in 2001 and took advantage of the libraries there. Now, our kids and grandkids live in Douglas County and they also take advantage of the kid's activities, books and play areas. We greatly appreciate the offerings of Douglas Libraries and want to continue to support what you do. Although we now live in Estes Park, we still appreciate your electronic library selection. We have been long time givers to your library.
- My donation is a tiny token of my appreciation for universes of books at my finger tips...whatever I want to learn, wherever I want to go, characters I want to meet...the library gives me access for pennies of property tax. What a magnificent feature of our civilization. Knowledge right here right now. Thank YOU.
- I gave chosen to support our library because I use it every week with my twins for 11am storytime on Fridays. As a family of five with three children we only read library books and read them on regular basis - we borrow books every week! I love the cozy and inviting space of the library and being able to read without any costs all the lovely books for my children and myself. We really appreciate all the amazing, kind and patient librarians at Highlands Ranch library. Thank you so much for everything you do!
- I've been a library user my entire life and I know the importance of a library and what an integral part of our community it is. I love the programs they offer, the staff, and the selection of reading, viewing, and listening material.
- We are happy to support a wonderful cause.
- We donated to DC libraries because it's played a big role in our lives as readers and now as parents as well. Public libraries are so important! Just please never ban books!!!!
- I chose to support our libraries because of the vital need for all of us to read more. Books are incredibly important! I also wanted to support this initiative because you included my grandson in Dolly Parton's reading library. He loves it when his new book arrives. Thank you for all you do.
- I delivered books through the HomeBound program so the library is near and dear to my heart. And, Kim McClintock is amazing!
- I love libraries and I especially appreciate DCL. When I moved here from Illinois about 13 years ago, I soon started volunteering under Tiffany Curtain's excellent

leadership. The adult literacy program made a lasting impression. I am no longer volunteering in that program due to changes in my life but I recommend it often. Currently, I work along with Tiffany on the leadership team of the Seniors' Council of Douglas County. DCL is a great partner. Our libraries are a safe and pleasant haven, a source of information and assistance, and just a great place to work or relax. Thank you for the work you do!

- I believe in the power of reading that opens up adventures and new ideas. Also the library provides support for Tax-Aid each year. That is how I came to know the library
- Your library gives me the chance to learn, grow and/or be entertained!
- I supported the Douglas County Libraries for two very good reasons. I love books and I love to see kids having the opportunity to read books. My niece Megan Boespflug Munson is on the foundation or library board and she let me know about the giving day so I'd love to support her. Keep up the good work.
- I am in two book clubs, one of which meets at the library. In addition to books, my husband and I also check out DVDs and I utilize the online services of Libby and Hoopla. I am also part of a networking group that meets at the library. We also go there when we need a place to work, away from the distractions of home.
- DCL does an AMAZING job and the events are always so fun! Lisa Casper is one of my most favorite people and we are very lucky to have her. Thanks for everything you do!
- I'm an avid reader, always have been. My parents fostered a love of books and learning in me, and I think you all do a great job of doing your part to help other families do the same. Since moving here in 2011, I have been an avid patron of DCL, for myself (especially for ebooks) and with my sons. I am happy that I was able to contribute (and to get my company to match!).
- I have three grandchildren in Colorado, and all three of them have spent many happy hours at the Parker Douglas County Library. (Mostly with me in tow!) Second, I grew up in Western Springs, IL where the Thomas Ford Memorial Library is located. My love of science fiction was born there 63 years ago when I was eleven. I did my undergraduate work at MIT, and my fascination with all things technological and scientific came about in large part because of the reading I did at TFML.
- I love our DC library!
- I visit the library regularly and take my kids often. My daughter is participating in the battle of the books this year and my son started kindergarten this year.....so we'll be picking up a lot of easy readers! I have always loved reading and found libraries to be my favorite study space in college. I love scouring the shelves for my next read and the 'thrill' of picking up a book I've had on hold! I often check out nontraditional items with my kids. I often stop in during 'gaps' in my work schedule to sit down and finish some documentation in a quiet cozy space in the winter. I guess what I'm saying is, libraries are one of my favorite spaces on earth!
- We support the library because we took our kids there as babies, competed in the Battle of the Books in middle school, and even did a kindy graduation from story time! It is a big part of our hearts.
- The main reason I made the donation is because last year some members of the Douglas County community tried to ban LGBTQIA+ books from the Douglas County Libraries and they DID NOT SUCCEED! So for that, I want to provide funding to support the libraries and continue these efforts to provide free access to diverse books for everyone.

- Libraries are extremely important to society, as well as my family, so I was happy to take my wife's suggestion and donate on Colorado Gives Day!
- I started giving to Douglas County Libraries last year because I listen to audio books nonstop. I feel like I should give back to you for all of the wonderful time away from reality you give me!
- When we moved back to Lone Tree, my son, who was 4 at the time, benefited from the story time at the Lone Tree Library. The librarians at the library really welcomed us and made us feel comfortable. Librarians like Susan, Michelle and Lin were friendly and helpful. These are the names off the top of my head, and I am probably missing someone. My wife can probably give you the name of all the librarians who made the difference in our life. During/after Covid, there are a lot of changes, and we don't spend as much time at the Lone Tree Library. But we still have benefited from the Douglas County libraries. We attended events and activities at the Castle Rock, Parker and Castle Pine libraries. Each library seems to have different ideas and brings something different. We think they are great resources.  
We appreciate the people at these libraries, and everything they do to help the communities.
- DCL plays such an important part in my and my family's life, and we are grateful for you. I hope that you reached your goal for your fund raising efforts. Thank you for all you do!
- Wow, your email left me feeling like the literary equivalent of a bestseller—thank you for such kind and enthusiastic words! If I were a book in your collection, I'd hope to be well-read, slightly dog-eared, and checked out often (with no overdue fines, of course). I've always supported libraries because they're magical places where stories come alive and imaginations run wild. Once upon a time, I could walk to your library, and it became my favorite. Now, even though I'm a few hundred miles away, you still hold the title of "Best Library in My Book" (pun very much intended). Thank you again for the wonderful note and for everything your library does to nurture a love of reading. You truly are the heart of your community.
- Our family has long supported Douglas County Libraries. We value literacy and the work you do in the community to welcome everyone. We live in Highlands Ranch, so that is our go-to library, although we've been to some of the others. A neighbor friend, Susan Sass, is now retired from the HR Library staff, and I like to honor her work by making a contribution. Thanks for asking why I support DCL.
- This is an easy question. Libraries, until they become political footballs, are one of the essential cornerstones of civilization. One of the truly noble institutions humans have managed to create.
- It was my pleasure to make a small donation to the library. Happy Holidays to you and yours!
- I get so much enjoyment from DCL. I really suffered when the new library was being built. I love seeing how you engage everyone that walks through the door! Thanks for everything!