

DOUGLAS COUNTY LIBRARIES

BOARD BUSINESS MEETING

Wednesday, October 23, 2024, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
Call meeting to Order	Terry Nolan	
Attendance		
Public Comment		
Consent Agenda Recommendation(s) Memo	Terry Nolan	3
1. Minutes 092524 Board Business Meeting		4
2. Budgeted Capital Expense – Highlands Ranch entryway		8

Library Business Terry Nolan
*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.*

Action Items

- Douglas County Youth Initiative Funding Increase [16](#)

2015 Draft Budget [33](#)

Executive Library Director Report Bob Pasicznyuk [45](#)
 • 2025 Executive Director Goals [49](#)

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 the Executive Library Director's annual review and compensation goals.

Return to Open Meeting

Trustee Comments

Upcoming Board Meetings

- November 21, 2024, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- December 4, 2024, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 4:30 p.m.)
 - Board Budget Public Hearing and Business Meeting, 5:30 p.m.
- December 12, 2024, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.

Other Meetings:

- **Board Informal Breakfast:** November 20, 2024, Location to be determined, 8:00 a.m.
- **Partnership of Douglas County Governments:** November 21, 2024, Black Bear Golf Club
11400 Canterbury Parkway, Parker, CO 80138, 6:00 – 8:00 p.m.

Adjourn

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 23, 2024
From:	Patti Owen-DeLay
Subject:	Consent Agenda Recommendation(s)

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

DISCUSSION: The Consent Agenda follows the process outlined below:

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

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

1. Minutes 092525 Board Business Meeting
2. Budgeted capital

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

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

DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
September 25, 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

All trustees were present. A quorum was present.

STAFF: Bob Pasicznyuk, Terrell Brown, and Patti Owen-DeLay

SECURITY: Officer Godfrey, Castle Rock Police

PUBLIC: None

PUBLIC COMMENT: None

CONSENT AGENDA

1. Minutes August 28, 2024, Board Business Meeting
2. Minutes September 5, 2024, Board Special Meeting
3. 2025 Staff Day Closure
4. Budgeted Capital Expenditure Security Camera System
5. Final Accounting of Emergency Action - Highlands Ranch Library Flood
6. 2025 Holiday Schedule

2025 Holiday Schedule was removed from the Consent Agenda.

MOTION 24-09-01: LaPointe moved and the motion carried unanimously to approve the minutes of August 28, 2024, the minutes of September 5, 2024, the 2025 Staff Day closure, the Budgeted Capital Expenditure for Security Camera System, and the final accounting of emergency action for the Highlands Ranch library flood as presented. Burkholder seconded the motion.

LIBRARY BUSINESS

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

2025 Holiday Schedule – Removed from the Consent Agenda.

Silverthorn asked if these were the correct holidays to be closed. Pasicznyuk reported that there has been no negative feedback from staff or the public.

MOTION 24-09-02: Silverthorn moved and the motion carried unanimously to approve 2025 Holiday Schedule as presented. Kallweit seconded the motion.

Louviers Library Lease Addendum

Pasicznyuk reviewed the lease addendum content, sharing that this allows for a 30-day termination by either party should that ever be needed.

MOTION 24-09-03: Kallweit moved and the motion carried unanimously to accept this First Amendment to the IGA with Douglas County for lease of the Louviers Village Club for library service, amending the term to five years, as a self-renewing term, and secondly to extend 30 days' written termination notice to both entities. Silverthorn seconded the motion.

Annual Risk Report

Pasicznyuk prefaced that the Bylaws require an annual risk report, asking the board if the presented report meets that need. Highlights of the report were shared:

- Cyber Threats
- Property and Liability Insurance Coverage
- Political and Legislative Risks
- Safety and Security (LaPointe commented, "Always include Safety and Security in the report as a section.")

Burkholder asked for a Safety and Security presentation and requested that information on the impact of the cyber event on insurance premiums be included.

Pasicznyuk promised this presentation at the October meeting.

Executive Library Director Report

Pasicznyuk shared that Julianne Griffin, Director of Customer Experience, will be leaving at the end of next week. Recruitment has begun with an end of October finalist interview session planned.

The Highlands Ranch library work during the closure is being completed. Roof and concrete work will continue through October and possibly into November.

The Brew Tour has been a great success, bringing in a different library clientele and giving visibility to local businesses.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail reported that the Douglas County School District has a \$490 million ballot measure coming up. Great presentation on Parks and Recreation throughout Douglas County.

Douglas County Youth Initiative (DCYI)

McKinney reported that the La Liga 3rd-5th grade soccer program is starting. The Youth Congress will take place Monday, October 7, at the Legacy Campus. There is a funding increase coming to increase contributions. The Library contribution would increase to \$25,000 from the current \$19,800.

Urban Libraries Council (ULC)

Silverthorn shared that the next meeting is December 7. She will be speaking with the Executive Director, Brooks Rainwater, on Friday.

Douglas County Libraries Foundation

Kallweit reported that this year's Fete des Fables: Pinocchio gala is this Friday. The event is sold out.

EXECUTIVE SESSION

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

MOTION 24-09-04: Nolan 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 annual review, compensation and goals. Kallweit seconded the motion.

The board moved into executive session at 5:55 p.m.

The board returned to open session at 6:12 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.

TRUSTEE COMMENTS

Burkholder asked that Pasicznyuk give best wishes to Julianne Griffin and thank her for her service.

LaPointe appreciated Pasicznyuk's response to the recent customer correspondence.

Silverthorn thanked board members for their support.

UPCOMING BOARD MEETINGS

- **Board Executive Committee:** October 10, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** October 23, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** October 23, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

OTHER MEETINGS

- **Partnership of Douglas County Governments:** November 21, 2024, Location and time to be announced, Elected Officials Reception
- **Library and Foundation Board Annual Dinner:** December 4, 2024, Philip & Jerry Miller Library at Castle Rock, 4:30 p.m.

ADJOURN

Nolan adjourned the meeting at 6:15 p.m.

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

DRAFT

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 23, 2024
From:	Jill Corrente
Subject:	Budgeted Capital Expense - Highlands Ranch entryway concrete replacement

ISSUE:

The entryway and concrete walkway at Highlands Ranch is in poor repair and needs to be replaced to eliminate tripping hazards and improve the appearance for customers as they enter the library.

DISCUSSION:

The 2024 Budget includes \$174,000 budgeted for this work. The current cost estimate from Fransen Pittman is \$169,712, leaving us with \$4,288 for contingencies. We are requesting board authorization now so that we can schedule and complete these upgrades in 2024.

This work includes the entryway plus the concrete walkway leading to the handicap parking spots at the Highlands Ranch Library. The attached estimate includes the scope of work.

If approved, this work would be done in 2024 Q4 and should take approximately 4 weeks to complete.

RECOMMENDATION:

We recommend that the Board approve the budgeted \$174,000 to replace the concrete entry way at the Highlands Ranch Library.



DCL - HIGHLANDS RANCH
COR - CONCRETE

ESTIMATE DATE: 10/10/24
 BUILDING AREA IN SQ FT: 5000
 DRAWINGS PREPARED BY: 0
 DRAWINGS ARE DATED: 1/0/1900

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	41,248	\$8.25	24.3%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	87,949	\$17.59	51.8%
03	Concrete	0	\$0.00	0.0%
04	Masonry	27,375	\$5.48	16.1%
05	Metals	0	\$0.00	0.0%
06	Carpentry	0	\$0.00	0.0%
07	Moisture Protection	0	\$0.00	0.0%
08	Doors, Windows & Glass	0	\$0.00	0.0%
09	Finishes	0	\$0.00	0.0%
10	Specialties	0	\$0.00	0.0%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	0	\$0.00	0.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	0	\$0.00	0.0%
26 27 28	Electrical & Low Voltage	1,500	\$0.30	0.9%
DIRECT COST		158,072	\$31.61	93.14%
	State & Local Tax 2.900%	732	\$0.15	0.43%
	Use Tax Allowance LS	Excluded		
	Permit & Plan Review Fee Allowance LS	Excluded		
	Project Fee 4.21%	7,140	\$1.43	4.21%
	Construction Contingency 0.00%	Use base scope		
	Bidding and Buyout Contingency 0.00%	Use base scope		
	Liability Insurance 1.407%	2,389	\$0.48	1.407%
	Builder's Risk Insurance 0.04%	70	\$0.01	0.04%
	Project Escalation 0.00%	0	\$0.00	0.00%
	Preconstruction Fee 0.00%	None		
	Performance and Payment Bond LS	1,309	\$0.26	0.771%
TOTAL COST		\$169,712	\$33.94	100.0%

Division 00 General Conditions

Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
01 10 00 ADMINISTRATIVE REQUIREMENTS						
01 11 01	Superintendent	4	Wks	24,328	\$4.87	14.3%
01 11 06	Project Engineer	1	Wks	4,276	\$0.86	2.5%
01 11 07	Project Coordinator	1	Wks	2,441	\$0.49	1.4%
01 11 00	Project Manager	1	Wks	5,982	\$1.20	3.5%
01 12 00 FIELD OFFICE EXPENSES						
01 12 06	Textura	1	LS	1,000	\$0.20	0.6%
01 21 00, 01 22 00 TEMPORARY FACILITIES						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	1	Mo	277	\$0.06	0.2%
01 21 02	Electrical, Gas, Water Consumption Costs By Owner		Excl	By Owner		
01 21 03	Temporary Water		Excl	By Owner		
01 21 04	Portable chemical toilets	1	Mo	199	\$0.04	0.1%
01 22 06	Weather protection		Excl	Excluded		
01 22 07	Safety supplies/First Aid	1	Mo	139	\$0.03	0.1%
01 22 08	Water, ice and cups	1	Mo	106	\$0.02	0.1%
01 22 09	Temporary Walls			Excluded		
01 22 10	Snow Removal - Not Included		Excl	Excluded		
01 31 00 EXECUTION REQUIREMENTS						
01 31 02	Final cleaning	5,000	SF	2,500	\$0.50	1.5%
DIVISION 1 TOTALS				41,248	\$8.25	24.3%

Division 2 Site Work					\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL		
02 32 00 Geotechnical Investigation						
1	Geotechnical inspections	1	ALLOW	3,500	\$0.70	2.1%
02 32 00	Geotechnical Investigation			3,500	\$0.70	2.1%
02 41 13 Selective Site Demolition						
1	Site Concrete Removal	1	LS	16,700	\$3.34	9.8%
2	Site Seat Wall Cap Removal	1	LS	0	\$0.00	0.0%
3	Dumpsters	5	EA	1,750	\$0.35	1.0%
02 41 13	Selective Site Demolition			18,450	\$3.69	10.9%
31 00 00 Earthwork						
1	Earthwork Prep for new concrete	3,641	SF	10,923	\$2.18	6.4%
31 00 00	Earthwork			10,923	\$2.18	6.4%
31 11 00 Site - Civil						
2	Civil Design Coordination and Point Calculation (field)	1	LS	6,784	\$1.36	4.0%
31 11 00	Site - Civil			6,784	\$1.36	4.0%
31 23 19 Dewatering						
1	Dewatering (construction or permanent) is included only as a part of this allowance; permanent filtration systems or temporary construction filtration systems for storm water removal or any other dewatering systems are only included as a part of this allowance. Ground water testing, filtration, pumping and ground water sediment control is only included as a part of this allowance. We have included the \$10,000 allowance for groundwater issues, but any dewatering costs beyond this allowance will be performed on a cost-plus fee (T&M) basis and billed to the Owner. Additionally, see below: • Time extensions & GC's may be required as a result of dewatering schedule delays • Permanent filtration systems if required for long term foundation dewatering is included in this allowance only • Water haul off if required due to water mineral content or contaminants is included in this allowance only • If dewatering is required, obtaining required permits to perform dewatering is extensive and can add to the duration of the project (permits are only included in the allowance)	1	EXCL	EXLC		
31 23 19	Dewatering			0	\$0.00	0.0%
31 25 00 Erosion/Sedimentation Control (SWMP)						
1	Temporary Fence	560	LF	2,800	\$0.56	1.6%
2	Inlet Protection	8	EA	2,000	\$0.40	1.2%
3	Concrete Washout	8	EA	3,600	\$0.72	2.1%
31 25 00	Erosion/Sedimentation Control (SWMP)			8,400	\$1.68	4.9%
32 16 00 Site Conc. Finishing						
1	Site Concrete - Sidewalk Finishing	3,641	SF	15,474	\$3.09	9.1%
2	Site Concrete - Curb & Gutter	93	LF	3,860	\$0.77	2.3%
3	Site Concrete - Sidewalk Materials	70	CY	12,180	\$2.44	7.2%
4	Site Concrete - Curb & Gutter Materials	4	CY	648	\$0.13	0.4%
5	Mobilization (3)	3	EA	3,750	\$0.75	2.2%
6	Truncated Domes	2	EA	2,500	\$0.50	1.5%
7	Paint Curb Head	60	SF	480	\$0.10	0.3%
32 16 00	Site Conc. Finishing			38,892	\$7.78	22.9%
32 90 00 Landscaping						
1	Landscaping & Design Build Irrigation Pkg (Pending requirements)		EXCL	Excluded		
32 90 00	Landscaping			0	\$0.00	0.0%
12 93 00 Site Furnishings						
1	Trash Cans		EXCL	Excluded		
2	Bike Racks		EXCL	Excluded		
12 93 00	Site Furnishings			0	\$0.00	0.0%
02 99 04 Wind and Weather Protection Allowance						
1	Wind and Weather protection allowance is to include all temporary heating needs for interior / exterior trades, all temporary wind and weather protection for interior / exterior trades and all snow/water removal or protection (this includes all concrete blankets and skin tenting and includes all FP labor, materials, equipment, tools and subcontractor-help). This also includes any necessary Fire Watch needs for the project. We have included 3 non-productive weather days within our GMP, after those three days are spent, we will charge against this weather protection allowance at \$3,000 per day	1	ALLOW	1,000	\$0.20	0.6%
02 99 04	Wind and Weather Protection Allowance			1,000	\$0.20	0.6%
DIVISION 2 TOTALS				87,949	\$17.59	51.8%

Division 4 Masonry

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
04 99 01 Precast Caps						
1	Precast Cap Replacements w/ Joint Caulking	1	LS	25,375	\$5.08	15.0%
2	Skate Stops	8	EA	2,000	\$0.40	1.2%
3	Brick Stem Wall Repairs/ Replacements - Excluded		EXCL	Excluded		
04 99 01	Precast Caps			27,375	\$5.48	16.1%
DIVISION 4 TOTALS				27,375	\$5.48	16.1%

Division 16 Electrical

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
26 00 00 Electrical						
1	Light Pole remove and reinstall	1	LS	1,500	\$0.30	0.9%
26 00 00	Electrical			1,500	\$0.30	0.9%
DIVISION 16 TOTALS				1,500	\$0.30	0.9%



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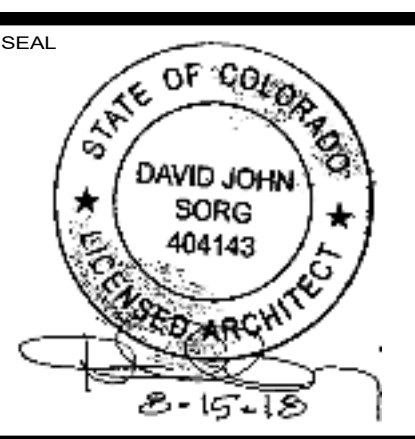
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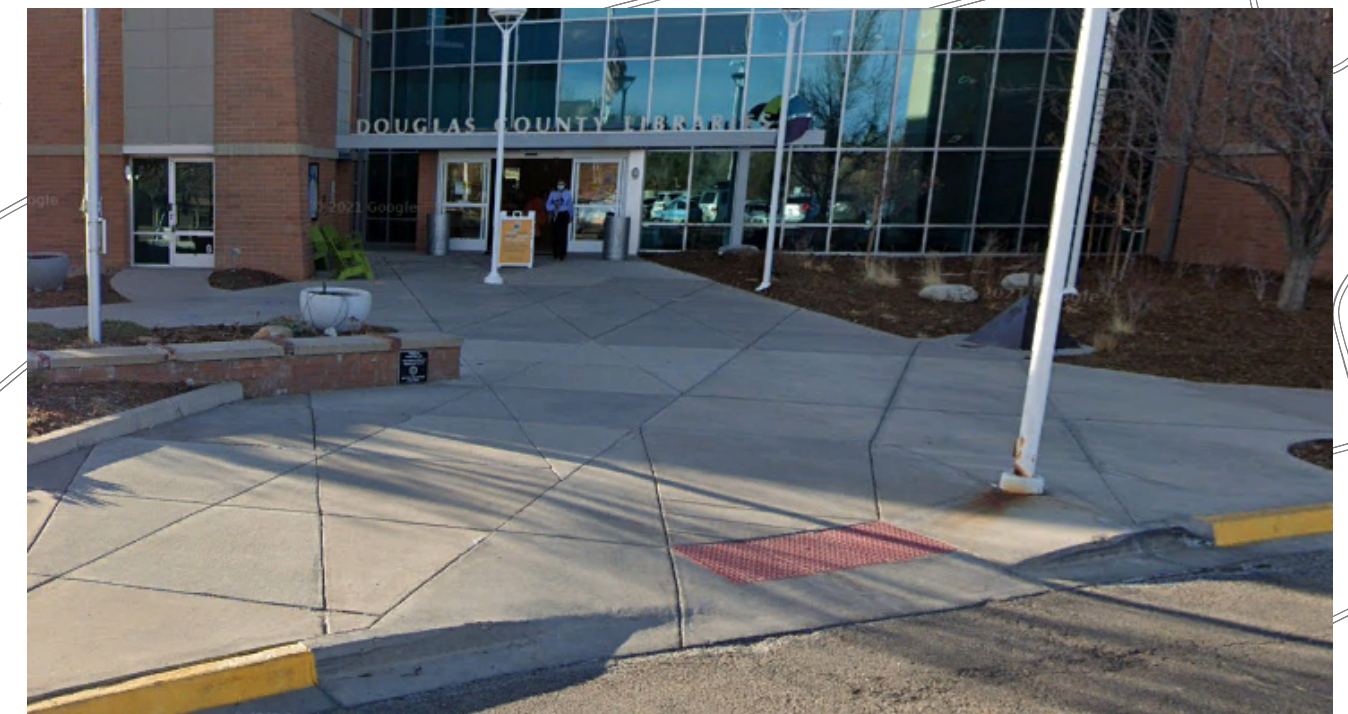
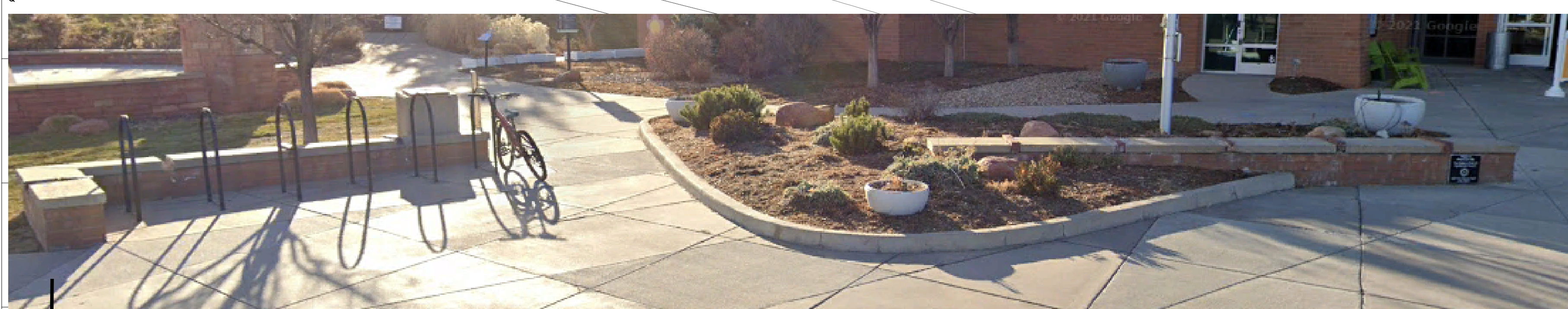
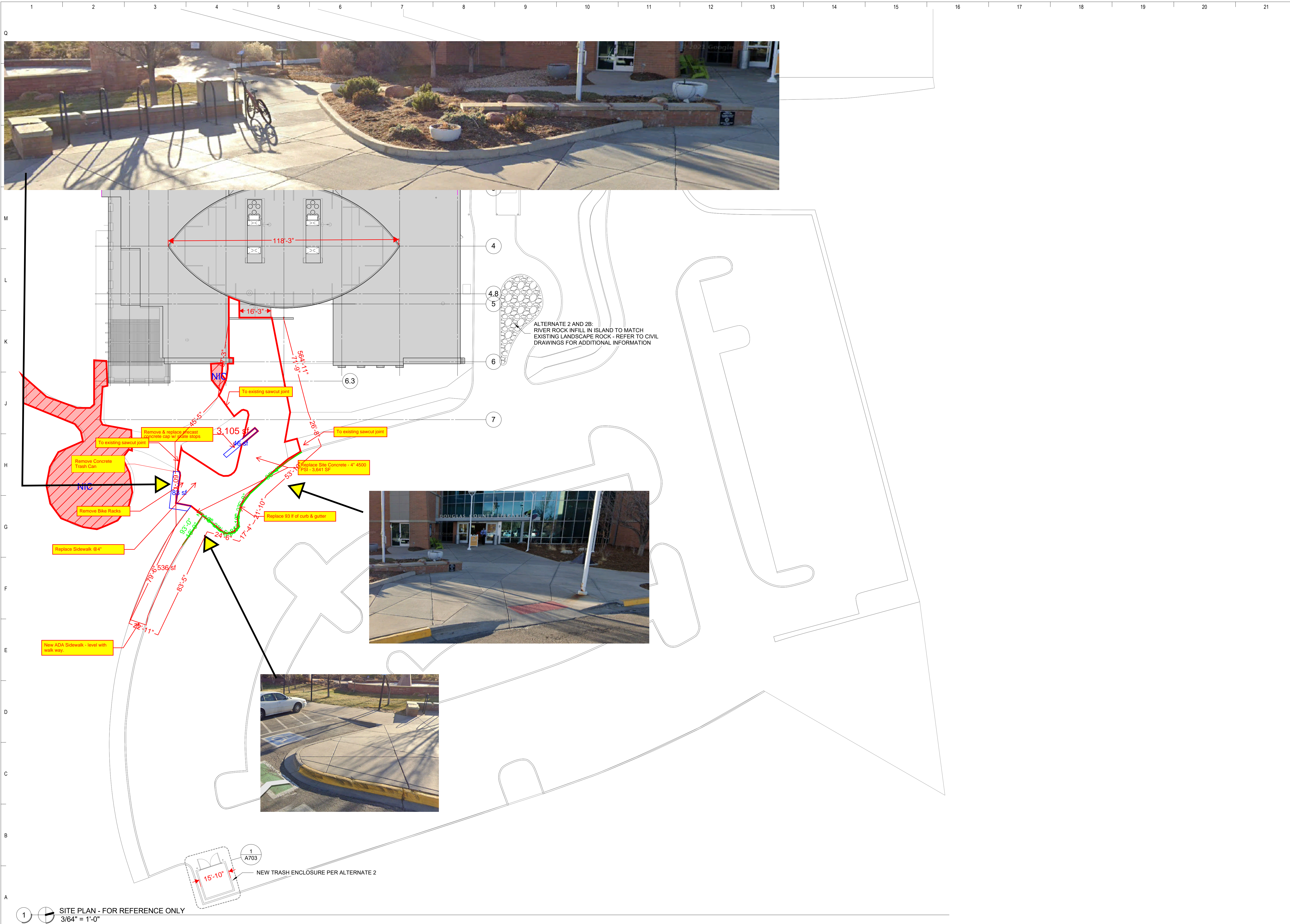
Previous Issue Dates
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Revision Dates

Drawing
SITE PLAN

OPN Project No. 17236003

A100



1 SITE PLAN - FOR REFERENCE ONLY
3/64" = 1'-0"



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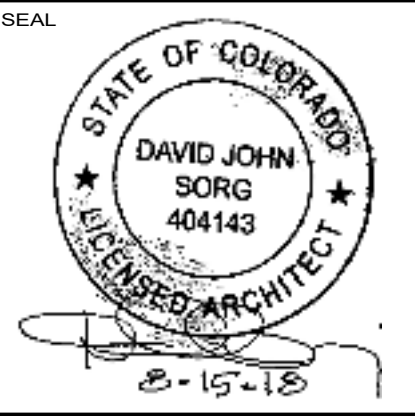
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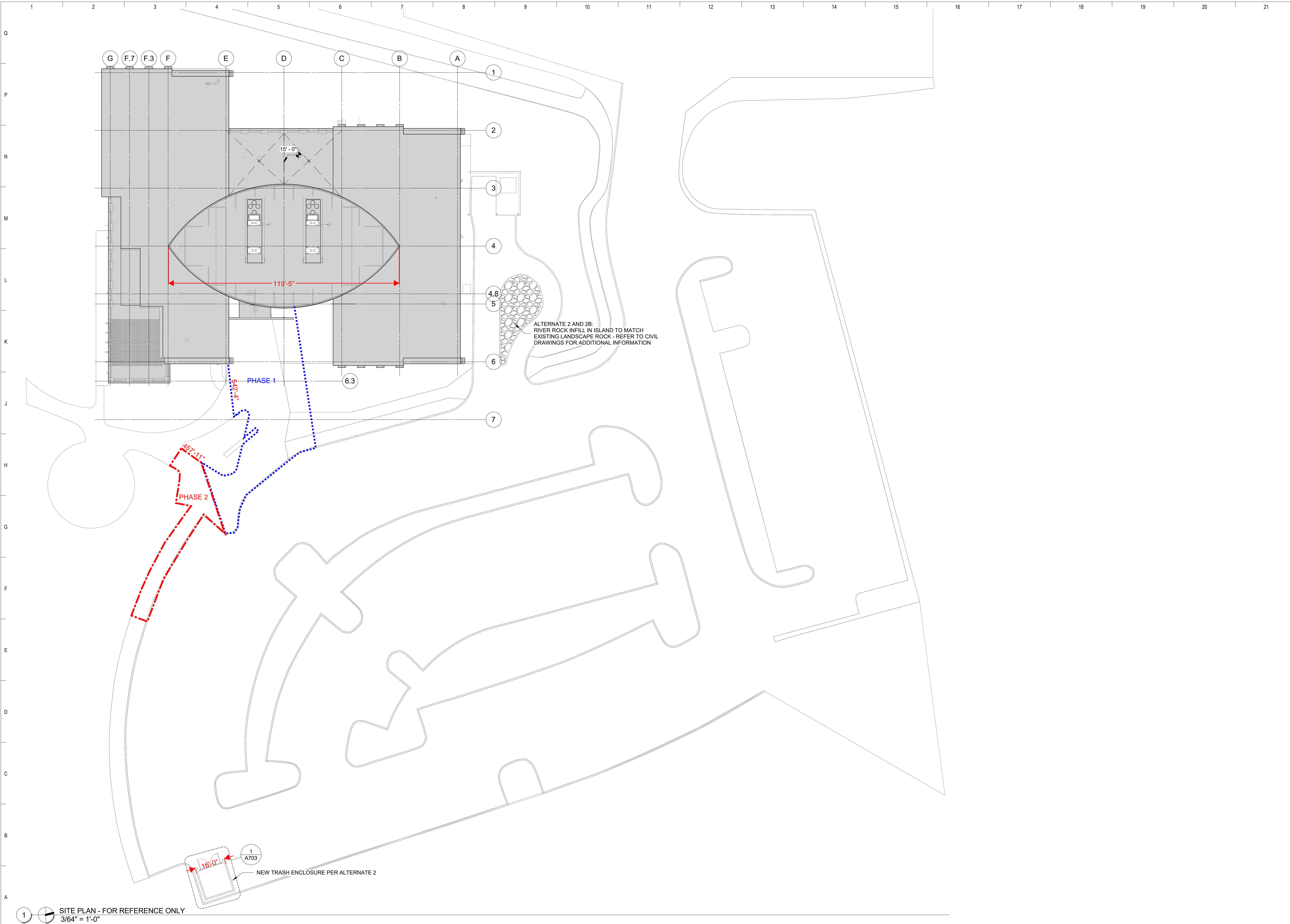
Revision Dates

Revision	Date

Drawing
SITE PLAN

OPN Project No. 17236003

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1 SITE PLAN - FOR REFERENCE ONLY
3/64" = 1'-0"

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 2024
From:	Bob Pasicznyuk
Subject:	DCYI: Youth Initiative Agreement

ISSUE:

The Partners in the Partnership of Douglas County Governments support DCYI – The Douglas County Youth Initiative. An Intergovernmental Agreement is in the Board packet detailing the responsibilities of partners including cost.

In August, the County Youth Services Manager briefed the Board about the program.

DISCUSSION:

- 1) DCYI is in alignment with the Library's program of services – a significant amount of our talent and treasure is geared towards youth.
- 2) Cost increases are less than the rate of inflation. Costs are somewhat proportionate with organization budgets and return on investment for any partner.
- 3) Access to partners results in both cost and political benefits to the Library.

RECOMMENDATION:

Staff recommends the board move to accept the Intergovernmental Agreement as presented in support of the Douglas County Youth Initiative and with an increase in library funding to \$25,000 annually.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, DOUGLAS COUNTY SCHOOL DISTRICT RE-1, DOUGLAS COUNTY LIBRARIES, THE TOWN OF CASTLE ROCK, THE TOWN OF PARKER, THE CITY OF LONE TREE AND HIGHLANDS RANCH METRO DISTRICT, CONCERNING THE CONTINUED IMPLEMENTATION AND FUNDING OF THE DOUGLAS COUNTY YOUTH INITIATIVE PROGRAM

THIS AGREEMENT (“Agreement”) is entered into this ___ day of _____, 20___, by and between the Board of County Commissioners of the County of Douglas, Douglas County School District RE-1, the Douglas County Libraries, the Town of Castle Rock, the Town of Parker, the City of Lone Tree, the Highlands Ranch Metro District, and the City of Castle Pines, hereinafter referred to jointly as the “Parties”; and

WHEREAS, Article XIV, Section 18(2)(a) of the Colorado Constitution, and section 29-1-203, C.R.S. provide a means whereby governmental units may cooperate or contract with one another to make the most efficient and effective use of their powers and responsibilities; and

WHEREAS, the Parties desire to set forth the terms and conditions in connection with the continuing implementation and operation of a collaborative effort known as the Douglas County Youth Initiative Program (“Program”); and

WHEREAS, the Program will include a Youth Services Program Manager, Program Initiatives such as WrapAround and Youth Congress, Community Coalitions, and an Advisory Board of the Youth Initiative; and

WHEREAS, the Parties have agreed to share the costs of implementing and operating the Program in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein and the recitals as set forth above, the Parties hereby agree as follows:

Section 1. Subject Matter of Agreement. This Agreement sets forth the understanding of the Parties associated with the exchange of consideration, the ongoing costs and management of the Program and the responsibilities of the Parties under this Agreement.

Section 2. Duration of Agreement. This Agreement shall be effective for a period of one year, beginning January 1, 2025, subject to annual appropriation of funds by all Parties hereto. This Agreement shall renew automatically on December 31st of each year for an additional one year term unless earlier terminated by the withdrawal of any Party as provided in this Section 2. If any Party to this Agreement should decide, in adopting the budget for subsequent Agreement years, not to provide funding for the Program, then that Party may withdraw from participation in this Agreement for future terms by giving written notice thereof to the other Parties. The remaining Parties shall have the option to negotiate and continue a cost sharing arrangement and operation of the Program by amending this Agreement pursuant to Section 12 or this Agreement will automatically terminate at the end

of the existing term. Any future automatic extension of the original term is contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes by each of the Parties.

Section 3. Relationship of the Parties. This Agreement is not intended to, and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the Parties, and the rights and obligations of the Parties shall be only those expressly set forth in this Agreement.

Section 4. Appointment of Program Services Manager. The Parties agree that the individual hired as the Youth Services Program Manager will be a Douglas County employee for all purposes and with the same benefits and at-will employment status as other County employees. The activities and performance of the Youth Services Program Manager will be subject to review by the Deputy County Manager with input from the Program Executive Board.

Section 5. Cost Sharing. The Parties agree to provide the following funding for the 2016 term and each term thereafter:

- A. Beginning January 1, 2025, the basic yearly estimated cost of implementing and operating the Program is \$301,500. The Parties agree to pay the following cost sharing amounts in each term of the Agreement:

Douglas County School District Re-1:	\$35,750
Douglas County:	\$35,750
Douglas County Libraries	\$25,000
Town of Castle Rock:	\$25,000
Town of Parker:	\$25,000
City of Lone Tree:	\$25,000
Highlands Ranch Metro District	\$25,000
City of Castle Pines	\$25,000

*Douglas County School District Re-1	\$40,000
*Douglas County:	\$40,000

*Parties have agreed to provide additional funding

- B. Douglas County shall be the recipient of the contributed funds as Douglas County will be the Party responsible for hiring the Youth Services Program Manager. The funds received for the Youth Services Program Manager shall be spent for costs directly associated with that position. Payments may be made annually or semi-annually at the discretion of the participating Parties.

Payments: Payments may be paid:

- One time payment due upon receipt of fully executed IGA or January 31st of the then-current term, whichever is later.
- ½ due upon receipt of fully executed IGA or January 31st of the then-current term, whichever is later and remaining ½ due by July of the then-current term.

Payments can be made by check payable to Douglas County.

Section 6. Responsibilities of the Parties.

- A. The Advisory Board shall be made up of one representative from each participating Party; each funding entity will have representation; and the Advisory Board shall be responsible for the following:
- (i) Provide feedback into the recruitment, hiring, and evaluation of the Youth Services Program Manager, although the final hiring and any and all other employment-related decisions shall be made by Douglas County in accordance with applicable Douglas County employment procedures and policies.
 - (ii) Act as a regular liaison with the agencies they represent.
 - (iii) Provide oversight and direction for the Program, on behalf of their constituents.
 - (iv) Participate with the Parties in the annual evaluation of the Program.
- B. The Parties shall be responsible for the following:
- (i) Participate with the implementation and operation of the Program.
 - (ii) Provide a regular liaison to the meetings of the Advisory Board.
 - (iii) Participate with the annual evaluation of the Program.
- C. The responsibility for providing office space and basic office supplies for the Youth Services Program Manager shall be the responsibility of Douglas County, including a dedicated telephone line and computer email and internet access. The value of these benefits will be in addition to that covered in Section 5 (A) above.

Section 7. Specific duties of the Youth Services Program Manager.

The specific duties and responsibilities of the Program Services Manager are set forth in Attachments I, and II, to this Agreement, and are incorporated herein by this reference, and are summarized as follows:

- A. Attachment I: Bylaws of the Douglas County Youth Initiative Advisory Board. The Advisory Board oversees the Program Manager position and provides programmatic guidance.

Section 8. Notice. Any notice required by this Agreement shall be given, in writing by U.S. postal mail, as follows:

Town of Castle Rock:	Town of Castle Rock 100 N. Wilcox Castle Rock, CO 80104
Douglas County:	Douglas County Manager 100 Third Street Castle Rock, CO 80104
Douglas County School District RE-1:	Douglas County School District RE-1 620 Wilcox Castle Rock, CO 80104
Douglas County Libraries	Douglas County Libraries 100 S. Wilcox St. Castle Rock, CO 80104
Town of Parker:	Town of Parker 20120 E Mainstreet Parker, CO 80138
City of Lone Tree:	City of Lone Tree 9220 Kimmer Dr., Suite 100 Lone Tree, CO 80124
Highlands Ranch Metro District	Highlands Ranch Metro District 62 Plaza Drive Highlands Ranch, CO 80129
City of Castle Pines	City of Castle Pines 360 Village Square Lane, Suite B Castle Pines, CO 80108

Section 9. Applicable Law. The Parties agree to comply with applicable federal, state and local statutes, charter provisions, ordinances, rules, regulations and standards as are in effect at the time this Agreement is executed.

Section 10. Non-waiver. The Parties shall not be excused from complying with any provisions of this Agreement by failure of any party to insist upon or seek compliance with such provisions.

Section 11. Severability. Should any one or more provisions of this Agreement be determined to be illegal or unenforceable, all other provisions nevertheless shall remain effective.

Section 12. Amendment. This Agreement may be amended, modified, or changed, in whole or in part, only by written Agreement executed by the Parties hereto.

Section 13. No Third Party Beneficiaries. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties herein, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than the Parties herein receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

Section 14. Assignability. No party hereto shall assign its rights or delegate its duties hereunder without the prior written consent of the other Parties.

Section 15. Headings for Convenience. Headings and titles contained herein are intended for the convenience and reference of the Parties only and are not intended to combine, limit, or describe the scope or intent of any provision of this Agreement.

Section 16. Governmental Immunity. The Parties hereto understand and agree that the Parties, their commissioners, council, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the Parties.

Section 17. Entire Agreement. This Agreement constitutes the entire Agreement of the Parties hereto. The Parties agree there has been no representations made other than those contained herein, that this Agreement constitutes the entire Agreement, and further agree that the various promises and covenants contained herein are mutually agreed upon and are in consideration for one another.

Section 18. Execution. This Agreement is expressly subject to, and shall not be or become effective or binding on the Parties until execution by all signatories of the Parties.

**The Board of County Commissioners of the
County of Douglas**

By: _____
Doug DeBord, County Manager

APPROVED AS TO LEGAL FORM:

Arielle Denis, Assistant County Attorney

APPROVED AS TO FINANCIAL CONSIDERATIONS:

Andrew Copland, Director of Finance for Douglas County

Douglas County School District RE-1

By: _____
Board of Education for Douglas County School District

ATTEST:

Debbey Quintana, Board Secretary

APPROVED AS TO LEGAL FORM:

Mary Kay Klimesh, Board Legal Counsel

Town of Parker

By: _____
Jeff Toborg, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO LEGAL FORM:

James S. Maloney, Town Attorney

City of Lone Tree

By: _____
Marissa Harmon, Mayor

ATTEST:

Patricia Leyva, City Clerk

APPROVED AS TO LEGAL FORM:

Neil Rutledge, Assistant City Attorney

Town of Castle Rock

By: _____
Jason Gray, Mayor

Attest:

Lisa Anderson, Town Clerk

APPROVED AS TO LEGAL FORM:

Michael Hyman, Town Attorney

Douglas County Libraries

By: _____
TR (Terry) Nolan, Board President

ATTEST:

Secretary, Suzanne Burkholder

Highlands Ranch Metro District

By: _____
Stephanie Stanley, General Manager

ATTEST:

APPROVED AS TO LEGAL FORM:

City of Castle Pines

By: _____
Michael Penny, City Manager

ATTEST:

APPROVED AS TO LEGAL FORM:

ATTACHMENT I – BYLAWS

BYLAWS of the DOUGLAS COUNTY YOUTH INITIATIVE

Article I: Name. The name of this organization shall be Douglas County Youth Initiative (the “Youth Initiative”).

Article II: Purpose. The purpose of the Youth Initiative is to unite the Douglas County community, including youth, parents, agencies, governments, schools, nonprofits and other adults, in our mutual efforts to:

- Identify gaps and collaborate effectively to create a seamless continuum of services.
- Advocate for system improvements that will better serve youth and families of Douglas County.
- Support youth and encourage their contributions to the broader community.
- Effectively intervene with youth who are endangered by their decisions and/or situation.
- Support and expand opportunities for youth to express viewpoints.
- Support parents and caregivers with resources, education and unconditional care.

These goals shall be achieved by means of programs as determined by the Advisory Board, which may include, but are not limited to, Youth Congress, the WrapAroundD program, and a Day of Service.

Article III: Advisory Board.

Section 1: Composition. Each funding entity for the Youth Initiative shall appoint one or more representatives to serve on the Youth Initiative Advisory Board. When any member of the Advisory Board is unable to continue as a member, the funding entity shall appoint a replacement member to fill the vacancy on the Advisory Board.

Section 2: Duties of the Advisory Board. The Advisory Board shall oversee the operations of the Youth Initiative. Such duties shall include the following:

- Programmatic guidance to the Program Manager of the Youth Initiative;
- Along with Douglas County, annual approval of the Youth Initiative budget;
- Review and monitoring of the operations of the Youth Initiative in order to ensure achievement of the purposes of the Youth Initiative;
- Consultation and advisement regarding employment of the Youth Initiative Program Manager as well as employment and/or contracts of other Youth Initiative staff;

- Make recommendations to Douglas County as the employer of the Youth Initiative Program Manager and the fiscal agent for the Youth Initiative as to Program Manager performance, fiscal matters, and Youth Initiative operations; and;
- Make recommendations to the Partnership of Douglas County Governments as to the overall operations and funding of the DCYI

Section 3: Officers. The Advisory Board shall select from among its ranks officers in the following positions: President, Vice President, Secretary, Treasurer, and such other officers as the Advisory Board deems necessary.

Section 4: Duties of the Officers. The duties of the officers shall be those established by the Advisory Board and shall include the following:

- President: Set the agenda for meetings, in conjunction with the Youth Initiative Program Manager; chair meetings and facilitate discussion
- Vice President: Perform the duties of the President in the absence or incapacity of the President
- Secretary: Oversee records of the Advisory Board; record meeting activities, votes, and proceedings; generate and distribute meeting minutes
- Treasurer: Oversee financial records of the Youth Initiative and periodically report on the financial condition of the Youth Initiative to the Advisory Board on at least a quarterly basis.

Section 5: Election or Appointment of Officers. Officers shall be elected on an annual basis at the first regular meeting of each calendar year or at such time as members of the Advisory Board shall in its discretion determine. In the event of a vacancy during the year or in the event that the representative appointed by a funding entity to serve as a member of the Youth Initiative Advisory Board and who has been elected to serve as an Officer shall cease to be a member of the Advisory Board, the Advisory Board shall elect a successor from its membership at the next regular meeting and such successor shall serve the unexpired term of the office.

Article IV: Primary Operations. The Youth Initiative Program Manager shall be an employee of Douglas County and shall office in such location as established in the discretion of Douglas County. Douglas County shall be responsible for the day-to-day operations of the Youth Initiative and shall be authorized to staff the Youth Initiative as may be necessary to carry out the purpose and function of the Youth Initiative as set by the Advisory Board.

Article V: Meetings of the Advisory Board.

Section 1: Regular Meetings. The Advisory Board shall meet no less than quarterly.

Section 2: Special Meetings. The President of the Board may, when s/he deems it expedient, and shall, upon written request of three Board members, call a special meeting for the purpose of conducting business designated in the call. Notice of special meetings shall be delivered to Board members no less than two business days prior to such meeting. Business conducted as special meetings shall be limited to that designated in the call, unless all members

of the Board are present.

Section 3: Quorum. Action by the Advisory Board shall only take place if a quorum is present. A quorum of the Advisory Board shall consist of a simple majority of the funding entities of the Youth Initiative. If a funding entity has appointed more than one representative to serve on the Advisory Board, only one representative shall count for purposes of determining whether there is a quorum of the Advisory Board.

Section 4: Meeting Attendance. When a member of the Advisory Board is unable to attend a meeting, the funding entity may appoint an alternate to participate in the decision making processes on behalf of the member jurisdiction.

Article VI: Amendments to the Bylaws. The bylaws of the Youth Initiative shall be amended only with the approval of a majority of the Advisory Board at a regular or special meeting, but no such amendment shall be adopted unless at least five business days written notice thereof has been previously been given to all members of the Advisory Board.

Approved January 9, 2012

Bob Pasicznyuk, Executive Library Director
October 15th, 2024

2025 BUDGET DRAFT - OVERVIEW

This year's budget sustains the investments our customers have prized for years.

- Consistent and convenient Library hours of availability.
- Clean, contemporary, and well-maintained facilities.
- Premium service delivered by talented, well-trained, and engaged staff.
- Fresh, curated content that tracks with customer demand
- Bespoke, premium, reading-centric events and activities

Revenue

Colorado citizens set aside property taxes to support many services including libraries. This year continues property tax uncertainty as the Colorado legislature and Governor have enacted reforms affecting those revenues. In the past 30 years, the Library has had both generous and lean revenue years due to cyclical economic conditions. While Library revenue waxes and wanes, revenue increases over the life of the Library has averaged about 6 percent. The Library will continue to evaluate the impact of this year's legislation on future Library resources.

People

The Library continues to show value to our most important resource, our staff, by evaluating wages and salaries against the Denver-area market. This year's increases sustain our competitiveness with reasonable outlays following several years of catch-up work.

Content

The Library continues to monitor the escalating price of digital to determine impacts on customer use and queues.

Events & Activities

The 2025 sustains our investment in bespoke, high-quality events and activities.

Facilities

The Library continues to prioritize capital maintenance while we determine our revenue future – our ability to save for future facility expansion.

Douglas County Libraries: 2025 Draft Budget Summary

Please note that this Draft Budget is preliminary, and that revenue is an estimate. The County Assessor has until December 10th to certify the Library's valuation for assessment.

People:

- The 6% YOY from 2024 represents a suggested 3.5% merit increase and 1.5% adjustments for time in position and market analysis. The remaining 1% covers estimated/expected resources for reorganizing our IT talent responding to security needs.
- Benefits are almost flat due to agreement with our new provider, Cigna.

Other notable increases:

- Technology, Equipment & Third-Party Services increased by \$147,356 due to new IT applications which includes budget software, AP software, and Collections service applications, as well as 3-year license renewal to run all our Wi-Fi access points.
- New operating and capital expenses related to Safety and Security priority, totaling \$523,370.

Capital Improvement Projects have decreased from 2024, and are:

- Highlands Ranch Parking lot roto mill and resurface \$450,000
- Highlands Ranch Elevator Replacement \$250,000
- Highlands Ranch fire alarm panel upgrade \$75,000
- Parker and Castle Rock motorized and manual window shades \$85,000
- Highlands Ranch and Lone Tree installation of new indoor playscapes \$10,000

Detail on capital improvements and maintenance can be found in the accompanying schedule and memo related to IS budget items.

Reserves:

- Additional \$4,719,529 will be going into reserves (slated for a new facility to be built in the coming years).

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 2024
From:	Bob Pasicznyuk
Subject:	Revenue Growth History: Douglas County Libraries

- Revenue growth for the proposed 2025 budget is 10%.
- While the annual growth rate for the Library's budget from 1995 to present is 9.7%, that rate is closer to 7% if the two election year anomalies in the 1990s are not included.
- The average revenue growth for the last 10 budget cycles (2025 included) is 6%.
- The anticipated revenue for 2025 is still in flux pending a full understanding of legislative action.

Year	Revenue	Up/Down	Year	Revenue	Up/Down
1995	3,047,095	5%	2010	21,730,941	3%
1996	3,439,110	13%	2011	21,854,737	1%
1997	5,748,247	67%	2012	20,301,916	-7%
1998	7,028,220	22%	2013	20,822,657	3%
1999	8,068,555	15%	2014	21,975,564	6%
2000	9,667,465	20%	2015	22,242,045	1%
2001	10,771,228	11%	2016	25,743,286	16%
2002	13,051,904	21%	2017	26,803,119	4%
2003	14,237,480	9%	2018	29,706,145	11%
2004	15,147,303	6%	2019	29,908,550	1%
2005	16,469,326	9%	2020	32,446,902	8%
2006	18,482,199	12%	2021	33,413,948	3%
2007	19,531,688	6%	2022	36,755,416	10%
2008	20,855,048	7%	2023	35,312,190	-4%
2009	21,107,095	1%	2024	\$39,581,382	10%

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 23, 2024
From:	Jill Corrente
Subject:	2025 Draft Budget – Staffing Request and Update

ISSUE:

Staffing Request - Budget Draft Expense Increases. The draft 2025 budget recommends expense growth in salaries and wage lines of 6% over 2024. The detail for the increase is 3-fold:

- 3.5% general merit increase matching trending in our labor market.
- 1.5% to adjust positions which were identified as not competitive with the labor market.
- 1% toward IT talent / IT Departmental needs.

Staff has targeted the 1% of expense increase (~\$173,000) toward IT salaries and wages.

It's widely known that technology vandals and thieves ravaged our Library's network and select digital assets this year. After the acute needs of the event were managed, the Executive Library Director requested staff recommendations about ongoing risks and coverage gaps. The two new expense lines listed below are a result of that evaluation and scrutiny.

- \$113K, new IT Talent Infrastructure and Cybersecurity Talent.
- \$60K to reorganize information technology department positions and job duties.

The first expense line (~\$113,000) intends to mitigate a single point of failure for any event as well as add expertise to the team for higher level, network and security needs.

The second expense line are resources set aside to reorganize the team, adding supervisory care and redundancy.

The Library relies now on a single individual for all higher level, infrastructure design and maintenance needs. The Library also relies on a single individual for team supervision and evaluation. The current investment in information technology salaries and wages supports 7 employees in all.

- 1 application / software developer
- 3 primary support providers
- 1 lower level and 1 advanced systems engineer.

Alternatives: Status Quo – make no changes in talent redundancy to this team; Employ managed services.

The Library did not pursue any move toward managed services since that experience has shown us that to be less economical in the past.

Approximate Budget Commitment: \$173,000

Staffing Update. Board By-Laws and Policies consistently direct the Executive Library Director to manage the staff and allocate resources in keeping with budget direction. While not an increase, staff is making resource changes now that are reflected in the detail of the 2025 budget.

- Reorganizing library training moving resources to our Customer Experience Division.

- Moving approximately \$318,000 from salary and wage lines in our Customer Experience Division to our Community Engagement Division. These buttress high turnover of part-time positions in the Events & Hospitality Department. It also eliminates staff working alone during late night and early morning events and hospitality commitments. Our Customer Experience Division continues to establish schedule norms across the Library both to right-size resources and sustain service commitments.

DISCUSSION:

- 1) Does the Board support these wages and salary recommendations?
- 2) Does the Board need any further information about staffing changes and priority reallocations?

RECOMMENDATION:

In keeping with Colorado law and Library practice, the Board allocates the 2025 at the December meeting. No action is needed other than any Board direction to makes changes in advance of that deadline.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 23, 2024
From:	Jill Corrente
Subject:	2025 Draft Budget - Infrastructure Services (IS) Division

ISSUE:

Infrastructure Services budget detail – budget draft 2025.

DISCUSSION:**Capital Maintenance 2025**

Staff is recommending commitment to several, routine, maintenance projects in 2025. This recommendation answers the Board’s direction to prioritize routine maintenance keeping library assets in a good repair (Library Facilities Master Plan) and in keeping with the Library Brand (*expect more; expect premium*). Each represents the judgement of staff and contractors that the item is at the end of its useable life or represents a potential safety hazard. The staff solicits quotes for these projects many months ahead of actual projects to meet the deadlines of the budget process. Staff will provide the Board with project cost actuals as a part of the secondary approval process directed in Board by-laws. With the exception of the elevator project, each of these projects may be deferred. Beyond brand and master-plan commitments, deferring projects places a heavier burden on subsequent-year capital maintenance budgets.

Highlands Ranch Parking Lot Roto Mill and Resurface

Budgeted Amount: \$450,000

This project replaces the parking lot rather than merely doing routine patch and seal work. This parking lot has reached its practical end of life and this replacement is needed to provide our customers with a well-maintained and safe parking lot.

Library-Wide Access Control / Safety Systems

Budget: \$400,000

In 2025, the Library will improve and upgrade safety and security through upgrades and changes to its *Access Control Systems – AC System Mapping, AC System Process, AC System Monitoring, AC System Rights Management, AC System standardization, and Key Management*. AC System standardization is necessary in order to improve and work security measures in subsequent years – Cyber security, vendor management, fire system, intrusion detection, and threat responses.

Highlands Ranch Public Elevator Replacement

Budget: \$250,000

The Library was served with a letter of obsolescence for the 2 elevators at our Highlands Ranch Library in 2024, meaning they will no longer be supported through routine maintenance. Total estimated cost to replace both elevators is \$500,000. This budget replaces the public-accessible elevator in 2025, using parts from that elevator to service the secondary, staff-accessible elevator slated for replacement in 2026.

IT - Branch Servers

Budget: \$250,000

Branch server upgrades are part of our long-range planning to ensure that staff and customers have up to date and functioning computer systems. These systems are upgraded on a rotating basis based on their product lifespan.

PC Replacement

Budget: \$200,000

PC replacement is part of our long-range planning to ensure that staff and customers have computer equipment that remains up to date and functioning. Computers are upgraded on a rotating basis based on their product lifespan.

AV Upgrades

Budget: \$127,000

Several of our AV systems at our branches are at end of life and will need to be replaced. This includes the video and audio systems in our event halls that staff and customers rely on when they reserve these spaces.

Telephone and Communications

Budget: \$127,000

Our phone system Mitel is at end of life and will no longer be supported. We will need to upgrade this system for both internal and external use. This system is integral to the call centers and paging systems at each branch.

Window Shades

Budget: \$85,000

In facility design, the Library is conservative in allocating dollars to shades and other amenities choosing to respond later to feedback in subsequent years. Customer feedback has disclosed the need to mitigate glare for windows at our Parker and Castle Rock locations. This budget line answers that feedback.

Fire Alarm Panel

Budget: \$75,000

The fire alarm panel at Highlands Ranch is at end of life and needs to be replaced. This is considered a high priority safety item.

RECOMMENDATION:

In keeping with Colorado law and Library practice, the Board allocates the 2025 at the December meeting. No action is needed other than any Board direction to makes changes in advance of that deadline.

Douglas County Libraries
2025 Draft Budget
Maintenance Projects
For Projects over \$5,000 and a life of greater than one year

<u>Operating Expenditures: Maintenance Projects</u>	<u>Original Budget</u>
District IT: B100	
PC Replacement	200,000
Internet firewall upgrade	50,000
Jamex replacements	7,000
AV upgrades	127,000
Branch Servers	250,000
Telephone and communications	127,000
Access control re-fresh	400,000
Subtotal	<u>1,161,000</u>
District-Wide: B100	
Seasonal parking lot and sidewalk repairs	55,000
Seasonal tree replacement	45,000
Unforeseen re-upholstering or FF&E replacemen	30,000
General front-of-house furnishings	20,000
Emergency door retrofit	58,300
District Wide interior finishes repairs or replacement	20,000
Subtotal	<u>228,300</u>
Highlands: B300	
Re-Upholstering about 30 pcs	30,000
Subtotal	<u>30,000</u>
Lone Tree: B400	
Additional Agati pods for 2nd. floor	26,000
Subtotal	<u>26,000</u>
Castle Rock: B700	
Two additional section of rolling shelves for the ALH Vault	45,000
Additional storage cabinets and work table for the ALH Workroom	15,000
Subtotal	<u>60,000</u>
Roxborough: B800	
Re-Upholstering about 10 pcs	10,000
Subtotal	<u>10,000</u>
Total Maintenance Projects	<u><u>\$1,515,300</u></u>

Douglas County Libraries
2025 Draft Budget
Improvement Projects
For Projects over \$5,000 and a life of greater than one year

<u>Non-Operating Expenditures: Improvement Projects</u>	<u>Original Budget</u>
Highlands: B300	
HI playscape install	\$5,000
Parking Lot rotomill and resurface	\$450,000
Fire alarm panel upgrade	\$75,000
Elevator upgrade	\$250,000
Subtotal	\$780,000
 Lone Tree: B400	
LT playscape install	\$5,000
Subtotal	\$5,000
 Parker: B600	
Motorized, Event Hall A darkening window shades	\$50,000
Manual. window shades for The Den area	\$10,000
Subtotal	\$60,000
 Castle Rock: B700	
Manual. Black-out shades Conference Rooms C & F, Kid's Corner	\$25,000
Subtotal	\$25,000
 Total Improvement Projects	 \$870,000

Douglas County Libraries

	2024 Budget	2025 Budget		2025 vs. 2024 Growth
		Total	% Revenue	
Revenue				
Property taxes	36,156,932	39,724,614	91%	10%
Specific Ownership Taxes	1,568,000	1,599,360	4%	2%
Contributions/Grants	305,932	405,932	1%	33%
Charges for services	345,468	346,998	1%	0%
Interest Income	1,205,050	1,423,339	3%	18%
Total Revenue	39,581,382	43,500,243	100%	10%
Operating Expenditures				
Salaries & Wages	16,337,049	17,333,994	40%	6%
Benefits	1,356,468	1,359,171	3%	0%
PERA Pension	2,496,414	2,561,964	6%	3%
Library Content	4,617,007	4,615,675	11%	0%
Facilities	2,652,382	2,783,777	6%	5%
Technology, Equipment & 3rd-Party Services	1,714,940	1,874,709	4%	9%
Library Programs & Outreach	1,577,839	1,602,269	4%	2%
District-Wide Support Costs	1,333,582	1,493,324	3%	12%
Capital Maintenance Projects	1,268,947	1,515,300	3%	19%
Total Operating Expenditures	33,354,628	35,140,184	81%	5%
Debt Service	2,166,259	2,150,670	5%	-1%
County Treasurer's Fees	565,873	619,860	1%	10%
Total Operating, Interest & Fee Expenditures	36,086,760	37,910,714	87%	5%
Total Revenues Over (Under) Operating Expenditures	3,494,622	5,589,529	13%	60%
Non-Operating Revenues (Expenditures)				
Capital Improvement Projects	(2,349,788)	(870,000)	-2%	-63%
Total Non-Operating Revenues (Expenditures)	(2,349,788)	(870,000)	-2%	-63%
Total Revenues Over (Under) Total Expenditures	1,144,834	4,719,529	11%	312%

Douglas County Libraries

2025 Draft Budget

	Year Ending 12/31/2025
Revenue	
Property taxes	39,724,614
Specific Ownership Taxes	1,599,360
Contributions/Grants	405,932
Charges for services	346,998
Interest Income	1,423,339
Total Revenue	<u>43,500,243</u>
Operating, Interest & Fee Expenditures	
Operating Expenditures	
Salaries & Wages	17,333,994
Benefits	1,359,171
PERA Pension	2,561,964
Library Content	4,615,675
Facilities	2,783,777
Technology, Equipment & 3rd-Party Services	1,874,709
Library Programs & Outreach	1,602,269
District-Wide Support Costs	1,493,324
Capital Maintenance Projects	1,515,300
Total Operating Expenditures	<u>35,140,184</u>
Debt Service	2,150,670
County Treasurer's Fees	619,860
Total Operating, Interest & Fee Expenditures	<u>37,910,714</u>
Total Revenues Over (Under) Operating Expenditures	<u>5,589,529</u>
Non-Operating Revenues (Expenditures)	
Capital Improvement Projects	<u>(870,000)</u>
Total Non-Operating Revenues (Expenditures)	<u>(870,000)</u>
Total Revenues Over (Under) Total Expenditures	<u><u>4,719,529</u></u>

PUBLIC NOTICE

NOTICE AS TO PROPOSED 2025 BUDGET

~~14 of 50~~
NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the Board of Trustees of the Douglas County Libraries for the year 2025. A copy of such proposed budget will be filed on October 15, 2024 in the administrative offices of Douglas County Libraries, 100 S. Wilcox Street, Castle Rock, CO. A copy for public inspection will be available at our administrative offices and on our website at dcl.org, under Who We Are/Board of Trustees. The proposed budget will be considered at the regular meeting of the Douglas County Libraries Board of Trustees to be held on **Wednesday, December 4, 2024 at 5:30 p.m.** at the Castle Rock Library, 100 S. Wilcox St, Castle Rock, CO.

Any interested elector of the Douglas County Libraries may inspect the proposed budget and file or register any objections at any time prior to the final adoption of the budget.

Dated: October 10, 2024

**BY ORDER OF THE BOARD OF TRUSTEES
DOUGLAS COUNTY LIBRARIES**

By: /Robert Pasicznyuk/ Robert Pasicznyuk
Executive Library Director

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MEMO

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

ISSUE: Monthly Library Report

DISCUSSION:**Employee Engagement**

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

Gallup Q12 Survey Results / Survey period: July 15, 2024 – July 30, 2024

2024 Total Respondents: 285 (91% participation)

2023 Total Respondents: 285 (94% participation)

Benchmark: Gallup overall median: 84% participation

2024 Engagement Mean: 4.27

2023 Engagement Mean: 3.98

2024 Mean Percentile Rank: 61st (The mean is greater than 61% of those in the Gallup Overall database)

2024 Highest Q12 Items:

- Q04. In the last seven days, I have received recognition or praise for doing good work. (4.31)
- Q11. In the last six months, someone at work has talked to me about my progress. (4.62)

2023 Highest Q12 Items:

- Q09. My associates or fellow employees are committed to doing quality work. (4.44)
- Q11. In the last six months, someone at work has talked to me about my progress. (4.29)

2024 Lowest Q12 Items:

- Q01. I know what is expected of me at work. (4.45)
- Q03. At work, I have the opportunity to do what I do best every day. (4.13)

2023 Lowest Q12 Items:

- Q01. I know what is expected of me at work. (4.22)
- Q03. At work, I have the opportunity to do what I do best every day. (3.80)

2024 Engagement Index:

- 61% engaged
- 36% not engaged
- 3% actively disengaged

2023 Engagement Index:

- 46% engaged
- 47% not engaged
- 7% actively disengaged

2024 Engagement Ratio: 20.33:1 (**20.33** engaged for each actively disengaged employee)

2023 Engagement Ratio: 6.57:1

Benchmark: Gallup Overall database: 5:1

What does this tell us? Overall scores and engagement have increased in our second administration of the Gallup Q12 survey. DCL's Senior Leadership Team is continuing with their engagement work by action planning with Managers in Q4 2024. Managers will complete an activity planning session with each of their teams in Q1 2025 and set team goals around their selected engagement topic in Q2 2025.

Accomplishments: Work in progress and coming soon.

Community Engagement

The Healthy Families Partnership of Douglas County was formed in 2023 by request of Commissioner Laydon in response to the rising infant mortality rate in Douglas County. There are 15, subject matter expert organizations providing trusted resources in support of keeping families healthy. Douglas County Libraries is proud to be one of these organizations. Starting in October, all new families delivering babies at our local hospitals will be receiving a Healthy Families bag with county wide support information, including a sleep sack for baby, information on resources to help new parents, and DCL's Cuddle Up & Read care package. A new [webpage](#) is live on the county site for parents and caregivers to gain access to all the resources available to them in the different stages of parenting.

QR codes will be installed in the meeting spaces for ease of accessing self-service floorplans and audiovisual troubleshooting guidelines. In the past, these have been provided as either paper or laminated copies in each meeting space. The transition to QR codes will make customer accessibility and timely updates easier and requires less paper and fewer instances of lost laminated copies. QR codes will be installed at the end of this month.

Storybook Holiday: Witches is sold out for Saturday, October 26, 2024. This spooktacular evening featuring eerie delights, enchanting crafts, spellbinding activities including a trick or treat experience will be held at our Highlands Ranch library location.

DCL Presents Andrew McCarthy on Saturday, November 9, 2024, Relive the magic of the 1980's with former Brat Pack actor and author Andrew McCarthy. Your VIP experience ticket includes themed appetizers and cocktails to enjoy your favorite 80's movie scenes, and 80's costume contest, and premium reserved seating at the author's presentation. General admission tickets include a place in the photo line, 80's themed activities, and dessert bites. Pre-signed books will be available for sale. Please find details at <https://dcl.org/featured-events/>. The VIP reception of this event is sold out.

Coming in November and Beyond

It's that exciting time of year again when we make our spaces available for reservations in the upcoming 2025 calendar year. Calendars for reservations will open on Wednesday, November 6, 2024, at 8:00 am.

Community Engagement and other DCL staff will begin decorating trees in early November for our large holiday exhibit, Forest of Stories.

The Douglas County Libraries Foundation (DCLF) partners regularly with Bellco Credit Union. This multi-year partnership continues to bring scholarship dollars to the DCLF as well as financial literacy courses to the community. The next event will be Saturday, November 2, 3-5PM, at Highlands Ranch. Bellco Credit Union will present: Recognizing & Protecting Yourself from Fraud. Guests will learn how to identify theft and fraud and get useful tips for protecting themselves.

Tickets now on sale for A Storybook Holiday: 'Twas The Night. Please join us for a magical celebration filled with holiday cheer on Saturday, December 7 (5-8:30 pm) and/or on Sunday, December 8 (8 -11 am). Bring the whole family for festive fun that includes a visit with Santa, delicious food and drinks, holiday entertainment, crafts and activities, photo booth, make-and-takes, and more. Create lasting memories with us! Please find details at <https://dcl.org/featured-events/>.

Author events throughout November include:

Saturday, November 9, 2 pm at Castle Rock. Jolene Gutierrez presents a special Storytime and activity, featuring her bilingual book, *The Ofrenda That We Built*. Guests will also learn about the Day of the Dead (Dia de los Muertos) celebration.

Friday, November 15, 6:30 pm at Highlands Ranch. Join Colorado author, Cynthia Swanson, to hear about her new novel, *Anyone But Her*.

Saturday, November 16, 1 pm at Highlands Ranch. Our popular, Local Author's Showcase event is back. Connect with local authors to hear about their books. A wide variety of genres will be presented by each author.

Customer Experience

- Managing staffing software migration. Phasing the transition with peer captains leading the effort.
- Adjusting staffing hours to align with budget targets.
- Handled materials handling and logistics challenges connected with the Highlands closure.
- Supported 2 large district events including the Gala.

Executive

Working On

- Recruiting for a Senior Leadership Team leader – Director of Customer Experience. Finalist assessments are scheduled for the week of October 20 with anticipated offer and announcement shortly thereafter.
- Continuing work on scanning of board physical records 1967-2000 to completely digitize all board records, and retain these records as permanent only electronically. I have concerns about the accessibility of these records and ability to search them, and am investigating that.
- Supporting interviewing for new Customer Experience Director.

Accomplished

- Completed the operationalization of records retention for the district and completed all file review and labeling for the Executive Division.

Finance

- Finance is preparing for the 2024 audit. The fee for the 2025 audit has increased by \$6500 in response to the hours required to complete the audit and the hourly rates required to perform the audit. Per the policy, The library is required to undergo an annual audit, and go out to bid every three years for an audit firm – with the option to renew the contract 2 additional years (with board approval). The board did extend two additional, ending with the 2024 audit. As such, we will start the bidding process for the 2025 audit in Q2 of 2025.
- Avid, our new AP payment software, went live on 9/27/24. Customers were notified of the change, and will be working with Avid to set up their preferred payment method (check, ACH). The next step is implementing “Avid Invoices”, which automates approval routing, coding, and invoice creation.
- We continue to monitor the Assessor’s site for any information regarding final assessment figures, and updates related to what we can expect next year.

Infrastructure Services

- Creation of a *Safety and Security Committee* – support cost containment related to safety; manage change needed by new safety practices.
- Upgrade of video camera system storage throughout the district is underway to comply with retention requirements.
- The roofing subcontractor working for us on our Highlands Ranch project notified us of materials delays. They are countering the delay with multiple crews to finish the work before encountering Winter conditions.

Trustee and Board Follow-ups.

- The Library contacted the Special District Insurance Pool about their offerings toward our benefits. The pool has specific eligibility requirements that we will continue to compare to our ability to meet. The pool’s 10-year increase experience was about 4.25%. This year’s increase was 13.5%.
- The Highlands Ranch Metro District is replacing the *story-signage* at Civic Park and will message customers about the project.
- The County Assessor will assist the Library in determining the lost revenue figure to the Library for Urban Renewal Districts by May 2025.
- Our insurer for Cyber risk has not sent notice of 2025 premiums – should be available for the December report.
- The Association of Library Professionals only offers individual rather than organizational memberships. The Library Director will purchase an individual membership.

RECOMMENDATION: None; information only.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 2024
From:	Bob Pasicznyuk
Subject:	2025 Executive Library Director Goals

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, at least annually, to both gauge their estimate of our Library's effectiveness and present our value proposition or return on citizen investment.

Goal 4: 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.

RECOMMENDATION:

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