

# DOUGLAS COUNTY LIBRARIES

## BOARD BUSINESS MEETING

Wednesday, May 28, 2025, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

<u>Agenda Topic</u>	<u>Presenter</u>	<u>Page</u>
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Call meeting to Order	Terry Nolan	
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### Attendance

### Public Comment

*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.*

<b>Consent Agenda Recommendation(s) Memo</b>	Terry Nolan	<a href="#">3</a>
1. Minutes 04/30/25 Business Meeting		<a href="#">4</a>
2. Parker Drain Easement replacing Stormwater Easement		<a href="#">9</a>
3. Highlands Ranch Parking Resurfacing		<a href="#">19</a>
4. Castle Rock Sliding Door Replacement		<a href="#">20</a>

<b>Other Business</b>	Terry Nolan	
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### Action Items / Discussion Items

- Executive Library Director's Mid-Year Review – Handled later in Executive Session
- Revisit Election of Officers and Board Representative Positions
  - Board Officers [21](#)
    - **MOTION** to approve voting by ballot process for Selection of 2025 Board Officers (President, Vice President and Secretary)
    - **MOTION** to approve ballot
  - Board Representative Positions [23](#)
    - **MOTION** to appoint trustee representative positions (1 member each)
      - Partnership of Douglas County Governments
      - Douglas County Youth Initiative
      - Douglas County Libraries Foundation
- Foundation annual report to the Library Board [25](#)
  - Douglas County Libraries Foundation 990

<u>Executive Library Director Update</u>	Bob Pasicznyuk	<a href="#">44</a>
• Quarterly Reports (Strategic, Key Performance Indicators, Financials)		

### Partner Reports

- Partnership of Douglas County Governments
- Douglas County Youth Initiative
- Douglas County Libraries 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 mid-year review.

**Return to Open Meeting****Trustee Comments****Upcoming Board Meetings**

- June 12, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m. – 9:00 a.m.
- June 25, 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**

- July 30, 2025, Board Informal Breakfast, Location to be Announced, 8:00 a.m. – 10:00 a.m.
- September 19, 2025, 10<sup>th</sup> Annual Douglas County Libraries Foundation Gala, *Beauty and the Beast*, Highlands Ranch Mansion.

**Adjourn**

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 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 04/30/25 Business Meeting
2. Parker Drain Easement replacing Stormwater Easement
3. Highlands Ranch Parking Resurfacing
4. Castle Rock Sliding Door Replacement

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

**MOTION LANGUAGE:**

I move to approve the consent agenda consisting of the 04/30/25 Business Meeting Minutes, the Parker Drainage Easement, the budgeted capital expenditure of \$450,000 for the Highlands Ranch library parking resurfacing, and the budgeted capital expenditure of \$125,000 for the Castle Rock library sliding door replacement as presented.

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Budget Public Hearing and Business Meeting**  
**April 30, 2025**  
**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, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, and Amy Windju

Taylor Watson was absent. The absence was excused.

A quorum was present.

**STAFF:** Bob Pasicznyuk, Casie Cook, Jill Corrente, Michael Hale, Jesse Politi, and Patti Owen-DeLay

**OFFICER:** Officer Keiler, Town of Castle Rock

**GUESTS:**

- Janeen Hathcock, CPA, Eide Bailly LLP
- Chris Blackwood, Chandler Asset Management
- Town of Castle Rock: Mayor Jason Gray, Town Manager Dave Corliss, and Pete Mangers
- Jeff Pittman, Fransen Pittman

**PUBLIC:** Adelita Campbell, Susan Daut, Marie Knight, Susan Lloyd, Kathy Dannemiller, Janet Nelson, Kallie Russell, Tucker Bennett, Mike Hyman, Rick O'Dell, Becky Spilver, Alex McCall, and Leslie Mormile

**PUBLIC COMMENTS**

Adelita Campbell – Douglas County resident living in Highlands Ranch. Would like to see Pride month recognized so that all Douglas County citizens can be represented at the library, citing displays for Women's History and Black History as examples of groups recognized.

**CONSENT AGENDA**

1. Minutes March 26, 2025, Business Meeting
2. Minutes April 12, 2025, Special Meeting/Retreat
3. Castle Pines Lease Renewal

**MOTION 25-04-01:** Burkholder moved and the motion carried unanimously to approve the consent agenda, including the March 26, 2025, business meeting minutes, the April

12, 2025, special meeting minutes, and the Castle Pines Lease 3<sup>rd</sup> Amendment Renewal. Windju seconded the motion.

## **LIBRARY BUSINESS**

No one declared a conflict of interest.

### Town of Castle Rock Presentation on the Brickyard Urban Renewal Authority Project (Brickyard)

Pasicznyuk stated that the agreement includes a completion of the intergovernmental agreement once the revenue is received or at the end of 25 years.

Instead of allowing the library to exempt residential revenue growth, in order to offer a concession, the town has offered a use of the commercial event spaces for a certain number of times over the course of the agreement.

**MOTION 25-04-02:** Burkholder moved and the motion carried unanimously to approve the Intergovernmental Agreement with the Town of Castle Rock for the Castle Rock Brickyard Urban Renewal Authority as presented. McKinney seconded the motion.

## **Audit Presentation.**

Cook introduced Janeen Hathcock, audit partner with Eide Bailly.

Hathcock reported that the audit is a clean, unmodified opinion.

She reviewed:

- The Independent Auditor's Report
- The Statement of Net Position
- The Statement of Activities
- Recommends reading Notes 1, 3, 4 and 5

Burkholder asked about improper capitalization mentioned in the letter. Hathcock identified it as a risk because of all the capital being undertaken by the library.

Windju asked about the risk of employee pension calculations. Hathcock replied that it is called out because it is an external party estimate.

Hathcock shared the final requirement of the Letter to Governance testifying that they complied with all standards, no corrections or misstatements were found.

The new Government Accounting Standards Board updates coming should be of minimal impact to the library.

The unassigned funds are reserves that are used for future projects, but are currently not earmarked.

## **BUDGET PUBLIC HEARING**

Nolan opened the public hearing, stating: The Douglas County Libraries Board of Trustees is now convened for amendment of the 2025 Budget.

I now hereby open the Public Hearing for the 2025 Budget Amendment for Douglas County Libraries. In compliance with Colorado Statutes, and as legally noticed, a public hearing is being held on April 30, 2025, for the purpose of amending the 2025 Budget previously adopted on December 4, 2024.

The amended 2025 budget is in your packet and is made a part of this resolution.

No adjustments are being proposed at this time.

No public comments were made on the amendments to the 2025 budget.

Pasicznyuk shared that the authorization to move forward with Sterling Ranch this year and moving of funds to organizational risk require the amendment to the budget.

**MOTION 25-04-03:** McKinney moved and the motion carried unanimously to adopt **Resolution 2025-04-01** to amend the 2025 budget, re-appropriating funds for the new Sterling Ranch Library first-year expenses, and reallocation of \$142,000 from Access Control Refresh to Organizational Resilience Program. Hampton seconded the motion.

The 2025 budget amendments passed unanimously as presented.

Nolan closed the Public Hearing.

### **Return to Other Business.**

#### Resolution for Investment Firm Selection

Cook introduced Chris Blackwood with Chandler Asset Management.

Blackwood shared his background and then spoke about being an investment advisor for the district.

Investments would be made with a goal of, first, safety of investments; second, liquidity of investments; and, third, yield. These are standard best practices with the Government Officers Finance Association.

**MOTION 25-04-04:** Vail moved and the motion carried unanimously to adopt **Resolution 2025-04-02** to approve of Chandler Asset Management as the district's investment firm, and to approve all actions needed to open a custodial account at UMB Bank. Burkholder seconded the motion.

#### Fransen Pittman Contract for Sterling Ranch Library

Pasicznyuk shared that the board approved the project and today before the board is the contract with Fransen Pittman to build the Sterling Ranch Library. It is a standard contract reviewed by legal counsel.

**MOTION 25-04-05:** Burkholder moved and the motion carried unanimously to approve the contract with Fransen Pittman to build a new Sterling Ranch Library as presented. Hampton seconded the motion.

#### Cybersecurity Report

To be handled in Executive Session following Partner Reports.

#### May Partnership of Douglas County Governments Meeting

Pasicznyuk invited all trustees to attend as the library will be doing a presentation and activities to get feedback about the library's future.

#### Executive Library Director Update

Pasicznyuk mentioned that we often focus on one aspect of the business over another. In March, over 800 groups used the library for some meeting, over 1,400 reservations. These numbers do not include study room use. These are nontraditional users.

### **PARTNER REPORTS**

#### Partnership of Douglas County Governments

No report.

#### Douglas County Youth Initiative (DCYI)

Annual awards for youth took place on Monday, recognizing youth who overcome many hardships to succeed.

#### Douglas County Libraries Foundation

- There is a fundraiser for the Foundation this weekend.
- Forest of Stories will be funded by the Foundation again this year.
- All trustees are encouraged to attend the 10<sup>th</sup> Annual Foundation Gala in September.

### **EXECUTIVE SESSION**

**MOTION 25-04-06:** Burkholder moved and the motion carried unanimously to move into executive session pursuant to C.R.S. Section 24-6-402(4)(d), for the purposes of discussing specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and specifically around library cybersecurity. McKinney seconded the motion.

The board moved into executive session at 7:08 p.m.

The board returned to open session at 7:25 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.

Nolan called for a motion.

**MOTION 25-04-07:** Nolan moved and the motion carried unanimously to affirm that the board met the requirements to maintain current cybersecurity insurance sublimit coverage by discussion during executive session:

- The district's current exposure to Personally Identifiable Information,
- Progress made to any recommendations or findings identified in the initial NetDiligence Quiet Audit cyber assessment, and
- Next steps to be taken over the next 12 months regarding the district's cybersecurity.

Windju seconded the motion.

### **TRUSTEE COMMENTS**

None

### **UPCOMING BOARD MEETINGS**

- May 15, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- May 28, 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**

- May 21, 2025, Partnership of Douglas County Governments, Philip & Jerry Miller Library, Castle Rock, 7:30 a.m. (breakfast at 7:00 a.m.). The Library is host.
- September 19, 2025, 10th Annual Douglas County Libraries Foundation Gala, Beauty and the Beast, Highlands Ranch Mansion.

### **ADJOURN**

Nolan adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Ted W. Vail, Board Secretary

Minutes prepared by Patti Owen-DeLay

Approved MOTION \_\_\_\_\_, Date \_\_\_\_\_



**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 2025
From:	Bob Pasicznyuk
Subject:	<b>Parker Drainage Easement</b>

**PROBLEM STATEMENT:**

The library cannot deny agreements or access for utility easements that run through our property. In this case, the easements are being requested in support of the Parker Confluence project which is adjacent to the Parker library.

This is drainage easements is coming to you a second time. Between our February approval of the easement package for the Parker Confluence project, the Town of Parker updated their easements and this drainage easement was sent back to us in order to use the current version.

Our attorney reviewed the easement and required a number of changes to mitigate risk and responsibility for the library. This renegotiated easement is being presented today for your acceptance.

**FISCAL IMPACT**

There are no fiscal impacts to this request.

**RECOMMENDATION:**

Staff recommends that the Board approve the requested development easement:

1. Non-Exclusive Drainage Easement with the Town of Parker and CD-Parker, LLC.

**ALTERNATIVES**

1. Accept the Easements
2. Negotiate any additional changes

**MOTION LANGUAGE**

I move to accept the non-exclusive drainage easement with CD-Parker, LLC and the Town of Parker as presented for a Portion of Lot 1, Mainstreet & Pine Marketplace, Fourth Amendment.

**NONEXCLUSIVE DRAINAGE EASEMENT AGREEMENT  
(A Portion of Lot 1, Mainstreet & Pine Marketplace, Fourth Amendment)**

THIS NONEXCLUSIVE DRAINAGE EASEMENT AGREEMENT (the “Easement Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and among DOUGLAS COUNTY LIBRARIES, a library district formed in Douglas County, Colorado, having an address of 100 S. Wilcox Street, Castle Rock, Colorado 80104 (“Grantor”), CD-PARKER, LLC, a Colorado limited liability company (the “Grantee”), having an address of 430 Indiana Street, Suite 200, Golden, Colorado 80138, and the TOWN OF PARKER, a Colorado home rule municipality, having an address of 20120 East Mainstreet, Parker, Colorado 80138 (the “Town”).

**RECITALS**

A. The Grantee desires that the Grantor allow a storm sewer to be installed on Grantor’s property, which is described in **Exhibit A** (the “Burdened Property”), attached hereto and incorporated herein by this reference, for the benefit of Grantee’s development to be constructed on Grantee’s property, which is described in **Exhibit B** (the “Benefitted Property”), attached hereto and incorporated herein by this reference.

B. The Grantor is willing to grant a nonexclusive easement to the Grantee for the aforesaid purposes on the terms and conditions set forth herein and to the Town for access and emergency maintenance of the storm sewer described herein.

**AGREEMENT**

NOW, THEREFORE, in consideration of the agreements set forth in the above Recitals, which are incorporated herein by this reference, the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby covenant and agree as follows:

1. **Grant of Easement.** Grantor does hereby grant and convey unto Grantee, its successors, assigns, lessees, licensees and agents, an easement under and through the Burdened Property, described in **Exhibit C** (the “Easement Property”), attached hereto and incorporated herein by this reference. Subject to the terms of this Easement Agreement, Grantee shall have the specific rights of ingress and egress to the Easement Property for the construction, reconstruction, operation and maintenance of the storm sewer, as shown on the Town-approved construction plans, including the right to remove impediments to operation and maintenance of the Easement Property, such as trees, asphalt and sidewalks. Grantee agrees to coordinate all construction, reconstruction, operation, maintenance, removal and any other activities with the Grantor, which will disturb the Grantors use of the Easement Property for the purpose of minimizing such disruption. If Grantee fails to operate, maintain, repair and replace the Easement Property in accordance with the provisions set forth herein and the Town's requirements, then both the Town and Grantor shall have the right to arrange for such work to be performed at Grantee's sole expense as provided herein.

2. **Unencumbered Title.** Grantor warrants that the Easement Property is free and clear of all liens and encumbrances that could have any impact on the easement granted to the Grantee by this Agreement.

3. Representation of Grantor. Grantor represents and warrants that it has the authority to enter into this Easement Agreement.

4. Operation and Maintenance.

a. The installation, operation, maintenance, repair and replacement of the storm sewer within the Easement Property shall be the sole responsibility of the Grantee; provided, however, that the Town and Grantor shall have the right to maintain, repair and replace such storm sewer in the event Grantee fails to do so, and Grantee shall pay all costs incurred by the Town and Grantor in such event.

b. If Grantee fails to adequately operate, maintain and repair the Easement Property within fourteen (14) days after the date of written notice from Grantor or the Town to the Grantee, then Grantor or the Town may do so as provided herein. Notwithstanding the foregoing, Grantor or the Town, as appropriate, may, in the event of an emergency, as determined by Grantor or the Town in its sole discretion, clean, cure or correct any damage caused by Grantee's failure to adequately maintain the Easement Property. In such an event, Grantee shall reimburse Grantor or the Town, as applicable, for the cost of such maintenance or repair. If Grantee fails to reimburse Grantor for the cost of such maintenance or repair within thirty (30) days after receipt of an invoice from Grantor or Town describing the corrective or maintenance action taken, the unpaid amount shall constitute a lien on the Benefited Property until paid in full, with priority over all other liens, except general tax liens, which lien shall be certified to the Douglas County Treasurer and collected in the same manner as property taxes are collected. Grantee further agrees that Grantor and the Town may also pursue any and all other remedies available at law or in equity. If Grantee fails to reimburse the Town for the cost of such maintenance or repair within thirty (30) days after receipt of an invoice from the Town describing the corrective or maintenance action taken, the unpaid amount shall constitute a delinquent charge on the Benefited Property to be certified to the Douglas County treasurer pursuant to Section 31-20-105, C.R.S., in the same manner as taxes.

5. Grantor Defined. The word "Grantor" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, grantees and assigns of the Grantor. The burdens and benefits of this Easement Agreement shall be deemed covenants running with the real property described on **Exhibit A**.

6. Grantee Defined. The word "Grantee" as used herein, whenever the context requires or permits, shall include the heirs, personal representatives, beneficiaries, successors, transferees, grantees and assigns of Grantee. The burdens and benefits of this Easement Agreement shall be deemed covenants running with the real property described in **Exhibit B**.

7. Covenants of Grantee. Grantee hereby represents, covenants and warrants in favor of Grantor, and its successors and assigns, as follows:

a. Grantee shall protect the Easement Property is located and the adjacent lands of Grantor over which Grantee has rights of ingress and egress from damage caused, in whole or in part, by acts or omissions of Grantee, its employees, agents, contractors, subcontractors, assigns, lessees, and licensees.

b. Grantee shall not cause or permit to be caused by any of its employees, agents, contractors, subcontractors, successors, assigns, lessees or licensees, any hazardous substances, as

defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), pollutants or contaminants, as defined by CERCLA, or hazardous waste, as defined by the Resource, Conservation and Recovery Act ("RCRA"), including, but not limited to, asbestos and/or urea formaldehyde, or any pollutants or toxic pollutants as defined by the Clean Water Act, and any amendments thereto, to be dumped, spilled, released, permanently stored or deposited on, over or beneath the Easement Property or any other lands owned by Grantor.

8. Indemnity. Grantee covenants and agrees to defend, indemnify and hold harmless Grantor, its officers, directors and employees, against any liability, loss, damage, demand, action, judgment or expense of any nature, including, without limitation, fines, penalties, court costs and attorney fees, that result from any act or omission of Grantee, its officers, directors, employees, contractors, subcontractors and agents (together, the "Grantee Parties"), or the failure of the Grantee Parties to perform or comply with any obligation or responsibility under this Easement Agreement in connection with the installation, operation, use, maintenance, repair or replacement of the Easement Property or any other activity of the Grantee Parties on Grantor's property, except to the proportionate extent that such loss or damage is caused by the gross negligence of Grantor, its officers, directors or employees.

Grantee covenants and agrees to defend, indemnify and hold harmless the Town, its elected officials and employees, against any liability, loss, damage, demand, action, judgment or expense of any nature, including without limitation fines, penalties, court costs and attorney fees, that result from any act or omission of Grantee, its officers, directors, employees, contractors, subcontractors and agents (together, the "Grantee Parties"), or the failure of the Grantee Parties to perform or comply with any obligation or responsibility under this Easement Agreement in connection with the installation, operation, use, maintenance, repair or replacement of the Easement Property or any other activity of the Grantee Parties on Grantor's property, except to the proportionate extent that such loss or damage is caused by the gross negligence of the Town, its elected officials or employees.

9. Retained Rights. Grantor shall have all rights to the Easement Property not granted hereby.

10. Miscellaneous.

a. The easements granted herein shall be perpetual.

b. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

c. This easement constitutes all the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

d. This easement shall be of no force and effect until this easement is duly and validly executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the date and year first above written.

**GRANTOR: DOUGLAS COUNTY  
LIBRARIES, a library district formed in  
Douglas County, Colorado**

\_\_\_\_\_  
TR (Terry) Nolan, Board President

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by TR (Terry) Nolan, as Board President, of Douglas County Libraries, a library district formed in Douglas County, Colorado.

My commission expires: \_\_\_\_\_

SEAL

\_\_\_\_\_  
Notary Public

**GRANTEE: CD-PARKER, LLC, a Colorado  
limited liability company**

**By: Confluence Companies, LLC a Colorado  
limited liability company, its Manager**

By: \_\_\_\_\_  
Anthony De Simone, Manager

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Anthony De Simone, Confluence Companies, LLC, a Colorado limited liability company, as Manager, of CD-Parker, LLC, a Colorado limited liability company.

My commission expires: \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public

**TOWN OF PARKER**

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Joshua Rivero, Mayor

ATTEST:

---

Chris Vanderpool, Town Clerk

APPROVED AS TO FORM:

---

Jamie Wynn, Town Attorney

**EXHIBIT A**

**Burdened Property**

Lot 1, Mainstreet & Pine Marketplace, 4<sup>th</sup> Amendment

**EXHIBIT B**

**Benefited Property**

Lot 4, Mainstreet & Pine Marketplace, 4<sup>th</sup> Amendment



### EXHIBIT "C" DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF LOT 1, MAINSTREET & PINE MARKETPLACE FOURTH AMENDMENT, RECORDED AT RECEPTION NO. 2016027717, SITUATED IN THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE NORTHEAST CORNER OF SAID SECTION 22;  
THENCE SOUTH 04°19'34" WEST, A DISTANCE OF 945.21 FEET TO THE WEST LINE OF SAID LOT 1 AND THE **POINT OF BEGINNING**;

THENCE SOUTH 46°19'30" EAST, A DISTANCE OF 66.09 FEET;  
THENCE SOUTH 02°31'51" EAST, A DISTANCE OF 30.56 FEET TO SAID WEST LINE;  
THENCE ALONG SAID WEST LINE THE FOLLOWING THREE (3) COURSES:

- 1) NORTH 43°52'29" WEST, A DISTANCE OF 45.94 FEET TO A POINT OF CURVATURE;
- 2) ALONG THE ARC OF SAID CURVE TO THE RIGHT AN ARC LENGTH OF 47.38 FEET, SAID CURVE HAVING A RADIUS OF 62.00 FEET, A CENTRAL ANGLE OF 43°47'04", AND A CHORD WHICH BEARS NORTH 21°58'57" WEST A CHORD DISTANCE OF 46.23 FEET;
- 3) NORTH 00°05'25" WEST, A DISTANCE OF 0.17 FEET TO THE **POINT OF BEGINNING**.

SAID PARCEL CONTAINS 1,238 SQUARE FEET OR 0.03 ACRES, MORE OR LESS.

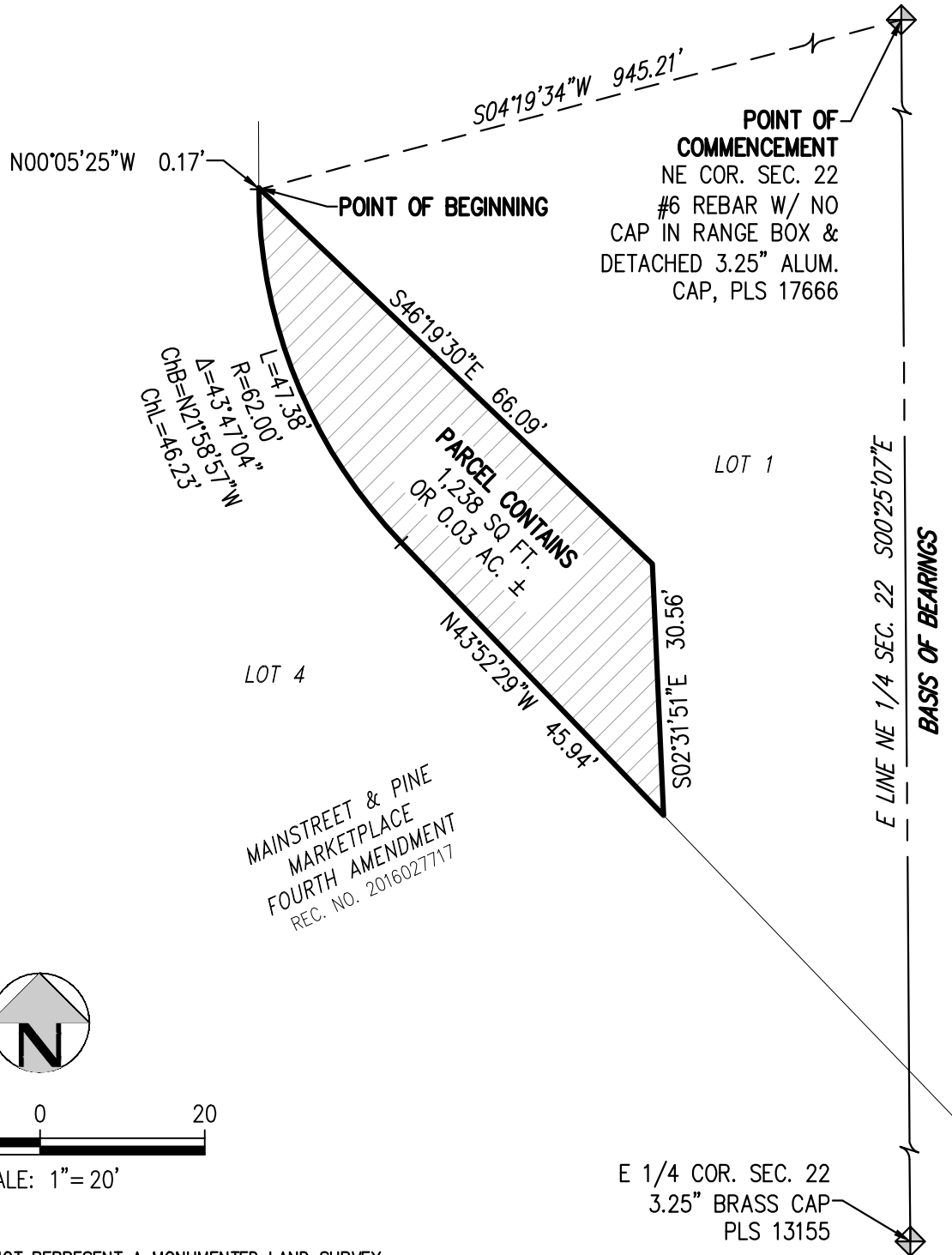
**BASIS OF BEARINGS:** BEARINGS ARE BASED ON THE EAST LINE OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 6 SOUTH, RANGE 66 WEST OF THE SIXTH PRINCIPAL MERIDIAN, MONUMENTED AT THE NORTHEAST CORNER BY A NO. 6 REBAR WITH DETACHED 3.25" ALUMINUM CAP STAMPED "PLS 17666" IN A RANGE BOX AND MONUMENTED AT THE EAST QUARTER CORNER BY A 3.25" BRASS CAP, STAMPED "PLS 13155", AS BEARING SOUTH 00°25'07" EAST ACCORDING TO THE PLAT OF MAINSTREET & PINE MARKETPLACE FOURTH AMENDMENT.

PREPARED BY: SHAWN D. CLARKE, PLS  
CO # 38061  
SCLARKE@HKSENG.COM

ON BEHALF OF: HARRIS KOCHER SMITH  
1120 LINCOLN STREET, SUITE 1000  
DENVER, CO 80203  
303.623.6300

# ILLUSTRATION FOR EXHIBIT C

SITUATED IN THE NORTHEAST 1/4 OF SECTION 22, TOWNSHIP 6 SOUTH, RANGE 66 WEST  
OF THE 6TH P.M., TOWN OF PARKER, COUNTY OF DOUGLAS, STATE OF COLORADO



SCALE: 1" = 20'

**NOTE:**  
THIS EXHIBIT DOES NOT REPRESENT A MONUMENTED LAND SURVEY.  
IT IS INTENDED TO DEPICT ONLY THE ATTACHED DESCRIPTION.

**HKS**

**HARRIS  
KOCHER  
SMITH**

1120 Lincoln Street, Suite 1000  
Denver, Colorado 80203  
P: 303.623.6300 F: 303.623.6311  
HarrisKocherSmith.com

ILLUSTRATION FOR EXHIBIT C

MARKET & PINE MARKETPLACE 4TH AMD L4  
PARKER, DOUGLAS COUNTY, COLORADO

PROJECT #: 230202

CHECKED BY: SDC

DRAWN BY: JPE

SHEET NUMBER

2

2 OF 2

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 2025
From:	Jill Corrente
Subject:	<b>Budgeted Capital Expense – Highlands Ranch Parking Lot Resurface</b>

**ISSUE:**

Resurfacing the Highlands Ranch Library parking lot is a 2025 budgeted expense. This parking lot has reached end of life and needs to be replaced rather than lesser patch and seal alternatives.

**DISCUSSION:**

This parking lot has reached end of life and resurfacing is needed to provide our customers with a well-maintained and safe parking lot.

We received an estimate to roto mill and resurface the Highlands Ranch parking lot for \$149,769.89. The budget of \$450,000 for this project includes a contingency for material prices beyond the quoted date of 05/02/2025 and to repair or replace any damaged substructure that is identified during resurfacing.

Should we not act to resurface the parking lot at this time, further damage could increase causing more costly repairs in the future.

This project is scheduled for Q3 2025, will be completed at night, and will not require closing the facility. Staff will keep the Board aware of project inconveniences to customers.

**RECOMMENDATION:**

We recommend that the Board approve the \$450,000 budgeted capital expense to roto mill and resurface the Highlands Ranch Library parking lot.

**MOTION LANGUAGE:**

I move to approved the \$450,000 budgeted capital expense to roto mill and resurface the Highlands Ranch library parking lot.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 2025
From:	Jill Corrente
Subject:	<b>Budgeted Capital Expense – Philip and Jerry Miller Library sliding door replacement</b>

**ISSUE:**

Staff have observed a safety issue - children easily exiting the building and gaining access to the parking lot and car traffic.

**DISCUSSION:**

DCL's Safety and Security Committee was made aware that children were leaving the building unattended through the east automatic sliding doors at the Philip and Jerry Miller Library. The committee recommends changing the inner automatic sliding doors to swing doors in order to minimize this risk. This mitigation has been successful at the Highlands Ranch Library.

This is considered a high priority safety item. Should we not act to replace the doors at this time, it could increase the chances of children leaving the building unattended with the possibility of injuries.

Rough order of magnitude (ROM) pricing to replace the doors is \$114,812.50 and not to exceed \$125,000. This cost has been budgeted under Safety & Security Access Control.

This project has not yet been scheduled but will not require closing the facility to complete. Staff will approach the Board with any installation and closure need in the future.

**RECOMMENDATION:**

We recommend that the Board approve the \$125,000 budgeted capital expense to replace the inner automatic sliding doors on the east side at the Philip and Jerry Miller Library.

**MOTION LANGUAGE:**

I move to approve the \$125,000 budgeted capital expense to replace the inner automatic sliding doors on the east side at the Philip and Jerry Miller Library in Castle Rock.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 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. The Board selected officers in January of 2025, however since the Board had three open positions at the time, the Board President has requested that the process be revisited, so that the new members can participate.

**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.

**Current Officers:**

- President: Terry Nolan
- Vice – President: Suzanne Burkholder
- Secretary: Ted Nolan

**RECOMMENDATION / MOTION LANGUAGE:**

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
- ☐ Pam Hampton
- ☐ Taylor Watson
- ☐ Amy Windju

**Board Vice-President**

- ☐ Suzanne Burkholder
- ☐ Zach McKinney
- ☐ Terry Nolan
- ☐ Ted Vail
- ☐ Pam Hampton
- ☐ Taylor Watson
- ☐ Amy Windju

**Board Secretary**

- ☐ Suzanne Burkholder
- ☐ Zach McKinney
- ☐ Terry Nolan
- ☐ Ted Vail
- ☐ Pam Hampton
- ☐ Taylor Watson
- ☐ Amy Windju

\*To be amended once interest is garnered.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28, 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.

#### **Current Representatives:**

- PDCG – Ted Vail
- DCYI – Zach McKinney
- DCLF – Suzanne Burkholder

#### **RECOMMENDATION / MOTION LANGUAGE:**

Motion to [retain or appoint] \_\_\_\_\_ as the library board representative to the Partnership of Douglas County Governments, and to [retain or appoint] \_\_\_\_\_ as the library board representative to the Douglas County Youth Initiative, and to [retain or 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:	May 28, 2025
From:	Amber DeBerry, Casie Cook, Patti Owen-DeLay
Subject:	<b>Douglas County Libraries Foundation Annual Report to Douglas County Libraries</b>

**ISSUE:** Per the Douglas County Libraries Foundation, the foundation is required to present the library board with an annual report.

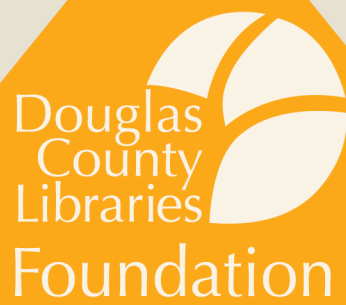
**DISCUSSION:** The requirements of the annual report are:

1. A written notice of the type and amount of support provided to the District during the taxable year.
2. A copy of the Foundation's filed form 990 or 990EZ, and
3. A copy of any governing documents amended during the previous period.

As such you will find shared:


1. The Foundation Annual Report – while not a requirement, this document is a great overview of annual foundation activity.
2. A short statement on the type and amount of support provided to the library during 2024.
3. A copy of the foundation's 990 – this is not in your packet but is posted on your SharePoint site under the "1. Monthly Board Meetings" folder labeled as "05282025 DCLF 990"
4. The updated human resources policies. The Foundation mirrors needed libraries' human resources policies. Since those library policies were updated, the Foundation updated their policies to mirror.

**RECOMMENDATION:** No action required, reporting requirement only.



# 2024 DONOR SUMMARY





Douglas  
County  
Libraries  
Foundation

## 2024 Annual Report

### Message from our Executive Director, Amber DeBerry

Dear Friends, Supporters, and Partners,

As we reflect on the past year, we at the Douglas County Libraries Foundation (DCLF) are thankful for all that we have accomplished together. Last year was another year of growth, innovation, and community connection. Major accomplishments include surpassing annual fundraising goals, receiving larger family grants, and hosting another successful and entertaining gala. As always, these were made possible through the generosity and contributions of our supporters.

2024 DCLF highlights include:

- Securing new corporate sponsors for our annual gala and educational play area in Parker
- Increasing the number of grants by 44%
- Welcoming two new board members

As 2025 begins, we are excited to build on our momentum from the past year. We will continue to work to increase our endowment and fulfill our mission of delivering funding and resources to help sustain Douglas County Libraries (DCL) and positively impact our community members so they can grow and thrive.

In addition, the DCLF will continue its support of library events and services, such as supplying books to local children's hospitals and granting scholarships for community members needing extra support to attend Camp DCL.

The DCLF is led by a dedicated volunteer board. Their leadership continues to help build the Douglas County Libraries Foundation and deepen the impact libraries have in our community. We are grateful to our board members, donors, library trustees, staff, and volunteers, who dedicate countless hours and expertise to support the Foundation.

Thank you for standing with us and believing in elevating our community by inspiring a love of reading, discovery, and connection.

Regards,

Amber DeBerry



## 2024 DONOR SUMMARY

Douglas County Libraries  
Foundation



## Fundraising

### Fête des Fables Gala

Our Pinocchio-themed gala was the most successful gala in DCLF history, raising nearly \$120,000 through sponsorships, ticket sales, a silent auction, and the very popular wine pull, yielding a profit of just more than \$70,000 after expenses. Ticket sales sold out and the Highlands Ranch Mansion was filled to capacity, with 250 guests who enjoyed an outside Italian market, a Gelato truck for dessert, and seeing and taking photos with Ferraris upon their arrival, plus many other activities.

### Colorado Gives Day

- Goal: \$70,000
- Total raised via Colorado Gives Day campaign (November 1-December 9): \$86,461
- Total year-end giving (November 1-December 31): \$104,145
- Number of donors: 605, including 122 first-time donors

“Happy to help support the library! Free books to check out anytime? 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, but to teach and guide us. I am so thankful for everyone who makes the library run well and fosters that love of reading.”

– A Colorado Gives Day Donor

## Impact



### Scholarships

- 21 Camp DCL scholarships, totaling \$5,830
- 4 tickets to DCL Storybook Holiday events, totaling \$98
- 4 Career Online High School (COHS) scholarships, totaling \$5,000
- 6 Excel High School Scholarships, totaling \$6,000
- 41 individual GED test vouchers, totaling \$1,742
- 11 graduates from our GED and COHS programs

### Summer Reading Award Recipients

Each year, the DCLF awards \$500 to each of four K-12 schools (one at each level: elementary, middle, high, and other/charter) with the most summer reading registrations through the

program's school contest, as a percentage of school enrollment. In addition, if the community reading goal is met, we award \$1,000 to a Douglas County nonprofit chosen by our summer reading committee. Recipients of the DCLF donation awards were Larkspur Elementary, Mountain Ridge Middle School, Thunder Ridge High School, Renaissance Secondary School, and Hawk Quest (nonprofit).

### Community Fundraisers

- 8 silent auction baskets, value totaling \$725

### Children's Hospital Colorado (CHCO)

In 2024, the Foundation donated books to CHCO twice, supporting two separate causes. In September, and for our third time participating, we fulfilled a request for 100 books in support of CHCO's participation in a worldwide read-a-thon for Babies with Books. Books were given to families whose babies were in the NICU. In the fourth quarter, DCLF donated 40 books and started a new relationship



with the Association of Volunteers Office toward a regular quarterly donation in 2025 of 50 books to support CHCO Highlands Ranch patients and their families.

### Operation Paperback

A service managed by DCL Volunteer Services.

- 616 books shipped
- 68 family recipients
- Shipped within the U.S. and abroad

### Used Book Donations from Volunteer Services

In 2024, DCL's Volunteer Services department and the Foundation gave 320 donated and new books to the Kiwanis Club of Castle Rock in support of South Elementary School's Trunk or Treat event. South Elementary is a Title 1 school in Douglas County, and its students and families appreciate receiving the books to start or grow their home libraries. We gave another 3,573 used books to 23 community nonprofits, Little Free Libraries, and government entities. Preference is given to local or Colorado-based organizations, with some support going abroad to help promote and support literacy.



## Supporting the Work of Douglas County Libraries

The DCLF grants money each year to Douglas County Libraries to support the incredible work of our libraries. With the help of these funds, DCL provided premium programming and services to more than 3.2 million visitors to our library locations and online last year. DCL offers an array of opportunities impacting youth, families, and adults in Douglas County.



DCL's journey with a family begins in Douglas County hospitals, with gift bags delivered for parents welcoming new additions to their families. In 2024, we delivered 5,775 Cuddle Up & Read gift bags. To further our impact, DCL joined the Douglas County Healthy Families Partnership, which provides even more resources to families receiving hospital services. Our gift bags are included in this larger package to provide a community's worth of support.

DCL Storytimes continue to support our youngest residents, to help them learn important early literacy skills and prepare them to be future readers. In 2024, more than 151,000 people attended Storytimes at our locations. Volunteers also provide

Storytimes in our communities for those unable to attend at our libraries. Through our Book Start program, trained volunteers provide Storytime to little ones in local daycares and preschools. In 2024, they reached more than 28,000 people.

For school-aged children and families, our libraries partner with and support Douglas County schools and students through school ID access to digital resources, book-themed theatrical assemblies, and trivia bowl-style competitions focused on books and literacy. In addition, participants of all ages in DCL's annual summer reading program logged nearly 11 million minutes of reading last year. With myriad book





clubs, lifelong learning events, and outreach, DCL provides for everyone, stretching beyond our walls to deliver services.

DCL was an affiliate for Dolly Parton's Imagination Library (DPIL) for the second year in 2024. DPIL is a book-gifting program that mails free books directly to children from birth to age five. The program provides the gift of literacy for all children, inspires children to love books and reading, and supports parents and communities in fostering a child's success. More than 8,000 Douglas County children are now registered and receiving new books at home every month.

Forest of Stories was back in 2024 and bigger than before, with 175 book-inspired trees located throughout the library's seven branches and displayed for seven weeks. DCLF was once again the presenting sponsor of this wintertime tradition, offering a free cultural experience to bring shared enjoyment and wonder to the entire DCL community. The sponsorship included Foundation recognition on printed marketing materials, social media, advertising, marketing emails, and event signage.



## Other Noteworthy Activity

### Grants Received

- Awarded three competitive grants from Ent Credit Union, Walmart (Castle Rock), and Douglas County Community Foundation, totaling \$5,500
- Received five grants from community organizations, including Rotary and Kiwanis Clubs, totaling \$3,750
- Received 26 grants from family foundations, totaling \$28,969

### Endowment

By the end of 2024, our endowment's value was over \$200,000. DCLF celebrated individual donations designated for the endowment totaling \$765.

### Volunteer Contributions

In addition to monetary donors, DCL is fortunate to have a wonderful volunteer program. These individuals donate their time to support the vision of DCL and directly impact money earned for DCLF through our physical and online bookstores. Book sale services are managed by DCL Volunteer Services.

- 1,282 unique volunteers donated 27,720 hours to DCL
- Second Chapter Used Bookstore sales revenue: \$72,196
- Amazon Online book sales: 971 units, \$11,782.73

### DreamBooks Co.

Recycling books back into the hands of readers.

- 188,000 pounds of material diverted from landfills
- 24,681 units sold
- \$18,706.45 given back to DCLF

### King Soopers

- 130 participating households; \$4,642.73



## 2024 DONOR SUMMARY

## Recognizing Donors

2024 Supporters, \$5,000+



MIDWEST TAPE



STERLING RANCH™  
COLORADO

Ewing Family Foundation

Family of Maureen 'AJ' Ramey

Howe Family

Sjostrom Family Fund

Terry Nolan

## 2024 Corporate, Community, Grants & Foundations Supporters

105 West Brewing Company  
5280 Exteriors  
A Line Boutique  
Arthur Murray Dance Studio  
Atomic Provisions  
Bevy's Liquor World  
Big 5 Sporting Goods  
Bill Knapp Compass Realty  
Biscuits & Berries Catering  
Black Rock Coffee Bar  
Blanchard Family Wines  
Blue Island Oyster Bar  
BOK Financial Services  
Boondocks Food & Fun  
Branch & Barrel Distilling  
Brown & Brown  
Butterfly Pavilion  
Canvas & Cocktails  
Carboy Winery  
Castle Pines Chamber of  
Commerce

Castle Pines Jewelers  
Castle Rock Collective  
Cherokee Ranch & Castle  
Foundation  
Chick-fil-A Castle Rock  
Chick-fil-A Highlands Ranch  
Town Center  
Chick-fil-A Parker  
Chipotle  
The Chocolate Therapist  
City of Castle Pines  
Clothes Mentor  
The Club at Pradera  
Clyfford Still Museum  
CEGR Law  
Colorado Ballet  
Colorado Gems  
Colorado Symphony  
Comedy Works  
Convict Coffee Company  
Copperfalls

CORE Electric Cooperative  
Cornzapoppin  
Costco  
The Cox Real Estate Group  
Cranelli's Italian Restaurant  
Davidsons Beer, Wine &  
Spirits  
Denver Art Museum  
Denver Museum of Nature &  
Science  
Denver Zoo  
Dignity Memorial Olinger  
Funeral Homes & Cemeteries  
Direct Edge Media  
Douglas County Community  
Foundation  
Douglas County Sheriff's  
Office  
Douglas Land Conservancy  
Downhill Brewing  
Dream Dinners Castle Rock



2024 DONOR SUMMARY

Douglas County Libraries  
Foundation

The Drip Bar Greenwood Village  
 Edible Beats  
 Elizabetta  
 Enstrom Toffee & Confectionery  
 Ent Credit Union  
 Evergood Adventure Wines  
 Exotic Drives Denver  
 Ferrari of Denver  
 FirstBank  
 FritziganKnits  
 Glenmoor Country Club  
 Gourmet Gift Baskets  
 Great Divide Brewery & Roadhouse  
 Greater Good  
 Guiry's  
 Hyland Hills Parks & Recreation  
 In-N-Out Burger  
 Jessica Pittman  
 Kaiser Permanente  
 Kendra Scott  
 King Soopers (Kroger)  
 Kiwanis Clubs of Castle Rock  
 Kneaders Bakery & Cafe  
 Kong Dog Toys  
 Kroenke Sports & Entertainment  
 Kunjani World Coffeehouse  
 Links Golf Course

Lively Productions  
 Living the Dream Brewing  
 The Lodge Casino  
 Lone Tree Arts  
 Lone Tree Brewing Company  
 Mici Italian  
 Molly Brown House Museum  
 Monarch Casino, Resort & Spa  
 Murdoch's Ranch & Home Supply  
 Natural Grocers  
 Olive Juice Body Bar  
 Once Upon a Dance  
 OPN Architects  
 Oriental Trading  
 Out of Print Clothing  
 Outlets at Castle Rock  
 OverDrive, Inc.  
 PACE Center  
 Park Meadows Mall  
 Parker Chamber of Commerce  
 Parkside Promotions  
 Peak Potential Chiropractic  
 Playaway Products  
 Print Partners  
 Prost Brewing Company  
 Raising Cane's Chicken Fingers  
 Repicci's Real Italian

Republic National Distributing Company  
 ResaJeanne Jewelry  
 RidgeGate Investments Inc.  
 Rock Bottom Restaurant & Brewery  
 Rotary Club of Parker  
 Seasons 52  
 Shake Shack  
 Skin Essentials Medical Skin Care & Day Spa  
 Sky Ridge Medical Center  
 South Metro Fire Rescue  
 Space Foundation Discovery Center  
 Spectra Contract Flooring  
 Spritz Pix Photography  
 The Stanley Hotel  
 Starbucks  
 Stretch Lab  
 Swallow Hill Music  
 Tattered Cover Denver  
 Timbuk Toys  
 Trane Technologies  
 Union An American Bistro  
 Urban Air Adventure Park  
 Urban Egg Eatery  
 US Foods  
 WhistlePig Whiskey  
 Wings Over the Rockies  
 Woodhouse Day Spa





## 2024 Individual Donors, \$1,000+

While we only list individual donors at \$1,000 and above in this report, DCLF acknowledges and appreciates support from all our donors at all levels. We are grateful for our more than 800 donors and supporters.

Joanne and Richard Akeroyd  
Megan Boespflug  
Margaret and Dale Brinker  
Suzanne and Rob Burkholder  
James and Jean Coates  
Paul Crawford  
Adam Sorkin and Kalli Gillman  
Johanna and Rowland Harden  
Dave Hlavac  
Beryl and Jay Jacobson  
David and Camille Johnson  
Leandra and Charles Koester  
Michael and Jo Ann Montoya  
Elizabeth Nevermann  
Susie Reynolds  
Anna Root  
Schlessman Family Foundation  
Jeff Stotler  
Ed Struzeki  
Melanie and Sean Tafaro



## Foundation Board 2024/2025

### Elaine McCain, Chair

- Board Member since 2022.
- Retired from a 20-year career in nonprofit development and 16 years in corporate management. Also volunteers for Cancer League of Colorado, Creutzfeldt/Jakob Foundation, and Day of Caring for Breast Cancer Education and Awareness.
- “I have believed in and strongly supported libraries all my life. As a child I volunteered, then worked at both the Grand Junction City Library and high school library as a teenager. Libraries serve everyone in so many ways, and this is my way to serve my wonderful community of Douglas County, my home of 34 years. Our libraries continue to grow and serve magnificently, and I choose to be a part of that!”



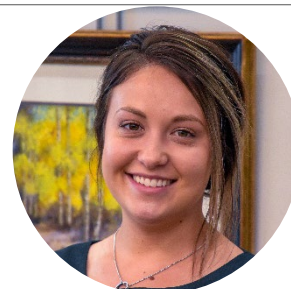
### Linda Boyle, Vice Chair

- Board Member since 2019.
- Retired from legal career in the telecom industry. Assisted with fundraising and donations for nonprofit organizations sponsored by previous employers.
- “I have been a frequent visitor to libraries from the time I learned to read. I grew up in a small town that was blessed with a Carnegie Library and librarians who wanted to share their knowledge of books. I worked at a university library in college, and later volunteered to help re-catalog books from Dewey Decimal to the Library of Congress system. I am thrilled to be able to serve Douglas County Libraries.”



### Krystie Baker

- Board Member since 2019.
- Senior Vice President with Firstbank and board member of the Crisis Center.
- “Volunteering and being engaged with nonprofits has allowed me to pursue a passion for life’s little moments. Raising boys reminds you to slow down, be involved, teach them young, and go above and beyond in the areas you can control. My husband’s family included several librarians, and our boys love to read – there’s no better way to support this legacy and learning environment than being involved in the local library system.”



### Megan Boespflug

- Board Member since 2024.
- Owner of Stiletto Communications, bringing over a decade of experience in marketing small-to-medium-sized businesses and nonprofits. Extensive experience in fundraising and volunteer work with Chamber of Commerce, Rotary International, and a board member at the Lighthouse Family Resource Center.
- “I believe in the transformative power of libraries to inspire a love of reading, discovery, and connection within the community. Volunteering with the DCLF allows me to contribute to a cause that enriches lives and fosters lifelong learning. By supporting the Foundation, I help ensure that libraries continue to provide valuable resources and programs that positively impact community members, helping them grow and thrive.”



### Laureen Boll

- Board Member since 2019.
- Founder and CEO of MeritFirst Solutions, and previous extensive experience in health and benefits. Serves as a state coordinator and chapter lead for the Foundation Against Intolerance & Racism.
- “A library system is the backbone of a highly-functioning, literate society that is required to self-govern, as outlined in the U.S. Constitution and Declaration of Independence.”



### Suzanne Burkholder

- Appointed as DCL Board of Trustee Representative January 2025.
- Self-employed mediator and a previous business career in the Telecommunications field. Volunteers with the Better Business Bureau, City of Lone Tree’s Teen Court, and has fundraising experience with City of Lone Tree’s Arts Guild.
- “Throughout Douglas County, DCL is the trusted core of critical infrastructure both funded and relied upon by our fellow tax-paying citizens. DCL serves as the social adhesive that connects with and unifies our community. DCLF’s important work nurtures DCL as a central hub where our community comes together in library spaces and as sources of knowledge open to all. DCLF’s important work acts as a force multiplier to DCL in ways that surprise and delight community members, with efforts such as Forest of Stories – all in service to community.”



### Ron Cole

- Board Member since 2022.
- Retired from career in U.S. Air Force and national security. Former Douglas County Libraries Board Trustee.
- “Libraries are the key to a successful city, and I hope my time will contribute to that success.”



### Shelly Humphreys

- Board Member since 2017.
- Global telecommunications executive and strategic advisor. Actively involved in professional organizations, as well as Global Village Academy and Colorado-based Hālau Hi'ilani I Nā Hōkū Loa, and Hawai'i-based Hālau Mōhala 'Ilima.
- "I believe strong communities are built on access to knowledge, lifelong learning, and meaningful connections. The DCLF plays a critical role in funding programs and resources that ensure everyone – regardless of background or circumstance – has opportunities for growth, creativity, and discovery, both now and for future generations. Supporting the Foundation allows me to give back and help strengthen the impact of our libraries, keeping them essential hubs for education, innovation, and connection for years to come."



### Jessica Kallweit

- DCL Board of Trustee Representative, 2023-2024.
- Worked in the legal industry, in domestic relations, criminal law, and litigation, and as owner of a freelance paralegal business. Previously worked with the Colorado Attorney General at the 18th Judicial District Attorney's Office and as an adjunct professor at Arapahoe Community College.



### Rochelle Logan

- Board Member since 2015.
- Retired from a career at Douglas County Libraries. Has served on many boards within the library community and PERA.
- "I have a passion for libraries. In particular, I love DCL! This library district has been my library, as I have lived in Highlands Ranch since 1992. Working for DCL was a dream come true for me, and watching it continue to grow and thrive is important to me. My Foundation Board work has been my small contribution to keeping DCL on top, as one of the best libraries in Colorado and the country."



### Rick O'Dell

- New to Board January 2025.
- President of O'Dell Management Services and a career in commercial construction projects.
- "Having experienced firsthand the profound impact of Douglas County Libraries' diverse and innovative programs and services on our community, I'm eager to lend my support and collaborate with this dedicated team to help advance and evolve DCL's mission."



### Pamela Page

---

- Board Member since 2024.
- Retired from careers in the medical and business management industries. Currently working as a senior tax analyst, and volunteers time to numerous organizations, with board positions on many.
- “I believe very strongly that it is our responsibility to support with time, money, and voice, those organizations which serve our community and depend on public support to provide the level of service, activities, and options we have learned to expect. Our libraries may be in danger of being restricted or inhibited in their ability to provide essential learning opportunities to all who seek them. I want to ensure that funding continues to flow into the DCLF, and that we continue to expand accessibility and offerings.”



### Dawn Vaughn

---

- Board Member since 2024.
- Retired public school librarian and administrator. Former Douglas County Libraries Board Trustee.
- “I donate my time to Douglas County Libraries because I believe that libraries are the bedrock of a democratic society. They are places where anyone can access information without prejudice. Douglas County Libraries are vibrant, living, and inviting to everyone, and I feel privileged to support them in any way I can.”



### Louise Wood

---

- Board Member since 2023.
- Employed by UBS Wealth Management. Former Douglas County Libraries Board Trustee. Active in her church.
- “I support the Douglas County Libraries Foundation because our libraries are a place where we all belong. The libraries serve everyone and are a space for all of us, regardless of our backgrounds or beliefs. We can all get information, discuss ideas, and find common ground at our extraordinary public libraries!”



Douglas County Libraries Foundation  
Support to Douglas County Libraries  
For the Year ended December 31, 2024

Unrestricted Grant	\$	125,000.00
Restricted Grant		15,962.94
Management fee		<u>30,687.52</u>
Total	\$	<u><u>171,650.46</u></u>

**EXHIBIT B  
DOUGLAS COUNTY LIBRARIES  
FOUNDATION  
HUMAN RESOURCES POLICIES**

Board Policy:

The Foundation follows the below listed Human Resources Policies of Douglas County Libraries:

Human Resources Policies:

- Accommodation Policy
- Equal Employment Opportunity
- Equal Employment Opportunity Harassment
- Policy Sexual Harassment



## **ACCOMMODATION POLICY**

### **Americans with Disability and Religious Accommodation**

Douglas County Libraries (the “Library”) will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Library or cause a direct threat to health or safety. The Library will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Library. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources department immediately.

### **Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Library will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Library’s business operations.

The Library may require that an employee provide a note from their healthcare provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources department.

The Library will not deny employment opportunities or retaliate against an employee because of an employee’s request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.



## **EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT**

Adopted on

Douglas County Libraries (the “Library”) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for their participation in an investigation, they should contact their supervisor or the Human Resources department immediately. The situation will be promptly investigated by the Human Resources department. Additional details can be found in the Library’s Employee Handbook.

This policy applies to all employees and Board of Trustees members, including supervisors, managers, co-workers, and non-employees such as customers, volunteers, clients, vendors, and consultants.

Adopted on 04/22/2024

## UNLAWFUL HARASSMENT POLICY

### EEO Harassment

Douglas County Libraries (the “Library”) strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include, but is not limited to, the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This applies to all Library employees, including managers, supervisors, co-workers, and non-employees such as Board of Trustees members, volunteers, customers, vendors, and consultants.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for their participation in an investigation, they should contact their supervisor or the Human Resources department immediately. The situation will be promptly investigated by the Human Resources department. Additional details can be found in the Library's Employee Handbook.

## SEXUAL HARASSMENT POLICY

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, Douglas County Libraries (the “Library”) believes it warrants separate emphasis.

The Library strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

All employees and non-employees, such as Board of Trustees members, volunteers, customers, vendors, and consultants, are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another’s sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another’s body.

**MEMO**

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

**ISSUE:** Monthly Library Report

**DISCUSSION:**

**LEGISLATION WATCH:** Last 2020 Legislative check in if no special session.

Bill	Description	Trending
<b>005</b>	Collective Bargaining of public employees	Bill stalled; Opposed by the Governor
<b>1158</b>	Library research database requirements	Bill died 33 to 31
<b>1063</b>	Extend CRS 25-063 to public schools	Bill signed by Governor – Colorado Law
<b>1130</b>	Union wages, capital projects	Has become law, but is limited to State projects.

**REMAINING 2025 STUDY SESSION AGENDA**

May	Board Policy Summary
June	Library Inventories: How and why do we buy our books?
July	No Board Meeting
August	Personnel Budget and Competitiveness
September	2026 Budget
October	2026 Budget
November	No Board Meeting
December	TBD

**BUSINESS SPOTLIGHT – Library Displays.** Our library displays align with our vision of reading, discovery, and connection. Library policy provides high level direction about library content including displays. Library displays are to respond and support customer demand.

For simplicity's sake, there are three kinds of library displays:

(1) Shelving. Our library's shelves showcase content. Our content turns over quickly with between 16,000 and 17,000 items moving from our buildings to customer's homes each day. About 40% of shelf inventory in use at any time. Our shelves display books from that shelf. Staff select the "next item up" customers use them; and

(2) Display Fixtures. The library uses display fixtures throughout our libraries to gather content according to themes – new content and seasonal/trending content are examples. Displays correspond to customer demand; and

(3) Virtual Displays. The library's catalog is provided by a vendor – *Bibliocommons*. *Bibliocommons* provides content around high-use or trending items.

Last month, a customer asked at a Board meeting about a cause of concern - Pride Month and why the library doesn't observe the month. Two areas of the business are relevant for response. First, the

library's event calendar is set each year around seasonal opportunities to support reading. Our event curriculum doesn't incorporate support for any group or interest. Second, library displays focus on demand. Seasonal commemorations may drive demand and be reflected on displays, but the displays aren't an avenue to endorse, commemorate, and support any group or interest.

## **STERLING RANCH PROJECT**

The library completed the first project meeting with two additional design meetings imminent. The library is working on a contract and process to formally accept the Sterling Ranch property. The site's soil evaluation is also imminent.

## **Quarterly Reporting - KPI**

The library's quarterly Key Performance Indicator report is included this month. Please note the stellar *Net Promoter* data. Please also note that our geographic information system data provider is new this month as the last product is no longer available. While the percentage of households having an active library card in Douglas County has been traditionally high. The new household data is markedly higher – probably due to data gathering variations rather than growth.

## **Division Updates**

### **Customer Experience**

Last Month:

- CX Managers and Supervisors completed Paylocity Midcycle check-ins
- YFS staff held storytimes on the Aloha East Plaza in Castle Rock in collaboration with Community Engagement on the Ready, Set, Read program
- MH team Completed safety walks in workrooms at HI and LT in partnership with IS, HR and Pinnacol. The team hosted school tours of the workrooms at all locations.
- CX staff served 16 senior living facilities with plans to onboard a new Castle Rock facility later this year.

Coming up:

- Courier is preparing and coordinating delivery of prizes and Summer Reading materials in partnership with Community Engagement
- CX staff will take part in branch walkabout tours with Facilities, Finance, Community Engagement, during May and June.
- YFS staff is preparing for Summer Outdoor Storytimes - finalizing sound system logistics, organizing materials, and reserving the Children's book character costume (Clifford the Big Red Dog) to kick off first week.
- CX Staff are working on developing CARE and PIC Manuals with plans to have them finalized by the end of the year.

### **Community Engagement**

DCL hosted another successful year of partnership with the AARP Foundation to provide Tax-Aide to seniors at three DCL locations. Volunteers with AARP Tax-Aide worked from the end of January through April 15<sup>th</sup> to complete and submit approximately 1,500 returns for customers.

The annual Page to Stage performances started at the beginning of the month featuring the classic Charlotte's Web! Over 50 performances have been scheduled for this year between April and May throughout Douglas County schools.

The strategic initiative on meeting room research has moved to operational. The Events & Hospitality team completed this project and analyzed/reviewed over 33,800 meeting room stats from 2019 - 2024. They found roughly 840 customers who have not returned to using our spaces since 2019 (pre-pandemic). This data is incredibly valuable in helping us understand shifting community needs and identifying opportunities for re-engagement.

As part of the Douglas County Art Encounters program, DCL is installing five new sculptures throughout the month of May. There will be two at Castle Rock and three at Lone Tree. These pieces will be on display for a full year before new pieces are selected and rotated next May. There are local artists and others from across the United States who submit entries in the program. This year, we have an extra-large bunny pull toy by a Castle Rock resident that will be installed just outside of Kids Corner in Castle Rock. Off of Wilcox, at the entrance to the library parking lot, there will be an 8-foot-tall tower with bright red enamel “rose buds” cut out of the weathered steel structure. At Lone Tree, there will be an 8-foot white powder coated swirl of hands representing hugs, a weathered steel tower with cutouts of moon phases, and a four-foot-tall mix of 3d printing and fiberglass of a human form.

As part of our goals working with AI, one of our business librarians is taking the Career Essentials in Generative AI course by Microsoft and LinkedIn, which includes training on Copilot. She is also attending the Castle Pines Chamber’s Small Business Luncheon in May, featuring an AI expert and the BBB’s CEO. In addition, the district’s photographer and web specialist, is using some of the AI tools imbedded in our Adobe software. While It’s not a replacement for taking photos, as it can’t simulate actual customers interacting in our buildings, it is extremely useful for editing. An example of this was a photography project of the designated parking spaces in each of our locations for the staff handbook. At the time of the year this project was requested (January) there was snow in every location. Using the AI tools, not only did it remove the snow, but it replaced curbs that were covered up, and updated landscapes to without the snow. In general, the technology did this in a fraction of the time what it would’ve taken using Adobe’s existing content replacement and editing tools. The software improves exponentially about every two months, which is truly exceptional, and continues to offer efficiencies and time-saving tools in our work.

Summer Reading Kick-off officially begins Saturday, May 31. DCL’s largest event runs May 31-July 31, 2025, and includes numerous events, activities, and surprises. Visit <https://dcl.org/summer-reading/> to register and learn more.

## **Executive Office**

### Working on

- Onboarding three new board trustee(s) – Completed legal session, completed staff session
- Updates to board bylaws and policies from legislation or staff recommended updates for June or August board review
- Foundation Records Retention plan to present to Foundation Board in July for action
- Onboarding two new Foundation Directors

### Accomplished

- Completed initial Ai Training

## **Finance**

Finance recently completed:

- The first organization-wide training for our new budgeting software.

- Onboarding a new Finance employee
- Setting up the Sterling Ranch project in our Enterprise Resource Planning software. This allows us to easily track the project inside of our system.

Looking forward, Finance is:

- Firming up the agenda for the June Finance SLT/Manager Meeting
- Starting work on the 2026 budget
- Working through the set-up of the custodial/investment firm accounts.

## Infrastructure Services

- Cybersecurity Awareness
  - Based upon identified cybersecurity trends and staff assessments, the DCL IT staff write and share digital hygiene articles. These articles, including topics such as social engineering and safe passwords, complement our annual compliance training and ongoing email phishing tests. This month's article is on learning how to recognize email scams and phishing.
- Popular Collections
  - These titles currently have the most holds and are the hottest reads in our community right now: *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins, *Great Big Beautiful Life* by Emily Henry, and *Sunrise on the Reaping* by Suzanne Collins.
- Capital Projects and Facility Maintenance
  - The damaged Roxborough roll-up door was replaced by a new wood door.
  - 78 staff computers have been replaced. We replace approximately 25% of end-of-life staff computers annually.

## BOARD TALKING POINTS:

### Summer Reading is almost here.

The 2025 Theme is Don't Bug Me, I'm Reading! Promotions around the annual DCL's summer reading celebration have begun and pre-registration opened on May 1. We expect over 17,000 customers to engage in this year's event.

Please visit <https://dclibraries.beanstack.org> or [www.dcl.org/summer-reading](http://www.dcl.org/summer-reading) to register! Customers can register for the program May 1, then track their reading and pick up their logs and registration prizes beginning on May 31. Thank you for spreading the word about summer reading.

**Douglas County Schools Summer Lunch Program Partnership.** In 2025, DCL will have two locations participate as a lunch handout site for DCSD's free lunch summer program - Castle Pines and Castle Rock. Children under 18 can receive a lunch regardless of if they qualified for free or reduced lunch.

**Sterling Ranch library.** That after a great process with the community leaders in Sterling Ranch and surrounding areas, over the past many months the new library was planned and designed. And that I am now happy to report that we have the construction contract in place and work is underway with all the elements. Anticipated completion in late 2027. This \$21,000,000 + library will serve the northwest Douglas County area and specifically the Roxborough and Sterling Ranch areas. We value the partnership with so many of you to get this moving.

**Customer CARE.** Recently a very grateful customer brought donuts to thank our staff. The woman was in tears as she explained how staff went above and beyond to help her scan over 1000 paged document to the VA hospital for her client. As a result of this effort, the man was able to win his case and secure his VA benefits.

**RECOMMENDATION:** None; information only.



## Q1 2025 Strategic Plan Update

The remaining active response, Meeting Room Usage, went operational in Q1 2025.

- **Meeting Room Usage response accomplishments and outcomes:**
  - Accomplishments:
    - The E&H team completed a comprehensive analysis comparing group room reservations—both free and paid—across the district. This deep dive looked at data from 2019 and compared it with trends from 2022 through 2024, analyzing a whopping 33,871 data points in total!
  - Outcomes:
    - In total, the analysis identified approximately 840 groups or individuals who have not returned to using our spaces since 2019.
    - Moving forward we plan to develop a survey to reach out to those 840 customers who have not returned to using our spaces in hopes to identify and understand community shifts and needs and to strategize how to re-engage those customers we may have lost.

This response has now gone operational, as it's clear how valuable it is to continue monitoring and gathering feedback on space usage. This ensures that our meeting room parameters remain relevant and continue to meet the evolving demands of the community.

### Dashboard Key

Complete	Strategic work on response is complete. Work may have been moved to regular operations or closed out.
On Track	Benchmarks and strategic outcomes are currently being met.
Delayed	Benchmarks and/or strategic outcomes are not currently being met, but will be back on track next quarter. Delays are generally due to extenuating circumstances.
Removed	Strategic outcomes cannot be met, or are no longer a strategic priority.
On Hold	Strategic work on response either has not begun or is paused for current reporting period.

### Strategic Plan Dashboard

Strategic Priority	Strategic Response	Response Status
<b>Vibrant Libraries</b>	Set up a district task force to conduct an annual evaluation of meeting room customer use and feedback, and identify barriers to using our meeting spaces that we can reduce or eliminate.	Complete
<b>Beyond our Walls</b>	Increase the frequency and market saturation of traditional advertising, targeting a broad audience with general library messaging (e.g., get to know DCL).	On Hold

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	April 2025
From:	Bob Pasicznyuk
Subject:	<b>Q4 2024 External KPI</b>

**EXECUTIVE SUMMARY**

The library monitors a range of performance indicators to determine whether or not we should act to improve performance or to mitigate risk. The library uses NPS (NetPromoter Score) as a key indicator of customer loyalty and satisfaction. The library uses a constellation of use figures to determine community engagement with the library.

**BUSINESS CONTINUITY AND OTHER RISKS AND IMPACT**

Q4, 2024's NetPromoter score continues to be stellar – much higher than industry norms for retail, governments, and service-sector businesses. The library measures the number of households who have an active library card. The library uses the national standard definition for an active card – a customer who has used the card in the past 3 years – so that we can benchmark our performance against peers. DCL's Active card rates of 60% or higher are unusual among peers. Door counts for 2024 (both Q4 and the entire year) were higher year-over-year and in the upper quartile of peers.

**RECOMMENDATION**

No Action

## Q1 2025 KPI

**NPS:** How DCL users feel about our brand and services

90 Quarter score **January - March 2025**

86.21 Quarter score **January - March 2024**

### Use

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

85.94% **March 2025**

59.45% **March 2024**

### Door Count

341,028 **January - March 2025**

302,583 **January - March 2024**

341,028 Total 2025 **January - March**

1,400,186 Total 2024

### Website Visits

451,485 **January - March 2025**

505,042 **January - March 2024**

451,485 Total 2025 **January - March**

1,869,230 Total 2024

### Community Engagement

Resource Donors: Total number of unique volunteers and donors

923 **January - March 2025**

821 **January - March 2024**

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

123 **January - March 2025**

182 Total 2024

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

663,190,246 **January - March 2025**

36,156,693 **January - March 2024**

663,190,246 Total 2025 **January - March**

429,258,247 Total 2024

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

13,488 **January - March 2025**

9,610 **January - March 2024**

13,488 Total 2025 **January - March**

51,262 Total 2024

**Notes**

More foundation volunteers increased the quarterly figure over the previous year's timeframe.

A reduction in partnerships reflects the end of Adventure Pass partnerships as well as the change in distribution of Cuddle Up and Read materials from individual doctors' offices to more centralized distribution through community agencies.

The market penetration figure was previously reported with Gale's Analytics on Demand software which was retired by the vendor in early 2025. This quarter's figure was created manually without the assistance of address verification software. It includes almost 26% more Douglas County Libraries households with active cards than the 2024 average number of households with active cards factored by Analytics on Demand.

PR impressions were up due to the broad reach of the KOA Colorado radio promotion of the C.J. Box author event.

Direct outreach increased over the previous year through both Bookstart activity and branch activity.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	April 2025
From:	Bob Pasicznyuk
Subject:	<b>Q1 Internal KPI</b>

**EXECUTIVE SUMMARY**

The library monitors its worker turnover rate to ensure that human resources are sufficient to complete our workplan and mission. The Library also uses the Gallup Q12 Engagement Survey to gauge staff effectiveness toward the workplan and mission. We will update Gallup data later in the year. This report reflects the library's first quarter 2025 turnover experience.

**BUSINESS CONTINUITY AND OTHER RISKS AND IMPACT**

The library's staffing turnover rate is much lower than similar businesses. The rate also hasn't escalated beyond our post-pandemic experience. The Library's recruitment processes are able to fill staffing needs at this turnover rate.

**RECOMMENDATION**

No Action

## Q1 2025 HR KPI Report

### Turnover

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

**Period:** January 2025 – March 2025

**DCL Turnover Rate:** 3.1%      **DCL Annualized Turnover Rate:** 12.4%

**Benchmarks:** Paylocity provides the benchmarks below in their data insights for the organization. The benchmarks below are calculated by taking the average turnover rate across Paylocity customers with the same sector and subsector code as classified under North American Industry Classification System (NAICS) : [519120 - Libraries and Archives](#). As of April 1, 2025, the Paylocity's benchmark population includes 178 companies in our Subsector and 1,339 companies in our Sector across North America.

**Sector Benchmark:** 8.5%

(NAICS) 51 – Information

**Subsector Benchmark:** 6.0%

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

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

## MEMO

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	May 28 <sup>th</sup> , 2025
From:	Casie Cook, Director of Finance
Subject:	<b>Financial Statement Review for the three months ending March 31, 2025</b>

### Balance Sheet

As of March 31, 2025, the Library has \$38.685 million of cash and liquid investments. The Library is holding \$1.079 million in cash for accounts payable purposes. The Library is holding \$38.522 million in liquid funds at ColoTrust, plus \$.011 million, or, \$11 thousand in liquid investments at the Colorado Statewide Investment Program (CSIP).

At March 31, 2025, the Library recorded interest income of \$.323 million, or, \$323 thousand, which exceeds the budget by 10%.

At March 31, 2025 the Library recorded a receivable and related deferred revenue of \$25.390 million for property taxes. We expect the Library to collect in excess of 99% of property taxes budgeted for 2025.

Funds available for future capital improvements total \$22.735 million at March 31, 2025, as reported on the unassigned fund balance line of the balance sheet.

### Performance vs Budget

Overall, the Library has realized a \$9.247 million, 189% favorable, variance to budget for the three months ending March 31, 2025. \$5.000 million of this variance is attributed to the tax rebate, which is to be processed when completing our 2026 mill levy calculation to the county this fall.

Total revenues are \$.053 million, or, \$53 thousand, and .30% over budget, through March 31, 2025. Specific Ownership Taxes and Interest Income account for the majority of the variance.

Operating expenditures are (13%), or, (\$1.135 million), under budget through March 31, 2025. Library Content and District-Wide Support Costs account for a large portion of this variance due to timing and is expected to eventually align with budgeted amounts.

Salaries, Wages, Benefits & PERA Retirement, which account for 65% of operating expenses through March 31, 2025, are (\$.152 million, or, \$152 thousand), and (3%) under budget, through March 31, 2025.

All other operating expenditures were (\$.983 million, or, \$983 thousand), and (27%) below budget, through March 31, 2025, primarily due to seasonality differences between budgeted vs actual expenditures.

### Capital Expenditures

Actual spending for Capital Maintenance items for the three months ending March 31, 2025 is \$.023 million, or, \$23 thousand, vs. an annual budget of \$1.515 million. The remaining funds are expected to be expended through the course of the year.

Actual spending for Capital Improvement items for the three months ending March 31, 2025 is \$.189 million, or, \$189 thousand, vs. an annual budget of \$.870M, or, \$870 thousand. Note that the amount budgeted through March 31, 2025 does not include the recently amended budget which includes spend for the new Sterling Ranch build.

### **2025 Forecast**

Based on the Library's 2025 performance through March 31, 2025, and assuming the Library performs according to its remaining budget through December 2025, the Library is projecting a fund balance of \$32.298 million at December 31, 2025. This balance accounts for the recently approved spend of \$4.077 million for Sterling Ranch and includes \$5.000 million to be rebated via a mill levy reduction for the 2025 property tax year, to be realized via a reduction in property tax collections early 2026.



## BALANCE SHEET

	December 31, 2024	March 31, 2025
	Audited	Unaudited
<b>ASSETS</b>		
Cash	\$ 30,123,708	\$ 38,684,905
Property Taxes Receivable	42,088,728	25,390,363
Prepaid Expenses And Deposits	365,388	570,178
Receivable DCL Foundation	308,253	299,877
Accounts Receivable	16,824	1,447
<b>Total Assets</b>	<b>\$ 72,902,901</b>	<b>\$ 64,946,770</b>
<b>LIABILITIES &amp; FUND BALANCE</b>		
<b>LIABILITIES</b>		
Deferred Property Taxes	\$ 41,871,506	\$ 25,390,363
Accrued Salaries And Benefits	480,882	51,050
Accounts Payable	1,331,282	1,078,806
Other Accrued Liabilities	49,969	9,844
<b>Total Liabilities</b>	<b>\$ 43,733,639</b>	<b>\$ 26,530,063</b>
<b>FUND BALANCE</b>		
Nonspendable Fund Balance	\$ 365,389	\$ 570,178
Restricted Fund Balance	1,272,047	1,272,047
Assigned Fund Balance	4,300,000	4,300,000
Unassigned Fund Balance	19,402,764	22,735,037
Committed Fund Balance	292,000	292,000
Revenues Over (Under) Total Expenditures	3,537,062	9,247,445
<b>Total Fund Balance</b>	<b>\$ 29,169,262</b>	<b>\$ 38,416,707</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 72,902,901</b>	<b>\$ 64,946,770</b>



**Quarterly Report of Cash and Investments**  
**March 2025**

<b>Institution</b>	<b>% of Total</b>	<b>Value</b>	<b>Maturity Date</b>	<b>Interest YTD</b>	<b>Current Rate</b>
<b>Cash</b>					
Colotrust *	99.58%	\$ 38,522,021	N/A	\$ 327,090	4.40%
Independent Bank	0.30%	114,750	N/A	8	0.01%
Wells Fargo Bank	0.09%	35,203	N/A	-	0.00%
CSIP Liquid*	0.03%	10,651	N/A	117	4.40%
Cash in Use	0.01%	2,279	N/A	-	
<b>Total Cash</b>	<b>100.00%</b>	<b>38,684,905</b>		<b>327,215</b>	
Property tax interest		-		(4,060)	
<b>Total Cash and Investments</b>		<b>\$ 38,684,905</b>		<b>\$ 323,155</b>	

**NOTES:**

\* Variable rate account.



STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE  
As of March 31, 2025  
(Unaudited)

	Month Ending March 31, 2025		Year To Date March 31, 2025			Annual Budget 2025	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Revenue							
Property taxes	\$ 15,243,415	\$ 16,293,597	\$ 16,538,559	\$ (244,962)	(1.48) %	\$ 42,001,506	61.21 %
Specific Ownership Taxes	276,000	554,389	399,840	154,549	38.65 %	1,599,360	65.34 %
Contributions/Grants	0	0	0	0	0.00 %	405,932	100.00 %
Charges for services	37,099	206,444	93,322	113,122	121.21 %	346,998	40.51 %
Interest Income	126,873	323,154	293,319	29,835	10.17 %	1,483,779	78.22 %
Total Revenue	15,683,387	17,377,584	17,325,040	52,544	0.30 %	45,837,575	62.09 %
Operating Expenditures							
Salaries & Wages	1,963,007	4,061,694	4,150,868	(89,173)	(2.14) %	17,333,993	76.57 %
Benefits	137,420	330,145	339,791	(9,647)	(2.83) %	1,359,171	75.71 %
PERA Pension	277,920	587,333	640,491	(53,158)	(8.29) %	2,561,964	77.07 %
Library Content	357,237	1,016,943	1,169,998	(153,055)	(13.08) %	4,617,295	77.98 %
Facilities	233,936	600,631	661,360	(60,729)	(9.18) %	2,783,777	78.42 %
Technology, Equipment & 3rd-Party Services	131,076	481,405	578,913	(97,509)	(16.84) %	1,874,709	74.32 %
Library Programs & Outreach	85,886	265,400	291,196	(25,795)	(8.85) %	1,602,269	83.44 %
District-Wide Support Costs	155,845	274,298	414,558	(140,260)	(33.83) %	1,501,424	81.73 %
Capital Maintenance Projects	0	22,788	528,250	(505,462)	(95.68) %	1,515,300	98.50 %
Total Operating Expenditures	3,342,327	7,640,637	8,775,425	(1,134,788)	(12.93) %	35,149,903	78.26 %
Debt Service	7,995	56,479	0	56,478	100.00 %	2,150,670	97.37 %
County Treasurer's Fees	228,660	244,423	254,075	(9,651)	(3.79) %	654,012	62.63 %
Total Operating, Interest & Fee Expenditures	3,578,982	7,941,539	9,029,500	(1,087,961)	(12.04) %	37,954,585	79.15 %
Total Revenues Over (Under) Operating Expenditures	12,104,405	9,436,045	8,295,540	1,140,505	13.74 %	7,882,990	(19.70) %
Non-Operating Revenues (Expenditures)							
Tax Relief	0	0	(5,000,000)	5,000,000	(100.00) %	(5,000,000)	100.00 %
Capital Improvement Projects	(70,867)	(188,600)	(95,000)	(93,600)	98.52 %	(870,000)	78.32 %
Total Non-Operating Revenues (Expenditures)	(70,867)	(188,600)	(5,095,000)	4,906,400	(96.29) %	(5,870,000)	96.79 %
Total Revenues Over (Under) Total Expenditures	12,033,538	9,247,445	3,200,540	6,046,905	188.93 %	2,012,990	(359.39) %
Beginning Fund Balance	26,383,169	29,169,262				29,362,231	
Ending Fund Balance	\$ 38,416,707	\$ 38,416,707				\$ 31,375,221	



**2025 Budget**  
**Maintenance & Improvement Projects**  
**For Projects over \$10,000 and a life greater than one year**  
**As of March 31, 2025**

	Original Budget	Spent To-Date	Remaining Budget
<b><u>Operating Expenditures: Maintenance Projects</u></b>			
[M1] District IT: B100	\$ 761,000	\$ -	\$ 761,000
[M1] District-Wide: B100	628,300	-	628,300
Castle Pines: B200	-	-	-
Castle Rock: B700	60,000	-	60,000
Highlands Ranch: B300	30,000	-	30,000
Lone Tree: B400	26,000	22,788	3,212
Parker: B600	-	-	-
Roxborough: B800	10,000	-	10,000
Unallocated	-	-	-
<b>Total Maintenance Projects</b>	<b>\$ 1,515,300</b>	<b>\$ 22,788</b>	<b>\$ 1,492,512</b>
<b><u>Notes</u></b>			
[M1] Requires Board motion to approve			
<b><u>Non-Operating Expenditures: Improvement Projects</u></b>			
District IT: B100	\$ -	\$ -	\$ -
District-Wide: B100	-	-	-
Castle Pines: B200	-	-	-
Castle Rock: B700	25,000	-	25,000
[I1] Highlands Ranch: B300	780,000	160,400	619,600
Lone Tree: B400	5,000	4,400	600
Parker: B600	60,000	-	60,000
Roxborough: B800	-	23,800	(23,800)
<b>Total Improvement Projects</b>	<b>\$870,000</b>	<b>\$188,600</b>	<b>\$681,400</b>
<b><u>Notes</u></b>			
[I1] Requires Board motion to approve			
<b>Grand Total Maintenance, Improvements, Capital Campaign</b>	<b>\$ 2,385,300</b>	<b>\$ 211,388</b>	<b>\$ 2,173,912</b>



Douglas County Libraries

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

	Month Ending March 31, 2025	Year to Date March 31, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Salaries & Wages							
Community Engagement							
Community Services & Partnerships	40,388	101,362	131,451	(30,089)	(23) %	539,607	76 %
Events & Hospitality	40,108	107,777	148,149	(40,372)	(27) %	608,152	76 %
Marketing & Communications	47,392	124,927	125,994	(1,067)	(1) %	517,203	76 %
Special Events	56,621	149,368	163,748	(14,380)	(9) %	715,201	77 %
Visual Design, Arts, & Archives	31,686	84,717	97,615	(12,898)	(13) %	400,708	76 %
Volunteer Services	31,591	84,418	85,862	(1,444)	(2) %	352,465	76 %
Total Community Engagement	247,786	652,569	752,819	(100,250)	(13) %	3,133,336	76 %
Customer Experience							
Branch Operations	10,737	28,787	30,278	(1,491)	(5) %	124,293	76 %
Branch Services	151,039	403,397	466,146	(62,749)	(13) %	1,913,520	76 %
Customer Experience	224,842	592,049	403,207	188,842	47 %	1,668,179	76 %
Materials Handling	188,289	505,605	531,979	(26,374)	(5) %	2,183,772	76 %
Youth & Family Services	225,036	589,381	654,305	(64,924)	(10) %	2,685,924	76 %
Total Customer Experience	799,943	2,119,219	2,085,915	33,304	2 %	8,575,688	76 %
Executive							
Directors	94,905	252,781	262,542	(9,762)	(4) %	1,077,737	76 %
Total Executive	94,905	252,781	262,542	(9,762)	(4) %	1,077,737	76 %
Finance							
Accounting Operations	38,497	102,946	104,604	(1,657)	(2) %	429,397	76 %
Budgeting	8,831	23,611	24,017	(406)	(2) %	98,589	76 %
District-wide Operations	397,722	0	0	0	0 %	0	0 %
Procurement	(2,512)	9,951	25,316	(15,365)	(61) %	103,923	76 %
Total Finance	442,538	136,508	153,937	(17,428)	(11) %	631,909	76 %
Infrastructure Services							
Collection Services	118,127	312,399	324,571	(12,172)	(4) %	1,332,383	76 %
Facilities	36,127	109,626	119,401	(9,775)	(8) %	489,876	76 %
Human Resources	59,494	150,818	82,248	68,569	83 %	337,630	76 %
Information Technology	64,162	175,882	183,463	(7,581)	(4) %	752,855	76 %
Infrastructure Services Operations	5,843	15,620	15,889	(268)	(2) %	65,223	76 %
Learning & Development	(2,162)	1,539	106,555	(105,016)	(99) %	437,408	76 %
Safety & Security	(2,453)	9,715	24,715	(15,000)	(61) %	101,457	76 %
Total Infrastructure Services	279,138	775,599	856,842	(81,243)	(9) %	3,516,832	76 %
Total Salaries & Wages	<u>1,864,310</u>	<u>3,936,676</u>	<u>4,112,055</u>	<u>(175,379)</u>	<u>(4) %</u>	<u>16,935,502</u>	<u>76 %</u>



Douglas County Libraries

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

	Month Ending March 31, 2025	Year to Date March 31, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Other Earnings							
Bonus Pool	82,750	88,000	93,500	(5,500)	(6) %	243,241	62 %
Other Earning Types	15,947	37,018	38,813	(1,794)	(5) %	155,250	75 %
Total Other Earnings	<u>98,697</u>	<u>125,018</u>	<u>132,313</u>	<u>(7,294)</u>	<u>(6) %</u>	<u>398,491</u>	<u>67 %</u>
Benefits							
Unemployment Insurance	3,420	7,733	12,501	(4,768)	(38) %	50,000	75 %
Worker's Compensation	169	4,248	8,937	(4,689)	(52) %	35,753	75 %
Health Insurance	103,048	253,785	249,775	4,010	2 %	999,100	75 %
Life Insurance	676	2,936	1,914	1,021	53 %	7,658	75 %
Medicare	27,244	56,043	62,835	(6,791)	(11) %	251,340	75 %
Employee Assistance Program	1,330	1,330	1,329	1	0 %	5,320	75 %
Worker's Compensation Deductible	1,533	4,070	2,500	1,570	63 %	10,000	75 %
Total Benefits	<u>137,420</u>	<u>330,145</u>	<u>339,791</u>	<u>(9,646)</u>	<u>(3) %</u>	<u>1,359,171</u>	<u>75 %</u>
PERA Pension							
PERA Retirement-Pension	277,920	587,332	640,491	(53,159)	(8) %	2,561,964	75 %
Total PERA Pension	<u>277,920</u>	<u>587,332</u>	<u>640,491</u>	<u>(53,159)</u>	<u>(8) %</u>	<u>2,561,964</u>	<u>75 %</u>
Total Douglas County Libraries	<u>2,378,348</u>	<u>4,979,172</u>	<u>5,224,650</u>	<u>(245,479)</u>	<u>(5) %</u>	<u>21,255,128</u>	<u>75 %</u>
Other Earning Types							
Other Earnings							
Call Back (CALBK)	374	535	0	535	100 %	0	0 %
On Call (ONCAL)	962	2,115	0	2,115	100 %	0	0 %
PTO Pay Out (PTOPO)	14,611	34,368	38,813	(4,444)	(11) %	155,250	75 %
Total Other Earnings	15,947	37,018	38,813	(1,794)	(5) %	155,250	75 %
Total Other Earning Types	<u>15,947</u>	<u>37,018</u>	<u>38,813</u>	<u>(1,794)</u>	<u>(5) %</u>	<u>155,250</u>	<u>75 %</u>



Douglas County Libraries

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

	Month Ending March 31, 2025	Year to Date March 31, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Over (Under) Budget Comparison							
Community Engagement	247,786	652,569	752,819	(100,250)	(13) %	3,133,336	76 %
Customer Experience	799,943	2,119,219	2,085,915	33,304	2 %	8,575,688	76 %
Executive	94,905	252,781	262,542	(9,762)	(4) %	1,077,737	76 %
Finance	442,538	136,508	153,937	(17,428)	(11) %	631,909	76 %
Infrastructure Services	279,138	775,599	856,842	(81,243)	(9) %	3,516,832	76 %
Total Salaries & Wages	<u>1,864,310</u>	<u>3,936,676</u>	<u>4,112,055</u>	<u>(175,379)</u>	<u>(4) %</u>	<u>16,935,502</u>	<u>76 %</u>
Schedule of Benefits as % of Gross Payroll							
Unemployment Insurance	0.18 %	0.20 %	0.30 %	(0.11) %	(37) %	0.30 %	(3) %
Worker's Compensation	0.01 %	0.11 %	0.22 %	(0.11) %	(52) %	0.21 %	(3) %
Health Insurance	5.53 %	6.45 %	6.07 %	0.37 %	6 %	5.90 %	(3) %
Life Insurance	0.04 %	0.07 %	0.05 %	0.03 %	75 %	0.05 %	(3) %
Medicare	1.46 %	1.42 %	1.53 %	(0.10) %	(7) %	1.48 %	(3) %
Employee Assistance Program	0.07 %	0.03 %	0.03 %	0.00 %	0 %	0.03 %	(3) %
Worker's Compensation Deductible	0.08 %	0.10 %	0.06 %	0.04 %	67 %	0.06 %	(3) %
Total Benefits	<u>7.00 %</u>	<u>8.00 %</u>	<u>8.00 %</u>	<u>0.00 %</u>	<u>1 %</u>	<u>8.00 %</u>	<u>(3) %</u>
Benefits	<u>7.37 %</u>	<u>8.39 %</u>	<u>8.26 %</u>	<u>0.13 %</u>	<u>2 %</u>	<u>8.03 %</u>	<u>(3) %</u>



**Comparison of Property & Auto Tax Revenues**  
**March 2025 YTD**

**Property Tax (net of adjustments)**

	<u>2024</u>	<u>2025</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	267,815	1,050,183	782,368	292%
March	13,406,346	15,243,415	1,837,068	14%
April	1,882,085		n/a	n/a
May	7,387,059		n/a	n/a
June	3,330,989		n/a	n/a
July	10,760,165		n/a	n/a
August	383,696		n/a	n/a
September	160,375		n/a	n/a
October	16,099		n/a	n/a
November	35,059		n/a	n/a
December	48,407		n/a	n/a
<b>Total</b>	<b><u>\$37,678,094</u></b>	<b><u>\$16,293,598</u></b>	<b><u>\$2,619,437</u></b>	

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

**Auto Tax**

	<u>2024</u>	<u>2025</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	260,985	278,388	17,403	7%
March	222,009	276,000	53,991	24%
April	206,906		n/a	n/a
May	225,916		n/a	n/a
June	217,804		n/a	n/a
July	216,417		n/a	n/a
August	238,903		n/a	n/a
September	237,619		n/a	n/a
October	221,684		n/a	n/a
November	244,106		n/a	n/a
December	441,673		n/a	n/a
<b>Total</b>	<b><u>\$2,734,022</u></b>	<b><u>\$554,388</u></b>	<b><u>\$71,394</u></b>	