

DOUGLAS COUNTY LIBRARIES BOARD BUSINESS MEETING

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

Call meeting to Order

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

Attendance

Public Comment

NOTE: Library Board Business Meetings will move to Lone Tree Library in 2026.

Do any board members have a conflict of interest regarding any of the matters below? If so, please recuse yourself, and return to the meeting after the discussion has ended.

Consent Agenda Recommendation(s) [page 3](#)

1. Minutes 09/24/25 Business Meeting [page 4](#)
2. Executive Library Director Title Change [page 8](#)
3. 2026 Staff Day Closure [page 9](#)

Other Business

Action Items

- 2026 Draft Budget Boundary Approval [page 10](#)

Discussion Items

Executive Library Director Update [page 18](#)

- Sterling Ranch Library Preview

Partner Reports

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

Executive Session

Executive Library Director's Review and Goals

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

Trustee Comments and Questions

Upcoming Board Meetings

- November 3, 2025, Task Force Meeting, Zoom, 4:00 p.m. (Mondays, weekly as needed)
- November 19, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m. – 9:00 a.m.
- October 29, 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

- November 12, 2025, Partnership of Douglas County Governments – Elected Officials Reception, The Golf Club at Bear Dance, Larkspur, Colorado, 6:00 p.m. – 8:00 p.m. (RSVP required)

Adjourn

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 29, 2025

From: Patti Owen-DeLay

Subject: Consent Agenda

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 09/24/25 Business Meeting [page 4](#)
2. Executive Library Director Title Change [page 8](#)
3. 2026 Staff Day Closure [page 9](#)

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

The motion written in the minutes will name the items approved.

DOUGLAS COUNTY LIBRARIES
Board of Trustees and Business Meeting
September 24, 2025
Castle Rock, CO

President Nolan called the business meeting to order at 5:31 p.m.

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

The following were present:

TRUSTEES: Suzanne Burkholder, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, and Amy Windju

A quorum was present. Taylor Watson was absent. The absence was excused.

Nolan congratulated McKinney and Vail on their reappointments to the library board beginning January 1, 2026.

STAFF: Bob Pasicznyuk, Crystal Bustillos, Jack Caudle, Jill Corrente, Amy Fischer, and Patti Owen-DeLay

OFFICER: Castle Rock Police Officer Young

PUBLIC: George Jackson, Nancy Student, Todd Warnke, and Robin Warnke (DCL Staff)

PUBLIC COMMENTS

George Jackson, speaking on behalf of Adelita Campbell. Taking issue with troubling pattern with Board of County Commissioners appointing people to boards without an open process. Wants library board to take a stand to encourage a process to have a board that is representative of the community and not political appointees.

CONFLICT OF INTEREST. No trustees declared a conflict of interest.

CONSENT AGENDA

1. Minutes August 27, 2025, Business Meeting
2. Budgeted Capital Expenditure – Branch Servers

MOTION 25-09-01: McKinney moved and the motion carried unanimously to approve the consent agenda of August 27, 2025, business meeting minutes, and the budgeted capital expense for branch server upgrades. Hampton seconded the motion.

LIBRARY BUSINESS

2026 Draft Budget

Pasicznyuk invited the board to comment on the budget narrative and parameters to ensure that the October 15 mandated draft reflects board direction.

Property tax is going down in 2026 due to legislative changes to the residential assessment rate from 6.7% to 6.25% and the \$5,000,000 in taxes that won't be collected as part of the board's 2025 return of tax revenue to citizens.

Burkholder noted that there is revenue from Community Engagement programs that helps offset costs for premium experiences.

The 4% library mill levy was voted on by taxpayers in 1996.

Board Meeting Location and Accessibility

Pasicznyuk shared a proposal to move Library Board meetings to Lone Tree in 2026 to have a more central location.

Discussion ensued about rotating meetings versus one centralized location and later considering virtual attendance. For the past few years state legislation has been presented but not made law to legislate virtual meetings for special districts of which the library is a type of governmental entity. The purpose of centralizing the location is to increase the public's ability to participate.

MOTION 25-09-02: Burkholder moved and the motion carried unanimously to change the location of board meetings in 2026 to the Lone Tree library. McKinney seconded the motion.

Letter Concerning Upcoming Board Appointments

Nolan prefaced his request that Pasicznyuk draft a letter to outline attributes for an independent library board.

Discussion ensued about how commissioners are required to be appointed by a two-thirds vote. What is in question is not the appointment authority, which rests with the commissioners, but rather the process. The library is an independent governing body that is appointed by the commissioners. The library board is not elected; it remains nonpartisan and encourages community participation in being a trustee.

Burkholder shared support for the letter to ensure a positive process. Windju is concerned with managing partnership relationships.

MOTION 25-09-03: Burkholder moved and the motion carried unanimously to approve sending the letter concerning board appointments to the county. Windju seconded the motion.

Annual Risk Report

Board policy requires an annual risk report. Pasicznyuk shared an update on staff work with consultants Risk Resiliency to develop Crisis Management processes and drills. The board will receive a report on this work at a future meeting.

Executive Library Director Update

Pasicznyuk reported on projects:

- Highlands Ranch Library parking lot has been resurfaced.
- Philip & Jerry Miller Library in Castle Rock has new east doors coming.
- Philip & Jerry Miller Library in Castle Rock sewer project is waiting on parts and will result in some inconvenience to the book drop and parking lot access on the south side. There will be a period when water will be turned off.
- Sterling Ranch land agreement is moving toward a final document.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail shared that the partnership met last week. There was an interesting presentation on the history of Centennial Airport.

Douglas County Youth Initiative (DCYI)

No report.

Douglas County Libraries Foundation

Burkholder reported that several board and staff attended the 10th gala at the Highlands Ranch Mansion, where 258 guests attended the sold-out event. Ticket sales were \$17,000 with a net revenue of over \$73,000 for the Foundation. Many partners attended and it was a wonderful community gathering event.

EXECUTIVE SESSION

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

MOTION 25-09-04: Nolan moved to enter Executive Session per Colorado Open Meeting Law pursuant to C.R.S. Section 24-6-402(4)(f), C.R.S., for the purpose of discussing personnel matters related to the Executive Library Director's annual review and goals. Burkholder seconded the motion.

No discussion.

The board entered Executive Session at 6:23 p.m.

The board returned to open meeting at 6:38 p.m.

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

Hearing none, the meeting continued.

TRUSTEE COMMENTS

McKinney submitted a book for purchase and quickly heard that it was available.

Nolan shared that two Fridays ago, the library hosted the annual staff day that brought all the staff together for training and community.

Burkholder has a few months left as a board member. She shared a quote from “The Library Book,” speaking about the importance of the library in community and that we are here in representation to all our customers.

Windju asked about how the agenda is set and how to give input into adding to the agenda.

UPCOMING BOARD MEETINGS

- October 16, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- October 29, 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

- November 12, 2025, Partnership of Douglas County Governments – Elected Officials Reception, The Golf Club at Bear Dance, Larkspur, Colorado, 6:00 p.m.-8:00 p.m.

ADJOURN

Nolan adjourned the meeting at 6:48 p.m.

Respectfully submitted,
 Ted W. Vail, Board Secretary
 Minutes prepared by Patti Owen-DeLay
 Approved MOTION _____, Date _____

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 29, 2025
From:	Terry Nolan
Subject:	Consent Agenda – Executive Library Director Title Change

ISSUE: The Executive Library Director’s title is grammatically incorrect.

DISCUSSION:

The title of Executive Library Director is incorrect in that the library is not the executive; the director is. I am requesting that we correct this.

I propose that we change the title to Executive Director. The library will be implied as the title is most often included in the context of Douglas County Libraries. This title is commonly used for the chief executive of non-profits, government agencies, or international organizations. It is often a synonym for CEO in these contexts.

There is minimal impact with this change. There will be updates to the website, business documents, and his electronic signature, business cards, and nametags. The only direct budgetary cost is business cards which can be managed with the existing budget line.

RECOMMENDATION: I recommend the Board approve the change of the Executive Library Director’s title to Executive Director.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	October 29, 2025
From:	Bob Pasicznyuk
Subject:	Consent Agenda – 2026 Staff Day Closure

ISSUE: 2026 Staff Day Closure

DISCUSSION:

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

I am requesting a closure date of Friday, April 24, 2026, for this event. You will note that this is a change from our normal September date. Staff are requesting this change to mitigate an impact on staffing due to multiple events falling in the same pay period, including the Labor Day holiday, the Colorado Association of Libraries annual conference and Staff Day. Because of other DCL events later in September and October, we would like to try a new approach in 2026.

RECOMMENDATION: We recommend the Board approve the closure of all Douglas County Libraries on April 24, 2026, for a staff development day.

Douglas County Libraries

2026 Budget Message

This 2026 budget continues to sustain the investments our customers have prized for years.

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

Revenue

Douglas County citizens directly support our libraries. From that support in 2025, our Libraries will provide those prized services, break ground on a new facility in Sterling Ranch, Colorado, and return approximately \$5,000,000 in previously committed funds to taxpayers from 2025 revenues.

People

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

Content

Douglas County customers consume library content (both digital and physical) at very high rates compared to national averages and peers.

Events & Activities

The 2026 budget sustains and grows our investment in bespoke, high-quality events and activities.

Capital Maintenance

The 2026 budget supports multiple capital projects to maintain facilities at a high level.

Respectfully submitted,

Robert W. Pasicznyuk

Douglas County Libraries 2026 Draft Budget

	Year Ending 12/31/2026
Revenue	
Property taxes	\$ 36,421,248
Specific Ownership Taxes	1,631,347
Contributions/Grants	408,119
Charges for services	402,954
Interest Income	1,395,739
Total Revenue	<u>40,259,407</u>
Operating Expenditures	
Salaries & Wages	18,174,034
Benefits	1,533,523
PERA Pension	2,871,497
Library Content	4,753,185
Facilities	2,753,462
Technology, Equipment & 3rd-Party Services	1,937,064
Library Programs & Outreach	1,733,582
District-Wide Support Costs	1,818,946
Capital Maintenance Projects	2,008,593
Total Operating Expenditures	<u>37,583,886</u>
Debt Service	2,116,699
County Treasurer's Fees	546,319
Total Operating, Interest & Fee Expenditures	<u>40,246,904</u>
Total Revenues Over (Under) Operating Expenditures	<u>12,503</u>
Non-Operating Revenues (Expenditures)	
Capital Improvement Projects	(12,558,366)
Total Non-Operating Revenues (Expenditures)	<u>(12,558,366)</u>
Total Revenues Over (Under) Total Expenditures	<u><u>(12,545,863)</u></u>

Douglas County Libraries

	2025 Budget	2026 Budget	% of Revenue	YOY%
Revenue				
Property taxes	42,001,506	36,421,248	90%	-13%
Specific Ownership Taxes	1,599,360	1,631,347	4%	2%
Contributions/Grants	405,932	408,119	1%	1%
Charges for services	346,998	402,954	1%	16%
Interest Income	1,483,779	1,395,739	3%	-6%
Total Revenue	45,837,575	40,259,407	100%	-12%
Operating Expenditures				
Salaries & Wages	17,333,993	18,174,034	45%	4.8%
Benefits	1,359,171	1,533,523	4%	13%
PERA Pension	2,561,964	2,871,497	7%	12%
Library Content	4,617,295	4,753,185	12%	3%
Facilities	2,755,777	2,753,462	7%	0%
Technology, Equipment & 3rd-Party Services	1,874,710	1,937,064	5%	3%
Library Programs & Outreach	1,602,269	1,733,582	4%	8%
District-Wide Support Costs	1,643,423	1,818,946	5%	11%
Capital Maintenance Projects	1,401,300	2,008,593	5%	43%
Total Operating Expenditures	35,149,902	37,583,886	93%	7%
Debt Service	2,150,670	2,116,699	5%	-2%
County Treasurer's Fees	654,012	546,319	1%	-16%
Total Operating, Interest & Fee Expenditures	37,954,584	40,246,904	100%	6%
Total Revenues Over (Under) Operating Expenditures	7,882,991	12,503	0.0%	-100%
Non-Operating Revenues (Expenditures)				
Tax Relief	(5,000,000)	-	0%	-100%
Capital Improvement Projects	(4,946,765)	(12,558,366)	-31%	154%
Total Non-Operating Revenues (Expenditures)	(9,946,765)	(12,558,366)	-31%	26%
Total Revenues Over (Under) Total Expenditures	(2,063,774)	(12,545,863)	-31%	508%

Douglas County Libraries - Updated to Reflect Benefits Increase

	2025 Budget	2026 Budget	% of Revenue	YOY%
Revenue				
Property taxes	42,001,506	36,421,248	90%	-13%
Specific Ownership Taxes	1,599,360	1,631,347	4%	2%
Contributions/Grants	405,932	408,119	1%	1%
Charges for services	346,998	402,954	1%	16%
Interest Income	1,483,779	1,395,739	3%	-6%
Total Revenue	45,837,575	40,259,407	100%	-12%
Operating Expenditures				
Salaries & Wages	17,333,993	18,174,034	45%	5%
Benefits	1,359,171	1,801,493	4%	33%
PERA Pension	2,561,964	2,871,497	7%	12%
Library Content	4,617,295	4,753,185	12%	3%
Facilities	2,755,777	2,753,462	7%	0%
Technology, Equipment & 3rd-Party Services	1,874,710	1,937,064	5%	3%
Library Programs & Outreach	1,602,269	1,733,582	4%	8%
District-Wide Support Costs	1,643,423	1,823,741	5%	11%
Capital Maintenance Projects	1,401,300	2,008,593	5%	43%
Total Operating Expenditures	35,149,902	37,856,651	94%	8%
Debt Service	2,150,670	2,116,699	5%	-2%
County Treasurer's Fees	654,012	546,319	1%	-16%
Total Operating, Interest & Fee Expenditures	37,954,584	40,519,669	101%	7%
Total Revenues Over (Under) Operating Expenditures	7,882,991	(260,262)	-0.6%	-103%
Non-Operating Revenues (Expenditures)				
Tax Relief	(5,000,000)	-	0%	-100%
Capital Improvement Projects	(4,946,765)	(12,558,366)	-31%	154%
Total Non-Operating Revenues (Expenditures)	(9,946,765)	(12,558,366)	-31%	26%
Total Revenues Over (Under) Total Expenditures	(2,063,774)	(12,818,628)	-32%	521%

Public Notice

Legal Notice No. DC2061

First Publication: Oct. 9, 2025

Last Publication: Oct. 9, 2025

Publisher: Douglas County News Press

AFFIDAVIT OF PUBLICATION

See Proof on Next Page

State of Colorado }
County of Douglas } ss

This Affidavit of Publication for the Douglas County News Press, a Weekly newspaper, printed and published for the County of Douglas, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made on 10/9/2025, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

PUBLICATION DATES: October 9, 2025



For The Douglas County News Press

State of Colorado }
County of Douglas } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Erin Adams, director of said newspaper, who is personally known to me to be the identical person in the above certificate on 10/9/2025. Erin Adams has verified to me that she has adopted an electronic signature to function as her signature on this document.

20134029363-631359

Jean Schaffer

Notary Public

My commission ends January 16, 2028



PUBLIC NOTICE

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NOTICE AS TO
PROPOSED 2026 BUDGET

NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the Board of Trustees of the Douglas County Libraries for the year 2026. A copy of such proposed budget will be filed on October 15, 2025 in the administrative offices of the Douglas County Libraries, 100 S. Wilcox Street, Castle Rock, CO. A copy for public inspection will be available at our administrative offices and on our website at dcl.org, under Who We Are/Board of Trustees. The proposed budget will be considered at a regular meeting of the Douglas County Libraries Board of Trustees to be held on **Wednesday, December 3, 2025 at 5:30 p.m.** at the Castle Rock Library, 100 S. Wilcox St, Castle Rock, CO.

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

Dated: October 9, 2025
BY ORDER OF THE
BOARD OF TRUSTEES
DOUGLAS COUNTY LIBRARIES

By: /Robert Pasicznyuk/ Robert Pasicznyuk
Executive Library Director

Legal Notice NO. DC 2061
Publication: October 9, 2025
Publisher: Douglas County News Press

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 2025

From: Bob Pasicznyuk, Executive Director

Subject: Staff Benefits Cost Increases, Reasons, and Options

ISSUE:

Staff benefit costs are projected to rise significantly in 2026. Several key factors are contributing to this increase:

1) **Unaccounted Prior-Year Credits**

The 2025 forecast did not account for credits received in 2024, which temporarily reduced reported costs. As a result, the baseline used for budgeting was understated, leading to a variance in year-over-year comparisons.

2) **Participation and Plan Selection Variability**

Benefit costs are influenced by the number of staff who enroll and the plans they choose—variables that cannot be accurately predicted prior to budget certification. Historical participation is the only guide available. In 2025, higher-than-expected enrollment and more costly plan selections have driven up expenses.

3) **Elevated Claims Activity**

Claims submitted in August 2025 were historically high, which directly impacted the 2026 premium quote from Cigna.

Due to these factors, 2025 benefit costs are currently tracking approximately \$195,000 over budget at year end. The 2026 budget has been adjusted to reflect these actuals.

This marks the second year of offering Cigna health benefits. We continue to work with our long-standing broker to ensure competitive pricing and product stability. The broker advised keeping health offerings stable for two to three years, minimizing the disruption to employees. While the budget presumes that we will offer CIGNA for the 2026 plan year, we anticipate considering all options in the market in 2027.

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 29, 2025

From: Bob Pasicznyuk, Executive Director

Subject: 2026 Capital Maintenance Projects

ISSUE: Our library's facilities plan places capital maintenance at the forefront, prioritizing it above new construction efforts. Below is a brief overview of the capital maintenance projects and acquisitions planned for 2026.

To meet Legal and/or Code Compliance we will be:

- Replacing existing lighting to current code LED lighting at Highlands Ranch, Parker, Castle Pines and Lone Tree Libraries.
- Retrofitting Highlands Ranch Staff Elevator
- Firewalls
- Facility Access Controls

Routine Maintenance projects include:

- Board Virtual Meeting AV
- General AV Upgrade/Maintenance
- Carpet Replacement at Castle Pines Library and staff areas of Lone Tree Library
- Paint Interiors at Parker, Lone Tree and Castle Pines libraries
- Exterior Envelope Wall Sealant at Parker, Lone Tree, Highlands Ranch and Castle Pines libraries
- Sidewalk Joint Sealant at Lone Tree, Parker, Highlands Ranch and Castle Pines libraries
- Furniture replacement and repair as needed throughout the libraries
- Storytime rug replacement at all locations
- Castle Pines Playscape replacement
- Archives Shelving
- Exhibit Cases
- Wireless Access Points
- PC Replacements

MEMO**To:** Douglas County Libraries Board of Trustees**Date:** October 2025**From:** Bob Pasicznyuk**Subject:** Executive Library Director's Report**DISCUSSION:****The Library Profession in the News**

Denver Public Library's new CE, Nicole Davies, spoke to *Colorado Matters* about topics affecting libraries in the region – labor, literacy, censorship, and more.

[Denver's new chief librarian on free speech, the city's budget crisis and how to make adolescence easier](#)

Denver public library is, at least, temporarily closing branches to deal with the City's budget shortfall.

[4 Denver Public Library branches will temporarily close in part due to budget constraints - CBS Colorado](#)

A Wyoming Librarian just received a \$700,000 settlement around a book ban dispute.

[Wyoming library director settles for \\$700K over book ban dispute | 9news.com](#)

Legislative Update

The Colorado Association of Libraries (CAL) continues to advocate for changes to library law about the selection of library board trustees. These are the current changes under consideration:

- The law would provide a description and explanation of trustee qualifications and roles including a commitment to traditional library intellectual freedom values.
- Granting library Boards the sole responsibility of nominating new trustee candidates.
- Limiting elected officials to accept or reject candidate nominations alone.
- Setting time limits for officials to accept nominations. If officials do not certify an acceptable candidate within a time frame, the library board's selection stands.
- Requiring a public hearing to certify that any candidate is fit for office.
- Requiring trustees to take an oath of office that they will faithfully carry out the laws of the State of Colorado including the intellectual freedom tenets of library law.

Business Updates

- BOCC appointment for District 1 Seat update
- A Memorandum of Understanding is underway with the County toward developing several history exhibits in 2026. The library's role in this work is included in the budget draft.
- I have met with our municipal partners with the exception of Castle Rock which is scheduled for November.

Strategic Planning Task Force. The Strategic Planning Task Force continues to gather data about the community and the library's business context.

Sterling Ranch – I will update the Board about the library's progress with developers at the meeting.

Work Plan Updates

- **Security Plan.** The safety and security report is due at the end of October and will be available for the December meeting. The Board will meet in October to discuss library safety and security in Executive Session.
- **Sewer Line Project.** The Castle Rock facility sewer augment is substantially complete. While the Castle Rock facility needed this work, it isn't a solution that is fit for all our locations or a best practice to include it in future development.
- **Castle Rock Entry Doors.** This project is substantially complete and is now the standard for future design.

2026 Goals

1. Lead and manage the library's 2026 work plan to provide the citizens of Douglas County with top-tier library services that reflect Douglas County Libraries' brand standard.
2. Identify, support, and implement any Board needs for virtual meeting access.
3. Partner with the Board to identify the library's business strategy, needs, and opportunity for the next 3 to 5 years.
4. Manage the library's next large-scale facilities upgrade – new Sterling Ranch Library.

Citizen Review Request: Two customers made review requests since the September Board packet closed. Both are included in the October packet for Board review. Neither response necessitated a change to standard library practice.

2026 Holiday Closures: Please note a correction: The Independence Day holiday was listed incorrectly as Friday, July 3, 2026, the federally observed holiday. The Library as a seven-day operation observes the actual date of holiday closures. Therefore, the Library will be closed on Saturday, July 4, 2026, for Independence Day, not Friday, July 3, 2026.

Division Updates:

Community Engagement:

Working on:

- Installation of Forest of Stories began on October 27. Teams throughout the District are decorating hundreds of trees for this year's multi-month-long event.
- We are launching a new Community Outreach Educator volunteer role and are currently training volunteers in this pilot program enabling the growth of our outreach capabilities.
- We are placing and delivering creative marketing messages and promotions for Forest of Stories and Booked for the Holidays campaigns. These are being sent to advertising/sponsorship partners (examples include Lone Tree Arts Center, PACE, Castle Pines Connection, Westword, and the Outlets and Castle Rock).
- 2026 room reservations will open to the public at 8 a.m. on Wednesday, November 5. Customers will have the ability to book our meeting room spaces for the entire 2026 calendar year across the district. Study rooms will continue to be bookable on a 30-day rotation.

Completed:

- We launched our new volunteer orientation process, which includes the new orientation video, conversation with the Volunteer Service Coordinators, an updated digital handbook, and newly revised handouts summarizing the most important volunteering "need-to-knows."
- Our Book Start program has 30 active volunteers with more in training, which is now at its highest number in recent history. These volunteers read in more than 31 preschool locations

around Douglas County and have connected with over 20,000 students so far in 2025. Book Start brings DCL library Storytimes to the community members who can't otherwise attend Storytimes inside the library, increasing both early literacy skills and a love of reading.

- DCL for Business was contacted by Laurie Womer, Associate Director of the Aurora-South Metro SBDC, for assistance with finding data to support an upcoming presentation she was providing to the South Metro Chamber and A/D Works. The team worked to find, assess, a

Customer Experience:

Working on:

- To support Environmental CARE, launch peer coaching on set skills between departments
- Preparing for Customer Experience and Courier support of Forest of Stories
- Onboarding new department manager
- Complete CX Division file migration

Completed:

- Drafted 2026 workplans
- Storytime attendance year to date: 114,450 total attendance, up from 102,331 last year through August. Represents 11.8 percent increase YTD
- The Fall term of Reading Buddies started with 37 pairs of teens/young readers across the district.
- Customer Experience updates to One DCL procedures manual

Executive:

Working on:

- Sterling Ranch Land donation agreement
- Municipal Meetings
- Risk Resiliency Crisis Management Team Roles

Completed:

- SharePoint Migration
- 2026 Meeting calendaring and setup
- Parliamentary updates due to new source book
- Ai review of tools for administrative support and initial exploration of what could support the executive division. Using Ai in many of our software clients (SharePoint, Avid, that provide support in editing, researching, accessibility for virtual documents, and organizing and accessing files. A future area to look at is calendaring and options within Outlook, or a different software.

Finance:

Working on:

- Onboarding our new Controller to ensure a smooth transition and alignment with team goals
- Wrapping up the 2026 Budget planning and documentation
- Preparing for the Interim Audit scheduled for November

Completed:

- Finalized the comprehensive finance training materials for organization-wide rollout
- Held introductory meeting with our new audit team
- Completed annual performance reviews for all staff

Infrastructure Services:**Working on:****Collection Services:**

- Managing and adjusting e-book and e-audio holds ratios to meet customer demand within budget. Currently maintaining an 8:1 holds ratio, with an average wait time of 23 days for items with active holds.

Human Resources:

- Validating job matches and market analysis for our compensation project.
- Finalizing 2026 benefit offerings for annual open enrollment.
- Debriefing leadership on Gallup Q12 Employee Engagement Survey results.

IT

- Migrating final departmental files for improved organization, security, and scalability.
- Upgrading Wi-Fi hardware for faster, more reliable connectivity.
- Facilities
- Scheduling for elevator retrofit at Highlands Ranch Library

Completed:

- Launching the cybersecurity awareness training program for all staff.
- Upgrading and replacing end-of-life network security infrastructure.
- Installing the sewer lift station at Philip & Jerry Miller Library
- Replacing the East Aloha Plaza entrance door at Philip & Jerry Miller Library

RECOMMENDATION: None, information, only



Citizen Review Request

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

Date: 10/1/25 Theme/Topic of Concern: content review of young adult book

Item/service Details (as applicable: title, author, material format, location, date seen, service, program, etc.):
 "The Cellar" by Natasha Preston, novel, checked out Sept. 29, 2025 from Highlands Ranch library

Your Name: [REDACTED] Signature: [REDACTED]
 Mailing Address: [REDACTED] City: [REDACTED] State: CO Zip: [REDACTED]

Phone: [REDACTED] Email: [REDACTED] Representing: ☒ Self ☐ Organization

Organization Name (if applicable): [REDACTED]

Organization Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Are you a Douglas County Resident? ☒ YES ☐ NO

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

(Please initial here) I have read DCL's Policies on Access, Children and Parents, Citizen Review Request, Curating Library Collections and Content, Library Facilities and Spaces, and Programs. ~~NO RITING out paper~~

Share the details of your concern(s). Please be specific/cite examples. Yes ~~form~~

This book is in the young adult section, but, I am concerned ~~it is in the young adult section~~ b/c the story is about a man who kidnaps underage virgins, rapes them, and they are kept in his cellar, and give birth to his children.

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

Inappropriate for young adults. I realize this author is y/a mostly, but this particular story isn't right for that age group.
 What topics or content can you suggest to counterbalance the point of view to which you object, or to provide additional information on the subject? hm. No counterbalance, just too mature for young adults. Should be adult only.

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

Citizen Review Request - Response

Received 10/2/2025

Review Complete: 10/3/2025

Review Requested by: [REDACTED]

Address: [REDACTED]

Review Item: *The Cellar* by Natasha Preston.

[REDACTED].

I'm Bob Pasicznyuk, Executive Library Director at Douglas County Libraries. I am responding to your Citizen Review Request – *The Cellar* by Natasha Preston.

Thank you for reaching out.

About the Board and Review Process

- Colorado law (Colorado Revised Statutes 24-90-122) regulates library practice, particularly any request to reconsider library resources. Reconsideration covers all aspects of books in libraries including selection, location, and removal. A copy of the statute is available at <https://www.cde.state.co.us/cdelib/librarylaw/part1>
- Within the law, our library is governed by a Board of Trustees – 7 Douglas County community members who set policy directives to staff. The library's policies are available at <https://dcl.org/board/policies>. One of those policies provides that I conduct a higher level of review for requests like yours.

I am citing those sources for you since they are foundational to any review and limit its conclusions and scope. Beyond this review request process, the Board sets aside times at their business meetings for public comment. Those meetings are regularly held on the last Wednesday of the month at the Philip and Jerry Miller Library in Castle Rock at 5:30pm. The board meeting schedule is available at <https://dcl.org/board/meetings>.

Summary of Your Request: You are asking that the library relocate the book *The Cellar* by Natasha Preston. Your reason for relocating this work is that you consider the content unfit for young adult audiences. That content includes rape, violence, and similar themes.

Review Findings

My review corroborates that this title contains the challenging content you describe. I'll first address the limitations that Colorado Law places on the library for how we handle books – location, display, ownership, and more.

Colorado Revised Statutes 24-90-122 directs the library to publish a written policy about our content and follow that policy consistently. The library's Board of Trustees creates all our policies. They are found at <https://dcl.org/board/policies/>.

The *Curating Library Collections and Content Policy* directs staff about the location of titles:

Library staff are charged with using usage patterns, sales data, publisher marketing investments, and customer requests to ground decisions to select, locate, and retain items.

The library has 2 physical copies of the title. The library also has two digital copies – one is a traditional ebook and the other is a part of a streaming e-book service. Customers use books like this at an average rate of 3 times per year. Shelved in its current location, the average use rate for this title's physical format is 16 times per year. The title is highly used in its current location. The title has gained heavy use also in its digital copies.

The *Children and Parents Policy* also directs staff about the location of titles:

“...content will be placed within the recommended area of the Library using commonly accepted professional resource recommendations.”

- *School Library Journal's* review recommends this title for grades 9 and up.
- Customer reviews suggest this work for audiences 13 and older.
- Common Sense Media does not have a review of this specific book but does suggest that works by Natasha Preston books are a match for teens aged 14 and older.
- In addition, I scanned library peers, and they locate this title in their young adult section.

Review Conclusion

Based on the directives of Colorado law and library policy, I haven't found cause to move this title from its young adult fiction position.

I'd like to leave you with three additional practical observations about the title, challenging content, and the young adult space.

- 1) If the library moved this title for its content (rape, violence, and more), the library would have to be consistent and move all titles with similar content from the Young Adult space including classics and scripture.
- 2) The term Young Adult is an industry standard, created by publishers. But it covers a wide range from teens to adults. While there have been a few attempts to change this genre label, none have improved the situation in a way that is practical and economical.
- 3) Our staff is always available to assist you in curating content – finding what you seek or would like to avoid.

Even if this review did not achieve the outcome that you are looking for, I want to thank you for taking the time to make a Citizen Review Request. Your review and request show that you are highly engaged in your library for which I am grateful.

Sincerely,

Bob Pasicznyuk
Executive Library Director, Douglas County Libraries

Dear Douglas County Libraries Administration,

I am submitting this Citizen Review Request (attached) regarding a policy enforcement issue that occurred today at the Parker Library location [REDACTED] involving staff misinterpretation of mobility device policies.

INCIDENT SUMMARY

While visiting Parker Library using my electric scooter for transportation due to mobility difficulties, I was approached twice by library staff who made statements contradicting DCL's written policies. The primary librarian claimed my e-scooter was "against policy" inside the building and demanded I leave it outside. When I requested to see this policy, she refused, stating she was "the manager and knew the policy."

POLICY COMPLIANCE DEMONSTRATED

I researched and printed DCL's Customer Code of Conduct (updated October 2024), which clearly states: **"Skates, rollerblades, skateboards, and scooters must be carried while on library property."** I followed this policy exactly by carrying my scooter via the wheels throughout my visit. The device remained powered off and within my view at all times while seated.

STAFF POLICY VIOLATIONS

After showing the librarian the actual written policy, she claimed it was "outdated and didn't include e-scooters." This is factually incorrect as:

- The Customer Code was updated October 2024
- No separate e-scooter policy exists in DCL's written policies
- The policy uses the generic term "scooters" without type distinctions
- I have owned my e-scooter since 2020, well before this recent policy update

The staff then raised additional unfounded concerns about battery safety (device was off) and overnight storage (irrelevant as I kept it within view). Multiple staff members appeared to coordinate in targeting my device use, making me feel harassed for following written policy.

CORE CONCERNS

1. **Staff Enforcing Non-Existent Policies:** Creating restrictions specific to my device that don't exist in writing
2. **Refusal to Verify Policy:** Claiming managerial authority to override written rules

3. **Safety Misrepresentation:** My carried, powered-off scooter poses no harm to anyone
4. **Accessibility Barriers:** Staff interpretation denies library access to mobility device users
5. **Property Security:** No secure storage alternatives offered for valuable personal transportation
6. **Discriminatory Targeting:** Coordinated staff action to restrict my lawful library use

POLICY CLARIFICATION REQUESTED

Please provide written confirmation that:

- DCL's Customer Code of Conduct (October 2024) applies equally to all scooter types
- Carried, powered-off mobility devices are permitted inside library facilities
- No additional restrictions exist beyond the written Customer Code of Conduct
- Patrons may keep personal mobility devices secure while using library services
- Staff cannot enforce policies that don't exist in DCL's written documentation

REQUESTED ACTIONS

1. Staff training on current mobility device policies (especially October 2024 updates)
2. ADA compliance education for reasonable accommodations
3. Written policy clarification for consistent enforcement
4. Secure storage solutions if device-at-seating is problematic
5. Assurance that coordinated staff targeting will cease

This issue affects my ability to access library services (I am currently studying for licensure in my field and plan to use the library daily) and potentially impacts other mobility device users. DCL's Access Policy commits to serving patrons "free from discrimination" based on disability, but staff interpretation creates barriers beyond written policy requirements.

I am available for clarification and look forward to your response within the established 7 business days.

Thank you for addressing this accessibility concern.

Sincerely,

[REDACTED]

Douglas County Resident

[REDACTED]

Reference Policies:

- Customer Code of Conduct (Oct 2024): <https://www.dcl.org/customer-code-of-conduct/>
- Access Policy (Dec 2023): <https://www.dcl.org/board/policies/>
- Website Accessibility Statement: <https://www.dcl.org/website-accessibility/>

Citizen Review Request - Response

Review Requested by: [REDACTED]

Address: [REDACTED]

[REDACTED]

About the Board and Review Process

- Colorado law (Colorado Revised Statutes 24-90-122) regulates library collection practice, particularly any request to reconsider library resources or the use of library spaces. A copy of the statute is available at <https://www.cde.state.co.us/cdelib/librarylaw/part1>
- Within the law, our library is governed by a Board of Trustees – seven Douglas County community members who set policy directives to staff. The library’s policies are available at <https://dcl.org/board/policies>. One of those policies provides that I conduct a higher level of review for requests like yours.

I am citing those sources for you since they are foundational to any review. Beyond this review request process, the Board sets aside times at their business meetings for public comment. Those meetings are regularly held on the last Wednesday of the month at the Philip and Jerry Miller Library in Castle Rock at 5:30 p.m. The board meeting schedule is available at <https://dcl.org/board/meetings>.

Summary of Your Request: You are asking for clarification in our Library Customer Code of Conduct regarding bringing electric scooters into the library. You are further asking us to train and educate staff on mobility device use and ADA compliance. And you are asking for secure storage solutions for the device as an alternative.

You described several reasons for your request:

- You disagreed with the supervisor’s comments about your scooter not being allowed
- You were unable to find a specific library policy to clarify the question
- You felt staff were denying you the right to use what you declared to be a mobility device
- The library does not provide a way to securely store your equipment
- You felt staff were coordinating to restrict your use of the library

My Evaluation

I agree with you that your experience on Saturday, September 13 was not the optimal one we strive for in our libraries. I am sorry your experience was not smoother and especially sorry you felt targeted. The section of our Library Customer Code of Conduct in question is intended to prevent injury to customers inside our branches caused by people rolling at high speed through the library using wheeled devices not specifically designed for ADA use. A skateboard or scooter can be in the building, but only if it is not being used. I agree that the language does not clearly distinguish between “manual” scooters used for entertainment and an e-scooter used for transportation. You and our employee interpreted this statement in our code of conduct differently. It was unclear to me if you actually carried your device, or pushed it – the employees who were there on Saturday told me they believed the e-scooter would have been too heavy to easily carry and no one recalled seeing you carrying it, only pushing it in powered-off mode. Because staff circulate throughout the building, they frequently brief one another on customers who might require further assistance after they have left the area of the building in order to coordinate continuity of service. In your case this would mean the employee you talked to near the library entrance would have talked to her colleague on the second floor to let him know she had approved you bringing in the e-scooter.

The library cannot anticipate every circumstance, so generally when a procedure or policy does not specifically address a situation we advise staff to use their training and judgement in determining the correct approach, with an emphasis on being welcoming to everyone and also providing a safe environment for all customers. This is why our Library Customer Code of Conduct includes language to give designated staff the ability to determine whether someone is violating the code.

Library Policies and Your Request: There are several library policies relevant to your request.

- *Access Policy. Our commitment to welcoming requires that our decisions and practices are free from discrimination and individual content preferences based on the perceived literary or social value, or lack thereof, of any particular type of media, material, or programming. We will not discriminate on the basis of:*
 - *Identity: Age, race, gender, sexual orientation or expression, color, religion, national origin, military status, disability, or genetic history.*
 - *Beliefs or Associations: Politics, social stances, faith positions, and more.*

- o *Background or Personal Histories: Poverty, wealth, marital status, education, and more*

State Law and Your Request: Colorado law also regulates our practice with similar demands to library policy. The following are directives from Colorado Revised Statutes 21-90-122:

- *(2)(i) A public library shall prohibit discrimination based on age, background, political or religious views, origin, disability, race, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, or ancestry in the selection, retention, display, use or reconsideration of library resources and public meeting spaces.*

Review Conclusion

I appreciate your concern about the lack of clarity in our Library Customer Code of Conduct regarding various types of scooters. The library regularly trains staff on recognizing actions that do not comply with our Code of Conduct and how best to address them. Our Director of Customer Experience will review this training to ensure reasonable ADA accommodations are current and align with our Code of Conduct. She has had conversations with the employees involved on September 13 and will follow up with them to ensure clarity on which devices are allowed inside the building.

We will investigate options for secure storage of devices like yours, but until we look into this further I cannot commit to this changing.

We would very much like you to feel welcome and at home in our libraries and use us as a study location for your upcoming licensure work.

Sincerely,

Bob Pasicznyuk

Executive Library Director, Douglas County Libraries