

ANNUAL BOARD MEETING AGENDA

Douglas County Libraries
Wednesday, February 24, 2021
7:00 P.M.

Castle Pines Library, Castle Pines, CO

*Note Due to COVID the public will attend all meetings remotely.
Remote Call-In information is on the library website at: DCL.org/board-meetings/*

CALL TO ORDER Presiding: Ron Cole, President

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

ATTENDANCE

PUBLIC COMMENTS

CONSENT AGENDA Page 5

Board members may request to have any item(s) removed from the consent agenda for further conversation by making that request when asked by the chair and stating the item number.

CONSENT AGENDA ITEMS

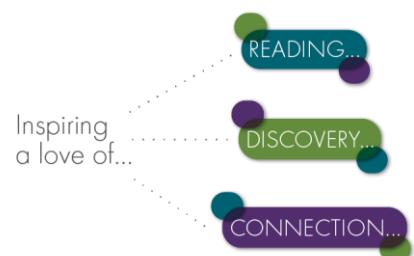
1.	Minutes – January 27, 2021 Special Meeting	Pages 6-8
2.	District Closure – Annual Staff Day	Page 9
3.	Annual Designation of Board Public Notice Posting Location	Page 10
4.	Update Bylaws – Add “regular” to annual meeting requirement	Page 11

EXECUTIVE LIBRARY DIRECTOR UPDATE (Pasicznyuk) Pages 12-19

DISTRICT BUSINESS Pages 20-21

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.

Items removed from Consent Agenda (Ron Cole) If any from the Consent Table above.



Annual Meeting Items (Cole)

- **MOTION TO ELECT:** Selection of 2021 Board Officers
 - President
 - Vice President
 - Treasurer
 - Secretary
- **MOTION TO APPOINT: Committees** (Chair and 2 members)
 - Personnel
 - Capital Planning

Selection of a Trustee for Representative Opportunity (1 member each)

- Partnership of Douglas County Governments
- Douglas County Youth Initiative

Appointment Already in Place:

- Douglas County Libraries Foundation – 2021 Representative, Dawn Vaughn

Capital Committee Report (Danser)

- **Castle Rock Rebuild Project** Pages 22-28
MOTION regarding foundation type for the project

Executive Committee Report (Cole)

- **MOTION** to approve updated Values Page 29
- **MOTION** to approve Strategic Goals Page 30

Personnel Committee Report (Silverthorn)Other Business Items (Cole)

- **Quarterly Investment Report** Pages 31-32

Partnership of Douglas County Governments (Danser)Douglas County Youth Initiative (Burkholder)**FOUNDATION REPORT (Vaughn)**

- 2020 Annual Foundation Activity Report Pages 33-34

TRUSTEE COMMENTS**UPCOMING BOARD MEETINGS**

1. **Capital Planning Committee Meeting:** Thursday, March 4, 2021, Douglas County Libraries in Castle Pines, 1st Floor Conference Room, 8 a.m. (TBD)
2. **Annual Board Retreat:** Saturday, March 6, 2021, Douglas County Libraries in Castle Pines, Castle Pines North MA Event Hall, 9 a.m. – 4 p.m. (All)

3. **Executive Committee Meeting**: Wednesday, March 10, 2021, Douglas County Libraries in Lone Tree, The Studio, 8 a.m. (TBD)
4. **Personnel Committee Meeting**: Friday, March 19, 2021, Douglas County Libraries in Castle Pines, 1st Floor Conference Room, 8 a.m. (TBD)
5. **Board Meeting**: Wednesday, March 31, 2010, Douglas County Libraries in Castle Pines, Castle Pines North MA Event Hall, 6:30 p.m.

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting**: Wednesday, March 17, 2021, Remote Call-In, 7:30 a.m. - 9:30 a.m. (All – Spokesperson TBD)

ADJOURN



Board of Trustees

Annual Meeting
February 24, 2021

Inspiring
a love of...

READING...

DISCOVERY...

CONNECTION...

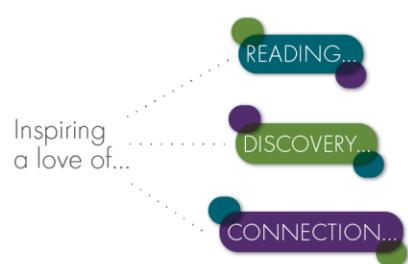


Consent Agenda

Board Action: Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

#	Item	
1.	Minutes	Special Meeting January 27, 2021
2.	District Closure	Staff Day 2021– Close all district facilities on Friday, September 17 ,2021 for annual Staff Appreciation Day. See Request for Approval page 9
3.	Designation of Board Public Notice Posting Location	Annual, legal requirement to designate the the District website as posting place for Board Public Notices with the Philip S. Miller Library as back-up if the website it down. See Request for Approval page 10
4.	Update Bylaws	Add “regular” to annual meeting requirement – see Request for Approval, page 11

MOTION: I move to accept the Consent Agenda as presented.



DOUGLAS COUNTY LIBRARIES
 Board of Trustees Special Meeting
 January 27, 2021
 Castle Pines, CO

President Cole called the special meeting to order at 6:30 p.m.

Cole welcomed new trustee Terry Nolan.

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

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Terry Nolan, Louise Wood, and Dawn Vaughn attended in person. Meghann Silverthorn attended remotely.

A quorum was present.

STAFF: Bob Pasicznyuk, Dave Anderson, Jesse Politi, and Patti Owen-DeLay attended in person. Kelly Allan, Michael King and Amber DeBerry attended remotely.

PUBLIC: None

MOTION 21-01-01SP: Silverthorn moved and the motion passed unanimously to add acceptance of the Executive Library Director's 2021 Goals to the agenda right before the Capital Planning Executive Session.

APPROVAL OF CONSENT AGENDA

#	Item	Page(s)
1.	Minutes	Special Meeting December 28, 2020
2.	Board of County Commissioner Appointment Resolution	Resolution #021-004 Appointing Terry Nolan
3.	Budgeted Capital Expenditure	PC Replacements - 2021
4.	Budgeted Capital Expenditure	Security Cameras - 2021
5.	Budgeted Capital Expenditure	Branch Servers - 2021

MOTION 21-01-02SP: Cole moved and the motion carried unanimously to approve the Consent Agenda as presented.

DISTRICT BUSINESS

No one declared a conflict of interest.

Discussion of Executive Library Director's 2021 Goals

MOTION 21-01-03SP: Danser moved and the motion carried unanimously to approve the Executive Library Director's 2021 Goals as presented and to revisit the goals in April, as part of a quarterly review.

Capital Planning Committee

Discussion of The Fulcrum Group negotiations.

MOTION 21-01-04SP: Cole moved and the motion carried unanimously to enter into Executive Session as per Colorado Open Meeting Law for discussion of: determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. C.R.S. §24-6-402(4)(f).

EXECUTIVE SESSION

The board moved into Executive Session at 6:40 p.m.

RETURN TO OPEN SESSION

The board returned to open meeting at 7:50 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, I ask that you state your concerns for the record.

Hearing none,

MOTION 21-01-05SP: Cole moved and as revised, the motion carried six to one to instruct the Executive Library Director to negotiate a design build contract with Fransen Pittman for the construction of a new Castle Rock – Philip S. Miller library, coming back to the board for approval of a Guaranteed Maximum Price.

Silverthorn made an amendment to the motion prior to revision.

MOTION 21-01-06SP: Silverthorn moved to amend the motion to ensure a competitive process of reviewing credentials from a limited selection of contractors to select a contractor prior to entering into a design build contract. The motion died for lack of a second.

TRUSTEE COMMENTS: None

UPCOMING BOARD MEETINGS

Note: During COVID distancing and mask orders, the board is attending meetings in person. The public is attending meetings remotely.

Currently Scheduled:

1. **Board Capital Planning Committee Meeting:** Thursday, February 4, 2021, Castle Pines Library, 8:00 a.m. – 9:00 a.m. (Danser and Vaughn)
2. **Board Executive Committee Meeting:** February 10, 2021, Lone Tree Library, 8:00 a.m. – 9:00 a.m. (Cole and Silverthorn)
3. **Personnel Committee Meeting:** Friday, February 19, 2021, Castle Pines Library, 8:00 a.m. – 9:00 a.m. (Silverthorn, Burkholder and Cole)
4. **Board Study Session:** Wednesday, February 24, 2021, Castle Pines Library, 5:00 p.m. – 6:30 p.m.

5. **Board Annual Meeting:** Wednesday, February 24, 2021, Castle Pines Library, 7:00 p.m.

OTHER BOARD CALENDAR ITEMS

Partnership of Douglas County Governments Elected Officials Meeting: March 17, 2021,
Remote Call-In, 7:30 a.m. – 9:00 a.m.

ADJOURN

The meeting adjourned at 8:21 p.m.

Respectfully submitted,

Louise M. Wood, Board Secretary
Minutes prepared by Patti Owen-DeLay



Request for Approval

DATE: February 24, 2021

AGENDA ITEM: Staff Day Closure

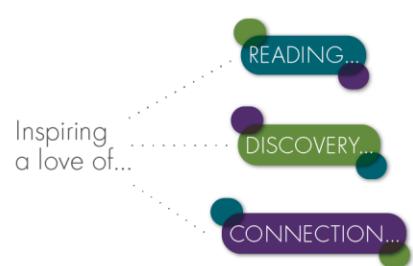
PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

DISCUSSION: We 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 recognition, team building, learning and development, internal communication efforts, celebrating the year's successes and having fun together.

Due to COVID we were unable to gather in 2020 and are especially looking forward to being able to do so in 2021. We attempted to select a date that would serve our chances in having this happen, hoping that we will be far enough along with vaccines, and have the outdoors to support our gathering.

RECOMMENDATION: I am requesting a closure date of Friday, September 17, 2021 for this event.

BUDGET IMPACT: There is a budget for staff day in Community Engagement's 2021 budget.





Request for Approval

DATE: February 24, 2021

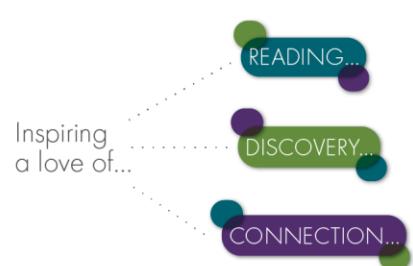
AGENDA ITEM: Annual designation of public notice posting location

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

EXECUTIVE SUMMARY: Colorado Open Meeting Law requires public and timely notice of meetings of public bodies. In addition it requires the public body to adopt the “place of posting” at its first meeting of each year. The law was amended to allow for “virtual” posting. Douglas County Libraries complies with the requirements of the law. This act is just another aspect of legal compliance.

STAFF RECOMMENDATION: We recommend that you approve the District website as the official posting place for library required public meeting notices, with Philip S. Miller Library as a backup in case of website issues.

FISCAL IMPACT: None





DATE: February 24, 2021

AGENDA ITEM: Update to Bylaws

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

EXECUTIVE SUMMARY: In October 2016 the Board amended the bylaws to make the annual meeting the “first” meeting of the year. The annual meeting prior to this change was the January meeting. When making this change it was the intent that this apply to regular meetings and not special meetings. This change in bylaws clarifies that the annual meeting is the first “regular” meeting.

CURRENT BYLAWS TEXT:

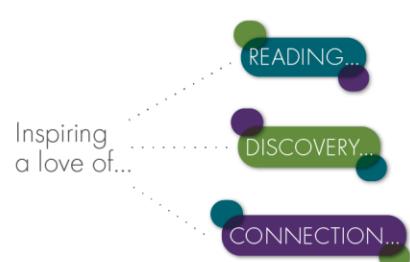
ARTICLE VI. MEETINGS Section 6. Annual Meeting. The first meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year.

PROPOSED BYLAWS TEXT: (Add word “regular” after first in the first sentence.)

ARTICLE VI. MEETINGS Section 6. Annual Meeting. The first **regular** meeting of each year shall be designated as the Annual Meeting. At the Annual Meeting, Board officers shall be elected for the ensuing year.

STAFF RECOMMENDATION: We recommend that you approve this change in bylaws to clarify that the annual meeting is the first regular meeting, ensuring special meetings don’t have the burden of requirements for the annual meeting.

FISCAL IMPACT: None





Bob Pasicznyuk
February 2021

Business Plan and Performance

KPI Progress. Completed Net Promoter pilots - 347 responses demonstrating the feasibility of gathering responses via our email network.

Performance Systems. Initiated a project to assist supervisors in gaining skill and habit documenting and reinforcing staff performance.

COVID Transition: DCL met with Tri-County Health to discover paths toward restoring pre-COVID services. We are working to reopen play areas and setting criteria for storytime.

Alternative Services and Pandemic Response Ventures: [Study Hall + Student Support](#) These supervised, DCL-supported work sessions are designed with the classic study hall in mind and are geared to kids in middle and high school. Students may work on their school projects and studies in a dedicated library setting, and may also receive professional support when needed from staff and partners with subject expertise as follows.

DCL Delivers Continues!

Check out our entertaining at-home experiences, available for pickup at DCL.

Make brunch memorable! Our Flippin' Good Brunch package includes the cooking tools, gadgets, and accessories to awe your family and friends. What's on the menu? Wow them with a course of crepes and ebelskivers using the mix, pans, and tools for these delectable treats. Two cookbooks in the kit offer great recipe ideas, too. And if pancakes are more your wheelhouse, we've included molds for those as well! Make a brunch they'll flip for.

It's game on when you round up the family for some friendly competition! Our Family Game Night kit includes board games and card games that playfully pit family members against family members, all in the name of fun. The kit also includes "The Ultimate Book of Family Card Games" for those looking to learn something new. You'll win some, you'll lose some, and you'll definitely make memories. Who's game for a fun family night?

Reserve a kit for pickup at a DCL library: Castle Rock, Highlands Ranch, Lone Tree, or Parker.

Surprise! You can host your own **DCL birthday party!** Our convenient, customized, and self-contained Birthday Celebrations package is perfect for celebrating your child's birthday at home or a local park. Our curbside pickup kit includes snacks, crafts, and activities for your child and up to nine party guests, plus other fun extras. It's all you need to get the party started!



Reorganization Updates

Staff has been working in new roles and locations for just over one month.

Scheduling and Purchasing. Achieved uniform practitioner hours; transitioned weekend rotations to every 4 weeks; Set standards around the purchase of branch supplies.

Materials Handling. Completed an initial evaluation of work flow reinforcing team self-management and freeing supervisor time for interaction and coaching.

Support in the Transition. Supported opportunities for advancement in January through 1,000 job description changes, 22 postings, and 81 internal recruitments. Each of these changes required technology and office moves and support library-wide.

Trending in the Profession

DCL is a member of the Urban Libraries Council – 150 larger, innovative libraries in the U.S. Our staff also networks with Colorado peers. The professional dialog now centers in two areas.

- 1) COVID Impacts to libraries.
 - Staff access to vaccines as essential workers.
 - Impacts to budget, labor, safety, reopening, and service changes.
- 2) Equity and Social Justice
 - Fines are passé – an impediment to the poor and disenfranchised.
 - Security systems and nation-wide trends around policing.
 - The need for inclusion and equity leadership to thwart bias.

Future Forward – Discussion on the Future of Libraries

Compare DCL's libraries and take note of innovations through a virtual tour of Boston Public Library's latest renovation and grand opening

<https://www.youtube.com/watch?v=ERqkFcKqTrI&feature=youtu.be>

Library Team Reports and Accomplishments

Customer Experience Operations

This was our first month operating in our new organizational structure, so staff have been hard at work learning their new roles and responsibilities. Throughout the reorganization we have identified a number of efficiencies we would like to achieve, and our teams are setting goals to create high, consistent standards at each branch.

At present, our supervisors are very busy filling Materials Handler, Customer Experience Associate, and Youth & Family Services Librarian positions that were left vacant in the

reorganization. We expect to be fully staffed by early March, and to fully centralize scheduling by early May.

Branch Activities & Services

Although we are still limited by health restrictions, we are continuing to plan activities to enhance the customer experience in our libraries.

- We continue to hold 5 virtual morning storytimes each week, which average over 100 families in attendance every day! Pajama Storytime is also wonderful option for families that cannot attend morning storytime, but want to get in on the fun. Pajama Storytime is at 6pm on Tuesdays.
- Our “Take and Make” crafts continue to be a hit as families look for activities to enjoy at home. We offer a monthly craft at each branch, and they are usually gone in a day or two. As they fly off the shelves, we also get very positive, appreciative feedback from customers.



A January Take & Make Display

1 new comment

Sherri Anderson Stroh Ranch East of Nate • 1 day ago

Step 1: Using the wooden stick, spread peanut butter over entire cardboard tube

Step 2: Pour seeds onto plate and roll cardboard tube in them, to cover all sides

Step 3: Put string through the tube, and tie a knot if using this to hang

Step 4: Slide tube onto a branch, or hang using the string and let the critters enjoy!

In the winter, when ice, frost and snow start to cover natural food supplies for our resident birds, placing supplemental sources, like these bird feeders, can help them through the toughest parts of the year!

Contents:

- Cardboard tube

Douglas county libraries. Has anyone noticed at the wonderful Parker library that they have “Take and Make” crafts for free?? Yay!! February - bird feeders complete with everything needed to hang. Big shout out to our Parker library!

Posted in General to Anyone

Like 5 Comments Share 27

- Over the next few weeks, our Youth & Family Services team will be working with Facilities and administration to determine the feasibility of reopening our playscapes, and installing the new “mechanic station” playscape at Parker.
- In early February we saw the school-assist kits that our Youth & Family Supervisors worked with our Collections Services team to develop start to circulate. These school curriculum-based kits are intended to help students and parents navigating the home learning environment.



School Assist Kit

- Members of our Customer Experience Department team coordinated the delivery of 1,000 gift bags for residents in 9 Douglas County senior living communities. Each kit included comforting items such as heat/cold packs, scarves, and reading lights. One of the communities reached out with a note that read:

We are all so excited and touched by your generosity.

These will be so appreciated.

This will be so fun for our residents! Thank you, thank you!

What a blessing these will be to our residents.



Sarah Irwin & Stacey Walter w/ Senior Kits

What They Are Saying About Us

Recent Patron Comments

afj416

 Assign Conversation ▾

December 6, 2020 at 3:09 PM

Sent by Web Development [?]

12/4/20, 8:15 PM

Great job on the Christmas trivia night! This is the first one of these we have done so far and our family LOVED it! Everyone is ready for the next one to happen. Thanks again for putting this on.



12/5/20, 9:18 AM

That's awesome to hear! They're just as fun on our end. Have you registered for the Visit with Santa? It will have a lot of similar activities.

Sent by Web Development [?]

12/7/20, 11:48 AM

Yes we have and we are excited to be a part of it as well. 2020 has been a challenge for everyone but thank you all for doing things to bring some smiles to those around you.

 Love these new bookmarks!!!

Thank you! We do too!

Seen



rida Z
★★★★★ 8 weeks ago

Very well organized with numerous programs and activities for kids and family. Absolutely love this library. The staff is amazing and always very helpful too!

[Reply](#)



Lawrence Hau
★★★★★ 10 weeks ago

I like libraries but this is one of the best I've been to. Great selection, staff curations are really good and the building is very nice. More than anything though, the staff is awesome. They've helped me look for books on space for my kids, continuing even as my stack grew and grew. They gave my wife snacks during finals week while they were proctoring a couple tests for her (yeah they do proctoring too!). I could go on but short version: great library.

[Reply](#)



jane_k_batt • Follow
Douglas County Libraries

jane_k_batt My little man got his first library card today! He was so proud and excited that he shared he could read 2 books all by himself with the librarians. Here's to a lifetime of books Spiderman !

#parkerlibrary #fortheloveofreading #literacy

2w

mjep2013 Yay!

davispartyof5.5 How fun!!

43 likes JANUARY 29

Add a comment...

Anitarides
@yourfriendnita

@DCLColorado you rock!

todaydocument

Happy Dewey Decimal Day!

December 10, 1851 is the birthday of Melvil Dewey (1851-1931) inventor of the Dewey Decimal system of library classification.

Mildred C. Crabtree, a civilian librarian, selects books in the library for distribution to the wards at Kenner Army Hospital, 07/07/1976

Source: research.archives.gov #books #library #Melvil Dewey #librarians #December 10 #Fort Lee #1970s #Dewey Decimal Day

1,813 notes

In the News

Denver 7 - The Denver Channel:

[Douglas County Libraries Offering Free Tutoring](#)

Castle Pines Connection:

[DCL Offers Resources to Small Businesses](#)

Castle Pines Connection: [DCL Tops 1 Million E-book and Audiobook Checkouts](#)

Castle Pines Connection: [A New Chapter for Battle of the Books](#)

Macaroni Kid: ["Check Out State Parks" Offers Hands-On Outdoor Learning Opportunities](#)

Macaroni Kid: [Ten Fun Days to Celebrate in February](#)

 **Deb Stanley**
@7NEWSDeb

...

The [@DCLcolorado](#) is offering free tutoring help for [@dcsdk12](#) students:



Douglas County libraries offering free tutoring
Douglas County libraries offering free tutoring
[🔗 youtube.com](https://youtube.com)

7:43 AM · Jan 11, 2021 · TweetDeck

2 Retweets 4 Likes



Highlands Ranch Herald February 2021

Steve Barry and Quarantine Quiz Show Highlights



Appreciation via Staff

Appreciation from an overseas recipient of our Operation Paperback books.

This is a voicemail from Luis:

<https://www.dropbox.com/s/lxyr52ehu2e97qr/OPthanks.mp3?dl=0>

A staff member shared this email in late December and asked that they remain anonymous in the sharing of the email.

Subject: We are more than a repository for materials

I know you all know this. (I can lose sight of it amid my own bumpy journey through this season of change)

Today, I'm giving side hugs to a patron who booked our study room to join a Zoom meeting. I think he changed into his suit here. He needed help getting the sound and screen to go, and suddenly, we're both looking at pictures of this beautiful woman whose eyes are an exact match to his, and there's music going and I realize that I've stumbled into a sacred moment where this person is saying goodbye to his mom, quarantined in our library, watching her streaming memorial service.

"She is beautiful." I can't help but say. And then, like he's my old friend, side hug.

THANK YOU, he says hoarsely, and I get teary, too.

Can you imagine?! This is what covid takes from us. Isolated even in these moments of greatest importance in our lives.

And yet, they turn to us because in some cases, they have nowhere else to go. We walk alongside people and hold a piece of their lives with them and hope we can treat them with the dignity and care that they deserve. We try not to be too distracted by our own uncertainties and stresses. We try to stay present and kind and mindful of their privacy *and* their need to be seen.

And we do it all surrounded by cookbooks and Pokémon.

We are more than a repository for materials. We hold the world's stories. The ones already written, and the ones we're writing with them every day.

All of you are writing the best parts of *this* chapter. I'm grateful to be in the story with you.

Upcoming Events

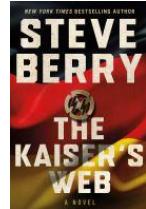
Quarantine(ish) Quiz Show

Friday, March 5, 2020. 7 PM Virtual Program

The Quarantine(ish) Quiz Show is back in 2021! The next few months will feature Star Wars-themed quizzes, continuing this month with the prequel trilogy (Episodes I, II, and III). Gather up your best Jar-Jar jokes and meet us in a galaxy far, far away!

STEVE BERRY

Virtual Event, Thursday, February 25, 6:30PM



Enjoy an evening with the bestselling author of the [Cotton Malone series](#). Books will be available through Tattered Cover Book Store for this event.

A Storybook Holiday: The Tale of Peter Rabbit will be featured on Sunday, March 21, 9-11AM, Castle Pines and Sunday, March 28, 8:30-11:30AM, Parker. Ticket prices and registration are available at dcl.org.

DCL will be hosting its first springtime version of our popular [Storybook Holiday](#) event. This year, guests will be invited to join us for a modified, event featuring, a fun Sunday brunch celebration of spring with our favorite naughty rabbit!

Our Castle Pines and Parker locations will transform into the delightful world of Beatrix Potter's classic tales at this interactive event. As you walk through the world of Peter Rabbit, keep your eyes peeled in our playfully eggcellent hunt and be sure to stop by our petting zoo for all the furry feels.

Mr. McGregor's garden market will be open! Stroll through and pick fresh vegetables for a special recipe to cook up with your family at home. You may also pick up an herb starter pot to get going on a garden of your own.

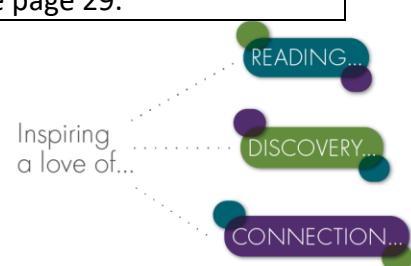
Kids will love their adorable sock bunny craft—all materials provided in a take-away kit for crafting at home. And every bunny will enjoy a scrumptious to-go menu of carrot muffins, mini quiche, and more.

DCL adheres to all state and local health department guidelines for operations and events.



District Business

Item	Prepatory Work	Motion
Annual Meeting Elections	Come prepared to nominate and vote to elect 2021 Board Officers	I move to elect _____ as President for 2021. I move to elect _____ as Vice-President for 2021. I move to elect _____ as Treasurer for 2021. I move to elect _____ as Secretary for 2021.
Annual Meeting Representative Opportunities	Come prepared to volunteer for and/or vote to appoint 2021 committee chair & members, representatives	I move to appoint _____ as Board Personnel Committee Chair. I move to appoint _____ and _____ as Board Personnel Committee members. I move to appoint _____ as Board Capital Planning Committee Chair. I move to appoint _____ and _____ as Board Capital Planning Committee members. I move to appoint _____ as the Board representative for the Partnership of Douglas County Governments. I move to appoint _____ as the Board representative for the Douglas County Youth Initiative.
Capital Committee Report - Castle Rock Project	Review the project update report, proposed timeline, and information on foundations for board decision on foundation type.	I move to direct staff to use and include {Name type of Foundation solution} in the design of the new Castle Rock library making modifications, as appropriate to stay within any Board allocation for the project budget. See pages 22-28.
Updated Values	Review the Request for Proposal for a motion to approve the updated values.	I move to adopt the values of Welcoming to All, Continuous Growth and Authentic Relationships with their corresponding behaviors and outcomes as the District values. See page 29.



Item	Prepatory Work	Motion
Strategic Priorities	Review the Request for Proposal for a motion to approve the Strategic Priorities.	I move to adopt these strategic priorities as presented. See page 30.
Quarterly Financial & Investments Report	Review the financial & investments report. By policy the Board receives these for review and discussion on a quarterly basis.	No action required. See page 31.

Toward a New Castle Rock Facility

The Library has pursued upgrades of its facilities over the past decade. Delivering on a new Castle Rock facility has been elusive. The pandemic has changed the construction marketplace allowing us to advance more quickly saving significant dollars lost to inflationary labor costs.

While the project is within reach, our capital reserve isn't sufficient to provide us with a wide margin beyond the needs of the project. Tighter margins require that we are intentional about project outcomes, choices, and practices to achieve success.

Please review the following draft of outcomes – 10 markers of success allowing us to align as a team (Board and Staff) so that we can work together toward a new library that our citizens will treasure for generations.

Discussion and Alignment → Draft Project Outcomes

1. Manage the project matching our payment schedules to capital cash flow.
2. Manage project expenses not to exceed our capital reserve fund total of \$26,000,000.
3. Provide a Castle Rock facility with longevity for the next generation or beyond 30 years.
4. Limit branch service closures below our Highlands Ranch renovation or under 90 days.
5. Match Highlands Ranch and Parker branch capacities of about 42K square feet.
6. Design the branch within DCL's brand and "kit-of-parts" specifications.
7. Provide a minimum parking capacity of 225 slots for staff and customers.
8. Achieve amenities parity with DCL branches.
 - a. Unique environments – youth, classic, civic.
 - b. Collections.
 - c. Convenience services – drive-up, holds, materials handling.
 - d. Signs, art, and brand visual embellishments.
 - e. A shaded outdoor opportunity.
 - f. Technology services and products.
 - g. Staff Support – offices, workrooms, break rooms, and volunteer services.
9. Provide growth and support of Local History and Archives of, at least, 3,000 square feet.
10. Support district-wide services – office, workrooms, and production needs.
 - Collection Services
 - Community Engagement
 - Contact Center
 - Customer Experience
 - Director's Office
 - Finance
 - Human Resources
 - Information Technology
 - Learning & Development

Risk Mitigation – Strategies to Stay Within Budget Limitations

Our capital reserves' cash-flow boundary during our timeline is \$26,000,000. The project will employ practices that act like multiple guard rails to stay within that limit.

- Cost Modeling: The project team is working from a detailed cost estimation model.
- A Design-build Contract: A contract amendment setting a Guaranteed Maximum Price.
- Contingency Fund: The project budget will maintain \$2,000,000 in contingency.
- Alternates: The project will identify components included after risk moments are past.
- Design and Phasing Options: Select from a range of choices to meet outcomes.

Working Timeline

Attachment: F/P Schedule Estimation and Timeline Framework

Project Management Structure

Team Members	Primary Role	Secondary Roles
Board of Trustees - Capital Planning Committee	Project Accountability	The Board validates and verifies outcomes and results. The Board approves key budget allocations and project risks. The Board approved the project budget. The Board delegates payment authority for the project.
Bob Pasicznyuk	Project Manager	Board liaison for accountability. Final approval authority across the project for vision, program, and direction.
Dave Anderson	Project CFO	Manages cash flow. Approves all payments to GC. Approves all non-construction purchases and procurement practices. Mitigates project risk due to commitment confusion and lack of clarity.
Rick O'Dell	District Construction Owner's Representative	Recommends change orders for CFO and Project Manager approval. GC Interface - quality, coordination, timeline, warranty, and disputes. Ensures GC compliance for competition with sub-contractors.
Chuck Geoffrion	District Contents Owner's Representative	Validates and negotiates project interior program. Vendor Interface - quality, coordination, timeline, warranty, and disputes. Ensures vendor procurement compliance for competition with sub-contractors. Coordinates interior fit-up with Construction Owner's Representative

Discussion, Direction, Decision → Foundation Solutions Direction

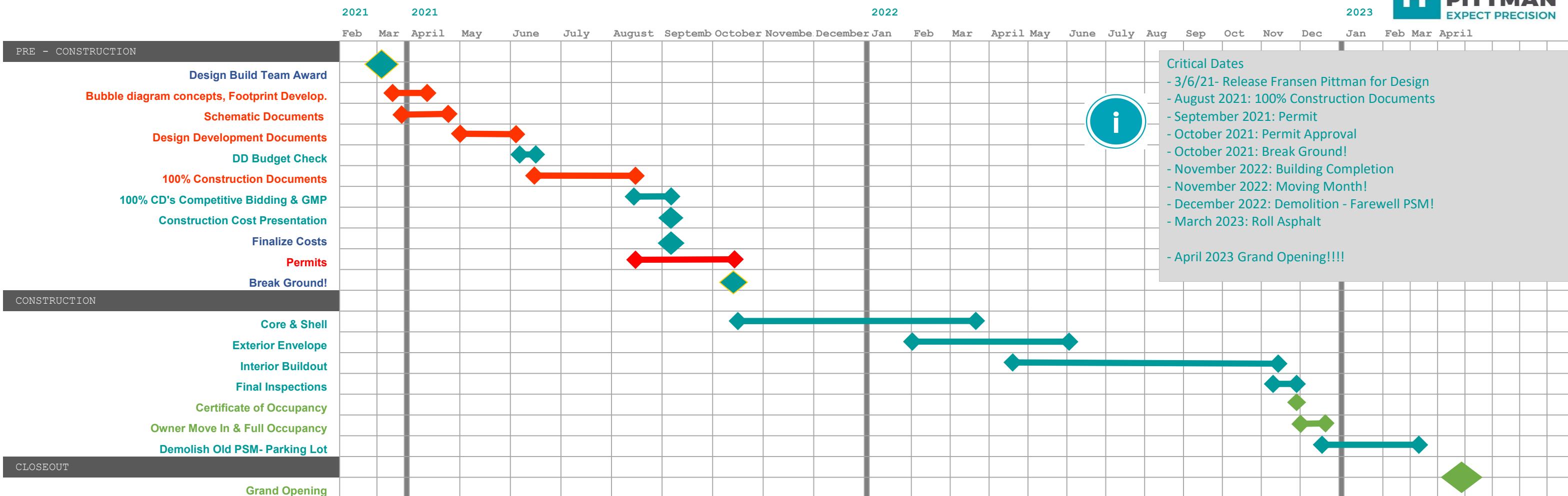
Attachments: F/P Comparison and Contrast between Foundation Solutions

During our cost-estimation work and in subsequent investigations, the project team identified the facility's foundation system as a critical choice both in terms of financial impact and risk over time. The Library must select from three foundation systems in our design and cost model. All of these options meet applicable codes and requirements. The project team will compensate for the financial impact of this decision in subsequent design choices.

Please find a summary report by our contractor, Fransen Pittman, outlining our choices and a recommendation. Fransen Pittman will attend the Board meeting virtually to answer questions. Rick O'Dell, DCL's Facility Manager, will also attend the meeting virtually to offer his recommendation.

Representative Motion: I move to direct staff to use and include {Name type of Foundation solution} in the design of the new Castle Rock library making modifications, as appropriate to stay within any Board allocation for the project budget.

SCHEDULING APPROACH - DOUGLAS COUNTY LIBRARY- PHILIP S. MILLER



Rammed Aggregate Piers:

These piers are a system used across the United States for building foundation systems. Terracon (soils engineer) has this as a viable solution/ system to implement for the types of soils and water table level your site has. Ground improvement provides a higher bearing capacity and a lower potential settlement than a foundation that is bearing directly on the native soil.

Reasons For Consideration:

- Encore/ Confluence (2) developments to the North utilized this foundation system.
- No additional costs

Potential Concerns:

- Note 6 in Terracon (soil engineers) geo-technical report: recommends that the specialized contractor for the ground improvement technique designs the system for total movement on the order of 1" and differential movement on the order of $\frac{1}{2}$ ".



Auger Cast Piers:

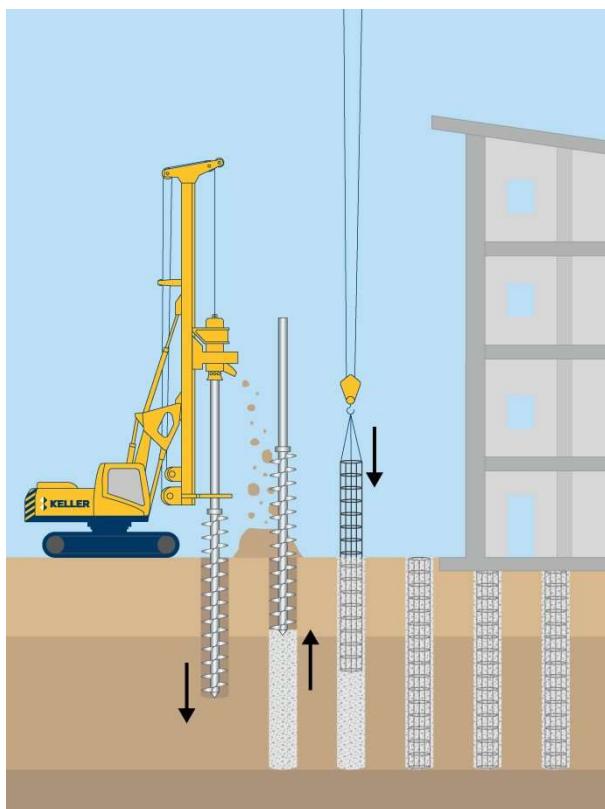
The Auger cast system (ACIP) is similar to the drilled pier system with regard to settlement tolerances. Since this is a deep foundation element it will be a lot stiffer than the ground improvement solutions.

Reasons For Consideration:

- Added belts and suspenders to mitigate the risk of movement to match the brand standard of $\frac{1}{2}$ " of movement or less.
- Terracon does agree that ACIP (Auger Cast Piers) is a feasible deep foundation system for the site.
- Alluvial sand and gravel sites like this- proves to be a good option because it eliminates the need for casing.

Potential Concerns:

- Additional costs associated with a deep foundation system.



Deep Foundation- Drilled Piers

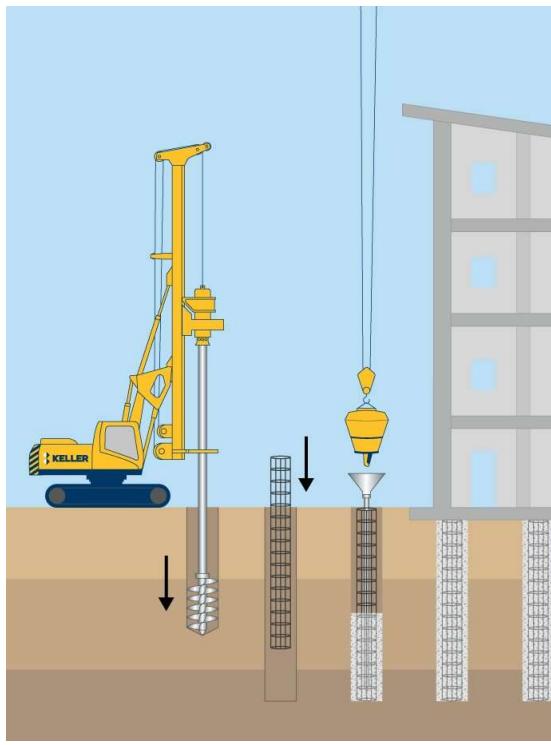
The drilled pier system is another well known foundation system that proves to be a stiffer than ground improvement practice.

Reasons for Consideration:

- Added belts and suspenders to mitigate the risk of movement to match the brand standard of $\frac{1}{2}$ " of movement or less.

Potential Concerns:

- Extended time / Schedule. \$\$
- 80' depth drilling through alluvial soil and water table will demand casing of the hole – \$\$
- Groundwater / water table can cause the hole to cave / sidewall loss meaning the hole would need to be redrilled. \$\$
- Overall, the cost of this system is exponentially more, as is a (4) step process: Drill, Case, Reinforce, and Pour. \$\$





Request for Approval

DATE: February 24, 2021

AGENDA ITEM: Adopt Updated Values

PERSON(S) RESPONSIBLE: Bob Pasicznyuk

EXECUTIVE SUMMARY: In 2018 Library Leadership began a search for a cultural curriculum. We chose the Focus 3 curriculum of Lead Now and R-Factor. As part of that curriculum work, in early 2019, Directors and Managers evaluated our values of Welcoming, Respectful, Innovative, Trustworthy and Resilient, seeking to land on three values that would shift how we work together in the organization. These three, Welcoming to All, Continual Growth, and Authentic Relationships each have three associated behaviors we are seeking and an outcome we will achieve in living these values.

VALUES	BEHAVIORS	OUTCOMES WE ACHIEVE
Welcoming to All	▪ Make It Personal ▪ Make It Premium ▪ Make a Positive Impact	More Than Expected
Continual Growth	▪ Embrace Challenges ▪ Value Differences ▪ Create Positive Energy	Discover Opportunities
Authentic Relationships	▪ Earn Trust Every Day ▪ Know Your Why ▪ Help Each Other Succeed	Better Together

In 2019 Directors, Managers and Supervisors attended the Lead Now and R-Factor Training. In 2020 continuing through March of 2021, this group of Library Leaders has been working the concepts of the training as tools to better live our values and to more effectively deal with breakdowns when they occur. With the reorganization and review of job descriptions we included the following in every job description: **"One DCL Commitment:** It is an expectation of each employee that you will live and exemplify Douglas County Libraries Brand, Culture and Values."

In the fourth quarter of 2020 we introduced this commitment to all staff as a district-wide goal, focusing performance conversations around our brand, culture and values. In 2021 all employees will engage in quarterly district goals around these three values taking one each quarter with the fourth quarter a focus on living them in a way that builds trust to achieve results. Employee performance will center not only on job competency, but our One DCL Commitment. Additionally, we are creating a 1 DCL course that all employee will take to ensure an understanding of the commitment to our brand, culture and values.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the board adopt the three updated values.

MOTION: I move to adopt the values of Welcoming to All, Continuous Growth and Authentic Relationships with their corresponding behaviors and outcomes as the District values.

READING...

inspiring
a love of...

DISCOVERY...

CONNECTION...



Request for Approval

DATE: February 24, 2021

AGENDA ITEM: Adopt Library Strategic Priorities

PERSON(S) RESPONSIBLE: Bob Pasicznyuk

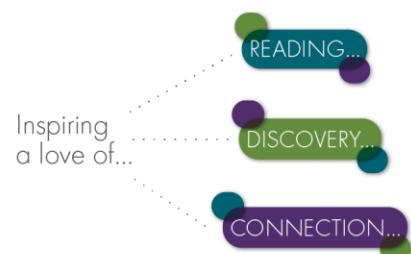
EXECUTIVE SUMMARY: Last Fall during both the Board annual retreat and subsequent meetings, the Board and staff discussed and declared several priorities that we will pursue over the next 3 to 5 years.

Strategy	Investments	Strategy
 Vibrant Libraries	Libraries as Destination Customer Service & Experience Data Driven Improvement	
 Beyond our Walls	Audiences: Seniors, Early Literacy, K-12 Partnerships: DCSD, Businesses, Towns/County	
 Service Equity	Special populations New Citizens English Language Mental Health	
 Fortify Infrastructure	Technology & Business Systems Culture & Development Talent & Compensation	

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the board adopt these four strategic priorities: Vibrant Libraries, Beyond our Walls, Service Equity, and Fortify Infrastructure. By adopting these priorities, the staff will investigate opportunities, engage in dialog, and make any necessary changes to pivot offerings and services in these directions.

MOTION: I move to adopt these strategic priorities as presented.



David Anderson, Director of Finance
Report for the twelve months ending December 31, 2020

Balance Sheet

As of December 31, 2020, the District has \$24.1 million of cash and liquid investments at ColoTrust, with yields on these investments ranging from 1.86% to 0.12% during the twelve months ending December 31, 2020.

The District is not currently holding any funds in term investments with the Colorado Statewide Investment Program (CSIP), as yields on the CSIP liquid and term investments were consistently lower than yields on liquid investments at Colorado Trust for the twelve months ending December 31, 2020. We continue to monitor rates offered by ColoTrust and CSIP, and will re-assess our investment policy if this interest rate differential changes.



Quarterly Report of Cash and Investments
December 2020

	Institution	% of Total	Value	Maturity	Interest Earned		
					Date	YTD	(Received)
Cash						Jan 1	Dec 31
	Colotrust *	99.05%	\$ 24,118,370	N/A	\$ 162,699	1.86%	0.12%
	Independent Bank	0.72%	174,414	N/A		162	0.05%
	Wells Fargo Bank	0.20%	47,505	N/A		10	0.01%
	CSIP Liquid*	0.03%	6,725	N/A		45	1.80%
	Cash in Use	0.01%	2,248	N/A		-	N/A
	Total Cash	100.00%	24,349,262			162,916	
	Property tax interest					32,149	
	Total Cash and Investments		\$ 24,349,262			\$ 195,065	

NOTE:

* Variable rate account.

In a Challenging Year, Giving Prevailed.

Fête des Fables Gala

Although the pandemic caused the cancellation of the gala, DCLF still received donations, for a net profit of nearly \$9,000.

Days of Giving

- Giving Tuesday, a special national COVID-19 campaign, was launched on May 5, 2020. The DCLF participated and saw more than 50 donors give over \$2,900.
- In a unique year, we saw an unprecedented number of Colorado Gives Day donations. On this day alone, the DCLF received more than \$56,000 in donations from over 500 individuals and families. Of those, more than 200 people gave to the Foundation for the first time.

Scholarships

- Although DCL was not able to run all planned Camp DCL events, some did go on. DCLF awarded eight scholarships totaling \$2,330.
- Three individuals received a total of \$225 for GED testing, and two additional people received Career Online High School grants totaling \$2,500.

Children's Hospital

DCLF donated 500 new children's books to local hospital patients and encouraged people to donate to our local Children's Hospital in support of all they do.

SecondAct Women

DCLF supported a Colorado-based company, SecondAct Women, donating more than 100 new books for online conferences. The company elevates and connects businesswomen older than 40.

Operation Paperback

DCL provided and shipped 330 books to more than 43 individuals and families across the world through this program in 2020.

Other Notable Activity

Bellco

We formed a new partnership with BellCo Credit Union in 2020, and received a \$15,000 sponsorship gift from BellCo.

Endowment

In December 2020, we established the Douglas County Libraries Foundation Endowment and deposited an initial amount of \$30,000. The endowment will be run through the Rose Community Foundation and ensure that DCL's services are secured for generations to come.

AmazonSmile

In 2020, 355 purchases supported DCLF through the AmazonSmile program, generating just over \$600 in DCLF revenue. More than 170 customers support the Foundation through their Amazon purchases.

King Soopers Community Rewards

In 2020, more than 130 families linked their King Soopers shopping to DCL, generating more than \$4,000 over the year..

Online Book Sales

We sold 678 items online, generating revenue of \$13,537.

“The prices and convenience are akin to the excitement earlier generations must have felt when the Wells Fargo Wagon arrived in their hometowns. Thank you for a wonderful experience.”
-Thomas