

DOUGLAS COUNTY LIBRARIES

BOARD BUSINESS MEETING

Wednesday, March 26, 2025, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
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Call meeting to Order	Terry Nolan	
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Attendance

Guests: Former Trustees: Rick LaPointe and Meghann Silverthorn

Public Comment

Consent Agenda Recommendation(s) Memo	Terry Nolan	2
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| 1. Minutes 02/26/25 Business Meeting | 3 |
| 2. New Trustee Appointment - Taylor Watson | 8 |
| 3. Final Douglas County Youth Initiative Intergovernmental Agreement | 9 |

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

Action Items

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <ul style="list-style-type: none"> Recognition of Retiring Trustees LaPointe and Silverthorn Recognition of President Awards for Volunteer Service | 27 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|

<u>Executive Library Director Update</u>	Bob Pasicznyuk	29
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Partner Reports

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

Trustee Comments

Upcoming Board Meetings

- April 12, 2025, Board Annual Retreat, Castle Pines Library, Castle Pines, 9:00 a.m. – 3:00 p.m.
- April 17, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m. – 9:00 a.m.
- April 30, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

Other Meetings

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

Adjourn

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	March 26, 2025
From:	Patti Owen-DeLay
Subject:	Consent Agenda Recommendation(s)

ISSUE:

Review and approve Consent Agenda item(s).

DISCUSSION:

The Consent Agenda follows the process outlined below:

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

Consent Agenda Items for this meeting are:

1. Minutes 02/26/25 Business Meeting
2. New Trustee Appointment – Taylor Watson
3. Final Douglas County Youth Initiative Intergovernmental Agreement

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

DOUGLAS COUNTY LIBRARIES
Board of Trustees Annual Meeting
February 26, 2025
Castle Rock, CO

President Nolan called the business meeting to order at 5:32 p.m.

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

Nolan welcomed new trustees Pam Hampton and Amy Windju. Nolan stated that once a full board is seated annual officer appointments and representative opportunities will be revisited.

The following were present:

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

McKinney attended the meeting virtually.

All currently appointed trustees were present. A quorum was present. To date, one seat remains open as no appointment has been made by the Board of County Commissioners for that seat which expired December 31, 2024.

STAFF: Bob Pasicznyuk, Amy Fischer, Michael Hale, Dave Meyer, and Patti Owen-DeLay

PUBLIC: Castle Rock Officer Cantando, Joey Halligan, Gregory King, Lynn Moffet, James Olmsted, Jeff Pittman, Becky Spilver (Staff), and Jessica Towles

AMEND THE AGENDA

Nolan stated that an amendment to the agenda was needed to add acceptance of Board of County Commissioner (BOCC) Resolution R-025-002 and the email chain appointing trustees.

MOTION 25-02-01: Vail moved and the motion carried unanimously, with Hampton and Windju not voting, to add BOCC Resolution No. R-025-002 Rescinding and Replacing Resolution No. R-018-108 and the email record from the Board of County Commissioners' Office regarding new trustee appointments to the agenda. Burkholder seconded the motion.

ACCEPTANCE OF APPOINTMENT PROCESS RESOLUTION AND EMAIL RECORD OF TRUSTEE APPOINTMENTS

Nolan then asked for a motion to accept the documents. Both documents become part of this record.

MOTION 25-02-02: Burkholder moved and the motion carried unanimously, with Hampton and Windju not voting, to accept BOCC Resolution No. R-025-002 Rescinding

and Replacing Resolution No. R-018-108 and the email record of the Board of County Commissioners Office declaring the appointments of Amy Windju (District II) and Pam Houston (District II) as new trustees. Vail seconded the motion.

PUBLIC COMMENTS

Greg King: Douglas County resident, Sterling Ranch Metro District II Board. Appreciates the library putting in a new Sterling Ranch library. Expressed gratitude for the library.

Joey Halligan: Douglas County resident, Sterling Ranch Metro District II Board. Appreciates the library putting in a new library in Sterling Ranch. Expressed the value of libraries.

Lynn Moffit: Douglas County resident, Sterling Ranch resident. Appreciates the library putting in a new library in Sterling Ranch. Is a library advocate.

CONSENT AGENDA

1. Minutes January 29, 2025, Annual Business Meeting
2. Budget Policy update, Second Reading
3. Budgeted Capital Expenditure PC Replacements
4. Budgeted Capital Expenditure Highlands Ranch Public Elevator

Owen-DeLay stated that there is a clarification statement added to the January 29, 2025, minutes upon advice of legal counsel. This statement, added under the list of trustee attendees, reads: "To date, three seats remain open as no appointments have been made by the Board of County Commissioners for those seats which expired 12/31/2024." It is just for the record to acknowledge that a full board hasn't been seated.

MOTION 25-02-03: Burkholder moved and the motion carried unanimously to approve the consent agenda, including the January 29, 2025, minutes with the addition of the statement, "To date, three seats remain open as no appointments have been made by the Board of County Commissioners for those seats which expired 12/31/2024."; the budget policy on second reading; budgeted capital expenditure for PC replacements; and the Highlands Ranch public elevator. Vail seconded the motion.

LIBRARY BUSINESS

No one declared a conflict of interest. Owen-DeLay reminded trustees that there is a \$75 limit on gifts as part of their legal ethical obligation. This amount will be included on future Conflict of Interest forms that are signed annually.

Action Items

Parker Confluence Easements.

Pasicznyuk reviewed the easements, citing attorney review with no issue. The Parker Confluence project is adjacent to the Parker Library property.

MOTION 25-02-04: Burkholder moved and the motion carried unanimously approving the Parker Confluence easements for Temporary Construction and Access with CD-Parker, LLC, Stormwater Drainage with the Town of Parker, and the Waterline Easement with Parker Water and Sanitation District. Vail seconded the motion.

Sterling Ranch Memorandum of Understanding (MOU) for Northwest Library New Build.

Pasicznyuk stated that in January the board approved building a new library in the Northwest area. The developer offered a Sterling Ranch site. Roxborough offered an alternative site. The Board asked for a cursory evaluation of each site.

Pasicznyuk reported that the Roxborough site has more unknowns, naming:

- It is currently zoned as a retainage site.
- There is a storm-water containment requirement.
- The only entrance is through the Safeway retail pad.

Staff recommends staying with the current proposed Sterling Ranch site, sharing that the growth appears to be more centric to this new site.

MOTION 25-02-05: Burkholder moved and the motion carried unanimously to enter into a Memorandum of Understanding with Sterling Ranch Developers for the land donation for a new Northwest library. Vail seconded the motion.

Pasicznyuk said that this MOU will be converted to a binding agreement brought forth to the board in the coming months.

Executive Library Director Update

Pasicznyuk reported on:

- Colorado legislative activity, a lot happening with nothing yet resolved.
 - We have a partnership with Douglas County School District (DCSD) that allows students to use library databases for research using their student ID. It's a cost savings for the school district as this replaced redundant services.
- Reading readiness for Douglas County School students. In conversations with DCSD about this, they suggest that we keep programs we already offer and have librarians in schools. We do not offer individual tutoring.
- We are in the season of Battle of the Books and Fairy Tale Balls.
- Of the 10,915 volunteer shifts, around half are youth volunteers.
- Brand new playscapes are going into Lone Tree (financial literacy) and Highlands Ranch (veterinarian clinic). Parker (pollinators) was refreshed last year.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail has no report.

Douglas County Youth Initiative (DCYI)

McKinney shared that 2025 Douglas County Outstanding Youth forms are due March 4. Youth 13-19 years old who have overcome adversity are encouraged to apply.

Reception for award winners is April 28.

Owen-DeLay shared that Intergovernmental Agreement with the Partnership of Douglas County Governments for the DCYI was revisited after the board approved it. Changes

were non-substantive and as such this “final” version will be added to the March board business meeting consent agenda.

Douglas County Libraries Foundation

Burkholder shared the following:

- The Douglas County Libraries Foundation (DCLF) held their annual meeting in January 2025. At this meeting, the board voted and approved having Rick O’Dell join the Foundation board. O’Dell, a former DCL employee and construction expert, is excited to give back to his community and continue to support valuable library work in the community he calls home.
- Two more community members are interested in joining the DCLF board. Staff and board members will be meeting with them over the next few months to discuss next steps and interest.
- The DCLF was nominated for the Castle Rock Chamber’s Nonprofit of the Year Award. The nominees were announced at the Chamber’s Gala on February 22. While DCLF was not the final award winner, the Foundation was grateful to be highlighted and nominated and was happy to see a community partner, Wellspring, win the award.
- Save the date for the 10th annual Fetes des Fables. Please join us at this special anniversary event on Friday, September 19, 2025, at the Highlands Ranch Mansion. This year guests will be welcomed into the world of Beauty and the Beast and be treated to French-inspired cuisine and entertainment. Tickets may be purchased at DCL.org.

TRUSTEE COMMENTS

Burkholder is excited to have the new library for the Roxborough and Sterling Ranch communities.

McKinney’s daughter is happily enjoying the Highlands Ranch playscape. He is impressed with the high-quality level. His children attended the Fairy Tale Ball in Parker and greatly enjoyed it. McKinney individually welcomed Hampton and Windju.

Nolan called attention to the list of meetings at the bottom of the agenda, and reiterated his welcome of Hampton and Windju.

UPCOMING BOARD MEETINGS

- March 13, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- March 26, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.
- April 12, 2025, Board Annual Retreat, Castle Pines Library, Castle Pines, 9:00 a.m.-3:00 p.m.

OTHER MEETINGS

- March 26, 2025, Partnership of Douglas County Governments, location and time TBD. The Library will host the May 21, 2025, meeting. Please note date change to March 26 from March 19.

- September 19, 2025, 10th Annual Fete des Fables Gala, *Beauty and the Beast*, benefiting Douglas County Libraries Foundation, Highlands Ranch Mansion, Highlands Ranch, 6 p.m.

ADJOURN

Nolan adjourned the meeting at 6:14 p.m.

Respectfully submitted,

Suzanne Burkholder, Board Secretary

Minutes prepared by Lisanna Parkhurst and Patti Owen-DeLay

Approved MOTION _____, Date _____

DRAFT

From: [Dru Campbell](#)
To: [Owen-DeLay, Patti](#)
Cc: [Pasicznyuk, Bob](#); [Doug DeBord](#)
Subject: Library District Board of Trustees Appointment
Date: Thursday, March 6, 2025 9:19:35 AM
Attachments: [DOC030625-03062025090320.pdf](#)

CAUTION: This email originated from outside of our organization (DCL). Do not click links or open attachments unless you recognize the sender and know the content is safe.



Hi Patti,
Apologize for the delay in getting this to you.

The following motion was made at a publicly posted Commissioners' meeting on March 4, 2025.

Motion - Appoint Taylor Watson to the Douglas County Library Board of Trustees for Distict 1, replacing Meghann Silverthorn. Motion passes 3.0
His application is attached.

On another note, the Commissioners were asked about doing the background checks. With the change in the appointment process for 2025 they have decided that no background checks will be conducted on appointees. This is consistent with the County's other Boards and Commissions appointment process.

Let me know if you have any questions or require additional information.

Have a good day!

Dru

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	March 2025
From:	Bob Pasicznyuk
Subject:	DCYI: Youth Initiative Agreement

ISSUE:

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

In July, the Board heard a presentation on the program.

In August, the County Youth Services Manager briefed the Board about the program and increase in partnership contributions.

In October, the Board approved the agreement. Post the Board's approval, the attorney for Parker made some updates to the documents. Between then and now, various non-substantive updates have been made. Before you tonight is the now “final” version of the October 2024 agreement you approved. Support of DCYI has been a part of the library budget since the program began, as it is an offshoot initiative of the Partnership of Douglas County Governments.

DISCUSSION:

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

RECOMMENDATION:

Staff recommends the board move to re-approve the Intergovernmental Agreement as presented in support of the Douglas County Youth Initiative and with an increase in library funding to \$25,000 annually. With this re-approval the agreement approved in October 2024 is rescinded and is replaced by this “final” agreement.

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

THIS AGREEMENT (“Agreement”) is entered into this 1st day of May, 2025, by and between the Board of County Commissioners of the County of Douglas, Douglas County School District RE-1, the Douglas County Libraries, the Town of Castle Rock, the Town of Parker, the City of Lone Tree, the Highlands Ranch Metro District, and the City of Castle Pines, hereinafter referred to jointly as the “Parties”; and

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

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

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

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

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

Section 1. Subject Matter of Agreement. This Agreement sets forth the understanding of the Parties regarding the ongoing costs and management of the Program and the responsibilities of the Parties under this Agreement.

Section 2. Duration of Agreement. This Agreement shall be effective for a period of one year, beginning January 1, 2025. This Agreement shall renew automatically on December 31st of each year for additional one-year terms unless earlier terminated by the withdrawal of any Party as provided in this Section 2, and subject to annual appropriation of funds by all Parties hereto. Any Party to this Agreement may withdraw by giving written notice thereof to the other Parties at least ninety (90) days prior to end of the then current term. The remaining Parties shall have the option to negotiate and continue a cost sharing arrangement and operation of the Program by amending this Agreement pursuant to Section 12, no later than December 31 of the current year’s term, or this Agreement will automatically terminate at the end of the then current term.

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

Section 4. Appointment of Program Services Manager. The County shall be responsible for hiring a Youth Services Program Manager who shall be a Douglas County employee for all purposes and with the same benefits and at-will employment status as other County employees. The activities and performance of the Youth Services Program Manager will be subject to the supervision and review by the Deputy County Manager with input from the Program Advisory Board.

Section 5. Cost Sharing. The Parties agree to provide the following funding of the Program for the 2025 term and each term thereafter:

- A. Beginning January 1, 2025, the basic yearly cost of implementing and operating the Program is \$301,500. The Parties shall pay to the County the following amounts (“Annual Contribution”) for each term of the Agreement:

Annual Contribution:

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

- B. The following Parties have agreed to pay or be responsible for a supplemental Annual Contribution in the following amounts.:

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

*Parties have agreed to provide additional funding

- C. Douglas County shall be the recipient of the Annual Contribution and supplemental Annual Contribution as Douglas County will be the Party responsible for hiring the Youth Services Program Manager and funding the continued implementation of the Program. The County shall expend the Annual Contribution funds for costs directly associated with Youth Services Program Manager and continued implementation of the Program.

Payments: The Parties shall pay the Annual Contribution as follows:

- During the initial term, as a one-time payment in the full amount due upon receipt of fully executed IGA or January 31st of the then-current term, whichever is later; and during renewal terms by January 31st of the renewal term;

OR;

- During the initial term, as two payments, with one half (1/2) due upon receipt of fully executed IGA or January 31st of the then-current term, whichever is later and remaining one half (1/2) due by July 1 of the then-current term; and during renewal terms as two payments due one-half (1/2) by January 31st and one-half (1/2) by July 1 of the renewal term.

Payments shall be made by check payable to Douglas County, or as directed by Douglas County.

Section 6. Responsibilities of the Parties.

- A. The Parties have created an Advisory Board that shall be made up of one representative from each participating Party. The Advisory Board shall be responsible for the following:
 - (i) Provide feedback into the recruitment, hiring, and evaluation of the Youth Services Program Manager, although the final hiring and any and all other employment-related decisions shall be made by Douglas County in accordance with applicable Douglas County employment procedures and policies.
 - (ii) Act as a regular liaison with the agencies they represent.
 - (iii) Provide oversight and direction for the Program, on behalf of their governing bodies.
 - (iv) Participate in the annual evaluation of the Program.
 - (v) Meet as necessary to make recommendations as requested by the Youth Services Program Manager
- B. The Parties shall be responsible for the following:
 - (i) Participate in the implementation and operation of the Program.
 - (ii) Provide a regular liaison to serve on the Advisory Board and participate in the meetings of the Advisory Board.
 - (iii) Participate in the annual evaluation of the Program.
- C. Douglas County Responsibilities. The responsibility for providing office space and basic office supplies for the Youth Services Program Manager shall be

the responsibility of Douglas County, including a dedicated telephone line and computer email and internet access. The value of these benefits is in addition to the Annual Contributions made by Douglas County and should not be considered for purposes of the amount contributed by Douglas County as covered in Section 5 (A) and (B) above. Douglas County shall be responsible for the day-to-day operations of the Youth Initiative through the Youth Service Program Manager and shall be authorized to provide other staffing for the Youth Initiative as may be necessary to carry out the purpose and function of the Youth Initiative as set by the Advisory Board.

Section 7. Specific duties of the Youth Services Program Manager. The specific duties and responsibilities of the Program Services Manager are set forth in Attachments I and II, to this Agreement, and are incorporated herein by this reference,

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

Town of Castle Rock:	Town of Castle Rock 100 N. Wilcox Castle Rock, CO 80104
Douglas County:	Douglas County Manager 100 Third Street Castle Rock, CO 80104
Douglas County School District RE-1:	Douglas County School District RE-1 620 Wilcox Castle Rock, CO 80104
Douglas County Libraries	Douglas County Libraries 100 S. Wilcox St. Castle Rock, CO 80104
Town of Parker:	Town of Parker Attn: Town Manager 20120 E Mainstreet Parker, CO 80138

City of Lone Tree:

City of Lone Tree
9220 Kimmer Dr., Suite 100
Lone Tree, CO 80124

Highlands Ranch Metro District

Highlands Ranch Metro District
62 Plaza Drive
Highlands Ranch, CO 80129

City of Castle Pines

City of Castle Pines
7437 Village Square Drive, Suite 200
Castle Pines, CO 80108

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

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

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

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

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

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

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

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

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

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

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

By: _____
Doug DeBord, County Manager

APPROVED AS TO LEGAL FORM:

Arielle Denis, Assistant County Attorney

APPROVED AS TO FINANCIAL CONSIDERATIONS:

Andrew Copland, Director of Finance for Douglas County

Douglas County School District RE-1

By: _____
Christy Williams, President
Board of Education for Douglas County School District

ATTEST:

Becky Myers, Board Secretary

APPROVED AS TO LEGAL FORM:

Mary Kay Klimesh, Board Legal Counsel

Town of Parker

By: _____
Joshua Rivero, Mayor

ATTEST:

Chris Vanderpool, Town Clerk

APPROVED AS TO LEGAL FORM:

Jamie Wynn, Town Attorney

City of Lone Tree

By: _____
Marissa Harmon, Mayor

ATTEST:

Patricia Leyva, City Clerk

APPROVED AS TO LEGAL FORM:

Linda Michow, City Attorney

Town of Castle Rock

By: _____
Jason Gray, Mayor

Attest:

Lisa Anderson, Town Clerk

APPROVED AS TO LEGAL FORM:

Michael Hyman, Town Attorney

Douglas County Libraries

By: _____
TR Nolan, Board President

ATTEST:

Secretary, Ted Vail

Highlands Ranch Metro District

By: _____
Stephanie Stanley, General Manager

ATTEST:

APPROVED AS TO LEGAL FORM:

City of Castle Pines

By: _____
Tracy Engerman, Mayor

ATTEST:

Tobi Duffey, MMC, City Clerk

APPROVED AS TO LEGAL FORM:

Linda Michow, City Attorney

ATTACHMENT I – BYLAWS

BYLAWS of the DOUGLAS COUNTY YOUTH INITIATIVE

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

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

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

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

Article III: Advisory Board.

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

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

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

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

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

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

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

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

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

Article V: Meetings of the Advisory Board.

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

Section 2: Special Meetings. The President of the Board may, when s/he deems it expedient, and shall, upon written request of three Board members, call a special meeting for the purpose of conducting business designated in the call. Notice of special meetings shall be

delivered to Board members no less than two business days prior to such meeting. Business conducted as special meetings shall be limited to that designated in the call, unless all members of the Board are present.

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

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

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

Approved January 9, 2012



RESOLUTION NUMBER 25-03-02

A RESOLUTION OF APPRECIATION
HONORING THE SERVICE OF
Rick LaPointe
AS A TRUSTEE
DOUGLAS COUNTY LIBRARIES BOARD

WHEREAS, Rick LaPointe, as a Trustee on the Douglas County Libraries Board, serving December 2022 through December 2024, significantly contributed to the governance of the Library District;

WHEREAS, the performance of his duties and responsibilities was characterized by dedication to the District's vision of elevating our community by inspiring a love of reading, connection and discovery;

WHEREAS, As a Board Member LaPointe championed conservative fiscal policy while balancing obligation to the library with responsibility to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE DOUGLAS COUNTY LIBRARIES DISTRICT BOARD OF TRUSTEES THAT THE SERVICE OF RICK LAPOINTE AS A TRUSTEE IS DEEPLY APPRECIATED.

PASSED, APPROVED AND ADOPTED this 26th of March, 2025 by the Douglas County Libraries Board of Trustees, Douglas County, Colorado on a first and final reading by a unanimous vote.

Douglas County Libraries

Library District

Board of Trustees

Robert W. Pasicznyuk, Library Director

TR (Terry) Nolan



RESOLUTION NUMBER 2025-03-01

A RESOLUTION OF APPRECIATION
HONORING THE SERVICE OF
Meghann Silverthorn

AS A TRUSTEE
DOUGLAS COUNTY LIBRARIES BOARD

WHEREAS, Meghann Silverthorn, as a Trustee on the Douglas County Libraries Board, serving February 2019 thru December 2024, significantly contributed to the governance of the Library District;

WHEREAS, the performance of her duties and responsibilities was characterized by dedication to the District's vision of elevating our community by inspiring a love of reading, connection and discovery;

WHEREAS, Silverthorn served as Vice-President and Secretary of the Board, and was a board member with the Urban Libraries Council where she worked to bring a broader understanding of the communities libraries serve.

NOW, THEREFORE, BE IT RESOLVED BY THE DOUGLAS COUNTY LIBRARIES DISTRICT BOARD OF TRUSTEES THAT THE SERVICE OF MEGHANN SILVERTHORN AS A TRUSTEE IS DEEPLY APPRECIATED.

PASSED, APPROVED AND ADOPTED this 26TH day of March, 2025 by the Douglas County Libraries Board of Trustees, Douglas County, Colorado on a first and final reading by a unanimous vote.

Douglas County Libraries

Library District

Board of Trustees

Robert W. Pasicznyuk, Library Director

TR (Terry) Nolan, Board President

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	March 2025
From:	Bob Pasicznyuk
Subject:	Executive Library Director's Report

ISSUE: Monthly Library Report

DISCUSSION:

Board Retreat 2025. There's a phrase in ancient Greek literature, **μὴ γένοιτο** or *mē génoito*, that conveys emphatically the idea of the unthinkable – *Never! No Way, God Forbid*.

On December 11, 2018, Amber Clark, employee of the Sacramento Public Library, was murdered as she walked to her car after work. If that event wasn't difficult enough to contemplate, this wasn't the first murder at Sacramento Public Library. In 1993, two employees were killed by a gunman at a library grand opening celebration.

We, who make Colorado and Douglas County our home, have witnessed unthinkable events. Encountering the unthinkable comes with all manner of emotions – grief, anger, anxiety, more. Still, our library is a 45-million-dollar-a-year business, available 431 hours each week, and employing over 300 employees across 7 locations. Our mission, as it should, welcomes over a million customers into our libraries each year. Libraries are the most public spaces of all public buildings.

This past fall, our library purchased services from a firm called *Risk Resiliency*. They convened staff leaders with the Douglas County Sheriff and County risk managers to simulate and test our library's preparation for the unthinkable. This was not mitigation work – not an attempt to reduce or eliminate threats. That's another topic. Risk Resiliency worked with us to prepare for the aftermath.

- Has the library identified the more predictable issues needing managed after the unthinkable?
- Do we have plans and systems in place for business continuity, communication, community support, and to reduce the organization's exposure?
- Have we secured vendors to restore service and handle the complexity of the unthinkable?

It's my assessment that our library is not competently prepared for extreme events, everything from wildfire to a loss of life event. At this year's Board Retreat, I am scheduling *Risk Resiliency* to walk the same path with us simulating the unthinkable. We do this work to learn what we do not know, are not competently prepared to handle, or haven't anticipated. Following the retreat, I will present a budget and plan to the Board for *Risk Resiliency* to assist our Library toward necessary preparations.

LEGISLATION WATCH: This is a summary and status check for legislation that could impact our library. Two proposals are library-centric with others centering on labor and capital projects.

Bill	Description	Trending
25-005	Collective Bargaining	↔ Under negotiations with the Governor
25-1158	Library research database requirements	↓ Not expected to move to vote
25-063	Extend CRS 25-063 to public schools	↑ Cleared committee; poised for vote
25-1130	Union wage scale for capital projects	↔ No news

STERLING RANCH LIBRARY: Q1 2025, the Board authorized 21.6M to design, construct, and outfit a new Northwest library replacing legacy rental facilities. The Board further selected a site proximate to Titan Road and just South of the Sterling Ranch central roundabout as the location for that library. In April, I will ask the Board to amend the 2025 budget for project expenses as well as a formal land

agreement with Sterling Ranch. The vision for the project is to construct a 16,000 sFt library to DCL standards on about 3 acres that will handle library needs across Northwest Douglas County now with capacity for future growth. This project also presents an opportunity to review our Facilities Master Plan recalling accomplishments and commitments over the last decade.

DOUGLAS COUNTY EDC MEMORADUM OF UNDERSTANDING: The Partners of Douglas County Governments recently updated a cooperative agreement (MOU) to work together around economic development. While the library is a signatory as a partner member, the updated agreement has little implication to our practice or services moving forward.

AI and LIBRARIES. This year, the Board assigned an executive goal around artificial intelligence. Each of our library's divisions are identifying one or more AI tools relevant to their work. They are *test-driving* those tools to monitor and assess opportunities and impacts for library service and support. The work across divisions is ongoing. The Executive Division is gaining facility in three ways:

- 1) Using Chat GPT to identify services and opportunities that promise to replace or augment customer service environments with AI.
- 2) Using options provided by Chat GPT, demo tools to determine maturity and effectiveness.
- 3) Use Microsoft Co-Pilot for document-preparation around Board meeting preparation.

Division Updates

Customer Experience

Accomplishments:

- Opened new playscapes in Highlands Ranch and Lone Tree; settling in and addressing various durability issues our youngest customers have discovered for us.
- Launched monthly service for older adults - brain health fitness – using stories, imagination, and movement to build neural pathways and maintain engagement.
- Coordinating with Volunteer Services to assess current volunteer headcount in our materials handling departments and identify areas for growth.
- Training additional staff outside of Youth and Family Services to support increased number of birthday party storytimes.

Coming Up:

- Reading Buddies spring session getting underway.
- Spring season of Great Decisions begins this spring.
- Begin work in partnership with Community Engagement on 2026 Battle of the Books season.

Community Engagement

- **Battle of the Books** (BOTB) is a voluntary reading program for students' grades 3 through 6. Participants read literature from a designated list and compete in a bowl style book trivia tournament. Participants attend interschool battles at our libraries for 4 weeks commencing in late January. Afterwards, 2 weeks of elimination rounds took place. The prevailing branch champions for each grade advanced to the district final held in early March. During this 17th season, Battle of the Books, had 48 schools participating and overall attendance of 13,734.
- **Scholarships Granted:** The Douglas County Libraries Foundation granted 28 summer camp scholarships this season. This is the largest number of granted camp scholarships given since the program started.

- Birthday Parties Continue to Grow: Events & Hospitality is tracking 19 reserved birthday parties ahead of this time last year through the month of April.
- Marketing & Communications supported Human Resources by refreshing email templates for job applicant communications, new job announcement boilerplates, and benefit content for recruiting. In addition, the team completed initial design work for 2025 signature events, such as, Storybook Holidays, Summer Reading, Brew Tour, and Fetes des Fables.

Executive Office

- Completing Records Retention annual first quarter destruction of records
- Onboarding three new board trustees
- Working on review of board business files against board executive files
- Developing Foundation Records Retention plan
- Onboarding two new Foundation Directors

Finance

- Finalizing the Annual Report, and wrapping up the audit
- Fine-tuning the new accounts payable workflow in our new software, Avid
- Working through the implementation of Questica, our new budgeting software
- Interviewing candidates for an open role on the finance team

Infrastructure Services

- Cost Containment
 - Emergency Manual updated and rolled out for staff acknowledgment
- Collection Work
 - Non-traditionals being upgraded and refreshed
- Talent Management
 - Compensation adjustments complete
 - Organization-wide trainings have been updated and department specific training development in progress
- Capital projects
 - While weather conditions lengthened this project, the Highlands Ranch library roof is complete
 - Staff PC replacements in progress
 - Switch stack upgrade underway

RECOMMENDATION: None; information only.



Upcoming Author Events

March 7, 2025, Highlands Ranch location. 6:30pm to 8pm - An Evening with Thriller Author Jenn Bregman.

Highlands Ranch author Jenn Bregman will talk about her debut Thriller [*The Last Hamilton*](#) published by Penguin Random House. After the last heir of Alexander Hamilton's line is murdered, her heartbroken husband and best friend team up in this twisty thriller where a mysterious death uncovers not just an ancient secret society, but the treasures it holds-perfect for fans of Dan Brown and Sarah Penner. **Adults** [REGISTER HERE](#) Books will be sold at the event.

April 4, 2025, Castle Rock location. 6:30pm to 8pm [Disneyland on The Mountain: Walt, the Environmentalists and the Ski Resort that Never Was.](#) **Authors Greg Glasgow and Kathryn Mayer** will talk about this little-known history of Disney. "Disneyland on the Mountain" offers a fascinating behind-the-scenes look at Disney history and of an environmental movement, a struggle that went to the Supreme Court. The authors will share firsthand interviews and a look into what might have been. Books will be sold at the event and DCL's Archives and Local History librarians will have information on-site. **Adults** [REGISTER HERE](#).

April 26, 2025 Highlands Ranch location. 7pm to 8:30pm. #1 NYT Bestselling Author, Journalist, Filmmaker Sebastian Junger will talk about his memoir [In My Time of Dying](#). Adults [REGISTER HERE](#). "For years as an award-winning war reporter, Sebastian Junger traveled to many front lines and frequently put his life at risk. And yet the closest he ever came to death was the summer of 2020 while spending a quiet afternoon at the New England home he shared with his wife and two young children. Crippled by abdominal pain, Junger was rushed to the hospital by ambulance. As blackness encroached, he was visited by his dead father, inviting Junger to join him. 'It's okay,' his father said. 'There's nothing to be scared of. I'll take care of you.' That was the last thing Junger remembered until he came to the next day when he was told he had suffered a ruptured aneurysm that he should not have survived. This experience spurred Junger--a confirmed atheist raised by his physicist father to respect the empirical--to undertake a scientific, philosophical, and deeply personal examination of mortality and what happens after we die." Books will be sold at the event.

May 2, 2025, Highlands Ranch location. 6:30pm to 8pm. NYT Bestselling, Award-winning Colorado Author Sandra Dallas will talk about her new novel, [Tough Luck](#). Adults [REGISTER HERE](#). In this homage to *True Grit*, a young woman makes a perilous journey west in 1863 in search of her gold-mining father. After their mother dies, Haidie Richards and her younger brother, Boots, are put to work in an orphanage. Their father left four years earlier to find a gold mine in Colorado Territory, and since then, he's sent only three letters. Still, Haidie is certain that he is alive, has struck gold, and will soon send for them. Books will be sold at the event.

June 14, 2025, Highlands Ranch location. 6:30pm to 8pm. Bestselling Award-Winning Colorado Author Mark Stevens will talk about his new thriller – [No Lie Lasts Forever](#). Set in Denver, a reporter and reformed serial killer join forces when the PDQ killer starts killing again. Books will be sold at the event. **Adults** [REGISTER HERE](#)