

**NOTICE AS TO PROPOSED 2025 BUDGET**

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

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

Dated: October 10, 2024

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

By: /Robert Pasicznyuk/ Robert Pasicznyuk  
Executive Library Director

Legal Notice No. 947705

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	2023	2024		2025	
		As of Oct 31	%		%
	Actual	Forecast	Revenue	Budget	Revenue
<b>SUMMARY INCOME STATEMENT</b>					
<b>Revenues</b>					
Property Taxes	\$32,295,064	\$37,691,486	88%	\$42,001,506	92%
Auto Ownership Taxes	3,036,478	2,457,892	6%	1,599,360	3%
Contributions/Grants	303,961	400,919	1%	405,932	1%
Charges for Services	534,069	443,192	1%	346,998	1%
Interest Income	1,531,656	1,821,925	4%	1,483,779	3%
<b>Total Revenue</b>	<b>\$37,701,228</b>	<b>42,815,414</b>	<b>100%</b>	<b>45,837,575</b>	<b>100%</b>
<b>Operating Expenditures</b>					
Salaries and Wages	14,481,011	15,917,221	37%	17,333,994	38%
Benefits	906,985	1,300,849	3%	1,359,171	3%
PERA	2,094,267	2,317,676	5%	2,561,964	6%
Library Content	3,969,124	4,617,007	11%	4,617,295	10%
Facility	1,801,238	2,049,583	5%	2,783,777	6%
Technology Equipment & 3rd-Party Services	1,462,249	1,677,389	4%	1,874,710	4%
Library Programs & Outreach	1,177,265	1,299,490	3%	1,602,269	3%
District-Wide Support Costs	833,711	1,040,970	2%	1,501,423	3%
Capital Maintenance Projects	908,399	1,043,654	2%	1,515,300	3%
<b>Subtotal Operating Expenditures</b>	<b>\$27,634,249</b>	<b>31,263,839</b>	<b>73%</b>	<b>35,149,903</b>	<b>77%</b>
Debt Service	\$2,349,845	\$2,163,535	5%	\$2,150,670	5%
County Treasurer Tax Collection Fee	484,379	591,245	1%	654,012	1%
<b>Total Operating, Interest &amp; Fee Expenditures</b>	<b>\$30,468,473</b>	<b>34,018,620</b>	<b>79%</b>	<b>37,954,585</b>	<b>83%</b>
<b>Revenues Over (Under) Operating Expenditures</b>	<b>\$7,232,755</b>	<b>8,796,795</b>	<b>21%</b>	<b>7,882,990</b>	<b>17%</b>
<b>Non-Operating Revenues (Expenditures)</b>					
Asset Sale	\$0	\$3,047,921	-7%	\$0	0%
Lease Income/(Expense)	(11,538)	0	0%	0	0%
Lease Proceeds	426,647	0	0%	0	0%
Tax Relief	0	0	0%	(5,000,000)	11%
Capital Improvement Projects	(13,238,407)	(2,583,888)	6%	(870,000)	2%
<b>Total Non-Operating Revenues (Expenditures)</b>	<b>(\$12,823,298)</b>	<b>\$464,033</b>	<b>-1%</b>	<b>(\$5,870,000)</b>	<b>13%</b>
<b>Total Revenues Over (Under) Total Expenditures</b>	<b>(\$5,590,543)</b>	<b>9,260,828</b>	<b>22%</b>	<b>2,012,990</b>	<b>4%</b>
Beginning Fund Balance	25,691,946	20,101,403		29,362,231	
<b>Ending Fund Balance</b>	<b>\$20,101,403</b>	<b>\$29,362,231</b>		<b>\$31,375,221</b>	

**Douglas County Libraries**  
**2025 Budget**  
**Maintenance Projects**  
**For Projects over \$10,000 and a life of greater than one year**

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

**Douglas County Libraries**  
**2025 Budget**  
**Improvement Projects**  
**For Projects over \$10,000 and a life of greater than one year**

**Non-Operating Expenditures: Improvement Projects**

**Highlands: B300**

HI playscape install	\$5,000
Parking lot rotomill and resurface	\$450,000
Fire alarm panel upgrade	\$75,000
Elevator upgrade	\$250,000
Subtotal	<u>\$780,000</u>

**Lone Tree: B400**

LT Playscape install	\$5,000
Subtotal	<u>\$5,000</u>

**Parker: B600**

Motorized darkening window shades for Event Hall A	\$50,000
Manual window shares for The Den	\$10,000
Subtotal	<u>\$60,000</u>

**Castle Rock: B700**

Manuel blackout shades Conference Rooms C & F, Kid's Corner	\$25,000
Subtotal	<u>\$25,000</u>

**Total Improvement Projects**

\$870,000

**Douglas County Libraries  
2025 Budget Report  
Adjustments: Preliminary vs. Final Budget**

<b>Total Revenues Over (Under) Total Expenditures - as reported October 14, 2024</b>	<b>\$4,719,529</b>
<u>Revenues</u>	
increase (decrease) Property Tax revenues	2,276,892
increase (decrease) interest income per revenue adjustment	<u>60,440</u>
Increase (Decrease) Revenues	<u>2,337,332</u>
<u>Expenditures</u>	
County's Treasurer Fees:	
increase to county's treasurer fees per revenue adjustment	<u>(34,152)</u>
Subtotal County's Treasurer Fees	(34,152)
Library Content:	
increase to Colorado Library Grant received official letter	(1,620)
decrease to CliC Courier Services received official invoice	1,140
Subtotal Library Content	(480)
Safety and Security:	
increase to FirstAid/AED + Monitoring received official quote	(2,739)
increase to Staff Door Signage Installation received official quote	<u>(6,500)</u>
Subtotal Safety and Security	<u>(9,239)</u>
Tax Relief:	
added tax relief per revenue adjustment	<u>(5,000,000)</u>
Subtotal Tax Relief	<u>(5,000,000)</u>
Decrease (Increase) Expenditures	<u>(5,043,871)</u>
Net Total Adjustments (rounded)	<u>(2,706,539)</u>
<b>Total Revenues Over (Under) Total Expenditures - as reported December 4, 2024</b>	<b><u>2,012,990</u></b>

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-02 TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.

WHEREAS, the Board of Trustees of the Douglas County Libraries has authorized Robert W. Pasicznyuk, Executive Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Robert W. Pasicznyuk, Executive Library Director, has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, December 4, 2024 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances, so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES OF DOUGLAS COUNTY, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Douglas County Libraries for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President and Vice President of the Board of Trustees and made a part of the public records of the Douglas County Libraries.

ADOPTED this 4th day of December, 2024.

ATTEST:

\_\_\_\_\_  
TR (Terry) Nolan  
Douglas County Libraries Board President

\_\_\_\_\_  
Jessica Kallweit  
Douglas County Libraries Board Vice President

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
CERTIFICATION OF 2025 BUDGET

I, Meghann Silverthorn, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Douglas County Libraries, and that the attached is a true and correct copy of the budget for the fiscal year 2025, duly adopted at a meeting of the Board of Trustees of the Douglas County Libraries held on Wednesday, December 4, 2024.

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Suzanne Burkholder  
Douglas County Libraries Board Secretary

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-03 TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2025, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Douglas County Libraries has adopted the annual budget in accordance with the Local Government Budget Law, on Wednesday, December 4, 2024; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$42,001,506; and

WHEREAS, the 2024 valuation for assessment for the Douglas County Libraries, as certified by the County Assessor, is \$10,500,376,390;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

Section 1. That for the purposes of meeting all general operating expenses of the Douglas County Libraries during the 2025 budget year, there is hereby levied a tax of 4.000 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2025.

Section 2. That the Secretary is hereby authorized and directed to immediately certify to the County Commissioners of Douglas County, Colorado, the mill levies for the Douglas County Libraries as hereinabove determined and set.

ADOPTED this 4th day of December 2024.

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TR (Terry) Nolan  
Douglas County Libraries Board President

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Jessica Kallweit  
Douglas County Libraries Board Vice President



DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2024-12-04 TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December, 4, 2024; and

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount less than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Douglas County Libraries;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General Fund:	
Current operating expenses	\$37,954,585
Tax Relief	5,000,000
Capital Outlay	870,000
Emergency reserves	<u>1,054,497</u>
Total general fund appropriations	\$44,879,082

ADOPTED this 4th day of December 2024.

ATTEST:

\_\_\_\_\_  
TR (Terry) Nolan  
Douglas County Libraries Board President

\_\_\_\_\_  
Jessica Kallweit  
Douglas County Libraries Board Vice President

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
CERTIFICATION OF TAX LEVIES

DATE: DECEMBER 4, 2024

TO: THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, COLORADO

Dear Commissioners:

For the year 2025, the Board of Trustees of the Douglas County Libraries hereby certifies a total levy of 4.000 mills to be extended by you upon the total assessed valuation of \$10,500,376,390 to produce \$42,001,506 in revenue. The levies and revenues are for the following purposes:

	Levy	Revenue
1. General Operating Expenses	4.000	\$42,001,506
2. <Minus> Temporary General Property Tax Credit/Temporary Mill Levy Rate Reduction	<0>	<0>
Subtotal for General Operating	4.000	42,001,506
3. General Obligation Bonds and Interest	0.000	0
4. Contractual Obligations	0.000	0
5. Capital Expenditures	0.000	0
6. Refunds/Abatements	0.000	0
7. Other	0.000	0
Total	4.000	\$42,001,506

This mill levy certification is in compliance with all statutory and constitutional requirements and limitations.

Contact Person: Crystal Bustillos

Daytime Phone: (303) 688-7613

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TR (Terry) Nolan  
Douglas County Libraries Board President

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Suzanne Burkholder  
Douglas County Libraries Board Secretary

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
ACKNOWLEDGMENT OF NOTICE AND  
APPROVAL OF RECORD OF PROCEEDINGS

We, the undersigned members of the Board of Trustees of the Douglas County Libraries, Douglas County, Colorado, do hereby acknowledge receipt of proper notice of the public hearing of the Board held Wednesday, December 4, 2024 informing of the date, time, and place of the meeting and the purpose for which it was called, and do hereby waive any and all other notices which might be required by law, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.

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TR (Terry) Nolan

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Jessica Kallweit

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Suzanne Burkholder

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Meghann Silverthorn

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Rick LaPointe

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Zach McKinney

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## **Douglas County Libraries**

### **2025 Budget Message**

This 2025 budget sustains the investments our customers have prized for years.

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

#### **Revenue**

Douglas County citizens directly support our libraries. From that support in 2025, our Libraries will provide those prized services, save toward a new facility in Northwest Douglas County, and return about \$5,000,000 back to taxpayers.

#### **People**

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

#### **Content**

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

#### **Events & Activities**

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

Respectfully submitted,

Robert W. Pasicznyuk

# Douglas County Libraries

## Description of Services

Douglas County Libraries serves a population of approximately 385,137 Douglas County residents at libraries in Castle Pines, Castle Rock, Highlands Ranch, Lone Tree, Louviers, Parker, Roxborough, and online at DCL.org. Services may be divided into the following broad categories (**Note:** All 2024 data are impacted by the two-month network outage, as well as two 2-week closures of the Highlands Ranch location.):

### **Circulation**

Circulation consists of the provision of books, e-books, periodicals, audios, videos, and other library content for lending use to the public. Through September of 2024, we had total circulation of 4,294,959. Our holds service accounts for about 15% of our annual physical circulation.

### **Online Services**

Virtual services continue to grow in breadth and use. In 2024, from January-October, we had 1,531,438 visits to our website, and 2,303,194 visits to our catalog.\* During the same time period, downloadable materials, including music, books and audiobooks, accounted for 41% of total circulation, an increase of 11 percentage points.

\*While we believe catalog visit data represent increased use, the data may not be directly compared to 2023, due to a March, 2023, transition to Google Analytics 4, which employs different data collection methods and parameters.

We offer self-paced online learning programs on languages and computer software, real-time homework and resume help, plus access to full-text magazine and journal articles for students of all ages. Our online databases were used 63,395 times in the first nine months of 2024.

### **Community Gathering Spaces**

The library serves as a key community gathering place. We welcomed 995,904 visitors at our seven locations from January through September 2024. Our public computers and wireless access offer a comfortable environment in which to work, study, stay up with current events, or keep in touch with friends. Visitors used our wireless services about 682,058 times in the first nine months of 2024; about 11% more than in 2023 (growth percentage calculated monthly to adjust for an eight month reporting period in 2023).

Civic groups, groups planning special events, nonprofits, and organizations of all kinds used our popular meeting rooms. Most of our libraries offer small meeting rooms that double as office space, tutoring classrooms, or just a quiet place to contemplate or meet friends.

### **Inspiring Reading**

Douglas County Libraries places a strong emphasis on encouraging lifelong reading habits. Staff members train and focus on making book recommendations for people of all ages. Our staff collaborate with customers to determine their likes and dislikes and recommend good reads.

Through our conversations, displays, events and promotion of reading, Douglas County community members are introduced to new authors and experiences. Many staff have advanced skills in recommending suitable reading level materials for young people. From picture books to early readers, to research and recreational reading, staff recommend the appropriate books to advance and challenge young readers. The library also hosts a number of book clubs for readers to critically explore stories and discuss their meanings in their lives.

### **Storytime**

In January-August of 2024, we offered 3,313 children's events, including virtual and outdoor events, that reached more than 114,256 attendees, up 6% from 2023. Storytime attendance alone accounted for 102,595 attendees, an 11% increase. Staff trained in preparing children to read emphasize narrative, vocabulary, rhyming and song in a fun and interactive environment that enlivens minds and introduces young people and their caregivers to the joy of reading. The early literacy skills that children learn in Storytime help them translate words to images, develop their brains, and nurture the cognitive, emotional and social skills they need to develop the habits of lifelong learners. We extend this program beyond the library locations with library outreach and Book Start, in which staff and volunteers read and tell stories at child daycare centers and schools in Douglas County. Our Cuddle Up & Read service encourages parents of new babies to get baby a library card and begin reading together from day one.

### **Reference Services**

Our staff members provide informational and research assistance to thousands of customers each year. In the first nine months of this year, we answered 79,495 reference questions.

Through in-person interviews, phone requests, instant messaging, email, and community interviews, staff respond to requests for information in a timely fashion with well-researched answers. Our collection of current and in-depth reference materials supplements staff efforts and supports the community's interest in pursuing answers on their own. Our DCL for Business service offers dedicated staff and resources trained to support the needs of entrepreneurs and small businesses with timely market analysis, in-depth research, and business startup plans.

### **Inspiring Connection: Events**

Library events address a variety of interests and are designed to meet the needs of all age groups. Summer Reading 2024 reached 16,706 participants, 5.6% more than 2023. In addition to Storytimes, children's events employ a wide variety of techniques and activities to allow young children to explore new ideas and develop advanced skills. From pairing teens with struggling young readers, to group reading comprehension competitions, to fun hands-on science experiments, young people have many opportunities to advance their skills in a safe environment. Teen events engage young people in creative activities and community service.

Adults benefit from programs and events that highlight adult literacy, high school equivalency (HSE), English as a second language (ESL), local economic development and current affairs, and technology literacy. Family events, such as Storybook Holiday, offer ways for people to connect and celebrate, all while making lifetime memories. Author events give customers the opportunity

to mingle with writers, celebrate reading, and hear authors read from their latest works. In 2024, we served more than 5,810 adults (an increase of 16% over 2023) through 573 events (up 25%).

### **Community Engagement**

Douglas County Libraries strives to create connections throughout our community to help it continue to thrive. We deliver engaging events, offer hospitality services and meeting spaces, build strong civic, community and business partnerships, and provide meaningful community outreach. Our staff ensure DCL is connected with our community and seek to find new and meaningful ways to support the growth of our community. As we build partnerships with our government partners, schools, local businesses, and community nonprofits, we promote library services and work to keep DCL's brand strong within the community we serve.

### **Library Content**

Our process for selecting materials for our collections is three-pronged and includes centralized collection development, input from staff, and use of materials requests by customers. Online materials requests allow community-driven purchases and borrowing from other libraries. We received 3,461 customer materials requests from January-September 2024. Of those, 22% were fulfilled by interlibrary loan (ILL and Prospector) and 44% led to DCL purchases. Throughout the first nine months of 2024, we loaned 8,211 items, while our customers borrowed 28,132 items via Prospector/ILL.

### **DCL Archives & Local History**

This entity collects and preserves the history of Douglas County in order to provide historical research resources to the public through reference assistance and events in the library, in schools, and for historical societies. Archivists connect with customers in the library and via outreach, a robust website, and social media.

### **Volunteers**

Volunteers numbered 1,119 in the first nine months of 2024 (a 13% increase over 2023), and gave 21,586 hours of service to DCL. Opportunities to work with adult learners and seniors, help with book sales, shelving, reading to children, and preservation of local history make our volunteer opportunities a vibrant service that also provides job skills, personal growth, and community involvement.

### **Net Promoter Score**

In 2024, we continued measuring the degree to which our customers would recommend or promote DCL to friends and family. Through September, we received 995 survey responses with an NPS of 88 (out of 100); 898 respondents gave individual scores of 9 or 10. Positive comments mentioned staff and customer service (40%), our collection (39%), and the DCL customer experience (35%). As of September 2024, 60.52% of Douglas County households included at least one DCL cardholder, the same market penetration as in 2023.



	2023	2024	2025
	Actual	As of Oct 31 YE Forecast	Budget
<b>SUMMARY INCOME STATEMENT</b>			
<b>Revenues</b>			
Property Taxes	\$32,295,064	\$37,691,486	\$42,001,506
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<b>Operating Expenditures</b>			
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Debt Service	\$2,349,845	\$2,163,535	\$2,150,670
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<b>Total Operating, Interest &amp; Fee Expenditures</b>	<b>\$30,468,473</b>	<b>\$34,018,620</b>	<b>\$37,954,585</b>
<b>Revenues Over (Under) Operating Expenditures</b>	<b>\$7,232,755</b>	<b>8,796,795</b>	<b>7,882,990</b>
<b>Non-Operating Revenues (Expenditures)</b>			
Asset Sale	\$0	\$3,047,921	\$0
Lease Income/(Expense)	(11,538)	0	0
Lease Proceeds	426,647	0	0
Tax Relief	0	0	(5,000,000)
Capital Improvement Projects	(13,238,407)	(2,583,888)	(870,000)
<b>Total Non-Operating Revenues (Expenditures)</b>	<b>(\$12,823,298)</b>	<b>\$464,033</b>	<b>(\$5,870,000)</b>
<b>Total Revenues Over (Under) Total Expenditures</b>	<b>(\$5,590,543)</b>	<b>9,260,828</b>	<b>2,012,990</b>
Beginning Fund Balance	25,691,946	20,101,403	29,362,231
<b>Ending Fund Balance</b>	<b>\$20,101,403</b>	<b>\$29,362,231</b>	<b>\$31,375,221</b>



### **Key Features of the 2025 Budget**

The 2025 Budget provides strong support to enable execution of Douglas County Libraries' vision to elevate our community by inspiring a love of reading, discovery and connection in a fiscally responsible manner.

#### **Revenues**

Funding for Douglas County Libraries ("the District") comes chiefly from real and personal property taxes, with additional funding from vehicle registration taxes, library fines, contributions and grants, investment interest, program fees, and other miscellaneous income.

Note that forecast includes January to October actuals plus remaining budgeted months of 2024.

#### **Property Valuation**

	2023	2024	2025
	\$8,092,832,626	\$10,292,323,249	\$10,500,376,390
Valuation Change		\$2,199,490,623	\$208,053,141
Valuation change %		27.18%	2.02%
Affects taxes collected in	2024	2025	2026

As this budget is for 2025, an odd-numbered year, the 2.02% increase in 2025 valuation reflects only actual growth in real and personal property.

#### **Property Tax Revenues**

	2023 Actual	2024 Forecast	2025 Budget
	\$32,295,064	\$37,691,486	\$42,001,506
Revenue change		\$5,396,422	\$4,310,020
Revenue change %		16.7%	11.4%

The voter-approved mill levy for 2025 is 4.000 mills, consistent with change in the assessed property valuation, property-related tax revenues are expected to increase by 11.4% for 2025.

#### **Auto Ownership Taxes**

	2023 Actual	2024 Forecast	2025 Budget
	\$3,036,478	\$2,457,892	\$1,599,360
Revenue change		(\$578,586)	(\$858,532)
Revenue change %		(19.1%)	(34.9%)

Vehicle registration taxes for 2025 are budgeted at a (34.9%) decrease from the 2024 forecast due to 2024 actuals being higher than budgeted.

## Other Revenue

	2023 Actual	2024 Forecast	2025 Budget
	\$2,369,686	\$2,666,037	\$2,236,709
Revenue change		\$296,351	(\$429,328)
Revenue change %		12.5%	(16.1%)

Other Income, comprised of Contributions and Grants, Charges for Services, and Interest Income, is budgeted at a decrease for 2025 of (16.1%). The decrease is primarily attributable to a decline in interest income in 2025 due to a possible decrease in interest rates.

Operating Expenditures

Budgeted 2025 controllable operating expenditures are \$36,441,685, compared to \$32,816,038 forecast for 2024, and actual operating expenditures of \$29,661,078 in 2023. The increase in 2025 operating expenditures vs. 2024 is attributable to:

- \$1,877,002 of increased costs to service, maintain, and repair facilities;
- \$1,719,382 of increased salaries, wages, benefits, and PERA;
- \$460,453 of increased costs for District-wide technology and support services; and
- \$303,067 of increased costs for Library Content, Programs, and Outreach offerings.

## Salaries and Wages

	2023 Actual	2024 Forecast	2025 Budget
	\$14,481,011	\$15,917,221	\$17,333,994
Expenditure change		\$1,436,210	\$1,416,773
Expenditure change %		9.9%	8.9%

The increase in the 2025 Budget for Salaries and Wages of 8.9% is primarily attributable to an annual raise and compensation adjustments due to market changes.

## Benefits

	2023 Actual	2024 Forecast	2025 Budget
	\$906,985	\$1,300,849	\$1,359,171
Expenditure change		\$393,864	\$58,322
Expenditure change %		43.4%	4.5%

The District received a \$110,000 credit from Kaiser Permanente which affected the 2024 forecast, therefore the 2025 calculation shows a 4.5% increase in benefits expenditures. Overall, benefits are increasing by .19% over the 2024 budgeted amount.

## PERA

	2023 Actual	2024 Forecast	2025 Budget
	\$2,094,267	\$2,317,676	\$2,561,964
Expenditure change		\$223,409	\$244,288
Expenditure change %		10.7%	10.5%

The 10.5% increase in PERA retirement costs for 2025 is primarily attributed to an increase in salary and wages.

## Library Content

	2023 Actual	2024 Forecast	2025 Budget
	\$3,969,124	\$4,617,007	\$4,617,295
Expenditure change		\$647,883	\$288
Expenditure change %		16.3%	0.0%

Library Content includes books, e-books, audiobooks, e-audiobooks, electronic databases, digital products, DVDs, periodicals, and nontraditional resources. The District increased the Library Content budget in 2024, aligning it with needs, resulting in no additional increase for 2025. In the 2025 Budget, the District continues to shift its collections strategy in accordance with demand.

## Facility

	2023 Actual	2024 Forecast	2025 Budget
	\$1,801,238	\$2,049,583	\$2,783,777
Expenditure change		\$248,345	\$734,194
Expenditure change %		13.8%	35.8%

Facilities costs include maintenance service contracts, property and casualty insurance, utilities, and other facilities-related costs. The increase in facilities costs in 2025 is primarily due to rising costs of utilities and repairs.

Technology Equipment and 3<sup>rd</sup>-Party Services

	2023 Actual	2024 Forecast	2025 Budget
	\$1,462,249	\$1,677,389	\$1,874,710
Expenditure change		\$215,140	\$197,321
Expenditure change %		14.7%	11.8%

Technology infrastructure costs for the District consist of licensing and maintenance agreements for computer software and hardware, subscription services for technology support in processing and cataloging books, telephone and telecommunications costs, and

various other computer and technical support costs of the library. Technology infrastructure costs are increasing by 9% over the 2024 budgeted amount.

#### Programs and Outreach

	2023 Actual	2024 Forecast	2025 Budget
	\$1,177,265	\$1,299,490	\$1,602,269
Expenditure change		\$122,225	\$302,779
Expenditure change %		10.4%	23.3%

Programs and Outreach costs include expenses associated with patron services programs, workshops, and reading programs offered by Douglas County Libraries. These expenses include presenter fees, prizes for reading programs, and community sponsorships, plus printing, graphic design, public relations, and advertising costs associated with providing programs and promoting library services.

Programs and Outreach costs also include expenses related to the District's events and hospitality services, which offers event spaces for corporate and social functions. The 2025 Budget anticipates continued growth in events and hospitality services, including increases to revenue as well as corresponding increases to District expenses.

Increases in 2025 Programs and Outreach are primarily attributable to increases in program provider fees, sponsorships, program supplies and prizes, and advertising and promotion in connection ramping up the District's full complement of events, programs and services.

#### District-wide Support

	2023 Actual	2024 Forecast	2025 Budget
	\$833,711	\$1,040,970	\$1,501,423
Expenditure change		\$207,259	\$460,453
Expenditure change %		24.9%	44.2%

District-wide Support includes the costs to manage the District, such as human resources, benefits administration, employee development, contracts administration, financial management, and reporting to the public and appropriate governing agencies.

The 2025 budget anticipates increases in training conferences, employee relations, staff wellness programs, other contracted services and small items of equipment. The increase over the 2024 *budget*, versus forecast, is a 12.6% increase.

## Interest and Financing Costs

	2023 Actual	2024 Forecast	2025 Budget
	\$2,834,224	\$2,754,780	\$2,804,682
Revenue change		(\$79,444)	\$49,902
Revenue change %		(2.8%)	1.8%

Interest and financing costs include principal and interest payable under the 2015 Certificates of Participation of \$2,009,625, plus fees payable to the Douglas County treasurer for collection and distribution of property tax revenues of \$654,012. Also includes finance costs for district servers and self-check kiosks leases.

Tax Relief

	2023 Actual	2024 Forecast	2025 Budget
	\$0	\$0	(\$5,000,000)
Expenditure change		\$0	(\$5,000,000)
Expenditure change %		N/A	N/A

The District plans to return \$5,000,000 back to taxpayers, reflecting our commitment to fiscal responsibility.

Capital Expenditures

Pursuant to the District's current initiative to upgrade and maintain facilities at a higher standard of care, the District distinguishes between maintenance projects, which are funded from current operating revenues, versus improvement projects, which are funded from reserves.

## Maintenance Projects

	2023 Actual	2024 Forecast	2025 Budget
	\$908,399	\$1,043,654	\$1,515,300
Expenditure change		\$135,255	\$471,646
Expenditure change %		14.9%	45.2%

Maintenance projects are forecasted to be \$1,043,654, or 97%, spent down of the 2024 budget. The variance is due to upholstery projects not started and instead budgeted at an increase for 2025, as well as various budget moves to complete the Highlands roof/VAV and entry way projects.

The increase of 45.2% for the 2025 budget is due to a new Safety & Security Access Control refresh project estimated at \$400,000.

The District reports expenditures to replace equipment, furniture and fixtures as well as enhancements to both public and staff spaces as maintenance projects. Enhancements are typically intended to support patron-focused changes in programming and usage trends.

Maintenance project expenditures for 2025 include:

- \$1,161,000 PC replacement, internet firewall upgrade, Jamex replacements, AV upgrades, phone system upgrades, branch servers, and access control refresh;
- \$196,000 furniture, fixtures & equipment maintenance at branches across the District; and
- \$158,300 site improvements throughout the District.

#### Improvement Projects

	2023 Actual	2024 Forecast	2025 Budget
	(\$13,238,407)	(\$2,583,888)	(\$870,000)
Expenditure change		\$10,654,519	\$1,713,888
Expenditure change %		(80.5%)	(66.3%)

Improvement projects are forecasted to be (\$2,583,888), or 98%, spent down of the 2024 budget. The variance is due to the Parker Branch indoor playscape costs coming in lower than budgeted.

The (66.3%) decrease for the 2025 budget is attributed to a reduced number of large-scale projects planned for the year.

Improvement projects budgeted for 2025 include:

- \$450,000 parking lot rotomill and resurface at Highlands Branch
- \$325,000 elevator and fire alarm upgrades at Highlands Branch;
- \$85,000 window fixtures at Parker and Castle Rock Branches; and
- \$10,000 playscape installment at Highlands and Lone Tree Branches.



Douglas County Libraries

Douglas County Libraries  
**BALANCE SHEET**  
Year Ending December 31, 2025

Proforma

**ASSETS**

Cash	\$ 30,441,954
Property Taxes Receivable	230,690
Prepaid Expenses And Deposits	421,454
Receivable DCL Foundation	279,236
Accounts Receivable	1,887
Total Assets	<u>\$ 31,375,221</u>

**LIABILITIES & FUND BALANCE**

**LIABILITIES**

Accrued Salaries And Benefits	(104,533)
Accounts Payable	383,711
Other Accrued Liabilities	9,894
Total Liabilities	<u>\$ 289,072</u>

**FUND BALANCE**

Nonspendable Fund Balance	\$ 421,454
Restricted Fund Balance	1,121,120
Assigned Fund Balance	3,600,000
Unassigned Fund Balance	23,930,585
Revenues Over (Under) Total Expenditures	2,012,990
Total Fund Balance	<u>\$ 31,086,149</u>

Total Liabilities & Fund Balance	<u>\$ 31,375,221</u>
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Douglas County Libraries  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE  
As of December 31, 2025  
(Unaudited)  
Year To Date December 31, 2025

	Proforma
Revenue	
Property taxes	\$ 42,001,506
Specific Ownership Taxes	1,599,360
Contributions/Grants	405,932
Charges for services	346,998
Interest Income	1,483,779
Total Revenue	<u>45,837,575</u>
Operating Expenditures	
Salaries & Wages	17,333,994
Benefits	1,359,171
PERA Pension	2,561,964
Library Content	4,617,295
Facilities	2,783,777
Technology, Equipment & 3rd-Party Services	1,874,710
Library Programs & Outreach	1,602,269
District-Wide Support Costs	1,501,423
Capital Maintenance Projects	1,515,300
Total Operating Expenditures	<u>35,149,903</u>
Debt Service	2,150,670
County Treasurer's Fees	654,012
Total Operating, Interest & Fee Expenditures	<u>37,954,585</u>
Total Revenues Over (Under) Operating Expenditures	<u>7,882,990</u>
Non-Operating Revenues (Expenditures)	
Tax Relief	(5,000,000)
Capital Improvement Projects	(870,000)
Total Non-Operating Revenues (Expenditures)	<u>(5,870,000)</u>
Total Revenues Over (Under) Total Expenditures	<u>2,012,990</u>
Beginning Fund Balance	<u>29,362,231</u>
Ending Fund Balance	<u>\$ 31,375,221</u>