

# DOUGLAS COUNTY LIBRARIES

## BOARD BUSINESS MEETING

Wednesday, March 27, 2024, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
Call meeting to Order	Terry Nolan	
Attendance		
Public Comment		
Consent Agenda Recommendation(s) Memo	Terry Nolan	<a href="#">3</a>
1. Minutes 2/28/24 Board Business Meeting		<a href="#">4</a>
2. PC Replacements		<a href="#">7</a>
3. IT Switches		<a href="#">8</a>
4. Castle Pines Lease 2 <sup>nd</sup> Amendment		<a href="#">10</a>
5. 2025 Board Meeting Dates		<a href="#">15</a>

### Library Business

Terry Nolan

*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.*

- [Executive Committee Report](#)
- Lone Tree Urban Renewal Intergovernmental Agreement (LT URA) Discussion  
Guest: Jeff Howell
- Lone Tree Special District Representative for the LT URA letter [17](#)
- Board Background Checks

### Executive Library Director Update

Bob Pasicznyuk

- Executive Library Director Report [19](#)
  - Welcome Terrell Brown, Safety & Security Manager
- Recommended Policy Addition for Monuments [24](#)
- Recommended Policy Update for Construction Project Clarification [26](#)

### Partner Reports

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

### Trustee Comments

### Upcoming Board Meetings

- April 11, 2024, Executive Committee Meeting, Castle Pines Library, Castle Pines
- April 13, 2024, Annual Board Retreat, Lone Tree Library, Lone Tree
- April 24, 2024, Philip & Jerry Miller Library, Castle Rock
  - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)

- Board Annual Business Meeting, 5:30 p.m.

**Meeting addition/changes to note:**

- Changed - June 13, 2024 Board Executive Committee Meeting changes to Monday, June 17, 2024, same location and time.
- Added – Board Special Meeting for Executive Session Executive Library Director Review, Wednesday, October 23, 2024 at 5:30 p.m. at the Philip & Jerry Miller Library in Castle Rock.

**Adjourn**

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	February 28, 2024
From:	Patti Owen-DeLay
Subject:	<b>Consent Agenda Recommendation(s)</b>

**ISSUE:** Review and approve Consent Agenda item(s).

**DISCUSSION:** The Consent Agenda follows the process outlined below:

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

Consent Agenda Items for this meeting are:

1. Minutes 02/28/24 Board Business Meeting
2. Budgeted Capital Expenditures Threshold Approvals - PC Replacements
3. Budgeted Capital Expenditures Threshold Approvals - IT Switches
4. Castle Pines Lease 2<sup>nd</sup> Amendment

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

Motion in the minutes will itemize included items.

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Business Meeting**  
**February 28, 2024**  
**Castle Rock, CO**

President Nolan called the business meeting to order at 5:30 p.m.

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

The following were present:

**TRUSTEES:** Suzanne Burkholder, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

A quorum was present. Jessica Kallweit was absent, and the absence was excused.

**STAFF:** Bob Pasicznyuk, Julianne Griffin, Jesse Politi, and Patti Owen-DeLay

**SECURITY:** Castle Rock Police Officer Cantando

**PUBLIC:** None

**PUBLIC COMMENTS:** None

**CONSENT AGENDA**

1. Minutes January 31, 2024, Annual Meeting
2. Budget Capital Expenditures Threshold Approvals
  - a) Transport Bins
  - b) Shelving
  - c) Sorter Updates
  - d) Parker Playscape

Silverthorn requested that item #2 be removed from the consent agenda.

**MOTION 24-02-01:** Burkholder moved and the motion carried unanimously to approve the minutes of the January 31, 2024, annual meeting. LaPointe seconded the motion.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

- Executive Library Director:
  - Pasicznyuk spoke about SB 24-049 that is still in committee and looks to set boundaries on book challenges for Colorado public libraries and schools.
  - Mitigation efforts at Highlands Ranch library are nearing completion.
  - Mitigation from the cyber event continues.

- Quarterly KPI Report – There is nothing that garners discussion or changes in practice.
- Quarterly Strategic Plan Report – Not discussed.
- Annual Volunteer Report – Not discussed.

Fourth quarter financials are reported as part of the annual audit report.

Pasicznyuk updated the board on possible legislation around property taxes.

## **LIBRARY BUSINESS**

### Items Removed from the Consent Agenda

#### Budgeted Capital Expenditures Threshold Approvals

- Transport Bins
- Shelving
- Sorter Updates
- Parker Playscape

Silverthorn had questions about the scope of the Parker playscape.

**MOTION 24-02-02:** Vail moved and the motion carried unanimously to approve the budgeted capital expenditures of transport bins for \$129,000; shelving for \$123,891; sorter updates for \$225,000; and Parker playscape for \$175,000. LaPointe seconded the motion.

### Executive Committee Report

- Lone Tree Urban Renewal Authority (URA) IGA – No action needed until the URA IGA is received. Pasicznyuk will invite a Lone Tree representative to the March meeting.
- Second Public Comment – Deferred for now.
- Castle Rock Scientific & Cultural Facilities District – There was a request for the board to support this item being on the November ballot; however, the Executive Committee following board practice to not engage matters outside the library is not asking for action.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

No report.

### Douglas County Youth Initiative (DCYI)

- Next meeting will be March 11.
- Expecting some request for additional funding.
- DCYI will be presenting to the Partnership on March 20.
- April 8 is the selection date of ten youth award recipients, with the Outstanding Youth Award ceremony on 4/29 at 6 p.m.

Urban Libraries Council (ULC)

- Haven't met since last report.
- Next meeting is April.

Douglas County Libraries Foundation

No report.

**TRUSTEE COMMENTS**

No comments.

**UPCOMING BOARD MEETINGS**

- **Board Executive Committee:** March 14, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** March 27, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** March 27, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

**OTHER MEETINGS**

- **Partnership of Douglas County Governments:** March 20, 2024, Douglas County School District, Castle Rock, 7:00 a.m. breakfast, 7:30 – 9:30 a.m. meeting

**ADJOURN**

Nolan adjourned the meeting at 6:22 p.m.

Respectfully submitted,  
Suzanne Burkholder, Board Secretary  
Minutes prepared by Patti Owen-DeLay



**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	03/27/24
From:	Jill Corrente
Subject:	<b>Budgeted Capital Expenditure above threshold – PC Replacements</b>

**ISSUE:** The District replaces computers on 3-5-year cycle. We replace roughly 25% of the computers every year. These computers are used for both public and staff.

**DISCUSSION:** The 2024 Budget includes \$200,000 budgeted for this work. We are requesting board authorization now so that our IT Team can schedule and complete these upgrades. You will see the attached quote for D-Tech Mac book replacements. Other computers such as desktops, all-in-ones, and laptops will be purchased with the remaining funds. Computers will be ordered in batches as we do not have the room to store them all at once.

**RECOMMENDATION:** We recommend that the Board approve the budgeted capital expenditure of \$200,000 for the replacement of computers throughout the district as part of the district's 3-5-year replacement cycle.

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	14-inch MacBook Pro: Apple M3 chip with 8-core CPU and 10-core GPU, 8GB, 512GB SSD - Space Gray ↗ MTL73LL/A   <a href="#">Configure &gt;</a>   <a href="#">Remove Item x</a> <a href="#">Specifications &gt;</a> Estimated Shipping: In Stock	Quantity 60	60	1,499.00 USD	89,940.00 USD
	AppleCare+ for 14-inch MacBook Pro (M3) ↗ SL9D2LL/A   <a href="#">Remove Item x</a> Applicable terms and conditions can be viewed by clicking the AppleCare product link	Quantity 60	60	223.00 USD	13,380.00 USD

\* All orders placed on the Apple store for STATE & LOCAL GOVERNMENT will be reviewed for tax-exempt status

Subtotal:	103,320.00 USD
Estimated Tax:	0.00 USD
Total:	103,320.00 USD

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	03/27/24
From:	Jill Corrente
Subject:	<b>Budgeted Capital Expenditure above threshold – IT Switches</b>

**ISSUE:** The district Cisco switches are end of life. These switches need to be replaced to ensure security and connectivity to DCL's computing resources.

**DISCUSSION:** The 2024 Budget includes \$324,000 budgeted for this work. We are requesting board authorization now so that our IT Team can schedule and complete these upgrades. You will see the attached quote for the Parker branch.

The cost for the switches for the Parker branch is \$60,000. Parker is the largest of the seven locations being upgraded, and it is anticipated that the switches for the rest of the locations will fall below the \$324,000 budgeted.

Switches needed per branch:

Parker 6

Lone Tree 6

Castle Rock 5

Highlands Ranch 5

Castle Pines 4

Iron Mtn (Data Center for our Servers) 4

Roxborough 2

**RECOMMENDATION:** We recommend that the Board approve the budgeted capital expenditure of \$324,000 for district-wide upgrade work on the Cisco switches. (Parker & Lone Tree – 6; Castle Rock & Highlands Ranch – 5; Castle Pines & Iron Mountain – 4; Roxborough -2)




**Tredent Data Systems, Inc.**

31312 Via Colinas, Unit 106  
Westlake Village, CA 91362  
v 805-716-8120 f 805-375-4912  
tredent.com

# Proposal

Proposal No.	Date
12154	3/8/2024

**Company: Douglas County Libraries**  
**100 S. Wilcox**  
**Castle Rock, CO 80104**  
**Attn: Jesse Politi**

**Subject:**
**Cisco C9300 | Stack Kit | PS**
**Terms**

Net 30

Qty	Item	Description	Unit	Total
4	C9300L-48P-4X-A	NEW Cisco Catalyst 9300L-48P-4X-A Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots	6,500.00	26,000.00T
2	C9300L-48P-4G-A	NEW Cisco Catalyst 9300L-48P-4G-A Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots	5,250.00	10,500.00T
6	C9300L-STACK-KIT	NEW Cisco Catalyst 9300L Stacking Kit	900.00	5,400.00T
6	PWR-C1-715WAC-P	NEW Cisco Power Supply - -56 V DC Output	675.00	4,050.00T
6	TDS-NETCARE5-NBD	8x5xNBD Annual TDS-NetCare Maintenance C9300L-48P-4G-A C9300L-48P-4X-A	351.00	2,106.00
1	TDS-SHIP	Shipping & Handling - Insured Package Out of State	265.00 0.00%	265.00 0.00

**Total --> \$48,321.00**

**Slash your Annual Infrastructure Maintenance Costs with TDS-NetCare!**

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	March 27, 2024
From:	Bob Pasicznyuk
Subject:	<b>Castle Pines Lease Extension</b>

**ISSUE:** The Library is requesting the Board validate its lease adding structure to the City of Castle Pines use of the facility there.

**DISCUSSION:** The Library forged a partnership with the City of Castle Pines about a decade ago toward a new facility in Castle Pines. At that time, the Library agreed to allow the City of Castle Pines to use 2,500 sFt of Library space for City functions. The Library also agreed that the City would use its civic spaces for Council and municipal court meetings. Even though the City of Castle Pines vacated office space at the Library over a year ago, they continue to use the Library for City public meetings – Council and municipal court. This lease sets the relationship between the City of Castle Pines and the Library so that the partnership operates effectively.

The Library will continue to work with the City of Castle Pines – most notably about how to answer their needs during the probable renovation coming Q1 2025. This lease up for approval goes through March 31, 2025.

**RECOMMENDATION:** We recommend that the board adopt the 2<sup>nd</sup> Amendment to the lease with the City of Castle Pines for use of library meetings and storage space for those meetings, as presented.

**SECOND AMENDMENT TO LEASE AGREEMENT  
BY AND BETWEEN  
DOUGLAS COUNTY LIBRARIES  
AND  
THE CITY OF CASTLE PINES, COLORADO**

This Second Amendment to Lease Agreement (the “**Second Amendment**”) is made and entered into as of the 1<sup>st</sup> day of April, 2024 (the “**Effective Date**”), by and between Douglas County Libraries, a library district formed in Douglas County pursuant to the provisions of C.R.S. §§ 24-90-101 through 119 (the “**Landlord**”), and the City of Castle Pines, Colorado, a Colorado municipal corporation (the “**Tenant**,” and together with Landlord, the “**Parties**,” or either of the Parties individually, the “**Party**”).

**RECITALS**

A. **WHEREAS**, The Parties have previously entered into that certain Lease Agreement dated June 30, 2016, (the “**Lease Agreement**”) pursuant to which the Landlord agreed to make space within the Castle Pines Library available for lease to Tenant as described therein; and

B. **WHEREAS**, the Parties entered into that certain First Amendment to Lease Agreement dated April 1, 2023, to modify and extend the terms of use of the Castle Pines Library for shared and designated public purposes; and

C. **WHEREAS**, the Parties desire to further extend the Initial Term of such First Amendment with this Second Amendment, with a purpose to extend the Lease Agreement (as amended by the First Amendment) and to clarify the dates for designating Tenant use related thereto.

**THEREFORE**, in consideration of the mutual promises herein, contained and other good and valuable consideration, the Lease Agreement is modified as follows:

**TERMS AND CONDITIONS**

1. **Defined Terms**. Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them in the Lease Agreement.

2. **Amendment to Paragraph 1**. Paragraph 1 of the First Amendment to Lease Agreement is amended as follows:

“1. **Leased Premises**.

- A. Paragraph 1.A. and its associated Exhibit is expired and deleted in its entirety.
- B. Paragraph 1.B(i), related to Shared Use spaces defined in Exhibit C is updated as follows:

(i) (Related to notice requirements for Shared use spaces as described in Exhibit C, “Event Hall”):

Shared use with the Landlord of a meeting/hearing room suitable for public and municipal meetings and functions within the Building described in **Exhibit C** (the “**Event Hall**”), provided that the Tenant shall be entitled to exclusive use of the Event Hall for the following City of Castle Pines meetings and purposes:

- (a) City Council meetings scheduled for the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month from 4:00 p.m. to when the meeting concludes.
- (b) Planning Commission meetings scheduled for the 4<sup>th</sup> Thursday of each month from 4:00 p.m. to when the meeting concludes.
- (c) Parks and Recreation Advisory Board meetings scheduled for the 3<sup>rd</sup> Thursday of each month from 4:00 p.m. to when the meeting concludes.
- (d) Municipal Court meetings scheduled for the 1<sup>st</sup> Friday of each month from 6:30 am to 10:30 am.

“The Landlord’s Community Engagement Department (the “**Community Engagement Department**”) shall be notified annually of the Tenant’s next year’s meeting schedule on or before March 31 of the prior year, which meeting schedule will be subject to final approval by the City Council in January. Landlord and the Community Engagement Department shall be notified of any and all proposed changes to scheduled meetings at least ten (10) business days in advance of the changed meeting via electronic mail at the address provided in Paragraph 18. Use of the Event Hall at other times should be scheduled in advance with the Community Engagement Department. Landlord does not make any representation or guarantee of availability for the Event Hall for Tenant meetings other than those specifically described in Paragraph 1(B)(i);”

3. **Amendment to Paragraph 2, Term.** Paragraph 2 of the Lease Agreement, as amended, is further amended as follows:

- A. Paragraph 2.A., related to the “City Space”, is expired and deleted in its entirety.
- B. Paragraph 2.C. is amended in its entirety as follows:

“As to the Shared Use spaces of the Leased Facilities, the Initial Term is renewed for an additional one-year term pursuant to this Second Amendment (the “Renewal Term”). No sooner than ninety (90) days or

later than thirty (30) days prior to the expiration of the Renewal Term, the Parties shall meet to determine whether to renew the Lease Agreement, as amended, beyond this Renewal Term. The rent for any subsequent Renewal Term shall be calculated as set forth in the First Amendment to Lease Agreement. All of the other covenants, conditions and provisions provided in the Lease Agreement, with its amendments, shall remain in full force and effect unless modified in writing by the Parties.”

3. **Amendment to Paragraph 3.** Paragraph 3 of the Lease Agreement, as amended, is further amended as follows:

**“3. Rent.**

- A. **City Space Term Rent.** The City Space Rent Term is expired and deleted in its entirety.
- B. **Shared Space Renewal Term Rent.** The Tenant shall pay to the Landlord on the Effective Date, rent in the amount of twelve dollars (\$12.00) (the **“Shared Space Renewal Term Rent.”** The Shared Space Renewal

Term Rent shall be remitted to: Director of Finance, Douglas County Libraries at the Philip S. Miller Library located at 100 S. Wilcox, Castle Rock, CO 80104.

4. **Prior Provisions Effective.** Except as specifically provided herein and amended hereby, all of the terms and provisions of the Lease Agreement, and the First Amendment to Lease Agreement, shall remain in full force and effect.

5. **Further Amendment.** The Lease Agreement, as amended by the First and Second Amendment, may be further amended or extended, in whole or in part, by a written instrument executed by each Party.

6. **Counterpart Execution.** This Second Amendment may be executed in counterparts, each of which shall constitute an original and all of which when taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Second Amendment to Lease Agreement as of the Effective Date.

**DOUGLAS COUNTY LIBRARIES**

By: \_\_\_\_\_  
Title: Board President

Attest:

By: \_\_\_\_\_  
Title: Board Secretary

**THE CITY OF CASTLE PINES**

By: \_\_\_\_\_  
Title: City Manager

Attest:  
By: \_\_\_\_\_  
Title: City Attorney

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	April 24, 2024
From:	Patti Owen-DeLay
Subject:	<b>2025 Board Meeting Dates</b>

**ISSUE:** Due to a transition in Library meeting software, the date for approval of board meeting dates has moved forward. Per Board Bylaws the board must annually approve meeting dates for the coming year.

**DISCUSSION:** Historically, the board has approved their meetings annually in the fall. Due to a change in library meeting room software, meeting rooms are now open six months prior to the meeting, moving up the date by which board meetings need to be entered, prior to customers having access.

2025 Meeting dates will follow the current cadence:

- Library Board Business Meetings: The last Wednesday of each month (excluding July and November) in Castle Rock, 5:30PM
- Board Budget Public Hearing: The first Wednesday of December
- Board Study Sessions: 4PM before Board business meetings, as required
- Executive Committee Meetings: The second Thursday of each month in Castle Pines, 8AM
- Other Committee Meetings and Board Retreats: Held as needed and noted below

**PROPOSED 2025 BOARD MEETING DATES:****January**

- Thursday, 1/9/25, Executive Committee, 8AM
- Wednesday, 1/29/25, Study Session, 4PM
- Wednesday, 1/29/25, Board Annual Meeting, 5:30PM

**February**

- Thursday, 2/13/25, Executive Committee, 8AM
- Wednesday, 2/26/25, Study Session, 4PM
- Wednesday, 2/26/25, Board Business Meeting, 5:30PM

**March**

- Thursday, 3/13/25, Executive Committee, 8AM
- Wednesday, 3/26/25, Study Session, 4PM
- Wednesday, 3/26/25, Board Business Meeting, 5:30PM

**April**

- Thursday, 4/10/25, Executive Committee, 8AM
- Saturday 4/12/25, Annual Retreat, 9AM
- Wednesday, 4/30/25, Study Session, 4PM
- Wednesday, 4/30/25, Board Business Meeting, 5:30PM

**May**

- Thursday, 5/8/25, Executive Committee, 8AM
- Wednesday, 5/28/25, Study Session, 4PM

- Wednesday, 5/28/25, Board Business Meeting, 5:30PM

## June

- Thursday, 6/12/25, Executive Committee, 8AM
- Wednesday, 6/25/25, Study Session, 4PM
- Wednesday, 6/25/25, Board Business Meeting, 5:30PM

## July

- Thursday, 7/10/25, Executive Committee, 8AM
- Wednesday, 7/30/25, Informal Board Breakfast, 8AM

## August

- Thursday, 8/14/25, Executive Committee, 8AM
- Wednesday, 8/27/25, Study Session, 4PM
- Wednesday, 8/27/25, Board Business Meeting, 5:30PM

## September

- Thursday, 9/11/25, Executive Committee, 8AM
- Wednesday, 9/24/25, Study Session, 4PM
- Wednesday, 9/24/25, Board Business Meeting, 5:30PM

## October

- Thursday, 10/9/25, Executive Committee, 8AM
- Wednesday, 10/22/25, Board Special Meeting, 5:30 PM
- Wednesday, 10/29/25, Study Session, 4PM
- Wednesday, 10/29/25, Board Business Meeting, 5:30PM

## November

- Thursday, 11/13/25, Executive Committee, 8AM
- Wednesday, 11/26/25, Informal Board Breakfast, 8AM

## December

- Wednesday, 12/3/25, Study Session, 4PM
- Wednesday, 12/3/25, Board Business Meeting, 5:30PM
- Thursday, 12/11/25, Executive Committee, 8AM

**RECOMMENDATION:** We recommend that the board approve the 2025 Board Meeting calendar as presented allowing staff to amend meeting dates for 2025 when required.



# SOUTH METRO FIRE RESCUE



March 5, 2024

Special Districts serving the City of Lone Tree

**VIA E-MAIL**

Re: Special District Representation on URA Board of Commissioners

Dear Special District Representative:

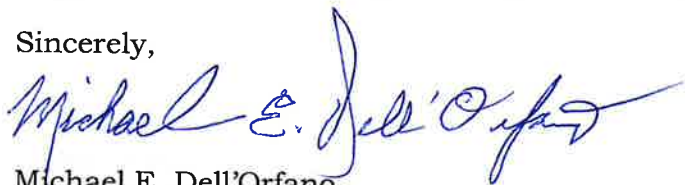
The special districts within or overlapping the City of Lone Tree were informed on September 8, 2023 that the city was creating an urban renewal authority (URA). Additionally, one commissioner on the URA Board of Commissioners must be an elected representative of a special district. In order to help choose that commissioner, South Metro Fire Rescue (SMFR) reached out to the 22 special districts on December 27, 2023 to begin the selection discussion and express SMFR's interest in the appointment. As of March 5, 2024, this is the feedback that has been received for SMFR's appointment:

District	Yes	No	No Response
Centennial Water & Sanitation	X		
Douglas County Public Library	X		
Grandview Estates Rural Water Conservation			X
Heritage Hills Metropolitan			X
Highlands Ranch Metropolitan	X		
Lincoln Station Metropolitan	X		
Lone Tree Business Improvement	X		
McArthur Ranch Metropolitan Recreation			X
Northern Douglas County Water & Sanitation	X		
Omni Park Metropolitan	X		
Park Meadows Business Improvement			X
Park Meadows Metropolitan	X		
Parker Water & Sanitation	X		
Rampart Range Metropolitan #1-9	X		
Regional Transportation (RTD)			X
South Meridian Metropolitan	X		
South Metro Fire Rescue	X		
South Suburban Parks & Recreation			X
Southeast Public Improvement Metropolitan			X
Southgate Water & Sanitation	X		
The Yard Metropolitan			X
Urban Drainage & Flood (Mile High Flood)			X

Based on this informal survey, it appears there is general support for SMFR serving as the special district representative. We will notify the City of Lone Tree that a member of SMFR's board of directors will be filling the special district commissioner position on the URA board.

We appreciate your support and will make every effort to keep you informed of the activities of the URA board and solicit your feedback where appropriate. If you need any further information, please contact me at (720) 989-2232.

Sincerely,

A handwritten signature in blue ink, reading "Michael E. Dell'Orfano". The signature is fluid and cursive, with the first name "Michael" and last name "Dell'Orfano" being the most prominent parts.

Michael E. Dell'Orfano  
Chief Government Affairs Officer

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	March 12, 2024
From:	Bob Pasicznyuk
Subject:	<b>March Executive Library Director's Report</b>

**ISSUE:** Monthly Library Report

**DISCUSSION:**

**Communications: News and Trends.**

**Ransomware.** Library technology systems are fully operational, and our libraries are operating as normal. Though we have had some temporary service outages throughout this process, our customers may continue to use the library as they normally would. The Library is using alternative systems to manage room reservations and digital signage while preparing for a planned, mid-year move to new vendors and products. The Library is directly notifying impacted individuals and providing complimentary credit monitoring as appropriate. Importantly, the library does not collect or store any sensitive information about its customers such as driver's license numbers, social security numbers, or financial information, so we are confident that this incident did not involve sensitive customer information.

**Highlands Ranch Repairs.** Repairs are substantially complete and insurance claims in progress.

**Legislation and Libraries.** SB 24-049, *Freedom to Read Bill*, did not gain sufficient support in committee to move to the General Assembly. The Colorado General Assembly's commission on property taxes continues to work on recommendations to be made later in this session.

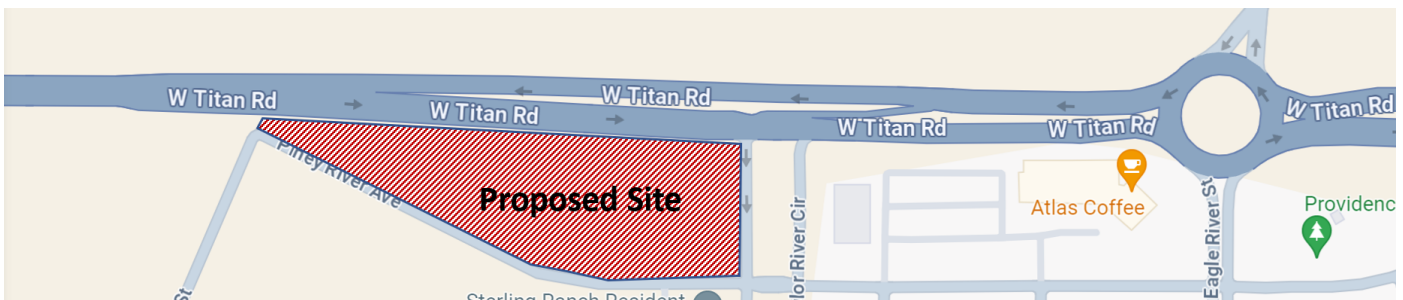
**Compensation.** The Library recognizes staff this month for 2023 performance.

**State of the Library Address.** Our dialog with the County is now set for 4/1/2024.

**Public Library Association Conference.** This year, the Public Library Association is meeting April 3 – 5 in Columbus, Ohio. Our Library will attend monitoring trends and changes to practice.

**Firefighters Memorial.** Castle Rock Fire is seeking a location to honor firefighters, their work and sacrifice. They have asked the Library for a small site on library grounds for the memorial. An agreement for Board consideration is included in this month's business requests.

**Northwest Library.** 2024 goals charge staff to solidify a site for a new Northwest library. Sterling Ranch Development has made a land offer.



*Image of the Intersection of Titan Road, and Piney River Avenue showing a triangular piece of property for a proposed library site.*

The Library is examining the site – size, access, topography, views, neighbors, future road changes, and more. Following diligence and negotiations, staff will make a recommendation to the Board about a response to the offer.

## **Accomplishments: Work in progress and coming soon.**

### **Community Engagement**

#### **Accomplishments**

- 2/29: DCL hosted Best-selling author, C.J. Box at the DCSD Legacy Campus to a 400+ crowd.
- 3/14: We hosted orientation for adult literacy volunteers. This orientation is the first step toward becoming a volunteer tutor in the Adult Literacy Program. Our tutors help adults learn English, prepare for their GED, prepare for Citizenship and gain confidence.
- 3/30: DCL is distributing solar eclipse glasses and activities to registered customers.

#### **Looking Ahead**

- Week of April 22, 2024: April is Volunteer Appreciation Month. DCL will celebrate throughout the month and host special celebrations and activities to honor our volunteers.
- Sunday April 7, 8-11 am: Storybook Holiday - Celebrate spring with Curious George and friends. Enjoy a delightful array of family-friendly entertainment, a catered brunch, and activities, including a petting zoo in the East Aloha Plaza.
- Friday April 5, at 6:30 pm: Bestselling, award-winning author, Stephen Graham Jones, will be in conversation with critic/author Walter Chaw to talk about *The Angel of Indian Lake*, the final book in the Indian Lake trilogy. A book sale and signing will follow his talk.
- April 20, 2024: Join us for an evening with Colorado-based USA Today bestselling author of nine critically acclaimed psychological thrillers. Author, Carter Wilson, will talk about his new thriller, *The Father She Went to Find*.

### **Customer Experience**

#### **Accomplishments**

- Birthday parties continue to be extremely popular at DCL, while scheduling storytellers continues to be a pinch point. This past month we launched a new process to schedule and track storyteller assignments to simplify staff scheduling.
- Each branch is now practicing our *Environmental CARE* service model.
- We introduced resources for customers covering community resources, business basics, employment and career, financial, health and wellness, legal and neurodiversity.

#### **Looking Ahead**

- Supporting neurodiversity with library services: neurodivergent-friendly storytime options, a social hour for communities that visit the libraries weekly, adult sensory storytimes, back of house tours, and book chats. Our approach is similar to Ageless; reviewing our existing services to determine how we can make them more accessible to special populations rather than creating all-new services for a niche population.
- We are partnering with Community Engagement to finalize park reservations and sound equipment for summer outdoor storytime. Summer is almost here!
- Our Branch Services Manager is exploring new software tools to manage our workforce and scheduling.

### **Executive**

#### **Accomplishments**

- Finalized simplifying and streamlining Board packets and communications.

- Finalized review and process for policies, retention and posting with web team.
- Completed password and access updates post cyber event.

### Looking Ahead

- Board Manual updates to align with new templates and website accessibility.
- Working through records retention duties and practices for the Executive team and supporting district-wide operationalizing.

## Finance

Continuing work of last month's report.

## Infrastructure Services

### Accomplishments

- Our Louviers library is now filling holds district wide as of March 12. On day one, 108 holds were filled, ensuring that our customers get materials as quickly as possible.
- On March 12, Brown & Brown, our compensation maintenance partner, conducted a training on writing job descriptions to help library leadership understand the connection between job descriptions, recruitment, compensation, and performance management.
- We welcomed Terrell Brown, Safety & Security Manager, on March 4. This is a new position for DCL and Terrell will be developing, managing, and monitoring an ongoing safety and security program for the Library. Terrell has over 20 years of experience in security program development, physical security, and law enforcement.

### Looking Ahead

- Capital projects:
  - Parker library flooring replacement
  - Sorter upgrades at Lone Tree and Castle Pines
- IT equipment replacement orders - computers and switch stacks
- Talent management:
  - Launching engagement goals for all staff
  - Launching the Leadership Development Academy for current DCL leaders
- Cost containment:
  - Updating the Employee Handbook and the Emergency Manual

## February Board Meeting Follow up.

**DCL's Mental Health Strategy Report.** DCL adopted a strategic goal around mental health in 2021. The goal was to support County efforts in mental health through work and relationships with community partners. The Library communicated County offerings using our channels. We worked with the County co-sponsoring events. The County asked us to help reduce the stigma around mental health services and we responded by folding mental health conversations into traditional fare – Examples: Storytime; Coffee Chats. The Library also increased the visibility of internal mental health services for our staff.

### Specific Partnership Work:

- Sammy Project
- DC Mental Health Initiative
- Mental Health Kit Checkout and Distribution
- Castle Rock Rally for Hope
- Are Not Alone, Moms2Mom

## Urban Renewal Authorities.

### Question: What is an Urban Renewal Authority (URA)?

**Answer:** An Urban Renewal Authority (URA) is a statutory body that provides the mechanism for communities to spend incremental tax dollars in designated areas through public-private partnerships. Historically, URAs have been put in place to revitalize and redevelop slum or blighted areas of a community. The public investment is supported by tax increment financing while the majority of the project is funded by the private sector.

### Question: What is Tax Increment Financing?

**Answer:** Tax Increment Financing (TIF) is a tool that enables an urban renewal authority to capture the net new tax revenues generated by projects within an urban renewal area to help finance rehabilitation and redevelopment. The tax rate does not change, and no new taxes are authorized. Rather, TIF is the additional value created by new development as multiplied by the existing tax rates. The Urban Renewal Law (URL) allows the urban renewal authority, developer or property owner to borrow against this revenue stream up front in order to construct the project. TIF is a new source of tax revenue, not an additional tax, that would not be available but for the new investment. Note: Under the URL, assessors identify two different property values within an urban renewal area: a base value and an increment value. The base value is the value of the properties in an urban renewal area before the adoption of the urban renewal plan. The base value is established on the date of the URA filing.

### Question: What is an Urban Renewal Area?

**Answer:** An Urban Renewal Area is an area that requires additional intervention in order to remedy blight, restore economic vitality, and improve safety. Redeveloping existing areas is much more expensive and difficult than new development, so Colorado has empowered local authorities with certain tools, including tax increment financing, to offset costs and encourage investment by the private sector in urban renewal areas.

### Question: How many Urban Renewal Authorities are there?

**Answer:** Within Douglas County, there are five Urban Renewal Authorities. Two additional TIFs are being established in Castle Pines and Lone Tree.

1. Castle Rock Downtown Authority
2. Citadel Station – Castle Meadows
3. Cottonwood Commercial Area
4. Parker Central Area
5. Parker Road Area
6. NEW – Castle Pines West Commercial District
7. NEW – Lone Tree Business Improvement District

### Question: How do we know when the next URA is to be established?

**Answer:** The Douglas County Assessor's Office knows about 1-2 years in advance if a URA is to be established.

And as a named district within the URA, we get notice and then the URA Intergovernmental Agreement, along with all named districts.



**Question: How much library property tax revenue has been diverted to URAs through TIFs?**

**Answer:** \$1,810,908 from 2009 – 2023. Since 2020, this diverted revenue added to approximately .8 -1.2% of Douglas County Libraries total property tax revenue collected, by year.

Mill Levy Assessment Year (not budget)	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
TIF - URA/URP - County-Wide -----															
Line 3 Assessor's Certification of Valuation Report															
4510-Castle Rock Downtown Development Authority	-	944,025	850,720	-	-	-	125,405	613,245	2,064,510	3,108,208	5,824,630	12,123,470	16,691,795	21,579,434	25,545,253
4568-Citadel Station - Castle Meadows	-	-	-	-	-	-	-	-	-	-	1,188,060	1,188,880	1,696,453	1,691,698	1,871,868
4554-Cootenwood Commercial Area	-	-	-	-	-	-	-	1,812,471	7,620,531	9,559,733	16,486,494	16,414,292	18,212,244	18,371,270	26,037,705
4516-Parker Central Area	1,526,715	1,184,063	2,495,431	3,557,989	4,750,981	3,506,101	4,786,472	7,399,222	11,089,575	13,717,584	19,934,563	27,577,821	29,363,454	29,515,845	34,708,279
4555-Parker Road Area	-	-	-	-	-	2,380	243,214	-	1,959,804	3,899,481	6,560,006	6,536,248	8,289,438	8,152,507	10,347,466
Castle Pines	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lone Tree	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Assessed Value</b>	<b>1,526,715</b>	<b>2,128,088</b>	<b>3,346,151</b>	<b>3,557,989</b>	<b>4,750,981</b>	<b>3,508,481</b>	<b>5,155,091</b>	<b>9,824,938</b>	<b>22,734,420</b>	<b>30,285,006</b>	<b>49,993,753</b>	<b>63,840,711</b>	<b>74,253,384</b>	<b>79,310,754</b>	<b>98,510,571</b>
Total Assessed Value for All TIFS	1,526,715	2,128,088	3,346,151	3,557,989	4,750,981	3,508,481	5,155,091	9,824,938	22,734,420	30,285,006	49,993,753	63,840,711	74,253,384	79,310,754	98,510,571
DCL Mill Levy	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000	0.004000
Diverted Revenue	6,107	8,512	13,385	14,232	19,004	14,034	20,620	39,300	90,938	121,140	199,975	255,363	297,014	317,243	394,042
<b>Total Diverted Revenue</b>	<b>1,810,908</b>														

*Image of a spreadsheet breaking down the library property tax revenue from 2009-2023 as stated in the "answer" above.*

The two new URAs, Castle Pines and Lone Tree, would impact revenues in the next re-appraisal for revenues to be collected in 2026. We won't know the full impact until we understand what the re-appraisal values are.

**RECOMMENDATION:** None; information only.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	March 27, 2024
From:	Bob Pasicznyuk
Subject:	<b>Proposed Addition to Library Facilities and Spaces Policy for Monuments</b>

**ISSUE:** From time to time, individuals, groups, and governments may approach the Library to site and locate monuments (larger scale memorials) on Library properties. This proposed change to policy addresses boundaries for the Library to make these kinds of agreements.

**DISCUSSION:** It is wise to set boundaries on the Library's response to an individual, group, or government that seeks to install monuments or larger-scale memorials on Library properties.

The current Library Facilities and Spaces Policy (following this memo) would be amended to add as a last section:

**Monuments**

Douglas County Libraries limits approving requests for monuments and similar large-scale memorials on Library properties to partnerships between the Library and municipal governments in which a Library facility resides. The Library also requires Board approval for these requests. The Library also requires the requesting municipal government cover the cost of the monument along with the cost of ongoing maintenance. The Library limits monuments in keeping with space needs for the primary, missional needs of the Library. The Library may, at any time and for any demonstrated need, require partner governments to relocate any monument with appropriate notice.

**RECOMMENDATION:** We recommend the board amend the Library Facilities and Spaces Policy to add a last section on Monuments with text stating Douglas County Libraries limits approving requests for monuments and similar large-scale memorials on Library properties to partnerships between the Library and municipal governments in which a Library facility resides. The Library also requires Board approval for these requests. The Library also requires the requesting municipal government cover the cost of the monument along with the cost of ongoing maintenance. The Library limits monuments in keeping with space needs for the primary, missional needs of the Library. The Library may, at any time and for any demonstrated need, require partner governments to relocate any monument with appropriate notice.



## **LIBRARY FACILITIES AND SPACES POLICY**

Douglas County Libraries (the “Library”) facilities are a community resource and are offered in keeping with our citizens’ constitutional rights for free speech and to assemble. The Library’s [Access Policy](#) is the basis for use of Library facilities—resources made available in an equitable and impartial manner. Limitations on the use of Library facilities must reflect the [Customer Code of Conduct](#) or be due to practical business needs and availability.

### **Displays**

Staff creation and management of displays will align with both the Library’s [Access Policy](#) and [Curating Library Collections and Content Policy](#).

The Library will make exhibit, displays, and bulletin board space available to citizens engaged in cultural, intellectual, recreational, civic, educational, or charitable activities.

The Library will apply guidelines equitably to the manner, method and timing of bulletin boards, exhibits and displays. These guidelines may also prohibit items that are in violation of any laws—content that is obscene or deemed to be derogatory or offensive to civil standards.

Use of the Library’s facilities for displays, exhibits or notices does not constitute agreement or endorsement of the views presented by the Library, its Board of Trustees, or staff.

### **Event and Meeting Spaces**

The Library will make event and meeting spaces available to citizens engaged in business, cultural, intellectual, recreational, civic, educational, or charitable activities.

The Library may charge for services tied to value-added services for event and meeting spaces.

A group’s use of Library event and meeting spaces does not imply any endorsement of that group’s opinions or views by the Library, its Board, or staff.

### **Petitions and Free Speech Activities**

The Library recognizes and values free speech and is cognizant of our role as a respected, impartial provider of information and services. The Library is a welcoming community space. The Library endeavors to ensure that customers can enter and exit facilities safely, unimpeded, and without being unduly hindered. Members of the public may use designated exterior areas for free speech activity, subject to time, manner and place limitations. These time, manner and place limitations apply to everyone at all Library locations.

**MEMO**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	March 27, 2024
From:	Bob Pasicznyuk
Subject:	<b>Update to Purchasing Policy</b>

**ISSUE:** The Board updated Library financial policies in 2024. Staff has discovered an area of ambiguity in those policies that I'm recommending we reduce – support for CM/GC and Design Build project management.

**DISCUSSION:** In order to ensure clarity with construction projects, staff is recommending an update to the Library Purchasing Policy.

Current Purchasing Policy text with suggested addition/change in red:

The Board assures the most efficient use of taxpayer dollars through the use of fair and consistent purchasing procedures, maximum market competition, and compliance with Colorado statutes. The Executive Library Director is responsible for maintaining the proper procedures.

Such procedures shall provide for:

- Purchases under cooperative purchasing ventures with other library organizations or government agencies.
- Purchases from sole source suppliers, when only one vendor can meet specifications.
- Solicitation of multiple quotes to ensure competitive pricing, when possible.

In addition, Douglas County Libraries ("Library") purchasing policies and procedures with respect to contracts shall provide for:

- Use of standard Library or industry templates, where considered appropriate.
- Inclusion of language requiring annual appropriation.

Specific to major capital projects requiring a general contractor (estimated costs in excess of 75k), the Library will perform due diligence when selecting a general contractor, via a formal competitive selection process, every 5 years. The Board is responsible for approving the project's scope and resource allocation. For all other ~~For those~~ expenditures requiring Board approval, the award of formal bids shall be made by the Board at a public meeting. The Board shall not be bound to select the supplier submitting the lowest dollar bid and reserves the right to accept the bid deemed to be in the best interest of the Library. Further, the Board may reject any and all bids and may waive, at its discretion, any informalities, irregularities, omissions, or deficiencies contained in said bid.

**RECOMMENDATION:** Move to update the Purchasing Policy as presented by adopting the added text clarifying major construction projects.