



**DOUGLAS COUNTY LIBRARIES FOUNDATION**  
**Board of Directors Business Meeting**  
**Monday, April 22, 2024 at Noon**  
**Lone Tree Library, CO**

## CALL TO ORDER

## ATTENDANCE

## CONSENT AGENDA

- |                                     |        |
|-------------------------------------|--------|
| 1. Meeting Minutes January 22, 2024 | Page 3 |
| 2. Policy Updates                   | Page 8 |

**BUSINESS:** *Does any Foundation Director 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.*

## Reappointments

- Ron Cole and Elaine McCain

## Annual Board Goals

### Board Recruitment

- 2025 Director Reappointments:
  - January 2025 (Vaughn, Wood)
  - April 2025 (Baker, Boll, Boyle)
  - July 2025 (Logan)
  - July 2025 Humphries – End of Service
- Endowment Growth
- Funding an Event
  - 2023 Forest of Stories Report

Page 20

## Finance Committee Update

- Approval of Financial Strategy
- Completion of Foundation Work

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## Staff Updates

- Financial Report, 2<sup>nd</sup> Quarter 2023
- Foundation Executive Director's Report
  - Annual Report
- DCLF Operational Report
  - Donor Report
- Executive Library Director's Report
- Foundation Volunteer Agreement
- Background Checks
- Updated Foundation Board Manual
- 2025 Foundation Meetings

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**Next DCL Foundation Quarterly Meeting:** Monday, July 22, 2024, Lone Tree Library, The Studio, Lone Tree, CO 12:00 PM – 1:30 PM. Lunch is at 11:30 a.m.

**Subsequent Quarterly Meetings:**

Currently all meetings are at Lone Tree Library in the Event Hall unless otherwise noted.

- October 21, 2024
- January 27, 2025

**ADJORN**

## **DOUGLAS COUNTY LIBRARIES FOUNDATION**

**January 22, 2024**

**Virtual Meeting**

Foundation Chair McCain called the annual meeting to order at 12:01 p.m.

The following were present:

**DIRECTORS:** Krystie Baker, Laureen Boll, Ron Cole, Shelly Humphries, Rochelle Logan, Elaine McCain, and Louise Wood

Linda Boyle, Jessica Kallweit, and Dawn Vaughn were absent. The absences were excused. A quorum was present.

**STAFF:** Bob Pasicznyuk, Casie Cook, Amber DeBerry, Joan Gandy, Jaime Gotlieb, and Patti Owen-DeLay

**GUESTS:** Megan Boespflug, potential new Class II Director

### **MINUTES APPROVAL**

**MOTION 24-01-01:** Baker moved and the motion carried unanimously to approve the October 23, 2023, minutes with the correction to MOTION 23-10-02 clarifying that the motion carried unanimously and that Logan seconded the motion. Humphreys seconded the motion.

Owen-DeLay noted that updates to the DCL-mirrored Foundation policies will take place at the April meeting as we were unable to access the needed files for this meeting.

### **FOUNDATION BUSINESS**

No one noted a conflict of interest.

#### Annual Meeting Items

- 2024 Budget

DeBerry reviewed the proposed 2024 budget noting that there is very little change with only some slight increases due to inflation. While the allocation for a sponsorship to the Library to enhance the Foundation brand is in the budget, decision on what that sponsorship will be can be made after the Forest of Stories report is received at the April meeting.

Cook noted that the “normal” format will be distributed soon and reviewed how the surplus goes into the Bank of Oklahoma investment accounts.

**MOTION 24-01-02:** Logan moved and the motion carried unanimously to approve the 2024 budget as presented. Cole seconded the motion.

- Transfer of Funds to Endowment

This is part of the Finance Committee charge. The committee has met and has some recommendations going forward.

Wood shared work of the committee, sharing:

The larger part of the Foundation money is invested in the Bank of Oklahoma in what is essentially the operating fund.

Money also goes into the endowment fund managed by Rose Community Foundation. Money that goes into the endowment fund does not allow for us to draw on that money, but would let us draw on the income.

Questions that the committee considered:

1. Is it being invested in the way that we want?
2. Is the distribution of funds between these two accounts at the percentage we want?

Due to Rose Fund's dissatisfaction with their investment firm there may be another option for our endowment account. We need to update our investment policy strategy statement with both Bank of Oklahoma and Rose Community Foundation Fund.

Suggested strategy: Keep two years of annual expenses in the operating account, not holding so much in the operating account, in three or four chunks over a number of years.

Currently there is approximately \$190,000 in the endowment fund. The total of all money is approximately \$1,970,000, which confirms that the majority of the money is operating, and the opportunity to move money to the endowment exists.

There was board consensus to continue as outlined. Humphreys emphasized looking at a two- or three-year reserve for operating. Wood confirmed that yes, the committee will consider that, while considering how to make those reserves work for the Foundation. Humphreys asked for an understanding of the categories of revenue that we keep, and then decide how to allocate. DeBerry clarified that the size of the endowment is a speaking point in planned giving.

- Election of Foundation Chair

**MOTION 24-01-03:** Logan moved and the motion carried unanimously, with McCain abstaining, to appoint McCain as 2024 Chair. Cole seconded the motion.

- Election of Foundation Vice-Chair

**MOTION 24-01-04:** Baker moved and the motion carried unanimously to appoint Linda Boyle as Vice-Chair. Humphreys seconded.

- Appointment of Foundation Corporate Officers

**MOTION 24-01-05:** Humphreys moved to accept DeBerry as Foundation Executive Director, Cook as Foundation Treasurer, and Owen-DeDelay as Foundation Secretary. Logan seconded the motion.

- Consideration of Megan Boespflug as a Class II Director

Boespflug overviewed her resume and reasons for wanting to join the board.

**MOTION 24-01-06:** Humphreys moved and the motion carried unanimously to elect Boespflug as a Class II Director for the DCL Foundation. Baker seconded the motion.

- Annual Conflict of Interest Forms

Owen-DeDelay will be sending them out for completion by the directors.

### **Annual Board Goals**

DeBerry reviewed, stating:

- Board Recruitment – always looking to have qualified candidates join our efforts
- Endowment Growth
- Funding Forest of Stories – update this to “Sponsorship Opportunity”
  - DeBerry briefly overviewed the popularity of the event.
  - A detailed report will be given at the April meeting.
  - The board will decide if it wants to continue this event sponsorship in 2024 or choose another event or strategy.

Finance Committee – No further discussion needed.

### **STAFF UPDATES**

#### Executive Library Director

Pasicznyuk shared:

- Burst pipe flooded the first floor at Highlands Ranch library requiring a weeklong closure. Insurance will cover it, and we are prepared to handle the deductible.
- State legislature got involved in local government via property tax. Budget was approved in early January with an 11.5% increase, with the Library board reducing the mill so that the approximately 20% available will not be collected. Pasicznyuk deleted items this budget accomplished.
- The Library is in the midst of a ransomware event. The Library was audited by our insurance carriers recently for such an event and passed with flying colors. It is a lengthy process, and we are moving forward. We keep little to no customer data and don't know at this time if anything was compromised. Staff has done a fabulous job of keeping things moving with the disruption, as well as IT staff working on this event.

### Financial Reports

Cook reviewed the financials. Financials were emailed to the board during the meeting. Cook's executive summary capsulizes the report. All the news is good, as expenses came in under and revenue over.

### Foundation Executive Director

DeBerry noted that the board did not receive the customary giving report due to the cyber issues but will receive it in April. It was a good year, with most goals being exceeded.

DeBerry noted that we were unable to mark "100% giving for our Foundation board." This may affect grant giving and/or might hurt our Charity Navigator rating.

It was a great year: Forest of Stories was a huge success. Our outreach partnerships continue to grow.

### Operational Report

Gotlieb reported that the Gala will be September 27, 2024, at the Highlands Ranch Mansion. The theme is Pinocchio.

The Foundation will take over the permitting, licensing, and sales of alcohol at library Storybook Holiday events and will receive the revenue from these events.

Staff is working on a promotional video for the Foundation to get people to move to action in regards to donating. Expected completion date is July 2024.

Used book sales is a revenue line with funds coming from our Second Chapter stores in each library, Amazon sales, and recycling of our books. The amount from Dream Books recycling has increased to about \$1,500 a month. Overall, we get around \$85,000 a year in used book sales.

Gandy shared that she is beginning work on Gala sponsorships, encouraging directors to let her know of any company that might be interested in sponsorship and to help make those introductions.

### **NEXT MEETINGS**

**DCL Foundation Quarterly Meeting:** Monday, April 22, 2024, Lone Tree Library, Event Hall, Lone Tree, Colorado, 12:00 p.m.-1:30 p.m. Lunch is at 11:30 a.m.

**Subsequent Quarterly Meetings:** All meetings are quarterly on the fourth Monday of the month at Lone Tree Library in the Event Hall. Lunch at 11:30 a.m., meeting at noon.

- July 22, 2024
- October 28, 2024
- January 27, 2025

**ADJOURN**

McCain asked for a motion to adjourn.

**MOTION 24-01-07:** Wood moved and the motion carried unanimously to adjourn the meeting at 1:31 p.m. Cole seconded the motion.

Respectfully submitted,  
Elaine McCain, Foundation Chair  
Minutes prepared by Patti Owen-DeLay

DRAFT

## **Foundation Policy Updates for Exhibit B**

The library board of trustees reviewed all of their policies in 2022 and 2023 making a number of changes to staff policies due to changes in legislation. Those changes necessitate a change in policy updates to the Foundation Policies Attachment B as the Foundation Policies follow DCL policy for the following:

- **Americans with Disability Act (ADA)** – Renamed, now “Accommodation Policy”
- **Equal Employment Opportunity (EEO)** – Renamed, now “Employment Opportunity and Unlawful Harassment Policy”
- **Equal Employment Opportunity Harassment Policy** – Renamed, now “Unlawful Harassment Policy”
- **Sexual Harassment** – updated to comply with changes law

Removed:

- **Library Code of Ethics** – removed and incorporated in DCL Conflict of Interest Policy – The Foundation has its own Conflict of Interest Policy.

**RECOMMENDATION:** Adopt the current DCL policies for Accommodation, Equal Opportunity and Unlawful Harassment, and Sexual Harassment to replace the current Attachment B policies.

**EXHIBIT B**  
**DOUGLAS COUNTY LIBRARIES FOUNDATION**  
**HUMAN RESOURCES POLICY**

**Board Policy:**

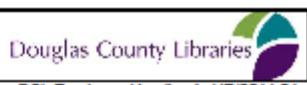
The Foundation follows the Human Resources Policy of DCL to include the following:

**Personnel Policy**

- Americans with Disability Act (ADA)
- Equal Employment Opportunity
- Equal Employment Opportunity Harassment Policy
- Sexual Harassment
- Library Code of Ethics

Employment and Personnel

**Americans with Disability Act (ADA) Procedure**



DCL Employee Handbook: HR/2014-04

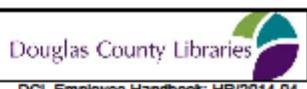
The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

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Note: Please review the DCL Handbook Disclosure Notice for important information. The statements herein are intended to describe the general guidelines or procedures and are subject to change at the discretion of the employer. Print or electronic copies are not maintained current except on DCL designated publication sites.

## Employment and Personnel

### **Equal Employment Opportunity (EEO) Policy**



Our District's Bylaws and Policies Manual states the following (excerpt):

(The Board of Trustees reviews and approves individual District Policies as needed or as changes are proposed.)

*The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. The District does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.*

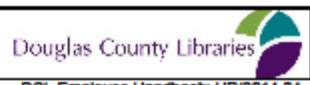
*Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for her/his participation in an investigation, they should contact their supervisor or the Human Resources Department immediately. The situation will be promptly investigated by the Human Resources Department.*

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## Employment and Personnel

### **Equal Employment Opportunity (EEO) Harassment Policy**



Our District's Bylaws and Policies Manual states the following (excerpt):

(The Board of Trustees reviews and approves individual District Policies as needed or as changes are proposed.)

*The District is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the District prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.*

*Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, bullying, hostile, or offensive work environment. Actions based on the above identified matters will not be tolerated. Prohibited behavior includes but is not limited to the following:*

- *Written form such as cartoons, electronic communication, posters, drawings, or photographs.*
- *Verbal conduct such as epithets, derogatory comments, slurs, or jokes.*
- *Physical conduct such as assault, or blocking an individual's movements.*

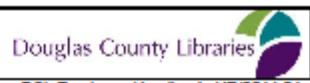
*This policy applies to all employees and Trustees, including supervisors, managers, co-workers, and non-employees such as patrons, volunteers, clients, vendors and consultants. Questions about this policy and reports of violations of this policy should be reported to the employee's supervisor or to the Human Resources Department immediately.*

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Employment and Personnel

**Sexual Harassment Policy**



Our District's Bylaws and Policies Manual states the following (excerpt):

(The Board of Trustees reviews and approves individual District Policies as needed or as changes are proposed.)

*Because sexual harassment raises issues that are, to some extent, unique in comparison to other harassment issues, the District believes it warrants separate emphasis.*

*The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:*

- *Submission to such conduct is made explicitly or implicitly a term or condition of employment.*
- *Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.*
- *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.*

*All employees and volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:*

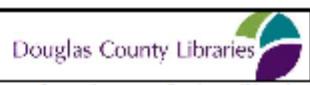
- *Written form, such as, but not limited to, cartoons, posters, calendars, notes, letters, electronic communication.*
- *Verbal form, such as, but not limited to, comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.*
- *Physical gestures and other nonverbal behavior, such as, but not limited to, obscene gestures, unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.*

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## About DCL

### DCL Code of Ethics Policy



DCL Employee Handbook: HR/2014-04

Our District's Bylaws and Policies Manual states the following:

(The Board of Trustees reviews and approves individual District Policies as needed or as changes are proposed.)

*The American Library Associate "Statement on Professional Ethics" as adopted 1939 Midwinter Meeting by the ALA Council and as amended June 30, 1981, June 28, 1995, and January 22, 2008 is included as part of the Code of Ethics Policy, and the Board hereby endorses said statements as follows:*

*The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.*

- 1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests for assistance.*
- 2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- 3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*
- 4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
- 5. We treat coworkers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees or our institutions.*
- 6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- 7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*
- 8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.*

*The District adds these additional points to the Statement on Professional Ethics:*

- 9. Any employee upon being hired or promoted to a decision-making position shall disclose to the Board any potential conflict of interest. If during the course of employment, an area of potential conflict of interest develops for an employee in a decision making position, they are required at that time to make full disclosure. Conflict of Interest statements shall then be updated as circumstances warrant. All Conflict of Interest statements shall be referred to only to eliminate any potential conflict of interest.*
- 10. No employee of the District shall accept a fee, gift or other valuable item for personal use from any person or group of persons where such gift or other valuable item is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with the District.*

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**EXHIBIT B**  
**DOUGLAS COUNTY LIBRARIES**  
**FOUNDATION**  
**HUMAN RESOURCES POLICIES**

Board Policy:

The Foundation follows the below listed Human Resources Policies of Douglas County Libraries:

Human Resources Policies:

Accommodation Policy  
Equal Employment Opportunity  
Equal Employment Opportunity Harassment  
Policy Sexual Harassment

# **ACCOMMODATION POLICY**

## **Americans with Disability and Religious Accommodation**

Douglas County Libraries (the “Library”) will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Library or cause a direct threat to health or safety. The Library will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Library. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources department immediately.

## **Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Library will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Library’s business operations.

The Library may require that an employee provide a note from their healthcare provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources department.

The Library will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

## **EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT**

Douglas County Libraries (the “Library”) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for their participation in an investigation, they should contact their supervisor or the Human Resources department immediately. The situation will be promptly investigated by the Human Resources department. Additional details can be found in the Library’s Employee Handbook.

This policy applies to all employees and Board of Trustees members, including supervisors, managers, co-workers, and non-employees such as customers, volunteers, clients, vendors, and consultants.

# **UNLAWFUL HARASSMENT POLICY**

## **EEO Harassment**

Douglas County Libraries (the “Library”) strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include, but is not limited to, the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

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## **SEXUAL HARASSMENT POLICY**

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The Library strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

All employees and non-employees, such as Board of Trustees members, volunteers, customers, vendors, and consultants, are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications, whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another’s sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another’s body.

# Forest of Stories 2023

Presented by Douglas County Libraries Foundation

150 Trees ● Seven Weeks ● Seven Locations

## Branch Traffic\*

Nov. 19-Jan. 6

Total: 160,286

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Parker 43,610

Highlands Ranch 37,539

Castle Rock 36,147

Lone Tree 24,677

Castle Pines 10,487

Roxborough 7,826

\*Louviers traffic not available.

# DCL Volunteer Appreciation Events

## Total: 285 Volunteers and Their Guests

Parker	45
Highlands Ranch	72
Castle Rock	63
Lone Tree	39
Castle Pines	37
Roxborough	29

# DCL Online Promotions

Website: DCL.org/forest-of-stories/

4,263 Views

2,860 Users

DCLF Link

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Press release with six images

Sent to media contacts

Posted in DCL Press Kit

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DCL emails and eNewsletter

Six sent to DCL staff, volunteers, and  
Insiders and Kids Insiders subscribers

112,503 emails sent

52,313 emails opened



## Forest of Stories Lights Up Douglas County Libraries for the Holidays

For immediate release: November 15, 2023

*150-plus decorated trees at all DCL locations celebrate the joy of stories*

# DCL Social Media

## Total Campaign

X/Twitter: 5 Posts, 525 Impressions

Facebook: 11 Posts, 123,649 Reached

Instagram: 7 Posts, 5,773 Impressions

## Foundation-Specific

X/Twitter: 1 Post, 209 Impressions

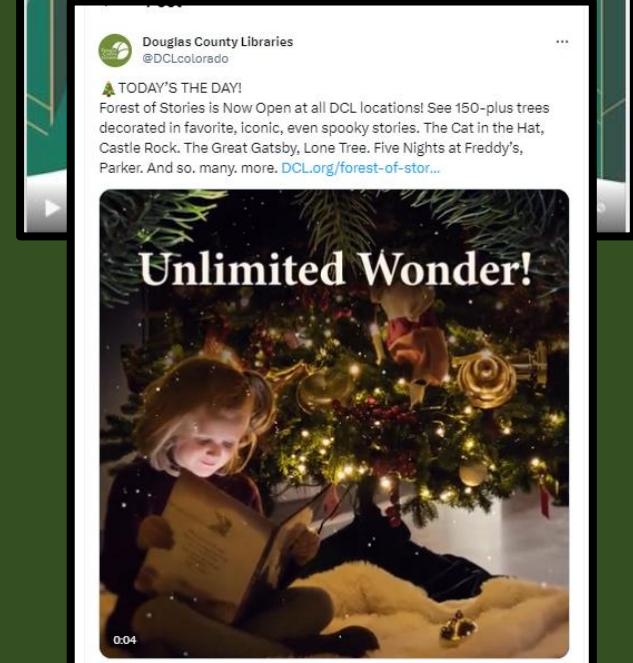
Facebook: 3 Posts, 64,872 Reached

Instagram: 2 Posts, 2,319 Impressions

## Online Comments

"I love all of the magical storybook beautiful trees! Thank you for your creativity."

"So creative! We were blown away by all the imaginative themes. It's such a fun holiday activity that we hope to enjoy for years to come."



# Forest of Stories Organic Instagram Posts



"See your favorite stories illuminated on trees throughout Douglas County Libraries this holiday season."

castlerockfamilies  
Nov. 25, 2023



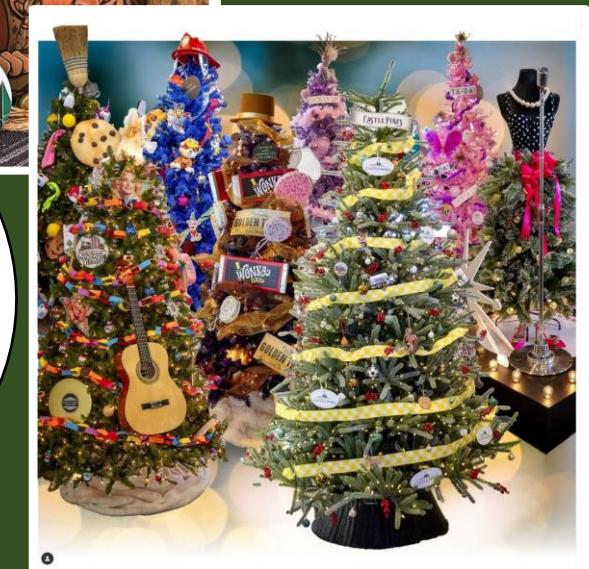
"I loved the Christmas trees at the Parker Library! My favorite? The Maya Angelou one! I'm glad I got to see them before they were taken down."

Lilian\_lmt\_co



"Check out the front page story featuring the Forest of Stories at ... Douglas County Libraries."

Castlepinnection



"We decided to make a scavenger hunt out of it! We made it to 5 of the 7 libraries." Favorite trees: Peter Pan, 20,000 Leagues Under the Sea, The Great Gatsby, The Hobbit, Around the World in 80 Days, Mo Willems, and The Princess Bride

adventures.with\_my.kids  
Dec. 9, 2023

# Forest of Stories Organic X (Twitter) Posts



This is our kind of Christmas tree! Lovely to see author #SandraDallas celebrated at the @DCLcolorado Highlands Ranch location. #library @StMartinsPress

5:31 PM · Nov 22, 2023

"This is our kind of Christmas tree! Lovely to see author Sandra Dallas celebrated at the ... Highlands Ranch location."

Browne & Miller  
Nov. 22, 2023



Sharing some literary #HolidayCheer from @dclcolorado! 150 decorated trees, all dressed up in stories—from favourite children's tales to classic literature, to crime thrillers, mysteries, and more! /Q02c4fwp0 Which one is your fave?

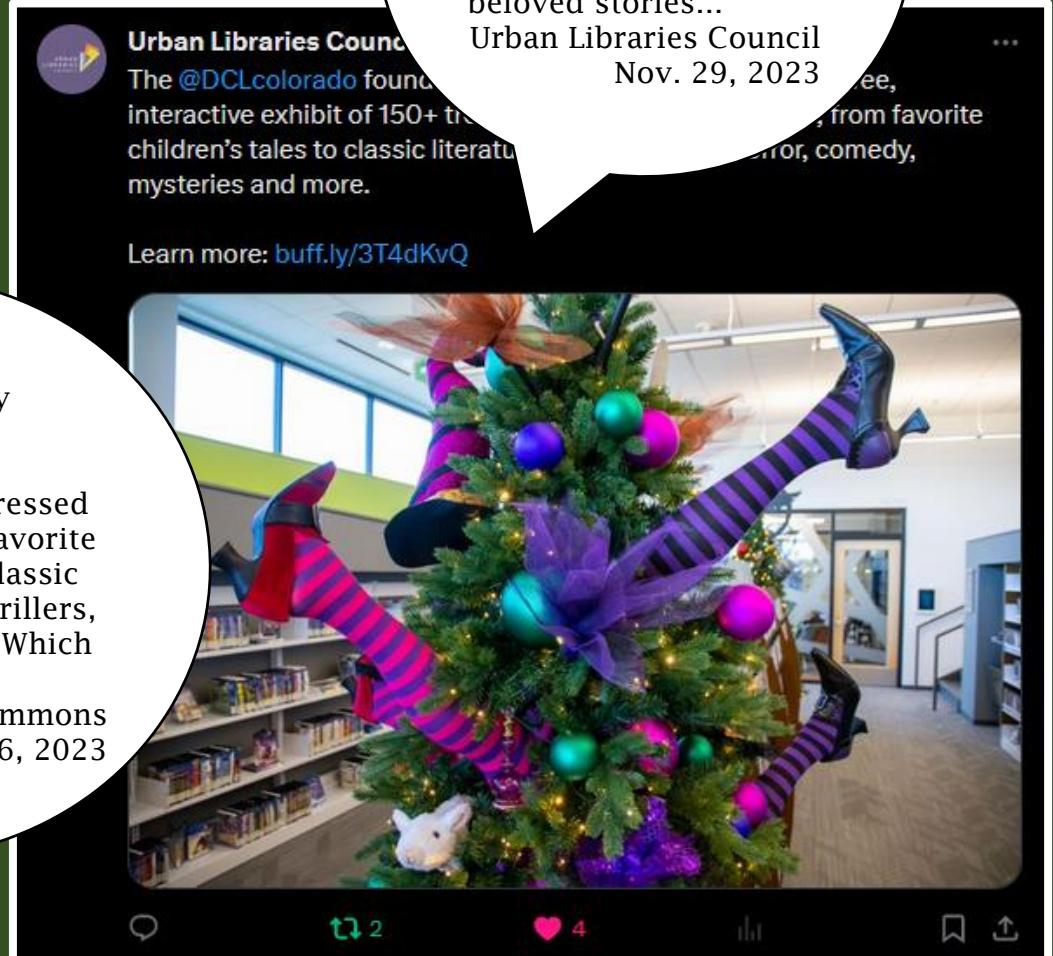
FOREST of STORIES  
November 19, 2023 through January 6, 2024  
Enjoy a wonder-filled holiday experience for the whole family! Our Forest of Stories exhibit displays more than 150 decorated trees, all dressed up in stories—from favorite children's tales and classic literature, to crime thrillers, mysteries, and more.

Visit Booked for the Holidays for more holiday fun at DCL!

ALT

"Sharing some literary holiday cheer from @dclcolorado! 150 decorated trees, all dressed up in stories – from favorite children's tales and classic literature, to crime thrillers, mysteries, and more. Which one is your fave?"

BiblioCommons  
Dec. 6, 2023



The @DCLcolorado foundation present Forest of Stories, a free, interactive exhibit of 150+ trees decked in beloved stories...  
Urban Libraries Council  
Nov. 29, 2023

Learn more: [buff.ly/3T4dKvQ](https://buff.ly/3T4dKvQ)

2 4

"The @DCLcolorado foundation present Forest of Stories, a free, interactive exhibit of 150+ trees decked in beloved stories..."

Urban Libraries Council  
Nov. 29, 2023

# Outside Media Exposure

YourHub/Denver Post  
1 digital post and  
1 print post  
Article with link to  
DCLF

Macaroni Kid  
Douglas County  
Article with link to  
DCLF

Castle Pines  
Connection  
Front Page Article, Ads,  
E-Guide  
Circulation: 15,000

Denver7 Mornings



**Forest of Stories lights up Douglas County Libraries for the holidays**

Posted by dclibraries on November 16, 2023 in Douglas County | 63 Views | Leave a response

**150-plus decorated trees at all DCL locations celebrate the joy of stories**

Celebrate the Wonder of the Season through a Forest of Stories

See 150-plus decorated trees for free at all Douglas County Libraries locations.

December 4, 2023



Forest of Stories returns to all library locations presented by Douglas County Libraries Foundation. The decorated, book-themed trees includes more than 150 trees, from favorite children's tales to classic comedy, mysteries and larger-than-life

# Other DCLF Exposure

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Signage at Park Meadows  
Mall in December 2023

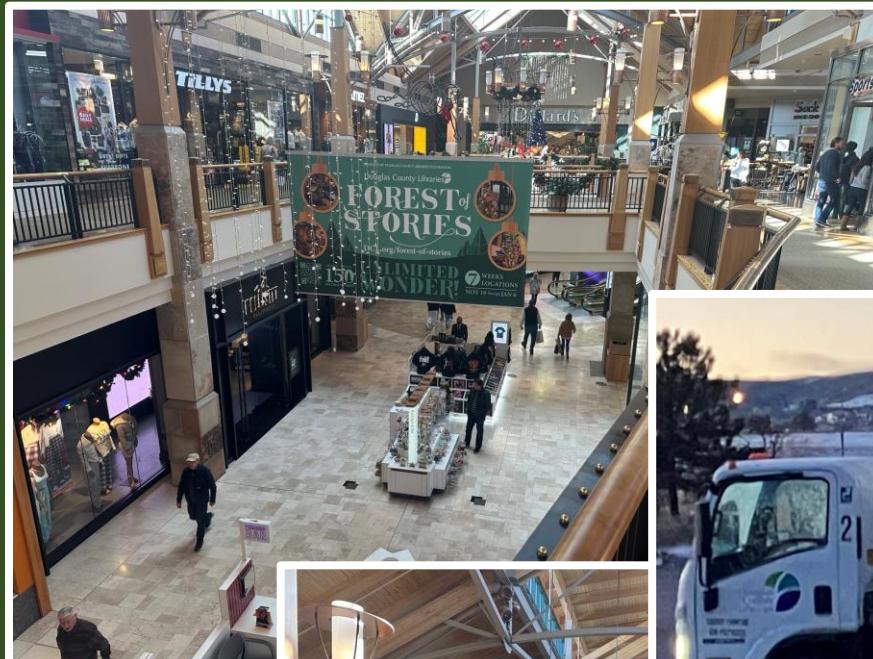
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Signage at 46 Hudson  
Gardens Holiday Events

Average 3,500  
attendees at each event

---

DCL Courier Van Wrap



# Other DCLF Exposure

## A Storybook Holiday: The Snow Ball Program

Dec. 2-3, 2023

1,000 Attendees

## Digital Signage in DCL Branches

## Booked for the Holidays/ Forest of Stories Kickoff

Nov. 25, 2023

150+ Attendees



# Surprise Author Visit

In November, bestselling author Sandra Dallas and her husband, Bob, visited the Sandra Dallas tree at Highlands Ranch. Sandra “felt so honored” by the recognition.

The visit was arranged by DCL librarian Cindy Williams who delivers books to Wind Crest Mill Vista residents. One resident, Edie, attended college with Sandra and loves her books.

Sandra was able to meet with Edie at the tree and reminisce about the 1950s and '60s.

Sandra emailed to say that “the trees were all lovely, but mine is my favorite.”



**Memo to:** DCL Foundation Board

**Date:** October 26, 2020

**RE:** Endowment Fund for Planned Giving

**From:** Amber DeBerry and Elaine McCain

Casie Cook and Amber DeBerry met and reviewed information related to the Finance Committee's charge with bolstering our endowment fund. Based on input gathered at the last 2 committee meetings, Casie developed an investment plan for the Foundation. Both Amber and I have reviewed the plan and agree it represents our discussions. Please review the following. Unless there are any strong oppositions to the plan, It will be added as an action item at our next Foundation Board meeting for the Board to vote on.

Assumptions for reserves:

1. 2 years' of average operating expenses held in cash at BOK
2. 3 years' of average operating expenses held in BOK investments
3. approximately 50k held in the FirstBank operating account to cover immediate cash needs

Given the above parameters, funds exceeding our BOK cash/investment requirements will be transferred to the endowment fund at the Rose Foundation. Based upon 5 year historical returns, and 3 year averages for expenses and revenue (and accounting for inflation), the endowment should grow to approximately \$3M in the year 2029.

Casie and Amber recommend that we monitor Rose through the end of the year, and if indeed returns increase subject to the program change taking place this summer, we transfer money above our reserve requirements into the endowment.

This will fulfill the DCLF Finance committee's assigned task and responsibilities.



## MEMO

To:	<b>Douglas County Libraries Foundation Board of Directors</b>
Date:	April 22, 2024
From:	Casie Cook, Director of Finance
Subject:	<b>Financial Review for the three months ending March 31, 2024</b>

### Balance Sheet

As of March 31, 2024, the Douglas County Libraries Foundation (DCLF) had \$74k of cash at First Bank, which is a decrease of \$94k from the previous balance of \$168k on December 31, 2023. This decrease is a net effect of 1) a transfer of \$150k from the operating account to BOK in order to maximize earnings (decreasing the operating account), and 2) donor contributions (increasing the operating account).

As of March 31, 2024, The investment balance rose to \$2.216M which is a \$239k increase from the December 31, 2023 balance of \$2.145M. For the three months ending March 31, 2024, the Foundation received earned income of \$11k, and recorded an unrealized gain of \$77k. The Endowment fund was \$197k on March 31, 2024.

### Statement of Revenues, Expenditures and Changes in Fund Balance

For the three months ending March 31, 2024, revenues, excluding unrealized gains, exceeded budget by \$41k, or 100%. Individual Donations, Corporate Donations, and earned investment income exceeded budget for the three months. Individual Donations were 88% above budget, Corporate Donations were 207% above budget, and earned investment income exceeded budget by \$11k.

Both Individual and Corporate Donation variances are related to timing. Individual Donations from the 2023 Colorado Gives Day were deposited at the beginning of 2024, and Corporate Donations received a large influx due to the Bellco Credit Union agreement which was executed in the first quarter of 2024. Both categories should align with budgeted amounts as we progress through the year.

Excluding unrealized gains / (losses) on investments, the excess of Operating Revenues over Operating Expenses was \$78k. for the three months ending March 31, 2023. This came in over budget by 170k, primarily due to a budgeted grant to Douglas County Libraries for \$125k that has not yet been moved to the Library; this amount was previously approved and can be moved at any time in 2024.



## BALANCE SHEET

	December 31, 2023 Unaudited	March 31, 2024 Unaudited
<b>Assets</b>		
Cash and Investments		
Cash	\$ 167,532	\$ 73,612
Investments	1,977,444	2,216,268
Total Cash and Investments	<u>2,144,976</u>	<u>2,289,880</u>
Prepaid Expenses And Deposits	3,100	0
Total Assets	<u>\$ 2,148,076</u>	<u>\$ 2,289,880</u>
 <b>LIABILITIES &amp; FUND BALANCE</b>		
<b>LIABILITIES</b>		
DCL Intercompany Payable	\$ 225,000	\$ 212,108
Total Liabilities	<u>\$ 225,000</u>	<u>\$ 212,108</u>
 <b>FUND BALANCE</b>		
Unrestricted Fund	\$ 1,621,724	\$ 1,923,076
Revenues Over (Under) Total Expenditures	301,352	154,696
Total Fund Balance	<u>\$ 1,923,076</u>	<u>\$ 2,077,772</u>
Total Liabilities & Fund Balance	<u>\$ 2,148,076</u>	<u>\$ 2,289,880</u>



## SUMMARY OF CHANGES IN INVESTMENTS BALANCE

Foundation

For the Three Months Ended March 31, 2024				
	Transfers	Earned		
	01/01/2024	In (Out)	Income	03/31/2024
Investments: principal + unrealized gains				
Annualized Earnings %	BOK Financial	1,781,138	150,000	88,214 2,019,352
Annualized Earnings %				4.32%
Investments: principal + unrealized gains				
Annualized Earnings %	Endowment fund	196,306	610	0 196,916
Annualized Earnings %				0.00%
<b>Note 1</b>	Earnings		\$ 11,194	
	Increase/(Decrease) in Market Value		77,020	
	As a % of January Market Value			4%



## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Year To Date March 31, 2024			Annual Budget Current Year	Prior Year to Date
	Actual	Budget	Variance	Budget	Actual
<b>Revenue</b>					
Individual Donations	16,001	8,500	7,501	95,500	15,862
Corporate Donations	19,195	6,250	12,945	25,000	6,436
Grants	6,525	5,000	1,525	20,000	3,839
Gala	8,500	0	8,500	96,250	5,800
Retail Sales	20,424	21,252	(828)	85,008	21,660
<b>Subtotal Revenue</b>	<b>70,645</b>	<b>41,002</b>	<b>29,643</b>	<b>321,758</b>	<b>53,596</b>
Unrealized Investment Gains (Losses)	77,020	0	77,020	0	53,085
Realized investment Gains (Losses)	616	0	616	0	(3,989)
Investment Income Net of Fees	10,578	0	10,578	0	5,429
<b>Total Revenues</b>	<b>158,859</b>	<b>41,002</b>	<b>117,857</b>	<b>321,758</b>	<b>108,121</b>
<b>Expenditures</b>					
Operating Expenses	4,163	8,212	(4,049)	76,538	2,725
Grant to Douglas County Libraries	0	125,000	(125,000)	150,000	0
<b>Total Operating Expenditures</b>	<b>4,163</b>	<b>133,212</b>	<b>(129,049)</b>	<b>226,538</b>	<b>2,725</b>
<b>Excess of Revenues Over Expenditures</b>	<b>154,696</b>	<b>(92,210)</b>	<b>246,906</b>	<b>95,220</b>	<b>105,396</b>
Beginning Fund Balance	1,923,076	1,923,076		1,923,076	1,621,724
<b>Ending Fund Balance</b>	<b>\$ 2,077,772</b>	<b>\$ 1,830,866</b>		<b>\$ 2,118,296</b>	<b>\$ 1,727,120</b>



## GALA REVENUES AND EXPENDITURES

	March 2024	For the Three Months Ending March 31, 2024			Annual Budget 2024	Three ME Mar 2023
		Actual	Budget	Variance		
<b>REVENUES</b>						
Sponsorships	\$8,500	\$8,500	\$	-	\$8,500	\$64,000
Ticket Sales	0	0	0	0	12,250	0
Auction Revenue	0	0	0	0	20,000	0
<b>Total revenues</b>	<b>8,500</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>96,250</b>	<b>5,800</b>
<b>EXPENDITURES</b>						
Event Space Rental	0	3,100	3,100	0	6,600	0
Catering	0	0	800	800	25,000	750
Decor	0	0	0	0	8,000	0
Entertainment	0	0	0	0	5,000	0
Printing	0	0	0	0	1,300	0
Promotion	0	0	0	0	0	0
Videographer	0	0	0	0	0	0
Contracted Services	0	0	0	0	0	0
<b>Event Expenses</b>	<b>0</b>	<b>3,100</b>	<b>3,900</b>	<b>800</b>	<b>45,900</b>	<b>750</b>
Meals	0	0	0	0	0	0
Postage	0	0	0	0	0	0
Supplies	0	0	0	0	1,000	0
Administration Expenses	0	0	0	0	1,000	0
<b>Total expenditures</b>	<b>0</b>	<b>3,100</b>	<b>3,900</b>	<b>800</b>	<b>46,900</b>	<b>750</b>
<b>NET REVENUE OVER (UNDER) EXPENDITURES</b>	<b>\$8,500</b>	<b>\$5,400</b>	<b>(\$3,900)</b>	<b>\$9,300</b>	<b>\$49,350</b>	<b>\$5,050</b>



# 2023 YEAR IN REVIEW

Douglas County Libraries  
Foundation



Foundation

Board

2024

Elaine McCain  
**CHAIR**

Linda Boyle  
**VICE CHAIR**

Laureen Boll

Rochelle Logan

Shelly Humphreys

Krystie Baker

Dawn Vaughn

Ron Cole

Louise Wood

Jessica Kallweit

Megan Boespflug



Dear Friends,

The Douglas County Libraries Foundation (DCLF) is grateful for another wonderful year of continued growth, philanthropic spirit within our community, and overall success. Major accomplishments last year include meeting the annual fundraising goals, continuing to support endowment growth, and raising funds to help support members in our community through innovative library services and events. As always, these were made possible through the generosity and contributions of our donors.

2023 highlights include:

- Securing new grants, including one from the Douglas County Community Foundation and a Philip S. Miller Grant
- Another annual Fête des Fables gala that surpassed its goal
- Honoring all qualifying scholarship requests from our community members

As we settle into 2024 and look to the years ahead, we will continue to build our endowment to ensure that our community enjoys premium library services and support for many years to come. In addition, the DCLF will continue to support library events such as Forest of Stories, services like Operation Paperback, and library event scholarships for community members needing extra support.

The DCLF is led by an incredible volunteer board and supportive staff. In order to continue reaching new goals, this amazing team works together, along with our donors, to strengthen the Foundation and inspire a love of reading, discovery and connection in our community. I am thankful to our board members, donors, library trustees, staff, and volunteers who dedicate their time and expertise to support the Foundation's vision. Their passionate commitment to creating a thriving community for years to come continues to inspire, and ensures we can keep the libraries vibrant into the future.

Thank you for another successful year and for your continued support.

Regards,

*Amber DeBerry*  
**EXECUTIVE DIRECTOR**





## Fête des Fables

The Snow Queen-themed gala raised over \$95,000 through sponsorships, ticket sales, silent auction, and the very popular wine pull. The Highlands Ranch Mansion was filled to capacity with 250 guests who enjoyed the Frost Yourself glam stations, henna tattoo artist, live music, and much more during this delightful evening.

## Colorado Gives Day

- Goal: \$70,000
- Total raised via Colorado Gives Day campaign (November 1-December 6): \$69,538.05
- Total year-end giving (November 1-December 31): \$99,853.82
- Number of donors: 615, including 141 first-time donors



## Scholarships

- 19 Camp DCL scholarships, totaling \$5,060
- 8 tickets to DCL Storybook Holiday events, totaling \$150
- 8 Career Online High School (COHS) scholarships, totaling \$10,000
- 30 individual GED test vouchers, totaling \$1,125
- DCL celebrated seven graduates from our GED and COHS programs

## Summer Reading Award Recipients

Each year, the DCLF awards \$500 to four K-12 schools (one at each level: elementary, middle, high, and other/charter) with the most summer reading registrations through the program's school contest. In addition, if the community reading goal is met, we award \$1,000 to a Douglas County nonprofit that is chosen based on our summer reading theme. Recipients of the DCLF donation awards were: Ben Franklin Academy, Roxborough Primary School, Mountain Ridge Middle School, ThunderRidge High School, and Guide Dogs for the Blind (nonprofit).

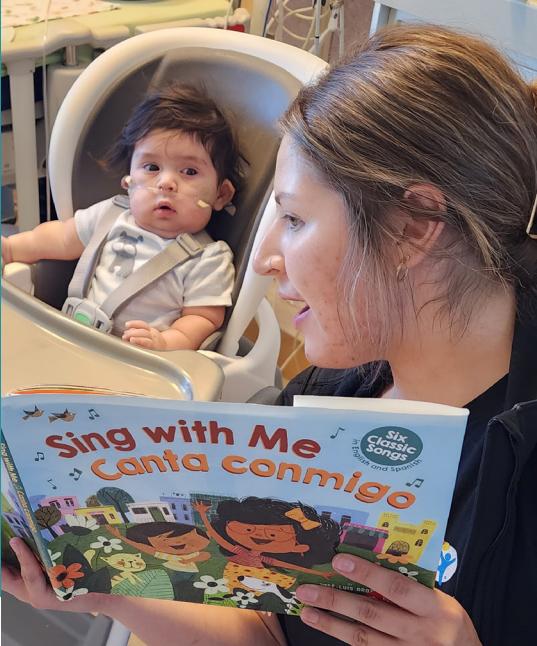
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**“I am truly grateful for such a generous [camp] scholarship program ... and that my son got to attend Jedi Masters LEGO Camp. It was such a huge leap for my son’s development, and the staff couldn’t have been more kind. Thank you, Douglas County Libraries! ”**

KASEY,  
Parent of Summer Camp  
Scholarship Recipient





**Continued from Previous Page...**

### **Community Fundraisers**

- 13 baskets for silent auction, value totaling \$1,100

### **Children's Hospital Colorado (CHCO)**

In 2023, the Foundation donated books to CHCO in support of two events. In February, 530 books were donated to CHCO for children staying in the hospital or coming in for treatment, coinciding with its annual telethon. Additionally, in September we fulfilled a second request for 100 books in support of CHCO's participation in a worldwide read-a-thon for Babies with Books. Books were given to families whose babies were in the NICU.

### **Operation Paperback** *Managed by DCL Volunteer Services*

- 644 books shipped
- 70 family recipients
- Most shipped within the U.S., plus several international shipments

### **Kiwanis Club of Castle Rock**

In 2023, the Foundation donated 300 books to the Kiwanis Club in support of South Elementary School's Trunk or Treat event. South Elementary is a Title 1 school in Douglas County and its students and families appreciate receiving the books to keep at home.

**“Douglas County Libraries has provided so many educational opportunities for my children above and beyond the books available at the library. ... Thank you, DCL, for providing amazing educational programs to our children and community! ”**

LORI ANN DEAN,  
DCL Customer



# Supporting The Work of Douglas County Libraries

The DCLF grants money each year to Douglas County Libraries to support the incredible work of our libraries. With the help of these funds, DCL provided premium programming and services to more than 3.2 million visitors to our library locations and online last year. DCL offers an array of opportunities impacting youth, families, and adults in Douglas County.

DCL's journey with a family begins when a gift bag for new parents and their newborn is delivered in the hospital. In 2023, 3,500 gift bags were delivered through Douglas County hospitals. Our support continues to grow as the child and family does, with more than 140,000 people attending Storytime in 2023.

Our libraries partnered with and supported Douglas County schools and students through school ID access to digital resources, book-themed theatrical assemblies, and trivia bowl-style competitions around books. In addition, participants of all ages in DCL's summer reading program logged nearly 10 million minutes of reading last year. With myriad book clubs, lifelong learning events, and outreach, DCL provides for everyone, stretching beyond our walls to deliver services.



The biggest event in 2023 was the grand opening of the Philip and Jerry Miller Library in Castle Rock. Over 10,000 excited community members attended the summer celebration. This library in the heart of downtown Castle Rock has acquired several sponsorships, including the Aloha Fund, Sjostrom Family Fund, Rotary Club of Castle Rock, and the Kiwanis Clubs of Castle Rock, which will directly benefit the DCLF over the next five years with unrestricted donations totaling \$250,000.

New to DCL in 2023 was the addition of Dolly Parton's Imagination Library, a book-gifting program that mails books to children from birth to age five for free. The program provides the gift of literacy for all children, inspires children to love books and reading, and supports parents and communities in fostering a child's success. In the first full year of affiliation with Dolly Parton's Imagination Library, DCL registered over 6,000 children who now receive a new book at home every month.

Forest of Stories was back in 2023 and bigger than before, with 150 book-inspired trees located throughout the library's seven branches and displayed for seven weeks. DCLF became the presenting sponsor of this wintertime tradition, offering a free cultural experience that brings shared enjoyment and wonder to the entire DCL community. In addition, the sponsorship recognized the Foundation on printed marketing materials, in social media, and on signage for each themed tree.



# Other Noteworthy Activity

## Grants Received

- Awarded four competitive grants from Ent Credit Union, Walmart (Castle Rock), and Douglas County Community Foundation, totaling \$8,850
- Received seven grants from community organizations, including Rotary and Kiwanis Clubs, totaling \$6,350
- Received three grants from corporate foundations, totaling \$295
- Received 11 grants from family foundations, totaling \$14,250

## Endowment

In 2023, our endowment's value grew by over \$85,000. DCLF celebrated 13 individual donations designated for the endowment totaling \$2,076.24, and the fund's current total is now nearly \$200,000.

## Volunteer Services Contributions

In addition to monetary donors, DCL is fortunate to have a wonderful volunteer program. These individuals donate their time to support the vision of DCL and directly impact money earned for DCLF through our physical and online bookstores.

*Book sale services are managed by DCL Volunteer Services.*

- 1,198 unique volunteers
- 26,209 hours donated to DCL
- Second Chapter Used Bookstore sales revenue: \$81,907.64
- Online book sales: 989 units, \$9,283.19

## DreamBooks Co.

*Working together with DCL since July 2023*

- 91,457 pounds of material (76,214 books) diverted from the landfill
- 6,779 units sold
- \$7,523.61 given back to DCLF

## King Soopers

- 132 households
- \$4,850.10





# Recognizing Donors

*Thank you to all our donors!*

*While we only list individual donors at \$1,000 and above in this report, DCLF acknowledges and appreciates support from all our donors at all levels. We are grateful for our more than 800 donors and supporters.*

## 2023 Supporters, \$5,000+



## 2023 Corporate, Community, Grants & Foundations Supporters

5280 Exteriors	Colgate Palmolive	FirstBank	Mrs. C's House Foods
A Dog's World	Colorado Rapids	Fitch Group	Murdoch's Ranch & Home Supply
A Line Boutique	Colorado Symphony	Fogo de Chão Brazilian Steakhouse	Museum of Contemporary Art Denver
A&D Woodcraft	Comcast Corporation	Glenmoor Country Club	National Western Stock Show
Amazon Smile Foundation	Comedy Works	Grandma's Cabin	Network for Good
Amizetta Vineyards	Confluence Companies	Great Divide Brewing Company	Nordstrom
Andy's Frozen Custard	CORE Electric Cooperative	Grist Brewing Company	Oo-de-Lally Coffee
Anschutz Corporation	Cornzapoppin	Guiry's	OPN Architects
Aqua-Tots Swim School	Costco	Hammond's Candies	Oriental Trading
Arapahoe Ski Basin	Cranelli's Italian Restaurant	Huron Consulting	Outlets at Castle Rock
AT&T	Crumbl Cookies	In-N-Out Burger	OverDrive, Inc.
Back40 Landscape Architecture	CycleBar Lone Tree	Iron Mule Brewery	PACE Center
Ball Corporation	Daughters of the American Revolution Smoky Hill Trail	Johns Manville	Panera Bread
Biscuits & Berries Catering	Davidsons Beer, Wine & Spirits	Kaiser Permanente	Park Meadows Mall
Boondocks Food & Fun	DejaVu Med Spa	Kendra Scott	Parker Performing Arts School
Bowlero Corporation	Denver Art Museum	KeyBank	Parkside Promotions
Brainfuse Inc.	Denver Center for the Performing Arts	Kilwins Chocolates and Ice Cream	PBJ Reece Charitable Fund
Butterfly Pavilion	Denver Film	King Soopers (Kroger)	Petit Parker
Canvas and Cocktails	Denver Museum of Nature & Science	Kiwanis Clubs of Castle Rock	Pets at Heart Boutique
Carboy Winery	Denver Zoo	Kneaders Bakery & Cafe	Playaway Products
Castle Pines Chamber of Commerce	Design View Construction	Kunjani Coffee	Print Partners
Castle Pines Jewelers	Dinosaur Ridge	Landtech Contractors	Prost Brewing Company
Castle Rock Colorado Genealogical Society	Direct Edge Media	Lazy Dog Restaurants	Pulte Group
CBRE	Douglas County Land Conservancy	Letterjoy	Qdoba Mexican Eats
Charles Schwab	Douglas County Sheriff's Office	Liberty Media Corporation	Raising Cane's Chicken Fingers
Cherokee Ranch & Castle Foundation	Edible Beats	Links Golf Course	Republic National Distributing Company
Chick-fil-A	Eileen's Colossal Cookies	Lively Productions	ResaJeanne Jewelry
Children's Museum	Emerson Electric	Living the Dream Brewing	Resource Colorado Inc.
Chipotle	Empower Retirement	Lone Tree Arts Center	RidgeGate Investments Inc.
City of Castle Pines, Colorado	English Tealeaves	Lone Tree Brewing Company	Rio Grande Mexican Restaurant
City of Englewood (Pirates Cove)	Enstrom Toffee & Confectionery	Lost Coffee	Rock Bottom Restaurant and Brewery
Cockrel, Ela, Glesne, Greher, & Ruhland, P.C., CEGR Law	Ent Credit Union	Meow Wolf	Rotary Club of Parker
Coff33	Epic Escape Game	Microsoft	Rouge Wine Bar & Patio
Cold Stone Creamery	Equitable Foundation	Midwest Tape	<i>Continued on Next Page...</i>

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Salesforce  
Seasons 52  
Sedalia Crafts  
Skin Essentials Medical Skin Care & Day Spa  
Small Solutions  
South Metro Fire Rescue  
South Suburban Parks and Recreation  
Space Foundation Discovery Center  
Splunk  
Starbucks  
Sticky Fingers Cooking  
Sugar and Salt Crafts  
Tattered Cover Denver  
The Chocolate Therapist

The Club at Pradera  
The Cox Real Estate Group  
The Drip Bar Greenwood Village  
The Emporium  
The Pindustry  
The Stanley Hotel  
Timbuk Toys  
Tito's Handmade Vodka  
Tonni Lemma Photography  
Tony's Meats and Market  
Town of Castle Rock  
Trane Technologies  
Tropical Smoothie Cafe  
Ubergrippen  
UBS

Union An American Bistro  
Urban Egg Eatery  
US Foods  
Via Baci Italian Bistro  
VMware Foundation  
Walmart  
Western Union Foundation  
WhistlePig  
Whitmore Pest Control  
Wines for Humanity  
Wings Over the Rockies  
Wingstop  
Woodhouse Day Spa  
Workplace Elements, LLC (Elements)  
Zoom Video Communications

## 2023 Individual Donors, \$1,000+

Beryl and Jay Jacobson  
Betsy and Terry Marzoni  
Daniel Danser  
David and Camille Johnson  
Ed Struzeki  
Elaine McCain  
Ewing Family Foundation  
Janiece Murphy  
Jeff Stotler

Jennifer Ford  
Jill Halvorsen  
Joe and Marietta Landon Fund  
Johanna and Rowland Harden  
John Swygert  
Jones Family Giving Fund  
Linda Boyle and Barry Wolf  
Louise Wood  
Melanie and Sean Tafaro

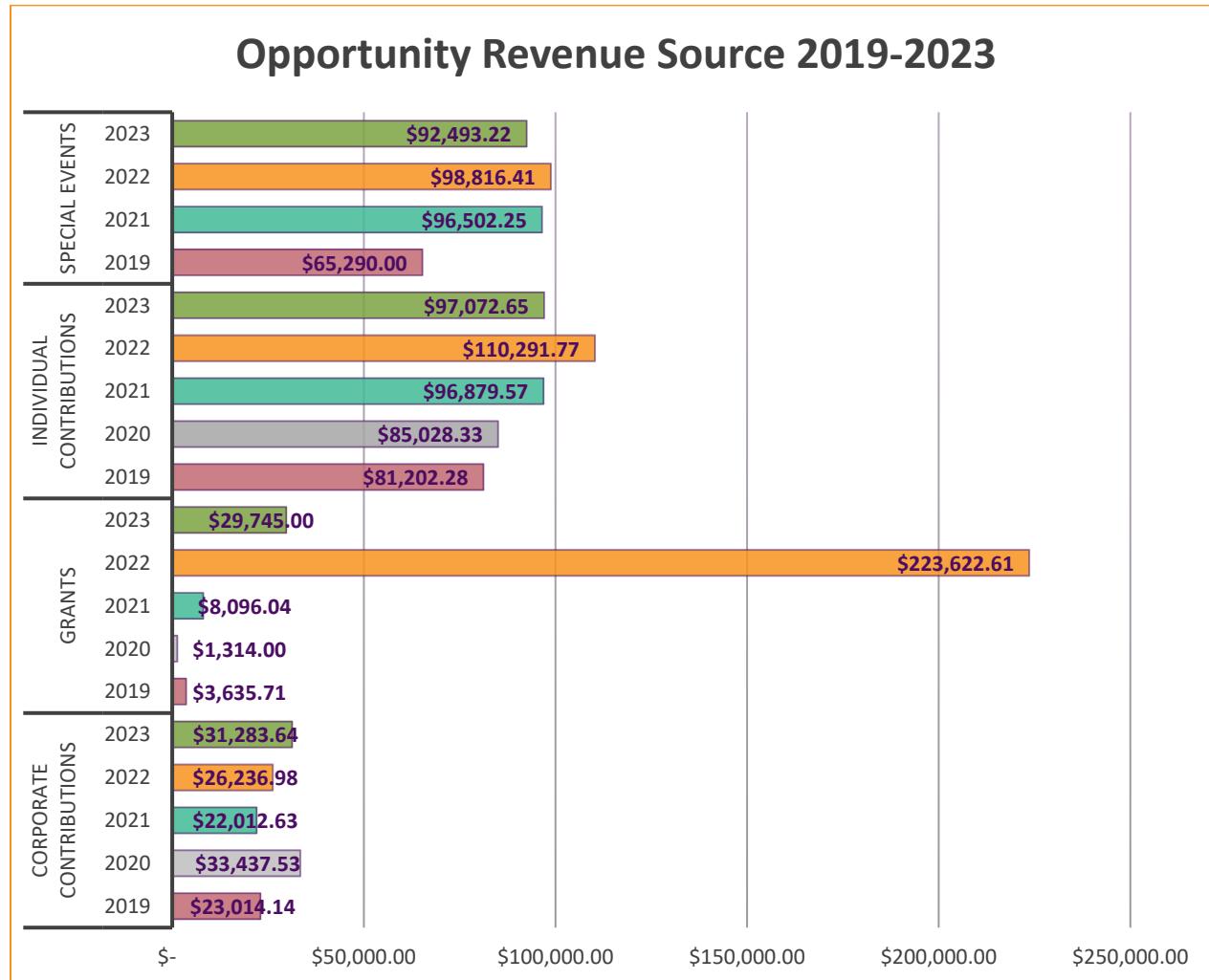
Patti Owen-DeLay  
Paul Crawford  
Richard and Joanne Akeroyd  
Sarah Howe  
Sue Reynolds  
Suzanne and Rob Burkholder  
Terry Nolan  
Tyber Family Gift Fund

# SUMMARY OF ANNUAL Donor Activity & Highlights



The Douglas County Libraries Foundation delivers funding and resources to help sustain Douglas County Libraries and positively impact our community members so they can grow and thrive.

## HISTORICAL GIVING OVERVIEW & REVENUE SUMMARY 2019-2023



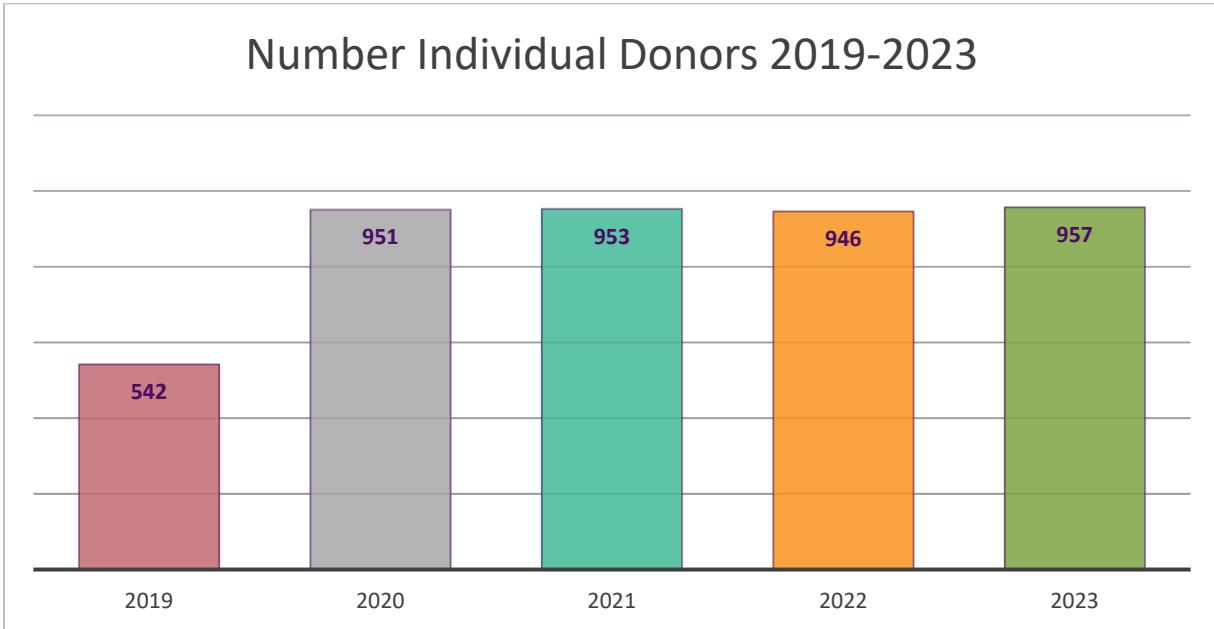
Year	Special Events Expenses	Special Events Gross Revenue	Return on Investment (ROI=Profit/Cost)
2023	\$43,601	\$92,493	112%
2022*	\$66,075	\$98,816	49.6%
2021*	\$65,000	\$96,502	48.5%
2020	COVID	COVID	COVID
2019	\$44,463	\$65,290	46.8%

\*In 2021 and 2022, DCLF had two special events: Fête des Fables Gala and the Family Fête.

## Average Individual Donation 2019-2023



## Number Individual Donors 2019-2023



## TOP 10 ANNUAL DONORS (NON-EVENT)

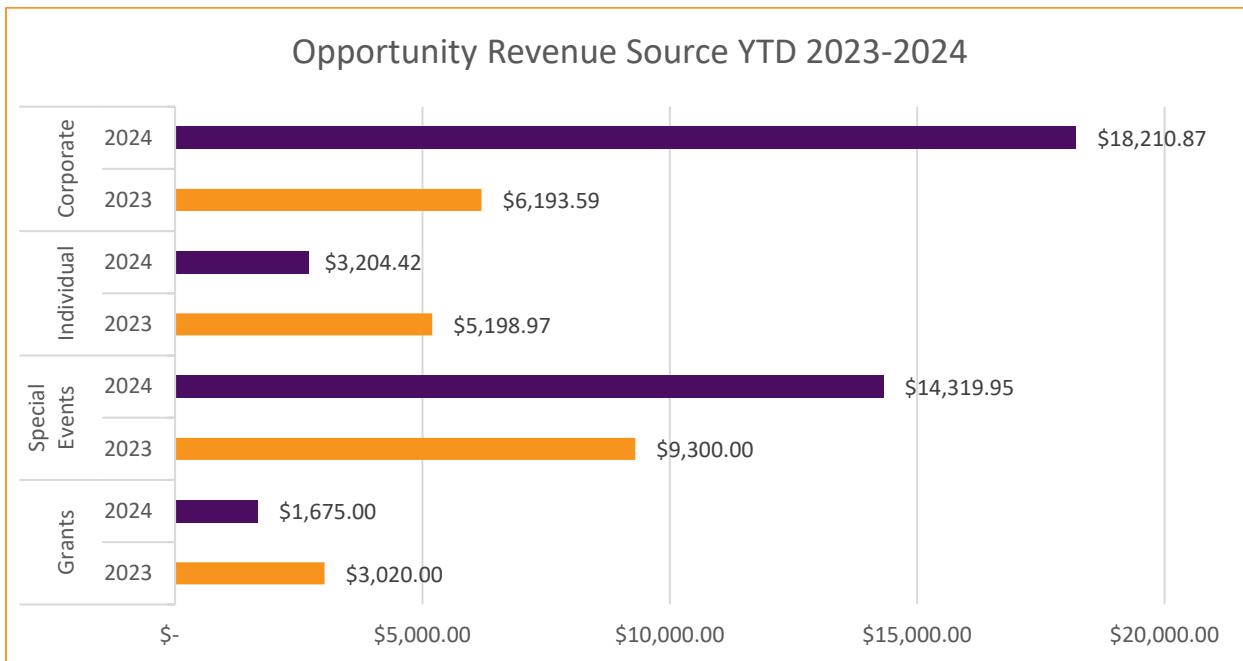
Account	Revenue Type	Amount	Year
Bellco Credit Union	Corporate	\$15,000	2023
Douglas County Community Foundation	Grants	\$7,000	2023
Sjostrom Family Fund	Grants	\$7,000	2023
Johanna and Rowland Harden	Individual	\$5,000	2023
King Soopers	Corporate	\$4,813	2023
Ewing Family Foundation	Individual	\$4,000	2023
Jones Family Giving Fund	Grants	\$3,000	2023
Kiwanis Clubs of Castle Rock	Grants	\$3,000	2023
Rotary Club of Castle Rock	Grants	\$2,100	2023
Melanie and Sean Tafaro Household	Individual	\$2,080	2023
Aloha Fund	Grants	\$200,000	2022
Johanna and Rowland Harden Household	Individual	\$15,000	2022
Bellco Credit Union	Corporate	\$14,500	2022
Sjostrom Family Fund	Grants	\$7,000	2022
King Soopers (Kroger)	Corporate	\$5,292	2022
Larry Kuhn Household	Individual	\$5,000	2022
Community First Foundation	Grants	\$3,754	2022
Liberty Media Corporation	Grants	\$3,104	2022
Samera Baird Household	Individual	\$3,000	2022
Ewing Family Foundation	Grants	\$3,000	2022
Castle Pines Storm Swim Team	Corporate	\$5,700	2021
Jill Halvorsen Household	Individual	\$5,000	2021
Wellhaven Pet Health, Inc.	Corporate	\$4,000	2021
Whole Foods Market (Austin, Texas)	Corporate	\$3,284	2021
Johanna and Rowland Harden Household	Individual	\$3,000	2021
Nick Smith Household	Individual	\$2,969	2021
Liberty Media Corporation	Grants	\$2,778	2021
King Soopers (Kroger)	Corporate	\$2,742	2021
Varadhan Thirumalai Anandanpillai Household	Individual	\$2,704	2021
Sarah Howe Household	Individual	\$2,500	2021
Bellco Credit Union	Corporate	\$15,000	2020
Richard and Joanne Akeroyd Household	Individual	\$10,204	2020
King Soopers (Kroger)	Corporate	\$6,018	2020
Icenogle Seaver Pogue P.C.	Corporate	\$2,500	2020
City of Castle Pines, Colorado	Corporate	\$2,500	2020
Fransen Pittman	Corporate	\$2,000	2020
Shining Light Events LLC	Individual	\$1,800	2020
FirstBank	Corporate	\$1,500	2020
Community First Foundation	Grants	\$1,474	2020
Susan Goff Household	Individual	\$1,020	2020

Richard and Joanne Akeroyd Household	Individual	\$20,408	2019
Ron Cole Household	Individual	\$9,789	2019
Alamo Aspen Grove	Corporate	\$5,275	2019
Castle Pines Allstate Tammy Lopez Agency	Corporate	\$3,500	2019
King Soopers (Kroger)	Corporate	\$3,447	2019
Smile Doctors LLC	Corporate	\$3,000	2019
Wellhaven Pet Health, Inc.	Corporate	\$3,000	2019
Sean Daily	Individual	\$2,738	2019
R. Douglas and Gayle Johnson Household	Individual	\$2,290	2019
Colorado Kids Pediatric Dentistry	Corporate	\$2,000	2019

### TOP 5 FÊTE DES FABLES SPONSORS

Fransen Pittman	\$10,000	2023
Midwest Tape	\$3,500	2023
Kaiser Permanente	\$3,500	2023
Direct Edge Media	\$3,500	2023
CEGR Law	\$3,500	2023
Brown & Brown Inc.	\$3,500	2023
City of Castle Pines	\$3,500	2023
Sue Reynolds	\$3,500	2023
Print Partner	\$3,500	2023
Fransen Pittman	\$10,000	2022
MountainAire Mechanical	\$7,500	2022
City of Castle Pines, Colorado	\$5,000	2022
Direct Edge	\$3,500	2022
Kaiser Permanente	\$3,500	2022
Aloha Fund	\$15,000	2021
Fransen Pittman	\$6,500	2021
MountainAire Mechanical	\$6,500	2021
City of Castle Pines, Colorado	\$3,000	2021
Direct Edge	\$3,000	2021
Town of Castle Rock	\$3,000	2021
USI Insurance Services, LLC	\$3,000	2021
Fransen Pittman	\$7,500	2019
Barbara and Gary Reece Household	\$2,500	2019
Centura Health	\$2,500	2019
City of Castle Pines, Colorado	\$2,500	2019
David and Liz Wikoff Household	\$2,500	2019
Direct Edge	\$2,500	2019
Icenogle Seaver Pogue P.C.	\$2,500	2019

## CURRENT YEAR GIVING HIGHLIGHTS & Q1 REVENUE SUMMARY



### AVERAGE INDIVIDUAL DONATION AMOUNT AND NUMBER OF INDIVIDUAL DONORS Q1

Year	Average Individual Donation	Number of Individual Donors
2024	\$47	68
2023	\$68	77

## 2024 TOP 10 DONORS Q1 (NON-EVENT)

Name	Revenue Type	Amount
Bellco Credit Union	Corporate	\$15,000
King Soopers	Corporate	\$1,242
ENT Credit Union	Grants	\$1,000
Benevity Community Impact Fund	Corporate	\$520
Colorado Early Colleges	Corporate	\$500
Rotary Club of Parker	Grants	\$500
Comcast Corporation	Corporate	\$420
Cynthia and Kenneth Boos	Individual	\$300
Leandra and Charles Koester	Individual	\$260
Russell and Joanne Brown	Individual	\$250
Charities Aid Foundation	Corporate	\$250

## 2024 FÊTE DES FABLES SPONSORSHIPS

Account Name	Amount	Stage
Fransen Pittman	\$10,000	Pledged
Sterling Ranch Development Company	\$10,000	Pledged
Midwest Tape	\$5,000	Closed Won
Print Partners	\$3,500	Pledged
Dignity Memorial	\$3,500	Pledged
City of Castle Pines, Colorado	\$3,500	Pledged
Brown & Brown	\$3,500	Closed Won
Trane Technologies	\$2,000	Pledged
BOK Financial	\$2,000	Pledged
OPN Architects	\$2,000	Pledged
CORE Electric Cooperative	\$2,000	Closed Won
RidgeGate Investments Inc.	\$2,000	Closed Won
OverDrive, Inc.	\$1,000	Closed Won
Landtech Contractors	\$500	Closed Won
Brainfuse Inc	\$300	Closed Won
<b>TOTAL</b>	<b>\$50,800</b>	

## TESTIMONIALS

### ***Mother of Summer Camp Scholarship Recipient***

My son attended Lego Camp with DCL the summer of '23. It was his very first time spending any amount of time without any family members. My son experienced separation anxiety and the staff was extremely kind and accommodating to both my son and me. By the third day, my son was going in all by himself and was so excited to get to build and learn and play all day! He had a really great time! As a single mother, any camp offered through any company is out of my financial budget. I noticed on DCL's website that they offered a scholarship program that was open to the public through an application. We most certainly applied! Upon receiving notice that my son was awarded one, I let him know and he was so excited!! He was so happy he was getting to go to Jedi Masters Lego Camp! I am truly grateful to DCL for such a generous offer for a scholarship program! I am truly grateful my son got to attend. It was such a huge leap for my son's development and the staff couldn't have been more kind and understanding. Thank you Douglas County Libraries!

### ***DCL Patron***

Douglas County Libraries (DCL) has provided so many educational opportunities for my children above and beyond the books available at the library. They have participated in DCL programs such as Summer camps (Science Matters and Snapology), Chess Club, after school programs (Junior Page Turners and Slick Science), Summer reading challenges, Fairy Tale Balls, and the free museum passes (Adventure Pass). My children attend Northridge Elementary School and in 2022 the school won the DCL Summer Reading program and received \$500 for their school library. Thank you DCL for providing amazing educational programs to our children and community!

### ***Monthly Recurring Donor***

DCL (in particular Parker) has been a great asset to our community. I couldn't imagine living without the DCL.

### ***First Time Donor***

I appreciate all the work DCL does for the community!

### ***Castle Rock Chamber of Commerce – Recipient of Silent Auction Basket***

Dear Douglas County Libraries, We wanted to write a quick note to express our immense gratitude for your generous contribution to the Castle Rock Chamber's Winter Frost Gala. Your silent auction donation played a pivotal role in making the Gala a success. Your support means the world to us and will make a lasting impact on the Castle Rock Chamber programs of work in 2024. We are thrilled to have you as a wonderful partner moving forward. Your belief in the Chamber inspires us to strive for excellence and make a positive difference in the community and local businesses. Once again, thank you for making our gala auction a memorable and successful event. We can't wait to share updates with you on how your generosity enhanced the Chamber Gala experience. Thank you.

### ***Major Donor***

Thank you so much for thinking of us. Your message brought back so many good memories of my time working there, the interesting people whom I met (like you!), and the interesting projects that I worked on. We have wanted to visit the CR library after all of the renovation work, but haven't had a chance yet. Right now, I'm our HOA's archivist, getting our development's historic documents into cloud storage, and Richard is having a great time as a volunteer archivist at the Littleton history museum. I hope that the new archival crew at ALH are doing well. Some of the previous folks set the bar high. Thanks again for staying in touch, and best wishes to you all there.

### ***Matching Gift Donor***

We like to support the DC libraries because of all the wonderful programs they offer. I have been taking my son to the Highlands Ranch library since he was 1 1/2 years old, and now he is almost 11. He started with Story Time, and now he participates in BOTB, STEAM Book Club, etc

**MEMO**

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

**ISSUE:** Monthly Library Report

**DISCUSSION:****Communications: News and Trends.**

**Ransomware.** The Library is working claims with our insurers. Our communications with insurers have been positive and we expect to be reimbursed for covered expenses.

**Highlands Ranch Repairs.** The Library is working claims with our insurers. The claims process has been positive with the expectation of recovering all covered expenses.

**Legislation.** SB 24-049 (regulating book challenges) did not survive the Education Committee, but is now under consideration via other avenues. The Bill now only applies to public libraries deleting school directives. I will track the Bill and report any substantive changes to the Board.

**Castle Rock Library Metrics.** The new Castle Rock Library opened on August 26, 2024 to about 10,000 customer visits. Here are 2 measures tracking community response.

Storytime session attendance has increased from 29 in the former library to 45.

**Q4 Visit Comparisons**

	2021	2022	2023
October	23328	22668	25352
November	22720	21194	24333
December	20579	20492	22579

**Douglas County Youth Initiative.** Our Library's contribution has been \$19,800 for years.

**State of the Library Address.** The date of this opportunity is now 4/16/2024. I'll give a verbal report on outcomes at the Board meeting.

**Public Library Association Conference.** The Library approved 10 to attend the conference – offered every other year. Attendees coordinated session, exhibit, and tour opportunities.

**Northwest Library.** The Library's General Contractor and architect are working now to evaluate the proposed site – size, construction conditions, and cost.

**Citizen Review Request:** 3/13/2024 Request and 3/25/2024 Response – Attached.

**Accomplishments: Work in progress and coming soon.****Community Engagement**

Accomplishments. April is Volunteer Appreciation Month. DCL is celebrating throughout the month and hosting special celebrations and activities to honor our volunteers during the week of April 22, 2024. Thank you to our amazing volunteers.

We hosted about 400 customers for the annual Storybook Holiday Spring event on Sunday, April 7. Customers celebrated spring with Curious George and friends and enjoyed an array of family-friendly entertainment, a catered brunch, and activities, including a flower truck in the East Aloha Plaza.

On April 21, DCL hosted its spring Graduation Ceremony. Students who have earned their High School Equivalency (GED or HiSet) or Career Online High School (COHS) Diploma in 2022 or 2023 celebrated their accomplishments in a graduation ceremony with DCL. DCL provided the caps, gowns, invitations, treats and plans the ceremony.

In April, Events & Hospitality hosted its first whole library after-hours rental at Philip & Jerry Miller Library. The event was a school fundraiser and was a great success. Here is a note from the customer.

*"Customer Testimonial. "I want to extend a heartfelt thank you for hosting us for our school's auction. And for problem-solving with us, and working so diligently alongside us. Truly appreciate every effort and every ounce of energy. And thank you to your awesome volunteers who stepped up in a special way, who helped out the night-of. The night was a big success. Many thanks! =)~ Natalie Wong"*

**Coming in May.** The Douglas County Libraries Foundation (DCLF) will partner again with Kendra Scott on a DCL Foundation Fundraiser.

The in-store event will be Sunday, May 5, 2-4PM at Park Meadows. Customers can shop for Mother's Day, graduation, and other spring occasions and 20% of their purchase goes to the DCLF. Customers can also participate online May 5-6 at kendrascott.com using code GIVEBACK-GGRTV. The online code valid May 5-6 only.

Summer Reading pre-registration will open May 1 on dcl.org. This year's theme, Flock to the Library, is a colorful and vibrant package that customers are sure to love!

The 2024 summer marketing campaign will launch this month. This multi-media campaign will include both traditional and non-traditional advertising and promotional components. It will include banner/signage placements at locations such as Park Meadows Retail Shopping Center, print and radio spots, and targeted digital advertising.

## **Customer Experience**

### Accomplishments

- Division supervisors are spending much of their time modeling and leading Environmental CARE, with managers holding additional training and conversations as needed to support the implementation.
- Customer Experience (department) staff have started providing Read-Alouds at senior living facilities across the county.
- Together with Community Engagement we wrapped up a successful season of Battle of the Books with the district final taking place on March 13 at PACE in Parker. This program touches thousands of families across the district and feeds a love of reading (and competition) for participants.
- Administratively, this month we kicked off some important work in clarifying expectations and procedures: A Customer Experience Leadership Team Guidelines and Expectations Manual, updated review criteria, and a reintroduction of the procedure review process.

### Looking Ahead

- Castle Pines will receive sorter upgrades at the end of April.
- A new film series - Film Noir – will launch this month with "Double Indemnity" (1944). Attendees will watch the film then learn from Walter Chaw, Senior Film Critic for Film Freak

Central (filmfreakcentral.net) and film professor at the University of Colorado as he leads a discussion after viewing the film.

- We will be preparing for over 30 book chats in the months of May and June at senior living facilities. The theme is Summer Reads.
- Our spring session of Reading Buddies is underway at five branches, but new this summer we are piloting a four-week drop-in program to train teen volunteer big buddies to read with little buddies on a drop-in basis. We expect that a summer drop-in program will help our little buddies avoid the “summer slide” while also addressing staff capacity during the busy summer season.
- We are finalizing plans to host The Pigeon of Mo Willems fame! The Pigeon will travel around the district spending a day at each branch. On Tuesday, June 11 we are partnering with CDOT to host an outdoor storytime “touch-a-bus” event on the same day The Pigeon will be visiting (he is not to drive the bus, of course).
- A small team is evaluating workforce management software solutions to aid teams with staffing and scheduling. We will choose a platform this summer.

## **Executive**

### In Progress

- Working on records retention for Executive, Senior Leadership folders and SharePoint folders.
- Working getting all meeting room bookings Jul 2024-Dec 2025 into the new Communico software.

### Accomplished

- Operationalizing Succession Plan review by Executive Committee.
- Completed Board Manual updates.
- Completed Board Meeting folder records retention.

## **Finance**

- A significant amount of time was dedicated to updating the Finance division's internal operating procedure manual.
- Finance is working through the final stages of the audit and will soon move on to the creation of the Annual Report
- As part of the new budget module selection process, a Budget Taskforce has been created to gain feedback on the various options. This Taskforce is comprised of Managers (who have an integral role in developing the annual budget) that have been selected by their Director to participate in application demos, and will engage in feedback and recommendation meetings with the Budget Manager.

## **Infrastructure Services**

### Accomplishments

- Capital projects:
  - The Parker library carpet replacement is largely complete except for the entryway which should be finished by the end of April.
  - Sorter upgrades at Lone Tree and Parker are complete.
- Talent management:
  - All staff have been assigned Q2 engagement goals in Paylocity. These goals are focused on increasing foundational engagement opportunities identified by our initial Gallup survey results.
  - The Leadership Development Academy (LDA) application launched for current DCL leaders. The first LDA cohort will start in June and meet monthly for a year.

- The DCL Wellness Program for staff launched the Sustain challenge. This fun 4-week program is designed to help participants learn skills that reduce their ecological footprint, conserve natural resources, and lessen the impact of climate change — while deepening their connection with nature.

## Looking Ahead

- Capital projects:
  - Scheduling and completing sorter upgrades at Castle Pines
  - Ordering computers and switch stacks to replace end of life technology
  - Planning for Highlands Ranch roof and VAV replacement project
- Talent management:
  - Launching mid-year performance reviews
- Cost containment:
  - Updating the Employee Handbook and the Emergency Manual
  - Developing the DCL Safety & Security Program

**RECOMMENDATION:** None; information only.



## Citizen Review Request

Douglas  
County  
Libraries

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

Date: 31/31/2024

Theme/Topic of Concern: Feminism / Womens health / traditional American values

Item/service Details (as applicable: title, author, material format, location, date seen, service, program, etc.):

"Reclaiming Femininity" - book - Jessica Marie Baumgartner  
location: bookshelf directly inside front door.

Your Name:

Mailing Add

Phone

Signature:

Ci

Representing:  Self  Organization

Organization Name (if applicable):

Organization Address:

City:

State:

Zip:

Are you a Douglas County Resident?  YES  NO

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

AG (Please initial here) I have read DCL's Policies on Access, Children and Parents, Citizen Review Request, Curating Library Collections and Content, Library Facilities and Spaces, and Programs.

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

This author's opinion of ~~femininity~~ is dangerous to women's mental, emotional, & physical health. She is trying to prey on vulnerable conservative women for her own financial gain.

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

No

What topics or content can you suggest to counterbalance the point of view to which you object, or to provide additional information on the subject?

Any non-fiction by women, about being a woman, from 1950-1990.

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

March 25, 2024



Thank you for reaching out regarding your concern with *Reclaiming Femininity*, by Jessica Marie Baumgartner. To summarize, your concern is that that the work is “dangerous to women’s mental, emotional, and physical health.”

In response, please allow me to cite applicable law and library policy. You can access Library Policies at <https://dcl.org/board/policies/>.

- 1) Library policy, state and federal laws, direct the library to not “suppress or limit customer access beyond legal requirements.”
- 2) Library policy applies that directive to all works even those that “individuals, groups, or government officials find objectionable or dangerous.”
- 3) “Customer demand is our priority and guide in selecting and retaining items for the inventory.”

I have reviewed your concern, considering the law and DCL policies noted above, as well as neighboring libraries’ policies and practices, industry reviews, and publisher data.

- The Library purchased this work as a direct result of a customer request.
- The work also fell within our collection selection guidelines.
- The Library purchases works to answer customer demand. Due to the unknown demand for the title, we purchased 1 copy alone. The title arrived in February as has been on loan one time. The Library will apply consistent use-pattern criteria to determine if it stays in our collection.

Given this review, we have decided to keep this title in the collection.

I invite you to request other titles you would like to see added to the collection. You can do this at any time by visiting <https://titlerequest.douglascountylibraries.org/#/home>.

Our Library is governed by its Board of citizen-trustees. They hear public comment at any of our regularly scheduled Board meetings. The schedule for those meetings is published on our website and is customarily the last Wednesday of the month. I will also include my findings for your request in our Board packet for the April Board meeting since the March Board packet has already been published as of this date.

Sincerely,

Bob Pasicznyuk  
Executive Library Director

## **Douglas County Libraries Foundation Directors Volunteer Agreement**

Douglas County Libraries Foundation (the “Foundation”) is thankful for the talents and time that our volunteers provide. As a director with our Foundation Board of Directors (the “Board”), you fill an important role in supporting the Douglas County Libraries in elevating our community by inspiring a love of reading, discovery and connection.

### *Role of the Board*

- The role of the Board is to conduct the business and affairs of the foundation in order to provide support to the Douglas County Libraries.
- The Board is a governing board whose authority lies in actions taken by a quorum of the Board.
- Individual directors have no authority to act on behalf of the Board unless delegated such authority by Board action.
- Federal, state and local laws, the Douglas County Libraries Foundation Bylaws and Policies (the “Bylaws and Policies”), and other adopted guiding documents, apply to the Board, and the Board – and each individual member — is responsible to abide by such laws, rules, and policies.

### *Conduct*

- Directors shall conduct themselves in accordance with Colorado law and all other applicable laws, rules, and policies, including, without limitation, the Foundation Bylaws and Policies, along with applicable Douglas County Libraries policies.
- Directors occupy a position of public trust and must avoid conflicts of interest and situations that would tend to improperly influence a reasonable person in a director’s position to depart from the faithful and impartial discharge of their duties.
- Directors shall respect the confidential nature of Foundation business.
- Directors shall respect and support the legitimacy and authority of all Board decisions, regardless of personal position on the matter. When presenting personal opinions or positions on matters pertaining to the Foundation or Foundation business, directors shall explicitly state they are not representing the Foundation or the Board.
- Directors will exemplify the Douglas County Libraries core values of welcoming to all, continual growth, and authentic relationships while acting in a professional manner.

### *Expectations*

- Directors must honor the Foundation with full commitment to conduct the business and affairs with integrity, to being engaged within the community, to promote the Foundation and Library, and to learning about the important role that the Library plays in the community, and how the Foundation supports that role.
- Since the Board must stand behind Foundation policies, each director should understand clearly the purpose for each policy; understand how it is implemented, and read carefully any new, proposed or updated policies.
- Directors must follow through with assigned duties to the best of their abilities.
- Directors are expected to participate in meetings, having reviewed the materials, and be ready to engage with action items.
- Directors should attend all required meetings unless there is a good cause or unforeseen conflict.
- Directors must stay within the purpose of the Foundation when acting.

The Foundation's Articles of Incorporation state:

*The corporation is organized and shall be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code and exclusively for the benefit of, to perform the functions of, and to carry out the purposes of the Douglas Public Library District. The specific purposes and objectives of the corporation shall include but not be limited to the following:*

- 1) *To receive, hold, manage and invest monies, properties, endowments and other grants and contributions for the support of the Douglas Public Library District, its programs and services;*
- 2) *To foster a constituency for and a broad community awareness and appreciation of the Douglas Public Library District and its needs; and*
- 3) *To sponsor programs and conduct other activities that will enhance the Library's contribution to education and culture within the community.*

**Compliance**

- If a director is or appears to be in conflict with this Foundation Board Volunteer Service Agreement, they will be asked to speak with the Chair of the Board, or if a conflict of the Board Chair, they will be asked to speak with the Vice-Chair of the Board.
- The Board Chair and/or Vice-Chair will make a recommendation to the full Board based on their findings.

I understand that as a member of the Foundation Board of Directors, I can be removed by a majority vote of the Board.

I hereby attest that I will abide by this agreement in my role as a Douglas County Libraries Foundation director volunteer.

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Printed Name

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Signature

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Date