Douglas County Libraries

Board of Trustees Agenda

Douglas County Libraries
Wednesday, December 2, 2020
REGULAR MEETING AND
PUBLIC HEARING FOR BUDGET ADOPTION
Remote Call-In

CALL TO ORDER Presiding: Ron Cole, President

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

MOTION TO APPROVE THE AGENDA

ATTENDANCE

PUBLIC COMMENTS (non-budget)

MOTION TO APPROVE CONSENT AGENDA **Page 5**

- Minutes Special Board Meeting November 24, 2020 Pages 6-7

NOTICE OF PUBLIC HEARING **Page 8**

REVIEW OF BUDGET CHANGES SINCE PRELIMINARY BUDGET **Pages 9-12**

OPEN PUBLIC HEARING FOR 2021 BUDGET ADOPTION **Pages 13-30**

1. Open Hearing
2. Citizen Comments
3. **MOTION** to adopt the budget resolutions as presented Pages 13-18

CLOSE PUBLIC HEARING

Inspiring a love of... READING... DISCOVERY... CONNECTION...

Douglas County Libraries

Board of Trustees Agenda

EXECUTIVE LIBRARY DIRECTOR UPDATE (Bob Pasicznyuk) **Pages 31-36**

DISTRICT BUSINESS **Pages 37-55**

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.

Recognition of Retiring Trustee (Cole)
MOTION Resolution for Sean Duffy Pages 37-38

3rd Quarter Key Performance Indicator Report (Cole) Pages 39-46

Capital Planning Committee (Danser)
MOTION Easement with the Town of Castle Rock Pages 47-55

Executive Committee (Cole)

Personnel Committee (Silverthorn)
MOTION Executive Session for Director's Evaluation Executive Session Script

EXECUTIVE SESSION

RETURN TO OPEN MEETING

FOUNDATION REPORT (Ron Cole)
Colorado Gives Day

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

1. **Board Meeting**: February 24, 2021, Castle Pines Library, Castle Pines North Master Association Event Hall, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session**: February 24, 2021, Castle Pines Library, Castle Pines North Master Association Event Hall, 5:00 p.m.
3. **Informal Board Breakfast**: January 27, 2021, To be announced, 8:00 a.m.

Inspiring a love of... READING... DISCOVERY... CONNECTION...

Douglas County Libraries

Board of Trustees Agenda

COMMITTEE MEETINGS

1. **Capital Planning Committee Meeting**: January 7, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Danser and Vaughn)
2. **Executive Committee Meeting**: January 13, 2021, Lone Tree Library, The Studio, 8:00 a.m. (Cole and Silverthorn)
3. **Personnel Committee Meeting**: January 15, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Silverthorn, Burkholder and Cole)
4. **Capital Planning Committee Meeting**: February 4, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Danser and Vaughn)
5. **Executive Committee Meeting**: February 10, 2021, Lone Tree Library, The Studio, 8:00 a.m. (Cole and Silverthorn)
6. **Personnel Committee Meeting**: February 19, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Silverthorn, Burkholder and Cole)

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting**: December 16, 2020, Remote Call-In, 7:30 a.m.
2. **Partnership of Douglas County Governments Meeting**: January 20, 2021, To be announced

ADJOURN - MOTION

Douglas County Libraries

Board of Trustees

Budget Public Hearing and Regular Meeting
Wednesday, December 2, 2020

Inspiring a love of...

READING...

DISCOVERY...

CONNECTION...

Douglas County Libraries

Consent Agenda

#	Item	
1.	Minutes	Special Meeting November 24, 2020

MOTION: I move to accept the November 24, 2020 special board meeting minutes as presented.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Special Meeting
November 24, 2020
Remote Call-In

President Cole called the special meeting to order at 5:05 p.m.

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

A recap of the Castle Rock Economic Development Council (EDC), The Fulcrum Group and the library was added to the agenda.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Dan Danser, Sean Duffy, Meghann Silverthorn, Louise Wood, and Dawn Vaughn

All trustees were present. A quorum was present.

STAFF: Bob Pasicznyuk, Michael King, and Patti Owen-DeLay

PUBLIC: None

PUBLIC COMMENT: None

APPROVAL OF CONSENT AGENDA

MOTION 20-11-01SP3: Danser moved and the motion carried unanimously to approve the Consent Agenda of the November 18, 2020, minutes as presented.

DISTRICT BUSINESS
No one declared a conflict of interest.

Personnel Committee
Executive Session for discussion of the Library Director's annual review and handling of The Fulcrum Group negotiations.
MOTION 20-11-02SP3: Cole moved and the motion carried unanimously to enter into Executive Session as per Colorado Open Meeting Law for discussion of: personnel matters C.R.S. §24-6-402(4)(f).

EXECUTIVE SESSION
The board moved into Executive Session at 5:07 p.m.

RETURN TO OPEN SESSION

DRAFT

The board returned to open meeting at 6:45 p.m. For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

Hearing none,

Library, EDC and Fulcrum Group Meeting
Pasicznyuk reported on the conversation with the Castle Rock Economic Development Council (EDC) and The Fulcrum Group. The conversation focused on value for all entities. Assignments were given and the parties will reconvene in a couple of weeks. Danser added to Pasicznyuk's report.

UPCOMING BOARD MEETINGS

Currently Scheduled:

1. **Board Meeting and Budget Adoption Hearing**: December 2, Remote Call-In, 7:00 p.m. Budget documents can be signed electronically.
2. **Board Study Session**: December 2, Remote Call-In, 6:30 p.m.
3. **Board Capital Planning Committee**: December 3, Douglas County Libraries in Lone Tree, The Studio, 8:00 a.m. (Trustees Danser, Duffy, Vaughn)
   This meeting may be moved to a Zoom meeting. Date of this meeting is in question, as it needs to happen after the next meeting of The Fulcrum Group and EDC.
4. **Board Executive Committee**: December 9, Douglas County Libraries in Lone Tree, The Studio, 8:00 a.m. (Trustees Cole, Duffy, Silverthorn)

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Elected Officials Meeting**: December 16, 2020, Remote Call-In, 7:30 a.m.-9:00 a.m. Meeting begins at 7:30 a.m.

ADJOURN
The meeting adjourned at 7:00 p.m.

Respectfully submitted,

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

DRAFT

Colorado Community Media
750 W. Hampden Ave. Suite 225
Englewood, CO 80110

Douglas County Libraries **
Attn: Accounts Payable
100 S. Wilcox Street
Castle Rock CO 80104

Description: No. 938075 PROPOSED 2021 BUDGET

AFFIDAVIT OF PUBLICATION

State of Colorado }
County of Douglas } ss

This Affidavit of Publication for the Douglas County News Press, a weekly newspaper, printed and published for the County of Douglas, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made 10/15/2020, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

For the Douglas County News-Press

State of Colorado }
County of Douglas } ss

The above Affidavit and Certificate of Publication was subscribed and sworn to before by the above named Gerard Healey, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 10/15/2020. Gerard Healey has verified to me that he has adopted an electronic signature to function as his signature on this document.

Carla Bethke

Carla Bethke
Notary Public
My commission ends April 11, 2022

CARLA BETHKE
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20004025550
MY COMMISSION EXPIRES APRIL 11, 2022

PUBLIC NOTICE

NOTICE AS TO PROPOSED 2021 BUDGET

NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the Board of Trustees of the Douglas County Libraries for the year 2021. A copy of such proposed budget has been filed in the administrative offices of the Douglas County Libraries, 100 S. Wilcox Street, Castle Rock, CO where same is open for public inspection. The proposed budget will be considered at the regular meeting of the Douglas County Libraries Board of Trustees to be held via remote call in on **Wednesday, December 2, 2020 at 7:00 p.m.** Call in access is available at https://www.dcl.org/ board-meetings/.

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

Dated: October 15, 2020

BY ORDER OF THE BOARD OF TRUSTEES DOUGLAS COUNTY LIBRARIES

By: /Robert Pasicznyuk/
Robert Pasicznyuk, Executive Library Director

Legal Notice No. 938075
First Publication: October 15, 2020
Last Publication: October 15, 2020
Publisher: Douglas County News-Press

	2019 Actual	2020 As of Nov 30 Forecast	2020 % Revenue	2021 Budget	2021 % Revenue
Revenues					
Property Taxes	$25,670,430	$28,975,863	89%	$29,713,820	89%
Auto Ownership Taxes	2,599,416	2,540,525	8%	2,516,416	8%
Contributions/Grants	401,246	335,553	1%	321,652	1%
Charges for Services	688,859	481,951	1%	577,453	2%
Interest Income	548,596	211,916	1%	237,370	1%
Total Revenue	**29,908,546**	**32,545,808**	**100%**	**33,366,711**	**100%**
Growth					
Operating Expenditures					
Salaries and Wages	12,230,828	12,877,415	40%	13,631,392	41%
Benefits	1,177,760	1,283,118	4%	1,384,114	4%
PERA	1,609,972	1,611,463	5%	1,677,117	5%
Library Content	3,669,890	3,988,971	12%	3,879,982	12%
Facility	1,810,112	1,721,205	5%	1,887,338	6%
Technology Equipment & 3rd-Party Services	1,370,079	1,618,458	5%	1,752,237	5%
Library Programs & Outreach	813,191	854,552	3%	1,040,189	3%
District-Wide Support Costs	857,267	945,300	3%	1,187,852	4%
Capital Maintenance Projects	335,113	754,192	2%	901,370	3%
Subtotal Operating Expenditures	23,874,211	25,654,674	79%	27,341,590	82%
Debt Service	2,012,300	2,012,800	6%	2,013,425	6%
County Treasurer Tax Collection Fee	385,475	437,410	1%	487,108	1%
Total Operating, Interest & Fee Expenditures	**26,271,986**	**28,104,885**	**86%**	**29,842,123**	**89%**
Revenues Over (Under) Operating Expenditures	**3,636,561**	**4,440,923**	**14%**	**3,524,588**	**11%**
Non-Operating Revenues (Expenditures)					
Lease Income (Expense), net	191,913	119,917	0%	161,774	0%
Capital Improvement Projects	(4,176,830)	(1,153,614)	4%	(385,500)	1%
Total Non-Operating Revenues (Expenditures)	**(3,984,917)**	**(1,033,697)**	**3%**	**(223,726)**	**1%**
Total Revenues Over (Under) Total Expenditures	**(348,356)**	**3,407,226**	**10%**	**3,300,862**	**10%**
Beginning Fund Balance	18,988,173	18,639,817		22,047,043	
Ending Fund Balance	**$18,639,817**	**$22,047,043**		**$25,347,905**	

2021 Budget
Capital Maintenance & Improvement Projects
As of January 01, 2021

		Original Budget
Operating Expenditures: Maintenance Projects		
	District IT:	
[M1]	Security camera system	$50,000
[M1]	Internet Firewall upgrade	50,000
[M1]	District servers replacement	50,000
	Comrel Large format printer	30,000
[M1]	Branch Servers	70,000
[M1]	PC Replacement	200,000
	Subtotal	**450,000**
	District-Wide:	
[M1]	Handi-cap touchless door openers on all remaining restrooms	75,000
	Handi-cap touchless door openers on all MHT @ CAP,LT, PA,PSM	15,000
	Miscellaneous concrete & asphalt repairs	25,000
	Replace dead/struggling landscaping	20,000
	Subtotal	**135,000**
	Castle Pines:	
	Front-of-house (patron) furnishings	25,000
	Re-Upholstering	5,000
	Meeting Room Chairs Maintenance	1,500
	Back-of-house (staff) furnishings	5,000
	Subtotal	**36,500**
	Castle Rock:	
	Security for Back of house	24,000
[M1]	Public Service workroom	53,000
	Re-Upholstering	5,000
	Install Mondo flooring in Archives	7,000
	Archive furniture	18,000
[M1]	Sorter reconfiguration to accommodate passive bins	70,000
	Subtotal	**177,000**
	Highlands Ranch:	
	Re-Upholstering	$5,000
	Meeting Room Chairs Maintenance	2,000
	Subtotal	**7,000**

2021 Budget
Capital Maintenance & Improvement Projects
As of January 01, 2021

		Original Budget
	Parker:	
	Playscape Graphics	15,000
	Interior Front Doors replacement	25,870
	Front-of-house (patron) furnishings	15,000
	Re-Upholstering	10,000
	Meeting Room Chairs Maintenance	10,000
	Back-of-house (staff) furnishings	3,000
	Subtotal	**78,870**
	Roxborough:	
	Re-Upholstering	2,000
	Meeting Room Chairs Maintenance	15,000
	Subtotal	**17,000**
	Total Maintenance Projects	**$ 901,370**

Notes
[M1] Requires Board motion to approve

Non-Operating Expenditures: Improvement Projects

	Lone Tree Refresh:	
	Front-of-house (patron) furnishings	$30,000
	Re-Upholstering	15,000
	Meeting Room Chairs Maintenance	15,000
	Back-of-house (staff) furnishings	15,000
	Indoor Playscapes	45,000
[I1]	Replace public area carpet	75,000
	Wireless Access Points-LT	12,500
	Jamex replacements-LT	7,000
	Asphalt repairs, seal coat & re-stripe	16,000
	Xeric Landscaping refresher	20,000
	Total Lone Tree Refresh	**250,500**
	Other:	
[I1]	Transporter bins (11)	55,000
[I1]	Self Checks	80,000
	Total Other	**135,000**
	Total Improvement Projects	**$385,500**

Notes
[I1] Requires Board motion to approve

Douglas County Libraries

2021 Budget Report
Adjustments: Preliminary vs. Final Budget

Revenues Over (Under) Total Expenditures - as reported October 15, 2020		**$3,564,639**
Revenues		
Increase property taxes pursuant to final certification		125,031
Expenditures		
Decrease Salaries & Wages:		
Adjust for duplicate positions in Branches, Community Relations and Learning & Development related to District reorganization	$772,311	
Adjust pay grades pursuant to Employers Council recommendations and reorganization changes	(215,263)	
3% annual pay raise effective January 1, 2021	(392,023)	
		165,025
Increase Benefits:		
Fine-tune benefits & retirement		(2,027)
Increase Technology Equipment & 3rd-Party Services:		
Adjust infrastructure licenses and maintenance	(18,340)	
Rollover unused financial systems conversion budget to 2021	(138,000)	
		(156,340)
Decrease District-Wide support costs:		
Adjust estimated costs for mileage, training seminars, meals, other contracted services, credit card fees, office supplies	92,122	
Add costs for staff holiday gifts	(10,850)	
Add costs for attorney fees	(25,000)	
		56,272
Add Capital Maintenance projects:		
Handi-cap touchless door openers on all MHT @ CAP,LT, PA,PSM	(15,000)	
Improve security for District support work areas @ PSM	(24,000)	
Reconfigure workspace assignments & public service workroom	(53,000)	
Graphics for new Parker playscape	(15,000)	
Rollover budget for Parker interior front door replacement to 2021	(25,870)	
		(132,870)
Increase debt service costs for premium amortization		(261,998)
Increase Douglas County Treasurer's fee		(1,870)
Add Capital Improvements projects:		
Add 11 passive transport bins pursuant to PSM sorter reconfiguration		(55,000)
Net Total Adjustments		(263,777)
Revenues Over (Under) Total Expenditures - as reported December 2, 2020		**3,300,862**

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2020-12-02 TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2021, AND ENDING ON THE LAST DAY OF DECEMBER, 2021.

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

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

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, December 2, 2020 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

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

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

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

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

ADOPTED this 2nd day of December, 2020.

ATTEST: _____

Rondle L. Cole
Douglas County Libraries Board President

_____

Sean Duffy
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
CERTIFICATION OF 2021 BUDGET

I, Sean Duffy, hereby certify that I am a Trustee and the duly elected and qualified Treasurer of the Douglas County Libraries, and that the attached is a true and correct copy of the budget for the fiscal year 2021, duly adopted at a meeting of the Board of Trustees of the Douglas County Libraries held on Wednesday, December 2, 2020.

_____

Sean Duffy
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2020-12-03 TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2021, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Douglas County Libraries has adopted the annual budget in accordance with the Local Government Budget Law, on Wednesday, December 2, 2020; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is $29,713,820; and

WHEREAS, the 2020 valuation for assessment for the Douglas County Libraries, as certified by the County Assessor, is $7,406,236,279;

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

Section 1. That for the purposes of meeting all general operating expenses of the Douglas County Libraries during the 2021 budget year, there is hereby levied a tax of 4.012 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2021.

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

ADOPTED this 2nd day of December 2020.

ATTEST: _____

Rondle L. Cole
Douglas County Libraries Board President

_____

Sean Duffy
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
RESOLUTION 2020-12-04 TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2021 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 3, 2020; and

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

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

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

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

General Fund:	
Current operating expenses	$29,849,523
Capital Outlay	385,500
Emergency reserves	891,896
Total general fund appropriations	$31,126,919

ADOPTED this 2nd day of December, 2020.

ATTEST: _____

Rondle L. Cole
Douglas County Libraries Board President

_____

Sean Duffy
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES
BOARD OF TRUSTEES
CERTIFICATION OF TAX LEVIES

DATE: DECEMBER 2, 2020

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

Dear Commissioners:

For the year 2021, the Board of Trustees of the Douglas County Libraries hereby certifies a total levy of 4.012 mills to be extended by you upon the total assessed valuation of $7,406,236,279 to produce $29,713,820 in revenue. The levies and revenues are for the following purposes:

	Levy	Revenue
1. General Operating Expenses	4.000 mills	$29,624,945
2. Refunds/Abatements	.012 mills	88,875
Subtotal	4.012 mills	$29,713,820
3. General Obligation Bonds and Interest	0 mills	$ 0
4. Contractual Obligations approved at election	0 mills	$ 0
5. Capital Expenditures levied pursuant to CRS 29-1-302(1.5)	0 mills	$ 0
6. Other	0 mills	$ 0
Total	4.012 mills	$29,713,820

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

Contact Person: David Anderson Daytime Phone: (303) 688-7623

_____

Rondle L. Cole
Douglas County Libraries Board President

_____

Sean Duffy
Douglas County Libraries Board Treasurer

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

We, the undersigned members of the Board of Trustees of the Douglas County Libraries, Douglas County, Colorado, do hereby acknowledge receipt of proper notice of the public hearing of the Board held Wednesday, December 2, 2020 informing of the date, time, and place of the meeting and the purpose for which it was called, and do hereby waive any and all other notices which might be required by law, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.

_____
Suzanne Burkholder

_____
Rondle L. Cole

_____
Daniel J. Danser

_____
Sean Duffy

_____
Meghann Silverthorn

_____
Dawn P. Vaughn

_____
Louise M. Wood

Douglas County Libraries

Budget 2021

Douglas County Libraries
Budget Message 2020

Our Vision: Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection.

In the wake of 2020 events, Leadership messages, like this one, will mention the obvious challenges, confounding variables, and business obstacles of the pandemic and societal unrest. At Douglas County Libraries, public health officials closed our facilities on March 17, 2020. We returned to limited services on May 11, and opened to the public on June 29, 2020. In the same timeline, our nation fought through significant civil unrest and equity challenges. Throughout these disruptions and restrictions, our Library sought to align with our community, sustaining our mission and reputation.

- We pivoted content purchases to expand access to our digital collections.
- We changed membership requirements to gain new digital customers.
- We re-organized teams to counter financial risk and support opportunities.
- We reassigned talent to curb-side services and creative, home-delivery services whose popularity exceeded all expectations.
- We became facile with remote working.
- We positioned our resources to assist students and seniors facing isolation.
- We buttressed the Library's capital reserve for future growth.

The 2021 budget supports a return to historically rich service opportunities thwarted by the pandemic. It also allows for new ventures needed to elevate our community under stress in all facets of life – education, finances, relationships, and health. This year, our Library demonstrated the resilience necessary to sustain a premium library experience for years to come. Our Library's 2021 budget provides the foundation to continue our commitment to our communities, our customers, and our valued staff.

Bob Pasicznyuk

Douglas County Libraries
Description of Services

Douglas County Libraries serves a population of approximately 370,000 Douglas County residents at libraries in Castle Pines, Castle Rock, Highlands Ranch, Lone Tree, Louviers, Parker, Roxborough, and online at DCL.org. Services may be divided into the following broad categories:

Circulation
Circulation consists of the provision of books, e-books, periodicals, audios, videos and other library content for lending use to the public. More than 5 million physical items circulate annually. In 2020, we surpassed the 1 million mark for digital lending. We continue to be in the top libraries in the state of Colorado. Our convenient holds service accounts for approximately 16.7% of Douglas County Libraries' annual circulation of physical materials.

Online Services
Virtual services continue to grow in breadth and use. In 2020, from January-September we enjoyed 1,491,325 million visits to our website, and 1.4 million visits to our catalog. Downloadable materials, during the same time period, make up 31% of total circulation, including music, books and audiobooks. We offer self-paced online learning programs on languages and computer software, real-time homework and resume help, plus access to full-text magazine and journal articles for students of all ages.

Community Gathering Spaces
The library serves as a key community gathering place. Although 2020 brought unexpected challenges to our service model, in past years we are open more than 20,000 hours per year and welcome nearly 1.7 million visitors annually at our seven locations. Our public computers and wireless access offer a comfortable environment in which to work, study, stay up with current events, or keep in touch with friends. Civic groups, groups planning special events, nonprofits and organizations of all kinds used our popular meeting rooms 2,928 times between January and September of 2020. Most of our libraries offer small meeting rooms that double as office space, tutoring classrooms, or just a quiet place to contemplate or meet friends.

Inspiring Reading
Douglas County Libraries places a strong emphasis on encouraging lifelong reading habits. Staff members train and focus on making book recommendations for people of all ages. Our staff collaborates with customers to determine their likes and dislikes and recommend good reads. Through conversation, displays, events and promotion of reading, Douglas County community members are introduced to new authors and experiences. Many staff have advanced skills in recommending suitable reading level materials for young people. From picture books to early readers, to research and recreational reading, staff recommend the appropriate books to advance and challenge young readers. The library also hosts a number of book clubs for readers to critically explore stories and discuss their meanings in their lives.

Storytime

In January-September of 2020, we offered 1,175 children's events that reached more than 52,390 attendees. This includes virtual events offered while our library locations were closed. Storytime attendance alone accounted for 36,959 attendees. Staff trained in preparing children to read emphasize narrative, vocabulary, rhyming and song in a fun and interactive environment that enlivens minds and introduces young people and their caregivers to the joy of reading. The early literacy skills that children learn in Storytime help them translate words to images, develop their brains, and nurture the cognitive, emotional and social skills they need to develop the habits of lifelong learners. We extend this program beyond the library locations with library outreach, Senior Reads and our Book Start program, in which staff and volunteers read and tell stories at child and adult day care centers and schools in Douglas County. Our Cuddle Up & Read service encourages parents of new babies to get baby a library card and begin reading together from day one.

Reference Services

Our staff members provide informational and research assistance to thousands of customers each year. In the first 9 months of this year, 115,391 reference questions were answered. Through in-person interviews, phone requests, instant messaging, email and community interviews, staff respond to requests for information in a timely fashion with well-researched answers. Our collection of current and in-depth reference materials supplements staff efforts and supports the community's interest in pursuing answers on their own. Our DCL for Business service offers dedicated staff and resources trained to support the needs of entrepreneurs and small businesses with timely market analysis, in-depth research, and business startup plans.

Inspiring Connection: Events

Library events address a variety of interests and are designed to meet the needs of all age groups. Although, we were closed during part of the summer season due to COVID-19, our Summer Reading Program still reached more than 12,000 participants in 2020. In addition to Storytimes, children's events employ a wide variety of techniques and activities to allow young children to explore new ideas and develop advanced skills. From pairing teens with struggling young readers, to group reading comprehension competitions, to fun hands-on science experiments, young people have many opportunities to advance their skills in a safe environment. Teen events engage young people in creative activities, such as writing, photography, games and cosplay. Adults benefit from events that highlight adult literacy, High School Equivalency (HSE) and English as a Second Language (ESL), local economic development and current affairs, and technology literacy. Family events, such as Storybook Holiday, offer ways for people to connect and celebrate, all while making lifetime memories. Author events give patrons the opportunity to mingle with writers, celebrate reading, and hear authors read from their latest works.

Community Engagement

Douglas County Libraries strives to create connections throughout our community to help it continue to thrive. We deliver engaging events, offer hospitality services and meeting spaces,

build strong civic, community and business partnerships, and provide meaningful community outreach. Our staff ensure DCL is connected with our community and seek to find new and meaningful ways to support the growth of our community. As we build partnerships with our government partners, schools, local businesses, and community non-profits, we promote library services and work to keep DCL's brand strong within the community we serve.

Library Content

Our process for selecting materials for our collections is three-pronged, and includes centralized collection development, input from staff, and use of materials requests by customers. Online materials requests allow community-driven purchases and borrowing from other libraries. We received 4,816 customer materials requests in January-September 2020. Of those, 26% were fulfilled by interlibrary loan and 25% led to DCL purchases. Throughout the first nine months of 2020, via Prospector, we loaned 17,500 items, while our customers borrowed 18,909 items.

DCL Archives & Local History

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

Volunteers

Volunteers numbered over 800 in 2020. Opportunities to work with adult learners, help with book sales, shelving, reading to children and seniors, and preservation of local history make our volunteer opportunities a vibrant service that also provides job skills, personal growth and community involvement.

	2019 Actual	2020 As of Nov 30 Forecast	2021 Budget
Revenues			
Property Taxes	$25,670,430	$28,975,863	$29,713,820
Auto Ownership Taxes	2,599,416	2,540,525	2,516,416
Contributions/Grants	401,246	335,553	321,652
Charges for Services	688,859	481,951	577,453
Interest Income	548,596	211,916	237,370
Total Revenue	**29,908,546**	**32,545,808**	**33,366,711**
Growth			
Operating Expenditures			
Salaries and Wages	12,230,828	12,877,415	13,631,392
Benefits	1,177,760	1,283,118	1,384,114
PERA	1,609,972	1,611,463	1,677,117
Library Content	3,669,890	3,988,971	3,879,982
Facility	1,810,112	1,721,205	1,887,338
Technology Equipment & 3rd-Party Services	1,370,079	1,618,458	1,752,237
Library Programs & Outreach	813,191	854,552	1,040,189
District-Wide Support Costs	857,267	945,300	1,187,852
Capital Maintenance Projects	335,113	754,192	901,370
Subtotal Operating Expenditures	23,874,211	25,654,674	27,341,590
Debt Service	2,012,300	2,012,800	2,013,425
County Treasurer Tax Collection Fee	385,475	437,410	487,108
Total Operating, Interest & Fee Expenditures	**26,271,986**	**28,104,885**	**29,842,123**
Revenues Over (Under) Operating Expenditures	**3,636,561**	**4,440,923**	**3,524,588**
Non-Operating Revenues (Expenditures)			
Lease Income (Expense), net	191,913	119,917	161,774
Capital Improvement Projects	(4,176,830)	(1,153,614)	(385,500)
Total Non-Operating Revenues (Expenditures)	**(3,984,917)**	**(1,033,697)**	**(223,726)**
Total Revenues Over (Under) Total Expenditures	**(348,356)**	**3,407,226**	**3,300,862**
Beginning Fund Balance	18,988,173	18,639,817	22,047,043
Ending Fund Balance	**$18,639,817**	**$22,047,043**	**$25,347,905**

Key Features of the 2021 Budget

The 2021 Budget provides strong support to enable execution of Douglas County Libraries' vision to elevate our community by inspiring a love of reading, discovery and connection in a fiscally responsible manner.

Revenues

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

Property Valuation

	2018	2019	2020
Assessed Valuation	$6,438.836	$7,239.081	$7,406.236
Valuation Change		$800.245	$167.155
Valuation change %		12.4%	2.3%
Affects taxes collected in	2019	2020	2021

As this budget is for 2021, an odd-numbered year, the 12.4% increase in 2020 valuation reflects only actual growth in real and personal property.

Property Tax Revenues

	2019 Actual	2020 Forecast	2021 Budget
Property Taxes	$25.670	$28.976	$29.714
Revenue change		$3.306	$0.738
Revenue change %		12.9%	2.5%

The voter-approved mill levy remains unchanged for 2021 at 4 mills. Consistent with the increase in the assessed property valuation, property-related tax revenues for Douglas County Libraries are expected to increase by 2.5% for 2021.

Auto Ownership Taxes

	2019 Actual	2020 Forecast	2021 Budget
Auto Ownership Taxes	$2.599	$2.541	$2.516
Revenue change		($0.058)	($0.025)
Revenue change %		(2.2%)	(1.0%)

Vehicle registration taxes for 2020 are budgeted at a slight decline in 2021 as validated by the District's actual vehicle registration taxes for 2020 to-date and auto industry forecasts.

Other Revenue

	2019 Actual	2020 Forecast	2021 Budget
Other revenue	$1.639	$1.030	$1.136
Revenue change		($0.609)	$0.106
Revenue change %		(37.2%)	10.3%

Other Income, comprised of Contributions and Grants, Charges for Services, and Interest Income, is budgeted at an increase for 2021 of 10.3%. The increase is primarily attributable to improvements in Charges for Services, which decreased by over 20% in 2020 due to event and services cancellations related to Covid-19 restrictions. Charges for services are expected to increase approximately 10% in 2021, but not to the pre-Covid levels of 2019.

Operating Expenditures

Budgeted 2021 controllable operating expenditures are $27.342 million, compared to $25.655 million forecast for 2020, and actual operating expenditures of $23.874 million in 2019. The increase of $1.687 million in 2021 operating expenditures is primarily attributable to:

- $0.920 million of increased Salaries, Wages, Benefits, and PERA;
- $0.313 million of increased costs to service, maintain, and repair facilities;
- $0.376 million of increased costs for District-wide technology and support services; and
- $0.076 million of increased costs for Library Content, Programs, and Outreach offerings.

Salaries and Wages

	2019 Actual	2020 Forecast	2021 Budget
Salaries and Wages	$12.231	$12.877	$13.631
Expenditure change		$0.646	$0.754
Expenditure change %		5.3%	5.9%

The increase in the 2021 Budget for Salaries and Wages of 5.9% is attributable to an annual raise, a continuing program for regular compensation adjustments due to market changes, and somewhat reduced spending on salaries & wages in 2020 due to the impact of Covid-19.

Benefits

	2019 Actual	2020 Forecast	2021 Budget
Benefits	$1.178	$1.283	$1.384
Expenditure change		$0.105	$0.101
Expenditure change %		8.9%	7.9%

The increase in benefits expenditures for 2021 is primarily attributable to a 4.6% increase in health insurance premiums, plus salary and wage increases.

PERA

	2019 Actual	2020 Forecast	2021 Budget
PERA	$1.610	$1.611	$1.677
Expenditure change		$0.001	$0.066
Expenditure change %		0.1%	4.1%

The 4.1% increase in PERA retirement costs for 2021 is primarily attributable to salary and wage increases, plus an increase in the Employer contribution rate for PERA of 0.2%.

Library Content

	2019 Actual	2020 Forecast	2021 Budget
Library Content	$3.670	$3.989	$3.880
Expenditure change		$0.319	($0.109)
Expenditure change %		8.7%	(2.7%)

Library Content includes books, e-books, audiobooks, e-audiobooks, electronic databases, digital products, DVDs, periodicals, and nontraditional resources. In the 2021 Budget, the District continues to shift its collections strategy in accordance with demand. The decrease in spending on Library Content in 2021 is primarily due to one-time incremental purchases in 2020 to temporarily expand access to the Library's digital content during the Covid-19 shutdown in May and June of 2020.

Facility

	2019 Actual	2020 Forecast	2021 Budget
Facility	$1.810	$1.721	$1.887
Expenditure change		($0.089)	$0.166
Expenditure change %		(4.9%)	9.6%

Facilities costs include maintenance service contracts, rent on leased facilities, property and casualty insurance, utilities, and other facilities-related costs. The increase in facilities costs in 2021 is primarily due to rising costs for electricity, housekeeping, and snow removal.

Technology Equipment and 3rd-Party Services

	2019 Actual	2020 Forecast	2021 Budget
Information Technology & Svcs	$1.370	$1.618	$1.752
Expenditure change		$0.248	$0.134
Expenditure change %		18.1%	8.3%

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

various other computer and technical support costs of the library. Increases in the 2021 Technology and Support Services budget are primarily attributable to infrastructure licenses, equipment maintenance and vendor services.

Programs and Outreach

	2019 Actual	2020 Forecast	2021 Budget
Library Programs & Outreach	$0.813	$0.855	$1.040
Expenditure change		$0.042	$0.185
Expenditure change %		5.2%	21.6%

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

Programs and Outreach costs also include expenses related to the District's events and hospitality services, which offers event spaces for corporate and social functions. The 2021 Budget anticipates continued growth in events and hospitality services, including increases to revenue as well as corresponding increases to District expenses.

Increases in 2021 Programs and Outreach are primarily attributable to increases in catering and program provider fees, in anticipation of loosening Covid-19 related restrictions, plus increased community sponsorships.

District-wide Support

	2019 Actual	2020 Forecast	2021 Budget
District-Wide Support Costs	$0.857	$0.945	$1.188
Expenditure change		$0.088	$0.243
Expenditure change %		10.3%	25.7%

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

In 2021, the increase to District-wide Support of 25.7% is primarily due to plans to assess the safety and security of our customers and staff, replace the District's Human Resource Information System, compliance with pay equity legislation, continuing market-based compensation research, legal fees, and staff training.

Interest and Financing Costs

	2019 Actual	2020 Forecast	2021 Budget
Interest & Financing Costs	$2.397	$2.450	$2.500

Revenue change	$0.053	$0.050
Revenue change %	2.2%	2.0%

Interest and financing costs include principal and interest payable under the 2015 Certificates of Participation of $2.013 million, plus fees payable to the Douglas County treasurer for collection and distribution of property tax revenues of $0.487 million. Increases in the County Treasurer Tax Collection Fee in 2021 are attributable to higher property tax revenues.

Capital Expenditures

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

Maintenance Projects

	2019 Actual	2020 Forecast	2021 Budget
Capital Maintenance Projects	$0.335	$0.754	$0.901
Expenditure change		$0.419	$0.147
Expenditure change %		125.1%	19.5%

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

Douglas County Libraries experienced rapid growth in 2016 in the number, size, and complexity of the facilities that comprise the District, now totaling approximately 200,000 square feet. Beginning in 2020, the District adopted a long-term facilities maintenance plan that balances DCL's need for periodic upgrades to structures, spaces, equipment and furniture against the District's long-term capital needs.

Maintenance and improvement expenditures in the 2020 budget reflect the adoption of a plan to:

- Rotate major upgrades to the District's four largest branches on a four to six year cycle,
- Limit annual maintenance at the District's four largest branches to required repairs, and
- Alternate improvements at the District's smaller branches on an annual basis consistent with the District's overall spending capacity.

Maintenance project expenditures for 2021 include:

$0.450 million for the the annual replacement of computers, servers, firewalls, security systems, and printing equipment throughout the District;
$0.135 million for touchless door opener upgrades, concrete and asphalt repairs, and landscaping throughout the District; and
$0.177 million for upgrades at the Phillip S. Miller branch for security, and staff work areas for library public service staff and Douglas County archives.

Improvement Projects

	2019 Actual	2020 Forecast	2021 Budget
Capital Improvement Projects	$4.177	$1.154	$0.386
Expenditure change		($3.023)	($0.768)
Expenditure change %		(72.4%)	(66.6%)

Improvement project expenditures reported for 2019 were $4.177 million primarily for upgrades to the Highlands Ranch facility.

Key improvement projects budgeted for 2020 included replacement of the Highlands Ranch sorter of $0.335 million, District-wide replacement of transport sorter bins of $0.454 million, and design & permit drawings for the Phillip S. Miller branch refresh of $0.298 million.

Improvement project expenditures budgeted for 2021 include $0.251 million to complete the refresh of the Lone Tree branch, $0.080 million for District-wide replacement of self-check kiosks, and $0.55 million to complete District-wide replacement of transport sorter bins.

Lease Income (Expense), Net

	2019 Actual	2020 Forecast	2021 Budget
Lease Income (Expense), net	$0.192	$0.120	$0.162
Expenditure change		($0.072)	$0.042
Expenditure change %		(37.5%)	35.0%

The District acquired retail property adjacent to the Phillip S. Miller branch in 2017 with an intent to utilize the property in the future renovation of the branch. The District currently receives rental income from that retail property under leases to multiple tenants.

The 2021 Budget includes $0.162 million for lease revenue net of operating costs for the retail facility. The increase in lease income from 2020 is due to rent relief granted to tenants in 2020 due to the Covid-19 emergency, and to secure lease renewal terms that are advantageous to the timing of a future renovation of the Phillip S. Miller branch.

DIRECTOR'S REPORT, 2020 Retrospective: Working against the grain, our Library chose to focus on opportunities rather than limitations. Our Library's business plan is similar to education, retail, and service sector businesses where gathering *en masse* is critical. That didn't prevent us from staying on mission to achieve over 9,000,000 transactions. That meant pivoting educational and cultural offerings from tens of thousands meeting in our facilities to hitting the streets with delivery and virtual services. In 2020, DCL connected in big and small ways with our community over 24,000 times every day.

- Providing student hotspots for remote learning
- Assisting 67 staff in FFCRA leave
- Recognizing thousands of area seniors
- Completing new job descriptions & pay analysis
- Redirecting 65 staff to home delivery services
- Recruiting over 100 new Foundation donors
- Redesigning floorplans and housekeeping

PREMIUM PHYSICAL & DIGITAL CONTENT
18,000

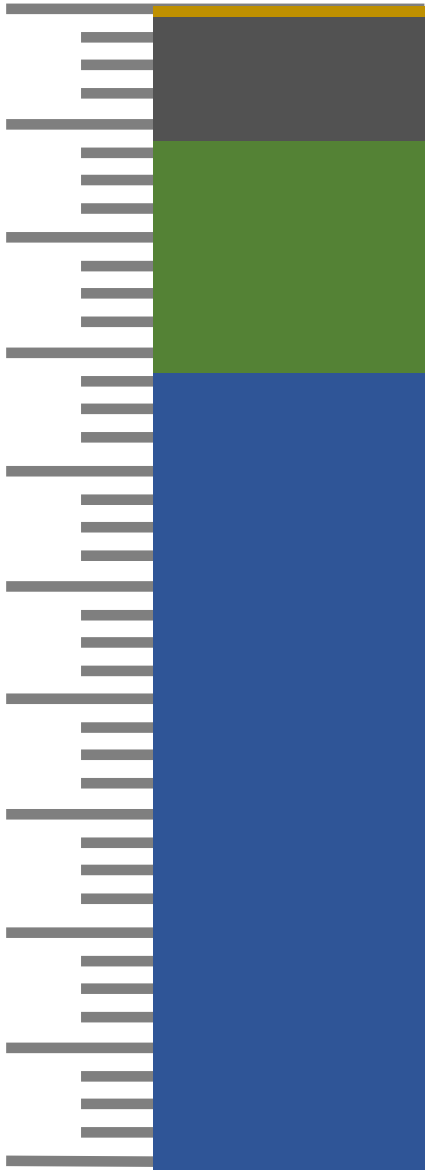
COMMUNICATIONS & AWARENESS TOUCHES
6,000

TECHNOLOGY ASSISTANCE & PROVISIONING
1,200

CULTURAL AND EDUCATIONAL EVENTS
50

EVERYDAY COMMUNITY CONTRIBUTIONS

9,174,961
CONNECTIONS



Douglas County Libraries Director's Report

Library and Department Activity Report

Our traditional crafting "Make and Take" in-person events might not be happening this fall, but during the first week of November, all Douglas County Libraries branches surprised customers with fun "Take and Make" craft kits. Depending on their popularity, we will determine whether to continue them into 2021. All indications are this fun, contact-free way to connect with our customers is a hit! In Parker, for example, all 150 pumpkin centerpiece kits were gone on the first day, and staff received great feedback. That same morning, a customer called the Parker branch to tell the manager how much she and her son enjoyed our kits. She mentioned how it made such a big difference for their family since they have limited places to go and are looking for new things to do together. We also heard from a local senior center in the area who stopped by a picked some up for the residents to do while quarantined to their rooms. We'll hand out kits again the first week of December, this time with a winter theme.

From October 30 through Election Day on November 3, hundreds of Douglas County voters visited the temporary voter service center and polling place set up in the Douglas County Libraries in Roxborough meeting room to cast their ballots in the 2020 election. In planning for more than a year, DCL's partnership with Douglas County Elections created a safe, convenient way for voters to register to vote, update their voter registration, replace a ballot, vote in person, or use an ADA-accessible voting machine. Several voters who passed through the library commented they had never before visited the Roxborough location and paused to browse for materials before voting.

The Cherry Creek Valley Rotary Club of Parker held their annual awards banquet on October 30 at the PACE center in Parker. Modified with social distancing, masks, and boxed lunches, the community gathered to celebrate those who put service above self. One award winner was our own Michael King. Nominated for his time as the Parker Branch Volunteer Coordinator, Michael was honored with the Unsung Hero Award. Amy Long and Jaime Gotlieb were present for the ceremony to cheer him on. Here is an excerpt from his nomination: "Volunteerism is critical to the work that we do and builds positive relationships between the library and the community in ways that reward us both. Volunteers assist with everything the library does from shelving holds and materials to supporting events and many things in between. As BVC, Michael recruits, interviews, trains, tracks, and encourages every volunteer that walks through our doors."

Going into the summer of 2019 we knew we were short staffed and knew it would be a challenge to accomplish our day-to-day work during our busiest season. Michael found multiple ways to increase our use of volunteer labor, recruited additional volunteers, filled more shifts than ever before, and provided us the support we needed to help the summer run smoothly – adding over 800 hours of additional help to support the library. Every staff member here will tell you it made a huge difference in our daily work and helped us accomplish so much more than we could have on our own." Michael has since been promoted to Adult Services Department Head at the Phillip S. Miller Library and will become a Customer Experience Supervisor at Highlands Ranch Library in 2021. Congratulations Michael, thank you for making a positive difference every day at DCL!

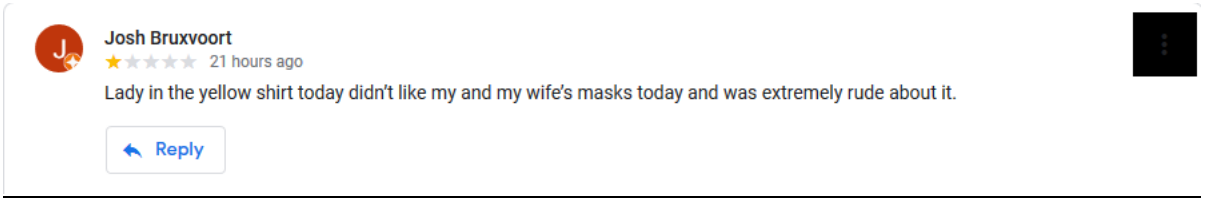
In the midst of the pandemic, a customer joined us in some play. A Book Lover, brought Yoda to visit our library in Highlands Ranch, adding to some levity to health mandates.

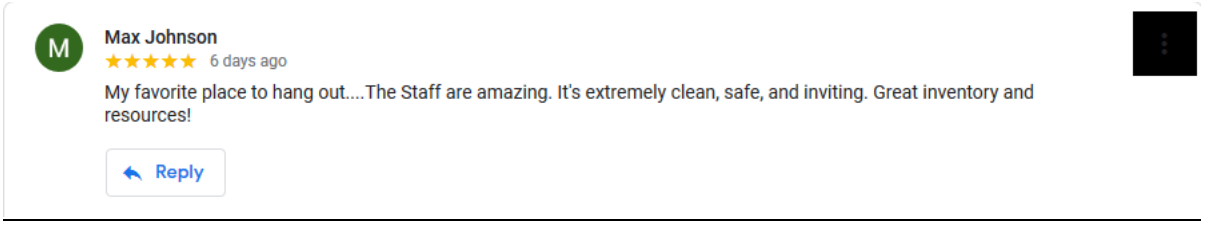
Where the Crawdads Sing by Delia Owens is the most popular digital book of 2020. The eBook checked out 1,531 times, and the audiobook checked out 1,950 times. It also topped the charts in 2020 print checkouts:

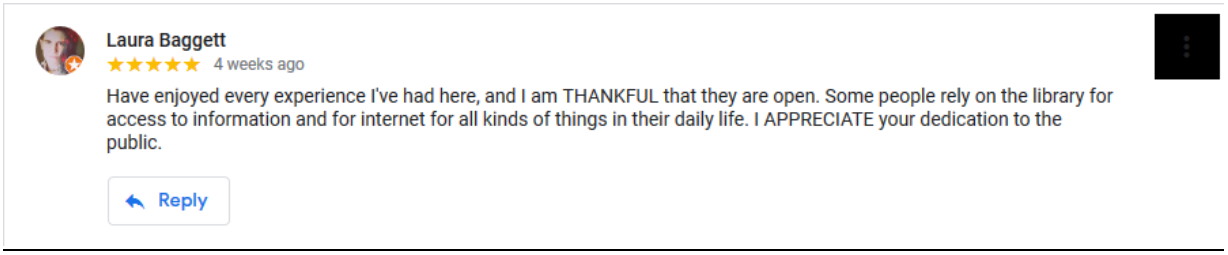
- **Adult Print Fiction**: Where the Crawdads Sing
- **Adult Print Nonfiction**: Talking to Strangers: What We Should Know About the People We Don't Know
- **Young Adult Print Fiction**: Hunger Games: Ballad of Songbirds and Snakes
- **Juvenile Print Fiction**: Diary of a Wimpy Kid: Wrecking Ball
- **Picture Book**: Pigeon Has to go to School
- **DVD**: Addams Family
- **Bluray**: Ford v. Ferrari
- **Audiobook Fiction**: Where the Crawdads Sing
- **Audiobook Nonfiction**: Talking to Strangers: What We Should Know About the People We Don't Know

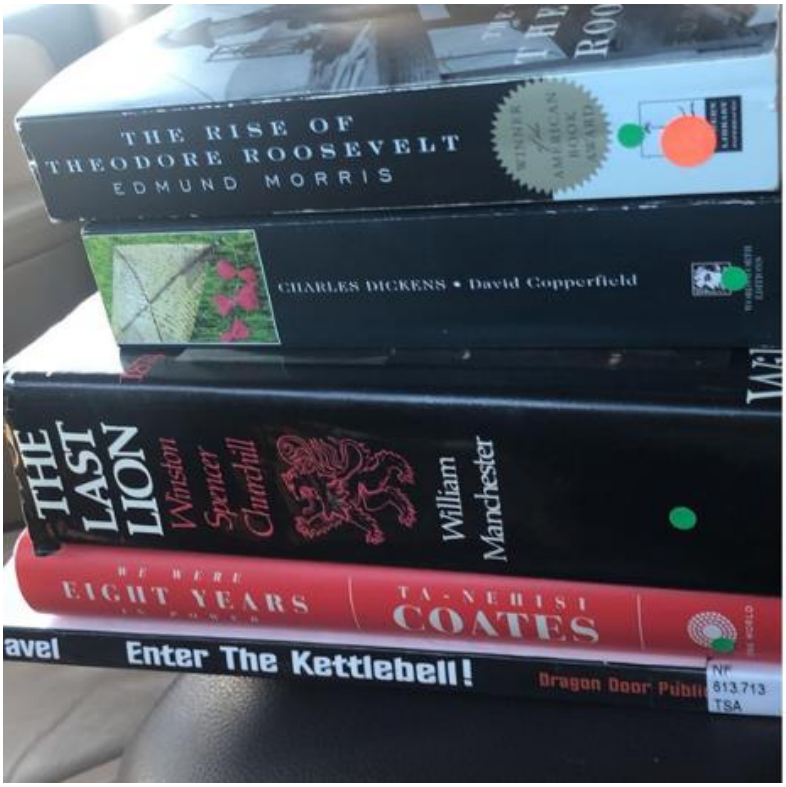
Additionally, we are at 994,000 total circs in OverDrive, and with an average of 3,000 circs per day, we breached 1 million on November 25, 2020.

What They Are Saying About Us









ordinary_tommy • Follow
Douglas County Libraries

ordinary_tommy I love the second hand bookstore in the library!

3d

ernest_smith Bro!!! The Last Lion is AMAZING!!!

2d Reply

3 likes

3 DAYS AGO

Add a comment... Post

veruca212000 • Follow
Douglas County Libraries

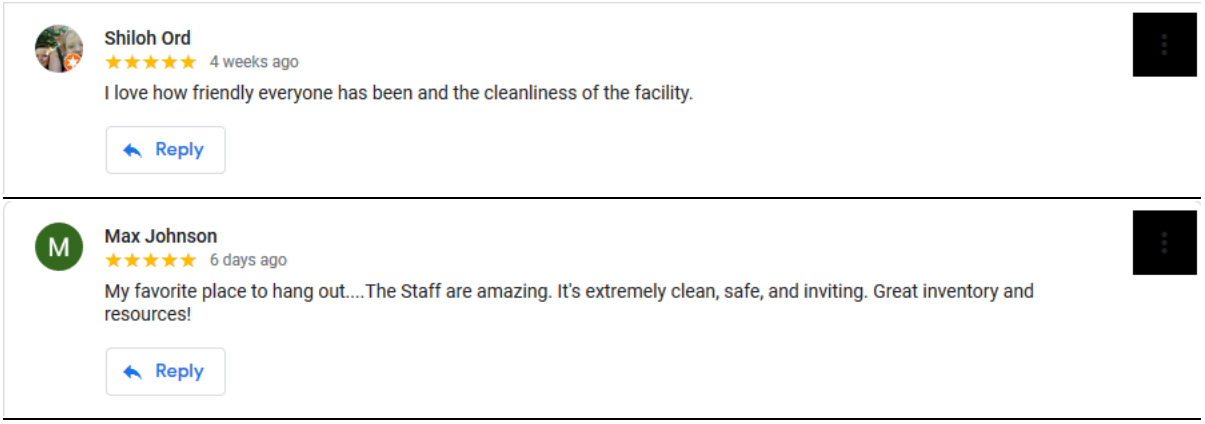
veruca212000 As always, @dclcolorado libraries puts on the most amazing holiday events for kids. This was the first year they've done a Halloween themed event, complete with mad scientists, monster hands giving king sized candy bars 😊 and a laboratory. Even with the covid restrictions this year, it was still super fun! 🎃 🎷 plus Zeva got to practice a fun science experiment! #frankensteinscastle #thisishalloween

4w

7 likes

OCTOBER 24

Add a comment... Post



In the News

Our Community Now: Douglas County Libraries Offers Free Tutoring, Study Halls

CPR.org: Learn Music

Upcoming Events

Quarantine(ish) Quiz Show
Friday, December 4, 2020. 7 PM Virtual Program
The Quarantine(ish) Quiz Show is back! This month we will get in the spirit of the season with classic holiday books and movies, a sprinkle of holiday pop culture, and a dash of winter facts and fun. Put on your flannel jammies, whip up some hot cocoa, and spend a cozy evening with us!

A Visit with Santa
Various December Dates (12/9 6:30 PM, 12/11 10:00 AM, 12/15 10:00 AM, 12/17 6:30 PM)
Visit with Santa, live from the North Pole! Join DCL for a virtual visit with Santa, live from the North Pole! Enjoy songs, an interactive presentation, and a Q&A with the big man himself - all from the comfort of your own home. DCL will provide a Santa Kit for each registered child to be picked up at your local DCL location several days prior to the event. Zoom webinar link will be emailed 24 hours prior to Santa's visit.

Douglas County Libraries District Business

Item	Prepatory Work	Motion
Resolution honoring retiring trustee, Sean Duffy.	Review Resolution 2020-12-01 for adoption	**MOTION:** I move to adopt Resolutions 2020-12-01 recognizing retiring trustee Sean Duffy.
Quarterly Key Performance Indicator (KPI)	Review the KPI for any discussion you would like to have on these indicators.	No action required
Waterline Easement with the Town of Castle Rock	Review for approval	**MOTION**: I move to approve the waterline easement giving the Town of Castle Rock a permanent, non-exclusive easement at the point indicated in Exhibit A to the Easement Agreement which would allow 3rd-parties to connect to the Town of Castle Rock's water main.

Douglas County Libraries

RESOLUTION NUMBER 2020-12-01

A RESOLUTION OF APPRECIATION HONORING THE SERVICE OF *SEAN DUFFY* AS A TRUSTEE DOUGLAS COUNTY LIBRARIES BOARD

WHEREAS, Sean Duffy, as a Trustee on the Douglas County Libraries Board, serving January 2017 to December 2020, significantly contributed to the governance of the Library District;

WHEREAS, the performance of his duties and responsibilities was characterized by dedication to the District's mission of literacy and lifelong learning and commitment to the District's vision of transforming lives and building community;

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

PASSED, APPROVED AND ADOPTED this 2nd day of December, 2020 by the Douglas County Libraries Board of Trustees, Douglas County, Colorado on a first and final reading by a unanimous vote.

Douglas County Libraries

Library District

Board of Trustees

Robert W. Pasicznyuk, Library Director

Rondle L. Cole, Board President

Key Performance Indicators July-September 2020

These key performance indicators are measures to track and evaluate the success of DCL. They assess effectiveness, efficiency and achievement of district goals. To provide context, metrics are also compared against peer libraries and previous DCL Achievements.

Summary

As the COVID-19 pandemic continues, library metrics for in-person engagement reflect the limitations of these times. Visits; computer use; event and activity offerings and attendance; volunteer hours and number of volunteers; and meeting room use are all down year over year. There are positive trends in all areas of digital activity, and eContent usage continues to outpace 2019 usage.

Under the current conditions, two traditional indicators are not applicable. "Event Attendance by Type as a Percentage of Library Visits" is not applicable, as it cannot reflect virtual event attendance. "Total Internal versus External Meeting Room Use" shows only external meeting use for the quarter. Data tracking internal meeting room use was too inaccurate to be published.

Definition of Terms

Circulation per capita: annual circulation divided by legal service area population

Library visits per capita: number of annual library visits divided by legal service area population

Events attendance per 1,000 served: total number of attendees at library events per 1,000 residents of legal service area population

Quarterly churn rate: percentage of patrons who become inactive during a particular quarter; calculated by dividing the number of patrons deemed inactive during the quarter by the total number of patrons at the beginning of the quarter

Resident household registration per capita: total number of county households with cards divided by legal service area households

Annual circulation per budget: circulation divided by operational expenditures

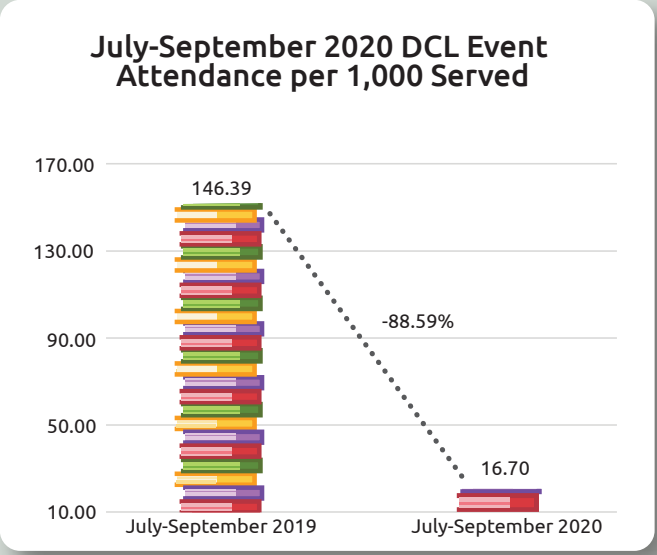
Annual visits per budget: visits divided by operational expenditures

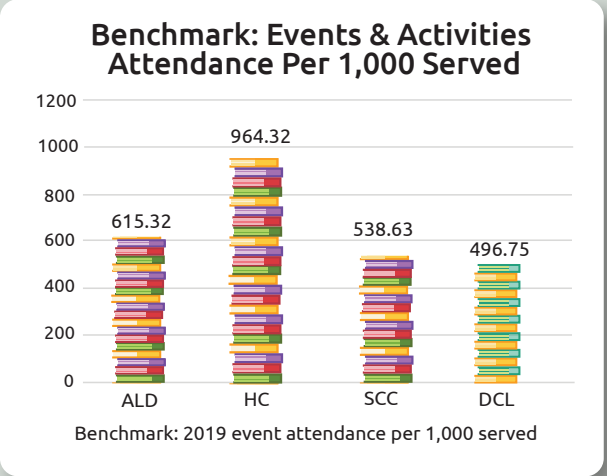
Spending per capita: total operational expenditure divided by legal service area population

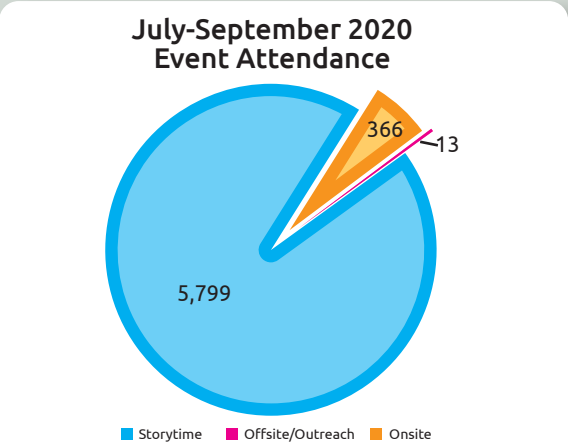
Sources

Arapahoe Library District (ALD) and Douglas County Libraries (DCL) Metrics	http://www.lrs.org/public/data/basic/?y[]=2014&g[]=alloutput&refine_submit=Submit
Howard County Library System, MD (HC)	https://issuu.com/hoco_library/docs/ar16-final
Population for Howard County, MD	http://www.census.gov/quickfacts/table/PST045215/24027
Santa Clara (SCC), CA Metrics	http://www.countingopinions.com/pireports/report.php?5e579ad12f8fd4ab11d577fc52259012

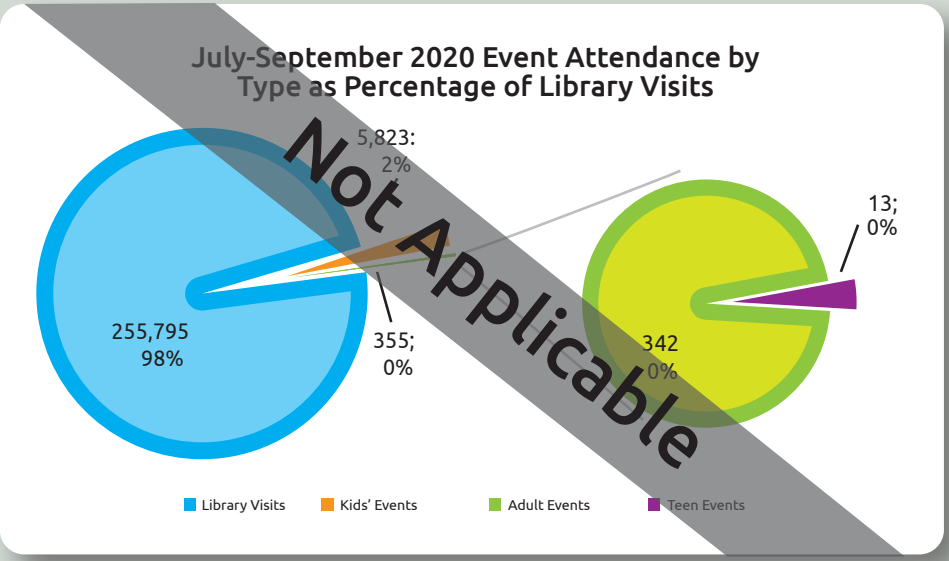
Build Bright Futures
Events and Activities

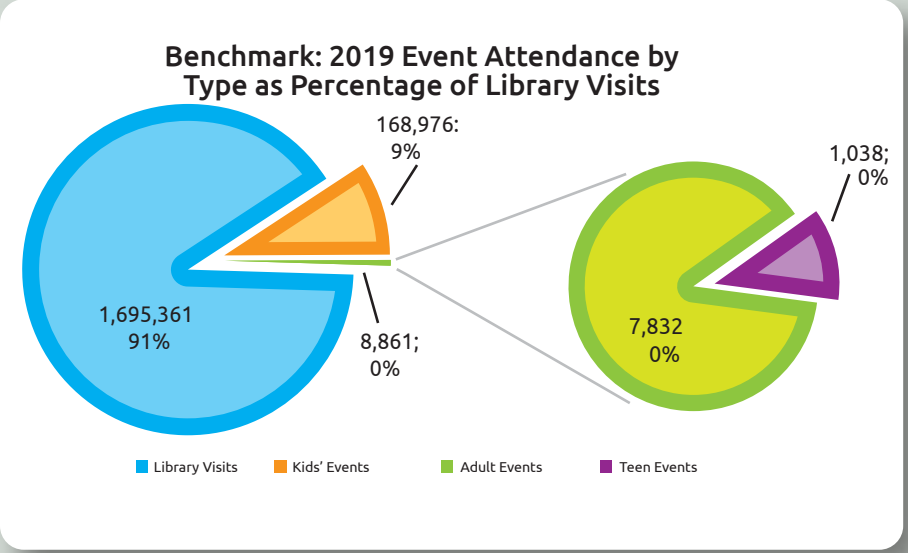






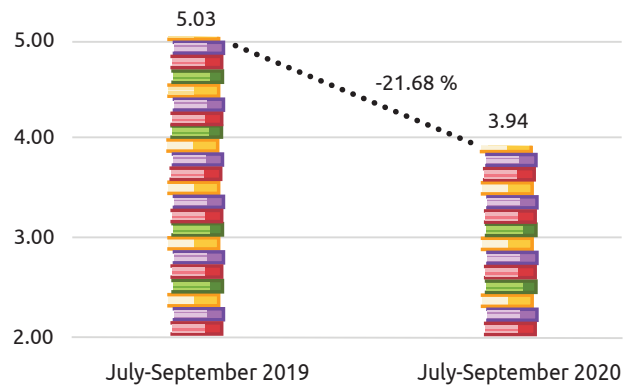
Average Monthly Event and Activity Attendance	2,059
YTD Total Event and Activity Attendance	62,196



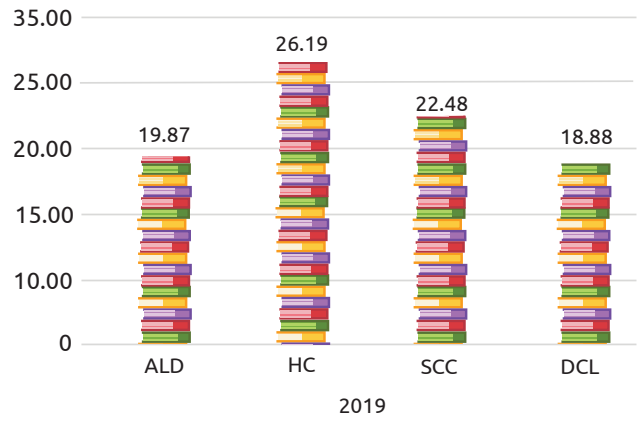


My DCL
Collections

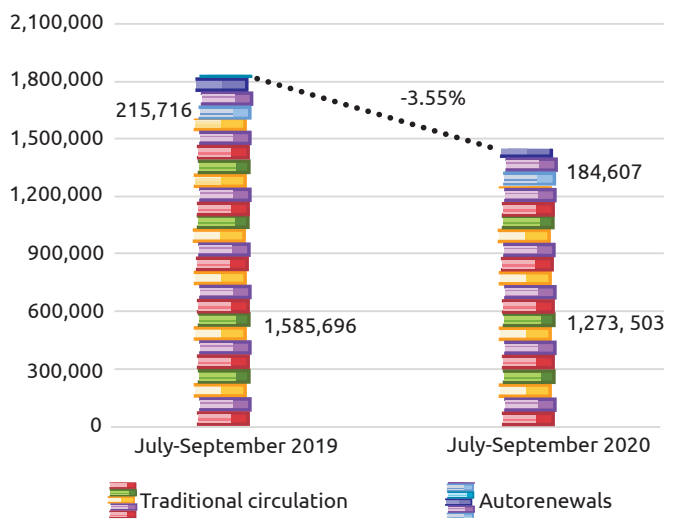
July-September 2020 DCL Circulation per Capita



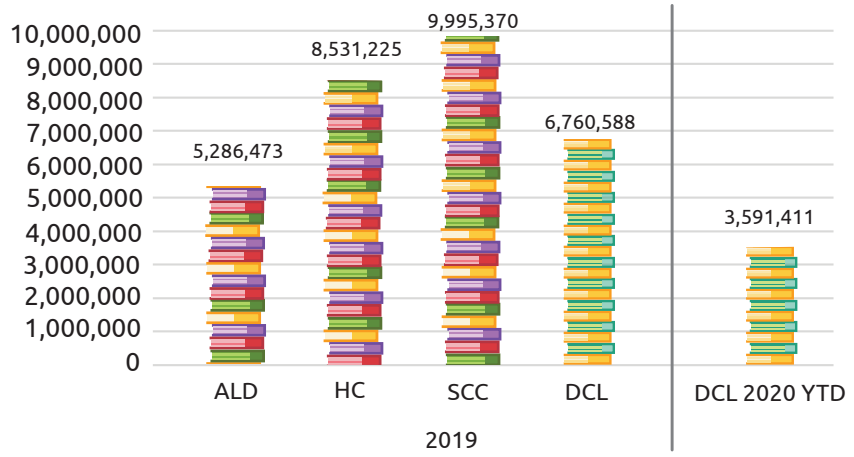
Benchmark: 2019 Circulation per Capita



July-September 2020 DCL Total Circulation

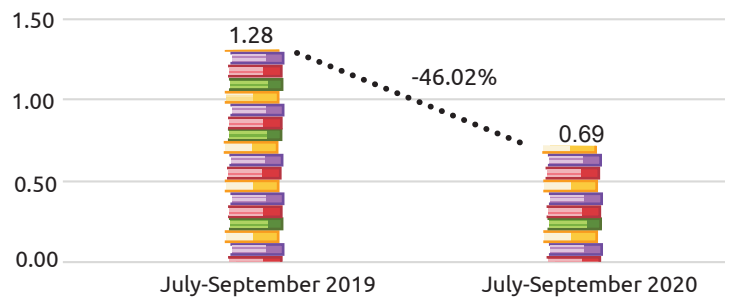


Benchmark: 2019 Total Annual Circulation

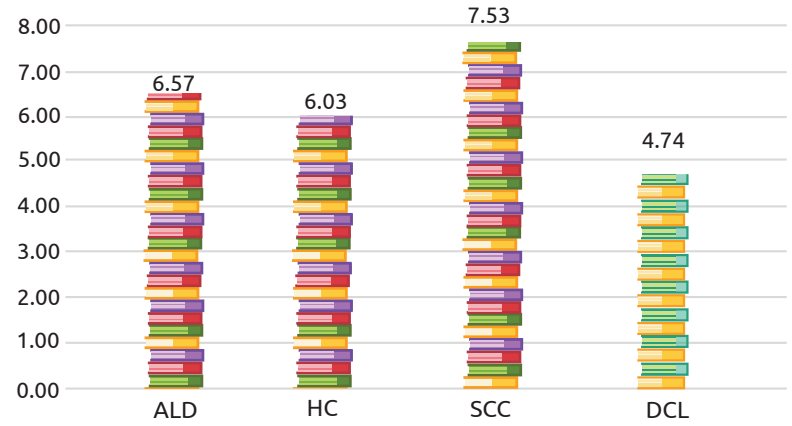


My DCL
Visitation

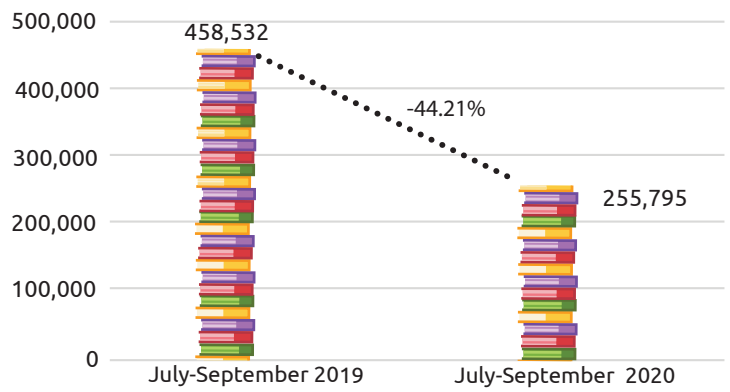
July-September 2020 DCL Library Visits per Capita



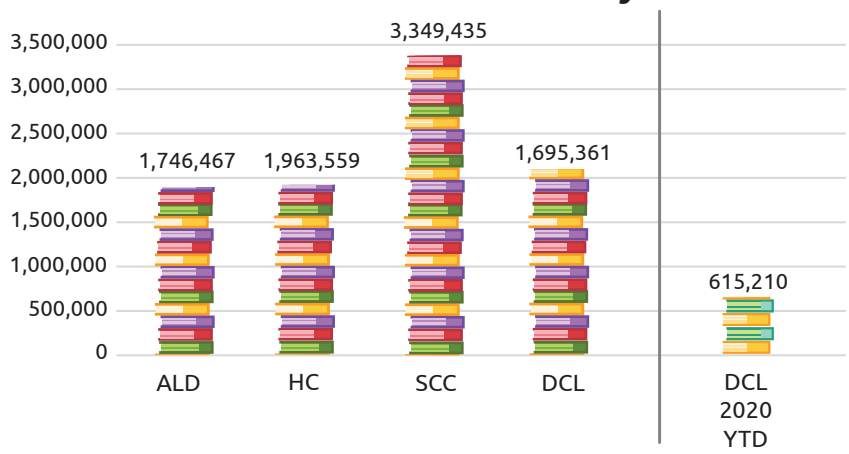
Benchmark: 2019 Library Visits per Capita



July-September 2020 DCL Total Library Visits

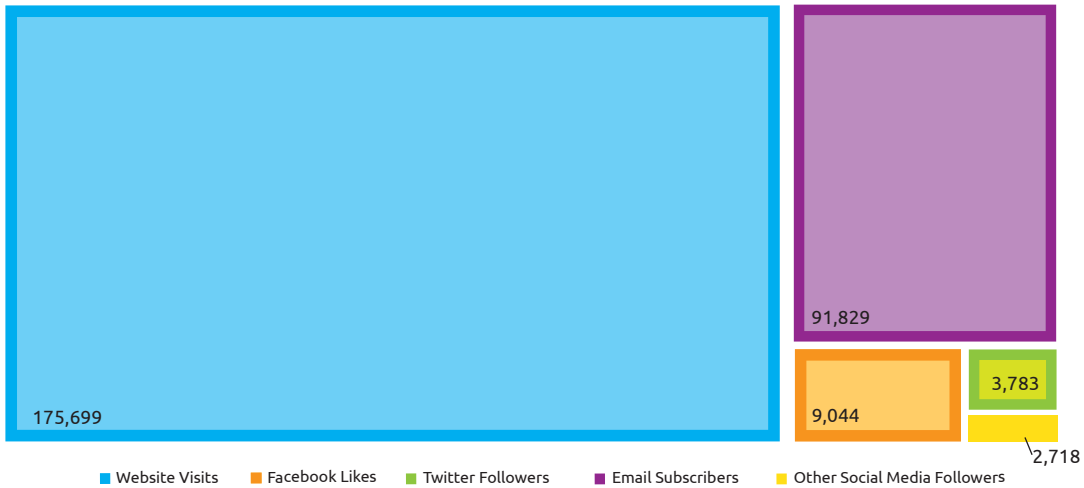


Benchmark: 2019 Total Library Visits



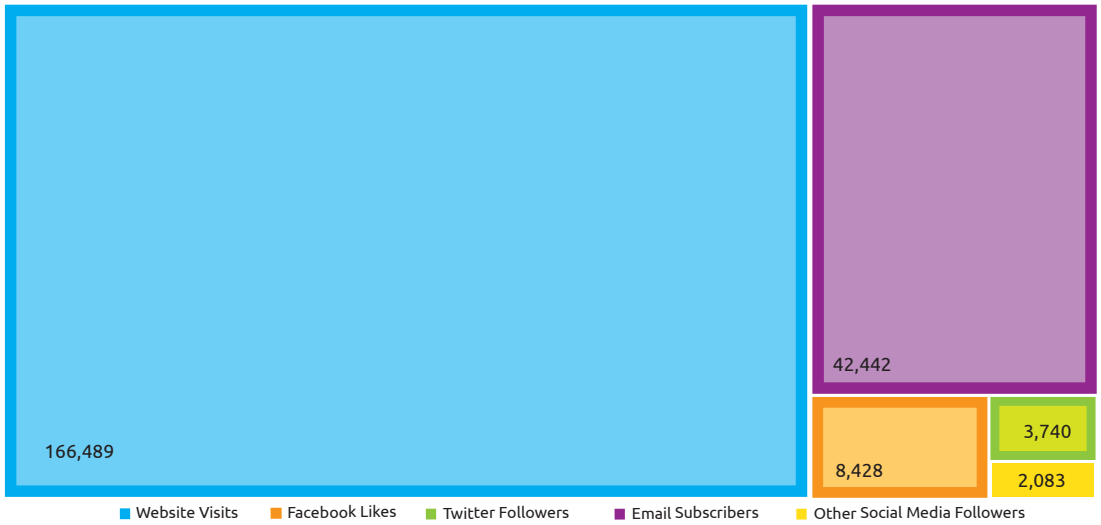
My DCL
Digital Activity

July-September 2020 Average Monthly Digital Activity



July – September 2020 Total Website visits 527,096

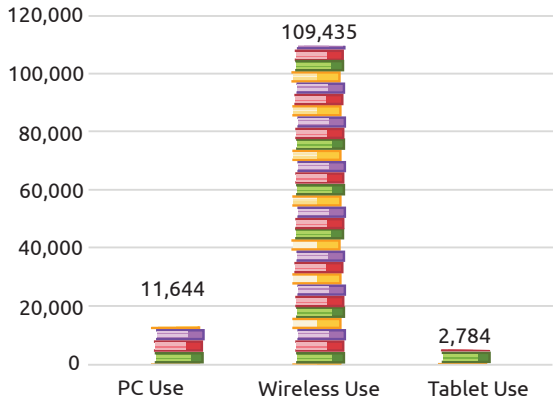
July-September 2019 Average Monthly Digital Activity



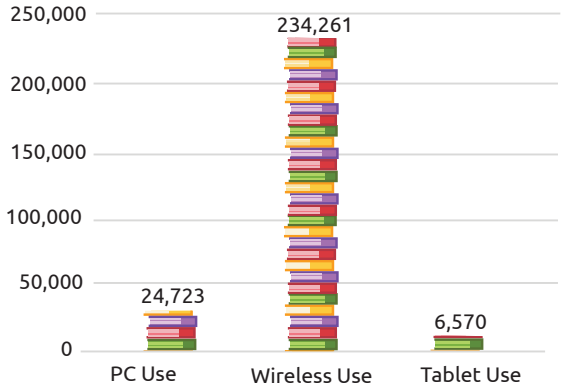
July – September 2019 Total Website Visits 499,468

My DCL
Computer Use

July-September 2020 Total Computer Use

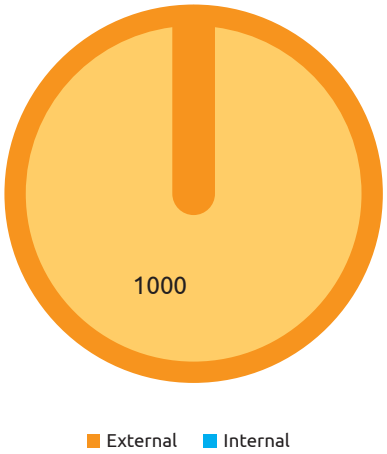


July-September 2019 Total Computer Use

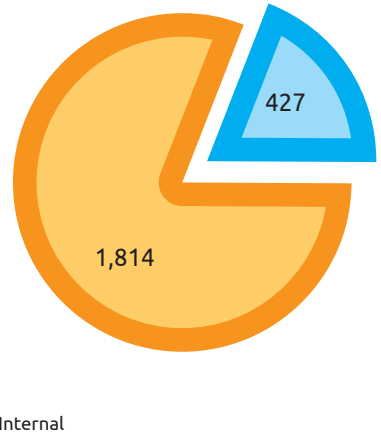


Create Connections
Event and Room Data

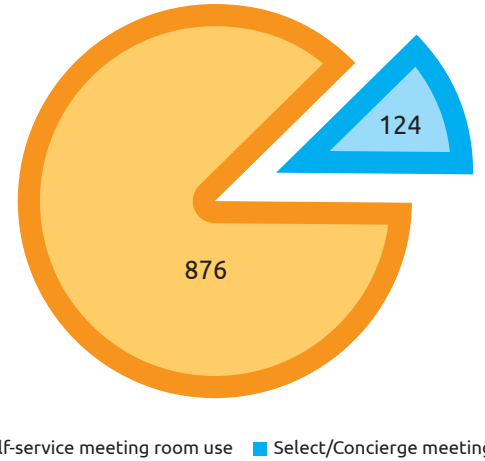
July-September 2020 Total Internal vs External Meeting Room Use



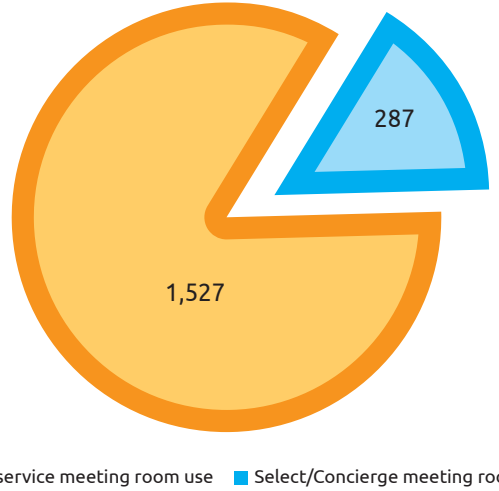
July-September 2019 Total Internal vs External Meeting Room Use



July-September 2020 Total Select/Concierge Service vs Self-Service Meeting Room Use

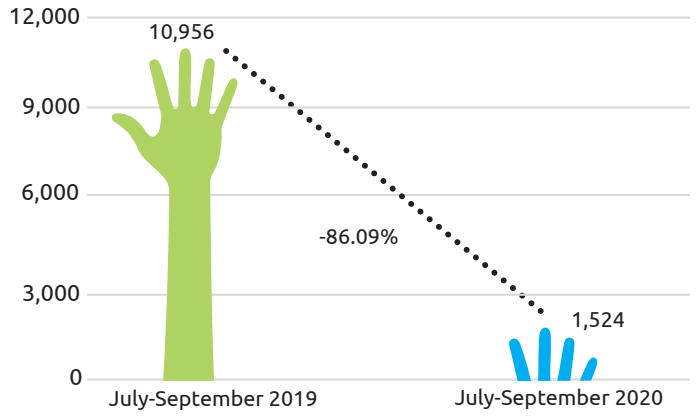


July-September 2019 Total Select/Concierge Service vs Self-Service Meeting Room Use



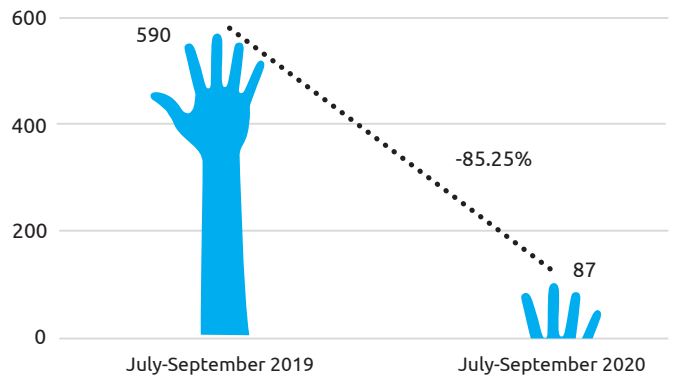
Build Team
Volunteers

July-September 2020 Total DCL Volunteer Hours



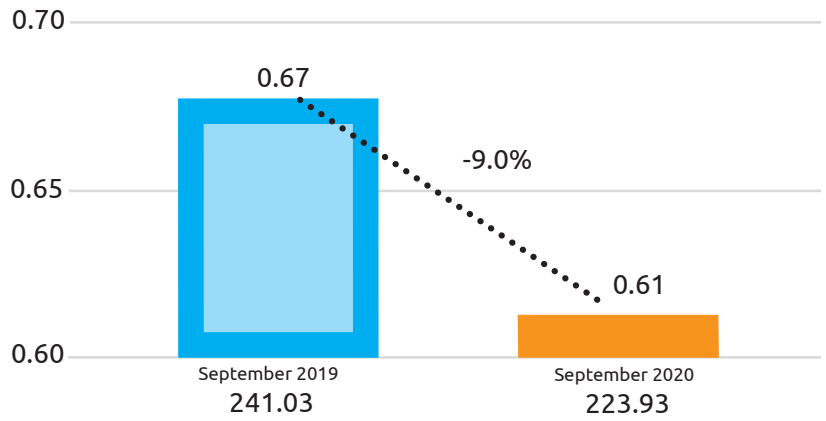
2020 Volunteer Hours YTD 12,341

July-September 2020 Average Monthly DCL Volunteers



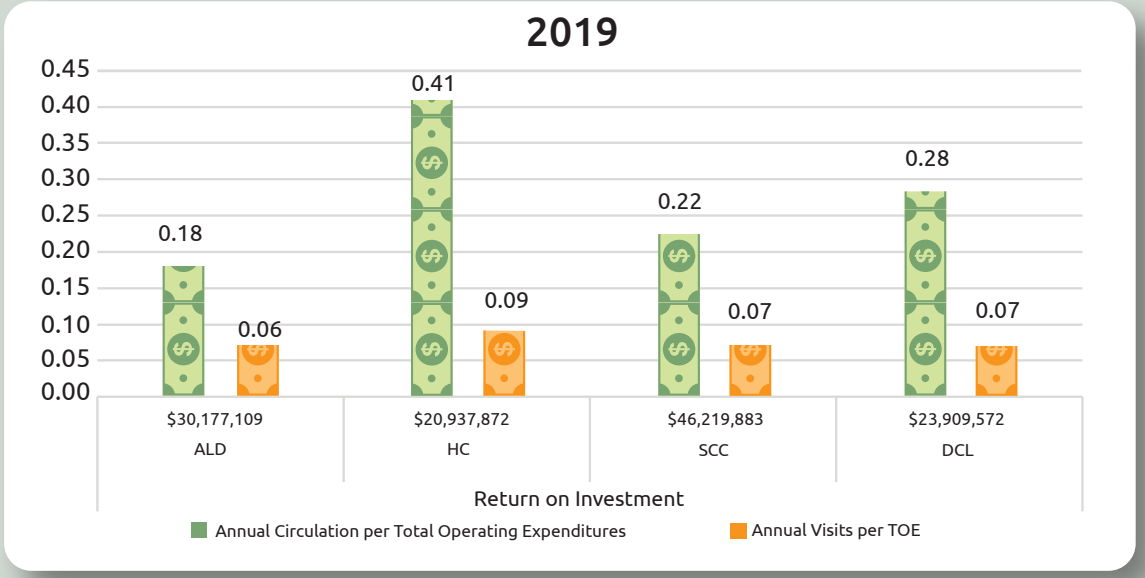
Build Team
Human Resources

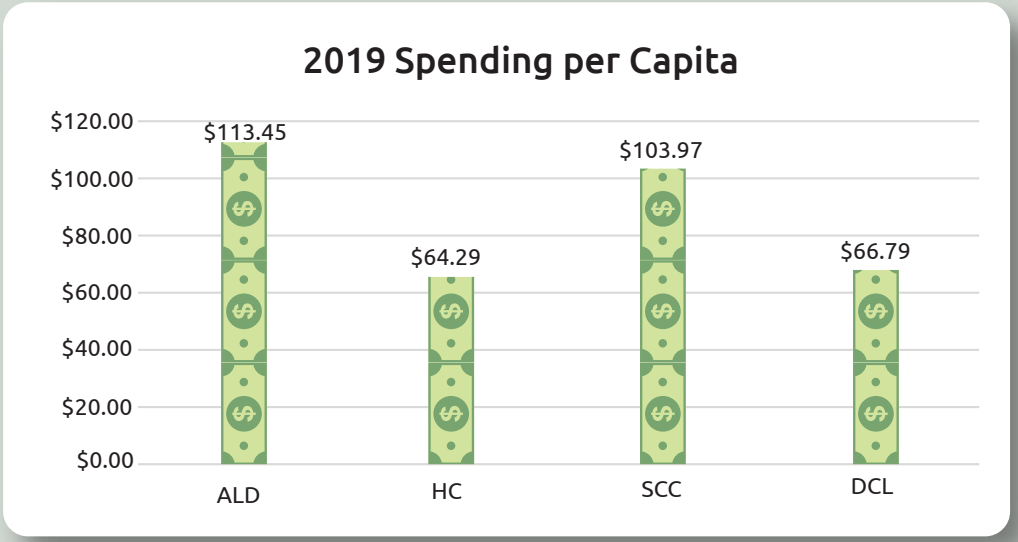
September 2020 FTE per 1,000 Served

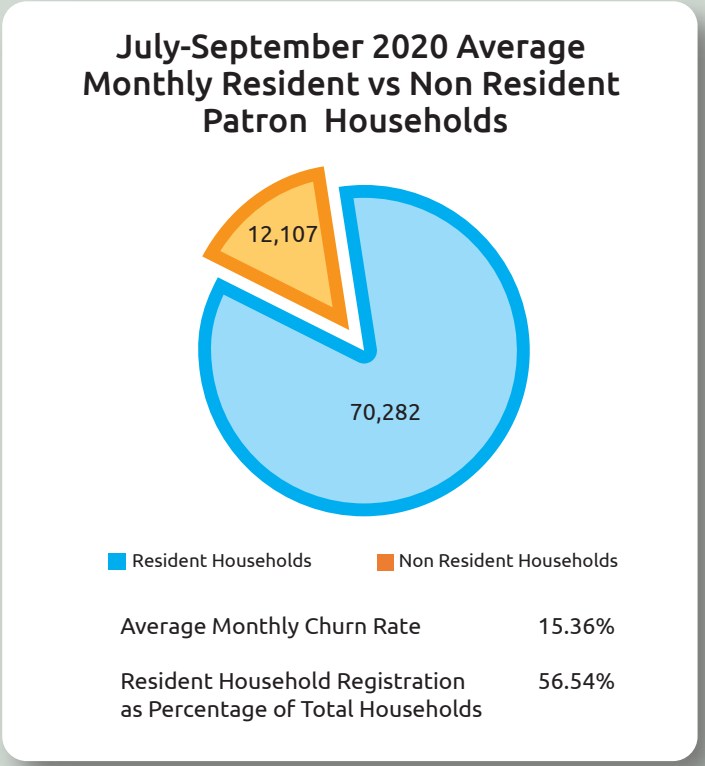


ROI
Return on Investment

Patrons







Average Monthly Churn Rate	15.36%
Resident Household Registration as Percentage of Total Households	56.54%

Douglas County Libraries

Request for Approval

DATE: 10-28-2020

AGENDA ITEM: Town of Castle Rock requested water line easement

PERSON(S) RESPONSIBLE: Jill Corrente/Dave Anderson

EXECUTIVE SUMMARY:

Douglas County Libraries (DCL) owns the drive lane that runs from Wilcox Street, between FirsTier bank and Dairy Queen, to DCL's retail center which is immediately south of the PSM Branch. This land was included in DCL's November 2016 purchase of the retail center (see attached extract from ALTA Land Title Survey).

Exhibit A to the attached Easement Agreement outlines a small piece of land approximately 180 Ft.^{2} in the above-noted drive lane that is necessary to connect to a water main for the Town of Castle Rock that runs under that same drive lane.

The attached Easement Agreement would grant the Town of Castle Rock a non-exclusive permanent right to use the above-noted easement to allow 3rd-parties to connect to the Town's water main The new water line would serve a small (6,000+/- Ft.^{2}) Postal Annex that Quattro Development is about to start building on Lot 6 in the attached Wilcox Street Lot Map.

Granting this easement should not affect our PSM construction plans as the easement is located on a piece of property that is separate from the land on which the PSM branch sits, and we do not believe the easement would hamper our ability to sell DCL's retail center in the future.

FISCAL IMPACT:
DCL Attorney's fees for review of Easement Agreement

STAFF RECOMMENDATION:
We recommend the Board approve the easement with the Town of Castle Rock as the Town has incorporated all changes/additions recommended by DCL's Attorneys.

MOTION:
I move to approve the waterline easement giving the Town of Castle Rock a permanent, non-exclusive easement at the point indicated in Exhibit A to the Easement Agreement which would allow 3rd-parties to connect to the Town of Castle Rock's water main.

PERMANENT WATER FACILITIES EASEMENT AGREEMENT

DATE: _____, 2020.

GRANTOR: **DOUGLAS COUNTY LIBRARIES**, a Colorado library district and political subdivision of the State of Colorado, 100 S. Wilcox St. Castle Rock, Colorado 80104.

GRANTEE: **TOWN OF CASTLE ROCK**, a home rule municipal corporation, 100 Wilcox Street, Castle Rock, Colorado 80104.

RECITALS

Grantee has determined that it needs to acquire a non-exclusive permanent easement (Easement) over property owned by Grantor, and the parties have agreed to the terms and consideration for the grant of the Easement.

GRANT

Grantor, in consideration of ten dollars and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Grantor, grant to Grantee, its successors and assigns, a permanent non-exclusive easement in gross, in, over and under the property located in Douglas County, Colorado as described in the attached ***Exhibit A*** (Easement Property).

TERMS

1. Grantor represents to Grantee that Grantor is the record owner of the Easement Property and that Grantor has the power and authority to grant the Easement, free of prior liens and encumbrances which would preclude the Grantee from utilizing the site for its stated purpose, as reasonably determined by Grantee.

2. The Easement is a non-exclusive permanent easement to allow Grantee, its employees, contractors and agents to construct, operate, maintain and repair, from time to time, municipal water facilities and related appurtenances and to allow access to such facilities.

3. All construction activity by Grantee and its contractors and agents shall be maintained within the Easement Property boundaries and upon completion of construction, reconstruction or repair by Grantee, the surface of the property shall be returned to its pre-

existing condition, to the extent practicable, unless permanently modified with improvements. All such construction and maintenance undertaken by Grantee shall be at the sole expense of the Grantee, and Grantee shall promptly pay all construction costs and expenses.

4. Grantor shall not make any use of the property which will materially interfere with Grantee's use and enjoyment of the Easement. Grantor reserves the right to use the Easement Property for all other purposes.

5. To the extent permitted by law, Grantee shall indemnify Grantor from any and all liability, costs or expenses incurred as a result of Grantee's use of the Easement Property under its easement rights. Grantee shall obtain and keep in full force and effect general liability insurance covering its actions and activities permitted under the Easement in an amount at least equivalent to Grantee's liability under the Colorado Governmental Immunity Act. This indemnification shall not constitute a waiver or release by Grantee of any immunity or limitation on liability under the Governmental Immunity Act.

6. Any breach of this Easement Agreement shall give rise to the non-breaching party's right to bring an action against the breaching party for injunctive or other equitable relief and/or damages. In the event of such action, the prevailing party shall be entitled to recover its reasonable attorney's fees from the other party.

7. This Easement Agreement runs with the land and shall continue in full force and effect unless sooner terminated by separate agreement between Grantor, its successors and assigns, and Grantee, its successors and assigns.

8. There are no third party beneficiaries created or intended in this Easement Agreement, and no person or entity shall have any rights hereunder other than Grantor, Grantee and their respective successors and assigns.

9. Notwithstanding any other provisions of this Easement Agreement to the contrary, neither Grantor nor Grantee waive or intent to waive the limitations on liability that are provided to it under the Colorado Governmental Immunity Act, Section 24-10-101 et seq., C.R.S.

10. Any notice, demand or election under this Easement Agreement shall be in writing and shall be given in person or by means of telecopy or mailed by registered or certified mail, addressed as follows:

If to Grantor: Douglas County Libraries
100 S. Wilcox St.
Castle Rock, CO 80104
Attn: Facilities Manager

If to Grantee: Town of Castle Rock
100 Wilcox Street
Castle Rock, CO 80104
Attn: Town Attorney

or as otherwise provided by notice given as herein provided. All notices, demands or elections given in such manner shall be effective on the date of receipt thereof. The address to which notices are to be sent may be changed by providing notice as set forth in this paragraph.

11. This Easement Agreement supersedes all prior agreements and understandings and sets forth the entire agreement between Grantor and Grantee with respect to the subject matter hereof. Any modification, amendment or extension must be in writing signed by both the Grantor and the Grantee.

12. This Easement Agreement shall be governed and construed in accordance with the laws of the State of Colorado.

13. Venue for any legal action relating to this Easement Agreement shall lie in the District court in and for the County of Douglas, Colorado.

14. This Easement Agreement shall be recorded by Grantee with the Douglas County Clerk and Recorder and shall be binding and enforceable upon the assigns and successors of the parties.

[Remainder of page intentionally left blank]

GRANTOR:

DOUGLAS COUNTY LIBRARIES

By: _____
Rondle L. Cole

Its: Library Board President

STATE OF COLORADO)
) ss.
COUNTY OF DOUGLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by _____ as _____ for Douglas County Libraries, a Colorado library district and political subdivision of the State of Colorado.

Witness my official hand and seal.
My commission expires: _____

(S E A L)

_____
Notary Public

ATTEST:

GRANTEE:

TOWN OF CASTLE ROCK

_____
Lisa Anderson, Town Clerk

_____
David L. Corliss, Town Manager

Approved as to form:

Approved as to content:

_____
Michael J. Hyman, Town Attorney

_____
Mark Marlowe, Director, Castle Rock Water

STATE OF COLORADO)
) ss.
COUNTY OF DOUGLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by David L. Corliss as Town Manager for the Town of Castle Rock, Colorado.

Witness my official hand and seal.
My commission expires: _____

(S E A L)

_____
Notary Public

EXHIBIT A

EASEMENT DESCRIPTION:

AN EASEMENT ACROSS LOT 2 OF CASTLE PLAZA SOUTH 1ST AMENDMENT LOCATED IN THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 8 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT AN ANGLE POINT OF SAID LOT 2 BEING THE NORTHWEST CORNER OF LOT 7 OF CASTLE PLAZA SOUTH 1ST AMENDMENT;

THENCE S55°22'10"E, 33.44 FEET ALONG THE SOUTHEASTERLY LINE OF LOT 2 (BASIS OF BEARINGS) TO THE POINT OF BEGINNING;

THENCE N34°05'36"E, 8.49 FEET TO THE SOUTHEASTERLY LINE OF A WATER AND SANITARY SEWER EASEMENT RECORDED AT RECEPTION NO. 199651124;

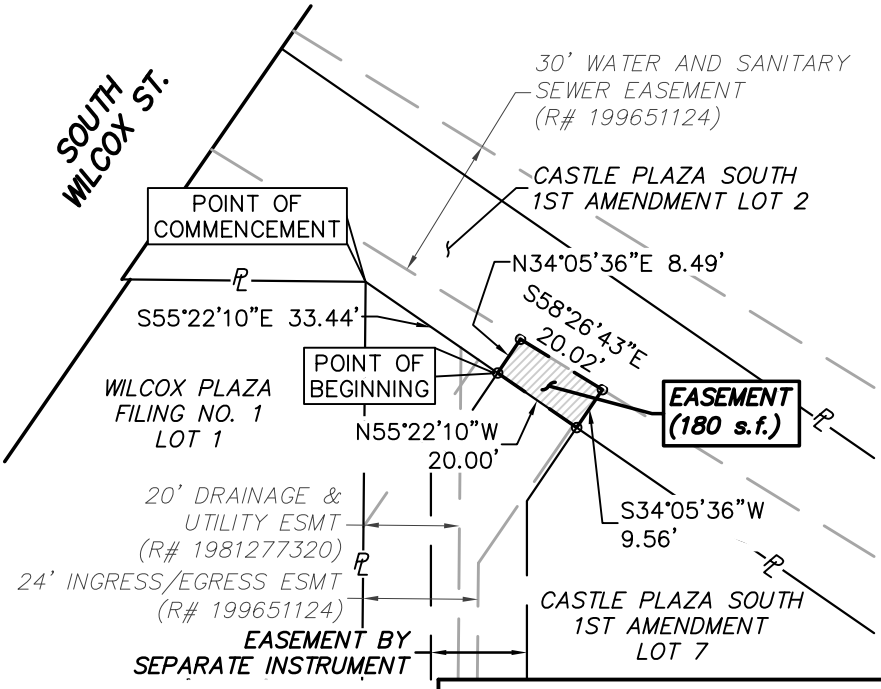
THENCE S58°26'43"E, 20.02 FEET ALONG SAID SOUTHEASTERLY EASEMENT LINE;

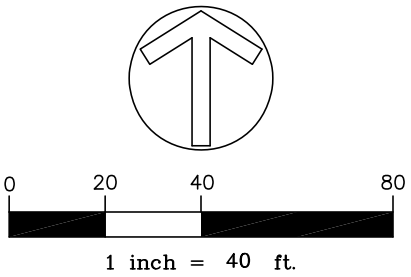
THENCE S34°05'36"W, 9.56 FEET TO THE SOUTHEASTERLY LINE OF SAID LOT 2;

THENCE N55°22'10"W, 20.00 FEET ALONG SAID SOUTHEASTERLY LINE TO THE POINT OF BEGINNING, CONTAINING 180 SQUARE FEET, MORE OR LESS.

DESCRIPTION PREPARED BY:
BO BAIZE, COLORADO PLS 37990
FOR AND ON BEHALF OF HURST & ASSOCIATES, INC.

COLORADO LICENSED
BO BAIZE
09/21/20
37990
PROFESSIONAL LAND SURVEYOR





NOTE: THIS IS NOT A LAND SURVEY PLAT OR AN IMPROVEMENT SURVEY PLAT. THIS EXHIBIT IS ONLY INTENDED TO DEPICT THE ACCOMPANYING DESCRIPTION.

UTILITY EASEMENT DESCRIPTION
LOT 2 CASTLE PLAZA SOUTH
1ST AMENDMENT
CASTLE ROCK, COLORADO

HURST
CIVIL ENGINEERING
PLANNING
SURVEYING

1265 S Public Road, Suite B
Lafayette, CO 80026
303.449.9105
www.hurst-assoc.com

SCALE	HOR. 1"=40' VERT. N/A
DESIGN/APPR.	BO
DRAWN BY	
DATE	09/21/20
SHEET	1 OF 1

FILE G:\25682\SURVEY\CASTLE PLAZA UTIL ESMT DESC

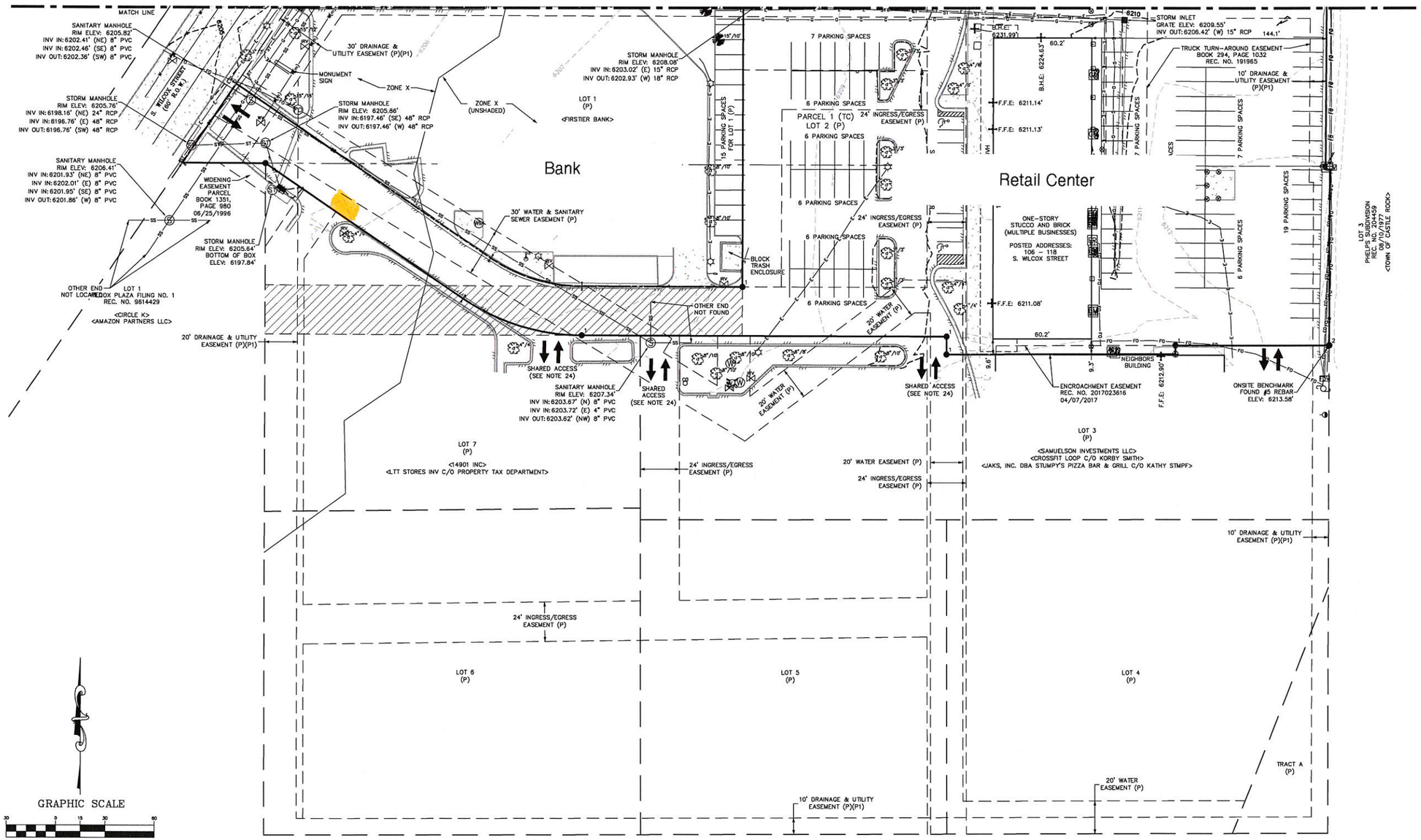
ALTA/NSPS LAND TITLE SURVEY

A PORTION OF BLOCK 1, FIRST AMENDED PLAT OF CASTLE PLAZA SUBDIVISION,
LOT 2, CASTLE PLAZA SOUTH – FIRST AMENDMENT
LOCATED IN THE SOUTHWEST QUARTER OF SECTION 11,
TOWNSHIP 8 SOUTH, RANGE 67 WEST OF THE 6TH P.M.,
TOWN OF CASTLE ROCK, COUNTY OF DOUGLAS, STATE OF COLORADO

SHEET 4 OF 4

Notes

NOTE:
SEE SHEET 3 OF 4 FOR LEGEND



REVISION	DATE
1	
2	
3	
4	
5	
6	
7	
8	
9	

ALTA/NSPS LAND TITLE SURVEY
PREPARED FOR
FRANSEN PITTMAN GENERAL CONTRACTORS
&
Others (See Note 3)

COPYRIGHT 2020 FLATIRONS, INC.

Flatirons, Inc.
Surveying, Engineering & Geomatics
www.flatironsinc.com
655 FOURTH AVE
LONGMONT, CO 80501
PH: (303) 776-4173
FAX: (303) 776-4325
3825 IRIS AVE, STE 395
BOULDER, CO 80301
PH: (303) 447-2700
FAX: (303) 443-9830
4501 LOGAN ST.
DENVER, CO 80216
PH: (303) 995-6592
FAX: (303) 922-3180

COLORADO LICENSED PROFESSIONAL LAND SURVEYOR
16406
4/8/20

JOB NUMBER:	19-72,552
DATE:	04-08-2020
DRAWN BY:	S. SILVA
CHECKED BY:	JZG/WW/TDH

SHEET 4 OF 4

BY:SSILVA FILE:72552-ALTA-C19.DWG DATE:4/8/2020 5:27 PM

Wilcox Street Lot Map