

DOUGLAS COUNTY LIBRARIES**BOARD BUSINESS MEETING**

Wednesday, September 24, 2025, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Call meeting to Order

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

Attendance**Public Comment****Presentations**

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

Consent Agenda Recommendation(s) - [page 3](#)

1. Minutes 08/27/25 Business Meeting - [page 4](#)
2. Budgeted Capital Expenditure – Branch Servers - [page 11](#)

Other Business**Action Items**

- 2026 Draft Budget Preview - [page 12](#)
- Board Meeting location and accessibility - [page 16](#)
- Letter concerning upcoming Board Appointments - [page 17](#)

Discussion Items

- Annual Risk Report – [page 18](#)

Executive Library Director Update – [page 20](#)

Partner Reports

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

Executive Session

Executive Library Director's Review

Pursuant to C.R.S., Section 24-6-402(4)(f), C.R.S., for the purpose of discussing personnel matters related to the Executive Library Director's annual review and goals.

Trustee Comments

Upcoming Board Meetings

- October 16, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m. – 9:00 a.m.
- October 29, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

Other Meetings

- November 12, 2025, Partnership of Douglas County Governments – Elected Officials Reception, The Golf Club at Bear Dance, Larkspur, Colorado, 6:00 p.m. – 8:00 p.m.

Adjourn

MEMO

To: Douglas County Libraries Board of Trustees
Date: September 24, 2025
From: Patti Owen-DeLay
Subject: Consent Agenda

ISSUE:

Review and approve Consent Agenda item(s).

DISCUSSION:

The Consent Agenda follows the process outlined below:

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

Consent Agenda Items for this meeting are:

1. Minutes 08/27/25 Business Meeting
2. Budgeted Capital Expenditure – Branch Servers

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

The motion written in the minutes will name the items approved.

DOUGLAS COUNTY LIBRARIES
Board of Trustees and Business Meeting
August 27, 2025
Castle Rock, CO

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

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

The following were present:

TRUSTEES: Suzanne Burkholder, Pam Hampton, Terry Nolan, Ted Vail, and Taylor Watson

A quorum was present. Amy Windju and Zach McKinney were absent. The absences were excused.

STAFF: Bob Pasicznyuk, Crystal Bustillos, Casie Cook, Jill Corrente, Jack Caudle, Amy Fischer, Michael Hale, Sarah Huber, Robb Luinstra, Patti Owen-DeLay, Becky Spilver, and Sylvester Sterling

GUESTS: Chris Blackwood, Chandler Asset Management

OFFICER: Castle Rock Police Officer Keiler

PUBLIC: Kathy Dannemiller, Nancy Student, Nancee Sprigg, Adelita Campbell

PUBLIC COMMENTS

Nancy Student: Douglas County resident. Would like the board to make the meetings more accessible by having online options and having the meetings rotate around the various locations.

Adelita Campbell: Douglas County resident. Campbell seconds the idea of rotating locations and a virtual option. Concern about how trustees are appointed. Disappointed that the board did not question the process at the recent annual meeting with the Board of County Commissioners.

PRESENTATIONS

Chandler Asset Management, Chris Blackwood

Cook welcomed and introduced Blackwood.

Blackwood gave an update and review of Douglas County Libraries reserves investment portfolio management. He shared information on liquidity and timing of funds earmarked for the new Sterling Ranch library, as well as the current and anticipated investment landscape based on Federal Reserve action.

Materials Handling, Sarah Huber

Huber shared information about the Materials Handling Department, which also manages the district courier services.

Some highlights:

- Courier trucks advertise district events with vehicle wraps in a great example of cross-departmental partnership.
- Couriers distribute books and holiday collections, ALH display materials, materials for Community Engagement events (e.g., tents, swag), and birthday party Storytime supplies.
- Materials Handling has automatic sorters at all locations.
- An example of volume for one location over one month was 69,000 items handled.
- Workflow boards are used for managing daily work and priorities.
- In 2024, 95 volunteers provided 4,219 hours of service to the Materials Handling department in another great cross-departmental partnership.

CONFLICT OF INTEREST. No trustees declared a conflict of interest.

CONSENT AGENDA

1. Minutes June 25, 2025, Business Meeting
2. Email Poll Ratification – Castle Rock library sewer issue
3. Phone System Upgrade – budgeted capital expense
4. 2026 Board Meeting Cadence/Calendar

MOTION 25-08-01: Watson moved, and the motion carried unanimously to approve the consent agenda of the June 25, 2025, business meeting minutes, the Castle Rock library sewer poll ratification, the budgeted capital expense for the phone system upgrade, and the 2026 meeting calendar. Vail seconded the motion.

LIBRARY BUSINESS

2026 Budget Boundaries and Business Focus

Cook outlined the budget boundaries.

Burkholder and Nolan shared that the board manages funds by first providing premium library service, saving capital, and then refunding tax dollars, citing the \$5 million in rebates for both 2024 and 2025.

The new Sterling Ranch library will be paid for by library capital reserves.

MOTION 25-08-02: Burkholder moved, and the motion carried unanimously to approve the proposed budget boundaries for fiscal year 2026, as presented. These boundaries include estimated revenue of \$44,840,031, a 2025 revenue rebate of \$5 million, expenses totaling \$52,452,163, and reserves of (\$12,612,132). The budget framework

supports the strategic priorities of maintaining collections, saving for the Sterling Ranch site, investing in our people, and enhancing safety and security. Vail seconded the motion.

Audit Firm Selection

Cook shared that the board goes to bid for auditors every three years with an option to extend two additional years, which was done with the current auditor. Cook reviewed the audit selection process and recommended audit firm.

Burkholder asked if there would be differences in the audit based on the firm having more library experience. Cook responded that auditing standards are set, so this is not likely.

MOTION 25-08-03: Burkholder moved, and the motion carried unanimously to approve the selection of McMahan and Associates as the external auditor for the 2025 fiscal year. McKinney seconded the motion.

Formation of Strategic Planning Committee

Watson appreciated all the input and requests to make items more concise and straightforward. Watson and Pasicznyuk drafted a memo to extend the task force to have more time to do an abbreviated situational analysis and come back in December, resulting in a decision to approve a committee charter.

Pasicznyuk spoke about the memo that outlines the authorization that the board is giving to the task force.

The board discussed the updated proposal as outlined in the memo, showing support for the concept.

MOTION 25-08-04: Hampton moved, and the motion carried unanimously to approve the extension of the task force as identified in the presented memo. Vail seconded the motion. See the memo attached to these minutes.

Roxborough Library Space Lease, 5th Amendment

Pasicznyuk talked about the lease extension that should bridge continuing library service space in the current Roxborough library until the new Sterling Ranch library is built.

MOTION 25-08-05: Burkholder moved, and the motion carried unanimously to approve the 5th Amendment to the Roxborough lease agreement as presented. Watson seconded the motion.

Executive Library Director Update

Pasicznyuk shared a rendering of the 16,000-square-foot location, located near Titan Road in Sterling Ranch.

Highlights:

- You go in and come out at the same grade.
- A very transparent building given the great mountain view.
- Working on foundation systems right now.

Pasicznyuk spoke to why the Information Technology systems are included in his report, stating that the information system used for book lending has been around since inception of use for such a system at the library. The system is both a customer repository and a materials repository, interacting with other customer systems. The library is very vendor dependent, with little influence on development changes; and while that does give us economies of cost, it limits customized features. Staff believe that in 2026 we should be looking at another system/provider or confirm staying with the current provider/system. You will see this investigation in the budget presented in October.

Pasicznyuk clarified that questions about impacts to the State Library from both state and federal action have no or minor impact on Douglas County Libraries as the library receives little federal funding.

Burkholder asked about Pasicznyuk's road-trip meeting with local, municipal elected officials. Pasicznyuk shared that with just two visits complete, the request of the library is how we are planning for more growth when we are refunding money to taxpayers.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail reported that the July meeting was at the new Highlands Ranch Senior Center. Douglas County School District presented, sharing the challenge of fewer students in the county resulting in needing to reduce the number of schools.

Douglas County Youth Initiative (DCYI)

Owen-DeLay shared the report on behalf of Windju:

- Dounad is a community event to clean up parks. DCSD students receive volunteer hours. It is tentatively scheduled for October 25, 2025.
- The County Opioid Council is working to develop a youth campaign, "One Pill Can Kill," around substance abuse disorder.
- August marked the 20th anniversary of the Douglas County Youth Initiative.
- The annual Youth Congress is tentatively scheduled for October 7, 2025.

Douglas County Libraries Foundation

Burkholder noted that the Douglas County Libraries Foundation:

- Is hosting its 10th annual gala in September and it is sold out.
- Funded 21 camp scholarships this summer.
- Will again be funding Forest of Stories.
- Has strong financials and is working on legacy giving.
- Has a donor survey going out.

EXECUTIVE SESSION

MOTION 25-08-06: Nolan moved to enter Executive Session per Colorado Open Meeting Law pursuant to C.R.S. Section 24-6-402(e) for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and discussing matters related to the Executive Library Director's contract renewal and terms. Burkholder seconded the motion.

No discussion.

The board entered Executive Session at 6:44 p.m.

The board returned to open meeting at 6:58 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, Nolan asked that they state their concerns for the record.

Hearing none, the meeting continued.

MOTION 25-08-07: Nolan moved, and the motion carried unanimously to approve the three-year contract with Pasicznyuk as presented, except for the modification to section 13, item c, where the phrase "upon execution of a mutually agreeable release" be replaced with the original language of "provided that Pasicznyuk first executes a standard form of release of claims." Hampton seconded the motion.

TRUSTEE COMMENTS

Burkholder commended DeBerry's team with all they have accomplished over the summer.

Nolan is proud of the board and library staff's work.

UPCOMING BOARD MEETINGS

- September 11, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- September 24, 2025, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

OTHER MEETINGS

- September 17, 2025, Partnership of Douglas County Governments, The Spur, Larkspur, 7:30 a.m.-9:30 a.m. (Breakfast at 7:00 a.m.)
- September 19, 2025, 10th Annual Douglas County Libraries Foundation Gala, Beauty and the Beast, Highlands Ranch Mansion.

ADJOURN

Nolan adjourned the meeting at 7:01 p.m.

Respectfully submitted,
Ted W. Vail, Board Secretary
Minutes prepared by Patti Owen-DeLay
Approved MOTION _____, Date _____

DRAFT

MEMO

| | |
|----------|---|
| To: | Douglas County Libraries Board of Trustees |
| Date: | August 2025 |
| From: | Bob Pasicznyuk |
| Subject: | Strategic Planning Task Force – Business Analysis |

PROBLEM STATEMENT

The library Board and Executive has and will continue to forge business strategy. Strategy is key in maintaining discipline, identifying opportunities, and avoiding risks.

RECOMMENDATION

This is a request of the Board to authorize a Strategic Planning Task Force. The Task force will conduct an analysis of the library's business and community needs as preparation to further business/strategy development and planning.

Task Force Members: Taylor Watson, Ted Vail, Amy Windju, and Bob Pasicznyuk.

Time: The Task Force will meet monthly or twice monthly between now (August 2025) and the end of the year. At the December Board meeting, the Task Force will present its findings, to date, to the Board. The Task Force will prioritize its inquiries to accomplish meaningful work between now and the end of the year.

Fiscal Impact: The Task Force will request resources from the Board should there be any cost necessary to complete its planning.

Limits on Powers and Disclosures: The Executive Director will brief the Board on Task Force accomplishments and resources used in each 2025 Board report. Board members or the Executive may ask the Board for redress or redirection of the Task Force if they believe that Task Force needs or directives are impractical or operationally inappropriate.

Motion: To approve a Strategic Planning Task Force [members: Taylor Watson, Ted Vail, Amy Windju, and Bob Pasicznyuk] to conduct the work described in this memo and within the boundaries and disclosures also described in this memo.

Figure 1 Strategic Planning Task Force Memo

MEMO

To: Douglas County Libraries Board of Trustees

Date: September 24, 2025

From: Jill Corrente

Subject: Budgeted Capital Expense – 2025 Branch Server Upgrades

ISSUE: DCL's current servers are end of life, leading to increased risk of outages, higher maintenance costs, and diminished performance. Upgrading this core infrastructure is necessary to ensure system stability, security, and capacity to support library operations.

DISCUSSION:**Needs:**

- Replacement of end-of-life servers to ensure reliable performance.
- Improved capacity and scalability to support growing technology demands.
- Reduced risk of downtime that could disrupt staff and patron services.
- Strengthened security through modern infrastructure.

Proposed Solution:

- Procurement and installation of 5 new servers to replace end-of-life systems.
- Deployment start scheduled for the end of 2025, with minimal disruption to daily operations.
- Upgraded infrastructure designed to provide stable, secure, and scalable service.

RECOMMENDATION: We recommend the Board move to approve the \$250,000 budgeted capital expense for server upgrades in 2025. These funds will be used to replace end of life servers and ensure reliable, secure, and scalable infrastructure for the organization.

MEMO

To: Douglas County Libraries Board of Trustees

Date: September 24, 2025

From: Casie Cook, Director of Finance

Subject: 2026 Draft Budget Highlights

ISSUE: The budget narrative and schedule offer the Board an early look at the 2026 Budget Draft, which will be formally presented at the October Board meeting.

DISCUSSION: The narrative and schedule organize expenditures according to the organization's priorities. The narrative also provides context to help explain the rationale behind the proposed allocations.

RECOMMENDATION: Staff recommends that the Board review the budget narrative and schedule, and share any questions or guidance that could inform the final stages of 2026 Draft Budget development.

DCL FY2026 Budget Narrative

The 2026 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.

Revenue

The assessor's report indicates that the Library is projected to receive approximately \$580,000 less in property tax revenue this fiscal year compared to the previous year. This decline is primarily due to recent legislation that reduced the residential assessment rate from 6.7% to 6.25%, which directly impacts the amount of property tax collected.

In addition to this reduction, the Library will be administering the 2025 property tax rebate by issuing refunds against 2026's collected revenue. This approach further decreases the net property tax revenue for the current year, contributing to an overall 13.29% reduction in total revenue.

Despite this significant decline in property tax income, the Library anticipates a positive shift in "Other Revenue," which is largely generated through Charges for Services. This category is expected to increase by \$55,956, or 16%, driven by increased demand for events and camps. These additional funds are intended to help offset the corresponding increase in expenses, enabling the Library to continue expanding its engagement and programming while maintaining overall financial stability.

Compensation

The Library's total compensation expenses for the current fiscal year amount to \$18,174,034, reflecting a 4.85% increase compared to the previous year. This increase is composed of several strategic components aimed at maintaining competitive and equitable pay practices.

The largest portion of the increase—3.50%—is attributed to the annual market adjustment. This rate was recommended in a brief prepared by herronpalmer, which drew on data from Payscale and the Flex Index Report for Q4 2024, ensuring that the adjustment aligns with broader market trends and benchmarks.

In addition to the annual market adjustment, the Library has allocated a 1.00% compensation adjustment and bonus pool. This pool is specifically designed to address market shifts and ensure that pay remains competitive across key roles. It allows for targeted adjustments and recognition where needed.

The remaining 0.35% of the increase is a true-up related to turnover forecasting. Each year, the Library anticipates a certain level of staff turnover and budgets accordingly. If the previous year's forecast was overly aggressive—meaning more turnover was

expected than actually occurred—additional resources may be added to correct the discrepancy. Conversely, if the forecast was too conservative, resources may be scaled back. This true-up ensures that compensation budgeting remains responsive and accurate, reflecting actual staffing dynamics.

Library Content

\$4,753,185 is allocated for library content including books, e-books, audiobooks, e-audiobooks, electronic databases, digital products, DVDs, periodicals, and nontraditional resources. This represents a 3% increase from FY2025, as the library continues to shift its collections strategy in response to customer demand.

Capital Expenditures

Routine capital expenditures for FY2026 are categorized into three key areas: brand and maintenance, legal and code compliance, and safety and security. These investments support the library's long-term infrastructure, operational integrity, and public presence.

Brand and Maintenance: \$1,740,983 is allocated to initiatives that enhance the library's visibility and identity within the community. This includes furniture, interior and exterior improvements, and other elements that reinforce the library's role as a welcoming and recognizable public space.

Legal and Code Compliance: \$766,150 in capital expenditures address compliance-related needs and legal infrastructure updates necessary to meet evolving regulatory standards, such as lighting upgrades.

Safety and Security: \$435,010 is invested in improving the physical and digital safety of library facilities. This includes upgrades to IT infrastructure systems, access controls, emergency preparedness, and cybersecurity measures to protect customers and staff.

New Construction:

In addition, \$11,495,216 is budgeted for Sterling Ranch year 2 construction, supporting continued development and expansion of library services in the county. Our investment portfolio is timed to provide cash according to the construction schedule.

These capital investments are funded through operating and designated capital reserves ensuring that the library can maintain a safe, welcoming, and future-ready environment while remaining fiscally responsible.

Douglas County Libraries
2026 Budget Highlights

| | 2025 | 2026 | |
|--------------------------------------|-------------------------------|----------------------------|--------------|
| | Approved Budget Highlights | Draft Budget Highlights | YoY % Change |
| Revenue | | | |
| Property taxes | \$42,001,506 | \$36,421,248 | -13% |
| Charges for services | 346,998 | 402,954 | 16% |
| Operating Expenditures | | | |
| Salaries & Wages | \$17,333,994 | \$18,174,034 | 5% |
| Library Content | 4,617,295 | 4,753,185 | 3% |
| Capital Expenditures | | | |
| Brand | \$878,226 | \$1,740,983 | 98% |
| Legal | 274,310 | 766,150 | 179% |
| Safety & Security | 1,150,300 | 435,010 | -62% |
| New Construction | 4,076,765 | 11,495,216 | 182% |
| Income Statement Net Position | \$ 2,936,226 * | \$ (12,545,863) | -527% |

* The Income Statement Net Position for 2025 is adjusted due to the Library administering the 2025 property tax rebate by issuing refunds against 2026's collected revenue.

MEMO

To: Douglas County Libraries Board of Trustees

Date: September 2025

From: Bob Pasicznyuk, Executive Director

Subject: Board Meeting Location and Access 2026

ISSUE:

It's a truism that libraries value access. For some time, the Library Board has gathered for their monthly business meetings at our Castle Rock Library, both the County Seat and at the distance from several of the communities we serve. This proposal requests the Board to move its meetings to a central location and make the necessary preparations to offer meetings virtually in 2026.

DISCUSSION:

There are competing values surrounding Board business meetings. Space is at a premium for library and community events. Board meetings (5:30pm) are at the end of a business day, competing against work commitments and the afternoon commute. The care and preparations for Board meetings are not inconsequential – rooms, technology, more.

RECOMMENDATION:

Staff recommend relocating Board Business Meetings to our Lone Tree Library in 2026. Its central location increases access and lowers commuting time for many of the citizens we serve. Staff are also researching a proposal to provide virtual Board Business Meeting access in 2026 as well.

MOTION:

Move to change the Board Business Meeting location to the Lone Tree Library in 2026.

ALTERNATIVES:

Other locations; Rotating locations.

From: Terry Nolan, Board President
 To: Doug DeBord, County Manager
 Subject: Library Trustee Recruitment Needs



Doug.

Colorado Law directs a Trustee selection process that is informed by either citizens they serve or the existing Library Board of Trustees. The Board seeks to carry out its responsibility by communicating the needs of the library to you and the Commission.

Organizations are reliant on leadership for success. These are among the attributes of an effective Board member necessary to sustain Douglas County Libraries for today and for our children.

- **Commitment to Customer Freedom and Self-Determination.** For 35 years of our library's history and no matter the Board's composition, the Library Board has led the organization to welcome everyone. The Board has sustained citizen rights of freedom and self-determination. The Library Board has directed staff to inform customer choice impartially, without interference or improper influence. Effective Trustees align with this commitment.
- **Significant Board and Governance Experience.** The Board oversees an organization with a 46-million-dollar budget, over 300 staff, and 7 service locations. The Library Board governs rather than operates the library. The Board examines and works challenging, nuanced public policy and business problems. The Board is well-served by experienced teammates.
- **Mitigating Risk Through Non-Partisan Service.** Colorado law (CRS 24-90-122) requires library governance free from partisan or personal agendas. The Board does not endorse candidates or positions that limit its ability to serve all the citizens of Douglas County.
- **The Role of a Fiduciary.** Trustees, by definition and regulation, are fiduciaries: Fiduciary requirements mandate that a person in a position of trust must act in the best interests of another party (the library), upholding duties of loyalty, care, prudence, good faith, confidentiality, and disclosure. These duties include making sound decisions, keeping information private, acting solely for the library's benefit, and avoiding conflicts of interest.

Castle Pines
 360 Village Square Lane
 Castle Pines, CO
 80108

Castle Rock
 Philip & Jerry Miller
 100 S Wilcox St
 Castle Rock, CO
 80104

Highlands Ranch
 9292 S Ridgeline Blvd
 Highlands Ranch, CO
 80129

Lone Tree
 10055 Library Way
 Lone Tree, CO
 80124

Louviers
 7885 Louviers Blvd
 Louviers, CO
 80131

Parker
 20105 E Mainstreet
 Parker, CO
 80138

Roxborough
 8357 N Rampart Range Rd
 Suite 200
 Littleton, CO
 80125

MEMO

To: Douglas County Libraries Board of Trustees
Date: September 24, 2025
From: Bob Pasicznyuk
Subject: Annual Risk Report

Cyber Risks

Current Security State. We have made significant progress on the recommendations identified in the initial cyber assessment. Key initiatives include the full deployment of advanced endpoint protection solutions, implementation of multifactor authentication, and the removal of a payment processor. These actions have strengthened our cybersecurity posture and reduced our exposure to potential threats.

Political and Legislative Risks

The Colorado Legislator remains an active player in how all local governments operate, including library districts. The Library must remain vigilant in tracking legislation via its partners at the Special District Association and Colorado Association of Libraries.

Insurance

The Library leverages insurance to manage and mitigate organizational risk. These are the Library's current property and liability coverage limits and deductibles for 2025.

| Coverage | Per Occurrence Limit | Deductible |
|---|-------------------------------|------------|
| General Liability | \$2,000,000 | \$50,000 |
| Medical Payments – Premises | \$10,000 | None |
| Employee Benefits Liability | Included in General Liability | \$50,000 |
| Public Officials Liability | Included in General Liability | \$10,000 |
| Employment Practices Liability | Included in General Liability | \$50,000 |
| No Fault Water and Sewer backup | \$200,000* | \$7,500 |
| Cyber | \$1,000,000 | \$1,000 |
| Fiduciary Liability | \$200,000 | \$1,000 |
| Excess Liability | \$8,000,000 | None |
| Auto physical damage | Per schedule | \$1,000 |
| Hired Auto physical damage | \$50,000 | \$1,000 |
| Property | Per schedule | \$50,000 |
| Wind/hail | Per schedule | \$5,000 |
| Equipment breakdown | Per schedule | \$1,000 |
| Crime | \$500,000 | \$2,500 |
| Pollution | \$1,000,000 | \$1,000 |
| Inland Marine (fine arts throughout district) | Per schedule | \$10,000 |
| Terrorism & Sabotage - Physical Damage | \$100,000,000 | \$10,000 |
| Terrorism - Liability | \$10,000,000 | \$10,000 |
| Malicious attack | \$5,000,000 | \$5,000 |
| Volunteer Accident | \$25,000 | None |

* Limited to \$10,000 at anyone premise

Schedule summary

| | |
|---------------|--|
| \$143,084,437 | Total property value per schedule (buildings, contents, EDP and otherwise classified) |
| \$592,952 | Total Inland Marine value per schedule |
| \$104,670 | Total auto value per schedule |

Investment Strategy

The Library has strategically invested the Sterling Ranch project funds in short-term, laddered investments designed to safeguard the capital against potential declines in bank interest rates. This approach is particularly prudent given the possibility of a drop in the federal funds rate, which could negatively impact traditional savings yields. By locking in an average return of 4% across the Sterling Ranch investment portfolio, the Library has ensured both stability and performance in a fluctuating financial market.

Organizational Resiliency

The Library's leadership recognizes the need to balance our traditional low barrier for access while keeping our customers and staff safe. To address these and other organizational risks, we engaged the services of Risk Resiliency to create an organizational resiliency program tailored to the Library. The program is intended to provide a comprehensive road map for crisis management and offer training opportunities to ensure the Library can operate effectively during periods of transition or uncertainty. Risk Resiliency will also provide the Library with a recommendations report in October 2025.

Key deliverables of this program include:

- Crisis Management Plan (CMP), also known as a Continuity of Operations Plan
- Crisis Communications Playbook (CCP)
- Scenario Incident Response Playbook
- Workplace Violence Policy and Program Guide

We firmly believe that proactive planning and preparedness will contribute to a safer and more resilient workplace for everyone.

MEMO

To: Douglas County Libraries Board of Trustees

Date: September 2025

From: Bob Pasicznyuk

Subject: Executive Library Director's Report

DISCUSSION:**Legislative Update**

The legislature met in special session to solve budget issues in response to Federal budget changes. There was no action relevant to the library.

Business Updates

Strategic Planning Task Force. The Task Force met for just under 90 minutes on 9/15/2025. The Task Force identified a list of questions. Staff is annotating the list with existing sources relevant to each question.

Work Plan Updates

- The Highlands Ranch Parking Lot resurfacing project is substantially complete.
- The Castle Rock library's East doors are being retrofitted for enhanced safety.
- The Castle Rock sewer project has completed permitting. Construction is waiting for product shipping confirmation and delivery. Contractors will likely complete the work in early October.
- Sterling Ranch's design continues along with completion of a land donation agreement.
- The library gathered for staff in-service on Friday, September 12.

Board Meeting Location and Access Change 2025

A request is on the agenda and in the packet to change our Board Business Meeting locations in 2026 to Lone Tree.

Citizen Review Request: The library received a Citizen Review Request asking to remove the title *Anne: An Adaptation of Anne of Green Gables (Sort Of)*. By Kathleen Gros. My review findings are included in the packet following this report.

2026 Holiday Closures: see memo following this report.

Division Updates:**Community Engagement:**

Working on:

- Volunteer Services is partnering with Learning & Development to create a new DCLU course: *Empowering staff to engage with volunteers* (working title).
- This month, we will post pronunciation audio files for the new Battle of the Books season, for which we have also created a new BiblioCommons book list.
- Douglas County Libraries Foundation received its largest individual legacy gift from a long-time customer, in the amount of \$20,000. The foundation also has surpassed revenue goals for gala sponsorships and ticket sales, reaching its highest participation levels since the gala launched almost eleven years ago.

Completed:

- In August, we coordinated with the WIC (Women, Infants, and Children) group in Douglas County to be in their email blast, reaching over 1000 people, inviting them to join Dolly Parton's Imagination Library. As a result, August is our highest registration month of the year with a 20% increase over the previous highest month in 2025.
- Karin Slaughter author event was a success, with over 400 attendees on August 16.
- We converted .jpg files on our website to the newer, more efficient webp format, reducing the average page size by a third, improving website performance, decreasing loading times, and lowering bandwidth consumption for mobile users.

Customer Experience:**Working on:**

- Creating 2026 work plans.
- Preparing for file migration to SharePoint.
- In late September we will host staff from Denver Public Library interested in learning about our materials handling processes.
- Recruiting is in process for new Customer Experience Department manager.

Completed:

- Transitioned to back-to-school services: Kicked off Fall Reading Buddies recruitment; Resources by Request and branch tour inquiries are picking up.
- Created process to determine back-up assignments to better facilitate staff reassignment during an unexpected closure of one branch.
- Wrapping up project to organize and streamline the receiving room process in Castle Rock. Courier team will take on additional deliveries inside the building to improve efficient use of the space.

Executive:**Working on:**

- Sterling Ranch Land donation agreement
- Municipal Meetings
- Trustee Onboarding
- SharePoint Migration
- 2026 Meetings
- Risk Resiliency Crisis Management Team Roles

Completed:

- 2026 Meetings except Board

Finance:**Working on:**

- 2026 Budget Development: Collaborating with DCL Managers and Directors to build a comprehensive budget for the upcoming fiscal year.
- Training Initiatives: Partnering with Learning & Development to create robust training materials for key finance applications.
- Team Recruitment: Hired for open position.

Completed:

- Audit Firm: completed initial discovery call with McMahon and Associates.
- Renewed Roxborough lease for an additional 2 years

Infrastructure Services:

Working on:

- Collection Services:
 - Managing and adjusting e-book and e-audio holds ratios to meet customer demand within budget. Currently maintaining an 8:1 holds ratio, with an average wait time of 32 days for items with active holds.
- Human Resources:
 - Launching Gallup Q12 Employee Engagement Survey.
 - Kicking off our compensation project, which will include a comprehensive market analysis.
- Human Resources/IT:
 - Planning for the launch of an ongoing cybersecurity awareness training program for all staff.
- Facilities:
 - Reviewing plans for Castle Rock sewer lift station.
- IT:
 - Replacing end of life phone system.

Completed:

- Facilities:
 - Demolition of the Castle Rock interior sliding door in advance of its replacement with folding doors.
- Infrastructure Services Operations:
 - Cost Containment certification was renewed for three years with the Colorado State Labor Board. This certification grants us a discount on our workers' compensation insurance premium.

RECOMMENDATION: None, information, only



Citizen Review Request

We appreciate your feedback. Return this completed form to any Douglas County Libraries (DCL) location, or email it to 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: Aug 20, 2025 Theme/Topic of Concern: Lesbian content of Children's Book

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

"Anne" by Kathleen Gros

Your Name: [REDACTED]

Signature: [REDACTED]

Mailing Address: [REDACTED]

City: H.R

State: CO

Zip: 80129

Phone: [REDACTED]

Email: [REDACTED]

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.

[REDACTED] 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.

My 7 year old daughter, loving "Anne of Green Gables", checked out a graphic novel retelling of the story. Anne, in this version, is instead a lesbian girl coming out to Marilla and Diana. She was uncomfortable, scandalized, and now has distorted views of these beautiful classic characters that, in L.M. Montgomery's writing, had offered her a lovely model for feminine friendship. Now a sexual distortion has entered that memory.

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

Preference is no. Simple Elimination of this content is requested. It's aimed for children and even if moved in the library, it's reading level and graphics are intended for children. Not appropriate in another location. 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? Scripture is very clear about spiritual warning for causing a "little one to sin". A counterbalance is not necessary. Simply eliminating this book from DCL content.

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>.

Citizen Review Request - Response

Review Requested by: [REDACTED]

Address: Highlands Ranch, CO 80129

Title: *Anne: An Adaptation of Anne of Green Gables (Sort Of)*. A Modern Graphic Novel Retelling of Anne of Green Gables Exploring New Relationships, First Crushes, and Unexpected Coming of Age.

Author: Kathleen Gros

Inventory Details: 2022 – Present; Formats: Physical and Digital.

[REDACTED]

I'm Bob Pasicznyuk, Executive Library Director at Douglas County Libraries. I am responding to your Citizen Review Request – *Anne: An Adaptation of Anne of Green Gables (Sort Of): A Modern Graphic Novel Retelling of Anne of Green Gables Exploring New Relationships, First Crushes, and Unexpected Coming of Age*.

Thank you for reaching out.

About the Board and Review Process

- Colorado law (Colorado Revised Statutes 24-90-122) regulates library collection practice, particularly any request to reconsider library resources. A copy of the statute is available at <https://www.cde.state.co.us/cdelib/librarylaw/part1>
- Within the law, our library is governed by a Board of Trustees – 7 Douglas County community members who set policy directives to staff. The library's policies are available at <https://dcl.org/board/policies>. One of those policies provides that I conduct a higher level of review for requests like yours.

I am citing those sources for you since they are foundational to any review. Beyond this review request process, the Board sets aside times at their business meetings for public comment. Those meetings are regularly held on the last Wednesday of the month at the Philip and Jerry Miller Library in Castle Rock at 5:30pm. The board meeting schedule is available at <https://dcl.org/board/meetings>.

Summary of Your Request: You are asking that the library remove the title - *Anne: An Adaptation of Anne of Green Gables (Sort Of)*. You described several reasons for its removal:

- Kathleen Gros' work distorts L.M. Montgomery's classic story and characters.
- It is inappropriate for children.
- It violates the teaching of scripture - may cause "a little one to sin."

Review Findings

I agree with you that the title takes liberties with the L.M. Montgomery classics. It is common for contemporary authors to use older works beyond copyright protection to tell their own stories. In

this case, those liberties include retelling the story in a modern setting and from a different moral framework of same sex attraction – Anne has romantic feelings for her friend Diana.

Library Policies and Your Request: There are several library policies relevant to your request to remove the title. I'll list the policy directives below along with the policy text. I'll also provide background information about this title relevant to that policy.

1. The library is to select titles and content responding to customer demand.

Curating Library Collections and Content Policy. *Customer demand is our priority and guide in selecting and retaining items for the inventory. Library staff are charged with using usage patterns, sales data, publisher marketing investments, and customer requests to ground Decisions to select, locate, and retain items. Letting the marketplace ground curation is the best way to mitigate staff or customer pre-conceived philosophies or biases.*

→Titles like this one demonstrate a use rate of about 8 loans per year. Customers borrowed this title 11 times in 2022, 44 times in 2023, 47 times in 2024, and 32 times so far this year.

2. The library is to recognize parents' rights, supporting parents as they choose what is appropriate for their children.

Children and Parents Policy. *The foundation of Douglas County Libraries' (the "Library's") relationship with children is that parents and guardians are the arbiters of their children's use of the Library. As arbiters, parents and guardians manage what is appropriate for their children and family.*

3. The library is to make decisions impartially, not advocating for any staff agenda.

Access Policy. *Our commitment to welcoming requires that our decisions and practices are free from discrimination and individual content preferences based on the perceived literary or social value, or lack thereof, of any particular type of media, material, or programming. We will not discriminate on the basis of:*

- *Identity: Age, race, gender, sexual orientation or expression, color, religion, national origin, military status, disability, or genetic history.*
- *Beliefs or Associations: Politics, social stances, faith positions, and more.*
- *Background or Personal Histories: Poverty, wealth, marital status, education, and more*

State Law and Your Request: Colorado law also regulates our practice with similar demands to library policy. The following are directives from Colorado Revised Statutes 21-90-122:

(b) The public has the right to access a range of social, political, aesthetic, moral, and other ideas and experiences through a public library;

(e) A public library shall not proscribe or prohibit the circulation or procurement of a library resource because of partisan or doctrinal disapproval of the library resource;

(g) A public library shall consider the perspectives of marginalized groups, including those identified in section 22-1-104 (1)(a)

Review Conclusion

Even though I am sensitive to your concerns about this title, I am not acting on your request given library and legal policy boundaries. Many Douglas County citizens show their interest in this title through use. The title's general interest is also demonstrated in the number of reviewers who have written about it. It is also in library inventories across the region and nation.

Even though you did not request it, I am going to direct staff to make a change about the information we provide for this title. Our library's catalog contains many title summaries to help customers choose what is or is not appropriate for them. In this case, I do not believe the summary is clear enough about the content of the book. Staff will update this summary with that information.

Thanks for contacting me about your concern. I'll conclude my remarks by pointing out the obvious that our library doesn't endorse or validate any of its titles. The library is always available to assist you and your family in curating content in keeping with your needs.

I am pleased that you and your family find value in your community libraries. Your concern for the well-being of your children and family is to your credit.

Sincerely,

Bob Pasicznyuk
Executive Library Director, Douglas County Libraries

MEMO

To: Douglas County Libraries Board of Trustees

Date: September 24, 2025

From: Jill Corrente

Subject: 2026 Holiday Closure

Observed Holidays: All district facilities will be closed.

| | |
|------------------------|---------------------------|
| New Year's Day | Thursday, January 1 |
| Martin Luther King Day | Monday, January 19 |
| President's Day | Monday, February 16 |
| Memorial Day | Monday, May 25 |
| Juneteenth | Friday, June 19 |
| Independence Day | Friday, July 3 (Observed) |
| Labor Day | Monday, September 7 |
| Thanksgiving Day | Thursday, November 26 |
| Christmas Day | Friday, December 25 |

All district facilities will close at 3:00 pm on:

- Thanksgiving Eve, Wednesday, November 25
- Christmas Eve, Thursday, December 24
- New Year's Eve, Thursday, December 31