

**Douglas County Libraries**  
**Wednesday, December 1, 2021**  
**7:00 p.m.**  
**PUBLIC HEARING FOR BUDGET ADOPTION**  
**and**  
**BOARD REGULAR MEETING**  
**Philip S. Miller Library, Castle Rock, CO**

**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.*

**ATTENDANCE**

**PUBLIC COMMENTS (non-budget)**

<b>MOTION TO APPROVE CONSENT AGENDA</b>		<b>Page 5</b>
1.	Minutes Regular Meeting October 27, 2021	Pages 6-8
2.	Minutes Special Meeting November 17, 2021	Pages 9-10
3.	Budgeted Capital Expenditure - Server and Storage	Pages 11-34

**NOTICE OF PUBLIC HEARING** **Page 35**

**REVIEW OF BUDGET CHANGES SINCE PRELIMINARY BUDGET** **Pages 36-39**

**OPEN PUBLIC HEARING FOR 2022 BUDGET ADOPTION** **Pages 46-57**

**MOTION** to adopt the 2022 Budget Resolutions **Pages 40-45**

**CLOSE PUBLIC HEARING**

**EXECUTIVE LIBRARY DIRECTOR UPDATE (Bob Pasicznyuk)****Pages 58-66****DISTRICT BUSINESS**

*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.*

Capital Planning Committee (Committee Chair, Danser)

- Castle Rock Library update

Personnel Committee (Committee Chair, Silverthorn)Executive Committee (Committee Chair, Cole)Partnership of Douglas County Governments (Board Representative, Danser)Douglas County Youth Initiative (Board Representative, Burkholder)Urban Libraries Council (Board Member, Silverthorn)**FOUNDATION REPORT** (Foundation Class I Director, Vaughn)

- Colorado Gives Day

**TRUSTEE COMMENTS****UPCOMING BOARD MEETINGS**

1. **Board Meeting:** January 26, 2022, Castle Pines Library, Event Hall, 7:00 p.m.  
(Dinner at 6:30 p.m.)
2. **Board Study Session:** January 26, 2022, Castle Pines Library, Castle Pines North Master Association Event Hall, 5:00 p.m.

**COMMITTEE MEETINGS****1. Capital Planning Committee Meeting:**

- December 2, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Danser, Nolan and Vaughn)
- January 12, 2022, Lone Tree Library, The Studio, 8:00 a.m. (Danser, Nolan and Vaughn)

**2. Personnel Committee Meeting:**

- December 17, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn)
- January 13, 2022, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn)

**3. Executive Committee Meeting:**

- December 17, 2021, Castle Pines Library, First Floor Conference Room, 9:00 a.m. (Cole, Burkholder and Silverthorn)
- January 18, 2022, 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 8, 2021, Castle Pines Library, Event Hall, 7:00 a.m. - 9:30 a.m. (Breakfast at 7:00 a.m., meeting begins at 7:30 a.m.)
- January 19, 2022, TBA, 7:00 a.m. - 9:30 a.m. (Breakfast at 7:00 a.m., meeting begins at 7:30 a.m.)

**ADJOURN**



## Board of Trustees

Budget Public Hearing and Regular Meeting  
Wednesday, December 1, 2021

Inspiring  
a love of...

READING...

DISCOVERY...

CONNECTION...



# Consent Agenda

**Board Action:** Review the below items for mass approval. Board members can remove any item from the consent agenda prior to its acceptance for further discussion and action during district business.

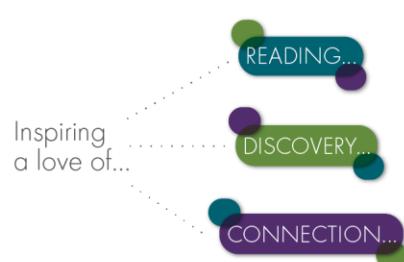
#	Item	Concerning
1.	Minutes	Regular Board Meeting, October 27, 2021
2.	Minutes	Special Board Meeting, November 17, 2021
3.	2021 Budgeted Capital Expenditure*	District Server and Storage

**MOTION:** I move to accept the Consent Agenda as presented consisting of the Regular Board Meeting Minutes of October 27, 2021, the Special Board Meeting Minutes of November 17, 2021, and the budgeted capital expenditure of \$443,802.53 for the upgrade and refresh of the Districts Servers and Storage.

\*This item is coming to you in support of our expenditure policy for budgeted capital expenditures of \$50,000 or more.

As such we are confirming:

1. Budgeted monies are still in place for this project.
2. The scope of the project is in line with the project budget
3. The project is in line with our current strategies or workplan.



DOUGLAS COUNTY LIBRARIES  
 Board of Trustees Regular Meeting  
 October 27, 2021  
 Lone Tree, Colorado

Meghann Silverthorn, Vice-President, called the regular meeting to order at 7:11 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, Daniel Danser, Terry Nolan, Meghann Silverthorn, and Louise Wood

Ron Cole and Dawn Vaughn were absent. The absences were excused. A quorum was present.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Patti Owen-DeLay, and Jesse Politi

**PUBLIC:** None

**PUBLIC COMMENTS:** None

**CONSENT AGENDA**

#	Item	Regarding	Page(s)
1.	Minutes	Regular Meeting September 29, 2021	Pages 5-7
2.	Study Session Record	Study Session September 29, 2021	Pages 8-9

**MOTION 21-10-01:** Burkholder moved and the motion carried unanimously to approve the Consent Agenda as presented, consisting of the September 29, 2021, Regular Board Meeting minutes and September 29, 2021, Study Session record.

**EXECUTIVE LIBRARY DIRECTOR'S REPORT**

Pasicznyuk expanded on the meeting packet report summary of where libraries are at this point in the pandemic.

**DISTRICT BUSINESS**

No trustees declared a conflict of interest with any matters coming before the board.

Capital Planning Committee Report (Danser)

- Castle Rock Rebuild - Danser shared that there are some alternates to the project. Pasicznyuk spoke about the possibility of funding these through a number of opportunities. The final schedule will be set once contracts are in place with subs.

Executive Committee Report (Silverthorn)

Discussed items with the budget.

- Quarterly Financial Report - Anderson reviewed the financials, highlighting the strong position the budget reflects with revenues slightly up and expenses slightly down. Some of this will balance out in the fourth quarter, though Anderson expects to end the year with a slight surplus over budget.

- Draft 2022 Budget - The board reviewed the draft budget at the study session. The board will host a special meeting in November for discussion of reserves and 2022 budget.

Partnership of Douglas County Governments (Danser)

Danser shared that there was no Elected-Officials meeting in October. The next meeting is the Elected Officials reception on November 18, 2021.

Douglas County Youth Initiative (DCYI) (Burkholder)

Burkholder reported that the Youth Congress occurred this month.

Urban Libraries Council (ULC) (Silverthorn)

ULC board will meet December 3 in Washington, D.C.

**FOUNDATION REPORT (Vaughn)**

In Vaughn's absence Owen-DeLay summarized the meeting, sharing:

- The Family Fete and annual Gala were by all counts a success and the two events will continue in 2022.
- The Foundation board will work on goal-setting in January 2022, focusing on:
  - Recruitment,
  - Fundraising and the endowment fund, and
  - Special project to support and enhance the library mission.
- Colorado Gives Day is December 7, 2021.
  - Donations can be scheduled any time after November 1, 2021.
  - All trustees are asked to donate.
  - Staff will share tools for helping spread the word and build donors.
- The Foundation approved its bylaws change allowing the Executive Director of the Foundation to be either the Executive Library Director or his Director designee.

Personnel Committee Report (Silverthorn)

- Executive Library Director's Annual Performance Review.

**MOTION 21-10-02:** Silverthorn 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).

**RETURN TO OPEN SESSION**

The board returned to open meeting at 8:45 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.

Continuation of Personnel Committee Report

- Executive Library Director's Annual Performance Review.

Silverthorn shared on behalf of the board:

1. The board is incredibly happy with the Executive Library Director's performance.
2. The Personnel Committee will have a review conversation with the Executive Library Director.
3. The board will handle 2022 compensation at the December 1, 2021, board meeting.

- 4. Trustee Nolan will speak with legal counsel around the question of needing to do a motion in open meeting for compensation.
- Extending terms on two appointments.  
Silverthorn spoke to Commissioner Thomas about updating library appointments for two positions to allow for a better staggering of terms. Commissioner Thomas was open to the conversation and it will be continued.

#### **TRUSTEE COMMENTS**

Burkholder expressed appreciation for all that is happening and that the district is giving to our community.

Nolan stated that he is “happy to be here.”

#### **UPCOMING BOARD MEETINGS**

1. **Board Capital Planning Committee Meeting:** November 4, 2021, Castle Pines Library, 8:00 a.m.–9:00 a.m. (Danser, Nolan and Vaughn) Note: This may be canceled. Pasiczyuk will check with staff on any first quarter capital approvals.
2. **Board Executive Committee Meeting:** November 10, 2021, Lone Tree Library, 8:00 a.m.–9:00 a.m. (Cole, Burkholder and Silverthorn)
3. **Personnel Committee Meeting:** November 19, 2021, Castle Pines Library, 8:00 a.m.–9:00 a.m. (Silverthorn, Burkholder and Cole)
4. **Board Informal Breakfast:** November 24, 2021, the Exchange, Castle Pines, 8:00 a.m.–9:00 a.m.
5. **Board Study Session:** December 1, 2021, Castle Rock – Philip S. Miller Library, 5:30 p.m.–6:30 p.m.
6. **Board Regular Meeting:** December 1, 2021, Castle Rock – Philip S. Miller Library, 7:00 p.m.

#### **OTHER BOARD CALENDAR ITEMS**

1. **Partnership of Douglas County Governments Meeting Elected Officials Reception:** November 18, 2021, Highlands Ranch Mansion, 6:00 p.m.–8:00 p.m.

#### **ADJOURN**

**MOTION: 21-10-03:** Burkholder moved and the motion carried unanimously to adjourn the meeting at 8:58 p.m.

Respectfully submitted,

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

DOUGLAS COUNTY LIBRARIES  
 Board of Trustees Special Meeting  
 November 17, 2021  
 Lone Tree, Colorado

Ron Cole, President, 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. The Executive Session was not properly noticed so the Executive Session is removed from the agenda.

The following were present:

**TRUSTEES:** Suzanne Burkholder, Ron Cole, Dan Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

Silverthorn arrived at 5:09 p.m.

Danser arrived at 5:18 p.m.

**STAFF:** Bob Pasicznyuk, Dave Anderson, Jill Corrente, and Patti Owen-DeLay

**PUBLIC:** None

**PUBLIC COMMENTS:** None

**DISTRICT BUSINESS**

No trustees declared a conflict of interest with any matters coming before the board.

Capital Planning Committee Report (Danser)

- Update on the Castle Rock Rebuild Project - Pasicznyuk shared that at 25% Construction Documents with sub-bidding complete, the project is showing a delta between budget and actuals of \$30,000 over budget, leaving a large portion of the contingency to cover this intact for possible contingency items.

Personnel Committee Report (Silverthorn)

- Silverthorn reported that given the issue with the notice of Executive Session she is recommending tabling the Executive Library Director's annual evaluation and contract updates to December 1, 2021. The board concurred.
- The instrument was designed to be self-executing. There was discussion to modify it; Silverthorn would like legal advice as to how to do that and maintain the self-executing nature of the document and process.

**MOTION 21-11-01:** Silverthorn moved and the motion carried unanimously (with Danser absent) to table the discussion of the Executive Library Director's annual evaluation and compensation to December 1, 2021, during Executive Session.

Executive Committee Report (Cole)

- 2022 Budget Review from draft to proposed final  
 Anderson went through the budget specifying changes from the October draft.
  - Revenues did not change except for an upward adjustment to interest income.

- Revenues and expenses normally show a 1:1 increase/decrease. This budget does not have the 1:1 relationship.
- Two capital projects changed:
  - PC replacement went down \$50,000 due to timing.
  - Server replacement went up \$250,000.
- There is 6% budgeted to put in the investment account.
- Compensation figure dollars changed, but no change to the percentage.
- The draft included a report of additional information on the market compensation philosophy and objectives.
- Concerns about reserves are resolved with this final proposed budget, keeping reserves at \$5 million.

#### **TRUSTEE COMMENTS**

Vaughn commented that the Storybook Halloween was wonderful and that every library event she and her family attend is outstanding.

Wood wondered what offerings and events we have for teens.

#### **UPCOMING BOARD MEETINGS**

1. Board Budget Public Hearing and Meeting: December 1, 2021, Castle Rock – Philip S. Miller Library, Event Hall, 7:00 p.m. (Dinner at 5:30 p.m.)
2. Board Study Session: December 1, 2021, Castle Rock – Philip S. Miller Library, Event Hall, 6:00 p.m. This meeting will be held as a special meeting for Executive Session regarding the Executive Library Director's contract and annual evaluation.
3. Personnel Committee Meeting: November 19, 2021, Castle Pines Library, First Floor Conference Room, 8:00 a.m. (Cole, Burkholder and Silverthorn). This meeting is canceled.
4. Board Informal Breakfast: November 24, 2021, The Exchange, Castle Pines, 8:00 a.m.-9:00 a.m.

#### **OTHER BOARD CALENDAR ITEMS**

1. Partnership of Douglas County Governments Elected Officials Reception: November 18, 2021, Highlands Ranch Mansion, 6:00 p.m.–8:00 p.m.

#### **ADJOURN**

The meeting was adjourned at 5:58 p.m.

Respectfully submitted,

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

This item is coming to you in support of our expenditure policy for budgeted capital expenditures of \$50,000 or more.

As such we are confirming:

1. Budgeted monies are still in place for this project.
2. The scope of the project is in line with the project budget
3. The project is in line with our current strategies or work plan.
4. We have finalized our scope costs through our normal bid and procurement processes.

**DATE:** December 1, 2021

**AGENDA ITEM:** Budgeted Capital Expenditure over \$50,000 for district server and storage.  
Previously approved 2021 budget for the servers and storage is \$443,802.53.

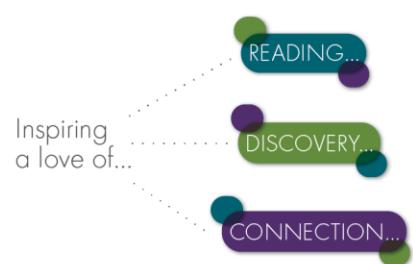
**DISCUSSION:** The district's current primary and backup sever clusters and storage are end of life. The 2021 budget includes budget for this work. The equipment will be leased and additional consulting and could services will be required to complete this project. We are requesting board authorization now so that our IT Team can make the purchase.

**BUDGET IMPACT:**

Item	Initial Cost	Annual Cost	Total Amount
Nimble Storage from CDI 5 YR	46,886.00	46,886.00	234,480.00
Cisco Server clusters from Zivaro 3YR	49,039.51	49,039.51	147,118.53
Consulting Zivaro	11,604.00		11,604.00
Cloud Service	0.00	10,000.00	50,000.00
Shipping from CDI	600.00	0.00	600.00
<b>Total</b>	<b>108,129.51</b>	<b>105,925.51</b>	<b>443,802.53</b>

**RECOMMENDATION:** We recommend that the Board approve this expenditure as presented through the following motion.

**PERSON(S) RESPONSIBLE:** Jesse Politi



Inspiring  
a love of...



Quote Prepared For:  
**Douglas County Libraries**  
 100 S Wilcox St  
 Castle Rock Colorado, 80104

**CDI LLC**  
 500 Fifth Avenue, Suite 1500  
 New York, NY 10110  
 (877) 216 0133

Quote Date: 10/14/2021  
 Exp Date: 11/12/2021  
 Quote No: Q-13092-1  
 Prepared By: emily.huber@cdillc.com

### HPE Nimble Only Option

HPE NS HF40	\$ 209,846.90
<b>TOTAL</b>	<b>\$ 209,846.90</b>

Account Manager: Steve Kampa  
 Email: steve.kampa@cdillc.com  
 Phone#: +1 3038599470

#### **Terms & Conditions**

Pricing subject to change without advanced notice from the manufacturer. Restock fees will apply for any items returned. Returns must be made within 15 days of receipt of items unopened. CDI terms net 30 days. Shipping fees not included. The information provided to you in this communication is regarded by Computer Design & Integration LLC to be Confidential and Proprietary information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by Computer Design & Integration LLC. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

HPE NS HF40				
QTY	PART NUMBER	DESCRIPTION	UNIT SELL	EXT. SELL
1	Q8H39A	HPE NS HF40 HYBRID CTO BASE ARRAY	\$ 17,700.55	\$ 17,700.55
1	Q8B56B	HPE NS HF40/60 HYBRID 126TB FIO HDD BNDL	\$ 25,373.90	\$ 25,373.90
1	Q8B64B	HPE NS HF40/60 11.52TB FIO CACHE BNDL	\$ 20,392.63	\$ 20,392.63
2	Q8B88B	HPE NS 2X10GBE 2P FIO ADPTR KIT	\$ 1,700.55	\$ 3,401.10
1	Q8G27B	HPE TIER 1 STORAGE OS DEFAULT FIO SW	\$ 0.74	\$ 0.74
2	Q8J27A	HPE NS C13 TO C14 FIO POWER CORD	\$ 0.66	\$ 1.32
1	R3P91A	HPE TIER 1 STORAGE ARRAY STANDARD TRK	\$ 0.66	\$ 0.66
1	Q8H39A	HPE NS HF40 HYBRID CTO BASE ARRAY	\$ 17,700.55	\$ 17,700.55
1	Q8B56B	HPE NS HF40/60 HYBRID 126TB FIO HDD BNDL	\$ 25,373.90	\$ 25,373.90
1	Q8B64B	HPE NS HF40/60 11.52TB FIO CACHE BNDL	\$ 20,392.63	\$ 20,392.63
2	Q8B88B	HPE NS 2X10GBE 2P FIO ADPTR KIT	\$ 1,700.55	\$ 3,401.10
1	Q8G27B	HPE TIER 1 STORAGE OS DEFAULT FIO SW	\$ 0.74	\$ 0.74
2	Q8J27A	HPE NS C13 TO C14 FIO POWER CORD	\$ 0.66	\$ 1.32
1	R3P91A	HPE TIER 1 STORAGE ARRAY STANDARD TRK	\$ 0.66	\$ 0.66
1	HT6Z0A5	HPE NS 5Y 4H PARTS EXCHANGE SUPPORT	\$ 0.00	\$ 0.00
2	HT6Z0A5#ZFT	HPE NS HF40/60 HYBR 126TB HDD BNDL SUPP	\$ 11,470.43	\$ 22,940.86
4	HT6Z0A5#ZET	HPE NS 2X10GBE 2P ADPTR SUPP	\$ 1,385.40	\$ 5,541.60
2	HT6Z0A5#ZFB	HPE NS HF 11.52TB CACHE SUPP	\$ 8,201.02	\$ 16,402.04
2	HT6Z0A5#ZFG	HPE NS HF40 HYBRID BASE ARRAY SUPP	\$ 12,311.28	\$ 24,622.56
1	HA114A1	HPE INSTALLATION AND STARTUP SERVICE	\$ 0.00	\$ 0.00
2	HA114A1#5MR	HPE TIER 1 STORAGE ARRAY STARTUP SVC	\$ 3,299.02	\$ 6,598.04
SUBTOTAL				\$ 209,846.90

## **Computer Design & Integration LLC Sales Terms and Conditions**

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### **Terms and Conditions**

The following Terms & Conditions apply to all orders and purchases, and any agreements resulting therefrom, of any products, licenses, or services from Computer Design & Integration LLC (hereafter "Seller"):

### **Confidentiality Provision**

The information provided to you in this communication is regarded by Computer Design & Integration LLC to be Confidential and Proprietary information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by Computer Design & Integration LLC. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

### **Payment Terms**

Terms of payment are net 30 days from date of invoice, which date shall not precede the shipment of products or rendering of services unless the parties otherwise agree in writing. The payment terms set forth herein are subject to Buyer and Seller maintaining a mutually acceptable Credit Arrangement. Seller may assess interest on amounts not paid within thirty (30) days of the invoice date at the maximum rate allowed by law or 1.5% per month, whichever is less. Further, any returned checks will incur a \$25.00 fee. Seller may, at its discretion, engage third parties to assist in the collection of past due accounts. If such event occurs, Buyer agrees to be solely responsible for all costs associated with the third-party collection efforts, including reasonable attorney's fees. In the event that you lease the Product through a third-party leasing agent, we must be informed of this prior to shipment. Our standard payment terms must be met by your leasing agent or be subject to the aforementioned interest penalty to be paid by you.

### **Taxes**

Any tax imposed by federal, state or other governmental authority on the sale of the merchandise and/or services referred to in this quotation shall be paid by the Buyer, in addition to the quoted prices.

### **Freight Terms, Delivery, Title To and Risk of Loss**

Unless otherwise agreed to by the parties, merchandise shall be shipped FOB shipping point (placement of Product with a common carrier or licensed trucker). In the event Buyer requests the shipment of merchandise not in accordance with our standard freight policy, Buyer shall be responsible for all costs of freight and handling.

Title to any merchandise sold and the risk of loss with respect to such merchandise for any damages shall pass to the Buyer upon CDI's placing same in the custody of a common carrier for shipment to the Buyer.

### **Warranty Limitation and Exclusions**

Except for the warranty that the goods are made in a workmanlike manner and in accordance with the specifications supplied or agreed to by buyer in writing, buyer hereby waives all other conditions, representations and warranties, express or implied by statute, usage, custom of the trade or otherwise, including without limitation, the implied warranties of merchantability and fitness for a particular purpose. Notwithstanding any other prior statement, written or oral, seller makes no other warranties regarding the quality of its products or the materials and services provided to buyer under this agreement. Without limiting the generality of the foregoing, seller expressly disclaims any warranties of durability, that the licensed software program will meet all of the buyer's needs or that the operation of the goods will be error free.

### **Damages and Limitation of Liability**

In no event shall Seller be liable to Buyer for any indirect, special, incidental, consequential or punitive damages for any occurrence related to this Agreement, whether or not such damages were foreseeable, or Seller had been advised of the possibility of such damages. This limitation includes, but is not limited to, the following: loss of profits; loss of buyer goodwill; attorney's fees; damage to business relations; loss of use of equipment; cost of substituted facilities or services; claims by buyer's customers; and damages for any other economic losses or property damage arising from or related to any act or omission by seller. Seller's total liability shall not exceed the lesser of the sum of \$10,000 or the amount paid to seller under the agreement during the twelve (12) month period immediately preceding the occurrence of any damage or loss. Any action by buyer arising out of or in any way related to this agreement must be brought by buyer within two (2) years from the date on which the cause of action accrues.

### **Force Majeure**

Neither party shall be liable to the other for the failure to perform their respective obligations under this Agreement due to fire, flood, strikes, or any other industrial or manufacturing disturbances, accidents, war, riot, insurrection, or other causes beyond the reasonable control of the parties.

### **Limitation of Employment**

Buyer agrees that during the term of this agreement, and for an additional period of one (1) year, buyer shall not directly or indirectly offer employment to, employ, seek the counsel of, or contract with any seller's employees. This provision shall be construed by the parties as a covenant independent of any other term or condition contained in this agreement. In the event that buyer violates this independent covenant between the parties, buyer shall pay seller for each violation a fee equal to one year of salary for the employee in question.

### **Governing Law**

The parties agree that this agreement will be construed and interpreted in accordance with the laws of the State of New Jersey, including provisions of Chapter 2 of the New Jersey Uniform Commercial Code. The parties also acknowledge that the transaction that is the subject matter of this agreement bears a reasonable relation to the State of New Jersey, and that any dispute arising hereunder shall be decided in the state or federal courts located in the State of New Jersey.



## Financing Proposal

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Douglas County Libraries  
100 S Wilcox St.  
Castle Rock, Co 80104

November 4, 2021

CDI Financial Services is pleased to offer this financing proposal for the equipment and services you wish to acquire. We pride ourselves on our ability to provide aggressive rates, exceptional service and value-added consultation and advice. Thank you for the opportunity!

### **Lease Breakdown:**

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Finance Co:	CDI Financial Services LLC
Customer:	Douglas County Libraries
Equipment Provider:	CDI
Equipment:	HPE
Purchase Price:	\$209,846.90 (Excludes Tax & Shipping)
Term:	36 months @ \$5,829.00/mo.
	48 months @ \$4,503.00/mo.
	60 months @ \$3,908.00/mo.
Lease Type:	Operating
Commencement Date:	Upon Acceptance

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### **General Terms and Conditions**

- 1) Last payment due in advance.
- 2) No fees at signing.
- 3) Monthly or quarterly billing available.
- 4) Pricing contained within this proposal is valid for 30 days.
- 5) Proposed financing is subject to credit approval and review of final equipment, software and services configuration.
- 6) For transactions over \$250,000, the above payments are based on like-term SWAP interest rates as published in the Federal Reserve daily update and will adjust accordingly at time of lease execution to protect both parties.
- 7) This proposal is for discussion purposes only.

Kind Regards,

Mike Dolan  
Managing Director  
732-546-2371

Douglas County Libraries- 10.04.2021- UCS Refresh

**ZIVARO**  
• BRILLIANT IT •

**Quote Contact: Eustache Nguie-Sino  
Quote Number: 116052**

**Prepared By:  
Rob Timmons  
[rtimmons@zivaro.com](mailto:rtimmons@zivaro.com)**  
3900 E Mexico Avenue, Suite 1000  
Denver, CO 80210-3945  
Phone: 720-836-7448



3900 E Mexico Avenue, Suite 1000  
Denver, CO 80210-3945  
www.zivaro.com  
Phone: 720-836-7448

**Account Executive:**  
Rob Timmons  
720-836-7448  
rtimmons@zivaro.com

**Inside Account Manager:**  
Fatima Khan  
720-836-7490  
fkhan@zivaro.com

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## Quotation

### Prepared For:

Eustache Nguie-Sino  
Douglas County Library District  
Douglas County Libraries,  
Accounts Payable  
Castle Rock, CO, 80104  
(303)791-7323  
enguiesino@dclibraries.org

### Ship To:

Eustache Nguie-Sino  
100 South Wilcox Street  
Castle Rock, CO 80104  
(303)791-7323  
enguiesino@dclibraries.org

Date: 10/04/2021

**QUOTE#.** 116052

Line#	Item Number	Item Description	Qty.	Price	Extended
1	UCSX-M6-MLB	UCSX M6 Modular Server and Chassis MLB Mfr: cisco	1	\$ 0.00	\$ 0.00
2	DC-MGT-SAAS	Cisco Intersight SaaS Mfr: cisco	1	\$ 0.00	\$ 0.00
3	DC-MGT-SAAS-AD-C	Cisco Intersight SaaS - Advantage (new) Mfr: cisco	6	\$ 1,240.47	\$ 7,442.82
4	SVS-DCM-SUPT-BAS	Basic Support for DCM Mfr: cisco	6	\$ 0.00	\$ 0.00
5	DC-MGT-IMCS-1S	IMC Supervisor - Advanced - 1 Server License Mfr: cisco	6	\$ 0.00	\$ 0.00
6	DC-MGT-UCSC-1S	UCS Central Per Server - 1 Server License Mfr: cisco	6	\$ 0.00	\$ 0.00
7	UCSX-9508-U	UCS 9508 Chassis Configured Mfr: cisco	2	\$ 3,212.80	\$ 6,425.60
8	CON-OSP-UCSX95U8	SNTC-24X7X4OS UCS 9508 Chassis Configured Mfr: cisco	2	\$ 326.02	\$ 652.04
9	UCSX-CHASSIS-SW	Platform SW (Recommended) latest release for X9500 Chassis Mfr: cisco	2	\$ 0.00	\$ 0.00
10	UCSX-9508-FSBK	UCS 9508 Chassis Front Node Slot Blank Mfr: cisco	10	\$ 0.00	\$ 0.00
11	UCSX-9508-PSUBK	UCS 9508 Chassis PSU Blank Mfr: cisco	8	\$ 0.00	\$ 0.00
12	UCSX-9508-CAK	UCS 9508 Chassis Accessory Kit Mfr: cisco	2	\$ 0.00	\$ 0.00
13	UCSX-9508-RBLK	UCS 9508 Chassis Active Cooling Module (FEM slot) Mfr: cisco	4	\$ 0.00	\$ 0.00
14	UCSX-9508-ACPEM	UCS 9508 Chassis Rear AC Power Expansion Module Mfr: cisco	4	\$ 0.00	\$ 0.00
15	UCSX-9508-KEY-AC	UCS 9508 AC PSU Keying Bracket Mfr: cisco	2	\$ 0.00	\$ 0.00
16	UCSX-210C-M6	UCS 210c M6 Compute Node w/o CPU, Memory, Storage, Mezz Mfr: cisco	6	\$ 1,643.82	\$ 9,862.92
17	CON-OSP-UCSX210C	SNTC-24X7X4OS UCS 210c M6 Compute Node w/o CPU, Memory Mfr: cisco	6	\$ 576.68	\$ 3,460.08
18	UCSX-V4-Q25GML	UCS VIC 14425 4x25G mLOM for X Compute Node Mfr: cisco	6	\$ 376.34	\$ 2,258.04
19	UCSX-M2-240GB	Micron 5300 240G SATA M.2 Mfr: cisco	12	\$ 193.79	\$ 2,325.48

Line#	Item Number	Item Description	Qty.	Price	Extended
20	UCSX-M2-HWRAID	Cisco Boot optimized M.2 Raid controller Mfr: cisco	6	\$ 79.65 19 of 66	\$ 477.90
21	UCSX-TPM-002C	TPM 2.0, TCG, FIPS140-2, CC EAL4+ Certified, for M6 servers Mfr: Cisco	6	\$ 20.05	\$ 120.30
22	UCSX-C-SW-LATEST	Platform SW (Recommended) latest release XSeries ComputeNode Mfr: cisco	6	\$ 0.00	\$ 0.00
23	UCSX-C-M6-HS-F	UCS 210c M6 Compute Node Front CPU Heat Sink Mfr: cisco	6	\$ 0.00	\$ 0.00
24	UCSX-C-M6-HS-R	UCS 210c M6 Compute Node Rear CPU Heat Sink Mfr: cisco	6	\$ 0.00	\$ 0.00
25	UCS-DIMM-BLK	UCS DIMM Blanks Mfr: cisco	120	\$ 0.00	\$ 0.00
26	UCSX-X10C-FMBK	UCS X10c Compute Node Front Mezz Blank Mfr: cisco	6	\$ 0.00	\$ 0.00
27	UCSX-CPU-I5317	Intel 5317 3.0GHz/150W 12C/18MB DDR4 2933MHz Mfr: cisco	12	\$ 1,086.52	\$ 13,038.24
28	UCSX-MR-X32G2RW	32GB RDIMM DRx4 3200 (8Gb) Mfr: cisco	72	\$ 753.49	\$ 54,251.28
29	UCS-SID-WKL-OW	Other Workload Mfr: cisco	6	\$ 0.00	\$ 0.00
30	UCS-SID-INFR-OI	Other Infrastructure Mfr: cisco	6	\$ 0.00	\$ 0.00
31	UCSX-I-9108-25G	UCS 9108-25G IFM for 9508 Chassis Mfr: cisco	4	\$ 3,640.19	\$ 14,560.76
32	UCSX-PSU-2800AC	UCS 9508 Chassis 2800V AC Dual Voltage PSU Mfr: cisco	4	\$ 424.19	\$ 1,696.76
33	CAB-AC-C6K-TWLK	Power Cord, 250Vac 16A, twist lock NEMA L6-20 plug, US Mfr: cisco	4	\$ 0.00	\$ 0.00
34	UCS-FI-6454-U	UCS Fabric Interconnect 6454 Mfr: cisco	2	\$ 12,514.70	\$ 25,029.40
35	CON-OSP-SFI6454U	SNTC-24X7X4OS UCS Fabric Interconnect 6454 Mfr: cisco	2	\$ 2,010.06	\$ 4,020.12
36	N10-MGT018	UCS Manager v4.2 and Intersight Managed Mode v4.2 Mfr: cisco	2	\$ 0.00	\$ 0.00
37	UCS-PSU-6332-AC	UCS 6332/ 6454 Power Supply/100-240VAC Mfr: cisco	4	\$ 374.20	\$ 1,496.80
38	CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America Mfr: cisco	4	\$ 0.00	\$ 0.00
39	UCS-ACC-6332	UCS 6332/ 6454 Chassis Accessory Kit Mfr: cisco	2	\$ 0.00	\$ 0.00
40	UCS-FAN-6332	UCS 6332/ 6454 Fan Module Mfr: cisco	8	\$ 0.00	\$ 0.00
40 item(s)				Sub-Total	\$ 147,118.54
				Tax @ 0%	\$ 0.00
				Freight	\$ 0.00
				Total	\$ 147,118.54

Date: 10/04/2021

QUOTE#. 116052

Quote Valid Until: 11/03/2021

#### Payment Details

Pay by: Company PO  
Term: Net 30 days

#### Shipping and Delivery Details

Shipping via: FEDEX Ground  
(DropShip)  
Delivery Notes: Non Taxable.

#### Terms and Conditions

Terms with approved credit. Quote is for budgetary purposes only and does not include possible sales taxes and freight charges.  
All returns must be pre-approved by Zivaro and in original packaging, otherwise subject to a 20% restock fee if opened, used or in used condition.

Return policies available at <https://zivaro.com/return-policy/>

Upon acceptance of the quote, unless otherwise negotiated, Zivaro's Master Sales Agreement (MSA) will govern the performance and delivery of these items. The most current version of the MSA is available at [www.zivaro.com/MSA](http://www.zivaro.com/MSA) and may be updated from time to time without notice.

A 3% transaction fee will be assessed to the total for customers choosing to pay via credit card.

20 of 66

Prepared by: **Rob Timmons**

Email: **r timmons@zivaro.com**

Phone: **720-836-7448**

Mobile: **303-905-6067**



CSC Rep: Rob McIntire  
 Title: Finance Manager  
 Phone: 610-246-8726  
 Email: [rmcintir@cisco.com](mailto:rmcintir@cisco.com)  
 Date: 11/3/2021

## Financing Proposal

### Prepared For:

**Customer:** Douglas County Libraries

Between business as usual and your business transformed, there's a bridge. Acquiring the Cisco technology that your institution needs has never been easier.

### Financing Costs Breakdown: 3 Years

Hardware/Softcosts	\$147,118.54
Total Amount Financed	\$147,118.54

### Payment Structure Breakdown:

\$1 Buyout	<input checked="" type="checkbox"/> 36 Monthly Payments
Payment Range	1 thru 36
Payment Amount	\$4,263.49

### General Terms and Conditions

- 1) The pricing and payments contained above and within this proposal is valid for 30 days and exclude all applicable sales taxes.
- 2) This proposal is for discussion purposes only. All payments and financing options are subject to final credit review, equipment, software and services configuration, approval and documentation by CSCC. All Final terms and conditions will be specified in the definitive financing agreement entered into between CSCC and Customer.
- 3). The above payments are based on like term SWAP interest rates as published at the ICE Report Center daily update referencing USD Rates 1100 (<https://www.theice.com/marketdata/reports/180>) and is subject to adjustment by CSCC prior to the commencement date to retain CSCC's implicit financing rate. Any basis point change in the like term SWAP will result in a corresponding basis point adjustment to the implicit finance rate in the lease which will then result in an adjustment to the lease payment

### Next Steps

If you accept this proposal and wish to move forward, please email [rmcintir@cisco.com](mailto:rmcintir@cisco.com) for information on the credit review.

# Introducing Cisco Capital Financing

Cisco is pleased to present NCMC with this proposal for structured financing of your forthcoming Cisco Meraki and Infrastructure investments.

## Why Technology Financing?

We have an in-depth knowledge of how customers can optimize their technology investments. We are the bridge between managing the demands of evolving market dynamics and today's financial requirements — making it easier for you to access the right technology to enable your digital transformation.

## Why Finance with us?

Our primary purpose is to help our customers get the technology they need to digitally transform their business. We want to enable you to pay for your Cisco-led solutions in a seamless, flexible and affordable way. With a variety of offers and capabilities, we can almost always meet and exceed the unique requirements of your business.

### We are flexible.

Whether you need consumption models, pay-as-you-go, bundled payments or traditional models, Cisco Capital offers more payment options to drive your business outcomes. You can:

Bundle your technology into one predictable payment

Match expenses more closely with revenue with our flexible payment structures

Manage your equipment lifecycle

### We are innovative.

We are constantly evolving with Cisco to provide new ways to enable you to consume technology and drive your business forward. We help you:

Finance the total technology solution, including some third-party technology

Stay current with all your technology needs

### We enable your business to be agile.

Our flexible payment options help you get the Cisco hardware, software, services and licenses you need quicker, so that you can adapt to market dynamics and exceed your desired business outcomes. You can:

Accelerate your speed to market with flexible payment solutions

Improve your ROI by matching your payments to when you see the benefit to your organization

Have the technology and confidence you need to make faster decisions

\*Terms and conditions may apply. Rates and availability vary by country.



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San Jose, CA

**Asia Pacific Headquarters**  
Cisco Systems (USA) Pte. Ltd.  
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CSC Rep: Rob McIntire  
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### Financing Costs Breakdown: 3 Years

Hardware/Softcosts	\$147,118.54
Total Amount Financed	\$147,118.54

### Payment Structure Breakdown:

\$1 Buyout		<input checked="" type="checkbox"/> 3 Annual Payments
Payment Range		1 thru 3
Payment Amount		\$49,039.51
Rate		0.00%

### General Terms and Conditions

- 1) The pricing and payments contained above and within this proposal is valid for 30 days and exclude all applicable sales taxes.
- 2) This proposal is for discussion purposes only. All payments and financing options are subject to final credit review, equipment, software and services configuration, approval and documentation by CSCC. All Final terms and conditions will be specified in the definitive financing agreement entered into between CSCC and Customer.
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Have the technology and confidence you need to make faster decisions

\*Terms and conditions may apply. Rates and availability vary by country.



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**Statement of Work**

# Cisco UCS 40 Hour PS Engagement Statement of Work

## Technical Guidance and assistance for Cisco UCS Server Setup

November 3, 2021

Prepared For:

### Douglas County Library District

100 South Wilcox Street  
Castle Rock, Colorado 80104  
United States  
(303) 791-7323

Provided by:

### Zivaro, Inc.

3900 E Mexico Avenue, Suite 1000  
Denver, CO 80210-3945  
1-877-603-1984  
ZIVARO.com  
Fax 1-888-803-6520

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SOW210924

# 1. Engagement Overview

## 1.1. Understanding Your Needs

**WHO:** Douglas County Libraries is a public library with 5 locations: Castle Pines, Castle Rock, Highlands Ranch, Lone Tree, Louvier, Parker, and Littleton (Roxborough)

**WHAT:** This is a Time and Materials engagement to provide assistance and guidance for Cisco UCS server upgrade and migration.

**WHY:** The Library is purchasing new Cisco UCS in OPP-19559 and would like to have Zivaro resources available to assist if required.

## 1.2. Engagement Requirements

Based on discussions and documentation provided for Douglas County Library District, the following requirements were outlined to Zivaro, Inc. (Zivaro).

### Engagement Requirements

- Zivaro will provide remote resource for assistance during upgrade/migration process.
- Zivaro resource will provide best effort assistance as this is a customer driven project.
- All time will be scheduled up front and billed as used.
- If additional time is required which is not scheduled it may take up to Client understands it may be up to 2 weeks before Zivaro resource may be available.

## 1.3. Success Criteria

Success of this project will be when the time has passed in the term listed below and Zivaro resources are no longer required.

## 1.4. Proposal Terms

This Statement of Work (SOW) serves as the basis of understanding for technical integration services to be performed by Zivaro for Douglas County Library District (Client).

## 2. Project Management

### 2.1. Project Initiation

#### 2.1.1. Project Kickoff

Zivaro will conduct a project kick-off meeting prior to work commencing to review the project scope, project requirements and objectives, technical approach, communication plan and project schedule.

This meeting will be led by the Zivaro Project Manager or BU Practice Leader, and include the Client, Project Team, and other stakeholders.

### 2.2. Project Planning

#### 2.2.1. Schedule

Zivaro Project Management will provide a project outline depicting the tasks and timelines required to accomplish the scope. This can be included on the format of MS Project, MS Word, MS Excel, Project Management Tool, or simplified email format.

### 2.3. Project Execution

#### 2.3.1. Resource Management

Zivaro Project Management will be responsible for coordinating and directing the project team and resources.

#### 2.3.2. Escalations

Zivaro Project Management will be responsible for all escalations (client and internal).

#### 2.3.3. Communications

Zivaro Project Management will be responsible for coordinating and scheduling all project related meetings, as well as be the single point of contact for all project related communications.

### 2.4. Change Management

Zivaro Project Management will control any required changes to the project scope in the format of a Change Agreement. If such requirement is identified, a Change Agreement form will be created to outline the changes in scope and cost prior to commencement of work and approved by client.

### 2.5. Project Close and Acceptance

Zivaro will conduct a project closure to review all completed tasks and components of the project scope. This will include reviewing any project checklists and or punch lists, testing, and review of any included project deliverable documentation as per the SOW.

Upon completion of the close-out, Zivaro will present the project close and acceptance form to the Client for acceptance and hand off the project to Zivaro Managed Services if purchased.

This meeting will be led by the Zivaro Project Manager or BU Practice Leader, and include the Client POC, Project Team, and other stakeholders.

### 3. Scope of Services

This section identifies the work that will be performed as part of this engagement. The engagement will follow the order of the activities as they are shown below.

#### 3.1. Cisco Unified Computing Servers Professional Services

Zivaro will provide up to 40 hours of UCS Professional Services to assist Client driven Upgrade and Migration project.

## 4. Client Responsibilities & Engagement Assumptions

This section of the SOW covers the assumptions that are made as part of this engagement. These assumptions include tasks that the Client will agree to perform as part of this engagement. These assumptions will also include what items are in scope and out of scope for this engagement.

### 4.1. Client Responsibilities

- Client will provide Zivaro with a single point of contact or key staff necessary for completion of the engagement. Point of contact will be allocated at 100%. Client will provide Zivaro with a back-up to the single point of contact.
- All communications for engagement details including scheduling, planning, and work changes must be communicated from the Client point of contact to the Zivaro primary point of contact.
- Client will provide Zivaro with information about their currently deployed IT infrastructure as applicable to this engagement. The Client will provide information to Zivaro about sites of operation, WAN circuits, Network topology, IP Telephony system information, and all IT computing systems.
- Client will work with Zivaro to gather all data and documentation (e.g. network diagrams, etc.) necessary for the work to begin on the first day of the engagement.
- Client will ensure all appropriate power/environmental requirements are provided to the specific engagement needs and environmental standards are being met prior to start date. This includes rack space, power, and cooling. Client will verify all cabling requirements are completed prior to the beginning of the engagement.
- Client will clearly identify all physical and digital Client Property (and its current condition) that will be placed under control of Zivaro during the time in which the services are provided. This list will be confirmed in writing during the engagement kickoff meeting and maintained and updated in writing as necessary by Client through the life of the engagement.
- Badge access will be provided, or dedicated escort made available to expedite implementation.
- Client will confirm all first day logistics for Zivaro's on-site services, namely time of arrival and point of contact (if badge is not yet available).
- Infrastructure configuration work (server creation, OS installation, storage platform allocation and/or configuration, network configuration) will be completed by the Client in advance of the work being performed, unless explicitly identified otherwise in this SOW.
- Client will generate requisite accounts and/or authorization credentials for access to target data sources prior to engagement start. The required credentials will be verified during the engagement kick off call and made available to Zivaro engineering resources at the time of engagement commencement.
- Client must be in good standing on all relevant hardware/software maintenance contracts. If a lapse in coverage causes a delay in the engagement, Zivaro is not responsible for any engagement delays.
- Unless previously noted in this SOW, scope does not include any configuration changes due to third party vendors. Any changes will require a Change Agreement with the resulting increased level of effort.

- In the event of client-caused engagement delays, client will provide Zivaro with an escalation path to remove barriers to engagement progress. Zivaro is not responsible for any delays and client may be billed for additional costs incurred. Zivaro may bill Client 1 hour/month for engagements in an "On Hold" status for engagement maintenance.
- Should the engagement be delayed by 10 business days or more, Zivaro reserves the right to reallocate personnel. Should this occur, when the engagement is ready to reinitiate, Zivaro shall have up to 10 business days to reassigned personnel.

## 4.2. Engagement Assumptions

- Zivaro engineer(s) will be able to leverage their own laptop or the Client will provide dedicated loaner equipment for the Zivaro engineer(s) to perform their tasks.
- Scheduling of this engagement will not be spread over extended periods of time, and all components of this engagement will be completed contiguously, unless otherwise agreed upon between the Client and Zivaro and incorporated into this SOW (Section 2.2.1).
- Approximately 100% of this engagement will be conducted offsite to allow time for peer review, documentation, research, analysis, and recommendations to be compiled and presented back to the Client. Fridays are reserved for these activities and Zivaro engineer(s) will not be on-site. If on-site work is needed on a Friday, it must be communicated and agreed to in advance.
- Once equipment delivery date is set, PM will perform kickoff call and schedule resource. Any additional resource time is subject to availability and may take up to 2 weeks or longer to schedule .
- This is a client driven project and Zivaro Professional Services are requested in case they get stuck or have questions. Zivaro is not responsible for any designs, configurations, or deliverables configured by client.
- Zivaro can take a larger role in the planning, design, deployment, migration and operations with a written change order and scope modification.

## 4.3. Place of Performance

The location(s) Zivaro will provide services as described in this SOW include:

Castle Rock, Colorado

## 4.4. Term & Duration

The period of performance for this project will span from the date of SOW execution to June 30, 2022. If mutually agreed, duration can be extended via a documented Change Agreement.

## 5. Pricing

This is a Time and Materials engagement with a minimum commitment of eight (8) hours for each occurrence of on-site services performed by Zivaro. As such, Zivaro will only bill for hours accrued. Client will incur services costs for each day of requested scheduled work regardless of readiness of the Client.

Zivaro's labor level of effort is not to exceed the Labor Subtotal amount detailed below. We reserve the right to unilaterally realign hours and labor categories to complete in scope requirements while working within the overall labor funded amount.

If completion of project scope requires more time than originally estimated, Zivaro will provide the additional time estimate which must be approved by Client via a signed Change Agreement from Zivaro. Zivaro requires a minimum of a two (2) week time to identify and schedule resources with the Client. Start date will be determined by availability of the Zivaro and Client resources and readiness of the Client.

Notwithstanding anything to the contrary in an MSA between Zivaro and Client, Zivaro shall invoice Client on an ongoing monthly basis for the time and materials for work provided under this SOW.

Zivaro Resource	Rate	Estimated Time
Advanced Infrastructure Consultant SV-INF-ADV	\$264	40 hours
Project Manager SV-Proj	\$174	6 hours
		Price
Labor Subtotal:	\$11,604	
Estimated Travel Expenses - Billed as Actual:	\$0	
<b>Total Services Price:</b>	<b>\$11,604</b>	

Engineering time used outside of normal business hours, Monday through Friday, 8 a.m. – 5 p.m., will be billed at the following rates:

- Non-Business Hours and Weekends: "time and one half" of actual time worked
- Holidays: "double time" of actual time worked

All prices are quoted in U.S dollars. Prices do not include tax, freight, or customs charges. The services pricing for this SOW is valid for 90 days from the date it is issued. If the proposed start date for the project is greater than 90 days from the creation of this SOW, then this SOW will potentially need to be revised.

If engineers are requested to be "on call", 4 hours per week will be billed (base rate) in addition to any actual time worked. Overtime rates may apply depending on when on call work is performed. All work outside of normal business hours is dependent on actual engineer availability. Recurring meetings will be billed a

minimum of ½ hour per resource, per call. With the exception of planned gaps in work, projects with zero hours worked in over 180 days can be closed.

## 6. Signature Page

Client understands and acknowledges that the contents of this SOW are proprietary, privileged, confidential and should not be shared with any other entity outside of Zivaro and Client without expressed written permission from Zivaro.

Additionally, Zivaro and Client mutually agree that a photocopy of this document shall be treated as if it were an original.

By signing below, Client understands and agrees to be bound by the terms of this SOW and the terms of the associated governing agreement incorporated herein by reference, except where prohibited by Federal and some State and Local jurisdictions.

**All orders are subject to credit approval.** A service charge of 1 ½% per month, 18% per annum will be assessed on past due amounts, unless otherwise negotiated in the agreement executed with Zivaro or if Client is a federal, state or local entity.

Client is responsible for applicable sales taxes. If Client is exempt from sales tax, a valid certificate must be provided, upon SOW execution.

Unless otherwise negotiated, the most current version of the governing agreement or Master Sales Agreement (MSA) for this work is available at [www.Zivaro.com/MSA](http://www.Zivaro.com/MSA) and may be updated from time to time without notice.

Purchase Order Number (if not applicable, mark "NA"):

Invoice Email Address:

Cc (if not applicable, mark "NA"):

Additional Invoicing Instructions (if not applicable, mark "NA"):

Agreed to: Douglas County Library District

Signature

Title

Printed Name

Date

# **PUBLIC NOTICE**

## **NOTICE AS TO PROPOSED 2022 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 2022. 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 on **Wednesday, December 1, 2021 at 7:00 p.m.** at the Castle Rock Library, 100 S. Wilcox St, Castle Rock, CO.

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

Dated: October 14, 2021

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

By: /Robert Pasicznyuk/  
Robert Pasicznyuk  
Executive Library Director

Legal Notice No. 939810

First Publication: October 14, 2021

Last Publication: October 14, 2021

Publisher: Douglas County News-Press



	2021				
	2020 Actual	As of Oct 31 Forecast	% Revenue	2022 Budget	% Revenue
<b>Revenues</b>					
Property Taxes	\$28,971,244	\$29,703,974	90%	\$32,432,146	89%
Auto Ownership Taxes	2,529,513	2,516,416	8%	2,894,000	8%
Contributions/Grants	340,873	270,737	1%	416,674	1%
Charges for Services	410,207	586,035	2%	554,850	2%
Interest Income	195,065	34,719	0%	165,000	0%
<b>Total Revenue</b>	<b>\$32,446,902</b>	<b>\$33,111,882</b>	<b>100%</b>	<b>\$36,462,670</b>	<b>100%</b>
Growth					
<b>Operating Expenditures</b>					
Salaries and Wages	\$12,385,223	\$13,106,786	40%	\$14,115,029	39%
Benefits	1,223,776	1,263,695	4%	1,623,145	4%
PERA	1,634,580	1,713,413	5%	1,915,463	5%
Library Content	3,840,904	3,701,794	11%	4,012,050	11%
Facility	1,527,772	1,691,236	5%	1,767,312	5%
Technology Equipment & 3rd-Party Services	1,412,851	1,429,396	4%	1,748,848	5%
Library Programs & Outreach	503,623	583,063	2%	1,391,258	4%
District-Wide Support Costs	664,804	1,225,955	4%	1,253,494	3%
Capital Maintenance Projects	447,318	597,086	2%	1,157,500	3%
<b>Subtotal Operating Expenditures</b>	<b>\$23,640,850</b>	<b>\$25,312,424</b>	<b>76%</b>	<b>\$28,984,097</b>	<b>79%</b>
Debt Service	\$2,012,800	\$2,013,425	6%	\$2,012,625	6%
County Treasurer Tax Collection Fee	435,167	449,293	1%	487,219	1%
<b>Total Operating, Interest &amp; Fee Expenditures</b>	<b>\$26,088,817</b>	<b>\$27,775,142</b>	<b>84%</b>	<b>\$31,483,941</b>	<b>86%</b>
<b>Revenues Over (Under) Operating Expenditures</b>	<b>\$6,358,085</b>	<b>\$5,336,740</b>	<b>16%</b>	<b>\$4,978,729</b>	<b>14%</b>
<b>Non-Operating Revenues (Expenditures)</b>					
Lease Income (Expense), net	\$106,996	\$120,236	0%	\$0	0%
Capital Improvement Projects	(767,009)	(5,367,211)	16%	(18,293,000)	50%
<b>Total Non-Operating Revenues (Expenditures)</b>	<b>(\$660,013)</b>	<b>(\$5,246,975)</b>	<b>16%</b>	<b>(\$18,293,000)</b>	<b>50%</b>
<b>Total Revenues Over (Under) Total Expenditures</b>	<b>\$5,698,072</b>	<b>\$89,765</b>	<b>0%</b>	<b>(\$13,314,271)</b>	<b>-37%</b>
Beginning Fund Balance	18,639,816	24,337,888		24,427,652	
<b>Ending Fund Balance</b>	<b>\$24,337,888</b>	<b>\$24,427,652</b>		<b>\$11,113,381</b>	



**2022 Budget**  
**Maintenance & Improvement Projects**  
**For Projects over \$5,000 and a life of greater than one year**

	<u>Original Budget</u>
<b><u>Operating Expenditures: Maintenance Projects</u></b>	
<b>District IT: B100</b>	
[M1] PC Replacement	300,000
[M1] District servers replacement	300,000
Wireless Access Points-LT B	40,000
Security camera system	10,000
Internet Firewall upgrade	37,000
Jamex replacements-LT	7,000
Printers	20,000
[M1] AV upgrades	100,000
People Counter Upgrades	20,000
Subtotal	<hr/> 834,000
<b>District-Wide: B100</b>	
[M1] Handi-cap touchless door openers on all remaining restrooms	75,000
Miscellaneous concrete & asphalt repairs	25,000
Replace dead/struggling landscaping	20,000
Story Time Rugs	13,000
Moving Expense for ComRel to Strip Mall	5,000
Subtotal	<hr/> 138,000
<b>Castle Pines: B200</b>	
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	<hr/> 36,500
<b>Castle Rock: B700</b>	
Re-Upholstering	5,000
Subtotal	<hr/> 5,000
<b>Highlands Ranch: B300</b>	
Re-Upholstering	5,000
Meeting Room Chairs Maintenance	2,000
Subtotal	<hr/> 7,000



**2022 Budget**  
**Maintenance & Improvement Projects**  
**For Projects over \$5,000 and a life of greater than one year**

	<b>Original Budget</b>
<b>Lone Tree: B400</b>	
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
Subtotal	<hr/> 120,000
<b>Parker: B600</b>	
Subtotal	<hr/> 0
<b>Roxborough: B800</b>	
Re-Upholstering	2,000
Meeting Room Chairs Maintenance	15,000
Subtotal	<hr/> 17,000
<b>Total Maintenance Projects</b>	<b><hr/>\$1,157,500</b>

**Notes**

[M1] Requires Board motion to approve

**Non-Operating Expenditures: Improvement Projects**

<b>Parker:</b>	
Front-of-house (patron) furnishings	15,000
Re-Upholstering	10,000
Meeting Room Chairs Maintenance	10,000
Back-of-house (staff) furnishings	3,000
<b>Total Parker</b>	<b><hr/>\$38,000</b>
<b>Other:</b>	
[I1] Transporter bins 11@\$4,400 each	55,000
[I1] Castle Rock PSM Construction (GMP Contract)	18,200,000
Total Other	<hr/> \$18,255,000
<b>Total Improvement Projects</b>	<b><hr/>\$18,293,000</b>

**Notes**

[I1] Requires Board motion to approve

<b>Grand Total Maintenance, Improvements, &amp; Capital Campaign</b>	<b><hr/>\$19,450,500</b>
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**2022 Budget Report**  
**Adjustments: Preliminary vs. Final Budget**

<b>Revenues Over (Under) Total Expenditures - as reported October 15, 2021</b>	<b>(\$13,105,441)</b>
<b><u>Revenues</u></b>	
decrease property taxes pursuant to final County certification	(49,141)
increase interest income due to higher yielding investments	<u>90,000</u>
Increase (Decrease) Revenues	40,859
<b><u>Expenditures</u></b>	
Salaries, Wages, Benefits and Retirement:	
decrease compensation for adjustments to market study	(36,469)
increase benefits & retirement for changes to rates	<u>3,557</u>
Subtotal Salaries, Wages, Benefits and Retirement	(32,913)
Library Content - increase for fine tuning to assumptions	231
Facilities - decrease for changes in cost growth assumptions	(35,532)
Technology Equip & 3rd-Party Svcs - increase for changes in department applications	2,255
Library Programs & Outreach:	
decrease for elimination of travelling exhibit	(150,000)
increase advertising, public programming, program supplies, catering costs	<u>110,267</u>
Subtotal Library Programs & Outreach	(39,733)
District-Wide support costs:	
decrease recruiting expenses	(9,882)
reclassify contracted services for financial system assistance	25,000
increase travel, training, employee relations expenses	37,264
increase educational assistance expenses	48,000
add contracted services for safety study	<u>55,000</u>
Subtotal District-Wide support costs	155,382
Capital Maintenance projects:	
increase District servers replacement cost	250,000
decrease District IT-PC Replacement	<u>(50,000)</u>
Subtotal Capital Maintenance projects	200,000
Increase (Decrease) Expenditures	249,690
Net Total Adjustments	(208,831)
<b>Revenues Over (Under) Total Expenditures - as reported December 2, 2020</b>	<b><u>(13,314,271)</u></b>

**DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2021-12-01 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, 2022, AND ENDING ON THE LAST DAY OF DECEMBER, 2022.

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

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

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on Wednesday, December 1, 2021 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 1st day of December, 2021.

ATTEST:

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Rondle L. Cole  
Douglas County Libraries Board President

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Suzanne Burkholder  
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
CERTIFICATION OF 2022 BUDGET

I, Suzanne Burkholder, 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 2022, duly adopted at a meeting of the Board of Trustees of the Douglas County Libraries held on Wednesday, December 1, 2021.

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Suzanne Burkholder  
Douglas County Libraries Board Treasurer

DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
RESOLUTION 2021-12-02 TO SET MILL LEVIES

A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE DOUGLAS COUNTY LIBRARIES, DOUGLAS COUNTY, COLORADO, FOR THE 2022 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 1, 2021; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$32,432,146; and

WHEREAS, the 2021 valuation for assessment for the Douglas County Libraries, as certified by the County Assessor, is \$8,065,691,731;

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 2022 budget year, there is hereby levied a tax of 4.021 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

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 1st day of December 2021.

ATTEST:

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Rondle L. Cole  
Douglas County Libraries Board President

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Suzanne Burkholder  
Douglas County Libraries Board Treasurer

**DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES**  
**RESOLUTION 2021-12-03 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 2022 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 1, 2021; and

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

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

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

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

General Fund:

Current operating expenses	\$31,483,941
Capital Outlay	18,293,000
Emergency reserves	<u>988,841</u>
Total general fund appropriations	\$50,765,782

ADOPTED this 1st day of December, 2021.

ATTEST:

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Rondle L. Cole  
Douglas County Libraries Board President

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Suzanne Burkholder  
Douglas County Libraries Board Treasurer

**DOUGLAS COUNTY LIBRARIES  
BOARD OF TRUSTEES  
CERTIFICATION OF TAX LEVIES**

DATE: DECEMBER 1, 2021

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

Dear Commissioners:

For the year 2022, the Board of Trustees of the Douglas County Libraries hereby certifies a total levy of 4.021 mills to be extended by you upon the total assessed valuation of \$8,065,691,731 to produce \$32,432,146 in revenue. The levies and revenues are for the following purposes:

	Levy	Revenue
1. General Operating Expenses	4.000 mills	\$32,262,767
2. Refunds/Abatements	<u>.021 mills</u>	<u>169,380</u>
Subtotal	4.021 mills	\$32,432,146
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	<u>0 mills</u>	<u>\$ 0</u>
Total	4.021 mills	\$32,432,146

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

Contact Person: David Anderson

Daytime Phone: (303) 688-7623

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Rondle L. Cole  
Douglas County Libraries Board President

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Suzanne Burkholder  
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 1, 2021 informing of the date, time, and place of the meeting and the purpose for which it was called, and do hereby waive any and all other notices which might be required by law, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.

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Suzanne Burkholder

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Rondle L. Cole

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Daniel J. Danser

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Terry R. Nolan

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Meghann Silverthorn

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Dawn P. Vaughn

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Louise M. Wood



# Budget 2022

**Douglas County Libraries****Budget Message 2022**

Our Library's 2022 continues to direct resources toward staples that our community has valued in their library for more than a generation:

Consistent, generous service hours	DCL available at our customer's convenience
Premium library content	Fresh, curated collections answering demand
Quality, personal service	Our staff honored to serve our neighbors
Premium activities and events	Bespoke opportunities beyond typical library fare
Clean, contemporary facilities	Libraries where families choose to visit and gather

Beyond sustaining a library that's more than our customer expect, you'll find a few, potent outliers in the 2022 budget.

- DCL is directing significant resources to complete a new Castle Rock library.
- Our Library is restoring a full slate of activities in 2022 that pandemic restrictions prevented.
- We continue to invest in our staff as our most valuable resource.
- We're adding new events that will soon become Douglas County traditions.

This past year has challenged our community, its families, our schools, and businesses to pivot and flex, maintaining the high quality of life that Douglas County is known for across the nation. I'd like to thank our Library's Board, friends and neighbors for their continued faith in us as an essential Douglas County partner.

Respectfully submitted,

Robert W. Pasicznyuk

# Douglas County Libraries

## Description of Services

Douglas County Libraries serves a population of approximately 379,000 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 (4,518,750, Jan.-Sept., 2021). 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 13% of Douglas County Libraries' annual circulation of physical materials.

### Online Services

Virtual services continue to grow in breadth and use. In 2021, from January-September, we enjoyed 1,458,909 million visits to our website, and 1.4 million visits to our catalog. During the same time period, downloadable materials including music, books and audiobooks, accounted for 20% of total circulation. We offer self-paced online learning programs on languages and computer software, real-time homework and resume help, plus access to full-text magazine and journal articles for students of all ages. Our online databases were used more than 97,000 times in the first nine months of 2021.

### Community Gathering Spaces

The library serves as a key community gathering place. In 2021 we adjusted our operating hours to be open more than 22,000 hours per year. We welcomed nearly 860,000 visitors at our seven locations from January through September. Our public computers and wireless access offer a comfortable environment in which to work, study, stay up with current events, or keep in touch with friends. Visitors used our wireless services 44% more in 2021 than in 2020 (Jan.-Sept.). Civic groups, groups planning special events, nonprofits and organizations of all kinds used our popular meeting rooms 3,924 times between January and September of 2021. 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-August of 2021, we offered 626 children's events, including virtual and outdoor events, that reached more than 30,834 attendees. Storytime attendance alone accounted for 25,343 attendees; regular indoor Storytimes were suspended January-July, and returned in August, 2021. 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 Book Start, 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 nine months of this year, we answered 102,102 reference questions. Through in-person interviews, phone requests, instant messaging, email and community interviews, staff respond to requests for information in a timely fashion with well-researched answers. Our collection of current and in-depth reference materials supplements staff efforts and supports the community's interest in pursuing answers on their own. Our DCL for Business service offers dedicated staff and resources trained to support the needs of entrepreneurs and small businesses with timely market analysis, in-depth research, and business startup plans.

## **Inspiring Connection: Events**

Library events address a variety of interests and are designed to meet the needs of all age groups. Summer Reading 2021 reached more than 14,000 participants, a 21.7% increase over 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 5,053 customer materials requests in January-September 2021. Of those, 42% (up from 26%) were fulfilled by interlibrary loan and 38% led to DCL purchases. Throughout the first nine months of 2021, via Prospector, we loaned 11,416 items, while our customers borrowed 34,010 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 740 in the first eight months of 2021, with nearly 15,000 hours donated. 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.

### **Net Promoter Score**

In 2021, we began measuring the degree to which our customers would recommend, or promote DCL to friends and family. Through September, we received 1,734 survey responses, with a September NPS of 85 (out of 100). As of September, 2021, over 59% of Douglas County households included at least one DCL cardholder.



	2021		
	2020 Actual	As of Oct 31 Forecast	2022 Budget
Property Taxes	\$28,971,244	\$29,703,974	\$32,432,146
Auto Ownership Taxes	2,529,513	2,516,416	2,894,000
Contributions/Grants	340,873	270,737	416,674
Charges for Services	410,207	586,035	554,850
Interest Income	195,065	34,719	165,000
<b>Total Revenue</b>	<b>\$32,446,902</b>	<b>\$33,111,882</b>	<b>\$36,462,670</b>
Growth			
<b>Operating Expenditures</b>			
Salaries and Wages	\$12,385,223	\$13,106,786	\$14,115,029
Benefits	1,223,776	1,263,695	1,623,145
PERA	1,634,580	1,713,413	1,915,463
Library Content	3,840,904	3,701,794	4,012,050
Facility	1,527,772	1,691,236	1,767,312
Technology Equipment & 3rd-Party Services	1,412,851	1,429,396	1,748,848
Library Programs & Outreach	503,623	583,063	1,391,258
District-Wide Support Costs	664,804	1,225,955	1,253,494
Capital Maintenance Projects	447,318	597,086	1,157,500
<b>Subtotal Operating Expenditures</b>	<b>\$23,640,850</b>	<b>\$25,312,424</b>	<b>\$28,984,097</b>
Debt Service	\$2,012,800	\$2,013,425	\$2,012,625
County Treasurer Tax Collection Fee	435,167	449,293	487,219
<b>Total Operating, Interest &amp; Fee Expenditures</b>	<b>\$26,088,817</b>	<b>\$27,775,142</b>	<b>\$31,483,941</b>
<b>Revenues Over (Under) Operating Expenditures</b>	<b>\$6,358,085</b>	<b>\$5,336,740</b>	<b>\$4,978,729</b>
<b>Non-Operating Revenues (Expenditures)</b>			
Lease Income (Expense), net	\$106,996	\$120,236	\$0
Capital Improvement Projects	(767,009)	(5,367,211)	(18,293,000)
<b>Total Non-Operating Revenues (Expenditures)</b>	<b>(\$660,013)</b>	<b>(\$5,246,975)</b>	<b>(\$18,293,000)</b>
<b>Total Revenues Over (Under) Total Expenditures</b>	<b>\$5,698,072</b>	<b>\$89,765</b>	<b>(\$13,314,271)</b>
Beginning Fund Balance	18,639,816	24,337,888	24,427,652
<b>Ending Fund Balance</b>	<b>\$24,337,888</b>	<b>\$24,427,652</b>	<b>\$11,113,381</b>

## Key Features of the 2022 Budget

The 2022 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

	2019	2020	2021
Assessed Valuation	\$7,239.081	\$7,406.236	\$8,065.692
Valuation Change		\$167.155	\$659.456
Valuation change %		2.3%	8.9%
Affects taxes collected in	2020	2021	2022

As this budget is for 2022, an even-numbered year, the 8.9% increase in 2022 valuation reflects revised assessment of valuation of existing property, plus growth in real and personal property, in Douglas County.

#### Property Tax Revenues

	2020 Actual	2021 Forecast	2022 Budget
Property Taxes	\$28.971	\$29.704	\$32.432
Revenue change		\$0.733	\$2.728
Revenue change %		2.5%	9.2%

The voter-approved mill levy remains unchanged for 2022 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 9.2% for 2022.

#### Auto Ownership Taxes

	2020 Actual	2021 Forecast	2022 Budget
Auto Ownership Taxes	\$2.530	\$2.516	\$2.894
Revenue change		(\$0.014)	\$0.378
Revenue change %		(0.6%)	15.0%

Vehicle registration taxes for 2022 are budgeted at a slight increase in 2022 as validated by the District's actual vehicle registration taxes for 2021 to-date and auto industry forecasts.

## Other Revenue

	2020 Actual	2021 Forecast	2022 Budget
Other revenue	\$0.946	\$0.892	\$1.137
Revenue change		(-\$0.054)	\$0.245
Revenue change %		(5.7%)	27.5%

Other Income, comprised of Contributions and Grants, Charges for Services, and Interest Income, is budgeted at an increase for 2022 of 27.5%. The increase is primarily attributable to:

- improvements in Contributions & Grants, which increased by 54% in 2022 due to a grant from the State of Colorado of funds from the American Recovery Plan Act;
- interest income from 6 month term investments now available to the District, which earn interest at approximately 10x the interest paid on liquid investments, due to the severe impact that the Covid emergency has had on the financial markets in 2020 and 2021.

## Operating Expenditures

Budgeted 2022 controllable operating expenditures are \$28.984 million, compared to \$25.312 million forecast for 2021, and actual operating expenditures of \$23.641 million in 2020. The increase of \$3.672 million in 2022 operating expenditures vs. 2021 is attributable to:

- \$1.570 million of increased Salaries, Wages, Benefits, and PERA;
- \$1.118 million of increased costs for Library Content, Programs, and Outreach offerings
- \$0.636 million of increased costs to service, maintain, and repair facilities; and
- \$0.347 million of increased costs for District-wide technology and support services.

## Salaries and Wages

	2020 Actual	2021 Forecast	2022 Budget
Salaries and Wages	\$12.385	\$13.107	\$14.115
Expenditure change		\$0.722	\$1.008
Expenditure change %		5.8%	7.7%

The increase in the 2022 Budget for Salaries and Wages of 7.7% 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 2021 due to the impact of Covid-19 and the District's re-organization in late 2020/early 2021.

## Benefits

	2020 Actual	2021 Forecast	2022 Budget
Benefits	\$1.224	\$1.264	\$1.623
Expenditure change		\$0.040	\$0.359
Expenditure change %		3.3%	28.4%

The 28.4% increase in benefits expenditures for 2022 is primarily attributable to an 13.16% increase in health insurance premiums, changes in the mix of type of selected coverage, and an increase in the District's full-time equivalent headcount for 2022.

#### PERA

	2020 Actual	2021 Forecast	2022 Budget
PERA	\$1.635	\$1.713	\$1.915
Expenditure change		\$0.078	\$0.202
Expenditure change %		4.8%	11.8%

The 11.8% increase in PERA retirement costs for 2022 is primarily attributable to an increase in the Employer contribution rate for PERA, salary and wage increases and an increase in the District's full-time equivalent headcount for 2022.

#### Library Content

	2020 Actual	2021 Forecast	2022 Budget
Library Content	\$3.841	\$3.702	\$4.012
Expenditure change		(\$0.139)	\$0.310
Expenditure change %		(3.6%)	8.4%

Library Content includes books, e-books, audiobooks, e-audiobooks, electronic databases, digital products, DVDs, periodicals, and nontraditional resources. In the 2022 Budget, the District continues to shift its collections strategy in accordance with demand. The increase in spending on Library Content in 2022 is due to price increases, incremental purchases related to the District's collections strategy, and increased spending tied to the ARPA grant revenue the District will receive in 2022.

#### Facility

	2020 Actual	2021 Forecast	2022 Budget
Facility	\$1.528	\$1.691	\$1.767
Expenditure change		\$0.163	\$0.076
Expenditure change %		10.7%	4.5%

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 2022 is primarily due to rising costs for electricity, housekeeping, and repairs, offset by reduced facility rents for District-wide support staff.

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

	2020 Actual	2021 Forecast	2022 Budget
Information Technology & Svcs	\$1.413	\$1.429	\$1.749
Expenditure change		\$0.016	\$0.320
Expenditure change %		1.1%	22.4%

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 2022 Technology and Support Services budget are primarily attributable to infrastructure licenses, computer support consultants and vendor services, offset by reductions in department applications.

### Programs and Outreach

	2020 Actual	2021 Forecast	2022 Budget
Library Programs & Outreach	\$0.504	\$0.583	\$1.391
Expenditure change		\$0.079	\$0.808
Expenditure change %		15.7%	138.6%

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 2022 Budget anticipates continued growth in events and hospitality services, including increases to revenue as well as corresponding increases to District expenses.

Increases in 2022 Programs and Outreach are primarily attributable to increases in catering, program provider fees, program supplies and prizes, and advertising and promotion in connection ramping up the District's full complement of events, programs and services to pre-Covid levels.

### District-wide Support

	2020 Actual	2021 Forecast	2022 Budget
District-Wide Support Costs	\$0.665	\$1.226	\$1.253
Expenditure change		\$0.561	\$0.027
Expenditure change %		84.4%	2.2%

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

In 2022, the increase to District-wide Support of 2.2% is due to an across the board increase of 24% in District-wide support costs, offset by a 22% decrease in contracted services costs. The decrease in contracted services costs is due to the completion of the financial information system conversion project. The 2022 budget includes costs to assess the safety and security of our customers/staff plus staff training & development.

#### **Interest and Financing Costs**

	<u>2020 Actual</u>	<u>2021 Forecast</u>	<u>2022 Budget</u>
Interest & Financing Costs	\$2.448	\$2.462	\$2.500
Revenue change		\$0.014	\$0.038
Revenue change %		0.6%	1.5%

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 2022 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**

	<u>2020 Actual</u>	<u>2021 Forecast</u>	<u>2022 Budget</u>
Capital Maintenance Projects	\$0.447	\$0.597	\$1.158
Expenditure change		\$0.150	\$0.561
Expenditure change %		33.6%	94.0%

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

Maintenance project expenditures for 2022 include:

\$0.834 million for the annual replacement of computers, servers, firewalls, security systems, printing equipment, AV upgrades and patron count technology throughout the District;

\$0.138 million for touchless door opener upgrades, concrete and asphalt repairs, and landscaping throughout the District; and  
\$0.185 million for furniture, fixtures & equipment maintenance and playscape maintenance at branches across the District.

#### Improvement Projects

	2020 Actual	2021 Forecast	2022 Budget
Capital Improvement Projects	\$0.767	\$5.367	\$18.293
Expenditure change		\$4.600	\$12.926
Expenditure change %		599.7%	240.8%

Key improvement projects budgeted for 2021 included periodic improvements at the Lone Tree branch of \$0.221 million, District-wide replacement of transport self-checks and sorter bins of \$0..135 million, and design & permitting costs for the Phillip S. Miller branch rebuild of \$5.200 million.

Improvement project expenditures budgeted for 2022 include \$0.038 million to complete the refresh of the Parker branch, \$0.055 million to complete District-wide replacement of transport sorter bins, and \$18.255 million to progress into the construction phase for the Phillip S. Miller branch rebuild.

#### Lease Income (Expense), Net

	2020 Actual	2021 Forecast	2022 Budget
Lease Income (Expense), net	\$0.107	\$0.120	\$0.000
Expenditure change		\$0.013	(\$0.120)
Expenditure change %		12.1%	(100.0%)

The District acquired retail property adjacent to the Phillip S. Miller branch in 2017 with the intent of utilizing the property in the future renovation/rebuild of the PSM branch. The District received rental income from that retail property under leases to multiple tenants thru 2021.

The District intends to keep the current building occupied by the PSM branch open throughout the PSM rebuild project. Once the new PSM building is complete, existing branch and District support operations will move into the new PSM building. The existing PSM building will then be demolished and replaced with a new parking lot. The District elected to terminate the leases of all tenants in its retail property as of December 31, 2021, in order to mitigate the negative impact on patron accessibility and parking during the PSM rebuild project. Therefore, the District has budgeted no net lease income from its retail property in 2022.

## Our Foundation

### OUR VISION

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

### OUR CORE VALUES

Welcoming to All  
Continual Growth  
Authentic Relationships

## **Executive Library Director's Report:**

**Bob Pasicznyuk**

**December 2021**

### **Plan and Performance**

Our Library works to build trust to achieve results. At the first of the year, DCL set a workplan describing the results we seek in 2021. Moving line-by-line through the plan would be tedious, but the following are key accomplishments and changes in plan performance. The plan anticipated breaking ground for a new Castle Rock library Q4 of this year. Post-pandemic supply chain disruptions moved that event toward Q2, 2022. Supply-chain latency also pushed some technology hardware replacements to 2022.

**Books:** Routine faithfulness is highly desired and easy to ignore. DCL's Collection Services Team continued their routine of managing our content inventories so that they consistently appear new and inviting. They accomplished this while reorganizing their team for consistency across our Library.

**Branch Services:** Branch Services reorganized their work and modified their management structure twice to focus on key lines of our business. Four accomplishments demonstrate the *first-fruits* of their work.

- 1) They achieved unified scheduling and staffing expectations across our libraries.
- 2) Their unified scheduling discovery was useful in modifying our hours of operation so that we are serving customers with greater access than before the pandemic.
- 3) Our Customer Experience Team created a new customer care model for debut in 2022.
- 4) Our Materials Handling Team created a Library-wide system for recruitment and staff onboarding. They also created a self-managed daily routine that guides the work consistently at each library.

**Buildings:** Beyond the work toward a new facility in Castle Rock (design, Town approvals, contractor bidding), our Facilities Team achieved their annual maintenance regimen including new flooring at our Lone Tree facility.

**Bytes:** Our Collections Services Team pivoted resources toward growing digital demand. Beyond daily support, our IT Team supported our hybrid work environment and replaced gear including our self-service kiosks.

**Bucks:** Our Foundation offered a new family gala that achieved attendance success. In about a decade, the Foundation provided DCL with \$1,000,000 in funding toward capital enhancements while doubling their assets to about 1.4M. Our Finance team completed transition to Intacct using the system through its first budget cycle.

**Business Metrics:** DCL tested and transitioned to new KPI – Net Promoter and Market Share.

Bodies: In the wake of the pandemic, facility visits are noticeably down. Historically, library visits decline fall to Spring break. Library visits aren't our KPI, but we'll continue to monitor pivots to our business through 2022 to determine how we can best serve our customers in Douglas County.

Broaden: DCL forged an agreement and system with Douglas County School District to virtually "enroll" students for public library access with school enrollment. DCL assisted the County communicating health and pandemic-related information across all our customer channels. Coming out of the pandemic, DCL restored traditional storytime, events, and activities against the backdrop of common restrictions and a field of closures.

## Now Trending in the Profession

Customer and political challenges to library content have been and will always be a part of library practice. Q4 2021, several national newspapers have chronicled increased challenges to school libraries and the titles they serve at the intersection of race, gender, and sexuality. The State of Texas is *ground zero* in this conflict. Sustaining our Library's policy value around parental choice and centering our inventories on the market or customer demand is the best way to sustain DCL support and brand if the conflict comes our way.

Also: 9 out of 11 Colorado Libraries who asked voters to adopt language varying their mill levy with statewide changes to assessment rates were successful in November.

## Future Forward – Coming Attractions with Implications to Libraries

- The Urban Libraries Council is recruiting a new CEO.
- Though DCL hasn't encountered recruitment as an impediment, I met this month with Front Range library CEOs who report that they are struggling to recruit new employees.

## Castle Rock Building Program Update

- F/P will work in the last days of 2021 to achieve contracts with sub-contractors.
- F/P is working with the DCL project team to establish timelines on all project phases and cash flow.
- Following Town project approvals and solidified project timing, DCL will begin the work of preparing customers for the year-long trek to a new facility in early 2022.

## Board Talking Points

**Elevating the Brand** – Douglas County Libraries elevates our community by inspiring a love of reading, discovery, and connection. With nearly 2 million visitors to seven branches each year, visitors are met with beautiful spaces, curated collections, personalized services, and a variety of events that offer a premium experience for all.

## Customer Experience Division Report

### Operations Update

The CX Leadership Team (managers and supervisors) held a retreat on November 5<sup>th</sup>, where our team reviewed HR procedures, hiring and onboarding processes, purchasing, and our new CARE service model. (I will report on that next month.) Our goal was to provide our leaders with a solid foundational knowledge of supervisory practices that they need every day in their positions. We also had a little fun and got to do some teambuilding!



On October 4<sup>th</sup> we started 5 Branch Services Supervisors to round out the branch leadership teams. The CX Management Team felt this would be a positive tweak to the division structure, and thus far we have received very positive feedback. One supervisor shared this comment: *"I really feel a positive change in regards to the Branch leadership team.*

*It is good to feel like I'm part of a larger team and we are all supporting each other. I think the whole staff feels it as well. The change to having (name) here for scheduling changes/questions has been awesome, and people are really appreciating her accessibility and responsiveness."*

In addition to new supervisor for the department, our new Branch Services Manager started November 15th. Ryan Lammers joins us from Camden County library System in New Jersey, where he served as a Branch Manager and the district's Collection Services Manager. Say "Hello!" if you see Ryan!



## **Library Services Update**

Pumpkins galore! Our Customer Experience department held two pumpkin-related activities this month. A yarn pumpkins craft (right) and customer judging of the Fancy Pants Pumpkin Contest (below). Just look at how creative these pumpkins are!



Storytime Stats! Across all formats, locations, and ages, 8,446 people attended or viewed a DCL storytime in October. For our in-person storytimes, each offering averaged 23 attendees, while for virtual, each storytime averaged 46 views. Fun fact! The largest single storytime this month was HI toddler storytime on Oct. 19 with 85 people.



Please note, our team will one-week break from in-person storytimes for the week between Christmas and New Year's to refresh and prepare for the 2022 Storytime schedule. We will continue with twice-weekly on-demand Zoom storytimes that week.



## **Shout-Out!**

Vanessa shared this great comment from one of the parents of a little Reading Buddy. It is from a message to Kelly Allan,

Above: Toddler Storytime in Lone Tree

Left: Our new virtual storytime greeting

here at HI. This came after about 4-5 weeks of her child meeting with a teen volunteer as part of our Reading Buddies program: "*Hi Kelly, You are absolutely right I was reading some books with him this weekend and I can tell he is changing completely he is reading better and better now thank you guys so much and please let me know if you guys need me to bring or do anything to help and (name) and I can't thank you enough*"

## What They Are Saying About Us

Survey comments from Storybook Holiday Attendees:

What a wonderful event! Better than we could have even imagined! Thank you!

DCL events always impress us and the Dracula Storybook holiday event was spectacular (spooktacular?). The activities were fun and as parents we appreciated the nice mix of creative crafts and scientific activities. Everything was clearly well thought out. We are grateful to have such an amazing library system. Thank you to everyone involved!

I bragged about the event to no less than 10 people this week. I was beyond impressed! The event was very detailed, creative, thought out, and fun! Every part of it was amazing. The staff was excellent. The community interaction was fun and overall kind. The kids were hyped.

The highlands Ranch library was pretty small. Not a whole lot by way of crafts, and it didn't seem to tie it all to the theme very well.

Everyone did an amazing job!! I was sad when the CR location was canceled, but happy we were able to attend in Highlands Ranch.

Photos from Storybook Holiday Spooktacular: [this album](#) on our Flickr account.

Social Media Comments:



**Lois Caldwell**

★★★★★ 2 weeks ago

Great!

[Reply](#)



**JK s**

★★★★★ 3 weeks ago

Nice environment for reading, discussing. Kids also enjoy this library.

[Reply](#)



**Jeremy Bogucki**

★★★★★ 3 weeks ago

Laura and Lisa were very helpful and enjoyable to talk to at the Louviers branch! Hope to visit again!

[Reply](#)

 4th Grade Virtually-Connected Learners  
@msjaimes

Many thanks to [@DCLcolorado!](#) I was able to find most of my [#SibertSmackdown](#) titles available in your wonderful children's collection. I'm grateful to have access to a great public library system! [#library](#) [#librarytwitter](#) [#childrenslibrariansrock](#)

8:22 AM · Nov 13, 2021 · Twitter for iPad

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1 Retweet 5 Likes

 Chris Abell

★★★★★ 2 weeks ago

Beautiful facility with helpful staff. There are tons of really nice study rooms and a super cool kids area.

Reply



**Nick Nassimbene**  
 3 days ago

Nice library. Open and well laid out.

 [Reply](#)



**John Andersen**  
 1 week ago

Some of the employees are lovely but I've had bad experiences with ILL (interlibrary loans)... I've asked for a few but was told no. They protect their own budget? Idk. Pathetic. Sorry stuff. I have to research sometimes and had no help in this cheap county.

 [Reply](#)



**Debi Haning**  
 2 weeks ago

I find this library to be one of the best in the area. I use it often and am grateful to have such a beautiful amenity in Lone Tree.

 [Reply](#)



**Daniel Campbell**  
 2 weeks ago

Amazing library in a central point of town. Easy to access by all people. This library has a huge selection of books, movies, magazines, and more!

 [Reply](#)



**Marti Crockett**  
 3 weeks ago

Great room for my crafting class. Library staff very friendly and helpful

 [Reply](#)

## In the News

- Fine Books Magazine: [Colorado's Douglas County Libraries Announce Archives & Local History Gift](#)
- Douglas County News-Press: [County Libraries Receive Historical, Valuable Donation](#)
- Denver Post - YourHub Douglas County: [Posthumous Gift Is a Valuable Addition to Archives & Local History at Douglas County Libraries](#)



denvermetroliving

Mentioned you in their story



## Upcoming Events

### Storybook Holiday: Reindeer Games

Saturday, December 4, 5 PM

Dinner Edition

You'll have the most wonderful time enjoying family-friendly entertainment, holiday craft and make-and-take gift stations, and festive photo ops. The evening also includes a delicious catered meal, sweet treats and drinks, and our signature hot cocoa bar, plus much more!

Sunday, December 5, 8 AM

Brunch Edition

You'll enjoy the same woodland-inspired festivities, crafts and entertainment as our evening event, with a scrumptious catered brunch, coffee, specialty drinks, and our signature hot cocoa bar, plus festive photo ops.

### Santa at DCL

Various Dates in December

Visit [dcl.org](http://dcl.org) for dates and locations

Santa Claus is coming to DCL! Make sweet memories while enjoying holiday stories, activities and snacks with jolly old St. Nick.