Douglas County Libraries
Wednesday, October 27, 202, 7:00 P.M.
Regular Meeting
Highlands Ranch Library, Highlands Ranch, 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

CONSENT AGENDA MOTION **Page 4**

Board members may request to have any item(s) removed from the consent agenda for further conversation by making that request when asked by the chair and stating the item.

#	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

EXECUTIVE LIBRARY DIRECTOR UPDATE **Pages 10-22**

DISTRICT BUSINESS **Page 23**

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 (Danser)

- Castle Rock Rebuild Update

Executive Committee (Cole)

- Quarterly Financial Report Pages 24-34
- Draft 2022 Budget Pages 35-44

Partnership of Douglas County Governments (Danser)

Douglas County Youth Initiative (Burkholder)

Urban Libraries Council (Silverthorn)

FOUNDATION REPORT (Vaughn)

Personnel Committee (Silverthorn)

- Executive Library Director Annual Evaluation

EXECUTIVE SESSION

- Executive Library Director Annual Evaluation

RETURN TO OPEN MEETING

Personnel Committee (Silverthorn)

- Executive Library Director Annual Evaluation Executive Session follow up

TRUSTEE COMMENTS

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)
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, Philip S. Miller Library, 5:30 p.m. – 6:30 p.m.
6. **Board Regular Meeting**: December 1, 2021, Philip S. Miller Library, 7:00 p.m.

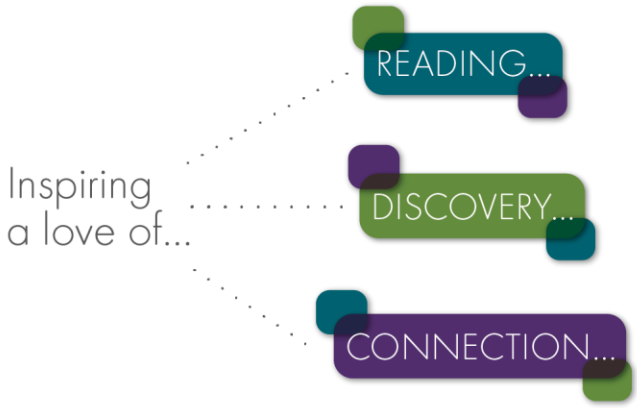
OTHER BOARD CALENDAR ITEMS

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

ADJOURN

Board of Trustees

October 27, 2021



Douglas County Libraries

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	
1.	Minutes	Regular Board Meeting, September 29, 2021
2.	Study Session Record	September 29, 2021

MOTION: I move to accept the Consent Agenda as presented consisting of the Regular Board Meeting Minutes and Study Session Record of September 29, 2021.

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DOUGLAS COUNTY LIBRARIES
Board of Trustees Regular Meeting
September 29, 2021
Lone Tree, Colorado

Ron Cole called the regular meeting to order at 7:00 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, Ron Cole, Daniel Danser, Terry Nolan, Meghann Silverthorn, Dawn Vaughn, and Louise Wood

Suzanne Burkholder attended virtually. All trustees were present. A quorum was present.

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

PUBLIC: Elizabeth Ferguson and Laura Simcik, students seeking MLIS degrees attending as coursework.

PUBLIC COMMENTS
None

CONSENT AGENDA

#	Item	Regarding	Page(s)
1.	Minutes	Regular Meeting August 25, 2021	Pages 5-7
2.	Board Meeting Dates	2022 Board Calendar	Pages 8-10
3.	Holidays and Closures	2022 Holiday and Closure Dates	Page 11
4.	Event Closures	2022 Storybook Holiday Closures	Page 12
5.	Annual Staff Day Closure	2022 Staff Day Closure	Page 13

MOTION 21-09-01: Vaughn moved and the motion carried unanimously to approve the Consent Agenda as presented, consisting of the Regular Meeting minutes of August 25, 2021; 2022 board meeting dates; holidays and closures; event closures; and annual Staff Day closure.

EXECUTIVE LIBRARY DIRECTOR'S REPORT
Pasicznyuk presented a virtual tour, overview and update of the Castle Rock Rebuild.

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

Capital Planning Committee Report (Danser)

- Castle Rock Rebuild Presentation – No additional report, other than what was shared above as part of the Executive Library Director's Report.

Executive Committee Report (Cole)
Trustee Representative for Board of County Commissioner Selection Committee

Cole shared that he, Silverthorn and Wood are all up for reappointment, and are all seeking reappointment.

MOTION 21-09-02: Cole moved and the motion carried unanimously to appoint Nolan to serve on the Board of County Commissioner Selection Committee.

Partnership of Douglas County Governments (Danser)
Pasicznyuk reported that CDOT gave a presentation and shared projected completion dates. The "gap" project on south I-25 should be mostly complete in the next couple of months, though the entire project will take a year to fully complete. The Santa Fe project has a several-years completion timeline.

Douglas County School Districts shared that student productivity is down around the country, though not in Douglas County.

Douglas County Youth Initiative (DCYI) (Burkholder)
Burkholder reported on a recent meeting. The Youth Congress has been rescheduled to a November date. Two items the library could assist with or influence: 1. Douglas County Libraries could help scale up the message with marketing to our client base; 2. During the Youth Congress one question is "focus on being proactive, not reactive, in recreation centers and libraries."

Urban Libraries Council (ULC) (Silverthorn)
Silverthorn stated nothing of import to note. The next board meeting is in December.

FOUNDATION REPORT (Vaughn)
Vaughn congratulated Amber DeBerry and her team on a fabulous gala event.

MOTION 21-09-03: Cole moved and the motion carried unanimously to appoint Vaughn to serve on the Douglas County Libraries Foundation Board as a Class I Director for 2022.

Personnel Committee Report (Silverthorn)

Executive Director's Annual Review and Tool

Silverthorn proposed a timeline:

1. Updates to the tool, including a numeric column, add ability to include performance updates, and build the historical record for future boards. Updated form to be distributed and posted on SharePoint along with Pasicznyuk's evaluation by 9/30. (Silverthorn and Owen-DeLay will do)
2. Deadline for asking for information would be 10/7. (All trustees, to Silverthorn)
3. Completed evaluation tool back electronically by 10/22. (All trustees, to Silverthorn)
4. Evaluation at the Regular Board Meeting on 10/27/21. (All trustees)

MOTION 21-09-04: Nolan moved and the motion carried unanimously to adopt the tool reviewed during Study Session with the noted updates and timeline as listed above.

TRUSTEE COMMENTS
Wood has had several recent experiences with Community Engagement and their work. She expressed that they do a fabulous job representing the library to the public, creating incredible events in our spaces that allow our patrons to be in community with one another.

UPCOMING BOARD MEETINGS

1. **Board Capital Planning Committee Meeting:** October 7, 2021, Castle Pines Library, 8:00 a.m. – 9:00 a.m. (Danser, Nolan and Vaughn)
2. **Board Executive Committee Meeting:** October 13, 2021, Lone Tree Library, 8:00 a.m. – 9:00 a.m. (Cole, Burkholder and Silverthorn) Location changed to Highlands Ranch Library
3. **Personnel Committee Meeting:** October 22, 2021, Castle Pines Library, 8:00 a.m. – 9:00 a.m. (Silverthorn, Burkholder and Cole) This meeting date and location were changed to October 13, 2021, Highlands Ranch Library, 9:00 a.m. – 10:00 a.m.
4. **Board Study Session:** October 27, 2021, Highlands Ranch Library, 5:30 p.m. – 6:30 p.m.
5. **Board Regular Meeting**: October 27, 2021, Highlands Ranch Library, 7:00 p.m.

OTHER BOARD CALENDAR ITEMS

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

ADJOURN

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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

Douglas County Libraries

Board Study Session Agenda/Record

HELD	**Date:** September 29, 2021
	Time: 5:00 p.m. The meeting was called to order at 5:12 p.m.
	Location: Lone Tree Library, Event Hall
NOTICE	*This meeting was held as scheduled and in accordance with applicable statutes of the State of Colorado, with the following members present:*
ATTENDANCE	**Board Members:** Suzanne Burkholder (virtually), Ron Cole, Dan Danser, Terry Nolan, Meghann Silverthorn, Louise Wood, Dawn Vaughn
	Staff: Bob Pasicznyuk, Jill Corrente, Patti Owen-DeLay, Natasha Story
	Public: None
	Guests: None

DISCUSSION ITEMS:

Market Comparison Compensation Review	Story shared the recent market compensation analysis study reviewing the goals, process and next steps. Decisions are being considered for budget inclusion. A new performance management process is being piloted and will support market compensation.
Director's Annual Evaluation Discussion	Executive Library Director's Annual Compensation Pre-Review work. **MOTION 21-09-01SS:** 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). **EXECUTIVE SESSION** The board moved into Executive Session at 5:51 p.m. **RETURN TO OPEN SESSION** The board returned to open meeting at 6:25 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. No further discussion ensued.

ADJOURNMENT	The meeting was adjourned at: 6:26 p.m.

Douglas County Libraries

Executive Library Director's Report

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
October 2021

Business Plan and Performance – Now

Finance. While completing day-to-day operations and 2022 budget preparations, our Finance team completed several noteworthy milestones.

- Finalized Intacct monthly financial reporting.
- Completed Intacct custom reports and dashboards for Directors and Managers.
- Deployed App-based expense reports tool for staff (AKA: Tallie).
- Automated the interface between our finance and library information system.
- Hired a new teammate, Nika Tamashira, supporting compensation accounting.
- Completed the draft Furniture layout for the new Castle Rock library.
- Standardized furniture types and layouts across branches.
- Refreshed purchase of furniture and equipment in Archives and Local History.

Youth and Family Services. Storytimes are well-attended by any national library norms, but haven't returned to pre-pandemic numbers – storytime sessions from 40-60 instead of 60-80.

Collection Services. Physical transactions are down 22% from pre-pandemic norms and virtual use is up 24%. Our Collection Services teams is shifting 2022 budgets toward virtual products including newspaper subscriptions. Collection services has also exploited market competition lowering costs by $2 per item.

2021 Learning and Development Accomplishments

- Offered 47 in-person live and virtual classes for 576 staff students in 2021
- Now offering over 100 asynchronous courses in our learning management system, DCLU

Please find additional divisional reports later in this document.

Business Plan and Performance – Strategic Goals

Library managers have until the end of October to plan and offer additional goal responses for 2022. Our Community Engagement Team is working on a national exhibit debut at Douglas County Libraries. Right now, a Harry Potter experience is in our sights and we'll keep you posted about availability and details.

Future Forward – Discussion about Our Future

Please note the short DenverPost article describing the friction between Proposition 120 Senate Bill 21-293. Without a successful legal challenge, SB 21-293 counters the proposition whether or not it passes.

Around the Profession – Library Trends

Public libraries across North America continue to respond differently to health and safety concerns. 25% of Urban Library Council member libraries still remain closed to the public with more limiting access by capacity or services.

Douglas County, Arapahoe, and Jefferson County are more aligned in offering customary service offerings. DCL is one of the few libraries in Colorado and the nation that is operating without COVID impacts to service. Our recruitment challenges remain for specialty positions (IT, Finance, and Facilities) rather than for line practioner positions.

The following is a practice summary of Urban Library Council members as well as a description of service impacts for neighboring colleagues.

Pikes Peak Library District (PPLD)

All Pikes Peak Library District facilities are open without health restrictions though facilities have closed on Sundays and evenings since the inception of the pandemic. PPLD branches have also instituted rolling weekday closures due to labor shortages. PPLD is offering events and activities. PPLD does not require or track staff vaccination compliance or require staff testing for COVID.

Arapahoe Library District (ALD)

All Arapahoe locations are open to the public. ALD is offering a full menu of service with the exception of reduced indoor storytimes out of concern for youth vaccination status. ALD continues, as they did before the pandemic, to require storytime registration limiting the capacity for each as a philosophy of quality experience. ALD is offering in-person events with the exception of large author events. Arapahoe does not require staff vaccinations, masking, or testing. Arapahoe reports that they have experienced increased turnover and recruitment challenges, but the situation hasn't yet affected library hours or access. ALD is seeking to reduce recruitment and turnover via changes to wages and compensation structure.

Jefferson County Public Library (JeffCo)

Jefferson County is open to the public and offering customary hours of operation. The only health-related access shift involves their bookmobile which offers drop-off services alone rather than allowing customer browsing. JeffCo is offering a mix of in-person and virtual events and activities. Unlike their practice before the pandemic, storytimes require registration and have

capacity limits. Jefferson County is struggling to hire, but the situation isn't acute enough to affect hours of operation. JeffCo has implemented a program to move staff across locations in response to staff shortages. Mask wearing is required of all staff regardless of vaccination status. JeffCo doesn't now require vaccinations as a condition of employment, but their County and Library Board are meeting to consider this.

Denver Public Library (DPL)

All Denver Public Library locations are open to the public though branches remain closed on Sundays and Mondays as well as evening hours (operating to 6pm). The Central Library is offering service from 1 – 5pm on weekdays, but only the first floor is available to the public due to construction. The Central Library is closed also on Saturdays. DPL is hosting events and activities, virtual offerings, and community meeting rooms. All employees of the City and County of Denver, including the library, are required to show proof of vaccination. DPL requires patrons wear a mask to enter facilities, if they are not vaccinated. DPL has not altered hours of operation in keeping with labor shortages.

Public Health Impact on ULC Libraries: State of the Practice	Yes	No
Library facilities availability	**Y/N**	
Provides customer access to facility	120	41
Capacity restrictions to various library spaces	12	149
Have closed facilities due to *Delta Variant* conditions	3	158
Library service and offerings pivots	**Y/N**	
Curbside or other alternative pickup services	60	121
Indoor customer events, activities, and programs	20	141
Outdoor customer events, activities, and programs	29	132
Computers or other technoloy devices to the public	95	66
Vaccines at a library location	20	141
Library COVID-based requirements	**Y/N**	
Staff must be vaccinated	16	145
Non-vacinated staff must undergo weekly testing	5	156
Masks for library entry	52	109
Masks recommended for library entry	25	136

Source: 161 Urban Library Council Members Survey (9/30/2021)

ADVE

POLITICS • Explainer, News

Proposition 120: A Colorado property tax cut that isn't what it seems

Voters on Nov. 2 are being asked to approve a permanent tax cut that lawmakers mostly nullified in the 2021 session

By **ALEX BURNESS** | aburness@denverpost.com | The Denver Post
October 5, 2021 at 6:00 a.m.

Here's how this usually goes: Once a proposed measure qualifies for the ballots, campaigns have a few months to state their cases and voters decide. If the measure is approved, the state prepares to enact any resulting law changes.

Pretty straightforward, right? Not in the case of Proposition 120 on the Nov. 2 ballot.

What is Proposition 120?

Formerly known as Initiative 27, the ballot measure is backed by the conservative nonprofit Colorado Rising State Action, which has successfully fought for several recent policies to limit government spending in the state, like capping new government fees and cutting the state income tax.

Proposition 120 is in the same vein, seeking to lower property tax rates on homes and businesses for an average annual $1 billion combined savings for taxpayers. The measure would cut the residential property tax assessment rate from 7.15% to 6.5% and the non-residential property tax assessment rate from 29% to 26.4%.

Here's where things get tricky

A coalition of Colorado lawmakers — mostly Democrats but with several GOP supporters — saw this billion-dollar tax cut coming and wanted to stop it. So, in the closing hours of this year's legislative session, they took the unusual step of passing a bill to thwart Proposition 120.

SB21-293 makes a two-year cut that will bring total property tax collections down by about $200 million a year, and allows some property taxpayers to defer portions of their payments.

Crucially, it also rewrites state property-tax laws to break business and residential assessment categories into smaller subcategories. On June 23, the day Gov. Jared Polis signed the bill into law, the ballot measure applied to outdated state law. And that was the point: The bill lawmakers passed effectively nullified close to 90% of the savings promised by the ballot measure.

By the time SB21-293 got going, it was too late for Colorado Rising State Action to update its measure by adjusting language. Getting approval to circulate petitions can take months — collecting signatures can then also take months — and they'd have had to start all over.

Why oppose Proposition 120?

Lawmakers opposed this proposal because cutting property taxes permanently and at such a high rate would have profound impacts on local government operations from schools to parks to police departments. That's the likely basis for opposition campaigns this fall, too.

Here's how Republican state Sen. Bob Rankin put it in an interview with The Post earlier this year: "Do we really want to cut the budget for fire districts? I mean, really. That's what will happen."

He argued the legislature had an ethical duty to intervene.

Why support Proposition 120?

For one, it wasn't entirely neutered by lawmakers: Under the updated state law, it still provides a tax cut for multifamily residential properties and commercial lodging properties.

It's also possible that the measure could be enacted in its original intent. Michael Fields, the director of Colorado Rising State Action, vowed that if voters pass it, he will sue under the argument that of the competing policies — SB21-293 and Proposition 120 — the one most recently approved should be implemented.

"It's going to be a battle of which one wins out," Fields said. "One hundred percent, we're going to sue if it passes."

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

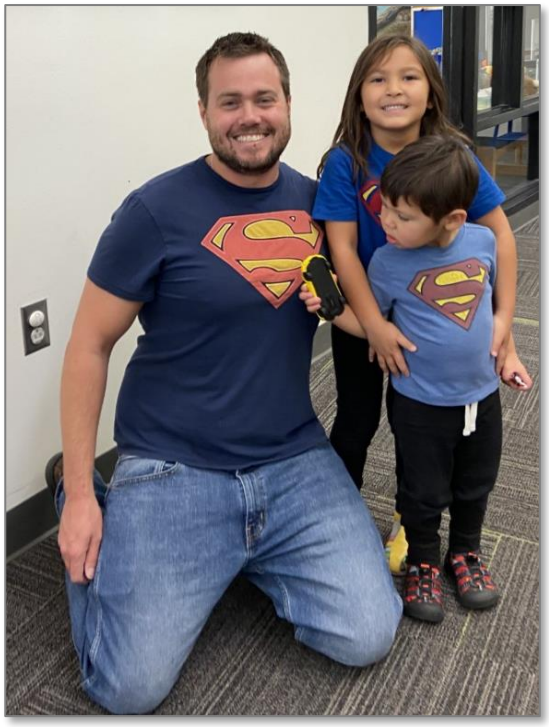
Operations Update

The Materials Handling department has undertaken a workflow overhaul this year with the goals of determining adequate staffing levels, and creating consistent work and expectations across the district. After two draft processes which staff and supervisors were able to provide feedback on, the department is gearing up to determine their final workflow. One exciting highlight of these changes include the potential to make holds available up to 24 hours sooner with a change in how requests are pulled.

Library Services Update

Storytime: The YFS leadership team is discussing learnings from the first two months of in-person storytime and is considering a few incremental changes in 2022:

- Move start times 30 minutes earlier: 9 a.m./10 a.m./11 a.m. to better reflect new business hours and accommodate preschool schedules.
- End idea of staggered start times on Saturdays – they're not working as hoped, so we'll all move to a 10:30 a.m. start (possibly 10:15).
- PSM is considering removing two preschool storytimes from the lineup due to low attendance.
- We will plan a one-week hiatus for the week between Christmas and New Year's to keep staff fresh, and offer time to implement changes.
- Attendance has leveled off a bit with the larger storytimes at HI and PA averaging around 50 people or so. Pre-Covid averages for toddler storytime at these two branches is around 60. Numbers at ROX have picked up from last month.



Super Brandon and Super Storytime Friends at PSM

Book Clubs: Coordinated by Maura Williams (YFS Supervisor), DCL currently provides 11 after-school book clubs for youth. Each branch has a "Junior Page Turners" club and the larger branches have a STEM-themed club as well as a couple special-interest clubs (LEGO at PA, graphic novels at HI). In addition to reading together, participants enjoy a snack and create a book-themed craft.

Epic Reads: This team of four librarians, led by Patty Wright, worked hard over the summer to compile reading lists for different grades. The lists – which are used for RA by non-youth staff working family desks – are available to the public on Bibliocommons and also as printed bookmarks. The team partnered with ComEng (Nanci Marr and team) to create bookmarks timed to be ready just before fall break. They're now being distributed throughout DCL.

Reading Buddies: Led by Cliff Davidson, we have revamped the approach to Reading Buddies so the branches now follow the same schedule (we used to start on different weeks and run for different lengths of time) and orientation approach.

School Liaisons: In partnership with Jaime Gotlieb, Patty Wright and Amy Fischer coordinate the group supporting the school district through multiple channels: we continue to fulfill teacher requests for books on various topics through our online "Resources" request form, we've hosted more than 100 first graders on school tours at Highlands Ranch, and we've delivered book talks to older students on "what makes a good children's book."

Slick Science: Five YFS librarians are partnering with Laura Burge in ComEng to offer this popular after-school program. Laura has led the process – they've split into three teams and are offering two different programs at each branch this fall. Customer feedback has been positive and the team is learning a great deal about what activities work well in this new format.

Dates October-November, Various Locations & Times

Join us for fun science activities throughout various DCL locations. Themes change throughout the Fall. Visit https://www.dcl.org/ for more details.

What They Are Saying About Us

Re: Hello all, my sister needs a wedding venue for a cheap price.

K

Karen Kaiser from

Shared a comment about your business

Douglas County Libraries hosts events and weddings. The Parker Branch has amazing Mountain View's. You could try other library districts as well. DCL.org.

22 days ago. Shared with Anyone.

south_denver_strong • Follow
Douglas County Libraries

south_denver_strong So impressed with the Douglas County Library Business librarian's! We had the opportunity to attend a training session on some of the amazing library resources to perform target marketing research. This is not your parents library system. If you have a business and a library card, oh my what you can do!!!! @dclcolorado #notyourparentslibrary #douglascountylibraries #businesslibrary #highlandsranch #wegotthisdenver #denversmallbusiness #denverstrong #denvercommunity #smallbusiness #ourbackyard #southdenverstrong @thesimonsonteam

1w

Liked by **centerforwellnessmd** and **others**

7 DAYS AGO

Add a comment... Post

DA Office of 18th @DA18th · Sep 22

The team at @DCLcolorado is always providing great opportunities for the community. Thanks for hosting us today!

> **Jamie Sorrells** @JamieSorrells17 · Sep 22
> Thank you Douglas County Libraries for the invitation to speak to several of your community members on consumer fraud protection. The Office of the District Attorney - 18th JD @DA18th is always grateful for the opportunity. See you again soon.

1 6

Roselyn Mendez
★★★★★ 4 weeks ago

Helpful, knowledgeable, nice staff!

Reply

In the News

Douglas County News-Press: Not The Same Old Story
Colorado's Douglas County Libraries Announce Archives & Local History Gift - Fine Books Magazine

Partnership Highlight

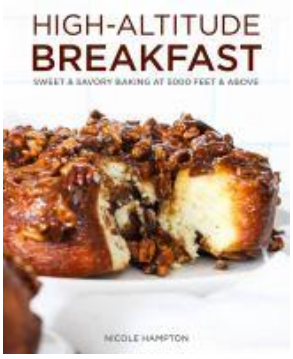
Douglas County Libraries partners with Vitalant on local blood drives. Following is a report from Vitalant on blood (products) collected at these blood drives.

- Products Collected: 301 (through 9/25/21)
- Lives Saved: Up to 903 (1 unit can save up to 3 lives)

Drive Date	Status	Procedure Projection	Product Projection	Projected DaSH	Procedures Performed	Products Collected
Friday, Dec 24, 2021	Confirmed	24	26	1.30		
Saturday, Nov 27, 2021	Confirmed	22	24	1.33		
Saturday, Oct 23, 2021	Confirmed	22	24	1.33		
Saturday, Sep 25, 2021	Complete	22	24	0.89	35	45
Saturday, Aug 28, 2021	Complete	28	30	1.33	38	42
Saturday, Jul 24, 2021	Complete	22	24	1.33	30	35
Saturday, Jun 26, 2021	Complete	26	28	1.24	45	48
Tuesday, May 25, 2021	Complete	26	28	1.24	42	45
Saturday, Apr 24, 2021	Complete	16	18	1.33	19	22
Saturday, Mar 27, 2021	Complete	16	18	1.33	22	23
Saturday, Feb 27, 2021	Cancel	24	24	1.33		
Saturday, Jan 23, 2021	Complete	22	24	1.33	39	41

Additionally, the Apheresis (Alyx) machine collects double red cells from willing donors. Thirty-one units werre collected between January and September 2021.

Upcoming Events



AUTHOR VISIT WITH NICOLE HAMPTON
Highlands Ranch, Friday, November 12, 6:30PM
The DoughEyed.com blogger and author of *Sugar High: Sweet & Savory Baking in Your High-altitude Kitchen* joins us for a delicious discussion of her new cookbook, *High-altitude Breakfast: Sweet & Savory Baking at 5000 Feet and Above*. Books will be on sale at the event.

LOCAL AUTHOR SHOWCASE
Parker, Saturday, November 20, 2PM
Several local authors will join us to talk about their books, which include titles for audiences from children to adults in a variety of genres. A book sale and signing will follow the author talks.

STORYBOOK HOLIDAY: REINDEER GAMES

Join us for our annual holiday celebration. The Lone Tree Library will transform into a woodsy winter wonderland with delightful entertainment, spirited festivities, and fun for the whole family.

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.

Douglas County Libraries' work with municipal partners represents the center of the wheel from which the spokes of the library reach out into the community.

County Communications Team

In this time of COVID, we all know that coordinated and clear communication is paramount. Douglas County Libraries actively participates as a member of the county's emergency crisis communication team. This crisis communication team is responsible for working and acting as communication/community relations professionals as we support one another during the pandemic. This requires attending regular meetings with this team and county leadership, and both working on and sharing emergency communications.

Douglas County Libraries Learning Labs

Douglas County Libraries Learning Labs provided support to many of our younger community members while their educational options were restricted in 2020 and 2021. These labs offered kids ages 5-10 opportunities for hands-on learning and enrichment in subjects like science, technology, engineering, and art. Learning Labs for students 11-18 provided a classroom-like space to learn, connect with peers, and access on-site tutoring from professional subject matter experts in math, science, and language arts.

Teen Court and Active Adult Book Encounter Shared with Community

Douglas County Libraries hosted author Christina Baker Kline to talk about her book "The Exiles" in August 2021. The objective was to build connections between groups within our community that bring experience from different perspectives. Lone Tree's Active Adults and Teen Court Volunteers both strive for positive community impact, and what better way to spark conversation/connection than through a shared book experience? The two groups read the book, met and discussed it, and formed questions they shared with the author. The experience culminated in a presentation in which the author, Christina Baker Kline, was in conversation about her book with NYT bestselling author and former library trustee Eleanor Brown. The community was invited to attend virtually.

The success of the experience has led to scheduling a second combined book club reading, for a discussion on Cara Wilson-Granat's book "Tree of Hope." Cara is a local author who lives across the street from the Lone Tree library. Her relationship with Otto Frank, Anne Frank's father, is the subject of this hopeful book about resilience and love. Cara speaks to groups of teens and adults all over about kindness, connection, and personal challenges.

Douglas Combined Court Staff Library Gets Updated

Douglas Combined Court has a small lending library. This lending library encourages and supports staff in their professional growth. Seeing an opportunity, and working with the Clerk of Court, Douglas County Libraries' collection department got to work in support of another community partner. With the charge to support or refresh that small collection of books available—purchasing copies of recent popular titles as well as professional development classics and

donating them to this court staff library—we learned that the subjects they were most interested in adding to their collection were on teamwork, motivation, communication, and change management. All of these are extremely popular subjects in the collections at Douglas County Libraries. These efforts more than doubled the Douglas Combined Court's current collection with some of the best books available in those subject areas. The books were delivered in January 2021.

Douglas County Justice Center Self-Help Center - Virtual Pro Se Legal Clinics

Douglas County Libraries hosts Virtual Pro Se Clinic (VPC) Free Legal Clinics at the Castle Rock – Philip S. Miller library. These FREE legal clinics are for parties who have no attorney, and the clinics are all held via computer link. Volunteer attorneys help clinic patrons one-on-one by answering questions, helping fill out forms, and explaining the process and procedure for civil legal issues, including family law, civil litigation, property law, probate law, collections, appeals, landlord-tenant law, veterans benefits, and civil protection orders.

The library handles sign-up and provides the room, staff support, necessary audiovisual equipment, and internet connection for these private one-on-one sessions.

Douglas County Libraries District Business

Item	Prepatory Work	Motion
Quarterly Financial Report	Review the Financial Report. By policy the Board receives these for review and discussion on a quarterly basis.	No action required, discussion only.
2022 Draft Budget	Provided for the board by October 15 each year per legal statute and included in the packet to to be part of the record	No action required

Douglas County Libraries

FINANCIAL STATEMENTS

David Anderson, Director of Finance
Report for the nine months ending September 30, 2021

Balance Sheet

As of September 30, 2021, the District has $36,906 million of cash and liquid investments at ColoTrust, with yields on these investments ranging from 0.02% to 0.12% during the nine months ending September 30, 2021.

The District is not currently holding any funds in term investments with the Colorado Statewide Investment Program (CSIP). ColoTrust has announced a new investment option called Edge that offers an enhanced rate of return. The Edge program offers investments with optimal returns at a 6 month maturity. The District must match the maturities of its Edge investments with its liquidity requirements in order to achieve these returns, especially as regards the PSM build project. We are working with Fransen-Pittman to revise the cash requirements forecast for the PSM build, and updating the District's long-term capital plan before moving available capital into investments in the Edge program. We continue to monitor rates offered by ColoTrust and CSIP, and will re-assess our investment policy if the interest rate differential between ColoTrust and CSIP changes.

At September 30, 2021 the District recorded a receivable and deferred revenue of $0.145 million for property taxes. We expect the District to collect in excess of 99% of property taxes budgeted for 2021.

Funds available for future capital improvements total $32.4 million at September 30, 2021, as reported on the fund balance line of the balance sheet.

Performance vs Budget

Overall, the District has realized a $1.732 million (15%) favorable variance to budget for the nine months ending September 30, 2021.

Total operating revenues are 1% over budget thru September 30, 2021.

For the nine months ending September 30, 2021, the District's realized an increase in property tax revenues of 4% vs. the same period in 2020, vs. a forecasted increase of 2% for calendar 2021. The District has collected 99% of its annual property tax budget thru September, 2021.

Contributions and Grants are (55%) below budget due to a delay in receiving a Federal grant. We expect to receive this grant in October 2021. Charges for Services are 4% above budget thru Q2 2021. With respect to the makeup of Charges for Services:

- Library Fines and Fees account for 54% of the total, and are 28% over budget;
- Event and Program account for 30% of the total, and are 3% over budget;
- Room Rentals accounted for 16% of the total, and are (36%) under budget, due to the impact of Covid.

Interest income was 75% below budget thru Q3 2021, which is an improvement of 14% from Q1 2021, due to marginal increases short-term interest rates. The District earned an annual yield of 0.05% on its cash and investments for the nine months ending September 30, 2021.

Operating expenditures are 8% under budget thru September 30, 2021, which is unchanged from June 30, 2021.

Salaries, Wages, Benefits & PERA Retirement, which account for 62% of operating expenses thru September 30, 2021, are ($0.615) million (5%) under budget thru Q3 due to several factors: open positions related to the timing of the District's reorganization, retirements, and less scheduled hours due to Covid restrictions. We expect the budget savings for compensation, benefits and retirement to decrease in Q4 2021, as staffing related to the reorganization is completed.

Other significant contributors to the positive variance in operating expenditures are Facility costs (10% below budget), Information Technology (15% below budget), Library Programs and Outreach (47% below budget), and district-wide support costs (15% below budget). We expect a decrease in budget savings for some non-compensation expenses in the fourth quarter of 2021, due to expenditures that were delayed from earlier in the year.

Net Lease Income for the District's real estate properties is 16% below budget thru September 30, 2021, due to the timing of lessee's terminating their leases pursuant to DCL's notice of cancellation earlier this year.

Capital Expenditures

Actual spending for Capital Maintenance items for the nine months ending September 30, 2021 is $0.415 million vs. a budget of $0.403 million, which is 3% over budget for the projects completed in this timeframe. In Q3 2021, the District determined that several maintenance projects will be cancelled for 2021, due to lower facility usage related to Covid. These will put the District significantly under budget for Capital Maintenance items at year-end.

In Q3 2021, $64K of funds were expended for completion of the Lone Tree refresh project. Thru September 30, 2021, the District has expended $0.442M of funds for the design phase of the PSM new build project.

2021 Forecast

Based on the District's 2021 performance thru September 30, 2021, and assuming the District performs according to its remaining budget thru December of 2021, the District is projecting a fund balance of $24.1 million at December 31, 2021, which is $4 million higher than the fund balance reflected in the original 2021 budget.

Quarterly Report of Cash and Investments
September 2021

Institution	% of Total	Value	Maturity Date	Interest Earned (Received) YTD	Jan 1	Jun 30
Cash						
Colotrust *	99.46%	$36,905,608	N/A	**$ 11,807**	**0.12%**	**0.02%**
Independent Bank	0.46%	170,720	N/A	**135**		**0.05%**
Wells Fargo Bank	0.06%	20,565	N/A	**9**		**0.01%**
CSIP Liquid*	0.02%	6,727	N/A	**2**	**0.11%**	**0.02%**
Cash in Use	0.01%	2,319	N/A	**-**		N/A
Total Cash	100.00%	**37,105,940**		**11,953**		
Property tax interest				**16,934**		
Total Cash and Investments		**$37,105,940**		**$ 28,887**		

NOTE:
* Variable rate account.

Douglas County Libraries

BALANCE SHEET

	Dec 31, 2020 Audited	Sep 30, 2021 Unaudited
ASSETS		
Cash	$ 24,349,263	$ 37,105,940
Property taxes receivable	29,811,665	145,306
Prepaid expenses and deposits	521,031	302,344
Receivable DCL Foundation	87,987	39,227
Accounts receivable	13,139	5,608
Total assets	**$ 54,783,085**	**$ 37,598,425**
LIABILITIES & FUND BALANCE		
LIABILITIES		
Deferred property taxes	$ 29,583,820	$ 145,306
Accrued salaries and benefits	297,033	49,989
Accounts payable	497,260	264,400
Payable to DCL Foundation	-	-
Other accrued liabilities	67,085	60,918
Total liabilities	**$ 30,445,197**	**$ 520,613**
FUND BALANCE		
Nonspendable fund balance	$ 521,031	$ 302,344
Restricted fund balance	967,663	967,663
Assigned fund balance	3,400,000	3,400,000
Unassigned fund balance	17,532,131	19,667,881
Committed fund balance	-	-
Excess revenue over expenditures	1,917,064	12,739,924
Total fund balance	**$ 24,337,888**	**$ 37,077,812**
Total liabilities and fund balance	**$ 54,783,085**	**$ 37,598,425**

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
(Unaudited)

	Sep 2021	For the Nine Months Ending September 30, 2021				2021 Annual Budget	
				Over (Under)			
	Actual	Actual	Budget	Budget	% Budget	Original	Remain %
Revenue							
Property taxes	$167,308	$29,534,071	$29,552,146	($18,075)	(0%)	$29,713,820	1%
Specific Ownership Taxes	236,357	1,960,620	1,606,110	354,510	22%	2,516,416	22%
Contributions/Grants	0	60,000	133,791	(73,791)	(55%)	321,652	81%
Charges for services	31,570	424,791	407,770	17,021	4%	577,453	26%
Interest Income	6,988	28,887	145,545	(116,658)	(80%)	211,259	86%
Total Revenue	**$442,223**	**$32,008,368**	**$31,845,361**	**$163,007**	**1%**	**$33,340,600**	**4%**
Operating Expenditures							
Salaries & Wages	$959,530	$9,179,701	$9,758,604	($578,903)	(6%)	$13,631,398	33%
Benefits	106,133	965,504	1,025,618	(60,114)	(6%)	1,384,114	30%
PERA Pension	132,933	1,249,404	1,225,585	23,819	2%	1,677,117	26%
Library Content	298,379	2,843,728	3,008,337	(164,609)	(5%)	3,879,982	27%
Facilities	135,042	1,269,853	1,409,759	(139,906)	(10%)	1,915,958	34%
Technology, Equipment & 3rd-Party Services	127,244	1,046,043	1,232,091	(186,048)	(15%)	1,752,237	40%
Library Programs & Outreach	22,312	424,609	800,420	(375,811)	(47%)	1,046,189	59%
District-Wide Support Costs	59,074	556,274	651,679	(95,405)	(15%)	1,179,852	53%
Capital Maintenance Projects	7,666	448,649	403,152	45,498	11%	874,744	49%
Total Operating Expenditures	$1,848,313	$17,983,765	$19,515,245	($1,531,480)	(8%)	$27,341,591	34%
Debt Service	$0	$371,713	$371,713	$0	0%	$2,013,425	82%
County Treasurer's Fees	2,606	443,326	480,823	(37,497)	(8%)	487,108	9%
Total Operating, Interest & Fee Expenditures	**$1,850,919**	**$18,798,803**	**$20,367,780**	**($1,568,977)**	**(8%)**	**$29,842,123**	**37%**
Total Revenues Over (Under) Operating Expenditure	**($1,408,695)**	**$13,209,565**	**$11,477,581**	**$1,731,984**	**15%**	**$3,498,477**	**(278%)**
Non-Operating Revenues (Expenditures)							
Lease Income (Expense), net	$9,229	$86,047	$101,875	($15,828)	(16%)	$161,774	47%
Capital Improvement Projects	70,268	555,687	555,687	0	0%	5,585,500	90%
Total Non-Operating Revenues (Expenditures)	**($61,040)**	**($469,640)**	**($453,812)**	**($15,828)**	**3%**	**($5,423,726)**	**91%**
Total Revenues Over (Under) Total Expenditures	**($1,469,735)**	**$12,739,924**	**$11,023,769**	**$1,716,155**	**16%**	**($1,925,249)**	**762%**
Beginning Fund Balance	38,547,548	24,337,888	22,047,043			22,047,043	
Ending Fund Balance	**$37,077,812**	**$37,077,812**	**$33,070,812**			**$20,121,794**	

SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

		Aug 2021	For the Eight Months Ending Aug 31, 2021				2021 Annual Budget	
					Over (Under)			
		Actual	Actual	Budget	Budget	% Budget	Original	Remain %
1005	Branch Operations	$9,339	$88,341	$88,722	($381)	0%	$158,831	44%
1100	Branch Services	43,396	425,449	426,895	(1,446)	0%	584,172	27%
1200	Customer Experience	181,911	1,877,641	2,032,379	(154,738)	-8%	2,781,150	27%
1300	Materials Handling	113,964	1,145,737	1,295,178	(149,441)	-12%	1,772,349	27%
1400	Youth & Family Services	138,589	1,168,531	1,273,096	(104,565)	-8%	1,742,132	27%
Subtotal	**Customer Experience**	**487,199**	**4,705,698**	**5,116,271**	**(410,572)**	**-8%**	**7,038,634**	**27%**
2010	Community Services & Partnerships	29,484	302,716	306,022	(3,306)	-1%	445,292	31%
2020	Events & Hospitality	15,676	148,385	164,730	(16,345)	-10%	225,420	27%
2030	Marketing & Communications	31,994	303,714	303,939	(225)	0%	415,917	27%
2040	Special Events	33,830	347,574	352,670	(5,097)	-1%	482,602	27%
2050	Visual Design, Arts, & Archives	21,936	207,883	207,602	282	0%	284,086	27%
2060	Volunteer Services	21,558	194,570	205,501	(10,931)	-5%	281,212	27%
2061	Volunteer Portal	1,373	28,792	33,896	(5,104)	-15%	46,384	27%
Subtotal	**Community Engagement**	**155,852**	**1,533,634**	**1,574,360**	**(40,726)**	**-3%**	**2,180,913**	**28%**
3010	**Directors**	**63,435**	**600,764**	**597,375**	**3,388**	**1%**	**817,461**	**27%**
4010	Accounting Operations	23,410	185,140	0	185,140	0%	100,812	100%
4050	Procurement	6,854	65,077	0	65,077	0%	0	0%
4060	Budgeting	7,693	53,850	313,571	(259,722)	-83%	429,098	27%
Subtotal	**Finance**	**37,957**	**304,066**	**313,571**	**(9,505)**	**-3%**	**529,909**	**41%**

SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

		Aug 2021	For the Eight Months Ending Aug 31, 2021				2021 Annual Budget	
					Over (Under)			
		Actual	Actual	Budget	Budget	% Budget	Original	Remain %
5005	Infrastructure Services Operations	4,071	40,681	40,706	(25)	0%	211,608	81%
5010	Collection Services	87,240	846,595	850,094	(3,499)	0%	1,157,574	27%
5020	Facilities	30,819	277,167	278,435	(1,267)	0%	381,016	27%
5030	Human Resources	23,759	205,381	204,627	754	0%	291,858	30%
5040	Information Technology	35,740	377,097	389,266	(12,169)	-3%	532,680	27%
5050	Learning & Development	26,697	249,666	248,275	1,391	1%	339,744	27%
Subtotal	**Infrastructure Services**	**208,326**	**1,996,587**	**2,011,402**	**(14,815)**	**-1%**	**2,914,481**	**31%**
Account								
500000	Payroll Accrual	0	(180,494)	0	(180,494)	0%	0	0%
500800	Bonus Pool	0	45,625	45,625	0	0%	50,000	9%
501000	Other Earning Types [3]	6,742	164,692	100,000	64,692	65%	100,000	0%
Subtotal	**Other Earnings**	**6,742**	**29,823**	**145,625**	**(115,802)**	**-80%**	**150,000**	**3%**
510000	Unemployment Insurance	0	22,874	15,688	7,186	46%	21,468	27%
510200	Worker's Compensation	2,323	39,723	52,558	(12,835)	-24%	52,558	0%
510300	Health Insurance	89,562	757,497	814,024	(56,527)	-7%	1,113,928	27%
510500	Life Insurance	619	5,641	4,854	787	16%	6,642	27%
510600	Medicare	13,199	126,880	128,408	(1,529)	-1%	175,716	27%
510900	Employee Assistance Program	429	4,354	4,102	252	6%	5,613	27%
511300	Worker's Compensation Deductible	0	8,535	5,984	2,551	43%	8,189	27%
590000	Other Benefits	0	9,110	0	9,110	0%	0	0%
Subtotal	**Benefits**	**106,133**	**974,614**	**1,025,618**	**(51,004)**	**-5%**	**1,384,114**	**26%**
520000	**PERA Retirement-Pension**	**132,933**	**1,249,404**	**1,225,585**	**23,819**	**2%**	**1,677,117**	**27%**
Total	**Douglas County Libraries**	**$1,198,577**	**$11,394,590**	**$12,009,807**	**($615,217)**	**-5%**	**$16,692,629**	**28%**

Douglas County Libraries

SALARIES & WAGES, BENEFITS AND PERA RETIREMENT
(Unaudited)

	Aug 2021	For the Eight Months Ending Aug 31, 2021				2021 Annual Budget	
				Over (Under)			
	Actual	Actual	Budget	Budget	% Budget	Original	Remain %
Notes							
[1] CX is looking at adding a manager and o							
[2] Allocated $ from ISV unallocated in dept							
[3] Other Earning Types Includes:							
Call Back	329	1,373	0	1,373	0%	0	0%
On Call/Standby	363	3,188	0	3,188	0%	0	0%
PTO Payout	4,725	155,856	100,000	55,856	56%	100,000	0%
Relocation	0	0	0	0	0%	0	0%
Retro Pay	1,325	4,276	0	4,276	0%	0	0%
Severance	0	0	0	0	0%	0	0%
Cost Center Unassigned	0	0	0	0	0%	0	0%
Total	$6,742	$164,692	$100,000	$64,692	65%	$100,000	0%

2021 Budget
Maintenance & Improvement Projects
For Projects over $5,000 and a life of greater than one year
As of September 30, 2021

		Original Budget	Spent To-Date	Forecast Additional Spend Y/N	Forecast Additional Spend Amount (a)	Remaining Budget
	Operating Expenditures: Maintenance Projects					
	District IT: B100	$ 450,000	$ 281,633		$ 85,929	$ 82,439
	District-Wide: B100	126,249	13,917		96,083	16,249
	Castle Pines: B200	36,500	0		0	36,500
	Castle Rock: B700	107,000	51,660		14,974	40,366
	Highlands Ranch: B300	15,751	8,751		0	7,000
	Lone Tree: B400	0	0		0	0
	Parker: B600	78,870	39,419		0	39,451
	Roxborough: B800	36,695	19,695		0	17,000
	Unallocated	23,679	0		0	23,679
	Total Maintenance Projects	**$ 874,744**	**$ 415,074**		**$ 196,986**	**$ 262,684**

Notes

[M1] Requires Board motion to approve

	Non-Operating Expenditures: Improvement Projects					
	Lone Tree Refresh: B400					
	Front-of-house (patron) furnishings	30,000	$0	Y	0	$30,000
	Re-Upholstering	15,000	$0	Y	0	$15,000
	Meeting Room Chairs Maintenance	15,000	$0	Y	0	$15,000
	Back-of-house (staff) furnishings	15,000	$0	Y	0	$15,000
	Indoor Playscapes	45,000	$0	Y	0	$45,000
	Wireless Access Points-LT B	12,500	$0	Y	0	$12,500
	Jamex replacements-LT	7,000	$0	N	7,000	$0
[I1]	Replace public area carpet	75,000	$63,500	N	11,500	$0
	Asphalt repairs, seal coat & re-stripe	6,000	$0	N	6,000	$0
	Xeric Landscaping refresher	0	$0	N	0	$0
	Total Lone Tree Refresh	**$220,500**	**$63,500**		**$24,500**	**$132,500**
	Other:					
[I1]	Self Checks	80,000	$49,211	Y	0	$30,789
[I1]	Transporter bins 11@$4,400 each	55,000	$0	Y	0	$55,000
	Castle Rock Design Programming	30,000	$950	N	29,050	$0
	Castle Rock PSM Construction (GMP Contract)	5,200,000	$442,026	N	4,757,974	$0
	Total Other	$5,365,000	$492,187		$4,787,025	$85,789
	Total Improvement Projects	**$5,585,500**	**$555,687**		**$4,811,524**	**$218,289**

Notes

[I1] Requires Board motion to approve

2021 Budget
Maintenance & Improvement Projects
For Projects over $5,000 and a life of greater than one year
As of September 30, 2021

	Original Budget	Spent To-Date	Forecast Additional Spend Y/N	Forecast Additional Spend Amount (a)	Remaining Budget
Capital Campaign Funds (DCLF)					
Local History Omniscan OS 12002		$33,575			
Total Capital Campaign Funds (DCLF)	**$0**	**$33,575**		**$0**	**$0**
Grand Total Maintenance, Improvements, Capital Campaign	**$ 6,460,244**	**$ 1,004,336**		**$ 5,008,510**	**$ 480,973**

Reconciliation to Income Statement				
Total Maintenance Projects	$ 874,744	$ 415,074	$ 196,986	$ 262,684
Total Capital Campaign Funds (DCLF)		33,575		
Capital Maintenance Projects as per Income Stmt	**$ 874,744**	**$ 448,649**	**$ 196,986**	**$ 262,684**

DCL has adopted a policy to rotate major improvments to its large branches over a 4-5 year cycle. The following table lists all of DCL branches and indicates the last year during which a capital improvement project was completed at each of the large branches.

Rotating		Non-Rotating
Castle Rock PSM	2017	Castle Pines
Highlands Ranch	2019	Roxborough
Lone Tree	2021	Louviers
Parker	2022B	

Comparison of Property Tax Revenues
For the 9 Months Ending September 30, 2021

	Property Tax		Auto Tax		Other		YTD Combined
	Amount	Growth	Amount	Growth	Adjustments	Total Taxes	Growth
2020							
January	$0		$0			$0	
February	907,985		243,936		(15,358)	1,136,562	
March	10,370,411		173,431		(53,992)	10,489,850	
April	1,753,655		168,809		(25,452)	1,897,012	
May	5,113,175		158,806		(26,212)	5,245,769	
June	2,432,675		175,437		(14,518)	2,593,594	
July	7,889,571		221,354		(65,285)	8,045,640	
August	413,967		252,309		(13,559)	652,717	
September	158,696		219,124		(29,475)	348,345	
October	50,388		237,038		(3,694)	283,732	
November	30,588		222,367		(5,656)	247,299	
December	154,100		456,903		(50,766)	560,237	
Total	**$29,275,211**		**$2,529,513**		**($303,967)**	**$31,500,757**	
2021							
January	$0	n/a	$0	n/a	$0	$0	n/a
February	850,246	(6%)	226,025	(7%)	14,952	1,091,223	(4%)
March	10,257,233	(1%)	193,236	11%	(73,123)	10,377,346	(1%)
April	2,485,052	42%	293,397	74%	(47,730)	2,730,719	5%
May	5,130,719	0%	249,322	57%	(41,592)	5,338,449	4%
June	2,601,539	7%	221,871	26%	(20,615)	2,802,795	5%
July	7,982,808	1%	295,621	34%	(70,470)	8,207,959	4%
August	305,202	(26%)	244,791	(3%)	(7,459)	542,534	3%
September	171,324	8%	236,357	8%	(4,016)	403,665	4%
October		n/a		n/a		0	n/a
November		n/a		n/a		0	n/a
December		n/a		n/a		0	n/a
Total	**$29,784,123**	**2%**	**$1,960,620**	**(22%)**	**($250,053)**	**$31,494,690**	

Douglas County Libraries

2022 Budget Message

The lion's share of the 2022 budget pays for staples that our community has valued in their library for more than a generation:

Consistent, generous service hours	DCL open at our customer's convenience
Premium library content	Fresh, curated collections answering demand
Relational customer experiences	Serving our Douglas County neighbors with pride
Top shelf 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 expected, you'll find a few, potent outliers in the 2022 budget.

- DCL is setting aside monies to complete a new Castle Rock library
- Our Library is putting a down payment on a very special experience to debut in 2023.
- We're investing in staff as our most valuable resource – those that sustain us at a high level.
- We're adding new events that will soon become Douglas County traditions.

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

Respectfully submitted,

Robert W. Pasicznyuk

Draft

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.

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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,

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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.

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	2020	2021		2022		2022
	2020 Actual	As of Aug 31 Forecast	% Revenue	Budget	% Revenue	vs. 2021 Growth
Revenues						
Property Taxes	$28,971,244	$29,658,010	89%	$32,481,287	89%	9.5%
Auto Ownership Taxes	2,529,513	2,853,208	9%	2,894,000	8%	1.4%
Contributions/Grants	340,873	266,512	1%	416,673	1%	56.3%
Charges for Services	410,207	620,086	2%	554,850	2%	-10.5%
Interest Income	195,065	39,488	0%	75,000	0%	89.9%
Total Revenue	**$32,446,902**	**33,437,303**	**100%**	**36,421,810**	**100%**	**8.9%**
Growth						
Operating Expenditures						
Salaries and Wages	$12,385,223	$13,106,786	39%	$14,151,498	39%	8.0%
Benefits	1,223,776	1,288,432	4%	1,613,277	4%	25.2%
PERA	1,634,580	1,707,544	5%	1,921,774	5%	12.5%
Library Content	3,840,904	3,727,473	11%	4,011,819	11%	7.6%
Facility	1,527,772	1,714,865	5%	1,802,844	5%	5.1%
Technology Equipment & 3rd-Party Services	1,412,851	1,561,818	5%	1,746,593	5%	11.8%
Library Programs & Outreach	503,623	669,554	2%	1,430,991	4%	113.7%
District-Wide Support Costs	664,804	1,020,066	3%	1,098,111	3%	7.7%
Capital Maintenance Projects	447,318	872,316	3%	957,500	3%	9.8%
Subtotal Operating Expenditures	$23,640,850	25,668,854	77%	28,734,407	79%	11.9%
Debt Service	$2,012,800	$2,013,425	6%	2,012,625	6%	0.0%
County Treasurer Tax Collection Fee	435,167	448,455	1%	487,219	1%	8.6%
Total Operating, Interest & Fee Expenditures	**$26,088,817**	**28,130,734**	**84%**	**31,234,251**	**86%**	**11.0%**
Revenues Over (Under) Operating Expenditures	**$6,358,085**	**5,306,569**	**16%**	**5,187,559**	**14%**	**-2.2%**
Non-Operating Revenues (Expenditures)						
Lease Income (Expense), net	$106,996	$136,000	0%	$0	0%	-100.0%
Capital Improvement Projects	(767,009)	(5,585,500)	17%	(18,293,000)	-50%	227.5%
Total Non-Operating Revenues (Expenditures)	**($660,013)**	**(5,449,500)**	**16%**	**(18,293,000)**	**50%**	**235.7%**
Total Revenues Over (Under) Total Expenditures	**$5,698,072**	**(142,931)**	**0%**	**(13,105,441)**	**-36%**	**9069.1%**

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

		Original Budget
Operating Expenditures: Maintenance Projects		
	District IT: B100	
[M1]	PC Replacement	350,000
[M1]	District servers replacement	50,000
	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	634,000
	District-Wide: B100	
[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	138,000
	Castle Pines: B200	
	Front-of-house (patron) furnishings	25,000
	Re-Upholstering	5,000
	Meeting Room Chairs Maintenance	1,500
	Back-of-house (staff) furnishings	5,000
	Subtotal	36,500
	Castle Rock: B700	
	Re-Upholstering	5,000
	Subtotal	5,000
	Highlands Ranch: B300	
	Re-Upholstering	5,000
	Meeting Room Chairs Maintenance	2,000
	Subtotal	7,000

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

		Original Budget
	Lone Tree: B400	
	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	120,000
	Parker: B600	
	Subtotal	0
	Roxborough: B800	
	Re-Upholstering	2,000
	Meeting Room Chairs Maintenance	15,000
	Subtotal	17,000
	Total Maintenance Projects	**$957,500**

Notes

[M1] Requires Board motion to approve

Non-Operating Expenditures: Improvement Projects

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

Notes

[I1] Requires Board motion to approve

Grand Total Maintenance, Improvements, & Capital Campaign	**$19,250,500**

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2022 Budget Report
Key Assumptions ($ 000's)

Property Taxes	Growth rate of 9.5%, based on Certification of Valuation by Douglas County Assessor. Property values are reassessed in odd-numbered years (i.e. 2021). DCL realizes the impact of reappraisal in even numbered years as property taxes are paid in arrears.
Auto ownership taxes	Based on historic growth in receipts; validated against auto industry forecasts which show increasing sales in 2022.
Contributions & Grants	56% growth vs. 2021 forecast, includes the following: $110,742 American Rescue Plan Act of 2021 (ARPA) grant; this grant is new to DCL in 2022; $90,962 Colorado Department of Education grant; $49,970 e-rate program grant (program thru the FCC based on fees charged to companies providing telecommunications services): $25,000 grants from Douglas County Libraries Foundation; $140,000 unrestricted grant from PSM Endowment.
Charges for Services	-11% decline based primarily on reduced entry fees received from events, offset by increases in book fines, program revenues and room rentals.
Interest Income	Reflects 0.15% interest rate on ColoTrust liquid investments less budgeted expenditure of $18.2M in 2022 on the PSM build project.
Employee Benefits	Reflects a 25% increase in overall benefits, driven by an 8% increase in health insurance plus additional costs for DCL to begin participation in the Colorado unemployment insurance pool and increased workmens compensation costs. PERA retirement increase of 15% primarily reflects an 8% increase in salaries & wages, plus a correction to current PERA employer rates.
Capital Projects	The PSM build project carries an owner contingency of $1.1M, which is 5% of overall project cost.
Salaries & Wages:	Annual increase is the greater of a) 3% or b) a percentage increase indicated by a compensation market study commissioned by DCL in Q3 2021. As of August 31, 2021, DCL reported 230 compensated Full Time Equivalent (FTE) employees. The 2022 budget assumes 248 compensated FTE's, which is an 8% increase in FTE's. $50,000 bonus pool

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2022 Budget Report
Key Assumptions ($ 000's)

Salaries & Wages Cont'd):

	2022 Budget	% Budget	
$	63,457	0%	Branch Operations
	1,640,256	12%	Branch Services
	1,939,572	14%	Customer Experience
	1,748,283	12%	Materials Handling
	1,995,945	14%	Youth & Family Services
$	7,387,513	52%	Subtotal Customer Experience
$	0	0%	Community Engagement Operations
	441,340	3%	Community Services & Partnerships
	217,996	2%	Events & Hospitality
	453,805	3%	Marketing & Communications
	518,764	4%	Special Events
	303,894	2%	Visual Design, Arts, & Archives
	287,507	2%	Volunteer Services
$	2,223,307	16%	Subtotal Community Engagement
$	849,124	6%	Executive
$	0	0%	Finance Operations
	321,106	2%	Accounting Operations
	91,780	1%	Procurement
	103,007	1%	Budgeting
$	515,893	4%	Subtotal Finance
$	57,373	0%	Infrastructure Services Operations
	1,199,578	8%	Collection Services
	458,965	3%	Facilities
	316,775	2%	Human Resources
	565,505	4%	Information Technology
	352,464	2%	Learning & Development
$	2,950,661	21%	Subtotal Infrastructure Services
$	175,000	1%	PTO Payout, On Call/ Standby, Call Back, Retroactive, Severance
	50,000	0%	Bonus
$	14,151,498	100%	Total DCL

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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

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