

DOUGLAS COUNTY LIBRARIES**BOARD BUSINESS MEETING**

Wednesday, February 28, 2024, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
Call meeting to Order	Terry Nolan	
Attendance		
Public Comment		
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Note: 4th Quarter 2023 Financials are reported as part of the annual audit

Library Business Terry Nolan

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.

Executive Committee Report

- Lone Tree Urban Renewal Authority IGA
- Add a second Public Comment to the end of Board Business Meetings

Partner Reports

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

Trustee Comments

Upcoming Board Meetings

- March 14, 2024, Executive Committee Meeting, Castle Pines Library, Castle Pines
- March 27, 2024, Philip & Jerry Miller Library, Castle Rock
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Annual Business Meeting, 5:30 p.m.

Other Meetings

- March 20, 2024, Partnership of Douglas County Governments, Douglas County School District, Castle Rock

Adjourn

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Patti Owen-DeLay
Subject:	Consent Agenda Recommendation(s)

ISSUE:

Review and approve Consent Agenda item(s).

DISCUSSION:

The Consent Agenda follows the process outlined below:

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

Consent Agenda Items for this meeting are:

1. Minutes 1/31/24 Special Meeting Budget Hearing
2. Budgeted Capital Expenditures Threshold Approvals
 - a. Transport Bins
 - b. Shelving
 - c. Sorter Upgrades
 - d. Parker Playscape

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

Motion in the minutes will itemize included items.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Annual Meeting
January 31, 2024
Castle Rock, CO

President Burkholder called the annual meeting to order at 5:30 p.m.

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

The following were present:

TRUSTEES: Suzanne Burkholder, Jessica Kallweit, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

All trustees were present. A quorum was present.

STAFF: Bob Pasicznyuk and Patti Owen-DeLay

GUEST: Sharon Morris, Colorado State Library Public Library Leadership Principal Consultant, and Officer Cantando, Castle Rock Police Department

PUBLIC: Ruth Moline

PUBLIC COMMENTS: None

CONSENT AGENDA

1. Minutes January 9, 2024, Special Meeting Budget Hearing
2. Annual Designation of Board Public Notice Posting
3. Ratification of Emergency Action – Ransomware Incident
4. Ratification of Emergency Action – Water Line Break
5. Removal of Trustee Volunteer Agreement and Removal of Trustee Manual
6. Bylaws Change – Removal of District “Seal”

Items 3, 4, and 6 were removed (Ratification of Emergency Action – Ransomware Incident; Ratification of Emergency Action – Water Line Break; Bylaws Change – Removal of District “Seal”).

MOTION 24-01-01: Silverthorn moved and the motion carried unanimously to approve the consent agenda, including the January 9, 2024, Special Meeting minutes, the annual designation of posting place for Board Public Notices, and de-sanctioning of the Trustee Volunteer Agreement and the Trustee Manual as board-adopted documents. LaPointe seconded the motion.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Discussion of Executive Performance Management led by guest Sharon Morris

Pasicznyuk introduced Morris as a consultant to support the board in their work evaluating his performance management.

Morris asked trustees to review what worked in this past year's process and what didn't.

Worked:

- Have a process with steps timeline, completed
- Communication – everyone was vocal, robust conversation

Could Use Improvement:

- Schedule a dedicated session for the discussion.
- Form may need revision with alignment to goals.
- Need consistent standards of evaluation (examples of meets/exceeds might help).
- Priorities should be weighted higher.
- Commentary.
- Fewer, more focused goals – course correct when new things come up.
- Broader measures of success – measurements that match the role and that matter.
- Know what Pasicznyuk is doing – Morris commented it is more about “how the library is doing as evidence of how Pasicznyuk is doing.” Take a broader approach versus get into the detail.
- Needed a checklist to remind the trustees of what to include – Morris suggested to jot them down as they come up.
- Does it still make sense for the board to put Pasicznyuk in the process of staff? – Pasicznyuk shared that he sees it as a triangle: one being the overall organizational health, second being specific development goals for him, third whether division goals are being met. Morris confirmed that it makes sense due to the higher-level responsibility that the evaluation would be more robust.

Morris confirmed that this list, if fulfilled, would be a process that works.

Executive Library Director's Report

Pasicznyuk covered items removed from the consent agenda: items 3, 4, and 6 (Ratification of Emergency Action – Ransomware Incident; Ratification of Emergency Action – Water Line Break; Bylaws Change – Removal of District “Seal”).

- Item #6 – Bylaws Change, Removal of District Seal
LaPointe wanted to ensure that the requirement of five days' notice for a bylaws change was met. Owen-DeLay confirmed that it was.

MOTION 24-01-02: LaPointe moved and the motion carried unanimously to approve removal of Article XII. Seal from the board bylaws. Silverthorn seconded the motion.

- **Item #4 – Ratification of Emergency Action – Water Line Break**
Pasicznyuk updated the board on the extent of the damage, moisture mitigation, and remaining work post opening this past Saturday, along with an update on the insurance coverage and deductibles that are likely. Pasicznyuk shared that some books were damaged, but it was a very low number.

MOTION 24-01-03: Nolan moved and the motion carried unanimously to ratify the emergency actions of the Executive Library Director in this water line break incident at the Highlands Ranch library and to grant authority to act until the matter is resolved, while keeping the board informed of those actions. LaPointe seconded the motion.

- **Item #3 – Ratification of Emergency Action – Ransomware Incident**
Pasicznyuk was circumspect in sharing information as the matter is still in negotiation. Pasicznyuk shared how the library is still operational. Outages should be expected over the next month or so.

MOTION 24-01-04: Kallweit moved and the motion carried unanimously to ratify the emergency actions of the Executive Library Director in this ransomware incident and to grant authority to act until the matter is resolved, while keeping the board informed of those actions. McKinney seconded the motion.

LIBRARY BUSINESS

Annual Meeting Elections and Appointments

Election of Officers.

Approval of Ballot Process

The board voted to handle elections by ballot for board officers, as allowed by Colorado Open Meeting Law.

MOTION 24-01-05: Nolan moved and the motion passed unanimously that the voting for the 2024 annual elections of officers be done by ballot, using the ballot derived from the informal poll of interest done prior to the start of the meeting, and including the addition to process item number 6 “and asking those on the ballot to share their qualifications and reason for wanting to serve.” LaPointe seconded the motion.

Confirmation of Ballot Names

Owen-DeLay shared the names up for appointment for each position.

MOTION 24-01-06: LaPointe moved and the motion passed unanimously to accept the 2024 ballot as presented. McKinney seconded the motion.

Those offering to serve:

President: Terry Nolan and Meghann Silverthorn

Vice-President: Jessica Kallweit and Ted Vail

Secretary: Suzanne Burkholder

Candidates shared their qualifications and reasons for wanting to serve.

The board completed its anonymous ballots. Owen-DeLay read the results into the record.

President: Terry Nolan

Vice-President: Jessica Kallweit

Secretary: Suzanne Burkholder

Appointment of Representative Opportunities.

Current representatives shared information about what the opportunity entails.

Partnership of Douglas County Governments

Douglas County Libraries is a partner organization of the Partnership of Douglas County Governments, formed to collaborate on countywide initiatives.

Douglas County Youth Initiative

The Douglas County Youth Initiative, a program of the Partnership of Douglas County Governments, supports early intervention and collaboration of youth services in the county.

MOTION 24-01-07: Nolan moved and the motion carried unanimously to appoint Vail as the 2024 board representative for the Partnership of Douglas County Governments, and McKinney as the board representative for the Douglas County Youth Initiative. LaPointe seconded the motion.

Kallweit is the 2024 Board Class I Director for Douglas County Libraries Foundation.

Burkholder mentioned that Silverthorn represents the library on a national level as a board member of the Urban Libraries Council.

PARTNER REPORTS

Partnership of Douglas County Governments

Vail acknowledged staff for handling the meeting in the midst of the broken water line. Vail shared that groups working with state legislators are representing our interests.

Douglas County Youth Initiative (DCYI)

McKinney shared that DCYI was proud to announce receiving a \$1,500 grant from the Douglas County Community Foundation for the Outstanding Youth Awards.

On February 20, 2024, DCYI's newest staff member, Logan O'Brien, will start working in court for truancy.

Urban Libraries Council (ULC)

Silverthorn shared that the ULC board held their first retreat. The board weighed in on what libraries have been good at, what they are good at, and what might be evolving. The board meets again in July.

Douglas County Libraries Foundation

Owen-DeLay reported that the Foundation held their annual meeting. Elaine McCain will continue as Chair, and Linda Boyle as Vice-Chair. Megan Boespflug was welcomed as a new Class II Director. The Foundation is looking at allocation of funds to maximize earnings.

Annual Conflict of Interest Forms.

Owen-DeLay shared that the forms will be sent out to trustees for completion.

Executive Committee Report

Nolan shared items discussed at the Executive Committee meeting, most of which were items on this agenda. One item not on the agenda was a request to have monthly information on financials. The Executive Committee does not recommend this since the board gets financials quarterly.

Approval of Special District Representative for the Lone Tree Urban Renewal Authority .

The Executive Committee recommends allowing South Metro Fire Rescue's Board of Directors as the Special District Commission representative.

MOTION 24-01-08: Nolan moved and the motion carried unanimously to approve South Metro Fire Rescue's Board of Directors as the Special District Commission representative for the Lone Tree Urban Renewal Authority on behalf of Douglas County Libraries. Silverthorn seconded the motion.

TRUSTEE COMMENTS

Nolan thanked the trustees for their support and emphasized that he works for the board. He asked that trustees share with him their expectations of him as their president.

LaPointe thanked Burkholder for her leadership in 2023.

UPCOMING BOARD MEETINGS

- **Board Executive Committee:** February 8, 2024, Castle Pines Library, 8:00 a.m.
- **Board Study Session:** February 28, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** February 28, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)

ADJOURN

Burkholder adjourned the meeting at 7:23 p.m.

Respectfully submitted,
Meghann Silverthorn, Board Secretary
Minutes prepared by Patti Owen-DeLay

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Casie Cook
Subject:	Budgeted Capital Expenditure Above Threshold – Transport Bins

ISSUE: Many of the District Transport bins used to move our collections both internally and externally need replacement. Over the years of normal wear and tear, these bins have become irreparable and are now at end-of-life, requiring their replacement. These bins are essential to ensure the uninterrupted movement of our collections throughout the District.

DISCUSSION: The 2024 budget includes \$129,000 budgeted for this work. We are requesting Board authorization now so that the materials can be ordered and that the Facilities and Collection teams can integrate the new bins into the rotation. The supplier being selected for this project is a single-source vendor, and is the manufacturer of the equipment that is being replaced. We will order and replace bins up to the approved amount.

RECOMMENDATION: We recommend that the Board approve the expenditure of \$129,000 for replacement transport bins as presented.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Casie Cook
Subject:	Budgeted Capital Expenditure Above Threshold – Shelving

ISSUE: The District shelving requires upgrades to the flat bottom shelves to accommodate a better customer and staff experience. Currently, all the bottom shelves are tilted backwards, allowing for the collections to slide to the back of the shelf. As a result, customers do not see those collections, staff have to constantly pull them forward, and they do not circulate.

DISCUSSION: The 2024 budget includes \$123,738 budgeted for this work. The updated proposal shows an increase in shipping cost of \$168, bringing the new total to \$123,891. We are requesting Board authorization now so that the materials can be ordered and that the Facilities and Collection teams can schedule these changes. This shelving is being ordered from a single source supplier, who is the manufacturer of the original shelving. Please see attached quote.

RECOMMENDATION: We recommend that the Board approve the expenditure of \$123,891 for flat bottom shelving as presented.



Prepared Especially For:
Douglas County Libraries
Castle Rock



By:
Jay Malise
January 31, 2024

1313 Roth Avenue, Allentown, PA 18102

610-435-9666

www.jpjay.com



1313 Roth Avenue
 Allentown, PA 18102
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www.jpjay.com

PROPOSAL

Sold To: Douglas County Libraries
 Ms. Kate Prestwood
 100 S. Wilcox Street
 Castle Rock, CO 80104

Phone: 303.791.7323
Email: kprestwood@dclibraries.org

Reply to quotation	JPMA013124
Sheet	1 of 1
Date	01/31/24

Item #	Qty	Catalog #	Description	Unit Price	Ext. Price
<p>J. P. Jay Associates is pleased to quote on the following MJ Industries System 30steel bookstack accessories by Aurora.</p>					
	10,200	S3-FIND9CO RK	Findable book support with cork bottom	\$9.32	\$95,064.00
	570	S3-INT3610	MJ Industries System 3000 integral back shelf 36"W x 10"D nominal (9"D actual).	\$44.15	\$25,165.50
	1	Freight	Above prices do not include freight. Freight charges are additional and will be added to the invoice; however, we estimate freight to be	\$3,661.20	\$3,661.20
<p>--Shelving color is MJ #3100 Designer White. --Receipt and installation to be performed by Douglas County Library personnel. --Due to the volatile materials market, prices are only good for 30 days from date of quote.</p>					

Note: Please verify the above information. J.P. Jay Associates, Inc. is not responsible for errors or omissions.

Note: Unless otherwise noted, the above prices are based on all finishes and options being selected from manufacturer's standard offerings.

Accepted by: _____

Title: _____

Date: _____

Total	\$123,890.70
--------------	---------------------

By: _____

Trash will be removed by J. P. Jay Associates personnel to a receptacle provided by the client.

J. P. Jay Associates, Inc.

STANDARD TERMS AND CONDITIONS

LIMITS OF AGREEMENT. The terms and conditions set forth herein when accepted by Buyer, as set for the below, shall constitute the entire agreement between J. P. Jay Associates, Inc. and Buyer. Any provisions of Conditions of Buyer's order which are in any way inconsistent with or in addition to these terms and conditions shall not be binding upon J. P. Jay Associates, Inc. and shall not be applicable, notwithstanding its acceptance of Buyer's purchase order

1. PRICE/TAXES

The retail list prices that pertain to orders for J. P. Jay Associates, Inc. products placed by Buyer under this agreement will be the respective retail list prices in effect when the particular order is placed. Prices do not include Federal, state or local taxes now or hereafter enacted, applicable to the goods sold or this transaction which tax or taxes will be added by J. P. Jay Associates, Inc. to the sale price where J. P. Jay Associates, Inc. has the legal obligation to collect same, and will be paid by Buyer unless Buyer provides J. P. Jay Associates, Inc. with a proper Tax exemption certificate.

2. TERMS AND METHOD PAYMENT

Where J. P. Jay Associates, Inc. has extended credit to Buyer terms of payment shall be NET cash; i.e. "Payment in full upon receipt of invoice." The amount of credit or terms of payment may be changed or credit withdrawn by J. P. Jay Associates, Inc., Inc. at any time. On an order on which credit is not extended by J. P. Jay Associates, Inc. shipment or delivery shall be made at J. P. Jay Associates, Inc. election, cash with order (in whole or in part), C.O.D., or Sight Draft attached to Bill of Lading or other shipping documents, will all costs of collection for the amount of Buyer. Shipments outside the United States shall require confirmed irrevocable letter of credit in favor of J. P. Jay Associates, Inc. issued by a United States bank for the full amount of the contract price plus all taxes, shipping, insurance and import costs.

If the goods are sold on INSTALLMENT terms Buyer shall pay for installment in accordance with the terms hereof.

- 1/3 due upon acceptance of order
- 1/3 due upon receipt at warehouse and
- 1/3 due upon acceptance of installation.

Payment shall be made for the goods without regard to whether Buyer has made or may make any inspection of the goods. If shipments are delayed by Buyer, payments are due from date when

J. P. Jay Associates, Inc. is prepared to make shipments and Buyer shall be liable for the cost of storage charges as then prevailing and any increase in the cost of labor and/or materials to effect the installation upon the termination of the delay period.

FINANCE CHARGES* - A delinquency charge of 1 ½% per month (which is an ANNUAL PERCENTAGE RATE OF 18% - but not in excess of applicable lawful maximum) may be added to all amounts not paid within 60 days after invoice date.

*NOT APPLICABLE TO FEDERAL GOVERNMENT

3. Title to the goods describes on the face hereof shall not pass until the purchase price is paid in full and purchaser hereby grants a security interest in said goods to secure payment and performance to seller. It is mutually agreed that the billing of such goods is for convenience only and does not carry title with it.

4. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller or in the event the purchaser shall mortgage or part with the possession of said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of the same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added thereto.

5. The seller shall not be liable for any delay or for failure to deliver the goods covered hereunder because of fire, strikes, war or other emergency, whether national or state, or due to control, laws or regulations issued by any Nation or State, or any political sub-division thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING OR CUSTOMER'S USE OF THE GOODS.

6. Any equipment sold hereunder is warranted to be in satisfactory operating condition when delivered. Should any part prove defective in material or workmanship during the warranty period, replacement of same will be made without charge. Mechanical adjustments will be provided without charge during the warranty period. Buyer shall permit full and free access to perform these services when equipment is not portable; otherwise, Buyer shall at its expense return equipment for service. This warranty does not include replacement or parts due to misuse, neglect.

THE FOREGOING WARRANTY AND LIMITATIONS ARE EXCLUSIVE REMEDIES AND ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

7. PRICES QUOTED ARE FOR WORK PERFORMED BY VENDOR AUTHORIZED PERSONNEL ONLY: WORKING FROM 9:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY ONLY, UNLESS OTHERWISE INDICATED. CUSTOMER AGREES TO PAY ADDITIONAL FOR UNION INVOLVEMENT, OTHER INTERFERENCE OR OVERTIME WORK, UNLESS THE PRICES QUOTED SPECIFICALLY INCLUDE THESE ITEMS.

CUSTOMER WILL PROVIDE ADEQUATE FREIGHT ELEVATOR SERVICE, AS REQUIRED, WITHOUT COST TO THE VENDOR AND/OR HIS SUBCONTRACTORS.

8. Customer hereby authorizes J. P. Jay Associates, Inc. to use its name and diagrams, photographs or other depictions of the subject installation in J. P. Jay Associates, Inc. promotional releases and/or literature.

9. GENERAL

If any of the provisions or portions of these terms and conditions are invalid under any applicable statute or rule of law, they are to that extent to be deemed omitted. Buyer acknowledges that he has read and understands these terms and conditions and agrees to be bound by them, further agrees it is the complete and exclusive statement of the agreement between the parties and supersedes all proposals, oral or written and all other communications between the parties relating to the subject matter hereof. This agreement may be modified only by writing signed by J. P. Jay Associates, Inc. and the Buyer. No waiver or breach of any provision of this order shall constitute a waiver of any other breach or such provision.

10. CONTROLLING LAW

This contract of sale shall be governed by, subject to and construed according to the laws of the State of Pennsylvania.



610-435-9666
1313 Roth Avenue, Allentown, PA 18102
www.jpjay.com

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Jill Corrente
Subject:	Budgeted Capital Expenditure above threshold - Sorters

ISSUE: The district AMH sorters at Parker, Lone Tree and Castle Pines are at end of life for belts, guides and motors and need system upgrades to be current with our Castle Rock and Highlands Ranch sorters. Upgrades to these three sorters are needed to ensure correct operation moving forward.

DISCUSSION: The 2024 budget includes \$225,000 budgeted for this work. We are requesting board authorization now so that our Facilities Team can schedule these upgrades.

You will see with the attached bid that we have verified our budget number against cost.

The cost for this work for the Parker sorter is bid at \$75,755. Parker is the largest of the three sorters being upgraded, and it is anticipated that the Lone Tree and Castle Pines sorters will fall in below this \$75,000 number, allowing for all three sorter upgrades within the budgeted \$225,000.

RECOMMENDATION: We recommend that the Board approve the budgeted \$225,000 for upgrade work on the AMH sorters at Parker, Lone Tree and Castle Pines libraries as outlined above and in the attached bid estimate.



RFID Library Solutions

Sales Quote #

11172023

RFID Library Solutions
11030 89th Ave N
Maple Grove, MN 55369
 Office: (763) 443-5937
 Email: eric@rfidls.com
 Website: www.rfidls.com

Date: Nov. 17th, 2023

Library Name/ Address:

Douglas County Libraries

- Sort System AC Upgrade & Conveyor Restoration

CONVEYOR RE-FURISHMENT & AC CONTROLS UPGRADE

Parker Branch	Cost
Transport Conveyors <ul style="list-style-type: none"> • Replace ALL conveyor belt & flights. • Replace ALL white belt path inserts. • Replace AS NEEDED internal belt supports. • Update conveyor sensor brackets & transitions. • Clean, dust and vacuum around conveyor footprint. • New drive shaft sprockets & bearings • New book return sensors • Remove old conduit & sub-panels, Install wireway I/O blocks & cordsets • Re-connect Induction module to new cordset wiring 	\$23,040.00
Sort Conveyor <ul style="list-style-type: none"> • New sort sensor brackets and reflector brackets. • Remove sub-panels & Install I/O blocks & cordsets • New material justification alignment bar. • Sort bin refurbishment: bungees, floor pads & tighten loose hardware. • Clean, dust and vacuum around conveyor footprint. 	\$9,905.00
AC System Controls <ul style="list-style-type: none"> • Remove old DC panels & install new AC enclosure • (9) New AC motors w/ Variable Frequency Drive controllers. • Wiring, Receptacles, Circuit Breakers, Terminal Blocks, etc. 	\$29,435.00
Installation & Travel Expense <ul style="list-style-type: none"> • 4 RFIDLS Technicians for 5 days of travel. • Include airfare, hotel, meals, truck rental & any misc. expenses. • Labor, tools, and any additional supplies. 	\$10,400.00
Shipping/Insurance/Handling	\$2,975.00
TOTAL	\$75,755.00

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Casie Cook
Subject:	Budgeted Capital Expenditure Above Threshold – Parker Playscape

ISSUE: The Parker Playscape is an essential part of the customer experience. Positioned just outside the Kids Corner room, the Playscape is well used and under the course of normal wear and tear, has become irreparable. It is now well past end-of-life and needs replacing. The DCL Playscapes are a signature item that draws crowds in all their locations. The new Playscape will further increase that participation.

DISCUSSION: The 2024 budget includes \$175,000 budgeted for this work. We are requesting Board authorization now so that the design work can be completed, materials can be ordered, along with construction and installation. Process Curiosity was selected as a preferred vendor for our playscapes in 2022, we were happy with their products and services, and plan to utilize them for this project. There is no bid for the work as it has yet to be designed. We will design not-to-exceed the approved amount.

RECOMMENDATION: We recommend that the Board approve the expenditure of \$175,000 for the Parker Playscape replacement as presented.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	January 31, 2024
From:	Bob Pasicznyuk
Subject:	February Executive Library Director's Report

ISSUE: Monthly Library Report

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

Ransomware. On January 14, 2024, our team identified a cybersecurity incident that impacted the availability of some of our library systems. In response, we promptly took our network offline to secure our systems, launched an investigation, and engaged leading cybersecurity firms to assist. We also notified law enforcement and continue to support their investigation. We are pleased to share that the majority of library services are restored to normal operations or are in operation with workarounds in place. The remaining services will become available on a rolling basis.

We are analyzing the potential data impact and will be directly notifying any impacted individuals and providing complimentary credit monitoring as appropriate. Importantly, the library does not collect or store any sensitive information about its patrons such as driver's license numbers, social security numbers, or financial information, so we are confident that this incident did not involve sensitive patron information.

Highlands Ranch Repairs. Trade crews will complete restroom repairs the week of February 18 with dry wall repairs being accomplished after hours by about the end of the month. The costs for mitigation and construction will total about \$208,000 (invoices attached). The Library's insurance deductible is \$50,000.

Parker Facility Flooring. Trade crews are installing flooring each night outside of Library scheduled hours with completion by or about the end of February. Facilities will complete additional renewal work throughout the year – paint, furniture recovery, and more.

Legislative Session. SB 24-049 is proposed legislation to set boundaries on book challenges for Colorado public libraries and schools. The bill is being amended in committee. The Legislature's committee on property tax continues work with no direction or implications yet known.

Property Tax Ballot Measures, and Assessor Valuations. A ballot measure to limit property tax growth in Colorado to a 4% cap has the signatures needed for Fall, 2024. Even before this measure is named or gains official approval, it is generating debate. Proponents claim that the

measure will prevent counties and special districts from reinstating their mill levies lowered in the 2023 since that would breach the 4% growth limit. Policy experts believe that the measure, if approved, will be the source of multiple court challenges. Finally, the assessor will set property valuations for the 2026 fiscal year this June. To date, County property values suggest declining or flat revenues for 2025, 2026, and 2027.

Accomplishments: Work in progress and coming soon

Community Engagement

This Month

- The 2024 Fete De Fables sponsorship packages have been distributed. This year the event is featuring the fable of Pinocchio and the beauty of Tuscany, where the famous fable comes from. Planning for the gala is well underway.
- Camp DCL registration opened this month to the public. In less than a day, all summer camps but one has sold out and now have waiting lists.
- Battle of the Books library battles have begun and are being hosted throughout the district. The final battle will take place in March.
- NYT Best-selling author, C.J. Box, offer will speak to a sold-out crowd on Thursday February 29, 2024, at the DCSD Legacy Campus.

Next Month

- DCL has partnered with the county to offer mental health training for community members. These trainings will be offered at various DCL locations.
- DCL will host the next Local Author Showcase on Saturday, March 9 in Castle Rock. This event gives customers the chance to connect with local authors and hear about their books firsthand.
- Beginning in March, participants in the Dolly Parton Imagination Library service, will receive annual birthday wishes from DCL.

Customer Experience

This Month

- Our customers 55 years of age and older comprise our Library's fastest growing market segment. Our staff has adapted strategy and tactics around this opportunity. *Ageless* services are detailed at <https://dcl.org/ageless/>.
- 12,794 people attended or viewed a DCL storytime in January. This compares to 8,956 in December and 12,449 a year ago in January 2023. This all despite a 12-day closure at Highlands Ranch, where we host some of our most heavily attended storytimes!
- We are preparing for the spring session of Reading Buddies which starts in March. We've extended the signup period in hopes of attracting more little buddies (generally we have more little buddies in the fall when reading assessments are done, and more big buddies in the spring when teens rush to complete their service hours).

Next Month

In February we announced the Exploring Management Round Table, a program for supervisors in the CX Division. This program is intended to help supervisors identify if management is a fit and interest for them, and provide some professional development to help them prepare for management and make them even more effective supervisors. Sessions of this program will run May through December.

Executive

- Ongoing negotiations with Sterling Ranch and the County toward a land partnership for a new library there.
- Routine meeting with the Partnership of Douglas County Governments for collaboration.
- Continuing work on organizational wide review of Records Retention.
- Executive Library Director Succession Plan slated for March Executive Committee review.
- Continuing work on website accessibility and streamlining Executive/Board postings.

Finance

- Continuing work on audit pushed out a few weeks by the Ransomware incident.
- Responding to notification by our Accounts Payable (AP) provider terminating service at the end of contract (August); evaluating new AP provider.
- Successfully completed Amazon automated purchasing gaining effectiveness.

Infrastructure Services

- Cybersecurity Incident recovery and network fortification
- Highlands flood abatement and recovery
- Parker Flooring Project
- Significant recruitment month

RECOMMENDATION: None; information only.

INVOICE

21 of 56

3H2O, Inc dba Servpro of Denver servpro5276@3h2o.net
East, Englewood/E Littleton, +1 (303) 733-9076
Highlands Ranch/NWDC, Denver TIN 84-1242136
Southwest
PO BOX 1254
ENGLEWOOD, Colorado 80150



Douglas County Library:2401-38275WTR [Water]

Bill to

Douglas County Library - HR
9292 S Ridgeline Blvd
Littleton, CO 80129

Ship to

Douglas County Library - HR
9292 S Ridgeline Blvd
Littleton, CO 80129

Invoice details

Invoice no.: 24083-CF5795
Terms: Net 30
Invoice date: 02/01/2024
Due date: 03/02/2024

Insurance Co: Self Pay

#	Product or service	Qty	Rate	Amount
1.	Water Remed Water Restoration	1	\$46,213.60	\$46,213.60
2.	Inter Office Payable Inter office payable to Enviro	1	\$1,475.00	\$1,475.00

Total \$47,688.60

992800-5020-B300-9999-000-0016

David Meyer



Enviro Specialists LLC
PO Box 630843
Littleton, CO 80163-0843
(720) 788-6333
envirospecialistsco@gmail.com
www.envirospecialistsllc.com

Invoice 3227

BILL TO
Douglas County Library - Dave
Meyers
9292 S Ridgeline Blvd
Highlands Ranch, CO 80108

DATE 01/23/2024	PLEASE PAY \$1,475.00	DUE DATE 02/22/2024
--------------------	--------------------------	------------------------

DESCRIPTION	QTY	RATE	AMOUNT
Certified Building Inspector	1	350.00	350.00
Bulk Sampling - Asbestos	25	45.00	1,125.00

Please note pricing for samples may include multiple layers depending on materials collected.

TOTAL DUE	\$1,475.00
------------------	-------------------

THANK YOU.

992800-5020-B300-9999-000-0016

David Meyer

We appreciate your business.

EIN: 85-1193156

Highlands Ranch Library - Flood Repairs Estimate



ESTIMATE DATE: 2.7.2024
 BUILDING AREA IN SQ FT: 30000
 DRAWINGS PREPARED BY: 0
 DRAWINGS ARE DATED: 1/0/1900

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	33,301	\$1.11	20.9%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	0	\$0.00	0.0%
03	Concrete	0	\$0.00	0.0%
04	Masonry	0	\$0.00	0.0%
05	Metals	0	\$0.00	0.0%
06	Carpentry	0	\$0.00	0.0%
07	Moisture Protection	0	\$0.00	0.0%
08	Doors, Windows & Glass	0	\$0.00	0.0%
09	Finishes (NO FLOORING, BASE OR TILE INCLUDED) - WAITING PRICING)	109,243	\$3.64	68.6%
10	Specialties	1,398	\$0.05	0.9%
11	Equipment	0	\$0.00	0.0%
12	Furnishings	0	\$0.00	0.0%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	2,616	\$0.09	1.6%
26 27 28	Electrical & Low Voltage (ALLOWANCE INCLUDED)	2,230	\$0.07	1.4%
DIRECT COST		148,788	\$4.96	93.43%
	State & Local Tax 2.900%	62	\$0.00	0.04%
	Use Tax Allow	NONE		
	Permit & Plan Review Fee Allow	NONE		
	Project Fee 5.00%	7,963	\$0.27	5.00%
	Construction Contingency 0.00%	NONE		
	Bidding and Buyout Contingency 0.00%	NONE		
	Liability Insurance 1.41%	2,237	\$0.07	1.41%
	Builder's Risk Insurance 0.13%	201	\$0.01	0.13%
	Project Escalation 0.00%	NONE		
	Preconstruction Fee 0.00%	NONE		
	Performance and Payment Bond LS	NONE		
TOTAL COST		\$159,252	\$5.31	100.0%

Division 00 General Conditions

24 of 56

Item Code	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
01 10 00 ADMINISTRATIVE REQUIREMENTS						
01 11 02	Assistant Superintendent	4.2	Wks	26,656	\$0.89	16.7%
01 11 07	Project Coordinator	0.50	Wks	1,068	\$0.04	0.7%
01 11 00	Project Manager	1.00	Wks	5,427	\$0.18	3.4%
01 21 00, 01 22 00 TEMPORARY FACILITIES						
01 21 01	Jobsite telephone/Sup. Cell phone/Radios	1	Mo	150	\$0.01	0.1%
01 25 00 TRASH						
01 25 01	Dumpster - Use Owners as Needed.		NIC	NOT INCL.		
01 31 00 EXECUTION REQUIREMENTS						
01 31 02	Final cleaning - Phase 2 - None included currently		NIC	NOT INCL.		
DIVISION 1 TOTALS				33,301	\$1.11	20.9%

Division 8 Doors & Windows

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
08 10 00 Doors & Frames						
1	No Hardware, Doors, Frames Included		NIC	NOT INCL.		
08 10 00	Doors & Frames			0	\$0.00	0.0%
DIVISION 8 TOTALS				0	\$0.00	0.0%

Division 9 Finishes

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
09 21 16 Gypsum Board Assemblies						
1	Drywall/ framing - restrooms	1	LS	9,490	\$0.32	6.0%
2	Drywall / Framing - Patches in the public spaces (night work)	1	LS	58,050	\$1.94	36.5%
3	Touch up walls for new base installation	1	LS	7,920	\$0.26	5.0%
4	Demolition, Insulation, XP board, FSK vapor shield		INC	INCLUDED		
5	Protection Materials	1	LS	4,890	\$0.16	3.1%
09 21 16	Gypsum Board Assemblies			80,350	\$2.68	50.5%
09 51 00 Acoustical Ceilings						
1	No Scope		NIC	NOT INCL.		
09 51 00	Acoustical Ceilings			0	\$0.00	0.0%
09 01 60 Flooring Prep						
1	No Scope/ Flooring Not being Addressed		NIC	NOT INCL.		
09 01 60	Flooring Prep			0	\$0.00	0.0%
09 60 00 Flooring						
1	No Scope - Carpet, LVT replacements included		NIC	NOT INCL.		
2	Carpet Hot Water Extraction, and Disinfectant	1	LS	3,465	\$0.12	2.2%
3	Restroom and Interior final cleaning.	1	LS	750	\$0.03	0.5%
09 60 00	Flooring			4,215	\$0.14	2.6%
09 69 00 Tile Flooring & Rubber Base						
1	Wall Tile, Floor Schluter that was removed and rubber base at flood cuts	1	LS	8,683	\$0.29	5.5%
09 69 00	Tile Flooring & Rubber Base			8,683	\$0.29	5.5%
09 91 00 Painting						
1	Painting - Corner to Corner as noted, Cut in around existing fixed FF&E.	1	LS	15,995	\$0.53	10.0%
09 91 00	Painting			15,995	\$0.53	10.0%
DIVISION 9 TOTALS				109,243	\$3.64	68.6%

Division 10 Specialties

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
10 21 13 Metal Toilet Compartments						
1	Reinstall Partitions - Misc. Attachments for (8) partition screens - Partitions were salvaged by Owner. (Reinstall)	1	LS	150	\$0.01	0.1%
10 21 13 Metal Toilet Compartments				150	\$0.01	0.1%
10 99 01 Moving						
1	Collections moving/ storage		NIC	NOT INCL.		
2	Shelving moving/ storage		NIC	NOT INCL.		
3	Fixed Casework		NIC	NOT INCL.		
10 99 01 Moving				0	\$0.00	0.0%
10 99 02 Corner Guards						
1	8' Corner Guards - Stainless Steel	10	EA	689	\$0.02	0.4%
2	4' Corner Guards - Stainless Steel	10	EA	559	\$0.02	0.4%
10 99 02 Corner Guards				1,248	\$0.04	0.8%
DIVISION 10 TOTALS				1,398	\$0.05	0.9%

Division 12 Furnishings

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
12 99 01 Fireplaces						
1	Fireplace Investigation, Moisture investigation.		NIC	NOT INCL		
12 99 01	Fireplaces			0	\$0.00	0.0%
DIVISION 12 TOTALS				0	\$0.00	0.0%

Division 15 Mechanical					\$ PER S.F.	% OF TTL
LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL		
21 00 00 Fire Suppression						
1	No Scope		NIC	NOT INCL.		
21 00 00 Fire Suppression					0	\$0.00 0.0%
22 00 00 Plumbing						
1	Repair Piping & Replace Hosebib	1	LS	2,466	\$0.08 1.5%	
2	Insulate Piping Lines	1	LS	150	\$0.01 0.1%	
3	No plumbing supply lines to be removed behind wall during tile installation. Tile will work around existing conditions and make the necessary cuts, and grout in around existing fixtures and supplys.		CLAR	CLAR.		
22 00 00 Plumbing					2,616	\$0.09 1.6%
23 00 00 HVAC						
1	No Scope	1	LS	NOT INCL.		
23 00 00 HVAC					0	\$0.00 0.0%
DIVISION 15 TOTALS					2,616	\$0.09 1.6%

Division 16 Electrical

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LINE NO.	ITEM DESCRIPTION	QUAN	UNIT	ITEM TOTAL	\$ PER S.F.	% OF TTL
26 00 00 Electrical						
1	Allowance to trim out remodel boxes, face plates as needed for the walls impacted.	1	LS	965	\$0.03	0.6%
2	Install Faceplates, Data Plates, Replacement Plates as needed/ screws	8	CMH	1,265	\$0.04	0.8%
26 00 00	Electrical			2,230	\$0.07	1.4%
DIVISION 16 TOTALS				2,230	\$0.07	1.4%

PROPOSALS



Proposal

02/06/2024

5016 West 58th Avenue
Arvada, CO 80002

Phone: 720-898-5600 □ Fax: 720-898-5601

To: Fransen Pittman General Contractors	Job: Highlands Ranch Library Water Damage
9563 S. Kingston Court, Suite #200	1st Floor
Englewood, CO 80112	9292 S. Ridgeline Blvd.
Attn: Jeff Pittman	Highlands Ranch, CO 80129

We propose to furnish all labor, materials, equipment, taxes, and insurance to perform the following work per Plans Dated: **NA** By: **NA**

Bid Includes:

1. Patch exterior walls. Insulate, FSK foil vapor barrier, drywall, finish and tie in.
2. Patch interior walls. Insulate, drywall, finish and tie in.
3. Wrap and bead exterior window returns where drywall is removed.
4. Cleanup and haul-off of scrap materials; floors "broom clean".

Bid Excludes:

1. Supply or installation of doors, frames, hardware, or access panels.
2. Any wood or steel strap backing or blocking.
3. Electrical, mechanical, or plumbing patches for work NOT shown on MEP drawings.
4. Cleaning or painting of existing ceiling grid.
5. Demolition of walls, wall coverings, or ceilings.
6. Skimming any walls; add \$2.50/SF if required.
7. Any sound or fire caulking at top/bottom of new walls or penetrations.
8. Upgrading of any existing walls with sound insulation, fire caulking, or pony walls.
9. Level 5 finish at any new/existing walls.
10. Any seismic bracing of walls or ceilings.
11. Any temporary plastic dust curtains or floor protection.
12. Vacuuming, dusting, or mopping.
13. Taping any non rated walls. (Base layer or above finished ceiling)
14. Performing any work after normal business hours. (M-F 6:00 AM - 3:30 PM)

Clarifications:

1. This proposal will expire if not accepted in writing within 30 days and materials must be stocked within 90 days.
2. Please allow 2-4 weeks to mobilize from date of written acceptance.
3. Schedule is to allow 6-8 weeks to complete our scope of work.
4. All work is to be performed during normal business hours. (M-F 6:00 AM - 3:30 PM)
5. This proposal is contingent upon DPI's review and approval of the project schedule.

Drywall Base Bid: \$36,190

Alternates:

1. Perform scope of work after hours.

ADD: \$21,860 OVERTIME - \$21,860

2. Restroom work. Insulate, FSK vapor barrier, XP board patching/re rocking and finishing. Normal Hours. Demo drywall/tile from wall to open up for plumber. Install INS for block out in wall and patch back drywall.

ADD: \$9,490


3. Patch/touch up/skim existing walls where base was removed.

Normal Hours ADD: \$4,860
After Hours ADD: \$7,920

4. Protection if not supplied/installed by FPC.

Normal Hours ADD: \$2,980
After Hours ADD: \$4,890

Thank you for the opportunity to submit a proposal for this work!
Please call me if you have any questions.

 **Dane Cella**
Estimator / Project Manager

Acceptance of Proposal: _____

Mountain Aire Mechanical LLC

1415 E. 58th Ave
Denver CO 80216

Service Call

Project:	James H. Larue Library		Service Call Number
Project #			

Date Submitted: 6-Feb-24

Description of Service: Repair leak in restroom chase wall.

Labor	1. Productive Labor = (per attached sheet)					\$ 195.00	
	2. Supervision:						
	a Estimator	0.5	Hours @	\$52.00	Per Hour	\$ 26.00	
	b Foreman	0	Hours @	\$50.00	Per Hour	\$ -	
	c Project Manager	0.5	Hours @	\$52.00	Per Hour	\$ 26.00	
	3. Subtotal - Lines 1 and 2					\$ 247.00	
	4. Travel Cost (miles)		@	\$ 0.345	(Rate)	\$ -	
	5. Insurance & Payroll Taxes	45.00%				\$ 111.15	
	6. Subtotal - Lines 3, 4, 5					\$ 358.15	
	7. Direct Job Expense	3.0%	of Line 6			\$ 10.74	
	(expendable & lost equipment and material; shop supplies; storage; safety protection equipment; trash removal toilets; winter protection; trailer; phones; on job truck/fuel expense; layout sketches; guarantee; punch-list)						
	8. Subtotal - Lines 6 & 7					\$ 368.89	
9. Overhead	5%	Percentage of Line 8			\$ 18.44		
10. Subtotal - Lines 8 & 9					\$ 387.34		
11. Commission	10%	Percentage of Line 10			\$ 38.73		
12. TOTAL LABOR - LINES 10 & 11					\$ 426.07		

Material	13. Material (per attached sheet)				\$ 362.00
	14. Equipment				\$ -
	15. Subtotal - Lines 13 & 14				\$ 362.00
	16. Overhead	10%	of line 15		\$ 36.20
	17. Subtotal - Lines 15 & 16				\$ 398.20
	18. Sales Tax	8.3%	of line 17		\$ 33.05
	19. Subtotal - Lines 17 & 18				\$ 431.25
	20. Commission	10%	of line 19		\$ 43.13
	21. Subtotal - Lines 19 & 20				\$ 474.38
	22. TOTAL MATERIAL - Line 21				

Subs	23. Subcontracts (per attached Sheet)				\$ -
	24. Overhead	5%	of line 23		\$ -
	25. Subtotal - Lines 22 & 23				\$ -
	26. Commission	5%	of line 25		\$ -
	27. TOTAL OF SUBCONTRACTS - LINES 24 & 25				

Totals	28. Inspection permits & fees for City, County and State				\$ -
	29. TOTAL LABOR, MATERIAL, & SUB CONTRACT				\$ 900.45
	30. Bond / Builders Risk / General Liability Insurance				\$ -
	31. Extension of Time Required by this Change Order	0	DAYS		
	31. TOTAL OF CHANGE ESTIMATE.				

SUBMITTED BY: _____
Anthony Contreras

DATE: _____

APPROVED BY: _____

DATE: _____

Proposal

2/7/2024

SOUTHWEST COMPANY
Painting & Wallcovering Contractor
10509 Paxton Ct.
Parker, CO 80134

Phone 303-517-2862
Fax 303-785-8998
Email info@southwestcompany.biz

Estimator Garrett Steinert (303)-517-2862 gsteinert@southwestcompany.biz

Project Name **Highlands Ranch Library water damage**

Scope of work:

Prime patches at repaired drywall

Repaint corner to corner in affected areas as indicated on drawings supplied

Price \$ **15,995.00**

Price assumes: 3 men for 8 days at 1.5 time due to night work
Possibility of multiple mobilizations

OVERTIME - \$1,500.00

Mountain Aire Mechanical LLC

1415 E. 58th Ave
Denver CO 80216

Service Call

Project:	James H. Larue Library		Service Call Number
Project #			

Date Submitted: 6-Feb-24

Description of Service: Install (1) hose bib.

Labor	1. Productive Labor = (per attached sheet)					\$ 455.00	
	2. Supervision:						
	a Estimator	0.5	Hours @	\$52.00	Per Hour	\$ 26.00	
	b Foreman	0	Hours @	\$50.00	Per Hour	\$ -	
	c Project Manager	1	Hours @	\$52.00	Per Hour	\$ 52.00	
	3. Subtotal - Lines 1 and 2					\$ 533.00	
	4. Travel Cost (miles)		@	\$ 0.345	(Rate)	\$ -	
	5. Insurance & Payroll Taxes	45.00%				\$ 239.85	
	6. Subtotal - Lines 3, 4, 5					\$ 772.85	
	7. Direct Job Expense	3.0%	of Line 6			\$ 23.19	
	(expendable & lost equipment and material; shop supplies; storage; safety protection equipment; trash removal toilets; winter protection; trailer; phones; on job truck/fuel expense; layout sketches; guarantee; punch-list)						
	8. Subtotal - Lines 6 & 7					\$ 796.04	
9. Overhead	5%	Percentage of Line 8			\$ 39.80		
10. Subtotal - Lines 8 & 9					\$ 835.84		
11. Commission	10%	Percentage of Line 10			\$ 83.58		
12. TOTAL LABOR - LINES 10 & 11					\$ 919.42		

Material	13. Material (per attached sheet)				\$ 408.00
	14. Equipment				\$ -
	15. Subtotal - Lines 13 & 14				\$ 408.00
	16. Overhead	10%	of line 15		\$ 40.80
	17. Subtotal - Lines 15 & 16				\$ 448.80
	18. Sales Tax	8.3%	of line 17		\$ 37.25
	19. Subtotal - Lines 17 & 18				\$ 486.05
	20. Commission	10%	of line 19		\$ 48.61
21. Subtotal - Lines 19 & 20				\$ 534.66	
22. TOTAL MATERIAL - Line 21					\$ 534.66

Subs	23. Subcontracts (per attached Sheet)				\$ 101.00
	24. Overhead	5%	of line 23		\$ 5.05
	25. Subtotal - Lines 22 & 23				\$ 106.05
	26. Commission	5%	of line 25		\$ 5.30
27. TOTAL OF SUBCONTRACTS - LINES 24 & 25					\$ 111.35

Totals	28. Inspection permits & fees for City, County and State				\$ -
	29. TOTAL LABOR, MATERIAL, & SUB CONTRACT				\$ 1,565.43
	30. Bond / Builders Risk / General Liability Insurance				\$ -
	31. Extension of Time Required by this Change Order	0	DAYS		
31. TOTAL OF CHANGE ESTIMATE.					\$ 1,565

SUBMITTED BY: _____
Anthony Contreras

DATE: _____

APPROVED BY: _____

DATE: _____



Attn: JEFF PITTMAN

From: John Stanfield

Estimator: _____

Admin: Michael Hudson

Revision #: _____

Date: 2/12/2024

Bid Due Date: 2/9/2024

Plan Date: _____

Addendum : _____

To

FRANSEN PITTMAN CONSTRUCTION
9563 S KINGSTON CT
ENGLEWOOD, CO 80112
Phone: (303) 783-3900-
Fax: (303) 783-3939-

Project

JHL LIBRARY FLOOD REPLACEMENT
9292 S RIDGELINE BLVD
HIGHLANDS RANCH, CO 80129

REPAIR

			<i>Quantity</i>	<i>Unit</i>	<i>Price</i>	<i>Line Total</i>
1 RB-1 WALL BASE SUPPLIED AND INSTALLED						
JOHNSONITE®	BURNT UMBER	240.00	LF	3.386	812.57	
WALL BASE BASEWORKS TYPE TSB 4.5" COVE COILS	/ 63					
2 RB-2 WALL BASE SUPPLIED AND INSTALLED						
JOHNSONITE®	BURNT UMBER	1,080.00	LF	2.771	2,993.14	
WALL BASE BASEWORKS TYPE TS 4.5" STRAIGHT ROLL	/ 63					
3 PCT-2 WALL TILE SUPPLIED AND INSTALLED						
DAL-TILE	GLOSS WHITE	200.00	SF	13.194	2,638.89	
LILLIS GLAZED WALL TILE - 4"X16"	/ L001					
4 PCT-3 CERAMIC WALL TILE SUPPLIED AND INSTALLED						
DAL-TILE	KEYLIME	12.50	SF	20.959	261.99	
SEMI - GLOSS 4 X 4 WALL TILE	/ Q098					
5 SCHLUTER METAL TRANSITIONS						
SCHLUTER® SYSTEMS	N/A	64.00	LF	4.444	284.44	
AE100						
6 SCHLUTER COVE BASE						
SCHLUTER® SYSTEMS	ANODIZED	120.00	LF	10.764	1,291.67	
AHK 1S 100 AE DILEX	ALUMINUM					
	/ NA					
7 OVERTIME LABOR						
OT AT RUBBER BASE						
RESOURCE COLORADO	OVERTIME	1.00	EA	400.000	400.00	
OVERTIME						

TOTAL (THESE LINE ITEMS TAX EXEMPT) \$8,682.70

OVERTIME - \$400.00

Proposal inclusions unless noted above.

1. Minor floor prep at carpet (small chips no larger than a quarter and level saw joints).
2. Skim coat of floor at resilient.
3. Furnish and install materials in accordance with all transmitted plans, specifications, and general conditions for the listed price.
4. Price includes all applicable freight and tax unless otherwise noted.
5. Includes no attic stock beyond installation coverage.

Unless noted above the following items are excluded from our bid/proposal

1. Moisture remediation
2. Major floor preparation
 - Leveling to specification or sloping to drains
 - Skim coating due to textural roughness and irregularities
 - Removal of existing flooring and base.
 - Removal of existing coatings such as paint, oil, greese, drywall mud, gypsum patch, adhesives, curing compounds etc.
 - Neutralization of excess alkalinity.
 - Sealing gypcrete when required by manufacturer.
 - Installation of underlayment, if required.
3. Moving of furniture, computers, electronic equipment.
4. Not responsible for shortage of materials, if owner supplied.
5. Overtime installation not included. Work priced for regular weekday hours.
6. Caulking at top of vinyl, or rubber base due to wall irregularities.
7. Clean or vacuum carpet. Strip, clean, wax, or buff vinyl tile, base, and or sheet goods.
8. Supply and installation of protection of finished flooring.
9. Cutting of doors to clear flooring.
10. Asbestos abatement and control.
11. Bond
12. Attic stock
13. Ceramic tile excludes
 - Underlayment or backerboard
 - Waterproof or antifracture membranes
 - Epoxy setting or grout.
 - Sealing of tile or grout.
14. Hoisting of materials to jobsite location. Client is responsible for providing accommodations for material delivery to the area of work.

Warranty does not include any moisture related subfloor failures.

ReSource Flooring Group, doing business as ReSource Colorado, Inc. and ReSource Wyoming, LLC, assumes no responsibility for any/all medicine, vaccinations, etc. within the suite. All medicine must be removed from the suite prior to the start of work. All refrigerators containing medicine, vaccinations, etc. must be cleared out or removed prior to the start of work. If a refrigerator containing medicine, vaccinations, etc. is left in the space, ReSource Flooring Group will not accept liability if medicine is spoiled, ruined, or missing for any reason.

Client is subject to payment for stored materials. ReSource Flooring Group will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense. ReSource Flooring Group is not responsible for any claims that might result from product delivery date changes beyond their control. If a manufacturer requires a deposit to manufacture/ship certain items, client will be billed for deposit at time of order for that amount. This proposal is valid for forty-five (45) days. Full payment is due thirty (30) days from receipt of invoice unless otherwise specified.

ReSource Colorado, Inc

FRANSEN PITTMAN CONSTRUCTION

Signed: _____
John Stanfield

Signed: _____

Proposal Total: \$8,682.70

Proposed Installation Start Date: _____



DATE: February 19, 2024

PROPOSAL SUBMITTED TO: Fransen-Pittman Construction Co. Inc

ATTN: Jeffrey Pittman

RE: Construction & Window Cleaning –
9292 Ridgeline Blvd
Highlands Ranch, CO 80129

We hereby propose to furnish all materials and perform all the labor necessary for the completion of construction cleaning as per scope of work and specifications totaling: **\$750.00**

CONSTRUCTION CLEANING TO INCLUDE:

- Deep clean restrooms, wall tile, fixtures, partitions, mirrors and sinks, 480 sq ft = \$200.00
- Clean 35 windows, interior only, plus interior wipe down = \$550.00

DOES NOT INCLUDE THE FOLLOWING:

- Excessive debris removal
- Excessive paint, caulk, drywall mud, and wall texture removal

NOTES:

- Any extra work needed above and beyond this proposal will require a meeting with a Down Right Clean representative as well as a written change order request.

The above work to be performed in accordance specifications submitted for above work and complete in a substantial workmanlike manner for the sum of: SEE ABOVE. *If litigation results to secure payment, legal fees will be due to prevailing party. ***Pricing is valid for 30 days.**

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the proposal. Time frames specified in contact are approximate. All dates and delays due to weather, vandalism, acts of God and events beyond the control of Down Right Clean will not be considered in any performance dispute. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance upon above work. Workmen's compensation and Public Liability Insurance on above work to be taken and carried by Down Right Clean. Down Right Clean's total liability for any and all injuries, claims, losses, expenses, or damages arising out of or related to this Proposal shall not exceed the amount of the fee paid to Down Right Clean for the work. All terms and provisions of this Proposal are material, contractual, and not a mere recital. Such terms and provisions are specifically incorporated with all references to the Proposal in any future or subsequent contracts or agreements.

RESPECTFULLY SUBMITTED: Jennifer Headrick
JenniferH@downrightclean.com
(720) 822-5842

DATE: February 19, 2024



Odin Electric

2120 S. Ash St.
Denver, CO 80222
Phone: (720) 791-6346

^{40 of 56}
Service Invoice

Invoice Number
1876
Invoice Date
2/19/2024

Bill To: Fransen Pittman
9563 South Kingston Court

Englewood, CO 80112

Re: Highland Ranch Lib. Water Leak

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
9261				3/20/2024
Description				Price
Service Technician - Address library water leak (see attached work order)				882.00
Misc. Materials + 10% (see attached work order)				82.50

Subtotal	\$	964.50
Sales Tax (if applicable)	\$	0.00
Total Due	\$	964.50

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business!

..... **CHANGE ORDER**



ODIN ELECTRIC Job # 9261

Page 1 of 1

2120 S. ASH ST. UNIT 200 Phone # 720-791-6364
DENVER, CO. 80222

Customer's P.O.# _____

Date 2/15/2023

Charge To:

Fransen Pittman Construction
Phone # 720-955-8083
Email. Dbrown@fransenpittman.com
Name: Dylan Brown.

Job Site Name & Address:

Highland Ranch Lib. Water leak
9292 S. Ridgeline Blvd.
Highland Ranch Lib.

Description Of Work:

Replace the remodel box was install in each indepenet wall for data and power to a 4 square box betor the driwall was install.

By its signature, the undersigned has the authority to direct work and acknowledges that the scope of work provided is above and beyond any work previously approved by the Contractor and shall be reimbursed in a reasonable time frame. General Conditions will be added to this Change Order billing unless otherwise noted below.

Customer's Authorization To Proceed: X _____ Date: _____

Phase	Material	Quantity	Material Unit Cost	Material Extended	Odin Electric Submitted By:		
					Date	Initials	ST/OT Hrs
1003	4 Squire J box	10			2/15/2023		4
1003	Single G Ring	10			2/16/2023		3
1003	Caddy Screw Gun Box Bracket	10			2/16/2023		

Job Status (Check All Applicable): Time and Materials Quote Add to Contract
 Complete Incomplete Transmittal Only

Customer's Acceptance: X _____ Date: _____



700 West Mississippi | Bldg 4 Unit C | Denver CO 80223
 303.865.5775 o | 303.756.4506 f
 2/14/2024

**Proposal #
 SR1208**

SUBMITTED TO:

Customer: Fransen Pittman
 9563 South Kingston Court
 Englewood, CO 80112
 Attn: Jeff Pittman
 Email: jeffpittman@fransenpittman.com
 Ph. 720.724.0090
 Fax. -

PROJECT:

DCL - Highlands Ranch
 1st Floor Water Damage Cleaning Service
 9292 S Ridgeline Blvd
 Highlands Ranch, CO 80129

Service Details:

DCL Highlands Ranch - Water Damage Cleaning & Disinfection:
1st Floor Carpet :
 - All 17,300 sf of carpet to be presprayed with alkaline surfactant + germicidal quaternary disinfectant, let dwell for activation, agitate with floor machine and restoratively hot water extract. Following this all carpet to be treated with additional sanitizing agent and deodorizer.

DCL - Highlands Ranch

All 1st Floor Carpet - Water Damage Restoration

Service Price:

\$ 3,465.00

ACCEPTANCE OF PROPOSAL: All prices, specifications and conditions are satisfactory and hereby accepted. Spectra/Resource is authorized to provide materials and/or labor as specified in this estimate. Formal acceptance of this quote must be received within 60 days to prevent price escalation. Terms are Net 20 upon receipt of each invoice. Any contract or agreement resulting from reliance of any portion of this quote also includes all terms of this quote whether or not by specific reference in said contract or agreement.

***PLEASE SIGN AND RETURN VIA SCAN/EMAIL. You will be contacted by a Spectra/Resource representative for scheduling upon our receipt of this signed proposal

Lance F. Strait

February 12, 2024

Lance F. Strait

Date

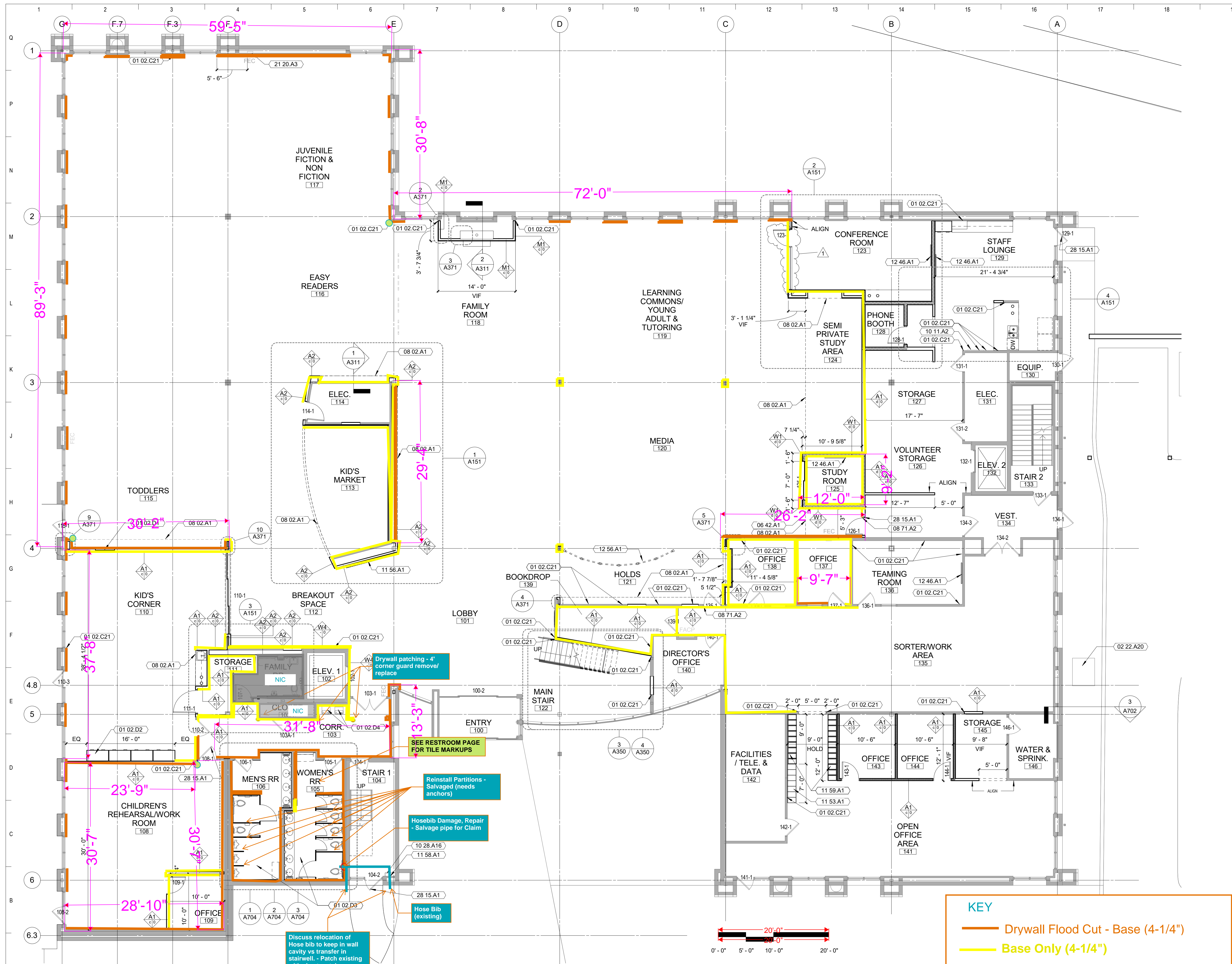
Approved By

Date

Vice President - Surface Care

SPECTRA / RESOURCE

Cell - 816.808.3569



- GENERAL NOTES**
- DIMENSIONS ARE MEASURED FACE-OF-FINISH TO FACE-OF-FINISH OR ROUGH MASONRY OPENING UNLESS NOTED OTHERWISE - TYPICAL FOR ALL DRAWINGS.
 - FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS - TYPICAL FOR ALL DRAWINGS.
 - IN THE EVENT OF A DISCREPANCY BETWEEN ARCHITECTURAL AND CONSULTANT DRAWINGS, NOTIFY ARCHITECT IMMEDIATELY PRIOR TO COMMENCING WORK - TYPICAL FOR ALL DRAWINGS.
 - REFER TO ENLARGED PLANS FOR ADDITIONAL WALL TYPE LOCATIONS, DIMENSIONS AND KEYNOTES.
 - PROVIDE CONCEALED, FIRE TREATED BLOCKING AT ALL ACCESSORIES AND CASEWORK LOCATIONS. EXTEND BLOCKING A MINIMUM OF 6" BEYOND EACH END AND 8" ABOVE AND BELOW ALL ACCESSORY ITEMS.
 - REFER TO WALL TYPES SHEET FOR PARTITION WALL TYPES.
 - ALL WALLS WITH SOUND ATTENTION BLANKETS ARE TO HAVE ACOUSTICAL SEALANT AT TOP AND BOTTOM AND AT ALL WALL PENETRATIONS.
 - ALL PENETRATIONS IN FIRE RATED WALLS MUST BE SEALED WITH APPROPRIATE FIRE STOPPING SYSTEM.
 - PROTECT EXISTING CONDITION & ADJACENT CONSTRUCTION. THE CONTRACTOR WILL BE RESPONSIBLE FOR REPAIRING OR REPLACING ANY ITEMS DAMAGED BY DEMOLITION OR CONSTRUCTION ACTIVITIES DURING THE COURSE OF THE PROJECT.
 - THE OUTSIDE EDGE OF DOOR FRAMES ARE LOCATED 4" OFF FINISHED INSIDE CORNER UNLESS NOTED OTHERWISE.
 - IN THE EVENT OF A DISCREPANCY BETWEEN THE DRAWINGS AND ACTUAL CONDITIONS, NOTIFY THE ARCHITECT IMMEDIATELY PRIOR TO COMMENCING WORK. TYPICAL FOR ALL DRAWINGS.
 - COORDINATE FLOOR DRILLING IN EXISTING FLOOR SLABS WITH EXISTING STRUCTURAL MEMBER LOCATIONS AND STRUCTURAL ENGINEER.
 - REFER TO FINISH PLANS FOR ALL CORNER GUARD LOCATIONS

KEYNOTE LEGEND

01 02.C21	PATCH AND REPAIR AS REQUIRED TO RECEIVE NEW CONSTRUCTION AND FINISHES
01 02.D1	ALL ROUND WINDOWS PART OF DEDUCT ALTERNATE 4, TYP
01 02.D2	DEDUCT ALTERNATE 4, TYP
01 02.D3	NO WORK IN BASE BID - REFER TO A704 FOR INFORMATION REGARDING ADD ALTERNATE 3
01 02.D4	BASE BID: EXISTING DRINKING FOUNTAIN TO REMAIN; ALTERNATE 7: REMOVE EXISTING DRINKING FOUNTAIN ASSEMBLY - PATCH AND REPAIR ADJACENT SURFACES AS REQUIRED TO RECEIVE NEW CONSTRUCTION, FINISHES, AND NEW DRINKING FOUNTAIN - REFER TO PLUMBING
02 22.A20	EXISTING EXTERIOR BOOK DROP TO REMAIN
06 42.A1	WD-1 WALL PANELS
08 02.A1	SOFFIT ABOVE
08 71.A2	AUTOMATIC DOOR OPERATOR
10 11.A2	TACKBOARD - OFCI
10 28.A16	FOLDING UTILITY SHELF
11 53.A1	MAILBOXES - OFCI
11 56.A1	INTERACTIVE ART INSTALLATION - OFCI
11 58.A1	TIME CLOCK ROUGH IN - COORDINATE WITH OWNERS AV INSTALLER
11 59.A1	LOCKERS - OFCI
12 46.A1	FLAT PANEL DISPLAY PROVIDED BY OWNER - COORDINATE WITH ELECTRICAL, OWNERS REPRESENTATIVE, AND OWNER'S AV INSTALLER FOR FINAL PLACEMENT - CONTRACTOR TO PROVIDE BLOCKING FOR BRACKET MOUNTING.
12 56.A1	SPECIALTY SHELVING, PROVIDE BLOCKING IN SOFFIT AND/OR RECEIVING WALL TO RECEIVE SHELVING SUPPORT SYSTEM AS REQUIRED BY SHELVING VENDOR.
21 20.A3	SALVAGED SEMI-RECESSED FIRE EXTINGUISHER CABINET
28 15.A1	CARD READER

KEY

- Drywall Flood Cut - Base (4-1/4")
- Base Only (4-1/4")
- Plumbing
- Tile Replacement

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 WWW.DCL.ORG

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 HIGHLANDS RANCH, CO 80129

General Contractor
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 WWW.MARTINMARTIN.COM



Sheet Issue Date
 100% CD 08/15/2018

Previous Issue Dates

100% SD	05/16/2018
50% CD	07/18/2018

Revision Dates
 1 ADDENDUM 01 09/07/2018

Drawing
 FLOOR PLAN - LEVEL 01



OPN ARCHITECTS
 CEDAR RAPIDS
 DES MOINES
 IOWA CITY
 MADISON

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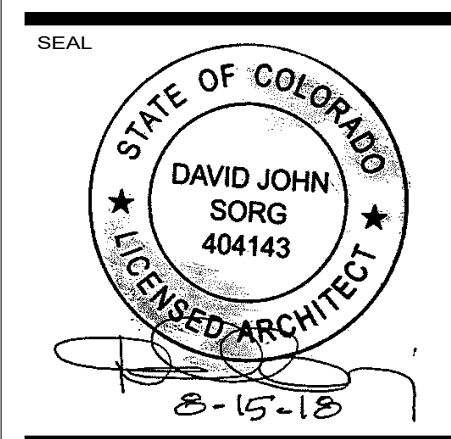
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Sheet Issue Date
 AS BID 10/03/18

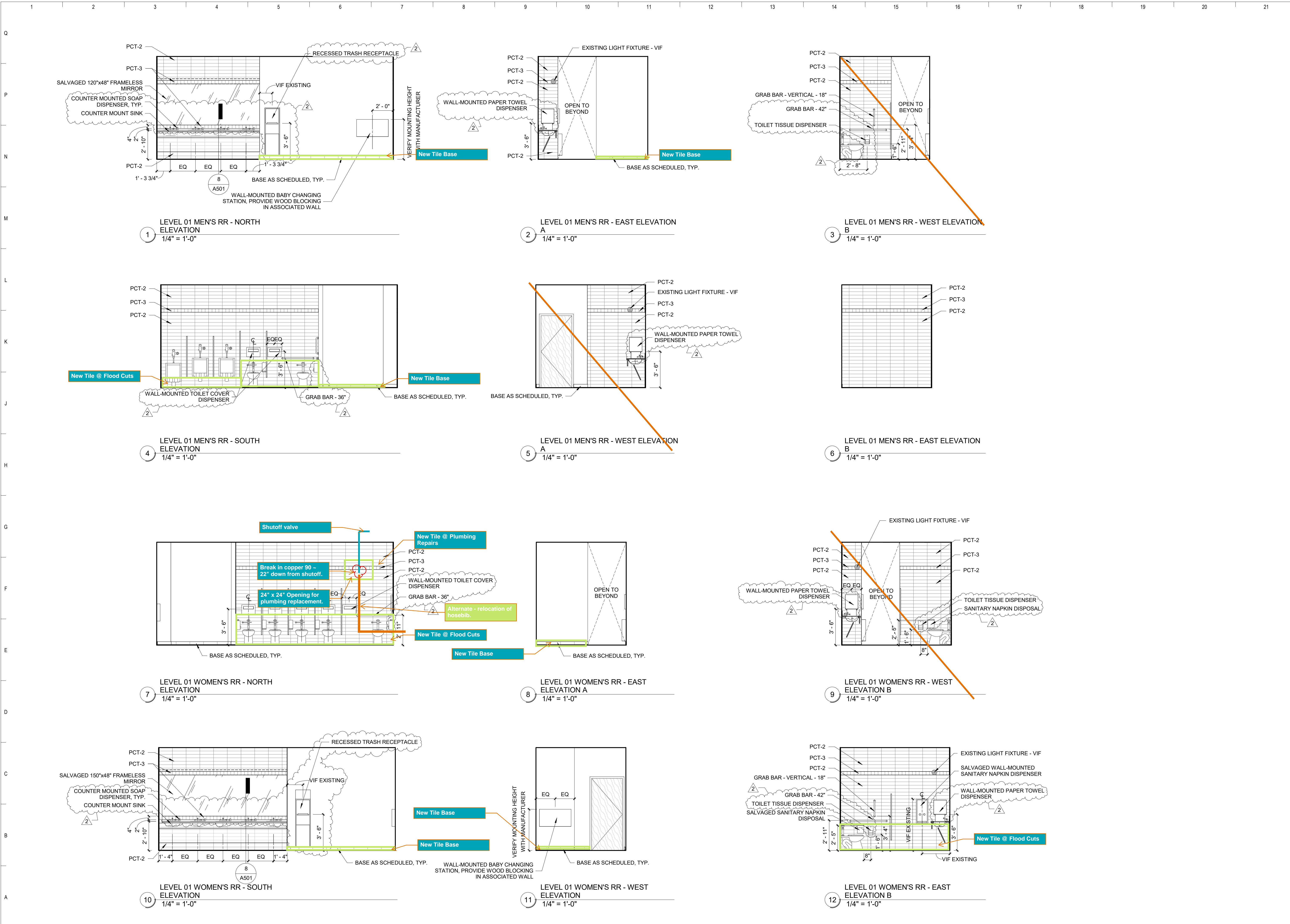
Previous Issue Dates
 100% CD 08/15/2018

Revision Dates
 1 ASI 004 12/26/2018
 2 ASI 005 01/30/2019

Drawing
 LEVEL 01 RESTROOM ELEVATIONS - ADD ALT. 3

OPN Project No. 17236003

A705



1 LEVEL 01 MEN'S RR - NORTH ELEVATION
 1/4" = 1'-0"

2 LEVEL 01 MEN'S RR - EAST ELEVATION A
 1/4" = 1'-0"

3 LEVEL 01 MEN'S RR - WEST ELEVATION B
 1/4" = 1'-0"

4 LEVEL 01 MEN'S RR - SOUTH ELEVATION
 1/4" = 1'-0"

5 LEVEL 01 MEN'S RR - WEST ELEVATION A
 1/4" = 1'-0"

6 LEVEL 01 MEN'S RR - EAST ELEVATION B
 1/4" = 1'-0"

7 LEVEL 01 WOMEN'S RR - NORTH ELEVATION
 1/4" = 1'-0"

8 LEVEL 01 WOMEN'S RR - EAST ELEVATION A
 1/4" = 1'-0"

9 LEVEL 01 WOMEN'S RR - WEST ELEVATION B
 1/4" = 1'-0"

10 LEVEL 01 WOMEN'S RR - SOUTH ELEVATION
 1/4" = 1'-0"

11 LEVEL 01 WOMEN'S RR - WEST ELEVATION
 1/4" = 1'-0"

12 LEVEL 01 WOMEN'S RR - EAST ELEVATION B
 1/4" = 1'-0"



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SEAL
STATE OF COLORADO
DAVID JOHN SORG
404143
LICENSED ARCHITECT
8-15-18

Sheet Issue Date
AS BID 10/03/18

Previous Issue Dates
100% CD 08/15/2018

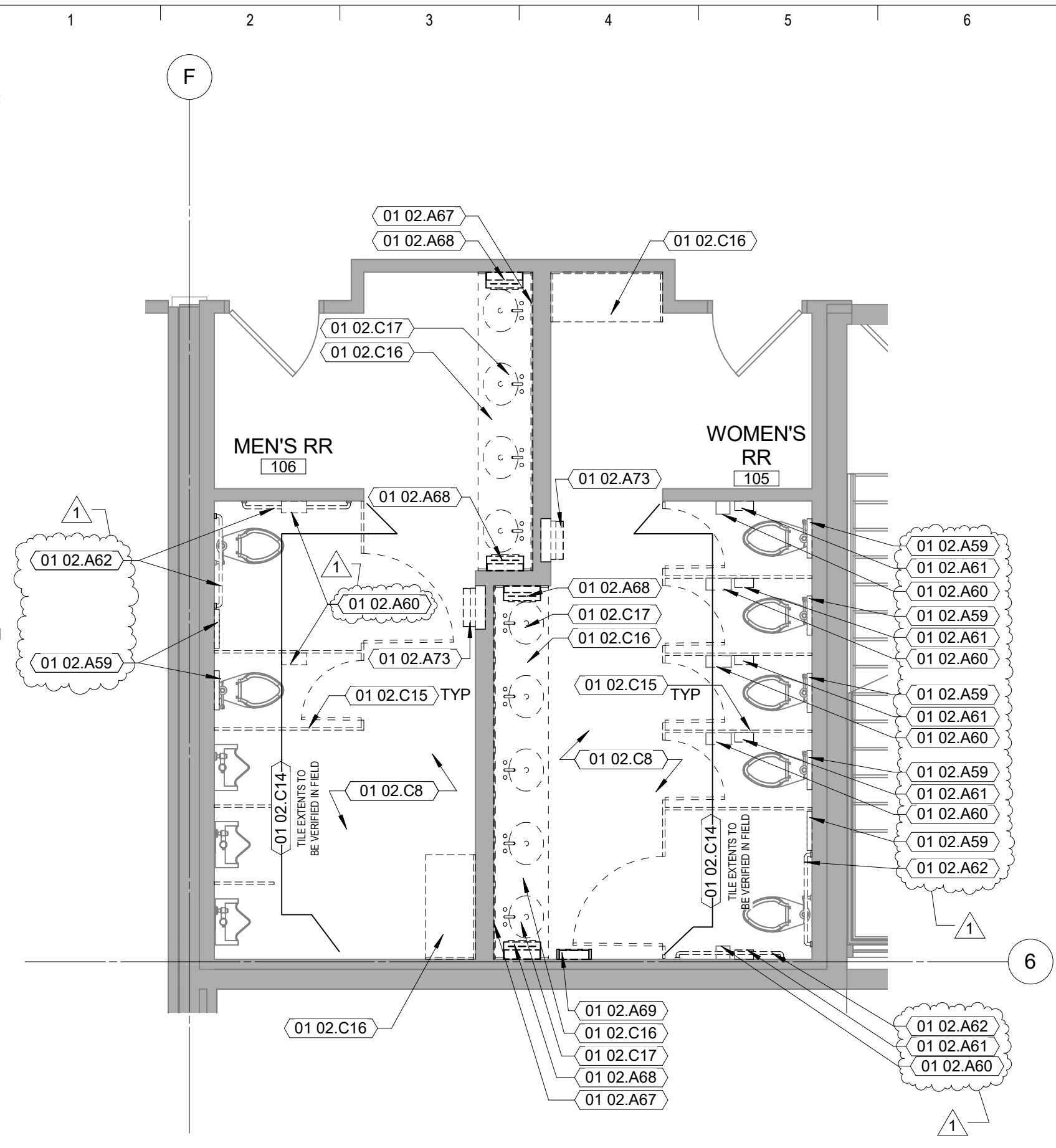
Revision Dates
1 ASI 005 01/30/2019

Drawing
RESTROOMS - ADD ALT. 3

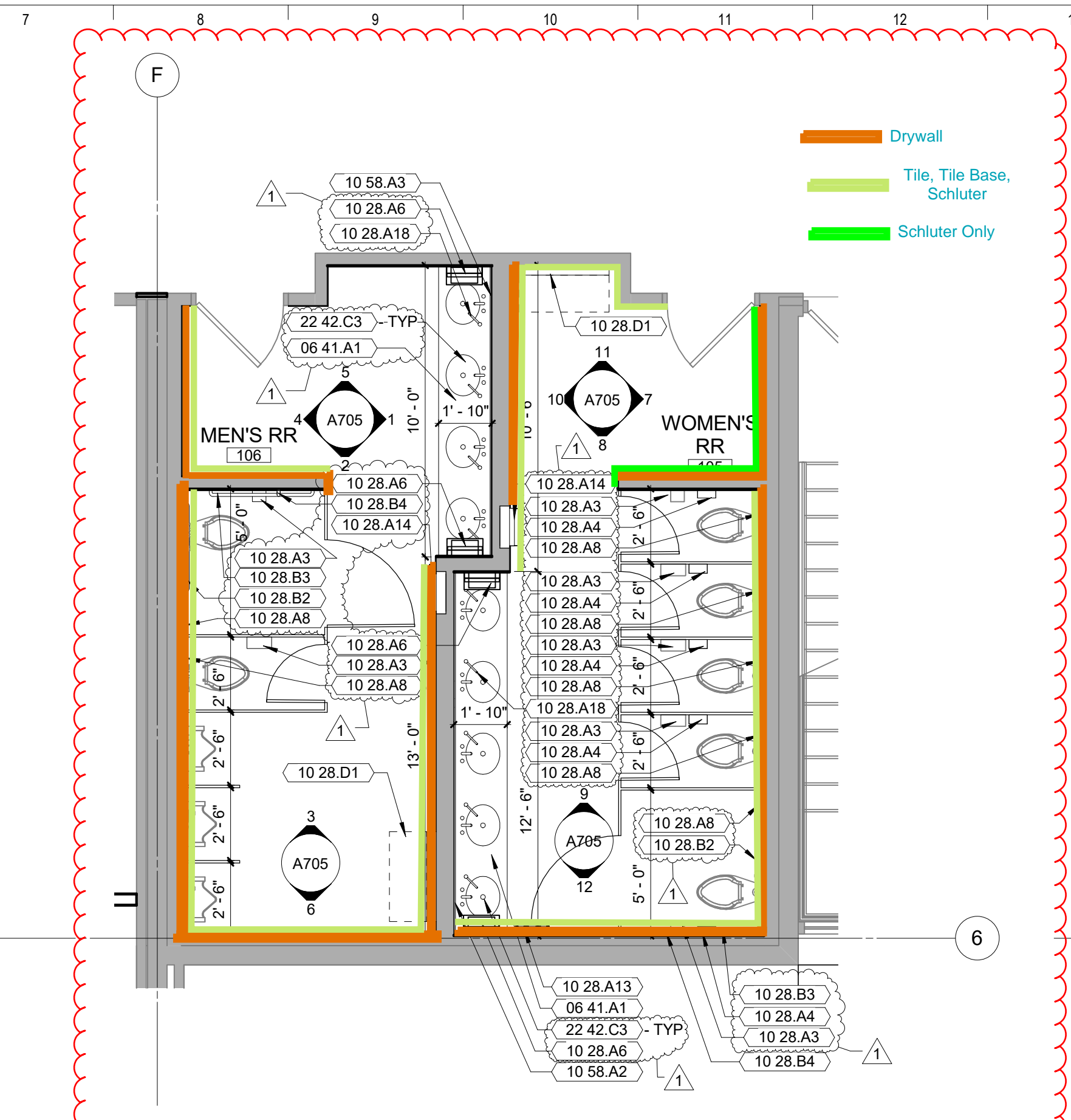
OPN Project No. **17236003**

A704

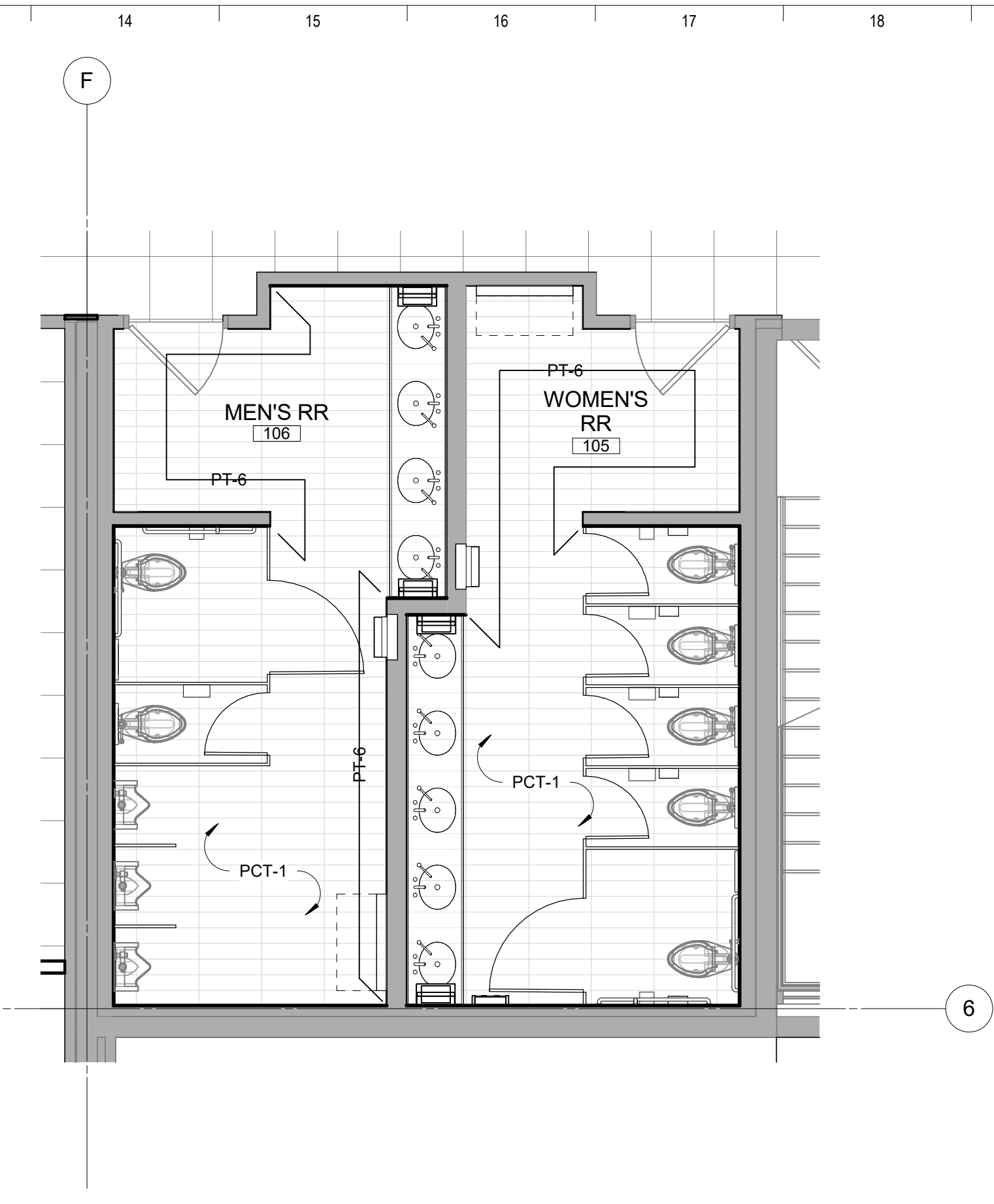
KEYNOTE LEGEND	
01 02.A59	REMOVE EXISTING TOILET COVER DISPENSER.
01 02.A60	REMOVE EXISTING TOILET TISSUE DISPENSER.
01 02.A61	REMOVE EXISTING SANITARY NAPKIN DISPOSAL.
01 02.A62	REMOVE EXISTING GRAB BAR ASSEMBLY.
01 02.A64	SALVAGE EXISTING TOILET TISSUE DISPENSER TO BE REINSTALLED.
01 02.A66	SALVAGE EXISTING GRAB BAR ASSEMBLY TO BE REINSTALLED.
01 02.A67	SALVAGE EXISTING MIRROR ASSEMBLY TO BE REINSTALLED.
01 02.A68	REMOVE EXISTING PAPER TOWEL DISPENSER.
01 02.A69	SALVAGE EXISTING SANITARY NAPKIN DISPENSER TO BE REINSTALLED.
01 02.A73	REMOVE EXISTING RECESSED TRASH RECEPTACLE. PREP OPENING FOR INSTALLATION OF NEW RECESSED TRASH RECEPTACLE AND TOWEL DISPENSER.
01 02.C8	REMOVE EXISTING CERAMIC TILE FLOOR FINISH. PATCH AND REPAIR CONCRETE TO RECEIVE NEW CONSTRUCTION AND FINISHES.
01 02.C14	REMOVE EXISTING CERAMIC TILE WALL FINISH. PATCH AND REPAIR WALL SURFACE TO RECEIVE NEW CONSTRUCTION AND FINISHES.
01 02.C15	SALVAGE EXISTING TOILET PARTITIONS AND DOORS. PREPARE DOORS AND PARTITIONS FOR ELECTROSTATICALLY APPLIED COATING AND RE-INSTALLATION. PATCH AND REPAIR ADJACENT WALL SURFACES TO RECEIVE NEW CONSTRUCTION AND FINISHES.
01 02.C16	REMOVE EXISTING COUNTERTOP ASSEMBLY. PATCH AND REPAIR ADJACENT WALL SURFACE TO RECEIVE NEW CONSTRUCTION AND FINISHES.
01 02.C17	REMOVE EXISTING SINK ASSEMBLY. TYP.
06 41.A1	CASEWORK - SEE INTERIOR ELEVATIONS
10 28.A3	TOILET TISSUE DISPENSER
10 28.A4	SANITARY NAPKIN DISPOSAL
10 28.A6	WALL-MOUNTED PAPER TOWEL DISPENSER
10 28.A8	WALL-MOUNTED TOILET COVER DISPENSER
10 28.A13	SALVAGED WALL-MOUNTED SANITARY NAPKIN DISPENSER
10 28.A14	RECESSED TRASH RECEPTACLE
10 28.A18	COUNTER MOUNTED SOAP DISPENSER, TYP.
10 28.B2	GRAB BAR - 36"
10 28.B3	GRAB BAR - 42"
10 28.B4	GRAB BAR - VERTICAL - 18"
10 28.D1	WALL-MOUNTED BABY CHANGING STATION, PROVIDE WOOD BLOCKING IN ASSOCIATED WALL
10 58.A2	SALVAGED 150"x48" FRAMELESS MIRROR
10 58.A3	SALVAGED 120"x48" FRAMELESS MIRROR
22 42.C3	COUNTER MOUNT SINK



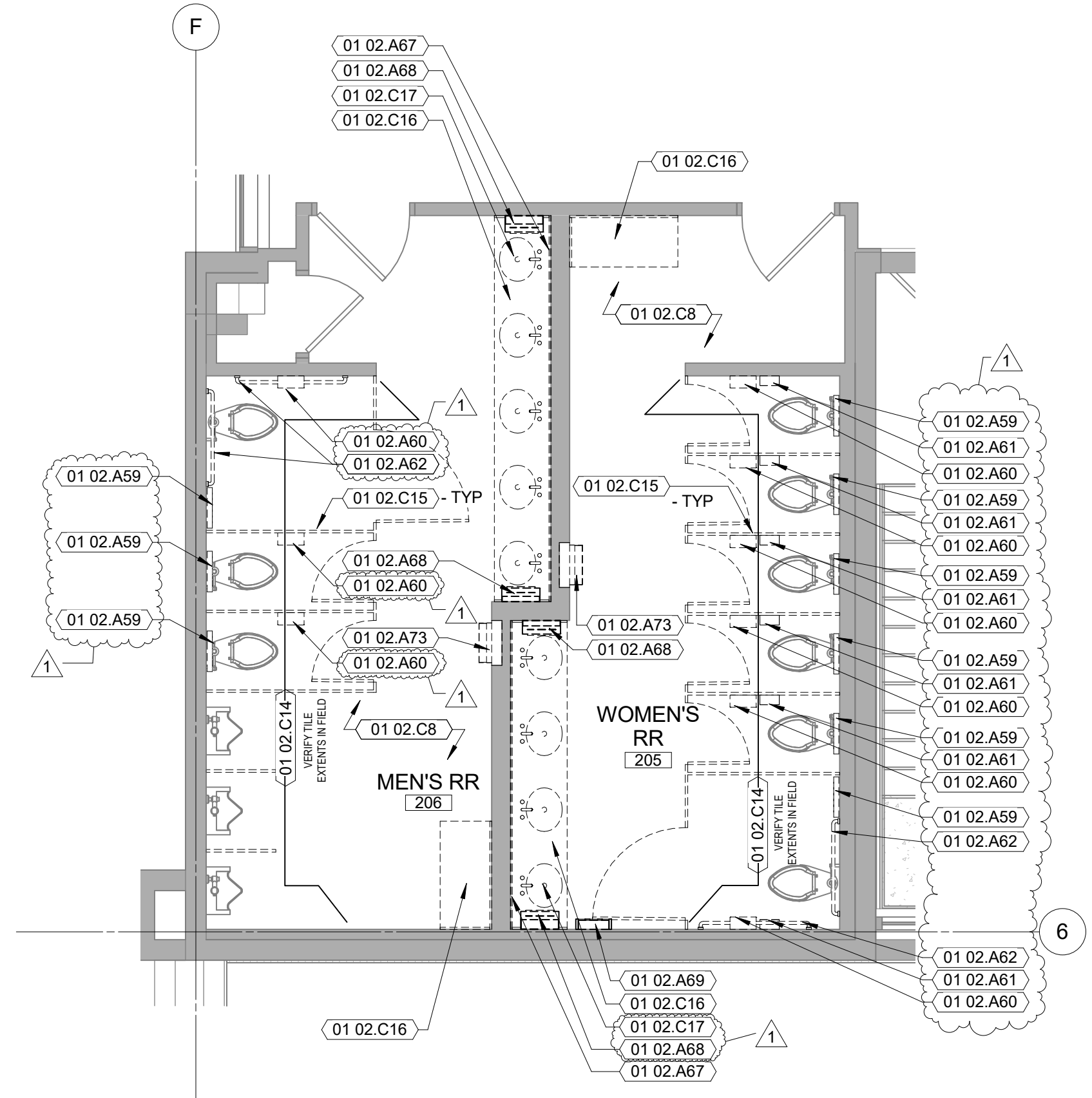
1 LEVEL 01 - DEMOLITION FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
- ALL WORK INDICATED IS PART OF ADD ALTERNATE 3



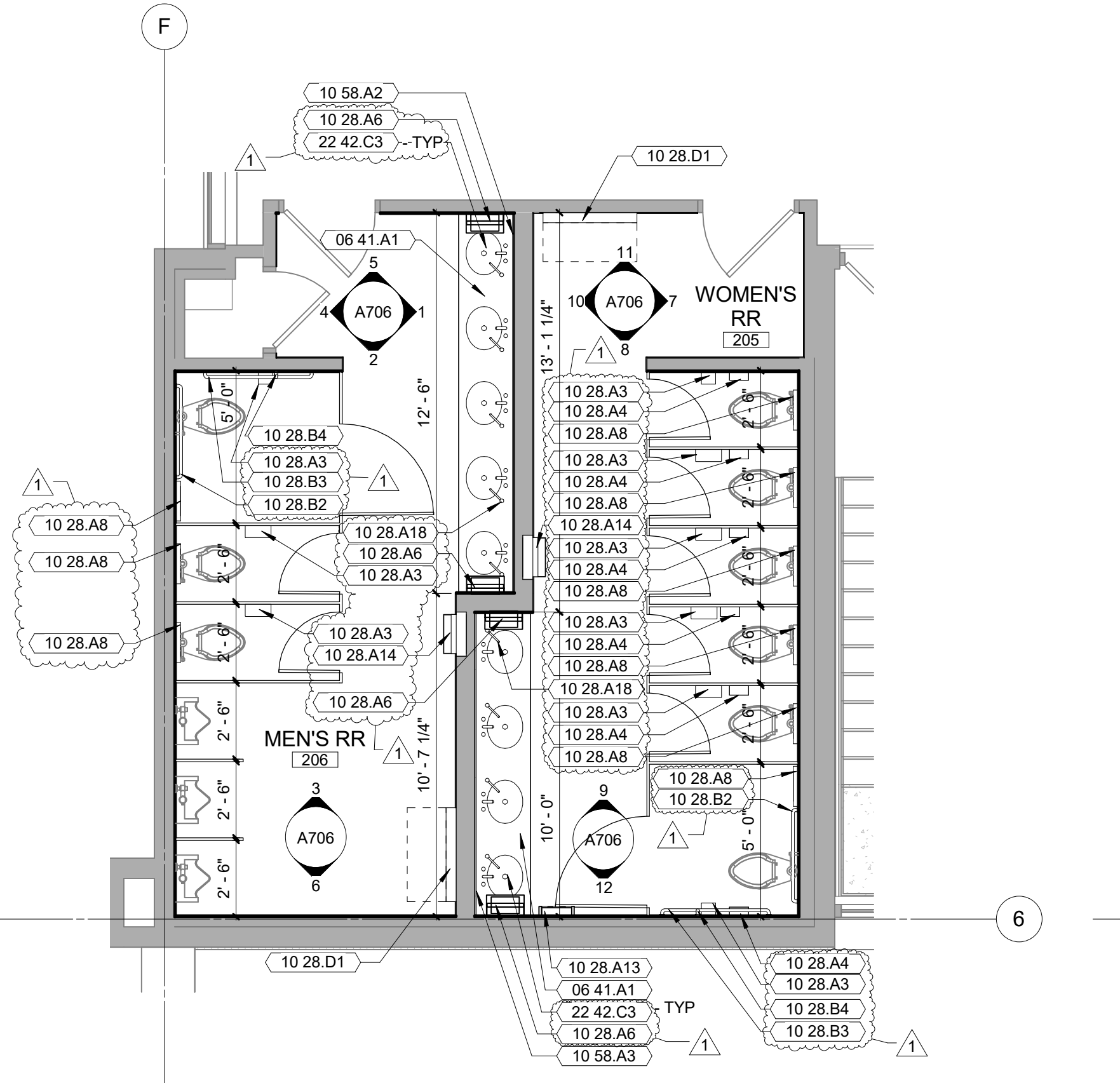
2 LEVEL 01 - FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
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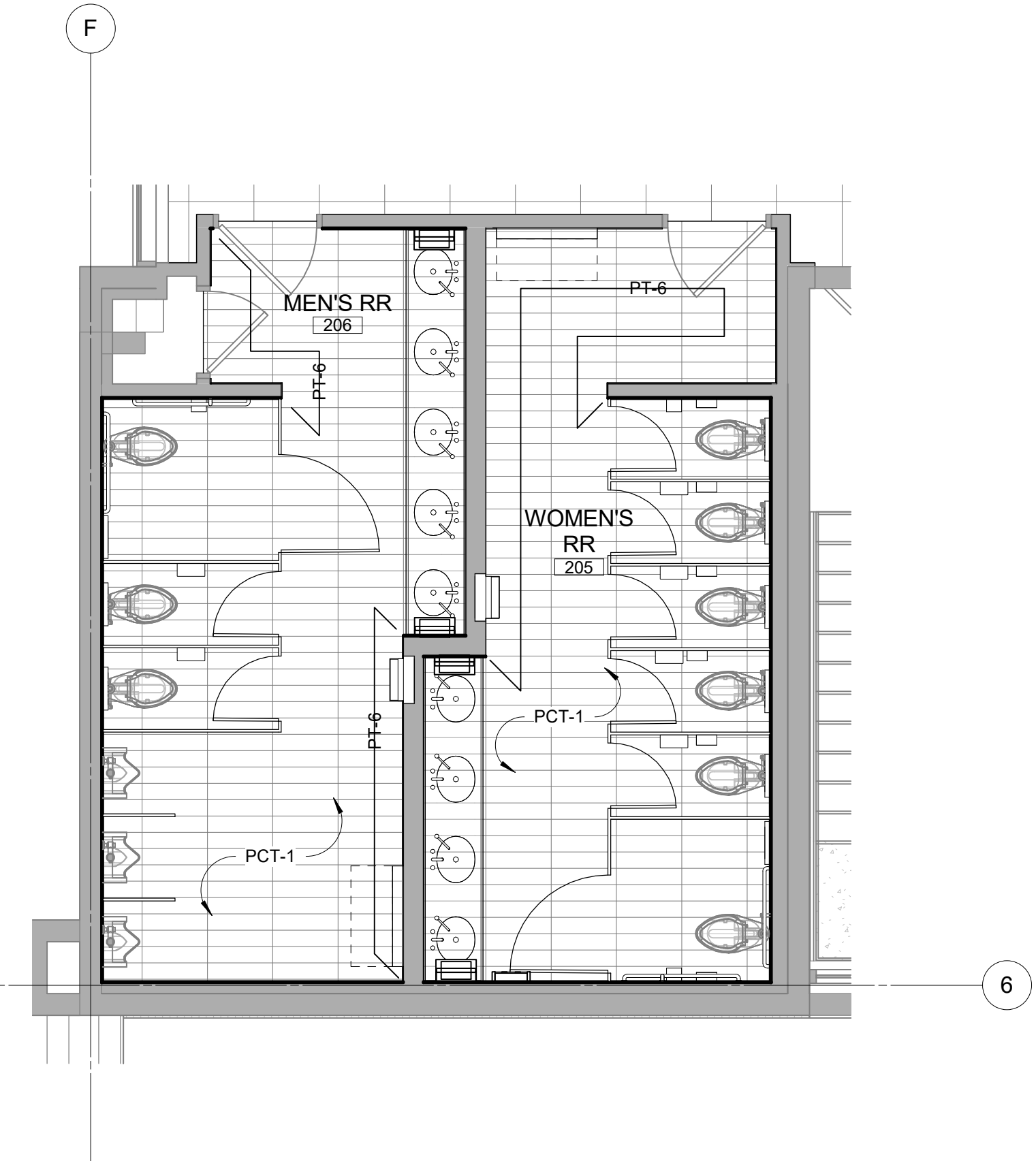
3 LEVEL 01 - FINISH FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
- ALL WORK INDICATED IS PART OF ADD ALTERNATE 3



4 LEVEL 02 - DEMOLITION FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
- ALL WORK INDICATED IS PART OF ADD ALTERNATE 3



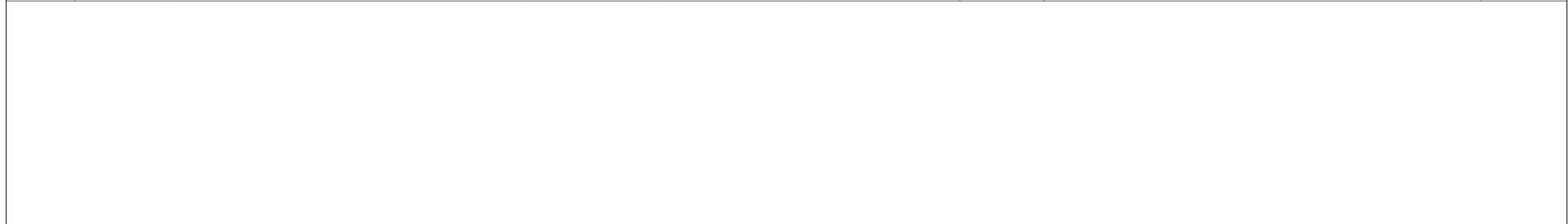
5 LEVEL 02 - FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
- ALL WORK INDICATED IS PART OF ADD ALTERNATE 3



6 LEVEL 02 - FINISH FLOOR PLAN - RESTROOMS
1/4" = 1'-0"
NOTE: RESTROOMS TO REMAIN AS EXISTING IN BASE BID
- ALL WORK INDICATED IS PART OF ADD ALTERNATE 3

DOUGLAS COUNTY LIBRARY - HIGHLANDS RANCH FLOOD REPAIRS

ID	Task Mode	Task Name	Duration	Start	Finish	February 2024					March 2024					
						31	5	10	15	20	25	1	6	11	16	
1		Notice to Proceed - Phase 1	0 days	Thu 2/8/24	Thu 2/8/24											
2		Notice to Proceed- Phase 2	0 days	Wed 2/14/24	Wed 2/14/24											
3		Phase 1	12 days	Thu 2/8/24	Fri 2/23/24											
4		NTP	0 days	Thu 2/8/24	Thu 2/8/24											
5		Plumbing repairs	1 day	Thu 2/8/24	Thu 2/8/24											
6		XP Board, Insulation	3 days	Thu 2/8/24	Mon 2/12/24											
7		Tile Install (pending procurement)	8 days	Tue 2/13/24	Thu 2/22/24											
8		Reinstall Partitions	1 day	Fri 2/23/24	Fri 2/23/24											
9		Phase 2	21 days	Wed 2/14/24	Wed 3/13/24											
10		NTP	0 days	Wed 2/14/24	Wed 2/14/24											
11		Insulate, Rock, Vapor Barrier	5 days	Wed 2/14/24	Tue 2/20/24											
12		Finish Tie Ins	8 days	Tue 2/20/24	Thu 2/29/24											
13		Painting	9 days	Tue 2/27/24	Fri 3/8/24											
14		Base	3 days	Mon 3/11/24	Wed 3/13/24											
15		Install Corner Guards	1 day	Wed 3/13/24	Wed 3/13/24											



Project: Project1 Date: Wed 2/7/24	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	January 31, 2024
From:	Boba Pasicznyuk
Subject:	Library KPI – 4th Quarter 2023

ISSUE: Quarterly KPI – What we measure and 4th Quarter 2023 measures.

DISCUSSION:**Organizational Performance and Indicator Metrics**

North American libraries and their Boards or bosses tend to struggle in describing library success. Most appraise success against some combination of nine factors each with its advantages and limitations.

1. **Accomplishments** A library's things – books, buildings, technology
2. **Awards** A library's recognition by professional guilds or associations.
3. **Intuition** A governing body's subjective appraisal – they know good when they see it.
4. **Innovation** A library's ability to think unconventionally or outside standard practice.
5. **Quality** J.D. Power or similar raking for products and service delivery.
6. **Solutions** A library's ability to contribute to community problem-solving.
7. **Use** The number of transactions turned, program attendance, or door count.
8. **Standards** A library meeting or exceeding some promoted base line of operations.
9. **Social Justice** A library focusing on redressing inequities real or perceived.

Our library studies and reports metrical data that, we believe, describe organizational health and performance including internal and external trends. None of these data points tells the whole story of Library success. If any of this data lacks relevance, staff and Board stakeholders should seek a conversation about what we should evaluate to keep us on track.

DCL Performance Indicator Summary**External-Facing Metrics**

- Brand Loyalty: Net Promoter Score: How do customers feel about our brand and services?
- Use
 - Market Penetration: What percentage of County customers have an active library card?
 - Visits: How many customers pass through our physical and virtual doors?
- Engagement
 - Donors: How many County residents give of their time and treasure to the Library?
 - Partnerships: What organization's depend on Library support toward their success?
 - Impressions: Where is our community encountering the Library's brand?

Internal-Facing Metrics

- Staff Turnover Rate: Does our Library have the talent to achieve success?

- Gallup Engagement Survey: What percentage of staff is engaged; inert, or disengaged?

Q4 and 2023 KPI Report: There were no significant changes in KPI to draw an operational response.

- This quarter there was a 14% reduction in NPS survey respondents, and a 33% increase in passive scores year over year. These factors account for the reduction in the Q4 NPS score.
- Market penetration is at the highest level in 2 years.
- Quarterly impressions include all of the usual outlets as well as Forest of Stories impressions at locations such as Park Meadows and Hudson Gardens.
- The decrease in annual total of website visits reflects the change in reporting by Google Analytics. The 2023 total was calculated retroactively to apply the new metrics to the entire year.

RECOMMENDATION: None; information only.

Q4 2023 KPI

NPS: How DCL users feel about our brand and services

83 Quarterly score **October - December 2023**

86.2 Quarterly score **October - December 2022**

Use

Market Penetration: The percentage of Douglas County households with an active library card

61.39% **December 2023**

59.5% **December 2022**

Door Count

310,529 **October - December 2023**

316,459 **October - December 2022**

1,340,683 Total 2023 **January - December**

1,326,756 Total 2022

Website Visits

449,980 **October - December 2023**

452,855 **October - December 2022**

1,843,506 Total 2023 **January - December**

1,946,272 Total 2022

Community Engagement

Resource Donors: Total number of unique volunteers and donors

1,478 **October - December 2023**

1,366 **October - December 2022**

Partnerships: Total number of organizations DCL has a working relationship/partnership

175 **October - December 2023**

144 Total 2022

Indirect Outreach/Impressions Total number of times someone has a chance of seeing the DCL brand

80,114,741 **October - December 2023**

24,979,636 **October - December 2022**

455,640,843 Total 2023 **January - December**

222,213,281 Total 2022

Direct Outreach: Total number of people DCL staff talked to about the library and our services outside of our library locations

8,283 **October - December 2023**

7,078 **October - December 2022**

37,842 Total 2023 **January - December**

32,376 Total 2022

Internal Satisfaction – Annual Work N/A for this report

DCL 2021-2025 Strategic Plan

2023 Annual Report

2023 was the mid-point year for our strategic plan, and although operational priorities took precedence with the new Castle Rock building, work was executed as planned. The majority of strategic responses continued to stay on track, meeting quarterly benchmarks and achieving intended outcomes. Many strategic responses were also completed in 2023, either closing out the work or folding it into our general operations. Achievements from these responses include:

- The exhibits team held a successful 2nd annual Forest of Stories, drawing library visitors from surrounding areas throughout the holiday season. 150 trees were decorated this year with a variety of literary and entertainment themes. To execute this exhibit, 54 volunteers assisted with setup and 23 volunteers assisted with teardown. December volunteer appreciation events were also coordinated to coincide with Forest of Stories, and 215 volunteers and guests attended. This program will become a regular part of the Community Engagement team's work plan in 2024.
- The Organizational Data Team finalized their strategy work this year, but will continue to support projects by utilizing the internal workflow, Logic Model, internal tracking system, Survey Process Sheet, Data Guidebook and other tools and resources that they created for this response.
- The Kids' Activities Sponsorships team reported that 24,279,854 advertising impressions were added in 4th quarter, for a 2023 total of 78,894,258 impressions across Douglas County. The spending for the year equaled \$55,085.47 at a cost of only \$0.0007 per impression.
- The Mental Health response was approved to go operational in 2024 and is currently planning work with the DC Mental Health Initiative for grant execution this year. During 2023, and in partnership with the Aspen Effect (a teen mental health support/volunteer organization), a Teen Library Connection program was offered at all our locations that promoted mental self-care for teens. A Compassion Fatigue training was provided for staff through Curalinc and mental health resources were promoted to staff through morning messages.
- The Ageless team successfully developed relationships with all initially targeted senior living facilities. The written guidelines for DCL's outreach menu of services was tested to ensure consistency and continuity of services, and our delivery of services was fine-tuned. We concluded the 2023 partnership with OLLI and renewed agreement for 2024, also renewing agreements with AARP and the Parker Rec Center to have programming at DCL this year. DCL was represented at the HI Senior Health Fair in November. Book Chats were added to all living facilities and senior centers within Douglas County and we are preparing to offer 60 themed Book Chats in 2024. A clear plan is prepared to implement volunteers into our outreach activities.

The Strategic Plan Dashboard, updated in January 2024, follows with an update on all strategic responses.

Dashboard Key

Complete	Strategic work on response is complete. Work may have been moved to regular operations or closed out.
On Track	Benchmarks and strategic outcomes are currently being met.
Delayed	Benchmarks and/or strategic outcomes are not currently being met, but will be back on track next quarter. Delays are generally due to extenuating circumstances.
Removed	Strategic outcomes cannot be met, or are no longer a strategic priority.
On Hold	Strategic work on response either has not begun or is paused for current reporting period.

Strategic Plan Dashboard, January 2024

Strategic Priority	Strategic Response	Response Status
Vibrant Libraries	Create and feature fun, unexpected visual and interactive exhibits that encourage library visits.	Complete
	Offer opportunities for early childhood development through imaginative play and socialization by activating Playscapes.	Complete
	Set up a district task force to conduct an annual evaluation of meeting room customer use and feedback, and identify barriers to using our meeting spaces that we can reduce or eliminate.	On Track
	Create opportunities for the library to become a social destination on weekend nights.	Removed
Beyond our Walls	Sponsor local kids' activities to raise brand awareness among kids and their parents, grandparents, and other supporters.	Complete
	Increase the frequency and market saturation of traditional advertising, targeting a broad audience with general library messaging (e.g., get to know DCL).	On Hold
	Improve and reprise the popular Brew Tour, incorporating Friday-Saturday night events in our libraries.	Complete
	Encourage library use by engaging with people in places where they wait, gather, or play.	Removed
Community Service	Identify and provide library services to support mental health in Douglas County.	Complete
	Serve as a destination for Douglas County seniors to congregate, learn, and socialize.	On Track
Fortify our Infrastructure	Create an organized and accessible information storage structure that meets staff, customer, and retention needs.	On Hold
	Support and achieve excellence in co-working and remote work through shared workspaces and amenities, sophisticated use of mobile technology, and clear expectations for remote work.	Delayed
	Develop an organizational data strategy detailing how we capture, use, analyze, and make decisions based on data.	Complete
	Work with Douglas County Sheriff to validate and adapt our safety practices, procedures, and training to contemporary standards.	Delayed
	Identify and implement volunteer integration in every DCL division, to fundamentally leverage volunteers and their skills to significantly increase organizational capacity.	On Track

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	February 28, 2024
From:	Amber DeBerry, Michael King
Subject:	2023 Volunteer Services Report

ISSUE: Per policy, the board receives and annual report on volunteer activity.

DISCUSSION:

Volunteer Services serves as the hub of volunteerism at Douglas County Libraries (DCL). Five Volunteer Service Coordinators, led by the Volunteer Services Manager, recruit, interview, place and onboard volunteers. Most volunteers then report to various DCL departments for training and supervision related to their volunteer roles in those departments. Volunteer Services works directly with Court-ordered volunteers, and those who volunteer in our Second Chapter Used Bookstores, Home Delivery service, and other general services. Volunteer Services, in partnership with DCL's Special Events department, also plans volunteer recognition events and activities throughout the year.

Volunteers supplement and support our work across the organization. In 2023, we welcomed 1,198 volunteers who contributed a combined 26,209 hours of service.

Volunteer Services Staff:

Michael King, Volunteer Services Manager

Volunteer Service Coordinators:

- Jennifer Armendariz, Castle Rock & Louviers
- Sonia Bates, Lone Tree
- Brenda MacIntosh, Parker
- Tracy Martinez, Castle Pines & Roxborough
- Kim McClintock, Highlands Ranch

Services:

- High school students seeking to meet graduation requirements
- Court-ordered volunteers
- Groups or organizations
- Special-needs volunteers, including groups from Wellspring, DCSD Bridge, and Skycliff, as well as individuals
- General public/community members

By the Numbers:

Age - We have age data for 87% of our volunteers. Teens ages 15-18 comprise our largest age group.

Age Range	Volunteers	Hours
10-14	132	1,690
15-18	517	7,341
19-29	111	1,375
30-54	94	3,030
55-69	108	5,006
70-91	102	5,555

Labor - Our 1,198 volunteers contributed 26,209 hours of service, or 12.6 FTE in 2023. Assuming a wage rate of \$20 per hour (and not including the cost of benefits), this represents \$524,180 in labor.

Hours

	Hours	Volunteers
Archives & Local History	219	4
Board of Trustees and Foundation	588	16
Castle Pines Library	1,345	104
Castle Rock Library	2,520	118
Highlands Ranch Library	6,529	352
Literacy & Outreach	3,967	91
Lone Tree Library	3,931	242
Louviers Library	171	7
Parker Library	5,627	330
Roxborough Library	1,313	53
Total Hours & Unique Volunteers	26,210	1,198

Volunteer Role Spotlight:

Second Chapter Used Bookstore Volunteers - Volunteers process materials donated from the community and items weeded from the library collection. Items are sold, via our Second Chapter Used Bookstores or the DCL Foundation's Amazon storefront, or are passed on to DreamBooks, a local book recycling organization.

In 2023, our Second Chapter Used Bookstores generated \$81,907 in funds for the Foundation, while our Amazon storefront generated \$9,283. Our partnership with DreamBooks helped divert 91,457 pounds of material—roughly 76,214 books—from the landfill, and raised \$7,523 for the DCL Foundation.

New Volunteer Roles for 2024:

Ageless volunteers will support Customer Experience in providing services at senior living facilities, such as book delivery, senior Storytime, and technical education/support.

Outreach educators will support Archives & Local History by providing outreach in the community.

Concierge Event volunteers will support Events & Hospitality staff with branch-buyout and concierge-level paid events.

Volunteer Testimonials

“After being a stay-at-home mom for over a decade I was craving something different. I was not ready to commit to full-time or even part-time work, but I still had this desire to do something outside of my home and family. Volunteering with DCL has given me the chance to be helpful and creative, and to use skills that I've not needed as a stay-at-home parent. I have loved interacting with other volunteers, employees and the community and I have felt so appreciated for the little I do. Volunteering has meant the world to me.” – Megan, Lone Tree Second Chapter Used Bookstore & Operation Paperback volunteer

“I always knew when I retired that I wanted to volunteer somewhere in my community, and because I love books, the library seemed logical. It has helped keep me active and I have met so many others who share my love of reading. In the end, I thought I would be helping others, but it turns out that my volunteer time has

helped me. I feel a sense of purpose and joy when I am in the bookstore!” – Vickie, Parker Second Chapter Used Bookstore volunteer

“I LOVE the library, I love to help out any way I can. I LOVE the people who work at the library – they are so friendly and welcoming! During my shift I’m thanked by different staff members for volunteering. Makes me feel proud to help out. Now that I am retired, it makes me feel good to give back to the community. There is always something going on at the library; I appreciate being a part of the activities. I love it when customers ask me questions and I can help them. Some customers just want to tell me how wonderful the new Castle Rock library is and I can’t agree with them more. Volunteering is a wonderful and enjoyable experience for me.” – Marla, Castle Rock Materials Handling volunteer

Corporate/Organization Volunteers:

- 5280 Exteriors, sponsors of Operation Paperback
- Lone Tree Teen Court
- Lone Tree Day of Service

Volunteer Roles by Division & Department:

- **Board of Trustees and Foundation Board**
- **Executive**
 - Administrative volunteers
- **Community Engagement**
 - Community Services & Partnerships:
 - ESL & GED Tutors
 - Bookstart
 - Events & Hospitality:
 - Birthday Party Helpers
 - Special Events:
 - Special Events Helpers (Fairytale Ball, Storybook Holiday)
 - Brew Tour Events & Outreach
 - Battle of the Books
 - Summer Reading (registration & prize tables, events)
 - Camps
 - Visual Arts, Archives & Design:
 - Archives & Local History volunteers
 - Outreach Educator *revamped role in 2024*
 - Volunteer Services:
 - Second Chapter Bookstore
 - Administrative/General volunteers
 - Home Delivery
 - Online Sales
 - Operation Paperback
- **Customer Experience**
 - Branch Services:
 - Louviers volunteers
 - Customer Experience:

- Events
- Coffee chat
- Materials Handling:
 - Collections, Holds, & Workroom volunteers
- Youth & Family Services:
 - Storytime Helpers
 - Reading Buddies
 - Bark 4 Books
 - Book clubs
- **Infrastructure Services**
 - Collection Services
 - Interlibrary loan
 - Magazine processing
 - Collection maintenance

RECOMMENDATION: None; information only.