

## **DOUGLAS COUNTY LIBRARIES BOARD BUSINESS MEETING**

Wednesday, August 27, 2025, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

### **Call meeting to Order**

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

### **Attendance**

### **Public Comment**

### **Presentations**

- Chandler Asset Management, Chris Blackwood
- Materials Handling, Sarah Huber

*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.*

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

1. Minutes 06/25/25 Business Meeting - [page 4](#)
2. Email Poll Ratification – Castle Rock library sewer issue - [page 9](#)
3. Phone System Upgrade – budgeted capital expense - [page 10](#)
4. 2026 Board Meeting Cadence/Calendar - [page 11](#)

### **Other Business**

#### **Action Items**

- 2026 Budget Boundaries and Business Focus - [page 13](#)
- Audit Firm Selection – [page 14](#)
- Strategic Plan Committee Charter and Situational Analysis Scope – [page 16](#)
- Roxborough Library Space Lease, 5<sup>th</sup> Amendment – [page 19](#)

#### **Executive Library Director Update – [page 23](#)**

- Quarterly Key Performance Indicators and Financials

### **Partner Reports**

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

### **Executive Session**

#### **Executive Library Director's Contract**

Pursuant to C.R.S., Section 24-6-402(4)(e), C.R.S., for the purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and discussing matters related to the Executive Library Director's contract renewal and terms.

### **Trustee Comments**

**Upcoming Board Meetings**

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

**Other Meetings**

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

**Adjourn**

**MEMO**

**To:** Douglas County Libraries Board of Trustees  
**Date:** August 27, 2025  
**From:** Patti Owen-DeLay  
**Subject:** Consent Agenda

**ISSUE:**

Review and approve Consent Agenda item(s).

**DISCUSSION:**

The Consent Agenda follows the process outlined below:

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

Consent Agenda Items for this meeting are:

1. Minutes 06/25/25 Business Meeting - [page 4](#)
2. Email Poll Ratification – Castle Rock library sewer issue - [page 9](#)
3. Phone System Upgrade – budgeted capital expense - [page 10](#)
4. 2026 Board Meeting Cadence/Calendar - [page 11](#)

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

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

**DOUGLAS COUNTY LIBRARIES**  
**Board of Trustees Budget Public Hearing and Business Meeting**  
**June 25, 2025**  
**Castle Rock, CO**

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

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

The following were present:

**TRUSTEES:** Suzanne Burkholder, Pam Hampton, Zach McKinney, Terry Nolan, Ted Vail, Taylor Watson, and Amy Windju

A quorum was present and all trustees were present.

**STAFF:** Bob Pasicznyuk, Sylvester Sterling, and Patti Owen-DeLay

**OFFICER:** Castle Rock Police Officer Munde

**PUBLIC:** Alex McCall, Adelita Campbell, Leslie Mormile, Katie Holm

Windju asked for a modification to the agenda.

**MOTION 25-06-01:** Windju moved and the motion carried unanimously to move the item of Bylaws Update – Public Participation in Meetings to after the Executive Library Director's report.

**PUBLIC COMMENTS**

**Alex McCallie** (staff speaking as public). Douglas County resident. Questioned the Strategic Planning Committee Charter, questioning focus on non-user who pay the library mill levy.

**Adelita Campbell.** Douglas County resident. Deeply concerned by removal of Pride Month displays and library not standing firm in broad representation of users.

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

**CONSENT AGENDA**

1. Minutes May 28, 2025, Business Meeting

**MOTION 25-06-02:** Vail moved and the motion carried unanimously to approve the consent agenda of the May 28, 2025, business meeting minutes. Burkholder seconded the motion.

**LIBRARY BUSINESS**

### Bylaws Update – Parliamentary Procedure Source

Owen-DeLay stated that the current bylaws list a specific version of the board's chosen parliamentary source and is asking that this be amended to the current in keeping with latest parliamentary thought and best practices.

**MOTION 25-06-03:** Burkholder moved and the motion carried unanimously to approve the update to the Board Bylaws, Article VII. Parliamentary Authority as presented, updating the edition from “4th” to “current” and clarifying that the change in edition will be made annually by announcement via board memo included in the annual board meeting packet. Watson seconded the motion.

### Policy Update – Colorado Open Meeting Law (CORA)

Owen-DeLay shared that when crafting our current Colorado Open Meeting Law Request Policy, we used language to “require” a deposit while statute says that we “may require” a deposit. Staff would like to amend the policy to align with statute and to mitigate unnecessary staff cost in seeking a deposit on small fee requests.

**MOTION 25-06-04:** Burkholder moved and the motion carried unanimously to approve the update to the Colorado Open Meeting Law Policy, amending the CORA Request Costs and Deposit section by changing verbiage that the Library “requires” a deposit to the Library “may require” a deposit. McKinney seconded the motion.

### Formation of Strategic Planning Committee

Watson shared a presentation highlighting reasons and opportunity for creating a Strategic Planning Committee.

Pasicznyuk talked about the areas boards focus on, and how those choices can shape the library both positively and negatively. Pasicznyuk suggested that the budget request be an annual request within the budget process, and that the Executive Library Director be more centric to the committee.

The board discussed the proposal, showing support for the concept.

Windju supports the idea but would like the direction fine-tuned, and suggests starting with a SWAT analysis.

Vail asked for clarification about Situational Analysis and how Watson saw that playing out.

Watson responded that he is looking for more information about where Douglas County is heading and how that information can then inform the board in directing the Executive Library Director, building on and maintaining the strength of the library while looking out for risks.

McKinney would like to work through this more and put the budget into the budget process, define metrics, and use experts for information as needed.

Burkholder agrees in contemplating the future, framework, and succession. In the interest of checks and balances, add to the charter: “Consistent with the Fiduciary

obligations as a Trustee, Strategic Planning Committee members will operate with professional objectivity, independent from political or personal influence, in all aspects of their role on the committee.” Burkholder suggested an ad hoc committee versus a standing committee.

Hampton suggested that there be a spending level not needing a second board approval, and that taxpayers be changed to residents.

Vail said that first you gather data to understand the situation, then you reflect on the facts, and then decide what to do.

Windju liked it being a special committee versus a standing committee and having a meeting to craft the charter and timeline.

**MOTION 25-06-05:** Watson moved and the motion carried unanimously to form a task force to revise the Strategic Planning Committee charter and outline a preliminary situational analysis or SWAT, bringing those documents back at the August 2025 business meeting of the full board for approval and next steps. Hampton seconded the motion. Watson, Windju, and Vail will comprise the task force.

#### Executive Library Director Update

Pasicznyuk shared information about the sewage issue at the Philip and Jerry Miller Library in Castle Rock and the pending solution. There will be an email poll once Pasicznyuk has a firm bid amount for the work needed.

Pasicznyuk shared as a follow-up conversation around safety and security that having an officer at each location for 8 hours a day would run about \$150,000 a year. Or there can be security any other hourly combination at cost of around \$72/hour per officer. A second way to attend to this safety and security aspect is to increase building surveillance.

Windju asked, how do we know the threat level so that we can understand the risk level? This might be part of the task force review under the dome of risk assessment.

#### Bylaws Update – Public Participation in Meetings

Nolan prefaced this change as a longstanding practice that should be part of the bylaws.

**MOTION 25-06-06:** McKinney moved and the motion carried unanimously to approve the update to the Board Bylaws, Article VI. Meetings, Section 4. Public Participation in Meetings as presented, updating the section to include expectations for board members during public comment as listed:

Expectations for Board Members During Public Comment:

- The President as meeting chair will oversee public comment, welcoming speakers, sharing public speaking expectations and handling any issues with conduct.
- Board members will not engage in conversation with speakers.

- Board members will listen quietly and respectfully, acting in mind of the Library brand and values.
- If board members feel there is an issue with conduct that the chair is not addressing, they will request a “Point of Order” discussion with the chair.

Watson seconded the motion.

## **PARTNER REPORTS**

### Partnership of Douglas County Governments

Vail had no report.

### Douglas County Youth Initiative (DCYI)

Windju had no report.

### Douglas County Libraries Foundation

Burkholder noted the 28 camp scholarships supported by the Foundation reported in the Executive Library Director’s monthly report. Secondly, trustees were encouraged to participate in the September 19, 2025, 10th annual Douglas County Libraries Foundation gala.

## **TRUSTEE COMMENTS**

McKinney shared appreciation for the review showing a comparison of libraries in communities over 100,000 and the percentage of their budget devoted to staff expenses.

Burkholder shared that she attended the Douglas County Libraries C.J. Box author event with 500 people in attendance, which included a community partnership with Books Are Awesome out of Parker who sold Box’s book at the event.

## **UPCOMING BOARD MEETINGS**

- July 10, 2025, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.-9:00 a.m.
- August 27, 2025, Philip & Jerry Miller Library, Castle Rock
  - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
  - Board Business Meeting, 5:30 p.m.

## **OTHER MEETINGS**

- July 16, 2025, Partnership of Douglas County Governments, Highlands Ranch Senior Center, 7:30 a.m.-9:30 a.m. (Breakfast at 7:00 a.m.)
- July 30, 2025, Board Informal Breakfast, location to be announced, 8:00 a.m.-10:00 a.m.
- September 19, 2025, 10th Annual Douglas County Libraries Foundation Gala, Beauty and the Beast, Highlands Ranch Mansion.

## **ADJOURN**

Nolan adjourned the meeting at 7:20 p.m.

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

DRAFT



**EMAIL POLL**

To:	<b>Douglas County Libraries Board of Trustees</b>
Date:	July 10, 2025
From:	Bob Pasicznyuk, Executive Library Director
Subject:	<b>Email Poll – Castle Rock Ejector Pump System</b>

**Conducted by:** Patti Owen-DeLay

**Date(s) poll conducted:** 7/10 and 7/11/2025

**Question:** Do you authorize the unbudgeted expenditure of \$250,000 (\$190,000 rough order of magnitude plus a \$60,000 contingency for any unforeseen conditions) to install an ejector pump system at the Philip and Jerry Miller Library in Castle Rock?

**To Vote:** To vote respond to the email with this poll stating your vote (yes, no, or abstain) and if you have any comments, include your comment in the email response.

**Suzanne Burkholder:**      **YES**              No              Abstain              Could not be reached

Comments:

**Pam Hampton:**              **YES**              No              Abstain              Could not be reached

Comments:

**Zach McKinney:**              **YES**              No              Abstain              Could not be reached

Comments:

**Terry Nolan:**              **YES**              No              Abstain              Could not be reached

Comments:

**Ted Vail:**              **YES**              No              Abstain              Could not be reached

Comments:

**Taylor Watson:**              **YES**              No              Abstain              Could not be reached

Comments:

**Amy Windju:**              **YES**              No              Abstain              Could not be reached

Comments:

**RATIFICATION DATE:** \_\_\_\_\_ **MOTION #:** \_\_\_\_\_

**MEMO**

**To:** Douglas County Libraries Board of Trustees

**Date:** August 27, 2025

**From:** Jill Corrente

**Subject:** Budgeted Capital Expense – 2025 Phone System Upgrade

**ISSUE:** DCL's current phone system is at end-of-life and fails to meet the organization's communication and call center analytics needs. The system hinders the ability to efficiently manage call volume, response times, and real-time communication.

**DISCUSSION:****Needs:**

- A new phone system solution to replace the current end-of-life system.
- Call center statistics and analytics dashboard to help Branch Services manage call volume, response times, and staffing more effectively.

**Proposed Solution:**

- Procurement and implementation of a new phone system with integrated analytics and reporting capabilities.
- Replacement of outdated hardware and devices with modern communication tools.
- Transitioning to the new system would start prep work in Q4 2025, implementation is expected to take approximately 1 month.

**RECOMMENDATION:** We recommend that the Board approve the \$148,420 (\$127,000 budgeted capital expense and an additional \$21,420 from Infrastructure Services operations) to replace the current end of life phone system.

## **2026 BOARD MEETING DATES**

2026 Meeting dates will follow the current cadence with minor adjustment of the Board Budget Public Hearing in December:

- Library Board Business Meetings: The last Wednesday of each month (excluding July and November) in Castle Rock, 5:30PM
- Board Budget Public Hearing and Business Meeting: Early December - before December 10
- Board Study Sessions: 4PM before Board business meetings, as needed
- Executive Committee Meetings: Typically, two weeks prior to Board Business meetings on Thursday of each month in Castle Pines, 8AM
- Other Committee Meetings and Board Retreats: Held as needed and noted below

### **January**

- Thursday, January 15, 2026, Executive Committee, 8AM
- Wednesday, January 28, 2026, Study Session, 4PM
- Wednesday, January 28, 2026, Board Annual Meeting, 5:30PM

### **February**

- Thursday, February 12, 2026, Executive Committee, 8AM
- Wednesday, February 25, 2026, Study Session, 4PM
- Wednesday, February 25, 2026, Board Business Meeting, 5:30PM

### **March**

- Thursday, March 12, 2026, Executive Committee, 8AM
- Wednesday, March 25, 2026, Study Session, 4PM
- Wednesday, March 25, 2026, Board Business Meeting, 5:30PM

### **April**

- Saturday April 11, 2026, Annual Retreat, 9AM
- Thursday, April 16, 2026, Executive Committee, 8AM
- Wednesday, April 29, 2026, Study Session, 4PM
- Wednesday, April 29, 2026, Board Business Meeting, 5:30PM

### **May**

- Thursday, May 14, 2026, Executive Committee, 8AM
- Wednesday, May 27, 2026, Study Session, 4PM
- Wednesday, May 27, 2026, Board Business Meeting, 5:30PM

### **June**

- Thursday, June 11, 2026, Executive Committee, 8AM
- Wednesday, June 24, 2026, Study Session, 4PM
- Wednesday, June 24, 2026, Board Business Meeting, 5:30PM

### **July**

- Thursday, July 16, 2026, Executive Committee, 8AM
- Wednesday, July 29, 2026, Informal Board Breakfast, 8AM

Approved Date:

**August**

- Thursday, August 13, 2026, Executive Committee, 8AM
- Wednesday, August 26, 2026, Study Session, 4PM
- Wednesday, August 26, 2026, Board Business Meeting, 5:30PM

**September**

- Thursday, September 17, 2026, Executive Committee, 8AM
- Wednesday, September 30, 2026, Study Session, 4PM
- Wednesday, September 30, 2026, Board Business Meeting, 5:30PM

**October**

- Thursday, October 15, 2026, Executive Committee, 8AM
- Wednesday, October 21, 2026, Board Special Meeting, 5:30 PM
- Wednesday, October 28, 2026, Study Session, 4PM
- Wednesday, October 28, 2026, Board Business Meeting, 5:30PM

**November**

- Wednesday, November 18, 2026, Informal Board Breakfast, 8AM
- Thursday, November 19, 2026, Executive Committee, 8AM

**December**

- Wednesday, December 9, 2026, Study Session, 3:30PM
- Wednesday, December 9, 2026, Budget Public Hearing & Board Business Meeting, 5:30PM
- Thursday, December 17, 2026, Executive Committee, 8AM

**MEMO**

**To:** Douglas County Libraries Board of Trustees

**Date:** August 27<sup>th</sup>, 2025

**From:** Casie Cook, Director of Finance

**Subject:** Budget Boundaries Approval

**ISSUE:** 2026 Budget Boundaries and Business Focus

This past year, the Board set a policy to gain clarity and alignment in the budget process by motion during the August Board Business Meeting. The Board will direct staff about the coming budget's boundaries and priorities - targets for revenue, expenses, and reserves to guide the development of the final budget.

**DISCUSSION:**

The 2026 Business Plan Focus includes:

- Maintaining collections
- Saving for the Sterling Ranch site
- Investing in our people
- Enhancing safety and security

To support these priorities, the 2026 Budget has been drafted with the following preliminary estimates:

- Revenue: \$44,840,031
- 2025 Revenue Rebate: \$(5,000,000)
- Expenses: \$(52,452,163)
- Reserves: \$(12,612,132)

These figures reflect our commitment to strategic investment while maintaining financial responsibility.

**RECOMMENDATION**

Staff recommends the Board approve these targets with the following motion:

The Board of Trustees moves to approve the proposed budget boundaries for fiscal year 2026, as presented. These boundaries include estimated revenue of \$44,840,031, a 2025 revenue rebate of \$5,000,000, expenses totaling \$52,452,163, and reserves of \$(12,612,132). The budget framework supports the strategic priorities of maintaining collections, saving for the Sterling Ranch site, investing in our people, and enhancing safety and security.

**MEMO**

**To:** Douglas County Libraries Board of Trustees

**Date:** August 27<sup>th</sup>, 2025

**From:** Casie Cook, Director of Finance

**Subject:** Auditor Recommendation for Upcoming Fiscal Year

**ISSUE:** In accordance with the Audit Policy, the contract for audit services must be put out to bid every three years, with final selection made by the Board of Trustees. To fulfill this requirement, DCL issued a Request for Proposal (RFP) for financial audit services and received submissions from five qualified auditing firms.

**DISCUSSION:** Each proposal was carefully reviewed and evaluated using eight key criteria to ensure a balanced and thorough assessment: Technical Expertise, Staff Qualifications, Audit Approach and Methodology, References and Reputation, Independence and Ethics, Cost Proposal, Capacity and Timeliness, and Communication and Responsiveness.

After completing this evaluation, we are pleased to present a recommendation for the selection of our external auditor for the upcoming fiscal year.

**Primary Recommendation:**

We recommend engaging McMahan and Associates as our external auditor. McMahan has demonstrated a strong track record in governmental and nonprofit auditing, offers competitive pricing, and received excellent references from five other library districts across Colorado. Their team has shown a clear understanding of our operational structure and compliance requirements, and we are confident in their ability to meet our needs effectively. The proposed fee for the 2025 audit is \$39,200.

**Alternate Recommendation:**

As an alternate, we propose CliftonLarsonAllen (CLA). CLA is a nationally recognized firm with extensive experience working with government entities, including municipalities and special districts. While their proposal was slightly higher in cost, they offer robust resources and a deep bench of expertise.

While we believe McMahan and Associates will provide the best value and service for our organization, CLA remains a strong alternative should circumstances require a change. The proposed fee for the 2025 audit is \$41,475.

**Regarding Eide Bailly:**

The 2024 audit conducted by Eide Bailly was completed at a cost of \$39,750. While we appreciate their service, we are not recommending Eide Bailly for the 2025 audit. In the interest of due diligence and maintaining a high standard of financial oversight, we

believe it is beneficial to engage a new firm to provide a fresh perspective on our financials.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the selection of McMahan and Associates as the external auditor for the 2025 fiscal year. Should McMahan and Associates be unable to fulfill the engagement, CliftonLarsonAllen (CLA) will serve as the alternate firm.

# Draft Strategic Planning Committee Charter

## I. Purpose and Foundational Role

The Strategic Planning Committee is a committee of the Douglas County Libraries Board of Trustees. Its purpose is to facilitate the Board's efforts in shaping the long-range strategic direction of Douglas County Libraries.

The Committee will help the Board identify future library needs, challenges and opportunities by:

1. Completing a Situational Analysis as defined by the attached template
2. Reporting findings of the Situational Analysis to the Board
3. Engaging in conversations with the Board to determine and direct action
4. Suggesting strategies for evaluation, and presenting back to the Board
5. Overseeing the strategic action by monitoring and reporting back on progress

## II. Composition and Membership

- The Committee shall be composed of three Trustees, elected annually by the full Board of Trustees.
- The Executive Library Director shall serve as an ex officio member, with staff involvement as needed for planning support.
- The Committee may invite external advisors or subject-matter experts as non-voting participants to support its work.
- Trustees serve 1-year terms, renewable without term limits as deemed appropriate by the Board.

## III. Authority and Decision-Making

- Consistent with the Fiduciary obligations as a Trustee, Strategic Planning Committee members will operate with professional objectivity, independent from political or personal influence, in all aspects of their role on the committee.
- The Committee's role is advisory, with all final strategic plan approvals and changes requiring a full Board vote.
- The Committee spending will follow existing Authorization of Expenditure Policy and annual budgetary processes.
- Committee has monthly reporting requirement for time and accomplishments.



**IV. Charter Review and Amendment**

- This Charter shall be reviewed every three years or sooner if requested by the Board.
- Amendments may be made by majority vote of the full Board.

**V. Approval and Implementation**

- Approved by: Douglas County Libraries Board of Trustees
- Effective Date: [Insert Date of Approval]
- Review Date: [Insert Date 3 Years Forward]

## ***Douglas County Libraries Situational Analysis Template Overview***

- 1. Executive Purpose and Scope***
- 2. Purpose, Mission, and Vision of DCL***
- 3. Governance, Leadership, and Organizational Overview***
- 4. Describe Our Customers and Market***
- 5. Facilities and Infrastructure***
- 6. Financial Overview***
- 7. Lines of Business and Services***
- 8. Use and Cost-to-Serve Analysis***
- 9. Customer Delivery Model***
- 10. Technology and AI Architecture***
- 11. Competitive Landscape and Value Benchmarking***
- 12. Marketing Positioning Analysis***
- 13. Strategic Model for Growth and Impact***
- 14. SWOT Analysis – Strengths, Weaknesses, Opportunities and Threats***
- 15. PESTLE Analysis – Political, Economic, Social, Technological, Legal, and Environmental - External Forces That May Shape Strategy***
- 16. Market Environment and Trends***
- 17. Key Strategic Questions for Board Reflection***

**MEMO**

**To:** Douglas County Libraries Board of Trustees

**Date:** August 27<sup>th</sup>, 2025

**From:** Casie Cook, Director of Finance

**Subject:** Roxborough Station Lease – 5<sup>th</sup> Amendment

**ISSUE:**

Approval of the 5th Amendment to the Roxborough Station, LLC Lease Agreement for renewal.

**DISCUSSION:**

In accordance with our Authorization of Expenditure Policy, facility lease agreements must be signed by the President of the Board or an authorized designee.

Legal counsel has reviewed and approved the 5th Amendment to the Roxborough lease. The amended agreement extends the lease term through December 31, 2027. Staff successfully negotiated a two-year term with a 15% rent increase in the first year and a 2.5% increase in the second year. This is a significant improvement from the landlord's original proposal of a 10-year term with a 20% increase in year one, followed by annual increases of 3–4%.

We anticipate the Sterling Ranch branch will be fully operational by the fourth quarter of 2027. If there are delays that extend beyond the current lease term, staff will pursue an additional extension as needed.

**RECOMMENDATION:** Staff recommends that Board approves the 5th Amendment to the Roxborough lease agreement.

## FIFTH AMENDMENT TO LEASE AGREEMENT

**This Fifth Amendment to Lease Agreement** ("Amendment") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025 ("Effective Date") by and between Roxborough Station LLC, a Delaware limited liability company ("Landlord") and Douglas County Library District, a quasi-municipal corporation and political subdivision of the State of Colorado ("Tenant") doing business as Douglas County Libraries.

### RECITALS:

**WHEREAS**, Landlord and Tenant, or their predecessors in interest, have entered into a certain lease agreement dated June 30, 2004, as has been amended ("Lease") under which Tenant leases from Landlord approximately 6,930 rentable square feet known as Unit A200 ("Premises") of the shopping center development known as Roxborough Marketplace in Littleton, Colorado ("Shopping Center"); and

**WHEREAS**, Landlord and Tenant desire to further amend, modify and alter certain terms and conditions of the Lease;

**NOW, THEREFORE**, in consideration of the promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **SCRIVENER'S ERROR.** Landlord and Tenant hereby acknowledge that due to a scrivener's error, the incorrect Tenant entity of "Douglas County Libraries, a library district" was used in the Lease. All references therein in the Lease to such Tenant entity shall be deleted in their entirety and replaced with the correct Tenant entity of "Douglas County Library District, a quasi-municipal corporation and political subdivision of the State of Colorado".
2. **TERM.** Landlord and Tenant hereby extend the term of the Lease for a period of two (2) years ("Extension Term"). Said Extension Term shall commence on January 1, 2026 and terminate on December 31, 2027. Tenant shall make good faith efforts to include the Rent within its draft 2026 and 2027 Budget. Notwithstanding any provision to the contrary, the Lease Extension Term is subject to annual budget and appropriation of funds by the governing body of the Tenant, and the Lease shall not be deemed to create a multiple fiscal year obligation of the Tenant. In the event sufficient funds are not appropriated to pay the Rent in any subsequent fiscal year covered by the Extension Term, the Lease shall terminate without penalty as of December 31 of the then-current fiscal year, without penalty or further obligation on the part of Tenant.
3. **RENT.** Tenant hereby agrees to pay to Landlord as Rent during the Extension Term payable as follows:

January 1, 2026 to December 31, 2026	\$129,937.50 per annum	\$10,828.13 per month
January 1, 2027 to December 31, 2027	\$133,194.60 per annum	\$11,099.55 per month

In addition to the foregoing, Tenant shall continue to pay all Additional Rent and other charges described in the Lease throughout the Extension Term.

4. **PAYMENT.** Rent Payment Address: Roxborough Station LLC, PO Box 639345 Cincinnati, OH 45263-9345.
5. **SECURITY DEPOSIT.** Upon the Effective Date of this Amendment, Tenant's Security Deposit in the amount of \$5,000.00 shall be credited to Tenant's account toward Minimum Annual Rent and Additional Rent. Tenant and Landlord acknowledge that after the credit, Tenant will no longer have a Security Deposit on file with the Landlord. Tenant further acknowledges and agrees that upon termination or expiration of the Lease, Landlord shall not be liable to return the Security Deposit to Tenant. Any references in the Lease to such Security Deposit are hereby null and void.
6. The Lease is hereby amended to add the following:
  - a. **AIR SPACE.** Notwithstanding anything in the Lease to the contrary, the rights granted to Tenant under this Lease expressly exclude any right to use the air space outside the Premises (including the right to operate any aerial vehicle or drone), or the façade or other common areas of the Shopping Center for any virtual or augmented reality or similar technology; it being acknowledged that all such rights belong exclusively to Landlord.
  - b. **TENANT INSURANCE.** Tenant shall maintain insurance coverage in accordance with the original Lease. Landlord acknowledges that Tenant is a governmental entity and may satisfy insurance requirements through participation in a public risk pool or self-insurance program. In no event shall Landlord procure insurance on behalf of Tenant or charge administrative fees without prior written agreement from Tenant. Tenant shall provide evidence of coverage upon written request from Landlord.
  - c. **HVAC MAINTENANCE.** Tenant shall maintain the HVAC system serving the Premises in good working order and may contract with a certified third-party HVAC service provider. Upon request, Tenant shall provide Landlord with maintenance

documentation. Landlord may assign any applicable warranties on HVAC systems to Tenant to the extent permitted by law. Notwithstanding the foregoing, any Landlord-performed services must first be approved in writing by Tenant, and no administrative or supervision fees shall apply.

- d. **ENERGY EFFICIENCY.** Tenant acknowledges Landlord's interest in environmental sustainability. Tenant agrees to reasonably cooperate with Landlord's efforts to implement energy-efficient and sustainable practices, provided that such cooperation does not result in increased or discretionary costs to Tenant unless specifically detailed in the Lease and subject to annual budget appropriations by Tenant. Nothing herein shall be construed to obligate Tenant to participate in or fund any programs that exceed Tenant's statutory authority or budgeted resources.
  - e. **STATE STATUTES.** Pursuant to state statutes, as may be amended or replaced from time to time, the Landlord's interest as herein described shall not be subject to liens for improvements made by Tenant or any subtenant. Tenant affirms that, as a political subdivision of the State of Colorado, it is not subject to mechanic's liens under applicable law.
  - f. **UTILITIES & WASTE MANAGEMENT.** Landlord may recommend waste management and utility providers; however, Tenant reserves the right to select utility and recycling services in accordance with its procurement policies and applicable state law. Tenant shall not be required to purchase utilities directly from Landlord unless expressly agreed in writing and subject to Tenant's appropriation and procurement procedures
7. **BROKER.** Landlord and Tenant represent and warrant to each other that neither of them has consulted or negotiated with any broker or finder with regard to the Premises or the preparation of this Amendment and will respectively indemnify the other from all liabilities arising from any such claim.
  8. **COUNTERPARTS.** This Amendment may be executed in counterparts (each of which shall be deemed an original but all of which together shall constitute one and the same Amendment) and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party. In the event that any signature is delivered by: (i) by electronic signature pursuant to Electronic Signatures In Global and National Commerce Act ("E-SIGN") or The Uniform Electronic Transactions Act ("UETA"), or similar laws, regulations, or orders of such signature (including, without limitation, through software programs such as DocuSign); (ii) by e-mail delivery of a ".pdf" format data file, "JPEG" file, or similar imaging format; (iii) by facsimile transmission; or (iv) through any other electronic transmission, then, in each case, each party acknowledges and agrees that such electronic signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such were an original thereof. Landlord, Tenant, and any other signatory party to this Amendment waives any right to claim that such respective electronic signature does not create a valid and binding contract memorializing the parties' intents through such Amendment's terms and conditions. The delivery of an executed copy hereof by Tenant shall be deemed an offer only, open for acceptance by Landlord solely upon execution and delivery of this Amendment by Landlord and an agreement binding on Landlord shall not be deemed formed until such execution and delivery notwithstanding any reliance by Tenant on any oral or written or other statements from Landlord or any of its agents delivered via e-mail or otherwise. Tenant hereby acknowledges that it disclaims any such reliance
  9. **DEFINED TERMS.** All capitalized terms not defined herein are defined in the Lease.
  10. **REPRESENTATION.** Tenant represents that Landlord is not currently in default of any terms, conditions, or covenants of the Lease. Likewise, Landlord, to the best of its knowledge, represents that Tenant is not currently in default of any terms, conditions, or covenants of the Lease.
  11. **REAFFIRMATION.** Except as amended hereby, the Lease is hereby restated, reaffirmed and incorporated herein by reference in its entirety.

**[SIGNATURE PAGE TO FOLLOW]**

**IN WITNESS WHEREOF**, the parties hereto, intending to be legally bound hereby, have executed this Amendment as of the day and year first above written.

**LANDLORD:**

Roxborough Station LLC,  
a Delaware limited liability company

By: Phillips Edison Institutional REIT LLC,  
a Delaware limited liability company, its sole member

By: Phillips Edison Institutional Joint Venture I, L.P.,  
a Delaware limited partnership, its manager

By: PAI GP LLC,  
a Delaware limited liability company, its general partner

By (Signature): \_\_\_\_\_

Print Name: Robert F. Myers

Its (Title): President

Date: \_\_\_\_\_

**TENANT:**

Douglas County Libraries,  
a quasi-municipal corporation and political subdivision of the State of Colorado

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Its (Title): \_\_\_\_\_

Date: \_\_\_\_\_

Tenant D/B/A: Douglas County Libraries

**MEMO****To:** Douglas County Libraries Board of Trustees**Date:** August 27, 2025**From:** Bob Pasicznyuk**Subject:** Executive Library Director's Report**ISSUE:** Monthly Library Report**DISCUSSION:**

**Legislative Updates.** The legislature is meeting in special session around a large budget deficit. Since the library doesn't benefit from relevant state funding, this will not impact our operation.

**Business Updates****Board Onboarding – Library Inventories Part 2:**

How does the library engage when one customer's demand crosses another customer's boundary? This topic is now scheduled for the September Study Session. The August Study Session is set aside to consider staff compensation – one of the largest and most important aspects of the 2026 budget.

Philip and Jerry Miller Library Facility – Sewer Upgrade Project. Our facilities team is working with engineers and contractors to complete the town permitting process and product purchases. Supply chain delivery estimates suggest that we are between 30 and 45 days away from installation.

***Q2 Key Performance Indicators***

The Library's Net Promoter score (Q2 @ 87) was unchanged year-over-year – represents a high degree of customer satisfaction with few "NPS detractors." Q2 library use was just over 10% higher year over year. As stated before, the marked increase in market penetration or "households" is more a function of vendor metric transition than actual changes in use patterns. The library's job turnover rate continues to trend less than similar business sectors.

***Sterling Ranch Library Project Update***

The project's first design milestone is complete. We have a working model showing the facility's position on the site, its overall layout, and its key features. We also completed our first cost-estimation workshop to check our work against budget. Our General Contractor is working with geotechnical engineers to conduct another evaluation of site soil in preparation for identifying the proper foundation system for the facility.

At the August meeting, I will provide the board with a visual peek at the design work evolution.

**Business Spotlight 1: Library resources****Revenue**

- Our library's resources were granted by Douglas County citizens through 4 elections.
  - Making our library a district.
  - Setting the library's initial mill levy.
  - Increasing that library's mill levy to today's rate of 4.
  - Removing TABOR limitations on the library for revenue growth.

- Property tax is most of our revenue – ~93%. The remaining revenue is a combination of smaller sources. For example: About 2% comes from automobile sales in the County.

### Expenses

- Our mill levy delivered about 44.8M in revenue in 2025. The Board set aside 5M as a tax rebate to citizens. 4M is devoted to capital expenses - savings and debt retirement.
- 78% supports *core* library services – staffing libraries 431 hours a week across 7 locations, content purchases, technology infrastructure, and facilities maintenance.
- 12% supports services focused toward youth, families, and early learning.
- 8% supports library support events and hospitality services (customers using spaces).
- 2% provides specialty education and research services – business consulting, alternative High School Diploma program, citizenship and naturalization support.

### Business Spotlight 2: A quick library IT primer.

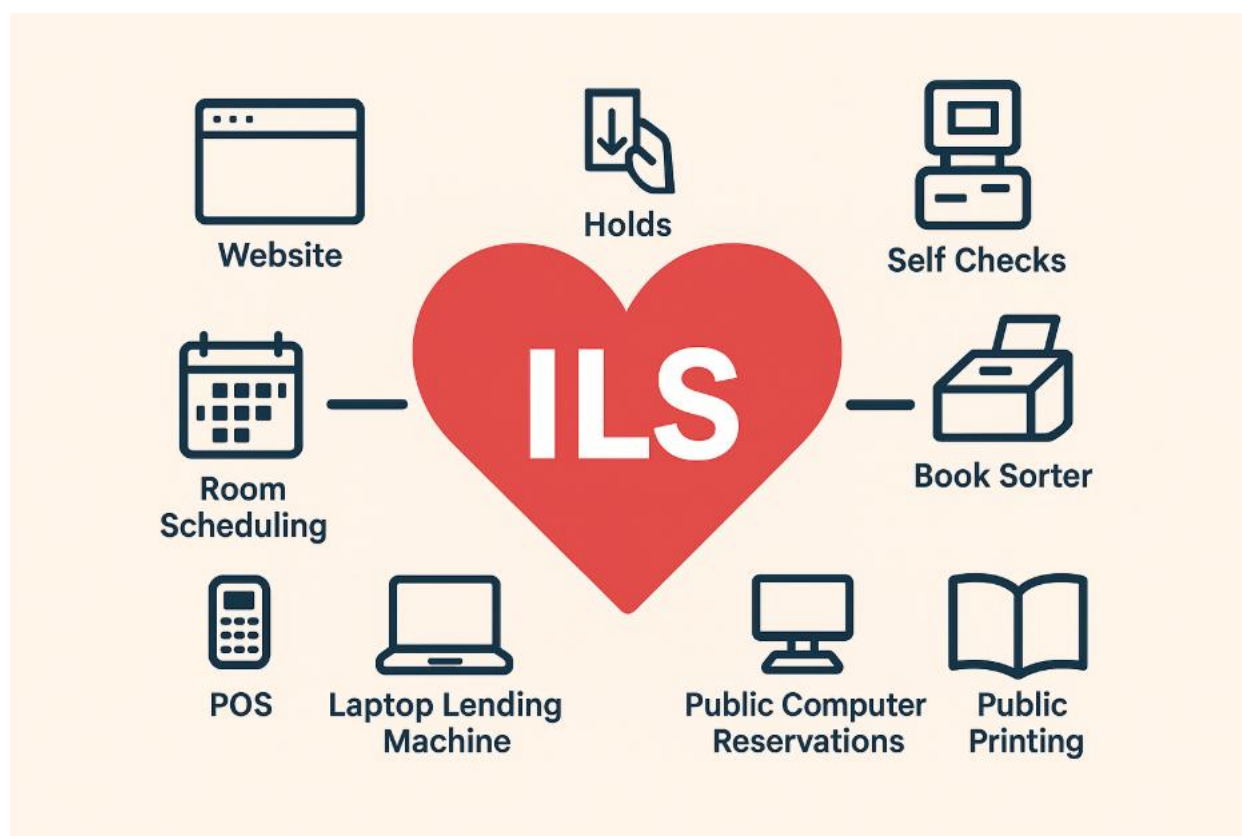


Figure 1 Photo showing library areas requiring Information technology that are supplied by vendor software. They include website, holds, self-check, room scheduling, book sorting, point of service, laptop lending machine, public computer reservations and public printing.

The library is a vendor-dependent IT environment. We purchase applications and tools rather than crafting our own. The upside of that decision is economy. Our technology purchases are inexpensive and purchased at a bulk rate. We have little influence in gaining changes or features since we are one of a chorus of customers making up the vendor customer base.

Our library's technology infrastructure breaks naturally into two categories:

- 1) Generic IT: Technology systems and products commonly used across industry. The library purchases, deploys, and supports devices, networks, storage solutions, telephony systems, and related business infrastructure that is no different than other businesses of our size and



complexity. Our IT team sustains and secures these valuable business tools and other digital assets. The library sustains a human resources information system, a learning and development platform, HVAC/comfort controls, accounting systems, and more.

2) Specialty IT: These are applications and systems unique to library operations.

- Integrated Library System (ILS) – Vendor: SIRSI/Dynix Horizon
- Content Discovery Layer/Catalog – Vendor: BiblioCommons
- Events and Hospitality – Vendor: Communico
- PC reservations and print vending – Vendor: Envisionware
- Materials Handling -Vendor: RFID Library Solutions

**Business Spotlight 3:** The Colorado State Library. Unlike public libraries which are a local matter and do not fall inside any state hierarchy, the State Library resides under the Colorado Department of Education. The State Library oversees distribution of grants – the lifeblood of small, rural libraries. It also oversees a slate of services – for example: The Colorado Talking Book Library. The State Library is led by a State Librarian. That position is currently vacant since Douglas County’s own Nicole Davies just vacated the State Librarian position and accepted the opportunity to be the 11th City Librarian and CEO at Denver Public Library.

By the Way. Two library leaders – the CEOs of Denver Public Library and Jefferson County Libraries – are Douglas County residents.

## Previous Board Meeting Follow Up: None

## Division Updates:

### Community Engagement

#### Archives & Local History

- The Castle Rock Museum borrowed one of the recent exhibits Community Engagement designed, ***From the Archives: 60th Anniversary of the 1965 Flood***, and it is currently on exhibit in their space. In addition, archivists attending the SRMA conference in Castle Rock recently were impressed by the quality of the exhibit and surprised to hear it was created in-house.
- A new history exhibit featuring sports competitions in Douglas County, ***From the Archives, A History of Competition*** was installed on August 15. The exhibit will be at the Philip & Jerry Miler, Lone Tree, Parker, and Highlands Ranch library locations through September 22.

### Events

- The Annual DCL Brew Tour kicked off on Sunday, July 27 at 4:30 pm with a concert at our Aloha Plaza West in Castle Rock. Over 250 people enjoyed a lovely afternoon with live music, delicious barbecue, and local brew tastings. This two-month-long tour promises to be our largest yet. You can still register for the Brew tour and related special events at [dcl.org/brew-tour/](http://dcl.org/brew-tour/).
- The Douglas County Libraries Foundation will celebrate the classic story of Beauty and the Beast. Guests will enjoy an unforgettable evening in the style of provincial France, celebrating true love and its timeless messages of inner beauty and the transformative nature of kindness, at the 10th annual Fete Des Fables Gala on Friday, September 19, 2025, at the Highlands

Ranch Mansion. Please consider donating a few bottles of wine valued at over \$30/bottle for the events popular wine pull.

- On Saturday, August 16 at 7 PM, DCL hosted NYT bestselling author of *Pretty Girls* and the *Will Trent* - now a hit TV show, Karen Slaughter. The event was held at the Denver South Marriott and Ms. Slaughter was in conversation with USA Today bestselling author Carter Wilson. They talked about her next mystery, a book-signing followed.
- In June, DCL hosted an author panel on the popular Romantasy genre. This event ended up with 275 attendees. The publicist (who also works with Rebecca Yarros) was extremely pleased with DCL's organization of the event and the turnout. We are hopeful this will lead to a future event with the very popular author, Rebecca Yarros.

## Marketing & Media

- As part of our normal workplan responsibilities, we track online reviews from our community. Here is an example of one received in June. Google Review contributor Me K.L. said, "Parker Library is a fantastic community space. It is clean and thoughtfully designed. The children's area is inviting, with plenty of space for kids to explore, play, and enjoy books. The layout makes it easy for parents to keep an eye on their kids while still feeling welcome and not disruptive to others. Story times here are well-run and engaging. The staff are friendly and welcoming, which really adds to the positive atmosphere. They do a great job creating a space where families feel comfortable and included. The upstairs area filters out most of the sound from the kids' section downstairs. It is a great option for anyone needing a quieter space to read, work, or study without interruption. With a wide variety of closed-off rooms for individuals and groups as well. Highly recommend for families with young children and anyone looking for a peaceful spot to unwind."
- Events & Hospitality and Marketing teamed up to create a promotional campaign to reach small businesses in the community looking for spaces to host staff training. This is a growing customer of Events & Hospitality, so we drafted a plan to reach out to the companies through targeted and creative marketing efforts, to increase awareness of this potential customer base.

In July, the Community Engagement Division attended their annual retreat. The Division focused on emotional intelligence training as well as planning for 2026.

## Staff Day

We have been working on finalizing staff day details. Staff Appreciation Day is right around the corner on Friday, September 12, at the Highlands Ranch library. We have designed a day that incorporates training, information, fun, and relaxation—giving staff the chance to engage in various ways. Please join us for as much of the day as you are available.

## Customer Experience Division

Working on:

- Materials Handling team working on improving process to capture data from sorters to better inform staffing decisions.
- Preparing for the return of school-aged services in the fall (e.g., Reading Buddies, class tours).
- Preparing for Share Point migration.
- Said farewell to CX department manager; beginning recruitment for new manager.
- Book drops will be closed at all locations on Friday, September 12 because of Staff Day.

#### Accomplished:

- Provided premium customer service through the busy summer season. Courier team supported by running double routes to support influx of items moving in and out of our branches.
- Wrapped up popular summertime weekly outdoor storytimes at each branch.
- Prepared framework for Environmental CARE peer skills sharing in Q3-Q4.
- Established procedure review process to provide ongoing, scheduled updates of CX procedures in the 1DCL manual.

### **Executive Division**

#### Working on:

- SharePoint migration and updating manuals and documents to reflect new file locations
- 2026 Calendaring
- Board packets for accessibility

#### Accomplished

- Foundation Records Retention organization
- Board policy updates from June approvals

### **Infrastructure Services Division**

#### Working on:

- Managing and adjusting e-book and e-audio holds ratios to meet customer demand within budget; currently at an 8:1 holds ratio with an average 31 day wait time.
- Selecting a vendor to replace end-of-life phone system.
- Planning for the launch of an ongoing cybersecurity awareness training program for all staff.
- Reviewing and updating the Employee Handbook.
- Working with Risk Resiliency on the Organizational Resiliency Program.
- Planning for the start of the Highlands Ranch parking lot resurfacing project.

#### Completed:

- Updated all job descriptions for Q4 market analysis.
- Submitted Cost Containment certification renewal to State Labor Board.
- Met and exceeded Q2 milestones for staff PC replacement project, replacing 102 laptops and desktops across DCL.

### **Finance Division**

#### Working on:

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

#### Completed:

- Audit Firm Evaluation: Collected and reviewed proposals from potential audit firms to support future financial audits.
- Investment Account Setup: Successfully opened an investment account with Chandler Asset Management.

**RECOMMENDATION: None, information, only**

**MEMO**

**To:** Douglas County Libraries Board of Trustees

**Date:** August 27<sup>th</sup>, 2025

**From:** Casie Cook, Director of Finance

**Subject:** Financial Statement Review for the six months ending June 30<sup>th</sup>, 2025

**Balance Sheet**

As of June 30<sup>th</sup>, 2025, the Library has \$21.388 million of cash and liquid investments. The Library is holding \$.134 million, or \$134 thousand in cash for accounts payable purposes. The Library is holding \$21.200 million in liquid funds at ColoTrust, \$21.698 million in Chandler Asset Management's portfolio held at UMB Bank, plus \$.011 million, or, \$11 thousand in liquid investments at the Colorado Statewide Investment Program (CSIP).

On June 30, 2025, the Library recorded interest income of \$.769 million, or, \$769 thousand, which exceeds the budget by 15.6%.

On June 30<sup>th</sup>, 2025, the Library recorded a receivable and related deferred revenue of \$13.588 million for property taxes. We expect the Library to collect more than 99% of property taxes budgeted for 2025.

Funds available for future capital improvements total \$22.877 million on June 30<sup>th</sup>, 2025, as reported on the unassigned fund balance line of the balance sheet.

**Performance vs Budget**

Overall, the Library has realized a \$6.276 million, 75% favorable, variance to budget for the six months ending June 30<sup>th</sup>, 2025. \$5.000 million of this variance is attributed to the tax rebate, which is to be processed when completing our 2026 mill levy calculation to the county this fall.

Total revenues are (\$.539 million, or \$539 thousand), and (1.7%) under budget, through June 30<sup>th</sup>, 2025. Property taxes account for the majority of this variance – this is due to timing and will align with budgeted values in the third quarter.

Operating expenditures are (11.2%), or (\$1.923 million), under budget through June 30<sup>th</sup>, 2025. Salaries and Wages and Library Content account for a large portion of this variance due to timing; this expense is expected to eventually align with budgeted amounts.

Salaries, Wages, Benefits & PERA Retirement, which account for 64% of operating expenses through June 30<sup>th</sup>, 2025, are (\$.703 million, or \$703 thousand), and (6.7%) under budget, through June 30<sup>th</sup>, 2025.

All other operating expenditures were (\$1.220 million), and (18.3%) below budget, through June 30<sup>th</sup>, 2025, primarily due to seasonality differences between budgeted vs actual expenditures.

**Capital Expenditures**

Actual spending for Capital Maintenance items for the six months ending June 30<sup>th</sup>, 2025, is \$.196 million, or, \$196 thousand, vs. an annual budget of \$1.401 million. The remaining funds are expected to be expended through the course of the year.

Actual spending for Capital Improvement items for the six months ending June 30<sup>th</sup>, 2025, is \$.273 million, or, \$273 thousand, vs. an annual budget of \$4.947 million. As progress payments are made on the new Sterling Ranch library, spending is expected to align with budgeted amounts.

## **2025 Forecast**

Based on the Library's 2025 performance through June 30<sup>th</sup>, 2025, and assuming the Library performs according to its remaining budget through December 2025, the Library is projecting a fund balance of \$32.298 million at December 31, 2025. This balance includes \$5.000 million to be rebated via a mill levy reduction for the 2025 property tax year, to be realized via a reduction in property tax collections early 2026.

## BALANCE SHEET

	December 31, 2024	June 30, 2025
	Audited	Unaudited
<b>ASSETS</b>		
Cash	\$ 30,123,708	\$ 21,387,662
Property Taxes Receivable	42,088,728	13,587,987
Prepaid Expenses And Deposits	365,388	428,591
Receivable DCL Foundation	308,253	405,469
Accounts Receivable	16,824	1,313
Investments	0	21,698,168
<b>Total Assets</b>	<b>\$ 72,902,901</b>	<b>\$ 57,509,190</b>
<b>LIABILITIES &amp; FUND BALANCE</b>		
<b>LIABILITIES</b>		
Deferred Property Taxes	\$ 41,871,506	\$ 13,587,987
Accrued Salaries And Benefits	480,882	535
Accounts Payable	1,331,282	134,227
Other Accrued Liabilities	49,969	10,128
<b>Total Liabilities</b>	<b>\$ 43,733,639</b>	<b>\$ 13,732,877</b>
<b>FUND BALANCE</b>		
Nonspendable Fund Balance	\$ 365,389	\$ 428,590
Restricted Fund Balance	1,272,047	1,272,047
Assigned Fund Balance	4,300,000	4,300,000
Unassigned Fund Balance	19,402,764	22,876,625
Committed Fund Balance	292,000	292,000
Revenues Over (Under) Total Expenditures	3,537,062	14,607,051
<b>Total Fund Balance</b>	<b>\$ 29,169,262</b>	<b>\$ 43,776,313</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 72,902,901</b>	<b>\$ 57,509,190</b>



**Quarterly Report of Cash and Investments**  
**June 2025**

<b>Institution</b>	<b>% of Total</b>	<b>Value</b>	<b>Maturity Date</b>	<b>Interest YTD</b>	<b>Current Rate</b>
<b><u>Cash and Investments</u></b>					
Colotrust *	49.20%	\$ 21,199,719	N/A	\$ 742,218	4.37%
Chandler Asset Management	50.36%	21,698,168	N/A	26,990	3.72%
SouthState Bank	0.35%	150,019	N/A	11	0.01%
Wells Fargo Bank	0.06%	25,135	N/A	-	0.00%
CSIP Liquid*	0.02%	10,767	N/A	233	4.34%
Cash in Use	0.00%	2,021	N/A	-	
<b>Total Cash and Investments</b>	<b>100.00%</b>	<b><u>43,085,830</u></b>		<b><u>769,451</u></b>	
Property tax interest		-		(3,431)	
<b>Total Cash and Investments</b>		<b><u>\$ 43,085,830</u></b>		<b><u>\$ 766,020</u></b>	

**NOTES:**

\* Variable rate account.





# STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE

## As of June 30, 2025

### (Unaudited)

	Month Ending June 30, 2025		Year To Date June 30, 2025			Annual Budget June 30, 2025	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Revenue							
Property taxes	\$ 2,207,121	\$ 28,358,073	\$ 29,695,378	\$ (1,337,305)	(4.50) %	\$ 42,001,506	32.48 %
Specific Ownership Taxes	265,549	1,338,811	799,680	539,131	67.41 %	1,599,360	16.29 %
Contributions/Grants	190,000	190,000	150,962	39,038	25.85 %	405,932	53.19 %
Charges for services	16,383	281,969	165,214	116,755	70.66 %	346,998	18.74 %
Interest Income	149,594	766,020	662,817	103,203	15.57 %	1,483,779	48.37 %
Total Revenue	2,828,647	30,934,873	31,474,051	(539,178)	(1.71) %	45,837,575	32.51 %
Operating Expenditures							
Salaries & Wages	1,301,594	7,932,570	8,564,831	(632,261)	(7.38) %	17,333,993	54.24 %
Benefits	127,623	730,064	679,583	50,480	7.42 %	1,359,171	46.29 %
PERA Pension	192,347	1,159,322	1,280,982	(121,660)	(9.49) %	2,561,964	54.75 %
Library Content	206,473	2,057,293	2,334,447	(277,154)	(11.87) %	4,617,295	55.44 %
Facilities	168,247	1,081,410	1,256,861	(175,451)	(13.95) %	2,755,777	60.76 %
Technology, Equipment & 3rd-Party Services	125,172	905,923	971,422	(65,499)	(6.74) %	1,874,710	51.68 %
Library Programs & Outreach	101,600	686,002	726,460	(40,457)	(5.56) %	1,602,269	57.19 %
District-Wide Support Costs	60,935	514,148	748,245	(234,097)	(31.28) %	1,643,423	68.71 %
Capital Maintenance Projects	24,310	195,522	622,800	(427,278)	(68.60) %	1,401,300	86.05 %
Total Operating Expenditures	2,308,301	15,262,254	17,185,631	(1,923,377)	(11.19) %	35,149,902	56.58 %
Debt Service	8,173	368,078	242,313	125,765	51.90 %	2,150,670	82.89 %
County Treasurer's Fees	33,151	424,891	457,425	(32,534)	(7.11) %	654,012	35.03 %
Total Operating, Interest & Fee Expenditures	2,349,625	16,055,223	17,885,369	(1,830,146)	(10.23) %	37,954,584	57.70 %
Total Revenues Over (Under) Operating Expenditures	479,022	14,879,650	13,588,682	1,290,968	9.50 %	7,882,991	(88.76) %
Non-Operating Revenues (Expenditures)							
Tax Relief	0	0	(5,000,000)	5,000,000	(100.00) %	(5,000,000)	100.00 %
Capital Improvement Projects	(4,361)	(272,599)	(257,215)	(15,384)	5.98 %	(4,946,765)	94.49 %
Total Non-Operating Revenues (Expenditures)	(4,361)	(272,599)	(5,257,215)	4,984,616	(94.81) %	(9,946,765)	97.26 %
Total Revenues Over (Under) Total Expenditures	474,661	14,607,051	8,331,467	6,275,584	75.32 %	(2,063,774)	807.78 %
Beginning Fund Balance	43,301,652	29,169,262				29,362,231	
Ending Fund Balance	\$ 43,776,313	\$ 43,776,313				\$ 27,298,457	



**Comparison of Property & Auto Tax Revenues**  
**June 2025 YTD**

**Property Tax (net of adjustments)**

	<u>2024</u>	<u>2025</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	267,815	1,050,183	782,368	292%
March	13,406,346	15,243,415	1,837,068	14%
April	1,882,085	1,929,348	47,263	3%
May	7,387,059	7,928,006	540,947	7%
June	3,330,989	2,207,121	(1,123,868)	(34%)
July	10,760,165		n/a	n/a
August	383,696		n/a	n/a
September	160,375		n/a	n/a
October	16,099		n/a	n/a
November	35,059		n/a	n/a
December	48,407		n/a	n/a
<b>Total</b>	<b><u>\$37,678,094</u></b>	<b><u>\$28,358,073</u></b>	<b><u>\$2,083,779</u></b>	

**Adjustments include prior year tax collected, TIF deductions and abated taxes.**

**Auto Tax**

	<u>2024</u>	<u>2025</u>	<u>Variance Amount</u>	<u>% Variance</u>
January	\$0	\$0	n/a	n/a
February	260,985	278,388	17,403	7%
March	222,009	276,000	53,991	24%
April	206,906	269,709	62,803	30%
May	225,916	249,165	23,249	10%
June	217,804	265,549	47,745	22%
July	216,417		n/a	n/a
August	238,903		n/a	n/a
September	237,619		n/a	n/a
October	221,684		n/a	n/a
November	244,106		n/a	n/a
December	441,673		n/a	n/a
<b>Total</b>	<b><u>\$2,734,022</u></b>	<b><u>\$1,338,811</u></b>	<b><u>\$205,191</u></b>	



**2025 Budget**  
**Maintenance & Improvement Projects**  
**For Projects over \$10,000 and a life greater than one year**  
**As of June 30, 2025**

	Original Budget	Spent To-Date	Remaining Budget
<b><u>Operating Expenditures: Maintenance Projects</u></b>			
[M1] District IT: B100	\$ 761,000	\$ 76,889	\$ 684,111
[M1] District-Wide: B100	486,300	26,151	460,149
Castle Pines: B200	-	-	-
Castle Rock: B700	60,000	-	60,000
Highlands Ranch: B300	30,000	-	30,000
Lone Tree: B400	54,000	22,788	31,212
Parker: B600	-	-	-
Roxborough: B800	10,000	69,694	(59,694)
Unallocated	-	-	-
<b>Total Maintenance Projects</b>	<b>\$ 1,401,300</b>	<b>\$ 195,522</b>	<b>\$ 1,205,778</b>
<b><u>Notes</u></b>			
[M1] Requires Board motion to approve			
<b><u>Non-Operating Expenditures: Improvement Projects</u></b>			
District IT: B100	\$ -	\$ -	\$ -
District-Wide: B100	-	4,360	(4,360)
Castle Pines: B200	-	-	-
Castle Rock: B700	25,000	-	25,000
[I1] Highlands Ranch: B300	780,000	240,038	539,962
Lone Tree: B400	5,000	4,400	600
Parker: B600	60,000	-	60,000
[I1] Roxborough: B800	4,076,765	23,800	4,052,965
<b>Total Improvement Projects</b>	<b>\$ 4,946,765</b>	<b>\$ 272,598</b>	<b>\$ 4,674,167</b>
<b><u>Notes</u></b>			
[I1] Requires Board motion to approve			
<b>Grand Total Maintenance, Improvements, Capital Campaign</b>	<b>\$ 6,348,065</b>	<b>\$ 468,120</b>	<b>\$ 5,879,945</b>



Douglas County Libraries  
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT  
(Unaudited)

	Month Ending June 30, 2025	Year to Date June 30, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Salaries & Wages							
Community Engagement							
Community Services & Partnerships	39,958	209,985	267,503	(57,518)	(22) %	539,607	50 %
Events & Hospitality	43,002	234,912	301,484	(66,572)	(22) %	608,152	50 %
Marketing & Communications	40,012	244,961	256,396	(11,435)	(4) %	517,203	50 %
Special Events	55,869	306,177	354,735	(48,558)	(14) %	715,201	50 %
Visual Design, Arts, & Archives	30,794	172,613	198,646	(26,032)	(13) %	400,708	50 %
Volunteer Services	27,361	166,354	174,730	(8,377)	(5) %	352,465	50 %
Total Community Engagement	236,996	1,335,002	1,553,494	(218,492)	(14) %	3,133,336	50 %
Customer Experience							
Branch Operations	9,324	56,762	61,616	(4,854)	(8) %	124,293	50 %
Branch Services	125,419	785,472	948,604	(163,131)	(17) %	1,913,520	50 %
Customer Experience	182,247	1,147,518	824,864	322,653	39 %	1,668,179	51 %
Materials Handling	165,174	991,487	1,082,576	(91,089)	(8) %	2,183,772	50 %
Youth & Family Services	196,542	1,174,035	1,331,512	(157,477)	(12) %	2,685,924	50 %
Total Customer Experience	678,706	4,155,274	4,249,172	(93,898)	(2) %	8,575,688	50 %
Executive							
Directors	82,023	498,847	534,274	(35,427)	(7) %	1,077,737	50 %
Total Executive	82,023	498,847	534,274	(35,427)	(7) %	1,077,737	50 %
Finance							
Accounting Operations	41,506	223,425	212,868	10,557	5 %	429,397	50 %
Budgeting	7,649	46,556	48,874	(2,318)	(5) %	98,589	50 %
District-wide Operations	0	0	0	0	100 %	0	0 %
Procurement	0	9,952	51,518	(41,567)	(81) %	103,923	50 %
Total Finance	49,155	279,933	313,260	(33,328)	(11) %	631,909	50 %
Infrastructure Services							
Collection Services	100,216	614,330	660,509	(46,178)	(7) %	1,332,383	50 %
Facilities	33,123	208,843	242,893	(34,050)	(14) %	489,876	50 %
Human Resources	27,627	159,604	167,375	(7,771)	(5) %	337,630	50 %
Information Technology	56,037	336,966	373,261	(36,294)	(10) %	752,855	50 %
Infrastructure Services Operations	5,060	30,800	32,333	(1,534)	(5) %	65,223	50 %
Learning & Development	20,479	134,389	216,839	(82,450)	(38) %	437,408	50 %
Safety & Security	0	9,715	50,296	(40,581)	(81) %	101,457	50 %
Total Infrastructure Services	242,542	1,494,647	1,743,506	(248,858)	(14) %	3,516,832	50 %
Total Salaries & Wages	<u>1,289,422</u>	<u>7,763,703</u>	<u>8,393,706</u>	<u>(630,003)</u>	<u>(8) %</u>	<u>16,935,502</u>	<u>50 %</u>



Douglas County Libraries  
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT  
(Unaudited)

	Month Ending June 30, 2025	Year to Date June 30, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Other Earnings							
Bonus Pool	500	89,588	93,500	(3,912)	(4) %	243,241	62 %
Other Earning Types	11,672	79,279	77,625	1,654	2 %	155,250	50 %
Total Other Earnings	<u>12,172</u>	<u>168,867</u>	<u>171,125</u>	<u>(2,258)</u>	<u>(1) %</u>	<u>398,491</u>	<u>57 %</u>
Benefits							
Unemployment Insurance	2,371	14,613	25,002	(10,389)	(42) %	50,000	50 %
Worker's Compensation	3,897	13,827	17,874	(4,047)	(23) %	35,753	50 %
Health Insurance	99,780	569,744	499,550	70,194	14 %	999,100	50 %
Life Insurance	691	4,892	3,829	1,063	28 %	7,658	50 %
Medicare	18,080	110,157	125,670	(15,513)	(12) %	251,340	50 %
Employee Assistance Program	1,330	2,660	2,658	2	0 %	5,320	50 %
Worker's Compensation Deductible	1,474	14,170	5,000	9,171	183 %	10,000	50 %
Total Benefits	<u>127,623</u>	<u>730,063</u>	<u>679,583</u>	<u>50,481</u>	<u>7 %</u>	<u>1,359,171</u>	<u>50 %</u>
PERA Pension							
PERA Retirement-Pension	192,347	1,159,323	1,280,982	(121,659)	(9) %	2,561,964	50 %
Total PERA Pension	<u>192,347</u>	<u>1,159,323</u>	<u>1,280,982</u>	<u>(121,659)</u>	<u>(9) %</u>	<u>2,561,964</u>	<u>50 %</u>
Total Douglas County Libraries	<u>1,621,563</u>	<u>9,821,956</u>	<u>10,525,396</u>	<u>(703,440)</u>	<u>(7) %</u>	<u>21,255,128</u>	<u>50 %</u>
Other Earning Types							
Other Earnings							
Call Back (CALBK)	183	993	0	993	100 %	0	0 %
On Call (ONCAL)	649	4,308	0	4,308	100 %	0	0 %
PTO Pay Out (PTOPO)	10,840	74,062	77,625	(3,563)	(5) %	155,250	50 %
Retro (RETRO)	0	(84)	0	(84)	100 %	0	0 %
Total Other Earnings	<u>11,672</u>	<u>79,279</u>	<u>77,625</u>	<u>1,654</u>	<u>2 %</u>	<u>155,250</u>	<u>50 %</u>
Total Other Earning Types	<u>11,672</u>	<u>79,279</u>	<u>77,625</u>	<u>1,654</u>	<u>2 %</u>	<u>155,250</u>	<u>50 %</u>



Douglas County Libraries  
SALARIES & WAGES, BENEFITS AND PERA RETIREMENT  
(Unaudited)

	Month Ending June 30, 2025	Year to Date June 30, 2025				Current Year Annual Budget	
	Actual	Actual	Budget	Variance	% Budget	Budget	Remain %
Over (Under) Budget Comparison							
Community Engagement	236,996	1,335,002	1,553,494	(218,492)	(14) %	3,133,336	50 %
Customer Experience	678,706	4,155,274	4,249,172	(93,898)	(2) %	8,575,688	50 %
Executive	82,023	498,847	534,274	(35,427)	(7) %	1,077,737	50 %
Finance	49,155	279,933	313,260	(33,328)	(11) %	631,909	50 %
Infrastructure Services	242,542	1,494,647	1,743,506	(248,858)	(14) %	3,516,832	50 %
Total Salaries & Wages	<u>1,289,422</u>	<u>7,763,703</u>	<u>8,393,706</u>	<u>(630,003)</u>	<u>(8) %</u>	<u>16,935,502</u>	<u>50 %</u>
Schedule of Benefits as % of Gross Payroll							
Unemployment Insurance	0.18 %	0.19 %	0.30 %	(0.11) %	(38) %	0.30 %	(1) %
Worker's Compensation	0.30 %	0.18 %	0.21 %	(0.04) %	(19) %	0.21 %	(1) %
Health Insurance	7.74 %	7.34 %	5.95 %	1.38 %	23 %	5.90 %	(1) %
Life Insurance	0.05 %	0.06 %	0.05 %	0.02 %	50 %	0.05 %	(1) %
Medicare	1.40 %	1.42 %	1.50 %	(0.08) %	(5) %	1.48 %	(1) %
Employee Assistance Program	0.10 %	0.03 %	0.03 %	0.00 %	0 %	0.03 %	(1) %
Worker's Compensation Deductible	0.11 %	0.18 %	0.06 %	0.13 %	260 %	0.06 %	(1) %
Total Benefits	<u>10.00 %</u>	<u>9.00 %</u>	<u>8.00 %</u>	<u>1.00 %</u>	<u>16 %</u>	<u>8.00 %</u>	<u>(1) %</u>
Benefits	<u>9.90 %</u>	<u>9.40 %</u>	<u>8.10 %</u>	<u>1.31 %</u>	<u>16 %</u>	<u>8.03 %</u>	<u>(1) %</u>