

DOUGLAS COUNTY LIBRARIES**BOARD BUSINESS MEETING**

Wednesday, October 28, 2026, 5:30 p.m., Lone Tree Library, Lone Tree, CO

Call meeting to Order**Attendance**

Sergeant James Nunn, Lone Tree Police Department

Guests Former Trustee Taylor Watson

Public Comment**Library Business**

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

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

1. Minutes September 30, 2026, Business Meeting [page 4](#)
2. Executive Director's Proposed 2027 Goals [page 11](#)

Action & Discussion Item(s)

- Recognition of former trustee Watson [page 13](#)
- Presentation on the Facilities Master Plan and Sterling Ranch Library
 - Investigate Small Community Service Strategy [page 14](#)
 - Consolidation discussion and action on leased Roxborough Library [page 15](#)
 - Consolidation discussion and action on leased Louviers Library [page 16](#)
- 2027 Draft Budget – Noticed and Posted as per statute [page 17](#)
- Bylaws & Policy Updates – tabled until 2027

Executive Director Update

- Written Report [page 22](#) including updates on:
 - Sterling Ranch Library Project
 - Integrated Library System (ILS)
 - Castle Pines Flood
 - Citizen Review Request *Werewolves* by Virginia Loh-Hagan

Partner Reports

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

Trustee Comments and Questions**Upcoming Board Meetings**

- November 19, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, Colorado, 8:00 a.m.
- December 9, 2026, Lone Tree Library, Lone Tree, Colorado
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting and Budget Public Hearing, 5:30 p.m.

Other Meetings

- November 9, 2026, Partnership of Douglas County Governments Elected/Appointed Officials Reception, Philip & Jerry Miller Library, Castle Rock, Colorado, 6:00 p.m. RSVP deadline 10/30/26
- December 17, 2026, State of Douglas County – RSVP deadline 10/30/26

Adjourn

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 28, 2026

From: Patti Owen-DeLay

Subject: Consent Agenda

Issue: Review and approve the Consent Agenda item(s).

Discussion:

The Consent Agenda follows the process outlined below:

- Items will be added as normal or appropriate for the Consent Agenda
- Consent Agenda items are not discussed
- 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 discussion, that item will be moved for discussion and action under Library Business
- Motion recommendation will be accepted as proposed; if an amended motion is needed, the item will be pulled from the Consent Agenda to accomplish this
- To pull an item from the Consent Agenda, tell the meeting chair that you would like to pull item number __, (stating the item number)
- Item(s) moved will be handled first under Action & Discussion unless the Board takes a motion to do something different with the item.

Consent Agenda Items for this meeting are:

1. Board Meeting Minutes, September 30, 2026
2. Executive Director's Proposed 2027 Goals

Recommendation: Move to approve the Consent Agenda as presented (or as amended if an item or items were pulled).

Note: The motion in the board meeting minutes will name all items approved as part of the Consent Agenda.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
September 30, 2026
Lone Tree Library, Lone Tree, 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 (DCL) Bylaws.

The following were present:

TRUSTEES: Pam Hampton, John Kennedy, Terry Nolan, Zach McKinney, Amy Windju, and Ted Vail

A quorum was present. Newly appointed trustee Kim Ransom was absent. The absence was excused.

STAFF: Bob Pasicznyuk, Casie Cook, Crystal Bustillos, and Patti Owen-DeLay

STAFF PRESENT NOT PARTICIPATING IN THE MEETING: Jill Corrente, Amber DeBerry, Amy Fischer, Laura Kennedy, Chris Morelli, Brandon Forman, Sterling Sylvester, Becky Spilver, Robin Warnke

LONE TREE POLICE OFFICER: Sergeant James Nunn

GUESTS: Kyle Perry with Chandler Asset Management, Inc.

PUBLIC: Rebecca Connet, Alan Craig Mason, Kathy Dannemiller

PUBLIC COMMENT

Rebecca Connet – Douglas County resident. Connet presented postcards from the community to keep the Louviers library open. Owen-DeLay will scan them for the board.

LIBRARY BUSINESS

No one declared a conflict of interest on any of the action matters below.

CONSENT AGENDA

1. Minutes of September 16, 2026, Special Meeting
2. 2027 Holiday Schedule
3. Ransom Appointment Email for District I Open Seat

Windju requested that the September 16, 2026, minutes be removed from the Consent Agenda for discussion. They were removed.

MOTION 26-09-01: McKinney moved and the motion carried unanimously to approve the 2027 Holiday Schedule and Appointment Email for new District 1 trustee Kim Ransom. Hampton seconded the motion.

September 16, 2026, Minutes – Windju would like to have the minutes reflect a roll call vote to show how all trustees voted, since her name was shown as opposing.

MOTION 26-09-02: Windju moved and the motion carried unanimously to amend the minutes to reflect a roll call vote, naming all trustees and their votes, not just Windju's. Hampton seconded the motion.

PRESENTATION: Library Investments, Kyle Perry, Chandler Asset Management

Perry prefaced the investment market by talking about the state of different markets, employment, energy, inflation, consumer spending, geo-politics, the Federal Reserve, etc.

The Sterling Ranch project and investment plan were reviewed, so projected extra income from investing these monies can make money prior to need.

Perry also reviewed the Reserves Portfolio, current holdings, and Statement of Compliance.

ACTION AND DISCUSSION ITEMS

Resolution 26-09-01 Recognizing the Service of Taylor Watson

Nolan read the resolution and asked for a motion.

MOTION 26-09-03: Vail moved and the motion carried unanimously to approve Resolution 26-09-01 recognizing the service of Taylor Watson. McKinney seconded the motion.

2027 Budget Review

The board reviewed the budget narrative and schedule. Bustillos did a quick overview of the 2027 highlights for the board to ask questions and direct staff in the drafting of the final budget in October.

- In 2027, the library will claim the full mill levy.
- Compensation will increase 7% over 2026; this is both merit/bonus and new staffing with Sterling Ranch Library.
- Benefits will raise 26%.
- Library Content will increase by 5% due to Sterling Ranch.
- Facilities – Will increase 22% due to Sterling Ranch and to cover rate volatility.
- Technology will increase due to a new catalog system.
- Capital will increase due to maintenance, legal compliance, and safety and security.
- Includes Sterling Ranch timing changes, but the total spent is consistent with what the board approved.

Nolan shared that now is the time to ask questions.

Windju asked about safety and security as opposed to legal in the capital projects. Bustillos responded that both are in the same safety and security budget but in different buckets.

Library Content increase: Windju asked what the increase in digital is for. Pasicznyuk shared that we are trying to bolster the budget to meet more of the request need.

McKinney asked why the budget presented doesn't add up. Bustillos responded that they are just seeing highlights of the main changes, not the entire budget.

A detailed budget presentation will be given in October.

Bylaws Governance Updates

Pasicznyuk prefaced the discussion stating that this was work brought forward by the board members asking for great distinctions, legal counsel, and staff. The changes seek to identify clarity in governance versus operations in many areas; manage being eligible for grant funding by having foundation donations from all board members; and there is added clarity on public comment and board attendance obligations.

MOTION 26-09-04: Hampton moved and the motion carried unanimously to take no action on the updates to the Bylaws tonight. Windju seconded the motion.

Windju felt that the board was not given enough time to review the changes and understand why they were coming to the board, and why they were staff changes when these are the board policies [Bylaws]. Windju also felt that this shouldn't be discussed without all members present. Though law requires a quorum for board action, not a full board, and the Bylaws require a second reading if amendments aren't made with a full board and a unanimous vote.

This request was in line with the Bylaws requirements for any updates.

The Bylaws will be presented again at the October board meeting for first reading. This gives board members the opportunity to get answers to their questions during October.

Financial Policies Updates: Authorization of Expenditure Policy and Purchasing Policy

Cook prefaced this request to update the Authorization of Expenditure Policy and Purchasing Policy, highlighting what these changes are. Staff is also recommending that the library follow state capital statute for bidding with these projects, in the Purchasing Policy.

MOTION 26-09-05: Windju moved and the motion carried unanimously to take no action on all the policy changes presented tonight. Kennedy seconded the motion.

Again, Windju felt that the board did not have enough time to review and understand the proposed changes to policy, and that a full board should be present. Though law requires a quorum for board action, not a full board, and the Bylaws require a second reading if policy amendments aren't made with a full board and a unanimous vote.

This request was in line with the Bylaws requirements for any policy updates.

The board moved to table all discussion until the October meeting and to have trustees send any questions to Pasicznyuk, who will answer them and share the answers with all board members.

Risk Management Policy – Tabled until October.

Access Policy - Customer Privacy – Tabled until October.

Library Facilities and Spaces Policy - Petitions and Free Speech Activities – Tabled until October.

Access Policy Correction – No action, just a notice of correction. This is complete and will not be revisited in October since no board action is needed.

Annual Risk Report

Nolan asked for questions about the annual Risk Report. Pasicznyuk clarified for Windju that the report gives policy limits, not policy costs.

Water/Sewer Tap Agreement for Sterling Ranch Project

Pasicznyuk shared that this is a normal part of capital build projects. First estimates for the tap fees used a larger library model. This revised proposal now comes in under budget. Dominion Water and Sanitation will provide water.

MOTION 26-09-06: Vail moved and the motion carried unanimously to approve the Water and Sewer Tap Agreement as presented. McKinney seconded the motion.

Note: The timing of payment for Section 3.2 was finalized as 21 days after execution of the agreement and no later than October 21, 2026. Also, the landscape exhibit was included with copy to be executed by Board President Nolan.

Community Association Board (CAB) Utility Easement for Sterling Ranch Project

Pasicznyuk stated that we also have easements with construction projects. This is another normal request of the board in order to get utility service; they need an access easement.

MOTION 26-09-07: McKinney moved and the motion carried unanimously to approve the CAB Utility Easement as presented. Hampton seconded the motion.

No discussion.

Executive Library Director Update

Pasicznyuk shared information about the Castle Pines library waterline break. Abatement is in progress, with drying happening in the affected areas. Level of damage will be assessed sometime tomorrow. Until damage assessment is complete, we don't know how long the closure will be. Pasicznyuk shared staff actions to let customers and

partners know about the event and closure. Pasicznyuk will give the board updates as available.

The Sterling Ranch project continues with earthwork. The project is about halfway through the riskiest part of the project: the first 100 days when unforeseen conditions, if any, are likely to be found.

Pasicznyuk provided information about the Louviers and Roxborough facilities that might be impacted with the opening of the new Sterling Ranch library. It is the premise of the Facilities Master Plan to consolidate service when a new library comes online. The board will consider any action around the Louviers and Roxborough libraries at the October business meeting.

Windju would like to understand the negative impact for the Louviers community. The library would not renew the lease with the county which owns the building. Other possibilities were listed in Pasicznyuk's report.

As for Roxborough, Windju asked if the budget accounts for the Roxborough staff to stay at Roxborough. The draft budget does not, as the norm is to consolidate service when a new location comes online. Windju wants to know how many people visit the library, and how many staff there are. Windju is concerned about the psychological and emotional impact on the communities.

Nolan stated that this item will be on the October agenda and Pasicznyuk will augment the report to include the items discussed.

PARTNER REPORTS

Douglas County Youth Initiative (DCYI)

Owen-DeLay reported that the DCYI board met last week.

The annual Youth Congress will take place at the capital on October 8, 2026, with teens offering their perspective on items such as E-Bikes and Community Safety, Online Bullying and Digital Wellness, and Physical School Security.

This year's DOUGNAD event will take place on October 24. They are seeking volunteers as well as older adults (60+) in need of assistance with yard work.

Partnership of Douglas County Governments

Vail reported that at the last meeting, the Town of Parker, Castle Rock, and Highlands Ranch Metro District presented on the state of water in their communities and the collaboration of county water agencies and local partners to ensure water into the future.

Douglas County Libraries Foundation

Kennedy reported on last Friday's annual Foundation Gala, stating that there were 250 attendees, and net proceeds look to be about \$104,000, with a gross of around \$163,000. Next year's theme will be the Frog Prince with a New Orleans feel. It will also be held at the Highlands Ranch Mansion in late August or early September.

Colorado Gives Day, the biggest individual donor fundraising effort for the Foundation, begins in early November and goes through mid-December.

EXECUTIVE SESSION - Executive Director's Annual Review

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

As per statutes for personnel matters, Nolan asked if Pasicznyuk waived his right to have this discussion in an open meeting. Pasicznyuk did not. Therefore, the board did not go into Executive Session but rather stayed in open meeting.

Nolan shared that the purpose of the meeting was to discuss Pasicznyuk's performance and any possible pay raise.

Goal 1 – 4.16	Premium Performance
Goal 2 – 4.0	Premium Performance
Goal 3 – 3.83	Keep Up the Good Work
Goal 4 – 4.16	Premium Performance
All Essential Duties – 4.33	Premium Performance

Based on the review survey, the board agreed that Pasicznyuk's performance rating overall was Premium Performance.

Pasicznyuk's salary is in the 60th percentage of the range. This is above market in range. If the increase of Premium Performance is given, the increase would be 3.5%.

Last year the board chose not to do a bonus because Pasicznyuk received a market increase. The board discussed why they approved a market update in 2026. Windju wants to know the sources for the market analysis.

MOTION 26-09-08: Nolan moved and the motion carried unanimously to approve Pasicznyuk's annual review at the premium performance range, giving him a 3.5% salary increase.

Windju stated that Pasicznyuk's compensation is higher than Erin Kane at the Douglas County School District, where she manages a larger number of employees and locations. Hampton stated that the school district budget is also much larger than the Library's budget.

TRUSTEE COMMENTS AND QUESTIONS

McKinney asked about the Highlands Ranch elevator project. Pasicznyuk said that an inspection failed due to a voltage spike. It will be reinspected after being adjusted. Staff are hopeful that we are near the end of the project.

Windju supports board Bylaws around public comment, but when the public brings questions up, Windju would like the opportunity to speak on those things. Nolan

responded that that could happen in the Trustee Comments and Questions section of the board meeting.

UPCOMING BOARD MEETINGS

- October 15, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, CO, 8:00 a.m.
- October 28, 2026, Lone Tree Library, Lone Tree, CO
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.
- November 9, 2026, Partnership of Douglas County Governments, Elected Officials Reception, Castle Rock - Philip & Jerry Miller Library, Castle Rock, CO, 6:00 p.m.

ADJOURN

Nolan adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Ted Vail, Board Secretary
Minutes prepared by Patti Owen-DeLay
Approved

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 28, 2026

From: Bob Pasicznyuk

Subject: Executive Director Goals

Issue Summary: Each year, the Board approves the Executive Director's essential performance goals.

2027 Executive Director Goals

Goal 1: 2027 Annual Work Plan. The Library will complete its work and service commitments in 2027 reflecting the DCL brand and commitments expressed in the 2027 budget - service commitments across 7 locations at 431 hours each week; Infrastructure maintenance and capital improvements; Community activities, events, communications, and partnerships.

Goal: 2: To manage, oversee, and produce a new library in Northwest Douglas County at Sterling Ranch – within the scope approved by the Board.

Goal: 3: To lead the organization to select and achieve a new enterprise-wide, library technology system – accomplishing this within the standard of information technology practices generally and within top library practice specifically.

Goal 4: Executive Director Contracted Essential Job Duties:

- A. To assist the Board in formulating basic Library District programs and policies.
- B. To implement all programs, policies, and professional practices as may from time to time be adopted by the Board.
- C. To be responsible for fiscal matters of the Library District, except that the Board, in accordance with the requirements of the Colorado Library Law, as amended from time to time, shall have exclusive control of the disbursement of the finances of the Library District.
- D. To prepare the proposed annual budget for the Library District for presentation to the Board in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101, et seq., C.R.S.
- E. To prepare written monthly reports of activities of the Library District for presentation to the Board.
- F. To administer library personnel, including employing, training, evaluating, compensating, motivating, and discharging staff in compliance with all applicable laws and regulations, the Library District Employee Handbook guidelines, and Board policies.
- G. To direct and coordinate the work of the Library District employees.
- H. To approve all budgeted, normal, and recurring operational expenditures, excepting those requiring specific Board approval in accordance with the Library District Board of Trustees Bylaws, as they may be amended from time to time.
- I. To prepare the agenda for each Board meeting according to Board directive.
- J. To be responsible for public information, community relations, development, fund-raising, and special projects as assigned by the Board.
- K. To arrange for the care and maintenance of buildings, equipment, and materials for the Library District.
- L. To evaluate library services, technology, and operations and assist the Board with short-term and long-range planning.

- M. To represent the Library District, as appropriate, to all of its constituents and to professional and institutional organizations.
- N. To be responsible for any other reasonable duties, consistent with the foregoing, as may be prescribed by the Board.

Recommendation

Accept I move to accept the draft 2027 Executive Director Goals as presented.

Alternative I move to accept the draft 2027 Executive Director Goals as amended.

Alternative No action.



RESOLUTION NUMBER 2026-09-01

A RESOLUTION OF APPRECIATION
HONORING THE SERVICE OF
Taylor Watson

AS A TRUSTEE
DOUGLAS COUNTY LIBRARIES BOARD

WHEREAS, Taylor Watson, as a Trustee on the Douglas County Libraries Board, serving March 2025 to August 2026, significantly contributed to the governance of the Library District;

WHEREAS, the performance of his duties and responsibilities was characterized by dedication to the District's vision of elevating our community by inspiring a love of reading, connection and discovery;

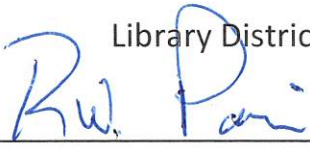
WHEREAS, Watson served as Vice-President, Chair of the Strategic Planning Task Force, and exemplified acting in a trustee capacity, with a keen eye and understanding of fiscal responsibility, in the fulfillment of his duties.

NOW, THEREFORE, BE IT RESOLVED BY THE DOUGLAS COUNTY LIBRARIES DISTRICT BOARD OF TRUSTEES THAT THE SERVICE OF TAYLOR WATSON AS A TRUSTEE IS DEEPLY APPRECIATED.

PASSED, APPROVED AND ADOPTED this 30th day of September 2026 by the Douglas County Libraries Board of Trustees, Douglas County, Colorado on a first and final reading by a unanimous vote.

Douglas County Libraries

Library District


Robert W. Pasicznyuk, Executive Director

Board of Trustees


TR Nolan, Board President

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 19, 2026

From: Bob Pasicznyuk

Subject: Strategic Planning Commitment – Services for Smaller Communities in Douglas County

Issue Summary: By next year (2027), our library will complete the work of renewing our regional branch facilities. The library has achieved that work through focused and disciplined decision-making described in our Facilities Master Plan. The Board adopted a plan to renew and sustain our libraries through a regional approach across the County. The goal was to determine a branch structure that will equitably benefit every Douglas County citizen - the customers we serve.

This recommendation recognizes that our regional branch approach is not applicable to smaller communities in Douglas County.

This recommendation recognizes the Board's interest in alternate service approaches for those communities.

Proposed Motion

I move to commit the Board and staff to evaluate, refine, and consider the library's services for smaller communities in Douglas County as part of the ongoing 2026 and 2027 strategic planning work.

Alternatives:

No action.

Alternative motion.

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 19, 2026

From: Bob Pasicznyuk

Subject: Consolidating regional branch services for the community of Roxborough to the coming Sterling Ranch Library

Issue Summary: By next year (2027), our library will realize many years of work and commitments described in the Board-approved *Facilities Master Plan*. The plan describes a regional approach to branch services using library resources to benefit every Douglas County citizen - the customers we serve.

Northwest Douglas County is the last region in the County without a public library that the Facilities Master Plan describes – size, services, and quality. The new library in Sterling Ranch will meet those commitments.

This recommendation continues the work and is consistent with the decisions that the library made in other communities – Castle Rock, Castle Pines, Lone Tree, Highlands Ranch, and Parker. When the library opened a new facility in these communities, it closed existing facilities the new library was built to replace.

This recommendation also recognizes the Board's previous decision to build a Northwest library at Sterling Ranch rather than other opportunities in Northwest Douglas County.

This recommendation is also aligned with the current length of the Roxborough lease – ending on December 31, 2027.

Recommended Motion and Decision Language

I move to consolidate regional branch services for the community of Roxborough to the new library under construction at Sterling Ranch.

Alternatives:

No motion.

Alternative motion.

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 19, 2026

From: Bob Pasicznyuk

Subject: Library Consolidation Proposal – Northwest Douglas County

Issue Summary: By next year (2027), our library will realize many years of work and commitments described in the Board-approved *Facilities Master Plan*. The plan describes a regional approach to branch services using library resources to benefit every Douglas County citizen - the customers we serve.

Northwest Douglas County is the last region in the County without a public library that the Facilities Master Plan describes – size, services, and quality. The new library in Sterling Ranch will meet those commitments.

This recommendation continues the work and is consistent with the decisions that the library made in other communities – Castle Rock, Castle Pines, Lone Tree, Highlands Ranch, and Parker. When the library opened a new facility in these communities, it closed existing facilities the new library was built to replace.

This recommendation also recognizes the Board's previous decision to build a Northwest library at Sterling Ranch rather than other opportunities in Northwest Douglas County.

Recommended Motion and Decision Language

I move to consolidate regional branch services for the community of Louviers to the new library under construction at Sterling Ranch.

Alternatives:

No motion.

Alternative motion.

Douglas County Libraries

2027 Budget Message

This 2027 budget continues to sustain the investments our customers have prized for years – libraries that are premium and that offer more than peer standards.

- Convenient, plentiful hours of operation.
- Premium service delivered by talented, well-trained, and engaged staff.
- Fresh, curated content that answers a variety of customer audiences.
- Bespoke, premium, reading-centric events, and activities

Revenue

Douglas County citizens directly support our libraries. From that support in 2026, our Libraries will provide those prized services and complete our decade goal of upgrading all Douglas County facilities with our grand opening of a new library in Sterling Ranch.

People

The library continues to achieve its goals by retaining, recruiting, and rewarding our staff through market-caliber wages and salaries.

Content

Douglas County customers continue to prize library content using libraries at the top tier of libraries nationwide.

Events & Activities

The 2027 budget supports high-quality, at-capacity events and activities.

Capital Maintenance

The 2027 budget not only provides a new library in Sterling Ranch on a cash basis but supports our existing facility maintenance schedule so that our libraries continue to read as new.

Respectfully submitted,

Robert W. Pasicznyuk

Douglas County Libraries 2027 Draft Budget

	Year Ending 12/31/2027
Revenue	
Property taxes	\$ 41,678,733
Specific Ownership Taxes	1,663,974
Contributions/Grants	452,000
Charges for services	428,564
Interest Income	1,270,000
Total Revenue	<u>45,493,271</u>
Operating Expenditures	
Salaries & Wages	19,410,215
Benefits	2,011,700
PERA Pension	3,268,680
Library Content	5,357,272
Facilities	3,346,130
Technology, Equipment & 3rd-Party Services	2,332,940
Library Programs & Outreach	1,850,122
District-Wide Support Costs	1,709,041
Capital Maintenance Projects	1,264,630
Total Operating Expenditures	<u>40,550,730</u>
Debt Service	1,709,937
County Treasurer's Fees	625,181
Total Operating, Interest & Fee Expenditures	<u>42,885,848</u>
Total Revenues Over (Under) Operating Expenditures	<u>2,607,423</u>
Non-Operating Revenues (Expenditures)	
Capital Improvement Projects	<u>(11,981,129)</u>
Total Non-Operating Revenues (Expenditures)	<u>(11,981,129)</u>
Total Revenues Over (Under) Total Expenditures	<u><u>(9,373,706)</u></u>

Douglas County Libraries

	2026 Budget	2027 Budget		
			% of Revenue	YOY%
Revenue				
Property taxes	36,593,985	41,678,733	92%	14%
Specific Ownership Taxes	1,631,347	1,663,974	4%	2%
Contributions/Grants	408,119	452,000	1%	11%
Charges for services	402,954	428,564	1%	6%
Interest Income	1,395,739	1,270,000	3%	-9%
Total Revenue	40,432,144	45,493,271	100%	13%
Operating Expenditures				
Salaries & Wages	18,174,034	19,410,215	43%	7%
Benefits	1,801,493	2,011,700	4%	12%
PERA Pension	2,871,497	3,268,680	7%	14%
Library Content	4,753,185	5,357,272	12%	13%
Facilities	2,753,462	3,346,130	7%	22%
Technology, Equipment & 3rd-Party Services	1,937,064	2,332,940	5%	20%
Library Programs & Outreach	1,733,582	1,850,122	4%	7%
District-Wide Support Costs	1,823,742	1,709,041	4%	-6%
Capital Maintenance Projects	2,008,593	1,264,630	3%	-37%
Total Operating Expenditures	37,856,652	40,550,730	89%	7%
Debt Service	2,116,699	1,709,937	4%	-19%
County Treasurer's Fees	548,910	625,181	1%	14%
Total Operating, Interest & Fee Expenditures	40,522,261	42,885,848	94%	6%
Total Revenues Over (Under) Operating Expenditures	(90,117)	2,607,423	5.7%	-2993%
Non-Operating Revenues (Expenditures)				
Capital Improvement Projects	(12,558,366)	(11,981,129)	-26%	-5%
Total Non-Operating Revenues (Expenditures)	(12,558,366)	(11,981,129)	-26%	-5%
Total Revenues Over (Under) Total Expenditures	(12,648,483)	(9,373,706)	-21%	-26%

AFFIDAVIT OF PUBLICATION

State of New Jersey, County of Camden, ss:

I, Anjana Bhadoriya, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Douglas County News Press, a publication that is a "legal newspaper" as that phrase is defined for the city of Douglas County, for the County of Douglas, in the state of Colorado, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates.

Publication Dates:

- Oct 15, 2026

Notice ID: YdhLyx7qxiwUk8NZolvZ

Notice Name: DC 3710 DCL 2027 Budget Notice

Publication Fee: \$37.34

Anjana Bhadoriya

Agent

VERIFICATION

State of New Jersey
County of Camden

Signed or attested before me on this: 10/16/2026

Sharon E. Thomas-Pope

Notary Public

Notarized remotely online using communication technology via Proof.

SHARONN E THOMAS-POPE
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires January 23, 2027

PUBLIC NOTICE**NOTICE AS TO PROPOSED 2027 BUDGET**

NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the Board of Trustees of the Douglas County Libraries for the year 2027. A copy of such proposed budget will be filed on October 15, 2026 in the administrative offices of the Douglas County Libraries, 100 S. Wilcox Street, Castle Rock, CO. A copy for public inspection will be available at our administrative offices and on our website at dcl.org, under Who We Are/Board of Trustees. The proposed budget will be considered at a regular meeting of the Douglas County Libraries Board of Trustees to be held on Wednesday, December 9, 2026 at 5:30 p.m. at the Castle Rock Library, 100 S. Wilcox St, Castle Rock, CO.

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

Dated: October 15, 2026
BY ORDER OF THE BOARD OF TRUSTEES
DOUGLAS COUNTY LIBRARIES

By: /Robert Pasiecznyuk/ Robert Pasiecznyuk
Executive Library Director

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MEMO

To: Douglas County Libraries Board of Trustees

Date: October 28, 2026

From: Bob Pasicznyuk, Executive Director

Subject: 2027 Capital Maintenance Projects

ISSUE: Our library's facilities plan prioritizes capital maintenance above new construction efforts. These are the maintenance projects and acquisitions planned in the budget for 2027.

To meet Legal, Code, Safety or Security needs:

- Access control: Management and consistency throughout our libraries.
- Installation of panic alarms - at library service desks
- Replace the emergency exit alarm at the children's area door at Highlands Ranch
- Update security cameras and systems at Castle Pines
- Retrofit Castle Rock glass with 3M Security Film
- Add bollards for Castle Rock outside of children's area
- Refresh elevator car and equipment at Lone Tree
- Complete retrofit of Highlands Ranch second / staff elevator – labor cost
- Replace exterior staff door at Castle Pines
- Replace Kid's Corner door at Lone Tree
- Parker Facilities work room modifications – separation and access control

Routine Maintenance projects:

- Complete Lone Tree Event AV for Virtual Board Meetings
- Parker system speakers for public study rooms, conference rooms and event halls
- General Audio Visual upgrades
- Seasonal parking lot and sidewalk repairs
- Paint interiors at Parker, Lone Tree and Castle Pines branches
- District Wide Interior Finishes repairs or replacement as needed
- Replace restroom wave-to-open at needed branches
- Furniture replacement and repair as needed throughout the branches
- OPN FF&E recommendations for all branches as needed
- PC Cyclical Replacements
- Transport Sorter Bins, neoprene transport bin covers and replacement courier crates
- External bookdrop chute replacement at Highlands Ranch
- General Maintenance and trash enclosure repairs
- Parker Lounge Area carpet replacement
- ILS transition to updated system and implementation consulting

*Contingency to cover inflationary changes and unforeseen conditions for all projects under the Infrastructure Services Division.

MEMO

To: Douglas County Libraries Board of Trustees

Date: October 2026

From: Bob Pasicznyuk

Subject: Executive Library Director's Report

BUSINESS UPDATES

A New Library at Sterling Ranch

Construction continues at the site of our new library in Sterling Ranch. The project remains on scope, timeline, and budget. Groundwork will continue through October and the beginning of November and then work will transition to the building's steel skeleton. The next significant milestone is building enclosure set for late February or early March 2027. The project team uses alternates as a means to manage project cost. Alternates are items that we can pursue or decline later without putting primary scope to risk. We will evaluate the list for approval in February or March. Donor interest is key in finding alternates.

Current Alternates

- 1) First floor conference room local history features.
- 2) 2nd Floor Event Hall AV / Virtual Meeting Capabilities.
- 3) Exterior opportunities for children and families.
- 4) Art and sculpture enhancements.

And Then There Were Two. The 2027 budget includes migration costs for the library's enterprise-wide IT system. Our current platform has been in use for over 20 years. An interdisciplinary staff team is managing the competitive selection process. Two vendors have made the final cut – SIRSI Dynix' *Symphony* and Clarivate/Innovative Interface's *Polaris*. This is one of two significant workplan challenges for 2027 – the other being outfitting the new library in Sterling Ranch. The migration will require about 6 months of planning and training. A new library system will affect all our workflows and processes. Our current target for the migration cut over is Q2, 2027.

Castle Pines Library Flooding. The library lost one week of service in the aftermath of a plumbing failure at our Castle Pines library. Few invoices for the incident have yet to be received with the current total being only \$5,699.10. The library will be submitting an insurance claim – deductible being \$50,000 for this kind of event. There isn't a need for a budget amendment to handle cost. Repair work is ongoing with completion estimated in the next month to 6 weeks. Repairs aren't affecting customer service since most of the damage affected staff spaces for book processing, offices, and the break room.

Citizen Review Request. Title: *Werewolves*. Request and Response attached.

DIVISION UPDATES

Community Engagement

Working on:

- Storybook Holiday Fall and (3) Storybook Holiday Winter events
- In October, the Outreach team will expand its community impact by participating in several new engagement opportunities, including PACE's The Snowy Night, supporting local school open houses, and connecting with residents at the Roxborough Fall Fest.
- Forest of Stories Set-up and Decorating begins in October preparing for our mid-November opening. Nearly 200 trees will be on display this year.
- Book Start is experimenting with new ways to bring Storytime to the community, including opportunities with children and parents outside of traditional learning settings. These visits help expand literacy efforts by bringing Storytime to new places across Douglas County.

Completed:

- The DCL Foundation hosted its 11th annual Fete de Fables Gala, Snow White, to a capacity filled room at the Highlands Ranch Mansion on September 25th. It was an enchanting evening for everyone as the Foundation exceeded its revenue goals, netting revenue over \$100,000.
- Birthday Party Marketing: Increased marketing efforts around birthday parties. Efforts to date include promotional drops to more than 40 local daycare and preschools, targeted content in the DCL Families/Kids Newsletter, targeted emails through *Colorado Parent Magazine*, birthday party rack cards with promotional stickers and discount codes distributed at local community outreach events.
- The 2026 Brew Tour ended at the end of September.
- An internal communications plan for the 2027 benefits campaign, focusing on various staff communication channels and on the most pertinent information staff needs to know. This supports organizational continuity, staff engagement, and trust, which contribute to supporting our workforce.
- We updated our Press Kit image gallery to better reflect the most current coverage of DCL events, programs, and community impact. This enables press outlets and community partners to quickly find and use high-quality visuals, increasing opportunities for positive media coverage and extending DCL's reach, while also reducing staff time spent responding to individual image requests.

- Adult Literacy & Outreach Specialist, Tiffany Curtin presented at CALCON with Intercambio Partners on how libraries can develop relationships and serve advanced English learners.
- Supporting the Teen Library Connections groups as they worked on a Forest of Stories Scavenger Hunt for their branches and proposing an activity station for the 2027 Fairytale Ball: Jack & The Beanstalk.

Customer Experience

Working on:

- Supporting customers and staff at Castle Pines while repair work and temporary staff space relocation continue.
- Supporting DCL birthday parties through internal campaign to recruit and train staff across departments to provide birthday party storytime.
- Piloting revised floor service models at Highlands Ranch and Parker for several weeks in September and Q4.
- Courier will begin Forest of Stories deliveries in late October.

Completed:

- Redeployed Castle Pines staff during the branch closure; branch leadership and staff worked through a backlog of materials and set up a temporary workspace to prepare for reopening.
- Updated the workflow for volunteers in the Materials Handling department.
- Created a memorable experience for young customers through our annual literary character costume week. This year, Llama Llama (costume worn by staff and volunteers) visited storytimes at each branch.
- To more clearly communicate outages and building emergencies to customers, distributed packages of redesigned signage to branches.

Finance

Working on:

- Tracking progress and costs for the Sterling Ranch project
- Monitoring expenses associated with the Castle Pines Flood Repair project
- Managing the transition of banking services to Wells Fargo

Completed:

- Annual Performance Reviews
- Skip-level check-ins with the Director of Finance
- Draft budget prepared and submitted for Board review

Infrastructure Services:

Capital Projects

Working on:

- Access Control Standardization: Adding access control points at multiple branches will strengthen building security and help provide safer environments for DCL staff and customers.
- A/V Upgrades and Maintenance: Upgrading and maintaining audiovisual systems will improve their reliability and consistency, supporting effective meetings, programs, events, and collaborative experiences for staff and customers.
- Branch Server Upgrades: Replacing branch servers will strengthen the security, reliability, and performance of the technology infrastructure that supports daily operations and customer service at DCL locations.
- Building Envelope Caulking: Re-caulking building exteriors will help protect DCL facilities from weather-related deterioration, extend the useful life of building components, and support comfortable, well-maintained library environments.
- Firewall Upgrade: Upgrading DCL's firewall infrastructure will strengthen network security and resiliency, helping protect organizational systems and support reliable technology services.
- Highlands Ranch Fire Alarm Panel Modernization: Modernizing the end-of-life fire alarm panel will improve the reliability of this life-safety system and support a safe, code-compliant environment for customers and staff.
- Highlands Ranch Public Elevator Modernization: Modernizing the obsolete public elevator will improve reliability, accessibility, and code compliance, supporting a safe and welcoming experience for Highlands Ranch customers.
- Highlands Ranch Staff Elevator Modernization: Modernizing the obsolete staff elevator will bring it into current code compliance and provide more reliable building access and operational support for staff.
- Lone Tree Hybrid Board Meeting A/V Upgrade: Upgrading the Lone Tree Event Hall will enable effective hybrid Board meetings, provide equitable participation for remote attendees, and make meeting recordings available for later viewing.
- Phone System Upgrade: Migrating to Cisco Webex Calling will modernize DCL's end-of-life phone system and provide a more reliable, flexible, and sustainable communication platform for staff and customers.
- Wireless Access Point Upgrades: Upgrading wireless access points will improve the speed and reliability of Wi-Fi connectivity for customers and staff while supporting increased device use across DCL locations.

Completed:

- LED Lighting: Completing the LED lighting upgrades brings DCL into compliance with Colorado House Bill 23-1161. The upgrades also improve lighting quality while reducing long-term energy consumption and maintenance costs.

- Staff PC Replacements: Replacing staff computers provides employees with reliable, current technology and helps them serve customers efficiently across DCL locations.

BOARD MONTHLY TALKING POINTS

- It's the fall of festivity at DCL. Storybook Holiday Fall, The Great Pumpkin is already sold out. Tickets are now on sale for the December Storybook Holiday, The Polar Express.
 - We have bestselling authors Eric Balliet and Bruce Borgos at Highlands Ranch Library, along with a local authors showcase in November.
 - Soon you will be seeing the Forest of Stories coming to life at all locations and sign up for Santa Visits.
 - Truly fall into winter is a time to get Booked for the Holidays with these and many other events.
- Registration for 2027 meeting rooms will start in early November.
- Some share worthy customer quotes:
 - *A customer chatting with staff raved about a DCL birthday party she recently attended. She said her young daughter and her friends were "still talking about it," and that she planned to host her daughter's party at DCL later this year.*
 - *One MH workroom was the scene of high drama when a worried customer came in looking for a diamond that had fallen from their engagement ring into the outside book drop. Staff quickly launched an all-hands-on deck search of the MH workroom, which resulted in a happy ending when the missing stone was found in the sorter. The customer was "elated and relieved," and grateful!*
 - *This summer as DCL storytellers set up for outdoor Storytime, a few women in a retiree walking group approached them. The women were delighted with the fun BIG books and props and mentioned that they had enjoyed another DCL program offered through Ageless Services. They added that our DCL services and programs made them feel more closely connected to the community.*
- In 2027, Douglas County Libraries will chair The Partnership of Douglas County. The Partnership represents the Douglas County citizens in the unincorporated and incorporated areas of the county. Almost 91% of the population lives in urban designated areas of the County. In one-on-one conversations, service transactions, and community meetings, Partnership members are face-to-face, listening and responding to constituent needs every single day. We know our communities and their priorities, and we are willing to share what we know in the

interest of working with one another as a team, acting in the public interest and focused on the greater good of Douglas County, Colorado.

The Mission of the Partnership of Douglas County Governments is to enhance and strengthen intergovernmental and regional relationships and pursue intergovernmental and regional collaborative efforts that result in cost savings to taxpayers, improvements and greater efficiencies in operations, and improvements and enhancements to the levels of service provided to all residents of Douglas County. Members include Douglas County Government, Douglas County School District, Douglas County Libraries, the City of Castle Pines, the Town of Castle Rock, the Highlands Ranch Metro District, the Town of Larkspur, the City of Lone Tree, and The Town of Parker.



Citizen Review Request

We appreciate your feedback. Please return this completed form to any Douglas County Libraries (DCL) location. Library staff will review your request, research the item/service in question, and respond within 21 business days. If further communication is required, library staff will direct you according to our [Citizen Review Request Policy](#).

Three Foundational Legal Requirements:

1. Review requests are available to Douglas County, Colorado Residents alone.
2. The library may only review a title or issue once in any two-year period.
3. The library may not review any person or group's use of library civic spaces.

The library's Citizen Review Request Policy gives customers the opportunity to voice opinions, ask for changes, and request redress of grievances about library decisions. The process affords higher levels of management review. Reviews focus on three questions relevant to your inquiry or request for change:

- Does our library's practice align with competent professional standards?
- Does our practice align with library board policy?
- Does our library's practice comply with state and federal law—especially Colorado statutes around library practice.

Date: Thursday, September 24, 2026

Theme/Topic of Concern: Werewolves

First Name: [REDACTED]

Last Name: [REDACTED]

Address: [REDACTED]
[REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Are you a Douglas County Resident? Yes

I have read [DCL's Policies](#) on Access, Children and Parents, Citizen Review Request, Curating Library Collections and Content, Library Facilities and Spaces, and Programs.

Please Initial Here: [REDACTED]

About Your Request:

1. What are you asking library leadership to review or change?

I found this book on the Children's "Halloween" book shelf.. I was shocked to see it there..It is full of grotesque, evil looking figures..I would never allow any child to see this book...What is the purpose of this book for children ?

2. Please provide specifics about your request—title, author/performer, location, date, and more.

"Werewolves" by Loh-Hagan, Virginia....Book 2017...Call #398.24 LOH

Citizen Review Request - Response

Received: 9/25/2026

Review Complete: 9/28/2026

Review Requested by: [REDACTED]

Address: [REDACTED]

Review Item: *Werewolves, by Virginia Loh-Hagan*

Reviewed by: Bob Pasicznyuk

[REDACTED]:

I'm Bob Pasicznyuk, Executive Director at Douglas County Libraries. I am conducting the review your requested and responding to your Citizen Review Request – *Werewolves, by Virginia Loh-Hagan*.

Thank you for reaching out.

About the Review Process

Colorado law (Colorado Revised Statutes 24-90-122) regulates public library practice, including the reconsideration of library resources. A copy of the statute is available at

<https://www.cde.state.co.us/cdelib/librarylaw/part1>

The state statute requires that public libraries have policies governing the review process and establish criteria for reviews. Our library's policies are set by the Douglas County Libraries Board of Trustees – seven appointed community members who oversee the library. Those policies are available at <https://dcl.org/board/policies>. One of those policies requires and details higher level review requests like yours.

I am citing those sources as they are foundational to any review. Beyond this review process, the Board sets aside times at their business meetings for public comment. Those meetings are regularly held on the last Wednesday of the month. As of this writing, those meetings are scheduled at the Lone Tree Library at 5:30pm. The board meeting schedule is available at <https://dcl.org/board/meetings>.

Summary of Your Request:

Your request and concern:

I found this book on the Children's "Halloween" book shelf.. I was shocked to see it there..It is full of grotesque, evil looking figures..I would never allow any child to see this book...What is the purpose of this book for children ?

Library Policies and Legal Boundaries Around Library Content

I am grateful that you care enough about our library and community to give of your valuable time, engaging the library about its book inventories.

I see that you have reviewed the library's policies. There are several library policies relevant to your request. I'll list those policy directives below along with the policy text. Colorado law also directs the library in very similar ways to library policy. I'll list relevant statute directives as well.

Relevant Douglas County Libraries Policies - <https://dcl.org/board/policies/>

Access Policy: Staff are charged with selecting content impartially.

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

Children and Parents Policy: Parents select what is appropriate for their family. Staff are to curate books and content designed for children within the world of ideas.

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

- *The library demonstrates our commitment to children by curating content and environments specifically designed for them.*
- *Our commitment to children exists inside a foundational mission to present a world of ideas and serve our entire community. The Library will not limit every customer's choices merely because a child might access content. However, content will be placed within the recommended area of the Library using commonly accepted professional resource recommendations.*

Curating Library Collections and Content Policy. Staff are directed to select library content that reflects community demand – letting our customers drive our library collections.

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

Additional Colorado Legal Requirements Relevant to This Review: Our library's policies sit atop Colorado law (C.R.S. 24-90-122). The statute requires the following about library collections:

Affirmatively: The law directs libraries toward customer choice and freedom.

(a) A public library serves as a center for voluntary inquiry and the dissemination of information and ideas;

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

(c) Each library resource is provided for the interest, information, and enlightenment of the community and should present diverse points of view in the collection as a whole.

Restrictively: The law prohibits public libraries from excluding content using several criteria – the most relevant exclusion in this case is the topic addressed.

*(d) A public library shall not exclude a library resource because of the ethnic origin, ethnic background, or gender identity of those contributing to the creation of the library resource **or because of the topic addressed** by the library resource or the opinions expressed in the library resource;*

Applying Policy and Statutes to Your Request – My Conclusion

You made no specific request about the title other than to challenge its availability to children and the title's purpose in the collection:

I found this book on the Children's "Halloween" book shelf.. I was shocked to see it there..It is full of grotesque, evil looking figures..I would never allow any child to see this book...What is the purpose of this book for children ?

This is the data history about the title in question.

- The title has been in the library's collection for about a decade – since 2016.
- The library now has 3 copies – 1 is missing or lost.
- The library offers the title both in print and digital formats.
- In the 10 years in our inventory, customers have loaned the item 128 times.
- The average loan rates for this kind of book (juvenile non-fiction) is 5 times per year.
- Customers have chosen this title about double the typical use rate.

Library policy directs staff to select and retain titles of interest to customers. This title meets that directive. Some parents find this title appropriate for their children.

Library policy directs staff to select and retain titles using corroborating sources that validate that the work is written for a youth audience within the world of ideas. This is the recommending review used corroborate the selection.

School Library Journal: Grades 4-6: Each volume is prefaced with an identical disclaimer, "This series features creatures that excite our minds. They're also not real." Written in staccatolike sentences with a factual tone, the text is a mix of facts (an explanation of hypertrichosis in Werewolfs) and reported stories of sightings (Wisconsin's Beast of Bray Road). The "Explained by Science" and "When Fantasy Meets Reality" sections offer more concrete scientific explanations. Psychological and historical reasons for widespread belief of said creature are also touched upon. Simplified content and occasionally inadequate glossaries (wizards are mentioned but not defined in Witches) weaken the usefulness of this set. VERDICT Already widely covered topics makes this an additional purchase at best.
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Publisher information:

- Interest level: Grade 4-8
- Reading level: Grade 2
- Part of the *Magic, Myth, and Mystery* series

Peer Library Information

There are 9 editions of this work, offered in more than 400 public libraries across North America.

Finally,

- I share your concern that children require parental boundaries, advice, support, and consent when choosing difficult and challenging content. Our library consistently stands ready to assist families in making their own decisions about what is appropriate for their children and in finding content that matches their values, interests and needs. The library does not and cannot validate that this title is a proper fit for any family. The library does not stand in a parent's role in making those necessary judgments.
- My Review Conclusion: I find that the library's processes were faithful to library policy, Colorado laws, and standard library practice. I am directing no changes at this time.

Sincerely,

-Bob