

DOUGLAS COUNTY LIBRARIES BOARD BUSINESS MEETING

Wednesday, June 26, 2024, 5:30 p.m., Philip and Jerry Miller Library, Castle Rock, CO

Agenda Topic	Presenter	Page
Call meeting to Order	Terry Nolan	
Attendance		
Public Comment		
Consent Agenda Recommendation(s) Memo	Terry Nolan	3
1. Minutes 5/29/24 Board Business Meeting		4
Presentation Marsha Alston, Douglas County Youth Initiative		
Library Business	Terry Nolan	
<i>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.</i>		
<u>Executive Committee Report</u>		
• Urban Libraries Council Membership		
<u>Executive Library Director Report</u>	Bob Pasicznyuk	
• Highlands Ranch Roof Project		8
• Impact of new Legislation		9
• Sterling Ranch MOU		13
Partner Reports	Terry Nolan	
• Partnership of Douglas County Governments		
• Douglas County Youth Initiative		
• Urban Libraries Council		
• Foundation		
Trustee Comments	Terry Nolan	
Upcoming Board Meetings		
• Board Executive Committee: July 11, 2024, Castle Pines Library, 8:00 a.m.		
• Board Informal Breakfast changed to Board Study Session: July 31, 2024, Roxborough Library, 8:00 a.m.		
• Board Study Session: August 28, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.		
• Board Business Meeting: August 28, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)		

Other Meetings:

- **Partnership of Douglas County Governments:** July 17, 2024, Highlands Ranch Mansion, Highlands Ranch, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting.
- **Douglas County Libraries Foundation Annual Gala:** September 27, 2024, Highlands Ranch Mansion, Highlands Ranch, 5:00 p.m.

Adjourn

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	June 26, 2024
From:	Patti Owen-DeLay
Subject:	Consent Agenda Recommendation(s)

ISSUE: Review and approve Consent Agenda item(s).

DISCUSSION: The Consent Agenda follows the process outlined below:

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

Consent Agenda Item(s) for this meeting is/are:

1. Minutes 5/29/24 Board Business Meeting

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

Motion in the minutes will itemize included items.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Business Meeting
May 29, 2024
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, Jessica Kallweit, Rick LaPointe, Zach McKinney, Terry Nolan, Meghann Silverthorn, and Ted Vail

Burkholder attended virtually. A quorum was present.

Vail left the meeting at 6:27 p.m. A quorum was still present.

STAFF: Bob Pasicznyuk, Casie Cook, Dave Meyer, Jesse Politi, and Patti Owen-DeLay

SECURITY: Officer Cantando, Castle Rock Police

GUEST: Janeen Hathcock, Eide Bailly

PUBLIC: None

PUBLIC COMMENT: None

CONSENT AGENDA

1. Minutes April 23, 2024, Board Business Meeting

The minutes were not removed from the consent agenda.

MOTION 24-05-01: Vail moved, and the motion carried unanimously, to approve the minutes of April 23, 2024. LaPointe seconded the motion.

LIBRARY BUSINESS

No trustee declared any conflict of interest for any business before the board during this meeting.

Annual Audit

Hathcock said the cyber event did not affect the audit and will be noted in next year's 2024 audit.

Hathcock reviewed:

- How opinion is derived:
 - All opinions are unmodified – the best opinion you can receive.
 - New GASB (Governmental Accounting Standards Board) 96 was implemented in 2023.
 - Audit is done under professional standards, and with an understanding of internal controls.
 - Supplementary information is either GASB or for understanding.
- Auditor's Report – Clean.
- Overview of Financials – Healthy.
- The Letter to Governance – Controls in place.

There were no findings of any concern. It was a clean audit.

Cook shared that the Transmittal Letter is a good executive summary of the district.

Executive Committee

Nolan shared:

- Board self-evaluation was completed last month, the report is in the board packet. No action is needed.
- Report on the May committee meeting:
 - Pasicznyuk is looking at possibilities about County Archives and Douglas County Libraries Archives co-sponsoring a combined exhibition.
 - Moved Executive Committee meeting to no more than two weeks prior to board meetings.
 - Worked on meeting agendas.
 - Received an update on cyber and flood incidents as they go through insurance review and resolution. Will present the board with a final accounting once all is resolved.
 - Reviewed retreat plan.

EXECUTIVE LIBRARY DIRECTOR'S REPORT

Pasicznyuk reported that he spoke to Douglas County Manager Doug DeBord and that the County Archives and DCL Archives will work on budget for a combined exhibit.

Pasicznyuk reported that:

- Summer starts the Library's biggest season.
- Budget season is launching.
- State-passed legislation on property tax will be reviewed in June.

Pasicznyuk continued the Study Session conversation on buildings in preparation for the June retreat, highlighting:

- Within the District, Roxborough is the library not meeting standards, allowing that Louviers is an outlier.
- In the next five years we have financials that can handle both a new Sterling Ranch (Roxborough area) library to transition to a new, owned, larger library for the community and paying off Certificates of Participation.

PARTNER REPORTS

Partnership of Douglas County Governments

Burkholder shared that the partnership is a fitting example of working together. The May topic was law enforcement. Discussed challenges and issues such as mental health and how Douglas County is well-staffed and trained in comparison to neighboring counties. Fentanyl is still an issue globally, including locally, affecting police response and requiring more resources than in the past. Douglas County will have its own judicial district in 2025.

Douglas County Youth Initiative (DCYI)

McKinney shared that DCYI received grants for kids to attend summer school. Celebrating Youth Commission success, and a coming grant of \$50,000 for their food bank program.

Urban Libraries Council (ULC)

Silverthorn reported that ULC met virtually in April to discuss strategic direction, including conversations about the expansion of librarian duties beyond the work they trained for.

Douglas County Libraries Foundation

Kallweit had no report. The Foundation Annual Report to the Library Board is in the packet.

EXECUTIVE SESSION

The board moved into Executive Session at 6:27 p.m.

MOTION 24-05-02: Nolan moved, and the motion carried unanimously, to move into executive session pursuant to C.R.S., Section 24-6-402(4)(f), for the purpose of discussing personnel matters related to the Executive Library Director's mid-year review. Silverthorn seconded the motion.

The board returned to open session at 6:40 p.m.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record.

Hearing no one, the meeting continued.

TRUSTEE COMMENTS

No comments.

UPCOMING BOARD MEETINGS

- **Board Executive Committee:** June 17, 2024, Castle Pines Library, 8:00 a.m.
- **Annual Board Retreat:** June 18, 2024, Parker Library, 5:00 p.m.

- **Board Study Session:** June 26, 2024, Philip & Jerry Miller Library at Castle Rock, 4:00 p.m.
- **Board Business Meeting:** June 26, 2024, Philip & Jerry Miller Library at Castle Rock, 5:30 p.m. (Dinner at 5:00 p.m.)
- **Note Added: Board Special Meeting:** Executive Session for Executive Library Director Review, Wednesday, October 23, 2024, at 5:30 p.m. at the Philip & Jerry Miller Library in Castle Rock.

OTHER MEETINGS

- **Partnership of Douglas County Governments:** July 17, 2024, Highlands Ranch Mansion, Highlands Ranch, 7:00 a.m. breakfast, 7:30-9:30 a.m. meeting.

ADJOURN

Nolan adjourned the meeting at 6:42 p.m.

Respectfully submitted,
Suzanne Burkholder, Board Secretary
Minutes prepared by Patti Owen-DeLay

DRAFT

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	June 26, 2024
From:	Bob Pasicznyuk
Subject:	Highlands Ranch Library Roof and VAV replacement

ISSUE:

The roof and 2nd floor variable air volume (VAV) system needs to be replaced at Highlands Ranch Library.

DISCUSSION:

The roof and VAV system at Highlands Ranch Library have been inspected and evaluated as needing to be replaced. We have received a quote from Fransen/Pittman of \$1,343,370 for the total project cost. This includes \$140,000 for VAV replacement, and \$1,202,370 for roof replacement. Note the original budgeted amount was \$873,650.

The project timeline is 8 weeks. The library would be closed for two weeks during the VAV replacement portion of the timeline. The library will remain open to customers during the rest of the roof replacement project. We will submit a separate RFA to the board to approve the library closure once the dates are finalized.

The project would start in mid-September, but material procurement and the permit process would need to be started in June or early July.

If we wait until 2025 to replace the VAV's, the efficiency of our HVAC system would be impacted since 25% of the VAV's do not currently work in the reheat mode. This forces the RTU's to work harder during the colder months, reducing efficiency and possibly shortening the life of these units. The cost to replace the VAVs next year would likely double from this year's price of \$140,000 due to increased labor and material costs, and a loss of efficiency in mobilization costs.

RECOMMENDATION:

We recommend that the Board approve \$1,343,370 to replace the roof and second floor VAVs at the Highlands Ranch Library. The budget shortfall will be made up by pulling budget dollars from other Infrastructure non-compensation accounts, Capital (painting and a repaving project will be moved to 2025), and District Wide support.

MEMO

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

ISSUE: Monthly Library Report

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

Ransomware. Pending insurance resolution.
Highlands Ranch Repairs. Pending insurance resolution.

Legislation and Libraries.

SB 24-233. Property Tax legislation. Library legal counsel has provided an executive summary of the statute included with this month's Board packet.

SB 24-216. Library Resources. Governor Polis signed SB 24-216 and it is now Colorado Law. The statute's text is now on SharePoint. Here is a summary of its requirements for public libraries.

1. A written, accessible policy directing library content practice for acquisition, retention, and display.
2. A written, accessible policy for reconsideration of library content.
3. Library content must represent and express *diverse viewpoints*.
4. Cannot exclude content for a detailed listing of discriminatory factors.
5. Charges public libraries with the responsibility of challenging censorship in their duties.
6. Provide facility access on an equitable basis – cannot exclude for discriminatory factors.
7. Prohibits content decision-making according to discriminatory factors.
8. Requires anyone challenging library content to reside in the library's service area.
9. The same content cannot be challenged more than once in a 2-year period.
10. A library cannot remove any item until its challenge process is complete.
11. A library may not retaliate against staff refusing to remove before the process is complete.
12. The identity of book challengers is public information.

We are conferring with our attorney to validate compliance, but do not expect practice changes at our Library due to this law.

SB 24-131. Firearms. Prohibiting Carrying Firearms in Sensitive Spaces.

Library Legal Counsel provided an opinion and guidance about this new statute. The Library Board will need to invoke the opt-out provision in the statute or it will apply to our Castle Rock Library location.

Agreement with County, Town, and City Law Enforcement – use of Library security cameras.

The Library seek to forge an agreement with law enforcement enabling law enforcement to use its security cameras only in the case of an emergent situation.

State of the Library Address.

School District Partnership. This summer, our Castle Rock and Castle Pines libraries are weekday lunch sites for DCSD School Lunch program (May 28 – August 2).

Highlands Ranch Library Roofing and HVAC Project. I will brief the Board and request a change in the project allocation due to uncovered, necessary scope and pricing changes.

Northwest Library. Sterling Ranch has offered the Library a grant of land and have proposed an agreement for that land – a first draft of the agreement is now available on *SharePoint*. I seek your questions, concerns, and amendments in preparation for our August Board meeting.

Accomplishments: Work in progress and coming soon.

Community Engagement

Accomplished

Communico launched to the public on June 3, 2024. The new booking/reservation software will also now support our digital signs and study room reservations. The staff transitioned and approved thousands of event records and meeting room bookings. The broadcast deployed on digital signs (including video!) smoothly as well.

DCL partnered with the DCL election office in June for primary elections. The Parker Library is/was a polling site/location for this election. In-person voting was offered Friday, June 21st 8am to 5pm, Saturday, June 22nd 9am to 1pm, Monday, June 24th 8am to 5pm and Tuesday the 25th (Election Day) 7am to 7pm. DCL will continue to work with DC elections office for future needs.

Our recent fundraiser with Kendra Scott in May resulted in raising \$1,195.00 for the Douglas County Libraries Foundation. The DCLF also received a grant of \$4,000 in support of 2024 Summer Reading: Flock to the Library from the Douglas County Community Foundation. On June 20th, DCLF board members and staff accepted the funds at a DCCF board meeting. This is the second DCCF community grant awarded to DCLF over the past 12 months.

Summer reading officially kicked off the first weekend of June with celebrations across DCL locations. Over 12,000 people have registered for DCL's latest annual event. Summer reading goes through the end of July. For more information, please visit <https://dcl.org/summer-reading/>

A Writers' Workshops is being held on Monday June 24, 6 pm, at the Philp and Jerry Miller Library. Customers are invited to join the discussion about the possibilities of self-publishing and indie publishing, presented by author Laurie Marr Wasmund.

In Progress

Please consider purchasing tickets for the Douglas County Libraries annual gala on Friday, September 27, 2024. In addition, we are asking board members to consider donating 3 to 5 bottles of wine; one of which we would love to be a bottle valued at \$50 or more, for the popular wine pull. For more information on the 2024 gala please visit <https://dcl.org/fete-des-fables/>.

Author Daniel Silva will be speaking about his new Gabriel Allon novel, on Thursday, July 18, at 7 pm. The event will take place at The Denver Marriott South at Park Meadows. Premium tickets for each event include a hardcover copy of the author's book and a seat for the presentation. Companion

tickets are available with the purchase of a premium ticket and include the author's presentation only. Coffee, tea, and desserts provided. For ticket information, please visit <https://dcl.org/featured-events/>.

July continues to be a busy month for DCL outreach services. This month our team will be promoting DCL, strengthening our brand awareness, and supporting our community by being an active partner at the following community events:

July 13th - Yana's Health and Wellness event at Civic Green Park

July 13th - 2024 Senior Law & Safety Summit by 18th Judicial District Attorney's Office at Charles Schwab Campus

July 27th - Douglas County Fair Parade

July 27th - Boots and Brews in Festival Park hosted by Downtown Merchants Association

July 26th, 27th, 28th, Aug. 5th & 6th – DC Fair & Rodeo at the DC Fairgrounds

July 30th Strive to Thrive in Parker

Customer Experience

Accomplished

- Added volunteers to Ageless services (outreach, Coffee Chat, etc.). Volunteer training has been developed and matching volunteers to services has begun.
- Selected staffing/scheduling software and workforce management platform to implement in 2025. This will allow greater transparency, collaboration, and flexibility when it comes to staffing multiple departments and locations.
- In May 13,924 people attended or viewed 416 DCL storytimes. This is our second busiest month since the pandemic (blockbuster March 2023 was largest), year-on-year attendance is about five percent ahead of the same period in 2023.

In Progress

- The next phase of the implementation of our new floor service model Environmental CARE is playing a game to positively reinforce staff exhibiting the key components of the model. CX staff will play the Environmental CARE Game June 24th-July 26th.
- Having just received training on our 2025 budget cycle, we will be evaluating staffing and our service expenses over the next month or so.
- Outdoor Storytime will continue through the end of July, where each branch has one day per week that their storytime is at a local park or similar nearby outdoor space. These storytimes include stories, music, movement, and lots of bubbles!

Executive

In Progress

- Working on records retention finalizing inventory of retained records, and 2023-previous Destruction Records
- Rolling out final "Destruction Records" phase of organizational records retention project to be complete in September of 2024, and thereafter annually managed.

Accomplished

- Review and organization for all Executive Division document folders and locations.

Finance

- Conducted the June SLT / Manager Meeting – presented the 2025 budget kick-off, demonstrated tips and tricks in our financial software, and answered general Q&A
- Working closer toward selection of new payment services software
- Working closer toward selection of new budgeting software

Infrastructure ServicesAccomplished

- Capital projects: Staff is removing the Parker playscape to prepare for the coming installation.
- Cost containment
 - All staff have completed these required compliance trainings:
 - 2024 Standard Response Protocol Municipal Training
 - 2024 Harassment Prevention for Employees
 - 2024 Cyber Security: Self-Defense in the Digital Age
 - The Safety & Security Manager has completed a 90-day Safety & Security report evaluating our current processes and procedures. Results and report are imminent.
- Collections
 - With the additional digital content funds this year, we have been able to avoid hitting blocks with hoopla that previously prevented customers from borrowing materials for the duration of our open hours.

In Progress:

- Capital projects: Bids for Highlands Ranch roof and second floor VAVs are complete.
- Talent Management: We will launch the Gallup engagement survey to staff in July.
- Cost containment
 - Renewing our cost containment certification with the State Board of Labor in August. Provides a 5% discount on our worker's compensation insurance premium.

May Board Meeting Follow up.

Urban Renewal Authorities. No update yet.

RECOMMENDATION: None; information only.

MEMO

To:	Douglas County Libraries Board of Trustees
Date:	June 26, 2024
From:	Casie Cook, Director of Finance
Subject:	Impact of Legislation on Revenue

ISSUE:

What is the impact of Senate Bill 24-233 legislation on DCL's Revenue?

DISCUSSION:

In August, the Library will receive the preliminary property tax revenue amount for 2025. While we don't know the exact impact of recent legislation on future revenue, we can make some high-level assumptions.

Assuming that a new initiative is NOT approved in November 2024 that could affect property tax or valuations, annual property revenue growth will be capped at 5.5% starting in 2025. There are a few exclusions to this cap – notably, new construction. This cap is equal to what we received in revenue for the 2023 property tax year, plus any backfill, increased by 5.5% annually. Note: the backfill in this calculation may be limited to backfill dollars specifically from 2023 legislative changes; our legal counsel is currently researching. The Library did just receive \$1.7M in backfill related to SB-22-238 (related to 2022 legislative changes).

The Library will be subject to this cap, and the cap cannot be waived, unless we seek and receive voter approval to waive this limit at the May or November 2025 elections.

In response to this recent legislation, we are modeling an increase of 5.5% in even years, and 1.5% in odd years, with one exception. In 2025 a 6.5% increase is modeled. This may be adjusted down to 5.5% as we receive further guidance from our legal counsel. Because the Library did not levy its full authorized tax levy for 2024, there is some concern that the Library may be artificially collecting less than its full amount, because the 5.5% could be on top of the actual 2023 revenue figures, not the total that *could* have been levied. This will be confirmed soon.

Lastly, it's worth noting that there is a voter-initiated measure that will appear on the November 2024 ballot. Initiative 50 requires statewide approval to let any local government retain property taxes that exceed 4%. See legal memo for more detail.

RECOMMENDATION: We are working with our legal team to confirm the details of the 5.5% cap formula. Once determined, we will model expected revenue into the budgeting process.

**Shareholders**

Paul R. Cockrel
 Evan D. Ela
 Linda M. Glesne
 David A. Greher
 Matthew P. Ruhland

Associates

Joseph W. Norris
 Madison D. Phillips
 Dakota C. Spence-Zurek
 Glory S. Schmidt

Paralegals

Micki Mills
 Sarah Luetjen

EXECUTIVE SUMMARY

May 28, 2024

ATTORNEY-CLIENT PRIVILEGED

VIA EMAIL

TO: Local Government Clients

FROM: Cockrel Ela Glesne Greher & Ruhland, P.C.

RE: **Update on Property Tax Legislation and Initiative 50**

Recently, there have been several noteworthy developments regarding Colorado's property tax scheme to come out of the General Assembly. As such, we are circulating this Executive Summary as a legal update for your easy reference. This Executive Summary is intended to provide a broad overview of the most impactful provisions in recent property tax legislation and Initiative 50. We are preparing a supplemental memorandum that details more specific information with regard to the interplay of Senate Bill 24-233, Senate Bill 23B-001 and Senate Bill 22-238 and will circulate it in the coming weeks. We will provide periodic updates as further developments occur.

I. Senate Bill 24-233

SB 24-233 ("Act") was signed into law on May 14, 2024 and will go into effect on January 1, 2025 *unless* an initiative is approved at the November 2024 election that either reduces valuations for assessment or requires voter approval for retaining property tax revenue above a set limit.¹ All local governments, including special districts, are subject to this Act with the exception of (1) school districts, (2) home rule municipalities, (3) local governments that have not received voter approval to exceed the statutory 5.5% property tax revenue limitation in C.R.S. 29-1-301, and (4) local governments that have not received voter approval to collect, retain and spend revenue without regard to the limitations set forth in the Taxpayer Bill of Rights ("**TABOR**").

¹ See discussion on Initiative 50 below.



While the Act has many components, for the purposes of this Executive Summary, we will focus solely on the imposition of a new annual revenue growth cap known as the “**Property Tax Limit.**” The Property Tax Limit is separate from and more restrictive than the annual revenue growth cap of 5.5% that is currently codified in C.R.S. 29-1-301.

Beginning in 2025, the Property Tax Limit will be imposed on a local government’s *qualified* property tax revenue. All property tax revenue is qualified unless it is explicitly excluded by statute. Excluded property tax revenue includes property tax revenue attributable to (1) new construction and associated personal property, (2) changes in law for a property tax classification or to the annexation or inclusion of additional land and associated improvements and personal property, (3) property omitted from assessment rolls in the preceding tax year, (4) abatements or refunds, (5) previously legally exempt federal property that becomes taxable, (6) producing mines or leaseholds producing oil or gas, (7) payment of principal and interest on outstanding bonds and other contractual obligations, and (8) an increase in mills approved by voters after January 1, 2025. This means that the Property Tax Limit will effectively apply to operations and maintenance revenues. The Property Tax Limit is equal to the local government’s qualified property tax revenue for the 2023 property tax year, plus any monies received from State backfill, increased by 5.5% annually.²

The Act is drafted with the apparent intent *not* to be waived by *any* existing voter authorization to waive spending limits, no matter how broad. The board of directors of a local government can, however, seek voter approval to waive the Property Tax Limit, beginning at the May or November elections in 2025. Unless and until the Property Tax Limit is waived by new voter approval, we believe that every local government not exempted from the Act will be subject to the Property Tax Limit.

II. Initiative 50

The Colorado Property Tax Revenue Cap Initiative, known as “**Initiative 50**”, is a voter initiated measure that will appear on the November 2024 ballot. Initiative 50 proposes to amend the Colorado Constitution to require *statewide* voter approval to allow local governments to retain property tax revenue that exceeds 4% growth from the aggregate amount of property tax revenue collected by local governments *statewide* in the preceding year. This means that both the election to determine whether local governments can retain property tax revenue in excess of the 4% growth limit and the calculation of the 4% growth limit would occur at the state level, not the local level. Unlike the Act, Initiative 50 applies to all local governments and all property tax revenues, without exception. Initiative 50 is ambiguous in many respects (i.e., election protocols, calculation of the 4% growth limit, constitutional issues, etc.) and for that reason, we cannot yet fully articulate the implications it will

² Note, the Property Tax Limit is calculated differently if the local government did not have any qualified property tax revenue for the 2023 property tax year or if a temporary waiver of the Property Tax Limit is approved at an election.



have for local governments if it is approved by voters. What is clear at this point is that the Act would not go into effect if Initiative 50 is approved by voters this November.

III. Senate Bill 22-238 and Senate Bill 23B-001

SB 22-238 and SB 23B-001 were enacted in previous years but each has property tax implications that are effective through this year. SB 22-238 temporarily reduces assessment rates in 2024 to 6.8% for multi-family residential real property and 26.4% for agricultural and renewable energy production property. SB 22-238 also sets a temporary assessment rate in 2024 for residential real property (other than multi-family residential real property) at a level to be determined by the State Property Tax Administrator such that the projected total revenue reductions attributable to SB 22-238 in collection years 2024 and 2025 equals \$700 million. Additionally, both SB 22-238 and SB 23B-001 established mechanisms by which to reimburse (backfill) local governments in 2024 for reductions in property tax revenues collected in 2023. These backfill amounts were announced in early April of this year and are to be paid out by the State Treasurer upon demand. No additional backfill is available under either SB 22-238 or SB 23B-001.

We hope that the foregoing is helpful. Please contact us if you have any questions about the foregoing.

An Act

SENATE BILL 24-216

BY SENATOR(S) Cutter and Michaelson Jenet, Kolker, Buckner, Coleman, Danielson, Fields, Gonzales, Jaquez Lewis, Marchman, Sullivan, Winter F.;

also REPRESENTATIVE(S) Joseph and Hamrick, Bacon, Boesenecker, Brown, English, Epps, Froelich, Garcia, Hernandez, Herod, Kipp, Lieder, Lindsay, Mabrey, Marvin, Mauro, McCormick, McLachlan, Ortiz, Parenti, Ricks, Rutinel, Sirota, Story, Titone, Valdez, Vigil, Willford.

CONCERNING STANDARDS THAT PUBLIC LIBRARIES ARE REQUIRED TO INCLUDE IN POLICIES REGARDING LIBRARY RESOURCES.

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. Legislative declaration. (1) The general assembly finds and declares that librarians are highly trained and educated and that they intentionally and thoughtfully select library resources for their specific communities to educate and entertain public library patrons.

(2) The general assembly further finds and declares that:

(a) A full range of books and other library resources should be provided for the interest and enlightenment of all people in the communities

that public libraries serve;

(b) The opportunity to be exposed to a wide variety of perspectives and experiences via books and other library materials engenders empathy and understanding;

(c) Recent challenges to library materials have targeted various protected classes, including individuals based on their race and sexual orientation, constituting dangerous discrimination and limiting some individuals from adequate representation and participation in institutional public life;

(d) Community members have challenged the inclusion of library resources in public libraries and have successfully demanded the removal of library resources;

(e) Removing library resources prevents others from examining, enjoying, and learning from the removed library resources; and

(f) It is important that public libraries' policies for the acquisition, retention, display, reconsideration, and use of library resources and for the use of public library facilities comply with standards that identify the priorities and mission of public libraries.

SECTION 2. In Colorado Revised Statutes, add 24-90-122 as follows:

24-90-122. Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities - employee protections - definition. (1) Definition. AS USED IN THIS SECTION, UNLESS THE CONTEXT OTHERWISE REQUIRES:

(a) "LIBRARY RESOURCE" MEANS MATERIAL, BOTH PRINT AND NON-PRINT, FOUND IN A PUBLIC LIBRARY THAT SUPPORTS CURRICULAR OR PERSONAL INFORMATION NEEDS. PRINT ITEMS INCLUDE BOOKS, MAGAZINES, NEWSPAPERS, PAMPHLETS, MICROFICHE, OR MICROFILM. NON-PRINT ITEMS INCLUDE FILMS, DISC RECORDS, FILMSTRIPS, SLIDES, PRINTS, AUDIOTAPES, VIDEOTAPES, COMPACT DISCS, COMPUTER SOFTWARE, LIBRARY PROGRAMS, AND EXHIBITS.

(b) "PUBLIC LIBRARY" MEANS A PUBLIC LIBRARY AS DEFINED IN SECTION 24-90-103 (13) THAT IS ESTABLISHED, OPERATED, OR MAINTAINED PURSUANT TO THIS PART 1.

(2) **Standards.** IN ADDITION TO THE POWERS AND DUTIES SPECIFIED IN SECTION 24-90-109, A BOARD OF TRUSTEES OF A PUBLIC LIBRARY SHALL ESTABLISH WRITTEN POLICIES FOR THE ACQUISITION, RETENTION, DISPLAY, AND USE OF LIBRARY RESOURCES AND FOR THE USE OF A PUBLIC LIBRARY FACILITY. IN ADDITION, THE BOARD OF TRUSTEES OF A PUBLIC LIBRARY THAT RECONSIDERS LIBRARY RESOURCES AS SPECIFIED IN SUBSECTION (3) OF THIS SECTION SHALL ESTABLISH A WRITTEN POLICY FOR THE RECONSIDERATION OF A LIBRARY RESOURCE. THE BOARD OF TRUSTEES SHALL ESTABLISH POLICIES AS REQUIRED BY THIS SUBSECTION (2) THAT, AT A MINIMUM, COMPLY WITH THE FOLLOWING STANDARDS:

(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;

(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;

(e) A PUBLIC LIBRARY SHALL NOT PROSCRIBE OR PROHIBIT THE CIRCULATION OR PROCUREMENT OF A LIBRARY RESOURCE BECAUSE OF PARTISAN OR DOCTRINAL DISAPPROVAL OF THE LIBRARY RESOURCE;

(f) IT IS THE RESPONSIBILITY OF A PUBLIC LIBRARY TO CHALLENGE CENSORSHIP IN THE FULFILLMENT OF ITS RESPONSIBILITY TO PROVIDE INFORMATION AND ENLIGHTENMENT;

(g) A PUBLIC LIBRARY SHALL CONSIDER THE PERSPECTIVES OF MARGINALIZED GROUPS, INCLUDING THOSE IDENTIFIED IN SECTION 22-1-104 (1)(a);

(h) FOR A PUBLIC LIBRARY THAT PROVIDES FACILITIES TO THE PUBLIC, THE LIBRARY SHALL MAKE THE FACILITIES AVAILABLE ON AN EQUITABLE BASIS, REGARDLESS OF THE BELIEFS OR AFFILIATIONS OF INDIVIDUALS OR GROUPS REQUESTING THEIR USE; AND

(i) A PUBLIC LIBRARY SHALL PROHIBIT DISCRIMINATION BASED ON AGE, BACKGROUND, POLITICAL OR RELIGIOUS VIEWS, ORIGIN, DISABILITY, RACE, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, NATIONAL ORIGIN, OR ANCESTRY IN THE SELECTION, RETENTION, DISPLAY, USE, OR RECONSIDERATION OF LIBRARY RESOURCES AND PUBLIC MEETING SPACES.

(3) Reconsideration of library resources. (a) (I) EXCEPT AS OTHERWISE PROVIDED IN SUBSECTION (3)(a)(II) OF THIS SECTION, A PUBLIC LIBRARY MAY REMOVE A LIBRARY RESOURCE FROM ITS PERMANENT COLLECTION ONLY IF THE LIBRARY RESOURCE HAS BEEN REVIEWED IN ACCORDANCE WITH AN ESTABLISHED POLICY FOR THE RECONSIDERATION OF LIBRARY RESOURCES THAT COMPLIES WITH THE REQUIREMENTS OF SUBSECTION (2) OF THIS SECTION. A PUBLIC LIBRARY THAT HAS NOT ESTABLISHED A POLICY FOR THE RECONSIDERATION OF LIBRARY RESOURCES OR THAT HAS A POLICY FOR THE RECONSIDERATION OF LIBRARY RESOURCES THAT DOES NOT COMPLY WITH THE REQUIREMENTS OF SUBSECTION (2) OF THIS SECTION MAY NOT REMOVE A LIBRARY RESOURCE FROM ITS PERMANENT COLLECTION.

(II) THE PROVISIONS OF SUBSECTION (3)(a)(I) OF THIS SECTION DO NOT APPLY TO ROUTINE COLLECTION MAINTENANCE AND DEACCESSION IN ACCORDANCE WITH A PUBLIC LIBRARY'S ESTABLISHED COLLECTION DEVELOPMENT AND MAINTENANCE POLICY.

(b) THE BOARD OF TRUSTEES OF A PUBLIC LIBRARY THAT HAS ESTABLISHED A POLICY FOR THE RECONSIDERATION OF LIBRARY RESOURCES THAT COMPLIES WITH THE REQUIREMENTS OF SUBSECTION (2) OF THIS SECTION AND THAT RECONSIDERS LIBRARY RESOURCES IN ACCORDANCE WITH THAT POLICY SHALL MAKE ITS RECONSIDERATION POLICY AVAILABLE TO THE PUBLIC ON ITS WEBSITE.

(c) TO MAKE A REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE, THE INDIVIDUAL MAKING THE REQUEST MUST RESIDE IN THE LEGAL SERVICE AREA FOR THE LIBRARY IN WHICH THE REQUEST IS MADE.

(d) A PUBLIC LIBRARY SHALL NOT RECONSIDER THE SAME LIBRARY RESOURCE MORE THAN ONCE EVERY TWO YEARS; EXCEPT THAT A PUBLIC LIBRARY'S ESTABLISHED POLICY FOR THE RECONSIDERATION OF A LIBRARY RESOURCE MAY SPECIFY A PERIOD LONGER THAN TWO YEARS DURING WHICH THE PUBLIC LIBRARY WILL NOT RECONSIDER THE SAME LIBRARY RESOURCE.

(e) (I) ONCE A FINAL DETERMINATION HAS BEEN MADE FOR A LIBRARY RESOURCE THAT IS THE SUBJECT OF A REQUEST FOR RECONSIDERATION, THE BOARD OF TRUSTEES SHALL MAKE THE DETERMINATION AND HOW IT COMPORTS WITH THE PROVISIONS OF SUBSECTION (2) OF THIS SECTION AVAILABLE TO THE PUBLIC.

(II) A PUBLIC LIBRARY SHALL NOT REMOVE, DISCONTINUE, OR RESTRICT A LIBRARY RESOURCE AS THE RESULT OF A REQUEST FOR RECONSIDERATION UNTIL THE DETERMINATION REGARDING THE LIBRARY RESOURCE HAS BEEN MADE AVAILABLE TO THE PUBLIC PURSUANT TO SUBSECTION (3)(e)(I) OF THIS SECTION.

(f) A WRITTEN REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE IS NOT A LIBRARY USER RECORD AS DESCRIBED IN SECTION 24-90-119 (1). A WRITTEN REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE IS AN OPEN RECORD UNDER THE "COLORADO OPEN RECORDS ACT", PART 2 OF ARTICLE 72 OF THIS TITLE 24.

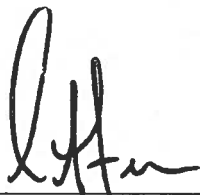
(4) Retaliation against library employees prohibited. AN INDIVIDUAL WHO IS A LIBRARIAN, MEDIA SPECIALIST, OTHER EMPLOYEE, CONTRACTOR, OR VOLUNTEER AT A PUBLIC LIBRARY SHALL NOT BE SUBJECT TO TERMINATION, DEMOTION, DISCIPLINE, OR RETALIATION FOR REFUSING TO REMOVE A LIBRARY RESOURCE BEFORE IT HAS BEEN REVIEWED IN ACCORDANCE WITH THE PUBLIC LIBRARY'S POLICY FOR THE RECONSIDERATION OF LIBRARY RESOURCES OR FOR MAKING DISPLAYS, ACQUISITIONS, OR PROGRAMMING DECISIONS THAT THE LIBRARIAN, MEDIA SPECIALIST, OTHER EMPLOYEE, CONTRACTOR, OR VOLUNTEER BELIEVES, IN GOOD FAITH, ARE IN ACCORDANCE WITH THE STANDARDS SPECIFIED IN SUBSECTION (2) OF THIS SECTION.

SECTION 3. In Colorado Revised Statutes, 24-90-119, **add** (4) as follows:

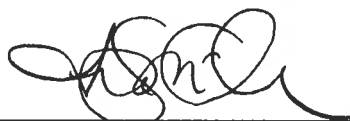
24-90-119. Privacy of user records. (4) A WRITTEN REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE MADE AT A PUBLIC LIBRARY PURSUANT TO SECTION 24-90-122 (3) IS NOT A LIBRARY USER RECORD AS DESCRIBED IN SUBSECTION (1) OF THIS SECTION.

SECTION 4. Safety clause. The general assembly finds, determines, and declares that this act is necessary for the immediate

preservation of the public peace, health, or safety or for appropriations for the support and maintenance of the departments of the state and state institutions.



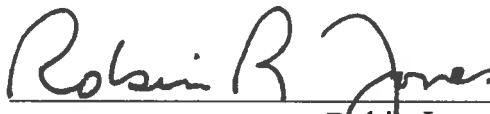
Steve Fenberg
PRESIDENT OF
THE SENATE



Julie McCluskie
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

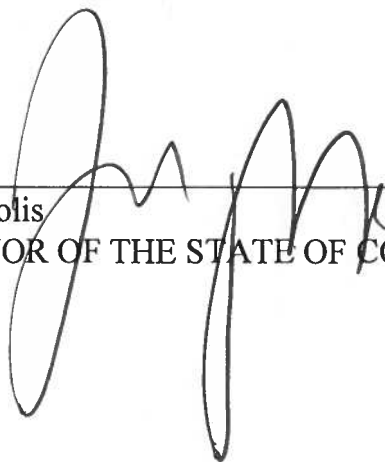


Cindi L. Markwell
SECRETARY OF
THE SENATE



Robin Jones
CHIEF CLERK OF THE HOUSE
OF REPRESENTATIVES

APPROVED Friday May 31st 2024 at 12:15 PM
(Date and Time)



Jared S. Polis
GOVERNOR OF THE STATE OF COLORADO

**Shareholders**

Paul R. Cockrel
 Evan D. Ela
 Linda M. Glesne
 David A. Greher
 Matthew P. Ruhland

Associates

Joseph W. Norris
 Madison D. Phillips
 Dakota C. Spence-Zurek
 Glory S. Schmidt

Paralegals

Micki Mills
 Sarah Luetjen

MEMORANDUM

June , 2024

ATTORNEY-CLIENT PRIVILEGED

VIA E-MAIL

TO: Board of Trustees and Bob Pasicznyuk
Douglas County Libraries
 FROM: Linda M. Glesne

RE: **Implications of Senate Bill 24-131 on Douglas County Libraries**

Senate Bill 24-131.

Senate Bill 24-131 (the “**Act**”), signed into law on May 31, 2024, and effective July 1, 2024, restricts the carrying of firearms in specific public places. Under the Act, a person is prohibited from knowingly carrying a firearm, whether loaded or unloaded, in the following locations:

1. On the property of or within any building in which:
 - a. The chambers, galleries, or offices of the general assembly, or either house thereof, are located;
 - b. A legislative hearing or meeting of the general assembly is being conducted; or
 - c. The official office of any member, officer, or employee of the general assembly is located.
2. Unless permitted by a local government, on the property, or within any building in which:
 - a. The chambers or galleries of a local government’s governing body are located;
 - b. A meeting of a local government’s governing body is being conducted; or



- c. The official office of any elected member of a local government’s governing body or of the chief executive office of a local government is located.
3. A courthouse or any other building or portion of a building used for court proceedings.

Additionally, while the Act initially prohibited individuals from carrying firearms in 19 locations, including libraries, it was amended to limit these locations to polling places, childcare centers, schools, public college and university campuses, and local government offices and courthouses.

Implications of Senate Bill 24-131 on Douglas County Libraries.

Although the Act does not explicitly list libraries as locations where firearms are prohibited, it does restrict carrying firearms on properties or within buildings where “[t]he chambers or galleries of a local government’s governing body are located,” or where “[a] meeting of a local government’s governing body is being conducted.” Since the Douglas County Libraries hold Board of Trustees (“**Board**”) meetings on their property, the Act prohibits individuals from carrying firearms in these locations during Board meetings. Therefore, individuals are likely only restricted by these portions of the Act from carrying firearms on Douglas County Libraries’ property while Board meetings are in session.

The only District property where carrying a firearm is explicitly prohibited on a continuing basis is the location where the Executive Library Director has the “official office” established by District. We are unaware of an “official office” for any of the members of the Board of Trustees; however, if such an office exists or is established in the future, that location would also be covered by the Act on a continuing basis.

Additionally, the Act does not require local governments, including special districts, to take any steps to enforce compliance with the Act. Therefore, Douglas County Libraries does not have to take any action with regards to enforcing the Act. While not required, some local governments have installed signs indicating they do not allow firearms on the property as applicable.

Opting out of Senate Bill 24-131.

The Act allows local governments to pass ordinances permitting firearms in otherwise restricted locations. Douglas County has already passed a resolution allowing individuals with valid permits to carry concealed handguns in government buildings within unincorporated Douglas County. However, since no Douglas County Libraries are located in unincorporated Douglas County, this resolution does not apply to the Douglas County Libraries. The Town of Castle Rock has also passed a resolution permitting firearms in the Town of Castle Rock’s Town Hall, which also does not affect Douglas County Libraries.



Similarly to Douglas County and the Town of Castle Rock, the Douglas County Libraries Board has the option to “opt-out” of the Act by passing an ordinance allowing individuals to carry firearms on Douglas County Libraries’ locations where the Act is applicable, including during Board meetings or the “official office” location for Bob and/or any trustee who has such an office.¹ Given that the firearms restriction outlined in the Act is limited to the two scenarios described above, namely, (i) locations when and where Board meetings are being conducted, and (ii) at all times within the office location of the Executive Library Director, the Board must carefully consider whether allowing concealed firearms during meetings or in the general administrative office is desirable before proceeding with any ordinance.

We hope this is useful in answering your questions about how the Act will be implemented. While your questions do not explicitly ask the question, we do not see anything in the legislation that broadly permits all library locations to prohibit concealed weapons or to otherwise permit the District as an employer to regulate the same above the general laws governing concealed carry permits statewide.

Please advise if there are additional questions.

¹ There is no time frame in which the Board has to pass such an ordinance.



**MEMORANDUM OF UNDERSTANDING:
STERLING RANCH LIBRARY BRANCH**

June 14, 2024

Dear Bob:

Sterling Ranch, LLC ("SR") is pleased to present this Memorandum of Understanding ("Memorandum") outlining the terms of a potential partnership between SR and Douglas County Libraries ("DCL") that would result in the construction of a library branch in Sterling Ranch.

Sterling Ranch is a rapidly growing community with a commitment to sustainability, cutting edge technology, and continuing education. We see many of the same values reflected in DCL's innovative programming and facilities. It is in that spirit that we hope to pursue a creative partnership that maximizes the impact of a DCL branch located in Sterling Ranch in a way that benefits both library patrons and Sterling Ranch residents alike.

Project Overview: SR will donate land to DCL at zero cost to facilitate construction of a DCL library facility in Sterling Ranch (the "New Facility"). DCL will have an option to build the New Facility in two phases: approximately 15,000 square feet two-story building in "Phase I," with an option to acquire additional land at zero cost to add another approximately 15,000 square feet in "Phase II."

Site Location: Approximately 1.9 acres located at the southwest intersection of Titan Road and Taylor River Circle, as generally shown on Exhibit A attached here (the "Library Parcel").

Future Expansion: DCL will have the option to acquire up to one acre of additional land immediately to the west of the Library Parcel at no cost ("Option Parcel") for construction of additional parking to accommodate a Phase II expansion. The final size of the Option Parcel will depend on the size of the expansion facility, and may be reduced or eliminated if SR can provide suitable off-site parking to satisfy the need for additional parking spaces on the Library Parcel caused by the Phase II expansion.

DCL shall exercise the option, if at all, by budgeting and appropriating sufficient funds to construct Phase II. If DCL has not budgeted and appropriated funds to construct Phase II on or before December 31, 2029, or if DCL has not broken ground on Phase II within 18 months after exercising its option, then its option shall automatically expire.

Entitlement: DCL will apply for and process a Location and Extent with Douglas County to subdivide the Library Parcel into a separate legal lot.

Design Guidelines: The New Facility should include the following elements:

- I. An outdoor plaza and playground area with interactive features for children open to the public during and after library operating hours;
2. A second-floor outdoor veranda adjacent to the DCL unit;
3. A drive-through "book drop" for DCL customers.

Property Taxes: In order to offset a portion of the public infrastructure that serves the site, and in light of the zero cost land contribution, DCL will enter into a "payment in lieu of taxes" agreement ("PILOT") whereby DCL will agree to encumber the Library Parcel with a covenant to pay certain mill levies to the applicable Sterling Ranch metropolitan districts, even if DCL is otherwise property tax exempt. Such mill levies will be paid directly to the metro districts as property taxes solely to repay the cost of infrastructure and other public operations and maintenance expenses.

Timeline Overview: Drafting Phase: Upon mutual execution of this Memorandum. The parties will negotiate a definitive Land Contribution and Development Agreement reflecting the terms of this Memorandum. SR and DCL collaborate on a conceptual site plan during the Drafting Phase.

Budgeting and Appropriation Phase: October - December 2024. DCL will endeavor to budget and appropriate funds to design the New Facility in 2025 and break ground in 2026.

Subdivision; Closing: January- March 2025. DCL will process a Location and Extent with Douglas County to subdivide the Library Parcel as a separate lot at DCL's cost. Closing of the conveyance of the Library Parcel to DCL will occur 30 days after final approval of the Location and Extent.

Design Phase: January - October 2025. DCL will engage design firms to design the New Facility and to seek site plan approval, building permit, and all other necessary governmental approvals to construct the New Facility.

Construction Phase: January 2026 - March 2027. DCL oversees construction of the New Facility.

Anticipated Grand Opening Date: **June 30, 2027.**

Approval Contingency: If the DCL board has not approved the definitive Land Contribution and Development Agreement and budgeted and appropriated full design costs for the project by December 31, 2024, then this Memorandum shall automatically expire.

Design Review: DCL shall submit exterior elevations, landscape plans, and related documents to the Sterling Ranch Design Review Committee for review and approval prior to commencing construction of the Project. DCL shall model its exterior elevations on one of the four architectural styles identified in the Providence Village Design Principals. DCL may design the interior of its space at its election, consistent with its brand package. The Building will be subject to the CAB's rules and regulations, including the CAB's water conservation covenants relating to interior fixtures and exterior landscape guidelines (available at <https://bit.ly/3w3ky0I>).

Right of First Refusal; Profit Participation: If DCL receives an offer to purchase the library building that DCL is willing to accept, SR shall have a right of first refusal to acquire the library building on substantially the same terms except that the purchase price shall be reduced by the then-appraised land value of the Library Parcel.

About Sterling Ranch: Sterling Ranch is being developed as a leading 21st century master planned, mixed use community located in northwest Douglas County, Colorado. Sterling Ranch is a recognized leader in water conservation, smart community technology, and fiber internet connectivity.

At full buildout the project is anticipated to have over 12,000 residential units and several million square feet of commercial uses. More information about Sterling Ranch can be found at www.sterlingranchcolorado.com.

Non-Binding: Except for the "Confidential Transaction" and "Brokerage" provisions, this Memorandum shall be non-binding. Neither SR nor DCL shall have any liability in connection with the transaction described above until such time as a definitive contribution agreement has been prepared and executed by the authorized officers of both parties, regardless of the expenditure of funds by either party in reliance on this Memorandum. Upon approval, SR shall prepare a term sheet containing terms consistent with this Memorandum.

Management Committee Approval: DCL acknowledges that this Memorandum and the final transaction details are subject to the final approval of SR's management committee. SR shall timely seek such approval in good faith.

Brokerage: Each party represents and warrants to the other that it does not have a relationship with any broker, agent, or other third-party that would be entitled to a fee, commission, or any other payment if the parties consummate the transaction outlined in this Memorandum. Each party hereby agrees to indemnify, defend, and hold harmless the other party from any claim for any such fee, commission, or payment made by a third party claiming by, through, or on behalf of the indemnifying party.

Confidential Transaction: Notwithstanding the non-binding provisions of this Memorandum, DCL agrees to keep this transaction and any non-public documents or information relating to the Property (the "Confidential Information") disclosed by SR strictly confidential. DCL shall not disclose any Confidential Information except to DCL's employees, agents, advisors, consultants, attorneys, accountants, and other consultants assisting with DCL's review of the Property and as may otherwise be required by law.

If the terms of this Memorandum are acceptable, please execute and return a copy to my attention. We look forward to working with you on this transaction and exploring this potential partnership between our groups.

Sincerely,



Brock Smethills
on behalf of Sterling Ranch, LLC

DOUGLAS COUNTY LIBRARIES:

ACCEPTED AND AGREED AS OF THE ___ DAY OF _____ 2024.

By :-----
Bob Pasicznyuk, Executive Library Director

EXHIBIT A
DEPICTION OF SITE LOCATION

