

DOUGLAS COUNTY LIBRARIES BOARD BUSINESS MEETING

Wednesday, June 24, 2026, 5:30 p.m., Lone Tree Library, Lone Tree, CO

Call meeting to Order

Attendance

Guests

Public Comment

Consent Agenda Recommendation(s) Memo [page 2](#)

- Minutes May 27, 20256 Business Meeting [page 3](#)
- Budgeted Capital Expenditure
 - Access Control [page 8](#)

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.

Executive Library Director Update

- Written Report [page 14](#)

Partner Reports

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

Trustee Comments and Questions

Upcoming Board Meetings

- July 16, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- July 29, 2026, Board Informal Breakfast Meeting at Louviers Village Club Library, 8:00 a.m. - 9:30 a.m.
- August 26, 2026, Lone Tree Library, Lone Tree, Colorado
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.

Adjourn

MEMO

To: Douglas County Libraries Board of Trustees

Date: June 2026

From: Patti Owen-DeLay

Subject: Consent Agenda

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

Discussion:

The Consent Agenda follows the process outlined below:

- Items will be added as norm 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 ___, stating the item number.
- Item(s) moved will be handled first as under Library Business unless the Board takes a motion to do something different with the item.

Consent Agenda Items for this meeting are:

1. Minutes 05/27/2026 Business Annual Meeting
2. Budgeted Capital Expenditures
 - a. Access Control

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

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
May 27, 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, Terry Nolan, Zach McKinney, Taylor Watson, Amy Windju, and Ted Vail

John Kennedy was absent. The absence was approved.

STAFF: Bob Pasicznyuk, Casie Cook, Jill Corrente, Amy Fischer, Sylvester Sterling, and Patti Owen-DeLay

LONE TREE POLICE OFFICER: Corporal Ricky Stegmaier

GUESTS: Chris Blackwood, Chandler Assets

PUBLIC: Jessica Byassee, Candace Head-Dylla, S.W. Dylla, Denise Martinez, Tracy Martinez (staff), Gershon ben Moshe, Sam Sharwarko, Becky Spilver (staff), Nancy Student, Alex Taylor, Robin Warnke (staff)

PUBLIC COMMENTS:

Denise Martinez – Douglas County resident. Cited a petition with over 1,000 signatures wanting the Roxborough library to remain open in Roxborough. Advocating for a library in Roxborough.

Candace Head-Dylla – Douglas County resident. Wants removal of the “You Are the Color” book. Has been unsatisfied with responses from communication with the Executive Director.

Alex Taylor – Douglas County resident. Supports the build of a new library in the Northwest part of the county at Sterling Ranch to add all Douglas County Libraries amenities for this area.

Gershon ben Moshe – Not a Douglas County resident. Wants removal of the “You Are the Color” book. Wants the board to go beyond the law and do what is right.

CONSENT AGENDA

1. Minutes April 29, 2026, Business Meeting
2. Budgeted Capital Expenditure
 - a. Building Envelope Maintenance

MOTION 26-05-01: McKinney moved and the motion carried unanimously to approve April 29, 2026, minutes and the budgeted capital expenditure of \$136,400, not to exceed \$304,100, for building envelope maintenance. Windju seconded the motion.

PRESENTATION:

- Investment update, Chris Blackwood, Chandler Assets

Cook introduced Blackwood who presented the results from the library's Q1 2026 investments, and the Sterling Ranch library capital investment. Blackwood overviewed the presentation with what is currently happening with investment markets.

High inflation is affecting interest rates, which hurts investment yields.

Sterling Ranch investments are laddered to reflect project spending. The average yield is 3.95%.

Blackwood reviewed the investment earnings for the library reserves.

Windju asked if it was usual to have cash for a new library building. Blackwood noted that it was unusual because of the cost of new construction, in that most districts don't have this discipline to save this kind of money.

Windju asked about funding and recession. Blackwood responded that being funded by property taxes is more stable than sales tax funding because of the advance notice with revenues distributed in the arrears.

LIBRARY BUSINESS

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

Action Items

- **Unbudgeted Capital Expenditure – Fire Alarm Panel**
Jill Corrente, Director of Infrastructure Services, shared the issues that resulted in this request, including state regulations and intersection with the Highlands Ranch elevator replacement.

MOTION 26-05-02: Vail moved and the motion carried unanimously to approve the unbudgeted capital expenditure of \$53,302 for completion of the Highlands Ranch library fire alarm panel replacement project. Hampton seconded the motion.
- **Executive Session – Director's Mid-Year Review Conversation**
Nolan stated that an Executive Session will be held later for discussion of the Director's mid-year review.

Executive Library Director Update

Pasicznyuk spoke about the adopted Facilities Master Plan that cites the overall plan, needs, and philosophies, including:

- Own assets instead of leasing;

- Ensure consistent experience across the fleet;
- Maintain what is built;
- A regional model serving a five-mile concentric circle; and
- Libraries not less than 16,000 square feet in size.

Groundbreaking for Sterling Ranch library is anticipated for this summer.

Pasicznyuk noted that the quarterly Key Performance Indicators and Financials are in the packet.

Windju asked about how to bring a book challenge to the board, citing “You Are the Color.” Pasicznyuk went through the process based on Colorado Law. Conversation ensued about the decision to move one title in the collection and not another.

Windju stated she wants to have a review of policies and discussion around how books are placed in their location. The board declined to continue the discussion.

PARTNER REPORTS

Douglas County Youth Initiative (DCYI)

Windju reported that DCYI met on May 11.

- The Outstanding Youth Awards event was terrific; the only feedback for next year was to have more tissues.
- Youth Congress planning:
 - Confirmed date if it happens at the Douglas County School District (DCSD) Legacy Campus is October 8. There is still a chance that it will happen at the State Capitol; that date is To be decided.
 - Brainstorming of the eight topics to be discussed.
- Partner updates:
 - Both Highlands Ranch and DCSD talked about issues with e-bikes.
 - DCSD reported that the districtwide cell phone policy was adopted by the board on April 21.
 - Douglas County Libraries update presented by Jaime Gotlieb included Summer Reading as well as our partnership with DCSD to support the Lend a Hand school supply drive and the Free Summer Lunch program.

Partnership of Douglas County Governments

Vail reported that District Attorney Brauchler presented. Vail took three nontraditionals to the meeting and a handout about nontraditional items that we lend. Vail experienced a great deal of interest from the attendees on the information sheet.

Douglas County Libraries Foundation

Watson shared that trustees are invited to join the Douglas County Libraries Foundation for an evening of exquisite dining, immersive entertainment, and moments of enchantment inspired by the timeless tale of beauty, envy and power. Your evening in the velvet-dark wood features a custom-crafted cocktail, sumptuous meal, striking

entertainment, and a tempting silent auction, where hidden treasures await those bold enough to claim them.

Friday, September 25, 6PM, Highlands Ranch Mansion
 Tickets: \$175

Former employee Rick O'Dell joined the Foundation board to continue his support of DCL. He recently took on a new commitment as Facilities Director for Colorado College in Colorado Springs and resigned his Foundation position.

The board took a break for five minutes, stopping at 6:19 p.m. and reconvening at 6:24 p.m.

EXECUTIVE SESSION – Personnel Matters – Director’s Mid-Year Review Conversation

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 mid-year review.

McKinney asked Pasicznyuk if he waived his right for this discussion to be in public. Pasicznyuk did not.

The board did not enter into Executive Session but rather stayed in open meeting.

Windju asked about goal number four and the comment(s) that there are trustees on the board driven by agendas not in line with the best interest of the libraries.

Nolan, Watson, Vail and McKinney asked that we take the retreat into account and move forward as a board and emphasized that the discussion should be centered around Pasicznyuk’s mid-cycle review.

The board is open to doing future reviews during study sessions or board meetings in lieu of a survey.

TRUSTEE COMMENTS AND QUESTIONS

Watson appreciated the library’s Baby Storytime at Parker.

McKinney shared an Interlibrary Loan checkout and appreciated that the library provides access to harder-to-get books.

UPCOMING BOARD MEETINGS

- June 15, 2026, Executive Committee Meeting, Castle Pines Library, Castle Pines, 8:00 a.m.
- June 24, 2026, Lone Tree Library, Lone Tree
 - Board Study Session, 4:00 p.m. (Dinner at 5:00 p.m.)
 - Board Business Meeting, 5:30 p.m.
- July 29, 2026, Board Informal Breakfast Meeting, 8:00 a.m.-9:30 a.m. This is not a public meeting, and no board business will be discussed.

ADJOURN

Nolan adjourned the meeting at 6:44 p.m.

Respectfully submitted,

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

DRAFT

MEMO**To: Douglas County Libraries Board of Trustees****Date:** June 24, 2026**From:** Jill Corrente**Subject:** Budgeted Capital Expense - Access Control**ISSUE:**

Staff have identified 48 doors across the district that require access control upgrades to improve facility security, standardization of access control practices, and better manage access to staff-only areas.

DISCUSSION:

Providing safe and secure facilities for customers, staff, and Library assets remains a priority for Douglas County Libraries. Staff have evaluated access control needs throughout the district and identified 48 doors that require either new or upgraded badge access capabilities.

The project will expand and standardize access control infrastructure across Library locations, improving the Library's ability to manage access permissions, reduce reliance on physical keys, and enhance security through centralized monitoring and reporting. Standardizing access control components also supports system compatibility, long-term maintenance, and operational efficiency.

Implementation of the project requires specialized hardware, software controllers, electrical infrastructure, and installation services. To maintain compatibility with existing access control systems and infrastructure currently deployed throughout the district, staff are utilizing vendors that provide and support the Library's existing access control environment.

This request is being presented to the Board because the project exceeds the Board's \$75,000 approval threshold. The total estimated cost of the districtwide access control upgrades is approximately \$200,000, exceeding the previously approved amount of \$95,800. The increase is due to the identification of additional doors that require access control installation or upgrades across the district.

Work is anticipated to begin during the third quarter of 2026 and may continue into 2027 depending on vendor availability and project scheduling.

FINANCIAL IMPACT:

The total estimated project cost is \$200,000. The original 2026 Capital Budget included \$95,800 for access control improvements; however, further evaluation identified

additional doors and infrastructure requirements necessary to achieve a consistent district-wide solution.

The project cost includes access control hardware, door controllers, electrical work, installation, and related implementation expenses.

Any expenditures exceeding the original budget allocation will be accommodated through available capital budget reallocations or included in future budget appropriations if portions of the project extend into 2027.

RECOMMENDATION:

Staff recommends the Board move to approve a capital expenditure not to exceed \$200,000 for district-wide access control upgrades, including the replacement and installation of badged access control infrastructure, door controllers, electrical improvements, and related implementation costs. This project was previously budgeted, but current cost estimates exceed the original budget allocation.



JUSTIFICATION NON-COMPETITIVE/ SOLE SOURCE PURCHASE

DEFINITION: A non-competitive (sole source) purchase may be approved when competition is not practicable or not in the best interest of Douglas County Libraries, as determined by the Capital Planning and Procurement Manager in accordance with Library policy and applicable law. All sole source purchases must be documented and approved in accordance with Library procedures.

VENDOR NAME: All Campus Security

ESTIMATED COST: \$24,975 (estimated)

BASIS FOR SOLE SOURCE JUSTIFICATION (Check all that apply):

- Only one vendor can meet the Library’s requirements
- Specialized professional expertise required
- Required for standardization or compatibility with existing systems
- Cooperative or intergovernmental purchasing
- Insurance claim, emergency repair, or change order
- Other:

JUSTIFICATION NARRATIVE:

All Campus Security is the Library's current provider for security cameras and previously supplied the existing access control hardware and door controllers currently deployed within Library facilities. The Mercury LP1501 controllers being procured must remain compatible with the existing access control infrastructure and management platform. Utilizing the same supplier and controller platform ensures interoperability, simplifies maintenance and support, reduces training requirements, and maintains consistency across all locations. Procuring alternate controller hardware could create compatibility concerns and increase long-term operational costs.

APPROVALS:

REQUESTING MANAGER:	Signed by: <i>Chris Morelli</i> <small>0F198DAAC90349A...</small>	6/15/2026
CAPITAL PLANNING AND PROCUREMENT MANAGER:	Signed by: <i>Andria Miller</i> <small>57E48B086D5D4A3...</small>	6/15/2026
BUDGET MANAGER:	Signed by: <i>Crystal Bustillos</i> <small>D63B9CC8FCC34F6...</small>	6/15/2026



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VENDOR NAME: Duro Electric

ESTIMATED COST: \$24,975

BASIS FOR SOLE SOURCE JUSTIFICATION (Check all that apply):

- Only one vendor can meet the Library’s requirements
- Specialized professional expertise required
- Required for standardization or compatibility with existing systems
- Cooperative or intergovernmental purchasing
- Insurance claim, emergency repair, or change order
- Other:

JUSTIFICATION NARRATIVE:

Duro Electric is the preferred electrical subcontractor utilized by the General Contractor supporting this project and is familiar with the existing building systems and project requirements. Utilizing Duro Electric ensures coordination between contractors, maintains consistency in installation methods, and reduces the risk of conflicts or delays that could result from introducing an alternate electrical contractor. Selection of Duro Electric supports project continuity and compatibility with existing infrastructure while minimizing operational and scheduling impacts.

APPROVALS:

REQUESTING MANAGER:	Signed by: <i>Chris Morelli</i>	6/15/2026
CAPITAL PLANNING AND PROCUREMENT MANAGER:	Signed by: <i>Andria Miller</i>	6/15/2026
BUDGET MANAGER:	<i>Crystal Bustillos</i>	6/15/2026



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VENDOR NAME: IES

ESTIMATED COST: \$39,302.05

BASIS FOR SOLE SOURCE JUSTIFICATION (Check all that apply):

- Only one vendor can meet the Library’s requirements
- Specialized professional expertise required
- Required for standardization or compatibility with existing systems
- Cooperative or intergovernmental purchasing
- Insurance claim, emergency repair, or change order
- Other:

JUSTIFICATION NARRATIVE:

IES installed and maintains the existing access control system at the Castle Rock library. Utilizing IES for this project ensures continued compatibility with the current system architecture, hardware, and software platform already in operation at the facility. Engaging a different vendor could create integration challenges, increase maintenance complexity, and require modifications to existing infrastructure. Maintaining the existing platform through IES supports operational consistency, simplifies future maintenance, and protects the Library's existing investment in access control technology.

APPROVALS:

REQUESTING MANAGER:	Signed by: <i>Chris Morelli</i> <small>8F198DAAC98349A...</small>	6/15/2026
CAPITAL PLANNING AND PROCUREMENT MANAGER:	Signed by: <i>Andria Miller</i> <small>57E48B086D5D4A3...</small>	6/15/2026
BUDGET MANAGER:	Signed by: <i>Crystal Bustillos</i> <small>D53B9CC8FCC34F5...</small>	6/15/2026



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VENDOR NAME: Lomas Security

ESTIMATED COST: \$86,315.91


BASIS FOR SOLE SOURCE JUSTIFICATION (Check all that apply):

- Only one vendor can meet the Library’s requirements
- Specialized professional expertise required
- Required for standardization or compatibility with existing systems
- Cooperative or intergovernmental purchasing
- Insurance claim, emergency repair, or change order
- Other:

JUSTIFICATION NARRATIVE:

Lomas is the existing access control integrator for Douglas County Libraries' access control infrastructure. Utilizing Lomas for this project ensures continued standardization, compatibility, and interoperability with the Library's existing access control system. Procuring hardware and installation services from another provider could introduce compatibility issues, increase maintenance complexity, require additional staff training, and create challenges with future support and troubleshooting. Maintaining a consistent access control platform across Library facilities is in the best interest of Douglas County Libraries and supports efficient long-term operations.

APPROVALS:

REQUESTING MANAGER:	Signed by:  <small>8F498DAAC98349A...</small>	6/15/2026
CAPITAL PLANNING AND PROCUREMENT MANAGER:	Signed by:  <small>37E48B086D5D4A3...</small>	6/15/2026
BUDGET MANAGER:	Signed by:  <small>D53B9CC8ECC34E5...</small>	6/15/2026

MEMO**To:** Douglas County Libraries Board of Trustees**Date:** June 2026**From:** Bob Pasicznyuk**Subject:** Executive Library Director's Report**BUSINESS UPDATES:****Communications: News and Trends.**

The Secret Sauce. I think it was Trustee Windju that wondered in our May Board Meeting about *the secret sauce that makes Douglas County Libraries* different. She spoke about the experience of other libraries - trimming services, offering a bewildering slate of hours that change facility by facility, or ramping up staffing one year to seesaw through cuts the next. I think that a library's physical "store" model / the number and placement of physical facilities is a key ingredient in any library's secret sauce.

Here are the common industry trends in how libraries provide and support service outlets.

1. Libraries often invest heavily in a central facility, usually in a downtown urban core. These facilities are often very large, architecturally significant, hard for customers to access, and expensive to operate. They are signature pieces of their downtown, even key parts of a community's revitalization effort.
2. Libraries also invest in a fleet of smaller facilities, trying to provide access at the neighborhood level. This fleet of facilities is often minimalist and ill-maintained. Libraries do many things to get into the neighborhood library strategy:
 - Rental facilities,
 - Mobile facilities,
 - Repurposed obsolete buildings,
 - Dual facilities with public or private partners.
3. Douglas County's sauce has been to support libraries that are highly consistent, well-maintained, centralized, and few. The model leverages customer density. It consolidates facilities when constructing new ones. It has the upside of providing the highest metrical return on investment for the cost. It doesn't support walkability, or a neighborhood pride brought about by a library's close presence.

There aren't many things that Boards do more influential for a library's future than sustaining one of these library models. Libraries are easy to start and hard to change.

Summer Reading – Howdy, Partner Let's Read. Our library's Summer Reading Program hosts thousands of customers each year, beckoning all ages around the love of reading. This year, it runs from June 6 through July 31. Sign up at <https://dcl.org/summer-reading/>.

How do libraries work? How does a library catalog work? How do we leverage the work of others for the good of the whole? We buy about 250,000 items annually. Those items are listed and described in our catalog. Decades ago, library staff would describe each of those items on cards. Today, we trade collections across the Front Range and beyond. Items come in multiple formats, each with their own description. Our library participates in a network of libraries (a database of millions) so that each library doesn't absorb the labor of describing the same book over and over again. When we purchase a book, our staff identifies whether that work has already been described –

often by the Library of Congress or a larger library. If a title's database record is available, we download it and it joins our catalog. The database record describes the title in detail including its title, author, subjects, and shelf location. Some records are added to the system before we buy them. If a customer chooses the book, it automatically initiates an order. Item descriptions conform to a rule set – Anglo American Cataloging Rules. Two of our library's accomplished co-workers maintain our database and contribute to the network.

Sterling Ranch Project Update. The project is moving ahead with a ground-breaking coming soon.

Standard Response Protocol: As do most school systems and many governments, the library prepares for handling the unthinkable via the Standard Response Protocol (SRP).

You can review more about SRP at <https://iloveguys.org/The-Standard-Response-Protocol.html>

The library drills staff in the use of the protocol at specific trainings throughout the year. The training requires delayed openings (Opening at 11AM) on a rotating basis across our branch locations. It's not practical or desirable to conduct these drills while customers are engaged with library service. The training is held in conjunction with local law enforcement.

- Roxborough, 8/18/2026
- Lone Tree 9/17/2026
- Castle Pines, 9/24/2026
- Parker, 9/30/2026
- Highlands Ranch, 10/13/2026
- Castle Rock, 10/29/2026 (A second session for Castle Rock staff will be added in early 2027)

BOARD TALKING POINTS

1. Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. We play a vital role in the life of our community through lending materials, providing electronic resources, supporting early literacy, offering reservable meeting and study spaces, providing reference assistance, and through countless other invaluable library services and events.
2. In addition to premium spaces and services for customer-designed events of all types, the library offers themed party packages for special occasions, including birthday parties for kids ages 2-7, as well as baby and wedding shower packages. The Events & Hospitality team works directly with customers to provide these and other premium event offerings.
3. There's something unforgettable about reading in the summer!
The feeling of sunshine, longer afternoons, and losing track of time inside an amazing story. Summer reading carries memories of childhood, library visits, books tucked into beach bags or backpacks, and staying up just a little too late to finish one more chapter. It's that time of year at DCL once again where we are given the opportunity to share the joy of reading with our community! Please help us spread the excitement with our community. Let's get everyone reading and making those memories this summer. This year's 2026 theme is: Howdy Partner, Let's Read! Registration is open at dcl.org.

DIVISION UPDATES

Community Engagement

Working on:

- Summer Reading and Camp DCL are in full swing. Seasonal staff have been onboarded and trained. Both summer offerings will run throughout June and July and will bring countless premium opportunities for visitors to engage with DCL.
- Summer picnic outreach - each Thursday in June and July, DCL's Outreach Specialist and Outreach Educator Volunteers will be at a community park bringing games and promoting DCL. All communities will receive a visit, and three locations will be in partnership with DCSD's Free lunch program.
- Finalizing major gala sponsorships and beginning to market individual ticket sales this month. The Douglas County Libraries Foundation gala is currently on track to surpass its overall revenue goal. Please encourage interested individuals to purchase their tickets soon as they are projected to sell out this year.
- A new community partnership with Douglas County Open Space and Douglas Land Conservancy. The iSpy Agent Douglas scavenger hunt will be taking place this summer, and one stop will be at the Highlands Ranch Library. It is a new twist added to the popular Agents Discovery program.
- 2027 Budgets
- Sterling Ranch Groundbreaking Event

Completed:

- Volunteer services and Safety & Security revised the volunteer application process to incorporate an "internal check". In addition, Volunteer Services mailed over 150 graduation cards to our graduating senior volunteers.
- Seven new outdoor sculptures have been installed across three DCL locations as part of the Art Encounters program, which aims to promote public interest in art. The pieces will remain on display through May 2027, allowing thousands of visitors to experience them.
- 925 Cuddle Up and Read bags for the Healthy Families partnership program were delivered in May.
- Sterling Ranch project website updates and design of community input signs for Roxborough (to be installed later this summer).

Customer Experience

Working on:

- Creating 2027 operations budgets
- Preparing to test a Call Center location at LOU to support weekend staffing at other branches
- Recruiting to fill a Library Experience supervisor vacancy
- Migrating Teen Library Connection to Volunteer Services

Completed:

- Kicked off outdoor storytime season. Each branch offers storytime outdoors one day each week; the first week saw high attendance across the district.
- Courier trucks are wrapped for summer reading! Courier staff have also been supporting summer reading deliveries, multiple (18 for the month of May!) birthday parties, and many hauling requests throughout the district.
- Launched a new Summertime Reader's Advisory service called Summer Book Roundup. It is designed for families to attend and learn about some fun books to read through the summer, and for attendees to share books they have enjoyed reading as well.

- Coordinated with the Volunteer Services Manager to redefine and clarify materials handling volunteer roles, bolstering support for staff and volunteers. Rollout of new documents will begin in July.

Finance

Working on:

- Budget Development
- Sterling Ranch project tracking
- Researching consolidating bank accounts for operating funds

Completed:

- Led budget kickoff meeting with managers and directors
- Onboarded new Senior Accountant
- CliftonStrengths assessments, coaching sessions, and team workshop with Learning and Development

Infrastructure Services:

Working on:

Capital Projects:

- Working with the audiovisual design vendor to outline functional requirements for hybrid Board meetings in the Lone Tree Library Event Hall.
- Ordering parts for the staff elevator and scheduling the fire alarm panel replacement at the Highlands Ranch Library.
- Finalizing plans for expanding and standardizing access control infrastructure across the Library.

Department Projects:

- Developing the budget for the opening day collection and finetuning the display shelving order for the new Sterling Ranch Library.
- Launching the summer wellness campaign with the theme of eating local and shopping at Douglas County area farmers markets.
- Planning fall flu shots and biometric testing clinics for employees.
- Launching CliftonStrengths assessments and coaching sessions for the Community Engagement division.
- Reorganizing operational and emergency procedures into a new, easy to access and search format.
- Finalizing the RFP for a new Integrated Library System.

Completed:

Capital Projects:

- Pilot deployments of the phone system upgrade successfully completed, including backend configuration, vendor coordination, and validation testing.

Department Projects:

- CliftonStrengths assessments, coaching sessions, and team workshop for Finance Division

- Midcycle reviews for new hires and conversations for all staff
- May mental health awareness month campaign with weekly resources and talking points
- Purchase of enterprise backup modernization to strengthen disaster recovery and business continuity capabilities

RECOMMENDATION: None information only.