

## June 22, 2021 Library Board Meeting

### Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the May 6, 2021 special meeting and May 25, 2021 regular meeting – *Agenda Item 3*
- ❖ Gift Fund Claims May/June 2021, Consent Calendar – *Agenda Item 4a*  
-Gift Fund Expenditures Report FY2021, dated 6/15/21
- ❖ Budget Summary/Budget Performance, 5/31/2021 – *Agenda Item 5a*
- ❖ Director's Monthly Report - *Agenda Item 8*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 8*

Minden Branch:  
1625 Library Lane  
Minden, NV 89423  
P: 775.782.9841  
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Lake Tahoe Branch:  
233 Warrior Way  
Zephyr Cove, NV 89448  
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P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

## Douglas County Public Library Board of Trustees Meeting Notice and Agenda

June 14, 2021

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **June 22, 2021** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

### Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board. Public Comment will be taken on Items 4, 5, 6, and 7.

**1. Public comments. [No Action]**

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

- 2. For possible action.** Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.
- 3. For Possible Action.** Discussion on approval of the minutes of the May 6, 2021 special meeting and the May 25, 2021 regular meeting.
- 4. Consent Calendar.**  
Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed.

When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. For possible action. Approval of Gift fund claims
  - i. May 2021
  - ii. June 2021
5. For Possible Action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
  - a. 5/31/2021
6. For Possible Action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include objectives, next steps in the development of the Long Range Plan, selection of a consultant and authorizing the Library Director to negotiate and enter into an agreement in an amount not to exceed \$30,000.
7. For Possible Action. Discussion and possible action on organizing and selecting a date for a tour of the Minden Library by members of the Douglas County Board of County Commissioners.
8. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
9. Closing public comments.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
10. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV, <https://library.douglascountynv.gov/>  
Douglas County website, <http://douglascountynv.iqm2.com/>  
State of Nevada website, <https://notice.nv.gov>

An electronic copy of the supporting materials is posted on the Douglas County website: <http://douglascountynv.iqm2.com/> and is available for viewing or downloading. Supporting materials are also available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before May 25, 2021 for arrangements.

## **DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES**

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the month of July. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Friends of the Library	7/12/21	4:00 PM	Minden Library
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*\*Meeting dates, times and locations are subject to change.*

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 6, 2021 Special Meeting**

**ATTENDEES**

**Library Board Members:** Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**THE MEETING CONVENED AT 9:05 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment. There being no public comment, public comment was closed.

**2. DISCUSSION ON APPROVAL OF PROPOSED AGENDA. [Action]**

**MOTION/VOTE:**

Trustee Kate Garrahan made a motion to approve the agenda as presented. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 5-0 vote.

**3. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE ESTABLISHING THE GOALS OF THE STRATEGIC PLAN PROCESS; REVIEW OF THE LIBRARY'S MISSION STATEMENT, VISION STATEMENT AND KEY PERFORMANCE INDICATORS; TIMELINES; OBJECTIVES; AND NEXT STEPS IN THE DEVELOPMENT OF THE LONG RANGE PLAN. [Action]**

Chairperson Rogers went through the previous long range plan binders with the board before discussion was had about the next steps to take in developing a new long range plan. She noted that she thought it would be a good idea to go through the previous long range plan to see what was done and what needs to be done for the long range plan process now. She stated that with the latest census it would be imperative that the board look at the demographics for the county and the population because it has likely gone up. Director Dodson noted that she exchanged emails with the state library consultants since the last meeting and they said that they will help guide us through the planning process by providing the board sample questions for the surveys, sample SWOT analyses, resources and they'll attend meetings when they can. She stated that

the new state librarian has established very strict roles for the consultants, and they would not be able to do the complete strategic plan for us. Chairperson Rogers commented that each of the board members could go out into the community and conduct surveys but it is time consuming. Not only would the board ask questions and gather data, the results would also need to be analyzed. Trustee Tattersall noted that the board could use technology and put together a Survey Monkey survey and send it to every library card holder and find out how they are using things and what their opinions are. It might be harder to reach out to those who don't have a library card but the Survey Monkey with the higher functionality will do quite a bit of analysis for the board when it comes to the surveys and reaching out to the community. Director Dodson stated that the challenging part with that is getting through to the people who don't have a library card and noted that hiring a consultant is a good idea to conduct the surveys and that the board should consider that option. Chairperson Rogers commented that the Chamber of Commerce sent out an email that noted a local company called IPSM, LLC that will do strategic planning. They could come to one of the board meetings and tell the board what they do and how much they charge. Director Dodson stated that she has information from the professor from UNR and that he would be happy to help with the strategic planning if the board would consider hiring a consultant and he could come to the next board meeting and speak with the board about what he does and how he can help. Chairperson Rogers noted that the board needs to check with Technology Services and see if they can do the demographics and the maps. She also provided the board examples of vision statements from other libraries to help guide the board in writing their statement for this new long range plan. Director Dodson provided some samples as well and the board discussed. Director Dodson noted that the state library consultant could possibly attend the June 8<sup>th</sup> meeting. Trustee Martin Maier asked how the board would come up with the money to pay for a skilled consultant to do this high level job and Director Dodson answered that the library could apply for a grant, use the gift fund, or the library could ask to use some of the money from the library's carry over funds which would be the easiest because the funds are already available. Trustee Garrahan suggested looking at Lyon County's 2020-2024 strategic plan and see if the board likes what they have in their plan and Amy commented that she could reach out to those other libraries as well and find out how the process went for them and if they were happy with their consultant. At this meeting for the present timeline the board is to determine the objectives of the strategic planning process and the desired outcomes of strategic planning. Chairperson Rogers stated that the board's goal is to develop a five year strategic plan. Trustee Tattersall noted that the board could think about what aspects of the process the board would like to be hands on involved in if the board does hire a consultant and what the scope the board would want the consultant to do. Trustee Martin Maier noted that the board could consider subcommittees based on trustees expertise and/or areas of interest. It gives more flexibility and spreads the workload. Director Dodson stated that one of the main objectives for any library's strategic plan is to learn what the community wants and what they need from their library and try to put that in place through the goals the library sets. Trustee Harper noted that the board should get some surveying done and then make decisions based on that. She noted that the organizational audit conducted by Moss Adams would be a good resource for the planning process. Chairperson Rogers noted that the desired outcomes, referring to the timeline, would be to have a 5 year plan in place and determine what resources the board needs and how to use them. Trustee Garrahan noted that with the vision statement she would prefer to have all the trustees work together to develop that statement rather than have a subcommittee. Referring again to the timeline, Chairperson Rogers stated that the key performance indicators have to come from the research and at the June 8<sup>th</sup> meeting the board could review staffing. Director

Dodson noted that reviewing the values statements will be part of the work the board does as part of a vision statement and mission statement exercise. Chairperson Rogers stated that if the board gets help from a consultant that's going to take the summer and then from there it becomes the board's work to pull it all together and put into a plan. The board would like the State Library to attend the June 8<sup>th</sup> meeting to provide some guidance.

Chairperson Rogers asked for further discussion. There was no further discussion.

**MOTION/VOTE:**

Trustee Garrahan made a motion that Amy contact UNR and the local consultant and see when they can meet with the board to discuss and go over what they can provide as well as the cost. Trustee Harper made a second. There being no further discussion and no public comment the motion carried unanimously with a 5-0 vote.

**MOTION/VOTE:**

Chairperson Rogers made a motion that Amy contact other libraries regarding their experience with strategic planning. Trustee Garrahan made a second. There being no further discussion and no public comment the motion carried unanimously with a 5-0 vote.

The board discussed the sample vision statements that were included in the packet and devised some ideas, wording to use, and possible statements for the library. Chairperson Rogers commented that this plan has to concentrate on community. Director Dodson noted that when the strategic plan is finalized it will be published on the library's website. Deputy District Attorney Gregory stated that there was discussion about GIS and asked if the board should make a motion to contact IT about getting zoning and land use maps and Director Dodson noted that it may be early for that and that some of the census data is delayed because of the pandemic. Trustee Tattersall commented that population distribution may be more useful to the board than land use and zoning, although zoning could help the board predict into the future.

There was no further discussion.

**4. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment. There being no public comment, public comment was closed.

**THE MEETING ADJOURNED AT 10:03 A.M.**

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 25, 2021**

**ATTENDEES**

**Library Board Members:** Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**THE MEETING CONVENED AT 10:00 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

**2. APPROVAL OF PROPOSED AGENDA.**

**MOTION/VOTE:**

Trustee Elizabeth Tattersall made a motion to approve the agenda as presented. Trustee Jill Harper made a second and the motion carried unanimously with a 5-0 vote.

**3. APPROVAL OF THE MINUTES OF THE APRIL 27, 2021 REGULAR MEETING.**

The trustees identified some corrections that need to be made. Trustee Kate Garrahan noted that on agenda item 9 there was a motion to establish a policy and asked if the board needs to do that. Deputy District Attorney Cynthea Gregory stated that the board can make it a procedure and it is found in this meeting that it is a procedure and not a policy.

**MOTION/VOTE:**

Trustee Harper made a motion to approve the April 27, 2021 minutes as amended. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.



**4. CONSENT CALENDAR.**

a. Approval of Gift fund claims

i. April 2021

ii. May 2021

*Overdrive	Friends donated funds for Ebooks and Eaudio books	03701	\$ 119.99
*Center Point	Donated funds in memory of Helen Ruso – large print books	03706	\$ 61.47
*Petty Cash	Items for Children’s Storytime; ERC staff birthday	03711	\$ 20.50

\*Funding/partial funding by Friends of the Library

**MOTION/VOTE:**

Trustee Harper made a motion to approve the consent calendar. Vice Chairperson Heather Martin Maier made a second and motion carried unanimously with a 5-0 vote.

**5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY. [Discussion]**

a. 4/30/2021

Director Amy Dodson noted that there were some questions about some of the budget lines being over budget and she wanted to explain. Referring to the budget performance report, she stated that some of the encumbrances are from purchase orders and that is what makes it look over budget but it is not. She noted that she moved some funds from salary savings into budget lines she knew needed help which was processing and cataloging. Those were severely under budget due to the budget cuts. She stated that she is working on making sure the purchase orders are correct so that they carry us over to the next fiscal year. Chairperson Rogers commented that professional services budget was approved by the commissioners last week and soon that line won’t show as a deficit. Director Dodson explained that the library is not over budget by \$25,000 in library material and that it shows that the library has spent \$101,000 out of \$122,000. The reason it shows a negative amount is because of the encumbrances for purchase orders and other encumbrances. Once the encumbrances are cleared the amounts will be more accurate.

**6. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY’S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE OBJECTIVES OF THE PLANNING PROCESS AND NEXT STEPS IN THE DEVELOPMENT OF THE PLAN. [Action]**

Chairperson Rogers commented that “A Library Board’s Practical Guide to Strategic Planning” manual that was included in the packet was very helpful. Director Dodson stated that there will

be four consultants that will be presenting at the strategic plan meeting on June 8th. Two are local and two are not.

**7. DISCUSSION AND POSSIBLE ACTION TO ADOPT SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS FOR JULY-NOVEMBER, 2021. [Action]**

Referring to the proposed schedule included in the packets, Director Dodson indicated that she included the meeting dates that the board approved at the end of last year with the proposed dates moving forward which still fall on the fourth Tuesday of every month. Trustee Garrahan noted that she will not be at the August meeting and Chairperson Rogers stated that she might not either.

**MOTION/VOTE:**

Trustee Harper made a motion to approve the schedule. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

**8. DISCUSSION AND POSSIBLE ACTION ON THE PROPOSED PURCHASE OF REMOTE BOOK LOCKER(S) TO PROVIDE BETTER SERVICE AND MORE OPTIONS FOR THE PUBLIC TO PICK UP LIBRARY MATERIALS ON HOLD. DISCUSSION MAY INCLUDE POTENTIAL LOCATION(S) FOR BOOK LOCKER(S), AND SELECTION OF A VENDOR. [Action]**

Director Dodson noted that Trustee Tattersall requested this item be on the agenda. A few months ago the board voted to revisit the purchasing of book lockers after the library opened to full capacity. Trustee Tattersall stated that the board should look at book lockers for the Tahoe branch rather than Minden because they are less critical down here. Director Dodson commented that the quotes have expired but will not change much with the new quotes. Trustee Garrahan noted that the library needs to know the yearly cost so the board knows what to budget for each year for those costs since it's not a one-time cost. Director Dodson commented that the Carson library is having some trouble with their D-Tech brand book lockers due to them being part of the coop. Library Supervisor Julia Brown added that the Carson library can't make changes in Polaris with blocks on accounts which is causing the technical issues with the book lockers. They are also having some issues with the weather but that is based on where the lockers are placed. If they are in the lobby those issues won't happen. Overall the issues Carson is having with the book lockers, this library would not have. Director Dodson recommended Bibliotheca and getting two towers at both libraries and believes this will be a good option for people in the valley. She noted that what the library would pay up front are the towers but the software licenses and maintenance for the book lockers the library would not pay for until after the one year warranty which would be funded in the 22/23 fiscal year. The book lockers themselves would come out of the Adjusted Opening Fund Balance which is just over \$300,000 and in the next fiscal year the library will have at least \$200,000 more on top of that so the library is looking at over \$500,000 available for projects this next fiscal year. Carpeting and shelving would come out of that budget. Chairperson Rogers stated that it is not prudent to purchase the book lockers now. Referring to the book locker quote, she commented that she

would like to see \$55,000 put into opening the Tahoe branch. Director Dodson noted that the positions at Tahoe have already been approved and as soon as they get filled the library can expand the hours at Tahoe. Trustee Harper stated that she thinks having the book lockers is a good idea considering this is a town that is open so late and it gives people the opportunity to get books and return books at their leisure and that this is one more way of expanding the library. Vice Chairperson Martin Maier commented that a case could be made either way, it is very important and it would help a lot of people who work late. On the other hand with competing projects, competing priorities where does it fall in that. She stated that rather than guessing if people would use the lockers the library should ask the patrons to get a pulse check on whether it would be valuable to them and if they would use them. There are a number of ways that can be done survey wise. Statistically the library doesn't need to get a lot of responses to know if patrons will use the book lockers. She commented that she would feel more comfortable getting more information from the market itself before making a multi-year commitment. Trustee Tattersall commented that that makes a lot of sense to ask the patrons and Trustee Garrahan stated that she thinks the library will find in these surveys that patrons would like to see the lockers in remote locations throughout the county rather than at the branch. Chairperson Rogers asked if there is consideration for tabling this and not taking action on this today.

**MOTION/VOTE:**

Trustee Tattersall made a motion that the library conducts a patron survey to see how much interest there is in the use of book lockers looking at both branches and other remote locations within the county.

Director Dodson wanted the board to be aware that the lockers need power, high speed internet and shelter and not all places have that. The Community Center has all of that and have welcomed having the book lockers at that location.

Vice Chairperson Martin Maier made a second on the motion to conduct a survey of the library's patrons that would allow the library to differentiate between Tahoe and the main branch in Minden and the library would design the survey to allow the library to tabulate that way, and consider including information about remote locations.

Chairperson Rogers stated that when the library does the survey the introduction should include how to use the book locker because if the library just asks patrons if they would use the locker they need to know how to use it.

There being no further discussion, Chairperson Rogers asked if all were in favor. All were in favor and the motion carried unanimously with a 5-0 vote.

**9. DISCUSSION AND POSSIBLE ACTION TO APPROVE GRANT APPLICATIONS FOR THE FOLLOWING: [Action]**

- a. **LSTA (Library Services and Technology Act) Evolving Needs Statewide Grant (State Library) for \$9,000**
- b. **ALA COVID Library Relief Grant (American Library Assoc.) for \$40,000**

Chairperson Rogers asked where is ALA getting their money because only members pay dues and Director Dodson stated that she believes it is a foundation that is funding the grant but she will check for certainty. She noted that in the packets she provided the board with some information from the state library that lists the grant opportunities that are upcoming. The library doesn't know everything about the American Rescue Act funds but Amy noted that the funds are coming soon. She stated that the COVID funds are for technology, materials, salaries, remote lockers, cleaning supplies, almost anything related to COVID. Very broad opportunity. Chairperson Rogers commented that that may be a good way to pay for the book lockers.

MOTION/VOTE:

There being no further discussion, Trustee Garrahan made a motion to approve the two grants. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

**10. DISCUSSION AND POSSIBLE APPROVAL, OR APPROVAL WITH MODIFICATIONS, OF REVISIONS TO UPDATE THE LIBRARY POLICIES OR NEW POLICIES, AS LISTED BELOW. POLICY REVISIONS ARE NEEDED TO ACCURATELY REFLECT CURRENT TECHNOLOGY, FACILITIES, AND PROFESSIONAL PRACTICES. THE FOLLOWING POLICIES WILL BE REVIEWED AND DISCUSSED: [Action]**

- a. Confidentiality of Library Records Policy
- b. Reading History Retention Policy
- c. Unattended Children Policy
- d. Work Week & Holidays Policy

Director Dodson stated that policies a. through d. were discussed at the last meeting. Modifications were made and the final version of those policies were included in the packets. Trustee Tattersall suggested the board approve a. through d. all at once since they have looked at them before.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the Confidentiality of Library Records Policy, the Reading History Retention Policy, the Unattended Children Policy and the Work Week & Holidays Policy. Trustee Garrahan made a second.

Chairperson Rogers noted a change she wanted to the Unattended Children Policy.

Trustee Tattersall amended her motion to include the change. Trustee Garrahan made a second.

Referring to the Work Week & Holidays Policy, Chairperson Rogers questioned why the libraries would close at 2:00 PM on the day before Christmas Eve and New Year's Eve if the libraries are closed on those days. She noted that the policy that was put in place said that the library would close at 2:00 PM the day before the actual holiday not the day before the eve of the holiday. Christmas Eve and New Year's Eve are not holidays. Director Dodson explained that if the library is closed on the eve of a holiday then that would be considered a holiday because it is a Library holiday or a County holiday and the intention was to close at 2:00 PM the day before

the library is closed. Staff has the option to make up this time when the library closes early which is required by the employee association contract, or they can use their own leave time. Chairperson Rogers noted that she does not agree with this and thinks that it should not be put into a policy. She stated that she is okay with the library closing early the day before a holiday but not the day before the eve of a holiday. Director Dodson explained that the library would only close early the day before the eve of a holiday only if the eve of a holiday falls on a Sunday for example, the library would close early on Saturday. Chairperson Rogers wanted to know if this falls within the contract and she was told it does as long as staff make up their time somewhere else within that same pay period. She asked how the library would know that staff made up that time and Director Dodson stated that the library would know based on timesheets and schedules. Chairperson Rogers wanted in the minutes that she didn't appreciate Director Dodson's tone and that she was asking valid questions and expects them to be answered respectfully. She commented that she has concerns about that statement in the policy.

Chairperson Rogers stated that the board had a motion and asked if all were in favor.

Trustee Tattersall reiterated that the motion was to handle those four policies with the one change in the Unattended Children Policy. Trustee Garrahan made second with the change to the one.

Vice Chairperson Martin Maier wanted clarification because Chairperson Rogers stated that she has concerns about this and wondered if the board was going to do a follow up and set this aside for consideration, or is the board just making note that Chairperson Rogers has concerns but moving forward to approve it. Chairperson Rogers stated that the board could do it either way but she thinks it could be pulled out of the motion and reviewed to see how viable it is and if it complies with all of county policies. The library is setting a precedent that the library is closed on more days than it should be closed.

Chairperson Rogers asked if all were in favor of the motion. There were three ayes from the board from Trustees Tattersall, Harper and Garrahan. Vice Chairperson Martin Maier did not vote. There was still some confusion.

Trustee Garrahan reiterated that the motion is to approve the four policies with the change in the Unattended Children Policy. Chairperson Rogers stated that if the board approves the motion they are approving the time off on the days before Christmas Eve and New Year's Eve. Trustee Garrahan asked Deputy District Attorney Gregory if that was within county policy as long as staff is given the opportunity to make up their time or take leave and Deputy District Attorney Gregory answered that she also had concerns so she reached out to Amy and HR. She noted that the DCEA contract calls out the holidays and so it would be inconsistent with the rest of the county but HR said that as long as staff is able to make up the time it doesn't violate the contract.

Chairperson Rogers asked for all those opposed to the motion. One vote opposed by Chairperson Rogers. The motion was not unanimous, the motion fails.

AMENDED MOTION/VOTE:

Trustee Tattersall amends the motion to only approve Confidentiality of Library Records, Reading History Retention and Unattended Children with the corrections to the Unattended Children Policy. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

The board discussed further on the Work Week & Holidays Policy. The majority of the discussion was repetitive of what was discussed earlier. It was determined by the board that because this circumstance with the library being closed on Christmas Eve and New Year's Eve and therefore closing at 2:00 PM the day before didn't happen every year, the last sentence will be taken out of the policy and on the year that this particular circumstance falls in the board can discuss it then.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the Work Week and Holidays Policy with the removal of the last sentence. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

**e. Weeding Policy**

Library Supervisor Laura Treinen stated that the library has been doing weeding but there wasn't an established policy. The new policy was presented here. The trustees identified some corrections that need to be made.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the Weeding Policy with the minor corrections. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

**11. DISCUSSION AND POSSIBLE ACTION ON ORGANIZING A TOUR OF THE MINDEN LIBRARY FOR MEMBERS OF THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS. [Action]**

Trustee Tattersall noted that this was her idea and when the board met with the commissioners they seemed very out of touch with what happens at the library. It would be a good idea for the board to invite the commissioners to the library so they can see what takes place. Deputy District Attorney Gregory explained that inviting all the commissioners at once to the library would not violate OML if the library sets it up as a notice but it's a notice of a tour and the library invites the public too. The notice is posted like in OML with no action. It's just putting people on notice. Trustee Garrahan asked if there is a reason why one of the commissioners isn't assigned to the library board and Deputy District Attorney Gregory was not sure but said it is not required by NRS or code. Trustee Garrahan stated that that might be something to mention to the commissioners during the tour, that the board would like to have a point of contact. Chairperson Rogers suggested having something going on in the library, a program, when the commissioners come for the tour. Director Dodson commented that the tour would be good during summer reading when the library has a lot going on. Trustee Garrahan noted that the

bookmobile should be available as well during the tour. Director Dodson will bring back some dates at the next meeting and the board can decide then.

**MOTION/VOTE:**

Chairperson Rogers made a motion to table and bring back at the next meeting. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

**12. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]**

The monthly report and statistical reports are attached and made a part of these minutes.

**13. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

**THE MEETING ADJOURNED AT 11:08 A.M.**

*Lib. Board of Trustees Mtg 6/22/21  
Consent Calendar  
Agenda Item 4a*

Gift Fund Claims  
May / June 2021

*Petty Cash	Items for Summer Reading Program	03717	\$ 138.80
*Petty Cash	Items for Children's Storytime; ERC Staff birthday	03706	\$ 20.50
Do Co Procurement Program	ERC - staff training/recognition	03715	\$ 133.56
*Baker & Taylor	Friends donated funds – book group	03724	\$ 158.37
*Petty Cash	Items for Summer Reading Storytime	03722	\$ 20.00
*Petty Cash	Items for Summer Reading Program	03729	\$ 32.89
*Town of Minden	CVIC rent for the Summer Reading performance events	03730	\$ 50.00
*Petty Cash	ERC – Kira's baby shower; items for Summer Reading Program	03737	\$ 161.85
*Do Co Procurement Program	Items for Summer Reading Program	03738	\$ 22.50
*Do Co Procurement Program	Items for Summer Reading Program Murder Mystery Party	03741	\$ 44.95
*Do Co Procurement Program	NRS Chapter 82 Nonprofit Annual List of Officers and Director's	03739	\$ 50.00
Digital Technology Solutions	Barracuda email back-up appliance software & support	03744	\$ 11,135.40
*Baker & Taylor	Friends donated funds – book group	03752	\$ 224.12
*Center Point	Donated funds in memory of Helen Ruso – large print books	03751	\$ 46.48

\*Funding/partial funding by Friends of the Library



# GIFT FUND EXPENDITURES REPORT FY 20-21

6/15/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
OverDrive	11/12/2020		55.00		Friends of the Library grant funds - ebooks
Midwest Tape	11/12/2020		2,894.02		Friends of the Library grant funds - online digital services
Petty Cash	11/19/2020			89.28	\$13.98, \$19.76, \$27.82, \$27.72 ERC items for staff birthdays
OverDrive	11/28/2020		1,078.83		Friends of the Library grant funds- ebooks
Center Point Large Print	12/5/2020		23.25		Friends Helen Jean Raso Gift- books
OverDrive	12/5/2020		100.50		Friends of the Library grant funds- ebooks
OverDrive	12/31/2020		773.84		Friends of the Library grant funds - ebooks
Midwest Tape	12/31/2020		525.66		Friends of the Library grant funds - dvd binge boxes
Midwest Tape	1/14/2021		217.46		Friends of the Library grant funds - dvd binge boxes
OverDrive	1/28/2021		103.00		Friends of the Library grant funds - ebooks & eaudio books
Center Point Large Print	2/9/2021		158.21		Library materials purchased with donated funds- Helen Raso Memorial
Baker & Taylor	2/9/2021		1,123.20		Library materials for China Springs- Friends
Petty Cash	2/25/2021			36.96	\$7.99, \$12.98, \$15.99 ERC items for staff birthdays
CSLP	2/26/2021			122.00	Staff tshirts for summer reading program 2021
Baker & Taylor	3/10/2021		342.21		Library materials for china springs and bookgroup - friends
Center Point Large Print	3/10/2021		22.50		Library materials purchased with donated funds- Helen Raso Memorial
Center Point Large Print	3/26/2021		90.73		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	3/26/2021		2,245.97		Friends gift covid relief for ebooks & eaudio books
Baker & Taylor	3/27/2021		415.92		Book club books purchased with donated funds- friends
Petty Cash	4/9/2021			8.98	ERC items for staff birthday
Baker & Taylor	4/10/2021		31.72		Library materials for China Springs - Friends
OverDrive	4/22/2021		119.99		Library materials purchased with donated funds- Friends (17.99; 102.00)
Center Point Large Print	4/29/2021		61.47		Library materials purchased with donated funds- Helen Raso Memorial
Petty Cash	5/4/2021	13.00		7.50	\$13 for Children's Story Time program - Friends ; \$7.50 ERC
Petty Cash	5/7/2021	138.80			SRP Youth Services - Friends (Target \$97.94 ; Walmart \$32.86 ; Dollar Tree \$8 ; Costco \$64.50 (\$50 donated costco g.c. used here))
Petty Cash	5/7/2021	14.50			SRP Youth Services - Friends (Costco \$64.50 (\$50 donated costco g.c. used here))
DoCo Procurement ProgramVH	5/6/2021			133.56	Staff training lunch
Petty Cash	5/19/2021	\$20.00			SRP Storytime - Friends
Baker & Taylor	5/19/2021		158.37		Library materials purchased w/ donated funds - friends - for book club
Petty Cash	5/26/2021	32.89			Items for Summer Reading Program 2021
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kick-off performance
Digital Technology Solutions	6/7/2021			11,135.40	Barracuda email back up appliance software & support
Petty Cash	6/8/2021	114.92		46.93	\$114.92 Summer Reading Kick-off; \$46.93 ERC
DoCo Procurement ProgramLT	6/3/2021	22.50			Items for Summer Reading Program 2021
DoCo Procurement ProgramAD	6/3/2021			50.00	Charitable Solicitation Registration for FOL
DoCo Procurement ProgramJB	6/3/2021	44.95			item for Murder Mystery Party SRP 2021
Baker & Taylor	6/11/2021		224.12		Library materials purchased w/ donated funds - friends - for book club
Center Point Large Print	6/11/2021		46.48		Library materials purchased with donated funds- Helen Raso Memorial
					<b>Grand Total:</b>
<b>TOTALS</b>		451.56	10,812.45	11,630.61	<b>\$22,894.62</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$22,894.62</b>

Agenda Item #5a

Douglas County Public Library

Budget Summary  
 Fiscal Year 2020-2021                      Month End 5/31/2021                      % of Fiscal Year 93.2%

**EXPENDITURE ACCOUNTS**

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$799,403		\$59,450	\$685,272	86%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$386,187		\$31,133	\$327,688	85%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$480,000	\$16,095	\$11,594	\$55,773	\$442,679	100%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **							
Budgeted	Amend-ments	Current	YTD Encumber	Year-to-date	Amended Less YTD	% Used	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	0%
<b>Capital Projects ** 224-804-562-000 &amp; 224-804-564-500</b>							
Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used	
\$0							

**\*\* These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.**

# Library Expense Budget Performance Report

Fiscal Year to Date 05/31/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 224 - Library</b>											
<b>Department 804 - Library</b>											
<b>EXPENSE</b>											
<i>Salaries &amp; Wages</i>											
510.000	Salaries & Wages	799,403.00	.00	799,403.00	52,570.71	.00	.00	575,859.79	223,543.21	72	.00
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	5,097.20	(5,097.20)	+++	.00
511.169	Camp Payout	.00	.00	.00	.00	.00	.00	114.98	(114.98)	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	14.36	(14.36)	+++	.00
511.171	Holidays	.00	.00	.00	.00	.00	.00	28,357.44	(28,357.44)	+++	.00
511.172	Camp Paid	.00	.00	.00	585.00	.00	.00	4,219.11	(4,219.11)	+++	.00
511.173	Vacation	.00	.00	.00	5,051.20	.00	.00	38,297.41	(38,297.41)	+++	.00
511.174	Sick	.00	.00	.00	1,242.74	.00	.00	21,230.50	(21,230.50)	+++	.00
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	12,081.05	(12,081.05)	+++	.00
<i>Salaries &amp; Wages Totals</i>		\$799,403.00	\$0.00	\$799,403.00	\$59,449.65	\$0.00	\$685,271.84	\$114,131.16		86%	\$0.00
<i>Employee Benefits</i>											
511.181	Retirement	227,970.00	.00	227,970.00	17,212.87	.00	.00	190,594.18	37,375.82	84	.00
511.182	Workers Comp	19,795.00	.00	19,795.00	1,490.18	.00	.00	16,751.03	3,043.97	85	.00
511.183	Group Insurance	114,654.00	.00	114,654.00	10,502.90	.00	.00	98,390.74	16,263.26	86	.00
511.184	Unemployment	4,031.00	.00	4,031.00	300.28	.00	.00	3,489.22	541.78	87	.00
511.186	Medicare	11,672.00	.00	11,672.00	812.44	.00	.00	9,509.19	2,162.81	81	.00
511.189	Cell Phone Stipend	780.00	.00	780.00	255.00	.00	.00	2,805.00	(2,025.00)	360	.00
511.195	Social Security	577.00	.00	577.00	.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	559.00	.00	.00	6,149.00	559.00	92	.00
<i>Employee Benefits Totals</i>		\$386,187.00	\$0.00	\$386,187.00	\$31,132.67	\$0.00	\$327,688.36	\$58,498.64		85%	\$0.00
<i>Services &amp; Supplies</i>											
520.029	Program Underwriting	.00	635.00	635.00	.00	.00	.00	(529.00)	1,164.00	-83	.00
520.045	Computer System	54,291.00	.00	54,291.00	1,662.96	.00	.00	40,454.09	13,836.91	75	.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	895.03	.00	.00	9,776.51	(4,276.51)	178	.00
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	2.89	.00	.00	2,963.88	36.12	99	.00
520.064	Travel	.00	.00	.00	.00	.00	.00	13.66	(13.66)	+++	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	.00	.00	.00	69.90	.00	.00	488.59	(488.59)	+++	.00

# Library Expense Budget Performance Report

Fiscal Year to Date 05/31/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.085	Communications	5,580.00	.00	5,580.00	.00	.00	3,191.80	.00	3,191.80	2,388.20	57	.00
520.088	Utilities	30,000.00	.00	30,000.00	1,374.90	.00	23,566.11	.00	23,566.11	6,433.89	79	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	.00	.00	1,377.10	.00	1,377.10	122.90	92	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	2,538.00	2,538.00	26,315.51	2,538.00	26,315.51	(6,400.51)	129	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	.00	.00	4,623.21	.00	4,623.21	(123.21)	103	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	.00	.00	4,560.80	.00	4,560.80	912.20	83	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	3,082.06	.00	3,082.06	(82.06)	103	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	.00	.00	24,203.25	.00	24,203.25	8,067.75	75	.00
520.169	EHRB Assessment	100.00	.00	100.00	.00	.00	42.00	.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	.00	.00	976.32	.00	976.32	23.68	98	.00
520.200	Training & Education	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	224.98	.00	3,279.85	.00	3,279.85	820.15	80	.00
521.100	Professional Services	.00	.00	.00	.00	.00	12,508.43	.00	12,508.43	(12,508.43)	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	574.32	6,435.80	9,492.64	6,435.80	9,492.64	(8,928.44)	228	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	130,860.75	.00	130,860.75	43,620.25	75	.00
530.001	Circulation Supplies	500.00	.00	500.00	.00	.00	4,372.61	.00	4,372.61	(3,872.61)	875	.00
532.003	Gas & Oil	.00	.00	.00	81.82	.00	199.87	.00	199.87	(199.87)	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	3,229.26	43,007.41	105,858.27	43,007.41	105,858.27	(26,514.68)	122	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	37.40	3,791.53	5,036.97	3,791.53	5,036.97	(7,828.50)	883	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	153.38	.00	1,910.31	.00	1,910.31	(1,410.31)	382	.00
533.802	Small Equipment	.00	.00	.00	.00	.00	8,921.82	.00	8,921.82	(8,921.82)	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	173.65	.00	2,666.06	.00	2,666.06	(1,666.06)	267	.00
533.817	Small Projects	.00	8,074.00	8,074.00	544.56	.00	4,562.07	.00	4,562.07	3,511.93	57	.00
540.012	Statewide Collection Gran	.00	7,386.00	7,386.00	.00	.00	7,424.46	.00	7,424.46	(38.46)	101	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	31.01	.00	478.63	.00	478.63	(78.63)	120	.00
<i>Services &amp; Supplies Totals</i>		<b>\$480,000.00</b>	<b>\$16,095.00</b>	<b>\$496,095.00</b>	<b>\$11,594.06</b>	<b>\$55,772.74</b>	<b>\$442,678.63</b>	<b>\$55,772.74</b>	<b>\$442,678.63</b>	<b>(\$2,356.37)</b>	<b>100%</b>	<b>\$0.00</b>
<i>Capital Outlay/Projects</i>												
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,665,590.00</b>	<b>\$16,095.00</b>	<b>\$1,681,685.00</b>	<b>\$102,176.38</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$170,273.43</b>	<b>90%</b>	<b>\$0.00</b>
<b>Department 804 - Library Totals</b>		<b>(\$1,665,590.00)</b>	<b>(\$16,095.00)</b>	<b>(\$1,681,685.00)</b>	<b>(\$102,176.38)</b>	<b>(\$55,772.74)</b>	<b>(\$1,455,638.83)</b>	<b>(\$55,772.74)</b>	<b>(\$1,455,638.83)</b>	<b>(\$170,273.43)</b>	<b>90%</b>	<b>\$0.00</b>
<b>Fund 224 - Library Totals</b>		<b>\$1,665,590.00</b>	<b>\$16,095.00</b>	<b>\$1,681,685.00</b>	<b>\$102,176.38</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$170,273.43</b>	<b>90%</b>	<b>\$0.00</b>
<b>Grand Totals</b>		<b>\$1,665,590.00</b>	<b>\$16,095.00</b>	<b>\$1,681,685.00</b>	<b>\$102,176.38</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$55,772.74</b>	<b>\$1,455,638.83</b>	<b>\$170,273.43</b>	<b>90%</b>	<b>\$0.00</b>

# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 05/31/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	435.06	.00	9,103.57	(9,103.57)	+++	15,433.69
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$435.06	\$0.00	\$9,103.57	(\$9,103.57)	+++	\$15,433.69
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$435.06	\$0.00	\$9,103.57	(\$9,103.57)	+++	\$15,433.69
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$435.06)	\$0.00	(\$9,103.57)	\$9,103.57	+++	(\$15,433.69)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$435.06	\$0.00	\$9,103.57	(\$9,103.57)	+++	\$15,433.69
Grand Totals		\$0.00	\$0.00	\$0.00	\$435.06	\$0.00	\$9,103.57	(\$9,103.57)		\$15,433.69

# Gift Fund Income Statement

Through 05/31/21  
Detail Listing  
Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	93.00	1.75	35.94	57.06	39	174.29
361.212	Invest. Earnings-BNY Mellon	439.00	.00	965.84	(526.84)	220	927.59
	<i>Interest Revenue Totals</i>	\$532.00	\$1.75	\$990.52	(\$458.52)	186%	\$1,101.88
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	786.62	15,992.92	(15,992.92)	+++	44,479.76
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$786.62	\$15,992.92	(\$15,992.92)	+++	\$44,479.76
Department 000 - Revenue Totals							
		\$75,467.00	\$788.37	\$17,282.37	\$58,184.63	23%	\$45,581.64
	<b>REVENUE TOTALS</b>	\$75,467.00	\$788.37	\$17,282.37	\$58,184.63	23%	\$45,581.64
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	.00	435.06	9,103.57	(9,103.57)	+++	15,433.69
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	9.44
	<i>Services &amp; Supplies Totals</i>	\$98.00	\$435.06	\$9,118.69	(\$9,020.69)	9,305%	\$15,443.13
Department 800 - Library Gift Fund Totals							
		\$75,467.00	\$435.06	\$9,118.69	\$66,348.31	12%	\$15,443.13
	<b>EXPENSE TOTALS</b>	\$75,467.00	\$435.06	\$9,118.69	\$66,348.31	12%	\$15,443.13
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	75,467.00	788.37	17,282.37	58,184.63	23%	45,581.64
	<b>EXPENSE TOTALS</b>	75,467.00	435.06	9,118.69	66,348.31	12%	15,443.13
	<b>Grand Total Net Gain (Loss)</b>	\$0.00	\$353.31	\$8,163.68	\$8,163.68	+++	\$30,138.51

# Gift Fund Trial Balance Listing

Through 05/31/21  
 Detail Listing  
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	72,578.33	19,393.90	11,474.00	80,498.23	72,414.90
101.090	Investment-FMV Adjust	2,269.65	.00	.00	2,269.65	517.51
121.100	Interest Receivable	327.25	536.06	532.28	331.03	358.50
	<i>Current Assets Totals</i>	<b>\$75,175.23</b>	<b>\$19,929.96</b>	<b>\$12,006.28</b>	<b>\$83,098.91</b>	<b>\$73,290.91</b>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(240.00)	11,172.63	10,932.63	.00	(611.98)
	<i>Current Liabilities Totals</i>	<b>(\$240.00)</b>	<b>\$11,172.63</b>	<b>\$10,932.63</b>	<b>\$0.00</b>	<b>(\$611.98)</b>
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(42,540.42)
	<i>Fund Balance Totals</i>	<b>(\$74,935.23)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$74,935.23)</b>	<b>(\$42,540.42)</b>



## Director's Monthly Report – June 2021

### ➤ **Library Operations**

- Visits to the Minden Library, Lake Tahoe Library, and the bookmobile continue to increase every week, especially since the school year ended in the Valley.
- Bookmobile visits are increasing each week. The Minden Farmer's Market has been the most-visited on the routes so far.

### ➤ **Library Staff**

- A staff meeting was held on June 11. We reviewed various library services and procedures, upcoming programs, and the strategic planning process.
- The supervisors and Director attended training on performance evaluations on June 11.
- Performance evaluations were completed for Karen Myers and Karen Fitzgerald this month.
- Requisitions to fill previously frozen positions were approved for the upcoming 2021-2022 fiscal year. The job postings were added to the county website on June 7. We are recruiting for four vacancies total: Library Supervisor at the Lake Tahoe branch, two Library Technicians at the Lake Tahoe branch, and a part-time Page at the Minden library. The start dates for all of the positions will be after July 1. Once the Lake Tahoe positions are filled and the new staff is trained, we can make plans for the Lake Tahoe Library to resume full hours of operation.

### ➤ **Library Programs**

- The Summer Reading Program began on June 1 and is going very well. So far, 176 patrons have signed up, including 109 children, 27 teens and 40 adults. The Wildlife Show was unfortunately cancelled on June 3, but the staff pulled together a great kickoff event with only 48 hours of notice.
- The Teen Advisory Board started meeting again on June 10. We have a great group of teens this year. Rachel Soleta, who was recently promoted to Youth Services Senior Tech, is leading the teen and tween programs with help from the Youth Services Librarian. Rachel has also started a new Tween Book Club this month.
- In partnership with Churchill County's Fallon Food Hub, the Minden Library is a new pick-up point for customers of the Farm Share program. This means that customers who subscribe to the Farm Share, also known as "community supported agriculture", will come to the Minden Library on Thursdays to pick up their produce. This is a great way to bring new people to the library and gain



visibility. Farm Share boxes are distributed in Carson City, Reno, and Douglas County. This is a seasonal program, and we are excited to welcome new library users.

➤ **Library Administration**

- The Library and the Douglas County HR Department are working together to bring volunteers back to the library. The HR department has centralized the program and now manages and oversees the volunteer program for all County departments. The online application for new and returning volunteers is available on the Douglas County website at <https://www.governmentjobs.com/careers/douglasconv/transferjobs>. Some volunteers are struggling with the new requirements. Background checks and fingerprinting have always been required, but the online application is a new element. The new process also requires background and fingerprint checks every year. Currently, we are waiting for the results of the background checks of volunteers who have recently applied. The background checks are essential for the safety of our patrons and staff.
- The Organizational Review by Moss Adams is underway. The interviews of staff and library trustees have begun and will continue through the end of June. The review should be completed by August.





## Circulation by Collection

May 2021

Collection	Location	
	Minden	Lake Tahoe
Adult Audiobook	675	20
Adult Biography	115	1
Adult CD Non-Fiction	42	2
Adult DVD	1011	61
Adult Fiction	2887	167
Adult Launchpad	3	0
Adult Magazines	152	16
Adult Music	90	24
Adult Non-Fiction	1125	52
Adult Spanish	2	0
Children's Audiobook	85	15
Children's Biography	60	1
Children's DVD	282	6
Children's Fiction	619	46
Children's Launchpad	7	0
Children's Magazines	7	0
Children's Music	13	0
Children's Non-Fiction	675	16
Children's Oversize	3	2
Children's Spanish	8	2
Easy Reader	472	16
Equipment	7	0
Exam Books	2	0
Large Print	716	10
Manga	74	0
Mobile Devices	1	0
Nevada	78	9
Picture Books	1231	161
Video Games	5	0
Young Adult	186	14
Graphic Novels	88	0
Young Adult Launchpad	1	0
Young Adult Magazines	1	0

### Hoopla

<b>eAudiobook</b>	807	<b>Movie</b>	94
Adult Non-Fiction	146	Adult Non-Fiction	18
Adult Fiction	573	Adult Fiction	61
Juv Non-Fiction	4	Juv Non-Fiction	1
Juv Fiction	84	Juv Fiction	14
<b>eBook</b>	348	<b>Television</b>	138
Adult Non-Fiction	70	Adult Non-Fiction	41
Adult Fiction	253	Adult Fiction	94
Juv Non-Fiction	6	Juv Non-Fiction	0
Juv Fiction	19	Juv Fiction	3
<b>Comics</b>	45	<b>Music</b>	49
Adult Non-Fiction	3	Adult	47
Adult Fiction	26	Juv	2
Juv Non-Fiction	1		
Juv Fiction	15	<b>Total Circulation</b>	1,481

### Overdrive/Libby

eAudiobook	407
eBook	418
Adult	786
Juv	23
Young Adult	16
<b>Total Circulation</b>	825