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Lake Tahoe Branch:
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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

February 16, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, February 22, 2022** 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.

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.** Overview and update on the Douglas County Public Library Director recruitment process and progress, including but not limited to development of a candidate profile and recruitment opportunities, challenges, and strategies as identified by CPS HR Consulting and the Human Resources Department.

4. For possible action. Discussion on approval of the minutes of the January 25, 2022 regular meeting.
5. 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. January 2022
 - ii. February 2022
6. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 1/31/2022
7. For possible action. Discussion on the Library's Long Range Plan, including but not limited to:
 - a. Update on Long Range Plan progress and timeline from Dr. Fred Steinmann of UNR Department of Economic Development.
 - b. Discussion on how to implement and promote the Long Range Plan once completed, including discussion on a marketing strategy.
8. For possible action. Discussion and possible action regarding approval of FY 22-23 budget.
 - a. Base budget
 - b. Capital Improvement Projects
9. For discussion only. Update from Library Board of Trustees Chair on the setting of the agendas for calendar year 2022.
10. For discussion only. Interim Library Director's monthly report on library operations and statistical reports from staff.
11. 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.
12. 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, https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
 State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. 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

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 February 22, 2022 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 March. 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	3/14/22	4:00 PM	Minden Library
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**Meeting dates, times and locations are subject to change.*

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.12
EFFECTIVE DATE: 08/19/93
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: *Don Halle*
PAGE 1 OF 3

SUBJECT: INTERVIEW AND MOVING EXPENSES

- I. PURPOSE:** To establish guidelines for reimbursement of expenses; to establish consistency; and to encourage applicants for key administrative positions to participate in the interview process.
- II. POLICY:** When it is determined by the County Manager and Human Resources Manager that a key administrative or managerial position requires extensive recruitment and that there are sufficient funds to reimburse interview expenses, this reimbursement policy shall be applicable.
- A.** The Human Resources Manager and appointing authority will make an initial determination of the need for the level of recruitment and where and how long the County should advertise for the vacancy.
- B.** Any related costs associated with filling the vacancy, i.e., reimbursement of expenses, or any moving costs if applicable, will be paid by the affected department.
- C.** The Human Resources Division will coordinate with the Comptroller's office to make any necessary budgetary/expenditure transfers to cover such reimbursement costs.
- D.** Reimbursement may be for actual amounts spent, verified by receipts, for transportation costs, hotel/food, and parking. In the alternative, the decision can be made to cap and prorate such costs based on availability of funds.
- E.** The decision to provide moving reimbursement will be made by the County Manager as part of the offer of employment as well as other conditions of employment. There will be a cap of \$ 5,000 for moving reimbursement. Requests above \$ 5,000 require prior approval of the County Commissioners. The reimbursement will be justified by the level of the position and need for the level of recruitment.

- III. **PROCEDURE:** The hiring manager and Department Head/Elected Official shall coordinate with the Human Resources Divisions to pursue reimbursement of expense for position candidates.
- IV. **RESPONSIBILITY FOR REVIEW:** The County Manager and Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03

**REIMBURSEMENT OF INTERVIEW
AND MOVING EXPENSES
FOR KEY ADMINISTRATIVE PERSONNEL**

DATE: _____

DEPARTMENT: _____

KEY POSITION: _____

SUBMITTED BY: _____

MAKE CLAIM OR VOUCHER PAYABLE TO:	ITEM	ACCOUNT NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER
TOTAL					

INSTRUCTIONS:

1. Complete this form.
2. Was the position recruited at a national level? YES or NO
3. Obtain the Human Resources Manager justification of the reimbursement.
4. Obtain the Comptroller's signature as verification of salary or vacancy saving.
5. Attach this form to a claim form and complete.

Human Resources Manager's signature

Date

Comptroller's Signature

Date

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
January, 25 2022

ATTENDEES

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

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Human Resources Director Wendy Lang; Human Resources Analyst Cindy McMurry

Absent: Trustee Kate Garrahan

THE MEETING CONVENED AT 10:07 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

Kurt Hildebrand with the Record Courier commented that he noticed the web archive had been updated with new software and found it interesting that it changed. He needs to speak with Julia about getting the next two years in because it stops at the end of year 2019 and the 2020 and 2021 books are available for upload. He stated that he finds the web archive to be the best historical tool that he uses and looks at it at least 3 to 4 times a day.

2. DISCUSSION ON ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2022.

MOTION/VOTE:

Trustee Jill Harper made a motion to nominate Vice Chairperson Heather Martin Maier as Chairperson. Chairperson Bonnie Rogers made a second and the motion carried unanimously with a 4-0 vote. Trustee Elizabeth Tattersall made a motion to nominate Trustee Harper as Vice Chairperson. Trustee Rogers made a second and the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON APPROVAL OF PROPOSED AGENDA.

Trustee Tattersall made a motion to approve the agenda and move items 8 and 9 to the top of the agenda so the board can release the HR representatives. Vice Chairperson Jill Harper made a second.

Chairperson Heather Martin Maier asked for public comment.

Kurt Hildebrand commented that it was fine with him.

All were in favor and the motion carried unanimously with a 4-0 vote.

Agenda items 8 and 9 were discussed here.

8. DISCUSSION ON THE APPOINTMENT OF A LIBRARY BOARD OF TRUSTEES REPRESENTATIVE TO WORK WITH HUMAN RESOURCES AND CPS HR CONSULTING THROUGHOUT THE LIBRARY DIRECTOR RECRUITMENT AND HIRING PROCESS.

Trustee Rogers volunteered to represent the board during the recruitment and hiring process. Chairperson Martin Maier asked for some clarity as to the role of the hiring manager for CPS and the board representative. Whether it is a dual role or one individual. Human Resources Director Wendy Lang explained that it would be a dual role where a representative from the board and HR would be in contact with CPS. There would be minor decisions and updates that would occur along the way. She noted that there is a kick-off call today with CPS to introduce them to the library and what the board is seeking based on the board's feedback that HR has received and what occurred in the first round of the recruitment and try to initiate CPS' efforts on the project. Those type of communications and decisions is what will take place during the recruitment process between the board representative, CPS and HR. The role of the board representative and HR is to keep the board informed and up to date on the process and if any decisions need to be made the board can have that discussion. Trustee Rogers noted that the board will have a better understanding on how the recruiting and hiring process will work and what can be decided on that process after the introductory work with CPS. Director Lang stated that the discussion of the candidates will have to be at a minimum until the final stages of the process because the candidates' information is confidential. She noted that any discussion the board wants to have in review of interview questions will be disclosed to the public which includes the candidates if the discussion is had during a meeting. The board may not want the candidates to know the questions before the interviews. This is something Director Lang wanted the board to keep in mind when making decisions.

MOTION/VOTE:

Trustee Tattersall made a motion that Bonnie be the board's representative on the hiring manager committee. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

9. DISCUSSION ON RECRUITMENT FOR THE DOUGLAS COUNTY LIBRARY DIRECTOR POSITION, INCLUDING AUTHORIZING BOARD CHAIR TO SIGN AND EXECUTE A CONTRACT WITH CPS HR CONSULTING FOR EXECUTIVE RECRUITMENT SERVICES AND AUTHORIZE THE USE OF LIBRARY GIFT FUNDS IN AN AMOUNT NOT TO EXCEED \$25,000.00 FOR THE CONTRACT.

Deputy District Attorney Cynthea Gregory stated that she drafted the contract and that if the fees were to exceed the contracted amount of \$25,000 it would have to come back in front of the board. It would have to be an amendment to the contract.

MOTION/VOTE:

Trustee Tattersall made a motion to authorize the chair to sign the contract provided the cost does not exceed \$25,000 and the fees to come from library gift funds. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

The board resumed with the remaining items on the agenda here.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 23, 2021 REGULAR MEETING, THE MINUTES OF THE DECEMBER 14, 2021 SPECIAL MEETING AND THE MINUTES OF THE JANUARY 11, 2022 SPECIAL MEETING.

Trustee Rogers noted that on page 2 of the January 11, 2022 minutes, the word “judiciary” should be “fiduciary”.

MOTION/VOTE:

Trustee Rogers made a motion to approve the minutes of the November 23, 2021 regular meeting, the minutes of the December 14, 2021 special meeting and the minutes of the January 11, 2022 special meeting with the correction. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

5. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. November 2021
- ii. December 2021
- iii. January 2022

*DoCo Procurement Program	Items for Murder Mystery Game	03892	\$ 123.98
*Amazon	Items for Murder Mystery Game	03910	\$ 123.09
*DoCo Procurement Program	Items for Murder Mystery Game	03922	\$ 36.09
*DoCo Procurement Program	Items for TAB meeting	03923	\$ 35.85

*DoCo Procurement Program	Items for Adult Crafters' Club	03925	\$ 49.52
*DoCo Procurement Program	Frozen costumes for Frozen Sing-Along	03933	\$ 89.98
Petty Cash	Employee Recognition	03937	\$ 35.34
*DoCo Procurement Program	Items for Knit & Crochet Club; The Council; Baby Lap-sit	03949	\$ 499.19
*Amazon	Items for Baby Lap-sit; Dresslerville STEAM kits	03950	\$ 320.85
*DoCo Procurement Program	Weekend Warriors Appreciation Gathering	03955	\$ 55.45
*DoCo Procurement Program	Prizes for Lego Build Contest; items for Frozen Sing-Along	03957	\$ 884.32
*DoCo Procurement Program	Items for Tween Art; Frozen Sing- Along & Baby Lap-sit	03959	\$ 151.45
*Demco	Bags for Dresslerville STEAM Kits	03961	\$ 122.07
*Ingram	Tamarack Fire book replacements	03962	\$1,033.60
*Midwest Tape	Tamarack Fire book replacements	03963	\$ 277.55
*Baker & Taylor	2 nd Wednesday Book Group	03964	\$ 110.28
*Becky Spratford	Readers Advisory Training – all staff	03977	\$ 350.00

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Tattersall made a motion to approve the consent calendar. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

a. 12/31/2021

Trustee Rogers noted that in Services and Supplies the library has spent \$10,395 under professional services and nothing was budgeted for that line item. Interim Director Julia Brown stated that those fees are from the strategic planning consultant and explained that there was an augmentation made to the library's budget at the board of commissioners meeting on December 16th to move the funds from the gift fund to professional services. Trustee Rogers noted that nothing was budgeted for small projects and the library has spent \$559.87 under that line item and wanted to know what that was for. Julia stated that the expense more than likely came from office supplies or an unexpected expense but that she and Veronica Hallam will look it up and let Bonnie know.

7. DISCUSSION ON THE FINANCE BUDGET CALENDAR AND THE LIBRARY'S FISCAL YEAR (FY) 22-23 TENTATIVE BUDGET INCLUDING:

- a. Base budget**
- b. Supplemental requests**
- c. Capital Improvement Projects**

Base Budget – Referring to the county's budget building calendar included in the packets Julia went over important dates that relate to the library in regards to budget submission and review. Also included in the packets is the FY 22-23 proposed budget for the library and Julia discussed this with the board and explained that this year the county is basing the budget in Services and Supplies on FY 20-21 actuals plus 5%. She noted that this is an issue for the library because that was the year the library's budget was cut by 16% which was the highest cut of all departments in the county. She has been working with Finance to work on the library's five year averages and the contractual expenses the library is obligated to pay to try and come up with a good base budget for the library. The budget Julia is proposing from the base budget and the 5% is a difference of 18%. Julia explained why in some line items the proposed budget is lower than previous years and that the funds reduced from one line item will increase in other line items where the additional funds are needed, such as a decrease in circulation supplies and an increase in processing materials. Trustee Rogers asked that the proposed library materials budget be increased by 10%. It is possible that the budget will be declined but it's important the library at least ask for any increases where needed. Chairperson Martin Maier recommended that when the budget is presented to the commissioners the library needs to have something compelling to share that has to do with people and the community the library serves. A narrative with data and stats that perhaps Dr. Steinmann could help put together with staff and the board.

Supplemental Requests – Julia stated that she would like to request upgrades to the library's computers and painting the interior of the main branch as one of the board members suggested. She noted that painting the interior of the building is not capital because it is maintenance and not adding value. The book lockers that were discussed in the past the board agreed they do not want to add as supplemental. There are no improvements needed for the Lake Tahoe branch.

Capital Improvements – Trustee Rogers stated that she would like to request a remodel and extension of the main branch. She commented that she is concerned the public spaces inside the library are being used for other purposes now. She would like the meeting room at the main branch to be upgraded and would like a large storage shed on-site to store tables and other items that are cluttering the meeting room.

Julia noted that she will make the updates and bring the budget back to the February meeting for final approval.

Agenda items #8 and #9 were moved up on this agenda for earlier discussion.

10. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF.

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

11. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Trustee Rogers commented that there was a feature in the Record Courier about a portable InfoLoop assisted hearing device that was donated to the library from Sertoma. She stated that she is interested to learn more about how the device works and if it could be used in meetings to help seniors who are hard of hearing.

There being no further public comment, public comment was closed.

MEETING ADJOURNED AT 11:04 A.M.

UNAPPROVED

*Lib. Board of Trustees Mtg 2/22/22
Consent Calendar
Agenda Item 5a*

Gift Fund Claims
January / February 2022

*Amazon	Adult Saturday Movies	03978	\$ 19.96
*Amazon	Items for Dresslerville STEAM kits	03979	\$ 24.66
Town of Minden	CVIC rental cancelation fee for the FOL Spring Book Sale	03986	\$ 50.00
*Baker & Taylor	Items for Baby Lap-Sit Program	03990	\$ 430.11
*Amazon	Items for The Irregulars Program	03991	\$ 87.09
*DoCo Procurement Program	Refreshments for The Council meeting	03992	\$ 59.97
*DoCo Procurement Program	Items for the Adult Crafters' Club	03993	\$ 51.41
*DoCo Procurement Program	Items for Dresslerville STEAM kits; Snacks for Teen Programs	03994	\$ 538.29
*DoCo Procurement Program	Items for Virtual Reality Program; Employee Recognition	03995	\$ 262.76
*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	03999	\$ 35.59
*Amazon	Items for The Irregulars Program	04000	\$ 87.09

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

2/14/2022

Vendor	Date	Programs	Library Materials	All Others	Notes
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kickoff performance (FOL)
Swank Movie Licensing	6/17/2021	1,438.00			Movie licensing for Minden (FOL)
Demco	7/13/2021	366.20			Crafting bags for Summer reading Storytime in the Park (FOL)
Petty Cash	7/19/2021			17.99	Employee recognition
Town of Minden	7/24/2021	50.00			CVIC rent for SRP 2021 finale performance 7/29/21 (FOL)
Amazon	7/23/2021	30.98			Dice for prizes for SRP 2021
OverDrive	7/31/2021		2,419.60		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Pioneer Center for the Performing Arts	8/3/2021	400.00			Show for Summer Reading Finale (FOL)
Do Co Procurement Program	7/29/2021	33.47			Items for library program (FOL)
OverDrive	8/4/2021		1,052.84		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Midwest Tape	8/4/2021		3,030.93		Online digital services purchased with LSTA Evolving Need Statewide Grant
OverDrive	8/26/2021		1,288.05		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Blackstone Audio	8/28/2021		244.78		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/28/2021		68.23		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/7/2021		45.73		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	8/30/2021	29.58			Items for TAB meeting (FOL)
Do Co Procurement Program	9/7/2021	67.32			Items for the Adult Crafting Club (FOL)
Blackstone Audio	9/8/2021		92.39		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	9/8/2021		109.00		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
OverDrive	9/27/2021		1,322.04		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Do Co Procurement Program	9/29/2021	446.15			Item for the Adult Crafters' Club
Greater Nevada Credit Union	9/29/2021			87.00	Payment for debt collection due to the foundation not closing account
Do Co Procurement Program	9/29/2021	221.10			\$75.50 Weekend Warriors 1 yr. Anniversary event; \$145.60 Paranormal Mystery Game (FOL)
Do Co Procurement Program	9/29/2021	89.99			Software subscription for VR machine gaming software (FOL)
Do Co Procurement Program	9/29/2021	35.85		93.63	\$93.63 staff training lunch; \$35.85 TAB meeting (FOL)
Baker & Taylor	10/1/2021		118.17		Book Group reading kits (FOL)
Blackstone Audio	10/1/2021		234.39		Library materials purchased with donated funds- Helen Raso Memorial
Conservation Ambassadors	10/1/2021	\$450.00			Summer Reading Finale Wildlife Show (FOL)
Amazon	10/15/2021	30.37			Items for Adult Crafting Club (FOL)
Petty Cash	10/15/2021			34.98	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
Amazon	10/21/2021	158.16			Items for Halloween Boo Bash (FOL)
Blackstone Audio	10/21/2021		382.99		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	11/4/2021	33.47			Items for TAB meeting (FOL)
Baker & Taylor	11/9/2021		154.52		Library materials purchased with donated funds-Book Group reading kits
Petty Cash	11/10/2021	53.44		11.98	\$53.44 items for Murder Mystery Game; \$11.98 employee recognition
Amazon	11/17/2021	123.09			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program - L	11/3/2021	123.98			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program	11/27/2021	35.85			TAB meeting, library program
Do Co Procurement Program	11/27/2021	49.52			Items for the Adult Crafters Club (FOL)
Do Co Procurement Program	11/27/2021	36.09			Items for Murder Mystery Game, Library Program
Amazon	12/20/2021			35.34	Employee recognition
Amazon	12/15/2021	89.98			Frozen Costumes for Library Program (FOL)
Amazon	1/5/2022	320.85			\$174.30 Baby Lapsit Program; \$146.55 Dresslerville STEAM Kits
Do Co Procurement Program - V	1/5/2022	884.32			\$512.35 Lego Building Contest; \$371.97 Frozen Sing-Along
Do Co Procurement Program - L	1/5/2022	55.45			Snacks for Weekend Warrior appreciation gathering
Do Co Procurement Program - J	1/3/2022	499.19			\$402.90 items for Sensory Bins; \$33.47 items for The Council; \$62.82 supplies for Knit & Crochet Club
Amazon	1/10/2022	151.45			\$31.52 Teen Art Program; \$57.50 Frozen Sing-Along; \$62.43 Baby Lapsit
Demco	1/12/2022	122.07			Doodle Dudes Bags and Create Bags (FOL)
Ingram	1/12/2022	1,033.60			Library Materials (FOL)
Midwest Tape	1/12/2022	277.55			Library Materials (FOL)
Baker & Taylor	1/12/2022	110.28			Library Materials Book Group (FOL)
Becky Spratford	1/19/2022			350.00	Readers Advisory Training - all staff
Amazon	1/20/2022	19.96			Adult Saturday Movies
Amazon	1/20/2022	24.66			Dresslerville STEAM Kits (FOL)
Minden Town of	1/27/2022	50.00			CVIC Hall Spring Book Sale Cancellation (FOL)
Baker & Taylor	1/31/2022	430.11			Baby Lap Sit Program (FOL)
Amazon	1/31/2022	87.09			The Irregulars Program (FOL)
Do Co Procurement Program - L	1/31/2022	51.41			\$40.31 Adult Crafters' Club (FOL); \$11.10 Dresslerville STEAM kits (FOL)
Do Co Procurement Program - V	1/31/2022	538.29			\$341.63 Dresslerville STEAM kits (FOL); \$196.66 Teen programs snacks (FOL)
Petty Cash	2/8/2022	20.82			Knit and Crochet Club (FOL)
Petty Cash	2/8/2022			14.97	Employee recognition
Do Co Procurement Program - L	2/10/2022	59.97			\$40.75 The Council (FOL); \$19.22 Knit and Crochet Club (FOL)
Do Co Procurement Program - V	2/10/2022	110.00		152.76	\$110 games for Virtual Reality; \$152.76 employee recognition
					Grand Total:
TOTALS		9,358.41	10,573.66	1,798.83	\$15,872.25
		Programs	Materials	All others	\$21,730.70

Lib. Board of Trustees Mtg 2/22/22

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 1/31/2022

% of Fiscal Year

59.9%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$51,623	\$394,119	43%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$25,892	\$183,099	40%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$19,848	\$139,894	\$325,435	74%

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%

Capital Projects ** 224-804-562-000 & 224-804-564-500

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 01/31/22
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 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	40,624.89	.00	302,928.29	617,256.71	33	364,323.06
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	17,659.20	(17,659.20)	+++	3,938.65
511.169	Comp Payout	.00	.00	.00	.00	.00	155.76	(155.76)	+++	69.03
511.170	Overtime	409.00	.00	409.00	253.44	.00	253.44	155.56	62	14.36
511.171	Holidays	.00	.00	.00	5,176.00	.00	22,410.72	(22,410.72)	+++	25,593.76
511.172	Comp Paid	.00	.00	.00	668.37	.00	4,519.76	(4,519.76)	+++	2,871.34
511.173	Vacation	.00	.00	.00	2,876.44	.00	36,575.58	(36,575.58)	+++	28,003.19
511.174	Sick	.00	.00	.00	2,023.80	.00	9,616.71	(9,616.71)	+++	12,203.45
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$920,594.00	\$0.00	\$920,594.00	\$51,622.94	\$0.00	\$394,119.46	\$526,474.54	43%	\$437,016.84
<i>Employee Benefits</i>										
511.181	Retirement	264,647.00	.00	264,647.00	14,478.61	.00	105,990.76	158,656.24	40	123,377.31
511.182	Workers Comp	22,987.00	.00	22,987.00	1,269.73	.00	9,676.02	13,310.98	42	10,866.19
511.183	Group Insurance	139,638.00	.00	139,638.00	8,526.80	.00	55,466.38	84,171.62	40	59,383.86
511.184	Unemployment	4,646.00	.00	4,646.00	260.31	.00	1,984.53	2,661.47	43	2,237.97
511.186	Medicare	13,462.00	.00	13,462.00	712.55	.00	5,473.40	7,988.60	41	6,102.71
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	595.00	2,465.00	19	2,210.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PEBS-Ret. Medical	6,708.00	.00	6,708.00	559.00	.00	3,913.00	2,795.00	58	3,354.00
<i>Employee Benefits Totals</i>		\$455,734.00	\$0.00	\$455,734.00	\$25,892.00	\$0.00	\$183,099.09	\$272,634.91	40%	\$207,532.04
<i>Services & Supplies</i>										
520.029	Program Underwriting	7,300.00	.00	7,300.00	.00	.00	1,373.05	5,926.95	19	(594.25)
520.045	Computer System	60,732.00	.00	60,732.00	1,811.31	.00	25,194.20	35,537.80	41	22,372.28
520.055	Telephone Expense	7,467.00	.00	7,467.00	876.43	.00	7,019.76	447.24	94	6,204.31
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	1,714.94	57.06	97	2,137.31
520.064	Travel	1,000.00	.00	1,000.00	9.36	.00	675.05	324.95	68	.00
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00



Library Expense Budget Performance Report

Fiscal Year to Date 01/31/22
Exclude Rollup Account

Account	Account Description	Adopted		Amended		Current Month		YTD		Budget - YTD		% Used/ Rec'd	Prior Year YTD
		Budget	Amendments	Budget	Budget	Transactions	Encumbrances	Transactions	Transactions	Transactions			
520.078	Printing & Binding	600.00	.00	600.00	.00	.00	.00	314.85	.00	285.15	52	418.69	
520.085	Communications	3,072.00	.00	3,072.00	.00	494.56	.00	2,967.36	.00	104.64	97	1,864.85	
520.088	Utilities	29,781.00	.00	29,781.00	.00	2,168.02	.00	17,850.48	.00	11,930.52	60	15,431.12	
520.097	Maint BAG	3,700.00	.00	3,700.00	.00	.00	.00	3,456.78	.00	243.22	93	1,300.34	
520.098	Janitorial Services	30,912.00	.00	30,912.00	.00	2,538.00	15,228.00	15,228.00	15,228.00	456.00	99	16,163.51	
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	.00	2,664.00	.00	835.00	76	4,623.21	
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	.00	.00	.00	840.90	.00	4,415.10	16	3,192.56	
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	.00	469.70	.00	2,030.30	19	.00	
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	.00	.00	.00	1,782.81	.00	1,317.19	58	2,140.90	
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.00	.00	18,081.00	.00	16,784.00	52	16,135.50	
520.169	EMRB Assessment	76.00	.00	76.00	.00	45.00	.00	45.00	.00	31.00	59	42.00	
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	12.99	.00	987.01	1	.00	
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	.00	1,048.24	.00	685.76	60	644.32	
520.200	Training & Education	500.00	.00	500.00	.00	.00	.00	215.00	.00	285.00	43	438.00	
520.240	Data Lines	3,600.00	.00	3,600.00	.00	224.98	.00	2,199.70	.00	1,400.30	61	2,154.99	
521.100	Professional Services	.00	.00	.00	.00	.00	6,666.67	3,728.33	6,666.67	(10,395.00)	+++	12,508.43	
521.134	Cataloging	20,000.00	.00	20,000.00	.00	589.91	2,739.00	5,539.55	2,739.00	11,721.45	41	5,885.16	
521.500	Admin & Overhead	159,123.00	.00	159,123.00	.00	.00	.00	79,561.50	.00	79,561.50	50	87,240.50	
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	96.93	.00	184.01	.00	1,315.99	12	1,785.96	
532.003	Gas & Oil	3,000.00	.00	3,000.00	.00	42.03	.00	1,706.67	.00	1,293.33	57	37.31	
532.054	Library Materials	210,000.00	.00	210,000.00	.00	10,344.00	108,898.56	102,888.35	108,898.56	(1,786.91)	101	76,421.77	
532.057	Processing Materials	11,000.00	.00	11,000.00	.00	447.43	6,361.59	3,538.41	6,361.59	1,100.00	90	3,523.19	
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
533.800	Office Supplies	2,500.00	.00	2,500.00	.00	21.99	.00	508.97	.00	1,991.03	20	1,007.53	
533.802	Small Equipment	500.00	.00	500.00	.00	.00	.00	94.02	.00	405.98	19	8,921.82	
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	68.99	.00	1,482.33	.00	3,617.67	29	1,988.11	
533.817	Small Projects	.00	.00	.00	.00	35.59	.00	595.46	.00	(595.46)	+++	3,342.82	
540.010	Grants-Services & Supplies	.00	.00	9,449.00	9,449.00	.00	.00	21,600.85	.00	(12,151.85)	229	.00	
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	7,474.46	
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	.00	33.82	.00	203.79	.00	196.21	51	182.27	
<i>Services & Supplies Totals</i>		\$615,589.00	\$9,449.00	\$625,038.00	\$19,848.35	\$139,893.82	\$325,435.05	\$159,709.13	74%	\$304,938.97			
<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>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
EXPENSE TOTALS		\$1,991,917.00	\$9,449.00	\$2,001,366.00	\$97,363.29	\$139,893.82	\$902,653.60	\$902,653.60	52%	\$958,818.58		\$949,487.85	
Department 804 - Library Totals		(\$1,991,917.00)	(\$9,449.00)	(\$2,001,366.00)	(\$97,363.29)	(\$139,893.82)	(\$902,653.60)	(\$902,653.60)	52%	(\$958,818.58)		(\$949,487.85)	
Fund 224 - Library Totals		\$1,991,917.00	\$9,449.00	\$2,001,366.00	\$97,363.29	\$139,893.82	\$902,653.60	\$902,653.60		\$958,818.58		\$949,487.85	
Grand Totals		\$1,991,917.00	\$9,449.00	\$2,001,366.00	\$97,363.29	\$139,893.82	\$902,653.60	\$902,653.60		\$958,818.58		\$949,487.85	



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 01/31/22
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	70,784.00	70,784.00	1,083.89	3,298.31	20,317.44	47,168.25	33	7,142.25
	<i>Services & Supplies Totals</i>	\$0.00	\$70,784.00	\$70,784.00	\$1,083.89	\$3,298.31	\$20,317.44	\$47,168.25	33%	\$7,142.25
	EXPENSE TOTALS	\$0.00	\$70,784.00	\$70,784.00	\$1,083.89	\$3,298.31	\$20,317.44	\$47,168.25	33%	\$7,142.25
Department 800 - Library Gift Fund Totals		\$0.00	(\$70,784.00)	(\$70,784.00)	(\$1,083.89)	(\$3,298.31)	(\$20,317.44)	(\$47,168.25)	33%	(\$7,142.25)
Fund 235 - Library Gift Fund Totals		\$0.00	\$70,784.00	\$70,784.00	\$1,083.89	\$3,298.31	\$20,317.44	\$47,168.25		\$7,142.25
Grand Totals		\$0.00	\$70,784.00	\$70,784.00	\$1,083.89	\$3,298.31	\$20,317.44	\$47,168.25		\$7,142.25



Gift Fund Trial Balance Listing

Through 01/31/22
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	69,747.77	22,083.16	20,332.55	71,498.38	80,476.23
101.090	Investment-FMV Adjust	1,102.75	.00	944.66	158.09	2,269.65
121.100	Interest Receivable	430.27	68.86	221.46	277.67	425.52
	<i>Current Assets Totals</i>	\$71,280.79	\$22,152.02	\$21,498.67	\$71,934.14	\$83,171.40
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	18,550.09	18,570.51	(517.20)	(1,384.41)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$18,550.09	\$18,570.51	(\$517.20)	(\$1,384.41)
<i>Fund Balance</i>						
253.000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$70,784.01)	\$0.00	\$0.00	(\$70,784.01)	(\$74,935.23)



Gift Fund Income Statement

Through 01/31/22
 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
Fund Category Governmental Funds							
Fund Type Governmental-Spec Revenue							
Fund 235 - Library Gift Fund							
REVENUE							
Department 000 - Revenue							
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	951.80	21,489.26	(21,489.26)	+++	13,287.88
<i>Miscellaneous Revenue Totals</i>		\$1,208.00	\$940.74	\$20,950.37	(\$19,742.37)	1,734%	\$14,009.13
Department 000 - Revenue Totals							
		\$153,360.00	\$940.74	\$20,950.37	\$132,409.63	14%	\$14,009.13
REVENUE TOTALS		\$153,360.00	\$940.74	\$20,950.37	\$132,409.63	14%	\$14,009.13
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	70,784.00	1,083.89	20,317.44	50,466.56	29	7,142.25
<i>Services & Supplies Totals</i>		\$70,815.00	\$1,083.89	\$20,317.44	\$50,497.56	29%	\$7,157.37
Department 800 - Library Gift Fund Totals							
		\$153,360.00	\$1,083.89	\$20,317.44	\$133,042.56	13%	\$7,157.37
EXPENSE TOTALS		\$153,360.00	\$1,083.89	\$20,317.44	\$133,042.56	13%	\$7,157.37
Grand Totals							
REVENUE TOTALS		153,360.00	940.74	20,950.37	132,409.63	14%	14,009.13
EXPENSE TOTALS		153,360.00	1,083.89	20,317.44	133,042.56	13%	7,157.37
Grand Total Net Gain (Loss)		\$0.00	(\$143.15)	\$632.93	\$632.93	+++	\$6,851.76

Douglas County Public Library
Budget Proposed FY 22-23

Fund	Dept	GL Account	FY21 Actual	FY23 Base (FY21 +5%)	FY 22 Budgeted	FY23 Proposed	\$ Change
224	804	224-804 520.029 - Program Underwriting	-	-	7,300.00	5,000.00	5,000.00
224	804	224-804 520.045 - Computer System	45,713.60	48,000.00	60,732.00	69,200.00	21,200.00
224	804	224-804 520.055 - Telephone Expense	10,671.54	11,205.00	7,467.00	10,692.00	(514.00)
224	804	224-804 520.060 - Postage/Po Box Rent	1,499.86	1,575.00	1,772.00	1,772.00	197.00
224	804	224-804 520.064 - Travel	13.66	15.00	1,000.00	1,000.00	985.00
224	804	224-804 520.078 - Printing & Binding	488.59	514.00	600.00	514.00	-
224	804	224-804 520.085 - Communications	8,772.15	9,211.00	3,072.00	9,211.00	-
224	804	224-804 520.088 - Utilities	25,821.12	27,113.00	29,781.00	27,113.00	-
224	804	224-804 520.097 - Maint B&G	1,490.90	1,566.00	3,700.00	3,000.00	1,434.00
224	804	224-804 520.098 - Janitorial Services	28,853.51	30,297.00	30,912.00	30,297.00	-
224	804	224-804 520.107 - Maint Equip	4,623.21	4,855.00	3,499.00	4,855.00	-
224	804	224-804 520.114 - Motor Pool Expense	5,472.96	5,747.00	5,256.00	5,747.00	-
224	804	224-804 520.116 - Veh. Maint-Co Shop	343.64	361.00	2,500.00	2,500.00	2,139.00
224	804	224-804 520.136 - Rents & Leases Equipment	3,746.41	3,934.00	3,100.00	3,100.00	(834.00)
224	804	224-804 520.156 - Risk Mgmt-Co. Insurance	32,271.00	33,885.00	34,865.00	33,885.00	-
224	804	224-804 520.169 - EMRB Assessment	42.00	45.00	76.00	45.00	-
224	804	224-804 520.194 - Cellular Phones	1,233.16	1,295.00	1,734.00	1,800.00	505.00
224	804	224-804 520.200 - Training & Education	410.00	431.00	500.00	1,000.00	569.00
224	804	224-804 520.240 - Data Lines	3,579.81	3,759.00	3,600.00	4,200.00	441.00
224	804	224-804 521.100 - Professional Services	12,508.43	13,134.00	-	5,000.00	(8,134.00)
224	804	224-804 521.134 - Cataloging	10,706.71	11,243.00	20,000.00	20,000.00	8,757.00
224	804	224-804 521.500 - Admin & Overhead	174,481.00	183,206.00	159,123.00	159,123.00	(24,083.00)
224	804	224-804 530.001 - Circulation Supplies	4,372.61	4,592.00	1,500.00	1,500.00	(3,092.00)
224	804	224-804 532.003 - Gas & Oil	554.39	583.00	3,000.00	4,200.00	3,617.00
224	804	224-804 532.054 - Library Materials	120,719.76	126,756.00	210,000.00	231,000.00	104,244.00
224	804	224-804 532.057 - Processing Materials	6,505.90	6,832.00	11,000.00	11,000.00	4,168.00
224	804	224-804 533.800 - Office Supplies	1,962.45	2,061.00	2,500.00	1,200.00	(861.00)
224	804	224-804 533.802 - Small Equipment	8,921.82	9,368.00	500.00	500.00	(8,868.00)
224	804	224-804 533.813 - Office Products Program	2,701.47	2,837.00	5,100.00	5,100.00	2,263.00
224	804	224-804 533.817 - Small Projects	5,136.18	5,393.00	-	-	(5,393.00)
Total			\$ 523,617.84	\$ 549,814.00	\$ 614,189.00	\$ 653,554.00	\$ 103,740.00

Salaries & Wages

Salaries & Wages Totals \$ 931,157.00
Employee Benefits Totals \$ 453,113.00
\$ 1,384,270.00

BUDGET SUMMARY - Fiscal Year 2022-2023

CAPITAL IMPROVEMENT PROJECTS PROPOSED

FY 2022-23

Project	Amount Funded
Library Building Expansion	\$ 1,135,000.00
Library Restroom Upgrade	\$ 20,000.00
Library Interior Painting	\$ 25,000.00
<hr/>	
FY2022-23 Total Capital Funds Proposed	\$ 1,180,000.00



Interim Director's Monthly Report – February 2022

➤ **Library Operations**

- The Strategic Plan Organization Workshop #2 was held on Friday, January 28th and Saturday, January 29th, at the Douglas County Community and Senior Center. This workshop was hosted by Dr. Fred Steinmann from the University of Nevada, Reno and progress on the long range plan was made.
- The transition of digital magazines from Flipster to OverDrive/Libby has had a positive reception. So far we have seen about a 60% increase in digital magazine checkouts in the last 2 months.
- The first email blast through LibraryAware is scheduled to be sent on Friday, February 18th. This email will be an informational invitation sent to all patrons signed up for email notifications. Patrons can sign up to receive our monthly email newsletters as well as genre specific book recommendation list newsletters.
- The Thrift Books warehouse in Reno is no longer accepting book donations. Staff are looking into alternative locations to send withdrawn library items as well as book donations.
- The book donation location at the Minden Library is moving back inside the library. Donations can be brought inside the library during regular hours to be accepted by library staff. This will hopefully cut down on the number of moldy, dirty, and damaged items being left outside the library.
- Staff have begun a program called Prosperity Outreach. This program will provide donated books to local crisis and temporary housing organizations throughout the Carson Valley.
- New programs this month include: Baby Lapsit Storytime, Monday Afterschool Movies, Knit & Crochet Club, The Irregulars Mystery Club, Book Matchmaking, and Tween Art.

➤ **Library Staff**

- The next staff meeting will be held on March 11th.
- New Library Page, Jessica Holle started on Monday, February 14th.
- The Bookmobile Library Technician is scheduled to begin on Tuesday, February 22nd.
- An offer to fill the Lake Tahoe Library Supervisor position has been accepted. All paperwork has been completed and we are waiting to receive background checks for an official start date.

Veronica Hallam

From: Kathryn Garrahan
Sent: Saturday, January 29, 2022 9:43 AM
To: Veronica Hallam
Subject: Fw: Public Comment

Veronica,

Would you please include this email with the February meeting materials so it can be read during public comment.

Thanks,

Kate

From: Sara Jacobsen <sarajacobsenslp@gmail.com>
Sent: Saturday, January 29, 2022 7:20 AM
To: Library Board of Trustees
Subject: Public Comment

Hello,

I am writing to compliment the current staff at the library. I believe they are doing a wonderful job under the current temporary leadership.

The library is a much happier place to be now; you can feel it in the air and see it on the faces of staff and patrons.

In particular, I want to praise Kira.

Kira is beyond helpful, knowledgeable, and professional. Her welcoming spirit and helpfulness are appreciated, and I would like to publicly acknowledge her.

My children and I are always happy when we go into the library and see that she is there; we are so grateful for her.

Sincerely,
Sara Jacobsen

Sent from my iPhone