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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

June 22, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Tuesday, June 28, 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.** Discussion on approval of the minutes of the May 24, 2022 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 2022
 - ii. June 2022

5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.

- a. 5/31/2022

6. For possible action. Discussion and update on the progress of the Library's Long Range Plan by the UNR Department of Economic Development and possible presentation of a draft plan.

7. For possible action. Discussion and introduction of Tim DeGhelder, Library Director, including an outline of his priorities as Director over the next 90 days and identifying his expectations for working with Library Board of Trustees.

8. For possible action. Discussion on holding an introduction/welcome event for the new Library Director.

9. For possible action. Discussion on recognizing and thanking Christine Vido for her work as Interim Library Director.

10. For discussion only. Library Director's monthly report on library operations and statistical report 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 June 28, 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 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	7/11/22	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 24, 2022

ATTENDEES

Library Board Members: Chairperson Heather Martin Maier; Vice Chairperson Kate Garrahan; Trustees Elizabeth Tattersall, Bonnie Rogers, Starla Doughty

Library Staff: Interim Library Director Christine Vido; Library Supervisor Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Library Supervisor Laura Treinen

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Trustee Kate Garrahan made a motion to approve the agenda. Trustee Bonnie Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0- vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE APRIL 26, 2022 REGULAR MEETING, THE MINUTES OF THE MAY 4, 2022 SPECIAL MEETING, AND THE MAY 11, 2022 SPECIAL MEETING.

Chairperson Martin Maier and Trustee Rogers noted some errors.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the April 26, 2022 minutes with corrections, the May 4, 2022 minutes as is, and the May 11, 2022 minutes with corrections. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

i. April 2022

ii. May 2022

*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	04080	\$24.96
Amazon	Employee Recognition	04081	\$54.97
*Amazon	Items for Science Club and May the 4 th Event	04084	\$ 196.84
*Amazon	May the Fourth Event	04091	\$ 75.79
*Amazon	May the Fourth Event	04094	\$ 82.79
*Amazon	Summer Reading Merchandise	04097	\$ 55.32
*Collaborative Summer Library Program	Items for Baby Lap-Sit Program	04106	\$ 516.74
*Amazon	Tahoe Film Club	04107	\$ 971.21

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Rogers made a motion to approve the consent calendar. Trustee Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

a. 4/30/2022

MOTION/VOTE:

Trustee Garrahan made a motion to approve the budget performance report. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**6. UPDATE AND ACKNOWLEDGEMENT OF LIBRARY BOARD TRUSTEE
STARLA DOUGHTY'S PROGRESS IN COMPLETING THE NEVADA STATE
LIBRARY'S ON-LINE TRUSTEE TRAINING COURSE.**

Trustee Starla Doughty noted that she completed the training but did not receive a certificate. Some of the trustees commented that they did not receive a certificate as well. Chairperson Martin Maier stated that as long as the training was completed that is what is important.

7. DISCUSSION AND UPDATE ON THE LIBRARY DIRECTOR RECRUITMENT INCLUDING BUT NOT LIMITED TO ONBOARDING OF THE NEW DIRECTOR, HOLDING AN INTRODUCTION/WELCOME EVENT, AND POSSIBLE EXTENSION OF THE INTERIM LIBRARY POSITION TO ASSIST IN THE TRANSITION PROCESS.

Christine Vido noted that she will be inviting Tim DeGhelder, the library's new director, to the June 16th commissioners meeting. She will introduce him to the board during public comment which will take place about 15 minutes after the meeting begins. Once Tim meets the board he can choose to extend an offer to the commissioners to come visit the library at a later date. The trustees have been wanting this invite for a while. Christine stated that during the meeting the commissioners will be presented with two grants from the library for their approval which will be a good opportunity for Tim to see how the process works. Chairperson Martin Maier asked about Mr. DeGhelder's final offer and Christine explained that Tim signed the final offer letter with a negotiated hourly rate of \$50.29 which is approximately \$6,000 higher than what was budgeted but \$6,000 lower than the midrange. The 7% salary increase plus the additional 2% COLA will apply to Tim's salary as well. She noted that Tim indicated that he plans to start on June 13th. As recommended by Trustee Tattersall, HR added the language in the offer letter that he will start no later than July 1st just in case there are moving issues. In regards to his wife and leave time, Christine indicated that Mr. DeGhelder does not anticipate that he will require more than 7 days to bring his wife to the states from Thailand. In the offer letter HR negotiated 2 weeks of leave and that he notify the board before making any travel plans. She noted that his background check is nearly finalized and by the time he starts his background should be fully complete. She stated that when onboarding new directors it is important to give as much contact resources as possible. She noted that she has drafted a memo to the new director with relevant contacts which include all the directors and department heads, specifically County Manager, Human Resources, and Finance who will provide training in regards to budget and financial reports. He will also be given the contact resources for Facilities to continue the development of the approved capital projects for the library which is the \$210,000 for new flooring and new shelving. She stated that there is no formal onboarding within the county and that Human Resources will conduct their standard onboarding process which contains an overview of policies and procedures, benefits paperwork, and the completion of legally required tax documents. She noted that at the pleasure of the board she will remain with the library not in an interim capacity but rather a working above classification capacity for however long the board chooses to provide guidance to the new director throughout the transitioning process. Chairperson Martin Maier stated that she is in support of Christine staying on for a month into Tim's start date. Trustee Garrahan added that as part of Mr. DeGhelder's onboarding process she would like him to take the courses required for the county's leadership program. Christine stated that she will speak with the County Manager and inform him that it is the wish of this board that Tim be enrolled in the next leadership training.

MOTION/VOTE:

Trustee Garrahan made a motion to extend Christine for four weeks after Tim begins working above her classification to assist him. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Chairperson Martin Maier stated that she will work with the county's PIO, Melissa Blosser, to put out a press release upon Tim's arrival. After the board's thoughts and discussion on ideas to introduce Tim to the community and county officials with a welcoming event, it was decided that the board will wait to plan details of the event until Tim starts and he can provide input.

8. DISCUSSION ON THE PROGRESS OF THE LIBRARY'S LONG RANGE PLAN BY THE UNR DEPARTMENT OF ECONOMIC DEVELOPMENT AND PRESENTATION OF A DRAFT PLAN.

Interim Library Director Vido stated that she had reached out to Dr. Steinmann several times with no response. He did finally contact Christine to let her know that he has been out for personal reasons and hasn't moved forward with the plan but that he hopes to circle back next week with an update. She commented that she anticipates having a better update for the board at the next meeting.

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

Vanna Bells updated the board on current programs taking place at the library. She explained the Summer Reading Program and how to register on Beanstack to earn prizes for all age groups. The Summer Reading Program runs from June 4th to July 30th. Other programs she mentioned were Board Game Night at Minden for adults, the Tahoe Film Club for teens and the 3D Pen Art program at the Lake for adults and children accompanied by adults. Weekly storytime will begin in June at the Lake and storytime at Ranchos Aspen Park in Minden with the bookmobile will start on June 24th. Vanna stated that the library has partnered with UNR Cooperative Extension for National Pollinator Month in June. All storytime reads will be pollinator themed and there will be a Lego contest that will have a pollinator themed story. Christine Vido explained to the board the salary adjustments of a 9% increase that all staff will be receiving effective in July. In April all county staff received a 2% COLA increase which brings the total increase in salary to 11%. She noted that the bookmobile is in full service and all scheduled stops are on the calendar on the library's website. She stated that the insurance claim to replace the books that were damaged in the flood has been approved but she was not advised whether the library will receive a lump sum check or if the library is to purchase replacements and then get reimbursed. She will have a more detailed update at the next meeting. One staff member resigned and there was a three day internal recruitment for that open position. Interviews will be conducted this week. Christine updated the board on the approved 22-23 fiscal year budget. She noted that the library material budget is significantly lower but she is confident the new library director will look at grants and other outside funding to help with that budget. In the current budget there is \$77,000 encumbered in library material that is tied to purchase orders. She noted that she and Veronica

Hallam will work to release some of the encumbered funds to put back into the budget which will help with the some of the deficit in Services and Supplies. There are two grants that will be going to IRC next month and then to the Board of County Commissioners to accept the funds. One is for \$16,000 for digital material and the other is for \$25,000 for new children's computers at both branches and for the purchase of digital material.

10. CLOSING PUBLIC COMMENTS.

Barbara Smallwood commented that she came to the meeting to hear an update on the long range plan and was disappointed that an update wasn't ready for this meeting. She thanked everyone for all the hard work and dedication and she is looking forward to meeting the new director and welcoming him to Douglas County. She commented that she appreciates the library for keeping up with all the technology and is excited the bookmobile is back. She loves the children's programs in the parks and commented that it will be interesting to see how that works with all the running around. She commented that she is excited about the reading program event that is taking place at CVIC Hall and thanked the friends for funding that event.

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

MEETING ADJOURNED AT 11:01 A.M.

Lib. Board of Trustees Mtg 6/28/22
 Consent Calendar
 Agenda Item 4a

Gift Fund Claims
 May 2022 / June 2022

*Baker & Taylor	Second Wednesday Book Group	PO0068	\$ 172.61
*Do Co Procurement Program	Single Event Movie License	04098	\$ 118.00
*Do Co Procurement Program	Summer Reading Book Incentives	04099	\$ 196.19
* Do Co Procurement Program	Items for Adult Crafters' Club; Items for Business Showcase	04100	\$ 47.48
* Do Co Procurement Program	Items for Arts and Crafts; The Council Council meeting	04101	\$ 86.96
* Do Co Procurement Program	Items for Weekend Warriors; Summer Reading Teen Prizes; Employee Recognition; May the 4 th supplies	04102	\$ 871.62
Amazon	Board Games and Prizes for Summer Reading Program	04117	\$ 214.77
*Town of Minden	CVIC Hall Rental for Summer Reading Performances	04118	\$ 100.00
Collaborative Summer Library Program	Summer Reading Program Staff Shirts	04121	\$ 142.80
*Pioneer Center	Summer Reading Kick-Off Performances	04123	\$ 800.00
*Do Co Procurement Program	Items for Adult Crafters' Club; Tri-Conference Registration	04128	\$ 350.48
*Do Co Procurement Program	Items for May the 4 th , Science Club; The Council Meeting; Tri-Conference Flight Tickets	04129	\$ 854.90
*Amazon	Items for Science Club	04130	\$ 59.07
*Town of Minden	CVIC Hall Rental for Summer Reading Performances	04140	\$ 50.00

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

6/22/2022

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		1,298.05		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	8/26/2021		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	448.15			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		93.83	\$93.83 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			34.96	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
Amazon	10/21/2021	158.18			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	1,033.80			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	24.86			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	20.62			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
Baker & Taylor	1/26/2022	221.09			\$669.90 Baby Lap Sit; 154.19 Book Club (FOL)
Amazon	2/15/2022	148.31			Tween Art Program (FOL)
Baker & Taylor	2/1/2022	160.78			Baby Lap Sit Program (FOL)
Amazon	2/25/2022	82.85			Knit and Crochet Club (FOL)
Amazon	3/4/2022	106.54			Sensory bins and storage bins for Knit & Crochet items (FOL)
Do Co Procurement Program - V	3/4/2022	40.75			Items for The Council meeting (FOL)

Lib. Board of Trustees Mtg 6/28/22

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 5/31/2022

% of Fiscal Year

94.3%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$56,952	\$635,340	69%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$30,486	\$303,406	67%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$13,154	\$83,343	\$519,075	93%

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 05/31/22
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										
Salaries & Wages										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	52,433.21	.00	522,411.31	397,773.69	57	575,859.79
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	22,645.36	(22,645.36)	+++	5,097.20
511.169	Comp Payout	.00	.00	.00	.00	.00	155.76	(155.76)	+++	114.98
511.170	Overtime	409.00	.00	409.00	.00	.00	275.68	133.32	67	14.36
511.171	Holidays	.00	.00	.00	.00	.00	24,778.88	(24,778.88)	+++	28,357.44
511.172	Comp Paid	.00	.00	.00	201.32	.00	6,039.25	(6,039.25)	+++	4,219.11
511.173	Vacation	.00	.00	.00	2,290.89	.00	42,917.92	(42,917.92)	+++	38,297.41
511.174	Sick	.00	.00	.00	2,026.81	.00	16,115.88	(16,115.88)	+++	21,230.50
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	12,081.05
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$920,594.00	\$0.00	\$920,594.00	\$56,952.23	\$0.00	\$635,340.04	\$285,253.96	69%	\$685,271.84
Employee Benefits										
511.181	Retirement	264,647.00	.00	264,647.00	16,682.45	.00	173,020.48	91,626.52	65	190,594.18
511.182	Workers Comp	22,987.00	.00	22,987.00	1,533.80	.00	15,807.44	7,179.56	69	16,751.03
511.183	Group Insurance	139,638.00	.00	139,638.00	10,527.14	.00	95,448.66	44,189.34	68	98,390.74
511.184	Unemployment	4,646.00	.00	4,646.00	294.29	.00	3,211.92	1,434.08	69	3,489.22
511.186	Medicare	13,462.00	.00	13,462.00	804.31	.00	8,833.06	4,628.94	66	9,509.19
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	935.00	2,125.00	31	2,805.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PEBS-Reg. Medical	6,708.00	.00	6,708.00	559.00	.00	6,149.00	559.00	92	6,149.00
Employee Benefits Totals		\$455,734.00	\$0.00	\$455,734.00	\$30,485.99	\$0.00	\$303,405.56	\$152,328.44	67%	\$327,688.36
Services & Supplies										
520.029	Program Underwriting	7,300.00	.00	7,300.00	272.94	.00	2,477.52	4,822.48	34	(293.25)
520.045	Computer System - County Created	60,732.00	.00	60,732.00	1,561.00	.00	54,770.51	5,961.49	90	40,579.08
520.055	Telephone Expense	7,467.00	.00	7,467.00	906.35	.00	10,585.32	(3,118.32)	142	9,776.51
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	267.99	.00	3,796.29	(2,024.29)	214	3,231.87
520.064	Travel	1,000.00	.00	1,000.00	221.66	.00	896.71	103.29	90	13.66
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00



Library Expense Budget Performance Report

Fiscal Year to Date 05/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Encumbrances	Transactions	% Used/Rec'd	Prior Year YTD
520.078	Printing & Binding	600.00	.00	600.00	.00	.00	731.97	.00	(131.97)	122	488.59
520.085	Communications	3,072.00	.00	3,072.00	498.40	.00	5,107.02	.00	(2,035.02)	166	3,191.80
520.088	Utilities	29,781.00	.00	29,781.00	1,906.86	.00	30,396.87	.00	(615.87)	102	24,112.41
520.097	Maint B&G	3,700.00	.00	3,700.00	.00	.00	3,759.88	.00	(59.88)	102	1,439.04
520.098	Janitorial Services	30,912.00	.00	30,912.00	2,538.00	.00	29,789.00	2,538.00	(1,415.00)	105	26,315.51
520.107	Maint Equip	3,499.00	.00	3,499.00	.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	4,380.00	.00	876.00	83	5,016.88
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	765.10	.00	1,734.90	31	343.64
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	674.08	.00	3,371.64	.00	(271.64)	109	3,438.82
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.00	26,797.25	.00	8,067.75	77	24,203.25
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	45.00	.00	31.00	59	42.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	12.99	.00	987.01	1	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	1,850.73	.00	(116.73)	107	1,104.74
520.200	Training & Education	500.00	.00	500.00	.00	.00	215.00	.00	285.00	43	.00
520.240	Data Lines	3,600.00	.00	3,600.00	229.98	.00	3,778.50	.00	(178.50)	105	3,279.85
521.100	Professional Services	.00	10,000.00	10,000.00	.00	.00	10,395.00	.00	(395.00)	104	12,508.43
521.134	Cataloging	20,000.00	.00	20,000.00	821.21	.00	11,149.64	4,727.45	4,122.91	79	9,801.94
521.500	Central Svcs Cost Allocation	159,123.00	.00	159,123.00	.00	.00	119,342.25	.00	39,780.75	75	130,860.75
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	1,782.66	.00	(282.66)	119	4,372.61
532.003	Gas & Oil	3,800.00	.00	3,800.00	129.60	.00	2,328.00	.00	672.00	78	284.45
532.054	Library Materials	210,000.00	.00	210,000.00	2,317.13	70,717.73	146,739.50	.00	(7,457.23)	104	113,708.20
532.057	Processing Materials	11,000.00	.00	11,000.00	386.12	5,359.57	7,262.63	.00	(1,622.20)	115	5,846.31
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	391.49	.00	1,841.23	.00	658.77	74	1,892.48
533.802	Small Equipment	500.00	.00	500.00	.00	.00	94.02	.00	405.98	19	8,921.82
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	2,204.32	.00	2,895.68	43	2,666.06
533.817	Small Projects	.00	9,800.00	9,800.00	.00	.00	559.87	.00	9,240.13	6	4,723.92
540.010	Grants-Services & Supplies	.00	9,449.00	9,449.00	.00	.00	28,195.00	.00	(18,746.00)	298	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	+++	7,424.46
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	31.66	.00	340.94	.00	59.06	85	478.63
<i>Services & Supplies Totals</i>											
		\$615,589.00	\$29,249.00	\$644,838.00	\$13,154.47	\$83,342.75	\$519,075.36	\$83,342.75	\$42,419.89	93%	\$454,397.67
<i>Capital Outlay/Projects</i>											
562.000	Capital Projects	.00	220,000.00	220,000.00	.00	.00	.00	.00	220,000.00	0	.00
<i>Capital Outlay/Projects Totals</i>											
		\$0.00	\$220,000.00	\$220,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$220,000.00	0%	\$0.00
<i>EXPENSE TOTALS</i>											
		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,592.69	\$83,342.75	\$1,457,820.96	\$83,342.75	\$700,002.29	69%	\$1,467,357.87
<i>Department 804 - Library Totals</i>											
		(\$1,991,917.00)	(\$249,249.00)	(\$2,241,166.00)	(\$100,592.69)	(\$83,342.75)	(\$1,457,820.96)	(\$83,342.75)	(\$700,002.29)	69%	(\$1,467,357.87)
<i>Fund 224 - Library Totals</i>											
		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,592.69	\$83,342.75	\$1,457,820.96	\$83,342.75	\$700,002.29		\$1,467,357.87
<i>Grand Totals</i>											
		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,592.69	\$83,342.75	\$1,457,820.96	\$83,342.75	\$700,002.29		\$1,467,357.87



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 05/31/22
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	1,873.12	862.75	31,861.78	38,059.47	46	9,571.05
	<i>Services & Supplies Totals</i>	\$0.00	\$70,784.00	\$70,784.00	\$1,873.12	\$862.75	\$31,861.78	\$38,059.47	46%	\$9,571.05
EXPENSE TOTALS										
	Department 800 - Library Gift Fund Totals	\$0.00	\$70,784.00	\$70,784.00	\$1,873.12	\$862.75	\$31,861.78	\$38,059.47	46%	\$9,571.05
	Fund 235 - Library Gift Fund Totals	\$0.00	(\$70,784.00)	(\$70,784.00)	(\$1,873.12)	(\$862.75)	(\$31,861.78)	(\$38,059.47)	46%	(\$9,571.05)
	Grand Totals	\$0.00	\$70,784.00	\$70,784.00	\$1,873.12	\$862.75	\$31,861.78	\$38,059.47		\$9,571.05



Gift Fund Trial Balance Listing

Through 05/31/22
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	30,703.11	31,275.48	69,175.40	80,498.23
101.090	Investment-FMV Adjust	1,102.75	.00	2,076.03	(973.28)	2,269.65
121.100	Interest Receivable	430.27	184.97	239.46	375.78	416.71
155.000	Prepaid Expense	.00	682.20	.00	682.20	.00
	<i>Current Assets Totals</i>	\$71,280.79	\$31,570.28	\$33,590.97	\$69,260.10	\$83,184.59
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	29,314.38	30,628.25	(1,810.65)	(467.48)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$29,314.38	\$30,628.25	(\$1,810.65)	(\$467.48)
<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 05/31/22
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						
	Miscellaneous Revenue						
367.102	Donations	.00	918.90	29,897.68	(29,897.68)	+++	15,992.92
	<i>Miscellaneous Revenue Totals</i>	\$1,208.00	\$983.53	\$28,527.22	(\$27,319.22)	2,362%	\$17,069.12
	Department 000 - Revenue Totals	\$71,993.00	\$983.53	\$28,527.22	\$43,465.78	40%	\$17,368.05
	REVENUE TOTALS	\$71,993.00	\$983.53	\$28,527.22	\$43,465.78	40%	\$17,368.05
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	70,784.00	1,873.12	31,861.78	38,922.22	45	9,571.05
	<i>Services & Supplies Totals</i>	\$70,815.00	\$1,873.12	\$31,861.78	\$38,953.22	45%	\$9,586.17
	Department 800 - Library Gift Fund Totals	\$71,993.00	\$1,873.12	\$31,861.78	\$40,131.22	44%	\$9,586.17
	EXPENSE TOTALS	\$71,993.00	\$1,873.12	\$31,861.78	\$40,131.22	44%	\$9,586.17
	Grand Totals						
	REVENUE TOTALS	71,993.00	983.53	28,527.22	43,465.78	40%	17,368.05
	EXPENSE TOTALS	71,993.00	1,873.12	31,861.78	40,131.22	44%	9,586.17
	Grand Total Net Gain (Loss)	\$0.00	(\$889.59)	(\$3,334.56)	(\$3,334.56)	+++	\$7,781.88

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2021-2022

	Fiscal Year-to-Date						April 2022						May 2022											
	Minden		Tahoe		Bkmobile		Total		Minden		Tahoe		Bkmobile		Total		Minden		Tahoe		Bkmobile		Total	
Circulation																								
Items Checked Out/Renewed	124,867	6,081	3,205	134,153	11,511	549	-	12,060	11,378	693	-	12,071	11,378	693	-	12,071	11,378	693	-	12,071	11,378	693	-	12,071
eCheckouts				39,699				3,955																
New Cards Issued	851	81	99	1,031	83	4	-	87	70	15	-	85	70	15	-	85	70	15	-	85	70	15	-	85
Patrons *	26,535	3,264	322	30,037	26,535	3,264	322	30,121	26,601	3,279	323	30,203	26,601	3,279	323	30,203	26,601	3,279	323	30,203	26,601	3,279	323	30,203
Library Visits	46,418	7,257	1,866	55,541	4,756	849	-	5,605	4,819	942	-	5,761	4,819	942	-	5,761	4,819	942	-	5,761	4,819	942	-	5,761
Curbside Service Pick-ups	352	2	-	354	9	-	-	9	6	-	-	6	6	-	-	6	6	-	-	6	6	-	-	6
Bookmobile Stops				224				-				-				-				-				-
Inventory *	102,581	28,523	2,094	133,198	102,581	28,523	2,094	133,198	102,844	28,441	2,100	133,385	102,844	28,441	2,100	133,385	102,844	28,441	2,100	133,385	102,844	28,441	2,100	133,385
Interlibrary Loans Requested	820	44	2	866	83	-	-	83	109	1	-	110	109	1	-	110	109	1	-	110	109	1	-	110
Interlibrary Loans Loaned	371	40	-	411	23	2	-	25	33	1	-	34	33	1	-	34	33	1	-	34	33	1	-	34
Homebound Patrons *	16	-	-	16	12	-	-	12	12	-	-	12	12	-	-	12	12	-	-	12	12	-	-	12
Homebound Checkouts	1,018	-	-	1,018	85	-	-	85	61	-	-	61	61	-	-	61	61	-	-	61	61	-	-	61
Database Sessions				144,680				3,057																
Services																								
Meeting Room Use	208	13	-	221	42	6	-	48	39	2	-	41	39	2	-	41	39	2	-	41	39	2	-	41
Meeting Room Attendance	1,840	101	-	1,941	336	13	-	349	312	22	-	334	312	22	-	334	312	22	-	334	312	22	-	334
Kids' Programs	188	4	-	192	25	-	-	25	29	1	-	30	29	1	-	30	29	1	-	30	29	1	-	30
Kids' Program Attendance	2,537	23	-	2,560	472	-	-	472	338	-	-	338	338	-	-	338	338	-	-	338	338	-	-	338
Teen Programs	151	2	-	153	20	-	-	20	19	2	-	21	19	2	-	21	19	2	-	21	19	2	-	21
Teen Program Attendance	518	-	-	518	91	-	-	91	68	-	-	68	68	-	-	68	68	-	-	68	68	-	-	68
Adult Programs	55	-	-	55	11	-	-	11	9	-	-	9	9	-	-	9	9	-	-	9	9	-	-	9
Adult Program Attendance	710	-	-	710	366	-	-	366	92	-	-	92	92	-	-	92	92	-	-	92	92	-	-	92
Total Programs	394	6	-	400	56	-	-	56	57	3	-	60	57	3	-	60	57	3	-	60	57	3	-	60
Total Program Attendance	3,765	23	-	3,788	929	-	-	929	498	-	-	498	498	-	-	498	498	-	-	498	498	-	-	498
Outreach	36	-	-	36	6	-	-	6	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5
Public Computer Use	2,694	348	-	3,042	345	22	-	367	358	24	-	382	358	24	-	382	358	24	-	382	358	24	-	382
ADA-pc Use	210	8	-	218	32	2	-	34	16	1	-	17	16	1	-	17	16	1	-	17	16	1	-	17
Wireless Use	23,210	2,084	-	25,294	2,177	275	-	2,452	2,019	176	-	2,195	2,019	176	-	2,195	2,019	176	-	2,195	2,019	176	-	2,195

Circulation by Collection

May 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	406	3	1
Adult Biography	51	1	2
Adult CD Non-Fiction	13	0	1
Adult DVD	743	18	35
Adult Fiction	2247	107	26
Adult Launchpad	3	0	0
Adult Magazines	129	6	0
Adult Music	72	0	0
Adult Non-Fiction	660	54	12
Adult Spanish	4	0	0
Children's Audiobook	81	10	2
Children's Biography	19	0	0
Children's DVD	151	6	0
Children's Fiction	405	32	7
Children's Launchpad	3	5	2
Children's Magazines	5	0	0
Children's Music	11	0	0
Children's Non-Fiction	553	31	5
Children's Oversize	4	0	0
Children's Spanish	1	2	0
Easy Reader	328	22	30
Equipment	22	3	0
Exam Books	2	0	0
Large Print	407	5	26
Mobile Devices	8	0	0
Nevada	34	4	0
Picture Books	987	128	47
Video Games	5	0	0
Young Adult	106	2	0
Graphic Novels	120	7	0
Young Adult Launchpad	0	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1047	Movie	109
Adult Non-Fiction	216	Adult Non-Fiction	21
Adult Fiction	697	Adult Fiction	64
Juv Non-Fiction	7	Juv Non-Fiction	4
Juv Fiction	127	Juv Fiction	20
eBook	382	Television	161
Adult Non-Fiction	81	Adult Non-Fiction	34
Adult Fiction	268	Adult Fiction	127
Juv Non-Fiction	7	Juv Non-Fiction	0
Juv Fiction	26	Juv Fiction	0
Comics	35	Music	65
Adult Non-Fiction	1	Adult	59
Adult Fiction	20	Juv	6
Juv Non-Fiction	1		
Juv Fiction	13	Total Circulation	1,804

Overdrive/Libby

eAudiobook	599
eBook	564
Magazines	73
Adult	1078
Juv	22
Young Adult	63
Total Circulation	1,236