

October 25, 2022 Library Board Meeting

Mailing Packets

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the September 27, 2022 regular meeting – *Agenda Item 3*
- ❖ Gift Fund Claims September/October 2022 Consent Calendar – *Agenda Item 4a*
- Gift Fund Expenditures Report FY22-23, dated 10/14/22
- ❖ Budget Summary/Budget Performance, 9/30/22 – *Agenda Item 5a*
- ❖ Purchase Requests to go to Finance for Flood Damaged Material – *Agenda Item 6*
- ❖ Application and Award Notification Letter for the 2023 State Collection Development Grant – *Agenda Item 8*
- ❖ Tiny Art Show Final Update – *Agenda Item 9*
- ❖ Library Director's Goals for 2023 – *Agenda Item 10*
- ❖ Top Print on Demand Web Base Companies for Merchandise Store – *Agenda Item 11*
- ❖ Volunteers List of Duties and Expectations – *Agenda Item 12*
- ❖ 2022 Adopted Holiday Schedule and the Library's Work Week and Holidays Policy – *Agenda Item 13*
- ❖ Library Director's Monthly Report – *Agenda Item 15*

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Minden, NV 89423
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Lake Tahoe Branch:
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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

October 19, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Tuesday, October 25, 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 September 27, 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. September 2022
 - ii. October 2022

5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 9/30/2022
6. For possible action. Discussion on approving three purchase orders to replace flood damaged titles, materials and other items with previously approved budget augmented insurance proceeds as follows: Baker & Taylor in an amount not to exceed \$50,000, Ingram Library Services in an amount not to exceed \$50,000, and Center Point Large Print in an amount not to exceed \$17,323.
7. For possible action. Discussion and update on the County's budget calendar for fiscal year 2023-24.
8. For possible action. Discussion on accepting the FY 2023 State Collection Development Grant-in-Aid Award in the amount of \$6,711.
9. For possible action. Discussion on the November 4th and November 9th, 2022 Tiny Art Show and reception, including but not limited to finalizing programs, displays, hospitality and informational handouts.
10. For possible action. Discussion on setting specific expectations and objectives for the Library Director for the 2023 calendar year.
11. For possible action. Presentation and discussion on the Library and Friends of the Library joint, on-line store offering a wide variety of merchandise for purchase.
12. For possible action. Discussion and update on volunteer outreach by the Library including training and opportunities.
13. For possible action. Discussion on revisiting the adopted 2022 holiday schedule establishing the days the Library will be closed for Christmas Eve and New Year's Eve day, both of which fall on a Saturday, consistent with the Library's Work Week and Holidays Policy.
14. For possible action. Discussion on rescheduling the November 22, 2022, Library Trustee's meeting, including possibly rescheduling to November 29th, December 6th, or other appropriate date.
15. For discussion only. Library Director's monthly report on library operations and statistical report from staff.

16. 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.

17. 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 October 25, 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 November. 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.

Minden Library's Tiny Art Show Reception	11/4/22	4:00 PM	Minden Library
Zephyr Cove Library's Tiny Art Show Reception	11/9/22	4:00 PM	Zephyr Cove Library
Friends of the Library	11/14/22	4:00 PM	Minden Library

**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
September 27, 2022

ATTENDEES

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

Library Staff: Library Director Timothy DeGhelder; Library Supervisors Laura Treinen, Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 11:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

During public comment Louise Whewell and Irene Gonzalez who both work at the Lake Tahoe branch introduced themselves to the board.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Kate Garrahan made a motion to approve the agenda. Trustee Elizabeth Tattersall 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 AUGUST 2, 2022 REGULAR MEETING AND THE AUGUST 23, 2022 STRATEGIC PLAN ORGANIZATIONAL WORKSHOP.

Vice Chairperson Garrahan, Trustee Bonnie Rogers and Chairperson Martin Maier noted some errors in the August 2, 2022 minutes.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the minutes of the August 2, 2022 regular meeting with the corrections. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the minutes of the August 23, 2022 Strategic Plan Organizational Workshop. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. Approval of gift fund claims

- i. July 2022**
- ii. August 2022**
- iii. September 2022**

Petty Cash	Refreshments for SRP Board Game Night; membership entrance fee for Chamber Board of Directors Installation Dinner	04177	\$ 61.46
*Conservation Ambassador	SRP Wild Things Performance Finale, 7/28/22	04181	\$ 850.00
Amazon	Items for storytime crafting; items for Tiny Art Show	04183	\$ 251.97
Amazon	Items for Tiny Art Show	04196	\$ 988.55
*Do Co Procurement Program	Items for Adult Crafters' Club	04203	\$ 107.76
*Do Co Procurement Program	Items for Science Club	04204	\$ 45.38
Amazon	Tiny Art Show items; items for movie Showings	04207	\$ 139.50
Amazon	Items for Tiny Art Show	04210	\$ 311.76
Amazon	Items for Tiny Art Show	04216	\$ 51.96
Town of Minden	CVIC Hall rental for Paranormal Investigation Ghost Scouts Program	04222	\$ 50.00
Amazon	Items for Knit & Crochet Club	04226	\$ 33.88
Do Co Procurement Program	Chamber's membership luncheon; Items for Tiny Art Show	04228	\$ 75.38
*Maverick	Refreshments for The Council Mtg 8/17/22	04230	\$ 18.22
Petty Cash	Employee Recognition; Rotary Club Membership fee for 2 nd annual Bill Henderson memorial golf tournament	04233	\$ 33.38

Amazon	Buttons for programs & events	04235	\$ 84.88
Mango	Mango Conversations Enterprise Annual subscription	04238	\$ 3,000
Amazon	Items for Tiny Art Show	04240	\$ 311.97
*Baker & Taylor	Books for 2 nd Wednesday Book Grp	PO0093	\$ 298.05

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Rogers made a motion to approve the consent calendar. Vice Chairperson 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. 7/31/2022
- b. 8/31/2022

Vice Chairperson Garrahan asked why there is no budget for telephone expense and Veronica Hallam answered that she would get the information from Finance as she wasn't sure. Trustee Rogers noted that the library materials budget is low and asked if there is a carry-over from last year's budget. Director Timothy DeGhelder stated that there is an audit in November and that will determine what funds will be carried over.

MOTION/VOTE:

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

6. DISCUSSION ON ADOPTION OF AN ORGANIZATIONAL STRATEGIC PLAN FOR THE DOUGLAS COUNTY PUBLIC LIBRARY AND AUTHORIZE THE LIBRARY DIRECTOR TO MAKE TYPOGRAPHICAL/GRAMMAR CHANGES AND OTHER NON-SUBSTANTIVE ERROR CORRECTIONS AS APPROPRIATE. [Action]

Chairperson Martin Maier commented that she was pleased with everyone's participation in the last editing workshop. She stated that Dr. Fred Steinmann did a very good job revisiting the reasons why participants made the decisions they did and why the strategic plan is where it is and she feels the plan is ready to launch. She noted that with a document of this size someone is sure to find typographical and grammatical errors after the fact but if the board gives Tim authorization to make corrections he can do so after the adoption and she stated she is in favor of the adoption.

Chairperson Martin Maier asked for public comment.

Director DeGhelder stated that he will be meeting with Dr. Steinmann to figure out measurements to help monitor what has been accomplished in the goals of the strategic plan. Possibly an appendix at the end. He noted that he and Fred will discuss a way to list the goals on one page to make it easier to market and present.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to adopt the strategic plan for 2022 through 2027 and authorize the director to make changes to non-substantive errors. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION ON ACCEPTING THE INSURANCE CLAIM FUNDS RECEIVED FROM DOUGLAS COUNTY'S INSURANCE CARRIER IN THE AMOUNT OF \$117,323 TO REPLACE AND/OR BUY ADDITIONAL TITLES AND APPROVE A REQUEST FOR THE BOCC TO AUGMENT THE SERVICES AND SUPPLIES BUDGET. [Action]

Director DeGhelder noted that the check for the funds has been received and if the board chooses to accept the funds Finance will add a line item into the budget specifically for the insurance money. This will allow the library to keep track of what funds were used from the claim funds. He noted that some of the titles that were lost can't be replaced but the library can purchase new titles at the same value of the titles that were lost. Laura Treinen stated that the library has a process in place to determine which titles to purchase by looking at reports to see what is circulating and what hasn't been circulating, what titles need to be weeded and what titles were actually lost based upon purchasing policy and weeding policy.

MOTION/VOTE:

Trustee Tattersall made a motion to accept the insurance funds in the amount of \$117,323 and use the funds to replace titles that were lost and/or buy other titles according to library policies and approve a request for the Board of County Commissioners to augment the budget. Vice Chairperson made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

8. DISCUSSION AND UPDATE ON THE FLOORING REPLACEMENT FOR THE MINDEN LIBRARY, INCLUDING BUT NOT LIMITED TO ESTIMATES AND SELECTION OF FLOORING.

Director DeGhelder stated that there was \$120,000 budgeted for capital improvement that was carried over from last fiscal year. The library has three bids out and the first that was received was under budget at \$110,000. He noted that the carpet can be replaced a lot quicker if the library is closed for a week and the shelving is removed which will cut down on costs and that is a decision to be made by the board. He commented that some of the vendors know of some movers and he will ask the vendors to include the moving estimate into their bids. He noted that

the library is looking at carpet squares and tile in the meeting room where there are kids programs and at the circulation desk where there is high traffic. Cleaning would be a lot easier. Trustee Rogers asked if there is still money budgeted for the shelves and Tim answered yes. Vice Chairperson Garrahan suggested that if the library is to get new shelving to try and coordinate at the time the carpets are being done since the shelves will be removed anyway. Trustee Tattersall noted that if the library does close and she thinks that it should to think about school breaks and how that impacts library use. Vice Chairperson Garrahan asked if the book mobile will still be running during closure and Tim answered yes. She suggested adding additional stops and agreed that the book mobile can be in the parking lot so that when people request their items online they can just pick them up at the bookmobile. Tim noted that he will have to revisit bidding if the library will be closed and the shelves removed because that may affect costs. He commented that he wants to look at the shelves and determine what shelving needs to be purchased.

MOTION/VOTE:

Trustee Tattersall made a motion to approve closing the library for a week when the work is going to be done and that those dates are to be determined later as the board takes into account historical patterns of library usage during various weeks of the year and the board wants carpet under the shelving. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Trustee Tattersall stated that the discussion about new shelving can be put on the agenda for next time.

9. DISCUSSION ON THE NOVEMBER 4TH AND NOVEMBER 9TH, 2022 TINY ART SHOW AND RECEPTION, INCLUDING BUT NOT LIMITED TO PROGRAMS, DISPLAYS, INFORMATIONAL HANDOUTS AND HOSPITALITY. [Action]

Director DeGhelder stated that he received a \$1,200 grant from the state that will be used for the purchase of the supplies. He noted that the state was happy the library was doing a community event that will get people involved and bring people into the library. He stated the Friends of the Library have contributed \$500 to help cover the cost of the wine and refreshments. The wine will be purchased from Battle Born Wine and will be on a separate table from the food. The art will be displayed on top and end of the book shelves with tent cards displaying the artists name and age, and the art will also be in a gallery on the library's website. Trustee Tattersall stated that rather than the artists' actual age have an age category, such as pre-school or adult or have an age group like 20-40, 50-60. She would be more comfortable with that. Tim stated that there will not be full names on the tags and Trustee Tattersall was happy with that. Tim noted that there will be live music from a fellow Rotarian, Donatello Morelli from 6:00 to 8:00 PM after the library is closed. He stated that while people are wandering through the library and looking at the art the library will be filming them and posting the video. There was some concern about permission rights when filming the public and Deputy District Attorney Cynthea Gregory explained that if it is a public event the library does not need to get permission because there is no expectation of privacy. Chairperson Martin Maier asked how many canvases have been received because that will give an estimation of attendance based on the number of art pieces that have been returned. That would help determine how much wine to purchase and food to order.

Tim noted that it is difficult to know exactly how many people will come because those who have returned their art pieces may not be able to come in on the night of the event or more people come in who didn't return their canvases or picked up the art pieces at all. They're just wondering what is going on when the event begins. There may also be a lot of people who attend library events and Friends events that come in as well. There was a lengthy discussion between the trustees in regards to refreshments and hospitality and what type of food should be served and how. Trustee Rogers suggested that Tim plan what would be served. Chairperson Martin Maier stated that she would like the board to decide how to present the food and refreshments because this event is an opportunity to show the community that the Board of Trustees supports Tim and are proud of him and all of his endeavors he set and how beautifully he represents the library as he attends and volunteers at all these community events. It is at this one-time event that may become an annual event that the board will be introducing Tim to the community and this is why she is advocating to make it nice. She suggested the event be catered, something very simple and modest but still elegant that would be similar to having a small supper. She stated she found a vendor that is well known to the county that has provided her with a low bid quote and when she was asked what that quote was she stated that it was \$2,275 based on the estimated number of attendees. Trustee Rogers disagreed and stated that she would rather spend that kind of money on programs and suggested small trays of food that are spread out so people have access to them. Because it's an unknown number of who will be attending, Vice Chairperson Garrahan suggested deli trays as well with vegetable and fruit trays for the children and that will make it easier to disperse. When asked what Tim wanted to do, he stated that he had in mind small water bottles for the children and wine for the adults after the library is closed. Vegetable trays and deli trays that are thoughtfully laid out with plates and napkins so people can eat while they walk around. He mentioned having information stations with the goals of the strategic plan broken down onto one page, a volunteer station on how to volunteer at the library, Friends of the Library station and how to become a member while displaying their book bags, and program stations with brochures showing what programs the library is doing. He wants it nice and welcoming. Because there were various suggestions and some differences, Chairperson Martin Maier recommended putting together a hospitality committee to plan moving forward and Deputy District Attorney Gregory suggested that since there is one more board meeting before the event Tim can get quotes on food trays and get an idea on how many they serve and then bring it back to the board at the next meeting and at that time figure out what to plan. Trustee Doughty commented that she will help Tim with this process. Going back to Trustee Tattersall recommending the board introduce Tim toward the middle of the event, Chairperson Martin Maier stated that she would rather introduce Tim more towards the beginning after the library closes and asked Tim what his preference was. Tim stated that after 6:00 is fine and it was agreed that the board would introduce Tim at 6:15. Vanna Bells mentioned that she and Tim haven't discussed the reception up at the lake but commented that if there is any wine left over from the event in Minden she is open to serving some at the lake during that event. No action was taken on this item.

10. UPDATE ON THE LIBRARY DIRECTOR'S PROGRESS AND ACHIEVEMENTS DURING HIS FIRST 90-DAYS AND SETTING OF SPECIFIC EXPECTATIONS AND OBJECTIVES FOR THE UPCOMING CALENDAR YEAR. [Action]

Included in the packet was a summary of Tim's achievements during his first 90-days. There was a question about probationary period and Deputy District Attorney Gregory explained to the board that typically the county's probation period is one year and in the board's bylaws it says that by October the board will set specific expectations and objectives for the upcoming year. Trustee Rogers commented that Tim can bring back his goals at the October meeting and what he sees in the next year and the board can use that for setting expectations. Tim's probation is up in June and Deputy District Attorney Gregory noted that it is the board's discretion if they would like to do a six month check in with Tim just to see if he is on task and what expectations to set. Usually that is what supervisors do during an employee's first year of probation.

MOTION/VOTE:

Trustee Rogers made a motion that Tim bring back an outline of his goals and objectives to the next meeting for the board to discuss. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

11. DISCUSSION ON SETTING COMMUNICATION EXPECTATIONS BETWEEN THE LIBRARY DIRECTOR AND LIBRARY BOARD OF TRUSTEES, INCLUDING INFORMATIONAL BI-WEEKLY EMAIL REPORTS, IN-PERSON UPDATES OR OTHER AVENUES CONSISTENT WITH NEVADA'S OPEN MEETING LAW.

[Action]

Vice Chairperson Garrahan suggested this item because she would like Tim to do a bi-weekly report even if it is just by email to keep the board in touch but she wanted the board to discuss and decide if they think it is necessary or not. The board agreed that a bi-weekly report would be nice to keep up with communication.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion that Tim will provide the board with bi-weekly updates of activities that are happening at the library, new programs, staff changes, any interesting facts about what's going on with staff in the library, any trainings, and things similar to that to keep the board informed. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

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

13. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Vanna commented that she would be willing to give a quick tour of the library for those trustees who haven't been to the lake library in a while.

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

MEETING ADJOURNED AT 12:49 P.M.

UNAPPROVED

Lib. Board of Trustees Mtg 10/25/22
Consent Calendar
Agenda Item 4a

Gift Fund Claims
September / October 2022

*Amazon	Supplies for Cosmic Ink & Fright Night; Pricing gun for book sale donations	04254	\$ 406.35
*DoCo Procurement Program	Items for Banned Books Jeopardy	04256	\$ 6.99
Do Co Procurement Program	One time showing movie license	04258	\$ 118.00
DoCo Procurement Program	Employee Recognition	04259	\$ 395.67
DoCo Procurement Program	Employee Recognition; items for Fright Night & Tuesday Tea Party	04260	\$ 459.83
*DoCo Procurement Program	Uhaul rental & gas for book sale; Lunch as part of the Youth Supervisor Interview meet & greet	04255	\$ 241.58
Amazon	3D Pen refills for 3D Pen Program	04265	\$ 119.96

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

10/14/2022

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Swank Movie Licensing	4070	4/8/2022	370.83			Movie licensing movie showing Tahoe (FOL) 5/1/22-4/30/23 FY22-23
Swank Movie Licensing	4151	6/29/2022	1,438.00			Movie licensing movie showing Minden (FOL) 7/1/22-6/30/23 FY22-23
Amazon	4183	7/6/2022	22.54			Items for Tween Art program
Do Co Procurement Program	4129	7/1/2022			780.36	MLA Tri-Conference three night hotel expense - LD, Missoula MT 8/3-8/6/22
Do Co Procurement Program	4158	7/5/2022	104.83			Adult Prizes for summer reading
Amazon	4174	7/19/2022	182.51		54.97	\$192.51 DLT Tea Party program; \$54.97 Tiny Art Show
Petty Cash	4177	7/19/2022	21.46		40.00	\$21.46 refreshments for SRP Board Game Night; \$40 membership entry fee for the Chamber's Board of Directors Installation Dinner - TD
Amazon	4183	7/25/2022	224.23		27.74	\$224.23 items for programming; \$27.74 canvases for Tiny Art Show
Conservation Ambassadors, Inc	4181	7/25/2022	850.00			SRP Wild Things Performance Finale, 7/28/2022 (FOL)
Amazon	4198	8/3/2022			988.55	Director event Tiny Art Show
Do Co Procurement Program	4203	8/4/2022	107.76			Adult Crafters' Club (FOL)
Amazon	4207	8/18/2022	35.58		103.92	\$103.92 Director event Tiny Art Show; \$35.58 items for movie showings
Amazon	4210	8/19/2022			311.76	Director event Tiny Art Show
Amazon	4216	8/23/2022			51.96	Director event Tiny Art Show
Do Co Procurement Program	4204	8/4/2022	45.38			Items for Science Club (FOL) - purchased 8/29/2022
Town of Minden	4222	8/29/2022	50.00			Civic Hall rental for Paranormal Investigation (Ghost Scouts program)
Amazon	4226	8/30/2022	33.88			Knit and Crochet Club (yam winder)
Petty Cash	4233	9/1/2022			58.60	\$28.80 Employee recognition; \$30 Rotary Club members 19th Hole Reception (2nd annual Bill Henderson Memorial Golf Tournament)
Amazon	4235	9/6/2022	84.88			Buttons for programs and events
Maverik	4230	8/31/2022	18.22			Refreshments for The Council meeting 8/17/22 (FOL)
Do Co Procurement Program	4228	8/30/2022			75.38	\$30 Chamber's membership luncheon, \$45.38 items for Tiny Art Show
Mango	4238	9/9/2022		3,000.00		Library material (Mango Conversations Enterprise Subscription)
Amazon	4240	9/13/2022			311.97	Tiny Art Show supplies
Baker & Taylor	PO0093	9/15/2022	298.05			2nd Wednesday Book Group (FOL)
Amazon	4254	9/27/2022	304.01	102.34		\$72.66 Cosmic Ink program supplies (FOL); \$231.35 Fright Night (FOL); \$102.34 Book Sale/donations line pricing gun
Do Co Procurement Program	4256	10/3/2022	8.99			Items for Banned Books Jeopardy program 9/22/22
Do Co Procurement Program	4258	10/3/2022	118.00			One time showing movie licensing
Do Co Procurement Program	4259	10/3/2022			395.67	Employee Recognition
Do Co Procurement Program	4260	10/3/2022	427.35		32.48	\$32.48 employee recognitions; \$392.91 items for Fright Night program (FOL); \$34.44 items for Tuesday Tea Party program
Do Co Procurement Program	4255	10/3/2022			241.58	\$103.44 for Uhaul rental and gas for the friends Fall book sale (FOL); \$138.14 lunch as part of the Library Supervisor interview meet & greet
Amazon	4265	10/12/2022	119.96			\$119.96 3D pen refills for the 3D Pen Art program
						Grand Total:
TOTALS			4,874.26	3,102.34	3,475.14	\$11,451.74
			Programs	Materials	All others	\$11,451.74

Lib. Board of Trustees Mtg 10/25/22

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 9/30/2022

% of Fiscal Year
23.4%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$70,436	\$193,813	12%

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Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$35,331	\$93,020	19%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$533,514		\$29,294		\$107,027	43%

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%
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 09/30/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rcd'd	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	61,931.35	.00	161,106.83	856,238.17	16	115,024.47
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payroll	.00	.00	.00	.00	.00	.00	.00	+++	17,156.14
511.169	Camp Payroll	.00	.00	.00	.00	.00	.00	.00	+++	155.76
511.170	Overtime	.00	.00	.00	.00	.00	5.17	(5.17)	+++	.00
511.171	Holidays	.00	.00	.00	3,515.84	.00	6,244.16	(6,244.16)	+++	5,092.56
511.172	Camp Paid	.00	.00	.00	823.50	.00	1,981.01	(1,981.01)	+++	2,349.38
511.173	Vacation	.00	.00	.00	3,313.17	.00	17,114.94	(17,114.94)	+++	18,440.40
511.174	Sick	.00	.00	.00	852.56	.00	7,361.15	(7,361.15)	+++	5,357.78
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$1,017,345.00	\$0.00	\$1,017,345.00	\$70,436.42	\$0.00	\$193,813.26	\$823,531.74	19%	\$163,576.49
Employee Benefits										
511.181	Retirement	293,318.00	.00	293,318.00	20,745.65	.00	56,364.24	236,953.76	19	41,968.82
511.182	Workers Comp	23,184.00	.00	23,184.00	1,582.20	.00	4,649.83	18,534.17	20	3,969.89
511.183	Group Insurance	143,301.00	.00	143,301.00	10,925.50	.00	26,291.40	117,009.60	18	21,508.73
511.184	Unemployment	5,125.00	.00	5,125.00	358.27	.00	1,051.22	4,073.78	21	823.07
511.186	Medicare	14,836.00	.00	14,836.00	990.51	.00	2,731.44	12,104.56	18	2,282.45
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	255.00	765.00	25	255.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PEBS-Rel. Medical	6,708.00	.00	6,708.00	599.00	.00	1,677.00	5,031.00	25	1,677.00
Employee Benefits Totals		\$488,142.00	\$0.00	\$488,142.00	\$35,331.13	\$0.00	\$93,020.13	\$395,121.87	19%	\$72,484.96
Services & Supplies										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	239.62	.00	641.83	(641.83)	+++	677.63
520.045	Computer System - County Created	69,200.00	.00	69,200.00	1,561.00	.00	6,639.85	62,560.15	10	16,271.53
520.055	Telephone Expense	.00	.00	.00	.00	.00	2,116.78	(2,116.78)	+++	3,469.68
520.060	Postage/Pro Box Rent	1,772.00	.00	1,772.00	.00	.00	785.98	986.02	44	1,060.97
520.064	Travel	1,000.00	.00	1,000.00	25.00	.00	374.13	625.87	37	.00



DOUGLAS COUNTY

Library Expense Budget Performance Report

Fiscal Year to Date 09/30/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD	% Used/ Rct'd	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	30.02	.00	262.42	251.58	51	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,375.75	.00	11,879.51	9,823.49	55	989.12
520.089	Utilities	27,113.00	.00	27,113.00	2,040.41	.00	6,918.84	20,194.16	26	6,342.81
520.097	Maint B&G	3,000.00	.00	3,000.00	245.00	.00	370.04	2,629.96	12	367.94
520.098	Janitorial Services	30,297.00	.00	30,297.00	.00	26,902.80	5,076.00	(1,681.80)	106	7,614.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	21.98	4,833.02	0	1,392.00
520.114	Motor Fuel Expense	5,610.00	.00	5,610.00	.00	.00	468.00	5,142.00	8	599.16
520.116	Veht. Maint-Co Shop	527.00	.00	527.00	.00	.00	.00	527.00	0	.00
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	279.44	.00	558.88	6,475.12	8	891.40
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	.00	50,189.00	0	8,716.25
520.169	EMRB Assessment	70.00	.00	70.00	.00	.00	.00	70.00	0	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	582.88
520.200	Training & Education	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	259.94	.00	519.88	3,680.12	12	899.88
521.100	Professional Services	10,000.00	.00	10,000.00	.00	.00	690.00	9,310.00	7	395.00
521.134	Cataloging	20,000.00	.00	20,000.00	127.90	4,231.40	7,989.81	7,778.79	61	2,325.96
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	.00	145,174.00	0	39,780.75
530.001	Construction Supplies	1,500.00	.00	1,500.00	.00	.00	96.93	1,403.07	6	87.08
532.003	Gas & Oil	4,200.00	.00	4,200.00	238.22	.00	619.83	3,580.17	15	875.31
532.054	Library Materials	126,756.00	.00	126,756.00	(315.22)	93,190.57	35,501.24	(1,935.81)	102	41,874.40
532.057	Processing Materials	11,000.00	.00	11,000.00	33.26	6,877.72	958.51	3,163.77	71	1,074.14
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	458.83	.00	856.11	343.89	71	215.13
533.802	Small Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	94.02
533.813	Office Products Program	5,108.00	.00	5,108.00	201.51	.00	695.84	4,404.16	14	832.43
533.817	Small Projects	.00	.00	.00	.00	.00	130.26	(130.26)	+++	512.55
540.010	Grants-Services & Supplies	.00	.00	.00	22,454.00	.00	22,454.00	(22,454.00)	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	39.78	.00	76.31	(76.31)	+++	69.32
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$553,514.00	\$0.00	\$553,514.00	\$29,294.46	\$131,202.49	\$107,026.96	\$315,284.55	43%	\$139,190.19
<i>Capital Outlay/Projects</i>		.00	220,000.00	220,000.00	.00	.00	.00	220,000.00	0	.00
<i>Capital Projects</i>		\$0.00	\$220,000.00	\$220,000.00	\$0.00	\$0.00	\$0.00	\$220,000.00	0%	\$0.00
EXPENSE TOTALS		\$2,059,001.00	\$220,000.00	\$2,279,001.00	\$135,062.01	\$131,202.49	\$393,860.35	\$1,753,938.16	23%	\$375,251.64
<i>Department 804 - Library Totals</i>		(\$2,059,001.00)	(\$220,000.00)	(\$2,279,001.00)	(\$135,062.01)	(\$131,202.49)	(\$393,860.35)	(\$1,753,938.16)	23%	(\$375,251.64)
<i>Fund 224 - Library Totals</i>		\$2,059,001.00	\$220,000.00	\$2,279,001.00	\$135,062.01	\$131,202.49	\$393,860.35	\$1,753,938.16		\$375,251.64
Grand Totals		\$2,059,001.00	\$220,000.00	\$2,279,001.00	\$135,062.01	\$131,202.49	\$393,860.35	\$1,753,938.16		\$375,251.64



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 09/30/22
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	.00	.00	3,853.20	.00	10,704.76	(10,704.76)	+++	13,837.81
	Services & Supplies Totals	\$0.00	\$0.00	\$0.00	\$3,853.20	\$0.00	\$10,704.76	(\$10,704.76)	+++	\$13,837.81
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$3,853.20	\$0.00	\$10,704.76	(\$10,704.76)	+++	\$13,837.81
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$3,853.20)	\$0.00	(\$10,704.76)	\$10,704.76	+++	(\$13,837.81)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$3,853.20	\$0.00	\$10,704.76	(\$10,704.76)		\$13,837.81
Grand Totals		\$0.00	\$0.00	\$0.00	\$3,853.20	\$0.00	\$10,704.76	(\$10,704.76)		\$13,837.81



Gift Fund Trial Balance Listing

Through 09/30/22
 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	68,142.97	21,154.42	10,140.70	79,156.69	65,192.41
103,090	Investment-FMV Adjust	(1,445.96)	.00	.00	(1,445.96)	1,102.75
121,100	Interest Receivable	251.57	205.41	188.42	268.56	298.41
155,000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$21,730.66	\$12,267.14	\$77,979.29	\$66,593.57
<i>Current Liabilities</i>						
202,000	Accounts Payable	(1,404.28)	9,664.67	8,666.74	(406.35)	(3,041.69)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$9,664.67	\$8,666.74	(\$406.35)	(\$3,041.69)
<i>Fund Balance</i>						
253,000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(70,784.01)
	<i>Fund Balance Totals</i>	(\$70,784.01)	\$0.00	\$0.00	(\$70,784.01)	(\$70,784.01)



Gift Fund Income Statement

Through 09/30/22
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	3,944.08	20,970.84	(20,970.84)	+++	6,359.64
<i>Miscellaneous Revenue Totals</i>							
		\$0.00	\$3,944.08	\$21,166.21	(\$21,166.21)	+++	\$6,605.68
Department 000 - Revenue Totals							
		\$0.00	\$3,944.08	\$21,166.21	(\$21,166.21)	+++	\$6,605.68
REVENUE TOTALS							
		\$0.00	\$3,944.08	\$21,166.21	(\$21,166.21)	+++	\$6,605.68
EXPENSE							
Department	800 - Library Gift Fund						
<i>Services & Supplies</i>							
532.061	Library Gift Fund	.00	3,853.20	10,704.76	(10,704.76)	+++	13,837.81
<i>Services & Supplies Totals</i>							
		\$0.00	\$3,853.20	\$10,704.76	(\$10,704.76)	+++	\$13,837.81
Department 800 - Library Gift Fund Totals							
		\$0.00	\$3,853.20	\$10,704.76	(\$10,704.76)	+++	\$13,837.81
EXPENSE TOTALS							
		\$0.00	\$3,853.20	\$10,704.76	(\$10,704.76)	+++	\$13,837.81
Grand Totals							
		.00	3,944.08	21,166.21	(21,166.21)	+++	6,605.68
REVENUE TOTALS							
		.00	3,853.20	10,704.76	(10,704.76)	+++	13,837.81
EXPENSE TOTALS							
		\$0.00	\$90.88	\$10,461.45	\$10,461.45	+++	(\$7,232.13)
Grand Total Net Gain (Loss)							

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: *Wm J. [Signature]* DATE REQUESTED: 10/13/2022

REQUESTING DEPARTMENT: Library

VENDOR NAME: Ingram Library Services VENDOR NUMBER: 14482

REMIT ADDRESS: STREET P O Box 277616 CITY Atlanta ST GA ZIP 30384

QUANTITY: _____ DOLLAR AMOUNT: \$ 50,000.00 PROJECT #: 23Z15

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 50,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:

Part of the insurance claim reimbursement of \$117,323 used to replace flood damaged material.

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): *Timothy P. Holder*

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: _____

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: 10/6/22, Agenda item J

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: *[Signature]* DATE REQUESTED: 10/13/2022

REQUESTING DEPARTMENT: Library

VENDOR NAME: Baker & Taylor VENDOR NUMBER: 6554

REMIT ADDRESS: STREET P O Box 277930 CITY Atlanta ST GA ZIP 30384

QUANTITY: _____ DOLLAR AMOUNT: \$ 50,000.00 PROJECT #: 23Z15

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 50,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:
Part of the insurance claim reimbursement of \$117,323 used to replace flood damaged material.

CONTRACT ATTACHED: YES NO

Authorized Department Signature (Required): *Timothy PerHolder*

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: _____

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: 10/6/22, Agenda item J

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: *W. W.* DATE REQUESTED: 10/13/2022

REQUESTING DEPARTMENT: Library

VENDOR NAME: Center Point Large Print VENDOR NUMBER: 21603

REMIT ADDRESS: STREET P O Box 1 CITY Thorndike ST ME ZIP 04689

QUANTITY: _____ DOLLAR AMOUNT: \$ 17,323.00 PROJECT #: 23Z15

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 17,323.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:

Part of the insurance claim reimbursement of \$117,323 used to replace flood damaged material.

CONTRACT ATTACHED: YES NO

Authorized Department Signature (Required): *Timothy P. Kelly*

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: _____

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: 10/6/22, Agenda item J

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____



Nevada State Library, Archives & Public Records
 100 North Stewart Street
 Carson City, NV 89701-4285

**NOTIFICATION OF
 STATE COLLECTION DEVELOPMENT
 GRANT-IN-AID AWARD**

Timothy Deghelder, Douglas County Library District

APPLICANT: _____
 PROJECT TITLE: State Collection Development Project PROJECT NO: State FY2023
 PROJECT DATES: October 07, 2022 through June 30, 2023
 FISCAL AGENT (IF DIFFERENT FROM LIBRARY) _____

Applicant's request for grant-in aid funds is approved as follows:

Based on FY 2021 TOTAL LOCAL EXPENDITURES For Library Materials	FY2023 GRANT AMOUNT
<u>\$93,807</u>	<u>\$6,711</u>


 Mike Strom, State Library and Archives Administrator

10/3/2022
 Date

Please complete and sign the application; scan and return this copy to Nena Fresia at nenafresia@admin.nv.gov

CERTIFICATION

In accepting these funds for collection development, the undersigned agrees that: 1) The funds will only be spent per the approved application or prior consent to change is granted by the State Library and 2) financial and narrative reports on the project's progress will be submitted when requested by the State Library.

Termination for Non-Appropriation. The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.


 APPLICANT'S SIGNATURE

10/4/22
 DATE

Steve Sisolak
Governor



Laura E. Freed
Director
Matt Tuma
Deputy Director
Mike Strom
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Nevada State Library, Archives and Public Records
100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701
Phone: (775) 684-3339 | www.nsla.nv.gov | Fax: (775) 684-3311

Date: 9/29/2022

To: Timothy Deghelder, Douglas County Public Library

From: Mike Strom, Division Administrator

Re: 2023 State Public Library Collection Development Funds

Your library will receive a state collection development award allocation of \$6,711 for FY 2023.

The awarded state funding can be used for the purchase of books, library materials, and computer databases. The money granted cannot supplant, nor cause to be reduced, any other source of funding for the public library.

Enclosed is the Grant-in-Aid form for the distribution of the funds. Please note on the form if your fiscal agent is not the library. If you have not already done so, please update that information so that the check is sent to the correct address.

Please sign the Grant-in-Aid form and return it to Nena Fresia. I will sign the form when it is received, and a copy will be returned to you once we have your completed grant application on file.

If you have questions about the State Public Library Collection Development Fund project, please contact Nena Fresia at 775-684-3373 or nenafresia@admin.nv.gov

NEVADA PUBLIC LIBRARIES FY 2023 STATE COLLECTION DEVELOPMENT APPLICATION

Library <u>Douglas County Library</u>	Date <u>9-27-22</u>						
Address <u>1625 Library Ave</u>	Telephone <u>775-782-9841</u>						
<u>P.O. Box 337</u>	E-mail <u>timothy.degheldus@douglas.lib.nv.us</u>						
<u>Minden, NV 89423</u>							
Application is due: Wednesday, September 28, 2022							
<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="font-size: small;">For Admin Use Only</td> <td style="font-size: small;">Project ID</td> </tr> <tr> <td style="font-size: small;">Eligible: <input type="checkbox"/> No decrease</td> <td style="font-size: small;"><u>lib.nv.us</u></td> </tr> <tr> <td style="font-size: small;">Amt Granted</td> <td style="font-size: small;">Project ID</td> </tr> </table>		For Admin Use Only	Project ID	Eligible: <input type="checkbox"/> No decrease	<u>lib.nv.us</u>	Amt Granted	Project ID
For Admin Use Only	Project ID						
Eligible: <input type="checkbox"/> No decrease	<u>lib.nv.us</u>						
Amt Granted	Project ID						

FY2023: TITLE:

Brief Description of Project (Use additional sheets if necessary to fully describe project):
2023 State Library Collection Development Funds

Need for Project:

We need money for foreign languages and teen titles

How the Need was determined:

We need money to renew Mango Languages to continue our citizens access to learn languages. We are creating a new teen area and need materials for age appropriate titles for teens.

Types of Materials to be purchased:

Mango Language DB- for all citizens to learn a new language (\$3000)
 Young Adult (fiction and non-fiction titles) (\$3,711)

If additional space is needed, please complete on a separate sheet.

Termination for Non-Appropriation. The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

Please complete and sign the application; scan and return this copy to Nena Fresia at nenafresia@admin.nv.gov as a PDF once it is signed.

CERTIFICATION

In accepting these funds for collection development, the undersigned agrees and certifies that: 1) they have not supplanted or caused to be reduced any other sources of funding for the public library and 2) narrative reports on the project's progress will be submitted when requested by the State Library.

<u>Heather Martin Mauer</u>	<u>Timothy DeGheldus</u>
President, Board of Trustees	Library Director
Date <u>9/24/22</u>	Date <u>9/26/2022</u>

Project Director (if applicable) _____ Date _____

Tiny Art Show Final Update

We are getting many canvases returned- All of them are being scanned into our on-line gallery when they are returned. Our website is currently up to date with all of our images.

We will have information tables ready for handouts: Friends of the Library, library programs, volunteering, our new merchandise store and links to our new strategic plans.

Nov. 4th- we will encourage customers to view the art show from 4pm to 6pm.

We will open the meeting room from 6pm to 8pm for after hours- beverages and food.

We will start to display the art on Wednesday November 2nd. We should have all of the art displayed by the end of the day. We will display them on adult shelving book ends and on top of children's area shelving. We have created an artist card that will be displayed for each entry.

The meeting room is vacant all day. The room will be decorated in the morning after our staff meeting. Once the room is decorated we can close the door and keep it ready to go. We will have five tables set up for food and beverages and one table set up for wine.

The musician Don Morelli will start to play from 6pm to 8pm.

The food will be ready for pick-up the morning of Nov. 4th.

An update where we are at with food, beverages and supplies:

6 Sandwich's (200 people) @\$50.00 each	\$300
6 Veggies trays @\$12.00 each	\$72
6 Meat Trays @\$14.00 each	\$84
Wine	\$120
2 trays of cookies @\$40.00 each	\$80
Plates/Napkins	\$30
<hr/>	
	\$686

Still need to buy: this will be bought Monday October 31

Coffee cups

Wine glasses

Creamer

Sugar

Stirrers

Coffee

Water

Table cloths

Library Director Goals- October 2022 to October 2023

1. Develop an appropriate working and professional management and leadership relationship with your employees, gaining their trust and helping them to know that you stand for and support them while still managing an appropriate atmosphere of accountability.
2. Develop an appropriate working and professional relationship with the members of the Library Board of Directors, gaining their trust and support.
3. Thoroughly examine the Library's current presence and impact in the community and design new ways of reaching out and bringing awareness and attention to the Library.
4. Learn the needs of the community and design new ways for the Library to impact them.
5. Develop a warm, welcoming, fun and safe environment at the Library.
6. Successfully monitor and enact the Strategic Plan for the Douglas County Library District.

Top "Print On Demand" Companies

- ✓ Full Print On Demand service from manufacturing to shipping
- ✓ Built-in online storefront for customers to buy our products online
- ✓ Handles customer service, so we have a hands-off experience and can simply provide designs for our library store, adjust margins
- ✓ No monthly or upfront fees

Redbubble

Delivery

- 7+ days delivery time

Buying our own products

- We can pay only the base price for products we buy from our own store

Payment accepted

- Visa, Mastercard, and American Express
- Afterpay/Clearpay
- PayPal
- Amazon Payments
- Apple Pay
- Klarna

Ways we can receive payment (processed on the 15th of each month, once earnings reach a threshold of \$20+)

- Direct into bank account
- PayPal account

Profit margins

- We can adjust our own profit margins
- We would be subject to Redbubble's site-wide sales, during which our profit margin would reflect whatever the percentage discount is
- Male fit, heavyweight t-shirt:
 - \$23.01 retail price
 - \$4.41 profit (set to 23.7% markup; adjustable by us)
 - 19.17% profit of retail price

Products Available cont. on back...

Products available

- **Bags:** Drawstring Bags, Cotton Tote Bags, Tote Bags, Zipper Pouch
- **Clothing:** Lightweight Sweatshirt, Toddler Pullover Hoodie, Sleeveless Top, Socks, Kids Pullover Hoodies, T-shirt, Classic T-shirt, Kids Clothes, Active T-shirt, Fitted Scoop T-shirt, A-line Dress, Leggings, Relaxed Fit T-shirt, Mini skirt, Premium Scoop T-shirt, Chiffon Top, Fitted V-neck T-shirt, Graphic T-shirt, Graphic T-shirt Dress, Premium T-shirt, Long T-shirt, Scarf, Tri-blend T-shirt, Lightweight Hoodie
- **Home Décor:** Acrylic Block, Mug, Magnet, Comforter, Throw Pillow, Travel Mug, Jigsaw Puzzle, Coasters, Bath Mat, Shower Curtain, Floor Pillow, Clock, Tapestry, Duvet Cover, Throw Blanket
- **Prints & Cards:** Poster, Greeting Card, Canvas Mounted Print, Photographic Print, Framed Print, Canvas Print, Art Board Print, Art Print, Wood Mounted Print, Metal Print
- **Cases & Skins:** Case/Skin for Samsung Galaxy, iPhone Case, Laptop Skin, iPad Case/Skin, Laptop Sleeve, iPhone Wallet
- **Accessories:** Mouse Pad, Backpack, Small mask, Pet bowl, Mask, Bucket Hat, Water Bottle, Dad Hat, Desk Mat, Pet Bandana, Apron, Pet Blanket, Duffle Bag, Fitted Mask, Dog Mat, Cat Mat, Kids Mask, Baseball Cap
- **Stationary:** Pin Button, Hardcover Journal, Spiral Notebook
- **Stickers:** Glossy sticker, Transparent sticker, Sticker

Teepublic

Delivery

- Standard 5-8 business days for shipping

Buying our own products

- We earn the commission from products we order from our own store, but we don't get to just pay the base price

Payment accepted

- Visa, MasterCard, Discover, and American Express
- Paypal
- Apple Pay

Ways we can receive payment (processed on the 15th of each month)

- Payoneer transfers into bank account (requires signing up for Payoneer; only processed once earnings reach a threshold of \$20+)
- PayPal account (no earnings threshold)

Profit margins

- Fixed profit margins
- We would be subject to Teepublic's site-wide sales, during which we would earn approximately half our regular profit
- Male fit, heavyweight t-shirt:
 - \$23 retail price
 - \$4 profit (fixed markup set by Teepublic; we cannot adjust)
 - 17.39% profit of retail price

Products available

- **Apparel:** T-shirts, Long-sleeved shirts, Baseball t-shirts, Sweatshirts, Hoodies, Tank tops, Infant Onesies, Kids t-shirts, Kids hoodies, Kids long-sleeved shirts
- **Other Goods:** Stickers, Phone case, Laptop cases, Mugs, Notebooks, Pins, Magnets, Pillows, Totes, Tapestries, Masks, Art prints, Posters, Canvases

Library Volunteer Opportunities

Work with staff on special projects

Light dusting of shelves

Straighten books and materials

Light cleaning of tables and chairs

Help with book sale area

Organize books for Friends of the Library Book Sale

Shelf read and reorganize materials

Reshelf returned materials to proper place in the collection

Mending of library materials

Homebound delivery

Possible- Book Mobile Volunteer

Possible- Senior Living Volunteer

Do you have a unique skill or passion that you would love to share with others?

Art, music, health... etc.

We also have a very active Friends of the Library if you want to get involved in the financial support of the library. They provide extra funding to our programming.

Volunteers will work once a week on a two hour time schedule. They will work the same time each week.

**DOUGLAS COUNTY PUBLIC LIBRARY
WORK WEEK & HOLIDAYS POLICY**

As a department of Douglas County, the Douglas County Public Library follows the applicable requirements of the Fair Labor Standards Act, and follows the work week and payday schedule set forth by Douglas County administration.

In following the policies and procedures established by Douglas County, the library's official work week is designated as Saturday through Friday.

Every year by November, the Library Board of Trustees will establish the days the libraries will be closed for holiday observance for the upcoming year.

Because the library's days of operation include Saturdays, and the official Douglas County holiday schedule is based on a Monday through Friday schedule of operation, there are times when the library is closed on different days for holidays. This rule applies to holidays that occur on Saturdays and Sundays. In those cases, the library closes on the County holiday and on the actual holiday. For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will be closed on December 24 and December 25. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the last Friday in October. The Library closes on Nevada Day and the Saturday following Nevada Day. All employees will be given the opportunity to work their full schedules Monday through Thursday of Nevada Day week, or use annual leave hours.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Thanksgiving Day. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Christmas and the day before New Year's Day. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

LIBRARY BOARD OF TRUSTEES

APPROVED 1993, 1997, 2002, 2007, 2013, MARCH 28, 2017

Adopted May 25

, 2021



Douglas County Public Library
Approved Holidays for 2022

HOLIDAY	DOUGLAS COUNTY CLOSED	LIBRARY CLOSED
New Year's Day	Friday, December 31, 2021	Friday, December 31, 2021 and Saturday, January 1, 2022
Martin Luther King Day	Monday, January 17, 2022	Monday, January 17, 2022
President's Day	Monday, February 21, 2022	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022	Monday, September 5, 2022
Nevada Day	Friday, October 28, 2022	Friday, October 28 and Saturday, October 29, 2022
Veteran's Day	Friday, November 11, 2022	Friday, November 11, 2022
<i>Day before Thanksgiving</i>		<i>Close libraries at 2:00 PM</i>
Thanksgiving Day	Thursday, November 24, 2022	Thursday, November 24, 2022
Family Day	Friday, November 25, 2022	Friday, November 25, 2022
<i>Christmas Eve</i>		<i>Close libraries at 2:00 PM</i>
Christmas Holiday	Monday, December 26, 2022	Monday, December 26, 2022
<i>New Year's Eve</i>		<i>Close libraries at 2:00 PM</i>
New Year's Day	Monday, January 2, 2023	Monday, January 2, 2023

Library Board of Trustees approved at December 14, 2021 Special Meeting

Director's Report for Board Meeting- October 25, 2022

Our Bookmobile was put in the shop for a few days. It needed some cosmetic work done around the tires. This was fixed by the county.

Vanna will be working on a grant from the state that supports library equipment. She will work with Larry on a larger list. The state will grant up to \$10,000 per grant.

The Friends Meeting was held at Minden Library on October 10th. They gave grants in support of library programming in the amount of \$4,300. The main amount of money was for library book club titles. They also increased the budget for the Tiny Art Show to \$700 for food and beverages.

The Friends of the Library will also be co-hosting the Morning Chamber Coffee at the library on November 9th. This gives us a turnout of almost 40 businesses, making connections to our community through our local businesses.

November 30th from 5:30pm to 6:30pm will be our first Washoe Tribe program. Discussion about tribal culture with books available for sale will be part of the program.

Nevada Career Explorer- Delivered new VR equipment that will give citizens a chance to explore new careers. Customers will use the headsets in the library. They will then be able to explore careers that are in high demand. We will then work with Western Nevada College for training.

All of our carpet bids should be ready to present at our November board meeting.

The bid will include new carpet and tile for the entire branch, movers that move shelves and one week of library closing to complete the carpeting. Staff will help unloading the materials off the shelf so everything stays in order. We are working with a carpet decorator to show us some options.

Working on promotions to get the Affordable Connectivity Program some county marketing. I have been asked to serve on a committee to help promote internet to the low income citizens.

A college student is interested in doing an internship at the library. I have done a few of these. It can be a very rewarding experience for the library and the student. We might do something over the summer.

I will meet with Alex Wood (Boy Scout) on 10-28-22. We will go over a Tiny Free Library Box. He wants to build one for the library for his Eagle Scout project. This will also be the time for me to find all of the free tiny library boxes in the county. People have been building them on their own and putting them in their neighborhoods. I would like to see about partnering with these library boxes around the county.

Library Director taking time off November 16th to November 25th. I will take a combination of vacation, administrative leave and some comp time on my timesheet.