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Minden, NV 89423
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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

November 21, 2022

The Douglas County Public Library Board of Trustees will meet at **9:00 a.m.** on **Tuesday, November 29, 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 October 25, 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. October 2022

ii. November 2022

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

a. 10/31/2022

6. For possible action. Presentation and discussion on the Library's Strategic Plan 2022-2027, including approving strategic goal implementation measurement standards as an appendix to the adopted plan.

7. For possible action. Presentation and discussion on the Douglas County Public Library budget priorities, including supplemental requests in preparation for fiscal year 2023-2024 budget planning process.

8. For possible action. Discussion on approving the Douglas County Public Library Holiday Schedule for calendar year 2023, including the days the Library will be closed for holiday observance.

9. For possible action. Discussion on approving a schedule for the Library Board of Trustees meeting dates, times and locations for calendar year 2023.

10. For possible action. Discussion and update on the flooring replacement project for the Minden Library, including but not limited to installation timeframes, estimates, vendor selection, and flooring materials.

11. For discussion only. Director's monthly report on library operations and statistical report from staff.

12. 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.

13. 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 November 29, 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 December. 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	12/12/22	4:00 PM	Minden Library
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**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
October 25, 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 10:00 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:

Vice Chairperson Kate Garrahan made a motion to approve the agenda. Trustee Starla Doughty made a second and the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2022 REGULAR MEETING.

Vice Chairperson Garrahan noted an error.

MOTION/VOTE:

Trustee Bonnie Rogers made a motion to approve the minutes of the September 27, 2022 regular meeting with corrections. 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. September 2022
- ii. 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

Vice Chairperson Garrahan noted an error.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the consent calendar with corrections. Trustee Rogers 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. 9/30/2022

Vice Chairperson Garrahan asked why there was no budget for telephone expenses and Veronica Hallam explained that the telephone expenses line item was eliminated and all those expenses now go under the communications line item. Veronica also explained that the deficit to library materials is due to the encumbrances from the purchase orders and any library material expense goes toward the purchase order budget. Chairperson Martin Maier noted that under Services and Supplies the year to date transactions of \$107,027 do not match the year to date percentage used of 43%. Veronica stated that she will reach out to Finance to get explanation why the numbers are so different and report back to the board. She explained that the \$22,454 under Grants – Services & Supplies is a credit from grant funds the library received.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to accept the budget performance report and gift funds. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

- 6. 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.**

Chairperson Martin Maier asked for public comment. There was not public comment.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the three purchase orders. Trustee Rogers made a second and the motion carried unanimously with a 5-0 vote.

- 7. DISCUSSION AND UPDATE ON THE COUNTY'S BUDGET CALENDAR FOR FISCAL YEAR 2023-24.**

Trustee Rogers asked that this be put on the agenda because the board approves the budget and supplemental requests that are submitted to the commissioners and now is a good time to start thinking about what the budget should look like. Director Tim DeGhelder commented that he reached out to Finance to ask if a budget calendar has been created and he was told that the county is waiting on the audit to be completed and then the budget process will begin. It looks like in January. The board suggested looking at library material and programs, and staff development and a teen area which are both part of the strategic plan goals. Tim stated that he will put a PowerPoint presentation together categorizing each budget line item tying the library's current needs together and what the library wants to expand on. It was agreed that the board would think about what they want and would like to see and come together at a later date to share their thoughts.

Chairperson Martin Maier asked for public comment. There was no public comment.

- 8. DISCUSSION ON ACCEPTING THE FY 2023 STATE COLLECTION DEVELOPMENT GRANT-IN-AID AWARD IN THE AMOUNT OF \$6,711.**

Director DeGhelder noted that the state gives a percentage of money to Nevada libraries to help with the collection and the library's percentage is \$6,711. These funds will be used for library material.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Rogers made a motion to accept the State Collection Development Grant. Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

9. 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.

Director DeGhelder provided in the packet a list of what has been accomplished in preparation for the Tiny Art Show and what still needs to be done. He commented on the schedule of particular activities, the placement of the art and the set-up of tables for the food and the wine, for publicity, Friends material, the store merchandise and for one page flyers listing the goals for the strategic plan. Chairperson Martin Maier suggested binding five copies of the strategic plan for those who may want to take one with them. If not all are taken than they can be distributed to the county commissioners. Having the strategic plan bound and displayed makes it look professional and indicates the hard work the board, staff, the Friends and the community put in to developing the plan. Tim noted that around 260 canvases have been returned to Minden and Vanna Bells noted 30 canvases at the lake. Any leftover refreshments from the art show reception in Minden will be taken to the lake for the reception there. Tim will be introduced by the board and Chairperson Martin Maier asked Tim to provide her with a list of bullet points that he would like mentioned at his introduction. Tim commented that publicity has gone out from email blasts, the Record Courier to posting on the Chamber calendar. It should be a good turn out and a successful reception.

Chairperson Martin Maier asked for public comment. There was no public comment.

10. DISCUSSION ON SETTING SPECIFIC EXPECTATIONS AND OBJECTIVES FOR THE LIBRARY DIRECTOR FOR THE 2023 CALENDAR YEAR.

Director DeGhelder provided the board a list of six goals to accomplish between October 2022 and October 2023. Tim noted that these goals were established from his old job in Paris, TX and what's nice about these goals is that when he accomplishes something he compartmentalizes what was achieved under each goal. It's a good way to keep track. Trustee Rogers suggested adding a goal to develop a working relationship with the County Manager and Terri Willoughby with Finance to work on the library budget and funding to accomplish some of the goals from the strategic plan. They need to understand that the library funding process needs to continue and how important that funding is to the county. Chairperson Martin Maier noted that on Tim's list of goals numbered 1-6, numbers three and four are very similar and suggested eliminating number four and keep three and replace four with manage the budget process and develop relationships with Finance and County Manager. She suggested that on item six to include underneath it an A, B, C and D specific list of goals from the strategic plan that tie into 2023. A – Increase public library usage by 5%. B – Complete modifications and improvements of the Pine Nut room to support expanded teen and young adult services. C – Develop a comprehensive PR campaign including staff training on the development and execution of

various marketing strategies. D – Expand existing partnership and engagement with the Washoe Tribe to include participation in tribal events. She noted that some of these things don't have to solely land on Tim's shoulders as he can administer them out and delegate to his team. She commented that with these goals as the year goes on if something needs to be changed and Tim finds that a goal is not tangible than he can bring it forward to the board and they can work through any issues. Vice Chairperson Garrahan noted that in goal six it should read Douglas County Public Library and not Douglas County Library District.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the director's goals for 2022 to 2023 as amended. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

11. PRESENTATION AND DISCUSSION ON THE LIBRARY AND FRIENDS OF THE LIBRARY JOINT, ON-LINE STORE OFFERING A WIDE VARIETY OF MERCHANDISE FOR PURCHASE.

Director DeGhelder gave a brief presentation and tour of the new merchandise online store called Redbubble. He introduced the products that can be sold with the art the staff has created. The online store will be advertised on the county's public library website and other social media sites with 20% of all proceeds going to the Friends of the Library. The friends will use those profits to help fund programs and other library events. Tim stated that he will provide the board with a monthly financial report of all the money that has been generated from the store.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Doughty made a motion to authorize the Friends of the Library to use the Douglas County Public Library's marketing resources with monthly reporting of distribution of funds. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

12. DISCUSSION AND UPDATE ON VOLUNTEER OUTREACH BY THE LIBRARY INCLUDING TRAINING AND OPPORTUNITIES.

Director DeGhelder commented that he reached out to the new volunteers and invited them to a one hour training to go over their responsibilities and schedules. Luise Davis reached out to the volunteers who have volunteered at the library in the past. Referring to the volunteer schedule handed out to the board at the start of the meeting, he noted that volunteers will work two hour shifts on the day and time of their choosing beginning November 1st. There are 38 total volunteers that have completed the volunteer application process and Tim was able to reach out to ten. Because the contact information for these volunteers took so long it's a matter of reaching them and asking if they are still interested in volunteering. Trustee Tattersall asked if there will be volunteers at the Zephyr Cove branch and Vanna stated that they will revisit that

next year. Tim noted that there are some new volunteer responsibilities that he will explore such as visiting the senior homes and bringing the seniors books that they would enjoy reading or being read to, being a book buddy on the bookmobile or reaching out to schools. He commented that he would like to recognize the volunteers with a spring luncheon or a monthly open house and award them with a certificate that has their name and the number of hours they have volunteered. Some kind of recognition for the time they offered to their community. He commented that he is excited to get the process started again.

Chairperson Martin Maier asked for public comment. There was no public comment.

13. 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.

Director DeGhelder explained that the adopted holiday schedule approves the library to close at 2:00 PM on Saturday, Christmas Eve and 2:00 PM on Saturday, New Year's Eve. By closing early staff have to use their own vacation time of 3 hours or make up the time. He noted that if the library is closed those two eves, staff can use flex time and use that day as an in lieu of day on that Monday which is a countywide holiday. Staff who are normally off on Monday and a holiday falls on that Monday he/she takes an in lieu of for the holiday on a different day. The board had a lengthy discussion whether to stick with the policy and close at 2:00 PM, or close on Christmas Eve but close at 2:00 PM on New Year's Eve, or close on both eves as Tim is suggesting. Trustee Rogers stated her concern that if staff doesn't make the time up taking the Saturday off due to closure than they are not in compliance with the contract. Deputy District Attorney Cynthea Gregory explained that staff will take flex time and as long as the work week ends at 40 hours and they give ample time if their schedule changes than staff are in compliance. Vanna noted that Douglas County Kahle Community Center which is normally open on Saturdays will be closed on both Saturdays. Tim commented that there are not many things that can be done to boost morale when working a government job and for the board to consider people's holiday life and extra time with family it shows a big commitment. Chairperson Martin Maier agreed that there is little that can be done to promote staff and if the board has the opportunity to show goodwill to staff by giving them extra time with family it is worth it.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Doughty made a motion to accept Tim's proposal to close completely on Saturday for both Christmas Eve and New Year's Eve as presented. Vice Chairperson Garrahan made a second. All in favor were Chairperson Martin Maier, Vice Chairperson Garrahan, Trustees Doughty and Tattersall. Trustee Rogers opposed. The vote did not carry unanimously with a 4-1 vote yea, and 1-4 vote nay.

14. DISCUSSION ON RESCHEDULING THE NOVEMBER 22, 2022, LIBRARY TRUSTEE'S MEETING, INCLUDING POSSIBLY RESCHEDULING TO NOVEMBER 29TH, DECEMBER 6TH, OR OTHER APPROPRIATE DATE.

Chairperson Martin Maier commented that Tim will be in Thailand at the time of the next library board meeting and zooming in would be unrealistic as it will be midnight his time.

Understanding that the meeting date has already been posted, she stated that as long as the library gives the public ample notice rescheduling the meeting a week or two later would be feasible. The board discussed the best time for everyone and it was decided November 29th at 9:00 AM due to an appointment Trustee Rogers has would be best.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve moving the meeting to November 29, 2022 at 9:00 AM. Chairperson Martin Maier made a second and the motion carried unanimously with a 5-0 vote.

15. 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.

Chairperson Martin Maier asked for public comment. There was no public comment.

16. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:51 A.M.

Lib. Board of Trustees Mtg 11/29/22
Consent Calendar
Agenda Item 4a

Gift Fund Claims
October / November 2022

*Baker & Taylor	2 nd Wednesday Book Group	PO0093	\$ 528.92
*Amazon	Lego prizes for Lego Winter Building Challenge; Lego set for Halloween Fright Night	04283	\$ 784.20
Do Co Procurement Program	Items for Tuesday Tea Party	04288	\$ 43.03
*DoCo Procurement Program	Book repair machine; items for Dresslerville STEAM kits; items for Halloween Fright Night	04292	\$ 1,499.19
Petty Cash	Treats for Tuesday Tea Party; Rotary Meals 10 @ \$5/each and Paul Harris contribution	04298	\$ 105.48

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

11/22/2022

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	8/29/2022	1,438.00			Movie licensing movie showing Minden (FOL) 7/1/22-8/30/23 FY22-23
Amazon	4163	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 (FOL)
Do Co Procurement Program	4158	7/5/2022	104.63			Adult Prizes for summer reading
Amazon	4174	7/19/2022	192.51		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	4161	7/25/2022	850.00			SRP Wild Things Performance Finale, 7/28/2022 (FOL)
Amazon	4196	8/3/2022			888.55	Director event Tiny Art Show
Do Co Procurement Program	4203	8/4/2022	107.78			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)
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			58.80	\$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	6.99			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	119.98			\$119.98 3D pen refills for the 3D Pen Art program
Baker & Taylor	PO0093	10/21/2022		528.92		2nd Wednesday Book Group (FOL)
Amazon	4283	11/1/2022	784.20			Amazon - \$694.28 Lego prizes for Lego Winter Building Challenge (FOL); \$89.92 Lego set for Fright Night (FOL)
Do Co Procurement Program	4288	11/3/2022	43.03			Items Tuesday Tea Party program
Do Co Procurement Program	4282	11/7/2022	204.27	1,294.92		\$1,294.92 Book repair machine; \$154.46 items for Dresslerville STEAM kits (FOL); \$49.81 items for Halloween Fright Night event (FOL)
Petty Cash	4298	11/10/2022	5.48		100.00	\$5.48 treats for Tuesday Tea Party program; \$100 Rotary meeting meals 10 @ \$5/each (\$50) and Paul Harris Contribution (\$50)
						Grand Total:
TOTALS			5,911.24	4,926.18	3,575.14	\$14,412.56
			Programs	Materials	All others	\$14,412.56

Lib. Board of Trustees Mtg 11/29/22

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 10/31/2022

% of Fiscal Year

30.2%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$71,194	\$265,008	26%

19

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$35,559	\$128,580	26%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$533,514		\$18,259	\$117,789	\$189,909	46%

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 10/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library											
Department 804 - Library											
	EXPENSE										
	Salaries & Wages										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	66,263.58	.00	227,370.41	.00	789,974.59	22	159,314.98
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	.00	+++	17,156.14
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	.00	+++	155.76
511.170	Overtime	.00	.00	.00	.00	.00	5.17	.00	(5.17)	+++	.00
511.171	Holidays	.00	.00	.00	.00	.00	6,244.16	.00	(6,244.16)	+++	5,092.56
511.172	Comp Paid	.00	.00	.00	1,48.01	.00	2,129.02	.00	(2,129.02)	+++	2,679.37
511.173	Vacation	.00	.00	.00	3,921.71	.00	21,036.65	.00	(21,036.65)	+++	23,128.25
511.174	Sick	.00	.00	.00	861.05	.00	8,222.20	.00	(8,222.20)	+++	6,115.34
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries & Wages Totals	\$1,017,345.00	\$0.00	\$1,017,345.00	\$71,194.35	\$0.00	\$365,007.61	\$0.00	\$752,337.39	26%	\$213,642.40
	Employee Benefits										
511.181	Retirement	293,318.00	.00	293,318.00	20,940.20	.00	77,304.44	.00	216,013.56	26	55,653.94
511.182	Workers Comp	23,184.00	.00	23,184.00	1,600.71	.00	6,250.54	.00	16,933.46	27	5,222.50
511.183	Group Insurance	143,301.00	.00	143,301.00	10,925.50	.00	37,216.90	.00	106,084.10	26	30,939.43
511.184	Unemployment	5,125.00	.00	5,125.00	362.10	.00	1,413.32	.00	3,711.68	28	1,075.59
511.186	Medicare	14,836.00	.00	14,836.00	1,001.50	.00	3,732.94	.00	11,103.06	25	2,965.30
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	425.00	.00	595.00	42	340.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	.00	650.00	0	.00
511.201	PEBS-Ret. Medical	6,708.00	.00	6,708.00	559.00	.00	2,236.00	.00	4,472.00	33	2,236.00
	Employee Benefits Totals	\$488,142.00	\$0.00	\$488,142.00	\$35,559.01	\$0.00	\$128,579.14	\$0.00	\$359,562.86	26%	\$98,432.76
	Services & Supplies										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	1,680.06	.00	2,321.89	.00	(2,321.89)	+++	936.70
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	.00	62,560.15	10	18,661.69
520.055	Telephone Expense	.00	.00	.00	.00	.00	2,116.78	.00	(2,116.78)	+++	4,364.05
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	517.99	.00	1,303.97	.00	468.03	74	1,178.96
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	374.13	.00	625.87	37	143.51



Library Expense Budget Performance Report

Fiscal Year to Date 10/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	324.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	.00	.00	290.32	.00	290.32	223.68	56	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,056.06	.00	13,151.80	.00	13,151.80	8,551.20	61	1,483.68
520.088	Utilities	27,113.00	.00	27,113.00	3,165.58	.00	10,648.96	.00	10,648.96	16,464.04	39	9,432.91
520.097	Maint B&G	3,000.00	.00	3,000.00	.00	.00	370.04	.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	.00	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	.00	21.98	4,833.02	0	1,392.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	.00	.00	936.00	.00	936.00	4,674.00	17	679.74
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	918.45	.00	918.45	(391.45)	174	.00
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	109.45	.00	838.32	.00	838.32	6,195.68	12	860.12
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	12,547.00	.00	12,547.00	37,642.00	25	8,716.25
520.169	EMRB Assessment	70.00	.00	70.00	.00	.00	.00	.00	.00	70.00	0	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	738.00
520.200	Training & Education	1,000.00	.00	1,000.00	.00	.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	.00	.00	519.88	.00	519.88	3,680.12	12	1,274.82
521.100	Professional Services	10,000.00	.00	10,000.00	463.00	.00	1,153.00	.00	1,153.00	8,847.00	12	395.00
521.134	Cataloging	20,000.00	.00	20,000.00	123.50	3,623.40	8,640.31	.00	8,640.31	7,736.29	61	3,342.77
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	36,293.50	.00	36,293.50	108,880.50	25	39,780.75
530.001	Circulation Supplies	1,500.00	.00	1,500.00	46.44	.00	143.37	.00	143.37	1,356.63	10	87.08
532.003	Gas & Oil	4,200.00	.00	4,200.00	402.67	.00	1,156.52	.00	1,156.52	3,043.48	28	1,143.79
532.054	Library Materials	126,756.00	117,323.00	244,079.00	8,765.46	81,197.43	56,960.16	.00	56,960.16	105,921.41	57	66,127.91
532.057	Processing Materials	11,000.00	.00	11,000.00	1,268.71	6,065.84	2,289.92	.00	2,289.92	2,644.24	76	2,263.39
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	263.74	.00	1,119.85	.00	1,119.85	80.15	93	436.08
533.802	Small Equipment	500.00	.00	500.00	233.85	.00	233.85	.00	233.85	266.15	47	94.02
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	695.84	.00	695.84	4,404.16	14	912.33
533.817	Small Projects	.00	.00	.00	105.48	.00	235.74	.00	235.74	(235.74)	+++	512.55
540.010	Grants-Services & Supplies	.00	.00	.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	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	57.23	.00	133.54	.00	133.54	(133.54)	+++	101.58
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Services & Supplies Totals		\$553,514.00	\$117,323.00	\$670,837.00	\$18,259.22	\$117,789.47	\$189,908.97	\$363,138.56	\$174,220.47	46%		
Capital Outlay/Projects		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
EXPENSE TOTALS		\$2,059,001.00	\$337,323.00	\$2,396,324.00	\$125,012.58	\$117,789.47	\$583,495.72	\$1,695,038.81	\$486,295.63	29%		
Department 804 - Library Totals		\$2,059,001.00	\$337,323.00	\$2,396,324.00	\$125,012.58	\$117,789.47	\$583,495.72	\$1,695,038.81	\$486,295.63	29%		
Fund 224 - Library Totals		\$2,059,001.00	\$337,323.00	\$2,396,324.00	\$125,012.58	\$117,789.47	\$583,495.72	\$1,695,038.81	\$486,295.63	29%		
Grand Totals		\$2,059,001.00	\$337,323.00	\$2,396,324.00	\$125,012.58	\$117,789.47	\$583,495.72	\$1,695,038.81	\$486,295.63	29%		



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 10/31/22
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	.00	.00	2,655.15	(528.92)	13,359.91	(12,830.99)	+++	16,037.62
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$2,655.15	(\$528.92)	\$13,359.91	(\$12,830.99)	+++	\$16,037.62
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$2,655.15	(\$528.92)	\$13,359.91	(\$12,830.99)	+++	\$16,037.62
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$2,655.15)	\$528.92	(\$13,359.91)	\$12,830.99	+++	(\$16,037.62)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$2,655.15	(\$528.92)	\$13,359.91	(\$12,830.99)	+++	\$16,037.62
Grand Totals		\$0.00	\$0.00	\$0.00	\$2,655.15	(\$528.92)	\$13,359.91	(\$12,830.99)		\$16,037.62



Gift Fund Trial Balance Listing

Through 10/31/22
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	68,142.97	21,982.75	11,898.32	78,227.40	73,387.58	
101.090	Investment FMV Adjust	(1,445.96)	.00	1,327.37	(2,773.33)	1,102.75	
121.100	Interest Receivable	251.57	348.91	295.80	304.68	354.38	
155.000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00	
	<i>Current Assets Totals</i>	\$68,515.77	\$22,702.49	\$15,459.51	\$75,758.75	\$74,844.71	
	<i>Current Liabilities</i>						
202.000	Accounts Payable	(1,404.28)	11,413.05	11,321.89	(1,313.12)	(2,006.69)	
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$11,413.05	\$11,321.89	(\$1,313.12)	(\$2,006.69)	
	<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 10/31/22
 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	720.95	21,691.79	(21,691.79)	+++	17,788.74
<i>Miscellaneous Revenue Totals</i>		\$0.00	\$749.91	\$20,694.05	(\$20,694.05)	+++	\$18,091.63
Department 000 - Revenue Totals		\$0.00	\$749.91	\$20,694.05	(\$20,694.05)	+++	\$18,091.63
REVENUE TOTALS		\$0.00	\$749.91	\$20,694.05	(\$20,694.05)	+++	\$18,091.63
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	.00	2,655.15	13,359.91	(13,359.91)	+++	16,037.62
<i>Services & Supplies Totals</i>		\$0.00	\$2,655.15	\$13,359.91	(\$13,359.91)	+++	\$16,037.62
Department 800 - Library Gift Fund Totals		\$0.00	\$2,655.15	\$13,359.91	(\$13,359.91)	+++	\$16,037.62
EXPENSE TOTALS		\$0.00	\$2,655.15	\$13,359.91	(\$13,359.91)	+++	\$16,037.62
Grand Totals							
REVENUE TOTALS		.00	749.91	20,694.05	(20,694.05)	+++	18,091.63
EXPENSE TOTALS		.00	2,655.15	13,359.91	(13,359.91)	+++	16,037.62
Grand Total Net Gain (Loss)		\$0.00	(\$1,905.24)	\$7,334.14	\$7,334.14	+++	\$2,054.01

Appendix A: Specific Metrics to Measure Achievement of the Individual Strategic Goals

Organizational Goals: Operations, Programs, Resources, and Services (OPRS)	
Specific Goal	Associated Metric(s)
<p>OPRS Goal No. 1: Within six months to a year of adoption of this five-year strategic plan, the Douglas County Public Library will successfully and measurably expand overall participation in the existing Summer Reading Program.</p>	<ul style="list-style-type: none"> Counting and reporting on the number of individual participants in the Summer Reading Program. Collection of rudimentary demographic data (age, gender) of program participants. Differentiation between digital vs. in-person participation. Number and type of materials that are checked out by Summer Reading Program participants including time of year. Expand participation through digital marketing with the Douglas County School District, Chamber of Commerce, and other partners and through various means.
<p>OPRS Goal No. 2: By 2025, the Douglas County Public Library will increase overall attendance at and participation in the Library's various youth programs by 80 percent.</p>	<ul style="list-style-type: none"> Counting and reporting on the number of individual participants in various youth programs. Collection of rudimentary demographic data (age, gender) of program participants. Differentiation between digital vs. in-person participation. Number and type of materials that are checked out by various youth program participants including time of year. Expand participation through digital marketing with the Douglas County School District, Chamber of Commerce, and other partners and through various means.
<p>OPRS Goal No. 3: The Douglas County Public Library will successfully develop and implement at least five new programs designed to serve identified underserved populations including, but not limited to, specific racial and ethnic populations by December 2027.</p>	<ul style="list-style-type: none"> Develop a working definition with identified stakeholders of 'underserved'. Participant counts with accompanying socio-demographic and economic data, potentially linked to library card usage. Identify and develop new partnerships with agencies and organizations that already serve underserved populations throughout Douglas County. Expansion of existing Homebound service, hosting of special activities and events, placement of 'Tiny Free Library' boxes.

Organizational Goals: Operations, Programs, Resources, and Services (OPRS)

Specific Goal	Associated Metric(s)
<p>OPRS Goal No. 4: The Douglas County Public Library will successfully develop and deliver different programs, resources, and services, with explicit methodologies for implementation, designed to address the existing and evolving technology needs of adults by December 2027.</p>	<ul style="list-style-type: none"> • Increased engagement and partnership with the Nevada Governor’s Office of Economic Development (Career Exploration program). • Increased number of classes (i.e. ‘Surf’s up for Seniors’, ‘Computer Club’, etc.) • Expand online virtual library of tutorials aimed at addressing the needs of adults. • Use of recorded viewership counts for individual tutorial videos. • Development of new partnerships with other organizations including, but not limited to, Nevada Small Business Development Center and the Ozmen Center for Entrepreneurship, part of the College of Business at the University of Nevada, Reno. • Development of an ‘instruction’ series of online tutorial videos or virtual live sessions.
<p>OPRS Goal No. 5: Over the next five years, the Douglas County Public Library will increase overall library usage by 5 percent each year.</p>	<ul style="list-style-type: none"> • Counting and reporting on the number of individual participants in various programs offered by the Douglas County Public Library. • Collection of rudimentary demographic data (age, gender) of program participants by specific program, resource, and service offered by the Douglas County Public Library. • ‘Gate Counts’ at both the Minden Library and Lake Tahoe Branch Library. • Reporting on the number of new library cards issued annually. • Inclusion of these results in annual fiscal reports to better align Library efforts with Douglas County’s budgetary cycle. • Record and report on the number of social media engagements (general engagement and individual posts by social media users). • Report on the number of volunteers and the number of hours provided by Library volunteers by program, resource, and service area on an annual basis.

Organizational Goals: Operations, Programs, Resources, and Services (OPRS)

Specific Goal	Associated Metric(s)
<p>OPRS Goal No. 6: Over the next five years, the Douglas County Public Library will seek out and attempt to secure grant funding opportunities in order to support Library programs, resources, and services.</p>	<ul style="list-style-type: none"> • Report on the number of individual grants and philanthropic donations the Library has applied for, the number of grants or requested donations approved and received, the dollar amount of each individual grant and requested donation applied or solicited for and actually received on an annual basis. • Tie each grant and donation received to an individual program, resource, or service. • For philanthropic donations, the Library will separate out infrequent charitable giving by individuals versus efforts of the Library to secure donations from established foundations. • Similar reporting to be completed for other efforts including Lobby Book Sales and the Annual Book Sale. • Possible development of a Library ‘Merchandise Store’ and other special fundraising events. • Report on the potential savings the Library has secured through discounts offered by individual suppliers.

Organizational Goals: Facility Improvements (FI)	
Specific Goal	Associated Metric(s)
<p>FI Goal No. 1: Within six months to a year of adoption of this five-year strategic plan, the Douglas County Public Library will develop expanded teen and young adult services and a dedicated space.</p>	<ul style="list-style-type: none"> • Determination of whether or not teen and young adult services have been expanded. • Determination of whether or not a dedicated teen and young adult services space has successfully been developed and opened including an assessment of the amount of dedicated square footage at both the Minden Library and the Lake Tahoe Branch Library that is currently dedicated to teen and young adult services. • Collect and analyze participation rate data of the Library's existing and future teen and young adult services. • Assessment of which specific programs, resources, and services teens and young adults access and use. • Tie program, resource, and service usage to library card usage of teens and young adults. • Establish a Teen Advisory Board.
<p>FI Goal No. 2: By 2024, the Douglas County Public Library will hire a firm to renovate and reconfigure the existing space at the Minden Library and at the Lake Tahoe Branch in order to improve overall program, resource, and service delivery.</p>	<ul style="list-style-type: none"> • Develop an estimate of potential costs associated with the hiring of a firm to renovate and reconfigure existing space at both the Minden Library and the Lake Tahoe Branch Library. • Assessment as to whether or not the Library has the necessary resources to support this facility improvement planning effort (if not, development of a strategy outlining how the Library could secure the needed resources) • With Douglas County, develop and implement of a Request for Qualifications (RFQ) and Request for Proposals (RFP) process. • Implementation of the recommendations and eventual plans developed by the firm selected through the RFQ and RFP process. • Completion of the outlined renovations and improvements benchmarked against the recommendations outlined in the eventual renovation and improvement plan. • (Same Metrics for FI Goal No. 5)

Organizational Goals: Facility Improvements (FI)	
Specific Goal	Associated Metric(s)
<p>FI Goal No. 3: By 2025, the Douglas County Public Library will develop a dedicated space for programming and education in order to support the development of a supporting technology curriculum.</p>	<ul style="list-style-type: none"> • Determination of whether or not the dedicated space has been successfully created including an assessment of the amount of dedicated square footage at both the Minden Library and the Lake Tahoe Branch Library that is currently dedicated to technology-oriented programming and education. • Determination of whether or not the supporting technology-curriculum has been developed. • Collect and analyze participation rate data for the Library's existing and future technology-oriented programs, resources, and services. • Tie technology-related program, resource, and service usage to library card usage. • Establish a Technology Education Committee.
<p>FI Goal No. 4: By December 2027, the Douglas County Public Library will complete the planning and begin the development of facility improvements needed to support additional program, resource, and service development.</p>	<ul style="list-style-type: none"> • Utilization and summary of the results of the various metrics outlined for the six Operational, Programmatic, Resources, and Service strategic goals tied to evaluation and identification of accompanying dedicated square footage needs. • Incorporate the results of the dedicated square footage needs assessment into the planning elements outlined for Facility Improvements Goal No. 2 and Facility Improvements Goal No. 5 in order to refine the recommendations outlined in the renovation and improvement plan. • Incorporate an assessment of professional staffing and event volunteer levels needs into the assessment of needed square footage needs to support program, resource, and service development.

Organizational Goals: Facility Improvements (FI)	
Specific Goal	Associated Metric(s)
<p>FI Goal No. 5: By the end of this five-year strategic planning horizon, the Douglas County Public Library will complete the plans for and begun implementation of a new branch library, the renovation of the current Minden Branch, or some combination dependent upon resource availability.</p>	<ul style="list-style-type: none"> • Develop an estimate of potential costs associated with the hiring of a firm to renovate and reconfigure existing space at both the Minden Library and the Lake Tahoe Branch Library. • Assessment as to whether or not the Library has the necessary resources to support this facility improvement planning effort (if not, development of a strategy outlining how the Library could secure the needed resources) • With Douglas County, develop and implement of a Request for Qualifications (RFQ) and Request for Proposals (RFP) process. • Implementation of the recommendations and eventual plans developed by the firm selected through the RFQ and RFP process. • Completion of the outlined renovations and improvements benchmarked against the recommendations outlined in the eventual renovation and improvement plan. • (Same Metrics for FI Goal No. 2)

Organizational Goals: Community Outreach and Engagement (COE)

Specific Goal	Associated Metric(s)
<p>COE Goal No. 1: Within six months of adoption of this strategic plan, the Douglas County Public Library will develop a comprehensive public relations campaign which will include staff training on the development and execution of various marketing strategies.</p>	<ul style="list-style-type: none"> • Determine the needed number of and set aside professional staff and even volunteer hours on developing and implementing various community engagement processes. • Identify critical stakeholders and partners that the Library will engage in as part of the process of developing a comprehensive public relations campaign. • Work with Douglas County to develop and issue a Request for Qualifications (RFQ) and Request for Proposals (RFP) process to identify and select a firm with expertise in public relations and marketing to assist in the development and implementation of a comprehensive public relations campaign. • Incorporate elements of the various metrics outlined as part of the other strategic goals including program, resource, and service participation.
<p>COE Goal No. 2: By the end of 2023, the Douglas County Public Library will expand its existing partnership and engagement with the Washoe Tribe to include participation in Tribal events.</p>	<ul style="list-style-type: none"> • Utilize the results of the metrics collected and analyzed for the various six Operations, Programs, Resources, and Services strategic goals and, specifically, for Operations, Programs, Resources, and Services Goal No. 3. • Number of presentations made by Library staff at Washoe Tribe Tribal Council Meetings • Number of meetings between Library staff and with Washoe Tribe Tribal government staff and community members. • Overall Washoe Tribe member participation in Library programs and utilization of Library resources and services, including the issuing and use of library cards to Washoe Tribe members. • Explore opportunities to engage the Nevada Indian Commission and the Inter-Tribal Council of Nevada.

Organizational Goals: Community Outreach and Engagement (COE)

Specific Goal	Associated Metric(s)
<p>COE Goal No. 3: Using existing metrics, the Douglas County Public Library will significantly and measurably increase overall public perception and engagement by 2024.</p>	<ul style="list-style-type: none"> • Periodic use (every two years) of the community needs and organizational assessment survey developed and used as part of the development of the Library’s new five-year organizational strategic plan (University Center for Economic Development technical report, University Center for Economic Development Technical Report 2022/23-04, <i>A Strategic Plan for the Douglas County Public Library for 2022 through 2027: Results of the Community Assessment</i>). • Incorporate the period results of the community needs and organizational assessment survey into the accompanying annual evaluation and update of the current five-year organizational strategic plan. • Annually, the Library will develop and utilize less intensive public perception and engagement measurement techniques including online ‘mini’ and ‘pop-up’ surveys distributed through the Library’s social media platforms. • Regular utilization and analysis of ‘comment cards’ provided to patrons, users, and visitors. • Report annually on the results of all public perception and engagement evaluation efforts.
<p>COE Goal No. 4: By December 2027, the Douglas County Public Library will increase the total number of active community partnerships with Douglas County stakeholders to a minimum target of ten new partnerships.</p>	<ul style="list-style-type: none"> • County and report on the number of active community partnerships on an annual basis. • Annual reports will include a description of the agency, firm, or organization the Library is currently partnered with, what activities the Library pursued as part of each individual partnership, and evaluate the contribution of each partnership in achieving the Library’s overall vision and specific individual organizational strategic goals. • Participation in various specific activities and special events including, but not limited to, local and regional food and clothes drives, blood drives, and other community services oriented events.

Organizational Goals: Community Outreach and Engagement (COE)

Specific Goal	Associated Metric(s)
<p>COE Goal No. 5: Over the next five years, the Douglas County Public Library will increase overall participation in community events and activity outreach and engage with various stakeholders and community organizations in order to more effectively promote Library programs, resources, and services.</p>	<ul style="list-style-type: none"> • Report on the number of community events and activities that the Library engaged and participated in including a list of associated details and contributions that Library staff made to the event or activity. • Development and publication of an annual community event and activity report which will also include a determination as to whether or not the Library's Bookmobile was present. • Tie participant in events and activities to specific Library programs, resources, and services. • Possibly host or co-host community events and activities and produce similar annual reports on the effectiveness of the event or activity. • Incorporation of the results of these metrics into the annual evaluation and update of the Library's five-year organizational strategic plan.



Douglas County Public Library
Proposed Holidays for 2023

HOLIDAY	DOUGLAS COUNTY CLOSED	LIBRARY CLOSED
New Year's Day	Monday, January 2, 2023	Saturday, December 31, 2022 Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023	Monday, January 16, 2023
President's Day	Monday, February 20, 2023	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023	Monday, September 4, 2023
Nevada Day	Friday, October 27, 2023	Friday, October 27 and Saturday, October 28, 2023
Veteran's Day	Friday, November 10, 2023	Friday, November 10, 2023 Saturday, November 11, 2023
<i>Day before Thanksgiving</i>		<i>Close libraries at 2:00 PM</i>
Thanksgiving Day	Thursday, November 23, 2023	Thursday, November 23, 2023
Family Day	Friday, November 24, 2023	Friday, November 24, 2023
Christmas Holiday	Monday, December 25, 2023	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024

Proposed to Library Board of Trustees at November 29, 2022 meeting

**LIBRARY BOARD OF TRUSTEES
PROPOSED MEETING TIMES, DATES, LOCATIONS FOR 2023**

★ Meetings are held 4th Tuesday of the month ★
★ All meetings held at Minden Library, unless otherwise noted ★

January	Tuesday, January 24	10:00 am
February	Tuesday, February 28	10:00 am
March	Tuesday, March 28	10:00 am
April	Tuesday, April 25	10:00 am
May	Tuesday, May 23	10:00 am
June	Tuesday, June 27	10:00 am
July	Tuesday, July 25	10:00 am
August	Tuesday, August 22	10:00 am
September	Tuesday, September 26	10:00 am
	<i>LOCATION: Lake Tahoe Branch Library, 233 Warrior Way, Zephyr Cove</i>	
October	Tuesday, October 24	10:00 am
November	Tuesday, November 28	10:00 am
December	NO MEETING	



Director's Monthly Report for the Lake Tahoe Branch – November 2022

Prepared by Vanna Bells

➤ **Library Operations**

- The library hosted a Halloween Fright Night at the Lake location with twelve people in attendance. Thank you, Friends of the Library, for the financial support.
- The library hosted the Tiny Art Show reception with 28 people in attendance. There is discussion on having next year's Lake's reception earlier in the fall to avoid inclement weather. Thank you, Board of Trustees and Friends of the Library, in supporting this well-received community event.
- The library hosted the first Wellness Talk at the Lake with one person in attendance. Saturday's Wellness Talk in Minden is a repeat and is offered in a hybrid format: in-person and Zoom and had one person in attendance. Louise Whewell will offer a Wellness Series at both locations next year.
- The library has applied for a grant to enhance the technology at the Lake Tahoe Branch. The public copier, circulation computer, and additional equipment need upgrades in order to serve the public.
- Library Supervisor has been in contact with the Kahle Community pre-school, elementary school, middle/high school, and homeschooling groups to schedule class visits, storytimes etc. for next year. New Youth Supervisor Holly Traxler will be training and assisting Lake Staff. In early October, one high school English class of 12 students has visited the library, learned about electronic resources, and received library cards.
- Upcoming programs include:
 - Christmas Tree Lane in partnership with the Tahoe Chamber of Commerce
 - Gingerbread House Decorating sponsored by the Friends

➤ **Library Staff and Volunteers**

- Irene Gonzalez passed her one-year probation in October 2022 and Louise Whewell passed in November 2022.
- One volunteer specifically for the Lake Tahoe Branch has gone through the application process.



Director's Monthly Report for the Minden Branch – November 2022

Prepared by Laura Treinen and Veronica Hallam

➤ Library Operations

- The library hosted a Halloween Fright Night at the Minden location on Thursday, October 27th from 12:30pm-6pm. There was a costume contest, movies, and trick or treating. It was very well attended and there were a lot of patron compliments.
- The library hosted the Tiny Art Show at the Minden location on Friday, November 4th from 4-8pm. There was live music, food, wine and a caricature artist. The Library Director and Chairperson of the Library Board gave an introductory welcome and answered questions.
- The library was awarded a State Collection Development Grant for \$6,711. The award money will be used for library material for both the physical and digital collections.
- The bookmobile has now visited all elementary and middle schools in Douglas County at least once and has plans to continue these visits throughout the rest of the school year.
- The library merchandise store launched officially on Tuesday, November 15th. The proceeds will go towards helping to fund library programs.
- Upcoming programs include:
 - A new all ages Dungeons and Dragons program
 - Washoe Tribe historical and informational program hosted at the Minden location

➤ Library Staff

- The page interviews have been completed and two candidates have been selected. Human Resources is in the process of reviewing the selections before moving forward.
- Our new Youth Supervisor Holly Traxler started on Monday, October 31st.
- Sadly our Acquisitions Librarian Karen Fitzgerald will be retiring at the end of the year. She has been with the library for 28 years and will be greatly missed.



Redbubble Inc.
111 Sutter St, 17th fl
San Francisco, CA
94104 USA

Payment Voucher

Page 1 of 1
Date

Nov 15 2022

Paid To

Douglas County Public Library
1625 Library Ln
Minden
NV 89423
UNITED STATES

Item	Invoice Date	Amount
Bill #58492456	Oct 15 2022	3.02
Bill #58492456	Oct 15 2022	3.02
Bill #58492456	Oct 15 2022	3.02
Bill #58492456	Oct 15 2022	3.02
Bill #58492456	Oct 15 2022	3.02
Bill #58706801	Oct 26 2022	0.33
Bill #58706801	Oct 26 2022	0.33
Bill #58710366	Oct 26 2022	3.89
Bill #58710366	Oct 26 2022	4.56
Bill #58710366	Oct 26 2022	5.22
Bill #58710366	Oct 26 2022	2.90
Bill #58713144	Oct 27 2022	5.22
Bill #58738139	Oct 27 2022	0.42
Bill #58738139	Oct 27 2022	0.42
Bill #58738139	Oct 27 2022	0.21
Bill #58754549	Oct 28 2022	1.65
Bill #58754549	Oct 28 2022	6.05
Bill #59000535	Nov 09 2022	4.48
Bill #59023608	Nov 09 2022	2.83
Bill #59023608	Nov 09 2022	3.96
Bill #59023608	Nov 09 2022	3.38
Bill #59023608	Nov 09 2022	3.38
Bill #59023608	Nov 09 2022	1.78

Total US\$66.11

Library Director Goals - October 2022 to October 2023 (Rev.)

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. Manage the budget process and develop working relationships with Finance.
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.
 - a. Increase public library usage by 5%.
 - b. Complete modifications and improvements of the Pine Nut room to support expanded teen and young adult services.
 - c. Develop a comprehensive PR campaign including staff training on the development and execution of various marketing strategies.
 - d. Expand existing partnership and engagement with the Washoe Tribe to include participation in tribal events.

These goals have been revised based on suggestions the board made at the October 25, 2022 Library Board of Trustees meeting.