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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

January 18, 2023

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **January 24, 2023** 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 the election of Chair and Vice Chair of the Library Board of Trustees for 2023.
- 3. 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.

4. For possible action. Discussion on approval of the minutes of the November 29, 2022 regular meeting.
5. Consent Calendar.
Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.
 - a. For possible action. Approval of Gift fund claims
 - i. November 2022
 - ii. December 2022
 - iii. January 2023
6. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 11/30/2022
 - b. 12/31/2022
7. For possible action. Discussion and review of Library Grant Summary Report.
 - a. Grant Applications
 - i. American Library Association, Libraries Transform Communities Engagement Grant
 - ii. W K Kellogg Foundation
 - iii. ProQuest/Clarivate
 - iv. Dollar General
 - v. CostCo
 - vi. Walmart
 - vii. Target
 - viii. Other possible foundations
 - b. Grant Awards
 - i. Rotary Club of Minden, NV
 - ii. Nevada State Library, Federal 2022 LSTA Grant-In-Aid Award
8. For possible action. Discussion on the status of the Fiscal Year 23-24 tentative budget process, including but not limited to the tentative Library budget, possible augments and supplemental requests.
9. For discussion only. Director's monthly report on library operations and statistical report from staff.
10. 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.
11. 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 January 24, 2023 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 months of January and February. 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 2023 Annual Meeting	1/28/23	11:00 AM	Minden Library
Friends of the Library	2/13/23	4:00 PM	Minden Library

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
November 29, 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, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 9:03 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE OCTOBER 25, 2022 REGULAR MEETING.

MOTION/VOTE:

Trustee Rogers made a motion to approve the minutes of the October 25, 2022 regular meeting. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. October 2022
ii. 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

Vice Chairperson Kate Garrahan asked if the library keeps stats on the Mango languages usage and if the \$3,000 spent for this service is a good use of funds. Laura Treinen answered yes and that the stats are under the database sessions in the statistical report provided to the board. Director Timothy DeGhelder commented that the Rotary has contributed \$2,000 to help pay for the Mango subscription.

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

MOTION/VOTE:

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

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

a. 10/31/2022

Trustee Tattersall asked about the difference in percentage from the year to date transactions in Services and Supplies and Veronica Hallam stated that it is because of the encumbered funds for the library material purchase orders. Trustee Tattersall commented that even incorporating the encumbrances into the calculations the numbers still do not add up. Veronica indicated that she will look further into this with Finance.

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

MOTION/VOTE:

Trustee Doughty made a motion to approve the budget performance report. Trustee Rogers made a second and the motion carried unanimously with a 5-0 vote.

6. 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.

[Action]

Dr. Fred Steinmann presented an appendix to the strategic plan that was included in the packet, which provides a metrics system that will help to keep a record of the accomplishments made of the goals of the strategic plan. The board had a discussion with Fred on the probability of accomplishing the goals during the five year plan, recommendations were made and Fred will implement the changes to the measurement standards as an appendix to the strategic plan.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the appendix to the adopted strategic plan with the additions and corrections that the board recommended and that Fred will make. There being no public comment, Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

7. PRESENTATION AND DISCUSSION ON THE DOUGLAS COUNTY PUBLIC LIBRARY BUDGET PRIORITIES, INCLUDING SUPPLEMENTAL REQUESTS IN PREPARATION FOR FISCAL YEAR 2023-2024 BUDGET PLANNING PROCESS.

[Action]

Director DeGhelder presented the board a list of his thoughts for the 23-24 budget including supplemental requests and what that looks like with the strategic plan. He noted that this is just a discussion and the board can make any changes they want. He stated that to keep up with inflation he will ask for 10% more on all budget lines and ask the commissioners to increase the library material budget to match what it was the year before at \$210,000 as Trustee Rogers suggested. Tim noted that he will be requesting money for the purchase of furniture for the teen room, which is currently the Pine Nut room that holds the library's Nevada history books. He assured the board that the Nevada books will remain together in the library just in a different area of the library. He will ask for the higher dollar amount as a supplemental request under facilities. Other supplemental items the board discussed were cleaning up the library with interior painting, cleaning up the bathrooms, a new storage container and other building upgrades with an interior designer but will ask as a supplemental request under professional services not specific to an interior designer. Trustee Rogers commented that when the library asks the commissioners for these supplemental requests the library has to present it in a manner that they will understand and appreciate why the library needs these requests. Tim discussed with the board developing a marketing program for the library and possibly hiring someone who can come in to lead and educate staff on marketing strategies. This will also be a request under professional services. The board suggested asking for up to \$100,000 for professional services.

Tim added that he would like to request funding for staff development which is part of the strategic plan. This will allow the library to send staff to conferences and other trainings that perhaps will help with the marketing aspects for the library and to help with new programs which Tim will be asking for more funding. Trustee Tattersall suggested requesting \$5,000 for staff development. With these ideas and suggestions, Tim stated that he will put the library budget together keeping in mind the strategic plan that the community helped develop and introducing the strategic plan to the commissioners and why the library is asking for the budget presented.

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

8. 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. [Action]

In regards to the closure of the library on Veteran's day on Saturday, Trustee Rogers was concerned about Saturday staff having to take their own personal leave when the library is closed on Saturday as well as being compliant with county policy and not being available to the public. Director DeGhelder explained that staff can take flex time and Saturday staff don't mind taking personal leave or making up the time when the library is closed in observance of a holiday. He commented that it shows more respect to the community in regards to honoring Veteran's Day and closing the library on Saturday, the day of Veteran's Day, by honoring those who have served and are serving our country. Trustee Rogers stated that she would like to have the statement that staff will make up their time on the bottom of the library's holiday schedule. Deputy District Attorney Cynthea Gregory noted that the schedule is for public knowledge only and the statement isn't necessary to be on the document as staff is aware of the procedures when the library is closed on a Saturday.

MOTION/VOTE:

Trustee Doughty made a motion to approve the library public calendar as presented by the director. There being no public comment, Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

9. DISCUSSION ON APPROVING A SCHEDULE FOR THE LIBRARY BOARD OF TRUSTEES MEETING DATES, TIMES AND LOCATIONS FOR CALENDAR YEAR 2023. [Action]

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

MOTION/VOTE:

Trustee Rogers made a motion to approve the proposed meeting dates for 2023. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

The meeting recessed at 10:15 A.M.

The meeting resumed at 10:19 A.M.

10. 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. [Action]

Director DeGhelder explained that the county's purchasing policy states that if a project is anticipated to be under \$100,000 the department is to obtain three separate bids for that project. He stated that the library received three bids for flooring replacement and one was under \$100,000. If the library chooses to go with the bid that was under \$100,000 then the library can move forward with the project. If the choice is to select the bid that is over \$100,000 then the process would have to be restarted with formal advertising and sealed bids and that could push the project further out. He stated that he would like to start the project the last week in January. He noted that the company that bid under \$100,000 has a good reputation and has done other projects within the county. Trustee Doughty asked if the bid includes everything that the library wanted that company to do and Tim answered yes and noted that staff will remove and replace the books on the shelves. Trustee Doughty asked where the excess funds will go because the library allocated for \$120,000. Deputy District Attorney Gregory stated that the board could ask for the extra funds to be applied to the supplemental material for the upcoming year. She clarified that it is not the county's policy that if the bid is over \$100,000 the library would have to rebid, it is in the NRS so it's a state requirement that the library would have to go out and do the formal advertising and obtain sealed bids. She noted that the library has approved allocated funds for shelving and that the excess funds from the flooring could go towards that. She stated that she understands that the company that bid under is Sierra Flooring and it would be appropriate for the board to vote to approve them as a vendor at the bid they provided.

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

The board confirmed that on record the board already approved closing the library at Tim's discretion.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve Sierra Flooring to do the work at the library for the amount of their bid. Trustee Rogers made a second and the motion carried unanimously with a 5-0 vote.

11. 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.

At this time the new Youth Library Supervisor Holly Traxler introduced herself to the board. Referring to the revised goals of the Library Director that was included in the packet, Trustee Tattersall noted some errors and made some corrections.

12. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Trustee Tattersall stated that she will be resigning from the library board effective December 31st.

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

MEETING ADJOURNED AT 10:35 A.M.

UNAPPROVED

*Lib. Board of Trustees Mtg 1/24/23
Consent Calendar
Agenda Item 5a*

Gift Fund Claims
November / December 2022 / January 2023

*Baker & Taylor	2 nd Wednesday Book Group	PO0093	\$ 317.75
Do Co Procurement Program	Items to display from the Redbubble Merchandise store	04305	\$ 103.56
*DoCo Procurement Program	Items for Science Club; gift cards for Employee Recognition	04311	\$ 98.00
*DoCo Procurement Program	Items for Adult Crafters' Club	04312	\$ 153.85
*DoCo Procurement Program	Items for Gingerbread House Decorating; items for Tahoe Chamber's Holiday Tree Lane	04313	\$ 251.73
Petty Cash	Space heater for Director's Office	04324	\$ 22.99
DoCo Procurement Program	Items for The Council Meeting	04335	\$ 40.36
DoCo Procurement Program	Supplies for Science Club	04336	\$ 19.22
*DoCo Procurement Program	Items for Gingerbread House Decorating	04337	\$ 3.54
DoCo Procurement Program	Supplies for book repair machine	04338	\$ 31.26
*Baker & Taylor	DLT Book Club	PO0093	\$ 572.66
Amazon	Supplies for storytime crafting; Material for Dungeons & Dragons	04341	\$ 132.26

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

1/17/2023

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 (FOL)
Do Co Procurement Program	4158	7/5/2022	104.63			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 carvases for Tiny Art Show
Conservation Ambassadors, Inc	4181	7/25/2022	850.00			SRP Wild Things Performance Finale, 7/28/2022 (FOL)
Amazon	4196	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	8/16/2022	35.58		103.92	\$103.92 Director event Tiny Art Show; \$35.58 items for movie showings
Amazon	4210	8/19/2022			311.78	Director event Tiny Art Show
Amazon	4218	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 (yarn 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	4285	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; \$154.48 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)
Baker & Taylor	PO0093	11/30/2022	317.75			2nd Wednesday Book Group (FOL)
Do Co Procurement Program	4305	11/28/2022			103.56	Merchandise to display from the library's Redbubble store. All proceeds go to the Friends of the Library.
Do Co Procurement Program	4311	11/30/2022	23.00		75.00	\$23 items for Science Club (FOL); \$75 gift cards for employee recognition
Do Co Procurement Program	4312	11/30/2022	153.85			Items for Adult Crafters' Club
Do Co Procurement Program	4313	11/30/2022	202.73		49.00	\$202.73 items for Gingerbread House Decorating (FOL); \$49 items for Tahoe Chamber's Holiday Tree Lane
Petty Cash	4324	12/28/2022			22.99	\$22.99 Tim D space heater
Do Co Procurement Program	4335	1/11/2023	40.38			Items for The Council meeting
Do Co Procurement Program	4336	1/11/2023	19.22			Items for Science Club
Do Co Procurement Program	4337	1/11/2023	3.54			\$7.50, \$18.98, (\$22.94) Items for Gingerbread House Decorating (FOL)
Do Co Procurement Program	4338	1/11/2023			31.26	Supplies for book repair machine
Baker & Taylor	PO0093	1/13/2023	572.66			\$572.66 DLT Book Club (FOL)
Amazon	4341	1/14/2023	132.26			\$82.41 gluesticks and construction paper; \$49.85 DnD program materials (rulebooks)
						Grand Total:
TOTALS			7,376.61	4,926.18	3,856.95	\$16,159.74
			Programs	Materials	All others	\$16,159.74

Lib. Board of Trustees Mtg 1/24/23

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 11/30/2022

% of Fiscal Year

37.0%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$73,951	\$338,959	33%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$36,505	\$165,084	34%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$553,514	\$124,034	\$30,139	\$204,089	\$231,974	64%

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 Request

Fiscal Year to Date 11/30/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	62,251.96	.00	289,622.37	777,722.63	28	199,146.02
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	17,659.20
511.169	Comp Payout	.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	7,325.76	.00	13,569.92	(13,569.92)	+++	9,863.36
511.172	Comp Paid	.00	.00	.00	420.82	.00	2,549.84	(2,549.84)	+++	3,144.00
511.173	Vacation	.00	.00	.00	1,702.66	.00	22,739.31	(22,739.31)	+++	28,688.17
511.174	Sick	.00	.00	.00	2,250.17	.00	10,472.37	(10,472.37)	+++	6,469.46
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$1,017,345.00	\$0.00	\$1,017,345.00	\$73,951.37	\$0.00	\$338,959.98	\$678,386.02	33%	\$265,125.97
<i>Employee Benefits</i>										
511.181	Retirement	293,318.00	.00	293,318.00	21,782.55	.00	99,086.99	194,231.01	34	69,762.39
511.182	Workers Comp	23,184.00	.00	23,184.00	1,650.24	.00	7,900.78	15,283.22	34	6,482.40
511.183	Group Insurance	143,301.00	.00	143,301.00	10,925.50	.00	48,142.40	95,158.60	34	38,777.84
511.184	Unemployment	5,125.00	.00	5,125.00	375.85	.00	1,789.17	3,335.83	35	1,335.20
511.186	Medicare	14,836.00	.00	14,836.00	1,041.48	.00	4,774.42	10,061.58	32	3,674.95
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	595.00	425.00	58	425.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	559.00	.00	2,795.00	3,913.00	42	2,795.00
<i>Employee Benefits Totals</i>		\$488,142.00	\$0.00	\$488,142.00	\$36,504.62	\$0.00	\$165,083.76	\$323,058.24	34%	\$123,252.78
<i>Services & Supplies</i>										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	159.73	.00	2,498.07	(2,498.07)	+++	1,017.05
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	21,313.11
520.055	Telephone Expense	.00	.00	.00	.00	.00	2,116.78	(2,116.78)	+++	5,874.07
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	535.98	.00	1,839.95	(67.95)	104	1,446.95
520.064	Travel	1,000.00	.00	1,000.00	257.75	.00	631.88	368.12	63	665.69



Library Expense Budget Performance Request

Fiscal Year to Date 11/30/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	514.00	59.83	.00	.00	350.15	163.85	68	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	21,703.00	859.23	.00	.00	14,227.16	7,475.84	66	1,978.24
520.088	Utilities	27,113.00	.00	27,113.00	27,113.00	1,766.56	.00	.00	12,678.10	14,434.90	47	12,470.28
520.097	Maint B&G	3,000.00	.00	3,000.00	3,000.00	.00	.00	.00	370.04	2,629.96	12	3,400.94
520.098	Janitorial Services	30,297.00	.00	30,297.00	30,297.00	7,868.00	19,034.80	.00	12,944.00	(1,681.80)	106	10,152.00
520.107	Maint Equip	4,855.00	.00	4,855.00	4,855.00	.00	.00	.00	21.98	4,833.02	0	1,392.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	5,610.00	468.00	.00	.00	2,340.00	3,270.00	42	760.32
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	527.00	.00	.00	.00	1,328.95	(801.95)	252	469.70
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	7,034.00	279.44	.00	.00	1,117.76	5,916.24	16	860.12
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	50,189.00	.00	.00	.00	12,547.00	37,642.00	25	8,716.25
520.169	EMRB Assessment	70.00	.00	70.00	70.00	.00	.00	.00	.00	70.00	0	.00
520.170	Memberships	.00	.00	.00	.00	635.00	.00	.00	635.00	(635.00)	+++	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	893.12
520.200	Training & Education	1,000.00	.00	1,000.00	1,000.00	.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	4,200.00	129.97	.00	.00	649.85	3,550.15	15	1,499.80
521.100	Professional Services	10,000.00	.00	10,000.00	10,000.00	2,140.56	.00	.00	3,293.56	6,706.44	33	395.00
521.134	Cataloging	20,000.00	.00	20,000.00	20,000.00	674.80	2,514.10	.00	9,749.61	7,736.29	61	4,354.93
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	145,174.00	.00	.00	.00	36,293.50	108,880.50	25	39,780.75
530.001	Circulation Supplies	1,500.00	.00	1,500.00	1,500.00	100.99	.00	.00	244.36	1,255.64	16	87.08
532.003	Gas & Oil	4,200.00	.00	4,200.00	4,200.00	120.50	.00	.00	1,277.02	2,922.98	30	1,428.27
532.054	Library Materials-Books	126,756.00	117,323.00	244,079.00	244,079.00	12,194.98	177,474.71	.00	78,654.83	(12,050.54)	105	77,319.46
532.057	Processing Materials	11,000.00	.00	11,000.00	11,000.00	850.51	5,065.60	.00	3,290.16	2,644.24	76	2,676.11
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	1,200.00	496.16	.00	.00	1,616.01	(416.01)	135	455.06
533.802	Small Equipment	500.00	.00	500.00	500.00	18.79	.00	.00	252.64	247.36	51	94.02
533.813	Office Products Program	5,100.00	.00	5,100.00	5,100.00	486.43	.00	.00	1,182.27	3,917.73	23	1,207.38
533.817	Small Projects	.00	.00	.00	.00	.00	.00	.00	235.74	(235.74)	+++	524.53
540.010	Grants-Services & Supplies	.00	6,711.00	6,711.00	6,711.00	.00	.00	.00	22,454.00	(15,743.00)	335	18,746.00
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	.00	36.14	.00	.00	169.68	(169.68)	+++	136.34
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$553,514.00	\$124,034.00	\$677,548.00	\$677,548.00	\$30,139.35	\$204,089.21	\$231,973.90	\$241,484.89	\$241,484.89	64%	\$221,293.42
<i>Capital Outlay/Projects</i>												
562.000	Capital Projects	.00	220,000.00	220,000.00	220,000.00	.00	.00	.00	.00	220,000.00	0	.00
<i>EXPENSE TOTALS</i>		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$2,403,035.00	\$140,595.34	\$204,089.21	\$736,016.64	\$1,462,929.15	\$1,462,929.15	39%	\$609,672.17
<i>Department 804 - Library Totals</i>		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$2,403,035.00	\$140,595.34	\$204,089.21	\$736,016.64	\$1,462,929.15	\$1,462,929.15	39%	\$609,672.17
<i>Fund 2.24 - Library Totals</i>		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$2,403,035.00	\$140,595.34	\$204,089.21	\$736,016.64	\$1,462,929.15	\$1,462,929.15	39%	\$609,672.17
<i>Grand Totals</i>		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$2,403,035.00	\$140,595.34	\$204,089.21	\$736,016.64	\$1,462,929.15	\$1,462,929.15	39%	\$609,672.17



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 11/30/22
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	67,112.00	67,112.00	2,467.11	953.33	15,827.02	50,331.65	25	16,406.14
	<i>Services & Supplies Totals</i>	\$0.00	\$67,112.00	\$67,112.00	\$2,467.11	\$953.33	\$15,827.02	\$50,331.65	25%	\$16,406.14
	EXPENSE TOTALS	\$0.00	\$67,112.00	\$67,112.00	\$2,467.11	\$953.33	\$15,827.02	\$50,331.65	25%	\$16,406.14
Department 800 - Library Gift Fund Totals		\$0.00	(\$67,112.00)	(\$67,112.00)	(\$2,467.11)	(\$953.33)	(\$15,827.02)	(\$50,331.65)	25%	(\$16,406.14)
Fund 235 - Library Gift Fund Totals		\$0.00	\$67,112.00	\$67,112.00	\$2,467.11	\$953.33	\$15,827.02	\$50,331.65		\$16,406.14
Grand Totals		\$0.00	\$67,112.00	\$67,112.00	\$2,467.11	\$953.33	\$15,827.02	\$50,331.65		\$16,406.14



Gift Fund Trial Balance Listing

Through 11/30/22
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	23,395.67	14,753.66	76,784.98	72,788.27
101.090	Investment-FMV Adjust	(1,445.96)	.00	1,327.37	(2,773.33)	1,102.75
121.100	Interest Receivable	251.57	428.72	392.27	288.02	320.73
155.000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$24,195.22	\$18,411.32	\$74,299.67	\$74,211.75
<i>Current Liabilities</i>						
202.000	Accounts Payable	(1,404.28)	14,268.39	13,789.00	(924.89)	(244.55)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$14,268.39	\$13,789.00	(\$924.89)	(\$244.55)
<i>Fund Balance</i>						
253.000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)	(70,784.01)
	<i>Fund Balance Totals</i>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$70,784.01)



Gift Fund Income Statement

Through 11/30/22
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	1,199.40	22,891.19	(22,891.19)	+++	19,225.71
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$1,319.90	\$22,090.31	(\$22,090.31)	+++	\$19,589.33
	Department 000 - Revenue Totals	\$67,112.00	\$1,319.90	\$22,090.31	\$45,021.69	33%	\$19,589.33
	REVENUE TOTALS	\$67,112.00	\$1,319.90	\$22,090.31	\$45,021.69	33%	\$19,589.33
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	67,112.00	2,467.11	15,827.02	51,284.98	24	16,406.14
	<i>Services & Supplies Totals</i>	\$67,112.00	\$2,467.11	\$15,827.02	\$51,284.98	24%	\$16,406.14
	Department 800 - Library Gift Fund Totals	\$67,112.00	\$2,467.11	\$15,827.02	\$51,284.98	24%	\$16,406.14
	EXPENSE TOTALS	\$67,112.00	\$2,467.11	\$15,827.02	\$51,284.98	24%	\$16,406.14
Grand Totals							
	REVENUE TOTALS	67,112.00	1,319.90	22,090.31	45,021.69	33%	19,589.33
	EXPENSE TOTALS	67,112.00	2,467.11	15,827.02	51,284.98	24%	16,406.14
	Grand Total Net Gain (Loss)	\$0.00	(\$1,147.21)	\$6,263.29	\$6,263.29	+++	\$3,183.19

Lib. Board of Trustees Mtg 1/24/23

Agenda Item #6b

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 12/31/2022

% of Fiscal Year

43.8%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$118,362	\$457,321	45%

19

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$51,390	\$216,474	44%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$553,514	\$124,034	\$59,100	\$200,675	\$291,074	73%

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 12/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library											
Department 804 - Library											
EXPENSE											
<i>Salaries & Wages</i>											
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	94,299.68	.00	383,922.05	633,422.95	38	262,303.40	
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00	
511.167	Vacation Payout	.00	.00	.00	3,014.62	.00	3,014.62	(3,014.62)	+++	17,659.20	
511.169	Comp Payout	.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	7,606.24	.00	21,176.16	(21,176.16)	+++	17,234.72	
511.172	Comp Paid	.00	.00	.00	589.17	.00	3,139.01	(3,139.01)	+++	3,851.39	
511.173	Vacation	.00	.00	.00	9,066.55	.00	31,805.06	(31,805.06)	+++	33,699.14	
511.174	Sick	.00	.00	.00	3,785.64	.00	14,258.01	(14,258.01)	+++	7,592.91	
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00	
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00	
<i>Salaries & Wages Totals</i>		\$1,017,345.00	\$0.00	\$1,017,345.00	\$118,361.90	\$0.00	\$457,320.88	\$560,024.12	45%	\$342,496.52	
<i>Employee Benefits</i>											
511.181	Retirement	293,318.00	.00	293,318.00	33,963.03	.00	133,050.02	160,267.98	45	91,512.15	
511.182	Workers Comp	23,184.00	.00	23,184.00	2,550.85	.00	10,451.63	12,732.37	45	8,406.29	
511.183	Group Insurance	143,301.00	.00	143,301.00	11,867.06	.00	60,009.46	83,291.54	42	46,939.58	
511.184	Unemployment	5,125.00	.00	5,125.00	599.00	.00	2,388.17	2,736.83	47	1,724.22	
511.186	Medicare	14,836.00	.00	14,836.00	1,681.09	.00	6,455.51	8,380.49	44	4,760.85	
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	765.00	255.00	75	510.00	
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00	
511.201	PBSC-Ret,Medical	6,708.00	.00	6,708.00	559.00	.00	3,354.00	3,354.00	50	3,354.00	
<i>Employee Benefits Totals</i>		\$488,142.00	\$0.00	\$488,142.00	\$51,390.03	\$0.00	\$216,473.79	\$271,668.21	44%	\$157,207.09	
<i>Services & Supplies</i>											
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00	
520.029	Program Underwriting	.00	.00	.00	.00	.00	2,498.07	(2,498.07)	+++	1,373.05	
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	23,382.89	
520.055	Telephone Expense	.00	.00	.00	.00	.00	2,116.78	(2,116.78)	+++	6,143.33	
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	1,839.95	(67.95)	104	1,714.94	
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	631.88	368.12	63	665.69	



Library Expense Budget Performance Report

Fiscal Year to Date 12/31/22
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	324.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	89.73	.00	439.88	439.88	74.12	86	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,937.94	.00	16,165.10	16,165.10	5,537.90	74	2,472.80
520.088	Utilities	27,113.00	.00	27,113.00	3,891.69	.00	16,569.79	16,569.79	10,543.21	61	15,682.46
520.097	Maint B&G	3,000.00	.00	3,000.00	.00	.00	370.04	370.04	2,629.96	12	3,456.78
520.098	Janitorial Services	30,297.00	.00	30,297.00	2,665.00	16,369.80	15,609.00	15,609.00	(1,681.80)	106	12,690.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	21.98	21.98	4,833.02	0	2,664.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	.00	.00	2,340.00	2,340.00	3,270.00	42	840.90
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	1,328.95	1,328.95	(801.95)	252	469.70
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	169.99	.00	1,287.75	1,287.75	5,746.25	18	1,782.81
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	12,547.00	.00	25,094.00	25,094.00	25,095.00	50	18,081.00
520.169	EM&B Assessment	70.00	.00	70.00	.00	.00	.00	.00	70.00	0	.00
520.170	Memberships	.00	.00	.00	.00	.00	635.00	635.00	(635.00)	+++	12.99
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	.00	+++	1,048.24
520.200	Training & Education	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	129.97	.00	779.82	779.82	3,420.18	19	1,974.72
521.100	Professional Services	10,000.00	.00	10,000.00	.00	.00	3,293.56	3,293.56	6,706.44	33	3,728.33
521.134	Cataloging	20,000.00	.00	20,000.00	.00	2,468.50	9,749.61	9,749.61	7,781.69	61	4,949.64
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	36,293.50	.00	72,587.00	72,587.00	72,587.00	50	79,561.50
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	244.36	244.36	1,255.64	16	87.08
532.003	Gas & Oil	4,200.00	.00	4,200.00	251.03	.00	1,528.05	1,528.05	2,671.95	36	1,664.64
532.054	Library Materials-Books	126,756.00	117,323.00	244,079.00	54.99	176,952.13	78,709.82	78,709.82	(11,582.95)	105	92,544.35
532.057	Processing Materials	11,000.00	.00	11,000.00	176.73	4,884.20	3,466.89	3,466.89	2,648.91	76	3,090.98
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	929.17	.00	2,545.18	2,545.18	(1,345.18)	212	486.98
533.802	Small Equipment	500.00	.00	500.00	.00	.00	252.64	252.64	247.36	51	94.02
533.813	Office Products Program	5,100.00	.00	5,100.00	165.24	.00	1,347.51	1,347.51	3,752.49	26	1,413.34
533.817	Small Projects	.00	.00	.00	(235.74)	.00	.00	.00	.00	+++	559.87
540.010	Grants-Services & Supplies	.00	6,711.00	6,711.00	.00	.00	22,454.00	22,454.00	(15,743.00)	335	21,600.85
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	34.02	.00	203.70	203.70	(203.70)	+++	169.97
545.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Services & Supplies Totals		\$553,514.00	\$124,034.00	\$677,548.00	\$59,100.26	\$200,674.63	\$291,074.16	\$291,074.16	\$185,799.21	73%	\$305,586.70
Capital Outlay/Projects											
562.000	Capital Projects	.00	220,000.00	220,000.00	.00	98,800.00	.00	.00	121,200.00	45	.00
Capital Outlay/Projects Totals		\$0.00	\$220,000.00	\$220,000.00	\$0.00	\$98,800.00	\$0.00	\$0.00	\$121,200.00	45%	\$0.00
EXPENSE TOTALS		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$228,852.19	\$299,474.63	\$964,868.83	\$964,868.83	\$1,138,691.54	53%	\$805,290.31
Department 804 - Library Totals		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$228,852.19	\$299,474.63	\$964,868.83	\$964,868.83	\$1,138,691.54	53%	\$805,290.31
Fund 224 - Library Totals		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$228,852.19	\$299,474.63	\$964,868.83	\$964,868.83	\$1,138,691.54	53%	\$805,290.31
Grand Totals		\$2,059,001.00	\$344,034.00	\$2,403,035.00	\$228,852.19	\$299,474.63	\$964,868.83	\$964,868.83	\$1,138,691.54		\$805,290.31



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 12/31/22
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	67,112.00	67,112.00	258.73	953.33	16,085.75	50,072.92	25	19,233.55
	Services & Supplies Totals	\$0.00	\$67,112.00	\$67,112.00	\$258.73	\$953.33	\$16,085.75	\$50,072.92	25%	\$19,233.55
	EXPENSE TOTALS	\$0.00	\$67,112.00	\$67,112.00	\$258.73	\$953.33	\$16,085.75	\$50,072.92	25%	\$19,233.55
	Department 800 - Library Gift Fund Totals	\$0.00	(\$67,112.00)	(\$67,112.00)	(\$258.73)	(\$953.33)	(\$16,085.75)	(\$50,072.92)	25%	(\$19,233.55)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$67,112.00	\$67,112.00	\$258.73	\$953.33	\$16,085.75	\$50,072.92		\$19,233.55
	Grand Totals	\$0.00	\$67,112.00	\$67,112.00	\$258.73	\$953.33	\$16,085.75	\$50,072.92		\$19,233.55



Gift Fund Trial Balance Listing

Through 12/31/22
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	28,461.33	15,937.28	80,667.02	73,860.32
101.090	Investment-FMV Adjust	(1,445.96)	.00	1,327.37	(2,773.33)	158.09
121.100	Interest Receivable	251.57	477.50	392.27	336.80	279.11
155.000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$29,309.66	\$19,594.94	\$78,230.49	\$74,297.52
<i>Current Liabilities</i>						
202.000	Accounts Payable	(1,404.28)	15,193.28	13,789.00	.00	(2,737.43)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$15,193.28	\$13,789.00	\$0.00	(\$2,737.43)
<i>Fund Balance</i>						
253.000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)	(70,784.01)
	<i>Fund Balance Totals</i>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$70,784.01)



Gift Fund Income Statement

Through 12/31/22
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	Donabons	.00	5,065.66	27,956.85	(27,956.85)	+++	20,537.46
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$5,114.44	\$27,204.75	(\$27,204.75)	+++	\$20,009.63
	Department 000 - Revenue Totals	\$67,112.00	\$5,114.44	\$27,204.75	\$39,907.25	41%	\$20,009.63
	REVENUE TOTALS	\$67,112.00	\$5,114.44	\$27,204.75	\$39,907.25	41%	\$20,009.63
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	67,112.00	258.73	16,085.75	51,026.25	24	19,233.55
	<i>Services & Supplies Totals</i>	\$67,112.00	\$258.73	\$16,085.75	\$51,026.25	24%	\$19,233.55
	Department 800 - Library Gift Fund Totals	\$67,112.00	\$258.73	\$16,085.75	\$51,026.25	24%	\$19,233.55
	EXPENSE TOTALS	\$67,112.00	\$258.73	\$16,085.75	\$51,026.25	24%	\$19,233.55
	Grand Totals						
	REVENUE TOTALS	67,112.00	5,114.44	27,204.75	39,907.25	41%	20,009.63
	EXPENSE TOTALS	67,112.00	258.73	16,085.75	51,026.25	24%	19,233.55
	Grand Total Net Gain (Loss)	\$0.00	\$4,855.71	\$11,119.00	\$11,119.00	+++	\$776.08

Grant Procedures

1/17/2023

Douglas County Grants Administrator Debbie Swickard: All County departments must follow the Douglas County Grant Process. The Douglas County Public Library will notify the Board of Trustees when staff are pursuing grants prior to submitting grant applications. Depending on the grant opportunity, the grant may be subject to Internal Review Committee (IRC) and Board of County Commissioners (BOCC) consent in addition to the Board of Trustees. The Douglas County Public Library will be working with the Grants Administrator to ensure transparency and due diligence.

In addition to grant opportunities, when library staff are asking for cash or donations from foundations, corporations, or other entities, the Board of Trustees will be notified.

Grant Opportunities

Dollar General (Corporate)

<https://www.dgliteracy.org/grant-programs/?#summer-reading>

SUMMER READING - These grants support the creation or expansion of summer reading programs. Local nonprofit organizations, schools and libraries are eligible to apply if their programs meet the following criteria:

Target Pre-K – 12th grade students who are new readers

Target below grade level readers

Assist readers with learning disabilities

Click here to apply for a 2023 Summer Reading grant.

Deadline to apply: February 16, 2023 (by 10 pm CST)

Grant announcement: May 11, 2023

Maximum grant amount: \$3,000

United Way/ Northern Nevada Reading Coalition (Donation)

<https://www.uwnns.org/ReadingCoalition>

The Reading Coalition's Work

Focused on the primary goal of improving the ability of northern Nevada children to read and write by the end of grade three, the Reading Coalition has targeted its energies in several key directions:

Focusing on early childhood education from birth to five years old. Children who enter kindergarten with poor early literacy skills tend to be poor readers in first grade and even into high school.

- Engaging parents and families through various programs to help their children with early literacy skills such as vocabulary, knowledge of the alphabet, and interest in stories.
 - Improving attendance in the classroom.
 - Making summer a rich time for reading at home by providing books, reading materials, and library cards.
 - The Coalition has galvanized community leaders in prioritizing early childhood literacy as a key strategy to meet the needs of Nevada's future workforce and to put into action their commitment through advocacy and fundraising. It has created an environment of cooperation and information sharing among a wide number of organizations.
 - If you're interested in learning more about the Northern Nevada Reading Coalition, please email us at communityimpact@uwnns.org.
-

Libraries Transform Communities: Engagement Grant (ALA)

<https://www.ala.org/tools/programming/LTCEG>

The Libraries Transform Communities Engagement Grant is an annual grant to recognize, promote, and support innovative and meaningful community engagement efforts in libraries. For the 2022-2023 cycle, libraries are invited to submit applications for a community engagement project that focuses on connection and reconnection with your community. Your project can be a collaboration with an audience that has not frequented your library in the past or an audience that has not used the library recently (for example, because of the pandemic). Libraries should work collaboratively with community members and at least one partner organization to develop a project that addresses a local issue and builds upon community assets. Please note that, while projects should be community-driven, they must be spearheaded by the library.

Two libraries will be selected to receive \$2,000 to advance their community engagement efforts. The grant period may be one to two years in length.

Deadline for Submission: February 1, 2023 by 11:59 pm (CST)

Award Notification Date: March 15, 2023

Walmart

<https://walmart.org/open-applications>

Local Community grants range from a minimum of \$250 to a maximum of \$5,000.

There are eight (8) areas of funding for which an organization can apply. Please review the areas listed below to ensure your organization's goals fall within one of these areas.

- **Community and Economic Development:** Improving local communities for the benefit of low-income individuals and families in the local service area
- **Diversity and Inclusion:** Fostering the building of relationships and understanding among diverse groups in the local service area
- **Education:** Providing afterschool enrichment, tutoring or vocational training for low-income individuals and families in the local service area
- **Environmental Sustainability:** Preventing waste, increasing recycling, or supporting other programs that work to improve the environment in the local service area
- **Health and Human Service:** Providing medical screening, treatment, social services, or shelters for low-income individuals and families in the local service area
- **Hunger Relief and Healthy Eating:** Providing Federal or charitable meals/snacks for low-income individuals and families in the local service area
- **Public Safety:** Supporting public safety programs through training programs or equipment in the local service area

- **Quality of Life: Improving access to recreation, arts or cultural experiences for low-income individuals and families in the local service area**
-

Costco

<https://www.costco.com/charitable-giving.html>

Costco Wholesale's primary charitable efforts specifically focus on programs supporting children, education, and health and human services in the communities where we do business. Up to \$5,000.

Organizations must:

- **Must be a 501(c)(3) nonprofit organization**
 - **Focus on supporting children, education, and/or health and human services**
 - **Monetary requests only**
-

There are other corporate grants/donations out there but the above serve as a selective example.

Grant	Foundation (s)	Type	Estimated Cost	Submission Deadline
Community Storywalk	ALA - Libraries transform Communities Engagement Grant W K Kellogg Foundation ProQuest/Clarivate	Federal Corporate	\$17,662	2/16/2023
Summer Reading - Book giveaways (300 books)	United Way/Northern Nevada reading Coalition	Donation/Charity	\$3,000	
Summer Reading - 500 Badge Books	Dollar General, CostCo, Walmart, Target, etc..	Corporate	\$3,000	2/16/2023
Summer Reading - Programming : Conservation Ambassadors DLC/DLT June 2023	Dollar General, CostCo, Walmart, Target, etc.. Friends of the Library	Corporate Charity	\$1,500	
Summer Reading - Programming : Pioneer Center for the Performing Arts August Finale	Dollar General, CostCo, Walmart, Target, etc.. Friends of the Library	Corporate Charity	\$500	
Summer Reading - Crafting Kit Supplies	Dollar General, CostCo, Walmart, Target, etc.. Friends of the Library	Corporate Charity	\$750	
Summer Reading - Prizes and Grand Prizes for 0-18 and Homeschool families	Dollar General, CostCo, Walmart, Target, etc.. Friends of the Library	Corporate Charity	\$750	
Kindness Rocks Program	Dollar General, CostCo, Walmart, Target, etc.. Friends of the Library	Corporate Charity	\$500	
Estimated Maximum Total			\$27,662	

Rotary

Rotary Club of Minden, Nevada



Tim DeGhelder
Douglas County Public Library
1625 Library Lane
Minden, NV. 89423
Timothy.deghelder@douglas.lib.nv.us

January 3, 2023

Dear Mr. Deghelder:

Thank you for entering a Grant request with the Minden Rotary Club. We had 17 entries for grants for this time period. As you can probably appreciate the vetting of this many grants to decide on what projects to fund with our limited funds was a challenge.

The grant committee found your project worth funding. You, or your representative, should plan on attending the Rotary meeting @ 12pm on January 26, 2023 to be held at the COD Casino bingo room. Please be prepared to make a short presentation (5 minutes) on your project and how it will help the community especially children at risk. Lunch will be provided. Your grant award is \$2000 and it will be awarded at the meeting.

Yours in Rotary

Sam Steele
Rotary Club of Minden Foundation



NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS

Nevada Department of Administration
100 North Stewart Street
Carson City, NV 89701



Federal 2022 LSTA GRANT-IN-AID AWARD

Sub-Grantee: Douglas County Public Library

Address: 1625 Library Lane, Minden, NV 89423

UEI: KE5GF37F6F95

Project Title: Lake Tahoe Branch Self-Service Center

Grant Number: 2022-08

P/P# or CFDA #: 45310-22

Sub-Award Project dates: January 1, 2023-August 31, 2023

General

- I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLAPR Five Year Plan and federal LSTA goals. The approved grant application submitted by the sub-grantee becomes part of this agreement.
- II. The sub-grantee may not obligate or encumber grant funds prior the effective date of this agreement. Funds may not be obligated or encumbered after August 31, 2023.
- III. All unexpended grant funds must be returned to the Nevada State Library, Archives and Public Records

Grant Amounts and Reimbursement Procedures

- I. Total Amount of Federal funds obligated for this project: **\$5,900**
- II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLAPR Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds before the effective date of this agreement or after August 31, 2023.
- IV. Funds for the grant project are authorized according to the final application budget; required match is at least 10%.

Request for Fiscal and/or Programmatic Changes

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLAPR. All requests for changes must be received on or before June 30, 2023. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

- I. Fiscal Changes must have a Budget Revision for any of the following conditions:
 - a. Transfers of grant funds among budget categories that exceed ten (10) percent of a budget category;
 - b. A transfer of funds into a budget category that currently equals zero (\$0);
 - c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.
- II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is no associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

Reporting Requirements

The sub-grantee is responsible for submitting periodic reports that reflect the sub-grantee's level of performance for the approved grant application.

Reports will be due as follows:

Reporting period
Final Report

Report Due date
October 31, 2023

Assurances and Conditions

- I. The sub-grantee will complete and sign all required certifications and assurances.
- II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2018 - 2022, to be submitted on January 31, 2024. The sub-grantee will maintain their records through January 31, 2027.
- III. The sub-grantee accepts that any duly authorized representative of NSLAPR, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of this sub-grant.
- IV. This sub-grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this sub-grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this sub-grant, and the sub-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 federal sources is not appropriated or is withdrawn, limited, or impaired.

Name of Federal awarding agency: Institute of Museum and Library Services	
Name of recipient: Nevada State Library, Archives and Public Records, Nevada Department of Administration	
Recipient Unique Entity Identifier: CS7KXL4DQMN5	
CFDA Name: LSTA Grants to States	CFDA Number: 45.310
Federal Award ID Number (FAIN): LS-252472-OLS-22	Federal Award Date: April 8, 2022
Total Amount of Federal Award: \$ 1,996,617	Research & Development: No
Period of Performance Start Date: Oct. 1, 2021	Indirect Cost Rate: 0.0
Period of Performance End Date: Sept. 30, 2023	

Contact Information

Question or concerns about an LSTA project should be directed to:

Sulin Jones/LSTA Coordinator
 Nevada State Library, Archives and Public Records
 (775) 684-3340 / Fax (775) 684-3311
 E-mail: sulinjones@admin.nv.gov or nslaprsta@admin.nv.gov

Required Signatures:

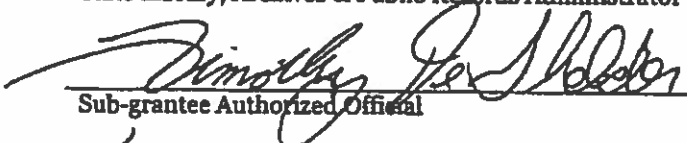


 State Library, Archives & Public Records Administrator

Mike Strom

12/21/2022

 Date



 Sub-grantee Authorized Official

12/20/22

 Date

Timothy Dehelder Library Director

 Printed Name and Title

Director Report- January 2023

Welcome new board members. This is an exciting time to bring in new public members of our community. You should have information on your yearly board training (email sent by Veronica). You can simply return the signed form to her after you view the documents and watch the videos.

I am setting up a board orientation for the new board members. It will cover how the library operates. By the end of the orientation you will understand the library mission and how it fits into the new strategic plan. The board orientation will take about 90 minutes. I will use email to setup some dates and times.

The weather has been absolutely terrible when it comes to snow at our two branch locations. We try to keep our staff and community safe. Road conditions, parking lot, sidewalks and entryways are the main concern for safety.

Ebook sharing- Overdrive- Nevada Library Cooperative. I am looking into a possible ebook sharing opportunity. There are 20 libraries in Nevada that share ebook content. We would pay into the group. We would get full access to all of the titles that the group buys.

I am attending Leadership 2023. This is a county wide leadership program that will last one year. I will attend all day programs on the third Tuesday of each month. The goal is for the library to connect and look for opportunities within our community. It will also help me better understand how Douglas County works and gets things done.

Attended the budget kickoff meeting on 1/12/2023. I will add numbers to our budget to support our strategic plan.

The entire county did a job description assessment that was completed in early January. We looked at all of our positions and what each staff member was doing on the job. Then we looked at how it fit into the organization. The Human Resources department will work with the County Manager's Office and compare our results to other counties to see if personnel positions are above or below average pay.

Looking at developing one supervisor position to Assistant Library Director. This has many benefits. Helps with everyday operations. Helps with customer relations and decisions. (Like weather conditions.) Helps when the library director is unavailable. Keeps a consistent chain of command. Looks for ways to get input for improvement and development. (Something to work on for July 1.)

Legislative Day for the Library, Thursday March 4th. I am interested in state money for sharing e-resources. (Mainly ebooks and eaudiobooks.)

I did have a conversation with Kari Ward, Director of Nevada Library Cooperative. They have 20 members willing to start an ebook sharing group. I did this in Texas, where libraries joined together and purchased materials from Overdrive (Libby app). I gave the library 10 times the content. This might be something we could have in place by July 1st, when we start a new budget cycle. There would be a library agreement in place where we would have full access to content purchased by other library districts.

Customer Appreciation Survey (Quilt). We are giving away a new quilt for anyone who gives us their opinion on what services they use at the library. Currently, we have 58 responses. I will share the information in the February meeting.

State Parks Department- Library Checkout. There is a new program where we can checkout state park passes. The library customer can checkout a park pass for a week and receive free entry into a state park.

New Carpet Dates- There was a problem with the factory that makes the carpet brand. They shut down the factory for maintenance. The carpet should be ready to ship at the end of February. Our carpet layers have an opening at the end of March. As noted, the library board did vote to have the Minden Branch closed during the carpet process since all of the book shelves will be taken down and moved.

Look at our store report- \$16.75 in sales for December.



Payment details

Item	Work Details	Invoice Date	Paid Date Payment Method Total Amount
Bill #59724455	<u>Reindeer</u>	28 November 2022	14 December 2022 Ach US\$2.31
Bill #59315781	<u>DCPL logo</u>	19 November 2022	US\$3.68
Bill #59216238	<u>DCPL logo</u>	16 November 2022	US\$3.11
Bill #59216238	<u>Horror Books</u>	16 November 2022	US\$0.40
Bill #59216238	<u>Horror Books</u>	16 November 2022	US\$3.11
Bill #59168164	<u>DCPL logo</u>	14 November 2022	US\$4.14