

**DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023**

Circulation	Fiscal Year-to-Date				November 2022				December 2022			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	67,919	4,172	1,337	73,428	10,440	523	233	11,196	10,093	620	212	10,925
eCheckouts				27,260				4,404				4,410
New Cards Issued	533	91	28	652	74	12	3	89	79	11	1	91
Patrons*	169,558	13,412	1,400	122,509	27,136	3,386	362	30,884	27,216	3,398	363	30,977
Library Visits	29,142	7,637	844	37,623	2,542	1,016	125	3,683	4,128	1,204	155	5,487
Tahoe Lobby Visits				7,140				1,436				1,490
Curbside Service Pick-ups	29	-	-	29	2	-	-	2	6	-	-	6
Bookmobile Stops				132				20				18
Inventory *	690,948	114,176	8,406	540,819	105,700	28,350	2,107	136,157	106,127	28,318	2,109	136,554
Interlibrary Loans Requested	433	16	40	489	90	2	1	93	59	4	5	68
Interlibrary Loans Loaned	185	21	4	210	36	2	-	38	33	2	1	36
Homebound Patrons *	15	-	-	15	13	-	-	13	13	-	-	13
Homebound Checkouts	537	-	-	537	90	-	-	90	104	-	-	104
Database Sessions				13,168				2,112				2,205
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	215	29	-	244	41	5	-	46	33	6	-	39
Meeting Room Attendance	1,720	372	-	2,092	328	42	-	370	264	44	-	308
Kids' Programs	137	51	-	188	16	9	-	25	20	6	-	26
Kids' Program Attendance	2,579	323	-	2,902	215	14	-	229	294	82	-	376
Teen Programs	97	16	-	113	13	3	-	16	11	2	-	13
Teen Program Attendance	259	12	-	271	36	-	-	36	31	1	-	32
Adult Programs	60	21	-	81	10	4	-	14	9	3	-	12
Adult Program Attendance	471	88	-	559	84	33	-	117	88	3	-	91
Total Programs	294	88	-	382	39	16	-	55	40	11	-	51
Total Program Attendance	3,309	423	-	3,732	335	47	-	382	413	86	-	499
Outreach	38	8	-	46	5	2	-	7	4	2	-	6
Public Computer Use	2,563	135	-	901	461	52	-	513	483	43	-	526
ADA-pc Use	81	5	-	27	5	2	-	7	10	1	-	11
Wireless Use	13,623	1,959	-	5,038	2,479	421	-	2,900	2,254	349	-	2,603

Circulation by Collection

November 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	629	21	0
Adult Biography	87	2	0
Adult CD Non-Fiction	40	1	0
Adult DVD	814	26	15
Adult Fiction	2902	118	38
Adult Launchpad	3	0	0
Adult Magazines	132	0	0
Adult Music	77	0	0
Adult Non-Fiction	836	40	12
Adult Spanish	2	NA	0
Children's Audiobook	121	9	17
Children's Biography	31	3	1
Children's DVD	274	10	5
Children's Fiction	679	54	29
Children's Launchpad	14	2	2
Children's Magazines	9	0	0
Children's Music	36	0	0
Children's Non-Fiction	645	43	30
Children's Oversize	8	2	0
Children's Spanish	9	0	0
Easy Reader	400	28	20
Equipment	12	2	0
Exam Books	2	0	0
Large Print	600	4	30
Mobile Devices	5	0	0
Nevada	41	8	2
Picture Books	1741	141	28
Video Games	7	0	0
Young Adult	171	9	1
Graphic Novels	109	0	3
Young Adult Launchpad	1	0	0
Young Adult Magazines	3	0	0

Hoopla

eAudiobook	1030	Movie	195
Adult Non-Fiction	182	Adult Non-Fiction	44
Adult Fiction	705	Adult Fiction	117
Juv Non-Fiction	3	Juv Non-Fiction	15
Juv Fiction	140	Juv Fiction	19
eBook	452	Television	121
Adult Non-Fiction	105	Adult Non-Fiction	12
Adult Fiction	306	Adult Fiction	95
Juv Non-Fiction	1	Juv Non-Fiction	0
Juv Fiction	40	Juv Fiction	14
Comics	55	Music	37
Adult Non-Fiction	0	Adult	36
Adult Fiction	33	Juv	1
Juv Non-Fiction	1		
Juv Fiction	21	Total Circulation	1,895

Overdrive/Libby

eAudiobook	639
eBook	594
Magazines	72
Adult	1,120
Juv	60
Young Adult	50
Total Circulation	1,305

Circulation by Collection

December 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	576	23	0
Adult Biography	84	4	2
Adult CD Non-Fiction	33	0	0
Adult DVD	849	42	13
Adult Fiction	2853	113	21
Adult Launchpad	2	0	1
Adult Magazines	164	13	0
Adult Music	79	0	0
Adult Non-Fiction	804	65	8
Adult Spanish	8	NA	0
Children's Audiobook	96	6	11
Children's Biography	26	1	2
Children's DVD	196	8	4
Children's Fiction	662	73	43
Children's Launchpad	6	1	3
Children's Magazines	13	2	0
Children's Music	34	0	0
Children's Non-Fiction	579	50	22
Children's Oversize	10	0	0
Children's Spanish	11	0	0
Easy Reader	349	22	25
Equipment	19	1	0
Exam Books	0	0	0
Large Print	677	4	26
Mobile Devices	8	0	0
Nevada	10	5	2
Picture Books	1641	159	28
Video Games	5	0	0
Young Adult	202	25	0
Graphic Novels	92	3	1
Young Adult Launchpad	3	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1046
Adult Non-Fiction	167
Adult Fiction	740
Juv Non-Fiction	7
Juv Fiction	132
eBook	427
Adult Non-Fiction	107
Adult Fiction	277
Juv Non-Fiction	11
Juv Fiction	32
Comics	39
Adult Non-Fiction	0
Adult Fiction	26
Juv Non-Fiction	0
Juv Fiction	13

Overdrive/Libby

eAudiobook	636
eBook	640
Magazines	75
Adult	1,168
Juv	53
Young Adult	54
Total Circulation	1,351

Movie	207
Adult Non-Fiction	37
Adult Fiction	142
Juv Non-Fiction	7
Juv Fiction	21
Television	109
Adult Non-Fiction	35
Adult Fiction	74
Juv Non-Fiction	0
Juv Fiction	0
Music	51
Adult	51
Juv	0
Total Circulation	1,881

Youth Services Section

Provision of resources for the birth to young adult populations including: early literacy, programming, award winners, summer reading, and more. The library offers several programs aimed at YS age groups that enhance critical thinking, spatial ability and social awareness, etc.

Early Literacy (0-5)

Early literacy (reading and writing) does not mean early reading instruction or teaching babies to read; it is the natural development of skills through the enjoyment of books, the importance of positive interactions between babies and parents, and the critical role of literacy-rich experiences. Literacy development begins at birth and is closely linked to a baby's earliest experiences with books and stories. Babies learn language through social literacy experiences - parents interacting with them using books. These experiences also serve to associate books with parental affection, attention, and approval.

A study of 3- to 5-year-olds who had been read to at least three times per week found the children:

- Two times more likely to recognize all letters.
- Two times more likely to have word-sight recognition.
- Two times more likely to understand words in context.

Children's Literacy (6-11)

Children are able to access a variety of activities and programs that encourage an interest in learning and creativity that help them acquire the social skills required for the future. Youth Services work with community partners to provide these resources to all the children in the community. In addition, our programs engage with community and NGOs to create social awareness at a young age and empower the children to be future solution providers.

Young Adult/Teen (12-18)

Approximately 14 million middle and high school students are on their own after school. Youth Services is creating a dedicated space for this age group. Research shows that as an age group teens (ages 12 – 18) receive the least financial support. We aim to ensure that young adults/teens, by working with community partners, receive the necessary support and library programming. Our librarians are trained experts who can match the right book to the right teen along with after school library programs that are engaging and interactive.

Family engagement

Youth Services provides families a welcoming environment in which to learn, to connect with other parents, and to find other community resources that can help them thrive. From birth through young adulthood, family engagement is necessary for children's literacy, math, and social-emotional development, and the library is evolving to create more opportunities in which students can develop these skills with the support and encouragement of their families.

Summer and Winter Reading

It is estimated that on average a child will lose 25-30% of their literacy level each month that they are out of school. Summer and the proposed 2024 Winter Reading Programs will engage the community by inviting them to read, participate in fun reading activities and attend interactive, dynamic programs and events.

Summer and Winter Reading goals:

- Combat school break learning loss sometimes known as the summer slide, by engaging youth in reading and reading-related activities during the summer and winter breaks.
- Foster a love of reading through public library programs and services.
- Increase library use during out-of-school time and "hook" youth to come back during the school year.
- Promote curiosity, lifelong learning and personal enrichment.



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 224 - Library	EXPENSE									
Department 804 - Library	Employee Benefits									
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
	Employee Benefits Totals	\$488,142.00	\$0.00	\$488,142.00	\$36,504.62	\$0.00	\$165,083.76	\$323,058.24	34%	\$123,252.78
	Services & Supplies									
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
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	59.83	.00	350.15	163.85	68	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	859.23	.00	14,227.16	7,475.84	66	1,978.24
520.088	Utilities	27,113.00	.00	27,113.00	1,766.56	.00	12,678.10	14,434.90	47	12,470.28
520.097	Maint B&G	3,000.00	.00	3,000.00	.00	.00	370.04	2,629.96	12	3,400.94
520.098	Janitorial Services	30,297.00	.00	30,297.00	7,868.00	.00	12,944.00	(1,681.80)	106	10,152.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	21.98	4,833.02	0	1,392.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	.00	.00	1,872.00	3,738.00	33	760.32
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	1,328.95	(801.95)	252	469.70
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	279.44	.00	1,117.76	5,916.24	16	860.12
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	12,547.00	37,642.00	25	8,716.25
520.169	EMRB Assessment	70.00	.00	70.00	.00	.00	.00	70.00	0	.00
520.170	Memberships	.00	.00	.00	635.00	.00	635.00	(635.00)	+++	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	893.12
520.200	Training & Education	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	129.97	.00	649.85	3,550.15	15	1,499.80
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	.00	13,949.00	0	.00
521.100	Professional Services	10,000.00	.00	10,000.00	2,140.56	.00	3,293.56	6,706.44	33	395.00
521.134	Cataloging	20,000.00	.00	20,000.00	674.80	.00	9,749.61	7,736.29	61	4,354.93
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	36,293.50	108,880.50	25	39,780.75
530.001	Circulation Supplies	1,500.00	.00	1,500.00	100.99	.00	244.36	1,255.64	16	87.08
532.003	Gas & Oil	4,200.00	.00	4,200.00	120.50	.00	1,277.02	2,922.98	30	1,428.27
532.054	Library Materials	126,756.00	117,323.00	244,079.00	12,194.98	177,474.71	78,654.83	(12,050.54)	105	77,319.46
532.057	Processing Materials	11,000.00	.00	11,000.00	850.51	5,065.60	3,290.16	2,644.24	76	2,676.11
533.800	Office Supplies	1,200.00	.00	1,200.00	496.16	.00	1,616.01	(416.01)	135	455.06
533.802	Small Equipment	500.00	.00	500.00	18.79	.00	252.64	247.36	51	94.02
533.806	Software	.00	.00	.00	.00	.00	21,436.89	(21,436.89)	+++	.00
533.813	Office Products Program	5,100.00	.00	5,100.00	486.43	.00	1,182.27	3,917.73	23	1,207.38

Library Proposed FY23-24 Budget Numbers

	FY22	FY23/24	Increase-	
520.029 Program Underwriting	0	1500	1500.00	Strategic Plan increase programs
520.055 Telephone	0.00	5000.00	5000.00	Money for DTS and Frontier monthly phone service
520.064 Travel	1000.00	4000.00	3000.00	Conferences in 2023 and 2024
520.072 Advertising	0.00	1000.00	1000.00	Need marketing money for programs
520.170 Memberships	0.00	1000.00	1000.00	Memberships to ALA, PLA and NLA
520.200 Training & Education	1000.00	4000.00	3000.00	Strategic Plan Training
521.100 Professional Services	10000.00	60000.00	50000.00	Study remodel & marketing (strategic plan)
532.054 Materials	126756.00	226756.00	100000.00	Materials to include- paper, digital and online services
533.806 Professional Services	0.00	15000.00	15000.00	Polaris software yearly license
533.817 Small Projects	0.00	7500.00	7500.00	Community Storywalk
	total			187000.00

Capital Improvements

562.000 Teen Room	0	15000		15000 Furniture & PC station
Bathroom remodel	0	20000		20000 New floor-walls toilet sink
Painting	0	25000		25000 Repaint entire interior
		60000		
				187000
				60000
				247000

ADJUSTED OPENING FUND BALANCE

BUDGET AUGMENT REQUEST

Current year operating budgets should be sufficient to carry out current year activities, but in some cases operating expenses increase beyond what was budgeted, an unanticipated program, project, or item of expenditure arises urgently. In general, additional spending requests should wait until the next budget cycle. However, if available and with IRC and BOCC approval, Adjusted Opening Fund Balances can be used to support one-off items or unanticipated increases to operating expenses. Use this form to request such items, and explain why they are necessary in the current year.

Department: Library

Date: 12/30/2022

Requested by: Timothy DeGhelder

Priority #	GL Account	GL Description	Amount Requested	Request & Justification
1	224-804 532.059	Library Materials-Digital	\$25,000	We provide materials free to Douglas County Residents- This includes- ebooks, eaudiobooks and on-line services. Hoopla, Overdrive, Mango and Ebsco. We had almost 55.000 digital checkouts FY21-22
2	224-804-533.817	Small Projects	\$15,000	New Strategic Plan created by the public and endorsed by the Library Board is to create a "TEEN AREA" at the library. This will help by furniture and create a teen atmosphere for this age group.
3	224-804-520.170	Memberships	\$1,000	Reimburse staff members for joining- American Library Association and Nevada Library Association
4	224-804-520.064	Travel	\$4,000	Allow staff members to attend a national conference on new library services and trends.
5				
Total Request			45,000.00	

6 - cip - 25,000 painting -

7 - cip - 20,000 BATHROOMS -

\$ 90,000 Total

Assistant Library Director- extra job description details

Oversee- Departmental Supervisors

Oversee- Departmental Evaluations and Goal Setting

Oversee- Program Input

Oversee- Departmental Partnerships

Oversee- Staff Development and Training Opportunities

Coordinate with vendors

Acting in place of Library Director when unavailable



Library Supervisor

Class Code:
2510

Bargaining Unit: Non-Contract Employees

DOUGLAS COUNTY (NV)
Established Date: Jul 1, 2015
Revision Date: Jun 30, 2022

SALARY RANGE

\$30.49 - \$45.74 Hourly
\$63,419.20 - \$95,139.20 Annually

FLSA:

Exempt

SUMMARY:

Responsible for supervising professional and paraprofessional staff, and performing professional level work in any of several areas to include Reference, Technical Services, Adult Services, Youth Services, Automation/Systems, Bookmobile, or a Branch Library; provides managerial assistance to the Director as required.

ESSENTIAL FUNCTIONS:

- Plans, schedules, and supervises assigned staff and services; assists with the recruitment and selection of staff; administers disciplinary actions as required; conducts performance evaluations; trains staff in work procedures and policies, and provides assistance with difficult and/or unusual situations as required.
- Participates in staff meetings, consultations and trainings; supervises, prioritizes and reviews the work of staff to assure work quality and the timely accomplishment of employees' assigned duties and responsibilities at various library locations.
- Provides daily supervision of assigned staff; responsive to the needs of staff; prepares work schedules and approves employee timesheets.
- Manages staff schedules, monitors staffing levels at library locations, creates and updates weekly desk schedules; reviews and approves or denies leave requests.
- May manage Public Relations function by directing library staff in preparation of press releases, and provides regular information to local newspapers on library activities and programs; monitors historical collection of media articles and photographic records about the library.
- May supervise Circulation functions: manages procedures, tasks, services, and workflow at circulation desks, provides staff direction regarding operations of circulation services, and manages escalated issues.

- Oversees with the development and presentation of library programs for all ages. Provides recommendations for materials, equipment, services and programs to the Library Director.
- May assist with IT functions of the Library; as part of the Tech Team, ensures proper operation and maintenance of system; develops and implements training for staff; works with Director and staff to plan efficient and effective implementation of system upgrades and introduction of new technology; resolves user and system issues.
- Supervises adult and/or youth services to include program planning and collection development; assesses trends and needs and provides service recommendations.
- Assists in delivery of exam proctoring service to students of educational institutions and other agencies that require third party exam administration. Schedules proctors, administers exams and processes necessary paperwork; maintains certification as required.
- Prepares or assists in the preparation of financial and budgetary reports; prepares a variety of special and routine informational and/or statistical reports and presents to the Director, Library Board, Friends of the Library, and/or other community organizations.
- Attends appropriate Library Board of Trustees meetings and County meetings, including County Commission meetings.
- Assists with the development of department goals, policies, and procedures including circulation, reference, outreach, and other library services.
- Manages Cataloging and Acquisitions functions; supervises the procurement of books, audio-visual and other library materials; ensures the proper classification and cataloging of all library materials and holdings.
- May oversee Volunteer services: identifies assistance needs of staff members; assigns trainers and supervisors; recommends tasks most suitable to match volunteer skills and methods of tracking hours and other data for reporting purposes.
- Represents the Library and the County in various committees and task forces; prepares or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Performs or assists with library outreach to outside agencies, County departments, and other libraries.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's degree in Library and Information Sciences from an ALA-accredited program; AND four (4) years of professional library operations experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of professional library services, including patron service, reference, technical services and collection development.
- Library reference sources and subject background for collection development and patron services.
- Automated library information systems and their use and operation.

- Principles and practices of library operation and administration.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for working with a variety of individuals, in person, over the telephone, and through electronic communication

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Assisting in developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Instructing staff and the public in the use of automated library systems.
- Contributing effectively to the accomplishment of departmental, team or work unit goals, objectives and activities.
- Promoting excellent customer service, including public speaking involving tours and teaching library skills to small groups.
- Reading and explaining rules, policies and procedures.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a public library setting at multiple library locations and use standard office equipment, stamina to stand and/or walk and/or sit for an extended period of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; strength and agility to lift and carry up to 25 pounds.

CONDITIONS OF EMPLOYMENT:

- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employment is contingent upon successful completion of background/screening.*
- *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

SUPPLEMENTAL INFORMATION:

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____
SIGNATURE: _____ **DATE:** _____