

Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

REVISED 2/22/23

** Added agenda item 6 iii. - Rotary Club of Minden, NV – READING Paws Scholarship **

March 2, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Wednesday, March 8, 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 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 January 24, 2023 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. January 2023
 - ii. February 2023

5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 1/31/2023

6. For possible action. Discussion and review of Library Grant Summary Report.
 - a. Grant Applications
 - i. Summer Reading Programming and Prizes, Walmart
 - ii. Ty Beanies and Plushes for READING Paws and Reading Programs, Ty Corporation
 - * iii. Rotary Club of Minden, NV – READING Paws Scholarship
 - b. Grant Awards
 - i. None at this time
 - c. Awarded Grants Update
 - i. Rotary Club of Minden, NV
 - ii. Nevada State Library, Federal 2022 LSTA Grant-In-Aid Award

7. For possible action. Discussion of the State Library’s online training for Nevada Library Trustees, including setting an expectation Trustees, who have not already completed the training, will do so within 90 days.

8. For possible action. Discussion on the reclassification of one Library Supervisor position to Assistant Director, including approving a revision to the Douglas County Public Library organizational chart.

9. For possible action. Discussion and update on the Fiscal Year 23-24 tentative Library budget, including supplemental requests.

10. For possible action. Discussion on Library Capital Improvement Projects based on Fiscal Year 22-23 adjusted open fund balance augmentations, including but not limited to authorizing the expenditure of funds for remodeling of restrooms and painting of the building, consistent with the County’s Purchasing Policy. The purchasing policy dictates the type of bidding which needs to occur based on the dollar amount.

11. For discussion only. Update on the October Friends of the Library Fundraising Gala and the incorporation of the Tiny Art Show as part of the fundraising activities.

12. For possible action. Discussion and update on the carpet replacement, including rescheduling the March 28, 2023 Library Board of Trustee's meeting as it conflicts with the carpet installation.

13. For possible action. Discussion on revising the Lake Tahoe branch hours, including closing one hour during lunch, due to staffing/scheduling concerns.

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

15. 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.

16. 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 February 28, 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 March. 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	3/13/23	4:00 PM	Minden Library
------------------------	---------	---------	----------------

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
January 24, 2023

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers, Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid, Kimberly Estee

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

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Library Supervisor Vanna Bells

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS.

Library Director Timothy DeGhelder asked for public comment.

Barb Wilson, President of the Friends of the Library welcomed the new board members and thanked them for volunteering to do this job. She commented that the library has a new strategic plan that is already in place and it has a lot of great things in it and she stated the new members will enjoy working with Tim, Bonnie and Starla.

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

2. DISCUSSION ON ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2023. [Action]

MOTION/VOTE:

Trustee Starla Doughty made a motion to nominate Trustee Bonnie Rogers for Chair. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0 vote. Trustee Rogers made a motion to nominate Trustee Doughty for Vice Chair. Trustee DeGraffenreid made a second and the motion carried unanimously with a 5-0 vote.

At this time introductions were made by the new board members, Trustees Robert Conner, Theresa DeGraffenreid and Kimberly Estee as well as staff, Library Supervisors Holly Traxler

and Laura Treinen, Library Director Tim DeGhelder, Administrative Services Manager Veronica Hallam and Deputy District Attorney Cynthia Gregory.

Chairperson Rogers explained to the new members that this board is responsible for overseeing the management of the library and has a fiduciary responsibility on the expenditures of funds and noted that this board doesn't get into the day to day operations of the library. She stated that the county funds the library and a few years back the board passed a resolution that states the board follow county policies and procedures in finance, personnel and everything else but that the board sets up their own internal policies for operating the library.

3. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Starla Doughty made a motion to approve the agenda. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 29, 2022 REGULAR MEETING.

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the minutes of the November 29, 2022 regular meeting. Trustee Kimberly Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

5. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

- i. November 2022
- ii. December 2022
- iii. 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

MOTION/VOTE:

Trustee Robert Conner made a motion to approve the consent calendar. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

- a. 11/30/2022
- b. 12/31/2022

Director DeGhelder explained the budget summary report to the board and the board's responsibility to review and report back with any questions or concerns. Chairperson Rogers asked about the computer systems line item and what that is budgeted for and Tim explained that that budget is used for countywide computer system software needed for required department processing and submission. Trustee DeGraffenreid inquired about the cellular phones line item and Tim informed the board that only himself and library supervisors have county issued cell phones used for library business only. If business is conducted using a personal cell phone, a stipend can be provided. Deputy District Attorney Cynthia Gregory noted that there is a county policy on cell phones, county issued and stipend, and any business conducted on a county issued phone and a personal stipend phone is public record.

MOTION/VOTE:

Trustee Estee made a motion to approve the budget performance report. There being no public comment, Vice Chairperson Doughty made a second and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT. [Action]

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

Director DeGhelder explained the grant process to the board and stated that they will be updated on any grant funds that the library is seeking. The library will be very transparent and will present to the board who the library is pursuing grants from, how much and what the grant funds will be used for. The board will receive updates on the progress of the grants awarded to the library. They will learn of any grants applied for and denied as well. Tim noted that grant information moving forward will be a routine line item on the agenda and the board will approve all grants before they are applied for. Trustee Estee asked if there is a grant writer for the county and Tim answered no and noted that staff writes their own grants. He stated that the library is developing a grants committee and that committee will work together to apply for grants when a grant opportunity arises. Vice Chairperson Doughty asked if Tim would accept outside help from a board member who has the experience and Tim answered yes and that if a board member has an interest in a particular field that is related to the grant, for example the library is seeking funds to add country music to the collection and a board member has a background in country music that member would be a good fit to help write the grant.

b. Grant Awards

- i. Rotary Club of Minden, NV
- ii. Nevada State Library, Federal 2022 LSTA Grant-In-Aid Award

Tim updated the board on the awarded grants and stated that the Rotary Club awarded the library \$2,000 to be used for the library's Mango Languages subscription. The federal grant from the State Library awarded the library funding for the library's collection development. Chairperson Rogers explained to the new members that the Nevada State Library Federal LSTA grant comes from the federal government every year which goes to the State Library and then those funds are disseminated to libraries statewide.

MOTION/VOTE:

Trustee Conner made a motion to approve the grant applications and the grant awards. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

8. 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. [Action]

Chairperson Rogers explained to the new board members that the library board is responsible for submitting the library budget proposal to the county commissioners and if the board wants anything added to that budget, which would include personnel or increases in any of the line items, the board will include that in supplemental requests. Tim provided to the board his proposed fy 23-24 budget numbers, in particular the increases he is asking for in some of the library's budget line items as well as capital improvement projects for painting the interior of the library, remodeling the bathrooms and creating a new teen room. He explained to the board why he is asking for these increases and how it will help to reach some of the goals in the strategic plan like staff development and a furnished teen area. He also provided to the board the budget augments request based on the fy 22-23 Adjusted Opening Fund Balance. These augments will increase certain line items in the budget for this fiscal year. Tim noticed on the proposed budget he provided to the board that program underwriting was listed twice but under two different accounts and the line item under account 533.806 should be software and not program underwriting. One of the line items Tim is proposing to increase is memberships and Trustee DeGraffenreid questioned the increase and commented that when paying for memberships it's more reasonable that the employer pay for half of the membership fees rather than the whole thing, because if the employee were to leave they take that membership with them and then that employer has to pay another membership to a new employee. Tim noted that it is important to keep staff current and allow them to develop themselves through conference associations and other training options and because that is now part of the strategic plan it's important to give staff the opportunity. In regards to the requested increase in the travel budget, Trustee Conner asked Tim if he thinks that is enough with the costs of airfare, room and board and other fees. Tim noted that it is a reasonable request and that he was looking at sending just three people in a year and staff would rotate. It would not be the same person traveling for conferences every year. Tim stated that the increase in the software line item is for Polaris which is the library's collection and catalog software and the library pays a platform cost every year of approximately \$22,000. He originally proposed an increase of \$15,000 but later learned the actual dollar amount and will be requesting \$22,500 instead.

The meeting recessed at 11:04 A.M.

The meeting resumed at 11:10 A.M.

Trustee Estee asked if there were any cuts to the budget or were there only additions and Tim explained that a few years back the whole county was cut and he's trying to get the budget back to where it was before. Chairperson Rogers added that some of the line items in the library's budget are determined by the county and are county services and the library is charged back for those services. She stated that the materials budget was cut by \$100,000 and the programs, travel and professional development budgets were also cut and the library is trying to get some of that budget back. Tim stated that the proposed budget he is reviewing with the board today will need to be approved by the board so he can present it to the commissioners in February. He will

make the corrections that were discussed and provide the commissioners the exact dollar amount that he is requesting for the line items presented, as advised by Trustee DeGraffenreid.

MOTION/VOTE:

Trustee Conner made a motion to change the number of line item 533.806 from \$15,000 to \$22,500 which brings the total of \$187,000 to \$194,500. Vice Chairperson Doughty made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

9. 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.

Director DeGhelder provided the board with the job description of the Library Supervisor position and noted that based on this description and the additional duties placed on this position there is room for an Assistant Director. Chairperson Rogers wanted more information and to review the current organizational chart in advance and asked that this be on the agenda for the next board meeting.

10. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

Vice Chairperson Doughty thanked Chairperson Rogers for accepting the position of chair and welcomed the new board members.

Trustee Conner questioned why the agenda packet was both emailed and sent via regular mail and commented that just an email is preferred.

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

MEETING ADJOURNED AT 11:35 A.M.

*Lib. Board of Trustees Mtg 2/28/23
Consent Calendar
Agenda Item 4a*

**Gift Fund Claims
January / February 2023**

*Amazon	Art Supplies for Tween Art	04344	\$ 274.11
*Baker & Taylor	DLT Book Club	PO0093	\$ 266.60
Petty Cash	Rotary Club meeting fees and Semi-Annual Club dues	04353	\$ 200.00
DoCo Procurement Program	Lights for the 2023 Parade of Lights with the bookmobile; table tapestry with library logo for event visits	04354	\$ 140.45
Amazon	Items for Saturday movies	04355	\$ 31.95
*DoCo Procurement Program	Items for Adult Crafters' Club; Refreshments for The Council	04357	\$ 180.30
DoCo Procurement Program	Items for DLT Tea Party program	04358	\$ 42.64
DoCo Procurement Program	Items for Adult Crafters' Club; supplies for book repair machine; registration, flight and hotel stay for the OLA Annual Conference in Norman, OK - LD	04360	\$ 1,662.67
*Amazon	Items for Tween Art	04363	\$ 132.32
*Amazon	Items for DLT Knit & Crochet Club; Supplies for DLT Storytime; items for Tween Art	04364	\$ 56.03

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

2/22/2023

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	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	4181	7/25/2022	850.00			SRP Wild Things Performance Finale, 7/26/2022 (FOL)
Amazon	4186	8/3/2022			988.55	Director event Tiny Art Show
Do Co Procurement Program	4203	8/4/2022	107.78			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			311.76	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	33.68			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	8.99			Items for Banned Books Jeopardy program 9/22/22
Do Co Procurement Program	4258	10/3/2022	118.00			One time showing movie licensing
Do Co Procurement Program	4259	10/3/2022			395.67	Employee Recognition
Do Co Procurement Program	4260	10/3/2022	427.35		32.48	\$32.48 employee recognitions; \$392.91 items for Fright Night program (FOL); \$34.44 items for Tuesday Tea Party program
Do Co Procurement Program	4255	10/3/2022			241.58	\$103.44 for Uhaul rental and gas for the friends Fall book sale (FOL); \$138.14 lunch as part of the Library Supervisor interview meet & greet
Amazon	4285	10/12/2022	119.96			\$119.96 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	4292	11/7/2022	204.27	1,294.92		\$1,294.92 Book repair machine; \$154.46 items for Dresserville 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	40.36			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, \$18.96, (\$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)
Amazon	4344	1/21/2023			274.11	\$274.11 art supplies
Baker & Taylor	PO0093	2/1/2023		266.60		\$266.60 DLT Book Club (FOL)
Petty Cash	4353	2/2/2023			200.00	Rotary Club meeting fee and semi annual club dues
Do Co Procurement Program	4354	2/3/2023			140.45	\$89.66 lights for the 2023 Parade of Lights with bookmobile; \$50.79 table tapestry with library logo for event visits
Amazon	4355	2/4/2023			31.95	\$31.95 durable Kraft paper bags - 500ct
Do Co Procurement Program	4357	2/7/2023	180.30			\$139.94 items for Adult Crafters'; \$40.36 refreshments for The Council
Do Co Procurement Program	4358	2/7/2023	42.84			Items for Tea Party program
Do Co Procurement Program	4360	2/7/2023	84.58		1,578.09	\$84.58 items for Adult Crafters'; \$1,402.19 registration, flight and hotel stay for the Oklahoma Lib. Assoc. annual conference 3/8-3/10/23 LD; \$175.90 supplies for book repair machine
Amazon	4363	2/14/2023			132.32	\$132.32 gouache paint set of 18 (x8)
Amazon	4364	2/15/2023	22.95		33.08	\$5.39 ergonomic crochet hook and knitting needles for Knit and Crochet Club; \$17.56 construction paper and pencil & crayon sharpener for Storytime DLT; \$33.08 gouache paint set of 18 (x2)
						Grand Total:
TOTALS			7,707.08	5,192.78	8,246.95	\$19,146.81
			Programs	Materials	All others	\$19,146.81

Lib. Board of Trustees Mtg 2/28/23

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 1/31/2023

% of Fiscal Year
50.6%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$71,570	\$528,891	52%

19

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$36,106	\$252,580	52%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$146,488	\$18,590	\$186,118	\$346,162	75%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **

Budgeted	Amend-ments	Current	YTD Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
\$0						

** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.



Library Expense Budget Performance Report

Fiscal Year to Date 01/31/23
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
EXPENSE											
<i>Salaries & Wages</i>											
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	55,181.94	.00	439,103.99	570,241.01	43	43	302,928.29
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.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)	+++	+++	253.44
511.171	Holidays	.00	.00	.00	10,435.84	.00	31,612.00	(31,612.00)	+++	+++	22,410.72
511.172	Comp Paid	.00	.00	.00	208.95	.00	3,347.96	(3,347.96)	+++	+++	4,519.76
511.173	Vacation	.00	.00	.00	2,532.56	.00	34,338.42	(34,338.42)	+++	+++	36,575.58
511.174	Sick	.00	.00	.00	3,210.35	.00	17,468.36	(17,468.36)	+++	+++	9,616.71
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	\$71,569.64	\$0.00	\$528,890.52	\$488,454.48	52%	52%	\$394,119.46
<i>Employee Benefits</i>											
511.181	Retirement	293,318.00	.00	293,318.00	20,902.20	.00	153,952.22	139,365.78	52	52	105,990.76
511.182	Workers Comp	23,184.00	.00	23,184.00	1,619.72	.00	12,071.35	11,112.65	52	52	9,676.02
511.183	Group Insurance	143,301.00	.00	143,301.00	11,499.28	.00	71,508.74	71,792.26	50	50	55,466.38
511.184	Unemployment	5,125.00	.00	5,125.00	362.20	.00	2,750.37	2,374.63	54	54	1,984.53
511.186	Medicare	14,836.00	.00	14,836.00	993.35	.00	7,448.86	7,387.14	50	50	5,473.40
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	935.00	85.00	92	92	595.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	599.00	.00	3,913.00	2,795.00	58	58	3,913.00
<i>Employee Benefits Totals</i>		\$489,142.00	\$0.00	\$489,142.00	\$36,105.75	\$0.00	\$252,579.54	\$235,562.46	52%	52%	\$103,059.09
<i>Services & Supplies</i>											
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
520.029	Program Underwriting	.00	.00	.00	21.95	.00	2,693.69	(2,693.69)	+++	+++	1,511.05
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	10	25,194.20
520.055	Telephone Expense	.00	.00	.00	.00	.00	2,116.78	(2,116.78)	+++	+++	7,019.76
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	2,357.94	(585.94)	133	133	2,232.93
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	631.88	368.12	63	63	675.05



Library Expense Budget Performance Report

Fiscal Year to Date 01/31/23
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
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	126.29	.00	570.22	570.22	(56.22)	111	314.85
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,543.82	.00	17,976.10	17,976.10	3,726.90	83	2,967.36
520.088	Utilities	27,113.00	.00	27,113.00	2,245.52	.00	21,358.20	21,358.20	5,754.80	79	19,447.94
520.097	Maint BKG	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	.00	16,369.80	15,609.00	15,609.00	(1,681.80)	106	15,228.00
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	2,808.00	2,808.00	2,802.00	50	921.48
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	279.44	.00	1,676.64	1,676.64	5,357.36	24	2,067.88
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	25,094.00	25,094.00	25,095.00	50	18,081.00
520.169	EMRB Assessment	70.00	.00	70.00	.00	.00	.00	.00	70.00	0	45.00
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	+++	1,203.32
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	909.79	909.79	3,290.21	22	2,199.70
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	6,974.50	6,974.50	6,974.50	50	.00
521.100	Professional Services	10,000.00	.00	10,000.00	1,561.00	.00	4,864.55	4,864.55	5,135.45	49	3,728.33
521.134	Cataloging	20,000.00	.00	20,000.00	771.80	1,436.65	10,781.46	10,781.46	7,781.89	61	5,546.75
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.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	383.48
532.003	Gas & Oil	4,200.00	.00	4,200.00	.00	.00	1,724.93	1,724.93	2,475.07	41	1,870.05
532.054	Library Materials-Books	126,756.00	83,395.00	210,151.00	(23,483.13)	164,668.62	58,337.33	58,337.33	(12,854.95)	106	104,389.79
532.057	Processing Materials	11,000.00	.00	11,000.00	815.04	3,642.88	4,708.21	4,708.21	2,648.91	76	3,652.19
532.059	Library Materials-Digital	.00	33,928.00	33,928.00	33,927.29	.00	33,927.29	33,927.29	.71	100	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	47.10	.00	2,592.28	2,592.28	(1,392.28)	216	508.97
533.802	Small Equipment	500.00	.00	500.00	568.37	.00	821.01	821.01	(321.01)	164	94.02
533.806	Software	.00	.00	.00	.00	.00	21,436.89	21,436.89	(21,436.89)	+++	.00
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	1,347.51	1,347.51	3,752.49	26	1,482.33
533.817	Small Projects	.00	.00	.00	.00	.00	.00	.00	.00	+++	595.46
540.010	Grants-Services & Supplies	.00	29,165.00	29,165.00	.00	.00	22,454.00	22,454.00	6,711.00	77	24,651.94
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	35.18	.00	238.88	238.88	(238.88)	+++	203.79
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$567,463.00	\$146,488.00	\$713,951.00	\$18,589.64	\$186,117.95	\$346,162.26	\$346,162.26	\$181,670.79	79%	\$333,265.59
<i>Capital Outlay/Projects</i>											
562.000	Capital Projects	.00	220,000.00	220,000.00	.00	98,800.00	.00	.00	121,200.00	45	.00
<i>Capital Outlay/Projects Totals</i>		\$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		\$2,072,950.00	\$366,488.00	\$2,439,438.00	\$126,265.03	\$284,917.95	\$1,127,632.32	\$1,127,632.32	\$1,026,887.73	58%	\$910,484.14
804 - Library Totals		(\$2,072,950.00)	(\$366,488.00)	(\$2,439,438.00)	(\$126,265.03)	(\$284,917.95)	(\$1,127,632.32)	(\$1,127,632.32)	(\$1,026,887.73)	58%	(\$910,484.14)
Fund 224 - Library Totals		\$2,072,950.00	\$366,488.00	\$2,439,438.00	\$126,265.03	\$284,917.95	\$1,127,632.32	\$1,127,632.32	\$1,026,887.73	58%	\$910,484.14
Grand Totals		\$2,072,950.00	\$366,488.00	\$2,439,438.00	\$126,265.03	\$284,917.95	\$1,127,632.32	\$1,127,632.32	\$1,026,887.73	58%	\$910,484.14



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 01/31/23
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	672.97	114.07	17,425.76	49,572.17	26	21,229.87
	<i>Services & Supplies Totals</i>	\$0.00	\$67,112.00	\$67,112.00	\$672.97	\$114.07	\$17,425.76	\$49,572.17	26%	\$21,229.87
	EXPENSE TOTALS	\$0.00	\$67,112.00	\$67,112.00	\$672.97	\$114.07	\$17,425.76	\$49,572.17	26%	\$21,229.87
Department 800 - Library Gift Fund		\$0.00	(\$67,112.00)	(\$67,112.00)	(\$672.97)	(\$114.07)	(\$17,425.76)	(\$49,572.17)	26%	(\$21,229.87)
Fund 235 - Library Gift Fund		\$0.00	\$67,112.00	\$67,112.00	\$672.97	\$114.07	\$17,425.76	\$49,572.17		\$21,229.87
	Grand Totals	\$0.00	\$67,112.00	\$67,112.00	\$672.97	\$114.07	\$17,425.76	\$49,572.17		\$21,229.87



Gift Fund Trial Balance Listing

Through 01/31/23
Detail Listing
Exclude Rollup Account

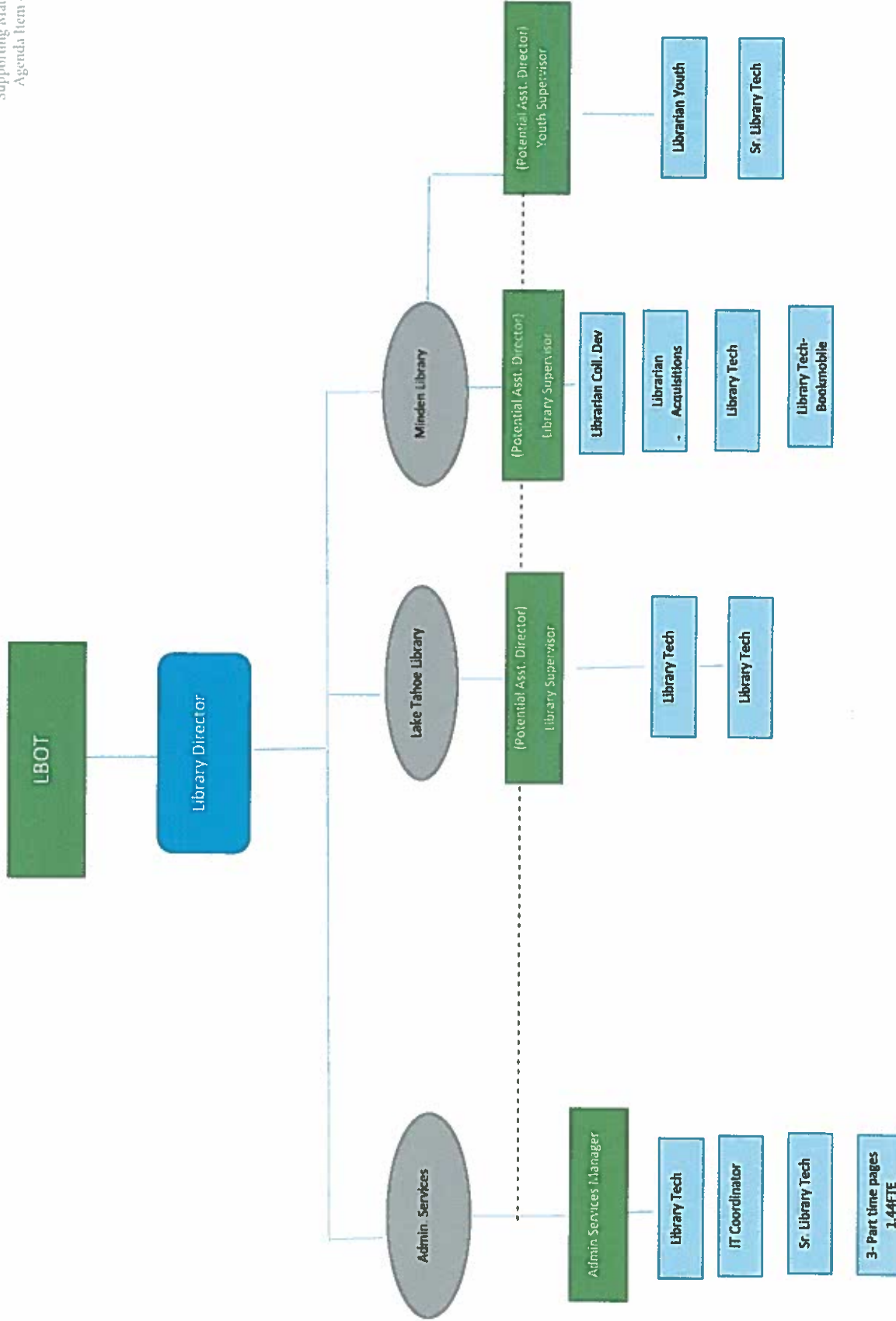
Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	68,142.97	31,764.62	16,745.49	83,162.10	71,555.67
101.090	Investment-FMV Adjust	(1,445.96)	351.41	1,327.37	(2,421.92)	158.09
121.100	Interest Receivable	251.57	714.19	547.58	418.18	278.49
155.000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$33,201.05	\$20,558.46	\$81,158.36	\$71,992.25
<i>Current Liabilities</i>						
202.000	Accounts Payable	(1,404.28)	15,992.58	15,129.01	(540.71)	(1,429.63)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$15,992.58	\$15,129.01	(\$540.71)	(\$1,429.63)
<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 01/31/23
Detail Listing
Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category	Governmental Funds						
Fund Type	Governmental-Spec Revenue						
Fund	235 - Library Gift Fund						
	REVENUE						
	Department 000 - Revenue						
	Miscellaneous Revenue						
367.102	Donations	.00	3,147.98	31,104.83	(31,104.83)	+++	21,489.26
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$3,301.65	\$30,931.92	(\$30,931.92)	+++	\$21,008.48
	Department 000 - Revenue Totals	\$67,112.00	\$3,301.65	\$30,931.92	\$36,180.08	46%	\$21,008.48
	REVENUE TOTALS	\$67,112.00	\$3,301.65	\$30,931.92	\$36,180.08	46%	\$21,008.48
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	67,112.00	672.97	17,425.76	49,686.24	26	21,229.87
	<i>Services & Supplies Totals</i>	\$67,112.00	\$672.97	\$17,425.76	\$49,686.24	26%	\$21,229.87
	Department 800 - Library Gift Fund Totals	\$67,112.00	\$672.97	\$17,425.76	\$49,686.24	26%	\$21,229.87
	EXPENSE TOTALS	\$67,112.00	\$672.97	\$17,425.76	\$49,686.24	26%	\$21,229.87
	Grand Totals						
	REVENUE TOTALS	67,112.00	3,301.65	30,931.92	36,180.08	-46%	21,008.48
	EXPENSE TOTALS	67,112.00	672.97	17,425.76	49,686.24	26%	21,229.87
	Grand Total Net Gain (Loss)	\$0.00	\$2,628.68	\$13,506.16	\$13,506.16	+++	(\$221.39)



**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 cover furniture and create a teen atmosphere for this age group.
3	224-804-520.170	Memberships	\$1,000	Memberships for staff in the American Library Association and Nevada Library Association. When the original budget was created the directorship was vacant so this was not included in the original budget.
4	224-804-520.064	Travel	\$4,000	Allow staff members to attend a national conference on new library services and trends. When the original budget was created the directorship was vacant so this was not included in the original budget.
5				
Total Request			45,000.00	

Library Bathroom Upgrade

Total Capital Cost: \$20,000.00 **Department:** Library
Type: Capital Improvement
Timeline: 08/01/2022 to 06/01/2023

Request description:

The project will replace the flooring, wall covering, stall partitions, and plumbing fixtures in the public restrooms next to the meeting room of the Minden Library. The Project's benefit is to provide the maintenance and infrastructure necessary to meet current and future service levels. The bathrooms are outdated. Partitions are broken internally, doors do not close or lock correctly, the wall coverings are stained and torn. Water-saving features for existing toilets and sinks are not available, therefore the plumbing is not efficient. Negative comments from patrons about the restroom facilities are common. Since the bathrooms opened in 1981, the Minden Library has had more than 3.2 million visits. The bathrooms are used by at least 50% of all visitors.

Capital Costs	FY2023	Total
Feasibility		\$0.00
Design		\$0.00
Right of Way		\$0.00
Repairs/Maintenance		\$0.00
Construction/Improvements	\$20,000.00	\$20,000.00
Furniture and Fixtures		\$0.00
Other		\$0.00
Training		\$0.00
Total	\$20,000.00	\$20,000.00

Funding Source	FY2023	Total
Capital Reserves		\$0.00
Operating Revenue		\$0.00
General Fund Transfer		\$0.00
Grant		\$0.00
Unfunded	\$20,000.00	\$20,000.00
Other		\$0.00
Total	\$20,000.00	\$20,000.00

Account Codes (Capital Costs):

234-804-562.000	\$20,000.00
	<u>\$20,000.00</u>

Additional Information

Type of Project Replacement

Interior Library Painting

Total Capital Cost: \$25,000.00 **Department:** Library
Type: Capital Improvement
Timeline: 08/01/2022 to 12/31/2022

Request description:

The walls of the Minden Library need to be repainted. They are currently stained, chipped and scratched, and areas with wallpaper are peeling. Redating the paint will clean up the look of the library, making it more welcoming and brighter.

Capital Costs	FY2023	Total
Feasibility		\$0.00
Design		\$0.00
Right of Way		\$0.00
Repairs/Maintenance		\$0.00
Construction/Improvements	\$25,000.00	\$25,000.00
Furniture and Fixtures		\$0.00
Other		\$0.00
Training		\$0.00
Total	\$25,000.00	\$25,000.00

Funding Source	FY2023	Total
Capital Reserves		\$0.00
Operating Revenue		\$0.00
General Fund Transfer		\$0.00
Grant		\$0.00
Unfunded	\$25,000.00	\$25,000.00
Other		\$0.00
Total	\$25,000.00	\$25,000.00

Account Codes (Capital Costs):

234-804-562.000	\$25,000.00
	<u>\$25,000.00</u>

Additional Information

Type of Project Refurbishment



Director Report- February 2023

Great programs at Tahoe Location. Health and wellness programs plus a snowshoe walking book discussion event.

All \$90,000 augmented budget approved-

Scout Project finalized- Free Tiny Library. I met with Alex Woods and his scout project has been approved. Our tiny free library will be put in front of CC Meneley Elementary School. There will be an additional free library area put in Mr. Bubbles laundry mat. This is a project the library will build upon and have a network for future locations.

Collected- Coats and Food- big success. Both library locations collected warm coats, hats, blankets and gloves to share with other community members.

Working on Summer Reading- now. Teams are meeting and planning for reading and events for the summer.

Making the Tiny Art Show- part of Summer Reading. All Together Now is the summer reading theme. I have changed the tiny art show into decorating a puzzle piece. Each customer will decorate one puzzle piece and return it to the library. The puzzle pieces will be put together into 2ft x 3ft collage. (there are 35 pieces for each puzzle) Timing on the TAS will be: July- handout pieces to be decorated, August- get puzzle pieces back, September- have art gala, Oct- auction off the puzzle pictures. Based on the popularity of the event last year, we will probably have about 15 full puzzle images that will be put together and sold.

Library Annual Report for the state complete. I was sent a digital form to be filled out for the state. The staff helped me gather statistics to enter into the forms.

Library Gala- meeting. We had our first planning meeting of Feb. 10th. We have a nice group of volunteers from the FOL that want to make this a success. As of right now, we have a project for the Lake Branch, an outdoor reading/activity deck. (we are going to set a goal of \$20,000 to \$25,000 to be raised) Make sure to keep Oct. 7th open on your calendar for the library event.

FOL- different reporting. The FOL is going to give the library a set amount for the year. \$15,000 will be the start amount. The library will then tell the FOL what was purchased and for how much. (The old way we had to ask first for each item)

Working on a shed outside for book storage. We also might move to a FOL book sale every 4 months in the library meeting room on a Saturday. We will need to purchase an extra work shed out back before this can be started. The current annual book sale from the FOL is in May of 2023.

We are weeding our collection before the carpet project. We are trying to get some of the old non-circulating materials off the shelves so there are less items to move during the recarpet process. This will also make the shelves more attractive.

FOL annual meeting was a huge success. We had over 45 people attend the annual meeting. It was nice to have things in our location. The guest speaker spoke fondly of growing up using the Douglas County Public Library.

Working on giving Dresslerville children- library cards for the bookmobile. This will be a special situation where the kids will keep the library books on site. We currently have 15 cards for the kids.

Short library survey for the entire month of January complete. Something fun to do when we had a quilt to give away. I thought I would gather stats on what customers loved most about the library. Other surveys can be developed. The Lake Branch is currently using hearts to gather information about what customers love about the library at that location.

Safety Training with Neogov- how to create a safe workplace. Staff are going through a 30 minute training on how to have a safer workplace. Most is common sense but it is good to have a reminder on knowing that accidents can be reduced.

I registered to become a lobbyist for library legislation day March 9th. However, my mother passed away and her funeral is on March 9th.

Holly attended the health fair at Gene L. Scarselli Elementary School and it was a big success. She had 74 people approach the library booth. She also reached out to new social contacts for future programming. More to come.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

Circulation	Fiscal Year-to-Date				December 2022				January 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	79,043	4,714	1,472	85,229	10,093	620	212	10,925	11,124	542	135	11,801
eCheckouts				32,094				4,410				4,834
New Cards Issued	647	98	28	773	79	11	1	91	114	7	-	121
Patrons*	196,957	16,822	1,768	215,547	27,216	3,398	363	30,977	27,399	3,410	368	31,177
Library Visits	33,896	8,442	920	43,258	4,128	1,204	155	5,487	4,754	805	76	5,635
Tahoe Lobby Visits				7,140				1,490				1,064
Curbside Service Pick-ups	30	-	-	30	6	-	-	6	1	-	-	1
Bookmobile Stops				139				18				7
Inventory*	794,978	142,667	10,519	948,164	106,127	28,318	2,109	136,554	104,030	28,491	2,113	134,634
Interlibrary Loans Requested	467	19	42	528	59	4	5	68	34	3	2	39
Interlibrary Loans Loaned	218	23	4	245	33	2	1	36	33	2	-	35
Homebound Patrons*	15	-	-	15	13	-	-	13	13	-	-	13
Homebound Checkouts	571	-	-	571	104	-	-	104	34	-	-	34
Database Sessions				14,681				2,205				1,513
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	255	32	-	287	33	6	-	39	40	3	-	43
Meeting Room Attendance	2,040	397	-	2,437	264	44	-	308	320	25	-	345
Kids' Programs	158	57	-	215	20	6	-	26	21	6	-	27
Kids' Program Attendance	2,894	372	-	3,266	294	82	-	376	315	49	-	364
Teen Programs	108	18	-	126	11	2	-	13	11	2	-	13
Teen Program Attendance	317	12	-	329	31	1	-	32	58	-	-	58
Adult Programs	67	24	-	91	9	3	-	12	7	3	-	10
Adult Program Attendance	550	102	-	652	88	3	-	91	79	14	-	93
Total Program Attendance	333	99	-	432	40	11	-	51	39	11	-	50
Total Program Attendance	3,761	486	-	4,247	413	86	-	499	452	63	-	515
Outreach	42	8	-	50	4	2	-	6	4	-	-	4
Public Computer Use	3,065	135	-	901	483	43	-	526	502	32	-	534
ADA-pc Use	90	5	-	27	10	1	-	11	9	2	-	11
Wireless Use	15,634	2,184	-	5,038	2,254	349	-	2,603	2,011	225	-	2,236

Circulation by Collection
January 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	512	20	0
Adult Biography	92	5	1
Adult CD Non-Fiction	37	0	0
Adult DVD	1042	41	15
Adult Fiction	3043	120	11
Adult Launchpad	3	0	1
Adult Magazines	137	1	0
Adult Music	106	0	0
Adult Non-Fiction	982	66	13
Adult Spanish	10	NA	0
Children's Audiobook	94	13	5
Children's Biography	44	3	1
Children's DVD	255	12	2
Children's Fiction	608	40	28
Children's Launchpad	13	6	3
Children's Magazines	1	0	0
Children's Music	31	0	0
Children's Non-Fiction	851	35	9
Children's Oversize	6	2	0
Children's Spanish	2	0	0
Easy Reader	468	8	21
Equipment	27	2	0
Exam Books	7	0	0
Large Print	656	3	16
Mobile Devices	4	1	0
Nevada	28	5	0
Picture Books	1741	140	8
Video Games	13	0	0
Young Adult	186	11	0
Graphic Novels	124	8	1
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1069	Movie	165
Adult Non-Fiction	216	Adult Non-Fiction	28
Adult Fiction	721	Adult Fiction	111
Juv Non-Fiction	5	Juv Non-Fiction	0
Juv Fiction	127	Juv Fiction	26
eBook	490	Television	163
Adult Non-Fiction	116	Adult Non-Fiction	33
Adult Fiction	315	Adult Fiction	127
Juv Non-Fiction	8	Juv Non-Fiction	3
Juv Fiction	51	Juv Fiction	0
Comics	84	Music	53
Adult Non-Fiction	1	Adult	51
Adult Fiction	28	Juv	2
Juv Non-Fiction	3		
Juv Fiction	52	Total Circulation	2,029

Overdrive/Libby

eAudiobook	737
eBook	721
Magazines	125
Adult	1,305
Juv	72
Young Adult	81
Total Circulation	1,583

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 cover furniture and create a teen atmosphere for this age group.
3	224-804-520.170	Memberships	\$1,000	Memberships for staff in the American Library Association and Nevada Library Association. When the original budget was created the directorship was vacant so this was not included in the original budget.
4	224-804-520.064	Travel	\$4,000	Allow staff members to attend a national conference on new library services and trends. When the original budget was created the directorship was vacant so this was not included in the original budget.
5				
Total Request			45,000.00	



Expense Budget Worksheet Report

Budget Year 2024

GL Account		Account Description	1024 Base Budget - Entered by Finance	2024 Adjusted Base - Entered by Dept	% Adjusted	2023 Amended Budget	2023 Actual Amount	2022 Actual Amount	2021 Actual Amount	2020 Actual Amount
Fund	224 - Library									
Department	804 - Library Services & Supplies									
224-804 520.029		Program Underwriting	3,286.00	3,286.00	100	.00	2,671.74	3,128.93	(99.50)	.00
224-804 520.045		Computer System - County Created	.00	.00		69,200.00	6,639.85	.00	45,713.60	.00
224-804 520.055		Telephone Expense	14,298.00	.00		.00	2,116.78	13,616.54	10,671.54	.00
Budget Transactions										
Level		Transaction					Number of Units	Cost Per Unit	Total Amount	
Finance Review to IRC		Move expenses to 520.085					1.0000	(14,298.00)	(14,298.00)	
Finance Review to IRC		Base Budget					1.0000	14,298.00	14,298.00	
							Finance Review to IRC Totals		\$0.00	
224-804 520.060		Postage/Po Box Rent	2,430.00	2,430.00	100	1,772.00	2,357.94	2,314.28	1,499.86	.00
224-804 520.064		Travel	5,939.00	9,939.00	167	5,000.00	631.88	5,655.49	13.66	.00
224-804 520.072		Advertising	26,932.00	26,932.00	100	.00	324.00	25,649.00	.00	.00
224-804 520.078		Printing & Binding	821.00	821.00	100	514.00	443.93	780.97	488.59	.00
224-804 520.085		Telephone/Communications	5,882.00	20,180.00	343	21,703.00	16,432.28	5,601.58	8,772.15	.00
Budget Transactions										
Level		Transaction					Number of Units	Cost Per Unit	Total Amount	
Finance Review to IRC		Base Budget					1.0000	5,882.00	5,882.00	
Finance Review to IRC		Expenses moved from 520.055					1.0000	14,298.00	14,298.00	
							Finance Review to IRC Totals		\$20,180.00	
224-804 520.088		Utilities	35,175.00	35,175.00	100	27,113.00	19,112.68	33,499.07	25,821.12	.00
224-804 520.097		Maint B&G	3,948.00	3,948.00	100	3,000.00	370.04	3,759.88	1,490.90	72.24
224-804 520.098		Janitorial Services	33,944.00	33,944.00	100	30,297.00	15,609.00	32,327.00	28,853.51	.00
224-804 520.107		Maint Equip	2,798.00	2,798.00	100	4,855.00	21.98	2,664.00	4,623.21	.00
224-804 520.114		Motor Pool Expense	5,519.00	5,519.00	100	5,610.00	2,808.00	5,256.00	5,472.96	.00
224-804 520.116		Veh. Maint-Co Shop	3,047.00	3,047.00	100	527.00	1,328.95	2,901.58	343.64	.00
224-804 520.136		Rents & Leases Equipment	3,865.00	3,865.00	100	7,034.00	1,397.20	3,680.01	3,746.41	.00
224-804 520.156		Risk Mgmt-Co. Insurance	36,609.00	36,609.00	100	50,189.00	25,094.00	34,865.00	32,271.00	.00
224-804 520.169		EMRB Assessment	48.00	48.00	100	70.00	.00	45.00	42.00	.00
224-804 520.170		Memberships	14.00	1,000.00	7,143	1,000.00	635.00	12.99	.00	.00
Budget Transactions										
Level		Transaction					Number of Units	Cost Per Unit	Total Amount	
Finance Review to IRC		Base Budget					1.0000	14.00	14.00	



Expense Budget Worksheet Report

Budget Year 2024

GL Account		Account Description	2024 Base Budget - Entered by Finance	2024 Adjusted Base - Entered by Dept	% Adjusted	2023 Amended Budget	2023 Actual Amount	2022 Actual Amount	2021 Actual Amount	2020 Actual Amount
Fund	224 - Library									
Department	804 - Library Services & Supplies									
	Finance Review to IRC	Bringing to FY22/23 budget level - Strategic Plan					1,000.00	986.00	986.00	
							Finance Review to IRC Totals		\$1,000.00	
224-804 520.194	Cellular Phones		.00	.00		.00	.00	.00	1,233.16	.00
224-804 520.200	Training & Education		226.00	3,000.00	1,327	1,000.00	.00	215.00	410.00	.00
	Budget Transactions									
	Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review to IRC	Base Budget					1,000.00	226.00	226.00	
	Finance Review to IRC	Bringing to FY22/23 budget level - Strategic Plan					1,000.00	774.00	774.00	
							Finance Review to IRC Totals		\$1,000.00	
224-804 520.240	Data Lines		4,104.00	4,104.00	100	4,200.00	779.82	3,908.47	3,579.81	.00
224-804 520.256	Risk Mgmt Cost Allocation		.00	.00		13,949.00	6,974.50	.00	.00	.00
224-804 521.100	Professional Services		10,915.00	50,915.00	466	10,000.00	3,303.55	10,395.00	12,508.43	.00
	Budget Transactions									
	Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review to IRC	Base Budget					1,000.00	10,915.00	10,915.00	
	Finance Review to IRC	Digital Technology Solutions - \$1500 per month					1,000.00	18,000.00	18,000.00	
							Finance Review to IRC Totals		\$28,915.00	
	Budget Line Item Explanation	Digital Technology Solutions is the IT consulting service used by library for any PC services. Expenses where being coded to 520.045 but should be here.								
224-804 521.134	Cataloging		13,953.00	13,953.00	100	20,000.00	10,009.66	13,288.41	10,706.71	.00
224-804 521.500	Central Svcs Cost Allocation		167,080.00	167,080.00	100	145,174.00	72,587.00	159,123.00	174,481.00	.00
224-804 530.001	Circulation Supplies		1,887.00	1,887.00	100	1,500.00	244.36	1,796.24	4,372.61	.00
224-804 532.003	Gas & Oil		3,123.00	3,123.00	100	4,200.00	1,724.93	2,973.76	554.39	.00
224-804 532.054	Library Materials-Books		198,269.00	198,269.00	100	210,151.00	81,820.46	188,826.99	120,719.76	44.78
	Budget Transactions									
	Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
	Finance Review to IRC	Move \$35,000 to 532.059 Library Materials- Digital					1,000.00	(35,000.00)	(35,000.00)	
	Finance Review to IRC	Base Budget					1,000.00	198,269.00	198,269.00	
							Finance Review to IRC Totals		\$163,269.00	
224-804 532.057	Processing Materials		8,614.00	8,614.00	100	11,000.00	3,893.17	8,203.22	6,505.90	.00



Expense Budget Worksheet Report

Budget Year 2024

G/L Account	Account Description	2024 Base Budget - Entered by Finance	2024 Adjusted Base - Entered by Dept	% Adjusted	2023 Amended Budget	2023 Actual Amount	2022 Actual Amount	2021 Actual Amount	2020 Actual Amount
Fund 224 - Library									
Department 804 - Library									
Services & Supplies									
224-804 532.059	Library Materials-Digital		35,000.00		58,928.00	.00	.00	.00	.00
	Budget Transactions								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Finance Review to IRC	\$35,000 moved from 532.054					1.0000	35,000.00	35,000.00	
						Finance Review to IRC Totals		\$35,000.00	
224-804 533.800	Office Supplies	2,032.00	2,032.00	100	1,200.00	2,545.18	1,934.86	1,962.45	.00
	Budget Transactions								
Level	Transaction					Number of Units	Cost Per Unit	Total Amount	
Finance Review to IRC	Increase based on current year expenses					1.0000	2,000.00	2,000.00	
Finance Review to IRC	Base Budget					1.0000	2,032.00	2,032.00	
						Finance Review to IRC Totals		\$4,032.00	
224-804 533.802	Small Equipment	99.00	99.00	100	500.00	252.64	94.02	8,921.82	.00
224-804 533.806	Software	59,149.00	81,649.00	138	.00	21,436.89	56,331.51	.00	.00
224-804 533.813	Office Products Program	2,315.00	2,315.00	100	5,100.00	1,347.51	2,204.32	2,701.47	.00
224-804 533.817	Small Projects	620.00	7,620.00	1,229	15,000.00	.00	589.87	5,136.18	.00
224-804 540.010	Grants-Services & Supplies	.00	.00		29,165.00	22,454.00	28,195.00	.00	.00
224-804 540.012	Statewide Collection Gran	.00	.00		.00	.00	.00	7,424.46	.00
224-804 550.100	Bank Fees-Credit Card Processing	432.00	432.00	100	.00	203.70	410.68	.00	.00
224-804 550.102	Bank Fees-Checking	.00	.00		.00	.00	.00	.00	.00
	<i>Services & Supplies Totals</i>	\$657,373.00	\$769,633.00	117%	\$758,951.00	\$327,572.62	\$654,247.67	\$530,942.80	\$117.02
	Department 804 - Library Totals	\$657,373.00	\$769,633.00	117%	\$758,951.00	\$327,572.62	\$654,247.67	\$530,942.80	\$117.02
	Fund 224 - Library Totals	\$657,373.00	\$769,633.00	117%	\$758,951.00	\$327,572.62	\$654,247.67	\$530,942.80	\$117.02
	Net Grand Totals	\$657,373.00	\$769,633.00	117%	\$758,951.00	\$327,572.62	\$654,247.67	\$530,942.80	\$117.02