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Minden, NV 89423  
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F: 775.782.5754



Lake Tahoe Branch:  
233 Warrior Way  
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## Douglas County Public Library Board of Trustees Meeting Notice and Agenda

March 22, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, March 28, 2023** in the **Fortnightly Room at CVIC Hall, Town of Minden, 1604 Esmeralda Ave, #101, 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 March 8, 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. February 2023
  - ii. March 2023
5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
  - a. 2/28/2023
6. 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.
7. For possible action. Discussion and update on the submitted 23-24 fiscal year budget
8. For discussion only. Director's monthly report on library operations and statistical report from staff.
9. 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.
10. 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](https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1)  
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available 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](mailto: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 March 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 month of April. 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	4/10/23	4:00 PM	Minden Library
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*\*Meeting dates, times and locations are subject to change.*

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**March 8, 2023**

**ATTENDEES**

**Library Board Members:** Chairperson Bonnie Rogers, Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid, Kimberly Estee (NOTE: Trustee Estee did not arrive at the meeting until 10:22 A.M.)

**Library Staff:** Library Supervisors Laura Treinen, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthia Gregory

**Absent:** Library Director Timothy DeGhelder

**THE MEETING CONVENED AT 10:01 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

Supervisor Vanna Bells commented that the Lake Tahoe branch is closed because the library is short staffed and because she is here at this meeting and not at the lake.

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

**2. DISCUSSION ON APPROVAL OF THE AGENDA.**

MOTION/VOTE:

Vice Chairperson Starla Doughty made a motion that because Tim is not at this meeting due to extenuating circumstances, the board move the discussion of agenda item #8 to a further time when Tim is available to discuss and moved to approve the agenda with the change. Chairperson Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 24, 2023 REGULAR MEETING.**

MOTION/VOTE:

Trustee Robert Conner made a motion to approve the minutes of the January 24, 2023 regular meeting. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

- i. January 2023**
- ii. 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

MOTION/VOTE:

Trustee 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 4-0 vote.

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

**a. 1/31/2023**

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the budget performance report. Chairperson Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**6. 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

Library Supervisor Holly Traxler explained to the trustees what the grant funding will be used for. Trustee Conner noted that because he is a member of the Rotary Board and approves the grants the Rotary awards to the library he will abstain from voting as a Library Board of Trustee.

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the grant applications. Chairperson Rogers made a second. There being no public comment, the motion carried with a 3-0 vote to approve and a 1-0 vote to abstain.

**7. 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.**

Trustee Conner asked how this online training is different than the information that was provided in the trustee handbook. Deputy District Attorney Cynthea Gregory explained that the online training is more interactive and specific to library board of trustees. Chairperson Rogers noted that the library board of trustees is a governing board and different from other boards. Administrative Services Manager Veronica Hallam will send the new trustees the link to the online training. There is nothing in the bylaws that state the online training is a requirement for

trustees to complete within 90 days but Vice Chairperson Doughty would like to make a motion that trustees do need to complete the training within 90 days as soon as Veronica sends the new trustees the link.

MOTION/VOTE:

Vice Chairperson Doughty made a motion that the trustees will complete the State Library's online training for Nevada Library Trustees, and the training will be completed within 90 days after receiving the link. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**8. DISCUSSION ON THE RECLASSIFICATION OF ONE LIBRARY SUPERVISOR POSITION TO ASSISTANT DIRECTOR, INCLUDING APPROVING A REVISION TO THE DOUGLAS COUNTY PUBLIC LIBRARY ORGANIZATIONAL CHART.**

Board approved to table this agenda item. SEE AGENDA ITEM #2.

**9. DISCUSSION AND UPDATE ON THE FISCAL YEAR 23-24 TENTATIVE LIBRARY BUDGET, INCLUDING SUPPLEMENTAL REQUESTS.**

Veronica Hallam discussed the tentative budget with the board and explained that one column is the 23-24 base budget entered by Finance and the second column is the tentative amended budget entered by the library director with the increases in the line items discussed at the January library board meeting. Director DeGhelder went just over 17% of the budget from the 22-23 fiscal year budget. She explained that \$198,269 is asked to be budgeted for library material – books and \$35,000 for library material – digital which brings the library back to the original budget for library material from a couple years back.

MOTION/VOTE:

Trustee Conner made a motion to approve the tentative budget for FY 23-24. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

**10. 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.**

At this time Trustee Kimberly Estee joined the meeting.

Supervisor Laura Treinen noted that at this time the library is working on obtaining three competitive bids for the remodel of the bathrooms and the interior painting of the building following the county's purchasing policy procedures. Deputy District Attorney Gregory

explained that the money for the bathrooms and paint is from the adjusted opening fund balance based on this year's audit which augments this fiscal year 22-23 budget by \$90,000.

MOTION/VOTE:

Trustee Conner made a motion to approve the augmentation to the FY 22-23 budget. Vice Chairperson Doughty made a second. There being no public comment, the motion carried with a vote of 4 ayes and one nay.

**11. UPDATE ON THE OCTOBER FRIENDS OF THE LIBRARY FUNDRAISING GALA AND THE INCORPORATION OF THE TINY ART SHOW AS PART OF THE FUNDRAISING ACTIVITIES.**

Vice Chairperson Doughty noted that the committee had their first meeting to discuss the upcoming fundraising gala and that several people attended. Trustee Estee commented that she would like to be on the committee. The gala will be at the Carson Valley Inn on October 7<sup>th</sup>. Holly noted that the Tiny Art Show and the Summer Reading Program theme of "All Together Now" will be incorporated into the gala fundraiser and explained that the Tiny Art Show will include the library distributing and putting together a mosaic of a variety of art decorated puzzle pieces to auction off at the gala. The raised funds will go towards improvement projects at both the Minden and Lake Tahoe library branches.

**12. 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.**

Veronica explained to the board the process and timeline for the carpet replacement and that there will be some replacement taking place while the library is open. She noted the library plans to be closed March 25<sup>th</sup> through April 1<sup>st</sup>. This will affect the March 28<sup>th</sup> Library Board of Trustees Board meeting as the meeting room will be used as a storage area during the re-carpeting. The trustees discussed whether to reschedule the meeting or have the meeting at another venue. Veronica volunteered to research another venue to hold the meeting.

MOTION/VOTE:

Trustee Conner made a motion to approve holding the March 28<sup>th</sup> meeting at another venue and if another venue is not available to combine the March 28<sup>th</sup> and April 25<sup>th</sup> meeting at the April 25<sup>th</sup> meeting held at the Minden library. Trustee Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**13. DISCUSSION ON REVISING THE LAKE TAHOE BRANCH HOURS, INCLUDING CLOSING ONE HOUR DURING LUNCH, DUE TO STAFFING/SCHEDULING CONCERNS.**

Library Supervisor Vanna Bells explained the situation at the lake currently and that one library technician who is assigned at the lake has resigned. This would mean that staff from the Minden library, where they are already short staffed, will have to rotate to cover lunches at the lake



branch. This will create extra travel time and travel expenses and time away from the Minden library. Vanna stated that the lake library is requesting to be closed for lunches temporarily until someone is hired from 1:00 to 2:00 P.M. which is a quieter time for the library. Trustee DeGraffenreid noted that on a personal level she would come to the library after her work at 1:30 and closing during those hours would be impactful but hopes that the closure during lunches is a very temporary fix. Vanna assured her that it is.

MOTION/VOTE:

Trustee Conner made a motion to close the Lake Tahoe branch temporarily for an hour during lunch from 1:00 P.M. to 2:00 P.M. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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

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

Chairperson Rogers commented that the Friends of the Library will be funding the library an annual amount of \$15,000 for programming. This is different from the library requesting a certain amount for programs on a monthly basis. If funding goes above the annual amount funded the library can request additional funding from the friends. Holly stated that the library is keeping a log of what is being expended and is maintaining the expenditures within the budget the friends has funded for the library. Trustee Estee stated that she would like it if board members can participate in some of the programs and reach out to the community to promote the programs and the supervisors stated that they will send the trustees a list of the programs that the library is hosting.

**15. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 11:05 A.M.**

Lib. Board of Trustees Mtg 3/28/23  
Consent Calendar  
Agenda Item 4a

Gift Fund Claims  
February / March 2023

*Amazon	Items for Summer Reading	04373	\$ 244.88
*Amazon	Items for Tiny Art Show	04376	\$ 86.89
DoCo Procurement Program	Items for Adult Crafters' Club	04377	\$ 42.77
DoCo Procurement Program	Items for Adult Crafters' Club; Refreshments for The Council	04378	\$ 126.90
DoCo Procurement Program	Items for Tea Party program	04379	\$ 35.75
*DoCo Procurement Program	Refreshments for new board members; Items for Tiny Art Show	04381	\$ 37.93

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 22-23

3/21/2023

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	4163	7/6/2022	22.54			Items for Tween Art program
Do Co Procurement Program	4129	7/1/2022			780.36	MLA Tri-Conference three night hotel expense - LD, Missoula MT 8/3-8/6/22 (FOL)
Do Co Procurement Program	4158	7/5/2022	104.63			Adult Prizes for summer reading
Amazon	4174	7/19/2022	192.51		54.97	\$192.51 DLT Tea Party program; \$54.97 Tiny Art Show
Petty Cash	4177	7/19/2022	21.46		40.00	\$21.46 refreshments for SRP Board Game Night; \$40 membership entry fee for the Chamber's Board of Directors Installation Dinner - TD
Amazon	4183	7/25/2022	224.23		27.74	\$224.23 items for programming; \$27.74 canvases for Tiny Art Show
Conservation Ambassadors, Inc	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			311.76	Director event Tiny Art Show
Amazon	4216	8/23/2022			51.96	Director event Tiny Art Show
Do Co Procurement Program	4204	8/4/2022	45.38			Items for Science Club (FOL)
Town of Minden	4222	8/29/2022	50.00			Civic Hall rental for Paranormal Investigation (Ghost Scouts program)
Amazon	4226	8/30/2022	33.88			Knit and Crochet Club (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	119.96			\$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 - \$894.28 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 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	40.36			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, \$18.98, (\$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)
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	42.64			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 (x6)
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)
Amazon	4373	3/2/2023			244.88	\$244.88 scented pencils with fruit erasers, scratch & sniff bookmarks, star stress balls, and stickers
Amazon	4376	3/7/2023			86.89	\$86.89 markers, puzzle glue, floor puzzle, acrylic paint set (FOL)
Do Co Procurement Program	4377	3/9/2023	42.77			Items for Adult Crafters' Club
Do Co Procurement Program	4378	3/9/2023	126.90			\$86.54 items for Adult Crafters' Club; \$40.36 refreshment for The Council
Do Co Procurement Program	4379	3/9/2023	35.75			Items for Tea Party program
Do Co Procurement Program	4381	3/9/2023	26.67		11.26	\$26.67 items for 2023 Tiny Art Show (FOL); \$11.26 refreshments for new board members
<b>TOTALS</b>			7,939.17	5,192.78	6,589.98	<b>Grand Total:</b>
			<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$19,721.93</b>
						\$19,721.93

Lib. Board of Trustees Mtg 3/28/23

Agenda Item #5a

Douglas County Public Library

Budget Summary  
Fiscal Year 2022-2023

Month End 2/28/2023

% of Fiscal Year  
57.4%

**EXPENDITURE ACCOUNTS**

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$1,017,345		\$73,040	\$601,931	59%	
				19	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$488,142		\$36,327	\$288,906	59%	

Services & Supplies					
Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$191,488	\$17,132	\$167,647	\$379,350	72%

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	Encumber	Year-to-date	Amended Less YTD	% Used	
\$0	\$0	\$0	\$0	\$0	\$0	0%	
<b>Capital Projects **</b> 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 02/28/23  
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 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries &amp; Wages</i>										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	63,835.56	.00	502,939.55	514,405.45	49	356,012.53
511.165	Holiday Overtime	.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	.00	.00	31,612.00	(31,612.00)	+++	22,410.72
511.172	Comp Paid	.00	.00	.00	915.31	.00	4,263.27	(4,263.27)	+++	4,734.60
511.173	Vacation	.00	.00	.00	2,601.06	.00	36,939.48	(36,939.48)	+++	36,628.95
511.174	Sick	.00	.00	.00	5,688.40	.00	23,156.76	(23,156.76)	+++	11,294.41
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries &amp; Wages Totals</i>		<i>\$1,017,345.00</i>	<i>\$0.00</i>	<i>\$1,017,345.00</i>	<i>\$73,040.33</i>	<i>\$0.00</i>	<i>\$601,930.85</i>	<i>\$415,414.15</i>	<i>59%</i>	<i>\$449,149.61</i>
<i>Employee Benefits</i>										
511.181	Retirement	293,318.00	.00	293,318.00	21,058.72	.00	175,010.94	118,307.06	60	121,492.64
511.182	Workers Comp	23,184.00	.00	23,184.00	1,655.42	.00	13,726.77	9,457.23	59	11,088.70
511.183	Group Insurance	143,301.00	.00	143,301.00	11,499.28	.00	83,008.02	60,292.98	58	64,934.76
511.184	Unemployment	5,125.00	.00	5,125.00	369.54	.00	3,119.91	2,005.09	61	2,261.85
511.186	Medicare	14,836.00	.00	14,836.00	1,014.70	.00	8,463.56	6,372.44	57	6,227.37
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	1,105.00	(85.00)	108	680.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PEBS-Rel/Medical	6,708.00	.00	6,708.00	559.00	.00	4,472.00	2,236.00	67	4,472.00
<i>Employee Benefits Totals</i>		<i>\$488,142.00</i>	<i>\$0.00</i>	<i>\$488,142.00</i>	<i>\$36,326.66</i>	<i>\$0.00</i>	<i>\$288,906.20</i>	<i>\$199,235.80</i>	<i>59%</i>	<i>\$211,157.32</i>
<i>Services &amp; Supplies</i>										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	360.03	.00	3,187.98	(3,187.98)	+++	1,864.78
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,539.85	62,660.15	10	27,021.03
520.055	Telephone Expense	.00	.00	.00	(2,116.78)	.00	.00	.00	+++	7,896.19
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	2,625.93	(853.93)	148	2,500.92
520.064	Travel	1,000.00	4,000.00	5,000.00	372.53	.00	1,004.41	3,995.59	20	675.05



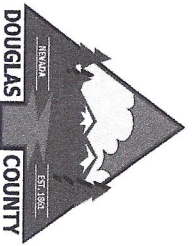
# Library Expense Budget Performance Report

Fiscal Year to Date 02/28/23  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	281.91	.00	852.13	(338.13)	166	545.74
520.085	Telephone/Communications	21,703.00	.00	21,703.00	3,575.70	.00	21,969.06	(266.06)	101	3,465.76
520.088	Utilities	27,113.00	.00	27,113.00	2,000.51	.00	25,783.75	1,329.25	95	22,516.96
520.097	Maint B&G	3,000.00	.00	3,000.00	.00	.00	424.47	2,575.53	14	3,578.93
520.098	Janitorial Services	30,297.00	.00	30,297.00	.00	16,369.80	15,609.00	(1,681.80)	106	19,637.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	21.98	4,833.02	0	2,664.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	.00	.00	3,276.00	2,334.00	58	1,002.06
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	2,025.43	(1,498.43)	384	469.70
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	279.44	.00	1,956.08	5,077.92	28	2,400.18
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	25,094.00	25,095.00	50	18,081.00
520.169	EMRB Assessment	70.00	.00	70.00	.00	.00	.00	70.00	0	45.00
520.170	Memberships	.00	1,000.00	1,000.00	.00	.00	635.00	365.00	64	12.99
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	1,358.40
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	1,039.76	3,160.24	25	2,698.65
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	6,974.50	6,974.50	50	.00
521.100	Professional Services	10,000.00	.00	10,000.00	1,729.00	.00	8,174.53	1,825.47	82	3,728.33
521.134	Cataloging	20,000.00	.00	20,000.00	1,434.10	.00	12,216.76	5,781.89	71	7,275.01
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	72,587.00	72,587.00	50	79,561.50
530.001	Circulation Supplies	1,500.00	.00	1,500.00	175.92	.00	1,472.38	27.62	98	1,598.43
532.003	Gas & Oil	4,200.00	.00	4,200.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials-Books	126,756.00	83,395.00	210,151.00	6,848.52	145,956.57	75,156.65	(10,962.22)	105	118,651.63
532.057	Processing Materials	11,000.00	.00	11,000.00	319.35	3,319.16	5,031.93	2,648.91	76	4,679.30
532.059	Library Materials-Digital	.00	58,928.00	58,928.00	.00	.00	33,927.29	25,000.71	58	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	280.22	.00	2,827.50	(1,627.50)	239	990.22
533.802	Small Equipment	500.00	.00	500.00	.00	.00	821.01	(321.01)	164	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	.00	.00	1,347.51	3,752.49	26	1,773.45
533.817	Small Projects	.00	15,000.00	15,000.00	200.00	.00	2,000.00	14,800.00	1	612.80
540.010	Grants-Services & Supplies	.00	29,165.00	29,165.00	.00	.00	6,711.00	22,454.00	77	27,564.07
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	33.12	.00	272.00	(272.00)	+++	237.31
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Services &amp; Supplies Totals</b>		<b>\$567,463.00</b>	<b>\$191,488.00</b>	<b>\$758,951.00</b>	<b>\$17,131.56</b>	<b>\$167,646.88</b>	<b>\$379,350.24</b>	<b>\$211,953.88</b>	<b>72%</b>	<b>\$368,185.54</b>

*Capital Outlay/Projects*

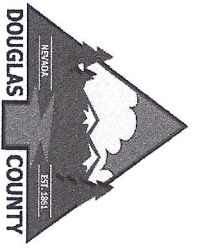
Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
562.000	Capital Projects	.00	265,000.00	265,000.00	.00	98,800.00	.00	166,200.00	37	.00
<b>Capital Outlay/Projects Totals</b>		<b>\$0.00</b>	<b>\$265,000.00</b>	<b>\$265,000.00</b>	<b>\$0.00</b>	<b>\$98,800.00</b>	<b>\$0.00</b>	<b>\$166,200.00</b>	<b>37%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$126,498.55</b>	<b>\$266,446.88</b>	<b>\$1,270,187.29</b>	<b>\$992,803.83</b>	<b>61%</b>	<b>\$1,028,492.47</b>
<b>Department 804 - Library Totals</b>		<b>(\$2,072,950.00)</b>	<b>(\$456,488.00)</b>	<b>(\$2,529,438.00)</b>	<b>(\$126,498.55)</b>	<b>(\$266,446.88)</b>	<b>(\$1,270,187.29)</b>	<b>(\$992,803.83)</b>	<b>61%</b>	<b>(\$1,028,492.47)</b>
<b>Fund 224 - Library Totals</b>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$126,498.55</b>	<b>\$266,446.88</b>	<b>\$1,270,187.29</b>	<b>\$992,803.83</b>		<b>\$1,028,492.47</b>
<b>Grand Totals</b>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$126,498.55</b>	<b>\$266,446.88</b>	<b>\$1,270,187.29</b>	<b>\$992,803.83</b>		<b>\$1,028,492.47</b>



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 02/28/23  
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	726.49	114.07	20,178.31	46,819.62	30	22,054.22
	Services & Supplies Totals	\$0.00	\$67,112.00	\$67,112.00	\$726.49	\$114.07	\$20,178.31	\$46,819.62	30%	\$22,054.22
	EXPENSE TOTALS	\$0.00	\$67,112.00	\$67,112.00	\$726.49	\$114.07	\$20,178.31	\$46,819.62	30%	\$22,054.22
	Department 800 - Library Gift Fund Totals	\$0.00	(\$67,112.00)	(\$67,112.00)	(\$726.49)	(\$114.07)	(\$20,178.31)	(\$46,819.62)	30%	(\$22,054.22)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$67,112.00	\$67,112.00	\$726.49	\$114.07	\$20,178.31	\$46,819.62		\$22,054.22
	Grand Totals	\$0.00	\$67,112.00	\$67,112.00	\$726.49	\$114.07	\$20,178.31	\$46,819.62		\$22,054.22



# Gift Fund Trial Balance Listing

Through 02/28/23  
 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						
Current Assets						
101.000	Cash	68,142.97	32,699.25	20,074.18	80,768.04	75,331.37
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	676.61	289.15	298.49
155.000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$34,135.68	\$24,016.18	\$78,635.27	\$75,787.95
	<i>Current Liabilities</i>					
202.000	Accounts Payable	(1,404.28)	18,954.07	17,881.56	(331.77)	(567.67)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$18,954.07	\$17,881.56	(\$331.77)	(\$567.67)
	<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)

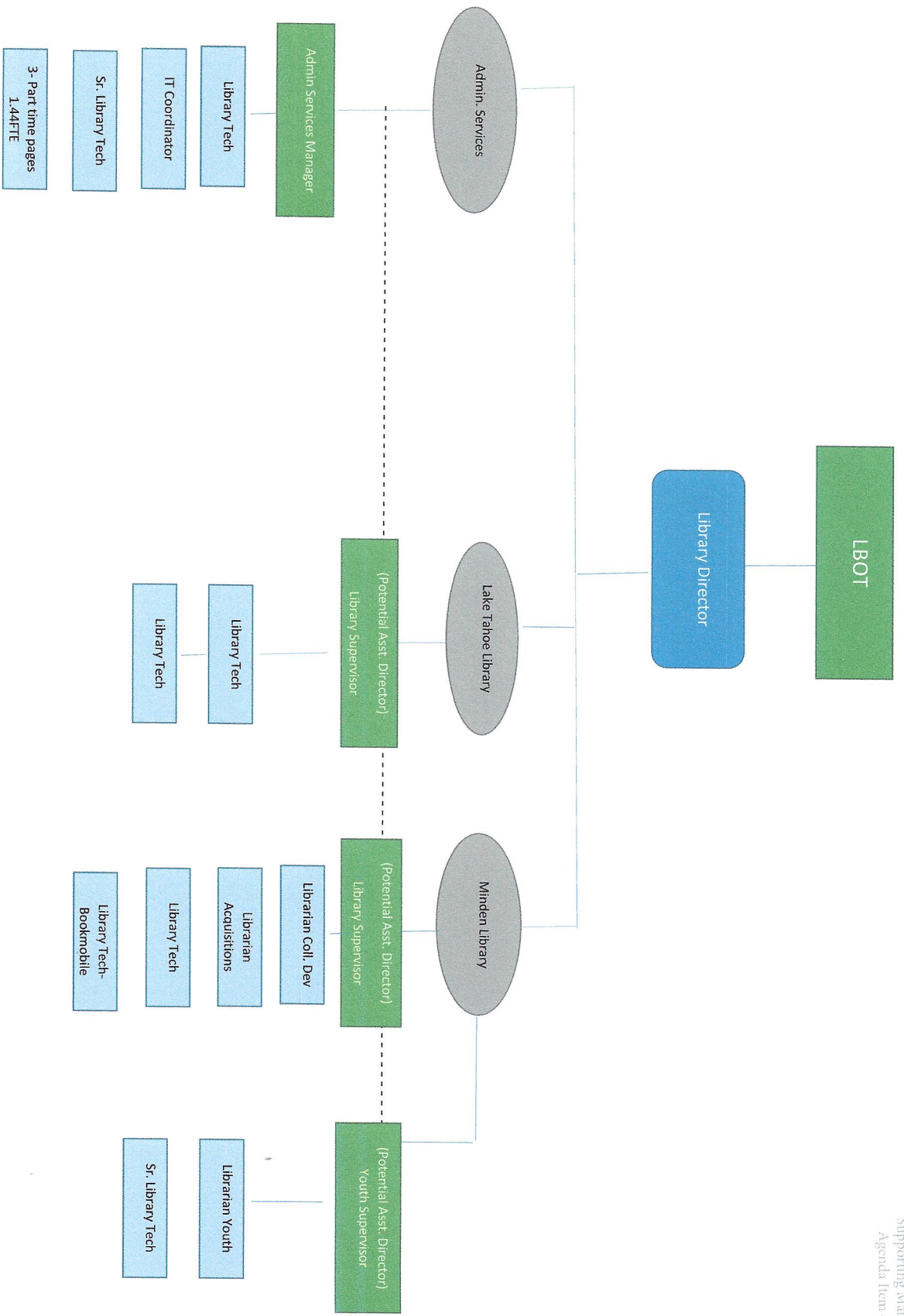




# Gift Fund Income Statement

Through 02/28/23  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Budget Amount	YTD	MTD	Actual Amount	YTD	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	438.40	31,543.23	(31,543.23)			+++	26,910.06	
	<i>Miscellaneous Revenue Totals</i>		\$0.00	\$438.40	\$31,370.32	(\$31,370.32)			+++	\$26,490.49	
	Department 000 - Revenue Totals		\$67,112.00	\$438.40	\$31,370.32	\$35,741.68			47%	\$26,490.49	
	REVENUE TOTALS		\$67,112.00	\$438.40	\$31,370.32	\$35,741.68			47%	\$26,490.49	
	EXPENSE										
Department	800 - Library Gift Fund										
	Services & Supplies										
532.061	Library Gift Fund		67,112.00	726.49	20,178.31	46,933.69			30	22,054.22	
	<i>Services &amp; Supplies Totals</i>		\$67,112.00	\$726.49	\$20,178.31	\$46,933.69			30%	\$22,054.22	
	Department 800 - Library Gift Fund Totals		\$67,112.00	\$726.49	\$20,178.31	\$46,933.69			30%	\$22,054.22	
	EXPENSE TOTALS		\$67,112.00	\$726.49	\$20,178.31	\$46,933.69			30%	\$22,054.22	
	Grand Totals										
	REVENUE TOTALS		67,112.00	438.40	31,370.32	35,741.68			47%	26,490.49	
	EXPENSE TOTALS		67,112.00	726.49	20,178.31	46,933.69			30%	22,054.22	
	Grand Total Net Gain (Loss)		\$0.00	(\$288.09)	\$11,192.01	\$11,192.01			+++	\$4,436.27	



# Assistant Library Director

## 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 Possible 70K -100K

### 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:

- 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

- 
- 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.**

## Budget Update FY23-24

Our current budget requests are under review.

Most of our budget requests for FY23-24 are being submitted as requested.

We did get feedback from the county manager budget committee for the following:

Professional Services- \$25,000 for marketing expert. The county wants us to try and work with our county marketing team to come up with a basic plan.

Small Project- Story Walk \$7,500. The county wants to see if we can work with public art committee and get funds for our story walk. I did have a conversation with public art committee and the library could possibly be a sample project for community art. (if this does not get funded, our Gala Event is going to try and raise some money for this project)

## Library Director Update- March 2023

I attended the BOCC on March 2<sup>nd</sup> and introduced Alex Wood. Alex is working on his Eagle Scout project that will include Tiny Free Library Boxes support by DCPL. The start of this project will include 2 tiny free library boxes.

Weeding collection for carpet project- we were able to update much of the collection by using statistics on materials that were no longer checking out. Much of this was due to age of the materials and relevant information. It is quite shocking when you find a large list of materials that have not checked out in five years or more. Staff worked hard with volunteers to help with this project.

BOCC annual report from the library. Every year the library submits an annual report to the BOCC. They were so impressed with the library that they asked me to do a live presentation for the March 16<sup>th</sup> meeting. They wanted the citizens of Douglas County to hear what was happening at the library. It was fun to do a year in review for the BOCC. It basically covered my first six months on the job. Thanks to library board member Starla Doughty for co-presenting.

School Health Fair- attended by Holly Traxler. We did get a thank you letter from Carson Valley Medical Center for attending and sharing knowledge about how a public library can help with health to our community.



We also received a thank you letter for being involved in the Coat Drive to help collect warm clothes for citizens of Douglas County.

Friends of the Library meeting- they set a base program budget of \$15,000 for library programs in 2023.

Carpet Project- currently going on March 20- April 1. We will try and keep the branch open while we are doing staff areas. We might have limited access to collections if we are moving things around. Our idea was to try and still give public service to a large majority during this project. (This is taking up most of our time during March)

Two scholarship donations for ReadingPaws. We got two donations of \$200 each to support new dog reading teams. Donations were designated for the cost of training and memberships costs for the reading teams. This is important to keep new reading dog team members.

Law Library Board Meeting took place on March 15<sup>th</sup>. It was agreed to work on some form of outdoor signage to help the community identify where the law library is located.

Leadership class project- I am attending leadership Douglas County for 2023. I am excited about our class project. We are going to put on a county wide talent show. This will allow Douglas County residents to show what kind of talent they have.

Library Legislation Day- Laura and Veronica were able to attend Nevada Library Legislation Day. This is a special day dedicated to libraries in Nevada. I will schedule a follow up meeting with our legislators to get more input on libraries in Nevada.

Budget Update- The county asked if \$25,000 for marketing consultant could be done with input from our county marketing team. The county also asked if our Story Walk project (\$7,500) could be done with public arts funds. (more to come on this)

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

Circulation	Fiscal Year-to-Date					January 2023					February 2023				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Items Checked Out/Renewed	89,214	5,240	1,701	96,155		11,124	542	135	11,801		10,171	526	229	10,926	
eCheckouts				36,506					4,834					4,412	
New Cards Issued	732	103	33	868		114	7	-	121		85	5	5	95	
Patrons*	224,444	20,235	2,139	215,547		27,399	3,410	368	31,177		27,487	3,413	371	31,271	
Library Visits	38,270	9,257	1,213	48,740		4,754	805	76	5,635		4,374	815	293	5,482	
Tahoe Lobby Visits				7,140					1,064					892	
Curbside Service Pick-ups	33	-	-	33		1	-	-	1		3			3	
Bookmobile Stops				157					7					18	
Inventory *	896,852	171,209	12,626	948,164		104,030	28,491	2,113	134,634		101,874	28,542	2,107	132,523	
Interlibrary Loans Requested	538	30	46	614		34	3	2	39		71	11	4	86	
Interlibrary Loans Loaned	241	24	4	269		33	2	-	35		23	1	-	24	
Homebound Patrons *	16	-	-	15		13	-	-	13		15	-	-	15	
Homebound Checkouts	623	-	-	623		34	-	-	34		52	-	-	52	
Database Sessions				19,681					1,513					5,000	
<b>Services</b>															
Meeting Room Use	Minden 300	Tahoe 34	Bkmobile -	Total 334		Minden 40	Tahoe 3	Bkmobile -	Total 43		Minden 45	Tahoe 2	Bkmobile -	Total 47	
Meeting Room Attendance	2,400	407	-	2,807		320	25	-	345		360	10	-	370	
Kids' Programs	177	65	-	242		21	6	-	27		19	8	-	27	
Kids' Program Attendance	3,300	389	-	3,689		315	49	-	364		406	17	-	423	
Teen Programs	119	20	-	139		11	2	-	13		11	2	-	13	
Teen Program Attendance	359	16	-	375		58	-	-	58		42	4	-	46	
Adult Programs	75	31	-	106		7	3	-	10		8	7	-	15	
Adult Program Attendance	614	119	-	733		79	14	-	93		64	17	-	81	
Total Programs	371	116	-	487		39	11	-	50		38	17	-	55	
Total Program Attendance	4,273	524	-	4,797		452	63	-	515		512	38	-	550	
Outreach	45	10	-	55		4	-	-	4		3	2	-	5	
Public Computer Use	3,443	135	-	901		502	32	-	534		378	15	-	393	
ADA-pc Use	94	5	-	27		9	2	-	11		4	1	-	5	
Wireless Use	17,621	2,371	-	5,038		2,011	225	-	2,236		1,987	187	-	2,174	

## Circulation by Collection

February 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	463	18	0
Adult Biography	92	2	0
Adult CD Non-Fiction	31	0	0
Adult DVD	793	43	58
Adult Fiction	2801	139	30
Adult Launchpad	6	0	0
Adult Magazines	147	0	0
Adult Music	98	0	0
Adult Non-Fiction	1181	82	9
Adult Spanish	3	NA	0
Children's Audiobook	122	3	6
Children's Biography	43	0	0
Children's DVD	220	5	5
Children's Fiction	628	61	41
Children's Launchpad	14	3	0
Children's Magazines	4	0	0
Children's Music	20	0	0
Children's Non-Fiction	916	21	19
Children's Oversize	3	1	0
Children's Spanish	3	1	0
Easy Reader	354	11	8
Equipment	14	3	0
Exam Books	1	0	0
Large Print	506	9	25
Mobile Devices	4	0	0
Nevada	32	4	0
Picture Books	1392	107	28
Video Games	12	0	0
Young Adult	156	11	0
Graphic Novels	111	2	0
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	1059	<b>Movie</b>	171
Adult Non-Fiction	229	Adult Non-Fiction	38
Adult Fiction	716	Adult Fiction	109
Juv Non-Fiction	4	Juv Non-Fiction	6
Juv Fiction	110	Juv Fiction	18
<b>eBook</b>	496	<b>Television</b>	196
Adult Non-Fiction	145	Adult Non-Fiction	33
Adult Fiction	289	Adult Fiction	143
Juv Non-Fiction	5	Juv Non-Fiction	0
Juv Fiction	57	Juv Fiction	20
<b>Comics</b>	72	<b>Music</b>	55
Adult Non-Fiction	0	Adult	54
Adult Fiction	27	Juv	1
Juv Non-Fiction	13		
Juv Fiction	32	<b>Total Circulation</b>	2,052

### Overdrive/Libby

eAudiobook	672
eBook	660
Magazines	99
Adult	1,222
Juv	58
Young Adult	51
<b>Total Circulation</b>	1,431

## Assistant Library Director position for Douglas County Public Library

Better communication among staff.

Someone is there to act

Planning for secession. (normally- both positions not vacant at the same time)

Can help with strategic plan (long-term)

Helps with committees

Gives me a confidant

Does not grow staff

Economical- the cost should be between- \$6,000 to \$7,500

Staff development- takes a current staff member and gives new experiences