

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

April 19, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Tuesday, April 25, 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 March 28, 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. March 2023
  - ii. April 2023

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

- a. 3/31/2023

6. For possible action. Discussion and review of Library Grant Summary Report.

- a. Grant Applications
  - i. Summer Reading Program Sponsors

7. For possible action. Discussion and update on the FY 23-24 library budget, including supplemental requests, capital improvement projects, and implementation of the Strategic Plan.

8. For possible action. Discussion on the evaluation process for Library Director Timothy DeGhelder which will take place in May.

9. For discussion only. Discussion on the status of staffing levels, including an update on the Assistant Library Director position and recruitment to fill two vacant positions: Lake Tahoe Library Technician and Acquisitions Librarian.

10. For possible action. Discussion and update on the status of the State Library's online training for Nevada Library Trustees, including the role of library board trustees.

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

12. Closing public comments.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.

13. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted at or before 9:00 a.m. on the third working day before the meeting at the following locations:

Douglas County Library, 1625 Library Lane, Minden NV,

<https://library.douglascountynv.gov/>

Douglas County website,

[https://douglascountynv.granicus.com/ViewPublisher.php?view\\_id=1](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](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 April 25, 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 May / June 2023. 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	5/8/23	4:00 PM	Minden Library
2 <sup>nd</sup> Wednesday Book Group	5/10/23	5:00 PM	Minden Library
Spring Book Sale	5/12-14/23	9:00 AM	CVIC Hall
Friends of the Library	6/12/23	4:00 PM	Minden Library
2 <sup>nd</sup> Wednesday Book Group	6/14/23	5:00 PM	Minden Library

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

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**March 28, 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, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

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

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

**1. PUBLIC COMMENTS.**

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

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

MOTION/VOTE:

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MARCH 8, 2023 REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Conner made a motion to approve the minutes of the March 8, 2023 regular meeting. Vice Chairperson Doughty made a second and the motion carried unanimously with a 5-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

- i. February 2023**
- ii. March 2023**

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

MOTION/VOTE:

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

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

**a. 2/28/2023**

Library Director Tim DeGhelder stated that his only concern with the budget is inflation and that the cost of living is up 8% and that may affect some of the library's line items. He noted though that the library's budget is on target to finish up in June. County allotted a 5% increase to next fiscal year's budget to account for the cost of inflation. Trustee Conner commented about the cell phone stipend line item and if there is enough in the budget to cover those costs and Tim explained that cell phone costs are coming out of the communications line.

MOTION/VOTE:

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

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

Director DeGhelder explained to the board that he is not adding a new position but reclassifying a current library supervisor position to the assistant director by adding responsibilities to this persons existing duties. The library supervisor job description would be developed into an

assistant library director position. Tim provided the board with a draft job description for the assistant position along with a list of expectations and benefits. He noted that the library currently has three library supervisors; adult supervisor, youth supervisor and children's supervisor. Each supervisor would have the opportunity to apply for the assistant director position and are prepared to take on the additional responsibilities as Trustee Estee inquired. Whichever supervisor were to get offered the position this person would retain the current duties assigned and remain the supervisor in this persons department along with the extra duties to make this person the assistant library director. Tim provided the board with a draft organizational chart with the assistant director position included and went over the hierarchy of the chart with the board. The assistant position would oversee all departmental supervisory staff. Tim noted that the assistant position would not only oversee his/her department but would have supervisory duties across the other departments within the library as well. The assistant position would act in place of the library director during temporary absences and while acting will perform the duties of the library director and will report to the board as is the responsibility of the director. Tim reiterated that this position will not grow the staff because the library would already have someone in the position, with a new title and added responsibilities who, as time progresses, will develop the skills needed to perform in this position. No outside training with added costs is necessary as Trustee DeGraffenreid had asked. Tim noted that the additional salary costs for the assistant director position is between \$6,000 and \$7,500 annually as opposed to adding a brand new position to the organizational chart. Chairperson Rogers noted that this request has been proposed to the board in the past and each time the board did not approve. She explained to the trustees the reasoning to this and why Tim's proposal is much more reasonable. Tim is not asking for more staff as was done in the past, he is asking for a current position take on additional responsibilities with a new title. Vice Chairperson Doughty asked who would be on the interview panel and Tim answered himself, Human Resources, possibly another department head and since the assistant position will report to the board in the director's absence, a board member should be a part of the panel. Referring to the organizational chart, Chairperson Rogers asked which positions report to Veronica and Tim explained the duties of those who Veronica supervises, one of whom does cataloging, and Chairperson Rogers thought that the person who does the cataloging should report to a library supervisor. Tim noted that the person is doing the cataloging temporarily until the library hires a replacement for the acquisitions librarian position who reports to the adult library supervisor. Tim informed the board that this assistant library director position, if approved by the trustees, will have to go to the county manager, IRC and the commissioners before moving forward.

**MOTION/VOTE:**

Trustee Estee made a motion to approve the reclassification of one library supervisor position to assistant director as well as the revision to the Douglas County Public Library organizational chart. Trustee Conner made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

Trustee DeGraffenreid commented that moving forward, as Bonnie mentioned, this position will report to the board in the absence of the director.

**7. DISCUSSION AND UPDATE ON THE SUBMITTED 23-24 FISCAL YEAR BUDGET.**

Director DeGhelder explained to the board that the budget the trustees approved in January he submitted to IRC and the only items they wanted the library to look into is the \$25,000 in professional services for a marketing consultant and the \$7,500 in small projects for the Story Walk project. Everything else they approved. IRC recommended that the library reach out to the marketing team in the county manager's office and learn how they do the marketing for the county and work with them to develop a marketing plan. He stated that IRC requested the library to reach out to the public art committee and see if this project can be combined with the public art plan. He noted that he spoke with Lisa Granahan with the committee and asked if they might have some funding. She said that this project would be the perfect kick-off to the public art campaign. Tim indicated if the library cannot get funding this way the gala event will try to raise funding for this project. He stated that the library will look into grant funding as well. Chairperson Rogers commented about the presentation Vanna gave at the Genoa Book Club and how well received it was and how it made a difference on how the group viewed the library. She stated that this is the best kind of marketing for the library and it is good to market to adults as well. Tim stated that he is looking to develop a Hoopla book club that will be digital. Another good way to market the library's digital material.

Chairperson Rogers asked for public comment. There was no public comment.

#### **8. 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.

Tim stated that he and Luise will be making plans to visit with the county's legislative representative and discuss his concerns on the banning and censoring of books as well as funding for digital materials. In regards to banning books, Trustee DeGraffenreid commented there are books that are not appropriate for certain people and that she is concerned about certain material being available to everyone. She noted that there could be sections in the library that are age appropriate. Not banning she commented, but not allowing certain age groups to have access to certain material.

#### **9. CLOSING PUBLIC COMMENTS.**

Vice Chairperson Doughty commented that Tim's presentation at the commissioners meeting was received very well and that Tim did a great job. She noted that someone in the audience said that he hasn't been to the library and after hearing the presentation he said he would be going now. Chairperson Rogers commented that the community is glad Tim is reaching out and being present in the community. Trustee Conner thanked Veronica for finding another venue for this meeting.

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

**MEETING ADJOURNED AT 10:58 A.M.**



Lib. Board of Trustees Mtg 4/25/23  
Consent Calendar  
Agenda Item 4a

Gift Fund Claims  
March / April 2023

*Amazon	Items for DLT Knit & Crochet; Price gun labels for donations; Items for Tiny Art Show; supplies for storytime crafting	04393	\$ 181.51
*Collaborative Summer Library Program	SRP merchandise	04404	\$ 821.63
DoCo Procurement Program	Items for DLT Tea Party program	04409	\$ 14.98
DoCo Procurement Program	Items for Adult Crafters' Club	04411	\$ 37.62
*Swank Movie Licensing	Copyright compliance movie licensing FY 22-23 2 months 5/1 – 6/30/23	04413	\$ 74.17
*Amazon	Items for May the 4 <sup>th</sup> and Tiny Art Show	04418	\$ 450.71
*Amazon	Items for Tiny Art Show	04420	\$ 314.31

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 22-23

4/17/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Swank Movie Licensing	4070	4/8/2022	370.83			Movie licensing movie showing Tahoe (FOL) 5/1/22-4/30/23 FY22-23
Swank Movie Licensing	4151	6/29/2022	1,438.00			Movie licensing movie showing Minden (FOL) 7/1/22-6/30/23 FY22-23
Amazon	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	104.83			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			\$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	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			385.67	Employee Recognition
Do Co Procurement Program	4260	10/3/2022	427.35		32.48	\$32.48 employee recognitions; \$392.91 items for Fright Night program (FOL); \$34.44 items for Tuesday Tea Party program
Do Co Procurement Program	4255	10/3/2022			241.58	\$103.44 for Uhaul rental and gas for the friends Fall book sale (FOL); \$138.14 lunch as part of the Library Supervisor interview meet & greet.
Amazon	4265	10/12/2022	119.96			\$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 Dresslerville STEAM kits (FOL); \$49.81 items for Halloween Fright Night event (FOL)
Petty Cash	4288	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	12/26/2022			22.99	\$22.99 Tim D space heater
Do Co Procurement Program	4335	1/11/2023	40.38			Items for The Council meeting
Do Co Procurement Program	4336	1/11/2023	19.22			Items for Science Club
Do Co Procurement Program	4337	1/11/2023	3.54			\$7.50, \$18.98, (\$22.94) Items for Gingerbread House Decorating (FOL)
Do Co Procurement Program	4338	1/11/2023			31.26	Supplies for book repair machine
Baker & Taylor	PO0093	1/13/2023	572.66			\$572.66 DLT Book Club (FOL)
Amazon	4341	1/14/2023	132.26			\$82.41 gluesticks and construction paper; \$49.85 DnD program materials (rulebooks)
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	\$69.68 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	4380	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
Town of Minden	4394	3/21/2023			50.00	CVIC Hall rental for 3/28 Library Board Meeting
Pioneer Center	4388	3/17/2023	400.00			2023 SRP kick-off performance

# GIFT FUND EXPENDITURES REPORT FY 22-23

4/17/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Amazon	4393	3/20/2023	16.86		164.63	\$16.86 crochet hooks for DLT Knit & Crochet Club; \$21.27 price gun labels (blue); \$62.00 price gun labels (red, orange, green); \$81.36 washable paint set, construction paper, baby wipes
Collaborative Summer Library Pr	4404	4/8/2023	821.63			\$821.63 "All Together Now" 2023 SRP merchandise (FOL)
Do Co Procurement Program	4409	4/10/2023	14.98			Items for Tea Party program
Do Co Procurement Program	4411	4/10/2023	37.62			Items for Adult Crafters' Club
Swank Movie Licensing	4413	4/11/2023	74.17			\$74.17 Copyright compliance movie license 2 months 5/1/23-6/30/23 FY22-23
Amazon	4418	4/13/2023			450.71	\$168.45 May the Fourth merchandise and goodies (FOL); \$49.94 May the Fourth merchandise and goodies (FOL); \$232.32 Tiny Art Show 2023 puzzle pieces (FOL)
Amazon	4420	4/14/2023			314.31	\$314.31 washable paint sets, colored pencils, and markers (FOL)
						Grand Total:
<b>TOTALS</b>			9,304.45	5,192.78	7,569.63	<b>\$22,066.86</b>
			Programs	Materials	All others	\$22,066.86

Lib. Board of Trustees Mtg 4/25/23

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 3/31/2023

% of Fiscal Year

64.2%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$70,911	\$672,842	66%

19

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$34,920	\$323,826	66%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$191,488	\$18,458	\$154,499	\$408,643	74%

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	0%
<b>Capital Projects ** 224-804-562-000 &amp; 224-804-564-500</b>							
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 03/31/23  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
	EXPENSE									
	Salaries & Wages									
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	59,540.81	.00	562,480.36	454,864.64	55	409,863.86
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	318.24	.00	3,332.86	(3,332.86)	+++	17,659.20
511.169	Comp Payout	.00	.00	.00	192.19	.00	192.19	(192.19)	+++	155.76
511.170	Overtime	.00	.00	.00	10.12	.00	15.29	(15.29)	+++	275.68
511.171	Holidays	.00	.00	.00	3,539.28	.00	35,151.28	(35,151.28)	+++	24,770.88
511.172	Comp Paid	.00	.00	.00	481.73	.00	4,745.00	(4,745.00)	+++	5,743.50
511.173	Vacation	.00	.00	.00	2,662.68	.00	39,602.16	(39,602.16)	+++	36,667.64
511.174	SICK	.00	.00	.00	4,166.26	.00	27,323.02	(27,323.02)	+++	12,388.09
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
	Salaries & Wages Totals	\$1,017,345.00	\$0.00	\$1,017,345.00	\$70,911.31	\$0.00	\$672,842.16	\$344,502.84	66%	\$509,532.61
	Employee Benefits									
511.181	Retirement	293,318.00	.00	293,318.00	20,399.66	.00	195,410.60	97,907.40	67	138,424.04
511.182	Workers Comp	23,184.00	.00	23,184.00	1,585.37	.00	15,312.14	7,871.86	66	12,652.61
511.183	Group Insurance	143,301.00	.00	143,301.00	10,854.40	.00	93,862.42	49,438.58	66	75,103.14
511.184	Unemployment	5,125.00	.00	5,125.00	360.03	.00	3,479.94	1,645.06	68	2,569.45
511.186	Medicare	14,836.00	.00	14,836.00	991.62	.00	9,455.18	5,380.82	64	7,069.17
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	1,275.00	(255.00)	125	765.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PEBS-Ret Medical	6,708.00	.00	6,708.00	559.00	.00	5,031.00	1,677.00	75	5,031.00
	Employee Benefits Totals	\$488,142.00	\$0.00	\$488,142.00	\$34,920.08	\$0.00	\$323,826.28	\$164,315.72	68%	\$241,614.41
	Services & Supplies									
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	.00	.00	3,187.98	(3,187.98)	+++	2,204.58
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	43,558.27
520.055	Telephone Expense	.00	.00	.00	.00	.00	.00	.00	+++	8,772.62
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	2,893.92	(1,121.92)	163	3,241.40
520.064	Travel	1,000.00	.00	1,000.00	19.00	.00	1,023.41	3,976.59	20	675.05
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	30.60	.00	904.87	(390.87)	176	731.97
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,468.13	.00	23,704.46	(2,001.46)	109	3,960.32
520.088	Utilities	27,113.00	.00	27,113.00	2,163.83	.00	30,313.94	(3,200.94)	112	25,282.58
520.097	Mainr BAG	3,000.00	.00	3,000.00	.00	.00	424.47	2,575.53	14	3,585.91



# Library Expense Budget Performance Report

Fiscal Year to Date 03/31/23  
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
520.098	Janitorial Services	30,297.00	.00	30,297.00	2,665.00	11,039.80	20,939.00	(1,681.80)	106	24,713.00
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	3,744.00	1,866.00	67	3,942.00
520.116	Van. Maint-Co Shop	527.00	.00	527.00	.00	.00	2,025.43	(1,498.43)	384	765.10
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	.00	.00	2,235.52	4,798.48	32	2,697.56
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	25,094.00	25,095.00	50	26,797.25
520.169	EMRG 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	705.00	295.00	70	12.99
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	1,644.42
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	134.97	.00	1,174.73	3,025.27	28	3,058.60
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	1,561.00	.00	9,735.53	264.47	97	7,061.66
521.134	Cataloging	20,000.00	.00	20,000.00	333.80	988.60	13,229.51	5,781.89	71	9,232.07
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	72,587.00	72,587.00	50	119,342.25
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	1,472.38	27.62	98	1,624.91
532.003	Gas & Oil	4,200.00	.00	4,200.00	.00	.00	2,016.10	2,183.90	48	2,198.40
532.054	Library Materials-Books	126,756.00	83,395.00	210,151.00	3,395.68	139,802.81	81,929.63	(11,581.44)	106	133,802.18
532.057	Processing Materials	11,000.00	.00	11,000.00	359.15	2,667.52	5,683.57	2,648.91	76	5,834.66
532.059	Library Materials-Physical	.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	334.49	.00	3,206.99	(2,006.99)	267	1,440.75
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	370.27	.00	1,717.78	3,382.22	34	1,773.45
533.817	Small Projects	.00	15,000.00	15,000.00	.00	.00	200.00	14,800.00	1	559.87
540.010	Grants-Services & Supplies	.00	29,165.00	29,165.00	5,590.66	.00	28,044.66	1,120.34	96	28,195.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	31.48	.00	303.48	(303.48)	+++	272.10
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services &amp; Supplies Totals</i>		<b>\$567,463.00</b>	<b>\$191,488.00</b>	<b>\$758,951.00</b>	<b>\$18,458.06</b>	<b>\$154,498.73</b>	<b>\$408,642.88</b>	<b>\$195,809.39</b>	<b>74%</b>	<b>\$470,647.94</b>
<i>Capital Outlay/Projects</i>		<b>.00</b>	<b>265,000.00</b>	<b>265,000.00</b>	<b>109,308.00</b>	<b>(1,158.00)</b>	<b>110,558.00</b>	<b>155,600.00</b>	<b>41</b>	<b>.00</b>
<i>Capital Outlay/Projects Totals</i>		<b>\$0.00</b>	<b>\$265,000.00</b>	<b>\$265,000.00</b>	<b>\$109,308.00</b>	<b>(\$1,158.00)</b>	<b>\$110,558.00</b>	<b>\$155,600.00</b>	<b>41%</b>	<b>\$0.00</b>
<i>EXPENSE TOTALS</i>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$233,597.45</b>	<b>\$153,340.73</b>	<b>\$1,515,869.32</b>	<b>\$860,227.95</b>	<b>66%</b>	<b>\$1,221,794.96</b>
<i>Department 804 - Library Totals</i>		<b>(\$2,072,950.00)</b>	<b>(\$456,488.00)</b>	<b>(\$2,529,438.00)</b>	<b>(\$233,597.45)</b>	<b>(\$153,340.73)</b>	<b>(\$1,515,869.32)</b>	<b>(\$860,227.95)</b>	<b>66%</b>	<b>(\$1,221,794.96)</b>
<i>Fund 224 - Library Totals</i>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$233,597.45</b>	<b>\$153,340.73</b>	<b>\$1,515,869.32</b>	<b>\$860,227.95</b>		<b>\$1,221,794.96</b>
<i>Grand Totals</i>		<b>\$2,072,950.00</b>	<b>\$456,488.00</b>	<b>\$2,529,438.00</b>	<b>\$233,597.45</b>	<b>\$153,340.73</b>	<b>\$1,515,869.32</b>	<b>\$860,227.95</b>		<b>\$1,221,794.96</b>



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 03/31/23  
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	69,660.00	69,660.00	450.00	114.07	21,053.17	48,492.76	30	27,112.74
	Services & Supplies Totals	\$0.00	\$69,660.00	\$69,660.00	\$450.00	\$114.07	\$21,053.17	\$48,492.76	30%	\$27,112.74
	EXPENSE TOTALS	\$0.00	\$69,660.00	\$69,660.00	\$450.00	\$114.07	\$21,053.17	\$48,492.76	30%	\$27,112.74
Department 800 - Library Gift Fund Totals		\$0.00	(\$69,660.00)	(\$69,660.00)	(\$450.00)	(\$114.07)	(\$21,053.17)	(\$48,492.76)	30%	(\$27,112.74)
Fund 235 - Library Gift Fund Totals		\$0.00	\$69,660.00	\$69,660.00	\$450.00	\$114.07	\$21,053.17	\$48,492.76		\$27,112.74
Grand Totals		\$0.00	\$69,660.00	\$69,660.00	\$450.00	\$114.07	\$21,053.17	\$48,492.76		\$27,112.74



# Gift Fund Trial Balance Listing

Through 03/31/23  
 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	34,095.52	21,280.81	80,957.68	72,241.87
101,090	Investment-FMV Adjust	(1,445.96)	351.41	1,327.37	(2,421.92)	(973.28)
121,100	Interest Receivable	251.57	859.27	816.80	294.04	296.00
155,000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	.00
	<i>Current Assets Totals</i>	\$68,515.77	\$35,677.03	\$25,363.00	\$78,829.80	\$71,564.59
<i>Current Liabilities</i>						
202,000	Accounts Payable	(1,404.28)	20,110.70	18,706.42	.00	(1,549.64)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$20,110.70	\$18,706.42	\$0.00	(\$1,549.64)
	<i>Fund Balance</i>	(67,111.49)	.00	.00	(67,111.49)	(70,784.01)
253,000	<i>Fund Balance</i>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$70,784.01)
	<i>Fund Balance Totals</i>					





# Gift Fund Income Statement

Through 03/31/23  
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	1,256.08	32,799.31	(32,799.31)	+++	27,841.11
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$1,256.08	\$32,771.48	(\$32,771.48)	+++	\$26,343.68
	Department 000 - Revenue Totals	\$69,660.00	\$1,256.08	\$32,771.48	\$36,888.52	47%	\$26,343.68
	REVENUE TOTALS	\$69,660.00	\$1,256.08	\$32,771.48	\$36,888.52	47%	\$26,343.68
	EXPENSE						
Department	800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	69,660.00	450.00	21,053.17	48,606.83	30%	27,112.74
	<i>Services &amp; Supplies Totals</i>	\$69,660.00	\$450.00	\$21,053.17	\$48,606.83	30%	\$27,112.74
	Department 800 - Library Gift Fund Totals	\$69,660.00	\$450.00	\$21,053.17	\$48,606.83	30%	\$27,112.74
	EXPENSE TOTALS	\$69,660.00	\$450.00	\$21,053.17	\$48,606.83	30%	\$27,112.74
	Grand Totals						
	REVENUE TOTALS	69,660.00	1,256.08	32,771.48	36,888.52	47%	26,343.68
	EXPENSE TOTALS	69,660.00	450.00	21,053.17	48,606.83	30%	27,112.74
	Grand Total Net Gain (Loss)	\$0.00	\$806.08	\$11,718.31	\$11,718.31	+++	(\$769.06)

**Douglas County Supplemental Budget Requests**  
**FY 23-24 Special Revenue Funds**  
**Tentative Budget March 30, 2023**

Fund/ Dept	Department Name	Request	Dept Ranking	One-Time Costs	Ongoing Costs	Total Cost	Revenue	Net Cost
234-810	Recreation	Replacement of carpeting in the Douglas County Community & Senior Center	1	80,000		80,000		80,000
234-812	Kahle Community Center	Purchase Scissor Lift	2	35,000		35,000		35,000
234-813	Valley Facility-Gym and Fitness	Industrial Riding Vacuum	3	15,000		15,000		15,000
234-805	Parks Operations	Floor Machine	4	20,000		20,000	-	20,000
234-805	Parks Operations	Two (2) Utility Vehicle (Side by Side)	5	50,000		50,000		50,000
234-810	Recreation	Purchase of two (2) 13 Passenger Vans	6	100,000		100,000		100,000
234-805	Parks Operations	Two (2) new 1-Ton Pickup Trucks w/ Snow Plow	7	110,000		110,000		110,000
234-812	Kahle Community Center	Purchase of 4 Wheel or All Wheel Drive Midsize SUV	8	50,000		50,000		50,000
234-801	Room Tax-Admin	Pilot Façade Improvement Program (Year 2)	9	20,000		20,000		20,000
		<b>Total Special Revenue Fund 234 Non- Personnel</b>		<b>\$ 480,000</b>	<b>\$ -</b>	<b>\$ 480,000</b>	<b>\$ -</b>	<b>\$ 480,000</b>
224-804	Library	New Marketing Plan	1	20,000		20,000		20,000
224-804	Library	Building Study - Growth	2	20,000		20,000		20,000
224-804	Library	New on-line services	3		22,500	22,500		22,500
224-804	Library	Mobile Story Walk	4	7,000		7,000		7,000
		<b>Total Special Revenue Fund 224 Non-Personnel</b>		<b>\$ 47,000</b>	<b>\$ 22,500</b>	<b>\$ 69,500</b>	<b>\$ -</b>	<b>\$ 69,500</b>

Tim to check with the County's Community Relations team, to see if and how they can help

Tim to see if it can be combined with public art plan

Fund/ Dept	Department Name	Request	Dept Ranking	One-Time Costs	Ongoing Costs	Total Cost	Revenue	Net Cost
216-552	Community Health Nurse	LEEP Electrical Excision machine	1	10,000		10,000		10,000
232-431	Road Operating	Road damage repair	1	750,000		750,000		750,000
260-680	Senior Services	Purchase of two (2) additional DART buses	1	300,000		300,000	240,000	60,000
		<b>Total Other Special Revenue Non-Personnel</b>		<b>\$ 1,060,000</b>	<b>-</b>	<b>\$ 1,060,000</b>	<b>\$ 240,000</b>	<b>\$ 820,000</b>
		<b>Total Special Revenue Funds Supplemental Requests</b>		<b>\$ 1,587,000</b>	<b>\$ 22,500</b>	<b>\$ 1,609,500</b>	<b>\$ 240,000</b>	<b>\$ 1,369,500</b>

Direct Manager:

Annual Evaluation Form - All Employees (due )  
Due Date:

**General Information**

Position Division Evaluation Type  
Department Class Spec Periodic

Rating Summary By: \_\_\_\_\_

**Content**

COMPETENCY SECTION | 4 POINT SCALE SECTION WEIGHT 100 %

**Values**

Based on these core values, Douglas County employees are dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. Employees are evaluated on their performance based on these core values.

**Integrity**

ITEM WEIGHT 16.66 %

The employee demonstrates honest and ethical conduct through their actions at all times.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Accountability**

ITEM WEIGHT 16.66 %

The employee accepts responsibility for their actions.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Customer Service**

ITEM WEIGHT 16.67 %

The employee delivers efficient and effective service with an attitude of respect and fairness.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Leadership**

ITEM WEIGHT 16.67 %

The employee establishes the tone and direction for success; motivating and inspiring others to accomplish a shared vision.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Communication**

ITEM WEIGHT 16.67 %

The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**Teamwork**

ITEM WEIGHT 16.67 %

The employee works together with others to achieve shared goals.

SCORE	NAME	COMMENT
0	Requires Substantial Improvement	
1	Opportunity for Improvement	
2	Meets Expectation	
3	Exceeds Expectation	

**GOAL SECTION I FUTURE/LIST**

**Goals**

Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long-term (up to a year).

**GOAL SECTION I TEXT ONLY**

**Previous Evaluation Goals**

Use this section to document progress on goals from previous evaluations.

COMMENT

**COMMENT**

**Evaluation Overall Section I Text Only  
Overall Comment**

**COMMENT**

**Rating Scales**

**4 Point Scale**

SCORE	NAME	DESCRIPTION
0	Requires Substantial Improvement	Employee requires substantial improvement in this area. Failure to improve performance could result in disciplinary action, up to and including termination of employment.
1	Opportunity for Improvement	Provide details to the employee regarding opportunities for improvement.
2	Meets Expectation	Meet requirements of the position.
3	Exceeds Expectation	Provide specifics to the employee regarding ways they exceed expectations.

## Library Director Report- April 2023

I have been working with the Friends of the Library to help them setup a PayPal account so they can take credit cards at the book sale. We have tested it and the deposit went straight into the FOL bank account.

FOL May Book Sale- this event takes four days to complete. Thursday to Sunday. The FOL might be reaching out to you- to see if you want to get involved and show support in this event.

Gala Planning- we had a planning meeting on 4/19/2023. We are solid on dates/times and cost. We are now working on brochures, online ticket sales, auction items and event volunteers. We meet with Larry Wilson our magician on May 10<sup>th</sup>. We hope to start ticket sales on June 1<sup>st</sup>.

Tiny Free Libraries- two set to go. We have one setup at C.C. Meneley Elementary School and the other in Mr. Bubbles Laundromat

Candy Dance- I will start making candy with the volunteer groups in July.

Rotary Golf Tournament coming up Saturday, May 20<sup>th</sup> in Genoa. All day event.

The library purchased some new promotional items for outreach events. This allows us to give away a small item with library marketing information.

Book Sale- I will be working Thursday to Sunday to help with whatever is needed.



Interviews for Lake Location- April 20. We will have spent all day interviewing candidates in person.

Had to extend the librarian position until May 1<sup>st</sup>. (We only received four applications that had the MLS degree.) We will see how many qualified candidates we have to look at for the position.

Summer Reading- All Together Now- Planning. Official Start Date- June 19<sup>th</sup>.

We will do something special for the Washoe Tribe. They have summer school for language. We might do something with them in September.

Paint your puzzle piece- Library Staff- Friends of the Library- Library Board or Trustees will be working together to paint a puzzle piece for a sample collage for Summer Reading. (I primed 10 full puzzles. 35 pieces per puzzle for 350 pieces)

Working with HR on specifics on the Assistant Library Director. They will help with the job description and salary requirements. It will then have to have BOCC approval.

Star Wars- May the 4<sup>th</sup> coming up. We will be celebrating all things Star Wars.

April 20<sup>th</sup> we attended a county wide business expo. I want to let our customers know about library programs. We will be marketing electronic books and showing people how to sign on. We will also focus on Homebound book delivery.

April 27<sup>th</sup> Volunteer Expo. We will promote volunteer opportunities with the library district and FOL. We will also promote- Book Sale, Summer Reading and our GALA.

We have a light duty temp worker from another department. She will be helping with special projects and other duties as assigned.

I went to Carson City for the Leadership Class and learned about state government. This was very informative and I enjoyed learning about each branch of state government.

Holly will be attending another Health Fair event on April 27<sup>th</sup>

The library will be contacting local painting companies to see about getting the Minden branch painted in August or September.