



LIB BOARD OF TRUSTEES MTG 4/25/23
 SUPPLEMENTAL MATERIAL Agenda Item #7
Budget Worksheet Report
 Budget Year 2024

2024 IRC Review
 to Tentative BOCC

GL Account Account Description

Fund 224 - Library

REVENUE

Department	000 - Revenue	
<i>Miscellaneous Revenue</i>		
224-000 361.211	Invest. Earnings-LGIP	1,476.00
224-000 361.212	Invest. Earnings-BNY Mellon	10,820.00
224-000 361.250	Inv Service Fees (Contra)	(544.00)
	<i>Miscellaneous Revenue Totals</i>	<u>\$11,752.00</u>

Other Financing Sources

224-000 392.000	Transfers In	1,649,310.00
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Budget Transactions

<i>Level</i>	<i>Transaction</i>	
IRC Review to Tentative	PALS	
BOCC		

Number of Units

1.0000

Cost Per Unit
1,649,310.00

Total Amount
1,649,310.00

IRC Review to Tentative BOCC Totals

\$1,649,310.00

224-000 392.050	Transf. In-General Fund	576,838.00
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Budget Transactions

<i>Level</i>	<i>Transaction</i>	
IRC Review to Tentative	101-GF Program Support	
BOCC		

Number of Units

1.0000

Cost Per Unit
576,838.00

Total Amount
576,838.00

IRC Review to Tentative BOCC Totals

\$576,838.00

Other Financing Sources Totals

\$2,226,148.00

224-000 301.000	Opening Fund Balance	.00
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Beg. Fund Bal./Reserves Totals

\$0.00

Department	000 - Revenue Totals	<u>\$2,237,900.00</u>
	REVENUE TOTALS	<u>\$2,237,900.00</u>

EXPENSE

Department 804 - Library

Salaries & Wages

224-804 510.000	Salaries & Wages	1,028,784.00
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Salaries & Wages Totals

\$1,028,784.00

Employee Benefits

224-804 511.181	Retirement	333,853.00
224-804 511.182	Workers Comp	23,139.00
224-804 511.183	Group Insurance	149,143.00
224-804 511.184	Unemployment	5,207.00
224-804 511.186	Medicare	15,079.00



Budget Worksheet Report

Budget Year 2024

2024 IRC Review
to Tentative BOCC

G/L Account	Account Description					
Fund 224 - Library	EXPENSE	Department 804 - Library				
		Employee Benefits				
224-804 511.189	Cell Phone Stipend		2,040.00			
224-804 511.195	Social Security		26.00			
224-804 511.201	PEBS-Ret.Medical		6,708.00			
	<i>Employee Benefits Totals</i>		\$535,195.00			
	<i>Services & Supplies</i>					
224-804 520.029	Program Underwriting		3,286.00			
224-804 520.055	Telephone Expense		.00			
	<i>Budget Transactions</i>					
	<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	IRC Review to Tentative	Base Budget		1.0000	14,298.00	14,298.00
	BOCC					
	IRC Review to Tentative	Move expenses to 520.085		1.0000	(14,298.00)	(14,298.00)
	BOCC					
						\$0.00
						IRC Review to Tentative BOCC Totals
224-804 520.060	Postage/Po Box Rent		2,430.00			
224-804 520.064	Travel		9,939.00			
	<i>Budget Transactions</i>					
	<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	IRC Review to Tentative	Approved Strategic plan - attend library conferences		1.0000	4,000.00	4,000.00
	BOCC					
	IRC Review to Tentative	Base Budget		1.0000	5,939.00	5,939.00
	BOCC					
						\$9,939.00
						IRC Review to Tentative BOCC Totals
224-804 520.072	Advertising		26,932.00			
224-804 520.078	Printing & Binding		888.00			
224-804 520.085	Telephone/Communications		20,180.00			
	<i>Budget Transactions</i>					
	<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	IRC Review to Tentative	Base Budget		1.0000	5,882.00	5,882.00
	BOCC					
	IRC Review to Tentative	Expenses moved from 520.055		1.0000	14,298.00	14,298.00
	BOCC					
						\$20,180.00
						IRC Review to Tentative BOCC Totals
224-804 520.088	Utilities		35,175.00			
224-804 520.097	Maint B&G		3,948.00			



Budget Worksheet Report

Budget Year 2024

2024 IRC Review
to Tentative BOCC

G/L Account	Account Description					
Fund 224 - Library	EXPENSE					
Department 804 - Library	Services & Supplies					
224-804 520.098	Janitorial Services	33,944.00				
224-804 520.107	Maint Equip	2,798.00				
224-804 520.114	Motor Pool Expense	5,949.00				
	Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
IRC Review to Tentative BOCC	Base Budget		1.0000	5,519.00		5,519.00
IRC Review to Tentative BOCC	Increase to Finance Estimate		1.0000	430.00		430.00
	IRC Review to Tentative BOCC Totals					\$5,949.00
224-804 520.116	Veh. Maint-Co Shop	1,730.00				
	Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
IRC Review to Tentative BOCC	Adjust to Finance Estimate		1.0000	(1,317.00)		(1,317.00)
IRC Review to Tentative BOCC	Base Budget		1.0000	3,047.00		3,047.00
	IRC Review to Tentative BOCC Totals					\$1,730.00
224-804 520.136	Rents & Leases Equipment	3,865.00				
224-804 520.156	Risk Mgmt-Co. Insurance	36,609.00				
224-804 520.169	EMRB Assessment	48.00				
224-804 520.170	Memberships	1,000.00				
	Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
IRC Review to Tentative BOCC	Base Budget		1.0000	14.00		14.00
IRC Review to Tentative BOCC	Bringing to FY22/23 budget level - Strategic Plan		1.0000	986.00		986.00
	IRC Review to Tentative BOCC Totals					\$1,000.00
224-804 520.200	Training & Education	3,000.00				
	Budget Transactions					
<i>Level</i>	<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>		<i>Total Amount</i>
IRC Review to Tentative BOCC	Base Budget		1.0000	226.00		226.00



Budget Worksheet Report

Budget Year 2024

2024 IRC Review
to Tentative BOCC

G/L Account Account Description
Fund 224 - Library

EXPENSE

Department 804 - Library
Services & Supplies

IRC Review to Tentative Strategic Plan approved - bringing in experts for staff training
BOCC

1.0000 2,774.00 2,774.00
IRC Review to Tentative BOCC Totals \$3,000.00

224-804 520.240 Data Lines 4,104.00
224-804 520.256 Risk Mgmt Cost Allocation 19,061.00
224-804 521.100 Professional Services 28,915.00

Budget Transactions
Level/ Transaction
IRC Review to Tentative Base Budget
BOCC
IRC Review to Tentative Digital Technology Solutions - \$1500 per month
BOCC
Number of Units Cost Per Unit Total Amount
1.0000 10,915.00 10,915.00
1.0000 18,000.00 18,000.00
IRC Review to Tentative BOCC Totals \$28,915.00

Budget Line Item Explanation Digital Technology Solutions is the IT consulting service used by library for any PC services. Expenses where being coded to 520.045 but should be here.

224-804 521.134 Cataloging 13,953.00
224-804 521.500 Central Svcs Cost Allocation 203,842.00
224-804 530.001 Circulation Supplies 1,887.00
224-804 532.003 Gas & Oil 3,123.00
224-804 532.054 Library Materials-Books 163,269.00

Budget Transactions
Level/ Transaction
IRC Review to Tentative Base Budget
BOCC
IRC Review to Tentative Move \$35,000 to 532.059 Library Materials- Digital
BOCC
Number of Units Cost Per Unit Total Amount
1.0000 198,269.00 198,269.00
1.0000 (35,000.00) (35,000.00)
IRC Review to Tentative BOCC Totals \$163,269.00

224-804 532.057 Processing Materials 8,614.00
224-804 532.059 Library Materials-Digital 35,000.00

Budget Transactions
Level/ Transaction
IRC Review to Tentative \$35,000 moved from 532.054
BOCC
Number of Units Cost Per Unit Total Amount
1.0000 35,000.00 35,000.00
IRC Review to Tentative BOCC Totals \$35,000.00



Budget Worksheet Report

Budget Year 2024

2024 IRC Review
to Tentative BOCC

G/L Account **224 - Library** Account Description
 Fund **224 - Library** EXPENSE
 Department **804 - Library**
 Services & Supplies
 224-804 533.800 Office Supplies 4,032.00

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
IRC Review to Tentative BOCC	Base Budget	1,0000	2,032.00	2,032.00
IRC Review to Tentative BOCC	Increase based on current year expenses	1,0000	2,000.00	2,000.00
IRC Review to Tentative BOCC Totals				\$4,032.00

224-804 533.802 Small Equipment 99.00
 224-804 533.813 Office Products Program 2,315.00
 224-804 550.100 Bank Fees-Credit Card Processing 432.00
 224-804 550.102 Bank Fees-Checking 262.00

Services & Supplies Totals \$680,629.00

Other Financing Uses
 224-804 619.000 Contingency 33,670.00

Budget Transactions Level	Transaction	Number of Units	Cost Per Unit	Total Amount
IRC Review to Tentative BOCC	Contingency	1,0000	33,670.00	33,670.00
IRC Review to Tentative BOCC Totals				\$33,670.00

Other Financing Uses Totals \$33,670.00

Ending Fund Bal/Reserves
 224-804 699.000 Ending Fund Balance .00

Department	804 - Library Totals	224 - Library Totals
EXPENSE TOTALS	\$2,278,278.00	\$2,237,900.00
REVENUE TOTALS	\$2,278,278.00	\$2,278,278.00
Net Grand Totals		(\$40,378.00)
REVENUE GRAND TOTALS		\$2,237,900.00
EXPENSE GRAND TOTALS		\$2,278,278.00



Budget Worksheet Report

Budget Year 2024

Net Grand Totals (\$40,378.00)

Douglas County Public Library Director's Annual Performance Evaluation

Employee: **AMY DODSON**
Review Date: **12/08/2020**

Rating Period: **12/01/19-12/01/20**

Evaluating Supervisor: **Library Board of Trustees**

(example: 12/01/17-12/01/18)

INSTRUCTIONS: Use the following scale to rate the employee's performance.

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Opportunity for Improvement
- 0 = Requires Substantial Improvement

Performance Standards	Rating			
	3	2	1	0
Leadership				
Manages Staff The Director manages, develops and directs personnel effectively, according to approved policies and procedures, ensuring staff are trained, equipped, and contribute to achieving the Library's mission; addresses performance issues fairly and consistently, completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; and helps employees understand standards, policies, procedures and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets Expectations The Director establishes the tone and direction for the Library's success, motivating others to accomplish a shared vision by establishing goals for the growth and development of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Development The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				
Accountability and Administration				
Policy The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and Finances The Director develops an appropriate budget in a timely manner for submission to the Board of Trustees; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library Board of Trustees The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning The Director translates policies and objectives into effective programs, independently recognizes problems, researches relative facts, formulates alternate solutions and decides on appropriate recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Facilities and Collection The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
Communication				
<p>Communication The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Community Relations The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
Teamwork				
<p>Intergovernmental The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Library Staff The Director works cooperatively with staff to improve the performance of the organization; leads meetings and cross-functional teams; and fosters collaborative relationships with and between others.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
Integrity				
<p>Conduct The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; fulfills commitments; demonstrates an understanding and respect for cultural, religious and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Judgment and Decisiveness The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Board of Trustees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Total</i> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
Customer Service				
<p>Materials and Programs The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Service Points and Facilities The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Total Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</i>				

Totals	Transfer ratings totals from each Performance area to the appropriate space below.			
Leadership				
Administration				
Communication				
Teamwork				
Integrity				
Customer Service				
Total Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.				

Overall Performance (rating with the high number)

Rating	Total Numbers	Suggested Merit
Exceeds Expectations		3%
Meets Expectations		2%
Opportunity for Improvement		1%
Requires Substantial Improvement		0%

Performance Goals and Progress Reporting

Goal	Reporting
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Employee Comments:

Signatures

Employee:

_____ Date _____

Trustees:

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

	Fiscal Year-to-Date				February 2023				March 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	100,261	5,833	1,953	108,047	10,171	526	229	10,926	11,047	593	252	11,892
eCheckouts				41,132				4,412				4,626
New Cards Issued	810	115	37	962	85	5	5	95	78	12	4	94
Patrons*	251,936	23,655	2,511	278,102	27,487	3,413	371	31,271	27,492	3,420	372	31,284
Library Visits	43,405	9,895	1,440	54,740	4,374	815	293	5,482	5,135	638	227	6,000
Tahoe Lobby Visits				7,140				892				1,032
Curbside Service Pick-ups	34	-	-	34	3			3	1	-	-	1
Bookmobile Stops				170				18				13
Inventory *	998,622	199,606	14,739	1,212,967	101,874	28,542	2,107	132,523	101,770	28,397	2,113	132,280
Interlibrary Loans Requested	591	43	50	684	71	11	4	86	53	13	4	70
Interlibrary Loans Loaned	270	26	5	301	23	1	-	24	29	2	1	32
Homebound Patrons *	16	-	-	15	15	-	-	15	15	-	-	15
Homebound Checkouts	694	-	-	694	52	-	-	52	71	-	-	71
Database Sessions				23,729				5,000				4,048
Services												
Meeting Room Use	334	35	-	369	45	2	-	47	34	1	-	35
Meeting Room Attendance	2,672	412	-	3,084	360	10	-	370	272	5	-	277
Kids' Programs	194	74	-	268	19	8	-	27	17	9	-	26
Kids' Program Attendance	3,552	402	-	3,954	406	17	-	423	252	13	-	265
Teen Programs	127	23	-	150	11	2	-	13	8	3	-	11
Teen Program Attendance	385	16	-	401	42	4	-	46	26	-	-	26
Adult Programs	83	33	-	116	8	7	-	15	8	2	-	10
Adult Program Attendance	676	128	-	804	64	17	-	81	62	9	-	71
Total Programs	404	130	-	534	38	17	-	55	33	14	-	47
Total Program Attendance	4,613	546	-	5,159	512	38	-	550	340	22	-	362
Outreach	50	10	-	60	3	2	-	5	5	-	-	5
Public Computer Use	3,765	135	-	901	378	15		393	322	20		342
ADA-pc Use	96	5	-	27	4	1		5	2	2		4
Wireless Use	19,272	2,536	-	5,038	1,987	187	-	2,174	1,651	165	-	1,816

Circulation by Collection

March 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	496	19	0
Adult Biography	78	3	0
Adult CD Non-Fiction	54	1	0
Adult DVD	976	46	14
Adult Fiction	3113	120	20
Adult Launchpad	2	0	0
Adult Magazines	118	7	0
Adult Music	80	3	0
Adult Non-Fiction	1130	106	9
Adult Spanish	4	NA	0
Children's Audiobook	155	10	11
Children's Biography	23	0	0
Children's DVD	185	17	3
Children's Fiction	776	49	60
Children's Launchpad	16	6	0
Children's Magazines	5	0	0
Children's Music	30	0	0
Children's Non-Fiction	828	39	29
Children's Oversize	6	2	0
Children's Spanish	9	1	0
Easy Reader	483	16	41
Equipment	17	0	0
Exam Books	2	0	0
Large Print	702	11	17
Mobile Devices	7	0	1
Nevada	14	0	0
Picture Books	1453	119	37
Video Games	9	0	0
Young Adult	171	12	1
Graphic Novels	101	6	7
Young Adult Launchpad	4	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1017	Movie	145
Adult Non-Fiction	184	Adult Non-Fiction	23
Adult Fiction	709	Adult Fiction	99
Juv Non-Fiction	3	Juv Non-Fiction	4
Juv Fiction	121	Juv Fiction	19
eBook	467	Television	152
Adult Non-Fiction	117	Adult Non-Fiction	16
Adult Fiction	280	Adult Fiction	126
Juv Non-Fiction	12	Juv Non-Fiction	2
Juv Fiction	58	Juv Fiction	8
Comics	47	Music	69
Adult Non-Fiction	0	Adult	61
Adult Fiction	12	Juv	8
Juv Non-Fiction	5		
Juv Fiction	30	Total Circulation	1,898

Overdrive/Libby

eAudiobook	712
eBook	721
Magazines	94
Adult	1,295
Juv	78
Young Adult	60
Total Circulation	1,527