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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

May 17, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, May 23, 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 the election of Library Board of Trustee Officers, including Chair due to Bonnie Roger's resignation and if necessary, Vice Chair.
- 3. 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.

4. For possible action. Discussion on approval of the minutes of the April 25, 2023 regular meeting.

5. 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. April 2023
 - ii. May 2023

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

- a. 4/30/2023

7. For possible action. Discussion and review of Library Grant Summary Report and acceptance of the Dollar General Literacy Foundation Grant.

- a. Grant Applications
 - i. Summer Reading Program Sponsor Outreach

- | | |
|---------------------------|--------------------------------------|
| ● Local business support | ● Kim's Donut and Tea House |
| ● Senior Community Center | ● Zephyr Cove Stables (former donor) |
| ● Swimming Pool | ● Zephyr Cove Resort |
| ● Bowling Alley- Rancho's | ● Safeway |
| ● Local Cinema | ● Casey's Restaurant |
| ● Starbucks | ● Sierra Subs |
| ● Dairy Queen | ● Clearly Tahoe |
| ● Maverik | ● Beinvenidos Restaurant |
| ● McDonald's | ● Juice Envy |
| ● Blind Dog Coffee | ● Dollar Tree |
| ● Domino's Pizza | ● Nevada Beach Campground |
| ● Main St. Coffee | ● Sushi Pier |
| ● 7-11 Rancho's | ● Red Hut Café |
| ● Chicken Shanty | ● Rose Petals |

b. Grant Awards

- i. Dollar General Literacy Foundation Grant for \$3,000

8. For discussion only. Update on the October Friends of the Library Fundraising Gala.

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

10. For possible action. Discussion on the annual performance evaluation of Library Director, Timothy DeGhelder, including performance, job description functions, competencies, achievements, job duties and setting future goals. Pursuant to NRS

241.031(1) the Board may consider and discuss the character, competence, alleged misconduct or physical or mental health of Mr. DeGhelder.

11. 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.

12. For possible action. Adjournment.

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

Douglas County Library, 1625 Library Lane, Minden NV,
<https://library.douglascountynv.gov/>
Douglas County website,
https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
vhallam@douglas.lib.nv.us

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before May 23, 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 June / July 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	6/12/23	4:00 PM	Minden Library
2 nd Wednesday Book Group	6/14/23	5:00 PM	Minden Library
Summer Reading Kick-Off	6/20/23	2:00 PM	Zephyr Cove Library
Summer Reading Kick-Off	6/20/23	4:45 PM	CVIC Hall
Friends of the Library	7/10/23	4:00 PM	Minden Library
2 nd Wednesday Book Group	7/12/23	5:00 PM	Minden Library

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
April 25, 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 28, 2023 REGULAR MEETING.

MOTION/VOTE:

Trustee Conner made a motion to approve the minutes of the March 28, 2023 regular meeting. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

- i. March 2023**
- ii. April 2023**

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 th and Tiny Art Show	04418	\$ 450.71
*Amazon	Items for Tiny Art Show	04420	\$ 314.31

*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. FOR POSSIBLE ACTION. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

a. 3/31/2023

Director Timothy DeGhelder explained to the board that the insurance money for the flood damage and loss of books has its own special line item in the budget associated with its own project number. He noted that the library has been holding on buying books to replace the flood damaged books until the recarpet and now that that project is done the library will begin buying replacement books. He stated that the budget next month will appear to have a lot of expending from library material but tracking the flood expenses by project number the budget will balance in the end. He explained the process the library goes through to purchase digital items on Overdrive and Hoopla and what steps the library can take in the process to save money in the budget for digital material.

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 AND REVIEW OF LIBRARY GRANT SUMMARY REPORT.

a. GRANT APPLICATIONS

i. Summer Reading Program Sponsors

Director DeGhelder stated that he is reaching out to local businesses to obtain donations for free passes and gift cards to be given to patrons who sign up for Summer Reading. Vanna Bells is reaching out to local businesses at the lake. By giving the library these gifts it helps these local businesses get recognized and acknowledged as a summer reading partner.

7. DISCUSSION AND UPDATE ON THE FY 23-24 LIBRARY BUDGET, INCLUDING SUPPLEMENTAL REQUESTS, CAPITAL IMPROVEMENT PROJECTS, AND IMPLEMENTATION OF THE STRATEGIC PLAN.

Director DeGhelder, referencing the two handouts that were submitted to the board, noted that the supplemental material that the library requested was approved but has not been funded. He stated that once the audit has been completed in November, any additional funds will go toward financing the supplemental items. He referred to the FY23-24 budget report that was provided to the board and stated that the budget was approved with the numbers discussed and approved by the trustees in a previous meeting. The library is up about \$250,000 from the FY22-23 budget. Chairperson Rogers noted that she is concerned with the library material budget and that it is still under what was budgeted in previous fiscal years. She stated that any additional funding that comes in to the library needs to go toward library material: both physical and digital as they are now separate line items.

MOTION/VOTE:

Trustee DeGraffenreid made a motion to approve the FY 23-24 library budget. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

8. DISCUSSION ON THE EVALUATION PROCESS FOR LIBRARY DIRECTOR TIMOTHY DEGHELDER WHICH WILL TAKE PLACE IN MAY.

Chairperson Rogers noted that the evaluation form that was provided in the packet is not the same form used for the previous director. Trustee Conner commented that he had a problem with the form and that it is very subjective. Chairperson Rogers stated that the form that was previously used was more comprehensive and she explained the process that was taken while completing the form during the last evaluation. There was concern about approving the evaluation form that was provided to the board at this meeting as Tim's evaluation is taking place at next month's board meeting. It was agreed the board recess while Veronica looks for the form previously used that Chairperson Rogers is speaking of.

The meeting recessed at 10:28 A.M.

The meeting resumed at 10:37 A.M.

Veronica located the previous evaluation form and handed it out to the trustees. Chairperson Rogers confirmed that this was the correct form. The board agreed that this form is much better and more comprehensive than the form the county uses. Trustee Conner commented that it would be preferable that Tim set some goals with the board's approval and when he meets those goals the board will evaluate him on those goals. If Tim accomplishes the goals that he set the board will reset the goal or reevaluate the goal into something different. Director DeGhelder stated that he will provide the board with the goals that were set forth when he was hired for this position and the progress that he has made in accomplishing those goals. He noted that he will have this information ready for the board two weeks prior to the next board meeting and then the board can make comments on the evaluation form, with scores, and then discuss with Tim during his evaluation in May.

MOTION/VOTE:

Trustee Conner made a motion that the board use the current form that has been distributed as of today, the director's annual performance evaluation for the board's evaluation of Tim's performance to date, versus the one that the county has provided to the board. Trustee Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

9. 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.

Director DeGhelder stated that the library conducted interviews for the Lake Tahoe position and made an offer of employment and the offer was accepted. He noted that this person has an IT background. The acquisitions librarian position posting has been extended until May 1st in hopes of getting more qualified applicants with a masters in library science. Tim stated that he needs to meet with human resources to work on the job description verbiage for the assistant library director position. When that is complete it will be submitted to the commissioners for approval. If the commissioners approve the library will move forward with interviews and if it is not approved the library will continue to run as it is currently.

10. DISCUSSION AND UPDATE ON THE STATUS OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES, INCLUDING THE ROLE OF LIBRARY BOARD TRUSTEES.

Chairperson Rogers asked the new trustees if they have completed the training. It was noted that Trustee Conner is the only one who has completed the training. Chairperson Rogers reminded the board that this board is a governing board and they have the fiduciary responsibility for the overall maintenance of the library and the management and how it runs. She advised the board that it is important to read the trustees manual, particularly the policies and the bylaws. In regards to agenda setting, Chairperson Rogers stated that if a board member wants something placed on the agenda they are to go to Tim or the board chair. Cynthia does not place items on the agenda but provides legal advice on how the agenda is set. Chairperson Rogers noted that the external communication policy states that the chair of the board is the official spokesperson

for the Library Board of Trustees and the library director is the official spokesperson for the library. If a trustee other than the chair or library director is approached to make a statement in regards to the library or board, referral is to be made to the chair or library director. She also noted that Tim is responsible for the staff and if a trustee would like assistance from a staff member that is out of their assigned job responsibilities, they are to go to Tim first. Chairperson Rogers reminded the board that the trustees are to follow all county policies as well. As in a previous meeting the new trustees were to complete the state library's online training within 90 days and it was determined that the trustees who have not completed the training will do so within the next thirty days.

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

11. 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 informed the board that he and the supervisors created an "introduction to the library video series" and he will be sending a link to the trustees and the commissioners. In this video members will hear what supervisors and the director do and how those responsibilities work in the library's day to day successes. Members will also receive a tour of the library's website and a tutorial on how the library's digital material is checked-out. Vice Chairperson Doughty noted that once the trustees receive the link an action item will be put on the agenda before the link is available to the public.

12. CLOSING PUBLIC COMMENTS.

Chairperson Rogers announced that this will be her last meeting because she is moving. She commented that she has enjoyed the years she has worked with the library and watching it thrive.

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

MEETING ADJOURNED AT 11:18 A.M.

Lib. Board of Trustees Mtg 4/25/23
Consent Calendar
Agenda Item 5a

Gift Fund Claims
April / May 2023

*Amazon	SRP prizes	04425	\$ 671.51
*Town of Minden	CVIC Hall rental for FOL May Book Sale	04426	\$ 77.97
*Baker & Taylor	Books for 2 nd Wednesday Book Club	PO0096	\$ 35.10
*DoCo Procurement Program	Items Tiny Art Show	04438	\$ 2.68
*DoCo Procurement Program	Library Swag; refreshments for The Council; item for Summer Reading	04439	\$ 3333.75
*DoCo Procurement Program	Items for Tea Party; supplies for SRP	04440	\$ 105.61
DoCo Procurement Program	Items for Adult Crafters'; items for the Business Showcase	04441	\$ 39.71

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

5/17/2023

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	104.63			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			888.55	Director event Tiny Art Show
Do Co Procurement Program	4203	8/4/2022	107.78			Adult Crafters' Club (FOL)
Amazon	4207	8/16/2022	35.58		103.92	\$103.92 Director event Tiny Art Show; \$35.58 items for movie showings
Amazon	4210	8/19/2022			311.76	Director event Tiny Art Show
Amazon	4216	8/23/2022			51.96	Director event Tiny Art Show
Do Co Procurement Program	4204	8/4/2022	45.38			Items for Science Club (FOL)
Town of Minden	4222	8/29/2022	50.00			Civic Hall rental for Paranormal Investigation (Ghost Scouts program)
Amazon	4226	8/30/2022	33.88			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	4263	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	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			31.28	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 OnD 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	160.30			\$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 (x8)
Amazon	4364	2/15/2023	22.95		33.08	\$5.39 ergonomic crochet hook and knitting needles for Knit and Crochet Club; \$17.56 construction paper and pencil & crayon sharpener for Storytime DLT; \$33.08 gouache paint set of 18 (x2)
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			\$66.54 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	Civic 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

5/17/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Amazon	4393	3/20/2023	16.88		164.63	\$16.88 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	37.82			Items for Adult Crafters' Club
Swank Movie Licensing	4413	4/11/2023	74.17			\$74.17 Copyright compliance movie license 2 months 5/1/23-8/30/23 FY22-23
Amazon	4418	4/13/2023			450.71	\$168.45 May the Fourth merchandise and goodies (FOL); \$48.94 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)
Amazon	4425	4/21/2023	542.39	129.12		\$542.39 SRP 2023 prizes (FOL); \$129.12 manga (FOL)
Town of Minden	4426	4/24/2023			77.97	CVIC Hall rental for May Book Sale (FOL)
Baker & Taylor	PO0093	4/28/2023	35.10			Book Group (FOL)
Do Co Procurement Program	4438	5/3/2023			2.68	Items for Tiny Art Show (FOL)
Do Co Procurement Program	4439	5/3/2023	3,333.75			\$2,980.67 library swag for programs and event visits; \$40.38 refreshments for The Council; \$194.93 items for Summer Reading (FOL); \$117.79 items for Summer Reading (FOL)
Do Co Procurement Program	4440	5/3/2023	105.61			\$9.48 items for Tea Party; \$15.47 items for Tea Party; \$1.29 items for Tea Party; \$45.86 bins for SRP prizes; \$33.51 decorations for SRP
Do Co Procurement Program	4441	5/3/2023	19.73		19.98	\$19.73 items for Adult Crafters' Club; \$19.98 items for Business Showcase
						Grand Total:
TOTALS			13,341.03	5,321.90	7,670.26	\$26,333.19
			Programs	Materials	All others	\$26,333.19

Lib. Board of Trustees Mtg 5/23/23

Agenda Item #6a

Douglas County Public Library

Budget Summary
Fiscal Year 2022-2023

Month End 4/30/2023

% of Fiscal Year
71.0%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$70,411	\$743,253	73%

19

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$34,788	\$358,614	73%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$197,388	\$16,409	\$171,884	\$497,081	87%

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

Capital Outlay **							
Budgeted	Amend-ments	Current	YTD Encumber	Year-to-date	Amended Less YTD	% Used	
\$0		\$0	\$0	\$0	\$0	\$0	0%
Capital Projects ** 224-804-562-000 & 224-804-564-500							
Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used	
\$0							

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



Library Expense Budget Performance Report

Fiscal Year to Date 04/30/23
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										
Salaries & Wages										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	65,403.73	.00	627,894.09	389,460.91	62	469,978.10
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	3,332.66	(3,332.66)	+++	22,645.36
511.169	Camp Payout	.00	.00	.00	.00	.00	192.19	(192.19)	+++	155.76
511.170	Overtime	.00	.00	.00	.00	.00	15.29	(15.29)	+++	275.68
511.171	Holidays	.00	.00	.00	.00	.00	35,151.28	(35,151.28)	+++	24,778.88
511.172	Camp Paid	.00	.00	.00	.00	.00	4,745.00	(4,745.00)	+++	5,837.93
511.173	Vacation	.00	.00	.00	3,391.00	.00	42,993.16	(42,993.16)	+++	40,827.03
511.174	Sick	.00	.00	.00	1,615.85	.00	28,938.87	(28,938.87)	+++	14,089.07
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	(920.00)	(920.00)	.00	.00	.00	(920.00)	0	.00
<i>Employee Benefits</i>		<i>\$1,017,345.00</i>	<i>(920.00)</i>	<i>\$1,016,425.00</i>	<i>\$70,410.58</i>	<i>\$0.00</i>	<i>\$743,252.74</i>	<i>\$273,172.26</i>	<i>73%</i>	<i>\$578,387.81</i>
511.181	Retirement	293,318.00	.00	293,318.00	20,321.88	.00	215,732.48	77,585.52	74	156,338.03
511.182	Workers Comp	23,184.00	.00	23,184.00	1,544.97	.00	16,857.11	6,326.89	73	14,273.64
511.183	Group Insurance	143,301.00	.00	143,301.00	10,854.40	.00	104,716.82	38,584.18	73	84,921.52
511.184	Unemployment	5,125.00	.00	5,125.00	356.40	.00	3,836.34	1,288.66	75	2,917.63
511.186	Medicare	14,836.00	.00	14,836.00	981.22	.00	10,436.40	4,399.60	70	8,028.75
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	1,445.00	(425.00)	142	850.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PERS-Ret/Medical	6,708.00	.00	6,708.00	559.00	.00	5,590.00	1,118.00	83	5,590.00
<i>Services & Supplies</i>		<i>\$488,142.00</i>	<i>\$0.00</i>	<i>\$488,142.00</i>	<i>\$4,787.87</i>	<i>\$0.00</i>	<i>\$358,614.15</i>	<i>\$129,527.85</i>	<i>73%</i>	<i>\$377,919.57</i>
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	60.53	.00	3,211.64	(3,211.64)	+++	2,204.58
520.045	Computer System - County Created	62,200.00	.00	62,200.00	.00	.00	6,639.85	62,560.15	10	53,209.51
520.055	Telephone Expense	.00	.00	.00	.00	.00	.00	.00	+++	9,678.97
520.060	Postage/No Box Rent	1,772.00	.00	1,772.00	.00	.00	3,161.91	(1,389.91)	178	3,528.30
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	1,262.47	3,737.53	25	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	51.98	.00	982.15	(468.15)	191	731.97



Library Expense Budget Performance Report

Fiscal Year to Date 04/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	YTD
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,763.44	.00	25,467.90	(3,764.90)	117	4,608.62
520.088	Utilities	27,113.00	.00	27,113.00	2,063.97	.00	34,325.77	(7,212.77)	127	28,490.01
520.097	Maint Bldg	3,000.00	.00	3,000.00	.00	.00	424.47	2,575.53	14	3,759.88
520.098	Janitorial Services	30,297.00	.00	30,297.00	.00	11,039.80	20,939.00	(1,681.80)	106	27,251.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	75.93	4,779.07	2	2,664.00
520.114	Moor Pool Expense	5,610.00	.00	5,610.00	.00	.00	4,212.00	1,398.00	75	4,380.00
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	2,025.43	(1,498.43)	394	765.10
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	.00	.00	2,514.96	4,519.04	36	2,697.56
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	37,641.00	12,548.00	75	26,797.25
520.169	Enrg Assessment	70.00	.00	70.00	.00	.00	.00	.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	Cable/ Phones	.00	.00	.00	.00	.00	.00	.00	0	1,850.73
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	269.94	.00	1,444.67	2,755.33	34	3,548.52
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	10,461.75	3,487.25	75	2,198.40
521.100	Professional Services	10,000.00	.00	10,000.00	9,525.30	3,961.42	19,286.81	(13,248.23)	232	10,395.00
521.134	Cataloging	20,000.00	.00	20,000.00	93.50	895.10	13,323.01	5,781.69	71	10,328.43
521.500	Central Svcs Cost Allocation	145,374.00	.00	145,174.00	.00	.00	108,880.50	36,293.50	75	119,342.25
530.001	Circulation Supplies	1,500.00	.00	1,500.00	148.02	.00	1,620.40	(120.40)	108	1,782.66
531.003	Gas & Oil	4,200.00	.00	4,200.00	139.87	.00	2,237.43	1,972.57	53	2,198.40
531.054	Library Materials-Books	126,756.00	83,395.00	210,151.00	1,566.48	153,608.06	96,623.71	(40,080.77)	119	144,422.37
531.057	Processing Materials	11,000.00	.00	11,000.00	172.92	2,379.58	5,971.51	2,648.91	76	6,876.51
531.059	Library Materials-Digital	.00	58,928.00	58,928.00	.00	.00	33,972.29	25,000.71	58	.00
531.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
531.800	Office Supplies	1,200.00	.00	1,200.00	249.66	.00	3,769.56	(2,569.56)	314	1,449.74
531.802	Small Equipment	500.00	.00	500.00	235.99	.00	1,057.00	(557.00)	211	94.02
533.806	Software	.00	.00	.00	.00	.00	24,129.89	(24,129.89)	+++	.00
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	1,717.78	3,382.22	34	2,204.32
533.817	Small Products	.00	15,000.00	15,000.00	31.58	.00	231.58	14,768.42	2	559.87
540.010	Grants-Services & Supplies	.00	35,065.00	35,065.00	.00	.00	28,044.66	7,020.34	80	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	36.13	.00	339.61	(339.61)	+++	309.28
565.735	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
Services & Supplies Totals		\$567,463.00	\$197,388.00	\$764,851.00	\$16,409.31	\$171,883.96	\$497,080.64	\$95,886.40	87%	\$305,920.89
Capital Outlay/Projects		.00	265,000.00	265,000.00	.00	.00	110,558.00	154,442.00	42	.00
EXPENSE TOTALS		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$121,607.76	\$171,883.96	\$1,709,505.53	\$653,028.51	74%	\$1,357,228.27
Department 804 - Library Totals		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$121,607.76	\$171,883.96	\$1,709,505.53	\$653,028.51	74%	\$1,357,228.27
Fund 224 - Library Totals		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$121,607.76	\$171,883.96	\$1,709,505.53	\$653,028.51	74%	\$1,357,228.27
Grand Totals		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$121,607.76	\$171,883.96	\$1,709,505.53	\$653,028.51	74%	\$1,357,228.27



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 04/30/23
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	2,198.98	78.97	23,473.20	46,107.83	34%	29,988.66
	Services & Supplies Totals	\$0.00	\$69,660.00	\$69,660.00	\$2,198.98	\$78.97	\$23,473.20	\$46,107.83	34%	\$29,988.66
	EXPENSE TOTALS	\$0.00	\$69,660.00	\$69,660.00	\$2,198.98	\$78.97	\$23,473.20	\$46,107.83	34%	\$29,988.66
Department 800 - Library Gift Fund Totals		\$0.00	(\$69,660.00)	(\$69,660.00)	(\$2,198.98)	(\$78.97)	(\$23,473.20)	(\$46,107.83)	34%	(\$29,988.66)
Fund 235 - Library Gift Fund Totals		\$0.00	\$69,660.00	\$69,660.00	\$2,198.98	\$78.97	\$23,473.20	\$46,107.83		\$29,988.66
Grand Totals		\$0.00	\$69,660.00	\$69,660.00	\$2,198.98	\$78.97	\$23,473.20	\$46,107.83		\$29,988.66



Gift Fund Trial Balance Listing

Through 04/30/23
 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	50,268.87	23,005.13	95,406.71		71,445.40
101,090	Investment-FMV Adjust	(1,445.96)	782.67	1,327.37	(1,990.66)		(973.28)
121,100	Interest Receivable	251.57	983.13	1,002.96	231.74		316.96
155,000	Prepaid Expense	1,567.19	370.83	1,938.02	.00		.00
	<i>Current Assets Totals</i>	<u>\$68,515.77</u>	<u>\$52,405.50</u>	<u>\$27,273.48</u>	<u>\$93,647.79</u>		<u>\$70,789.08</u>
<i>Current Liabilities</i>							
202,000	Accounts Payable	(1,404.28)	21,824.12	21,126.45	(706.61)		(2,450.04)
	<i>Current Liabilities Totals</i>	<u>(\$1,404.28)</u>	<u>\$21,824.12</u>	<u>\$21,126.45</u>	<u>(\$706.61)</u>		<u>(\$2,450.04)</u>
<i>Fund Balance</i>							
253,000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)		(70,784.01)
	<i>Fund Balance Totals</i>	<u>(\$67,111.49)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$67,111.49)</u>		<u>(\$70,784.01)</u>



Gift Fund Income Statement

Through 04/30/23
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							
<i>Miscellaneous Revenue</i>							
367,102	Donations	.00	15,987.19	48,786.50	(48,786.50)	+++	28,978.78
<i>Miscellaneous Revenue Totals</i>							
		\$0.00	\$15,987.19	\$49,302.89	(\$49,302.89)	+++	\$27,543.69
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532,061	Library Gift Fund	69,660.00	2,198.98	23,473.20	46,186.80	34%	29,988.66
<i>Services & Supplies Totals</i>							
		\$69,660.00	\$2,198.98	\$23,473.20	\$46,186.80	34%	\$29,988.66
Department 800 - Library Gift Fund Totals							
		\$69,660.00	\$2,198.98	\$23,473.20	\$46,186.80	34%	\$29,988.66
EXPENSE TOTALS							
Grand Totals							
		\$0.00	\$13,788.21	\$25,829.69	\$25,829.69	+++	(\$2,444.97)
REVENUE TOTALS		69,660.00	15,987.19	49,302.89	20,357.11	71%	27,543.69
EXPENSE TOTALS		69,660.00	2,198.98	23,473.20	46,186.80	34%	29,988.66
Grand Total Net Gain (Loss)		\$0.00	\$13,788.21	\$25,829.69	\$25,829.69	+++	(\$2,444.97)

From: do-not-reply@cybergrants.com <do-not-reply@cybergrants.com>
Sent: Thursday, May 11, 2023 6:41:44 AM
To: holly.traxler@douglas.lib.nv.us <holly.traxler@douglas.lib.nv.us>
Subject: Dollar General Literacy Foundation Summer Reading Program Grant

Congratulations! We are pleased to inform you that your organization has been selected to receive the following grant from the Dollar General Literacy Foundation:

Organization: Douglas County Public Library
Proposal Type: Summer Reading Program
Project Title: Summer Reading Program
Request ID: 87010411
Grant award: \$3,000.00

Your grant letter, check and a grant procedures document will be sent to the following address and the check will be made out as listed:

Douglas County Public Library
1625 Library Lane
Minden, NV 89423

If this address is not correct, or the check needs to be made differently, please contact Cat Royka (croyka@dollargeneral.com) by May 18. Checks will be mailed May 19.

A list of this year's grant award winners has been posted on our website, www.dgliteracy.org.

We are proud to support your efforts to promote literacy and wish you every success in the coming year.

Sincerely,

Dollar General Literacy Foundation

****Please do not reply to this email address. This mailbox is not monitored.****

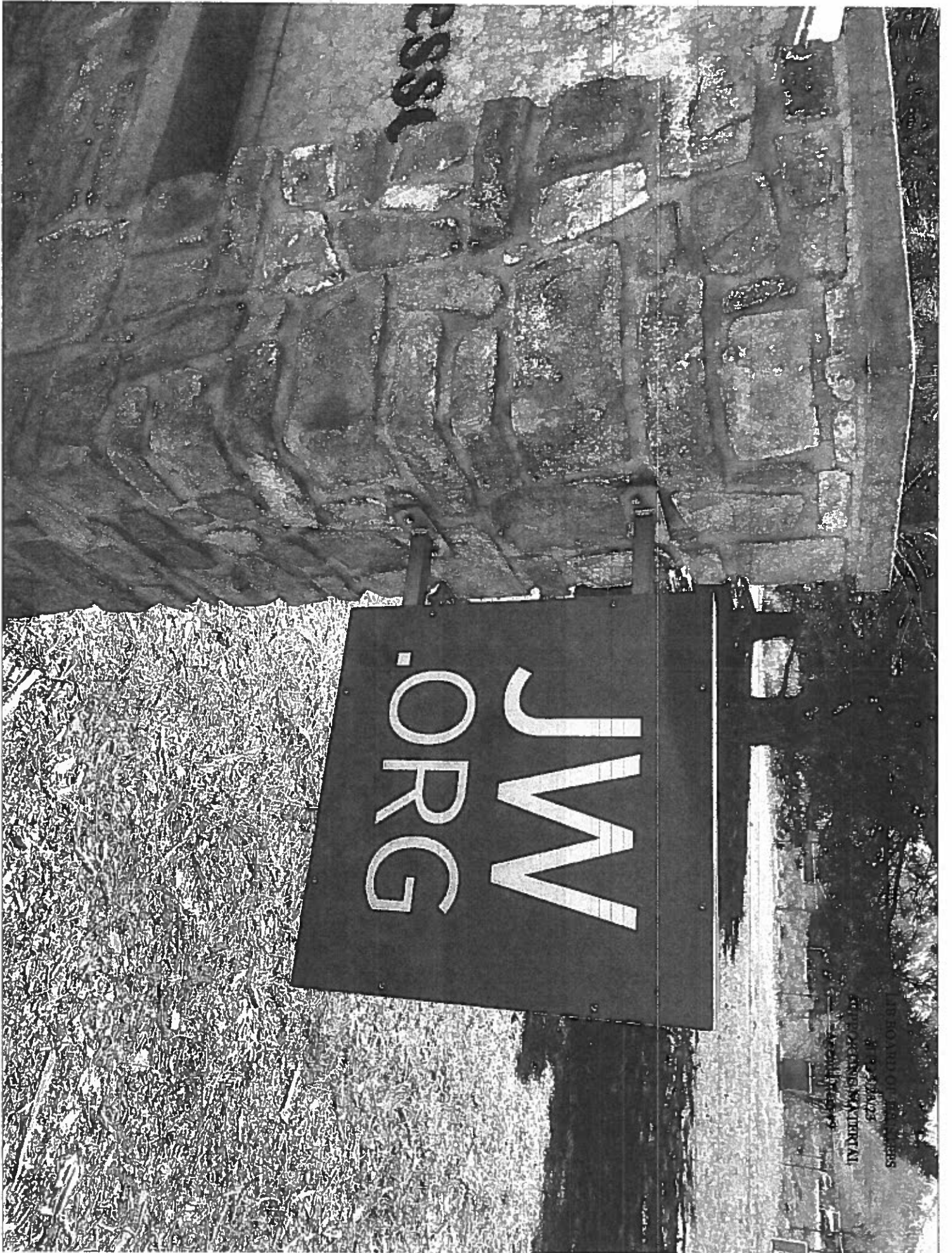
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Kingdom Hall
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MTC 5/23/23
SUPPORTING MATERIAL
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Library Director- Update- May 2023

Librarian Interviews- phone interviews and in-person interviews to follow. We have six candidates to start from.

Working on Summer Reading involvement- we have been reaching out to local businesses to support our reading program with in-kind gifts.

United Way wants to support Summer Reading with in-kind book donations.

Tiny Free Library at C.C Meneley was refilled. Shows that people are using the box.

FOL- Book Sale a success- We worked four days for a successful event. Thursday May 11 to Sunday May 14.

FOL Book Sale now going once every three months at Minden in our meeting room. Our next book sale will be in August in our meeting room.

Rotary Golf Tournament- Saturday May 20th

Gala update- We met with Magician Larry Wilson and his costs for the event were higher than expected. We are working on a replacement with similar talent.

Meeting with staff for final teen room ideas. (Security cameras to be included for areas)

We received our first food donation for our teen room- the snacks were gone in 24 hours!

Holly- is starting a Pajama Story Time- (4th Monday- evening story time) and a Spanish Story Time (last Saturday of the month) Great job!

We are working hard on the Puzzle Tiny Art Show- We had to prep the puzzle pieces and label all of the art supplies. We will be creating a sample puzzle for our customers to view. I am trying to get the Carson Valley Arts Council to paint a puzzle for an auction item.

The entire library staff went through "Ethics Training". It was provided by Jen Davidson our Assistant County Manager.

We are ordering BOOKS- we are placing orders for our lost insurance items.

Timothy DeGhelder- 2022 to 2023 (Evaluation)

Please note: Each item on this list is very important and could take a full page summary for each item. I have simply created a shorter list of things that needed to be accomplished.

I was asked by the library board to create goals for the first 90 days.

What follows the 90 day list are some of the things that I thought were meaningful to a successful public library.

Library Director- Start date June 13, 2022.

Library Board Relationships

Board responsibilities- support and develop long term goals and acknowledge status reports and give feedback. Done through normal monthly board meetings. (Director and staff work day to day responsibilities) There will be times when we present to the board ideas and new services that might require board approval or simply giving the board knowledge.

Library Director and Board- Develop relationship (executive team)

Normal Communication- email is a good standard- (I would like a short update every two weeks) Just an email to give a snapshot of any fun events or happenings. Library newsletters and Social Media- see what our customers are getting. (Of course if any situation arises that need attention- the board will be immediately informed by email and a text to board members phone)

Other needs-

First 90 Days-

- Become familiar with Library Handbook and Trustee Manual- (read cover to cover)
- Become familiar with budgeting software, New World Systems- (visited finance office and had some instruction)

- Become familiar with timesheet software, Esuite- (use on a weekly basis)
- Become familiar with NeoGov software- (used for job posting, training, evaluations and volunteers)
- Create posting for Youth Supervisor- try for hiring in August- (we did our final interview on September 21)
- Start weekly supervisor staff meetings- (started in July)
- Start monthly staff meetings- (started in July)
- Meet with each staff member (discuss job details)- I have been doing this when working on projects with staff.
- Become familiar with webpage layout- (complete and we are making a few changes)
- Become familiar with digital products- (complete we are currently keeping our products and will review them in 2023)
- Leadership Program- 2023 (open in January 2023)
- Become familiar with layout of Lake Location- (I have visited and talked with Vanna on many occasions.)
- Go to Chamber events- (I normally go to coffee, lunch and one special event per month. I am also an ambassador- so I attend special meetings.)
- Attend Kiwanis- (I am doing more in Rotary at this time.)
- Learn layout of branch location- where things are (Minden)
- Become familiar with Book Mobile- (I have ridden the book mobile twice and helped with the new scheduling.)
- Look at current social media sites for the library- (We have added Tik Tok and YouTube. We are currently adding at least two new videos per week. We are also getting organized so we have enough time to promote all of our programming on-line different platforms.)
- Attend Rotary twice a month. (I have been attending every week. I also volunteered for the golf tournament. I am learning more about how the Rotary makes a difference in the community with our first round of grant funding.)
- Become a county-wide volunteer so I can help out at events. (I have done this and I will work the Candy Dance. I also worked four days at the Friends book sale. I also worked the Rotary Golf tournament. I will also work the job fair in October.)

- Develop a positive relationship with the Friends of the Library (FOL). (I have attended all the meetings and brought the FOL back to the Minden location.)
- Help support fund raising activities with FOL- (I go to the meetings and work events. I drove the U-Haul truck and stacked books. We worked side by side and the FOL witnessed me talking to all of the customers. I role modeled how important the library is to our community.)
- Look at marketing efforts and who is being reached- (this is work in progress. We added our first email blast, when promoting the Tiny Art Show and the Friends Book Sale.)
- Look at Minden Branch location- get input on building needs (needs a good remodeling, with more space)
- Attend Department Head biweekly meetings (I currently go to the county meetings)
- Look for ways to coach and encourage staff- (On the spot) Some fun games. (helps keep a relaxed environment) Morale ideas
- Create a grant portal for the state and see what is available for Douglas County (currently complete and will be applying for three grants)
- Develop with staff- norms for evaluation of staff members (working with HR, there will be a quick seminar with supervisors)
- Plan new library director open house event (ready to go Nov. 4th)
- Learn county staff and departments and how to share information (work in progress)
- Flood damage replacement materials (books from insurance)(The check has cleared and it will be added to the budget in October)
- Money for carpet and shelves (layout) two budget cycles (we have three bids and we are looking at carpet)
- Understand the County Strategic Plan (evaluations involved learning how to evaluate using county goals)

Building-

Cameras- security (Lake and Minden)

Carpet & Flooring Project- complete

Teen Room Project

Nevada Collection

Law Library

Painting Project- set for Fall of 2023

General Maintenance with facilities

Tile cleaning project

Bathroom project

Partnerships-

Backpack Buddies

Douglas County School District

Washoe Tribe

Spanish Culture

Tiny Free Library Program

Sheriff's Department

Carson Valley Chamber

Minden Rotary Club

Carson Valley Quilting Club

Friends of Douglas County Public Library

Food Closet- Food Drive

Sertoma Coat Drive

Pollination Month

Candy Dance

County Wide Volunteer

Attended County Wide Volunteer Expo

Attended County Wide Business Expo

Friends of the Library (FOL)

Meetings back at the library

Attend every FOL meeting

Work with funding requests

Helped with Annual FOL meeting

Created FOL merchandise store- (Redbubble)

Created PayPal account for FOL

Helped with September 4 day book sale

Helped with May 2023- 4 day book sale

Working on first FOL Gala

Working on creating a quarterly book sale event at the library

Helped maintain front lobby daily book sales at both branch locations

Creating new digital services for FOL gala- sales and donations (Zeffy)

Staff and volunteers

Attends- bi-weekly Department Head Meeting

Finds weekly and daily time for supervisors

Monthly staff meetings

Hired new Youth Supervisor- working on new programming

New committee areas of support

Working on Asst. Library Director

Presented Annual Report to BOCC

Active Volunteers- 24 (had only 2 volunteers when I started)

Volunteer hours total- 850 (hours were at zero when I started)

Created new social media accounts- YouTube and (Tik Tok- now deleted)

Training

Anti-Harassment

Violence in the Workplace

Ethics in Government Training

Drug and Alcohol free in the Workplace

Active Shooter- Surviving an Attack Training

Whistleblower Protection Training

Strength Finders

Neogov software training

Esuite software training

Polaris software training

American Library Association Membership

Public Library Association Membership

MPLA Membership

Leadership Douglas County (1/2023 to 12/2023)

Bank of America- Credit Card Finance Software

Programming

Teen Council

Adult Craft

Japanese Club

Tea Party

Nature Walk- Book Club

Stay and Play

Friends of the Library- Book Sale

1,000 Books Before Kindergarten-23

Every Child Ready to Read-23

Bookmobile

Gaming Club

Summer Reading-6/19

Library Gala

Teen Zine- writing

Libby

Mango Language

On-line Store

Cha Thai- 2nd grade club

Kid's Craft

Science Club

Knitting Club

Act Your Stage

Lapsit Storytime

Tiny Art Puzzle

Teen Room

Tiny Free Library

Homebound

Anime Club

Reading Paws

Ghost Scouts

VR Club

Saturday Movies

Hoopla

Ebsco Magazines

School Outreach

Douglas County Public Library Director's Annual Performance Evaluation

Employee: **TIMOTHY DEGHELDER**

Review Date: **5/23/2023**

Rating Period: **06/13/22-06/13/23**

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"/>

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.	<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>				
Communication				
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<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>				
Teamwork				
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<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>				
Integrity				
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<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>				
Customer Service				
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.	<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 _____