

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

June 20, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, June 27, 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 May 23, 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. May 2023
  - ii. June 2023

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

- a. 5/31/2023

6. For possible action. Discussion on establishing performance goals for Library Director Timothy DeGhelder to be evaluated as part of the Director's 2024 annual performance evaluation.

7. For discussion only. Discussion on professional development and training options for Library employees, including scheduling and economic impacts.

8. For discussion only. Discussion and update on the status of the State Library's online training for Nevada Library Trustees.

9. For discussion only. Discussion and update on the Friends of the Library Fundraising Gala scheduled for October 2023.

10. For discussion only. Discussion and update on the volunteer community engagement program, including recognizing the volunteers at an appreciation reception.

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 June 27, 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 July / August 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	7/10/23	4:00 PM	Minden Library
2 <sup>nd</sup> Wednesday Book Group	7/12/23	5:00 PM	Minden Library
Summer Reading Finale	8/1/23	2:00 PM	Zephyr Cove Library
Summer Reading Finale	8/1/23	4:00 PM	CVIC Hall
2 <sup>nd</sup> Wednesday Book Group	8/9/23	5:00 PM	Minden Library
Friends of the Library	8/14/23	4:00 PM	Minden Library

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

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 23, 2023**

**ATTENDEES**

**Library Board Members:** Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid

**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

**Absent:** Trustee Kimberly Estee

**THE MEETING CONVENED AT 10:02 A.M.**

**1. PUBLIC COMMENTS.**

Vice Chairperson Starla Doughty asked for public comment.

There being no public comment, public comment was closed.

**2. DISCUSSION ON THE ELECTION OF LIBRARY BOARD OF TRUSTEE OFFICERS, INCLUDING CHAIR DUE TO BONNIE ROGER'S RESIGNATION AND IF NECESSARY, VICE CHAIR.**

MOTION/VOTE:

Trustee Robert Conner made a motion to nominate Vice Chairperson Doughty as Chairperson. Trustee Theresa DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote. Trustee DeGraffenreid made a motion to nominate Trustee Conner as Vice Chairperson. Chairperson Doughty made a second and the motion carried unanimously with a 3-0 vote.

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

MOTION/VOTE:

Vice Chairperson Robert Conner made a motion to approve the agenda. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0.

**4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE APRIL 25, 2023 REGULAR MEETING.**

**MOTION/VOTE:**

Trustee DeGraffenreid made a motion to approve the minutes of the April 25, 2023 regular meeting. Vice Chairperson Conner made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

**5. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

**i. April 2023**

**ii. May 2023**

**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 <sup>nd</sup> 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; items 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

**MOTION/VOTE:**

Vice Chairperson Conner made a motion to approve the consent calendar. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

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

**a. 4/30/2023**

Director Tim DeGhelder informed the board that the library's budget is in good shape with the overall budget at 75% with one month left in the fiscal year.

**MOTION/VOTE:**

There being no public comment, Trustee DeGraffenreid made a motion to approve the budget performance report. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

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

Director DeGhelder noted that the library has been engaging with local businesses in Douglas County to see if they wanted to partner with the library by providing free passes, gift cards and donations. The list given are the local businesses the library has reached out to but not all have responded. Trustee DeGraffenreid asked if the library has considered reaching out to small businesses and ask for money to go toward prizes for the Summer Reading Program because she owns a small business and she would have liked to have been approached to donate some money even if it were a small amount. Tim noted that he wants to build relationships with the local businesses and do an in-kind with gift cards and free passes first so the library can tell these businesses at the end of the program what their contribution served, and then at the October gala perhaps take it to the next level to see if they want to help monetarily with library programs.

**b. Grant Awards**

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

Holly Traxler stated to the board that for the first time the library created a special Summer Reading Program with Austin's House and Washoe Tribe using these grant funds. She explained the process of the program and how it caters to the needs of each individual. She noted that what this grant will do is help the library reach those who are impoverished, those who are marginalized and get into those communities so they feel connected. That's how they improve their literacy. Trustee DeGraffenreid commended the library for reaching out and thinking outside of the box to connect with those forgotten people and communities to make it attainable for them to get the same benefits as others do. Holly noted that next year the library would like to do a specialized Summer Reading Program with China Spring as well.

Chairperson Doughty asked for public comment.

**MOTION/VOTE:**

There being no public comment, Vice Chairperson Conner made a motion to accept the grant of \$3,000 from the Dollar General Literacy Foundation. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote.

**8. UPDATE ON THE OCTOBER FRIENDS OF THE LIBRARY FUNDRAISING GALA.**

Director DeGhelder mentioned that the committee had a meeting yesterday and that things are moving along spectacularly. He noted that the magician they had originally thought was to perform at no cost wanted the library to sign a contract to pay \$5,500 for the performance. Deciding that paying this amount when the library and friends are trying to raise money for the library would be unreasonable, the library and committee are now looking for other magicians within the area who are interested in performing at either no cost or a more practical fee. Tim explained the ticket purchasing process and the costs for admission and noted that if someone is unable to attend the gala they have the option to donate to the cause. All is done on the Friends of the Library online Zeffy account which will be a digital link on the library's website. He stated that the library will send three reminder email blasts to patrons who have a library account and will advertise the gala through newspaper articles and flyers that have already been created.



Vice Chairperson Conner noted that it would be wise to have an announcement on the chamber's calendar.

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

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

Chairperson Doughty asked Tim how the interviews are going for the librarian position. Laura Treinen stated that the library has six candidates to interview by phone. The interview panel could not reach one of the candidates and after interviewing the other five, one did not move forward. She noted that the in person interviews will take place the first part of June. When asked if the person who was hired for the lake position has started, Vanna indicated that the person has not met the minimum background check requirements to start yet on a contingent status. Tim mentioned two new programs the library will host; Pajama Storytime which will be an evening storytime and Spanish storytime which will take place on Saturdays. Holly will be the lead for both programs.

#### **10. 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.**

Chairperson Doughty noted that two public comments were submitted by email and were included in the packet and as supplemental material. Those public comments were from Barb Wilson and Dianne Deadrich.

Chairperson Doughty asked for public comment.

Sam Steele made public comment and stated that he is a member of the Minden Rotary Club where Tim has been a member for the last year. He commented that Tim is doing an excellent job and with rotary he is a great volunteer in the community. He stated that he has worked with Tim several times to accomplish the goals they've set. He always seems to be enthusiastic and is very community oriented and that is what is needed, a person with a service heart who puts themselves above the community above themselves. He noted that he looks forward to working another year with Tim at the Minden Rotary Club.

A packet of information and the blank evaluation form was included in the board packet and as supplemental material. Each trustee prepared their annual performance evaluation and went around the table to share their scores and comments.

The board took a short recess while Deputy District Attorney Cynthea Gregory calculated the scores.

Recessed at 10:58 A.M.  
Reconvened at 11:15 A.M.

Deputy District Attorney Gregory tallied the scores and the overall evaluation rating was totaled at 2.81% which merits the County established salary increase of 2.8 percent. The evaluation will be submitted to Human Resources with a Personnel Action Form for the 2.8 percent merit increase.

Tim thanked the board for their kind words. His first year was just trying to reconnect people back to the library after the last rough couple of years, so talking to people was a big factor. He thanked his staff for stepping up and noted that anytime he came up with an idea or staff came up with an idea together they found a way to get it done. He commented that he calls staff the producers because they always produce and get things done. He stated he is happy to have new board members and that he wants the library to be great and that's what he is here for.

It was determined that Tim will bring forth his goals he would like to accomplish and discuss with the board at the next meeting.

#### **11. CLOSING PUBLIC COMMENTS.**

Chairperson Doughty asked for public comment.

Holly notified the board that during the meeting she received an email from United Way to inform her that they will donate 300 books to the library. She noted that these books are already vetted by United Way and are books they use for their reading initiatives around the country. They will be given to elementary age children.

Chairperson Doughty thanked everyone and thanked Bob and Theresa for voting her in as chair. She thanked Tim for all that he has done during this past year and that it's been amazing to watch how the library has grown and to hear the comments from the public which have been phenomenal. She thanked staff as well.

**THE MEETING ADJOURNED AT 11:23 A.M.**

Lib. Board of Trustees Mtg 6/27/23  
Consent Calendar  
Agenda Item 4a

Gift Fund Claims  
May / June 2023

*Town of Minden	CVIC Hall rental for Summer Reading	04445	\$ 50.00
*Amazon	Books for 2 <sup>nd</sup> Wednesday Book Club	04462	\$ 1,174.11
*Amazon	SRP adult incentives & prizes	04469	\$ 190.17
Amazon	Austin House incentives; Washoe Tribe incentives	04472	\$ 237.45
Amazon	3D printer gifted by former trustee	04475	\$ 877.61
*Amazon	SRP grand prizes; items for Science Club; items for 2 <sup>nd</sup> Wednesday Book Group	04476	\$ 933.20

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 22-23

6/20/2023

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	8/29/2022	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	8/18/2022	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			395.67	Employee Recognition
Do Co Procurement Program	4260	10/3/2022	427.35		32.48	\$32.48 employee recognitions; \$392.91 items for Fright Night program (FOL); \$34.44 items for Tuesday Tea Party program
Do Co Procurement Program	4255	10/3/2022			241.58	\$103.44 for Uhaul rental and gas for the friends Fall book sale (FOL); \$138.14 lunch as part of the Library Supervisor interview meet & greet
Amazon	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 - \$694.26 Lego prizes for Lego Winter Building Challenge (FOL); \$89.92 Lego set for Fright Night (FOL)
Do Co Procurement Program	4288	11/3/2022	43.03			Items Tuesday Tea Party program
Do Co Procurement Program	4292	11/7/2022	204.27	1,294.92		\$1,294.92 Book repair machine; \$154.46 items for Dresserville STEAM kits (FOL); \$49.81 items for Halloween Fright Night event (FOL)
Petty Cash	4298	11/10/2022	5.48		100.00	\$5.48 treats for Tuesday Tea Party program; \$100 Rotary meeting meals 10 @ \$5/each (\$50) and Paul Harris Contribution (\$50)
Baker & Taylor	PO0093	11/30/2022	317.75			2nd Wednesday Book Group (FOL)
Do Co Procurement Program	4305	11/28/2022			103.56	Merchandise to display from the library's Redbubble store. All proceeds go to the Friends of the Library.
Do Co Procurement Program	4311	11/30/2022	23.00		75.00	\$23 items for Science Club (FOL); \$75 gift cards for employee recognition
Do Co Procurement Program	4312	11/30/2022	153.85			Items for Adult Crafters' Club
Do Co Procurement Program	4313	11/30/2022	202.73		49.00	\$202.73 items for Gingerbread House Decorating (FOL); \$49 items for Tahoe Chamber's Holiday Tree Lane
Petty Cash	4324	12/28/2022			22.99	\$22.99 Tim D space heater
Do Co Procurement Program	4335	1/11/2023	40.36			Items for The Council meeting
Do Co Procurement Program	4336	1/11/2023	19.22			Items for Science Club
Do Co Procurement Program	4337	1/11/2023	3.54			\$7.50, \$18.98, (\$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	132.28			\$82.41 guesticks and construction paper; \$49.85 DnD program materials (rulebooks)
Amazon	4344	1/21/2023			274.11	\$274.11 art supplies
Baker & Taylor	PO0093	2/1/2023		266.60		\$266.60 DLT Book Club (FOL)
Petty Cash	4353	2/2/2023			200.00	Rotary Club meeting fee and semi annual club dues
Do Co Procurement Program	4354	2/3/2023			140.45	\$89.66 lights for the 2023 Parade of Lights with bookmobile; \$50.79 table tapestry with library logo for event visits
Amazon	4355	2/4/2023			31.95	\$31.95 durable Kraft paper bags - 500ct
Do Co Procurement Program	4357	2/7/2023	180.30			\$139.94 items for Adult Crafters'; \$40.36 refreshments for The Council
Do Co Procurement Program	4358	2/7/2023	42.84			Items for Tea Party program
Do Co Procurement Program	4360	2/7/2023	84.58		1,578.09	\$84.58 items for Adult Crafters'; \$1,402.19 registration, flight and hotel stay for the Oklahoma Lib. Assoc. annual conference 3/8-3/10/23 LD; \$175.90 supplies for book repair machine
Amazon	4363	2/14/2023			132.32	\$132.32 gouache paint set of 18 (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	128.90			\$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

6/20/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Amazon	4393	3/20/2023	18.88		164.63	\$18.88 crochet hooks for DLT Knit & Crochet Club; \$21.27 price gun labels (blue); \$82.00 price gun labels (red, orange, green); \$81.36 washable paint set, construction paper, baby wipes
Collaborative Summer Library Pr	4404	4/6/2023	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)
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	4/26/2023	35.10			Book Group (FOL)
Do Co Procurement Program	4438	5/3/2023			2.88	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; \$40.36 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; \$45.88 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
Town of Minden	4445	5/10/2023	50.00			CVIC Hall rental for SRP (FOL)
Amazon	4482	6/1/2023	1,174.11			Books for 2nd Wednesday Book Group (FOL)
Amazon	4469	6/5/2023	190.17			\$158.82 adult incentives (FOL) (grant funds); \$33.35 SRP adult prizes (FOL) (grant funds)
Amazon	4472	6/6/2023			237.45	\$140.11 Austin's House incentives (Dollar General grant); \$97.34 DG Washoe incentives (Dollar General grant)
Amazon	4475	6/8/2023			877.61	3D printer gifted by outgoing Library Board member Kate Garrahan
Amazon	4476	6/9/2023	933.20			\$858.21 SRP Grand Prizes (0-16) (FOL grant); \$63.00 Science Club supplies; \$11.99 2nd Wednesday Book Group (FOL)
						Grand Total:
<b>TOTALS</b>			<b>15,688.51</b>	<b>5,321.90</b>	<b>8,785.32</b>	<b>\$29,795.73</b>
			Programs	Materials	All others	\$29,795.73

Lib. Board of Trustees Mtg 6/27/23

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 5/31/2023

% of Fiscal Year

77.8%

EXPENDITURE ACCOUNTS

**Salaries & Wages**

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$70,392	\$813,645	80%

**Benefits**

Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$34,730	\$393,344	81%

**Services & Supplies**

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$197,388	\$22,523	\$159,014	\$525,617	90%

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%

**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 05/31/23  
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 324 - Library										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	1,017,345.00	.00	1,017,345.00	65,599.21	.00	693,453.30	323,891.70	68	522,411.31
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	3,332.86	(3,332.86)	+++	22,645.36
511.169	Comp 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	Comp Paid	.00	.00	.00	339.27	.00	5,084.27	(5,084.27)	+++	6,039.25
511.173	Vacation	.00	.00	.00	1,315.95	.00	44,309.11	(44,309.11)	+++	42,917.92
511.174	Sick	.00	.00	.00	3,167.50	.00	32,106.37	(32,106.37)	+++	16,115.88
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
Employee Benefits		\$1,017,345.00	(\$920.00)	\$1,016,425.00	\$70,291.93	\$0.00	\$913,644.67	\$202,780.33	80%	\$435,340.01
511.181	Retirement	293,318.00	.00	293,318.00	20,257.14	.00	235,999.62	57,328.38	80	173,020.48
511.182	Workers Comp	23,184.00	.00	23,184.00	1,552.48	.00	18,409.59	4,774.41	79	15,807.44
511.183	Group Insurance	143,301.00	.00	143,301.00	10,854.40	.00	115,571.22	27,729.78	81	95,448.66
511.184	Unemployment	5,125.00	.00	5,125.00	356.30	.00	4,192.64	932.36	82	3,211.92
511.186	Medicare	14,836.00	.00	14,836.00	980.91	.00	11,417.31	3,418.69	77	8,833.06
511.189	Cell Phone Spend	1,020.00	.00	1,020.00	170.00	.00	1,615.00	(595.00)	158	935.00
511.195	Social Security	650.00	.00	650.00	.00	.00	.00	650.00	0	.00
511.201	PERS-Rel/Medical	6,708.00	.00	6,708.00	559.00	.00	6,149.00	559.00	92	6,149.00
Services & Supplies		\$488,142.00	\$0.00	\$488,142.00	\$34,730.23	\$0.00	\$393,344.38	\$94,797.62	81%	\$303,405.56
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	152.82	.00	3,474.46	(3,474.46)	+++	2,477.52
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	54,770.51
520.055	Telephone Expense	.00	.00	.00	.00	.00	.00	.00	+++	10,585.32
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	3,429.90	(1,657.90)	194	3,796.29
520.064	Travel	1,000.00	4,000.00	5,000.00	77.95	.00	1,340.42	3,659.58	27	696.71



# Library Expense Budget Performance Report

Fiscal Year to Date 05/31/23  
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
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	649.00
520.078	Printing & Binding	514.00	.00	514.00	96.00	.00	1,103.67	(589.67)	215	731.97
520.085	Telephone/Communications	21,703.00	.00	21,703.00	1,449.33	.00	27,221.87	(5,518.87)	125	5,107.02
520.088	Utilities	27,113.00	.00	27,113.00	2,011.80	.00	37,899.46	(10,786.46)	140	30,396.87
520.097	Maint Bldg	3,000.00	.00	3,000.00	.00	.00	442.93	2,557.07	15	3,799.88
520.098	Janitorial Services	30,297.00	.00	30,297.00	.00	0.374.80	23,694.00	(4,601.80)	106	29,799.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	75.93	4,779.07	2	2,664.00
520.114	Motor Pool Expense	5,610.00	.00	5,610.00	.00	.00	4,680.00	930.00	83	4,818.00
520.116	Veh. Maint-Co Shop	527.00	.00	527.00	.00	.00	2,025.43	(1,498.43)	384	2,885.58
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	.00	.00	2,794.40	4,239.60	40	3,371.64
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	ES&D 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	+++	2,067.06
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	.00	.00	1,444.67	2,755.33	34	3,778.50
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	10,461.75	3,487.25	75	.00
521.100	Professional Services	10,000.00	.00	10,000.00	8,681.60	.00	28,167.41	(18,167.41)	282	10,395.00
521.134	Cataloging	20,000.00	.00	20,000.00	308.30	.00	13,631.31	5,781.89	71	11,155.64
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	106,880.50	36,293.50	75	119,342.25
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	1,620.40	(120.40)	108	1,782.66
532.003	Gas & Oil	4,200.00	.00	4,200.00	.00	.00	2,347.60	1,852.40	56	2,328.00
532.054	Library Materials-Books	126,756.00	83,385.00	210,151.00	6,237.45	1,477,867.27	102,966.16	(40,682.43)	119	151,637.56
532.059	Library Materials-Digital	11,000.00	.00	11,000.00	194.29	2,185.29	6,165.80	2,648.91	76	7,654.63
532.065	Institutional Supplies	.00	58,928.00	58,928.00	.00	.00	33,927.29	25,000.71	58	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	415.71	.00	4,185.27	(2,985.27)	349	1,841.23
533.802	Small Equipment	500.00	.00	500.00	82.85	.00	1,139.85	(639.85)	228	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 Projects	.00	15,000.00	15,000.00	155.85	.00	387.43	14,612.57	3	559.87
540.010	Grants-Services & Supplies	.00	35,065.00	35,065.00	2,618.02	.00	30,662.68	4,402.32	87	28,195.00
540.012	Statewide Collection Grant	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	.00	.00	.00	39.30	.00	378.91	(378.91)	+++	340.94
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Services &amp; Supplies Totals</b>		<b>\$567,463.00</b>	<b>\$197,388.00</b>	<b>\$764,851.00</b>	<b>\$22,523.27</b>	<b>\$159,014.16</b>	<b>\$525,617.22</b>	<b>\$80,219.62</b>	<b>90%</b>	<b>\$577,346.22</b>
<b>Capital Outlay/Projects</b>		<b>\$62,000.00</b>	<b>265,000.00</b>	<b>327,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>110,558.00</b>	<b>154,442.00</b>	<b>42%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$2,072,950.00</b>	<b>\$461,468.00</b>	<b>\$2,534,418.00</b>	<b>\$127,645.43</b>	<b>\$159,014.16</b>	<b>\$1,843,164.27</b>	<b>\$532,239.57</b>	<b>79%</b>	<b>\$1,466,091.83</b>
<b>Department 804 - Library Totals</b>		<b>\$2,072,950.00</b>	<b>\$461,468.00</b>	<b>\$2,534,418.00</b>	<b>\$127,645.43</b>	<b>\$159,014.16</b>	<b>\$1,843,164.27</b>	<b>\$532,239.57</b>	<b>79%</b>	<b>\$1,466,091.83</b>
<b>Fund 224 - Library Totals</b>		<b>\$2,072,950.00</b>	<b>\$461,468.00</b>	<b>\$2,534,418.00</b>	<b>\$127,645.43</b>	<b>\$159,014.16</b>	<b>\$1,843,164.27</b>	<b>\$532,239.57</b>	<b>79%</b>	<b>\$1,466,091.83</b>
<b>Grand Totals</b>		<b>\$2,072,950.00</b>	<b>\$461,468.00</b>	<b>\$2,534,418.00</b>	<b>\$127,645.43</b>	<b>\$159,014.16</b>	<b>\$1,843,164.27</b>	<b>\$532,239.57</b>	<b>79%</b>	<b>\$1,466,091.83</b>





# GF Expense Budget Performance Report

Fiscal Year to Date 05/31/23  
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	Phor 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	1,252.08	78.97	28,207.03	41,374.00	41	31,861.78
	Services & Supplies Totals	\$0.00	\$69,660.00	\$69,660.00	\$1,252.08	\$78.97	\$28,207.03	\$41,374.00	41%	\$31,861.78
	EXPENSE TOTALS	\$0.00	\$69,660.00	\$69,660.00	\$1,252.08	\$78.97	\$28,207.03	\$41,374.00	41%	\$31,861.78
Department 800 - Library Gift Fund Totals		\$0.00	(\$69,660.00)	(\$69,660.00)	(\$1,252.08)	(\$78.97)	(\$28,207.03)	(\$41,374.00)	41%	(\$31,861.78)
Fund 235 - Library Gift Fund Totals		\$0.00	\$69,660.00	\$69,660.00	\$1,252.08	\$78.97	\$28,207.03	\$41,374.00		\$31,861.78
Grand Totals		\$0.00	\$69,660.00	\$69,660.00	\$1,252.08	\$78.97	\$28,207.03	\$41,374.00		\$31,861.78



# Gift Fund Trial Balance Listing

Through 05/31/23  
 Detail Listing  
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance	Prior Year
Fund 235 - Library Gift Fund							
<i>Current Assets</i>							
101,000	Cash	68,142.97	54,971.98	27,273.59	95,841.36	69,175.40	
101,090	Investment-FMV Adjust	(1,445.96)	782.67	1,327.37	(1,990.66)	(973.28)	
121,100	Interest Receivable	251.57	1,522.84	1,194.88	579.53	375.78	
155,000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	682.20	
	<i>Current Assets Totals</i>	\$68,515.77	\$57,648.32	\$31,733.86	\$94,430.23	\$69,260.10	
<i>Current Liabilities</i>							
202,000	Accounts Payable	(1,404.28)	26,012.48	25,782.31	(1,174.11)	(1,810.65)	
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$26,012.48	\$25,782.31	(\$1,174.11)	(\$1,810.65)	
	<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>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$70,784.01)	



# Gift Fund Income Statement

Through 05/31/23  
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	4,511.19	53,297.69	(53,297.69)	+++	29,897.68
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$4,738.09	\$54,351.66	(\$54,351.66)	+++	\$28,527.22
	Department 000 - Revenue Totals	\$69,660.00	\$4,738.09	\$54,351.66	\$15,308.34	78%	\$28,527.22
	REVENUE TOTALS	\$69,660.00	\$4,738.09	\$54,351.66	\$15,308.34	78%	\$28,527.22
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	69,660.00	1,252.08	28,207.03	41,452.97	40%	31,861.78
	<i>Services &amp; Supplies Totals</i>	\$69,660.00	\$1,252.08	\$28,207.03	\$41,452.97	40%	\$31,861.78
	Department 800 - Library Gift Fund Totals	\$69,660.00	\$1,252.08	\$28,207.03	\$41,452.97	40%	\$31,861.78
	EXPENSE TOTALS	\$69,660.00	\$1,252.08	\$28,207.03	\$41,452.97	40%	\$31,861.78
	Grand Totals						
	REVENUE TOTALS	69,660.00	4,738.09	54,351.66	15,308.34	78%	28,527.22
	EXPENSE TOTALS	69,660.00	1,252.08	28,207.03	41,452.97	40%	31,861.78
	Grand Total Net Gain (Loss)	\$0.00	\$3,486.01	\$26,144.63	\$26,144.63	+++	(\$3,334.56)

## Library Director Goals 2023 to 2024

Keep developing the volunteer program

Keep networking in the community, promoting library services and looking for partnerships

Youth Goals- 1,000 Books Before Kindergarten (challenge kids and families to read books before school), Every Child Ready to Read (teach parents the basics to developing readers), Reading Program in Schools (work with 2<sup>nd</sup> graders on expressing themselves)

Finish Teen Room (furniture, PC, cameras, lighting, painting). If the library board approves it would be nice to find a room sponsor. (Example, like the rooms in our community center)

Continue long-term building maintenance. (This building is 40+ years old)

Educate staff on marketing basics so we can start looking at marketing plan. Start with SCORE and County Plan

To increase 5%- look at gate count, circulation, programs, digital media and social media contacts. (This would be across the board increase)

Develop a new adult reading program. (Winter Read) stakeholders

Develop a training schedule for staff

Continue working with Friends of the Library- team relationship, develop more funding opportunities

If possible, bring back the Library Foundation in 2024 for long-term bigger funding projects

Continue to monitor and look for ways to complete Strategic Plan Goals

Continue co-operation and look for opportunities between County Manager and other county departments

Work with staff to look for outside funding opportunities

## Volunteer Update 2023

I had a goal of getting the public more involved in volunteering at the library.

Library volunteers must pass a county background check if they are over the age of 18.

July 2022- number of volunteers (2) volunteer hours (0)

June 2023 number of volunteers (26) volunteer hours (840) We might hit 1,000 hours by July.

I would like to see our volunteer numbers reach over 40 by July 2024.

Most of our volunteers- clean and reshelv the books. We do have two volunteers trained in book repair. They have repaired over 500 books. We estimate the saving of buying new books at \$18 a piece which is a saving of \$9,000 if we had to repurchase the materials.

We have Friends of the Library members come in and sort books. These hours do help the library but they are not counted over library service hours since they only sort materials. The number of FOL hours is about 20 hours a week. Which also gives us another 1,000 hours of people volunteering related to the library.

Reading Paws are volunteers that come every week. Organizational partnership.

We are working on finding a Spanish speaking volunteer to help with story-time.

When we get more volunteers we would like to expand their roles.

I am planning on having a thank you lunch for volunteers- Jan 2024.

## Director Update- June 2023

Summer Reading Program- We had our official Summer Reading Program kickoff on June 20<sup>th</sup>, we had 190 signups on the first day. We had the Sheriff Posse out front greeting our customers. We had an afternoon Japanese Drum Program around 2pm. Our reading prizes are in our display case. Our Tiny Art Show puzzle is displayed and we already gave out our first box of puzzle pieces. We have signups digital and paper copy signups.

New staff member starts at Zephyr Cove. Our new team member started this month. We are back to normal hours, no lunch break. Our new team member has extensive IT experience.

Librarian Interviews- we also hired a new librarian for our acquisitions position. He will start after his background check is complete. Theodore (Theo) Kaleel has been offered and has accepted the position.

Ticket Sales- Gala. Our library gala link is up on our webpage.  
<https://library.douglascountynv.gov/>

Picking up trash at Zephyr Cove. The library was supporting a program where people pick-up trash and get rewards.

SCORE business program. The library will be working with SCORE in July and do our first program- The Basics of Starting Your Own Business. Saturday July 15<sup>th</sup> from 1pm to 3pm.

New Library Board Member- I attended the BOCC meeting and let all of the potential board candidates know they can volunteer at the library or volunteer with the Friends of the Library. All of the candidates were ready to make an

impact on the library. Jimayne Merkow was chosen to serve the remainder of Bonnie Rogers' term until Dec. 2023.

3D Printer- The library had a donation from Kate Garrahan to purchase a 3-D printer. The printer was purchased. We are in the process of training staff on how this works. We will bring a policy suggestion to a future board meeting for approval before we give public access to the printer.

Backpack Buddies and Food Closet- We have had food donations every other week for our new teen zone.

Chamber Coffee- I attended coffee at Sierra Chef and was joined by Barb Wilson, president of the Friends of the Library.

Tiny Art Show- started June 15, we have created the puzzle pieces with a barcode. They will be checked out like a book so we can get all of the puzzle pieces returned by August 15. So far, the public seems to be excited about having another art show.

Quarterly Book Sales- coming soon! August and November (August 16 and 17) Will be our first sale at the library in 2023. (November 15 and 16) Will be our second book sale at the library. This sale will prepare on Friday morning and have an afternoon FOL book invite in the evening. Then there would be an all-day sale on Saturday.

We might have a sponsor for our First Tiny Free Library Box. We would have this box be a sample during our Library Gala.

Bookmobile at Farmer's Market. This will be a summer stop for the library.



Storytime in the park. We will have a children's story time during the summer school break. Wednesday mornings. (This will also include crafts)

Looking to bring back Author Nights to the Minden location. More information coming on this for 2024.

We are also planning a thank you lunch for our volunteers- early January. Our volunteers

We are looking at January and February for an Adult Winter Read Program. We want to give our 18+ crowd a special reading program. We might create a bingo card with different types of reading materials for adults to get a bingo and then get an entry for a prize.

Four new security cameras have been added. The newer cameras cover the teen room, children's area, adult table area and the meeting room.

Tiles cleaned at the front- looks cleaner but not perfect.

Free fishing licenses for kids age 12-17. We posted on our FB for the state of NV.

Looking at training classes for the next 12 months- our current list.

1. First Aid & CPR (2 to 4 hours)
2. Every Child Ready to Read (2 hours)
3. Marketing basics (SCORE- 2 hours)
4. Dealing with mental issues (1 hour)
5. Active Shooter Training (2 hours)
6. Strength Finders (2 hours)
7. Novel-list Reader's Advisory (2 hours)
8. Naloxone training

A new volunteer will do Zoom Programming- Possible after-hours. We might have an on-line program run by a volunteer on a Friday or Saturday night. (still working out the details.)

Celebration of Pollinator Week- learning more about bees.

Storytime at Genoa- Working with Sierra Chef to have a couple of outdoor story times with crafts in July and August. We would simply do the repeat the story-time at the Minden Park.

Extra donations given for Summer Reading

\$200 from the Zephyr Cove Tennis Club Foundation

\$75 from the Animal Arc Wildlife Sanctuary

Updated to my workplace training completed in June

Course Name: Douglas County Policy 100.12, Anti-Harassment

Course Name: Whistleblower's Protection

Upcoming dates that could be supported by the library board-

July 18<sup>th</sup> Spellbinders Magic, August 16<sup>th</sup>& 17<sup>th</sup> book sale at library, September 13 Lake and 15 Minden (Tiny Art Show- public viewing event)

Library tour- available before or after board meeting in July. Show all the current space we have and meet staff.