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Lake Tahoe Branch:
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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

July 19, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, July 25, 2023** in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. Public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

- 2. For possible action.** Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.
- 3. For possible action.** Discussion on approval of the minutes of the June 27, 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. June 2023
 - ii. July 2023

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

- a. 6/30/2023

6. For possible action. Discussion and review of Library Grant Summary Report and acceptance of the Friends of the Library Donation.

- a. Donation Award:
 - i. Friends of the Library Donation of a storage shed valued at approximately \$3,500. Shed will store used books, and other Library materials/equipment.

7. For discussion only. Presentation on the Douglas County Strategic Plan and the process to update the plan by Jenifer Davidson, Douglas County Manager, and discussion on how the Library's current strategic plan might align with Douglas County's overall goals and vision.

8. For possible action. Discussion on adopting a Douglas County Library 3D-Printer Policy.

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

10. 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.

11. 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 July 25, 2023 for arrangements.

DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the month of August / September 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 Book Sale	8/18/23	3:00 PM	Minden Library
Friends of the Library Book Sale	8/19/23	10:00 AM	Minden Library
2 nd Wednesday Book Group	8/23/23	5:00 PM	Minden Library
Friends of the Library	9/11/23	4:00 PM	Minden Library
2 nd Wednesday Book Group	9/13/23	5:00 PM	Minden Library

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
June 27, 2023

ATTENDEES

Library Board Members: Chairperson Starla Doughty, Vice Chairperson Robert Conner, Trustees Theresa DeGraffenreid, Kimberly Estee, Jimayne Merkow

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 Starla Doughty asked for public comment.

Director Timothy DeGhelder informed the board that part of his leadership training is for members to attend other county department board meetings and that there is an attendee here at this board meeting. Sophia who is in the leadership training introduced herself and noted how involved Tim is in the community. Chairperson Doughty welcomed new board member Jimayne Merkow and all members and staff introduced themselves.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MAY 23, 2023
REGULAR MEETING.**

Chairperson Doughty asked if the public comment on page five that reads, "He commented that Tim is doing an excellent job and with rotary he is a great volunteer in the community", was worded correctly or if that is what was actually said. Veronica Hallam confirmed that that is what was actually said.

MOTION/VOTE:

Trustee DeGraffenreid made a motion to approve the minutes of the May 23, 2023 regular meeting. Vice Chairperson Conner 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. May 2023**
- ii. June 2023**

**Gift Fund Claims
May / June 2023**

*Town of Minden	CVIC Hall rental for Summer Reading	04445	\$ 50.00
*Amazon	Books for 2 nd 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 nd Wednesday Book Group	04476	\$ 933.20

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

There being no public comment, Trustee Kimberly Estee made a motion to approve the consent calendar. Trustee Jimayne Merkow made a second, and the motion carried unanimously with a 5-0 vote.

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

a. 5/31/2023

Referring to the gift fund summary, Trustee DeGraffenreid asked if the library usually pays for supplies for programs. Director DeGhelder explained that the friends often pay for the supplies for programming and commented how important programs are to get the community to come in to the library and participate without having to bring their own supplies. He noted that the friends funded the library \$15,000 to support programming. Holly Traxler and Laura Treinen commented that the library is very meticulous when spending for programs and Vanna Bells noted that the lake branch gets donations from patrons for some of their programs. Chairperson

Doughty noted that a past board member donated money to purchase a 3D printer and is very grateful for that gift.

MOTION/VOTE:

There being no public comment, Trustee Estee made a motion to approve the budget performance report and the gift fund summary. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

6. DISCUSSION ON ESTABLISHING PERFORMANCE GOALS FOR LIBRARY DIRECTOR TIMOTHY DEGHELDER TO BE EVALUATED AS PART OF THE DIRECTOR'S 2024 ANNUAL PERFORMANCE EVALUATION.

Included in the packet Director DeGhelder provided the board with the list of annual goals he's prepared to accomplish within this next year, and after the board reviewed and discussed the board agreed that the goals he has set are not measurable because they are ongoing goals. The board considered each goal that Tim listed, limited the list to six and revised the goals to have a measurable outcome. Trustee DeGraffenreid asked about the goal for developing a training schedule for staff and refers to the training classes he listed on his Director's report. Tim explained that the training classes he lists on his report is just a start. He and supervisors will develop and implement training for staff and create a schedule to share with the board moving forward. Trustee Merkow noted that Tim can conduct research on marketing plans on libraries and incorporate that into staff training. SCORE will be providing training and the county manager's office will provide tips on their marketing plan. Tim noted that for staff training rather than close the library for a day specifically for training, he plans to have a training session every other month in the morning before the library opens. Referring to youth goals and new programs, Trustee Estee stated that a good start is to get the programs implemented and in place, reach out to the preschools and schools, and get families enrolled and engaged. Develop and implement new adult programs as well. Chairperson Doughty mentioned one of the goals Tim had listed was to increase by 5% gate counts, circulation, programs, digital media and social media and noted that that is a good measurable goal. Trustee Merkow stated that social media presence is an extremely important goal and that it ties in to a lot of the other goals by promoting and getting the library's vision and programs out into the population. Vice Chairperson Conner noted that another goal to add is monitoring the strategic plan goals as Tim works to accomplish his goals.

After discussion, Chairperson Doughty asked for public comment. There was no public comment.

Goal #1

MOTION/VOTE:

Trustee Estee made a motion for goal #1 the approval to develop and implement new youth programs to challenge kids and families to read books before kindergarten and Every Child Ready to Read in schools and preschools. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #2

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #2 the approval to increase the overall circulation between the two library locations using gate counts, programs, digital media and social media contacts within the next year. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #3

MOTION/VOTE:

Trustee Estee made a motion for goal #3 the approval to conduct research and educate staff on a marketing plan starting with SCORE and the county manager's plan. Trustee Merkow made a second, and the motion carried unanimously with a 5-0 vote.

Goal #4

MOTION/VOTE:

Trustee Merkow made a motion for goal #4 the approval to develop and implement a new adult reading program. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #5

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #5 the approval to develop and implement a training schedule for staff and present the training schedule and the timelines to the board by the next board meeting. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #6

MOTION/VOTE:

Trustee DeGraffenreid made a motion for goal #6 the approval to continue to monitor and look for ways to complete the strategic plan goals. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION ON PROFESSIONAL DEVELOPMENT AND TRAINING OPTIONS FOR LIBRARY EMPLOYEES, INCLUDING SCHEDULING AND ECONOMIC IMPACTS.

Chairperson Doughty noted that this was discussed in depth in the previous agenda item. All trustees were in agreement to move forward to the next agenda item.

8. DISCUSSION AND UPDATE ON THE STATUS OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES.

Chairperson Doughty stated that the 90 days to complete the online training has expired and asked if everyone has completed their training. Vice Chairperson Conner is the only trustee who has completed the training and there was some confusion as to what exactly the trustees had to complete. Veronica will send the trustees the link to the online training and Chairperson

Doughty will extend the completion to another 90 days. All trustees will be assigned a county email address.

9. DISCUSSION AND UPDATE ON THE FRIENDS OF THE LIBRARY FUNDRAISING GALA SCHEDULED FOR OCTOBER 2023.

Director DeGhelder provided the board with a tour of the library's webpage with information about the gala. He introduced them to the Zeffy app which is where the community goes to purchase gala tickets or make donations to the gala. He walked the board through that process and noted that the gala event is going out on social media and reminder eBlasts are going out to all patrons who have an account with the library. Chairperson Doughty noted that the event is on the chamber calendar and encouraged the board to purchase their tickets or gift a donation.

10. DISCUSSION AND UPDATE ON THE VOLUNTEER COMMUNITY ENGAGEMENT PROGRAM, INCLUDING RECOGNIZING THE VOLUNTEERS AT AN APPRECIATION RECEPTION.

Referring to his report that was included in the packet, Director DeGhelder explained how many volunteers the library has this year compared to last year and his goal to reach even higher numbers next year. As said in the report, he explained the hour's volunteers commit and the duties they perform, one being book repair which saves the library money rather than having to repurchase new material. Holly stated that the library will be introducing a new Spanish speaking storytime program and to properly run the program the library will need a Spanish speaking volunteer. The county will be reaching out to all the volunteers within the county to find a person who would be willing to do that. This community is very diverse and she noted that every quarter the library will highlight a different language for storytime. Tim stated that he will be having an appreciation luncheon for the volunteers in January of next year.

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 commented that there was a typing error in his director's report in regards to the donation made to the lake library from the Zephyr Cove Tennis Club Foundation. In the report it says that the tennis club donated \$200 but they in fact donated \$250.

12. CLOSING PUBLIC COMMENTS.

Chairperson Doughty asked for public comment.

Chairperson Doughty again welcomed Trustee Merkow to the board.

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

THE MEETING ADJOURNED AT 11:31 A.M.

UNAPPROVED

*Lib. Board of Trustees Mtg 7/25/23
Consent Calendar
Agenda Item 4a*

**Gift Fund Claims
June / July 2023**

*ABE Printing & Copy	Flyers for READING Paws and SRP to give to the schools	04485	\$ 658.00
*Amazon	DLT SRP prizes	04494	\$ 70.98
Scholastic Inc	Library material from Dollar General funding	03849	\$ 1,751.32
*DoCo Procurement Program	Items and prize baskets for SRP; Refreshments for The Council; Souvenir license plates for FOL Gala	3849	\$ 344.17
*DoCo Procurement Program	Grand prizes and toys and decorations for SRP	8543	\$ 159.94
*DoCo Procurement Program	Gift cards and teen prizes for SRP; Items for the Summer Reading Kick-off; Program reading kits; items for storytime	5774	\$ 549.75
*Swank Movie Licensing	Movie license for DLT (7/1/23-4/30/24)	04413	\$ 370.83
*Swank Movie Licensing	Movie license for DCL (7/1/23-6/30/24)	04482	\$ 1,438.00
Amazon	Items for Science Club from Dollar General funding	04506	\$ 38.25
*Town of Minden	CVIC Hall rental for SRP finale	04507	\$ 50.00
*Petty Cash	DLT Summer Reading grand prizes	04510	\$ 27.00
Amazon	3D printer supplies from grant funds	04519	\$ 214.77

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 22-23

7/18/2023

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	4183	7/6/2022	22.54			Items for Tween Art program
Do Co Procurement Program	4129	7/1/2022			780.38	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 re-ading
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	107.78			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			311.78	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	288.05			2nd Wednesday Book Group (FOL)
Amazon	4254	9/27/2022	304.01	102.34		\$72.68 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	4280	10/3/2022	427.35		32.48	\$32.48 employee recognitions; \$392.91 items for Fright Night program (FOL); \$34.44 items for Tuesday Tea Party program
Do Co Procurement Program	4255	10/3/2022			241.58	\$103.44 for Uhaul rental and gas for the friends Fall book sale (FOL); \$138.14 lunch as part of the Library Supervisor interview meet & greet.
Amazon	4265	10/12/2022	119.96			\$119.96 3D pen refills for the 3D Pen Art program
Baker & Taylor	PO0093	10/21/2022		528.92		2nd Wednesday Book Group (FOL)
Amazon	4283	11/1/2022	784.20			Amazon - \$694.28 Lego prizes for Lego Winter Building Challenge (FOL); \$89.92 Lego set for Fright Night (FOL)
Do Co Procurement Program	4288	11/3/2022	43.03			Items Tuesday Tea Party program
Do Co Procurement Program	4292	11/7/2022	204.27	1,294.92		\$1,294.92 Book repair machine; \$154.48 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	4338	1/11/2023	19.22			Items for Science Club
Do Co Procurement Program	4337	1/11/2023	3.54			\$7.50, \$18.98, (\$22.94) Items for Gingerbread House Decorating (FOL)
Do Co Procurement Program	4338	1/11/2023			31.26	Supplies for book repair machine
Baker & Taylor	PO0093	1/13/2023	572.66			\$572.66 DLT Book Club (FOL)
Amazon	4341	1/14/2023	132.26			\$82.41 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	42.64			Items for Tea Party program
Do Co Procurement Program	4360	2/7/2023	84.58		1,578.09	\$84.58 items for Adult Crafters'; \$1,402.19 registration, flight and hotel stay for the Oklahoma Lib. Assoc. annual conference 3/8-3/10/23 LD; \$175.90 supplies for book repair machine
Amazon	4363	2/14/2023			132.32	\$132.32 gouache paint set of 18 (x6)
Amazon	4364	2/15/2023	22.95		33.08	\$5.39 ergonomic crochet hook and knitting needles for Knit and Crochet Club; \$17.58 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			66.89	\$66.89 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	4368	3/17/2023	400.00			2023 SRP kick-off performance

GIFT FUND EXPENDITURES REPORT FY 22-23

7/18/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Amazon	4393	3/20/2023	18.88		164.63	\$16.88 crochet hooks for DLT Knit & Crochet Club; \$21.27 price gun labels (blue); \$82.00 price gun labels (red, orange, green); \$61.36 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	4/28/2023	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; \$45.88 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	4462	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	6/8/2023			237.45	\$140.11 Austin's House incentives (Dollar General grant); \$97.34 DG Washoe incentives (Dollar General grant)
Do Co Procurement Program	5774	6/7/2023	239.20	119.90		\$239.20 Summer Reading book incentives; \$119.90 adhesive glue strips for book repair
Do Co Procurement Program	8543	6/7/2023	16.98			Refreshments for library program
Do Co Procurement Program	5774	6/7/2023	92.32		204.63	\$56.99 items for May the 4th event; \$346.72 staff shirts for SRP; -\$185.38 refund for tax charge; -\$12.60 refund for tax charge; \$51.96 graphic novels for SRP incentives; \$40.38 refreshments for library program
Amazon	4475	6/8/2023			877.61	3D printer gifted by outgoing Library Board member Kate Garrahan
Amazon	4478	6/9/2023	933.20			\$858.21 SRP Grand Prizes (0-18) (FOL grant); \$63.00 Science Club supplies; \$11.99 2nd Wednesday Book Group (FOL)
ABE Printing & Copy Inc	4485	6/20/2023	658.00			READING Paws and SRP flyers for the schools (FOL grant)
Amazon	4484	6/27/2023	70.98			DLT - SRP Prizes (FOL grant)
Scholastic Inc	4499	6/28/2023		1,751.32		Library materials (Dollar General funding)
Do Co Procurement Program	3849	6/30/2023	244.17		100.00	\$8.29 items for SRP; \$158.88 items for SRP; \$28.75 prize baskets for Adult SRP; \$48.25 refreshments for The Council; \$100 souvenir license plates for the FOL Gala
Do Co Procurement Program	6543	6/30/2023	159.94			\$14 Adult Grand Prize for Summer Reading; \$43.97 Toys & Decorations for Summer Reading; \$19.99 Toys & Decorations for Summer Reading; \$31.98 Toys & Decorations for Summer Reading; \$50 Adult Grand Prize for Summer Reading
Do Co Procurement Program	5774	6/30/2023	549.75			\$50 gift card for Summer Reading; \$50 gift card for Summer Reading; \$80 gift card for Summer Reading; \$50 gift card for Summer Reading; \$28.02 items for Summer Reading kickoff; \$50.43 items for Summer Reading kickoff; \$14.39 teen prizes for Summer Reading; \$191.91 program reading kits; \$35 items for Storytime
						Grand Total:
TOTALS			17,719.85	7,193.12	9,089.95	\$34,002.92
			Programs	Materials	All others	\$34,002.92

GIFT FUND EXPENDITURES REPORT FY 23-24

7/18/2023

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Swank Movie Licensing USA	04413	4/11/2023	370.83			Copyright compliance movie license DLT 10 months \$370.83 7/1/23-4/30/24 FY23-24
Swank Movie Licensing USA	04482	6/13/2023	1,438.00			Swank public performance site movie license 7/1/23-6/30/24
Town of Minden	4507	7/10/2023	50.00			CVIC Hall rental for SRP (FOL grant)
Amazon	04508	7/10/2023			38.25	Dollar General funds
Petty Cash	04510	7/11/2023	27.00			DLT Summer Reading grand prizes
Amazon	04519	7/17/2023			214.77	3D Printer Supplies
						Grand Total:
TOTALS			1,885.83	0.00	253.02	\$2,138.85
			Programs	Materials	All others	\$2,138.85

Lib. Board of Trustees Mtg 7/25/23

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2022-2023

Month End 6/30/2023

% of Fiscal Year

84.6%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,017,345		\$108,519	\$922,164	91%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$488,142		\$47,478	\$440,823	90%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$567,463	\$197,388	\$14,308	\$144,562	\$558,882	92%

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 06/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	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	95,253.38	.00	788,706.68	228,638.32	78	611,136.25
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)	+++	22,747.63
511.169	Comp Payout	.00	.00	.00	.00	.00	192.19	(192.19)	+++	156.85
511.170	Overtime	.00	.00	.00	.00	.00	15.29	(15.29)	+++	275.68
511.171	Holidays	.00	.00	.00	6,837.52	.00	41,988.80	(41,988.80)	+++	22,304.96
511.172	Comp Paid	.00	.00	.00	1,174.91	.00	6,259.18	(6,259.18)	+++	7,197.38
511.173	Vacation	.00	.00	.00	3,428.97	.00	47,738.08	(47,738.08)	+++	48,664.01
511.174	Sick	.00	.00	.00	1,824.12	.00	33,930.49	(33,930.49)	+++	19,652.91
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
Salaries & Wages Totals		\$1,017,345.00	(\$920.00)	\$1,016,425.00	\$109,518.90	\$0.00	\$922,163.57	\$94,261.43	91%	\$737,137.67
Employee Benefits										
511.181	Retirement	293,318.00	.00	293,318.00	31,396.64	.00	267,388.26	25,929.74	91	202,298.91
511.182	Workers Comp	23,184.00	.00	23,184.00	2,415.50	.00	20,825.09	2,358.91	90	18,043.64
511.183	Group Insurance	143,301.00	.00	143,301.00	10,854.40	.00	126,425.62	16,875.38	88	109,834.14
511.184	Unemployment	5,125.00	.00	5,125.00	546.94	.00	4,739.58	385.42	92	3,657.69
511.186	Medicare	14,836.00	.00	14,836.00	1,533.74	.00	12,951.05	1,884.95	87	10,264.25
511.189	Cell Phone Stipend	1,020.00	.00	1,020.00	170.00	.00	1,785.00	(765.00)	175	1,105.00
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	6,708.00	.00	100	6,708.00
Employee Benefits Totals		\$488,142.00	\$0.00	\$488,142.00	\$47,878.22	\$0.00	\$440,822.60	\$47,319.40	90%	\$352,011.63
Services & Supplies										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	.00	.00	.00	99.15	.00	3,736.11	(3,736.11)	+++	3,128.93
520.045	Computer System - County Created	69,200.00	.00	69,200.00	.00	.00	6,639.85	62,560.15	10	.00
520.055	Telephone Expense	.00	.00	.00	.00	.00	.00	.00	+++	13,616.54
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	(2,000.00)	.00	1,947.89	(175.89)	110	2,314.28
520.064	Travel	1,000.00	4,000.00	5,000.00	23.13	.00	1,514.15	3,485.85	30	5,655.49



Library Expense Budget Performance Report

Fiscal Year to Date 06/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	324.00	(324.00)	+++	25,649.00
520.078	Printing & Binding	514.00	.00	514.00	.00	.00	1,127.29	(613.29)	219	780.97
520.085	Telephone/Communications	21,703.00	.00	21,703.00	956.87	.00	28,296.23	(6,593.23)	130	5,601.58
520.086	Utilities	27,113.00	.00	27,113.00	2,190.86	.00	40,854.32	(13,741.32)	151	13,499.07
520.097	Maint Bldg	3,000.00	.00	3,000.00	12.00	.00	529.93	2,470.07	18	3,759.88
520.098	Janitorial Services	30,297.00	.00	30,297.00	2,664.90	5,709.90	26,268.90	(1,881.80)	106	32,327.00
520.107	Maint Equip	4,855.00	.00	4,855.00	.00	.00	75.93	4,779.07	2	2,664.00
520.114	Maint Pool Expense	5,610.00	.00	5,610.00	.00	.00	5,148.00	462.00	92	5,356.00
520.116	Veh Maint-Cd Shop	527.00	.00	527.00	.00	.00	2,173.56	(1,646.56)	412	2,901.58
520.136	Rents & Leases Equipment	7,034.00	.00	7,034.00	.00	.00	3,073.84	3,960.16	44	3,680.01
520.156	Risk Mgmt-Co. Insurance	50,189.00	.00	50,189.00	.00	.00	37,641.00	12,548.00	75	34,865.00
520.169	ERISA Assessment	70.00	.00	70.00	.00	.00	.00	70.00	0	45.00
520.170	Memberships	.00	1,000.00	1,000.00	130.00	.00	1,071.00	(71.00)	107	12.99
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.200	Training & Education	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	215.00
520.240	Data Lines	4,200.00	.00	4,200.00	134.97	.00	1,579.64	2,620.36	38	3,908.47
520.256	Risk Mgmt Cost Allocation	13,949.00	.00	13,949.00	.00	.00	10,461.75	3,487.25	75	.00
521.000	Professional Services	10,000.00	.00	10,000.00	998.50	.00	31,041.89	(21,041.89)	310	10,395.00
521.134	Cataloging	20,000.00	.00	20,000.00	133.55	953.25	13,467.36	5,579.39	72	13,288.41
521.500	Central Svcs Cost Allocation	145,174.00	.00	145,174.00	.00	.00	100,880.50	36,293.50	75	159,123.00
530.001	Circular Supplies	1,500.00	.00	1,500.00	208.46	.00	2,053.56	(553.56)	137	1,796.24
532.003	Gas & Oil	4,200.00	.00	4,200.00	.00	.00	2,668.69	1,531.31	63	2,973.76
532.054	Library Materials-Books	126,756.00	83,395.00	210,151.00	2,322.18	133,179.41	117,973.49	(91,001.90)	120	188,826.99
532.057	Processing Materials	11,000.00	.00	11,000.00	313.01	1,710.89	6,610.94	2,678.17	76	8,203.22
532.059	Library Materials-Digital	.00	58,928.00	58,928.00	.00	.00	33,927.29	25,000.71	58	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	1,200.00	.00	1,200.00	40.72	.00	4,370.93	(3,170.93)	364	1,934.86
533.802	Small Equipment	500.00	.00	500.00	79.00	.00	1,218.85	(718.85)	244	94.02
533.806	Software	.00	.00	.00	.00	.00	24,129.89	(24,129.89)	+++	56,331.51
533.813	Office Products Program	5,100.00	.00	5,100.00	(155.42)	.00	1,562.36	3,537.64	31	2,204.32
533.817	Small Projects	.00	15,000.00	15,000.00	6,104.95	3,008.50	6,304.95	5,686.55	62	589.87
540.010	Grants-Services & Supplies	.00	35,065.00	35,065.00	15.84	.00	31,796.12	3,268.88	91	28,195.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
590.100	Bank Fees-Credit Card Processing	.00	.00	.00	35.23	.00	414.14	(414.14)	+++	410.68
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
Services & Supplies Totals		\$557,463.00	\$197,388.00	\$754,851.00	\$14,307.90	\$144,561.95	\$558,802.35	\$61,406.70	92%	\$654,247.67
Capital Outlay/Projects		.00	265,000.00	265,000.00	.00	.00	110,550.00	154,442.00	42	.00
Capital Projects		\$0.00	\$265,000.00	\$265,000.00	\$0.00	\$0.00	\$110,550.00	\$154,442.00	42%	\$0.00
EXPENSE TOTALS		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$170,305.02	\$144,561.95	\$2,032,426.52	\$357,429.53	86%	\$1,743,396.97
Department 804 - Library Totals		(\$2,072,950.00)	(\$461,468.00)	(\$2,534,418.00)	(\$170,305.02)	(\$144,561.95)	(\$2,032,426.52)	(\$357,429.53)	86%	(\$1,743,396.97)
Fund 224 - Library Totals		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$170,305.02	\$144,561.95	\$2,032,426.52	\$357,429.53		\$1,743,396.97
Grand Totals		\$2,072,950.00	\$461,468.00	\$2,534,418.00	\$170,305.02	\$144,561.95	\$2,032,426.52	\$357,429.53		\$1,743,396.97



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 06/30/23
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									
532061	Library Gift Fund	.00	69,660.00	69,660.00	3,753.70	78.97	33,836.22	35,744.81	49	24,281.07
	Services & Supplies Totals	\$0.00	\$69,660.00	\$69,660.00	\$3,753.70	\$78.97	\$33,836.22	\$35,744.81	49%	\$24,281.07
	EXPENSE TOTALS	\$0.00	\$69,660.00	\$69,660.00	\$3,753.70	\$78.97	\$33,836.22	\$35,744.81	49%	\$24,281.07
Department 800 - Library Gift Fund Totals		\$0.00	(\$69,660.00)	(\$69,660.00)	(\$3,753.70)	(\$78.97)	(\$33,836.22)	(\$35,744.81)	49%	(\$24,281.07)
Fund 235 - Library Gift Fund Totals		\$0.00	\$69,660.00	\$69,660.00	\$3,753.70	\$78.97	\$33,836.22	\$35,744.81		\$24,281.07
Grand Totals		\$0.00	\$69,660.00	\$69,660.00	\$3,753.70	\$78.97	\$33,836.22	\$35,744.81		\$24,281.07



Gift Fund Trial Balance Listing

Through 06/30/23
 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	56,537.32	32,255.78	92,424.51	68,142.97	68,142.97
101,090	Investment-FMV Adjust	(1,445.96)	782.67	1,327.37	(1,990.66)	(1,445.96)	(1,445.96)
121,100	Interest Receivable	251.57	1,522.84	1,387.42	386.99	251.57	251.57
155,000	Prepaid Expense	1,567.19	370.83	1,938.02	.00	1,567.19	1,567.19
	<i>Current Assets Totals</i>	\$68,515.77	\$59,213.66	\$36,908.59	\$90,820.84	\$68,515.77	\$68,515.77
<i>Current Liabilities</i>							
202,000	Accounts Payable	(1,404.28)	30,756.05	31,174.07	(1,822.30)	(1,404.28)	(1,404.28)
	<i>Current Liabilities Totals</i>	(\$1,404.28)	\$30,756.05	\$31,174.07	(\$1,822.30)	(\$1,404.28)	(\$1,404.28)
<i>Fund Balance</i>							
253,000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)	(67,111.49)	(67,111.49)
	<i>Fund Balance Totals</i>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$67,111.49)	(\$67,111.49)



Gift Fund Income Statement

Through 06/30/23
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	1,372.80	54,670.49	(\$4,670.49)	+++	22,442.24
<i>Miscellaneous Revenue Totals</i>							
		\$0.00	\$1,372.80	\$55,723.27	(\$55,723.27)	+++	\$20,608.55
Department	000 - Revenue Totals	\$69,660.00	\$1,372.80	\$55,723.27	\$13,936.73	80%	\$20,608.55
REVENUE TOTALS							
		\$69,660.00	\$1,372.80	\$55,723.27	\$13,936.73	80%	\$20,608.55
EXPENSE							
Department	800 - Library Gift Fund						
<i>Services & Supplies</i>							
532,061	Library Gift Fund	69,660.00	3,753.70	33,836.22	35,823.78	49%	24,281.07
<i>Services & Supplies Totals</i>							
		\$69,660.00	\$3,753.70	\$33,836.22	\$35,823.78	49%	\$24,281.07
Department	800 - Library Gift Fund Totals	\$69,660.00	\$3,753.70	\$33,836.22	\$35,823.78	49%	\$24,281.07
EXPENSE TOTALS							
		\$69,660.00	\$3,753.70	\$33,836.22	\$35,823.78	49%	\$24,281.07
Grand Totals							
		\$0.00	(\$2,380.90)	\$21,887.05	\$21,887.05	+++	(\$3,672.57)
		\$69,660.00	1,372.80	55,723.27	13,936.73	80%	20,608.55
		\$69,660.00	3,753.70	33,836.22	35,823.78	49%	24,281.07
		\$0.00	(\$2,380.90)	\$21,887.05	\$21,887.05	+++	(\$3,672.57)



Douglas County Public Library

STRATEGIC PLAN GOALS

2022 - 2027

CORE VALUES

Freedom of Access and Information, Stewardship and Accountability, Equitable Service and Treatment, Quality Service, Community Engagement, and Professional Development.

MISSION

The Douglas County Public Library meets the informational, educational, recreational and cultural needs of the people of Douglas County by providing a comprehensive and high quality collection of materials, programs, services and technology.

We actively engage in community outreach by providing a relevant and diverse collection aimed at serving the existing, evolving and changing needs and wants of everyone who uses the Library and depends on the Library for educational, social, personal and professional development.

VISION

Over the next five years, the Douglas County Public Library is committed to the broader goal of building a truly literate and informed community where existing, evolving and changing individual educational, informational, recreational and cultural needs and wants are met.

The Douglas County Public Library will become a trusted and definitive place for all people and a primary gateway of educational, informational, recreational, and cultural activities by offering a welcoming and inviting place for people to use, striving to routinely improve and enhance the collection of materials, programs, services and technology, and by working collaboratively with community stakeholders.

FACILITY IMPROVEMENTS

FI Goal No. 1: Within six months to a year of adoption of this five-year strategic plan, the Douglas County Public Library will develop expanded teen and young adult services and a dedicated space.

FI Goal No. 2: By 2024, the Douglas County Public Library will hire a firm to renovate and reconfigure the existing space at the Minden Library and at the Lake Tahoe Branch in order to improve overall program, resource, and service delivery.

FI Goal No. 3: By 2025, the Douglas County Public Library will develop a dedicated space for programming and education in order to support the development of a supporting technology curriculum.

FI Goal No. 4: By December 2027, the Douglas County Public Library will complete the planning and begin the development of facility improvements needed to support additional program, resource, and service development.

FI Goal No. 5: By the end of this five-year strategic planning horizon, the Douglas County Public Library will complete the plans for and begun implementation of a new branch library, the renovation of the current Minden Branch, or some combination dependent upon resource availability.

OPERATIONS, PROGRAMS, RESOURCES, AND SERVICES

OPRS Goal No. 1: Within six months to a year of adoption of this five-year strategic plan, the Douglas County Public Library will successfully and measurably expand overall participation in the existing Summer Reading Program.

OPRS Goal No. 2: By 2025, the Douglas County Public Library will increase overall attendance at and participation in the Library's various youth programs by 80 percent.

OPRS Goal No. 3: The Douglas County Public Library will successfully develop and implement at least five new programs designed to serve identified underserved populations including, but not limited to, specific racial and ethnic populations by December 2027.

OPRS Goal No. 4: The Douglas County Public Library will successfully develop and deliver different programs, resources, and services, with explicit methodologies for implementation, designed to address the existing and evolving technology needs of adults by December 2027.

OPRS Goal No. 5: Over the next five years, the Douglas County Public Library will increase overall library usage by 5 percent each year.

OPRS Goal No. 6: Over the next five years, the Douglas County Public Library will seek out and attempt to secure grant funding opportunities in order to support Library programs, resources, and services.

COMMUNITY OUTREACH AND ENGAGEMENT

COE Goal No. 1: Within six months of adoption of this strategic plan, the Douglas County Public Library will develop a comprehensive public relations campaign which will include staff training on the development and execution of various marketing strategies.

COE Goal No. 2: By the end of 2023, the Douglas County Public Library will expand its existing partnership and engagement with the Washoe Tribe to include participation in Tribal events.

COE Goal No. 3: Using existing metrics, the Douglas County Public Library will significantly and measurably increase overall public perception and engagement by 2024.

COE Goal No. 4: By December 2027, the Douglas County Public Library will increase the total number of active community partnerships with Douglas County stakeholders to a minimum target of ten new partnerships.

COE Goal No. 5: Over the next five years, the Douglas County Public Library will increase overall participation in community events and activity outreach and engage with various stakeholders and community organizations in order to more effectively promote Library programs, resources, and services.



DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN

APPROVED JUNE 1, 2017

PRODUCED BY **OnStrategy**

DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



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OVERVIEW OF THE PLANNING PROCESS

The process to develop the strategic roadmap for the organization – guiding decisions for the next five years and beyond. The planning process took place over five months in 2017 as follows:

Jan. 2017 – External and Internal Assessment: External and internal assessment to include input from the Board of County Commissioners (BOCC), Elected Officials, Town Managers and Department Heads, a Citizen Survey with 294 respondents and secondary data collection to establish major community trends.

Early Feb. 2017 – BOCC Retreat: BOCC one-day retreat, including Electeds, Town Managers, Department Heads and citizens, to set the strategic direction and strategic objectives. Total participant count was between 30-40.

Late Feb. 2017 – Electeds, Department Heads and Town Managers Workshop: Electeds, Town Managers, Department Heads developed the draft initiatives, roadmaps and funding requirements for all strategic objectives.

March 2017 – Public Comment: The draft strategic plan was published and sent out to gather feedback from citizens regarding the strategic objectives. Total survey respondents were 102.

April-May 2017: Strategic Plan submitted to the Board for approval and rollout out to staff as well as the community.

Additional information regarding the strategic plan can be found at www.DouglasCountyNV.gov.

STRATEGIC PLAN PURPOSE & STRUCTURE

The strategic plan is intended to be a roadmap articulating objectives and direction for the County. Because change is constant, the plan is to be both a constant and be responsive to changing community needs. The plan achieves this balance by the BOCC and senior staff reviewing it annually with modifications to the annual items (initiatives and action items) and for consistency of the multi-year items (mission, vision and strategic objectives).

To facilitate effective implementation, the strategic plan is structured as a cascade from the large strategic objectives to annual action items. Progress against the initiatives will be reported twice a year.

Plan Level	Planning Item	Champion	Frequency of Update
1	Strategic Objectives	BOCC	5 Years
1.1.	Initiatives	County Manager, Department Heads, Town Managers & Electeds	~ 3 Years reviewed annual before the budget process
1.1.1.	Major Milestones/Action Items	Managers	1 Year





CURRENT STATE OF THE COUNTY





SUMMARY OF CURRENT STATE

Douglas County’s infrastructure and services needs will put pressure on a budget that is relatively stable due to modest population increases and steady revenues for the foreseeable future.

In summary, based on the current state analysis reviewed during the February BOCC workshop and detailed in the following pages (5-11), the long-term strategic issues facing Douglas County are:

- While the County offers appealing natural resources and quality of life to families and working-age adults, available housing is limited, expensive and not keeping up with potential demand by working families. Wages are also not keeping up with the cost of living in the County.
- Potential new employers that would continue to diversify the County’s economy, raise wages and further diversify revenue sources for the County are less likely to choose to locate to or expand into Douglas County if the population continues to be dominated by retired residents and the required workforce is not available or unable to afford to live in the County.
- County revenues from taxes are limited by law, requiring the County to defer initiatives that will have positive, long-term effects for residents and current and potential businesses while the County works to identify alternative sources to fully fund strategic priorities.

**See the Appendix for sources.

COUNTY PROFILE

Year Established	1861
Area (Land and Water in Square Miles)	737.7
County Size Ranking	15
Percentage of Federal Lands	67.9%
2015 Population Estimate	47,710
Percentage increase in Population since 2010	1.5%
Housing Units	24,533
Percentage increase in Housing Units since 2010	1.8%
Number of New Residential Permits in 2015	146
Average Sales Price for Single Family Homes (2015)	\$395,332
Number of Jobs in 2015	18,715
Average Wage for all Industries in 2015	\$42,073
Poverty Rate	10.5%
Median Family Income (HUD, FY 2016)	\$69,400
High School Graduation Rate (Class of 2014)	90.61%

*Lake and Valley sales included

source: Douglas County Master Plan





COMMUNITY TRENDS: DEMOGRAPHICS

Demand for County Services will remain steady with modest population increases.

The current population of Douglas County is 47,710, according to the most recent estimate from the U.S. Census Bureau (July 2015). This represents a 1.5% increase from 2010 population of 46,997 and an average annual growth rate of .3%.

Douglas County U.S. Census Population			
YEAR	POPULATION	DIFFERENCE VS. PREV. YEAR	% DIFFERENCE VS. PREV. YEAR
2010	46,997		
2011	47,021	+24	+0.05%
2012	46,986	-35	-0.07%
2013	47,057	+71	+0.15%
2014	47,519	+462	+0.98%
2015	47,710	+191	+0.40%

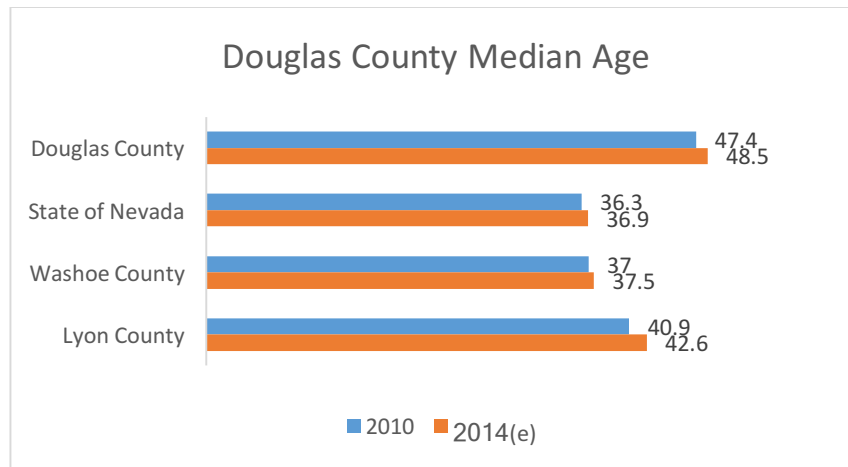
**Source: 2010 U.S. Census

Increasing median age will present a challenge for employers' workforce needs and could stretch the County's health care resources.

Following national trends, median ages in Nevada are increasing; over the 15-year period, Douglas County's median age increased by 1.1 years. The populations in Nevada's rural counties, including Douglas, have an older median age than the state and the larger Washoe County. The fact that Douglas County has an older population and that its median is anticipated to continue to rise does indicate that demand for healthcare services, senior services and public transportation could increase. The median age also points to a workforce challenge for Douglas County's employers: more retired residents out of the workforce will make it difficult for growing and new businesses to fill open positions.

- Douglas County's 65+ population represents 20.2% of its total population (compared to the State's 65+ population representing 12% of the state population).
- People 44 years of age and younger in Douglas County have decreased by 11% between 2000 and 2015.





New residents and employers will be attracted to Douglas County’s healthy community

Residents’ and healthcare professionals’ perception of the County as a healthy, active community is an asset that will appeal to both future residents and businesses. In fact, according to a nation-wide survey that ranks counties’ health, Douglas County ranks the highest among all 17 Nevada counties.

The insights and data from the 2016 Douglas County Health Needs Assessment (CHNA), show that many of the ‘weak points’ in the County’s ability to meet the community’s health needs (e.g., access, abuse, safe water) have a larger impact on younger (non-retirees), non-English-speaking and under or uninsured residents.

Results from the CHNA community survey, the community indicated that the top three contributors to people’s health and well-being were:

1. “A sense of community”
2. “Clean air”
3. “Access to community parks, trails, events and facilities”

Residents rating of the overall health of the community:

- 78.7% of Douglas County residents rate the overall health of the community as “Healthy” (74.2%) or “Very Healthy” (4.5%).
- 82.1% rated their personal health as “Good” (57.9%) or “Excellent” (24.2%); down slightly from 2013 when 85.6% rated their personal health as excellent or good.

The community felt that the top health needs the Douglas County community faces are:

- Cost of healthcare 13.5%
 - 19.8% did not see a doctor in the past year because of the cost
- Access to healthcare 10.4%
 - After-work hours, accepting insurance and (in)ability to take time off work were top three access issues

DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



- Mental illness 8.9%
- Obesity 8.3%
- Drug abuse 6.3%
- Alcohol abuse 6.1%

92.3% of the survey sample reported having any kind of health care coverage / insurance.

The CHNA identified areas for improvement:

- Lack of resources available in Spanish and a low tolerance among healthcare providers when translation services are needed;
- Lack of awareness of resources available;
- 27.4% of Douglas County adults have used illicit drugs (vs. 9.35% statewide); binge drinking among adolescents (26.8%) and alcohol-related motor vehicle accidents (48%) are both significantly higher than the state overall (17.5% and 33%, respectively);
- Lack of insurance or underinsurance are barriers for community access to health care services;
- One-third of Douglas County's population is served by water systems that do not meet all health-based standards (1% of state's population are served by under-performing systems);
- Lower vaccination rates (34% vs. 37% statewide).

ORGANIZATIONAL
SUSTAINABILITY

SAFE
COMMUNITY

FINANCIAL
STABILITY

NATURAL
RESOURCES,
CULTURE, QOL

INFRASTRUCTURE

ECONOMIC
VITALITY



COMMUNITY TRENDS: ECONOMICS

Current County property taxes face a cap, potentially limiting County revenue

Douglas County is comprised of 31 taxing districts, including fifteen General Improvement Districts (GIDs) and two redevelopment Districts (Carson Valley and Stateline). Douglas County's major source of revenue is its property tax (also known as Ad Valorem) from commercial and residential, agriculture property, and personal property including commercial and aircraft. There is a cap on increases in residential property tax of 3% and commercial property tax, including rental property, of 8%, based on the increase/decrease in value of property. Sales tax is another source of revenue and is guaranteed by the state (e.g., \$1.2M received in October 2016, despite the County collecting only \$826,815).

Declining K-12 student population affects the School District's revenue from the State and may have a negative impact on available workforce

The County's school district has experienced a 13.5% decline in enrollment since 2000; which is in-line with Douglas' decrease in younger, family-age adults and the increase in the median age of its residents. As student count affects funding provided by the state, this decline can be a challenge: it costs the same to run the District's schools in terms of operations/facilities and employees (teachers and staff), but the County faces doing this with declining financial support from the State.

- 7,003 students in 2000; 6,054 2015 (-13.5%)
- Douglas County School District graduation rate: 90.61% (State = 70.77%)

A higher percentage of residents with college degrees could be attractive to potential employers

Douglas County has a higher percentage of residents who hold a Bachelor's or Master's degree than the State overall; assuming that not all of Douglas County's residents with higher degrees are retired, this may be a valuable benefit to employers who require a high-skilled workforce considering relocating to or starting in Douglas County.

- As of 2012, 34.5% of Douglas County residents held a Bachelor's or higher degree (Statewide = 29.6%; National = 39.1%)

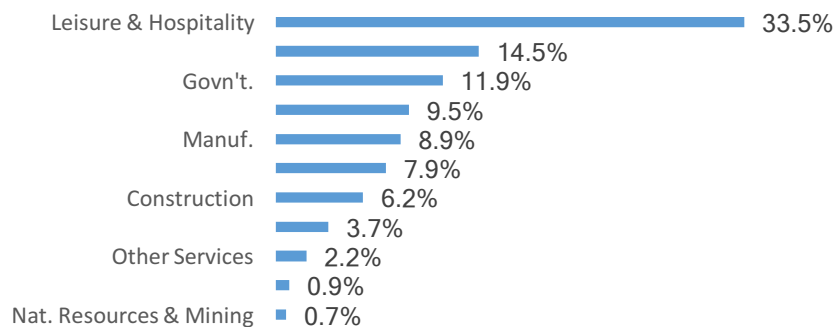


For working families, Douglas County wages are not keeping up with the rising cost of housing

Douglas County Jobs & Wages

Douglas County’s economy is beginning to improve in the aftermath of the Great Recession, but total employment, which was 18,715 for 2015, has not recovered to the pre-Recession levels. The percent of Douglas County’s jobs that are in the leisure and hospitality industry are the highest of any county in Nevada, despite the State’s downward trend in gaming drop. The highest average annual wages are earned by those employed in the Information industry, a small segment of Douglas County’s jobs. The School District’s impressive 90.61% graduation rate provides a viable, if small, workforce for jobs that do not require a secondary education. It is worth noting that the below percentages are based on a total of 18,698 private and public jobs in Douglas County in 2015. The average annual wage: \$42,073. STEM workforce avg. pay \$85K vs. \$44K for all jobs

Douglas County Employment by Industry (2015)



Homeownership

Douglas County enjoys a high home ownership rate—likely due to the number of retirees relocating to the community from other counties and states. Younger Douglas County families face a tight and expensive housing market, however. The increase in housing units since 2010 did not keep pace with the rate of population growth in the same period. Douglas County’s median home price is 570% of residents’ median income. While Douglas County residents earn higher median family incomes than families in neighboring Nevada counties, unless more housing units become available to meet demand and lower prices, or more higher-paying jobs become available so that residents can keep up with the cost of housing, the County may not continue to be a viable option for families seeking to own or rent a home in Douglas.

- 2015 homeownership rate in DC=71.1% (v. 62.9% nationally; comparable to Lyon County’s 71.9%, higher than Carson City’s 58.2%)
- 24,533 housing units in 2015 (+1.8% v. 2010).



DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



- Median home price \$395,332 in 2015 (+1.8% since 2010)
 - Tahoe median = 1007% of median income
 - Valley median = 570% of median income

As reference, Reno, NV median home price is 530% of median income and the Bay Area, CA is 838%
- 1 apartment complex built in past 5 years
 - Multi-family units in DC 6.1% of total housing (Carson City's = 21.6%)
 - Single-family units in DC 74% (higher than CC, Lyon)
 - Rental Vacancy 3%
- Median Family Income \$69,400 (HUD FY16)
 - 10.2% poverty rate in DC; 14.1% food insecure
 - 33.5% free and reduced lunches (v. 55% statewide 46% Lyon County SD)

Lower unemployment rates and fewer residents of working age may limit growth of existing businesses and discourage new businesses from relocating to or starting in Douglas County

As Douglas County's unemployment rate continues to drop as projected, businesses will find it more challenging to fill open positions—this can limit growth of existing businesses, discourage new businesses establishing in the County and prevent businesses from relocating to the County from other Nevada counties or other states. Furthermore, with demand for 55,000 anticipated new jobs in the EPIC Report as Tesla, Switch, and other businesses ramp up, it is possible that those businesses will tap in to Douglas County's workforce, pulling employees away from Douglas County-based businesses. November Unemployment: 4.9% 12-month unemployment benefit claims as of November 2016 lowest since mid-2007

Unemployment Rate Ended May				
	Douglas County	Carson City	State of Nevada	United States
2005	4.3%	4.2%	3.9%	4.9%
2010	14.0%	13.2%	13.3%	9.3%
2016	6.2%	6.5%	6.2%	4.5%





COUNTY'S STRATEGIC DIRECTION



MISSION STATEMENT

Working together with integrity and accountability, the Douglas County team is dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors.

VALUES STATEMENT

Integrity	We demonstrate honest and ethical conduct through our actions.
Accountability	We accept responsibility for our actions.
Customer Service	We deliver efficient and effective service with an attitude of respect and fairness.
Leadership	We establish the tone and direction for success motivating and inspiring others to accomplish a shared vision.
Communication	We ensure open dialogue through proactive listening and sharing of information throughout the organization and the community.
Teamwork	We work together to achieve shared goals.

VISION STATEMENT & STRATEGIC OBJECTIVES

A community to match the scenery!

We will achieve our vision by...

- Providing for the maintenance and **infrastructure** necessary to meet current and future service levels.
- Valuing our employees and work to develop a **workforce** that serves and is valued by County citizens.
- Ensuring **financial stability** that allows for sustainable planning and maintenance of the County's resources.
- Partnering to ensure the County's **economic vitality**.
- Committing to the protection and **safety of its citizens** through professional public safety and emergency services.
- Preserve the County's **natural resources, cultural heritage** and other assets to create the ideal destination for residents and visitors alike while ensuring orderly and sustainable development of the community.



STRATEGIC OBJECTIVES & INITIATIVES AT-A-GLANCE

Financial Stability Strategic Objective:

Douglas County's financial stability allows for sustainable planning and maintenance of the County's resources.

- **COUNTY FACILITY PLAN:** Develop facilities plan to address County's future needs, including long-term strategy for all County offices.
- **IMPACT FEES:** Develop a feasibility study relating to impact fees.
- **LONG-TERM FINANCIAL STRATEGIES:** Develop strategies to address long-term financial stability to expend County resources to keep up with demand.
- **PRIORITY-BASED BUDGETING:** Renew efforts on Priority Based Budgeting Program for on-going useful and accountable financial and budget decision making.
- **INTERNAL CONTROLS:** Become compliant with software licensing and financial internal control requirements.

Infrastructure Strategic Objective:

Douglas County will provide for the maintenance and infrastructure necessary to meet current and future service levels for roads, facilities, County facilities and assets, sewer, water and storm water.

- **STORMWATER MASTER PLAN:** Complete the Countywide stormwater master plan including a long-term funding strategy.
- **TRANSPORTATION MASTER PLAN:** Complete update of Transportation Master Plan to include identification of future alternative truck & through traffic routes as envisioned in the Valley Vision Plan.
- **BROADBAND AVAILABILITY:** Develop and implement a Dig Once policy to expand broadband availability throughout the County.
- **ROAD MAINTENANCE:** Working in partnership with residents and businesses, develop long term solutions to fund preventative road maintenance.
- **WATER RATE STRUCTURES:** Develop multi-year and equitable water rate structures for the water systems throughout the County in partnership with residents and businesses.
- **SEPTIC CONVERSION:** Initiate a septic systems conversion program throughout the County.

Organizational Sustainability Strategic Objective:

Douglas County values its employees and develops a workforce that serves and is valued by County citizens.

- **COMPENSATION:** Design employee compensation package.
- **PERFORMANCE STANDARDS:** Align performance standards to strategic priorities.
- **MANAGEMENT PROGRAM:** Create/implement supervisory management program to develop internal talent.



Economic Vitality Strategic Objective:

Douglas County will work with partners to ensure the County's Economic Vitality.

- **AFFORDABLE HOUSING DEVELOPMENT INCENTIVES:** Evaluate the potential of offering affordable housing development incentives through the update of the Housing Element of the Master Plan.
- **MARTIN SLOUGH TRAIL:** Complete right-of-way acquisition and construct the Martin Slough Trail.
- **DEVELOPMENT REVIEW PROCESS:** Evaluate development review process and staff support to identify opportunities to improve process flow.
- **REDEVELOPMENT PROGRAM:** Reevaluate the benefits of the Redevelopment Program and if needed identify priority projects and timeline.
- **PONY EXPRESS TRAIL:** Align stakeholders and develop a design for the Pony Express Trail as an additional tourism opportunity.
- **YEAR-ROUND CONFERENCE CENTER:** Work with local partners and stakeholders to initiate the development of a year-round conference/entertainment venue at Lake Tahoe (within Douglas County).
- **VACATION RENTAL ORDINANCE:** Evaluate the need to update the Vacation Rental Ordinance to include changes in on-line vacation rentals (AirBnb, VRBO, etc.).

Safe Community Strategic Objective:

Douglas County will enhance and improve the provision of public safety and related services.

- **EMERGENCY OPERATIONS PLAN:** Revise Emergency Operations Plan and develop incident response guides by incident type.
- **HAZARD MITIGATION PLAN:** Annual update to FEMA required Hazard Mitigation Plan.
- **EOC TRAINING:** Implement EOC-related training to specific EOC Functions.
- **PUBLIC WARNING SYSTEMS & NOTIFICATION:** Ensure public warning systems & notifications programs are up to date and increase citizen participation overall in programs.
- **CITIZENS EMERGENCY RESPONSE TEAM:** Continue to engage citizen participation in the Citizens Emergency Response Team program.
- **BODY-WORN CAMERAS:** Implement state mandated body-worn camera programs.
- **NEIGHBORHOOD WATCH PROGRAM:** Expand and re-energize Neighborhood Watch Program.
- **MARIJUANA IMPACTS:** Prepare strategic responses for impact of recreational marijuana.

Natural Resources, Culture & Quality of Life Strategic Objective:

Douglas County will preserve the natural environment, cultural heritage and other assets to create the ideal destination for residents and visitors alike while ensuring orderly and sustainable development of the community.

- **COUNTY MASTER PLAN:** Perform 20-year update to the County's master plan.
- **RECYCLING PROGRAM:** Initiate a Countywide recycling program.
- **USE OF LOCAL ASSETS:** Advocate for the usage, understanding and support of assets including public parks, trails, public libraries, local schools and local colleges in the County.
- **CONSERVATION ACT:** Secure passage of the Douglas County Conservation Act.



STRATEGIC OBJECTIVE DETAIL



KEY

The items are used in the detail area to explain various definitions and intention of the initiatives as follows:

⊕	Managed Growth: Managed growth is a key theme threaded throughout the plan. Specific initiatives are indicated with this symbol.
*	Carry Forward: The FY12-16 Strategic Plan initiatives that are active but not yet complete have been carried forwarded into this five year plan for continuity and completion.
◆	Mandated: Initiatives that are legislatively mandated and must be implemented
BOLD	Lead Department: Champions leading specific initiatives are indicated in bold.
TRANSFORMATIONAL	Game Changing: Great strategic plans reflect those areas that will significantly transform the future. Not everything can or should be transformational or game changing. This is not related to resource requirements, but specifically is an identification of significant shift that will change the future.
RESOURCES	Funding Needs: In order to achieve the key milestones in FY18, funding needs have been identified in the following brackets. If the initiative is not funded, the milestones will be pushed out to the subsequent year. \$ (<\$25K) \$\$ (\$25K to \$250K) \$\$\$ (Over \$250K)

Initiatives are numbered for easy identification and reference, not to indicate priority order.



FINANCIAL STABILITY





STRATEGIC OBJECTIVE: FINANCIAL STABILITY

Douglas County’s financial stability allows for sustainable planning and maintenance of the County’s resources.

INTENT: Douglas County’s finances will be recognized by staff, BOCC and County citizens to be in a healthy state. Contributing to the County’s financial stability will be, funding priorities by leveraging funds available from grants and exploring other revenues sources.

STRATEGIC SHIFT: The degree of shift expressed by the BOCC and staff in *the area of financial stability is to transform* where the County is today by funding priorities given there are more priorities than funds.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>1.1 COUNTY FACILITY PLAN: Develop facilities plan to address County’s future needs, including long-term strategy for all County offices. * TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when a comprehensive facilities plan that addresses the needs of the County.</p>	County Manager	<p>\$\$</p> <p>One Time Supplies & Services</p>	<p>Develop a draft plan & funding options</p> <p>\$\$\$</p>	<p>Board consideration and implementation</p> <p>\$\$\$</p>	<p>Implementation</p> <p>\$\$\$</p>
<p>1.2 IMPACT FEES: Develop a feasibility study relating to impact fees. ⊕</p> <p>This initiative will be successfully completed when the study is submitted to the BOCC.</p>	County Manager	<p>\$</p> <p>One Time Supplies & Services</p>	<p>Evaluate & summarize regional uses of Impact Fees</p>		
<p>1.3 LONG-TERM FINANCIAL STRATEGIES: Develop strategies to address long-term financial stability in order to expend County resources to keep up with demand. *</p> <p>This initiative will be successfully completed when the County has a stable 5-year projection that fully funds the fiscal priorities of the Board.</p>	Finance	N/A	<p>Board identifies priorities (projects, programs, etc.)</p>	<p>Align 5 year projections with strategic plan, including building healthy reserves</p>	
<p>1.4 PRIORITY-BASED BUDGETING: Renew efforts on Priority Based Budgeting Program for on-going useful and accountable financial and budget decision making. *</p> <p>This initiative will be successfully completed when Priority Based Budgeting model is fully utilized in the annual budgeting process.</p>	Finance, All departments	<p>\$</p> <p>One Time Supplies & Services</p>	<p>Implement new PBB software and additional staff training</p>	<p>Tie PBB model to annual budget</p>	<p>Evaluate effectiveness</p>
<p>1.5 INTERNAL CONTROLS: Become compliant with software licensing and financial internal control requirements.</p> <p>This initiative will be successfully completed when needed system licenses and financial internal control systems are in place.</p>	Technology Services, Finance	<p>\$\$\$</p> <p>One Time Supplies & Services</p>	<p>Implement Technology Fees</p> <p>Purchase system licenses & implement new systems</p>	<p>Report on compliance efforts</p>	





INFRASTRUCTURE





STRATEGIC OBJECTIVE: INFRASTRUCTURE

Douglas County will provide for the maintenance and infrastructure necessary to meet current and future service levels.

INTENT: By identifying sustainable sources of funding, effective maintenance and operation of assets, integrating infrastructure plans throughout the County and following industry best practices, the County will meet current and anticipated future infrastructure needs, including roads, facilities, County facilities and assets, sewer, water, storm water and broadband.

STRATEGIC SHIFT: The degree of shift expressed by the BOCC and staff in *the area of infrastructure is to transform* where the County is today to providing more comprehensive, proactive maintenance, an expanded ability to prevent failures or disasters and preparing the County for future infrastructure needs such as broadband.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>2.1 STORMWATER MANAGEMENT PLAN: Complete the Countywide stormwater master plan including a long-term funding strategy. * TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when the storm water master plan is approved and funded.</p>	<p>County Manager with Public Works & County Engineer</p>	<p>\$\$\$ Ongoing Personnel, Supplies & Services, Capital</p>	<p>Develop Stormwater Management Plan including funding source for BOC consideration \$\$\$</p>	<p>Provide dedicated Stormwater Maintenance \$\$\$</p>	<p>Provide dedicated Stormwater Maintenance \$\$\$</p>
<p>2.2 TRANSPORTATION MASTER PLAN: Complete update of Transportation Master Plan to include identification of future alternative truck and through traffic routes as envisioned in the Valley Vision Plan. * TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when this updated plan is adopted including an alternative truck route selected.</p>	<p>Community Development with Public Works, Finance, DA, County Engineer</p>	<p>\$ One Time Personnel</p>	<p>Plan Adopted / route selected (completed) Environmental Assessment Funding identified \$</p>	<p>Environmental Assessment implemented \$\$\$</p>	<p>Environmental Assessment implemented \$\$\$</p>
<p>2.3 BROADBAND AVAILABILITY: Develop and implement a Dig Once policy to expand broadband availability throughout the County. TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when Broadband is accessible throughout the County so the County is prepared for a connected future.</p>	<p>Public Works with Community Development, IT, County Engineer</p>	<p>\$ One Time Personnel</p>	<p>Develop Dig Once Policy Insert policy language in master plan</p>	<p>Modify design manuals and codes</p>	<p>Enforcement</p>
<p>2.4 ROAD MAINTENANCE: Working in partnership with residents and businesses, develop long term solutions to fund preventative road maintenance. *TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when local road maintenance is adequately funded, meeting the PCI goal of 70.</p>	<p>Public Works with PIO</p>	<p>\$\$\$ Ongoing Personnel, Supplies & Services, Capital</p>	<p>Funding source identified</p>	<p>New policy and funding approved and begin Implementation</p>	



DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>2.5 WATER RATE STRUCTURES: Develop multi-year and equitable water rate structures for the water systems throughout the County in partnership with residents and businesses. * TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when the County understands the feasibility and efficiency of creating integrated water system for Lake Tahoe.</p>	<p>Public Works with Finance, DA</p>	<p>\$\$\$ Ongoing Personnel, Supplies & Services, Capital</p>	<p>Continue to execute in the Valley Identify whether consolidation of systems is a strategy Policy recommendation</p>	<p>Continue to execute in the Valley New policy adopted</p>	<p>Continue to execute in the Valley Implement: i.e., rate structure</p>
<p>2.6 SEPTIC CONVERSION: Initiate a septic systems conversion program throughout the County. *</p> <p>This initiative will be successfully completed when proactive conversion to prevent groundwater degradation due to failed septic systems; public health issues avoided.</p>	<p>Public Works, PIO, Building Dept., Finance, DA</p>	<p>\$\$\$ Ongoing Personnel, Supplies & Services, Capital</p>		<p>\$\$ Public Communications Plan Preliminary Engineering analysis, Identify delivery options</p>	<p>\$\$\$ Policy adopted Communications and Program Implementation begins</p>



ORGANIZATIONAL
SUSTAINABILITY

SAFE
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ECONOMIC
VITALITY



ORGANIZATIONAL SUSTAINABILITY





STRATEGIC OBJECTIVE: ORGANIZATIONAL SUSTAINABILITY

Douglas County values its employees and works to develop a workforce that serves and is valued by County citizens.

INTENT: The County will attract and retain high-quality public servants dedicated to providing exceptional service and building community confidence. These practices include investing in its staff and building talent from within, reinforced through a performance evaluation and compensation system that is tied to strategic goals and is fiscally sustainable.

STRATEGIC SHIFT: The degree of shift expressed by the BOCC and staff in *the area of organizational sustainability is to transform* where the County is today to become more competitive in compensation and professional development in order to attract and retain the talent needed to support the County now and into the future.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>3.1 COMPENSATION: Design employee compensation package. TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when future compensation and value is clear to employees and tied to relevant economic and performance factors.</p>	HR, Finance	<p>\$\$\$</p> <p>Ongoing Personnel</p>	Cost of Living Adjustment and Merits up to 3%	Cost of Living Adjustment and Merits up to 3%	Update comp and class study, review band size
<p>3.2 PERFORMANCE STANDARDS: Align performance standards to strategic priorities. TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when employees are engaged in and are held accountable to contributing based upon organizational strategic priorities.</p>	HR	N/A	New software and evaluation criteria	Fully trained supervisors in giving effective performance evaluations	
<p>3.3 MANAGEMENT PROGRAM: Create/implement supervisory management program to develop internal talent. TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when a group of employees have completed the program.</p>	HR, all	<p>\$</p> <p>Ongoing Supplies & Services</p>	Program curriculum and parameters defined	Pilot class of existing managers	Program fully up and running





ECONOMIC VITALITY





STRATEGIC OBJECTIVE: ECONOMIC VITALITY

Douglas County will work with partners to ensure the County’s economic vitality.

INTENT: Douglas County will become a community with diverse businesses and workforce where shopping local is second-nature. Working with the local and regional Economic Development entities the County diversifies and expands its economy by leveraging the County’s skilled and educated workforce and vibrant accessibility to core areas. The appeal of Douglas County as a place to live, work and play are enhanced by developing an educated workforce that meets industry demands, matching education curriculum and opportunities to industry demands.

STRATEGIC SHIFT: The degree of shift requested in this area is **substantive**, with citizens looking to maintain and, in some cases, see an increase in a thriving business environment, parks, trails and open space.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>4.1 AFFORDABLE HOUSING: Evaluate the potential of offering affordable housing development incentives through the update of the Housing Element of the Master Plan. ☺</p> <p>TRANSFORMATIONAL</p> <p>This initiative will be successfully completed when the development incentives are in place & being readily used.</p>	<p>Community Development, Economic Vitality</p>	<p>Ongoing Supplies & Services \$\$</p>	<p>Develop incentives policy through the update of the Housing Element of the Master Plan</p>	<p>Modify Codes to incorporate incentives</p>	<p>Promote the use of available incentives to the development community</p>
<p>4.2 MARTIN SLOUGH TRAIL: Complete R-o-W acquisition and construct the Martin Slough Trail.</p> <p>This initiative will be successfully completed when the Martin Slough Trail is built.</p>	<p>Community Development, Economic Vitality, Community Services, Towns of Minden and Gardnerville, NDOT</p>	<p>N/A</p>	<p>Complete R-o-W Acquisition</p>	<p>Construct Trail</p>	
<p>4.3 DEVELOPMENT REVIEW PROCESS: Evaluate development review process and staff support to identify opportunities to improve process flow. ☺</p> <p>This initiative will be successfully completed when processes have been evaluated and recommendations implemented. More applicant user-friendly processes: faster, easier, central point of contact.</p>	<p>County Manager, Community Development, Public Works, Economic Vitality, Technology Services, Towns, other development entities</p>	<p>One Time Supplies & Services \$</p>	<p>Outline and review process; identify facilitator \$</p>	<p>Review process & report \$</p>	<p>Implement recommendations</p>



DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>4.4 REDEVELOPMENT PROGRAM: Reevaluate the benefits of the Redevelopment Program and if needed identify priority projects and timelines. ☺</p> <p>This initiative will be successfully completed when the Board gives direction about the future of Redevelopment Program and priority projects are identified, if needed.</p>	<p>County Manager, Economic Vitality, Community Development, Finance, District Attorney</p>	N/A	Board gives direction on the future use of redevelopment, funding and projects (FY 17)		
<p>4.5 PONY EXPRESS TRAIL: Align stakeholders and develop a design for the Pony Express Trail as an additional tourism opportunity. *</p> <p>This initiative will be successfully completed when the Conceptual Trail Plan is approved by the Board.</p>	<p>Economic Vitality, Community Services</p>	N/A	Develop design for Board Approval		
<p>4.6 YEAR-ROUND CONFERENCE CENTER: Work with local partners and stakeholders to initiate the development of a year-round conference/entertainment venue at Lake Tahoe (within Douglas County). *</p> <p>This initiative will be successfully completed when construction of the facility begins and is in use.</p>	<p>Economic Vitality, District Attorney, Community Development, TDVA</p>	Ongoing Personnel, Supplies & Services, Capital \$\$\$	If approved by Board (FY17), collect the new tax. Preliminary design & program - TDVA \$\$\$	Site analysis, scenic evaluations, financial analyses, environmental studies -TDVA \$\$\$	Environmental approval; Redevelopment funding consideration \$\$\$
<p>VACATION RENTAL ORDINANCE: Evaluate the need to update the Vacation Rental Ordinance to include changes in on-line vacation rentals (AirBnB, VRBO, etc).</p> <p>This initiative will be successfully completed when The Vacation Rental Ordinance has been evaluated and recommended changes made.</p>	<p>Community Development, District Attorney, Finance, Economic Vitality</p>	N/A	Evaluate and update ordinance		
<p>4.8 WORK-BASED LEARNING OPPORTUNITIES: Create more work-based learning opportunities for students to gain insight into college majors and career pathways.</p> <p>This initiative will be successfully completed when there are systematic programs for students to be prepared for and placed in work-based learning opportunities with regular follow-up; the program considers the needs of both business and the student.</p>	<p>Economic Vitality, School Districts, WNC & Local Businesses</p>	N/A	Research other successful programs and work with School Districts to identify grant funding opportunities	Put program in place and developing work-based opportunities	Expanding program and opportunities



SAFE COMMUNITY





STRATEGIC OBJECTIVE: SAFE COMMUNITY

Douglas County commits to the protection and safety of its citizens through professional public safety and emergency services.

STRATEGIC INTENT: Douglas County citizens and visitors will feel they are part of a safe community due to low crime, quick response times by emergency services and open communications with law enforcement. The County contributes to being a safe community through citizen outreach and education activities as well as ensuring County staff and citizens are emergency-response ready.

STRATEGIC SHIFT: The degree of shift requested in this area is **modest** due to the fact that citizens said efforts should maintain but not necessarily increase, given the strong services levels currently experienced by the community.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>5.1 EMERGENCY OPERATIONS PLAN: Revise Emergency Operations Plan and develop incident response guides by incident type. *</p> <p>This initiative will be successfully completed when the plan is revised and approved by the BOCC.</p>	<p>East Fork Fire and Protection District as contract under Douglas County Emergency management</p>	<p>One Time Supplies & Services</p> <p>\$\$\$</p>	<p>New 3-year contract with East Fork Fire Protection District</p> <p>Secure funding for revision of full plan</p> <p>Plan application through guided training exercises</p>	<p>Revisions of the full plan completed to include additional disaster-specific guides</p>	
<p>5.2 HAZARD MITIGATION PLAN: Annual update to FEMA required Hazard Mitigation Plan. * (overall plan expires in 2019)</p> <p>This initiative will be successfully completed when the FEMA Hazard Mitigation Plan is updated and approved by the BOCC.</p>	<p>Emergency Management</p>	<p>One Time Personnel, Supplies & Services, Capital</p> <p>\$\$\$</p>	<p>Apply For HMPG (Hazard Mitigation Planning Grant)</p>	<p>BOCC adoption of Hazard Mitigation plan</p> <p>Implementation and application</p>	<p>Implementation and application and Update</p>
<p>5.3 EOC TRAINING: Implement EOC-related training to specific EOC Functions. *</p> <p>This initiative will be successfully completed when a training calendar is developed and implemented for those departments that have a seat.</p>	<p>East Fork Fire and Protection District as contract under Douglas County Emergency management</p>	<p>Ongoing Personnel, Supplies & Services, Capital</p> <p>\$\$\$</p>	<p>Conduct PDA Training</p> <p>Conduct Finance and Cost Recovery Training</p>	<p>Application of Revised EOP and Exercise Training</p>	<p>Attend EMI in Emmetsburg, Maryland</p>



DOUGLAS COUNTY

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	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>5.4 PUBLIC WARNING SYSTEMS & NOTIFICATION: Ensure public warning systems & notifications programs are up to date and increase citizen participation overall in programs.</p> <p><i>This initiative will be successfully completed when software and hardware improvements are implemented as they are released from the vendor.</i></p>	<p>911 Emergency Services, with Technology Services, & PIO</p>	<p>\$</p> <p>One Time</p> <p>Ongoing</p> <p>Supplies & Services</p>	<p>Software updates completed</p>	<p>Public outreach program initiatives</p>	<p>Public Outreach program initiatives</p>
<p>5.5 CITIZENS EMERGENCY RESPONSE TEAM: Continue to engage citizen participation in the Citizens Emergency Response Team program.</p> <p>This initiative will be successfully completed when citizen participation is sustainable to enhance the disaster resiliency for the first 72 hours after a disaster.</p>	<p>East Fork Fire and Protection District as contract under Douglas County Emergency management</p>	<p>Grant Funded</p>	<p>Apply and secure for Homeland Security Sustainment Grant Funds</p> <p>Solicit Contract Coordination</p> <p>CERT Rodeo</p>	<p>Increase CERT membership to 125 persons to serve the Carson Valley, Southern Douglas County, and Lake Tahoe</p> <p>CERT Rodeo</p>	<p>Increase CERT membership to 125 persons to serve the Carson Valley, Southern Douglas County, and Lake Tahoe</p> <p>CERT Rodeo</p>
<p>5.6 BODY-WORN CAMERAS: Implement state mandated body -worn camera programs. ♦</p> <p>This initiative will be successfully completed when body worn cameras are successfully deployed.</p>	<p>Sheriff's Office, Alternative Sentencing, Douglas County Constable</p>	<p>Ongoing</p> <p>Personnel, Supplies & Services</p> <p>\$\$</p>	<p>Develop policy & deployment schedule.</p>	<p>Begin implementation. Hire system admin. Purchase equipment. Begin phased roll out.</p>	<p>Complete implementation.</p>
<p>5.7 NEIGHBORHOOD WATCH PROGRAM: Expand and re-energize Neighborhood Watch Program.</p> <p>This initiative will be successfully completed when measurable effect on neighborhood crime.</p>	<p>Sheriff's Office, all Towns and GIDs</p>	<p>One Time</p> <p>Supplies & Services</p> <p>\$</p>	<p>+ 2 new programs</p>	<p>+ 2 new programs</p>	<p>+ 2 new programs</p>
<p>5.8 RECREATIONAL MARIJUANA IMPACTS: Prepare strategic responses throughout County for impact of recreational marijuana.</p> <p>This initiative will be successfully completed when all policies are in place.</p>	<p>DA, Sheriff's Office, all departments (Task Force)</p>	<p>N/A</p>	<p>Put the plan together based on the state direction</p>	<p>Implement</p>	<p>Adapt</p>



NATURAL RESOURCES, CULTURE & QUALITY OF LIFE





STRATEGIC OBJECTIVE: NATURAL RESOURCES, CULTURE & QUALITY OF LIFE

Douglas County will preserve the County's natural environment, cultural heritage and other assets to create the ideal destination for residents and visitors alike while ensuring orderly and sustainable development of the community.

INTENT: Douglas County will continue to protect its rural quality of life and continues to be a viable agricultural community by preserving its parks and recreation facilities, open space access and trails, maintaining distinctive downtowns, conservation easements and water management. Citizens and visitors are aware of and use the County's resources and the community's development is understood and serving the needs of the County's citizens.

STRATEGIC SHIFT: The degree of shift requested in this area is *modest to substantive*, specific to developing a long-range master plan that will set forth the guidelines for development and preservation of the Douglas County quality of life.

County-Wide Initiatives & Milestones

	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>6.1 COUNTY MASTER PLAN: Perform 20-year update to the County's master plan.* @</p> <p>This initiative will be successfully completed when the Master Plan is adopted and the County has a long-term plan for preserving quality of life and protecting the County's natural resources.</p>	Community Development	Ongoing Personnel, Supplies & Services, Capital \$\$	Plan completed	Action Items are prioritized Policy Changes done	Implementation
<p>6.2 RECYCLING PROGRAM: Initiate a Countywide recycling program.*</p> <p>This initiative will be successfully completed when there is County-wide curbside recycling for businesses and residents (currently doing at the Lake).</p>	Public Works with Franchise Agreements (e.g., Solid Waste)	Ongoing Personnel, Supplies & Services, Capital \$\$\$	Evaluate Pilot Program and public acceptance	Policy Adopted (if there is a policy) Communications outreach Franchise agreement(s)	Implementation
<p>6.3 PROMOTION OF LOCAL ASSETS: Advocate for the usage, understanding and support of assets including public parks, trails, public libraries, local schools and local colleges in the County.*</p> <p>This initiative will be successfully completed when usage, understanding and support. Citizens are inspired to use County assets. Citizens understand and support County's role in asset O&M and the benefits to the County.</p>	Community Services with Library, local museums/historical societies, towns and school districts	Ongoing Personnel, Supplies & Services \$	Consolidate marketing efforts (especially, Social media and digital and print media) with Libraries, Chambers, visitors authorities, school district and public	Coordinate and partner so that activities, events and programs are more successful (i.e., evaluate for elimination of duplications)	Increase in tourism-related events (probably already done)



DOUGLAS COUNTY

FY18-22 STRATEGIC PLAN



	Key Contributors	Funding Level	FY18	FY19	FY20+
<p>6.4 CONSERVATION ACT: Secure passage of the Douglas County Conservation Act. * Ⓢ</p> <p>This initiative will be successfully completed when Land is transferred from Federal to local and state control (within Douglas County). Sell surplus federal land for funding conservation easements and storm water flood control.</p>	<p>County Manager</p> <p>Economic Vitality, Community Services, Community Development</p>	<p>One Time</p> <p>Supplies & Services, Capital \$\$</p>	<p>Congress passage Completed</p>	<p>Cultural resource and environmental assessment</p> <p>Develop management plan for land to be transferred and conservation easements</p>	<p>5 Year transfer begins</p> <p>County begins managing land transferred</p>



APPENDIX





DATA USED TO INFORM CURRENT STATE

Primary Data:

- BOCC and County Manager Interviews
- Department Heads and Electeds Interviews
- Citizen Surveys via Peak Democracy in January 2017 and March 2017

Existing Plans & Directional Documents:

- Economic Vitality Plan
- Critical Issues Conference in Sept. 2016: <https://www.youtube.com/watch?v=Kls2hrx3MZ4&t=3s>
- Business Survey done at the Critical Issues Conferenced in Sept. 2016: <http://douglascountynv.gov/DocumentCenter/View/5497>
- Current Update of Master Plan. County Profile: <http://www.douglascountynv.gov/DocumentCenter/View/5575>
- Technology Services Strategic Plan
- 2017 Transportation Plan
- Library Long Range Plan



SWOT

<p>Strengths</p> <ul style="list-style-type: none"> • Quality of life • Culture and heritage • Open space • Access to outdoor activities • School District • Sheriff’s department • Fire department • County is a healthy community • One of state’s highest percentage of residents with college degrees 	<p>Opportunities (External)</p> <ul style="list-style-type: none"> • More community involvement: 2-way communication; input on priorities; increased awareness of County programs and value • Bedroom community for where jobs are: Storey, Washoe • Infrastructure (trails) and transit as alternatives to cars within the County • Attract more low-impact, high-skill employers • Leverage community strengths to attract 25-44 year olds • Downtown revitalization • 395 Bypass • Potential for Federal government infrastructure investment • Improved processes for better consistency and efficiency • Bring County staffing levels to approved levels • County staff attraction, retention, performance metrics • Creation of agrihoods to address affordable housing and entry-level housing
<p>Weaknesses / Opportunities (Internal)</p> <ul style="list-style-type: none"> • Keeping up with road maintenance • Storm and flood management plan • Portion of community not on County water, sewer • 395 traffic through downtown core • Tight business regulations • Commercial development restrictions • Revenue not in balance with community expectations and infrastructure needs • Inconsistently manage and execute against Master Plan • Community attitude of “no growth” and “no tax” • Lack of community support of and trust in County staff, programs, efforts • Behind technologically: County’s use of technology and community’s tech infrastructure (e.g., broadband) • Eliminate County departments’ potential for duplication of efforts 	<p>Threats</p> <ul style="list-style-type: none"> • Lack of affordable housing • Housing not keeping up with population demand • Aging population • Declining population of 25-44 (workforce) • Difficult for new businesses to start in or relocate to County • Wages do not keep up with cost of living • Not enough or adequate workforce for businesses • County revenue flat as demand increases • Declining K-12 student population affects District’s ability to maintain high standards



3D PRINTER POLICY

Due to a generous donation the Douglas County Public Library (DCPL) is pleased to offer library cardholders, who are at least 13 years old and in good standing, the opportunity to submit and print projects on the Library's 3D printer.

The Library's 3D Printer can create a physical object based on an original digital design. These designs may be files that you've created yourself, or designs you've obtained from the public domain, such as Thingiverse.com. Designs must be considered within the public domain or ones that you have permission to use. All design files will be reviewed by DCPL to ensure compliance with this policy and all other Library policies prior to printing.

The 3D Printer **MUST** be used in compliance with DCPL policies and procedures. DCPL reserves the right to refuse any 3D print request and to modify 3D printing without prior notice.

Library users may not create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
- An object that may function as a weapon or part of a weapon.
- Obscene or otherwise inappropriate as per DCPL policies.
- In violation of another's intellectual property rights.
- Copyrighted, patented, trademarked, or registered.

If you have any other questions, please contact the Zephyr Cove Library:

P. (775) 588-6411

E. dltstaff@douglas.lib.nv.us

Curious how your print creation will be made? Check out this video to see how our FlashForge Dreamer works. You can also see the printer in real time on our website or at the Minden Library. (video links will be posted at a later date)

3D PRINTER FREQUENTLY ASKED QUESTIONS

Can I operate the 3D Printer myself?

Only designated Library staff members may review and print items. You can view the 3D printer printing in real time on our website or via livestream at the Minden Library.

Who can submit .STL files for printing?

Qualified DCPL cardholders may email a .STL (stereo lithography) 3D print file or link to the Library by completing the 3D Printing Request form. Cardholders must have an active library account that has no fines or billed items.

Where do I start?

Option 1: Create a .STL (stereo lithography) 3D design file using an online design program. The Library recommends tinkercad.com, as a free resource. All files created must be original or part of Creative Commons (public permission to use creative work under copyright law). Please read 3D Printer Policy on prohibited items.

Option 2: Find a .STL file. .STL files can be found on many 3D model websites including the popular online platform thingiverse.com.

When Can I Get My 3D Print?

Please allow up to 10 business days for your item to be printed. You will be contacted when your item has been completed.

How Much Does It Cost to Print an Item?

The estimated cost will be provided to you when you submit your .STL print file. Printing cost will be calculated by multiplying the grams of PLA (polylactic acid) filament used times \$0.25 per gram plus a \$1.00 printing fee. (Example: 10 grams x \$0.25 = \$2.50 plus \$1.00 printing fee = \$3.50). The cost of printing will be added to the patron's account when the print is finished. Patron must pay this amount before the item can be claimed. If the cost is under \$5, only cash is accepted. If item is not claimed in 30 days, it will become DCPL property.

What kind of filament is available?

Objects are printed with PLA (polylactic acid) filament. 3D printed objects are not safe for food contact. The 3D printer's filament colors are subject to availability. Other filament types may be added, in the future, at DCPL's discretion.

What size can I print? How long can my print job be?

The print bed size is 230mm x 150mm x 140mm (9.05in x 5.9in x 5.5in).

Staff recommends for successful prints to be less than 8 hours – a business day.

Where else can I go to 3D print?

Check Carson City Library and Washoe County Library to see their makerspace hours and policies.

Douglas County Director Report- July 2023

Out of town- Aug 10-14 (emergency contacts) during hours 775-782-5754 ask for supervisor on duty. I will forward my emails and texts if needed.

Food Closet- Tiny Free Library. They are ready for a second refill. We started by giving them cookbooks and some adult novels. The materials lasted for about six weeks. They have two book carts in their training room.

Summer Reading- We are working very hard. We finish up in mid-August and then we are doing back to school.

Training Schedule- I have more than six listed.

- August- Every Child Ready to Read
- September- Marketing
- October- First Aid, CPR & Naloxone Training
- November –Included in the staff meeting- Fire training with the fire department
- January – Reader’s Advisory with Becky Spratford (digital on zoom for a few hours)
- March- Strength Finders (hoping to get some help from the Chambers on this one)
- May- Active Shooter Training
- July – Mental health issues

Grant writing seminar with the county resources- anytime
Crucial conversations- anytime on-line

Library Pages- we will be hiring two library pages in August. Our new acquisitions librarian starts on July 31.

Magic Show- We had over 100 people enjoy Spellbinders magic show. These are the types of activities we want to focus on in the future. Holly is working on a teen author talk for that age group.

SCORE- business class. We had our first partnership with SCORE on July 15th. We had small attendance, but it was a successful partnership. I plan on working with SCORE for our marketing training with staff.

Teen Room- Update- Our new tables and chairs have been put together. Our new desk and shelves have been ordered. The camera system is updated. We will probably install a new glass door. Then we will paint and install curtains. Working on new gaming system with mounted large screen. Looking at PC for student work.

Tiny Art Show- We have given out half of the puzzle boxes. If we have a lot left, I am thinking of extending this program.

Gala Update- We are getting silent auction items. We are working on table decorations. We have a credit card machine (FOL). Now we need ticket sales.

Checked out- VR job training at high school. We actually checked out all of our units. (18 of them)

Book Sale- update- Our first quarterly book sale will be August 18 and 19th. We will get our storage unit back to zero after the sale.

Carson City Library Tour- I am touring this library system on July 20th. I want to meet the library director and learn about a few things they are doing.

Leadership Douglas County- It was government services month at leadership. It was nice to tour and meet some people that keep things going.

Branch Painting- we will work on getting bids for October. We will get three bids.

In a future meeting- September I would like to look at policy on area sponsorships in the library. I would like to get a sponsor for the new teen room. The community center has many sponsors.