

Minden Branch:
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Minden, NV 89423
P: 775.782.9841
F: 775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P: 775.588.6411
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library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

September 13, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, September 26, 2023** in the **Meeting Room of the Zephyr Cove Library, 233 Warrior Way, Zephyr Cove, 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 August 22, 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. August 2023
 - ii. September 2023

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

- a. 8/31/2023

6. For possible action. Discussion and review of Library Grant Summary Report and acceptance of the FY 2024 NV State Collection Development Grant.

- a. Grant Award:
 - i. Acceptance of the FY 2024 NV State Collection Development Grant in the amount of \$11,389, which will be used for the purchase of books, library materials, and computer databases.

7. For possible action. Discussion and update on the painting project for the Minden Library, including but not limited to timeframes, estimates, and vendor selection.

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

9. For discussion only. 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 September 26, 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 October / November 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 Inaugural Gala Event	10/7/23	5:00 PM	Carson Valley Inn
Friends of the Library	10/9/23	4:00 PM	Minden Library
2 nd Wednesday Book Group	10/11/23	5:00 PM	Minden Library
NLA 2023 Annual Conference	11/6-7/23	All Day	Brewery Arts Center
2 nd Wednesday Book Group	11/8/23	5:00 PM	Minden Library
Friends of the Library	11/13/23	4:00 PM	Minden Library

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
August 22, 2023

ATTENDEES

Library Board Members: Chairperson Starla Doughty, Vice Chairperson Robert Conner, Trustee 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

Absent: Trustees Kimberly Estee, Theresa DeGraffenreid

THE MEETING CONVENED AT 10:04 A.M.

1. PUBLIC COMMENTS.

Chairperson Starla Doughty asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

There being no public comment, Vice Chairperson Robert Conner made a motion to approve the agenda. Trustee Jimayne Merkow made a second and the motion carried unanimously with a 3-0 vote.

NOTE: With the absence of Trustees Kimberly Estee and Theresa DeGraffenreid and a quorum of three board members present, a unanimous vote will be 3-0.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JULY 25, 2023 REGULAR MEETING.

MOTION/VOTE:

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

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. July 2023

ii. August 2023

**Gift Fund Claims
July / August 2023**

*Amazon	Supplies for Tween Art program	04524	\$ 100.82
Amazon	Monitor for 3D printer	04526	\$ 149.99
Amazon	Items for Bilingual Storytime from Dollar General funding	04529	\$ 116.30
Amazon	3D printer supplies from grant funds	04542	\$ 43.98
Amazon	Sign for "The Nook" manga area	04544	\$ 86.96
*DoCo Procurement Program	Items for Tea Party and Reading FURends	8543	\$ 175.15
*DoCo Procurement Program	Gift cards for Employee Recognition; items for Adult Crafters'	3849	\$ 85.26
*DoCo Procurement Program	Shipping costs for new library program material	5774	\$ 7.15
*Funding/partial funding by Friends of the Library			

MOTION/VOTE:

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

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

a. 7/31/2023

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

Referring to the budget performance report, Vice Chairperson Conner noted that the office supplies line item seems high at 46%. Director DeGhelder explained that at the beginning of the new fiscal year the library stocks up on office supplies, such as copy paper, ink cartridges and maintenance supplies which quickly takes up the budget for that line item. Trustee Merkow noted that the small projects line item is over budget and Tim stated that he will bring back to the board what was expensed using those funds.

MOTION/VOTE:

Trustee Merkow made a motion to approve the budget performance report. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE DOLLY PARTON'S IMAGINATION LIBRARY.

a. GRANT AWARD:

i. ACCEPTANCE OF THE DOLLY PARTON'S IMAGINATION LIBRARY BOOK-GIFTING PROGRAM AND AGREEING TO COOPERATE WITH THE UNITED WAY TO CHAMPION THE PROGRAM WITHIN DOUGLAS COUNTY.

Director DeGhelder stated that the United Way donated several books to the library for the Summer Reading Program and after receiving a positive report from Holly on how the books supported and benefitted the community, they reached out to Tim to see if they could partner with the library for the Dolly Parton Imagination Library. This is a book gifting program that with sign-ups from birth to five years old, children will receive a free book in the mail. Tim explained that by accepting the grant the board is approving the library to reach out to the preschools in Douglas County, supply information kits about the program and encourage parents to sign-up to receive free books for their children. The United Way will be funding the program and the library will do the outreach to make the program successful.

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to accept the offer from the United Way to support the Dolly Parton Imagination Library book gifting program with the library. Trustee Merkow made a second and the motion carried unanimously with a 3-0 vote.

7. 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 ALIGNS WITH DOUGLAS COUNTY'S OVERALL GOALS AND VISION.

County Manager Jenifer Davidson presented the board with the county's strategic plan objectives and discussed how the county's goals and objectives might align with the library's strategic objectives. She reviewed the six major objectives that the county has identified and asked that the board provide feedback on each objective as it relates to the library's strategic goals. She will share this feedback with the county commissioners. The six objectives that were identified are: Organizational Sustainability, Safe Community, Financial Stability, Infrastructure, Natural Resources, Culture, QOL, and Economic Vitality. She stated that some of the feedback the county received from their last strategic plan was that there wasn't enough public input and enough stakeholder engagement. She commented that because the library is so well ad versed in reaching the community of all social and ethnic backgrounds and all age groups that she hoped with the board's permission the library would assist the county by encouraging patrons to participate in the strategic planning process. She asked that the library share information on the survey the county will provide and assist patrons in utilizing the computers to take the survey and also share information on the county's public workshops and employ library events to share information. To conclude her presentation, she stated that all the feedback she received from the board will be brought to the county commissioners and noted that the more information the county commissioners have, the better off the decisions are going to be.

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

Chairperson Doughty noted that the two trustees who were left to complete the training were absent from this meeting and will move to discuss at the next meeting.

9. DISCUSSION ON THE PROGRESS OF THE OBJECTIVES, GOALS, AND ACHIEVEMENTS ESTABLISHED FOR CALENDAR YEAR 2023 PER THE LIBRARY'S STRATEGIC PLAN; AND ESTABLISHING OBJECTIVES AND GOALS FOR CALENDAR YEAR 2024.

Chairperson Doughty went through the goals established for 2023 and what may need to rollover into and continue through 2024.

FI Goal No. 1

Holly stated that the teen space is 90% complete and depending on when the interior painting will be done the room should be complete in December. Chairperson Doughty asked if the library needs to roll this goal over into 2024 and it was agreed the board would revisit this goal in October when the goals need to be in place.

FI Goal No. 2

Chairperson Doughty stated that she didn't think this was an attainable goal at this point and that the funding to accomplish this goal can be better used. Director DeGhelder noted that he would like to keep this as part of the strategic plan and see how it aligns with the county's strategic plan for both branches. Chairperson Doughty stated that the board can discuss this at the next board meeting when all of the trustees are present.

OPRS Goal No. 1

Holly noted that staff is still examining ways to expand participation in the Summer Reading Program. Some of the things that staff has discussed is to start planning as early as next month and by December have something in place. She stated that the library will find a larger venue for the performances as participation is exceeding capacity at the current location. Summer Reading will extend to the tribes next year as well which will increase participation. Laura stated that she will be focusing on adding more adult programs and promoting programs that will benefit new adults. Chairperson Doughty noted that this goal can be discussed further at the next meeting.

COE Goal No. 1

Tim noted that in September library staff will be doing training on marketing with SCORE. He encouraged the trustees to attend this training as well.

COE Goal No. 2

Chairperson Doughty stated that this is a challenging goal and sees that staff has already begun the groundwork. This goal will carry over into 2024. Holly noted that there is a new outreach person at Dresslerville. She is working with this person to expand outreach to adults as well as the children the library has already reached. The bookmobile will continue its visits at this location. The library is looking to have a tribe leader visit the library and give a presentation. Vanna stated that last year she attended South Lake Tahoe's second annual multicultural

celebration and noted that there are a lot of tribes at the lake that the library wants to reach out to. She commented that the library will continue to research other cities and libraries to see what they are doing within the tribal community.

COE Goal No. 3

Chairperson Doughty noted that the library has already done some amazing things and has had some wonderful events that she has attended. People have been very excited with what the library is doing for the community. She stated that this will be revisited at the next meeting and that in October the board will finalize these goals.

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

10. DISCUSSION AND UPDATE ON THE NEW TEEN ROOM, INCLUDING BUT NOT LIMITED TO SUPERVISION, LAYOUT, EQUIPMENT, AND APPLICABILITY OF THE LIBRARY'S PATRON CONDUCT POLICY.

In regards to a letter the board received from a concerned patron about the teen room, Director DeGhelder explained that based on the location of the teen room staff can see who goes in the room at all times. There is a camera in the teen room and the door, which is being replaced with a tempered glass door, is open at all times except when there is a program and at least one staff member will be in the room during that time. Chairperson Doughty noted that although the letter was addressed to the board it was appropriate to ask Tim to reply as he manages the day to day operations of the library. She stated that Tim answered all the questions very graciously but he has yet to receive a response back after explaining the layout of the room and how it works. Holly noted that the majority of patrons who see the teen room are excited about it and ever since the library created the teen room the library has seen an increase in literacy and positive social outcomes and circulation has more than doubled. The room is meant to be a safe place where teens can come to enjoy a video game, have snacks, do their homework and communicate with other teens. Trustee Merkow asked about the sanitation process for the room and Holly stated that the library will spray the room with sanitizer every week and will take the pillows and weighted blankets to the cleaner once a month.

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.

12. CLOSING PUBLIC COMMENTS.

Chairperson Doughty asked for public comment.

Holly Traxler commented that she is excited about the bilingual storytime and the young author meet and greet that is upcoming. Vanna Bells stated the 3D printer will launch in September.

She reminded the board that the Tiny Art Show reception is on September 13th at the lake and September 15th in Minden.

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

MEETING ADJOURNED AT 12:06 P.M.

UNAPPROVED

Lib. Board of Trustees Mtg 9/26/23
Consent Calendar
Agenda Item 4a

Gift Fund Claims
August / September 2023

Amazon	Items for the teen room	04562	\$ 138.99
Amazon	Books by Monroe Wildrose from Dollar General funding	04557	\$43.35
*DoCo Procurement Program	Items for Tea Party	8543	\$ 31.24
*DoCo Procurement Program	Items for book repair and teen room; Refreshments for The Council	5774	\$ 323.13
Amazon	Items for teen room	04564	\$ 69.89

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 23-24

9/19/2023

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
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
Amazon	04524	7/18/2023	100.82			Tween Art Program (FOL)
Amazon	04526	7/19/2023			149.99	3D monitor
Amazon	04529	7/25/2023	116.30			Bilingual - Dollar General
Amazon	04544	8/4/2023			86.98	Sign for The Nook manga area
Amazon	04542	8/3/2023			43.98	3D printer supplies
Do Co Procurement Program	8543	8/4/2023	175.15			\$59.95 refreshments for Tea Party; \$115.21 items for Reading FURends
Do Co Procurement Program	3849	8/4/2023	85.26			\$60 gift cards for Employee Recognition; \$25.26 items for Adult Crafters'
Do Co Procurement Program	5774	8/4/2023			7.15	Shipping costs for library program items
Amazon	04562	8/5/2023		138.99		Teen room - video games
Amazon	04557	8/5/2023		43.35		Monroe Wildrose (GF Dollar General funds)
Do Co Procurement Program	8543	8/8/2023	31.24			Refreshments for Tea Party program
Do Co Procurement Program	5774	8/8/2023	44.25		278.88	\$228.96 glue sticks for book repair; \$49.92 items for teen room; \$44.25 refreshments for The Council
Amazon	04564	8/8/2023		89.89		Teen room - video games
						Grand Total:
TOTALS			2,388.85	252.23	819.98	\$3,461.06
			Programs	Materials	All others	\$3,461.06



Library Expense Budget Performance Report

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	67,562.66	.00	111,359.30	917,425.70	11	99,175.48
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	5.17
511.171	Holidays	.00	.00	.00	.00	.00	3,656.64	(3,656.64)	+++	2,728.32
511.172	Comp Paid	.00	.00	.00	790.60	.00	1,045.16	(1,045.16)	+++	1,157.51
511.173	Vacation	.00	.00	.00	4,813.99	.00	11,950.30	(11,950.30)	+++	13,801.77
511.174	Sick	.00	.00	.00	3,610.12	.00	4,845.31	(4,845.31)	+++	6,508.59
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$1,028,784.00	\$0.00	\$1,028,784.00	\$76,777.37	\$0.00	\$132,855.71	\$895,928.29	13%	\$123,776.84
<i>Employee Benefits</i>										
511.181	Retirement	333,853.00	.00	333,853.00	25,465.97	.00	41,754.08	292,098.92	13	35,618.59
511.182	Workers Comp	23,139.00	.00	23,139.00	1,693.19	.00	3,333.46	19,805.54	14	3,067.63
511.183	Group Insurance	149,143.00	.00	149,143.00	11,563.54	.00	20,148.51	128,994.49	14	15,365.90
511.184	Unemployment	5,207.00	.00	5,207.00	388.22	.00	671.23	4,535.77	13	692.95
511.186	Medicare	15,079.00	.00	15,079.00	1,072.02	.00	1,853.51	13,225.49	12	1,740.93
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	170.00	1,870.00	8	85.00
511.195	Social Security	26.00	.00	26.00	.00	.00	.00	26.00	0	.00
511.201	PEBS-Rel.Medical	6,708.00	.00	6,708.00	559.00	.00	1,118.00	5,590.00	17	1,118.00
<i>Employee Benefits Totals</i>		\$535,195.00	\$0.00	\$535,195.00	\$40,911.94	\$0.00	\$69,048.79	\$466,146.21	13%	\$57,689.00
<i>Services & Supplies</i>										
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	3,286.00	.00	3,286.00	.00	.00	1,150.64	2,135.36	35	402.21
520.045	Computer System - County Created	.00	.00	.00	.00	.00	.00	.00	+++	5,078.85
520.055	Telephone Expense	.00	.00	.00	.00	.00	.00	.00	+++	2,116.78
520.060	Postage/Po Box Rent	2,430.00	.00	2,430.00	.00	.00	283.94	2,146.06	12	785.98
520.064	Travel	9,939.00	.00	9,939.00	.00	.00	.00	9,939.00	0	349.13



Library Expense Budget Performance Report

Fiscal Year to Date 08/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used	Rec'd	Prior Year YTD
520.072	Advertising	26,932.00	.00	26,932.00	.00	.00	.00	26,932.00	0	0	324.00
520.078	Printing & Binding	888.00	.00	888.00	.00	.00	100.51	787.49	11	11	232.40
520.085	Telephone/Communications	20,180.00	.00	20,180.00	1,116.62	.00	2,795.25	17,384.75	14	14	10,503.76
520.088	Utilities	35,175.00	.00	35,175.00	2,416.70	.00	5,456.19	29,718.81	16	16	4,878.43
520.097	Maint Bldg	3,948.00	.00	3,948.00	.00	.00	188.93	3,759.07	5	5	125.04
520.098	Janitorial Services	33,944.00	.00	33,944.00	.00	.00	.00	33,944.00	0	0	5,076.00
520.107	Maint Equip	2,798.00	.00	2,798.00	1,422.00	.00	1,422.00	1,376.00	51	51	21.98
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	499.00	5,493.00	8	8	936.00
520.116	Veh. Maint-Co Shop	1,806.00	.00	1,806.00	.00	.00	.00	1,806.00	0	0	918.45
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	.00	.00	279.44	3,585.56	7	7	279.44
520.156	Rsk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.00	.00	36,609.00	0	0	.00
520.169	EH&B Assessment	.00	.00	.00	.00	.00	.00	.00	+++		.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	0	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++		.00
520.200	Training & Education	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	0	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	313.45	3,790.55	8	8	259.94
520.256	Rsk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	.00	19,061.00	0	0	.00
521.100	Professional Services	28,915.00	.00	28,915.00	.00	.00	5,223.96	23,691.04	18	18	690.00
521.134	Cataloging	13,953.00	.00	13,953.00	1,561.00	.00	7,756.87	(3,148.47)	123	123	7,861.91
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	.00	.00	203,842.00	0	0	.00
530.001	Circulation Supplies	1,887.00	.00	1,887.00	.00	.00	148.58	1,738.42	8	8	96.93
532.003	Gas & Oil	3,123.00	.00	3,123.00	192.46	.00	424.30	2,698.70	14	14	381.61
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	15,726.04	238,183.82	33,036.95	7,919.23	97	97	35,816.46
532.057	Processing Materials	8,614.00	.00	8,614.00	142.41	12,070.88	1,241.76	(4,698.64)	155	155	925.25
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	.00	30,000.00	1,438.00	3,562.00	90	90	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++		.00
533.800	Office Supplies	4,032.00	.00	4,032.00	563.33	.00	3,195.87	836.13	79	79	397.28
533.802	Small Equipment	99.00	.00	99.00	597.97	.00	597.97	(498.97)	604	604	.00
533.806	Software	.00	.00	.00	.00	.00	20,492.58	(20,492.58)	+++		21,236.93
533.813	Office Products Program	2,315.00	.00	2,315.00	96.89	.00	130.59	2,184.41	6	6	494.33
533.817	Small Projects	.00	3,009.00	3,009.00	.00	.00	3,008.50	.50	100	100	130.26
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++		.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++		.00



Library Expense Budget Performance Report

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD	% Used/Rec'd	Prior Year YTD
550,100	Bank Fees-Credit Card Processing	432.00	.00	432.00	43.49	.00	43.49	388.51	10	36.53
565,755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Services & Supplies Totals</i>	\$680,438.00	\$118,880.00	\$799,318.00	\$24,048.88	\$289,599.30	\$89,228.77	\$420,489.93	47%	\$100,355.88
562,000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay/Projects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	EXPENSE TOTALS	\$2,244,417.00	\$118,880.00	\$2,363,297.00	\$141,738.19	\$289,599.30	\$291,133.27	\$1,782,564.43	25%	\$281,421.72
	Department 804 - Library Totals	(\$2,244,417.00)	(\$118,880.00)	(\$2,363,297.00)	(\$141,738.19)	(\$289,599.30)	(\$291,133.27)	(\$1,782,564.43)	25%	(\$281,421.72)
	Fund 224 - Library Totals	\$2,244,417.00	\$118,880.00	\$2,363,297.00	\$141,738.19	\$289,599.30	\$291,133.27	\$1,782,564.43		\$281,421.72
	Grand Totals	\$2,244,417.00	\$118,880.00	\$2,363,297.00	\$141,738.19	\$289,599.30	\$291,133.27	\$1,782,564.43		\$281,421.72



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 08/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532061	Library Gift Fund	.00	.00	.00	182.34	.00	1,498.82	(1,498.82)	+++	6,851.56
	Services & Supplies Totals	\$0.00	\$0.00	\$0.00	\$182.34	\$0.00	\$1,498.82	(\$1,498.82)	+++	\$6,851.56
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$182.34	\$0.00	\$1,498.82	(\$1,498.82)	+++	\$6,851.56
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$182.34)	\$0.00	(\$1,498.82)	\$1,498.82	+++	(\$6,851.56)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$182.34	\$0.00	\$1,498.82	(\$1,498.82)		\$6,851.56
Grand Totals		\$0.00	\$0.00	\$0.00	\$182.34	\$0.00	\$1,498.82	(\$1,498.82)		\$6,851.56



Gift Fund Trial Balance Listing

Through 08/31/23

Detail Listing

Exclude Rollup Account

Phor Year

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101,000	Cash	92,631.18	4,620.19	4,359.30	92,892.07	79,057.88
101,090	Investment-FMV Adjust	(2,647.53)	.00	.00	(2,647.53)	(1,445.96)
121,100	Interest Receivable	400.45	326.07	109.53	616.99	347.63
	<i>Current Assets Totals</i>	\$90,384.10	\$4,946.26	\$4,468.83	\$90,861.53	\$77,959.55
<i>Current Liabilities</i>						
202,000	Accounts Payable	(3,042.30)	3,910.95	1,050.99	(182.34)	(477.49)
	<i>Current Liabilities Totals</i>	(\$3,042.30)	\$3,910.95	\$1,050.99	(\$182.34)	(\$477.49)
<i>Fund Balance</i>						
253,000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)	(67,111.49)
	<i>Fund Balance Totals</i>	(\$67,111.49)	\$0.00	\$0.00	(\$67,111.49)	(\$67,111.49)



Gift Fund Income Statement

Through 08/31/23
Detail Listing
Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category	Governmental Funds						
Fund Type	Governmental-Spec Revenue						
Fund	235 - Library Gift Fund						
	REVENUE						
	Department 000 - Revenue						
	Miscellaneous Revenue						
367.102	Donations	.00	1,117.55	4,373.24	(4,373.24)	+++	17,026.76
	Miscellaneous Revenue Totals	\$958.00	\$1,346.38	\$4,836.21	(\$3,878.21)	505%	\$17,222.13
	Department 000 - Revenue Totals	\$958.00	\$1,346.38	\$4,836.21	(\$3,878.21)	505%	\$17,222.13
	REVENUE TOTALS	\$958.00	\$1,346.38	\$4,836.21	(\$3,878.21)	505%	\$17,222.13
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	.00	182.34	1,498.82	(1,498.82)	+++	6,851.56
	Services & Supplies Totals	\$21.00	\$182.34	\$1,498.82	(\$1,477.82)	7,137%	\$6,851.56
	Department 800 - Library Gift Fund Totals	\$958.00	\$182.34	\$1,498.82	(\$540.82)	156%	\$6,851.56
	EXPENSE TOTALS	\$958.00	\$182.34	\$1,498.82	(\$540.82)	156%	\$6,851.56
	Fund 235 - Library Gift Fund Totals						
	Grand Totals	\$0.00	\$1,164.04	\$3,337.39	\$3,337.39	+++	\$10,370.57
	REVENUE TOTALS	958.00	1,346.38	4,836.21	(3,878.21)	505%	17,222.13
	EXPENSE TOTALS	958.00	182.34	1,498.82	(540.82)	156%	6,851.56
	Grand Total Net Gain (Loss)	\$0.00	\$1,164.04	\$3,337.39	\$3,337.39	+++	\$10,370.57

Joe Lombardo
Governor



Jack Robb
Director
Matt Tuma
Deputy Director
Mike Strom
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Nevada State Library, Archives and Public Records
100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701
Phone: (775) 684-3339 | www.nsla.nv.gov | Fax: (775) 684-3311

Date: September 7, 2023

To: Timothy Deghelder, Douglas County Public Library

From: Mike Strom, Division Administrator

Re: Fiscal Year 2024 State Public Library Collection Development Funds

Enclosed is the application packet for FY2024 State Collection Development funds. We invite you to apply for your library's award identified by the formula for distribution as outlined in Nevada Revised Statute 378.087. The awarded state funding can be used for the purchase of books, library materials, and computer databases. The money granted cannot supplant, or cause a reduction in, any other source of funding for the public library.

Your library will receive an award allocation of **\$11,389** for FY2024. This amount is based on the library's FY 2022 Local Collection Development Expenditures, as submitted through Bibliostat, of **\$138,427**. This year's State Collection Development funds pool also includes \$100,000 in one-shot funding.

The FY2024 funds will be available for distribution beginning October 07, 2023. Your FY2024 application which documents your plan for expenditure of the award must be submitted and approved prior to your receipt of the Grant-in-Aid (GIA) form. Expenditures can begin after the completed and signed GIA is on file. Your Minimum Standards Checklist submitted in early 2023 is on file as approved.

We have included the application form, grant schedule, and instructions with this letter. This information is also available on the NSLAPR website at <https://nsla.nv.gov/public-library-toolbox#develop>. If you have questions about the State Public Library Collection Development project or the application, please contact Nena Fresia at 775-684-3373 or nenafresia@admin.nv.gov.

Sincerely,

Mike Strom
Administrator, Nevada State Library, Archives and Public Records

Douglas County Public Library: Lake Tahoe Branch Capital Improvement Projects List 2022-2027

	Priority	Description	Location	Library Strategic Plan/Douglas County Objectives
1	High	Add signage to building	exterior on north and south side	FI #4 / 6.3
2	High	Replace existing signage	Entrances to parking lots	FI #4 / 6.3
3	High	Converting meeting room to 24/7 access	Meeting room	FI #4, OPRS #5, COE #5 / 6.3
4	High	Install outdoor library activity deck	north side	OPRS #1, #2, #5, FI #4 / 6.3
5	High	Extend interior lighting	Information desk	FI #4 / 6.3
6	High	Fix book return steps	exterior book drop—north side	FI #4 / 6.3
7	High	Add outlets	adult section (north side) and children section (south side)	FI #4, OPRS #5 / 6.3
8	Medium	Increase exterior lighting	upper parking lot (south side)	FI #4 / 6.3
9	Medium	Make door handicap-accessible	north side	FI #4 / 6.3
10	Medium	Install bike racks	exterior on north and south side	FI #4/ 6.3
11	Low	Replace interior library doors	Interior library doors	FI #4 / 6.3
12	Low	Install secondary library activity outdoor deck	east side of the building next to staff workroom door	OPRS #1, #2, #5, FI #4 / 6.3
13	Low	Install fake fireplace	magazine side in adult section	FI #4, OPRS #5 / 6.3
14	Low	Add generator or battery backup	TBD	FI #4 / 6.3
15	Low	Re-add study room	storage room or supervisor office (south side)	FI #4, OPRS #5, COE #5 / 6.3

Douglas County Public Library: Lake Tahoe Branch

Capital Improvement Projects List 2022-2027

Library Strategic Plan Objectives

Operations, Programs, Resources, and Services (OPRS)

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

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

OPRS Goal No. 5: Over the next five years, the DCPL will increase overall library usage by 5% each year.

Facility Improvements

FI No. 4: By December 2027, the DCPL will complete the planning and development of facility improvements needed to support additional program, resource, and service development.

Community Outreach and Engagement

COE Goal No. 5: Over the next five years, the DCPL 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 Strategic Plan Objective

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.

	Priority	Description	Location	Library Strategic Plan Objective
1	High	Add signage to building	exterior on north and south side	FI #4

Location: north side or tennis courts side

Proposed sign:
 Douglas County Public Library
 (smaller type)
 Zephyr Cove Library
 (larger type)

This sign is buried when it snows. Therefore, during snow season, the library has no signage indicating what this building is as this is the only signage.



Signage in any of these spots; glow in the dark, lighted sign, or sign with a spotlight

Lighted signage might need TRPA approval

	Priority	Description	Location	Library Strategic Plan Objective
1	High	Add signage	exterior on north and south side	FI #4

Location: Handicap side
or south side

Proposed sign:
Douglas County Public Library (smaller type) Zephyr Cove Library (larger type)



Signage on
the window's
exterior

**Lighted signage might
need TRPA approval**

Signage in any of these spots; glow in the dark, lighted sign,
sign with a spotlight; or community mural (remove tree)

OR

	Priority	Description	Location	Library Strategic Plan Objective
2	High	Replace existing signage	Entrances to parking lots	FI #4

Replace signage for a modern and larger look or get an electronic sign at the end of Warrior Way that displays events for the entire area: softball, tennis, disc golf tournaments, and library programs. If going digital, it should be a solution with easily replaceable panels due to unpredictable lifespan caused by harsh winters.



	Status	Description	Location	Library Strategic Plan Objective
3	High	Converting meeting room to 24/7	Meeting room	FI #4, OPRS #5, COE #5

Location: Tennis Courts side
or north side entrance

Making this entrance RFID entry for people to access the lobby to the meeting room



	Status	Description	Location	Library Strategic Plan Objective
3	High	Converting meeting room to 24/7	Meeting room	FI #4, OPRS #5, COE #5

This door must have RFID entry in order to make this meeting room 24/7



	Status	Description	Location	Library Strategic Plan Objective
3	High	Converting meeting room to 24/7	Meeting room	FI #4, OPRS #5, COE #5

Location: Handicap side
or south side

TBD making this entrance RFID entry



	Priority	Description	Location	Library Strategic Plan Objective
4	High	Install outdoor library activity deck	north side	OPRS #1, #2, #5, FI #4



TBD: Unlocked gate to enter deck area

Keep the trees, add benches around it

Currently only lighting on library side. One light near tennis office and tennis courts have lights.

Activity Deck is for outdoor programs led by library staff, paid presenters, and library volunteers.

Project needs TRPA approval

	Priority	Description	Location	Library Strategic Plan Objective
5	High	Extend interior lighting	above information desk	FI #4

Lighting needs to extend beyond the Information Desk to where the customers are standing. Facilities is in the process of replacing every light-bulb with LED energy efficient ones.



	Priority	Description	Location	Library Strategic Plan Objective
6	High	Fix book return steps	Exterior book drop on north side	FI #4



The steps get buried in snow making this book return difficult to use during the winter. There are gaps in between the steps where people can trip and fall. Also, parents explained that the children want to return books so the steps need to be higher for children.

Possible solution is buying a new book drop return bin.



	Priority	Description	Location	Library Strategic Plan Objective
7	High	Add outlets	Children side and adult side	FI #4, OPRS #5

Location: Children's side



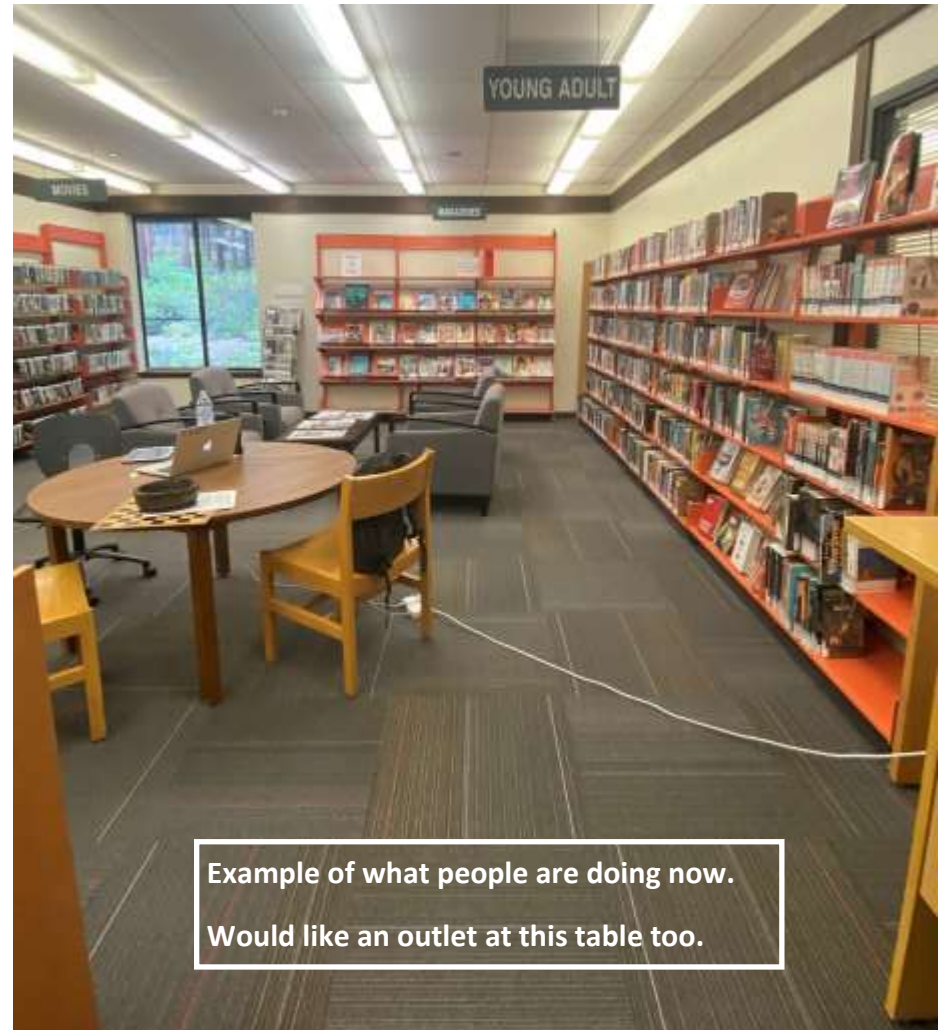
We would like an outlet at either table or both.



	Priority	Description	Location	Library Strategic Plan Objective
7	High	Add outlets	Children side and adult side	FI #4, OPRS #5



Location: Adult side



	Priority	Description	Location	Library Strategic Plan Objective
8	Medium	Increase exterior lighting	upper parking lot (south side)	FI #4



There are only two lights on this side of the parking lot and they're not near the lot itself. They light the playground. Need more lighting on this side especially during the winter.



	Priority	Description	Location	Library Strategic Plan Objective
9	Medium	Make door handicap-accessible	Tennis side or north side	FI #4



This door is not handicap accessible. More people use this entrance than the south side entrance. We have library presenters and vendors who park on this side because it's a shorter distance to the meeting room to haul their equipment.



	Priority	Description	Location	Library Strategic Plan Objective
10	Medium	Install bike racks	exterior on north and south side	FI #4



**Handicap Side (campground visitors and tourists)
64" or smaller**



**Tennis Court Side (locals, students, tennis players)
72" or smaller**

Example of a custom leaf-shaped bike rack



	Priority	Description	Location	Library Strategic Plan Objective
11	Low	Replace interior library doors	Interior library doors flimsy/new lock	FI #4



If we close doors, the public cannot get inside. We would close the doors if we have too many children in the library at storytimes or class visits. The doors are also flimsy. Do we replace the doors or replace the lock?



	Priority	Description	Location	Library Strategic Plan Objective
12	Low	Install secondary library activity outdoor deck	east side of the building next to staff workroom door	OPRS #1, #2, #5, FI #4

Project needs TRPA approval



	Priority	Description	Location	Library Strategic Plan Objective
13	Low	Install fake fireplace	Magazine side	FI #4



Need to research fake fireplaces and new wall shelving for magazines to be around the fireplace

	Priority	Description	Location	Library Strategic Plan Objective
14	Low	Backup generator	TBD	FI #4

Lake Tahoe Branch has gone through frequent power outages in the summer due to wildfires. Stormy winters has also caused power outages. Adding a backup generator or an emergency backup battery system would ensure uninterrupted service to the community and safety for the staff.

Date	Type	Duration
7/20/2022	Power	?
7/21/2022	Internet	?
9/8/2022	Power	3h
9/27/2022	Power	15m
10/5/2022	Power	45m
10/14/2022	Power	?
12/10-12/11/2022	Power	whole weekend
5/31/2023	Internet	all day
6/1/2023	Internet	all day
6/13/2023	Power	less than 10 minutes
6/14/2023	Power	?
6/22/2023	Internet	?
6/27/2023	Power flicker	
7/14/2023	Power	happened after business hours
8/11/2023	Power flicker	

	Priority	Description	Location	Library Strategic Plan Objective
15	Low	Re-add study room and purchase outdoor shed for storage. Storage room will need heat and AC capabilities.	Storage room -> supervisor office Supervisor office -> back to study room OR Storage room -> study room	FI #4, OPRS #5, COE #5



The community requests study rooms for groups of 4 or smaller.

Director Report- September 2023

Live library tour and needs assessment- (Vanna Bells) See attached

Baker-Tilly- Video and PowerPoint was shared with library trustees. The BOCC did pass the changes to exempt staff without DCA representation. Next June would be for the rest of the staff.

Volunteer Expo- September 28th from 3pm to 6pm, the library will have a table with the Friends of the Library to promote volunteering opportunities.

Author Talk- We had a successful teen author talk- Monday September 18 held in the Teen Room. Over 20 attended. Local YA author Monroe Wildrose was here and talked to teens and adults alike.

Back to School Nights- library support. Library teams went to several schools to promote library services during August and September. They spoke with over 600 parents, teachers/administrators and children this year. This is also a good way to connect with the teachers and parent associations.

Marketing Class- September 28th 8am to 10am SCORE will give library staff and library trustees an introduction to marketing. This will help all staff and library board members understand some concepts involved in a marketing plan.

Strategic Planning County Outreach- 9/19/2023. Another open session for the general public to share ideas. This event was from 4pm to 7pm at the community center. I sat at a table and listened to public ideas about the library. Most everyone loved the library and they wanted more space for the library.

Candy Dance- I will be working Candy Dance on Saturday to show that the library supports our communities. I want to be visible and show the people visiting that the library is doing things.

FOL Shed- The boy scouts installed a cement pad for the placement of the new storage shed. The library shed will be delivered and installed Friday, September 22. (the shed will be behind the library next to the current shed)

The boy scouts will then paint the shed and install a walkway so we can use the shed easily in the winter months.

Working on FY2023 stats. We are gathering stats for Fiscal Year report.

Setup meeting October 4th- review of Library Strategic Plan. Dr. Fred Steinmann will be leading a review session to look at goals and reevaluate goals for the upcoming year. This report will be given to library board for input at the October meeting.

Painter Bids- We had three painters come to the library and walk the area to submit a bid. We only got one bid back from the painters. We did this the last week of August and the first week of September. In order to get three bids for the library to vote on we will have to move this item to October.

Money from the state- collection development. Staff are working on collection development subjects to improve our selection. We share our goals with the state.

Business Council- September 28th (Tahoe Blue) I will be attending this meeting to see the business goals of our area. (After our board meeting)

Tiny Art Show- another big success. People really enjoyed the creative content from the puzzles. We have a few puzzles that we will include in the Gala Auction.

Final Gala board update- Gala event on October 7th. It is finally here! We are still selling tickets. We have auction items ready to go. Keep pushing ticket sales. We met the magician and he is willing to work with us again next year. We are thinking of keeping the same theme of a magic show.