

Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

October 17, 2023

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **October 24, 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 September 26, 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. September 2023
 - ii. October 2023
5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 9/30/2023
6. For possible action. Discussion and review of Library Grant Summary Report.
 - a. Grant Applications
 - i. Nourishing Minds Initiative – Estimated amount \$6,000
 - ii. Dollar General Literacy Foundation – Estimated amount up to \$10,000
7. For discussion only. Discussion and update on the Friends of the Library October 7, 2023 Fundraising Gala presented by Barb Wilson, President of the Friends of the Library.
8. For possible action. Discussion, update and review of the five-year strategic long-range plan annual objectives and results, including establishing the goals and milestones for the upcoming calendar year.
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 October 24, 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 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.

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
September 26, 2023

ATTENDEES

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

Library Staff: Library Director Timothy DeGhelder; Library Supervisors Laura Treinen, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Starla Doughty asked for public comment.

Vice Chairperson Robert Conner commented that there was a very nice article in the Record Courier presumably from the Friends of the Library about the gala and the Tiny Art Show project. Vanna Bells introduced the lake staff, Willow Crawshaw and Irene Gonzalez and they shared with the board their responsibilities. Chairperson Doughty stated that Trustee Kimberly Estee submitted her resignation and a replacement for her seat will possibly be assigned in November.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to approve the agenda. Trustee Jimayne Merkow made a second and the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE AUGUST 22, 2023 REGULAR MEETING.

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

Chairperson Doughty noted that in the minutes when discussing the strategic planning goals it is mentioned that more discussion would be had at the next board meeting which is today's

meeting but it did not get on the agenda. Vice Chairperson Conner stated that the board should approve the minutes as presented but indicate that no action was taken on discussing the goals at today's meeting but will be an item on the agenda for October's meeting.

MOTION/VOTE:

Vice Chairperson Conner made a motion to approve the minutes of the August 22, 2023 regular meeting. Trustee Merkow made a second. With the knowledge that there were items in the minutes that were to be discussed at today's meeting but did not get on the agenda for discussion but will be on the agenda for October's meeting, the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

- i. August 2023**
- ii. September 2023**

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

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 4-0 vote.

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

a. 8/31/2023

The board expressed their concern over a few line items that are over budget and others that are high in the expenditure percentage seeing that the library is only three months into the fiscal year. After discussion and explanation of expenditures, Director DeGhelder noted that when the last fiscal year audit is completed in November, the library will have money carried over into this year's budget and the board can assess where they would like the funding to go to help offset any concerns they currently have with the budget. Chairperson Doughty stated that the library should continue to monitor the budget and the upcoming audit and review for any changes.

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to approve the budget performance report based on the items discussed. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

6. 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.**

Director DeGhelder noted that the state gives a percentage of money to Nevada libraries to help with the collection and the library's percentage for this year is \$11,389. These funds will be used for library material. Laura mentioned that the funds will be used for physical material, ebooks and audiobooks, and additional material for the Spanish collection. Holly noted that the library is replacing the level readers material with Scholastic guided readers and will use some of the funds to purchase more resource material for homeschoolers as well. The funds will be used multiple ways to enhance the library's collection development.

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to accept the FY 2024 Nevada State Collection Development grant. Vice Chairperson Conner made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION AND UPDATE ON THE PAINTING PROJECT FOR THE MINDEN LIBRARY, INCLUDING BUT NOT LIMITED TO TIMEFRAMES, ESTIMATES, AND VENDOR SELECTION.

Director DeGhelder stated that he had three vendors do a walkthrough of the library and only one submitted a bid. There was nothing to report to the board at this time. Tim noted that he will continue to work on receiving estimates.

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

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

Trustee Theresa DeGraffenreid is the only trustee still working on completing the training. Chairperson Doughty noted that she has until October to finish.

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

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

Referring to the Capital Improvement Project list included in the packet, Vanna explained what she would like improved at the lake as a goal of the strategic plan.

10. CLOSING PUBLIC COMMENTS.

Chairperson Doughty asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:15 A.M.

UNAPPROVED

*Lib. Board of Trustees Mtg 10/24/23
Consent Calendar
Agenda Item 4a*

Gift Fund Claims
September / October 2023

*Amazon	Items for Pokemon & Japanese Clubs	04581	\$ 96.24
*Amazon	Supplies for Trick or Treat at the Library	04584	\$ 55.85
Amazon	3D Printer supplies	04585	\$ 42.84
Amazon	Technology items for 3D Printer	04586	\$ 346.89
*DoCo Procurement Program	Year-round holiday decorations; Refreshments for Tea Party	8543	\$ 416.64
*DoCo Procurement Program	Items for Tiny Art Show and Trick Or Treat at the Library	3849	\$ 802.47
DoCo Procurement Program	Sidewalk Tiny Free Library used with Donated funds	5774	\$ 389.00
Amazon	Halloween decorations for DLT	04592	\$ 53.96
*Amazon	Replacement 3D pens	04596	\$ 89.94
*Swank Movie Licensing	One-time showing movie license	04598	\$ 125.00

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 23-24

10/16/2023

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	8/13/2023	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			86.96	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	9/5/2023		138.99		Teen room - video games
Amazon	04557	9/5/2023		43.35		Monroe Wildrose (GF Dollar General funds)
Do Co Procurement Program	8543	9/6/2023	31.24			Refreshments for Tea Party program
Do Co Procurement Program	5774	9/6/2023	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	9/8/2023		69.89		Teen room - video games
Amazon	04581	9/27/2023	96.24			Japanese & Pokemon Clubs (FOL)
Amazon	04584	9/28/2023			55.85	Halloween Event (FOL)
Amazon	04585	9/29/2023			42.84	DLT 3D printer supplies
Amazon	04586	9/30/2023			348.89	TV/Monitor & computer for 3D printer project
Do Co Procurement Program	8543	10/5/2023	416.64			\$386.66 holiday decorations; \$29.98 refreshments for Tea Party (FOL)
Do Co Procurement Program	3849	10/5/2023	802.47			\$173.82 items for Tiny Art Show; \$628.65 items for Trick-or-Treat at the lib (FOL)
Do Co Procurement Program	5774	10/5/2023			389.00	Sidewalk Tiny Free Library (donation from Methodist Church)
Amazon	04592	10/5/2023			53.96	DLT Halloween Decorations
Amazon	04596	10/11/2023	89.94			3D pens for library 3D Pen program to replace broken units (FOL)
Swank Movie Licensing USA	04598	10/16/2023	\$125.00			One-Time Showing License for Saturday Movies program (FOL)
						Grand Total:
TOTALS			3,919.14	252.23	1,708.52	\$5,879.89
			Programs	Materials	All others	\$5,879.89

Lib. Board of Trustees Mtg 10/24/23

Agenda Item #5a

Douglas County Public Library

Budget Summary
 Fiscal Year 2023-2024 Month End 9/30/2023 % of Fiscal Year 24.9%

EXPENDITURE ACCOUNTS

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$1,028,784		\$77,541	\$210,397	20%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$535,195		\$41,388	\$110,436	21%	

Services & Supplies					
Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
\$680,438	\$118,880	\$10,324	\$293,020	\$392,497	51%

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	Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
\$0						

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



Library Expense Budget Performance Report

Fiscal Year to Date 09/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library	EXPENSE									
Department 804 - Library										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	64,143.40	.00	175,501.70	853,282.30	17	161,106.83
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	4,679.92	.00	8,336.56	(8,336.56)	+++	6,244.16
511.172	Comp Paid	.00	.00	.00	1,651.08	.00	2,696.24	(2,696.24)	+++	1,981.01
511.173	Vacation	.00	.00	.00	5,352.53	.00	17,302.83	(17,302.83)	+++	17,114.94
511.174	Sick	.00	.00	.00	1,714.25	.00	6,559.56	(6,559.56)	+++	7,361.15
511.178	Sick Leave Payoff	.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	\$77,541.18	\$0.00	\$210,396.89	\$818,387.11	20%	\$193,813.26
<i>Employee Benefits</i>										
511.181	Retirement	333,853.00	.00	333,853.00	25,940.98	.00	67,695.06	266,157.94	20	56,364.24
511.182	Workers Comp	23,139.00	.00	23,139.00	1,678.87	.00	5,012.33	18,126.67	22	4,649.83
511.183	Group Insurance	149,143.00	.00	149,143.00	11,563.54	.00	31,712.05	117,430.95	21	26,291.40
511.184	Unemployment	5,207.00	.00	5,207.00	392.05	.00	1,063.28	4,143.72	20	1,051.22
511.186	Medicare	15,079.00	.00	15,079.00	1,083.07	.00	2,936.58	12,142.42	19	2,731.44
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	340.00	1,700.00	17	255.00
511.195	Social Security	26.00	.00	26.00	.00	.00	.00	26.00	0	.00
511.201	PEES-Rel:Medical	6,708.00	.00	6,708.00	559.00	.00	1,677.00	5,031.00	25	1,677.00
<i>Employee Benefits Totals</i>										
		\$535,195.00	\$0.00	\$535,195.00	\$41,387.51	\$0.00	\$110,436.30	\$424,758.70	-21%	\$93,020.13
<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	641.83
520.045	Telephone System - County Created	.00	.00	.00	.00	.00	.00	.00	+++	6,639.85
520.055	Postage/Po Box Rent	2,430.00	.00	2,430.00	.00	.00	.00	.00	+++	2,116.78
520.060	Travel	9,939.00	.00	9,939.00	55.03	.00	813.17	1,616.83	33	785.98
520.064	Advertising	26,932.00	.00	26,932.00	.00	.00	55.03	9,883.97	1	374.13
520.072	Printing & Binding	888.00	.00	888.00	.00	.00	.00	26,932.00	0	324.00
520.078	Telephone/Communications	20,180.00	.00	20,180.00	1,126.12	.00	217.02	670.98	24	290.32
520.085	Utilities	35,175.00	.00	35,175.00	2,268.97	.00	4,190.30	15,989.70	21	12,095.74
520.088	Maint B&G	3,948.00	.00	3,948.00	.00	.00	8,199.35	26,975.65	23	7,483.38
520.098	Janitorial Services	33,944.00	.00	33,944.00	.00	.00	188.93	3,759.07	5	370.04
520.107	Maint Equip	2,798.00	.00	2,798.00	.00	.00	5,329.80	17,444.00	49	5,076.00
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	1,422.00	1,376.00	51	21.98
							998.00	4,994.00	17	1,404.00



Library Expense Budget Performance Report

Fiscal Year to Date 09/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library	Department 804 - Library									
	EXPENSE									
	Services & Supplies									
520.116	Veh. Maint-Co Shop	1,806.00	.00	1,806.00	.00	.00	177.36	1,628.64	10	918.45
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	.00	.00	558.88	3,306.12	14	728.87
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.00	.00	36,609.00	0	12,547.00
520.169	EMRB 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	.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	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	448.42	3,655.58	11	519.88
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	.00	19,061.00	0	.00
521.100	Professional Services	28,915.00	.00	28,915.00	1,967.00	.00	7,203.95	21,711.05	25	690.00
521.134	Cataloging	13,953.00	.00	13,953.00	21.99	.00	8,862.61	(3,170.46)	123	8,516.81
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	.00	.00	203,842.00	0	36,293.50
530.001	Circulation Supplies	1,887.00	.00	1,887.00	.00	.00	399.69	1,487.31	21	96.93
532.003	Gas & Oil	3,123.00	.00	3,123.00	.00	.00	509.19	2,613.81	16	753.85
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	2,131.93	.00	40,032.56	5,843.30	98	48,194.70
532.057	Processing Materials	8,614.00	.00	8,614.00	39.67	11,753.97	1,558.67	(4,698.64)	155	1,021.21
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	1,428.98	28,571.02	2,866.98	3,562.00	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	.00	.00	3,195.87	836.13	79	856.11
533.802	Small Equipment	99.00	.00	99.00	22.17	.00	620.14	(521.14)	626	.00
533.806	Software	.00	.00	.00	.00	.00	20,492.58	(20,492.58)	+++	21,436.89
533.843	Office Products Program	2,315.00	.00	2,315.00	440.06	.00	570.65	1,744.35	25	695.84
533.817	Small Projects	.00	3,009.00	3,009.00	644.01	.00	3,652.51	(643.51)	121	130.26
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	22,454.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	432.00	.00	432.00	43.23	.00	86.72	345.28	20	76.31
555.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Services & Supplies Totals	\$680,438.00	\$118,880.00	\$799,318.00	\$10,324.13	\$293,020.18	\$113,801.02	\$392,496.80	51%	\$193,554.64
	Capital Outlay/Projects									
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay/Projects Totals	\$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	\$129,252.82	\$293,020.18	\$434,634.21	\$1,635,642.61	31%	\$480,388.03
	Department 804 - Library Totals	(\$2,244,417.00)	(\$118,880.00)	(\$2,363,297.00)	(\$129,252.82)	(\$293,020.18)	(\$434,634.21)	(\$1,635,642.61)	31%	(\$480,388.03)
	Fund 224 - Library Totals	\$2,244,417.00	\$118,880.00	\$2,363,297.00	\$129,252.82	\$293,020.18	\$434,634.21	\$1,635,642.61		\$480,388.03
	Grand Totals	\$2,244,417.00	\$118,880.00	\$2,363,297.00	\$129,252.82	\$293,020.18	\$434,634.21	\$1,635,642.61		\$480,388.03



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 09/30/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	87,342.00	87,342.00	264.82	.00	2,118.01	85,223.99	2	10,704.76
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$264.82	\$0.00	\$2,118.01	\$85,223.99	2%	\$10,704.76
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$264.82	\$0.00	\$2,118.01	\$85,223.99	2%	\$10,704.76
Department 800 - Library Gift Fund Totals		\$0.00	(\$87,342.00)	(\$87,342.00)	(\$264.82)	\$0.00	(\$2,118.01)	(\$85,223.99)	2%	(\$10,704.76)
Fund 235 - Library Gift Fund Totals		\$0.00	\$87,342.00	\$87,342.00	\$264.82	\$0.00	\$2,118.01	\$85,223.99		\$10,704.76
Grand Totals		\$0.00	\$87,342.00	\$87,342.00	\$264.82	\$0.00	\$2,118.01	\$85,223.99		\$10,704.76



Gift Fund Trial Balance Listing

Through 09/30/23

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	92,631.18	7,008.27	4,965.90	94,673.55	79,156.69
101.090	Investment-FMV Adjust	(2,647.53)	.00	.00	(2,647.53)	(2,773.33)
121.100	Interest Receivable	400.45	395.62	357.52	438.55	373.86
	<i>Current Assets Totals</i>	<u>\$90,384.10</u>	<u>\$7,403.89</u>	<u>\$5,323.42</u>	<u>\$92,464.57</u>	<u>\$76,757.22</u>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(3,042.30)	4,517.55	1,670.18	(194.93)	(406.35)
	<i>Current Liabilities Totals</i>	<u>(\$3,042.30)</u>	<u>\$4,517.55</u>	<u>\$1,670.18</u>	<u>(\$194.93)</u>	<u>(\$406.35)</u>
<i>Fund Balance</i>						
253.000	Fund Balance	(67,111.49)	.00	.00	(67,111.49)	(67,111.49)
	<i>Fund Balance Totals</i>	<u>(\$67,111.49)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$67,111.49)</u>	<u>(\$67,111.49)</u>



Gift Fund Income Statement

Through 09/30/23
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							
Miscellaneous Revenue							
367.102	Donations	.00	1,982.36	6,355.60	(6,355.60)	+++	20,970.84
<i>Miscellaneous Revenue Totals</i>		\$958.00	\$2,209.64	\$7,045.85	(\$6,087.85)	735%	\$19,944.14
Department 000 - Revenue Totals							
		\$88,300.00	\$2,209.64	\$7,045.85	\$81,254.15	8%	\$19,944.14
REVENUE TOTALS		\$88,300.00	\$2,209.64	\$7,045.85	\$81,254.15	8%	\$19,944.14
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	87,342.00	264.82	2,118.01	85,223.99	2	10,704.76
<i>Services & Supplies Totals</i>		\$87,363.00	\$264.82	\$2,118.01	\$85,244.99	2%	\$10,704.76
Department 800 - Library Gift Fund Totals							
		\$88,300.00	\$264.82	\$2,118.01	\$86,181.99	2%	\$10,704.76
EXPENSE TOTALS		\$88,300.00	\$264.82	\$2,118.01	\$86,181.99	2%	\$10,704.76
Fund 235 - Library Gift Fund Totals							
<i>Grand Totals</i>		\$0.00	\$1,944.82	\$4,927.84	\$4,927.84	+++	\$9,239.38
Fund 235 - Library Gift Fund Net Gain (Loss)							
		\$0.00	\$1,944.82	\$4,927.84	\$4,927.84	+++	\$9,239.38
REVENUE TOTALS		\$88,300.00	2,209.64	7,045.85	81,254.15	8%	19,944.14
EXPENSE TOTALS		\$88,300.00	264.82	2,118.01	86,181.99	2%	10,704.76
Grand Total Net Gain (Loss)		\$0.00	\$1,944.82	\$4,927.84	\$4,927.84	+++	\$9,239.38



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.

Director Report for October 2023

Strategic Goals- meeting summary October 4. We met with Dr. Fred Steinmann and we conducted an analysis of meeting our goals for 2023 and setting our goals for 2024.

I attended my final strategic planning goal setting for Douglas County at Lake Tahoe on October 9th.

Marketing intern- email sent to UNR for information. As outlined, a possible solution to our marketing goals was to see about getting an intern through UNR to help plan and facilitate some of our marketing and branding needs for the library. If I create a job description, we can use a contract from UNR.

Kiwanis donation for ReadingPaws \$400 scholarship. We have our first applicant to become a new reading team. I also put a thank you note in the Record Courier since I had to submit an article for my leadership class.

I had an interesting time volunteering for Candy Dance in Genoa. Three bears ran right by me. One small cub got separated from momma bear and cried in a tree by my volunteer station.

Final Gala- numbers will be reported at the next Gala meeting. We raised almost twice our goal. The feedback from the event has been very positive. Save the date- Oct 5th, 2024 for our 2nd Annual Gala.

When my new goals are set next year in May of 2024, it might be beneficial to look at starting back the Library Foundation. (there might be strong support from our business community)

Budget adjustments- 2023. In the November board meeting, we can go over some budget adjustments. Normally these are line items that were not funded during the normal budget cycle.

Minden Library Branch painters. We have a new list of painters for the branch painting. This time we are going to get five or six bids.

Shed Painted by the Boy Scouts troop 495. The new friends shed was painted 10/7/2023. The final step is for the scouts to add a walkway for all season access to the shed.

Genoa Storytime on October 25th. Time for the final outdoor fall story time in Genoa. Kids will be encouraged to wear costumes.

Mental Health- staff went to a mental health fair at Minden Elementary. (331 people were contacted)

We hope to start our Dolly Parton Imagination Library kickoff with the Washoe Tribe. They might need 100 kids signed up in that age group. We have recently got a marking kit from the United Way to further market this program.

Halloween Party at the library will take place on October 31. We will have activity stations and treats for all kids. We will also have our ReadingPaws team available during our party.

NLA- November \$50 person (Carson City) Nov. 6&7. To get as many staff members to the event, supervisors will attend two days of training and librarians will attend one day of training.

I did find out, First Aid training is voluntary since it is not in the job description. The county is organizing a voluntary training coming soon in the fall.

The Washoe Tribe will be using our display case in November. They were very excited with our bookmobile services, Summer Reading and Dolly Parton book opportunities. We are making some good connections.

The staff are thinking we might want to have a potluck the week of Thanksgiving. It might be nice to have a few cockpots during that week.

Children's staff are looking at a Christmas party. We hope a bell ringing group, Christmas activities and Santa will make the event fun.

Winter Read is in the planning stages. It will probably be simple- Read two Books- get an entry to win a quilt. (they can repeat with every two books). I want to get the Senior Center involved as a full partner. I will give them entries and forms. I will also ask the swim center to join our Winter Read. This will allow them to fully sign people up and take entry forms for prizes.

Vanna and I have a grants meeting on October 24th. We are going to talk with the grant writing company. We have grants divided by department and age groups.

Our three new pages started!

SCORE wants a New Year- start your business in January 2024. SCORE will also host a training for us on customer service. We are working on a 5 star customer service model.

We will be working with the senior center with our Friends of the Library Annual meeting in January 2024. We will have an author as our speaker and we want to invite the community to this event.

We are still planning on a Thank You Volunteers- spring 2024 event.

Our November book sale is in the works. November 17th and 18th. I have a coffee trailer coming on Saturday. It might be nice to sell hot drinks.