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Lake Tahoe Branch:
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library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

November 16, 2023

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m. on Tuesday, November 28, 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 October 24, 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. October 2023
 - ii. November 2023

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

- a. 10/31/2023

6. For possible action. Discussion, update and review of the Library's five-year strategic long-range plan annual objectives and results, including establishing the goals and milestones for the upcoming calendar year.

7. For possible action. Discussion and possible action on the FY23-24 Adjusted Opening Fund Balance budget supplemental requests, providing direction to the Library Director on requests and distribution of funds.

8. For possible action: Discussion and possible action on recruiting and hiring a marketing intern from the University of Nevada, Reno and authorizing the director to enter into an agreement in an amount not to exceed \$10,000.

9. For possible action. Discussion and possible action to adopt a schedule establishing the days the Library will be closed for holiday observance in calendar year 2024, consistent with the Library's Work Week and Holidays Policy.

10. For possible action. Discussion and possible action to adopt a schedule of Board meeting dates, times and locations in calendar year 2024.

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

12. Closing public comments.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.

13. For possible action. Adjournment.

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

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

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 November 28, 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 December 2023 / January 2024. 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.

Hosanna Handbell Choir Performance	12/2/23	2:00 PM	Minden Library
Friends of the Library	12/11/23	4:00 PM	Minden Library
2 nd Wednesday Book Group	12/13/23	5:00 PM	Minden Library
Mrs. Claus Storytime Event	12/15/23	4:30 PM	Minden Library
Friends of the Library	1/8/24	4:00 PM	Minden Library
2 nd Wednesday Book Group	1/10/24	5:00 PM	Minden Library
FOL Annual Meeting	1/27/24	11:00 AM	DoCo Community Senior Center

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
October 24, 2023

ATTENDEES

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

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

County Staff: Deputy District Attorney A.J. Hames

Absent: Chairperson Starla Doughty; Library Director Timothy DeGhelder

THE MEETING CONVENED AT 10:00 A.M.

NOTE: In Chairperson Starla Doughty's absence, Vice Chairperson Robert Conner chaired the meeting.

1. PUBLIC COMMENTS.

Vice Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Trustee Theresa DeGraffenreid made a motion to approve the agenda. Trustee Jimayne Merkow made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE SEPTEMBER 26, 2023 REGULAR MEETING.

MOTION/VOTE:

Trustee Merkow made a motion to approve the minutes of the September 26, 2023 regular meeting. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. September 2023

ii. October 2023

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

MOTION/VOTE:

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

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

a. 9/30/2023

Vice Chairperson Conner asked for public comment. There was no public comment.

Vice Chairperson Conner noted that at the last board meeting there were a lot of questions in regards to some of the line items. Referring to the budget performance report he stated that the same line items that were discussed still have high percentages but as Tim mentioned the

library will be getting the finals on the audit next month and the board can bring up questions then. Holly discussed items purchased for the Teen Room and where that fits into the budget and noted that only minor purchases need to be made to complete the Teen Room.

6. 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**

Laura explained that the Dollar General Literacy Foundation grant will be geared more toward seniors to help fund senior computer classes and more large print material to add to the collection. Holly noted that she has already applied for the Nourishing Minds Initiative grant because the deadline was before this meeting. She discussed this with Chairperson Doughty and she was given the approval to move forward. She is hoping to hear something back by December.

Vice Chairperson Conner asked for public comment.

Barb Wilson, president of the Friends of the Library commented that she is happy the library is writing grants and looking outside of the community. She noted that the Friends of the Library provided the library with a \$15,000 program grant and is hoping to do that again next year. When the library writes grants it expands what's available for programs because programs are not part of the budget that is funded. She commented that it is a good enhancement and is happy the library is doing that.

MOTION/VOTE:

Trustee Merkow made a motion to approve the grant applications. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

7. 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.

Barb Wilson provided the board with a brief summary of how the gala came about and what the results were from the gala event. She presented the board with a draft financial report that shows expenses made for the gala and what was fundraised at the gala. She noted that the fundraising goal was to raise \$10,200 and referring to the report they exceeded that goal. She explained that the money raised will go toward 16 movable stands for the book walk project at \$3,000, \$1,200 for bilingual books for the book walk project, two digital family game tables, one for each library, at \$1,000 each, and \$4,000 for 10 tiny free libraries. The remainder of the funds will go toward grant funding for library programs. Those at the table who attended the event stated that they really enjoyed the event and the activities surrounding it. Barb commented that she's gotten a lot of positive feedback from people who attended and from the gala volunteers, as well as constructive feedback that will be used to improve next year's gala which is scheduled for October 5, 2024.

8. 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.

The board decided to table this agenda item until the November board meeting when all members are available.

MOTION/VOTE:

Trustee Merkow made a motion to move this agenda item to the November meeting. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

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.

In Director DeGhelder's absence Laura Treinen, Vanna Bells and Holly Traxler answered questions the board had in regards to Tim's director's report. They updated the board on current programs and new programs they are preparing for the library.

10. CLOSING PUBLIC COMMENTS.

Vice Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 10:50 A.M.

Lib. Board of Trustees Mtg 11/28/23
Consent Calendar
Agenda Item 4a

Gift Fund Claims
October / November 2023

Washoe Tribe of NV and CA	Security Deposit for Display Case use	04601	\$ 500.00
*Amazon	Supplies for NaNoWriMo Program	04602	\$ 12.75
*Amazon	Items for Teen Room & NaNoWriMo	04604	\$ 316.06
*Amazon	Items for Adult Crafters	04615	\$ 136.79
*Amazon	Supplies for art programs and Mythos Society	04634	\$ 155.53

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 23-24

11/20/2023

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	04506	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; \$49.82 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	98.24			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			346.89	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)
Washoe Tribe	04601	10/17/2023			500.00	Security deposit for the Washoe Tribe of NV and CA needed for them to use the display case
Amazon	04602	10/18/2023	12.75			NaNoWriMo program supplies (FOL)
Amazon	04604	10/23/2023	237.12		78.94	\$78.94 Teen Room supplies/snacks; \$237.12 NaNoWriMo program supplies (FOL)
Amazon	04615	11/2/2023	136.79			Adult Crafters program/Christmas (FOL)
Amazon	04634	11/14/2023	155.53			Art programs/Mythos Society (FOL)
						Grand Total:
TOTALS			4,461.33	252.23	2,287.46	\$7,001.02
			Programs	Materials	All others	\$7,001.02

Lib. Board of Trustees Mtg 11/28/23

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2023-2024

Month End 10/31/2023

% of Fiscal Year

33.2%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,028,784		\$77,662	\$288,059	28%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$535,195		\$42,169	\$152,606	29%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$680,438	\$130,269	\$82,957	\$269,706	\$280,051	68%

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

Capital Outlay **

Budgeted	Amend-ments	Current	YTD Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

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

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

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



Library Expense Budget Performance Report

Fiscal Year to Date 10/31/23
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	EXPENSE									
Department 804 - Library										
	<i>Salaries & Wages</i>									
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	70,112.77	.00	245,614.47	783,169.53	24	227,370.41
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	Camp 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	8,336.56	(8,336.56)	+++	6,244.16
511.172	Comp Paid	.00	.00	.00	291.49	.00	2,987.73	(2,987.73)	+++	2,129.02
511.173	Vacation	.00	.00	.00	3,513.35	.00	20,816.18	(20,816.18)	+++	21,036.65
511.174	Sick	.00	.00	.00	3,744.23	.00	10,303.79	(10,303.79)	+++	8,222.20
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>	<i>\$1,028,784.00</i>	<i>\$0.00</i>	<i>\$1,028,784.00</i>	<i>\$77,561.84</i>	<i>\$0.00</i>	<i>\$288,058.73</i>	<i>\$740,725.27</i>	<i>28%</i>	<i>\$265,007.61</i>
	<i>Employee Benefits</i>									
511.181	Retirement	333,853.00	.00	333,853.00	26,016.73	.00	93,711.79	240,141.21	28	77,304.44
511.182	Workers Comp	23,139.00	.00	23,139.00	1,674.88	.00	6,687.21	16,451.79	29	6,250.54
511.183	Group Insurance	149,143.00	.00	149,143.00	12,272.68	.00	43,984.73	105,158.27	29	37,216.90
511.184	Unemployment	5,207.00	.00	5,207.00	392.66	.00	1,455.94	3,751.06	28	1,413.32
511.186	Medicare	15,079.00	.00	15,079.00	1,083.35	.00	4,019.93	11,059.07	27	3,732.94
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	510.00	1,530.00	25	425.00
511.195	Social Security	26.00	.00	26.00	.00	.00	.00	26.00	0	.00
511.201	PEBS-Ret/Medical	6,708.00	.00	6,708.00	559.00	.00	2,236.00	4,472.00	33	2,236.00
	<i>Employee Benefits Totals</i>	<i>\$535,195.00</i>	<i>\$0.00</i>	<i>\$535,195.00</i>	<i>\$42,169.30</i>	<i>\$0.00</i>	<i>\$152,605.60</i>	<i>\$382,589.40</i>	<i>29%</i>	<i>\$128,579.14</i>
	<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	28.08	.00	444.81	2,841.19	14	2,338.34
520.045	Computer System - County Created	.00	.00	.00	.00	.00	.00	.00	+++	6,639.85
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	394.91	.00	1,728.07	701.93	71	1,303.97
520.064	Travel	9,939.00	.00	9,939.00	.00	.00	55.03	9,883.97	1	374.13
520.072	Advertising	26,932.00	.00	26,932.00	.00	.00	.00	26,932.00	0	324.00
520.078	Printing & Binding	888.00	.00	888.00	49.00	.00	290.82	597.18	33	290.32
520.085	Telephone/Communications	20,180.00	.00	20,180.00	1,500.15	.00	7,054.75	13,125.25	35	13,367.93
520.088	Utilities	35,175.00	.00	35,175.00	4,591.40	.00	13,930.88	21,244.12	40	10,911.54
520.097	Maint BBG	3,948.00	.00	3,948.00	.00	.00	188.93	3,759.07	5	370.04
520.098	Janitorial Services	33,944.00	.00	33,944.00	2,665.00	5,840.20	10,659.80	17,444.00	49	5,076.00
520.107	Maint Equip	2,798.00	.00	2,798.00	.00	.00	1,490.98	1,307.02	53	21.98
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	1,497.00	4,495.00	25	1,872.00



Library Expense Budget Performance Report

Fiscal Year to Date 10/31/23
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									
	Services & Supplies									
520.116	Veh. Maint-Co Shop	1,806.00	.00	1,806.00	.00	.00	177.36	1,628.64	10	1,328.95
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	.00	.00	838.32	3,026.68	22	838.32
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	9,152.25	.00	18,304.50	18,304.50	50	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	70.00	930.00	7	.00
520.194	Cellular Phones	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.200	Training & Education	3,000.00	.00	3,000.00	400.00	.00	400.00	2,600.00	13	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	583.39	3,520.61	14	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	2,446.54	.00	9,650.49	19,264.51	33	1,153.00
521.134	Cataloging	13,953.00	.00	13,953.00	189.25	.00	9,611.46	(3,170.46)	123	9,074.81
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	50,960.50	.00	101,921.00	101,921.00	50	36,293.50
530.001	Circulation Supplies	1,887.00	.00	1,887.00	90.95	.00	1,317.69	569.31	70	143.37
532.003	Gas & Oil	3,123.00	.00	3,123.00	296.21	.00	936.49	2,186.51	30	1,156.52
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	7,640.37	.00	53,309.12	8,058.68	97	66,459.85
532.057	Processing Materials	8,614.00	.00	8,614.00	413.01	10,680.39	2,632.25	(4,698.64)	155	2,439.65
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	560.13	27,900.90	3,537.10	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	(35.60)	.00	1,987.96	2,044.04	49	1,119.85
533.802	Small Equipment	99.00	.00	99.00	.00	.00	965.40	(866.40)	975	233.85
533.806	Software	.00	.00	.00	.00	.00	.00	.00	+++	21,436.89
533.813	Office Products Program	2,315.00	.00	2,315.00	171.01	.00	20,492.58	(20,492.58)	+++	695.84
533.817	Small Projects	.00	3,009.00	3,009.00	1,260.86	.00	8,662.37	1,529.87	34	235.74
540.010	Grants-Services & Supplies	.00	11,389.00	11,389.00	.00	.00	6,392.34	4,996.66	56	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	48.00	.00	134.72	297.28	31	133.54
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Services & Supplies Totals	\$680,438.00	\$130,269.00	\$810,707.00	\$82,956.99	\$269,705.69	\$280,050.74	\$260,950.57	68%	\$223,271.44
	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	\$130,269.00	\$2,374,686.00	\$202,788.13	\$269,705.69	\$720,715.07	\$1,384,265.24	42%	\$616,858.19
	Department 804 - Library Totals	(\$2,244,417.00)	(\$130,269.00)	(\$2,374,686.00)	(\$202,788.13)	(\$269,705.69)	(\$720,715.07)	(\$1,384,265.24)	42%	(\$616,858.19)
	Fund 224 - Library Totals	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$202,788.13	\$269,705.69	\$720,715.07	\$1,384,265.24		\$616,858.19
	Grand Totals	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$202,788.13	\$269,705.69	\$720,715.07	\$1,384,265.24		\$616,858.19



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 10/31/23
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	87,342.00	87,342.00	1,496.27	.00	6,465.03	80,876.97	7%	13,359.91
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$1,496.27	\$0.00	\$6,465.03	\$80,876.97	7%	\$13,359.91
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$1,496.27	\$0.00	\$6,465.03	\$80,876.97	7%	\$13,359.91
Department 800 - Library Gift Fund Totals		\$0.00	(\$87,342.00)	(\$87,342.00)	(\$1,496.27)	\$0.00	(\$6,465.03)	(\$80,876.97)	7%	(\$13,359.91)
Fund 235 - Library Gift Fund Totals		\$0.00	\$87,342.00	\$87,342.00	\$1,496.27	\$0.00	\$6,465.03	\$80,876.97		\$13,359.91
Grand Totals		\$0.00	\$87,342.00	\$87,342.00	\$1,496.27	\$0.00	\$6,465.03	\$80,876.97		\$13,359.91



Gift Fund Trial Balance Listing

Through 10/31/23
Detail Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance	Prior Year
Fund 235 - Library Gift Fund							
<i>Current Assets</i>							
101,000	Cash	92,631.18	7,901.55	8,802.92	91,729.81	78,227.40	
101,090	Investment-FMV Adjust	(2,647.53)	.00	136.92	(2,784.45)	(2,773.33)	
121,100	Interest Receivable	400.45	451.87	411.10	441.22	381.04	
	<i>Current Assets Totals</i>	\$90,384.10	\$8,353.42	\$9,350.94	\$89,386.58	\$75,835.11	
<i>Current Liabilities</i>							
202,000	Accounts Payable	(3,042.30)	7,436.38	5,111.67	(717.59)	(1,313.12)	
	<i>Current Liabilities Totals</i>	(\$3,042.30)	\$7,436.38	\$5,111.67	(\$717.59)	(\$1,313.12)	
<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 10/31/23
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	839.70	7,195.30	(7,195.30)	+++	21,691.79
	<i>Miscellaneous Revenue Totals</i>	\$958.00	\$895.95	\$7,792.22	(\$6,834.22)	81.3%	\$20,770.41
	Department 000 - Revenue Totals	\$88,300.00	\$895.95	\$7,792.22	\$80,507.78	9%	\$20,770.41
	REVENUE TOTALS	\$88,300.00	\$895.95	\$7,792.22	\$80,507.78	9%	\$20,770.41
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	87,342.00	1,496.27	6,465.03	80,876.97	7	13,359.91
	<i>Services & Supplies Totals</i>	\$87,363.00	\$1,496.27	\$6,465.03	\$80,897.97	7%	\$13,359.91
	Department 800 - Library Gift Fund Totals	\$88,300.00	\$1,496.27	\$6,465.03	\$81,834.97	7%	\$13,359.91
	EXPENSE TOTALS	\$88,300.00	\$1,496.27	\$6,465.03	\$81,834.97	7%	\$13,359.91
	Fund 235 - Library Gift Fund Totals						
	REVENUE TOTALS	88,300.00	895.95	7,792.22	80,507.78	9%	20,770.41
	EXPENSE TOTALS	88,300.00	1,496.27	6,465.03	81,834.97	7%	13,359.91
	Fund 235 - Library Gift Fund Net Gain (Loss)	\$0.00	(\$600.32)	\$1,327.19	\$1,327.19	+++	\$7,410.50
	Grand Totals						
	REVENUE TOTALS	88,300.00	895.95	7,792.22	80,507.78	9%	20,770.41
	EXPENSE TOTALS	88,300.00	1,496.27	6,465.03	81,834.97	7%	13,359.91
	Grand Total Net Gain (Loss)	\$0.00	(\$600.32)	\$1,327.19	\$1,327.19	+++	\$7,410.50

Seller	Item plus link	Cost	Qty	Total Cost
Amazon Prime	Ditucci Cat Paw Cushion, Kawaii Chair Cushions 27.5 x 23.6 inch - One of each following color: White, Grey, Blue and Green	\$27.99	4	\$111.96
Amazon Prime	Simple Being Weighted Blanket, Patented 9 Layer Design 60x80 - One of each Sky blue and Stone Grey	\$31.99	2	\$63.98
Amazon Prime	Keurig K-Mini Coffee Maker, Single Serve K-Cup Pod Coffee Brewer, 6 to 12 oz. - color Oasis	\$84.87	1	\$84.87
Amazon Prime	SAMSUNG HW-B57B-Series 4.1ch Soundbar w/Dolby Audio/DTS Virtual X, Game Mode, Wireless Bluetooth TV Connection, Rear Speaker Kit & Subwoofer Included - HWB57C	\$197.99	1	\$197.99
Amazon Prime	Guyou Mid Century Modern Accent Chairs Set of 2, Retro Fabric Arm Chair with Detachable Cushion, Upholstered Single Lounge Chair with Wood Frame for Living Room Bedroom Fireplace (Medium Grey,2PCS)	\$578.89	1	\$578.89
Amazon Prime	Custom Neon Sign - Text: Non Fiction Font: Homemade Apple Size: 22 inch with 11 letters Color: Pink	\$29.99	1	\$29.99
Amazon Prime	MINIGER LED Strip Lights 32.8ft, RGB Color Changing LED Lights Strip with IR Remote Control, 5050 LEDs, DIY Mode for Home Decor (2 X 16.4ft)	\$19.99	2	\$39.98
Amazon Prime	Ceramic Candle Wax Warmer, Wax Melt Warmer,3-in-1 Electric Wax Melter and Fragrance Warmer for Scented Candle Wax Burner Gift for Women Home Office Spa(Light Blue)	\$15.99	1	\$15.99
Amazon Prime	OTES5 Fastest Charging Station for Multiple Devices, 5 USB Ports with 1 Qi Charging Pad, 6 Mixed Cable Included, for Apple/Airpods/iPad/Samsung/Android/Tablet	\$43.99	1	\$43.99
Amazon Prime	Tieand Wooden Box (2 shelves)	\$29.99	1	\$29.99
Amazon Prime	PlayStation VR2 (PSVR2)	\$549.00	1	\$549.00
Amazon Prime	Office Chair Cute Desk Chair, Modern Fabric Home Office Desk Chairs with Wheels, Mid-Back Armless Vanity Swivel Task Chair for Small Space, Living Room, Make-up, Studying, 6 Blue and 6 Silver	\$84.99	12	\$1,019.88
Amazon Prime	Gevoli K Cup Organizer for Single Serve Keurig K-Mini and K Mini PLUS Coffee Makers - Space Saving, Modern Acrylic Kcup Pod Holder (10 Pod Capacity)	\$18.49	1	\$18.49
Amazon Prime	PSS Digital Edition - God of War Ragnarok Bundle	\$459.99	1	\$459.99
Amazon Prime	Playstation DualSense Wireless Controller	\$69.99	1	\$69.99
Amazon Prime	Playstation HD Camera, Black	\$53.99	1	\$53.99
Amazon Prime	Playstation DualSense Charging Station	\$29.96	1	\$29.96
Worthington Direct	Custom made studio tables (2 pieces)	\$3,008.50	1	\$3,008.50
DTS	Cameras - Security Cameras	\$2,621.65	1	\$2,621.65
Prison Industries	Custom Cabinet	\$1,320.00	1	\$1,320.00
Prison Industries	Custom Door	\$1,056.00	1	\$1,056.00
Amazon Prime	Samsung Monitor 24" size	\$147.00	1	\$147.00
Amazon Prime	Mechanical Keyboard	\$69.99	1	\$69.99
Amazon Prime	Headphone Stand	\$29.99	1	\$29.99
Amazon Prime	Headphones	\$49.99	1	\$49.99

Amazon Prime	Public Use PC	\$949.00	1	\$949.00
Amazon Prime	XP Pen Tablet (Blue)	\$219.99	1	\$219.99
NewEgg	VR Computer: An AMD Build - https://www.newegg.com/p/3D5-001U-001E1	\$2,800.00	1	\$2,800.00
Amazon Prime	UPS	\$271.00	2	\$541.84
Amazon Prime	Spilliters		1	\$47.92
Amazon Prime	Washable Rug		1	\$18.99
Amazon Prime	Desk Mat		1	\$11.19
	Total:			\$16,320.97
				Remaining
				\$1,320.97
	Without the Cameras we have \$1300.68 remaining			
				\$15,000.00

A Revised Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis

- The **strengths** and **weaknesses** of your organization are **internal** to it and are identified in the **present**.
 - Strengths: characteristics of the organization that give it advantage over others.
 - Weaknesses: characteristics that place the organization in a disadvantage relative to others.
 - The **opportunities** and **threats** of your organization are **external** to it and identified in the **future**.
 - Opportunities: elements that the organization can exploit to its advantage.
 - Threats: elements in the environment that could cause trouble for the organization.
-

Strengths

- Flexible staff, we get things done...especially as things change (tied to programs and resources)
- New Board working well together with unique strengths (individually)
- People like the Library (public, patrons)
- Interior is significantly improved, more appealing (physically)
- FREE resources to the community
- Bookmobile
- Online presence and resources
- Teen Room
- Great programs (all of them)
- Rebuilding relationships with the community
- Reconnecting with Friends of the Library
- Volunteers
- Current collection that is heavily used
- Free WiFi, computers...various technology resources and assets
- Increase in staff with education/experience

Weaknesses

- Aging, inadequate facilities (both branches); can't grow the collections, programs
- Facilities
- Still a bit of a 'reputation' with the public that needs to be addressed
- Budget – very tight, no self-funding, not enough (tied to politics, policies), the budget process itself
- Grant Process – very difficult, a deterrent
- Human Resources – RED TAPE, time to hire takes too long, inefficient

- Limited communication and cooperation with other libraries in Northern Nevada (i.e. need to work collaboratively on regional approaches to grants, do as a partnership with other public libraries regionally)
- Communication with the Board of County Commissioners – need more financial resources and support, length of time hiring
- Cost of living in Douglas County – impacts our resources internally
- People don't live here (odd live-work inter-county commuting)
- Stakeholders – evolving in-terms of users, inter-intra county/state travel patterns
- Not many 24/7 online programs
- Access to publicity – small community, paper only 2x a week, media efforts

Opportunities

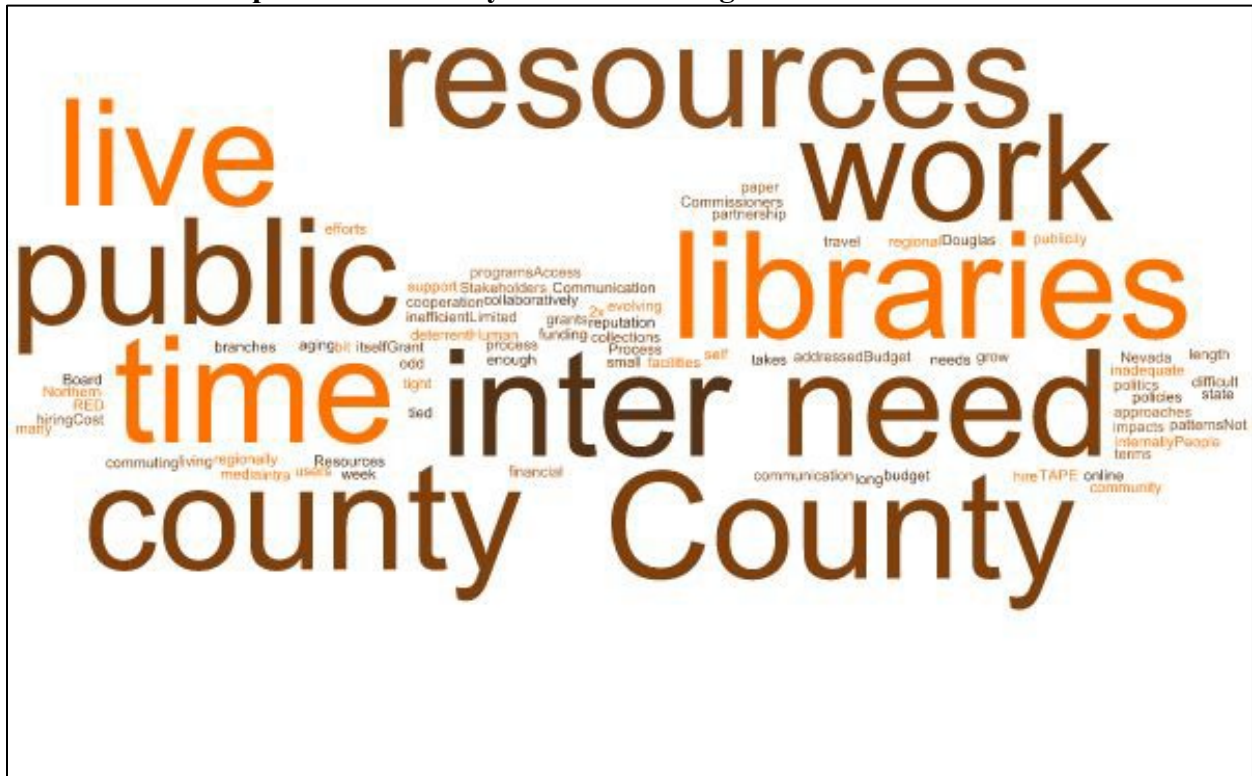
- County contracted with a grant writing firm – help us, decrease burden of grant writing and administration on staff
- Library Foundation Back! Support from private sector (firms), build endowments
- Volunteers – use as possible, marketing tool/resource, bring together with community
- Work more with service clubs (Rotary, Boys and Girls)
- Outreach to Native American groups, Boys and Girls, Community Organizations and Services
- Adopt and experiment with a Retail Model for the Library (fee based development services)
- More materials out into community – daycares, schools
- Take advantage of NATIONAL library trends
- Lake Tahoe Branch – Tahoe Chamber, outreach to Tahoe community
- Work with University of Nevada, Reno, Western Nevada College...other educational institutions (architectural assessment of space)
- Douglas County School District changes – loss of teachers...leads to increase demand for the library and more home schoolers
- Tech advancement...Artificial Intelligence

Threats

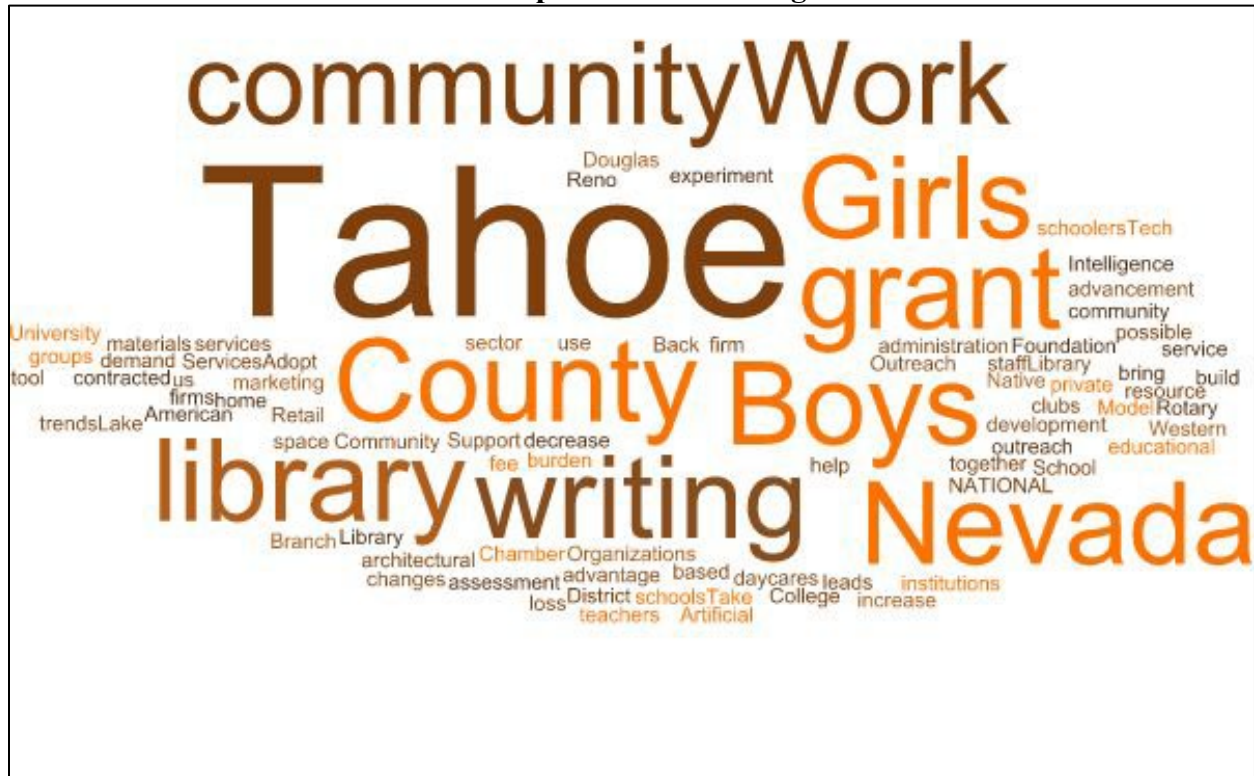
- Economy, inflation, cost of things (Board of County Commissioners Budgetary decisions)
- Frustration (among staff, patrons) regarding space, lack of collections, etc. while dealing with increase in overall demand for library services, resources, programs that the library can't meet
- Overwhelmed
- Public frustration in not meeting increased demand
- Hacking
- Weather events, natural disasters

- Other ‘planning’ priorities by the County
- People choice moving away from the Library (home)
- Fragmentation of external stakeholder positions and view of the library...censorship
- Nationally...censorship, banning books, change in other state laws (Florida, North Dakota)
- Douglas County School District changes – loss of teachers...leads to increase demand for the library and more home schoolers
- Tech advancement...Artificial Intelligence
- ‘Ban Book’ movements, national trend

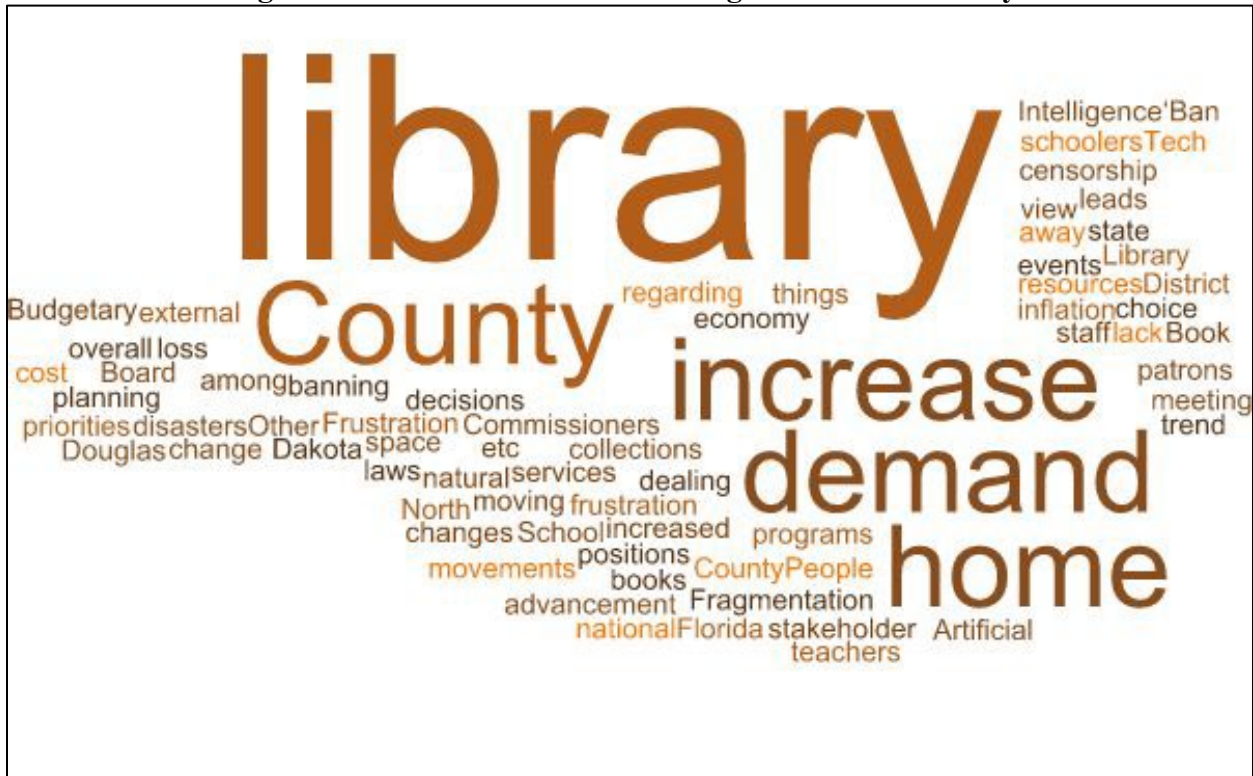
What are the weaknesses or characteristics of the Douglas County Public Library that places the Library at a disadvantage relative to others?



What are the elements of the Douglas County Public Library’s external environment that it could exploit to its advantage?



What are the elements of the Douglas County Public Library’s external environment that might cause trouble or be disadvantageous for the Library?



Primary Issues

What are the primary issues that the Douglas County Public Library must address over the next year?

Issue No. 1: Budget

- Too reliant on Friends of the Library, COVID relief funds, grants
- People/public continue to increase demand for library services but there are not the financial (and non-financial) resources to meet that demand
- Materials, supplies, etc. all getting more expensive; Board of County Commissioners need to understand this

Issue No. 2: Physical Space

- Meeting space demands increasing
- Library programs – need space to grow programs for the community
- Community wants to use library space for community events, activities, meetings (don't have it to offer to them)
- Study rooms, computer resources
- CRAMMED – falling behind other libraries
- Lake Tahoe Branch – health and safety issues

Issue No. 3: Staff

- Assistant Director
- Staff is overtaxed, overworked (increased demand for Library 'everything')
- Library technology
- Human Resources Red Tap
- Internal policies, procedures for staff

Issue No. 4: Increasing Overall Capacity and Capabilities of the Lake Tahoe Branch

- More 'everything' for the Tahoe community
- Youth-oriented, seniors as well
- Programming for all ages
- Ethnic groups within the community (Hispanic population)

Issue No. 5: Marketing

- Made significant progress in the last year...however, there is still more we can do (especially on the community outreach and engagement piece and to TARGETED groups)
- Focus on marketing specific programs, resources, parts of the collection
- Market the staff...expertise, experience, knowledge, training, education, etc.

Review of the Core Values

Freedom of Access and Information: The Douglas County Public Library will protect the rights of all people to access the information, resources, services, and programs offered by the Library without restriction in compliance with the American Library Association’s Bill of Rights.

Stewardship and Accountability: The Douglas County Public Library and all Library employees and representatives are accountable for the efficient and effective use of all Library tangible and intangible resources, including facilities and staff, which are dedicated to supporting the informational, recreational, and cultural needs of the people of Douglas County.

Equitable Service and Treatment: In order to serve our patrons, Douglas County Public Library employees and representatives are expected to treat each other, our patrons, and everyone who interacts with the Douglas County Public Library with equitable treatment and respect, with integrity, and with the goal of protecting the patron’s right to privacy, their personal information, and their library usage information. Douglas County Public Library employees and representatives are expected to behave in a manner that is consistent with the Library’s stated policies regarding the treatment of other employees and representatives, patrons, and with anyone that interacts with the Library and are expected to be informed about all Library policies and procedures and comply with them in a responsible manner.

Quality Service: The Douglas County Public Library places a high priority on providing exceptional quality service to our patrons in order to meet their informational, recreational, and cultural needs and wants. In order to help our patrons meet their existing, evolving, and changing informational, recreational, and cultural needs and wants, the Douglas County Public Library places a high priority on exceptional customer service that begins by acknowledging our patron’s needs and wants and proactively helping patrons meet them with the information, resources, services, and programs that we provide.

Community Engagement: The Douglas County Public Library and its employees and representatives are committed to engagement with our community and stakeholders by striving to recognize the unique environmental factors that patrons may experience in order to serve our community and to build support for the Douglas County Public Library. We are committed to informing our community about the information, resources, services, and programs offered by the Douglas County Public Library through traditional and non-traditional engagement and outreach efforts including making the technological resources offered by the Library available to the public.

Professional Development: Representatives of the Douglas County Public Library are expected to engage in regular professional development opportunities and training in order to meet the existing, evolving, and changing informational, recreational, and cultural needs and wants of our patrons and of our community. Representatives of the Douglas County Public Library expect that the Douglas County Public Library will make professional development opportunities available to Library staff on a regular basis and without additional cost incurred by the individual representative but as resources are available for the support of professional development

opportunities. Building a highly qualified and responsive staff is an essential step in achieving the Library's overall mission and engaging in routine professional development opportunities is an essential step in our representatives building trust, becoming leaders within the organization, and taking advantage of opportunities for advancement and personal and professional growth.

Are these core values still relevant and do they, as written and stated, still represent the fundamental principles, values, and norms that the organization expects of all representatives of the Douglas County Public Library?

- YES! ABSOLUTELY!
- No changes suggested...keep as is
- Continue to communicate to staff, volunteers, all representatives of the Library
- Communicate to external partners/stakeholders...patrons, Board of County Commissioners, other elected/appointed officials, partner groups (public sector, private sector, non-profit and community-based organizations)

Review of the Mission Statement

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.

Has the Douglas County Public Library continued to live up to the expectations outlined in this mission statement over the past year?

- YES! ABSOLUTELY!
- The Library (including staff and all representatives of the library) have gotten significantly better at living up to these expectations
- Met the expectation by continuing to actively engage with the community through outreach
- Seeing increased demand for library programs, resources, services, collections, etc.

Review of the Vision Statement

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.

Has the Douglas County Public Library made progress over the past year in advancing and moving forward toward achievement of the expectations in this vision statement?

- The vision statement as written is still our ‘mountain top’ of what we want to accomplish over this five year period
- Significant progress made...even in just one year!
- We are building significant goodwill with the public and positive attitudes about the library throughout the community and with the public and our patrons...see increases in library usage (especially the Summer Reading Program, Bilingual programs, writing program)
- MORE SMILES on the faces of staff and our patrons!
- Washoe Tribe engagement...change in management, being ‘open’ to relationships
- Brand new efforts with the Washoe Tribe...programs, resources, bookmobile, engaging Tribal youth, youth programming, expanding adult programming, United Way working with Douglas County Public Library
- Making progress on all fronts of the vision statement
- Great internal collaboration across staff...working together as a group, increased efficiency, do more cross-departments
- We are breaking our internal silos
- ‘my community is my staff’...internal and external

Review the Existing Strategic Goals: OPERATIONS, PROGRAMS, RESOURCES, and SERVICES

Answer the Following Questions for each Operations, Programs, Resources, and Services Goals (Six Total):

- Have we made progress over the last year?
- Is the goal still relevant for the next year and for the remainder of the strategic planning process?

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.

- Progress made? Yes. We have done significantly better in expanding overall participation.
- Still relevant? Yes. Need to personalize, develop a hybrid model moving forward, encourage more participation
- **Drop “within six months”**...make the goal more general to the entire/remaining five-year strategic planning horizon

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.

- Progress made? Yes. At about 60% to 65%. Difficult to achieve 80% because of space limitations
- Still relevant? Yes. Two year target to achieve/complete (given that the space issues, limitations can be resolved or mitigated)

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.

- Progress made? Yes
- Still relevant? Absolutely YES! Tribes, Hispanics, Daycare kids, new library programs, prisons/Right of Passage/Austin’s House, Tiny Free Library Boxes, Adults – more outreach and direct programming engagement (depression, etc.), Senior Centers, new library programs – parents, guardians, older siblings.

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.

- Progress made? Yes! Especially at the Lake Tahoe Branch. 1-on-1 assistance (mobile devices for the elderly, seniors, Medicare program, AARP).
- Still relevant? Yes! Absolutely...especially given the aging parts of Douglas County's population.

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

- Progress made? Yes! Significant progress made.
- Still Relevant? Yes! Need to focus more on the target of a 5% year-over-year improvement and how to measure this by target group(s).

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.

- Progress made? Yes! Absolutely! Grant Writing Committee in house now. Friends of the Library has significantly stepped up for the Library. Working with Douglas County on grant funding, new grants secured/earned. Gala Event, Lobby sales, overall donations.
- Still Relevant? ABSOLUTELY YES!

Review the Existing Strategic Goals: FACILITY IMPROVEMENTS

Answer the Following Questions for each Facility Improvements Goals (Five Total):

- Have we made progress over the last year?
- Is the goal still relevant for the next year and for the remainder of the strategic planning process?

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.

- Progress made? YES! Despite space limitations, the Teen Room is done and ongoing improvements are planned. Still work to do!
- Still relevant? YES! Need to make continual improvements, focus on additional young adult services and, if possible, increasing the amount of dedicated space.
- **Change ‘within six months’ to ‘year over year improvements’; Change “Douglas County Public Library” to “Minden Branch”**...focus on Minden Branch improvements given unique service demand patterns at Lake Tahoe Branch

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.

- Progress made? Some progress. No firm selected, did start exploring options (carpets, parking).
- Still relevant? No longer relevant as was a year ago. Need to start with an EVALUATION of existing space conditions and relate those conditions to overall program, resource, and service delivery capacity and capabilities.

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.

- Progress made? Some progress. More equipment purchased and launched. Less space. Teen Room! Address this via partnership...possibly ‘move’ or relocate Library programs, resources, services with tech orientation in partnership with other external groups/organizations.
- Still relevant? Yes!

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.

- Progress made? Very little. Some in terms of carpeting and parking.
- Still relevant? Yes. See notes regarding assessment (but overall) from FI Goal No. 3...assessment of space related to program, resource, service capability and capacity.

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.

- Progress made? No significant progress...mostly still aspirational. Board of County Commissioners said 'no'.
- Still relevant? Yes...but Board of County Commissioners 'no' changes things. However, completion of FI Goal No. 5 is needed to make 'quantum' progress on all the other goals (not just facility goals but the other goals in the other areas as well). Maybe partner with business? See the new business building partnership at UNR as a possible model?

Review the Existing Strategic Goals: COMMUNITY OUTREACH and ENGAGEMENT

Answer the Following Questions for each Community Outreach and Engagement Goals (Five Total):

- Have we made progress over the last year?
 - Is the goal still relevant for the next year and for the remainder of the strategic planning process?
-

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.

- Progress made? Yes. We are doing this right now!
- Still relevant? Yes. Need an intern. Work with UNR (Fred at the College of Business) to develop and place an intern position announcement among UNR students.

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.

- Progress made? Yes! *See other parts of this summary that specifically refer to new engagement efforts and collaborations with the Washoe Tribe.*
- Still relevant? YES! ABSOLUTELY! We have only really ‘scratched the surface’ of potential opportunities to work with the Washoe Tribe. Difficult to ‘crack’ given the unique organizational structure of the Tribe and internal cultural and community issues. But the Douglas County Public Library will remain committed to this goal and to working with the Tribe when it is appropriate and possible to do so.

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

- Progress made? YES! A LOT! Teen Room especially. Graphic Novel collection. Tiny Art Show. Gala. All of this is creating a significantly positive attitude and perception of the Library amongst the community/public and amongst patrons. Increased patron engagement, no fees.
- Still relevant? YES! This will never not be relevant! Not just Douglas County...but extending into California and other parts of Nevada. Digital participation. Inter-library loans. Like COE Goal No. 1, we need an intern (work with UNR and Fred to get this done!).

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.

- Progress made? Yes! Absolutely making significant progress in increasing active partnerships. We are already at 10+ new active community partnerships! All of these partnerships have directly led to increased program participation.
- Still relevant? YES! It will never not be relevant. Need to continue to build active community partnerships with any entity that shares a similar mission and is committed to improving the quality of life in Douglas County.
- ***Drop “10” and make the goal more “on going”.*** We won’t be satisfied with the community partnerships we have now...we want to always be seeking out and building new partnerships that helps us live our mission statement and advance our vision statement. Should be ‘on going’.

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.

- Progress made? YES! Still lots to do...we can never not have too many ‘community events and activity outreach and engagement’. However, we need to take into consideration the availability of resources (financial and non-financial) that are needed to continue to increase overall participation. We don’t want to get over committed or over extended to the point where existing programs, resources, services and outreach efforts and events suffer.
- Still relevant? YES! Largely because the demands of our patrons and the community continue to change and evolve. We need to continually change and evolve our community events and activity outreach and engagement efforts to match these ever and always changing community characteristics and patron demands. It is an ongoing progress.

NOTE FOR ALL GOALS: revise each individual goal to drop time specific requirements (such as ‘within six months’) to be more focused on the entire remainder of the existing/current five-year strategic planning period. Should be ‘ongoing’ in place of things like “within six months”.

Evaluating the Entire Strategic Plan as a Whole

Answering Five Questions

Does the Current Strategy:

- ***Still give overall direction?*** The strategy should point out the overall path without dictating a particular narrow approach.

YES!

- ***Still fit resources and opportunities?*** Should take advantage of current resources and assets while embracing new opportunities.

YES!

- ***Still minimize resistance and barriers?*** Keep in mind that opposition and resistance is inevitable. Good strategies should attract allies and deter opponents.

YES! We are seeing significant improvement in addressing the resistance and barriers that were identified a year ago when the current five-year strategic plan was first developed.

- ***Still reach those affected?*** Should connect the intervention with those who it should benefit.

Yes! Each element of the strategic plan is still externally-focused...focused on serving the changing and evolving needs of Douglas County, each individual community, our patrons, and the public in general (as well as targeting the needs of individual groups throughout the county).

- ***Still advance the mission?*** The strategy should make a difference on the mission and objectives.

Yes! Absolutely! The mission is still our mission and the goals are still directly tied to advancing and living that mission.



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.

Marketing Intern needed to start Jan 2024

Douglas County Public Library

We are looking for a marketing rebranding to get more library attention for the Douglas County Public Library. We would like the intern to work with staff to help guide and implement ideas.

Here are some examples of what we could need:

- library card design
- letterhead
- email signature graphic
- social media profile pictures
- library newsletter headers
- signage template (not program flyers but paper signage in the libraries and bookmobile)
- outreach handouts for all ages
- staff t-shirts
- posters in the library
- infographic template

The intern would create a strategic guideline and help develop resources for our marketing needs.

Contact Information-

Timothy DeGhelder- Library Director

Timothy.deghelder@douglas.lib.nv.us



Douglas County Public Library
 Proposed Holidays for 2024

HOLIDAY	DOUGLAS COUNTY CLOSED	LIBRARY CLOSED
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024	Monday, January 15, 2024
President's Day	Monday, February 19, 2024	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024	Monday, September 2, 2024
Nevada Day	Friday, October 25, 2024	Friday, October 25 and Saturday, October 26, 2024
Veteran's Day	Monday, November 11, 2024	Monday, November 11, 2024
<i>Day before Thanksgiving</i>		<i>Close libraries at 2:00 PM</i>
Thanksgiving Day	Thursday, November 28, 2024	Thursday, November 28, 2024
Family Day	Friday, November 29, 2024	Friday, November 29, 2024
<i>Christmas Eve</i>		<i>Close libraries at 2:00 PM</i>
Christmas Holiday	Wednesday, December 25, 2024	Wednesday, December 25, 2024
<i>New Year's Eve</i>		<i>Close libraries at 2:00 PM</i>
New Year's Day	Wednesday, January 1, 2025	Wednesday, January 1, 2025

LIBRARY BOARD OF TRUSTEES PROPOSED MEETING TIMES, DATES, LOCATIONS FOR 2024

★ Meetings are held 4th Tuesday of the month ★

★ All meetings held at Minden Library, unless otherwise noted ★

January	Tuesday, January 23	10:00 am
February	Tuesday, February 27	10:00 am
March	Tuesday, March 26	10:00 am
April	Tuesday, April 23	10:00 am
<i>LOCATION: Lake Tahoe Branch Library, 233 Warrior Way, Zephyr Cove</i>		
May	Tuesday, May 28	10:00 am
June	Tuesday, June 25	10:00 am
July	Tuesday, July 23	10:00 am
August	Tuesday, August 27	10:00 am
<i>LOCATION: Lake Tahoe Branch Library, 233 Warrior Way, Zephyr Cove</i>		
September	Tuesday, September 24	10:00 am
October	Tuesday, October 22	10:00 am
November	Tuesday, November 26	10:00 am
December	NO MEETING	

Director Report- November 2023

The Halloween party was on October 31st, we had a great visit from Allie and Friends including many of the kid's parents. All of the kids were in costume.

Nevada Library Association Conference November 6th and 7th.

Tim's takeaways:

1. I reconnected with Kari Ward Director of the Nevada Library Cooperative. This is a large group of libraries working together to share costs. Douglas County was part of this group and I would like to think about rejoining them. (she is willing to come to our board meeting)
2. I attended a rebranding session. There were some very interesting ideas about the image of the library in the community.
3. Some libraries use the certification process to develop non MLS staff. I find that interesting with smaller libraries that need staff training.

Holly's takeaways:

1. San Jose State University LTI Lab. – I connected with Alfredo Alcantar and we discussed library technology integration (LIT) and in particular opportunities for having a hands-on program using our new VR technology in the Teen Room. This would also fit in with the Mental Health Program Nourishing Minds and ways that we could run that program (but on a smaller scale) even if we do not get the grant from Seattle Public Library. Alfredo gave me all the contact information and was excited at the opportunity to aid in setting up LTI here at DCPL.
2. Fight for Rainbows! Defending Drag Story Hour. – This was not just a presentation regarding the Story Hour but a full-on behind the scenes mechanics of the backlash from not just Washoe County but

across the county and their response and preparations for future events. It was incredibly insightful of the steps that they made including de-escalation training, protestor areas, staff reassignment within the library system for those with opposing viewpoints, about the library director handling the phone calls and emails in regards to the Story Hour and even having Ginger Divine do Social Media posts with the Library on how books are chosen. It highlighted the challenges of representing marginalized sectors of the community in the age of social media.

3. De-escalation follow up. Both the Fight for Rainbows! Presentation and Mark Baril's Keynote discussed de-escalation training. As we struggle with post-COVID number surges at the library, it would be nice if we could bring someone in to do de-escalation training. Whether it is the Neighborhood Mediation Center or the one that Washoe County Public Library used. I believe that it would be a benefit for staff and us in handling situations that keep growing.
4. The presentation on hydroponics in the library was exciting. It had me thinking about opportunities to partner more with the UNR extension in Gardnerville than just pollinator week. Maybe working with them to get Teen Ambassadors and creating a butterfly garden out behind the Bookmobile that has some benches and tables. Or, seeing if they would mind having a one off program on hydroponics as part of STEM?

Vanna's takeaways:

1. I was able to network with Incline Village Library librarian, Amanda. She says there is a Tahoe Library Coalition that was active before the pandemic. They're Washoe County and they had Placer County participation which is essentially north shore Libraries. She will reach out to Placer County libraries now that they're fully staffed (as of two weeks ago) and will include us in the Coalition. We need to get El Dorado County Library on board – South Lake Tahoe Library.
2. Other networking relationships include: Las Vegas Clark County Library District Support Manager; Churchill County School District

High School Librarian; Lyon County School District Library Liaison; Washoe County Library head of Nevada Young Readers' Association committee; Lyon County Library director; and Nevada State Library staff. Lastly, I still have relationships with most of Carson City Library staff present and former including Nevada Librarian of the year Diane Baker who is retired from Carson City Library but remains Nevada Library Association's Legislative Advocate and Sena Loyd, former library director, who works for Blockchains as Director of Public Policy.

3. Washoe County Library sent library technician equivalents to the conference. It would be nice if we had the budget to send our library technicians to the conference if they're located close by to Douglas County.

Laura's takeaways:

1. I went to Jailhouse Librarian: Services to Incarcerated Individuals with Justin Iverson, Chanteyl Hasse, Kristine Gibson. This was a super interesting combination of librarians and lawyers who work with law libraries and recreational libraries within the jails and prisons. They had some ideas and ways for public libraries to engage and participate with jail and prison libraries. I made a connection with Chanteyl and Justin on how we can work together in the public setting and for the Douglas County law library.
2. Legal Books & Materials Required in Every County under NAC 380.010: Are These Requirements still Necessary? With Ann Long, Sarah Bates, Justin Iverson, Chanteyl Hasse, Susan Myers. This was a fascinating panel discussion of resources that law libraries have that are available to us at the public library that we may not be aware of. Susan Myers spoke about a grant that was gifted to Nevada law libraries that provides a user friendly kiosk for all law libraries. We spoke about getting Douglas County Law Library set up with this kiosk. I will follow up with her this week. There is also a resource at the Washoe County Law Library in Reno where Nevada residents are able to book a 15 minute virtual session with an

attorney for free to receive legal advice. This is an excellent resource not many people know about.

3. Leading with Heart with Robbie DeBuff who is a branch manager for the larger Las Vegas Clark County library system. She delivered strong messages on leadership and forming connections with staff. She had some good strategies for connecting with staff and communication for all levels of staffing and leadership.

Display case will have the Washoe Tribe of NV and CA all November celebrating culture month. – For the first time the library hosted an exhibit of cultural and historical artifacts from the Washoe Tribe of NV and CA. We are already planning another exhibition for November 2024.

Sertoma Valley Coat Drive November 1st to January 31st. Both library branches are a collection location. (Sweaters, blankets, gloves, socks, coats and hats)

National Novel Writing Month at Minden- Dates Nov. 7th,17th,21st,25th,30th. Attendees can work on their stories in the company of other writers and participate in optional activities to increase their word count.

Santa and Mrs. Claus will be visiting the Library to read stories and spread Christmas Cheer on Friday December 15th 4:30pm to 5:30pm. Library board members are welcome to attend.

The Hosanna Handbell Choir (from the Carson City United Methodist Church) will put on a mini Christmas Instrumental concert on December 2nd starting at 2pm.

Parade of Lights- December 2nd. We will decorate the Bookmobile and drive it in the parade of lights. It will be nice to show the library as part of a community parade.

Dolly Parton Imagination Library kickoff is scheduled for January 12th 4pm to 5pm. This will be a big introduction to show the partnership between United Way of Northern Nevada and the Sierra. We will be cooperating with the United Way for the promotional materials. Library board member are welcome to attend.

Friends of the Library Book Sale was successfully held on November 17th and 18th.

Intern Job Description created for marketing through UNR for 2024.

Adult Winter Read- gearing up to start January and February 2024. Read two books and get an entry to win a quilt. (note: customers can keep entering after every two books read)

Friends of the Library Annual Meeting- January 27th 11am. The annual FOL meeting will include an author talk by Clare Frank "Burnt: A Memoir". This will be at the Douglas County Community Center in the dining room. Library board members are welcome to attend.

Boy Scouts to put in walkway for shed near the end of November. Possibly the week after the book sale.

Letters to the North Pole- in cooperation with Suicide Prevention Hotline. Children (including teens) can write a letter to Santa that includes an act of kindness that they did this year. Volunteers at SPH will respond back with a certificate from Santa that will be mailed to their home. This will end on the 15th of December.

NoveList Training for staff in January. NoveList is the premiere reader's advisory tool used to help customers find new material and also used for displays. This will be a Zoom Meeting led by a trainer. We hope to record it. Board members welcome to view recording.

Grants Meeting Update from iParameters. Vanna and I did a Zoom and set a few grant priorities. Possible grants- building planning grants, Zephyr Cove improvement projects and materials grants.

Law Library Meeting on 11/15/2023

Lake Branch- installed a backup system in case internet is lost. Using a cellular modem for the branch.

The state gave us \$380 to purchase Summer Reading supplies from a Summer Reading merchandise store. The items have already been chosen and orders will be placed by the end of this month.

Leadership Project 11/16/2023. We have created a historic Douglas County Table to be unveiled and kept at the Carson Valley Chamber.

Leadership 2023 class picture with our project

