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## Douglas County Public Library Board of Trustees Meeting Notice and Agenda

January 17, 2024

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, January 23, 2024 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 the election of Chair and Vice Chair of the Library Board of Trustees for 2024.
- 3. 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.
- 4. For possible action:** Discussion on approval of the minutes of the November 28, 2023 regular meeting.

5. 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. November
- ii. December
- iii. January

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

- a. 11/30/23
- b. 12/31/23

7. For possible action. Discussion and review of Library Grant Summary Report and acceptance of the Bolger Charitable Fund at Schwab Charitable and the LSTA Continuing Education Grant-In-Aid Award.

a. Grant Award:

- i. In acknowledgement of Steve and Sandy Bolger, the Bolger Charitable Fund at Schwab Charitable awarded the Friends of the Library a \$2,000 grant and the Friends of the Library have donated the grant funds to the library. Acceptance of the Bolger Charitable Fund at Schwab Charitable in the amount of \$2,000 will be used for the purchase of material for the Passive Homeschool Program, Every Child Ready to Read and 1000 Books before Kindergarten.
- ii. Acceptance of the LSTA Continuing Education Grant-In-Aid Award in the amount of \$3,000, which will fund the Library Director, Timothy DeGhelder's and Library Supervisor, Vanna Bells' attendance at the Public Library Association Conference, April 2 - 5, in Columbus, OH.

8. For possible action. Discussion on the status of the Fiscal Year 24-25 tentative budget process, including but not limited to the tentative Library budget, possible augments and supplemental requests.

9. For possible action. Discussion of the State Library's online training for Nevada Library Trustees, including an update on the status of the completion of the Nevada Ethics in Government and Open Meeting Law training.

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

11. 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.

12. For possible action. Adjournment.

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

Douglas County Library, 1625 Library Lane, Minden NV,  
<https://library.douglascountynv.gov/>  
Douglas County website,  
[https://douglascountynv.granicus.com/ViewPublisher.php?view\\_id=1](https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1)  
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before January 23, 2024 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 months of January and February. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Friends of the Library Gala Meeting	1/25/24	11:00 AM	Minden Library
Friends of the Library Book Sale Committee Mtg	1/25/24	1:00 PM	Minden Library
Friends of the Library 2024 Annual Meeting	1/27/24	11:00 AM	Minden Library
Friends of the Library	2/12/24	3:30 PM	Minden Library
Second Wednesday Book Group	2/14/24	5:00 PM	Minden Library
Friends of the Library Quarterly Book Sale	2/17/24	10:00 AM	Minden Library

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

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**November 28, 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 10:03 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Starla Doughty asked for public comment.

There being no public comment, public comment was closed.

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

MOTION/VOTE:

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE OCTOBER 24, 2023 REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Theresa DeGraffenreid made a motion to approve the minutes of the October 24, 2023 regular meeting. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

- i. October 2023**
- ii. November 2023**

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' Club	04615	\$ 136.79
*Amazon	Supplies for art programs and Mythos Society	04634	\$ 155.53

\*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 motion carried unanimously with a 4-0 vote.

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

**a. 10/31/2023**

Vice Chairperson Conner stated that the questionable line items that were discussed in previous meetings were not addressed at the last board meeting because the audit had not been completed yet. He noted that there are still some items running high and those items such as small projects and processing materials will be addressed in agenda item #7. Veronica commented that the postage for the library's interlibrary loan material will be reimbursed by the state as Vice Chairperson Conner noted that the postage budget is running high as well.

**MOTION/VOTE:**

There being no public comment, Vice Chairperson Conner made a motion to approve the budget performance report with the items mentioned being addressed later in the meeting. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

**6. 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.**

Chairperson Doughty explained that when some board members and some staff came together to go through the goals and discuss the SWOT analysis with Dr. Steinmann, it was decided that there were some goals that the group felt were unrealistically achievable at this time and other goals that the library has achieved above and beyond. The library will continue to focus on the goals of the strategic plan moving forward in the established time frame. Dr. Steinmann provided an overview of this group meeting, which the board has received and reviewed, and one item the group agreed to was to drop time specific requirements for each goal, such as “within six months” to be replaced with “ongoing”. As building a relationship with the Washoe Tribe is one of the goals, Holly commented that now that the library is doing a lot more with the Washoe Tribe they are willing to be more involved with library events, library programming and the selection of material. That partnership is positively evolving.

### **MOTION/VOTE:**

There being no public comment, Vice Chairperson Conner made a motion to approve the items shown on pages 20 and 21 of Dr. Steinmann’s overview report and to remove “within six months” and replace with “ongoing”, therefore approving the revised strategic plan. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

## **7. 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.**

Director DeGhelder explained to the board that after the audit there are carry over funds that departments can either request to use to complete a project that was never finished and that was budgeted for in the last fiscal year or submit supplemental requests to replenish some budget line items that need additional funding. Tim stated that the Teen Room project was funded last fiscal year for \$15,000 but due to other projects such as the carpet the library was unable to finish the Teen Room in that fiscal year. He will be asking for more funding from the carry over to cover the costs the library expended this fiscal year to complete the Teen Room at approximately \$7,331. He noted the painting project was budgeted in last fiscal year but again due to other projects the painting did not get done. He will be asking for \$12,500 with the carry over budget to complete that project. He stated that security cameras were initially purchased under the teen room budget, but will be requesting additional carry over funding to cover those costs at approximately \$3,000. These carry over funds will be budgeted into small projects. The board discussed supplemental requests and where best that funding would go toward augmenting the line items that are either close to the budgeted amount or over the budgeted amount. The items that Tim suggested was software which did not get budgeted for this fiscal year. He explained that the library’s integrated library system called Polaris which is the library’s cataloging software is paid annually and should be funded under software. He will be asking for \$20,000 to cover the costs of that fee and an additional \$6,000 to cover the costs of the library’s Window Server license under the software budget. In past meetings the board expressed concern on a

couple line items that are over budget and Tim stated that he will be requesting supplemental for those items which are processing materials in the amount of \$10,000 and library materials in the amount of \$30,000. Tim stated that he will also be requesting \$3,000 for an intern from UNR who will formulate a marketing program for the library.

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to approve the Adjusted Opening Fund Balance budget and supplemental requests. Vice Chairperson Conner made a second and the motion carried unanimously with a 4-0 vote.

**8. 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.**

Director DeGhelder explained the process to advertise for a marketing intern at UNR. There will be a job description and posting at the university for graduate students or marketing degree students who may be interested in the internship. Tim noted that he is asking for a supplemental of \$3,000 to pay for the intern as mentioned in agenda item #7. This funding will come out of the library's professional services budget. He stated that if the library does not get approval for the supplemental request the library has enough in the current budget under that line item to fund the internship.

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to approve the recruiting and hiring of a marketing intern. Trustee DeGraffenreid made a second and the motion carried unanimously with a 4-0 vote.

**9. 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.**

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to approve the proposed holiday schedule for the library for 2024. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

**10. DISCUSSION AND POSSIBLE ACTION TO ADOPT A SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS IN CALENDAR YEAR 2024.**

Chairperson Doughty and Vice Chairperson Conner commented that they were happy to see that there would be a second board meeting held at the lake.



MOTION/VOTE:

There being no public comment, Trustee DeGraffenreid made a motion to approve the board meeting schedule for 2024. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

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

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

Director DeGhelder presented to the board the FY 22-23 statistical report and noted that he will present this to the county commissioners. He noted that he will be in attendance at the December 14<sup>th</sup> meeting and will be thanking the Boy Scout troop for painting the shed and laying the stone for the walkway.

**12. CLOSING PUBLIC COMMENTS.**

Chairperson Doughty commented that there will be no meeting in December and noted that the board has one current vacant position and that her term and Trustee Merkow's term will expire at the end of December. They both plan to reapply. She stated that at the December 14<sup>th</sup> Board of County Commissioners meeting a selection will be made on who will fill the 3 open seats. The trustees will also decide on a new chairperson and vice chairperson at the January board meeting. She commented that it was a great pleasure working with everyone in 2023.

Theresa Oliveira from the public commented that she is here because she is applying for a position on the board and this will be her fourth time applying. She noted that she has been to a few board meetings to bring herself up to speed. She stated that the library and the board are doing wonderful work and that she personally believes that the library is a centerpiece of the community. She complimented the board on the strategic plan and noted that the library is not just a book but a place for people to come and feel welcome and feel empowered.

**MEETING ADJOURNED AT 11:17 A.M.**

*Lib. Board of Trustees Mtg 1/23/24  
Consent Calendar  
Agenda Item 5a*

Gift Fund Claims  
November / December 2023 / January 2024

Amazon	Supplies for Teen Room	04648	\$ 39.76
Do Co Procurement Program	Patron registration to Sterling Volunteers for READING Paws using donated funds	3849	\$ 20.00
*DoCo Procurement Program	Items for Adult Crafters' Club	3849	\$ 47.84
DoCo Procurement Program	Storage containers for Book Club Books	5774	\$ 99.98
*DoCo Procurement Program	Items for NaNoWriMo Program	5774	\$ 82.43
*DoCo Procurement Program	Items for Crochet Club	8543	\$ 47.84
Becky Spratford	Reader's Advisory Training	04652	\$ 350.00
*Amazon	Game tables using Gala funds	04655	\$ 1,998.98
*DoCo Procurement Program	Items for Graham Cracker House Decorating	8543	\$ 249.72
DoCo Procurement Program	Items and registration fee for Parade of Lights - bookmobile	3849	\$ 87.84
*DoCo Procurement Program	Items for Adult Crafters' Club	3849	\$ 148.50
*DoCo Procurement Program	Santa and Mrs. Claus Storytime	3849	\$ 228.75
*DoCo Procurement Program	Incentives and prize items for 2024 Summer Reading Program	5774	\$ 1,055.03
*DoCo Procurement Program	READING Paws guided dog manual using donated funds	5774	\$ 87.13
*ABE Printing	Bookmarks for Winter Read; posters for Every Child Ready to Read	04657	\$ 286.50
*Amazon	Items for DLT Artists Way Program; Supplies for 3D Printer	04667	\$ 252.54

**GIFT FUND EXPENDITURES REPORT FY 23-24**

1/16/2024

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 7/1/23-6/30/24 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		278.68	\$226.96 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			346.89	TV/Monitor & computer for 3D printer project
Do Co Procurement Program	8543	10/5/2023	416.64			\$388.68 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 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)
Amazon	04648	11/30/2023			39.76	Teen Room
Do Co Procurement Program	3849	10/13/2023			20.00	Patron registration to Sterling Volunteers
Do Co Procurement Program	3849	10/24/2023	47.84			Items for Adult Crafters' Club
Do Co Procurement Program	5774	10/21/2023	99.98			Storage containers for Book Club books
Do Co Procurement Program	5774	10/24/2023	22.50			Items for NaNoWriMo Program
Do Co Procurement Program	5774	10/24/2023	59.93			Refreshments for NaNoWriMo Program
Do Co Procurement Program	8543	10/13/2023	1.74			Items for Crochet Club
Becky Spralford	04652	12/8/2023			350.00	Readers Advisory Training
Amazon	04655	12/8/2023			1,999.98	Gala Fund (FOL)
Do Co Procurement Program	8543	12/13/2023			174.82	\$20.30 items for Graham Cracker House Decorating; \$17.35 items for Graham Cracker House Decorating; \$137.17 items for Graham Cracker House Decorating
Do Co Procurement Program	3849	12/12/2023			236.34	\$60 entry fee for Parade of Lights; \$148.50 item for Adult Crafters' program; \$27.84 items for Parade of Lights
Do Co Procurement Program	5774	12/12/2023			1,122.99	\$200 storytime with Santa & Mrs Claus. \$67.13 manual for READING Paws: \$177.32 items for 2024 SRP; \$251.82 items for 2024 SRP; \$406.72 items for 2024 SRP
ABE Printing & Copy Inc	04657	12/13/2023			286.50	Bookmarks and posters (FOL)
Amazon	04667	12/22/2023	82.50		170.04	\$82.50 DLT Artists Way Program (FOL); \$170.04 DLT 3D Printer supplies [\$34.42 non-FOL; \$135.62 FOL]
Do Co Procurement Program	5774	11/30/2023	98.95			Adult Crafters Club
Do Co Procurement Program	5774	12/6/2023	104.38			2024 Summer Reading Program
Do Co Procurement Program	5774	12/6/2023	17.85			2024 Summer Reading Program
Do Co Procurement Program	5774	12/5/2023	96.94			2024 Summer Reading Program
Do Co Procurement Program	5774	12/14/2023	28.75			Items for the Mrs Claus Storytime
Do Co Procurement Program	8543	12/8/2023	19.94			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/8/2023	20.95			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/12/2023	-8.84			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/13/2023	-4.58			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/12/2023	-7.48			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/18/2023	26.94			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/19/2023	27.97			Graham Cracker House Decorating program
						<b>Grand Total:</b>
<b>TOTALS</b>			<b>5,197.59</b>	<b>252.23</b>	<b>6,687.89</b>	<b>\$12,137.71</b>
			<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$12,137.71</b>

Lib. Board of Trustees Mtg 1/23/24

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2023-2024

Month End 11/30/2023

% of Fiscal Year

41.5%

EXPENDITURE ACCOUNTS

**Salaries & Wages**

Budgeted	Augments	Current month	Year-to-date	% Used
\$1,028,784		\$80,532	\$368,591	36%

**Benefits**

Budgeted	Augments	Current month	Year-to-date	% Used
\$535,195		\$42,625	\$195,231	36%

**Services & Supplies**

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$680,438	\$130,269	\$31,847	\$241,601	\$329,111	70%

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 11/30/23  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 224 - Library	Department 804 - Library									
	EXPENSE									
	<i>Salaries &amp; Wages</i>									
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	64,766.27	.00	310,380.74	718,403.26	30	806,539.31
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	3,332.86
511.169	Camp Payout	.00	.00	.00	.00	.00	.00	.00	+++	192.19
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	15.29
511.171	Holidays	.00	.00	.00	7,859.92	.00	16,196.48	(16,196.48)	+++	41,988.80
511.172	Camp Paid	.00	.00	.00	621.93	.00	3,609.66	(3,609.66)	+++	6,301.76
511.173	Vacation	.00	.00	.00	4,894.92	.00	25,711.10	(25,711.10)	+++	48,182.56
511.174	Sick	.00	.00	.00	2,389.21	.00	12,693.00	(12,693.00)	+++	34,419.36
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Salaries &amp; Wages Totals</i>	<b>\$1,028,784.00</b>	<b>\$0.00</b>	<b>\$1,028,784.00</b>	<b>\$80,532.25</b>	<b>\$0.00</b>	<b>\$368,590.98</b>	<b>\$660,193.02</b>	<b>36%</b>	<b>\$940,972.13</b>
	<i>Employee Benefits</i>									
511.181	Retirement	333,853.00	.00	333,853.00	26,348.44	.00	120,060.23	213,792.77	36	272,827.54
511.182	Workers Comp	23,139.00	.00	23,139.00	1,745.96	.00	8,433.17	14,705.83	36	20,825.09
511.183	Group Insurance	149,143.00	.00	149,143.00	12,272.68	.00	56,257.41	92,885.59	38	128,695.05
511.184	Unemployment	5,207.00	.00	5,207.00	403.94	.00	1,859.88	3,347.12	36	4,835.39
511.186	Medicare	15,079.00	.00	15,079.00	1,124.94	.00	5,144.87	9,934.13	34	13,215.66
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	680.00	1,360.00	33	1,955.00
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	2,795.00	3,913.00	42	6,708.00
	<i>Employee Benefits Totals</i>	<b>\$535,195.00</b>	<b>\$0.00</b>	<b>\$535,195.00</b>	<b>\$42,624.96</b>	<b>\$0.00</b>	<b>\$195,230.56</b>	<b>\$339,964.44</b>	<b>36%</b>	<b>\$449,061.73</b>
	<i>Services &amp; 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	444.81	2,841.19	14	3,809.30
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	+++	.00
520.060	Postage/Po Box Rent	2,430.00	.00	2,430.00	519.99	.00	2,248.06	181.94	93	2,217.88
520.064	Travel	9,939.00	.00	9,939.00	.00	.00	55.03	9,883.97	1	1,514.15
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	116.38	.00	471.62	416.38	53	1,150.86
520.085	Telephone/Communications	20,180.00	.00	20,180.00	3,529.96	.00	10,854.14	9,325.86	54	29,059.73
520.088	Utilities	35,175.00	.00	35,175.00	4,241.43	.00	18,341.82	16,833.18	52	41,493.48
520.097	Maint Bldg	3,948.00	.00	3,948.00	.00	.00	948.93	2,999.07	24	529.93
520.098	Janitorial Services	33,944.00	.00	33,944.00	2,665.00	3,175.20	13,324.80	17,444.00	49	28,933.80
520.107	Maint Equip	2,798.00	.00	2,798.00	149.98	.00	1,640.96	1,157.04	59	75.93
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	499.00	.00	2,495.00	3,497.00	42	5,610.00



# Library Expense Budget Performance Report

Fiscal Year to Date 11/30/23  
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 Total
Fund 224 - Library	EXPENSE									
Department 804 - Library										
	<i>Services &amp; Supplies</i>									
520.116	Veh. Maint-Co Shop	1,806.00	.00	1,806.00	.00	.00	177.36	1,628.64	10	2,173.56
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	279.44	.00	1,397.20	2,467.80	36	3,353.28
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.00	18,304.50	18,304.50	50	50,189.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.170	Memberships	1,000.00	.00	1,000.00	572.00	.00	642.00	358.00	64	1,071.00
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	400.00	2,600.00	13	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	718.36	3,385.64	18	1,579.64
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	9,530.50	9,530.50	50	13,949.00
521.100	Professional Services	28,915.00	.00	28,915.00	2,896.99	.00	12,547.48	16,367.52	43	31,098.88
521.134	Cataloging	13,953.00	.00	13,953.00	294.97	.00	9,961.68	(3,119.46)	122	14,164.36
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	7,110.78	101,921.00	101,921.00	50	145,174.00
530.001	Circulation Supplies	1,887.00	.00	1,887.00	178.33	.00	1,496.02	390.98	79	2,053.56
532.003	Gas & Oil	3,123.00	.00	3,123.00	143.12	.00	1,079.61	2,043.39	35	2,873.44
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	10,723.49	.00	64,862.51	13,783.33	95	125,222.51
532.057	Processing Materials	8,614.00	.00	8,614.00	619.14	10,083.91	3,243.03	(4,712.94)	155	6,781.78
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	2,399.56	20,737.22	10,700.78	3,562.00	90	33,927.29
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	1,987.96	2,044.04	49	4,094.21
533.802	Small Equipment	99.00	.00	99.00	.00	.00	965.40	(866.40)	975	1,218.85
533.806	Software	.00	.00	.00	.00	.00	20,492.58	(7,396.49)	+++	24,849.65
533.813	Office Products Program	2,315.00	.00	2,315.00	103.85	.00	888.98	1,426.02	38	1,562.36
533.817	Small Projects	.00	3,009.00	3,009.00	1,743.12	.00	10,405.49	(7,396.49)	346	6,368.93
540.010	Grants-Services & Supplies	.00	11,389.00	11,389.00	.00	.00	6,392.34	4,996.66	56	31,796.12
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	36.07	.00	170.79	261.21	40	454.79
555.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Services &amp; Supplies Totals</i>	\$680,438.00	\$130,269.00	\$810,707.00	\$31,846.79	\$241,601.27	\$329,110.74	\$239,994.99	70%	\$625,315.12
	<i>Capital Outlay/Projects</i>									
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	110,558.00
	<i>Capital Outlay/Projects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$110,558.00
	<b>EXPENSE TOTALS</b>	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$155,004.00	\$241,601.27	\$892,932.28	\$1,240,152.45	48%	\$2,125,906.98
	Department 804 - Library Totals	(\$2,244,417.00)	(\$130,269.00)	(\$2,374,686.00)	(\$155,004.00)	(\$241,601.27)	(\$892,932.28)	(\$1,240,152.45)	48%	(\$2,125,906.98)
	Fund 224 - Library Totals	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$155,004.00	\$241,601.27	\$892,932.28	\$1,240,152.45		\$2,125,906.98
	<b>Grand Totals</b>	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$155,004.00	\$241,601.27	\$892,932.28	\$1,240,152.45		\$2,125,906.98



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 11/30/23  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532061	Library Gift Fund	.00	87,342.00	87,342.00	3,775.82	.00	10,240.85	77,101.15	12%	15,827.02
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$3,775.82	\$0.00	\$10,240.85	\$77,101.15	12%	\$15,827.02
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$3,775.82	\$0.00	\$10,240.85	\$77,101.15	12%	\$15,827.02
Department 800 - Library Gift Fund Totals		\$0.00	(\$87,342.00)	(\$87,342.00)	(\$3,775.82)	\$0.00	(\$10,240.85)	(\$77,101.15)	12%	(\$15,827.02)
Fund 235 - Library Gift Fund Totals		\$0.00	\$87,342.00	\$87,342.00	\$3,775.82	\$0.00	\$10,240.85	\$77,101.15		\$15,827.02
Grand Totals		\$0.00	\$87,342.00	\$87,342.00	\$3,775.82	\$0.00	\$10,240.85	\$77,101.15		\$15,827.02



# Gift Fund Trial Balance Listing

Through 11/30/23  
 Detail Listing  
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Literary Gift Fund						
<i>Current Assets</i>						
101.000	Cash	92,631.18	19,185.51	9,568.30	102,248.39	76,784.98
101.090	Investment-FMV Adjust	(2,647.53)	.00	136.92	(2,784.45)	(2,773.33)
121.100	Interest Receivable	400.45	869.30	657.91	611.84	288.02
	<i>Current Assets Totals</i>	<u>\$90,384.10</u>	<u>\$20,054.81</u>	<u>\$10,363.13</u>	<u>\$100,075.78</u>	<u>\$74,299.67</u>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(3,042.30)	8,153.97	8,841.09	(3,729.42)	(924.89)
	<i>Current Liabilities Totals</i>	<u>(\$3,042.30)</u>	<u>\$8,153.97</u>	<u>\$8,841.09</u>	<u>(\$3,729.42)</u>	<u>(\$924.89)</u>
<i>Fund Balance</i>						
253.000	Fund Balance	(87,341.80)	.00	.00	(87,341.80)	(67,111.49)
	<i>Fund Balance Totals</i>	<u>(\$87,341.80)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$87,341.80)</u>	<u>(\$67,111.49)</u>





# Gift Fund Income Statement

Through 11/30/23  
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
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
Miscellaneous Revenue							
367.102	Donations	.00	11,037.15	18,232.45	(18,232.45)	+++	22,891.19
<i>Miscellaneous Revenue Totals</i>							
		\$958.00	\$11,280.61	\$19,245.41	(\$18,287.41)	2,009%	\$22,090.31
Department 000 - Revenue Totals							
		\$88,300.00	\$11,280.61	\$19,245.41	\$69,054.59	22%	\$22,090.31
<b>REVENUE TOTALS</b>							
		\$88,300.00	\$11,280.61	\$19,245.41	\$69,054.59	22%	\$22,090.31
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	87,342.00	3,775.82	10,240.85	77,101.15	12	15,827.02
<i>Services &amp; Supplies Totals</i>							
		\$87,363.00	\$3,775.82	\$10,240.85	\$77,122.15	12%	\$15,827.02
Department 800 - Library Gift Fund Totals							
		\$88,300.00	\$3,775.82	\$10,240.85	\$78,059.15	12%	\$15,827.02
<b>EXPENSE TOTALS</b>							
		\$88,300.00	\$3,775.82	\$10,240.85	\$78,059.15	12%	\$15,827.02
<b>Fund 235 - Library Gift Fund Totals</b>							
Grand Totals							
		88,300.00	11,280.61	19,245.41	69,054.59	22%	22,090.31
<b>REVENUE TOTALS</b>							
		88,300.00	3,775.82	10,240.85	78,059.15	12%	15,827.02
<b>EXPENSE TOTALS</b>							
		\$0.00	\$7,504.79	\$9,004.56	\$9,004.56	+++	\$6,263.29
<b>Fund 235 - Library Gift Fund Net Gain (Loss)</b>							
Grand Totals							
		88,300.00	11,280.61	19,245.41	69,054.59	22%	22,090.31
<b>REVENUE TOTALS</b>							
		88,300.00	3,775.82	10,240.85	78,059.15	12%	15,827.02
<b>EXPENSE TOTALS</b>							
		\$0.00	\$7,504.79	\$9,004.56	\$9,004.56	+++	\$6,263.29
<b>Grand Total Net Gain (Loss)</b>							
		\$0.00	\$7,504.79	\$9,004.56	\$9,004.56	+++	\$6,263.29

Lib. Board of Trustees Mtg 1/23/24

Agenda Item #6b

Douglas County Public Library

Budget Summary  
 Fiscal Year 2023-2024                      Month End 12/31/2023                      % of Fiscal Year 49.8%

**EXPENDITURE ACCOUNTS**

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$1,028,784		\$121,512	\$490,103	48%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$535,195		\$57,431	\$252,661	47%	

Services & Supplies					
Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
\$680,438	\$130,269	\$7,669	\$238,848	\$336,780	71%

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 12/31/23  
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 Total
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries &amp; Wages</i>										
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	100,738.41	.00	411,119.15	617,664.85	40	806,539.31
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	3,332.86
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	192.19
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	15.29
511.171	Holidays	.00	.00	.00	7,934.40	.00	24,130.88	(24,130.88)	+++	41,988.80
511.172	Comp Paid	.00	.00	.00	1,309.26	.00	4,918.92	(4,918.92)	+++	6,301.76
511.173	Vacation	.00	.00	.00	6,277.37	.00	31,988.47	(31,988.47)	+++	48,182.56
511.174	Sick	.00	.00	.00	5,252.84	.00	17,945.84	(17,945.84)	+++	34,419.36
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 &amp; Wages Totals</i>		<b>\$1,028,784.00</b>	<b>\$0.00</b>	<b>\$1,028,784.00</b>	<b>\$121,512.28</b>	<b>\$0.00</b>	<b>\$490,103.26</b>	<b>\$538,680.74</b>	<b>48%</b>	<b>\$940,972.13</b>
<i>Employee Benefits</i>										
511.181	Retirement	333,853.00	.00	333,853.00	39,456.86	.00	159,517.09	174,335.91	48	272,827.54
511.182	Workers Comp	23,139.00	.00	23,139.00	2,646.70	.00	11,079.87	12,059.13	48	20,825.09
511.183	Group Insurance	149,143.00	.00	149,143.00	12,272.68	.00	68,530.09	80,612.91	46	128,695.05
511.184	Unemployment	5,207.00	.00	5,207.00	606.28	.00	2,466.16	2,740.84	47	4,835.39
511.186	Medicare	15,079.00	.00	15,079.00	1,719.19	.00	6,864.06	8,214.94	46	13,215.66
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	850.00	1,190.00	42	1,955.00
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	3,354.00	3,354.00	50	6,708.00
<i>Employee Benefits Totals</i>		<b>\$535,195.00</b>	<b>\$0.00</b>	<b>\$535,195.00</b>	<b>\$57,430.71</b>	<b>\$0.00</b>	<b>\$252,661.27</b>	<b>\$282,533.73</b>	<b>47%</b>	<b>\$449,061.73</b>
<i>Services &amp; 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	444.81	2,841.19	14	3,809.30
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	+++	.00
520.060	Postage/Po Box Rent	2,430.00	.00	2,430.00	.00	.00	2,248.06	181.94	93	2,217.88
520.064	Travel	9,939.00	.00	9,939.00	.00	.00	55.03	9,883.97	1	1,514.15
520.072	Advertising	26,932.00	.00	26,932.00	249.00	.00	249.00	26,683.00	1	324.00
520.078	Printing & Binding	888.00	.00	888.00	.00	.00	471.62	416.38	53	1,150.86
520.085	Telephone/Communications	20,180.00	.00	20,180.00	(378.75)	.00	10,475.39	9,704.61	52	29,059.73
520.088	Utilities	35,175.00	.00	35,175.00	1,641.84	.00	19,983.66	15,191.34	57	41,493.48
520.097	Maint Bldg	3,948.00	.00	3,948.00	.00	.00	948.93	2,999.07	24	529.93
520.098	Janitorial Services	33,944.00	.00	33,944.00	.00	3,175.20	13,324.80	17,444.00	49	28,933.80
520.107	Maint Equip	2,798.00	.00	2,798.00	.00	.00	1,640.96	1,157.04	59	75.93
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	2,495.00	3,497.00	42	5,610.00



# Library Expense Budget Performance Report

Fiscal Year to Date 12/31/23  
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 Total
Fund 224 - Library	EXPENSE									
Department 804 - Library	EXPENSE									
	<i>Services &amp; Supplies</i>									
520.116	Veh. Maint-Co Shop	1,806.00	.00	1,806.00	.00	.00	177.36	1,628.64	10	2,173.56
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	.00	.00	1,397.20	2,467.80	36	3,353.28
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.00	18,304.50	18,304.50	50	50,189.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.170	Memberships	1,000.00	.00	1,000.00	247.00	.00	889.00	111.00	89	1,071.00
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	400.00	2,600.00	13	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	853.33	3,250.67	21	1,579.64
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	9,530.50	9,530.50	50	13,949.00
521.100	Professional Services	28,915.00	.00	28,915.00	2,278.98	.00	14,826.46	14,088.54	51	31,098.88
521.134	Cataloging	13,953.00	.00	13,953.00	21.00	.00	9,982.68	(3,119.46)	122	14,164.36
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	.00	101,921.00	101,921.00	50	145,174.00
530.001	Circulation Supplies	1,887.00	.00	1,887.00	.00	.00	1,496.02	390.98	79	2,053.56
532.003	Gas & Oil	3,123.00	.00	3,123.00	.00	.00	1,079.61	2,043.39	35	2,873.44
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	1,051.67	.00	65,914.18	13,214.74	95	125,222.51
532.057	Processing Materials	8,614.00	.00	8,614.00	104.56	.00	3,347.59	(4,712.94)	155	6,781.78
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	2,144.19	18,593.03	12,844.97	3,562.00	90	33,927.29
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	4,032.00	.00	4,032.00	18.17	.00	2,006.13	2,025.87	50	4,094.21
533.802	Small Equipment	99.00	.00	99.00	.00	.00	965.40	(866.40)	975	1,218.85
533.806	Software	.00	.00	.00	.00	.00	20,492.58	(20,492.58)	+++	24,849.65
533.813	Office Products Program	2,315.00	.00	2,315.00	92.74	.00	981.72	1,333.28	42	1,562.36
533.817	Small Projects	.00	3,009.00	3,009.00	26.47	.00	10,431.96	(7,422.96)	347	6,368.93
540.010	Grants-Services & Supplies	.00	11,389.00	11,389.00	.00	.00	6,392.34	4,996.66	56	31,796.12
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	37.40	.00	208.19	223.81	48	454.79
555.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Services &amp; Supplies Totals</i>	\$680,438.00	\$130,269.00	\$810,707.00	\$7,669.24	\$238,848.44	\$336,779.98	\$235,078.58	71%	\$625,315.12
	<i>Capital Outlay/Projects</i>									
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	110,558.00
	<i>Capital Outlay/Projects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$110,558.00
	<i>EXPENSE TOTALS</i>	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$186,612.23	\$238,848.44	\$1,079,544.51	\$1,056,293.05	56%	\$2,125,906.98
	<i>Department 804 - Library Totals</i>	(\$2,244,417.00)	(\$130,269.00)	(\$2,374,686.00)	(\$186,612.23)	(\$238,848.44)	(\$1,079,544.51)	(\$1,056,293.05)	56%	(\$2,125,906.98)
	<i>Fund 224 - Library Totals</i>	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$186,612.23	\$238,848.44	\$1,079,544.51	\$1,056,293.05		\$2,125,906.98
	<i>Grand Totals</i>	\$2,244,417.00	\$130,269.00	\$2,374,686.00	\$186,612.23	\$238,848.44	\$1,079,544.51	\$1,056,293.05		\$2,125,906.98



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 12/31/23  
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									
532.061	Library Gift Fund	.00	87,342.00	87,342.00	468.44	.00	10,709.29	76,632.71	12%	16,752.79
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$468.44	\$0.00	\$10,709.29	\$76,632.71	12%	\$16,752.79
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$468.44	\$0.00	\$10,709.29	\$76,632.71	12%	\$16,752.79
Department 800 - Library Gift Fund Totals		\$0.00	(\$87,342.00)	(\$87,342.00)	(\$468.44)	\$0.00	(\$10,709.29)	(\$76,632.71)	12%	(\$16,752.79)
Fund 235 - Library Gift Fund Totals		\$0.00	\$87,342.00	\$87,342.00	\$468.44	\$0.00	\$10,709.29	\$76,632.71		\$16,752.79
Grand Totals		\$0.00	\$87,342.00	\$87,342.00	\$468.44	\$0.00	\$10,709.29	\$76,632.71		\$16,752.79



# Gift Fund Trial Balance Listing

Through 12/31/23  
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	22,969.65	14,266.16	101,334.67	80,658.11
101.090	Investment-FMV Adjust	(2,647.53)	.00	136.92	(2,784.45)	(2,421.92)
121.100	Interest Receivable	400.45	869.30	824.90	444.85	419.82
	<i>Current Assets Totals</i>	\$90,384.10	\$23,838.95	\$15,227.98	\$88,995.07	\$78,656.01
<i>Current Liabilities</i>						
202.000	Accounts Payable	(3,042.30)	12,772.43	9,730.13	.00	(667.04)
	<i>Current Liabilities Totals</i>	(\$3,042.30)	\$12,772.43	\$9,730.13	\$0.00	(\$667.04)
<i>Fund Balance</i>						
253.000	Fund Balance	(87,341.80)	.00	.00	(87,341.80)	(67,111.49)
	<i>Fund Balance Totals</i>	(\$87,341.80)	\$0.00	\$0.00	(\$87,341.80)	(\$67,111.49)



# Gift Fund Income Statement

Through 12/31/23  
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
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
<b>Department 000 - Revenue</b>							
<b>Miscellaneous Revenue</b>							
367.102	Donations	.00	3,117.15	21,349.60	(21,349.60)	+++	27,956.85
<i>Miscellaneous Revenue Totals</i>		\$958.00	\$3,117.15	\$22,362.56	(\$21,404.56)	2,334%	\$27,630.27
<b>Department 000 - Revenue Totals</b>		\$88,300.00	\$3,117.15	\$22,362.56	\$65,937.44	25%	\$27,630.27
<b>REVENUE TOTALS</b>		\$88,300.00	\$3,117.15	\$22,362.56	\$65,937.44	25%	\$27,630.27
<b>EXPENSE</b>							
<b>Department 800 - Library Gift Fund</b>							
<b>Services &amp; Supplies</b>							
532.061	Library Gift Fund	87,342.00	468.44	10,709.29	76,632.71	12	16,752.79
<i>Services &amp; Supplies Totals</i>		\$87,363.00	\$468.44	\$10,709.29	\$76,653.71	12%	\$16,752.79
<b>Department 800 - Library Gift Fund Totals</b>		\$88,300.00	\$468.44	\$10,709.29	\$77,590.71	12%	\$16,752.79
<b>EXPENSE TOTALS</b>		\$88,300.00	\$468.44	\$10,709.29	\$77,590.71	12%	\$16,752.79
<b>Fund 235 - Library Gift Fund Totals</b>							
<b>REVENUE TOTALS</b>		88,300.00	3,117.15	22,362.56	65,937.44	25%	27,630.27
<b>EXPENSE TOTALS</b>		88,300.00	468.44	10,709.29	77,590.71	12%	16,752.79
<b>Fund 235 - Library Gift Fund Net Gain (Loss)</b>		\$0.00	\$2,648.71	\$11,653.27	\$11,653.27	+++	\$10,877.48
<b>Grand Totals</b>							
<b>REVENUE TOTALS</b>		88,300.00	3,117.15	22,362.56	65,937.44	25%	27,630.27
<b>EXPENSE TOTALS</b>		88,300.00	468.44	10,709.29	77,590.71	12%	16,752.79
<b>Grand Total Net Gain (Loss)</b>		\$0.00	\$2,648.71	\$11,653.27	\$11,653.27	+++	\$10,877.48



The Bolger Charitable Fund

#009664903  
11/22/23  
\$2,000

MB 01 002063 86620 H 10 A  
FRIENDS OF THE DOUGLAS COUNTY LIBRARY  
GIFT PROCESSING  
PO BOX 337  
MINDEN, NV 89423-0337



November 22, 2023

**GRANT ENCLOSED** We are pleased to present Friends Of The Douglas County Library with the enclosed grant in the amount of \$2,000.00 made on behalf of The Bolger Charitable Fund at Schwab Charitable™.

Grant Amount	\$2,000.00
Acknowledgment	Steve and Sandy Bolger
Address	You may acknowledge the donor(s) at: 1167 Sweetwater Ct Gardnerville, NV 89460-9622
Grant Designation	This grant is for wherever it is needed most.

If you have any questions regarding this grant, please visit [www.schwabcharitable.org/charities](http://www.schwabcharitable.org/charities). We wish you success with your charitable goals.

**NOTE TO THE CHARITY:**

- By accepting this grant, your organization certifies to Schwab Charitable that:
  - No donor or individual related to the donor will receive any goods, services or other more than incidental private benefits. Examples may include but are not limited to: If the grant is for an event or gala, it does not pay for tickets or any goods purchased at auction. If the grant is for a membership, the membership must be considered 100% tax deductible. If the grant is to support missionary work, your organization will have full control and discretion regarding its use and application. If the grant is for a scholarship, the donor does not have control over the distribution of funds. If the grant is to a school or educational fund, it does not pay for the tuition of the donor or any related individual nor for preferential tickets, seating or access to events.
  - The grant will not be used to fulfill a pre-existing legally binding pledge.
  - If grantee is a government entity, the grant funds can be used solely for public purposes as that term is used in Section 170(c)(1) of the Internal Revenue Code.
- Your organization should not provide the donor a tax receipt for this grant, as Schwab Charitable has already provided the donor with a tax receipt at the time of contribution. Please do not send thank you notes or marketing materials to Schwab Charitable.
- Grants and account names are recommendations of the donor and do not reflect the views of Schwab Charitable, Charles Schwab & Co. Inc. or any of its affiliates.

Schwab Charitable is the name used for the combined programs and services of Schwab Charitable Fund, an independent nonprofit organization. Schwab Charitable Fund is recognized as a tax-exempt public charity as defined in Internal Revenue Code ("IRC") Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(vi). Schwab Charitable Fund has entered into service agreements with certain affiliates of The Charles Schwab Corporation.

002063 1/1







**NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS**  
 Nevada Department of Administration  
 100 North Stewart Street  
 Carson City, NV 89701

LIB BOARD OF TRUSTEES  
 MTG 1/23/24  
 SUPPORTING MATERIAL



Agenda Item #7ii

**Federal 2023 LSTA Continuing Education (CE)  
 GRANT-IN-AID AWARD**

**CE Recipient(s):** Vanna Bells, Timothy DeGhelder  
**Subgrantee Library:** Douglas County Public Library  
**Address:** 1625 Library Lane, Minden, NV 89423  
**UEI Number:** KE5GF37F6F95  
**CE Activity:** Public Library Association 2024 Conference  
**CE Dates:** April 2-5, 2024  
**Grant Number:** 23-20 DCPL PLA                      **P/P# or CFDA #:** 45310-23

**General**

- I. CE funded activities are as outlined in the approved CE application. Grant funds must be used to meet NSLAPR Five Year Plan and federal LSTA goals. The approved CE application submitted by the sub-grantee becomes part of this agreement.
- II. The sub-grantee may not obligate or encumber grant funds prior to July 1, 2023. Funds may not be obligated or encumbered after June 30, 2024.
- III. All unexpended grant funds must be returned to the Nevada State Library, Archives and Public Records

**Grant Amounts and Reimbursement Procedures**

- I. Total Amount of Federal funds obligated for this project: **\$ 3,000**
- II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLAPR Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds prior to July 1, 2023 or after June 30, 2024.
- IV. Funds for the grant project are authorized according to the final application budget; match is not required.

**Request for Fiscal and/or Programmatic Changes**

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLAPR. All requests for changes must be received 30 prior to CE activity. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

- I. Fiscal Changes must have a Budget Revision for any of the following conditions:
  - a. Transfers of grant funds among budget categories that exceed ten (10) percent of a budget category;
  - b. A transfer of funds into a budget category that currently equals zero (\$0);
  - c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.
- II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is no associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

**Reporting Requirements**

The sub-grantee is responsible for submitting periodic reports that reflect the sub-grantee's level of performance for the approved grant application.

Reports will be due on the following

Reporting period  
 Final Report

Report Due date  
 June 5, 2024 (2 months after CE end date)

**Assurances and Conditions**

- I. The sub-grantee will complete and sign all required certifications and assurances.
- II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2023 - 2027, to be submitted on January 31, 2029. The sub-grantee will maintain their records through January 31, 2032.
- III. The sub-grantee accepts that any duly authorized representative of NSLAPR, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of this sub-grant.
- IV. This sub-grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this sub-grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this sub-grant, and the sub-grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from federal sources is not appropriated or is withdrawn, limited, or impaired.



Name of Federal awarding agency: Institute of Museum and Library Services	
Name of recipient: Nevada State Library, Archives and Public Records, Nevada Department of Administration	
Recipient Unique Entity Identifier: CS7KXL4DQMN5	
CFDA Name: LSTA Grants to States	CFDA Number: 45-310
Federal Award ID Number (FAIN): IS-253640-OIS-23	Federal Award Date: February 9, 2023
Total Amount of Federal Award: \$ 2,213,574	Research & Development: No
Period of Performance Start Date: Oct. 1, 2022 Period of Performance End Date: Sept. 30, 2024	Indirect Cost Rate: 0.0

**Contact Information**

Question or concerns about an LSTA project should be directed to:

Sulin Jones/LSTA Coordinator  
 Nevada State Library, Archives and Public Records  
 (775) 684-3340 / Fax (775) 684-3311  
 E-mail: sulinjones@admin.nv.gov or nslaprlsta@admin.nv.gov

**Required Signatures:**

	Date
State Library, Archives & Public Records Administrator	1/8/2024
	Date
Sub-grantee Authorized Official	1-5-2024
Timothy DeGhelder Library Director	
Printed Name and Title	

# Expense Budget Worksheet Report

FY24 YTD/FY23 Actual > 69% 2025 Base Budget - 2025 Adjusted Base - 2024 Projected Amount

Fund: 224 - Library  
 Department: 804 - Library  
 EXPENSES  
 EX20 - Services & Supplies

Account Number	Account Description	2023 Actual Amount	2024 Actual Amount	FY24 YTD/FY23 Actual > 69%	2025 Base Budget -	2025 Adjusted Base -	2024 Projected Amount
224-804 520.029	Program Underwriting	3,889.30	444.81	12%	3,924.00	3,924.00	755.14
224-804 520.045	Computer System - County Created	6,639.85	0.00	0%	6,840.00	6,840.00	0.00
224-804 520.060	Postage/Pro Bar Rent	2,217.88	2,248.06	101%	2,285.00	2,285.00	3,816.47
224-804 520.064	Travel	1,514.15	55.03	4%	1,560.00	1,560.00	93.42
224-804 520.072	Advertising	324.00	249.00	77%	334.00	334.00	422.72
224-804 520.078	Printing & Binding	1,150.86	471.62	41%	1,186.00	1,186.00	800.66
224-804 520.085	Telephone/Communications	29,059.73	10,475.39	36%	29,932.00	29,932.00	17,783.80
224-804 520.088	Utilities	41,493.48	19,983.66	48%	42,739.00	42,739.00	33,925.75
224-804 520.097	Mail/BAG	529.93	948.93	179%	546.00	546.00	1,610.97
224-804 520.098	Janitorial Services	28,933.80	13,324.80	46%	29,802.00	29,802.00	2,785.82
224-804 520.107	Plant Equip	75.93	1,640.96	2161%	79.00	79.00	2,621.17
224-804 520.114	Motor Pool Expense	5,610.00	2,495.00	44%	5,779.00	5,779.00	4,235.70
224-804 520.116	Veh. Maint-Co Shop	2,173.56	1,177.36	8%	2,239.00	2,239.00	301.10
224-804 520.136	Rents & Leases Equipment	3,353.28	1,397.20	42%	3,454.00	3,454.00	2,371.99
224-804 520.156	Rent Mgmt-Co. Insurance	50,189.00	27,456.75	55%	51,695.00	51,695.00	46,612.62
224-804 520.170	Memberships	1,071.00	889.00	83%	1,104.00	1,104.00	1,509.23
224-804 520.200	Training & Education	0.00	400.00	N/A	0.00	0.00	679.07
224-804 520.240	Data Lines	1,579.64	853.33	54%	0.00	0.00	1,448.68
224-804 520.256	Rent Mgmt Cost Allocation	13,949.00	14,295.75	102%	14,368.00	14,368.00	24,289.53
224-804 521.100	Professional Services	31,089.88	14,826.46	48%	32,032.00	32,032.00	25,170.50
224-804 521.134	Cataloging	14,164.36	9,982.68	70%	14,590.00	14,590.00	16,947.34
224-804 521.500	Central Svcs Cost Allocation	145,174.00	152,881.50	105%	149,530.00	149,530.00	259,543.01
224-804 520.001	Circulation Supplies	2,053.56	1,496.02	73%	2,116.00	2,116.00	2,539.75
224-804 532.054	Gas & Oil	2,873.44	1,079.61	38%	2,960.00	2,960.00	1,832.83
224-804 532.057	Library Materials-Books	125,222.51	65,914.18	53%	128,980.00	128,980.00	111,900.82
224-804 532.059	Processing Materials	6,781.78	3,347.59	49%	6,986.00	6,986.00	5,683.12
224-804 532.080	Library Materials-Digital	33,927.29	12,844.97	38%	34,946.00	34,946.00	21,806.58
224-804 533.802	Office Supplies	4,094.21	2,006.13	49%	4,218.00	4,218.00	3,405.76
224-804 533.806	Small Equipment	1,218.85	965.40	79%	1,256.00	1,256.00	1,638.93
224-804 533.813	Software	24,849.65	20,492.58	82%	25,596.00	25,596.00	34,789.73
224-804 533.817	Office Products Program	1,562.36	981.72	63%	1,610.00	1,610.00	1,666.64
224-804 540.010	Small Projects	6,368.93	10,431.96	164%	6,560.00	6,560.00	17,710.07
224-804 541.501	Grants-Services & Supplies	31,796.12	6,392.34	20%	0.00	0.00	10,852.11
224-804 550.100	Grant Mgmt- Serv & Supplies	920.00	0.00	0%	948.00	948.00	0.00
	Bank Fees-Credit Card Processing	454.79	243.01	53%	469.00	469.00	412.55
	<b>Account Classification Total: EX20 - Services &amp; Supplies</b>	<b>\$626,235.12</b>	<b>\$401,692.80</b>	<b>64%</b>	<b>\$610,663.00</b>	<b>\$610,663.00</b>	<b>\$681,943.59</b>
	<b>Department Total: 804 - Library</b>	<b>\$626,235.12</b>	<b>\$401,692.80</b>	<b>64%</b>	<b>\$610,663.00</b>	<b>\$610,663.00</b>	<b>\$681,943.59</b>
	<b>EXPENSES Total</b>	<b>\$626,235.12</b>	<b>\$401,692.80</b>	<b>64%</b>	<b>\$610,663.00</b>	<b>\$610,663.00</b>	<b>\$681,943.59</b>
	<b>Fund EXPENSE Total: 224 - Library</b>	<b>\$626,235.12</b>	<b>\$401,692.80</b>	<b>64%</b>	<b>\$610,663.00</b>	<b>\$610,663.00</b>	<b>\$681,943.59</b>
	<b>EXPENSE GRAND TOTALS:</b>	<b>\$626,235.12</b>	<b>\$401,692.80</b>	<b>64%</b>	<b>\$610,663.00</b>	<b>\$610,663.00</b>	<b>\$681,943.59</b>

LIBRARY BOARD OF TRUSTEES  
 MTG 1/23/24  
 SUPPORTING MATERIAL  
 Agenda Item #8

## Director Report- December 2023 and January 2024

Christmas Bells at Minden- Bells were ringing at the library with Christmas music. We had a small concert on December 2<sup>nd</sup>. Many people enjoyed listening to bells ringing out Christmas music in the center area of the library.

Santa and Mrs. Claus at Minden on December 15<sup>th</sup>. Christmas listened to stories and had the chance to talk with Santa. It was a very festive event. Kids also got the chance to send a note to Santa about good things happening in their lives.

Bookmobile in Christmas Parade. The bookmobile was lighted up and drove through town to celebrate the kickoff to Christmas. It was nice to be part of a community event and show our community we support them.

Luise Davis- 25 year anniversary at Douglas County Public Library. Luise had a milestone event celebrated at a BOCC meeting. Thanks Luise for your service.

Digital Game Tables purchased from Library Gala funds put out Jan 2<sup>nd</sup>. Our digital game tables are being played! People are enjoying classic board games with a digital spin put on them.

Donation for Reading Paws- working on new teams and rewards. The library received a small donation towards our program where kids read to pet teams. We are going to use the money to create special reading trading cards for the kids to collect. They will earn a card when they read to a specific pet. We hope they will collect them all.

Going to Public Library Association Conference- April applied for state grant. PLA is a wonderful conference focused on what libraries are doing around the country. Vanna Bells and Tim DeGhelder will be attending the conference April 3 to April 5. We were able to get a grant from the state of NV in the amount of \$3,000 to help cover costs for this conference.

Annual report due to state on January 1, 2024. Our report has been filed with the state to keep our library in good standing with the state. This report shares collection size, circulation and programming information.

Graduated Leadership of Douglas County in December. I attended outreach meeting the third Tuesday of every month for the entire year of 2023. This program also includes homework to get involved in the community and a class project. In 2024 I will be in charge of organizing Education Day for the next class of Leadership. I hope to include the public library as a resource for lifetime learning.

Ordered materials for 1000 Books before Kindergarten. Holly was able to order posters, SWAG and books for this new program. Access to this program will be posted on our webpage with flyers leading people to our webpage for signups.

Winter Read- Starts Jan 1. (Working with Community Center). We are telling people, read two books and get an entry for a new quilt. So far, we're getting a good response.

Intern position posted at UNR. The marketing position has been posted and will run through the end of January. Then I will look at who has applied and see what kind of marketing experience they have.

Dolly Parton kickoff Jan. 12, we had a county wide event to invite Douglas County to learn about kids programs and signup for Dolly's reading program. The Washoe Tribe came and read two books in English and the Washoe Language. Parents also learned about Every Child Ready to Read and 1,000 Books before Kindergarten.

Law Library Annual Report. The law library is a section of our public library. We helped give a report on owning materials to the county. There are minimal requirements we need to have according to state law. NOTE: this is a separate budget in the county for the law library.

Reader's Advisory Training – Jan 19. Staff will train for 1.5 hours on helping customers find interesting books to read.

New World Books with Friends of the Library. The Friends have an account with New World Books. They will be able to scan books not sold in the library and ship them off to get a little extra money. This will give the FOL another opportunity to raise some money for the library.

Gala Meetings starting up in January. We are starting to plan again for October 5 which is the date for our Second Annual Gala event.

SCORE is back for another training on January 20, The Basics of Starting a Business.

The library is in the planning stages of working with the Arts Council to help host a new Douglas County Chess Club. We are working on an MOU and they will be a new partner in our programming for the community.

Author Book Talk- Jan 27- Clare Frank with her book "Burnt" will be a part of the FOL Annual Meeting at the Community Center at 11am.

The library will give an annual report to the BOCC. (due in January). If we give a presentation at the BOCC, the new library board president normally attends this meeting.

The assistant library director has been submitted for approval by the BOCC. (We will not have to ask for a budget increase for this position to be created)

The library staff has asked that we look at policy to include leering, staring and customers following each other as part of the inappropriate customer action policy. More to come in February 2024.

The following are Public Library Association sessions that Vanna and I will be attending.

**Tim DeGhelder- PLA sessions**

**Wednesday, 4/3 – 10:15am**

**Telling Meaningful Stories: Sharing the Impact of Library Business Services**

**11:30am**

RA Meets AI: Building and Launching a Reader's Advisory Kiosk

**2:00pm**

Too Big to Fail: Community Engagement across 41 Libraries

**Thursday, 4/4 – 10:15am**

Unbannable: How Libraries Are Ensuring Access to Banned Books

**11:30am**

Public Library Leaders Share Perspectives, Lessons Learned, and Key Takeaways

**2:00pm**

Building Leadership and Equity with Staff Mentorship

**4:00pm**

Dedicated Sustainable Funding: A \$30 Million Advocacy Success Story

**Friday, 4/5 – 10:15am**

Activating AI Education and Algorithmic Literacy at Toronto Public Library

**11:30am**

Food Is a Right: Libraries and Food Justice

**2:15pm**

Film Production and Storytelling as a form of Community Dialogue, Engagement, and Advocacy

**3:30pm**

Engaging Beyond Our Walls: Making Neighborhood Games and Outdoor Storytelling

**Vanna Bells PLA Sessions**

**Wednesday, 4/3 – 10:15am**

Leadership by Design: Human-centered Approach for Library Leaders

**11:30am**

How to Weather the Turbulence of a Video Auditor

**2:00pm**

Older Adults Need Job! Empowering Seniors to Rejoin the Workforce

**Thursday, 4/4 – 10:15am**

**Indigenizing the Library: How Idaho Created a Statewide Training for Indigenous Inclusion**

**11:30am**

**Trans Staff and Patrons: Where to Begin and Next Steps**

**2:00pm**

**The Promise of Public Spaces: Building Community with Our Neighbors**

**4:00pm**

**The Future's So Bright: Supporting the Next Generation of Librarians**

**Friday, 4/5 – 10:15am**

**Three Must-Have Activities for New Employee Training**

**11:30am**

**Reimagining Public Service and Staffing Models with Flexibility Top of Mind**

**2:15pm**

**Working Together: Developing Neurodivergent and IDD Inclusive Volunteer Opportunities**

**3:30pm**

**Library Resilience from Coast to Coast: Lessons from Disaster Research**