

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



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

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

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

February 16, 2024

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, February 27, 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 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 January 23, 2024 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. January
  - ii. February

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

- a. 1/31/24

6. For possible action. Discussion and review of Library Grant Summary Report and acceptance of 22 free Memory Care Kits as part of the Library Service and Technology Act's (LSTA) funded Adult Services Initiative.

- a. Grant Award
  - i. Acceptance of 22 free Memory Care Kits that the library will receive as part of LSTA's funded Adult Services Initiative, to support public libraries in their efforts to meet the evolving informational needs of older community members.

7. For possible action. Discussion and review of the current Douglas County Public Library Bylaws.

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

9. 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.

10. 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 February 27, 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 February and March. 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	2/22/24	1:00 PM	Minden Library
Friends of the Library	3/11/24	3:30 PM	Minden Library
Second Wednesday Book Group	3/13/24	5:00 PM	Minden Library

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

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**January 23, 2024**

**ATTENDEES**

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

**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 Cynthia Gregory

**THE MEETING CONVENED AT 10:03 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Starla Doughty asked for public comment.

Chairperson Doughty wanted to welcome new trustee Theresa Oliveira to the board. She was appointed in December.

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

**2. DISCUSSION ON THE ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2024.**

MOTION/VOTE:

Chairperson Doughty made a motion to nominate Vice Chairperson Robert Conner for Chair. Trustee Jimayne Merkow made a second. There being no discussion or public comment the motion carried unanimously with a 5-0 vote. Chairperson Robert Conner made a motion to nominate Trustee Merkow for Vice Chair. Trustee Theresa DeGraffenreid made a second. There being no discussion and no public comment the motion carried unanimously with a 5-0 vote.

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

MOTION/VOTE:

There being no public comment, Trustee DeGraffenreid made a motion to approve the agenda. Vice Chairperson Jimayne Merkow made a second and the motion carried unanimously with a 5-0 vote.

**4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 28, 2023 REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Starla Doughty made a motion to approve the minutes of the November 28, 2023 regular meeting. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

**5. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

- i. November**
- ii. December**
- iii. January**

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

\*Funding/partial funding by Friends of the Library

**MOTION/VOTE:**

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

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

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

Chairperson Conner noted that he, Tim and Veronica met with the library’s accountant from Finance to go over some of the numbers and get a better understanding of how the budget works and where the numbers come from. He stated that when the board discusses the budget further on in the agenda, the numbers may make more sense.

**MOTION/VOTE:**

There being no public comment, Trustee Doughty made a motion to approve the budget performance report. Trustee DeGraffenreid made a second and the motion carried unanimously with a 5-0 vote.

**7. 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.

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

- 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.

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

MOTION/VOTE:

Vice Chairperson Merkow made a motion to approve the grant summary report. Trustee Oliveira made a second and the motion carried unanimously with a 5-0 vote.

**8. 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.**

Director DeGhelder provided the board with an expense budget worksheet report of the library's services and supplies. Tim explained that there will be a 3% increase from fiscal year 22-23 (FY23) actual services and supplies expenses which will form the fiscal year 24-25 (FY25) base budget. The worksheet lists what the library's budget was in FY23 and what the base budget will look like in FY25 based on the 3% increase. There was a long discussion amongst the board on what these numbers look like, why they look the way they do, what the library has expensed so far in this year's budget and what adjustments in the FY25 base budget Tim will be requesting. Some of the line items that are of concern in this fiscal year that Tim will be asking for adjustments in are travel at \$5,000, advertising he will keep at the same budget, motor pool he will be asking for \$8,000 to cover bookmobile maintenance expenses. To keep up with the strategic plan he will be asking for \$3,000 in training and education. He noted that there was a line item that was removed by county and any funding that would have been used in that budget will now go to software, therefore he will be asking for \$40,000 in that budget. Most of that budget will be used to fund the library's Polaris cataloging system. For Tahoe improvements he will make a one-time ask of \$4,000 to small equipment and \$25,000 to small projects to make the meeting room at Tahoe accessible to the community 24 hours a day. He noted this is a significant project that will take some time to accomplish. In addition to the \$25,000 for small projects he will need \$2,000 for cameras and security at the lake and he noted that he would also like digital signage for the Minden branch and the cost for that would be \$35,000 which totals small projects at \$62,000 at a one-time ask. He stated that based on current fiscal year expenses for circulation, cataloging, processing and library material he will be asking for a 10% increase to the budget for those line items. Vanna Bells noted some possible cost savings. She stated that Community Services recommended the library reach out to county IT to see if they have money in their budget to help with the costs to put into place an RFID system for the meeting room at the lake. She also noted that Carson City Library's digital signage was furnished by a foundation grant and that may be something to look into and perhaps some gala money can help fund some of these projects as well. Tim will be submitting the tentative budget in February and presenting the library's FY25 budget to the commissioners in March.

MOTION/VOTE:

Trustee Doughty made a motion to approve the tentative budget as presented and discussed. Trustee DeGraffenreid made a second. There being no public comment or further discussion, the motion carried unanimously with a 5-0 vote.

**9. 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.**

Chairperson Conner stated that new trustees are to complete the state library's online training and Trustee Oliveira believed this to be part of the ethics and open meeting law training. She will complete both. Deputy District Attorney Cynthia Gregory confirmed that she has 6 months to complete the online training.

**10. 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.

**11. CLOSING PUBLIC COMMENTS.**

Chairperson Conner asked for public comment.

Vanna encouraged the board to come to the Friends of the Library annual meeting at the community center. There will be an author talk.

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

**MEETING ADJOURNED AT 11:15 A.M.**

*Lib. Board of Trustees Mtg 2/27/24  
Consent Calendar  
Agenda Item 4a*

Gift Fund Claims  
January / February 2024

*Do Co Procurement Program	Items for Adult Crafters' Club; 2024 Summer Reading; Mrs. Claus Storytime	5774	\$346.87
*DoCo Procurement Program	Items for Graham Cracker House Decorating	8543	\$ 74.90
*Amazon	Items for 2024 Summer Reading	04686	\$ 506.34
Amazon	Items for Every Child Ready to Read and 1,000 Books Before Kindergarten	04688	\$ 1,068.56
*Amazon	Grand prizes for 2024 Summer Reading	04697	\$ 575.60
Amazon	Items for Every Child Ready to Read and 1,000 Books Before Kindergarten	04714	\$ 29.98
*Amazon	Items for Dr. Seuss Birthday Extravaganza	04714	\$ 120.48
*Amazon	Items for Alice in Wonderland Tea Party; Blind Box subscription	04699	\$ 408.11
*Amazon	Items for Grinch's Anti-Valentine's Day; Grand prizes for 2024 Summer Reading; Books for Every Child Ready To Read and 1,000 Books Before Kindergarten	04709	\$ 320.86
*DoCo Procurement Program	Items for Dolly Parton's Imagination Library; 2024 Summer Reading; Alice In Wonderland Tea Party; Tiny Free Library; Performance finale 2023 Summer Reading	5774	\$ 1,698.12
*DoCo Procurement Program	Items for Tea Party; Fabric for Summer Reading display DLT	8543	\$ 49.57
DoCo Procurement Program	Patron Game Table supplies	8235	\$ 86.94
Amazon	Books funded by READING Paws Donation	04720	\$ 167.04
*Amazon	2024 Summer Reading incentives	04719	\$ 159.68

# GIFT FUND EXPENDITURES REPORT FY 23-24

2/20/2024

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 7/1/23-4/30/24 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	65.26			\$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	04582	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	9/8/2023	31.24			Refreshments for Tea Party program
Do Co Procurement Program	5774	9/8/2023	44.25		278.88	\$228.96 glue sticks for book repair; \$49.92 items for teen room; \$44.25 refreshments for The Council
Amazon	04564	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			\$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	04598	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 Spratford	04852	12/6/2023			350.00	Readers Advisory Training
Amazon	04855	12/6/2023			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; \$87.13 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	04857	12/13/2023			286.50	Bookmarks and posters (FOL)
Amazon	04867	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	12/8/2023	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	98.94			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	12/6/2023	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	28.94			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/19/2023	27.97			Graham Cracker House Decorating program
Amazon	04888	1/16/2024	506.34			SRP 2024 (FOL)
Amazon	04888	1/17/2024	1,068.56			ECRR & 1000BBKG
Amazon	04897	1/24/2024	575.60			2024 SRP Grand Prizes 0-19 (FOL)
Amazon	04898	1/24/2024	29.98			ECRR & 1000BBKG
Amazon	04714	2/13/2024	120.48			Dr. Seuss's Birthday Extravaganza (FOL)
Amazon	04899	1/29/2024	408.11			\$246.81 Alice in Wonderland (FOL); \$161.50 Blind Box subscription (FOL)
Amazon	04709	2/1/2024	320.88			\$265.32 items for Grinch's Anti-Valentine's Day (FOL); \$22.98 grand prizes for SRP (FOL); \$32.58 books for ECRR & 1000BBKG
Do Co Procurement Program	5774	1/12/2024			358.18	Items for Dolly Parton's Imagination Library
Do Co Procurement Program	5774	1/13/2024	53.50			Items for 2024 Summer Reading Program
Do Co Procurement Program	5774	1/25/2024	47.44			Items for Alice in Wonderland Tea Party
Do Co Procurement Program	5774	1/29/2024			416.62	Free library boxes
Do Co Procurement Program	5774	1/29/2024	850.00			Performance finale for 2023 Summer Reading
Do Co Procurement Program	5774	1/30/2024			-27.62	Refund for tax charge

# GIFT FUND EXPENDITURES REPORT FY 23-24

2/20/2024

Vendor	Voucher	Date	Programs	Library Materials	All Others	Notes
Do Co Procurement Program	8543	1/15/2024	8.98			Items for Tea Party program
Do Co Procurement Program	8543	1/16/2024	11.98			Items for Tea Party program
Do Co Procurement Program	8543	1/27/2024	28.61			Fabric for SRP book displays
Do Co Procurement Program	8235	1/3/2024			88.94	Supplies to install patron game table
Amazon	04720	2/18/2024		167.04		READING Paws donation
Amazon	04719	2/16/2024	159.68			\$70.71 DLT SRP incentives (FOL); \$88.97 DCL SRP incentives (FOL)
						Grand Total:
<b>TOTALS</b>			9,387.71	419.27	7,522.01	<b>\$17,328.99</b>
			Programs	Materials	All others	\$17,328.99

Lib. Board of Trustees Mtg 2/27/24

Agenda Item #5a

Douglas County Public Library

Budget Summary  
 Fiscal Year 2023-2024                      Month End 1/31/2024                      % of Fiscal Year 56.6%

**EXPENDITURE ACCOUNTS**

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$1,028,784		\$86,623	\$576,726	56%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$535,195		\$45,037	\$297,698	56%	

Services & Supplies					
Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
\$680,438	\$130,269	\$95,281	\$201,761	\$460,720	82%

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 01/31/24  
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
<b>Department 224 - Library</b> <b>Fund 804 - Library</b> <b>EXPENSE</b>										
<i>Salaries &amp; Wages</i>										
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	67,557.86	.00	478,677.01	550,106.99	47	439,103.99
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	3,014.62
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	5.17
511.171	Holidays	.00	.00	.00	11,965.20	.00	36,096.08	(36,096.08)	+++	31,612.00
511.172	Comp Paid	.00	.00	.00	477.93	.00	5,396.85	(5,396.85)	+++	3,347.96
511.173	Vacation	.00	.00	.00	5,096.54	.00	37,085.01	(37,085.01)	+++	34,338.42
511.174	Sick	.00	.00	.00	1,525.43	.00	19,471.27	(19,471.27)	+++	17,468.36
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>\$86,622.96</b>	<b>\$0.00</b>	<b>\$576,726.22</b>	<b>\$452,057.78</b>	<b>56%</b>	<b>\$528,890.52</b>
<i>Employee Benefits</i>										
511.181	Retirement	333,853.00	.00	333,853.00	27,496.58	.00	187,013.67	146,839.33	56	153,952.22
511.182	Workers Comp	23,139.00	.00	23,139.00	1,757.78	.00	12,837.65	10,301.35	55	12,071.35
511.183	Group Insurance	149,143.00	.00	149,143.00	13,405.18	.00	81,935.27	67,207.73	55	71,508.74
511.184	Unemployment	5,207.00	.00	5,207.00	434.87	.00	2,901.03	2,305.97	56	2,750.37
511.186	Medicare	15,079.00	.00	15,079.00	1,213.63	.00	8,077.69	7,001.31	54	7,448.86
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	1,020.00	1,020.00	50	935.00
511.195	Social Security	26.00	.00	26.00	.00	.00	.00	26.00	0	.00
511.201	PEBS-Rel-Medical	6,708.00	.00	6,708.00	559.00	.00	3,913.00	2,795.00	58	3,913.00
<i>Employee Benefits Totals</i>		<b>\$535,195.00</b>	<b>\$0.00</b>	<b>\$535,195.00</b>	<b>\$45,037.04</b>	<b>\$0.00</b>	<b>\$297,698.31</b>	<b>\$237,496.69</b>	<b>56%</b>	<b>\$252,579.54</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	530.44	2,755.56	16	2,827.95
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	.00	.00	2,768.05	(338.05)	114	2,625.93
520.064	Travel	9,939.00	.00	9,939.00	.00	.00	108.78	9,830.22	1	631.88
520.072	Advertising	26,932.00	(5,000.00)	21,932.00	114.45	.00	403.45	21,528.55	2	324.00
520.078	Printing & Binding	888.00	.00	888.00	84.73	.00	641.30	246.70	72	570.22
520.085	Telephone/Communications	20,180.00	.00	20,180.00	1,530.93	.00	13,441.67	6,738.33	67	18,393.36
520.088	Utilities	35,175.00	.00	35,175.00	5,700.68	.00	25,911.67	9,263.33	74	23,783.24
520.097	Maint B&G	3,948.00	.00	3,948.00	.00	.00	948.93	2,999.07	24	424.47
520.098	Janitorial Services	33,944.00	.00	33,944.00	2,665.50	(2,154.80)	18,654.80	17,444.00	49	15,609.00
520.107	Maint Equip	2,798.00	.00	2,798.00	339.98	.00	1,980.94	817.06	71	21.98
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	2,994.00	2,998.00	50	3,276.00



# Library Expense Budget Performance Report

Fiscal Year to Date 01/31/24  
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>Services &amp; Supplies</i>									
520.116	Veh. Maint-Co Shop	1,806.00	5,000.00	6,806.00	.00	.00	5,204.61	1,601.39	76	2,025.43
520.136	Rents & Leases Equipment	3,865.00	.00	3,865.00	279.44	.00	1,956.08	1,908.92	51	1,676.64
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	9,152.25	.00	27,456.75	9,152.25	75	25,094.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.170	Memberships	1,000.00	.00	1,000.00	125.00	.00	1,044.00	(44.00)	104	635.00
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	988.30	3,115.70	24	909.79
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	4,765.25	.00	14,295.75	4,765.25	75	6,974.50
521.100	Professional Services	28,915.00	.00	28,915.00	1,561.00	.00	16,387.46	12,527.54	57	6,445.53
521.134	Cataloging	13,953.00	.00	13,953.00	1,029.50	.00	11,658.88	(3,119.46)	122	10,782.66
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	50,960.50	.00	152,881.50	50,960.50	75	72,587.00
530.001	Circulation Supplies	1,887.00	.00	1,887.00	80.20	.00	1,576.22	310.78	84	244.36
532.003	Gas & Oil	3,123.00	.00	3,123.00	32.54	.00	1,338.74	1,784.26	43	1,760.54
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	10,218.11	.00	91,795.20	11,183.39	96	68,308.13
532.057	Processing Materials	8,614.00	.00	8,614.00	447.18	.00	4,388.86	(4,922.98)	157	4,712.58
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	5,400.46	.00	18,245.43	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	543.80	.00	2,757.01	1,274.99	68	2,592.28
533.802	Small Equipment	99.00	.00	99.00	.00	.00	965.40	(866.40)	975	821.01
533.806	Software	.00	.00	.00	.00	.00	20,492.58	(20,492.58)	+++	21,436.89
533.813	Office Products Program	2,315.00	.00	2,315.00	80.31	.00	1,246.04	1,068.96	54	1,347.51
533.817	Small Projects	.00	3,009.00	3,009.00	.00	.00	10,621.94	(7,612.94)	353	.00
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	34.82	.00	243.01	188.99	56	238.88
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	\$95,281.10	\$201,760.88	\$460,720.13	\$148,225.99	82%	\$362,218.68
	<i>Capital Outlay/Projects</i>									
562.000	Capital Projects	.00	154,442.00	154,442.00	.00	.00	.00	154,442.00	0	.00
	<i>Capital Outlay/Projects Totals</i>	\$0.00	\$154,442.00	\$154,442.00	\$0.00	\$0.00	\$0.00	\$154,442.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$2,244,417.00	\$284,711.00	\$2,529,128.00	\$226,941.10	\$201,760.88	\$1,335,144.66	\$992,222.46	61%	\$1,143,688.74
	Department 804 - Library Totals	(\$2,244,417.00)	(\$284,711.00)	(\$2,529,128.00)	(\$226,941.10)	(\$201,760.88)	(\$1,335,144.66)	(\$992,222.46)	61%	(\$1,143,688.74)
	Fund 224 - Library Totals	\$2,244,417.00	\$284,711.00	\$2,529,128.00	\$226,941.10	\$201,760.88	\$1,335,144.66	\$992,222.46		\$1,143,688.74
	<b>Grand Totals</b>	\$2,244,417.00	\$284,711.00	\$2,529,128.00	\$226,941.10	\$201,760.88	\$1,335,144.66	\$992,222.46		\$1,143,688.74



# Gift Fund Trial Balance Listing

Through 01/31/24  
 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							
Current Assets							
101,000	Cash	92,631.18	24,598.71	16,341.98	100,887.91	83,162.10	
101,090	Investment-FMV Adjust	(2,647.53)	1,330.85	136.92	(1,453.60)	(2,421.92)	
121,100	Interest Receivable	400.45	1,152.72	1,144.10	409.07	418.18	
	<i>Current Assets Totals</i>	<i>\$90,384.10</i>	<i>\$27,082.28</i>	<i>\$17,623.00</i>	<i>\$99,843.38</i>	<i>\$81,158.36</i>	
202,000	Accounts Payable	(3,042.30)	14,835.50	13,127.75	(1,334.55)	(2,566.77)	
	<i>Current Liabilities Totals</i>	<i>(\$3,042.30)</i>	<i>\$14,835.50</i>	<i>\$13,127.75</i>	<i>(\$1,334.55)</i>	<i>(\$2,566.77)</i>	
	<i>Fund Balance</i>	<i>(87,341.80)</i>	<i>.00</i>	<i>.00</i>	<i>(87,341.80)</i>	<i>(87,111.49)</i>	
253,000	Fund Balance						
	<i>Fund Balance Totals</i>	<i>(\$87,341.80)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$87,341.80)</i>	<i>(\$67,111.49)</i>	





# Gift Fund Income Statement

Through 01/31/24  
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>							
<i>Miscellaneous Revenue</i>							
367,102	Donations	.00	1,309.86	22,659.46	(22,659.46)	+++	31,104.83
<i>Miscellaneous Revenue Totals</i>		\$958.00	\$1,309.86	\$25,273.94	(\$24,315.94)	2,638%	\$30,931.92
<b>Department 000 - Revenue Totals</b>		\$88,300.00	\$1,309.86	\$25,273.94	\$63,026.06	29%	\$30,931.92
<b>REVENUE TOTALS</b>		\$88,300.00	\$1,309.86	\$25,273.94	\$63,026.06	29%	\$30,931.92
<b>EXPENSE</b>							
<b>Department 800 - Library Gift Fund</b>							
<i>Services &amp; Supplies</i>							
532,061	Restricted Use -Library Gift Fund	87,342.00	2,975.85	14,106.91	73,235.09	16	19,451.82
<i>Services &amp; Supplies Totals</i>		\$87,363.00	\$2,975.85	\$14,106.91	\$73,256.09	16%	\$19,451.82
<b>Department 800 - Library Gift Fund Totals</b>		\$88,300.00	\$2,975.85	\$14,106.91	\$74,193.09	16%	\$19,451.82
<b>EXPENSE TOTALS</b>		\$88,300.00	\$2,975.85	\$14,106.91	\$74,193.09	16%	\$19,451.82
<b>Fund 235 - Library Gift Fund Totals</b>							
<i>Grand Totals</i>		88,300.00	1,309.86	25,273.94	63,026.06	29%	30,931.92
<b>REVENUE TOTALS</b>		88,300.00	1,309.86	25,273.94	63,026.06	29%	30,931.92
<b>EXPENSE TOTALS</b>		88,300.00	2,975.85	14,106.91	74,193.09	16%	19,451.82
<b>Fund 235 - Library Gift Fund Net Gain (Loss)</b>		\$0.00	(\$1,665.99)	\$11,167.03	\$11,167.03	+++	\$11,480.10
<i>Grand Total Net Gain (Loss)</i>		\$0.00	(\$1,665.99)	\$11,167.03	\$11,167.03	+++	\$11,480.10



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 01/31/24  
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	Restricted Use - Library Gift Fund	.00	87,342.00	87,342.00	2,975.85	.00	14,106.91	73,235.09	16%	19,451.82
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$2,975.85	\$0.00	\$14,106.91	\$73,235.09	16%	\$19,451.82
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$2,975.85	\$0.00	\$14,106.91	\$73,235.09	16%	\$19,451.82
	Department 800 - Library Gift Fund Totals	\$0.00	(\$87,342.00)	(\$87,342.00)	(\$2,975.85)	\$0.00	(\$14,106.91)	(\$73,235.09)	16%	(\$19,451.82)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$87,342.00	\$87,342.00	\$2,975.85	\$0.00	\$14,106.91	\$73,235.09		\$19,451.82
	Grand Totals	\$0.00	\$87,342.00	\$87,342.00	\$2,975.85	\$0.00	\$14,106.91	\$73,235.09		\$19,451.82

## Director Report- February 2024

Valentine Party- we had a nice turnout for a Grinch Valentine party.

Tea Party- we also had a nice turnout for an Alice in Wonderland Tea Party.

Assistant Library Director up-date. Interviews are set for the first or second week in March. (Preferably March 5)

Friends of the Library Book Sale- good crowd. People love coming to the library. There were a lot of positive comments. Besides raising money it was a good chance to connect to our customers. We raised almost \$1900.

Memory Kits from State. The state is going to send us memory kits to help with our elderly customers. These kits are made to stimulate the brain and can be used by families, caregivers and senior homes. We will try and see if this could also be part of outreach.

Planning for Library Director Summit in Lake Tahoe- May 29-31. All of the library directors across the state of Nevada are going to meet at Lake Tahoe for networking and training. I volunteered to be part of the committee where we do ice-breakers including fun and thought provoking activities.

Library outreach vehicle was hit by a deer. It is in the process of getting fixed. Staff is okay and the library vehicle will be repaired.

Volunteer Lunch- April 25. We had 1,500 volunteer hours served in 2023. We are going to invite core volunteers to a lunch. This will also include our read to pets program. We want to show appreciation to our county wide volunteers.

Author Night- April 24. We are going to have five local authors come to the library at Minden and have an author table. We will also give each author 15 minutes to present a mini author talk.

Winter Read- growing strong Jan & Feb 2023. We might have over 500 entries by the ending program. That is more than 10 entries a day.

FOL Annual Meeting at the community center in Gardnerville. This was a great partnership using the large dining area. There was zero cost and we had over 85 people attend. I did get some feedback from the community center that the senior crowd would be open for more author programs.

Four more Tiny Free Library Boxes ordered. I hope to have them out this spring.

Staff is working on Reader's Advisory display of staff favorites. We had a reader advisory training on Jan 19<sup>th</sup>. A follow-up to our training is for staff to start sharing books that we enjoy with the public.

Working with Carson Valley Chamber to do a Strength Finders class. This will involve staff answering questions that will give them feedback on their strengths. We would then have a short training meeting on how to use the strengths.

The new Douglas County Chess Club will be a partnership working with the library. They will come to the library every Friday from 3pm to 5pm. They will also have an introduction to chess one Saturday every month.

I will be attending another County Strategic Planning meeting. March 1 at 10am the BOCC will hold a special meeting to review and discuss feedback on the strategic plan.

March 25<sup>th</sup>- I have to do a slide presentation of the proposed library budget. This will include all of our requests. It will also include our library goals for the budget year.

PLA- April 1 to 6- I sent the agenda in the January 2023 Director Agenda.

Sertoma Coat Drive- thank you letter. The library had a coat collection barrel at the front of the library. (3 months) They collected 9,748 warm items for community.

Pollinator Garden behind the library might be something we work with the UNR extension.

Seed Library was also a topic that we might be working with the UNR extension. This would allow customers to come to the library and get seeds to plant in their garden.

I start County Wide Supervisory Management Training. This is an eight class schedule. My first classes are March 7<sup>th</sup> and March 27<sup>th</sup>.

A wonderful donation was given to the library through the Friends of Douglas County Public Library. (Mary Israel died and she left \$100,000 to the Douglas County Public Library)

After my last visit to Backpack Buddies, we might have went over the one ton amount of food donated to the library.