Douglas County Public Library Board of Trustees
Meeting Notice and Agenda

April 17, 2024

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, April 23, 2024** in the **Meeting Room of the Zephyr Cove Library, 233 Warrior Way, Zephyr Cove, NV.** The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. Public comments. [No Action]
   At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

   Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

   If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. For possible action. Discussion on approval of the agenda. The Library Board of Trustees reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

3. For possible action. Discussion on approval of the minutes of the March 26, 2024 regular meeting.

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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. March
      ii. April

5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
   a. 3/31/24

6. For possible action. Discussion and review of Library Grant Summary Report and acceptance of the grant award listed below.
   a. Grant Award
      i. Acceptance of the Library Service and Technology Act (LSTA) Continuing Education Grant-In-Aid Award in the amount of no more than $1,500, which will fund the Collection Development Librarian, Luise Davis' attendance at the Utah Library Association (ULA) and Mountain Plains Library Association (MPLA) Joint Conference, May, 8 – 11, in Salt Lake City, UT.

7. For possible action. Discussion on entering into a possible partnership with Asotin County Library, Washington, through a memorandum of understanding/agreement, on its Leadership Grant for Libraries project, "Expanding Open Data Opportunities for Small Public Libraries" through the beginning of 2025; Douglas County Public Library's participation would include but is not limited to: receiving $13,250.00 in pass through grant monies, dedicating 80-100 hours of staff time to meet with participants, publishing local open data sets, and evaluating an Open Data Toolkit designed by Asotin County Library.

8. For possible action. Discussion and update on the Fiscal Year (FY) 24-25 library budget following presentation to the Board of County Commissioners, including revisions based on the reduction of working hours for one current full time employee position.

9. For possible action. Discussion on establishing reoccurring date(s) through December 2024 for agenda setting meetings.

10. For possible action. Discussion on establishing performance goals for Library Director Timothy DeGhelder for June 2024-2025, for inclusion into the upcoming Director's 2024 annual performance evaluation.

11. For presentation only. Update and presentation on the Public Library Association (PLA) Conference attended by Library Director Timothy DeGhelder and Library Supervisor Vanna Bells on April 2 – 5 in Columbus, OH.

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

13. 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.

14. For possible action. Adjournment.

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

Douglas County Library, 1625 Library Lane, Minden NV,
https://library.douglascountynv.gov/
Douglas County website,
https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
State of Nevada website, https://notice.nv.gov

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

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

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before April 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 April / May. 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.

Local Author Gathering	4/24/24	4:00 PM	Minden Library
Friends of the Library Gala Committee Meeting	4/25/24	11:30 AM	Minden Library
Friends of the Library	5/13/24	3:30 PM	Minden Library
Friends of the Library Quarterly Book Sale	5/17-18/24	10:00 AM	Minden Library
Second Wednesday Book Group	5/22/24	5:00 PM	Minden Library

Meeting dates, times and locations are subject to change.

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS.

Chairperson Robert Conner asked for public comment.

Chairperson Conner thanked the library supervisors for applying for the Assistant Director position and thanked Laura for accepting the position and the additional work that will entail. The board is happy Laura accepted the position and congratulated her as well.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA

MOTION/VOTE:
Trustee Starla Doughty made a motion to approve the agenda. Vice Chairperson Jimayne Merkow made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE FEBRUARY 27, 2024 REGULAR MEETING.

MOTION/VOTE:
There being no public comment, Trustee Theresa Oliveira made a motion to approve the minutes of the February 27, 2024 regular meeting. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS
  #### i. February
  #### ii. March

Gift Fund Claims
February / March 2024

Amazon	Book funded with READing Paws Donation	04721	$ 9.46
*DoCo Procurement Program	Tiny Free Library; supplies for book Repair Machine	5774	$ 1,428.86
*DoCo Procurement Program	Items for Tea Party	8543	$ 42.89
DoCo Procurement Program	Rotary Club Membership dues	0374	$ 550.00
*DoCo Procurement Program	Items for Dr. Seuss Birthday Extravaganza; items for Adult Crafters' Club	3849	$ 93.79
*Amazon	Items for Adult Crafters' Club	04746	$ 93.79

*Funded/partially funded by the Friends of the Library

Trustee Doughty asked for clarification in regards to the $1,400 purchase for the tiny free library and supplies for the book repair machine. Director Timothy DeGhelder explained that that is a combination of one statement and the supplies for the book repair machine are paid from the gift fund since the friends funded the machine. Tim noted that the library is starting to purchase tiny free libraries to place in certain locations throughout the community and commented that Allie and Friends is the library's first preschool location. Trustee Theresa DeGraffenreid commented that having the first tiny free library at this preschool location is a conflict of interest. Tim explained that this location is a beta site and the library already has a working relationship with this school because of the library's storytime visits. The library will distribute to other preschools when more of the tiny free libraries are purchased.

MOTION/VOTE:
There being no public comment, Trustee Oliveira made a motion to approve the consent calendar. Vice Chairperson Merkow made a second. Trustee DeGraffenreid opposed. The motion carried with 4 ayes and 1 nay.

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

a. 2/29/24

Trustee Doughty commented on her concern with the services and supplies budget and that the discussion on the overages and encumbrances have been discussed in past meetings but the library still needs to keep an eye on the expenditures so the library doesn't go over budget. The library needs to pay attention to that for next year's budget. Deputy District Attorney Cynthea Gregory explained that the library enters into contracts with the book manufacturers at the beginning of the fiscal year and the budget for those contracts are encumbered and set aside strictly for the library material expenditures. This way the library doesn't go over the amount allocated for that budget. Laura noted that the library consistently monitors the book budget throughout the year and will halt purchasing if it looks like funding is tight. Chairperson Conner stated that Tim will go over more of the budget at a later agenda item.

MOTION/VOTE:
There being no public comment, Trustee Doughty made a motion to approve the budget performance summary report. Trustee Oliveira made a second and the motion carried unanimously with a 5-0 vote.

6. **DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE FRIENDS OF THE DOUGLAS COUNTY PUBLIC LIBRARY PROGRAM SUPPORT GRANT.**

   a. **Grant Award**

      i. Acceptance of the 2024 Library Program Support Grant from the Friends of the Douglas County Public Library in the amount of $15,000. The purpose of the grant is to provide funds to support Douglas County Public Library programs for all ages.

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

Vice Chairperson Merkow asked if the funding will be used for specific programs and Laura explained that the funds will be used for general programs. Trustee Oliveira noted that the librarians will come to a friends meeting and report quarterly on the expenditures and how the library is spending the money.

MOTION/VOTE:
Trustee Doughty made a motion to approve the Friends of the Douglas County Public Library Program Support Grant. Trustee Oliveira made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

7. **DISCUSSION ON AMENDMENTS TO THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS.**

In reference to the Open Meeting Law section, Chairperson Conner asked about the change from NRS 241.020 to Chapter 241 and Deputy District Attorney explained that typically NRS 241 is always going to be Open Meeting Law, but the legislature makes changes to various sections

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within Chapter 241 at every legislative session so the change was to broaden it to capture any future changes.

MOTION/VOTE:
There being no public comment, Trustee Oliveira made a motion to approve the amendments to the Douglas County Public Library Board of Trustees Bylaws. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

8. **DISCUSSION ON ESTABLISHING PERFORMANCE GOALS FOR LIBRARY DIRECTOR TIMOTHY DEGHELDER FOR JUNE 2024-2025, FOR INCLUSION INTO THE UPCOMING DIRECTOR'S 2024 ANNUAL PERFORMANCE EVALUATION.**

Chairperson Conner read through Director DeGhelder's goals that were established at his last evaluation and asked the board to think about what goals the board would like to implement for next year at Tim's upcoming evaluation that will take place in May. The board will review Tim's goals for last year and evaluate him based on his accomplishments. The board decided that they will think about goals for Tim for next year and bring ideas to the next board meeting in April to discuss. Tim will suggest some goals as well.

9. **DISCUSSION AND UPDATE ON THE FISCAL YEAR (FY) 24-25 LIBRARY BUDGET TO BE PRESENTED TO THE BOARD OF COUNTY COMMISSIONERS, INCLUDING PROPOSED NEW REDUCTIONS BASED ON REVISED REVENUE PROJECTIONS PER THE FINANCE DEPARTMENT AND COUNTY MANAGER'S OFFICE.**

Director DeGhelder explained to the board that when he met with the Assistant County Manager and the Finance Director he was told that the county revenue is flat and the county has to supply more money to the state which means the library's budget for next fiscal year will be cut $331,000. He noted he spoke with Laura and Holly and discussed how this will affect the library's budget and where some areas of the budget can be cut. He stated he also sat down with Bob, Jimayne and Laura and went over every line item in services and supplies and made adjustments where practical. Due to some miscalculated revenue the library got $54,000 back to the budget and the county was able to give the library $165,000 in cash reserves to assist in meeting the library's budget goal. He stated that the county recommended department's project up to five years what their budget will look like if the county is struggling or prevailing and prepare for what areas cuts or supplements can be made. Tim added that because the library had to make such a big cut he is not asking for supplemental. Chairperson Conner noted that there are areas in the library's budget that the library has no control over and that the county regulates and Tim added that the library could not make any adjustments to salaries and wages.

At this time Tim shared with the board the FY 24-25 library budget slides that he will be presenting to the Board of County Commissioners later that afternoon. He noted that he wanted to present more to the commissioners than just the library's proposed budget but why the library is important to the community and why the library needs the budget the library is suggesting. He

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presented on the library's performance measurers and workload indicators, as well as the library's goals and achievements.

The board took a short recess at 11:07 A.M. and reconvened at 11:14 A.M.

Tim went over the tentative adjusted base budget he will be proposing to the commissioners and explained where the cuts are coming from and how this will look in FY 24-25. The board asked questions and suggested potential solutions to help bring additional money into the library such as fundraising and partnerships.

MOTION/VOTE:
Trustee Oliveira made a motion to accept the presentation to the county commissioners. Vice Chairperson Merkow made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

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.

In reference to the weeding that is being done in the children's section that Tim mentioned in his director's report, Laura commented that the library is also weeding in the adult section.

11. CLOSING PUBLIC COMMENTS.

Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:33 A.M.

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Gift Fund Claims
March / April 2024

*ABE Printing & Copy	6"x8" plaques for the Tiny Free Libraries	04749	$ 129.95
*DoCo Procurement Program	Items for DLT Tea Party	8543	$ 22.25
*DoCo Procurement Program	Items for Summer Reading 2024; Supplies for book repair machine	5774	$ 57.39
*Amazon	Items for Tiny Art Show 2024	04769	$ 276.99
*Swank Movie Licensing	DLT copyright compliance site license 2 mths (5/1/24-6/30/24)	04772	$ 78.00

GIFT FUND EXPENDITURES REPORT FY 23-24

4/15/2024

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	85.26			$60 gift cards for Employee Recognition; $25.26 items for Adult Crafters'
Do Co Procurement Program	5774	8/4/2023			7.15	Shipping costs for library program items
Amazon	04562	9/5/2023		138.99		Teen room - video games
Amazon	04557	9/5/2023		43.35		Monroe Wildrose (GF Dollar General funds)
Do Co Procurement Program	8543	9/6/2023	31.24			Refreshments for Tea Party program
Do Co Procurement Program	5774	9/6/2023	44.25		278.88	$228.96 glue sticks for book repair; $49.92 items for teen room; $44.25 refreshments for The Council
Amazon	04564	9/8/2023		69.89		Teen room - video games
Amazon	04581	9/27/2023	96.24			Japanese & Pokemon Clubs (FOL)
Amazon	04584	9/28/2023			55.85	Halloween Event (FOL)
Amazon	04585	9/29/2023			42.84	DLT 3D printer supplies
Amazon	04586	9/30/2023			346.89	TV/Monitor & computer for 3D printer project
Do Co Procurement Program	8543	10/5/2023	416.64			$386.66 holiday decorations; $29.98 refreshments for Tea Party (FOL)
Do Co Procurement Program	3849	10/5/2023	802.47			$173.82 items for Tiny Art Show; $628.65 items for Trick-or-Treat at the lib (FOL)
Do Co Procurement Program	5774	10/5/2023			389.00	Sidewalk Tiny Free Library (donation from Methodist Church)
Amazon	04592	10/5/2023			53.96	DLT Halloween Decorations
Amazon	04596	10/11/2023	89.94			3D pens for library 3D Pen program to replace broken units (FOL)
Swank Movie Licensing USA	04598	10/16/2023	$125.00			One-Time Showing License for Saturday Movies program (FOL)
Washoe Tribe	04601	10/17/2023			500.00	Security deposit for the Washoe Tribe 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	04652	12/6/2023			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; $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	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	12/6/2023	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	-7.46			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/16/2023	26.94			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/19/2023	27.97			Graham Cracker House Decorating program
Amazon	04686	1/16/2024	506.34			SRP 2024 (FOL)
Amazon	04688	1/17/2024	1,068.56			ECRR & 1000BBKG
Amazon	04697	1/24/2024	575.60			2024 SRP Grand Prizes 0-19 (FOL)
Amazon	04698	1/24/2024	29.98			ECRR & 1000BBKG
Amazon	04714	2/13/2024	120.48			Dr Suess's Birthday Extravaganza (FOL)
Amazon	04699	1/29/2024	408.11			$246.61 Alice in Wonderland (FOL); $161.50 Blind Box subscription (FOL)
Amazon	04709	2/1/2024	320.86			$285.32 Items for Grinch's Anti-Valentine's Day (FOL); $22.96 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

4/15/2024

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			86.94	Supplies to install patron game table
Amazon	04720	2/16/2024		167.04		READing Paws donation
Amazon	04719	2/16/2024	159.68			$70.71 DLT SRP incentives (FOL); $88.97 DCL SRP incentives (FOL)
Amazon	04721	2/21/2024	9.46			READing Paws donation
Amazon	04728	2/28/2024	-9.46			Credit memo - READing Paws donation
Do Co Procurement Program	5774	2/2/2024			1,249.86	Tiny Free Library for community outreach
Do Co Procurement Program	5774	2/2/2024			-82.86	Refund for sales tax
Do Co Procurement Program	5774	2/13/2024			228.96	Supplies for book repair machine
Do Co Procurement Program	5774	2/26/2024			32.90	Supplies for book repair machine
Do Co Procurement Program	8543	2/16/2024	7.74			Items for library program
Do Co Procurement Program	8543	2/19/2024	35.15			Items for library program
Do Co Procurement Program	0374	2/15/2024			550.00	Rotary Club membership dues
Do Co Procurement Program	3849	2/15/2024	40.17			Items for library program
Do Co Procurement Program	3849	2/26/2024	53.62			Items for library program
Amazon	04748	3/19/2024	90.24			Items for Adult Crafters' Club
ABE Printing & Copy Inc	04749	3/19/2024			129.95	5 - 6"x8" white plastic signs for Tiny Free Libraries
Do Co Procurement Program	8543	3/15/2024	9.48			Items for DLT Tea Party
Do Co Procurement Program	8543	3/19/2024	12.77			Items for DLT Tea Party
Do Co Procurement Program	5774	2/29/2024	24.49			Items for Summer Reading 2024
Do Co Procurement Program	5774	3/15/2024			32.90	Supplies for book repair machine
Amazon	04769	4/9/2024			276.99	Tiny Art Show 2024 (FOL)
Swank Movie Licensing USA	04772	4/11/2024	78.00			Copyright compliance site license 2mo FY2324 5/1/24-6/30/24 (FOL)
						Grand Total:
TOTALS			9,739.37	419.27	9,940.71	**$20,099.35**
			Programs	Materials	All others	$20,099.35

Douglas County Public Library

Budget Summary				% of Fiscal Year
Fiscal Year 2023-2024		Month End	3/31/2024	70.2%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
$1,028,784		$89,166	$753,098	73%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
$535,195		$46,131	$389,694	73%

Services & Supplies

Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
$680,438	$169,610	$33,585	$171,627	$538,682	84%

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	Amendments	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.

4/15/2024

Library Expense Budget Performance Report

Fiscal Year to Date 03/31/24
Exclude Rollup Account

Fund **224 - Library**
Department **804 - Library**
EXPENSE

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
	Salaries & Wages									
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	74,453.65	.00	630,402.32	398,381.68	61	562,480.36
510.125	Salaries-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
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	4,256.24	.00	40,352.32	(40,352.32)	+++	35,151.28
511.172	Comp Paid	.00	.00	.00	725.56	.00	7,691.53	(7,691.53)	+++	4,745.00
511.173	Vacation	.00	.00	.00	4,819.74	.00	45,733.69	(45,733.69)	+++	39,602.16
511.174	Sick	.00	.00	.00	4,911.03	.00	28,918.55	(28,918.55)	+++	27,323.02
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
	Salaries & Wages Totals	**$1,028,784.00**	**$0.00**	**$1,028,784.00**	**$89,166.22**	**$0.00**	**$753,098.41**	**$275,685.59**	**73%**	**$672,842.16**
	Employee Benefits									
511.181	Retirement	333,853.00	.00	333,853.00	28,539.74	.00	243,836.40	90,016.60	73	195,410.60
511.182	Workers Comp	23,139.00	.00	23,139.00	1,760.26	.00	16,377.67	6,761.33	71	15,312.14
511.183	Group Insurance	149,143.00	.00	149,143.00	13,405.18	.00	108,745.63	40,397.37	73	93,862.42
511.184	Unemployment	5,207.00	.00	5,207.00	446.53	.00	3,786.16	1,420.84	73	3,479.94
511.186	Medicare	15,079.00	.00	15,079.00	1,250.51	.00	10,557.52	4,521.48	70	9,455.18
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	1,360.00	680.00	67	1,275.00
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	5,031.00	1,677.00	75	5,031.00
	Employee Benefits Totals	**$535,195.00**	**$0.00**	**$535,195.00**	**$46,131.22**	**$0.00**	**$389,694.38**	**$145,500.62**	**73%**	**$323,826.28**
	Services & Supplies									
520.000	SERVICES & SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.029	Program Underwriting	3,286.00	.00	3,286.00	29.99	.00	560.43	2,725.57	17	3,261.11
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	3,558.03	(1,128.03)	146	3,161.91
520.064	Travel	9,939.00	.00	9,939.00	760.60	.00	1,400.99	8,538.01	14	1,262.47
520.072	Advertising	26,932.00	(5,000.00)	21,932.00	.00	.00	403.45	21,528.55	2	324.00
520.078	Printing & Binding	888.00	.00	888.00	247.51	.00	971.55	(83.55)	109	930.17
520.085	Telephone/Communications	20,180.00	.00	20,180.00	1,530.93	.00	17,042.33	3,137.67	84	23,704.46
520.088	Utilities	35,175.00	.00	35,175.00	1,766.93	.00	34,917.20	257.80	99	32,261.80
520.097	Maint B&G	3,948.00	.00	3,948.00	.00	.00	1,806.76	2,141.24	46	424.47
520.098	Janitorial Services	33,944.00	.00	33,944.00	.00	11,680.20	21,319.80	944.00	97	20,939.00
520.107	Maint Equip	2,798.00	.00	2,798.00	.00	.00	1,980.94	817.06	71	75.93

DOUGLAS COUNTY

Fund **224 - Library**
Department **804 - Library**
EXPENSE

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
Services & Supplies										
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	3,992.00	2,000.00	67	4,212.00
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	2,514.96	1,350.04	65	2,514.96
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.00	27,456.75	9,152.25	75	37,641.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	1,044.00	(44.00)	104	705.00
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	675.00	2,325.00	22	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	1,258.24	2,845.76	31	1,174.73
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	14,295.75	4,765.25	75	10,461.75
521.100	Professional Services	28,915.00	.00	28,915.00	12,027.44	.00	31,876.88	(2,961.88)	110	9,761.51
521.134	Cataloging	13,953.00	.00	13,953.00	579.40	3,192.78	13,736.48	(2,976.26)	121	13,229.51
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	.00	152,881.50	50,960.50	75	108,880.50
530.001	Circulation Supplies	1,887.00	.00	1,887.00	62.18	.00	1,737.35	149.65	92	1,472.38
532.003	Gas & Oil	3,123.00	.00	3,123.00	128.95	.00	1,698.71	1,424.29	54	2,087.56
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	12,314.39	143,696.60	116,130.14	19,313.26	93	95,057.23
532.057	Processing Materials	8,614.00	.00	8,614.00	1,319.53	7,538.84	6,673.51	(5,598.35)	165	5,798.59
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	.00	5,518.84	25,919.16	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	23.98	.00	2,990.96	1,041.04	74	3,519.90
533.802	Small Equipment	99.00	.00	99.00	.00	.00	965.40	(866.40)	975	821.01
533.806	Software	.00	26,000.00	26,000.00	.00	.00	20,492.58	5,507.42	79	24,129.89
533.813	Office Products Program	2,315.00	.00	2,315.00	.00	.00	1,246.04	1,068.96	54	1,717.78
533.817	Small Projects	.00	13,350.00	13,350.00	21.98	.00	10,726.14	2,623.86	80	200.00
540.010	Grants-Services & Supplies	.00	14,389.00	14,389.00	2,322.06	.00	10,887.33	3,501.67	76	28,044.66
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	34.95	.00	316.99	115.01	73	303.48
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Services & Supplies Totals	$680,438.00	$169,610.00	$850,048.00	$33,585.23	$171,627.26	$538,681.96	$139,738.78	84%	$480,671.33
Capital Outlay/Projects										
562.000	Capital Projects	.00	154,442.00	154,442.00	.00	.00	.00	154,442.00	0	110,558.00
	Capital Outlay/Projects Totals	$0.00	$154,442.00	$154,442.00	$0.00	$0.00	$0.00	$154,442.00	0%	110,558.00
	EXPENSE TOTALS	$2,244,417.00	$324,052.00	$2,568,469.00	$168,882.67	$171,627.26	$1,681,474.75	$715,366.99	72%	$1,587,897.77
	Department **804 - Library** Totals	($2,244,417.00)	($324,052.00)	($2,568,469.00)	($168,882.67)	($171,627.26)	($1,681,474.75)	($715,366.99)	72%	($1,587,897.77)
	Fund **224 - Library** Totals	$2,244,417.00	$324,052.00	$2,568,469.00	$168,882.67	$171,627.26	$1,681,474.75	$715,366.99	72%	$1,587,897.77
	Grand Totals	$2,244,417.00	$324,052.00	$2,568,469.00	$168,882.67	$171,627.26	$1,681,474.75	$715,366.99	72%	$1,587,897.77

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 03/31/24

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	220.19	.00	18,724.47	68,617.53	21	21,274.22
	Services & Supplies Totals	$0.00	$87,342.00	$87,342.00	$220.19	$0.00	$18,724.47	$68,617.53	21%	$21,274.22
	EXPENSE TOTALS	$0.00	$87,342.00	$87,342.00	$220.19	$0.00	$18,724.47	$68,617.53	21%	$21,274.22
	Department 800 - Library Gift Fund Totals	$0.00	($87,342.00)	($87,342.00)	($220.19)	$0.00	($18,724.47)	($68,617.53)	21%	($21,274.22)
	Fund 235 - Library Gift Fund Totals	$0.00	$87,342.00	$87,342.00	$220.19	$0.00	$18,724.47	$68,617.53		$21,274.22
	Grand Totals	$0.00	$87,342.00	$87,342.00	$220.19	$0.00	$18,724.47	$68,617.53		$21,274.22

Gift Fund Trial Balance Listing

Through 03/31/24
Detail Listing
Exclude Rollup Account

DOUGLAS COUNTY

					Prior Year
Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance

Fund 235 - Library Gift Fund

Current Assets

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance
101.000	Cash	92,631.18	28,462.66	22,305.11	98,788.73	80,946.78
101.090	Investment-FMV Adjust	(2,647.53)	1,330.85	136.92	(1,453.60)	(1,990.66)
121.100	Interest Receivable	400.45	1,699.61	1,674.85	425.21	417.90
	Current Assets Totals	$90,384.10	$31,493.12	$24,116.88	$97,760.34	$79,374.02

Current Liabilities

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance
202.000	Accounts Payable	(3,042.30)	20,806.53	17,764.23	.00	(221.05)
	Current Liabilities Totals	($3,042.30)	$20,806.53	$17,764.23	$0.00	($221.05)

Fund Balance

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	YTD Balance
253.000	Fund Balance	(87,341.80)	.00	.00	(87,341.80)	(67,111.49)
	Fund Balance Totals	($87,341.80)	$0.00	$0.00	($87,341.80)	($67,111.49)

Gift Fund Income Statement

Through 03/31/24
Detail Listing
Exclude Rollup Account

DOUGLAS COUNTY

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category Governmental Funds							
Fund Type Governmental-Spec Revenue							
Fund 235 - Library Gift Fund							
REVENUE							
Department 000 - Revenue							
Miscellaneous Revenue							
367.102	Donations	.00	1,296.01	25,975.93	(25,975.93)	+++	32,799.31
	Miscellaneous Revenue Totals	$958.00	$1,296.01	$29,143.01	($28,185.01)	3,042%	$33,315.70
	Department 000 - Revenue Totals	$88,300.00	$1,296.01	$29,143.01	$59,156.99	33%	$33,315.70
	REVENUE TOTALS	$88,300.00	$1,296.01	$29,143.01	$59,156.99	33%	$33,315.70
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Restricted Use - Library Gift Fund	87,342.00	220.19	18,724.47	68,617.53	21	21,274.22
	Services & Supplies Totals	$87,363.00	$220.19	$18,724.47	$68,638.53	21%	$21,274.22
	Department 800 - Library Gift Fund Totals	$88,300.00	$220.19	$18,724.47	$69,575.53	21%	$21,274.22
	EXPENSE TOTALS	$88,300.00	$220.19	$18,724.47	$69,575.53	21%	$21,274.22
	Fund 235 - Library Gift Fund Totals						
	REVENUE TOTALS	88,300.00	1,296.01	29,143.01	59,156.99	33%	33,315.70
	EXPENSE TOTALS	88,300.00	220.19	18,724.47	69,575.53	21%	21,274.22
	Fund 235 - Library Gift Fund Net Gain (Loss)	$0.00	$1,075.82	$10,418.54	$10,418.54	+++	$12,041.48
	Grand Totals						
	REVENUE TOTALS	88,300.00	1,296.01	29,143.01	59,156.99	33%	33,315.70
	EXPENSE TOTALS	88,300.00	220.19	18,724.47	69,575.53	21%	21,274.22
	Grand Total Net Gain (Loss)	$0.00	$1,075.82	$10,418.54	$10,418.54	+++	$12,041.48

Title: Expanding Open Data Opportunities for Small Public Libraries

Asotin County Library is requesting a Planning Grant of $134,195 for a one-year planning project "Expanding Open Data Opportunities for Small Public Libraries". We are addressing the following goal and objective: National Leadership Grants for Libraries Goal 2: Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement. Objective 2.1: Develop or enhance replicable programming, models and tools that engage communities and individuals of diverse cultural and socioeconomic backgrounds.

Asotin County Library (ACL) is proposing a planning project to test whether the processes and tools we developed as we carried out the Asotin County Open Data Project (Accelerating Promising Practices LG-28-19-0229-19) (APP), wherein we procured and published local open data, can be used by other small and/or rural libraries to successfully publish open data. This project is designed with two goals in mind: 1) developing an Open Data Publishing Toolkit, in partnership with selected small public libraries, that enables small libraries to take an open data leadership role in their communities; 2) setting the stage for a future National Leadership Grant application for an implementation project in which we would create a professionally designed and developed website, and promote it throughout the nation via state libraries, state and national library associations, webinars, articles in professional journals, and conference sessions.

Project Justification

Why is open data important? Easy access to open government data is beneficial for communities of any size. It provides information that people need to make decisions about their personal lives as well as the health and well-being of the places they live. In addition, open data is key to government transparency and accountability.[1] How does the interested resident gain access to this data? In many parts of the country, large libraries have taken a role in publishing open data in partnership with their cities' technology departments. Small libraries do not usually have that kind of resource. It is vitally important that they not be left behind in the open data arena.

The ACL project team believes that the tools and processes we developed during our APP grant can be adapted and used by small libraries nationwide who want to publish open data. We are a small library serving a county of 22,306 (2016 estimate).[2] We understand the limitations of being understaffed and under-resourced that so many libraries face. We are confident that we can provide a method that supports the unique needs of small and rural libraries.

The target group for this project is small and/or rural public libraries in the United States. We are currently in the process of talking to potential partner libraries whose service populations are under 50,000. We will be selecting libraries based on degree of interest, evidence of ability to manage projects,

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[1] "Starting an Open Data Initiative" World Bank. Accessed February 21, 2023.
http://opendatatoolkit.worldbank.org/en/starting.html.

[2] Asotin County, Washington, Accessed February 21, 2023, https://www.co.asotin.wa.us/372/Quick-Facts

diversity (geographic, ethnic/racial, and socio-economic), capacity, and proximity to other participating small libraries, enabling them to function as a cohort. This will allow them to learn from each other and keep the travel costs of the ACL project team at a minimum. Partner library participation is a key part of this project because we will be getting feedback and suggestions from the cohorts and modifying our materials as we move through the steps of the grant.

The ultimate beneficiaries are libraries around the country who will utilize the toolkit developed as the primary deliverable of this project. Their communities and local governments will also benefit by having easy access to local government data.

The Open Data Toolkit we develop while working with our partner libraries will provide the means for small public libraries to give their communities this important asset which enables civic engagement and furthers digital equity. The toolkit will be designed so that even libraries with limited resources can be engaged in the open data movement.

Asotin County Library became aware of the need for open data in small communities when we were preparing to beta-test the curriculum we helped develop as part of the Data Equity for Main Street 2016 Knight News Challenge on Data grant. We discovered that there was no open data for Asotin County other than that which could be found in Census reports. Having local examples would have made the classes much more interesting and relevant. This experience led to our application for the IMLS APP grant.

Access to information is core to the mission of public libraries, which have a long history of collecting and archiving information in the form of publications and data produced by governmental entities. With President Obama's Executive Order 13642 of May 9, 2013,[3] this data is now required to be available as open data. What does 'open data' mean? In the Open Data Handbook, the Open Knowledge Foundation defines open data as "data that can be freely used, re-used and redistributed by anyone - subject only, at most, to the requirement to attribute and share-alike".[4]

The benefits of open data, a term primarily used to refer to government data, are many. Perhaps the most succinct statement of those benefits comes from the 2013 Executive Order, which states "Openness in government strengthens our democracy, promotes the delivery of efficient and effective services to the public, and contributes to economic growth. As one vital benefit of open government, making information resources easy to find, accessible, and usable can fuel entrepreneurship, innovation, and scientific discovery that improves Americans' lives and contributes significantly to job creation".[5]

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[3] Exec. Order No. 13642, 3 C.F.R. 28111-28113, May 9, 2013, Accessed February 1, 2023, https://www.govinfo.gov/content/pkg/DCPD-201300318/html/DCPD-201300318.htm

[4] "What is Open Data?" Open Knowledge Foundation. (n.d.), Accessed February 1, 2023, http://opendatahandbook.org/guide/en/what-is-open-data/

[5] Curanzy, Lillian, "Persuading the Gatekeepers - Open Data Literacy," April 30, 2019, accessed February 21, 2023, https://medium.com/open-data-literacy/persuading-the-gatekeepers-caaadaf90c1e

Because the very purpose of libraries has been to collect, organize and provide access to information, it is not surprising that there are notable examples of libraries stepping into the open data world by collaborating with local government and their communities to improve open data publishing, access and use. Chapel Hill Public Library in North Carolina hosts the city's open data portal and offers data literacy instruction for their community. Boston Public Library partnered with the City of Boston to launch the Knight Foundation-funded "Open Data to Open Knowledge" (link not currently available) initiative in 2015, with the library focused particularly on data literacy education. Providence Public Library launched its "Data for Good" project in partnership with Tableau® in 2019. The Civic Switchboard (LG-70-17-0146-17 and RE-246295-OLS-20) was developed by Carnegie Library of Pittsburgh in conjunction with the University of Pittsburgh, Western Pennsylvania Regional Data Center, and the National Neighborhood Indicators Partnership.

Clearly, large libraries have been able to do this work in collaboration with the technology personnel at their city or county governments. Can small libraries do the same? Often their communities do not have adequate resources to staff similar positions in local government. Therefore, a library may be the only agency with the information expertise to take the lead in an open data project. Even if a small library has limited capacity and is only able to openly publish their own data, they are adhering to the mandate of Executive Order 13642 of May 9, 2013.

These factors alone are impetus enough for creating a toolkit that makes it possible for small public libraries to help their communities gain access to this world of information. In our experience, there have been benefits that go beyond providing access to open data. The process of meeting with local government agencies can build civic relationships that have the potential to benefit the library and the community in unexpected ways. When ACL formed the Asotin County Broadband Action Team in 2021, the partnerships we had developed through the open data project resulted in enthusiastic participation by community leaders from business, non-profit agencies and government. For example, the Director of the Port of Clarkston credits this spirit of collaboration as the primary reason she recently received over $5,000,000 in federal grants to bring high speed broadband to underserved areas of the county.

Although this is anecdotal information and not backed by data, there are several other instances which we believe are directly attributable to the relationships we have built over the course of our open data publishing project. In addition to the Asotin County Broadband Action Team, other entities we are now working more closely with are the City of Clarkston Public Works Department, which agreed to install a StoryWalk® display in a local park; the Asotin County Health Department, who gave us COVID-19 tests to distribute freely; the Southeast Washington Economic Development Association who is using the library as a place to poll people about perceived needs for our community; and CHAS Health who has made a social worker available in the library.

Our involvement in the open data project has increased our visibility in the community as well as broadened our network of non-profit and government agencies, leading them to approach us with projects in a way that was not happening before. We hope that our partner libraries will experience the same expansion of community relationships and partnerships.

As we reviewed the professional open data literature, we found that, while there are other open data toolkits available, none of them fit the needs of our target audience. While the others are specific to large

entities such as global federal governments or the scientific community, and are theoretical rather than practical, ours will have step-by-step guidance and tools for implementing publication of open data and will be designed for small public libraries. In addition, our toolkit will integrate the proven Data Equity for Main Street curriculum, which covers open data basics, metadata, visualization, feedback and engagement with open data publishers. This curriculum is designed for the general public, library staff and government officials. No background in open data is required.

This project is a natural outgrowth of our APP grant. If awarded, this grant will leverage the funds previously invested in our open data initiative, while providing a valuable resource for small libraries.

Project Work Plan

The project work plan is based upon the process we followed in our previous IMLS grant. For that grant, the ACL project team brought together community and government leaders to learn from Kathleen Sullivan, Open Data Librarian at Washington State Library and Will Saunders, at that time the "Open Data Guy" at the Office of the Chief Information Officer for the State of Washington. They discussed what open data is and its benefits to local agencies and the community. We provided a Data Inventory tool to the agencies to aid them in assessing their data. We conducted a focus group with broad representation from the community to ascertain what data they would like to see made available. The ACL team then met with the community leaders to select data from their agencies. Once acquired, we cleaned, formatted and created metadata for publication on Data.WA.gov, the state's open data platform. To date we have published fifty-six datasets, and are updating them on an annual basis. We created a page on our website, which groups the datasets by topic and links to Data.WA.gov.

For this project, we will partner with small library cohorts of two to three libraries each in two regions of the country. Using the Data Equity for Main Street curriculum, the project team will train key library staff in open data practices. Each cohort will also work with the ACL project team in these areas: educating patrons in understanding and using open data; gathering and publishing locally relevant open data as determined by the libraries using tools such as focus groups and questionnaires; and finding avenues for spreading open data practices in their regions.

As we move through this grant period, we will be using the processes and tools we developed in the IMLS APP grant and soliciting feedback from our partner libraries. By utilizing a continuous feedback loop, we will incorporate suggestions from our partner libraries to improve our methodology with the goal of creating a toolkit that will be scalable to libraries nationwide.

Should we be awarded this grant, after the initial administrative tasks such as contracting with the participating libraries, we will teach the open data curriculum developed by the Data Equity for Main Street project. Although there is a version of this curriculum available wholly online, we will be teaching it in synchronous Zoom classes with both cohorts participating together.

We will then hold separate site visits with each cohort of libraries. Each library will be asked to bring a few sets of their own library statistics. The first day will be spent showing them the data ingestion tool that was developed by our consultant, Lillian Curanzy. The ingestion tool helped us organize and format the data and create metadata so our datasets would be ready for upload to Data.WA.gov, which uses the

Socrata platform. Using the ingestion tool, we will walk the library staff members through the process of cleaning and formatting their library data, creating metadata, and publishing the datasets. We plan to work with each library in advance to find the best portal on which their data will reside. If the chosen portals use something other than the Socrata platform, we will work with the libraries to adapt the ingestion tool to that platform.

After the group meeting day, we will travel to each library to attend meetings with representatives from local government agencies and organizations. The purpose of these meetings will be to convey the value that open data has to the agencies and to the community and to enlist them as data contributors.

Other areas of focus in working with the libraries will be the following: developing methodologies for community input about which datasets are important to them, which might include focus groups, dot voting boards, casual conversations or presentations; seeking out open data portals on which to publish data, whether a state-wide portal or an open-source platform such as CKAN; and learning powerful ways to present data through visualization software.

We have assembled a prestigious, highly competent advisory board. Members include Cindy Aden, University of Washington iSchool Professor of Practice and Distinguished Practitioner in Residence; Toby Greenwalt, formerly of the Civic Switchboard (LG-70-17-0146-17(a)); Wendy Pearson, Kansas City Library, who was the mentor for the APP Digital Inclusion Cohort (LG-00-19-029); Kathleen Sullivan, the Open Data Librarian at Washington State Library; and Ayoung Yoon from Indiana University/Purdue University, IMLS grants recipient (LG-96-17-0184-17; LG-250098-OL6-21). The advisory board will meet with the ACL project team and partner libraries on quarterly Zoom meetings, review the materials to be included in the toolkit, offer feedback and advice, and evaluate our grant performance.

Dear Nevada Library Directors,

We are a small library in southeastern Washington state, and are excited to have received an IMLS National Leadership Grant for Libraries for our project "Expanding Open Data Opportunities for Small Public Libraries". After receiving an IMLS "Accelerating Promising Practices for Small Libraries" in which we obtained and published locally relevant open data for our community, we believe that it is possible for small libraries to participate in the growing open data movement without committing large amounts of their budget and staff time. Our goal for this pilot project is the creation of an Open Data Toolkit that will enable small libraries to provide important information to their communities.

We are seeking to partner with two cohorts of two to three small and/or rural libraries each in two regions of the country. We plan to use the model of publishing open data that we developed during the previous IMLS grant and produce an Open Data Toolkit that is scalable for small libraries nationwide. Your part would be to test our materials and provide feedback that we would use as guidance when developing the final toolkit. Included in our grant budget is a stipend of $13,250 for each partner library.

We're currently working with Auburn Public Library in Georgia, and recently started a partnership with Northfield Public Library in Minnesota. We're seeking two or three libraries that are Nevada.

We anticipate that the time required from each library would be in the range of 80 to 100 hours over the course of the grant, which we are expecting to wrap up early in 2025. The breakdown of tasks would be as follows:

- Initial Zoom meeting with all participants, including the advisory board
- Four hours of Open Data Curriculum training delivered over two weeks via Zoom
- A one-day in-person meeting with the ACL team and your cohort (held somewhere in your cohort's geographical region). During this meeting, would walk you through the process of acquiring, cleaning and formatting data for publication using data from your library that you already collect and send to your state library.
- This meeting would be followed by a one-day site visit at your library with the ACL team and a one-hour presentation to community leaders and representatives from your local government agencies
- Monthly Zoom meetings with your cohort and the ACL team
- Gathering, formatting and publishing several local open data sets
- Completing feedback forms that the ACL team provides for various elements of the project as well as contributing ideas that may come to you as you go through the steps of gathering and publishing datasets
- Evaluation of the toolkit
- An exit interview at the close of the project

We hope that the project will result in presentations at regional and national conferences when the toolkit is finished. You and your library will be credited in the toolkit and any articles and presentations we may do. You will have the opportunity to participate in presentations if you so choose.

Thank you for considering this opportunity. I've attached the Project Narrative from our grant application so you can gain a full understanding of the project. If you have any questions, please contact Jennifer Ashby at 208-305-3950, jashby@aclib.org or Mary Neuman at 509-312-9085, mneuman@aclib.org.

We'll be in contact next week and would be excited to have you on our team!

Best regards,

Jennifer Ashby, Director
Mary Neuman, Assistant Director
Asotin County Library
417 Sycamore St.
Clarkston, WA 99403

Library Director Goals- 2024/2025

Develop the new Assistant Director position. Look at ways to develop skills and have the AD lead staff in constructive opportunities. Also look for possible mentoring opportunities statewide for the AD.

Long-Term budget development. Work with finance to develop planning when budget funds go down, go up and stay the same.

Mentor with the county personnel and take Supervisory Management classes for 2024. Also look for opportunities to work with the Nevada Library Association.

Look for funding opportunities using the Friends of the Library 501c3 and state grant funds.

Plan with the AD to develop and plan committees that would interest staff so they can learn new skills and have long-term planning.

Reestablish the Library Foundation and look for board members who want to support the mission of the public library. (NOTE: this goal is longer than one year)

Support the current strategic plan goals and look for ways to get the staff more involved. This could also include new training opportunities.

Find out more information on library co-operatives and what are the pros and cons of being a part of a larger group of libraries. DCPL used to be part of a Co-Op.
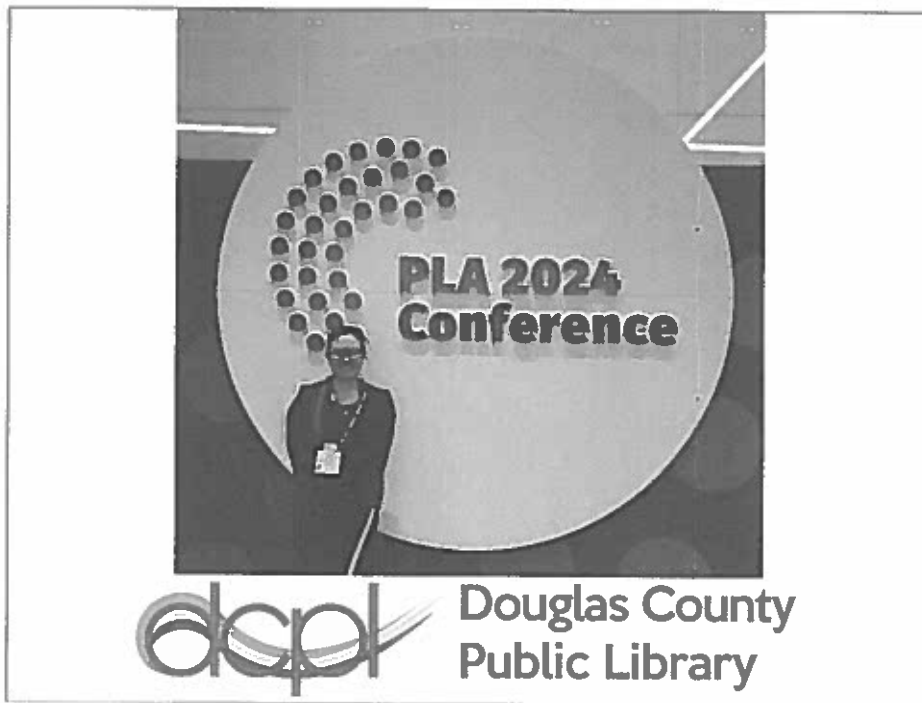
Douglas County
Public Library

This conference travel was partially funded by the Institute of Museum and Library Services through the **Library Services and Technology Act (LSTA)**, administered by the Nevada State Library, Archives and Public Records.
Thank you!

INSTITUTE of
Museum and Library
SERVICES

Nevada State
Library, Archives
& Public Records

PLA Mission

The Public Library Association enhances the development and effectiveness of public library staff and public library services. This mission positions PLA to:

- Focus its efforts on serving the needs of its members
- Address issues which affect public libraries
- Commit to quality public library services that benefit the general public

Our Vision and Purpose

PLA envisions a future where a dynamic public library is the heart of every community. We strive to make this vision a reality by strengthening public libraries and their contribution to communities.

PLA is a division of the American Library Association.

PLA 2024 Conference

"The 7,573 participants—including 5,702 attendees, 1,518 exhibitors, and 353 virtual registrants—packed the show floor, programs, and speaker sessions with palpable enthusiasm. Despite the cancellation of the April 2 welcome reception at Columbus Metropolitan Public Library (CMPL) because of a tornado warning, the mood was upbeat and engaged. Publishers reported running out of galleys, and many of the sessions were standing-room-only."

In the Driver's Seat: Proactively Protecting Your Library and Staff in Challenging Times
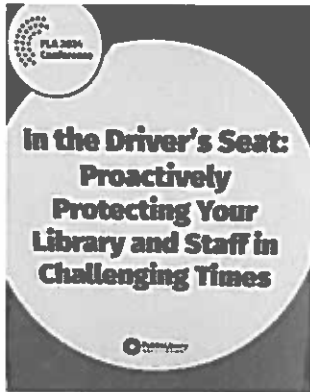
Action Steps

- Prioritize which **policies** and procedures need to be updated.

- **Train staff** *in-person* at a staff development day.

- Hold leadership **accountable** to review and update policies.

In the Driver's Seat: Proactively Protecting Your Library and Staff in Challenging Times

Consideration

1st Amendment Audit

A loosely organized social media campaign to "audit" government spaces and agencies for alleged First Amendment violations. The individuals and groups undertaking these self-described "First Amendment audits" claim a right to film in any space accessible to the public, arguing that they're entitled to do so as taxpayers and citizen journalists. Based on their output, their goal is to create videos of their encounters with police, security officers, and public officials that document a claimed violation of the camera person's First Amendment rights.

-ALA Office of Intellectual Freedom

Related Session

Community Resilience from Coast to Coast: Lessons from Disaster Research

Action Steps

- ✓ Participate in surveys and other research

- ✓ Monitor local, state, & federal agencies' decisions, funding, and news

- Work closely with County departments

Leadership Sessions

- Leadership By Design: A Human Centered Approach for Library Leaders

- Leading with Compassion: How to Build and Maintain a Library Culture of Teamwork, Respect, and Trust

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

Library Services Sessions

- We See You: Programming for Adults with Intellectual and Developmental Disabilities

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

- HOW TO plan poetry programming

- HOW TO navigate crisis situations

Session For Future Consideration

Reimagining Branch Libraries for Community Authenticity

"Each branch should reflect our brand, have consistency, <u>and</u> BE UNIQUE."

"**Authenticity** is the result of investing in the values, spirit, and stories of a **community**... **Branch libraries** are not just repositories of knowledge, they are forums for communities to have a voice."

SHARE YOUR VISION TO SHAPE OUR...

Write your thoughts to get a banned book bag! "In 20 years, libraries will..."

LIBRARIES — THE HEART OF EVERY COMMUNITY
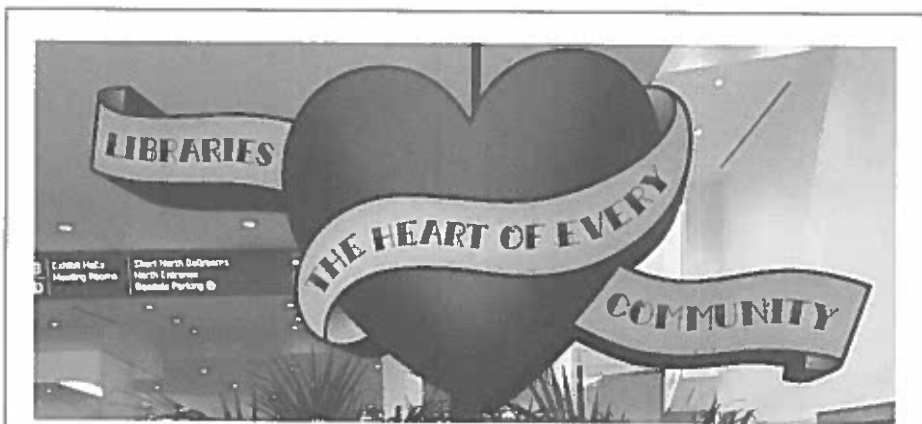
Thank you all for your library service!

Vanna Bells, MLIS
Library Supervisor – Lake Tahoe Branch

PLA 2024

Timothy DeGhelder

This conference travel was partially funded by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records.

Telling Meaningful Stories: Sharing the Impact of Library Business Services

- Working with Chambers
- Working with other organizations – like SCORE
- Creating an environment for 3rd space- Wi-Fi and table space
- They can use meeting room space
- We are open for special programming
- Would like to see fun partnerships

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

- First they mentioned AI was misleading
- This is a kiosk that works with NovelList
- As people return their books they can ask for a request
- These were also placed in the library.
- Heavy staff and programming with hardware systems.

Too Big to Flail: Community Engagement across 41 Libraries

- Big focus on all inclusive.
- Very large populations and diverse public.
- Can you be inclusive without being exclusive.
- Sometimes keeping it simple- everyone is welcome.
- Remember if you do a pro of one topic you should be allowed to offer the con of the same subject.

Unbannable: How Libraries Are Ensuring Access to Banned Books

- Talked about school libraries and board policies
- Talked about libraries getting money from legislation and possibly losing support depending on what the library puts in the collection.
- Talked about still have access to materials. Interlibrary Loan or national on-line collections.
- Remember mission of the public library. Giving equal access.
- We can still look for age appropriateness items.

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

- This was a panel discussion
- Talked about good communication
- Good listening skills- listen to understand not to respond
- Building trust in your community. Start with staff and then move towards community.

Building Leadership and Equity with Staff Mentorship

- Large staffed libraries. (many branches and departments)
- People could work in different departments.
- Just to gain experience.
- We have a mentorship program with Nevada Library Association.
- Sometimes it only takes chatting for 2 hours a month.
- Something for me would be a mentorship with assistant county manager. (Scott Morgan)

Dedicated Sustainable Funding: A $30 Million Advocacy Success Story

- Getting a new tax passed. (Sales tax vs. Property Tax) Denver Public.
- Hiring a professional- to take surveys.
- Getting the word out!
- Taking the information from the professional- would this pass during a vote. (They answer was yes, so they put in on the ballot)

- We currently have the PALS sales tax. (I want to learn from Scott Morgan all the steps to increase this if the public wants it.)

Activating AI Education and Algorithmic Literacy at Toronto Public Library

- About programming that gave instruction to the public about AI.
- They hired a FT computer expert.
- In-House programming.
- They suggested for smaller libraries- partner with University.
- Possible to Zoom into instruction.

Food Is a Right: Libraries and Food Justice

- Working with government agencies
- Seed libraries
- Community Gardens
- Partnering with food pantries
- Having community adopt a food spot

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

- Wanted to give educational experience of a full production film product to teach skills to the community.
- Possible to have a film festival with local films.
- Maybe teach skills on a smaller scale.

Engaging Beyond Our Walls: Making Neighborhood Games and Outdoor Storytelling

- Having fun with games in the community.
- Using interactive apps to try and get people to do things. Maybe QR codes on the story walk.
- Another example- google maps and make a bike tour. They go places and find goodies and scan for clues.
- Create interactive scavenger hunts.

Director Report- April 2024

Library car has been fixed. It was in the shop after a deer ran into the side of the car.

Our volunteer lunch will be April 24th. We currently have 38 people registered to attend.

Our chess club partnership is coming along just fine. After only two meetings the attendance was 14 people.

GALA meetings are coming together for October 5th, ticket sales start soon.

Our May book sale will be Mother's Day weekend. The Friends of the Library will also sort materials on Monday, May 20th for book scanning for Better World Books.

Laura and I will be attending a Nevada Directors' Summit at Lake Tahoe at the end of May. We will share ideas with other library directors and have some interesting speakers.

The library will be hosting Chamber Coffee on May 8th. (we will share hosting duties with FOL)

I will be part of the Leadership Douglas County Education Day on May 14th. We will tour all over Douglas County and share education experiences.

I will be helping with the Rotary Golf Tournament on May 18th.

Art supplies are coming in for our Summer Tiny Art Show. We will be putting some of the more interesting images on our library store page.

Our materials for senior memory kits have been cataloged.

Staff did a Strength Finders training on April 12th. It was a basic training so staff could think about what they do well in the workplace. It also gave staff a chance to look at others strengths.

Library director and library supervisors will be having a 2 hour training with HR on discipline in the workplace. A training to keep us working together as a team.

I started attending Supervisory Management Classes. This course covers eight different sessions.

After talking with BackPack Buddies- the library has gotten over 2400lbs of food and drink donated for our teen room. We are interested in seeing how the numbers will be affected over the summer.

We have two new furry dogs that have passed the Reading Paws training. Customers were excited to see a new pup last week.

PLA presentation will be given at the April board meeting.

We have been doing some spring cleaning. Organizing closets and reorganizing shelf space. This makes our collection look fresh and hopefully easier to find things.

May The 4th Be With You- Star Wars fun on May 4th.