

DCPL Cost Allocations  
 Analysis FY 2014-2017

Central Service Departments	FY2014	FY2015	% Change from 2014	FY2017	% Change from 2015
Building Use Charge	\$0.00	\$0.00		\$0.00	
Equipment Use Charge	\$0.00	\$0.00		\$0.00	
GIS	\$2,443.00	\$1,155.00	-53%	\$1,005.00	-13%
Clerk	\$0.00	\$0.00		\$0.00	
Treasurer	\$0.00	\$10,453.00		\$11,624.00	11%
Telecommunications	\$5,275.00	\$0.00		N/A	
General Services	\$0.00	\$0.00		\$0.00	
County Administration	\$9,672.00	\$9,877.00	2%	\$12,753.00	29%
Technology Services	\$0.00	\$10,154.00		\$12,552.00	24%
Human Resources	\$18,997.00	\$11,895.00	-37%	\$19,689.00	66%
Records Management	\$0.00	\$0.00		\$0.00	
District Attorney	\$0.00	\$0.00		\$0.00	
Building Services	\$32,126.00	\$32,030.00		\$51,427.00	61%
Risk Management	\$3,730.00	\$8,639.00	132%	\$5,650.00	-35%
Finance	\$24,567.00	\$24,012.00	-2%	\$33,543.00	40%
<b>Total</b>	<b>\$96,810.00</b>	<b>\$108,215.00</b>	<b>12%</b>	<b>\$148,243.00</b>	<b>37%</b>

DCPL Cost Allocations - Gift Fund  
 Analysis FY 2014-2017

Library Gift Fund FD235  
Cost Allocations

	FY2014	FY2015	FY2016	FY2017	% of change
Treasurer	\$0		\$0	\$422.00	New charge
County Administration	\$0	\$182.00	\$0	\$330.00	81%
Finance	\$0	\$391.00	\$0	\$1,283.00	228%
<b>TOTAL</b>	<i>not allocated</i> FY2014	<b>\$573.00</b>	<i>capped at</i> admin level	<b>\$2,035.00</b>	<b>255%</b> Overall increase



FY 17 DCPL Cost Allocation Summary

Technology Services

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$1,487	7	Network/App User Accounts	FTE	These costs are associated with administering Enterprise Access accounts which provides individuals or group accounts with authentication mechanism for access (and limited access) to file shares, application, and other County Resources. This services is available to all County employees, and therefore, costs are allocated based on a Full Time Equivalent (FTE) count.
\$2,063	10	Telephone	Telephone Extensions by Dept./Fund	These costs are associated with maintaining telephone system and includes, voicemail, caller ID, call transfer and call forwarding, auto-attendant menus, hunt group and conferencing. These costs are allocated based on the number of extensions by Department and Fund.
\$772	1599	Extranet	FTE	These costs are associated with support of the "Go Anywhere" FTP solutions to provide secure file and data sharing between County office and external entities. Costs are allocated based on a Full Time Equivalent (FTE) count.
\$8,203	1599	Infrastructure	FTE	These costs are associated with support of the County's broadband services, application hosting, managed server hosting, database hosting, security awareness training and LAN/WAN services. Costs are allocated based on a Full Time Equivalent (FTE) count by Department and Fund.
\$12,525	TOTAL			

County Administration

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$5,220	1,565,782	Commission	Total Expenditures	These costs are associated with activities related to the Board of County Commissioners. Costs are allocated based on Total Expenditures by General Fund Departments or Funds.
\$7533	1,565,782	County Manager	Total Expenditures	These costs are associated with general county duties and responsibilities. Costs are allocated based on Total Expenditures by General Fund Departments or Funds.
\$12,753	TOTAL			

GIS (Geographic Information Systems)

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$1,005	21	GIS	Percent of Time	These costs are associated GIS services performed on behalf of the County. Costs are allocated based on the number of hours spent by Department and Fund.

**Treasurer**

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$4,036	1251	Banking Fees	Banking Fees/Transactions	These costs are direct banking fees and time related to managing our banking services. The costs are allocated based on the number of A/P transactions by Department or Fund.
\$7,588	1	Cash Receipts	Cash Receipts	These costs are related to the time spent as the County's central cashiering entity and receipting and recording all funds received. <i>The costs are allocated evenly to receipting Departments or Funds based on the cashiering ordinance requiring every department or fund to deposit daily with the Treasurer's office.</i>
\$11,624	TOTAL			

**Human Resources**

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$19,689	1599	Human Resources	FTE	Recruitment and Selection, Labor Relations, Staff Development, Benefits Administration, Classification & Compensation.

**Building Services**

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$51,427	21,900	Building Maintenance	Square Footage	These costs are associated with maintenance of County buildings. Costs are allocated based on the square footage occupied by GF Depts. or Funds.

**Risk Management**

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$5,650	1599	Insurance Admin	FTE	These costs are associated with activities related to the management of the Risk Management Fund. Costs are allocated based on FTE count by General Fund Departments or Funds. (In addition to \$32,794 annual charge for Risk Mgmt.)

Finance

AMOUNT	ALLOC. UNITS	COST	BASIS	DESCRIPTION
\$3,035	1,613,059	Accounting and Financial Reporting	Total Expenditures	These costs are related to processing of journal entries to record revenues, expenditures, and other financial transactions, reconciliations of general ledger accounts, to accurately complete financial records. These services also include the coordination of annual independent financial audit, preparation of financial statements and reports to ensure compliance with external and internal financial reporting requirements. Costs for the above services are allocated based on Total Budgeted Expenditures by department or fund.
\$4,973	1,613,059	Operating and Capital Budgets	Total Expenditures	These costs are related to the annual budget processes across the organization, including, assisting departments with budget development, revenue and expense analyses and projections, budget monitoring, budget adjustments, transfers and augmentations, and providing external and internal budget reporting. Costs for the above services are allocated based on Total Budgeted Expenditures by department or fund.
\$15,822	1,251	Accounts Payable	Total Transactions	These costs are related to processing vendor payments for goods and services, purchase orders, procurement card administration, and travel reimbursements. Costs are allocated based on the number of annual accounts payable transactions processed per department or fund.
\$7,142	1,599	Payroll	FTE	These costs are related to processing employee payments for salaries and benefits, and related activities such as the preparation of quarterly tax and PERS reports. Costs are allocated based on a Full Time Equivalent (FTE) count per department or fund.
\$16	2,800	Grant Admin	Grant Revenues	These costs are related to the administration of grants, including processing grant disbursements, accounting and financial compliance reporting. Costs are allocated based on the Grant Revenues received by department or fund.
\$1,383	16	Capital Asset Accounting	Capital Assets	These costs are for services related to the accounting of governmental property, plant and equipment, including the gathering and maintenance of data needed for the preparation of annual financial statements. These costs are allocated by the total number of capital assets per department or fund.
\$1,172	1,565,782	Strategic Planning Support	Total Expenditures	These costs are related to services provided in the coordination of workshops, presentations, discussions and status reports to review and evaluate strategic planning efforts. The services include goal setting, project status updates, emerging issues, and the integration of the strategic planning process with priority based budgeting for the allocation of time, human capital and resources to achieve goals set out in the Strategic Plan. Costs for the above services are allocated based on total expenditures by department or fund.
\$33,543	TOTAL			

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2017-2018**

<b>Circulation</b>	Year-to-Date			January 2018		
	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	89,110	5,465	94,575	14,080	793	14,873
eCheckouts			9,114			1,476
New Cards Issued	820	86	906	150	7	157
Patrons	27,402	3,241	30,643	27,402	3,241	30,643
Library Visits	54,459	10,115	64,573	8,372	1,332	9,704
Inventory	108,006	26,732	134,738	108,006	26,732	134,738
Interlibrary Loans Requested	282	11	293	42	-	42
Interlibrary Loans Loaned	228	28	256	35	10	45
Homebound Patrons	26	-	26	26	-	26
Homebound Checkouts	1,238	-	1,238	182	-	182
Database Sessions			1,208			193
<b>Services</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Total</b>
Meeting Room Use	256	27	283	43	4	47
Meeting Room Attendance	3,072	441	3,513	516	50	566
Pine Nut Room Use	105	-	105	19	-	19
Pine Nut Room Attendance	525	-	525	95	-	95
Kids' Programs	166	54	220	29	14	43
Kids' Program Attendance	3,262	427	3,689	395	122	517
Teen Programs	6	2	8	1	1	2
Teen Program Attendance	140	22	162	8	18	26
Adult Programs	15	11	26	2	2	4
Adult Program Attendance	457	20	477	42	3	45
Total Programs	186	60	246	32	17	49
Total Program Attendance	3,853	469	4,322	445	143	588
Outreach	13	-	13	1	-	1
Public Computer Use	5,565	613	6,178	861	83	944
ADA-pc Use	33	4	37	5	-	5
Wireless Use			17,066	1,547	54	1,601
Volunteers	389	8	397	61	1	62
Volunteer Hours	2,028	41	2,069	341	2	343

**Useful Use January 2018**

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	80	Internet & Office	697	Extended use	5
Large Print (LP)	3	Large Print (LP)	67	Restricted LP	0
		15-minute Internet & Office	56		
		Word processing	41		
<b>Total</b>	<b>83</b>	<b>Total</b>	<b>861</b>	<b>Total</b>	<b>5</b>

E-Checkouts/Usage report  
 Douglas County Public Library  
 fiscal year 2017-2018

Format	Year-to-date			July 2017			August 2017			September 2017			October 2017			November 2017			December 2017			January 2018		
	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer	OneClick	Hoopla	Figuer
eAudiobooks	2,751	2,863		402	313		350	383		384	384		341	384		341	384		388	388		435	458	
eBooks	1,248	1,069		148	124		188	172		183	144		172	181		211	181		211	181		198	208	
eComics		141			83			30			14			15			10			10			21	
eMovies		571			89			34			87			78			89			108			68	
eMusic		377			39			30			68			78			78			108			54	
eTV programs		176			25			17			23			10			20			20			37	
eMagazine downloads																								
Magazine online views																								
Totals	3,989	6,114		550	623		614	585		587	725		513	761		577	780		631	631		845	845	