

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

April 7, 2020

The Douglas County Public Library Board of Trustees will hold a **special meeting at 2:00 p.m. on Tuesday, April 14, 2020**. Below is an agenda of all items scheduled for consideration.

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. **The Library Board of Trustees will be conducting its meeting electronically to reduce social gatherings and interpersonal contact.** In adherence to Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

- The public will be able to participate in the meeting by submitting public comment prior to the Library Board meeting. Public comment can be submitted online using the Douglas County Public Library website (https://library.douglascountynv.gov/contact_us) or by sending an email to info@douglas.lib.nv.us.
- Written public comments may also be mailed to the Douglas County Library at Post Office Box 337, Minden, Nevada 89423, but all public comments must be received prior to the date of the meeting if the comments are to be included in the supplemental materials.
- All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting.
- Any written public comment received the day of the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

Pursuant to Governor Sisolak's Declaration of Emergency, copies of the agenda will not be posted at any physical location. However, members of the public may request an electronic copy of the agenda or the supporting materials by contacting Veronica Hallam at vhallam@douglas.lib.nv.us. Electronic copies of the agenda and supporting materials are also available at the following websites:

- State of Nevada Public Notices website: <https://notice.nv.gov/>
- Douglas County Meeting website: <https://douglascountynv.igm2.com/Citizens/Default.aspx>

AGENDA

1. Public comments. [No Action]

All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting.

Any written public comment received the day of the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

2. For possible action. Approval of proposed agenda. The Library Board of Trustees reserves the right to take items out of order, to combine two or more agenda items for consideration, and to remove items from the agenda at any time. All items designated "for possible action" shall include discussion by the Board of Trustees and they may take action to approve, modify, deny, take "no action," or continue the item.

3. For possible action. Discussion to approve potential budget modifications as directed by the Douglas County Manager and Finance Department.

- a. Budget reduction 10% scenario
- b. Budget reduction 20% scenario

4. Closing 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. Any written public comment received the day of the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

5. For possible action. Adjournment.

Supporting material for the meeting is available by request in writing, via US Mail or email. A request for copies of the agenda and supporting materials may be directed to:

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

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify Veronica Hallam at 1625 Library Lane, Minden, Nevada 89423 or via email at vhallam@douglas.lib.nv.us at least 24 hours in advance of the meeting.

Douglas County Public Library 04/14/2020

FY21 Budget Reduction Worksheet

Account Number	Account Description	2021 Tentative Budget	2021 Budget Revision Scenario 1	% Change Target 10%	2021 Budget Revision Scenario 2	% Cumulative Change Target 20%	Details/Explanation
EXPENSES							
Department: 804 - Library							
EX10 Salaries & Wages							
510.000	Salaries & Wages	963,921					
Account Classification Total: EX10 - Salaries & Wages		963,921	\$718,489		\$718,489		
EX15 Employee Benefits							
511.000	Employee Benefits	467,101					Scenarios 1 & 2: PC#804-2495.01 eliminated PC#804-2510.03 vacant PC#804-2530.02 vacant PC#804-2560.04 vacant
Account Classification Total: EX15 - Employee Benefits		467,101	\$467,101		\$467,101		
Total Salaries & Benefits \$1,185,590							
EX20 Services & Supplies							
520.029	Program Underwriting	15,000	15,000		\$5,000		
520.045	Computer System	62,600	62,600		\$60,000		
520.055	Telephone Expense	5,500	5,500		\$5,500		
520.060	Postage/PO Box Rent	4,400	4,400		\$4,400		
520.064	Travel	9,000	9,000		\$500		
520.078	Printing & Binding	260	260		\$260		
520.085	Communications	5,580	5,580		\$5,000		
520.088	Utilities	32,565	32,565		\$30,000		
520.097	Maint B&G	3,200	3,200		\$3,000		
520.098	Janitorial Services	30,072	30,072		\$30,072		
520.107	Maint Equip	9,570	9,570		\$4,000		
520.114	Motor Pool Expense	5,473	5,473		\$5,473		
520.116	Veh. Maint-Co Shop	3,300	3,300		\$3,300		
520.136	Rents & Leases Equipment	5,000	5,000		\$3,000		
520.156	Risk Mgmt-Co, Insurance	32,271	32,271		\$32,271		
520.169	HRB Assessment	100	100		\$100		
520.170	Memberships	1,200	1,200		\$1,000		
520.194	Cellular Phones	1,776	1,776		\$1,776		
520.200	Training & Education	7,600	7,600		\$0		
520.240	Data Lines	4,100	4,100		\$4,100		
521.100	Professional Services	5,000	5,000		\$500		
521.134	Cataloging	26,250	26,250		\$24,000		
521.500	Admin & Overhead	174,481	174,481		\$70,867		
530.001	Circulation Supplies	1,500	1,500		\$1,500		
532.003	Gas & Oil	3,600	3,600		\$3,600		
532.054	Library Materials	223,500	223,500		\$200,000		
532.057	Processing Materials	11,967	11,967		\$10,000		
533.800	Office Supplies	2,200	2,200		\$2,000		
533.802	Small Equipment	2,500	2,500		\$1,000		
533.813	Office Products Program	4,500	4,500		\$3,500		
533.817	Small Projects	1,650	1,650		\$0		
550.100	Bank Fees-Credit Card Processing	400	400		\$400		
Account Classification Total: EX20 - Services & Supplies		696,115	696,115		\$16,119		
Department Total: 804 - Library		2,127,137	2,127,137		\$1,701,709	-20.0%	
Fund EXPENSE Total: 224 - Library		2,127,137	\$1,681,705	-11.5%	\$1,701,709	-20.0%	

10%=reduce by \$212,713
20%=reduce by \$425,427