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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

March 19, 2024

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, March 26, 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 February 27, 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. February
 - ii. March
5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 2/29/24
6. For possible action. 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.
7. For possible action. Discussion on amendments to the Douglas County Public Library Board of Trustees Bylaws.
8. For discussion only. 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.
9. For possible action. 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.
10. For discussion only. Director's monthly report on library operations and statistical report from staff.
11. Closing public comments.
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
12. For possible action. Adjournment.

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

Douglas County Library website,
<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 March 26, 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 month of April. 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	4/8/24	3:30 PM	Minden Library
Second Wednesday Book Group	4/10/24	5:00 PM	Minden Library
Friends of the Library Book Sale Committee Meeting	4/17/24	1:30 PM	Minden Library

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
February 27, 2024

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Trustee Starla Doughty; Library Supervisor Laura Treinen

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Robert Conner asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 23, 2024 REGULAR MEETING.

MOTION/VOTE:

There being no public comment, Trustee Theresa DeGraffenreid made a motion to approve the minutes of the January 23, 2024 regular meeting. Trustee Theresa Oliveira made a second and motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. January

ii. February

**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	\$1,068.5
*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
*Funding/partial funding by Friends of the Library			

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the consent calendar. Trustee DeGraffenreid made a second and the motion carried unanimously with a 4-0 vote.

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

a. 1/31/24

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

Chairperson Conner commented that he noticed that last month the library had \$200,000 year to date in encumbrances and this month the library is down about \$25,000. The library is still over budget but progress is being made to get those encumbrances down. Director DeGhelder noted that he met with the Assistant County Manager to go over the supplemental requests he submitted and he feels confident that they will be approved. He stated that he will be offering a PowerPoint presentation to the Board of County Commissioners on March 26th to discuss the budget and supplemental requests. Chairperson Conner and Vice Chairperson Merkow will be there for support and Tim encourages the other board members to attend as well. Tim will share the slides of his presentation to the trustees during the board meeting that morning which takes place the same day. He noted that he will also discuss how the library's strategic plan fits with the county's strategic plan and why this funding is necessary.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the budget performance report. Vice Chairperson Merkow made a second and the motion carried unanimously with a 4-0 vote.

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.**

Director DeGhelder explained the process in receiving the Memory Care Kits from the state library and how they will circulate in the library's collection. He noted that the library will do some outreach to assisted living facilities, senior centers and other memory care centers to promote the kits. These kits will help to stimulate the minds of our senior community and although they are geared towards older adults, anyone can use them.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to accept the grant summary report and the 22 free Memory Care Kits. Vice Chairperson Merkow made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION AND REVIEW OF THE CURRENT DOUGLAS COUNTY PUBLIC LIBRARY BYLAWS.

Chairperson Conner commented on the meeting section in the bylaws that agenda setting meetings are open to every member of the board, it just has to be limited to two. He stated that in attendance at the meetings are generally the chair, vice chair and the director, however if a trustee wants to attend the meeting just let him know and he will step aside so that member can attend. Trustee DeGraffenreid suggested that it would be better if members of the board were put on a rotating schedule to attend the meetings rather than just tell Chairperson Conner they would like to attend a meeting. Chairperson Conner stated either way because at any point any member can tell Tim or Veronica that they would like something added to the agenda. Deputy District Attorney Cynthia Gregory stated that the bylaws govern how the board runs the meeting and the last time the bylaws were updated was in March of 2022 when the board added a Trustee Code of Conduct section that has been helpful. She noted that she reviewed the bylaws and wanted to point out a couple sections she is suggesting the board consider changing but it's entirely at the board's discretion to do so. Areas to which suggested changes were discussed was the date to elect a chairperson; open meeting law new posting process; dates on when to update the board on legislative items; specific dates to the calendar to complete certain processes.

There was a short recess at 10:44 A.M. and when the meeting resumed at 10:46 A.M. the board discussed the suggested changes further and asked that Deputy District Attorney Gregory redline the changes, the board can review the changes and take a vote at the next meeting.

8. 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.

Holly updated the board on youth programming and the reorganization of the children's area. She introduced the board to a new concept the library is trying to get the teens to read more and read more of a variety of books and that is the new mystery box. She noted that part of reading advisory is the library asks teens what books they would like to read and the library matches that up with three books that are not circulating, puts them in a box and that becomes the mystery box. The idea is to encourage teens to read more outside of the box so to speak. Vanna mentioned to the board that Luise Davis will be attending the Mountain Plains Library Association (MPLA) conference in May. This is Luise's last year as the association's recording secretary which requires her to attend the conference and the library has submitted for a reimbursable grant to help fund the trip. She noted that Luise has represented the MPLA for a long time and is an asset to the association.

9. CLOSING PUBLIC COMMENTS.

Chairperson Conner asked for public comment.

Trustee Oliveira commented that she has completed all of her trustee training. Chairperson Conner thanked the Friends of the Library and commented that they often include in the Record Courier activities and events that are taking place at the library.

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

MEETING ADJOURNED AT 11:15 A.M.

UNAPPROVED

Lib. Board of Trustees Mtg 3/26/24
Consent Calendar
Agenda Item 4a

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

GIFT FUND EXPENDITURES REPORT FY 23-24

3/19/2024

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			88.96	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	04584	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	12/8/2023			350.00	Readers Advisory Training
Amazon	04655	12/8/2023			1,999.98	Gate 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			238.34	\$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	-7.48			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/18/2023	26.94			Graham Cracker House Decorating program
Do Co Procurement Program	8543	12/19/2023	27.97			Graham Cracker House Decorating program
Amazon	04686	1/16/2024	506.34			SRP 2024 (FOL)
Amazon	04688	1/17/2024	1,088.56			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 Seuss's Birthday Extravaganza (FOL)
Amazon	04699	1/29/2024	408.11			\$246.81 Alice in Wonderland (FOL); \$181.50 Blind Box subscription (FOL)
Amazon	04709	2/1/2024	320.86			\$265.32 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

3/19/2024

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	2/16/2024		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	2/18/2024	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	2/28/2024	53.62			Items for library program
Amazon	04748	3/19/2024	90.24			Items for Adult Crafters' Club
						Grand Total:
TOTALS			9,614.63	419.27	9,500.87	\$19,534.77
			Programs	Materials	All others	\$19,534.77



Library Expense Budget Performance Report

Fiscal Year to Date 02/29/24
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										
Department 804 - Library										
	EXPENSE									
	<i>Salaries & Wages</i>									
510.000	Salaries & Wages	1,028,784.00	.00	1,028,784.00	77,221.66	.00	555,948.67	472,835.33	54	502,939.55
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	+++	3,014.62
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	.00	.00	.00	.00	+++	31,612.00
511.172	Comp Paid	.00	.00	.00	1,569.12	.00	36,096.08	(36,096.08)	+++	4,263.27
511.173	Vacation	.00	.00	.00	3,828.94	.00	6,965.97	(6,965.97)	+++	36,939.48
511.174	Sick	.00	.00	.00	4,536.25	.00	40,913.95	(40,913.95)	+++	23,156.76
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	24,007.52	(24,007.52)	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Salaries & Wages Totals</i>	\$1,028,784.00	\$0.00	\$1,028,784.00	\$87,205.97	\$0.00	\$663,932.19	\$364,851.81	65%	\$601,930.85
	<i>Employee Benefits</i>									
511.181	Retirement	333,853.00	.00	333,853.00	28,282.99	.00	215,296.66	118,556.34	64	175,010.94
511.182	Workers Comp	23,139.00	.00	23,139.00	1,779.76	.00	14,617.41	8,521.59	63	13,726.77
511.183	Group Insurance	149,143.00	.00	149,143.00	13,405.18	.00	95,340.45	53,802.55	64	83,008.02
511.184	Unemployment	5,207.00	.00	5,207.00	438.60	.00	3,339.63	1,867.37	64	3,119.91
511.186	Medicare	15,079.00	.00	15,079.00	1,229.32	.00	9,307.01	5,771.99	62	8,463.56
511.189	Cell Phone Stipend	2,040.00	.00	2,040.00	170.00	.00	1,190.00	850.00	58	1,105.00
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	4,472.00	2,236.00	67	4,472.00
	<i>Employee Benefits Totals</i>	\$535,195.00	\$0.00	\$535,195.00	\$45,864.85	\$0.00	\$343,563.16	\$191,631.84	64%	\$288,906.20
	<i>Services & 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	3,187.98
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	3,038.04	(608.04)	125	2,893.92
520.064	Travel	9,939.00	.00	9,939.00	33.41	.00	142.19	9,796.81	1	1,004.41
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	82.74	.00	724.04	163.96	82	874.27
520.085	Telephone/Communications	20,180.00	.00	20,180.00	1,530.93	.00	15,242.00	4,938.00	76	22,236.33
520.088	Utilities	35,175.00	.00	35,175.00	1,732.72	.00	30,201.41	4,973.59	86	28,150.11
520.097	Maint BSG	3,948.00	.00	3,948.00	857.83	.00	1,806.76	2,141.24	46	424.47
520.098	Janitorial Services	33,944.00	.00	33,944.00	2,665.00	.00	11,680.20	944.00	97	18,274.00
520.107	Maint Equip	2,798.00	.00	2,798.00	.00	.00	1,980.94	817.06	71	21.98



Library Expense Budget Performance Report

Fiscal Year to Date 02/29/24
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										
Department 804 - Library										
	EXPENSE									
	<i>Services & Supplies</i>									
520.114	Motor Pool Expense	5,992.00	.00	5,992.00	.00	.00	3,493.00	2,499.00	58	3,744.00
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	2,235.52	1,629.48	58	2,235.52
520.156	Risk Mgmt-Co. Insurance	36,609.00	.00	36,609.00	.00	.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	.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	400.00	2,600.00	13	.00
520.240	Data Lines	4,104.00	.00	4,104.00	134.97	.00	1,123.27	2,980.73	27	1,039.76
520.256	Risk Mgmt Cost Allocation	19,061.00	.00	19,061.00	.00	.00	14,295.75	4,765.25	75	6,974.50
521.100	Professional Services	28,915.00	.00	28,915.00	3,436.00	.00	19,849.44	9,065.56	69	8,174.53
521.134	Cataloging	13,953.00	.00	13,953.00	440.40	4,355.63	12,573.63	(2,976.26)	121	12,895.71
521.500	Central Svcs Cost Allocation	203,842.00	.00	203,842.00	.00	.00	152,881.50	50,960.50	75	77,587.00
530.001	Circulation Supplies	1,887.00	.00	1,887.00	98.95	.00	1,675.17	211.83	89	1,472.38
532.003	Gas & Oil	3,123.00	.00	3,123.00	.00	.00	1,494.92	1,628.08	48	2,016.10
532.054	Library Materials-Books	163,269.00	115,871.00	279,140.00	8,334.87	157,645.35	100,740.17	20,754.48	93	78,533.95
532.057	Processing Materials	8,614.00	.00	8,614.00	473.62	8,444.36	5,021.01	(4,851.37)	156	5,324.42
532.059	Library Materials-Digital	35,000.00	.00	35,000.00	80.75	5,518.84	25,919.16	3,562.00	90	33,927.29
532.065	Instructional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	4,032.00	.00	4,032.00	197.99	.00	2,966.98	1,065.02	74	2,872.50
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	.00	.00	1,246.04	1,068.96	54	1,347.51
533.817	Small Projects	.00	3,009.00	3,009.00	82.22	.00	10,704.16	(7,695.16)	356	200.00
540.010	Grants-Services & Supplies	.00	14,389.00	14,389.00	.00	.00	8,565.27	5,823.73	60	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	39.03	.00	282.04	149.96	65	272.00
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Services & Supplies Totals</i>	\$680,438.00	\$133,269.00	\$813,707.00	\$20,500.87	\$187,644.38	\$496,019.44	\$130,043.18	84%	\$390,184.82
	<i>Capital Outlay/Projects</i>	.00	154,442.00	154,442.00	.00	.00	.00	154,442.00	0	1,250.00
562.000	Capital Projects	\$0.00	\$154,442.00	\$154,442.00	\$0.00	\$0.00	\$0.00	\$154,442.00	0%	\$1,250.00
	<i>EXPENSE TOTALS</i>	\$2,244,417.00	\$287,711.00	\$2,532,128.00	\$153,571.69	\$187,644.38	\$1,503,514.79	\$840,968.83	67%	\$1,282,271.87
	Department 804 - Library Totals	(\$2,244,417.00)	(\$287,711.00)	(\$2,532,128.00)	(\$153,571.69)	(\$187,644.38)	(\$1,503,514.79)	(\$840,968.83)	67%	(\$1,282,271.87)
	Fund 224 - Library Totals	\$2,244,417.00	\$287,711.00	\$2,532,128.00	\$153,571.69	\$187,644.38	\$1,503,514.79	\$840,968.83		\$1,282,271.87
	Grand Totals	\$2,244,417.00	\$287,711.00	\$2,532,128.00	\$153,571.69	\$187,644.38	\$1,503,514.79	\$840,968.83		\$1,282,271.87



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 02/29/24
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	447.20	.00	16,388.74	70,953.26	19	20,603.17
	Services & Supplies Totals	\$0.00	\$87,342.00	\$87,342.00	\$447.20	\$0.00	\$16,388.74	\$70,953.26	19%	\$20,603.17
	EXPENSE TOTALS	\$0.00	\$87,342.00	\$87,342.00	\$447.20	\$0.00	\$16,388.74	\$70,953.26	19%	\$20,603.17
	Department 800 - Library Gift Fund Totals	\$0.00	(\$87,342.00)	(\$87,342.00)	(\$447.20)	\$0.00	(\$16,388.74)	(\$70,953.26)	19%	(\$20,603.17)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$87,342.00	\$87,342.00	\$447.20	\$0.00	\$16,388.74	\$70,953.26		\$20,603.17
	Grand Totals	\$0.00	\$87,342.00	\$87,342.00	\$447.20	\$0.00	\$16,388.74	\$70,953.26		\$20,603.17



Gift Fund Trial Balance Listing

Through 02/29/24
 Detail Listing
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	92,631.18	26,866.36	19,969.38	99,528.16	80,768.04
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	1,699.61	1,384.02	716.04	434.23
	<i>Current Assets Totals</i>	<u>\$90,384.10</u>	<u>\$29,896.82</u>	<u>\$21,490.32</u>	<u>\$88,790.60</u>	<u>\$78,780.35</u>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(3,042.30)	18,470.80	15,419.04	9.46	(756.63)
	<i>Current Liabilities Totals</i>	<u>(\$3,042.30)</u>	<u>\$18,470.80</u>	<u>\$15,419.04</u>	<u>\$9.46</u>	<u>(\$756.63)</u>
<i>Fund Balance</i>						
253.000	Fund Balance	(87,341.80)	.00	.00	(87,341.80)	(67,111.49)
	<i>Fund Balance Totals</i>	<u>(\$87,341.80)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$87,341.80)</u>	<u>(\$67,111.49)</u>



Gift Fund Income Statement

Through 02/29/24
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
Fund Category	Governmental Funds						
Fund Type	Governmental-Spec Revenue						
Fund	235 - Library Gift Fund						
	REVENUE						
Department	000 - Revenue						
	Miscellaneous Revenue						
367.102	Donations						
	<i>Miscellaneous Revenue Totals</i>	.00	2,020.46	24,679.92	(24,679.92)	+++	31,543.23
	Department 000 - Revenue Totals	\$958.00	\$2,294.24	\$27,847.00	(\$26,889.00)	2,907%	\$31,515.40
	REVENUE TOTALS	\$88,300.00	\$2,294.24	\$27,847.00	\$60,453.00	32%	\$31,515.40
	EXPENSE						
Department	800 - Library Gift Fund						
	Services & Supplies						
532.061	Restricted Use - Library Gift Fund						
	<i>Services & Supplies Totals</i>	87,342.00	447.20	16,388.74	70,953.26	19	20,603.17
	Department 800 - Library Gift Fund Totals	\$87,363.00	\$447.20	\$16,388.74	\$70,974.26	19%	\$20,603.17
	EXPENSE TOTALS	\$88,300.00	\$447.20	\$16,388.74	\$71,911.26	19%	\$20,603.17
	Fund 235 - Library Gift Fund Totals	\$88,300.00	\$447.20	\$16,388.74	\$71,911.26	19%	\$20,603.17
	REVENUE TOTALS	88,300.00	2,294.24	27,847.00	60,453.00	32%	31,515.40
	EXPENSE TOTALS	88,300.00	447.20	16,388.74	71,911.26	19%	20,603.17
	Fund 235 - Library Gift Fund Net Gain (Loss)	\$0.00	\$1,847.04	\$11,458.26	\$11,458.26	+++	\$10,912.23
	Grand Totals						
	REVENUE TOTALS	88,300.00	2,294.24	27,847.00	60,453.00	32%	31,515.40
	EXPENSE TOTALS	88,300.00	447.20	16,388.74	71,911.26	19%	20,603.17
	Grand Total Net Gain (Loss)	\$0.00	\$1,847.04	\$11,458.26	\$11,458.26	+++	\$10,912.23

BOARD OF TRUSTEES BYLAWS
DOUGLAS COUNTY PUBLIC LIBRARY

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees. The term "Library Board" or "Board" will be used in these Bylaws interchangeably with the official name. As a governing board under Nevada Revised Statutes ("NRS") 379.025, the Library Board establishes bylaws for the management of the Library and the Library Board.

II. PURPOSE

The purpose of the Douglas County Public Library Board of Trustees shall be to carry out the powers and duties set forth for library trustees under Nevada law (NRS Chapter 379).

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five Trustees who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law. Applications are available from the County Manager's office.
2. Trustees are appointed for a four-year term expiring December 31 of the fourth year.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. A Trustee appointed to fulfill an unexpired term shall serve the remainder of that term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without a valid reason, to attend three successive meetings of the Library Board. A recommendation for such removal will be acted upon by the Library Board at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action immediately after the public meeting where such recommendation was approved by the Library Board.
6. Pursuant to Douglas County policy on Boards, Committees and Commissions, former employees of Douglas County, including former Douglas County Public Library employees, are not eligible for appointment to the Library Board until one (1) year after their separation of employment.
7. The Library Board shall serve without compensation unless such compensation is set by the Board of County Commissioners pursuant to NRS 379.020.

IV. ABSENCES

Regular attendance at meetings is expected of all Trustees. If possible, any Trustee unable to attend a regularly scheduled meeting of the Library Board should notify the Board Chair or the Library Director in advance of the meeting. The Library Board may recommend to the Board of County Commissioners the removal of a trustee who fails to meet attendance requirements set forth in Article III, Part 5 of these Bylaws.

V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these Bylaws, the Nevada Open Meeting Law (NRS 241.020) and Robert's Rules of Order.
2. A quorum of at least three Trustees must be present for business to be conducted at a meeting.
3. A majority vote of the quorum present shall be necessary for any act of the Library Board. A tie vote shall result in a failed motion without any action being taken by the Library Board.
4. When necessary, it is permissible for Trustees to participate remotely via communication technologies. Any Trustee appearing via technology remotely shall be counted in the quorum count.

VI. OFFICERS

1. ~~Annually, in January~~No later than February, the Library Board shall elect a Chairperson from among the appointed Trustees to preside over all meetings.
2. The Library Board shall elect any other officers deemed necessary by the Board of Trustees, such as a Vice Chairperson to substitute for the Chairperson.
3. No Board member shall be eligible to serve more than two consecutive terms in the same office. A vacancy in an office shall be filled by a vote of the Trustees at the next regularly scheduled meeting of the Library Board after the vacancy occurs. An officer shall serve a term of one year from the date of the first meeting of the year at which he or she is elected and until a successor is elected. If a trustee is elected to fulfill an officer vacancy, he or she may only serve until the end of that term.
4. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board. Meetings are to be held consistent with NRS Chapter 241 as applicable.

5. Ad Hoc committees for the study of special issues may be appointed by the Chairperson, with the approval of the Library Board, to serve until the final report of the work for which the committee was created has been filed. These committees may also include staff and public representatives, as well as outside experts. Meetings are to be held consistent with NRS Chapter 241 as applicable.
6. The clerk to the Library Board, usually the Library administrative manager, shall be appointed by the Library Director to take minutes of Library Board meetings.

VII. MEETINGS AND RECORDS

All Library Board meetings shall be conducted in accordance with the Nevada Open Meeting Law (NRS 241.020).

1. Regular meetings of the Library Board shall be held monthly, excluding the month of December. A calendar of meeting times, dates, and locations shall be adopted no later than the January meeting of each year.
2. Special meetings may be called by the Chairperson or, upon the written request of at least two Trustees, must be called by the Chairperson to conduct the business for which the special meeting was specifically called. Except in cases of emergency, at least three (3) business days of advance notice must be given by the Chairperson to the Trustees. In no case may a meeting of the Library Board be called with less than two hours' advance notice to the Trustees.
3. Any Trustee may cause any relevant topic to be placed on the agenda of an upcoming meeting of the Library Board if the agenda material is provided to the Library Director before the deadline required under the Nevada Open Meeting Law for the next meeting of the Library Board.
4. Notices of meetings and agendas shall be posted ~~in three public places, the Library's website, at the location of the scheduled meeting, and each library branch~~ as outlined in the Nevada Open Meeting Law Chapter 241(NRS 241.020). The location of each meeting of the Library Board shall be indicated on the agenda for each meeting.
5. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

VIII. POWERS AND DUTIES OF TRUSTEES

As set forth in NRS 379.025, the Library Board shall:

1. Establish, supervise, and maintain a County Library.
2. Appoint, evaluate the performance of and, if necessary, dismiss a Librarian (Douglas County Public Library Director.)
3. Hold and possess the property and effects of the Library in trust for the public.

4. Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding fiscal year.
5. Establish bylaws and regulations for the management of the Library and the conduct of the Trustees.
6. Manage all the real and personal property held by the Library in trust for the public.
7. Acquire and hold real and personal property by gift, purchase, or bequest, for the Library.
8. Administer any trust declared or created for the Library.
9. Maintain or defend any action in reference to the property or affairs of the Library.
10. Cooperate with other public officials and boards and maintain vital public relations.
11. Each Trustee must complete the training recommended by the Nevada State Library within six (6) months of appointment to the Library Board.
12. Regularly review the physical and building needs of the Library to ensure that they meet the requirements of the programs offered by the Library.
13. Approve and submit any required report to the State Library or other state agency.

The Library Board may:

1. Make purchases and secure rooms.
2. Authorize the merger or consolidation of a city library with a county library district in accordance with NRS Title 31.
3. Invest the money in the appropriate library fund in accordance with the provisions of NRS Title 31.
4. Do all acts necessary for the orderly and efficient management and control of the Library.

IX. TRUSTEE CODE OF CONDUCT

1. Trustees shall treat everyone with courtesy and respect.
2. Inappropriate behavior is derogatory and damages the perception of the Douglas County Public Library.
3. Trustees will practice civility and decorum in discussions and debate.
4. During public meetings, Trustees shall allow staff to respond to questions from the Trustee without interruption and shall not be argumentative with staff. Trustees may always ask for the factual basis for any recommendation staff has made to the Trustees.
5. Trustees shall respect and adhere to the Library's form government, which is a Public Library operating under a Board-Director form of government, with the Trustees acting as the legislative body of the Library. The Board is the visionary policy maker and staff is responsible for implementation of Board policies. Trustees shall not get involved in administrative functions.
6. Trustees should always feel free to speak with the Director on matters of interest or concern to them. When possible, Trustees shall seek answers to questions on an item on the agenda from the Library Director prior to the meeting.
7. Trustees shall treat staff professionally and be respectful of their time. Trustees are encouraged to talk with staff, ask questions, and receive information, but will neither direct staff nor advocate that staff support the goals of individual trustees.

8. Trustees will make the public feel welcome.
9. Trustees should not make snappy or sarcastic comments to the public, staff or each other.
10. Trustees will listen courteously and attentively to all public comments before the Library Board and the information presented by staff.
11. The Chair and the Trustees have the responsibility to intervene when the actions of any Trustee is in violation of these Bylaws or may be an ethical violation.

X. COMPLIANCE WITH DOUGLAS COUNTY FINANCE DEPARTMENT POLICIES AND PROCEDURES

1. The Library Board, with the assistance of the Library Director, will prepare, develop and submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next fiscal year.
2. The Library Board shall have overall control of the expenditure of all monies collected, donated or appropriated for the library fund and shall audit and approve all library expenditures, as well as approve all grant submissions by the Library.
3. Budget transfer requests of more than \$10,000 must be submitted to the Library Board for review and approval prior to, or contemporaneously with, the request's submission to the Douglas County Finance Department.
4. Any budget transfer request must be accompanied by supporting documentation. Budget transfers include: transfers within functions, between functions, funds or contingency accounts that do not increase the total appropriation for any fiscal year, transfers from reserves, and transfers between capital projects.
5. All budget augmentations must be submitted to the Board of Trustees for review and approval prior to any change. Budget transfers and augmentation requests must be processed consistent with the Douglas County Finance Department's policies and procedures.

XI. RELATIONSHIP WITH THE LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board and shall be responsible to the Library Board. The Library Director shall be the Executive Director of the Library and subject to the policies and goals adopted by the Library Board. The Director shall act as the technical advisor to the Library Board. The Director shall be invited to all Library Board meetings but may be excluded from closed sessions at the request of any Trustee and shall not vote on the business of the Library Board.

The Library Director shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board of Trustees shall be updated as necessary by the Library Director, ~~at a minimum, semi-annually (January and July)~~ during years the Nevada State Legislature is not in session and, at a minimum, monthly ~~quarterly during years~~ while the Nevada State Legislature is in session regarding legislation or pending legislative issues, including interim committees and bill draft requests, which may impact the Douglas County Library and as may deemed appropriate by the Library Board.

XII. EMAIL COMMUNICATION

Communication with and availability to the public is an essential element to the role of each Trustee. Therefore, the Library website shall have an email address or other electronic avenue which directs public comments and messages directly to the Chairperson of the Library Board. Emails may be discussed at a Library Board meeting. As of 2021, the email address is libraryboardoftrustees@douglas.lib.nv.us.

XIII. CALENDAR

1. ~~Every January new~~ Trustees shall be appointed by the Board of County Commissioners as necessary.
2. ~~Every August-October~~ the Library Board will:
 - i. ~~discuss and review, the five-year long range plan annual objectives for the past year including accomplishments and results start the process of establishing objectives for the achievement of the long range goals,~~
 - ii. ~~set goals, objectives and milestones for the upcoming calendar year consistent with the five-year long range plan, and~~
 - iii. ~~_____.~~

~~Every September the Library Board will~~ start the development of the upcoming fiscal year's budget in consultation with the Library Director.
3. ~~_____.~~
4. ~~The Library Board shall, by October of each year, discuss, update, review, and approve:~~
 - i. ~~Five year long range plan annual objectives and results;~~
 - ii. ~~Goals and milestones for the upcoming calendar year;~~
 - iii. ~~Specific expectations and objectives for the Library Director for the upcoming calendar year.~~
5. ~~3~~ Complete the annual evaluation of the Library Director prior to the annual anniversary of the Director's date of employment, including setting specific expectations and objectives for the following year's evaluation.

XIV. CONFLICT OF INTEREST

1. Trustees may not, in their private capacity, negotiate, bid for, or enter into a contract with Douglas County or the Douglas County Public Library in which they have a direct or indirect financial interest.
2. A Trustee shall withdraw from any Board discussion, deliberation, and must not vote on any matter in which the Trustee is associated or has a substantial financial interest.
3. A Trustee may not receive anything of value that could reasonably be expected to influence his or her vote or other official action as a Trustee.

XV. AMENDMENT

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all members of the Library Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

EFFECTIVE THIS _____ day of _____, 2024.

By: _____
Library Board Chairperson

LIBRARY BOARD OF TRUSTEES

APPROVED 1997, 2004, 2008

ADOPTED March 24, 2021

| ADOPTED March 22, 2022

| ADOPTED March 25~~6~~, 2024

Library Director DeGhelder Current Approved Goals

Goal #1

MOTION/VOTE:

Trustee Estee made a motion for goal #1 the approval to develop and implement new youth programs to challenge kids and families to read books before kindergarten and Every Child Ready to Read in schools and preschools.

Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #2

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #2 the approval to increase the overall circulation between the two library locations using gate counts, programs, digital media and social media contacts within the next year.

Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #3

MOTION/VOTE:

Trustee Estee made a motion for goal #3 the approval to conduct research and educate staff on a marketing plan starting with SCORE and the county manager's plan.

Trustee Merkow made a second, and the motion carried unanimously with a 5-0 vote.

Goal #4

MOTION/VOTE:

Trustee Merkow made a motion for goal #4 the approval to develop and implement a new adult reading program.

Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #5

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #5 the approval to develop and implement a training schedule for staff and present the training schedule and the timelines to the board by the next board meeting.

Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #6

MOTION/VOTE:

Trustee DeGraffenreid made a motion for goal #6 the approval to continue to monitor and look for ways to complete the strategic plan goals.

Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.



Expense Budget Worksheet Report

Budget Year 2025

LAB BOARD OF TRUSTEES
 METG 3/26/24
 SUPPORTING MATERIAL
 Agenda Item #9

G/L Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/17/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund 224 - Library	Department 804 - Library						
224-804 520.029	Program Underwriting	3,809.30	3,286.00	530.44	3,924.00	638.00	19
224-804 520.045	Computer System - County Created	6,639.85	.00	.00	.00	.00	
224-804 520.060	Postage/Po Box Rent	2,217.88	2,430.00	3,038.04	2,285.00	(145.00)	(6)
224-804 520.064	Travel	1,514.15	9,939.00	142.19	1,000.00	(8,939.00)	(90)
	Budget Transactions						
<i>Level</i>	<i>Transaction</i>				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
IRC Review to BOCC	Base budget				1,0000	1,560.00	1,560.00
IRC Review to BOCC	FY25 budget reduction				1,0000	(560.00)	(560.00)
	Tentative						\$1,000.00
224-804 520.072	Advertising	324.00	26,932.00	403.45	334.00	(26,598.00)	(99)
224-804 520.078	Printing & Binding	1,150.86	888.00	724.04	1,186.00	298.00	34
224-804 520.085	Telephone/Communications	29,059.73	20,180.00	15,607.00	29,932.00	9,752.00	48
224-804 520.088	Utilities	41,493.48	35,175.00	30,201.41	42,739.00	7,564.00	22
224-804 520.097	Maint Bldg	529.93	3,948.00	1,806.76	546.00	(3,402.00)	(86)
224-804 520.098	Janitorial Services	28,933.80	33,944.00	21,319.80	29,802.00	(4,142.00)	(12)
224-804 520.107	Maint Equip	75.93	2,798.00	1,980.94	79.00	(2,719.00)	(97)
224-804 520.114	Motor Pool Expense	5,610.00	5,992.00	3,493.00	6,102.00	110.00	2
	Budget Transactions						
<i>Level</i>	<i>Transaction</i>				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
IRC Review to BOCC	Entered by Finance				1,0000	6,102.00	6,102.00
	Tentative						\$6,102.00
224-804 520.116	Veh. Maint-Co Shop	2,173.56	1,806.00	5,204.61	2,611.00	805.00	45
	Budget Transactions						
<i>Level</i>	<i>Transaction</i>				<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
IRC Review to BOCC	Base Budget				1,0000	2,239.00	2,239.00
IRC Review to BOCC	Entered by Finance				1,0000	372.00	372.00
	Tentative						\$2,611.00
224-804 520.136	Rents & Leases Equipment	3,353.28	3,865.00	2,235.52	3,454.00	(411.00)	(11)
224-804 520.156	Risk Mgmt-Co. Insurance	50,189.00	36,609.00	27,456.75	38,886.00	2,277.00	6
224-804 520.170	Memberships	1,071.00	1,000.00	1,044.00	1,104.00	104.00	10
	IRC Review to BOCC Tentative Totals						\$2,611.00



Expense Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund 224 - Library	Department 804 - Library						
224-804 520.200	Training & Education	.00	3,000.00	400.00	3,000.00	.00	
	Budget Transactions						
Level/	Transaction						
IRC Review to BOCC Tentative	Library Board would like more staff training						
	Number of Units						
	Cost Per Unit						
	Total Amount						
	IRC Review to BOCC Tentative Totals						
							\$3,000.00
224-804 520.240	Data Lines	1,579.64	4,104.00	1,123.27	.00	(4,104.00)	(100)
224-804 520.256	Risk Mgmt Cost Allocation	13,949.00	19,061.00	14,295.75	19,061.00	.00	
224-804 521.100	Professional Services	31,098.88	28,915.00	21,410.44	32,032.00	3,117.00	11
224-804 521.134	Cataloging	14,164.36	13,953.00	12,573.63	14,590.00	637.00	5
224-804 521.500	Central Svcs Cost Allocation	145,174.00	203,842.00	152,881.50	179,648.00	(24,194.00)	(12)
224-804 530.001	Circulation Supplies	2,053.56	1,887.00	1,675.17	2,500.00	613.00	32
	Budget Transactions						
Level/	Transaction						
IRC Review to BOCC Tentative	Base budget						
IRC Review to BOCC Tentative	Cost Increases						
	Number of Units						
	Cost Per Unit						
	Total Amount						
	IRC Review to BOCC Tentative Totals						
							\$2,500.00
224-804 532.003	Gas & Oil	2,873.44	3,123.00	1,494.92	2,960.00	(163.00)	(5)
224-804 532.054	Library Materials-Books	125,222.51	163,269.00	100,740.17	73,980.00	(89,289.00)	(55)
	Budget Transactions						
Level/	Transaction						
IRC Review to BOCC Tentative	Base budget						
IRC Review to BOCC Tentative	FY25 budget reduction						
	Number of Units						
	Cost Per Unit						
	Total Amount						
	IRC Review to BOCC Tentative Totals						
							\$73,980.00
224-804 532.057	Processing Materials	6,781.78	8,614.00	5,021.01	3,986.00	(4,628.00)	(54)
	Budget Transactions						
Level/	Transaction						
IRC Review to BOCC Tentative	Base budget						
IRC Review to BOCC Tentative	FY25 budget reduction						
	Number of Units						
	Cost Per Unit						
	Total Amount						
	IRC Review to BOCC Tentative Totals						
							\$3,986.00



Expense Budget Worksheet Report

Budget Year 2025

G/L Account		Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %	
Fund	224 - Library								
Department	804 - Library	Library Materials-Digital	33,927.29	35,000.00	25,919.16	16,646.00	(18,354.00)	(52)	
Budget Transactions									
Level		Transaction					Number of Units	Cost Per Unit	Total Amount
	IRC Review to BOCC Tentative	Base budget					1,0000	34,946.00	34,946.00
	IRC Review to BOCC Tentative	FY25 budget reduction					1,0000	(18,300.00)	(18,300.00)
IRC Review to BOCC Tentative Totals									\$16,646.00
224-804 533.800	Office Supplies		4,094.21	4,032.00	2,966.98	4,218.00	186.00		5
224-804 533.802	Small Equipment		1,218.85	99.00	965.40	1,256.00	1,157.00		1,169
224-804 533.805	Software		24,849.65	.00	20,492.58	34,818.00	34,818.00		
Budget Transactions									
Level		Transaction					Number of Units	Cost Per Unit	Total Amount
	IRC Review to BOCC Tentative	Base budget					1,0000	25,596.00	25,596.00
	IRC Review to BOCC Tentative	Circulation system software renewal year					1,0000	1,422.00	1,422.00
	IRC Review to BOCC Tentative	Mango Language Software- 3000 per year					1,0000	3,000.00	3,000.00
	IRC Review to BOCC Tentative	MS Office 365/ cost per year					1,0000	4,800.00	4,800.00
IRC Review to BOCC Tentative Totals									\$34,818.00
224-804 533.813	Office Products Program		1,562.36	2,315.00	1,246.04	1,610.00	(705.00)		(30)
224-804 533.817	Small Projects		6,368.93	.00	10,704.16	1,560.00	1,560.00		
Budget Transactions									
Level		Transaction					Number of Units	Cost Per Unit	Total Amount
	IRC Review to BOCC Tentative	Base budget					1,0000	6,560.00	6,560.00
	IRC Review to BOCC Tentative	FY25 budget reduction					1,0000	(5,000.00)	(5,000.00)
IRC Review to BOCC Tentative Totals									\$1,560.00
224-804 540.010	Grants Services & Supplies		31,796.12	.00	8,565.27	.00	.00		
224-804 541.501	Grant Match-Serv & Supplies		920.00	.00	.00	948.00	948.00		948.00
224-804 550.100	Bank Fees-Credit Card Processing		454.79	432.00	316.99	469.00	37.00		9
224-804 550.102	Bank Fees-Checking		.00	262.00	.00	431.00	169.00		65
Department 804 - Library Totals			\$626,235.12	\$680,700.00	\$497,980.39	\$557,697.00	(\$123,003.00)	(18%)	
Fund 224 - Library Totals			\$626,235.12	\$680,700.00	\$497,980.39	\$557,697.00	(\$123,003.00)	(18%)	

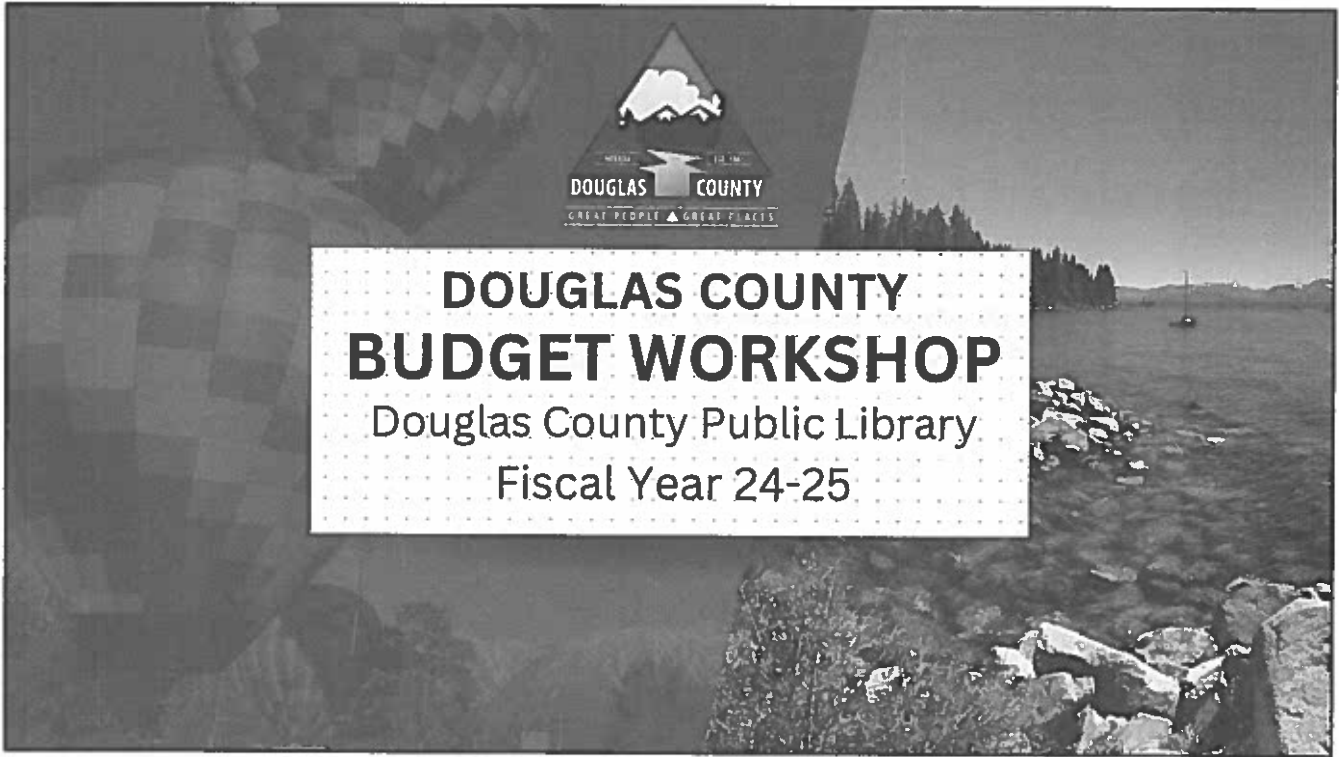


Expense Budget Worksheet Report

Budget Year 2025

G/L Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund 235 - Library Gift Fund							
Department 800 - Library Gift Fund							
235-800 532,061	Restricted Use - Library Gift Fund	35,056.22	.00	16,388.74	.00	.00	38
235-800 550,102	Bank Fees-Checking	.00	21.00	.00	29.00	8.00	
Department 800 - Library Gift Fund Totals		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%
Fund 235 - Library Gift Fund Totals		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%
Net Grand Totals		\$661,291.34	\$680,721.00	\$514,369.13	\$557,726.00	(\$122,995.00)	(18%)

GL Account Number	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund: 224 - Library							
EXPENSES							
Department: 804 - Library							
224-804 520.029	Program Underwriting	3,809.30	3,286.00	530.44	3,924.00	638.00	19%
224-804 520.045	Computer System - County Created	6,639.85	0.00	0.00	0.00	0.00	N/A
224-804 520.060	Postage/Fo Box Rent	2,217.88	2,430.00	3,038.04	2,285.00	(145.00)	-6%
224-804 520.064	Travel	1,514.15	9,939.00	142.19	1,000.00	(8,939.00)	-90%
224-804 520.072	Advertising	324.00	26,932.00	403.45	334.00	(25,598.00)	-99%
224-804 520.078	Printing & Binding	1,150.86	888.00	724.04	1,186.00	298.00	34%
224-804 520.085	Telephone/Communications	29,059.73	20,180.00	15,607.00	29,932.00	9,752.00	48%
224-804 520.088	Utilities	41,493.48	35,175.00	30,201.41	42,739.00	7,564.00	22%
224-804 520.097	Maint B&G	529.93	3,948.00	1,806.76	548.00	(3,402.00)	-86%
224-804 520.098	Janitorial Services	28,933.80	33,944.00	21,319.80	29,802.00	(4,142.00)	-12%
224-804 520.107	Maint Equip	75.93	2,798.00	1,980.94	79.00	(2,719.00)	-97%
224-804 520.114	Motor Pool Expense	5,610.00	5,992.00	3,493.00	6,102.00	140.00	2%
224-804 520.116	Veh. Maint-Co Shop	2,173.56	1,806.00	5,204.61	2,611.00	805.00	45%
224-804 520.136	Rents & Leases Equipment	3,353.28	3,865.00	2,235.52	3,454.00	(411.00)	-11%
224-804 520.156	Risk Mgmt-Co. Insurance	50,189.00	36,609.00	27,456.75	38,886.00	2,277.00	6%
224-804 520.170	Memberships	1,071.00	1,000.00	1,044.00	1,104.00	104.00	10%
224-804 520.200	Training & Education	0.00	3,000.00	400.00	3,000.00	0.00	0%
224-804 520.240	Data Lines	1,579.64	4,104.00	1,123.27	0.00	(4,104.00)	-100%
224-804 520.256	Risk Mgmt Cost Allocation	13,949.00	19,061.00	14,285.75	19,061.00	0.00	0%
224-804 521.100	Professional Services	31,098.88	28,915.00	21,410.44	32,032.00	3,117.00	11%
224-804 521.134	Cataloging	14,164.36	13,953.00	12,573.83	14,580.00	637.00	5%
224-804 521.500	Central Svcs Cost Allocation	145,174.00	203,842.00	152,881.50	179,648.00	(24,194.00)	-12%
224-804 530.001	Circulation Supplies	2,053.56	1,887.00	1,675.17	2,500.00	613.00	32%
224-804 532.003	Gas & Oil	2,873.44	3,123.00	1,494.92	2,960.00	(183.00)	-5%
224-804 532.054	Library Materials-Books	125,222.51	163,269.00	100,740.17	73,980.00	(89,288.00)	-55%
224-804 532.057	Processing Materials	6,781.78	8,614.00	5,021.01	3,986.00	(4,628.00)	-54%
224-804 532.059	Library Materials-Digital	33,927.29	35,000.00	25,919.16	16,846.00	(18,354.00)	-52%
224-804 533.800	Office Supplies	4,094.21	4,032.00	2,966.98	4,218.00	186.00	5%
224-804 533.802	Small Equipment	1,218.85	99.00	965.40	1,256.00	1,157.00	1169%
224-804 533.806	Software	24,849.65	0.00	20,492.56	34,818.00	34,818.00	N/A
224-804 533.813	Office Products Program	1,562.36	2,315.00	1,246.04	1,610.00	(705.00)	-30%
224-804 533.817	Small Projects	6,366.93	0.00	*10,704.16	1,560.00	1,560.00	N/A
224-804 540.010	Grants-Services & Supplies	31,796.12	0.00	8,565.27	0.00	0.00	N/A
224-804 541.501	Grant Match-Serv & Supplies	920.00	0.00	0.00	948.00	948.00	N/A
224-804 550.100	Bank Fees-Credit Card Processing	454.79	432.00	316.99	469.00	37.00	9%
224-804 550.102	Bank Fees-Checking	0.00	262.00	0.00	431.00	169.00	65%
Department Total: 804 - Library		\$626,235.12	\$680,700.00	\$497,980.39	\$557,697.00	(\$123,003.00)	-18%
EXPENSES Total		\$626,235.12	\$680,700.00	\$497,980.39	\$557,697.00	(\$123,003.00)	-18%
Fund: 235 - Library Gift Fund							
EXPENSES							
Department: 800 - Library Gift Fund							
235-800 532.061	Restricted Use -Library Gift Fund	35,056.22	0.00	18,388.74	0.00	0.00	N/A
235-800 550.102	Bank Fees-Checking	0.00	21.00	0.00	29.00	8.00	38%
Department Total: 800 - Library Gift Fund		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%
EXPENSES Total		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%
Fund EXPENSE Total: 235 - Library Gift Fund		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%
EXPENSE GRAND Totals:		\$661,291.34	\$680,721.00	\$514,369.13	\$557,726.00	(\$122,995.00)	-18%



Public Library

Mission Statement

The public library will support- informational, educational and recreational services to all Douglas County residents.

Department Function/ Description

The public library supplies materials, programming and public space for Douglas County residents. Law Library is also hosted at Minden Library.

A decorative background image on the right side of the text box shows a close-up of a tiled roof with a large, bushy flowering plant in the foreground.

Performance Measures and Workload Indicators

Residents holding library cards- 32,139 (65%)

Hours open- 4,160 (2 branch locations + bookmobile)

Materials circulation-

Adult- 143,789

Children- 50,739

Audio- 12,902

DVD- 16,203

Performance Measures and Workload Indicators

Materials circulation

Hoopla (digital) 20,973

Libby (digital) 15,402

Inter-library loan 1,434

Recycled books 15,000

Total- 277,920

Performance Measures and Workload Indicators

Library visits	74,819
Kids Program	5,421
Teen Program	581
Adult Program	1,117
Tiny Art Show	430
Summer Read	555
Meeting Room Use	247
Winter Read	886

Performance Measures and Workload Indicators

Homebound	927
Bookmobile stops	243
Bookmobile checkout	2,815
Tiny Free Libraries	2,000
Off Site Programs	85
Volunteer Hours	1,500
Friends Meetings	45

Performance Measures and Workload Indicators

Database Use	31,876
Wi-Fi Sessions	5,038
Social Media Visits	153,855
Public PC Stations	15
Library Webpage visits	14,500



Read 1000 Books Before Kindergarten

Read five books and get a certificate for a free cheeseburger or hamburger. Children ages 4 to 12 may earn up to three certificates. Sign up at the Minden or Zephyr Cove Library or the Bookmobile to receive a reading log.

Monday, March 11 - Monday, April 22



Dolly Parton's Imagination Library
Douglas County Library & Bookmobile

Join us for bedtime stories, songs, games and more

4th Monday of every month at 5:30 p.m.



Lap Sit Storytime

Wednesdays
10:30 a.m. - 11:00 a.m.
Ages 6-18 months

Join us at the Minden Library for a carefully curated storytime for babies including stories, songs, and playtime.



CHILDREN'S PROGRAMS



READING PAWS

Tuesdays
at the Minden Library
3:30 - 5:00 PM
Read to a dog for 15 minutes



SCIENCE CLUB

First Thursday of every month
4:30 p.m. - 5:30 p.m.

Hands-on learning and experimentation with practical lab experiments for children



Storytime

Thursdays
10:20 a.m. at the Minden Library

Stories, Music, and Crafts for All Ages



Alice in Wonderland's Tea Party

Friday, January 26
3:00-4:00 p.m.

Featuring stories, songs, games, and crafts for children ages 3-10.



Grinch's Valentine's Day Party

Friday, February 9th
3:00 - 4:00 p.m.

Featuring stories, songs, games, and crafts for children ages 3-10.



Dr. Seuss' Birthday Celebration

Friday, March 1, 2024
Minden Meeting Room
3 to 4pm

Mythos Society

Saturdays
2:00 - 4:30 p.m.

Pages 13+

Competitions are run in-person at the Minden Library & via Thread

library.douglascountry.gov

FREE COMIC BOOK - DAY - FCBD

May 8, 2024

library.douglascountry.gov

Tween Art Club

Second Thursday of every month
3:30 - 4:30 P.M.

All supplies are provided
please register via supplies are limited

library.douglascountry.gov

Starburst Crusaders Teen Anime Club

Join our Anime Club where we'll meet, hang out, and watch anime!
2nd Wednesday of every month from 3:30 - 4:30 p.m.

library.douglascountry.gov

Shirley Wilmore

YA Author of The Seas of Maracul Duality, and Too Sweet

September 18, 2023
3:00 p.m. to 5:00 p.m.
Minden Library Meeting Room

library.douglascountry.gov

Game On TEENS

2:00 - 8:00 p.m.
2nd & 4th Friday of every month

Registration required

library.douglascountry.gov

TWILIGHT ROLLS POKÉMON CLUB

4th Thursday of every month
from 4:00 - 5:00 p.m.

Pages 8-13

Come join us on the fourth Thursday of every month to play the trading card game, do crafts, and talk about all things Pokémon!

library.douglascountry.gov

TEEN

library.douglascountry.gov

VR LAB

1st & 3rd Friday of every month
2:00 - 5:00 PM

Reservations required

Virtual reality for ages 13+

library.douglascountry.gov

LIBRARY CRATE

A FREE quarterly subscription for teens and tweens filled with books and goodies tailored to their interests.

Sign up here today!

library.douglascountry.gov

DnD for Kids

Beginning February 15

Third Thursday of every month
4:00 - 5:30 p.m.

Pages 8-13

library.douglascountry.gov

Japanese Club

End Thursday of every month
4:30 p.m. - 5:30 p.m.

Come learn the language of Japan!

library.douglascountry.gov

Adult Crafters' Club

Third Wednesday of every month - 4:00 - 6:00 PM

April 17 - Bridal projects
May 15 - Seasonal Plant-based layout
June 26 - Contrast and Fold buttoned boxes

Stop in, Create, Be-creative!

library.douglascountry.gov

Knif & Crochet Club

at the Minden Library

Last Tuesday of every month from 4:00 - 5:30 p.m.

Adults of all skill levels are welcome!
Yarn, needles, and a simple pattern will be provided.

library.douglascountry.gov

Reading Club

10:30 a.m. Minden Library

March 2 - Guardians of the Galaxy 1
March 9 - The Color Purple
March 23 - Oppenheimer
March 30 - Junie

library.douglascountry.gov

Second Wednesday Book Group

5:00 - 6:30 p.m.
Minden Library Meeting Room

April 10 - "A Long Petal of the Sea" by Isabel Allende
May 22 - "Invisible" by Stephen L. Carter
June 12 - "The Midnight Library" by Matt Haig

library.douglascountry.gov

Adult Programs

library.douglascountry.gov

Homebound Delivery

Homebound Delivery services have resumed at the Minden Library!

library.douglascountry.gov

DUNGEONS & DRAGONS CLUB

Every 2nd and 4th Wednesday
4:30 - 6:30 p.m.

All ages are invited to join us!
Beginners are welcome, too!

library.douglascountry.gov

Writing Group

Starting February 10

2nd Saturday of every month
10:30 - 12:00 p.m.

All writers 18+ welcome

library.douglascountry.gov

Medicare 101 Seminar

with Craig Wilcox

At 4:00 p.m. on the following dates:
January 23 • February 28 • March 27
April 23 • May 29

library.douglascountry.gov

Adventure-Themed 3D Pen Art

Wednesday July 24
4:00 - 6:00 p.m.

Drop in and create! Children may attend if accompanied by an adult

library.douglascountry.gov

Local Author Night

Wednesday, April 24
4:00-6:00 p.m.
at the Minden Library

Todd Berg
M J Derby
Karen Doolman
Clara Frank
Mia White
Marwan Wildrose

library.douglascountry.gov

Adult Winter Reading Challenge

January 6 - February 2024

Read 2 books per raffle entry!
Win Prizes!
Ages 18+

Sign up at:
douglascountry.gov/bookstack.org

library.douglascountry.gov

Reading Friends

Tuesdays 3:30 - 4:30 p.m.
At the Zephyr Cove Library

Read to a therapy dog for 15 minutes. Periodic permission required.

Knit & Crochet Club

First Tuesday of every month from 10:00 - 11:30 a.m.
Third Thursday of every month from 3:00 - 4:30 p.m.

Adults of all skill levels are welcome!
Yarn, needles, and a simple pattern will be provided.

Basic Resume & Job Help

By Appointment for teens and adults

Appointments: Days & Times:
Tuesdays: 1:30 - 4:30
Wednesdays: 12:30 - 4:30
Thursdays: 1:30 - 4:30
Fridays: 10:00 - 12:30

Resumes
Job applications
Basic computer skills

Request an appointment at the Zephyr Cove Library at (775) 588-8611

Storytime

At the Zephyr Cove Library

Wednesdays at 11:00 a.m.

Each Storytime will have a craft or activity.

Tahoe Film Club

at the Zephyr Cove Library

Second Wednesday of every month
3:15 - 6:00 p.m.

Tahoe Film Club is for high school students interested in the film industry. Projects will include researching, storyboarding, acting, cinematography, and more!

Act Your Stage

at the Zephyr Cove Library

An acting club for adults!
First Wednesday of every month
5:30 p.m. - 6:45 p.m.

Tahoe D&D

1st Wednesday of every month - 5th Wednesday
6:30 - 8:30 p.m.

Join us virtually for monthly D&D adventures! Let us take the battle of D&D and play a variety without the commitment of a full campaign. Items are mailed each week to your homes. Best serve, no registration is required. A Discord account is also required to join.

To sign up and get access to our Discord server and our main Facebook page, please email: info@zephyrcove.org

Tea Party

Third Tuesday of Every Month
2:30 - 4:30 p.m.
at the Zephyr Cove Library

Light refreshments will be served, please RSVP in advance!
all at www.zephyrcove.org or call 775-588-8611

BOOK TRAILBLAZERS

FOURTH FRIDAY OF EVERY MONTH
2:00 - WALK/SNOWSHOE 2:30 - BOOK DISCUSSION
COME FOR ONE OR BOTH AT THE ZEPHYR COVE LIBRARY

CONTACT US AT 775-588-8611 OR EVENTS@ZEPHYRCOVE.ORG FOR A COPY OF OURS ABOUT A BOOK

Keep the Forest Heart for a treat

Now through Friday, July 28

From Monday July 29th through Friday August 2nd, we are having our special summer treat at Zephyr Cove Library. Library is located at 2 Zephyr Cove Park, approximately 1/2 mile south of the community. It offers a great outdoor, dog-friendly space. We'll be having all kinds of fun activities, including a special treat for you. We'll be having a special treat for you. We'll be having a special treat for you.

VR LAB

Fridays 2:30 - 4:30 p.m.
At the Zephyr Cove Library
Reservations required

Virtual reality for ages 13+

Parental permission forms are available at the library for individuals under 18 years of age.



ZEPHYR COVE Programs

3D Print Service

Library staff members, who are at least 18 years old and in good standing, will have the opportunity to explore and print projects on the library's 3D printer.

Our 3D Printer Policy and request form can be found on our website.

Celebrating 40th Douglas County Chess Club

Learn how to play the Winning Strategy from 4:00 - 4:30 p.m.
March 8 - April 20 - May 26

Fridays 3:00 - 5:00 p.m.
Minden Library
Learn how to play the Winning Strategy from 4:00 - 4:30 p.m.

Lobby Booksale

Great Prices on:

- Hardbacks
- Paperbacks
- Puzzles
- Kids books
- Cookbooks
- DVDs & CDs

New Available!

Nevada State Parks Pass
"Cover the Line Extreme Pass"
Access to 27 State Parks

Now available for purchase at the library. Passes are available for purchase at the library. Passes are available for purchase at the library.

BURNT

A MEMOIR OF FIGHTING FIRE

Book cover image for BURNT: A MEMOIR OF FIGHTING FIRE by Jennifer Fineman

freegal FREE MUSIC

Available on the library's website. Free music available on the library's website.

hoopla

Instantly borrow free digital movies, music, eBooks, and more, with your library's card.

- Download the Hoopla app
- Create an account
- Start borrowing!

To setup a Hoopla account, you will need:
- Your library's card #
- Library account password (PIN)

Community

THE SPIRIT OF GIVING BACK

Illustration of hands raised in a community setting.

STAR WARS DAY

At the Zephyr Cove Library

Complete the Star Wars Day Challenge and receive a special gift. Star Wars Day Challenge and receive a special gift.

Every CHILD Ready to READ

at your library

2024 Parent/Carpet/Teacher Workshop

Public "Tiny Art" Show

Now 4th of the Winning Strategy - Now 4th of the Zephyr Cove Library
4:00 - 6:00 p.m.

National Novel Writing Month

Participate in a nationwide challenge to write 50,000 words in November. Participate in a nationwide challenge to write 50,000 words in November.

Goals and Accomplishments

Creating amazing programming opportunities for all ages.

Knit & Crochet

Saturday Movies

Writing Group

Poetry Month

Film Club

Game on for Teens

Local Author Night

Anime Club

Goals and Accomplishments

Teen Anime

Book Discussion Club

Adult Crafters' Club

Tween Art Club

Tween Poke'mon Club

Library Crates

Japanese Club

DND for Kids

Science Club

VR LAB- ages 13+

Goals and Accomplishments

Lap-Sit age 6-18 months

Reading Paws

Programming for Developmentally Disabilities

Pajama Story Time

Preschool visits

Basic Resume and Job Help

Act your Stage

Tea Party at the Lake

Book Trail Blazers

Tahoe Film Club

Goals and Accomplishments

New flooring entire library

New teen room- collection, pc station and furniture

Every Child Ready to Read

1000 Books before Kindergarten

Dolly Parton Imagination Library partnership

Back Pack Buddies partnership

United Way partnership- Summer Reading

SCORE partnership- Business Classes

Partnership with Douglas County Chess Club

Goals and Accomplishments

- Increased circulation from FY23
- Increased Summer Reading Program up 48%
- New Winter Read Program
- 2nd Annual Tiny Art Show- Community Puzzle Art
- Staff training sessions
- GALA funds to purchase 10 Tiny Free Library Boxes
- GALA funds to purchase Digital Game Tables

Goals and Accomplishments

- Senior Memory Kits for circulation funded by the State of NV
- Programming for mentally challenged adults

Money saved by using library services

\$4,879,826

Calculated by ilovelibraries.org

Goals and Accomplishments

County Strategic Plan

Public Art

Tiny Art Show- over 400 images painted by citizens and displayed in public and on-line

Have community display case available for groups. Example Quilter's Guild

Programming where the public can produce art

Story Walk- art and literature is displayed in public parks for citizens to enjoy

Goals and Accomplishments

County Strategic Plan

Public Art-

Citizens can work on the art of the writing by coming together and helping each other in our writing group

Media arts- citizens can enjoy working on media projects

Movie cinema days- citizens can enjoy the art of film

The art of playing chess with the Douglas County Chess Club

Find ways to partner with Carson Valley Arts and Parks & Rec

Stay involved with special reading and poetry programs

Goals and Accomplishments

County Strategic Plan

Engagement of under-represented groups

Washoe Tribe cultural events and invites for special programming

Working families with children- Tiny Free Library Boxes. This will allow families with limited time to still have access to reading materials

Partnership with pre-schools to have 1000 Books before Kindergarten

Continue partnerships with other organizations like collecting coats and food

Every Child Ready to Read- engagement with parents and caregivers

Goals and Accomplishments

County Strategic Plan

Citizen Engagement- Quality of Life

Literature
Information
Fun
Everyone

Organization Chart/ Full-time Equivalent Positions

Library Staff FTE- 17.44



Tentative Adjusted Base Budget Summary by Fund

FY23/24 Adopted Budget- \$2,226,149

FY24/25 Proposed Budget- \$1,940,564

\$285,585 less for budget in FY24/25

Tentative Adjusted Base Budget Summary by Fund

GL Account Number	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund: 224 - Library							
EXPENSES							
Department: 804 - Library							
224-804 520 029	Program Underwriting	3,809.30	3,286.00	530.44	3,924.00	638.00	19%
224-804 520 045	Computer System - County Created	6,639.85	0.00	0.00	0.00	0.00	N/A
224-804 520 060	Postage/Po Box Rent	2,217.88	2,430.00	3,038.04	2,285.00	(145.00)	-8%
224-804 520 064	Travel	1,514.15	9,939.00	142.19	1,000.00	(8,939.00)	-90%
224-804 520 072	Advertising	324.00	26,932.00	403.45	334.00	(26,598.00)	-99%
224-804 520 076	Printing & Binding	1,150.86	888.00	724.04	1,186.00	298.00	34%
224-804 520 086	Telephone/Communications	29,059.73	20,180.00	15,807.00	29,932.00	9,752.00	48%
224-804 520 088	Utilities	41,493.48	35,175.00	30,201.41	42,739.00	7,564.00	22%
224-804 520 097	Maint B&G	529.93	3,948.00	1,806.78	548.00	(3,402.00)	-86%
224-804 520 098	Janitorial Services	28,933.80	33,944.00	21,319.80	29,802.00	(4,142.00)	-12%
224-804 520 107	Ment Equip	75.93	2,798.00	1,980.94	79.00	(2,719.00)	-97%
224-804 520 114	Motor Pool Expense	5,610.00	5,992.00	3,493.00	6,102.00	110.00	2%
224-804 520 116	Veh. Maint-Co Shop	2,173.58	1,806.00	5,204.61	2,611.00	805.00	46%
224-804 520 136	Rents & Leases Equipment	3,353.28	3,865.00	2,235.52	3,454.00	(411.00)	-11%
224-804 520 166	Risk Mgmt-Co. Insurance	80,189.00	36,609.00	27,468.75	38,886.00	2,277.00	6%
224-804 520 170	Memberships	1,071.00	1,000.00	1,044.00	1,104.00	104.00	10%
224-804 520 200	Training & Education	0.00	3,000.00	400.00	3,000.00	0.00	0%
224-804 520 240	Data Lines	1,579.64	4,104.00	1,123.27	0.00	(4,104.00)	-100%

Tentative Adjusted Base Budget Summary by Fund

224-804 520.256	Risk Mgmt Cost Allocation	13,949.00	19,061.00	14,295.75	19,061.00	0.00	0%
224-804 521.100	Professional Services	31,098.88	28,915.00	21,410.44	32,032.00	3,117.00	11%
224-804 521.134	Cataloging	14,164.36	13,953.00	12,573.63	14,590.00	637.00	5%
224-804 521.500	Central Svcs Cost Allocation	145,174.00	203,842.00	152,881.50	179,648.00	(24,194.00)	-12%
224-804 530.001	Circulation Supplies	2,053.58	1,887.00	1,675.17	2,500.00	613.00	32%
224-804 532.003	Gas & Oil	2,873.44	3,123.00	1,494.92	2,960.00	(183.00)	-5%
224-804 532.054	Library Materials-Books	125,222.51	163,269.00	100,740.17	73,980.00	(89,289.00)	-55%
224-804 532.057	Processing Materials	6,761.78	8,614.00	5,021.01	3,988.00	(4,628.00)	-54%
224-804 532.059	Library Materials-Digital	33,927.29	35,000.00	25,919.16	16,648.00	(18,354.00)	-52%
224-804 533.800	Office Supplies	4,094.21	4,032.00	2,966.98	4,218.00	186.00	5%
224-804 533.802	Small Equipment	1,218.85	99.00	965.40	1,258.00	1,167.00	1169%
224-804 533.806	Software	24,849.85	0.00	20,492.58	34,818.00	34,818.00	N/A
224-804 533.813	Office Products Program	1,562.36	2,315.00	1,246.04	1,610.00	(705.00)	-30%
224-804 533.817	Small Projects	6,388.93	0.00	10,704.16	1,580.00	1,580.00	N/A
224-804 540.010	Grants-Services & Supplies	31,796.12	0.00	8,565.27	0.00	0.00	N/A
224-804 541.501	Grant Match-Serv & Supplies	920.00	0.00	0.00	948.00	948.00	N/A
224-804 550.100	Bank Fees-Credit Card Processing	454.79	432.00	316.99	489.00	37.00	9%
224-804 550.102	Bank Fees-Checking	0.00	262.00	0.00	431.00	169.00	65%
Department Total: 804 - Library		\$626,235.12	\$680,700.00	\$497,980.39	\$557,697.00	(\$123,003.00)	-18%

Tentative Adjusted Base Budget Summary by Fund

G/L Account Number	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual YTD 3/7/24	2025 Tentative Budget	FY25 vs FY24 Budget \$	FY25 vs FY24 Budget %
Fund: 235 - Library Gift Fund							
EXPENSES							
Department: 800 - Library Gift Fund							
235-800 532.081	Restricted Use -Library Gift Fund	35,056.22	0.00	16,388.74	0.00	0.00	N/A
235-800 550.102	Bank Fees-Checking	0.00	21.00	0.00	29.00	8.00	38%
Department Total: 800 - Library Gift Fund		\$35,056.22	\$21.00	\$16,388.74	\$29.00	\$8.00	38%

Tentative Adjusted Base Budget Summary by Fund

Goal is to keep library services the same by utilizing volunteers with a combination of staff time management

Focus fundraising and grants on library materials and ways to enhance budget lines

Talk with vendors and ask for discounts

Work with Friends of the Library and focus on bringing back the Library Foundation

Department Supplemental Requests

All requests for FY24/25 have been put on hold.

We were wanting to create a 24/7 Meeting Room Space at the Zephyr Cove Branch (just for information- it would give our community meeting space at the lake)

Questions?



Director Report- March 2024

Winter Read- numbers! 886 total entries. That is an amazing number!

Possible Summer Author Talk- Your Heroes, My Grandparents: A Granddaughter's Love by Julie Rogers Pomilia. (A book about Roy Rogers and Dale Evans)

Dr. Seuss Party- A fun time for all celebrating the stories of Dr. Seuss.

Cover to Cover Reading with In-N-Out Burger (March 11- April 22). Kids age 4 to 12 can read 5 books to earn a gift card for a free burger. They can earn up to three burgers.

More Tiny Free Library Boxes have come in. (We now have a total of 5 that are ready to go out).

Douglas County Chess Club- first class instruction March 9th.

Author Night on April 24th. The full slate is:

Todd Borg

Jill Derby

Karen Dustman

Clare Frank

Mike White

Monroe Wildrose

Volunteer Luncheon on April 25th. Our location will probably be Carson Valley Inn. Time will be from 12 noon to 1:30pm.

Children's weeding collection. We are going through materials that are in need of a replacement. (Condition and content). What is checking out?

Strength Finders for staff- April 12th. Staff will do an in depth survey to see their strengths. Library Board will also be able to take survey and get a strength report.

FOL- voted to give \$15,000 grant for programs- to be given in April 2024.

Grant Funding Services for the county. There was only three grants recommended by the grant service. However, the state has posted some new grant opportunities.

Laura Treinen has been promoted to the new Assistant Library Director. Laura's first experience was an intensive budget balance discussion. This will be part of the board meeting agenda. When I am at the Public Library Association Conference April 2 to 6, Laura will take care of things.



We placed our first Tiny Free Library from the Gala at Allie and Friends. (PIC)

I have attended quite a few budget meetings. The county wants to start planning for a five year budget plan that mirrors how much the county projects the tax revenue.