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Douglas County Public Library Board of Trustees Meeting Notice and Agenda

April 20, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, April 26, 2022** 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 Discussion Only.** Welcome and introduction of Starla Doughty, newly appointed Library Board of Trustee, and discussion on new trustee training.
4. **For Possible Action.** Discussion and overview on the Library Director recruitment process as well as an update on candidates, scheduling of an open house and interviews, including but not limited to holding an event open to the public at the Library

on May 3rd, and scheduling interviews by the Board of Trustees on May 4, 2022, and other candidate events as appropriate.

5. For possible action. Discussion on approval of the minutes of the March 22, 2022 regular meeting and the April 5, 2022 special meeting.
6. Consent Calendar.
Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.
 - a. For possible action. Approval of Gift fund claims
 - i. March 2022
 - ii. April 2022
7. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 3/31/2022
8. For Possible Action. Discussion and update on the Library's tentative base budget, supplemental requests and proposed capital improvement projects as approved by the Board of County Commissioners for fiscal year 2022-2023.
9. For Discussion Only. Discussion on the progress of the Library's Long Range Plan by the UNR Department of Economic Development, including an update on when a draft plan is anticipated to be submitted to the Board of Trustees.
10. For possible action. Discussion on accepting the 2021 American Rescue Plan Collection Development Grant Award in the amount of \$16,200.
11. For discussion only. Interim Library Director's monthly report on library operations and statistical report from staff.
12. 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.
13. For possible action. Adjournment.

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

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

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

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

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before April 26, 2022 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 May. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

These organizations may not have posted a formal agenda for their meetings. The Library Board of Trustees present at the meeting will take no action relevant to the Douglas County Public Library.

Friends of the Library	5/9/22	4:00 PM	Community & Senior Center
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**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
March 22, 2022

ATTENDEES

Library Board Members: Chairperson Heather Martin Maier; Trustees Kate Garrahan, Elizabeth Tattersall, Bonnie Rogers

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

Chairperson Martin Maier noted that Julia Brown had submitted her letter of resignation to the board on March 17th and her last day will be April 15th. She commented that Julia has been a highly valued staff member of the library during her years as supervisor as well as her recent dual role as supervisor and interim library director. She will be missed but wish her the best in her future endeavors. She noted that with Julia's generous one month notice it will ensure a smooth transition to appoint a new interim library director while the recruitment of a new library director reaches its final stages. She requested the board have a special meeting next week to address this next appointment.

Ruth Rodway commented that she feels the need to speak in support of the staff who in her opinion have been through so much turmoil and upset these past years. She noted that she found that most bosses are well organized and supportive of their staff. The atmosphere in the library while working as a volunteer changed several years ago and staff who were able to make their own decisions because they knew what needed to be done were no longer given that freedom. She commented that once Julia took over as interim library director there was a much more relaxed feeling and that is telling from all the favorable comments from staff as seen on the December 14th, 2021 approved minutes where staff is supporting Julia. Now again there has been an upheaval and it must be upsetting not to have strong, steady leadership. She noted that many of the employees at the library, in her opinion, never regarded their position as a job but as a career dedicated to what they do and caring for the people they serve. She stated that there used to be a stable staff with very few changes but that has not been the case in recent years and that staff in her opinion had left because they felt they couldn't work under the previous director. She just hopes the y appreciates the dedicated and wonderful hardworking staff and that they get

the support they need and deserve. She commented that hopefully a search for a new director will come up with someone who will get the library back on track.

Vanna Bells introduced herself as the new Lake Tahoe branch supervisor. She's looking forward to working here.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

Trustee Kate Garrahan suggested that the board swap agenda items eight and nine.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the agenda. Trustee Bonnie Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON ELECTION OF VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2022. [Action]

MOTION/VOTE:

Chairperson Martin Maier moved to appoint Trustee Kate Garrahan as Vice Chairperson. Trustee Rogers made a second and the motion carried with a 3-1 vote. Vice Chairperson Kate Garrahan voted not in favor.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE FEBRUARY 22, 2022 REGULAR MEETING.

Vice Chairperson Garrahan noted an error on page 4.

MOTION/VOTE:

Trustee Rogers made a motion to approve the minutes with the correction. Trustee Elizabeth Tattersall made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

5. CONSENT CALENDAR.

- a. Approval of Gift fund claims
 - i. February 2022
 - ii. March 2022

*Baker & Taylor	Items for Baby Lap-Sit Program; 2 nd Wednesday Book Group	04004	\$ 221.09
*Amazon	Items for Tween Art Program	04012	\$ 148.31
*Baker & Taylor	Items for Baby Lap-Sit Program	04018	\$ 160.78

*Amazon	Items for Knit & Crochet Club	04019	\$ 62.85
*Amazon	Sensory bins; items for Knit & Crochet Club	04022	\$ 306.54
*Petty Cash	Employee Recognition; items for Knit & Crochet Club	04024	\$ 52.93
*DoCo Procurement Program	Items for The Council meeting	04025	\$ 40.75
*DoCo Procurement Program	Items for Adult Crafters' Club	04026	\$ 154.98
*Demco	Sitting chairs for Children's area	PO0204	\$ 3,298.31
*Amazon	Sensory bins	04038	\$ 51.10

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Rogers made a motion to approve the consent calendar. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

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

a. 2/28/2022

Referring to the budget summary report included in the packet Interim Library Director Julia Brown stated that the library's budget is at 68% into the fiscal year and at 57% in Services and Supplies. The library is doing well with the budget. She noted that there have been a lot of gift fund expenditures due to the Friends of the Library funding library programs including the Summer Reading Program's prizes and incentives.

MOTION/VOTE:

There being no public comment, Trustee Rogers made a motion to approve the budget performance summary. Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION ON RECRUITMENT FOR THE DOUGLAS COUNTY LIBRARY DIRECTOR POSITION, INCLUDING REIMBURSEMENT OF MOVING EXPENSES PER COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES, 200.12. [Action]

Providing an update on the recruitment, Trustee Rogers stated that the correspondence she has had with the consultant was an email from Andrew, the board's consultant, letting her know that

at the time of the email there were eight applicants, five were qualified and that he would be making personal contact with people the consultant was aware of that might be interested in applying. The consultant will be attending the Public Library Association conference and applications will be received until April 1st. She noted that she received a letter from Andrew that there was a question from a candidate asking if the friends group was operating as the foundation or is there only a friends group and she replied that there is only a friends group and the foundation disbanded about three years ago. Human Resources Analyst Cindy McMurry informed the board that she has had the same correspondence and that there are no other updates. The board discussed whether or not to approve the reimbursement costs of moving expenses for the selected candidate and what those costs would be. Chairperson Martin Maier noted that she believed that the maximum amount for reimbursement is \$5,000 by the county and Deputy District Attorney Cynthea Gregory confirmed that it is but if the board wanted to go above that amount it is the board's discretion but it would have to be justified as to why. Chairperson Martin Maier stated that Andrew had mentioned that it was hard finding candidates because of the living expenses in the area and that to offer \$5,000 for moving expenses would make a big difference in finding someone who would be willing to move to the area for this position. She commented that she feels Andrew is an honest broker and that he's not trying to sell the board just for the sake of selling. The board is already paying the consultant \$30,000 so the board should trust his suggestion to reimburse moving costs up to \$5,000. She noted that there have been savings in the library budget due to the library director vacancy and that the board can justify to spend that amount to get the right candidate. The board agreed that this recruitment needs to end with the selection of an excellent candidate. Trustee Rogers noted that it is worth paying up to \$5,000 in order to get the best candidate and Trustee Tattersall agreed and that she supports spending the \$5,000 in moving expenses. The board acknowledged that moving to a different area is very costly.

Chairperson Martin Maier asked for public comment on the reimbursement of moving expenses.

MOTION/VOTE:

There being no public comment, Trustee Tattersall made a motion to approve up to \$5,000 of moving expenses for the new library director. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 4-0 vote.

Trustee Rogers received clarification that the candidate does not get paid up front. The candidate will pay for the expenses and then get reimbursed. She noted that this needs to be clear with the candidate. As far as designating a fund for the moving expenses at this meeting, Deputy District Attorney Gregory stated that Julia and Veronica Hallam should consult with CFO Terri Willoughby to determine how to designate a source and then bring it back to the April meeting.

In regards to interview expenses, Trustee Rogers stated that the board should reimburse the candidates that are coming to interview their airfare, car rental, hotel and food at the county's per diem rate. Vice Chairperson Garrahan stated that the mileage back and forth to the airport is the candidates' responsibility but that parking can add up quickly and they should be reimbursed for that cost. She asked if the board should set a CAP amount and Human Resources Analyst Cindy McMurry answered that the board should CAP up to reimbursement. Trustee Rogers suggested up to \$1,000 for the total reimbursement costs and the board considered current airfare expenses.

Vice Chairperson Garrahan commented that \$1,000 all-inclusive isn't a reasonable amount and Chairperson Martin Maier suggested up to \$1,500 for three final candidates. Deputy District Attorney Gregory noted that another option is for Cindy and Bonnie to go back to the consultant with the board's thoughts on the reimbursement costs and get Andrew's feedback. Trustee Tattersall suggested that the board set a tentative amount and if it needs to be adjusted the board can do that later and Chairperson Martin Maier recommended that the board set a target amount of \$1,500 and if there is a rationale that it has to be more or special circumstances the board can revisit.

Chairperson Martin Maier asked for public comment.

Kurt Hildebrand from the Record Courier asked if the library has a human being that they are looking at for this position and Trustee Tattersall answered that the position hasn't closed yet.

MOTION/VOTE:

Trustee Tattersall made a motion to approve up to \$1,500 in travel expenses for the final in person interviews per candidate. Trustee Rogers made a second and the motion carried unanimously with a 4-0 vote.

The board requested to switch agenda items #8 and #9. Agenda item #9 will be discussed here and agenda item #8 will follow.

9. UPDATE ON DOUGLAS COUNTY NEWSPAPER ARCHIVE DATABASE AND MICROFICHE. [Discussion]

Trustee Rogers stated that the month of March she had been in continual contact with Dr. Fisher about the Record Courier and talked with Kurt Hildebrand and Julia about what happened with the archived newspaper. She did some research with the State Library and they only have up to December 31, 2019 and the library's database only has access up to the same date. She asked Julia why the digitizing had stopped and Julia answered that it stopped when the library stopped sending the newspaper off to get the microfiche created. Mr. Hildebrand stated that he just brought Julia the discs of digitized newspapers for 2021 and noted that moving forward he will provide the digitized newspapers to the library and the library only needs to download the discs to the website and then return the discs to the Record Courier. He stated that he does not know where the 2020 discs are but he is doing research to locate those discs and when he finds them he will provide them to the library for download and then the library will be up to date with the archived newspapers. The library will receive the newspapers for 2022 in March of 2023. Trustee Rogers stated that if the Courier can't provide the discs to the library then the library will find it in the budget to pay to have the newspapers digitized from an outside vendor as well as contacting imaging at the State Library and see what they can do for the library. Mr. Hildebrand commented that the database the library uses on the website for the archived newspapers is one of the most valuable research tools for the history of Carson Valley and Trustee Rogers agreed and that the library needs to continue to add the newspapers to the database. She noted that Dr. Fisher is upset because the library hasn't contacted him in regards to why the database isn't up to date and to help with issues downloading the newspapers and Mr. Hildebrand stated that because

he has no trouble downloading he will contact Dr. Fisher to run through the process. Chairperson Martin Maier will contact him as well to let him know that the library is here to serve the community. Deputy District Attorney Gregory noted that Julia did contact Dr. Fisher and she was working with him on the issues he was having with the archive database.

There was no further discussion.

Agenda item #8 was discussed her.

8. DISCUSSION AND 1 YEAR REVIEW OF THE LIBRARY BYLAWS, INCLUDING EVALUATION OF WHETHER SECTIONS SHOULD BE UPDATED OR ADDED, SUCH AS DEFINING THE ROLE OF A TRUSTEE. [Action]

Chairperson Martin Maier stated that the county commissioners had made some changes to their bylaws regarding conduct of county management and county supervisors and what is expected of conduct at public meetings. She noted that the board did a rigorous review of the board's bylaws last year under Trustee Rogers' leadership and that the bylaws stand but thought there would be a possibility that the board adopt a policy that would be consistent with what the county supervisors had adopted in regards to conduct and treating others with courtesy and respect. Vice Chairperson Garrahan commented that she thinks it is perfect timing to update the bylaws since the county commissioners just did theirs. There has always been this divide between the library board as its own entity and the commissioners are separate and this will keep us in line with what the commissioners established by incorporating it into the board's bylaws. She stated that the board needs to be reminded what their role is and that the board is not responsible for the administrative duties of the library. Those duties belong to the staff. Referring to the board's current bylaws included in the packet, Trustee Tattersall noted that on page 3 under Powers and Duties of Trustees, number 2 where it says "dismiss a Librarian", she asked if the board could use library director rather than librarian. Because that is quoting the NRS, Deputy District Attorney Gregory stated that the board could put library director in parentheses but librarian has to remain. Referring to the suggested addition to the bylaws as it relates to conduct that was included in the packet, Deputy District Attorney Gregory explained that the language she used in the proposed amendment for "Role of Trustee" was an example of the language the county commissioners used in their norms and procedures. It is the board's discretion if they want to use the same language as the county commissioners. Trustee Tattersall suggested using "Trustee Code of Conduct" rather than "Role of Trustee" and in the bylaws it should be in Section IX rather than Section XV as it is in the example and move everything else forward. Vice Chairperson Garrahan commented that she is 100% behind this amendment because the way Julia was treated at the last board meeting was unprofessional and unfair. The library director should be approached before the meeting if a trustee has questions or issues rather than blindsiding the director in public comment during a meeting. Trustee Tattersall commented that the board has not been as courteous and respectful in the time that she has been on the board as she thinks the board should be. Vice Chairperson Garrahan noted that the issue with the newspaper should have been directed to Julia and Julia would have contacted Mr. Hildebrand or others. It shouldn't have been through emails that the board received about contacting various people because that usurps the director's role and it leads to animosity and it's unfair. Trustee Rogers stated that the role of the board is not to operate the library but to see that the community is served and that the resources of the library are maintained. If an issue hasn't been addressed by

the library and it is brought to public attention the trustee has the right to bring it to a board meeting and to the director to discuss. Trustee Tattersall stated that if the issue came to a board member's attention and it wasn't agendized for discussion the board should let staff handle it and then agendize it if the issue isn't being dealt with. Trustee Rogers stated the concern is that the public isn't being responded to and if people bring things to her she will bring them to the board.

MOTION/VOTE:

There being no public comment, Trustee Tattersall made a motion that the suggested language be titled Trustee Code of Conduct and that it is inserted as Section IX so that it follows Section VIII, Powers and Duties of Trustees and the board keep the suggested language in the document provided to the board. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 4-0 vote.

MOTION/VOTE:

Trustee Tattersall made a motion that under section VIII, item 2 after the words "dismiss a Librarian" the board add in parentheses "In Douglas County this would be a Library Director". Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

10. UPDATE ON LONG RANGE PLAN PROGRESS AND TIMELINE. [Discussion]

Julia stated that the third workshop will be held on April 2nd at WNC and that this should be the final workshop. She noted that after this workshop Dr. Steinmann should have a draft of the strategic plan ready to present to the board at the April meeting. May at the very latest.

11. REPORT ON SUBMITTED FY 22-23 BUDGET. [Presentation]

Referring to the budget worksheet report that was included in the packet Julia explained that the report is what was submitted to Finance and what will go to the commissioners with justification in each line for the budget funding. She noted that the budget for library material was too much based on the base budget for the 2023 fiscal year request so it was decided by Finance and Julia that the library would request in the base budget the library's three year average which is \$203,000 and request a supplemental for \$27,887 which amounts to the budget the board approved at the previous meeting for library material. She noted that there are a few line items on the budget worksheet that are a little different than what was approved by the board at the last meeting and those are Finance designated amounts such as admin. overhead, rents and leases and vehicle maintenance. The capital improvement projects have been submitted as well and an update on that budget will be given at a forthcoming meeting. She stated that Finance or County Manager have not asked the library to give a presentation when the budget is presented to the commissioners but Julia expressed to Finance and the County Manager that based on the board's feedback the board would like the library to give a presentation.

12. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF.

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

13. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Deputy District Attorney Gregory commented that the meeting room is available April 5, 2022 at 10:00 a.m. if the board wanted to hold a special meeting on appointing an interim library director. Trustee Tattersall will only be available by Zoom.

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

MEETING ADJOURNED AT 11:30 A.M.

UNAPPROVED

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
April 5, 2022

ATTENDEES

Library Board Members: Chairperson Heather Martin Maier; Vice Chairperson Kate Garrahan; Trustees Elizabeth Tattersall, Bonnie Rogers

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory; Human Resources Director Wendy Lang; Human Resources Analyst Senior Christine Vido

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Vice Chairperson Kate Garrahan made a motion to approve the agenda. Trustee Bonnie Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON ACKNOWLEDGING THE MARCH 17, 2022, LETTER OF RESIGNATION BY JULIA BROWN AS THE INTERIM DOUGLAS COUNTY LIBRARY DIRECTOR AND LIBRARY SUPERVISOR, WITH AN EFFECTIVE DATE OF APRIL 15, 2022. [Action]

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Rogers made a motion to acknowledge the March 17, 2022 letter of resignation from Julia Brown. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 4-0 vote.

Chairperson Martin Maier thanked Julia for her service during her years as library supervisor and her efforts in her dual role as interim director and library supervisor as well as her very generous notice which has allowed the library to make a smooth transition. She wishes Julia well.

4. DISCUSSION ON THE SELECTION AND APPOINTMENT OF A LIBRARY DIRECTOR PURSUANT TO NRS 379.025 FOR AN INTERIM PERIOD. SUCH ACTION MAY INCLUDE INTERVIEWING INTERESTED CANDIDATES, MAKING AN APPOINTMENT TO FILL THE VACATED POSITION, PROVIDING DIRECTION OR TAKING SUCH OTHER ACTION DEEMED APPROPRIATE TO FILL THE VACATED POSITION. [Action]

Chairperson Martin Maier acknowledged Human Resources Analyst Senior Christine Vido as an interested candidate to act in a management capacity for the library. Christine introduced herself to the board and noted that during this time of transition for the library it is important to maintain continuity of operations and it is important to consider that there are a lot of staff at the library that have experienced a lot of turnover and changes over the past several months. She explained that she would not step in as a library expert but would step in in a management capacity and assist with budgetary concerns, operational concerns, day to day approvals and help address any employee concerns or decisions as well as be a good facilitator for the board during this transitional period. Wendy Lang, Human Resources Director explained to the board that because the library functions well and has supervisory staff that can maintain the day to day operations Christine would spend roughly an hour a day dedicated to the library and will be available outside of that time and will also modify her time to attend board meetings or other relevant meetings that the library needs her for. In terms of compensation Christine will still be compensated by HR and her salary will continue to come out of the county's general fund, however, she would be entitled to a 10% increase under county policy and that bonus for her interim assignment will come out of the library's fund. Chairperson Martin Maier stated that what she would expect from Christine is to coordinate and work with the supervisors and the trustees on making sure the monthly prep for the board meetings is managed and communicating with supervisors on how the daily functions of the library are going. She noted that it's not necessarily a library specific knowledge that is needed in this capacity as interim but more of a management expertise and good communication skills and if Christine were appointed she is confident that this is well within her grasp.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Vice Chairperson Kate Garrahan made a motion to appoint Christine Vido as interim director and approve the authorized payment as acting. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote. .

5. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Barbara Smallwood commented that she appreciates the board's perseverance on moving forward in trying to find a director that will be appropriate for the library.

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

MEETING ADJOURNED AT 10:25 A.M.

UNAPPROVED

*Lib. Board of Trustees Mtg 4/26/22
Consent Calendar
Agenda Item 6a*

Gift Fund Claims
March / April 2022

*Amazon	Items for Team Rocket Pokémon Club	04041	\$ 22.04
*DoCo Procurement Program	Refreshments for The Council Meeting	04048	\$ 43.00
*DoCo Procurement Program	Items for Adult Crafters' Club & Dresslerville STEAM Program	04049	\$ 187.64
*Amazon	Items for Summer Reading Program	04057	\$ 503.80
*Baker & Taylor	Items for Baby Lap-Sit Program & 2 nd Wednesday Book Group	04060	\$ 389.70
*Baker & Taylor	Items for Baby Lap-Sit Program	04063	\$ 246.54
*Swank Movie Licensing	Copyright Compliance Site License	04070	\$ 445.00
*Baker & Taylor	Items for Baby Lap-Sit Program	04075	\$ 74.94
*Petty Cash	Items for Knit & Crochet Club & Employee Recognition	04080	\$ 24.96
*Amazon	Employee Recognition	04081	\$ 54.97
*Baker & Taylor	Items for Baby Lap-Sit	PO0068	\$ 74.94

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

4/19/2022

Vendor	Date	Programs	Library Materials	All Others	Notes
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kickoff performance (FOL)
Swank Movie Licensing	6/17/2021	1,438.00			Movie licensing for Minden (FOL)
Demco	7/13/2021	366.20			Crafting bags for Summer reading Storytime in the Park (FOL)
Petty Cash	7/18/2021			17.99	Employee recognition
Town of Minden	7/24/2021	50.00			CVIC rent for SRP 2021 finale performance 7/29/21 (FOL)
Amazon	7/23/2021	30.98			Dice for prizes for SRP 2021
OverDrive	7/31/2021		2,419.60		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Pioneer Center for the Performin	8/3/2021	400.00			Show for Summer Reading Finale (FOL)
Do Co Procurement Program	7/29/2021	33.47			Items for library program (FOL)
OverDrive	8/4/2021		1,052.84		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Midwest Tape	8/4/2021		3,030.93		Online digital services purchased with LSTA Evolving Need Statewide Grant
OverDrive	8/26/2021		1,298.05		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Blackstone Audio	8/26/2021		244.78		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/26/2021		68.23		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/7/2021		45.73		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	8/30/2021	29.58			Items for TAB meeting (FOL)
Do Co Procurement Program	9/7/2021	67.32			Items for the Adult Crafting Club (FOL)
Blackstone Audio	9/6/2021		92.39		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	9/8/2021		109.00		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
OverDrive	9/27/2021		1,322.04		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Do Co Procurement Program	9/29/2021	446.15			Item for the Adult Crafters' Club
Greater Nevada Credit Union	9/29/2021			87.00	Payment for debt collection due to the foundation not closing account
Do Co Procurement Program	9/29/2021	221.10			\$75.50 Weekend Warriors 1 yr. Anniversary event; \$145.60 Paranormal Mystery Game (FOL)
Do Co Procurement Program	9/29/2021	89.99			Software subscriplion for VR machine gaming software (FOL)
Do Co Procurement Program	9/29/2021	35.85		93.63	\$93.63 staff training lunch; \$35.85 TAB meeting (FOL)
Baker & Taylor	10/1/2021		118.17		Book Group reading kits (FOL)
Blackstone Audio	10/1/2021		234.39		Library materials purchased with donated funds- Helen Raso Memorial
Conservation Ambassadors	10/1/2021	\$450.00			Summer Reading Finale Wildlife Show (FOL)
Amazon	10/15/2021	30.37			Items for Adult Crafting Club (FOL)
Petty Cash	10/15/2021			34.96	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
Amazon	10/21/2021	158.16			Items for Halloween Boo Bash (FOL)
Blackstone Audio	10/21/2021		382.99		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	11/4/2021	33.47			Items for TAB meeting (FOL)
Baker & Taylor	11/9/2021		154.52		Library materials purchased with donated funds-Book Group reading kits
Petty Cash	11/10/2021	53.44		11.98	\$53.44 items for Murder Mystery Game; \$11.98 employee recognition
Amazon	11/17/2021	123.09			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program - L	11/3/2021	123.98			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program	11/27/2021	35.85			TAB meeting, library program
Do Co Procurement Program	11/27/2021	49.52			Items for the Adult Crafters Club (FOL)
Do Co Procurement Program	11/27/2021	36.09			Items for Murder Mystery Game, Library Program
Amazon	12/20/2021			35.34	Employee recognition
Amazon	12/15/2021	89.98			Frozen Costumes for Library Program (FOL)
Amazon	1/5/2022	320.85			\$174.30 Baby Lapsit Program; \$146.55 Dresslerville STEAM Kits
Do Co Procurement Program - V	1/5/2022	884.32			\$512.35 Lego Building Contest; \$371.97 Frozen Sing-Along
Do Co Procurement Program - L	1/5/2022	55.45			Snacks for Weekend Warrior appreciation gathering
Do Co Procurement Program - J	1/3/2022	499.19			\$402.90 items for Sensory Bins; \$33.47 items for The Council; \$62.82 supplies for Knit & Crochet Club
Amazon	1/10/2022	151.45			\$31.52 Teen Art Program; \$57.50 Frozen Sing-Along; \$62.43 Baby Lapsit
Demco	1/12/2022	122.07			Doodle Dudes Bags and Create Bags (FOL)
Ingram	1/12/2022	1,033.60			Library Materials (FOL)
Midwest Tape	1/12/2022	277.55			Library Materials (FOL)
Baker & Taylor	1/12/2022	110.28			Library Materials Book Group (FOL)
Becky Spratford	1/19/2022			350.00	Readers Advisory Training - all staff
Amazon	1/20/2022	19.96			Adult Saturday Movies
Amazon	1/20/2022	24.86			Dresslerville STEAM Kits (FOL)
Minden Town of	1/27/2022	50.00			CVIC Hall Spring Book Sale Cancellation (FOL)
Baker & Taylor	1/31/2022	430.11			Baby Lap Sit Program (FOL)
Amazon	1/31/2022	87.09			The Irregulars Program (FOL)
Do Co Procurement Program - L	1/31/2022	51.41			\$40.31 Adult Crafters' Club (FOL); \$11.10 Dresslerville STEAM kits (FOL)
Do Co Procurement Program - V	1/31/2022	538.29			\$341.63 Dresslerville STEAM kits (FOL); \$196.66 Teen programs snacks (FOL)
Petty Cash	2/8/2022	20.82			Knit and Crochet Club (FOL)
Petty Cash	2/8/2022			14.97	Employee recognition
Do Co Procurement Program - L	2/10/2022	59.97			\$40.75 The Council (FOL); \$19.22 Knit and Crochet Club (FOL)
Do Co Procurement Program - V	2/10/2022	110.00		152.76	\$110 games for Virtual Reality; \$152.76 employee recognition
Baker & Taylor	1/28/2022	221.09			\$689.90 Baby Lap Sit; 154.19 Book Club (FOL)
Amazon	2/15/2022	148.31			Tween Art Program (FOL)
Baker & Taylor	2/1/2022	160.78			Baby Lap Sit Program (FOL)
Amazon	2/25/2022	82.85			Knit and Crochet Club (FOL)
Amazon	3/4/2022	108.54			Sensory bins and storage bins for Knit & Crochet items (FOL)
Do Co Procurement Program - V	3/4/2022	40.75			Items for The Council meeting (FOL)

GIFT FUND EXPENDITURES REPORT FY 21-22

4/19/2022

Vendor	Date	Programs	Library Materials	All Others	Notes
Do Co Procurement Program	3/4/2022	154.98			Items for Adult Crafters' Club (FOL)
Petty Cash	3/4/2022	21.97		30.96	\$30.96 employee recognition; \$21.97 Knit & Crochet Club (FOL)
Demco	3/8/2022			3,298.31	Chairs for children's area (FOL)
Amazon	3/10/2022	51.10			Bins for Sensory Bins (FOL)
Amazon	3/17/2022	22.04			Team Rocket Pokemon Club 100ct Card Sleeves (FOL)
Amazon	3/31/2022	489.82			Summer Reading Program (FOL)
Amazon	3/31/2022	13.98			100 piece vinyl stickers (FOL)
Do Co Procurement Program - J	3/28/2022	43.00			Refreshments for The Council meeting
Do Co Procurement Program - V	3/28/2022	156.92			\$96.94 items for Dresslerville STEAM kits; \$59.98 Items for Tween Rocket
Do Co Procurement Program - L	3/28/2022	187.64			\$64.12 items for Dresslerville STEAM kits; \$123.52 items for Adult Crafters
Baker & Taylor	2/28/2022	65.90			Baby Lap Sit Program (FOL)
Baker & Taylor	3/10/2022	323.80			Book Group (FOL)
Baker & Taylor	3/28/2022	246.54			Baby Lap Sit Program (FOL)
Swank Movie Licensing	4/8/2022	74.17			Movie licensing for DLT movie showing (FOL) 5/1/22-8/30/22 FY21-23
Baker & Taylor	3/30/2022	74.94			Baby Lap Sit Program (FOL)
Petty Cash	4/15/2022	24.96			Knit and Crochet Club (FOL), Employee Recognition
Amazon	4/13/2022	54.97			Employee recognition
TOTALS					
		12,105.48	10,573.66	5,127.90	\$15,872.25
		Programs	Materials	All others	\$27,807.02

Lib. Board of Trustees Mtg 4/26/22

Agenda Item #7a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 3/31/2022

% of Fiscal Year

77.1%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$60,383	\$509,533	55%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$30,457	\$241,614	53%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	Encumber	Year-to-date	% Used
\$615,589		\$92,981	\$103,258	\$461,167	88%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **

Budgeted	Amend-ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used
\$0		\$0	\$0	\$0	\$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
\$0						

** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing \$50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.



Library Expense Budget Performance Report

Fiscal Year to Date 03/31/22
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										
Salaries & Wages										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	53,851.33	.00	409,863.86	510,321.14	45	467,186.83
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	17,659.20	(17,659.20)	+++	5,097.20
511.169	Comp Payout	.00	.00	.00	.00	.00	155.76	(155.76)	+++	114.98
511.170	Overtime	409.00	.00	409.00	22.24	.00	275.68	133.32	67	14.36
511.171	Holidays	.00	.00	.00	2,368.16	.00	24,778.88	(24,778.88)	+++	28,357.44
511.172	Comp Paid	.00	.00	.00	1,008.90	.00	5,743.50	(5,743.50)	+++	3,470.43
511.173	Vacation	.00	.00	.00	2,038.69	.00	38,667.64	(38,667.64)	+++	31,446.46
511.174	Sick	.00	.00	.00	1,093.68	.00	12,388.09	(12,388.09)	+++	18,842.70
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	12,081.05
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$920,594.00	\$0.00	\$920,594.00	\$60,383.00	\$0.00	\$509,532.61	\$411,061.39	55%	\$566,611.45
Employee Benefits										
511.181	Retirement	264,647.00	.00	264,647.00	16,931.40	.00	138,424.04	126,222.96	52	156,249.76
511.182	Workers Comp	22,987.00	.00	22,987.00	1,563.91	.00	12,652.61	10,334.39	55	13,778.16
511.183	Group Insurance	139,638.00	.00	139,638.00	10,168.38	.00	75,103.14	64,534.86	54	77,384.94
511.184	Unemployment	4,646.00	.00	4,646.00	307.60	.00	2,569.45	2,076.55	55	2,889.89
511.186	Medicare	13,462.00	.00	13,462.00	841.80	.00	7,069.17	6,392.83	53	7,887.75
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	765.00	2,295.00	25	2,295.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PEBS-Ret,Medical	6,708.00	.00	6,708.00	559.00	.00	5,031.00	1,677.00	75	5,031.00
Employee Benefits Totals		\$455,734.00	\$0.00	\$455,734.00	\$30,457.09	\$0.00	\$241,614.41	\$214,119.59	53%	\$265,516.50
Services & Supplies										
520.029	Program Underwriting	7,300.00	.00	7,300.00	68.15	.00	1,932.93	5,367.07	26	(529.00)
520.045	Computer System - County Created	60,732.00	.00	60,732.00	16,537.24	.00	43,558.27	17,173.73	72	36,915.10
520.055	Telephone Expense	7,467.00	.00	7,467.00	876.43	.00	8,772.62	(1,305.62)	117	7,986.45
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	740.48	.00	3,241.40	(1,469.40)	183	2,423.29
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	675.05	324.95	68	13.66
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00



Library Expense Budget Performance Report

Fiscal Year to Date 03/31/22
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
520.078	Printing & Binding	600.00	.00	600.00	186.23	.00	731.97	(131.97)	122	418.69
520.085	Communications	3,072.00	.00	3,072.00	494.56	.00	3,960.32	(888.32)	129	3,041.90
520.088	Utilities	29,781.00	.00	29,781.00	1,718.50	.00	24,235.46	5,545.54	81	20,043.96
520.097	Maint B&G	3,700.00	.00	3,700.00	6.98	.00	3,585.91	114.09	97	1,377.10
520.098	Janitorial Services	30,912.00	.00	30,912.00	2,538.00	10,152.00	22,175.00	(1,415.00)	105	21,239.51
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	2,664.00	835.00	76	4,623.21
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	2,939.94	.00	3,942.00	1,314.00	75	4,104.72
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	295.40	.00	765.10	1,734.90	31	.00
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	297.38	.00	2,697.56	402.44	87	2,778.29
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	8,716.25	.00	26,797.25	8,067.75	77	24,203.25
520.169	ENRB Assessment	76.00	.00	76.00	.00	.00	45.00	31.00	59	42.00
520.178	Memberships	1,000.00	.00	1,000.00	.00	.00	12.99	987.01	1	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	1,358.40	375.60	78	735.77
520.200	Training & Education	500.00	.00	500.00	.00	.00	215.00	285.00	43	438.00
520.240	Data Lines	3,600.00	.00	3,600.00	359.95	.00	3,058.60	541.40	85	2,754.91
521.100	Professional Services	.00	10,000.00	10,000.00	3,333.33	3,333.34	7,061.66	(395.00)	104	12,508.43
521.134	Cataloging	20,000.00	.00	20,000.00	1,770.26	427.80	9,045.27	10,526.93	47	7,741.90
521.500	Central Svcs Cost Allocation	159,123.00	.00	159,123.00	39,780.75	.00	119,342.25	39,780.75	75	130,860.75
530.001	Circulation Supplies	1,500.00	.00	1,500.00	26.48	.00	1,624.91	(124.91)	108	2,821.85
532.003	Gas & Oil	3,000.00	.00	3,000.00	31.50	.00	2,172.63	827.37	72	37.31
532.054	Library Materials	210,000.00	.00	210,000.00	10,692.60	84,884.04	129,324.23	(4,208.27)	102	95,888.39
532.057	Processing Materials	11,000.00	.00	11,000.00	1,138.64	4,461.06	5,817.94	721.00	93	4,740.74
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	450.53	.00	1,440.75	1,059.25	58	1,303.98
533.802	Small Equipment	500.00	.00	500.00	.00	.00	94.02	405.98	19	8,921.82
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	1,773.45	3,326.55	35	2,475.34
533.817	Small Projects	.00	9,800.00	9,800.00	(52.93)	.00	559.87	9,240.13	6	3,359.48
540.010	Grants-Services & Supplies	.00	9,449.00	9,449.00	.00	.00	27,564.07	(18,115.07)	292	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	7,424.46
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	34.79	.00	272.10	127.90	68	415.95
<i>Services & Supplies Totals</i>										
		\$615,589.00	\$29,249.00	\$644,838.00	\$92,981.44	\$103,258.24	\$461,166.98	\$80,412.78	88%	\$411,111.21
<i>Capital Outlay/Projects</i>										
562.000	Capital Projects	.00	220,000.00	220,000.00	.00	.00	.00	220,000.00	0	.00
<i>Capital Outlay/Projects Totals</i>										
		\$0.00	\$220,000.00	\$220,000.00	\$0.00	\$0.00	\$0.00	\$220,000.00	0%	\$0.00
EXPENSE TOTALS										
		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$183,821.53	\$103,258.24	\$1,212,314.00	\$925,593.76	59%	\$1,243,239.16
Department 804 - Library Totals		(\$1,991,917.00)	(\$249,249.00)	(\$2,241,166.00)	(\$183,821.53)	(\$103,258.24)	(\$1,212,314.00)	(\$925,593.76)	59%	(\$1,243,239.16)
Fund 224 - Library Totals		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$183,821.53	\$103,258.24	\$1,212,314.00	\$925,593.76		\$1,243,239.16
Grand Totals										
		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$183,821.53	\$103,258.24	\$1,212,314.00	\$925,593.76		\$1,243,239.16



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 03/31/22
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	Library Gift Fund	.00	70,784.00	70,784.00	5,058.52	(389.70)	27,112.74	44,060.96	38	10,450.26
	<i>Services & Supplies Totals</i>	\$0.00	\$70,784.00	\$70,784.00	\$5,058.52	(\$389.70)	\$27,112.74	\$44,060.96	38%	\$10,450.26
	EXPENSE TOTALS	\$0.00	\$70,784.00	\$70,784.00	\$5,058.52	(\$389.70)	\$27,112.74	\$44,060.96	38%	\$10,450.26
	Department 800 - Library Gift Fund Totals	\$0.00	(\$70,784.00)	(\$70,784.00)	(\$5,058.52)	\$389.70	(\$27,112.74)	(\$44,060.96)	38%	(\$10,450.26)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$70,784.00	\$70,784.00	\$5,058.52	(\$389.70)	\$27,112.74	\$44,060.96		\$10,450.26
	Grand Totals	\$0.00	\$70,784.00	\$70,784.00	\$5,058.52	(\$389.70)	\$27,112.74	\$44,060.96		\$10,450.26



Gift Fund Trial Balance Listing

Through 03/31/22
Detail Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year
						YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	69,747.77	28,598.54	26,096.33	72,249.98	80,050.44
101.090	Investment-FMY Adjust	1,102.75	.00	944.66	158.09	2,269.65
121.100	Interest Receivable	430.27	95.74	230.01	296.00	502.28
	<i>Current Assets Totals</i>	\$71,280.79	\$28,694.28	\$27,271.00	\$72,704.07	\$82,822.37
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	24,224.43	25,277.29	(1,549.64)	(2,784.34)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$24,224.43	\$25,277.29	(\$1,549.64)	(\$2,784.34)
<i>Fund Balance</i>						
253.000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$70,784.01)	\$0.00	\$0.00	(\$70,784.01)	(\$74,935.23)



Gift Fund Income Statement

Through 03/31/22
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							
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	931.05	27,841.11	(27,841.11)	+++	14,366.06
<i>Miscellaneous Revenue Totals</i>		\$1,208.00	\$992.67	\$27,483.16	(\$26,275.16)	2,275%	\$15,269.25
000 - Revenue Totals		\$153,360.00	\$992.67	\$27,483.16	\$125,876.84	18%	\$15,568.18
REVENUE TOTALS		\$153,360.00	\$992.67	\$27,483.16	\$125,876.84	18%	\$15,568.18
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	70,784.00	5,058.52	27,112.74	43,671.26	38	10,450.26
<i>Services & Supplies Totals</i>		\$70,815.00	\$5,058.52	\$27,112.74	\$43,702.26	38%	\$10,465.38
800 - Library Gift Fund Totals		\$153,360.00	\$5,058.52	\$27,112.74	\$126,247.26	18%	\$10,465.38
EXPENSE TOTALS		\$153,360.00	\$5,058.52	\$27,112.74	\$126,247.26	18%	\$10,465.38
Grand Totals		\$0.00	(\$4,065.85)	\$370.42	\$370.42	+++	\$5,102.80
REVENUE TOTALS		153,360.00	992.67	27,483.16	125,876.84	18%	15,568.18
EXPENSE TOTALS		153,360.00	5,058.52	27,112.74	126,247.26	18%	10,465.38
Grand Total Net Gain (Loss)		\$0.00	(\$4,065.85)	\$370.42	\$370.42	+++	\$5,102.80



College of Business
University of Nevada, Reno

**TECHNICAL MEMORANDUM
UNIVERSITY CENTER FOR ECONOMIC DEVELOPMENT**

To: Douglas County Public Library Board of Trustees

From: Frederick Steinmann
Assistant Research Professor, University Center for Economic Development

CC: Christine Vido
Interim Director, Douglas County Public Library

Date: April 20, 2022

RE: Overview of Work Completed as Part of the Douglas County Public Library Strategic Planning Project

This University Center for Economic Development technical memorandum provides a general update of the progress that has been made in completing the development of a new five-year organizational strategic plan for the Douglas County Public Library. This summary of the work that has been completed thus far, as of April 20, 2022, is presented as an overview of the status of completion for each of the individual deliverables outlined in the University Center for Economic Development's proposal (*Douglas County Public Library Strategic Planning Services*; University Center for Economic Development Proposal; June 27, 2021). This technical memorandum is an update to a similar technical memorandum provided to the Douglas County Library Board of Trustees dated February 18, 2022.

General Overview of Work Completed

Since the start of this project, University Center for Economic Development, in partnership with representatives from the Douglas County Public Library, has completed a number of the individual deliverables outlined in the aforementioned University Center for Economic Development proposal and has made significant progress on the remaining deliverables.

- **Deliverable:** University Center for Economic Development faculty and staff will prepare a comprehensive summary of the collected and analyzed socio-demographic, economic, and housing data for use during the strategic planning workshops outlined in Task 3.

Status: Completed

Economics
University of Nevada, Reno/0030
Reno, Nevada 89557
(775) 784-6850 Office
(775) 784-4728 Fax
www.business.unr.edu

University Center for Economic Development faculty have provided the completed comprehensive summary of the collected and analyzed socio-demographic, economic, and housing data to Douglas County Public Library representatives during Strategic Planning Workshop No. 1 (November 19, 2021 and November 20, 2021) and during Strategic Planning Workshop No. 2 (January 28, 2022 and January 29, 2022). The results of this completed socio-demographic, economic, and housing data collection and analysis effort will be incorporated into the development of a draft and final University Center for Economic Development technical report.

- ***Deliverable:*** University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the internal and external stakeholder meetings including an overview of common themes and key conclusions for use during the strategic planning workshops outlined in Task 3.

Status: Completed

University Center for Economic Development faculty completed approximately 60 hours of one-on-one and small group meetings with various internal and external stakeholders. Individuals that participated in these internal and external stakeholder meetings included current Douglas County Public Library staff and representatives, members of the Douglas County Friends of the Library group, members of the Douglas County Public Library Board of Trustees, members of the Douglas County Board of County Commissioners, Douglas County government executives and staff, representatives from the Douglas County School District, and various private sector representatives. These meetings were generally held between September 2021 and October 2021. University Center for Economic Development faculty also completed a comprehensive tour of both the Minden Branch Library, of the Lake Tahoe Branch Library, and the Douglas County Public Library Bookmobile. The results of these internal and external stakeholder meetings and ‘listening sessions’ and tours were presented to participants of the two strategic planning workshops, including Strategic Planning Workshop No. 1 (November 19, 2021 and November 20, 2021) and during Strategic Planning Workshop No. 2 (January 28, 2022 and January 29, 2022). The results of these various stakeholder meetings and ‘listening sessions’ and tours will be incorporated into the development of a draft and final University Center for Economic Development technical report.

- ***Deliverable:*** University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the community survey for use during the strategic planning workshops outlined in Task 3.

Status: Completed

In partnership with representatives from the Douglas County Public Library, University Center for Economic Development faculty developed, implemented and completed a comprehensive community survey designed to assess future community needs and community/patron opinions regarding the Douglas County Public Library. The results of the community survey, including copies of the comprehensive summary, were presented and provided to participants of the two strategic planning workshops, including Strategic Planning Workshop No. 1 (November 19, 2021 and November 20, 2021) and during Strategic Planning Workshop No. 2 (January 28, 2022 and

January 29, 2022). The results of this completed community survey will be incorporated into the development of a draft and final University Center for Economic Development technical report.

- **Deliverable:** Development and hosting of various organizational strategic planning workshops. As part of this general deliverable, University Center for Economic Development faculty outlined four individual organizational strategic planning workshops with specific deliverables for each individual strategic planning workshop, including:

- **Deliverable:** University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 1 for use during Workshop No. 2.

Status: Completed

Strategic Planning Workshop No. 1 was held on November 19, 2021 and November 20, 2021 in Gardnerville, Nevada. The comprehensive summary was produced based on the work completed by workshop participants and was provided to workshop participants who attended Strategic Planning Workshop No. 2 that was held on January 28, 2022 and January 29, 2022 in Gardnerville, Nevada.

- **Deliverable:** University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 2 for use during Workshop No. 3.

Status: Completed

Strategic Planning Workshop No. 3 was held on April 2, 2022 in Minden, Nevada. Prior to the work done in Strategic Planning Workshop No. 3, the summary from Strategic Planning Workshop No. 2, held on January 28, 2022 and January 29, 2022 in Gardnerville, Nevada, was emailed to previous workshop participants and to Library, Friends of the Library, and Board of Trustees representatives. Feedback received regarding the summary from Strategic Planning Workshop No. 2 was incorporated into the preparation of a set of core values, strategic mission statement, strategic vision statement, and set of goals and objectives that was presented to workshop participants during Strategic Planning Workshop No. 3.

- **Deliverable:** University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 3 that will be used to develop the second of two University Center for Economic Development technical reports.

Status: Partially Completed

As previously mentioned, Strategic Planning Workshop No. 3 was held on April 2, 2022 in Minden, Nevada. Working as one large group, workshop participants reviewed and revised the core values, strategic mission statement, strategic vision statement, and strategic goals drafted between Strategic Planning Workshop No. 2 and Strategic Planning Workshop No. 3. The results of the work completed during Strategic Planning Workshop No. 3 have been summarized and the resulting summary is being incorporated into a draft University Center

for Economic Development technical report that will contain the various elements of the Douglas County Public Library's new five-year strategic plan.

- **Deliverable:** University Center for Economic Development and staff will revise the second of two University Center for Economic Development technical reports based upon the results of Workshop No. 4 including revisions and refinement of the set of new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and the final implementation plan and measures for success.

Status: Incomplete (Deliverable to be Determined as/if Needed)

Strategic Planning Workshop No. 4 has not, at the time of this memo dated April 20, 2022, been scheduled. University Center for Economic Development faculty will continue to work with Douglas County Public Library representatives to schedule this fourth and potentially final organizational strategic planning workshop if it is needed. The determination as to whether a fourth and final strategic planning workshop is needed will be made by Douglas County Public Library staff based on the recommendations of Friends of the Library and Board of Trustees representatives once a draft copy of the completed University Center for Economic Development technical report is produced and circulated to Library, Friends of the Library, and Board of Trustees representatives for review and comment.

- **Deliverable:** University Center for Economic Development faculty and staff will develop the first of two University Center for Economic Development technical reports. This first technical report will contain a comprehensive summary of the completed environmental scan completed in Task 2 as well as the results of the internal and external environmental assessment completed by workshop participants during Workshop No. 1.

Status: Partially Completed

University Center for Economic Development faculty and staff continue to work on the completion of this first University Center for Economic Development technical report. This technical report will contain a comprehensive summary of the internal and external 'environmental scan' completed for the Douglas County Public Library and will include a comprehensive summary and analysis of the completed socio-demographic, economic, and housing data, the various internal and external stakeholder meetings and 'listening sessions', the community survey, and work completed by workshop participants who attended Strategic Planning Workshop No. 1 and Strategic Planning Workshop No. 2.

- **Deliverable:** University Center for Economic Development and staff will revise the second of two University Center for Economic Development technical reports based upon the results of Workshop No. 4 including revisions and refinement of the set of new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and the final implementation plan and measures for success.

Status: Partially Completed (Full completion of this Deliverable is dependent upon whether or not a fourth strategic planning workshop is determined to be necessary. If a fourth strategic planning

workshop is determined to be not necessary, revisions to the second technical report will be based upon the results of Strategic Planning Workshop No. 3 and input received from Library, Friends of the Library, and Board of Trustees representatives regarding the draft technical report developed using the results of Strategic Planning Workshop No. 3.)

University Center for Economic Development faculty and staff continue to work on the completion of this University Center for Economic Development technical report. This technical report will contain a comprehensive summary of the various elements of the Douglas County Public Library's new five-year organizational strategic plan including a comprehensive summary of work completed by workshop participants who attended Strategic Planning Workshop No. 1, Strategic Planning Workshop No. 2, and Strategic Planning Workshop No. 3 (all of which have been completed as of April 20, 2022). This technical report will also contain a comprehensive summary of the work completed by workshop participants who will eventually attend Strategic Planning Workshop No. 4 if a fourth strategic planning workshop is determined to be necessary. As part of this specific technical report, a discussion regarding how the new five-year organizational strategic plan for the Douglas County Public Library ties into Douglas County's current organizational strategic plan will also be included.

University Center for Economic Development faculty anticipate full completion of the remaining deliverables by the end of April 2022 or by the beginning of May 2022. Upon completion of the remaining deliverables, University Center for Economic Development faculty will also make themselves available for presentations of the completed new five-year organizational strategic plan for the Douglas County Public Library to various groups including, but not necessarily limited to, the Douglas County Public Library Board of Trustees and Friends of the Library group and the Douglas County Board of County Commissioners.



NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS

Nevada Department of Administration

100 North Stewart Street
Carson City, NV 89701



Federal 2021 LSTA ARP Act GRANT-IN-AID AWARD

Sub-Grantee: Douglas County Public Library

Address: 1625 Library Lane, Minden, NV 89423

UEI Number: KE5GF37F6F95

Project Title: Digital Collection Development for Public Libraries

Grant Number: ARP-32 DCPL

Sub-Award Project dates: July 1, 2021 – September 30, 2022

General

- I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLAPR Five Year Plan and federal LSTA ARP goals. The approved grant application submitted by the sub-grantee becomes part of this agreement.
- II. The sub-grantee may not obligate or encumber grant funds prior the effective date of this agreement. Funds may not be obligated or encumbered after September 30, 2022.
- III. All unexpended grant funds must be returned to the Nevada State Library, Archives and Public Records

Grant Amounts and Reimbursement Procedures

- I. Total Amount of Federal funds obligated for this project: **\$ 16,200**
- II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLAPR Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds before the effective date of this agreement or after September 30, 2022.
- IV. Funds for the grant project are authorized according to the final application budget; no match is required.

Request for Fiscal and/or Programmatic Changes

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLAPR. All requests for changes must be received on or before June 30, 2022. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

- I. Fiscal Changes must have a Budget Revision for any of the following conditions:
 - a. Transfers of grant funds among budget categories that exceed ten (10) percent of a budget category;
 - b. A transfer of funds into a budget category that currently equals zero (\$0);
 - c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.
- II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is no associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

Reporting Requirements

The sub-grantee is responsible for submitting periodic reports that reflect the sub-grantee's level of performance for the approved grant application.

Reports will be due as follows:

Reporting period
Final Report

Report Due date
November 4, 2022

Assurances and Conditions

- I. The sub-grantee will complete and sign all required certifications and assurances.
- II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2018 - 2022, to be submitted on December 31, 2023. The sub-grantee will maintain their records through December 31, 2026.
- III. The sub-grantee accepts that any duly authorized representative of NSLAPR, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of this sub-grant.
- IV. This sub-grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this sub-grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this sub-grant, and the sub-grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from federal sources is not appropriated or is withdrawn, limited, or impaired.

Name of Federal awarding agency: Institute of Museum and Library Services	
Name of recipient: Nevada State Library, Archives and Public Records, Nevada Department of Administration	
Recipient Unique Entity Identifier: 946481140	
CFDA Name: LSTA Grants to States	CFDA Number: 45.310
Federal Award ID Number (FAIN): LS-250224-OLS-21	Federal Award Date: April 9, 2021
Total Amount of Federal Award: \$ 2,683,783	Research & Development: No
Period of Performance Start Date: April 8, 2021 Period of Performance End Date: Sept. 30, 2022	Indirect Cost Rate: 0.0

Contact Information

Question or concerns about an LSTA project should be directed to:

Sulin Jones/LSTA Coordinator
 Nevada State Library, Archives and Public Records
 (775) 684-3340 / Fax (775) 684-3311
 E-mail: sulinjones@admin.nv.gov or nslaprlista@admin.nv.gov

Required Signatures:

 State Library, Archives & Public Records Administrator

Mike Strom

 Date

 Sub-grantee Authorized Official

 Date

 Printed Name and Title

2021 LSTA ARP Digital Collection Development (Public Libraries)

Applicant	
Applicant ID	APP-000096
Company Name	Douglas County Public Library
Recipient Address	Douglas County Public Library 1625 Library Lane Minden, NV 89423
Award Amount	\$16,200.00
Status	Submitted
Funded	✓

Application Title: Douglas County Digital Collection Development
Description:
To expand the digital collection at the Douglas County Public Library

Library Information

Applicant library information

Question: Library Name

Douglas County Public Library

Question: Unique Entity Identifier (UEI). Enter DUNS# if your organization has not yet obtained its UEI.

010984979

Question: Library Description

The Douglas County Public Library's Mission Statement is as follows: "The mission of the Douglas County Public Library is to provide a comprehensive collection of library materials, services, and programs with the support of qualified staff to meet the informational, educational, recreational, and cultural needs of all residents and visitors of Douglas County." The library provides free access to materials, programs, and services for. The library system consists of the main library in Minden, the Lake Tahoe Branch Library in Zephyr Cove, a bookmobile, a satellite library at China Spring Youth Camp, and a reading and reference library at the Lake Tahoe Juvenile Detention Facility.

Contact Information

Contact information for the library director and project manager.

Note: project emails and reminders will be sent to the project manager.

Question: Library Director First Name

Julia

Question: Library Director Last Name

Brown

Question: Library Director Email

jbrown@douglas.lib.nv.us

Question: Library Director Phone

775-782-9841

Question: Project Manager First Name

Karen

Question: Project Manager Last Name

Fitzgerald

Question: Project Manager Email- all project emails and reminders will be sent to this person.

kfitzgerald@douglas.lib.nv.us

Question: Project Manager Phone

775-782-9841

Need, Implementation, and Budget Detail

Digital Collections Need

Describe the types, genres, and age ranges, etc., for the digital materials you will buy. Include the following information:

- How you determined the need for these *types* of digital materials
- How this project ties in with local Collection Development plans

Approach your summary holistically and reference collection assessments (strengths and gaps), user demand, demographics, and circulation statistics as appropriate.

Budget Detail

Building on question 12, provide dollar (\$) amounts for each collection type, genre, age range, etc. mentioned above. (*How much will you be spending on each?*) Attachments providing more detail can be uploaded in Section 8.

Budget Match

A cash or in-kind match is not required. However, please document any local cash or in-kind contributions.

Implementation Activities (Activity Data)

LSTA ARP Digital Collection Development will consist of **Content Acquisition/Lending** implementation activities (as defined by IMLS). IMLS requires the following project data for *Content Acquisition and Lending* projects:

- # of digital content items obtained
- # total circulation (if applicable/available)
- average circulation/month (if applicable/available)
- # of licensed databases acquired (if applicable)

By checking the boxes, you are confirming that you'll collect applicable data during the project period.

Data, combined with your Final Report and anecdotal information will be submitted as part of the LSTA ARP state program report to IMLS.

Promotion

How will you let your community know about this ARP project? Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars. Note: IMLS must be recognized in all publicity materials. You can tag IMLS on social media as well.

Question: Digital Collections Need

Digital items purchased from OverDrive/Libby are purchased as One Copy One User and Metered Access. Titles are selected in line with the library's collection development policy. Patrons may request digital items and we have seen a large increase in the number of patron requests for digital items. Over the past 3 years the Douglas County Public Library has seen a 50% increase in the circulation of digital items and this rate of checkout continues to rise. Due to the increased usage we have shifted to purchasing twice as many digital titles as a year ago. Items are selected for all age groups and topics. This past year we have received grant funds to assist with purchasing items for children and teens. The current need is for the purchase of adult fiction and non-fiction titles, as those are the largest circulating digital items in our collection.

Question: Budget Detail (\$)

100% of the \$16,200 will be used to purchase digital materials from OverDrive/Libby. Approximately \$12,150 will be used to purchase adult fiction and non-fiction ebooks,

eaudiobooks, and emagazines. The remaining \$4,050 will be used to purchase digital fiction and non-fiction ebooks and eaudiobooks for children and young adults.

Question: Advanced Payments

- No, I will not need advanced payments
- Yes, I would like advanced payments. I will work with NSLAPR on an advanced payment schedule.

Question: Match (\$)

Not Answered

Question: Content Activity Data (check all that apply)

- # of digital content items obtained
- # total circulation (if applicable/available)
- average circulation/month (if applicable/available)
- # of licensed databases acquired (if applicable)

Question: Promotion

Promotion will be done via social media including Facebook, Instagram, and Twitter. A press release will be written and sent to the Record Courier and the Tahoe Tribune. Promotion will also be included in the library's new email newsletters.

ARP Digital Collections Guidelines

LSTA ARP funding ends on September 30, 2022.

Please make sure you have read, understand, and will comply with the following guidelines for digital content:

Materials

- E-content, from vendors such as **OverDrive**, will follow IMLS's confirmed federal guidelines:
 - **One Copy, One User (OCOU):** The purchase of "materials" allows ARP funds to be used for digital books under the "One Copy, One User (OCOU)" model (no metered expiration).
 - **Cost per Circulation (CPC) model:** Must expire on or before September 30, 2022.
 - **Simultaneous Use:** OverDrive's catalog of "Simultaneous Use" titles, as long as the order is placed and availability to patrons ends on or before September 30, 2022.

Services

- **Database subscriptions** will only be funded through September 30, 2022. Existing databases subscriptions may be eligible, depending on subscription start and end dates, and with the reminder that LSTA ARP may not replace or reduce local funding. Check with the LSTA Coordinator if you would like to fund a database subscription.
- **Metered Access (MA):** digital books may be categorized as a "service" and not as "materials" under ARP. Service purchases may not extend beyond September 30, 2022.

Question: ARP Digital Collections Guidelines (you must check BOTH boxes)

- I have read the LSTA ARP digital collections guidelines
- I will comply with LSTA ARP digital collections guidelines

Intent, Goals, and Outcomes

IMLS Intent: Information Access

Nevada LSTA Goal 4: Build capacity of libraries to meet evolving information access needs.

LSTA ARP Priority: Support of Library Services in response to pandemic driven needs

Statewide Outcomes: The LSTA ARP Digital Collection Development project will support a statewide increase in access to digital materials for public library patrons who:

- may not have the ability or opportunity to visit the library in person,
- use devices for inclusive accessibility options (dynamic fonts, interfaces, high contrast, and appearance settings)
- prefer to read/listen to/access information on their digital devices

In addition, this project will supplement public libraries' own collection development purchases, help reduce hold queues and wait times, and increase the breadth of digital materials collections. All participating libraries will be better situated to meet patron demands for digital content by acquiring ebooks, e-audio, streaming music, and video.

Question: Local Outcomes

Douglas County is very large geographically. By increasing our digital collection, it allows those who are not able to visit the library in person the ability to still utilize library materials. Over the past few years we have also seen a 50% increase in digital material checkouts and have worked to grow the digital collection offerings for our patrons.

Eligibility and Certifications

To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets LSTA eligibility criteria and submit a complete set of LSTA 2021 Required Documents.

- **If you have been awarded a 2021 LSTA grant**, your 2021 eligibility certifications and required documents are on file. No need to resubmit.
- **If you have NOT been awarded a 2021 LSTA grant**, please:
 - Download, sign and upload this **LSTA Eligibility Certification**
 - Download, sign, and upload LTA 2021 required Documents, available here: <https://nsla.nv.gov/2021LSTA/RequiredForms>

Note: The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the LSTA eligibility certification. This may be the library director or another official, as determined locally.

Question: Does NSLAPR have your 2021 LSTA Eligibility and Required Documents on file?
Check one box only.

- YES. My library has ALREADY submitted 2021 LSTA Eligibility and 2021 Required Documents
- YES. The 2021 LSTA Eligibility and Required Documents are attached below, in Question 21
- NO. I am obtaining the required signatures and will submit 2021 LSTA Eligibility and Required Documents to nslaprlsta@admin.nv.gov

Question: LSTA Eligibility & 2021 Required Documents

No Attachments

Attachments

Attach/upload any supporting materials, such as collection analysis results or Collection Development plans.

Note: Supporting Materials are not required for this project.

Question: Additional Project Attachments

No Attachments

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2021-2022

	Fiscal Year-to-Date											
	February 2022						March 2022					
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	101,978	4,839	3,008	109,825	10,985	580	254	11,819	12,294	608	114	13,016
eCheckouts				32,101				4,109				4,651
New Cards Issued	698	62	98	858	80	4	3	87	98	12	-	110
Patrons*	26,454	3,261	322	30,037	26,358	3,249	322	29,929	26,454	3,261	322	30,037
Library Visits	36,843	5,466	1,773	44,082	4,189	763	114	5,066	5,341	1,097	16	6,454
Curbside Service Pick-ups	343	2	-	345	37	-	-	37	18	-	-	18
Bookmobile Stops				205				19				3
Inventory *	102,170	28,399	2,088	132,657	102,383	28,229	2,084	132,696	102,170	28,399	2,088	132,657
Interlibrary Loans Requested	628	43	2	673	74	8	-	82	91	3	-	94
Interlibrary Loans Loaned	315	37	-	352	31	4	-	35	43	4	-	47
Homebound Patrons *	16	-	-	16	11	-	-	11	12	-	-	12
Homebound Checkouts	872	-	-	872	58	-	-	58	88	-	-	88
Database Sessions				139,615				2,096				4,124
Services												
Meeting Room Use	127	5	-	132	20	1	-	20	30	3	-	33
Meeting Room Attendance	1,192	66	-	1,258	160	4	-	160	240	50	-	290
Kids' Programs	134	3	-	137	22	-	-	22	29	-	-	29
Kids' Program Attendance	1,727	23	-	1,750	317	-	-	317	365	-	-	365
Teen Programs	112	-	-	112	17	-	-	17	19	-	-	19
Teen Program Attendance	359	-	-	359	48	-	-	48	58	-	-	58
Adult Programs	35	-	-	35	6	-	-	6	5	-	-	5
Adult Program Attendance	252	-	-	252	52	-	-	52	53	-	-	53
Total Programs	281	3	-	284	45	-	-	45	53	-	-	53
Total Program Attendance	2,338	23	-	2,361	417	-	-	417	476	-	-	476
Outreach	25	-	-	25	4	-	-	4	5	-	-	5
Public Computer Use	1,991	302	-	2,293	404	26	-	430	379	26	-	405
ADA-pc Use	162	5	-	167	43	-	-	43	28	3	-	31
Wireless Use	19,014	1,633	-	20,647	4,823	543	-	5,366	2,049	297	-	2,346

Circulation by Collection

March 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	663	15	2
Adult Biography	78	11	0
Adult CD Non-Fiction	44	0	0
Adult DVD	1156	31	17
Adult Fiction	3215	154	11
Adult Launchpad	1	1	0
Adult Magazines	106	5	0
Adult Music	84	1	0
Adult Non-Fiction	1080	68	4
Adult Spanish	4	0	0
Children's Audiobook	112	12	2
Children's Biography	44	0	0
Children's DVD	241	7	1
Children's Fiction	747	33	16
Children's Launchpad	8	8	2
Children's Magazines	8	0	0
Children's Music	74	0	0
Children's Non-Fiction	1157	38	9
Children's Oversize	12	0	0
Children's Spanish	4	2	0
Easy Reader	454	39	3
Equipment	30	1	0
Exam Books	0	4	0
Large Print	678	3	10
Mobile Devices	9	0	0
Nevada	51	10	0
Picture Books	1831	156	16
Video Games	14	0	0
Young Adult	269	7	1
Graphic Novels	117	2	5
Young Adult Launchpad	1	0	0
Young Adult Magazines	2	0	0

Hoopla

eAudiobook	974	Movie	95
Adult Non-Fiction	174	Adult Non-Fiction	30
Adult Fiction	656	Adult Fiction	39
Juv Non-Fiction	11	Juv Non-Fiction	2
Juv Fiction	133	Juv Fiction	24
eBook	408	Television	100
Adult Non-Fiction	81	Adult Non-Fiction	16
Adult Fiction	289	Adult Fiction	82
Juv Non-Fiction	7	Juv Non-Fiction	0
Juv Fiction	31	Juv Fiction	2
Comics	32	Music	71
Adult Non-Fiction	1	Adult	65
Adult Fiction	18	Juv	6
Juv Non-Fiction	0		
Juv Fiction	13	Total Circulation	1,687

Overdrive/Libby

eAudiobook	610
eBook	525
Magazines	89
Adult	1067
Juv	34
Young Adult	33
Total Circulation	1,224