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## Douglas County Public Library Board of Trustees Meeting Notice and Agenda

May 18, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, May 24, 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.** Discussion on approval of the minutes of the April 26, 2022 regular meeting, the minutes of the May 4, 2022 special meeting and the May 11, 2022 special 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. April 2022
  - ii. May 2022

5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.

- a. 4/30/2022

6. For discussion only. Update and acknowledgement of Library Board Trustee Starla Doughty's progress in completing the Nevada State Library's on-line trustee training course.

7. For possible action. Discussion and update on the Library Director recruitment including but not limited to onboarding of the new director, holding an introduction/welcome event, and possible extension of the interim library position to assist in the transition process.

8. For discussion only. Discussion on the progress of the Library's Long Range Plan by the UNR Department of Economic Development and presentation of a draft plan.

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

10. 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.

11. 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](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](mailto: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 May 24, 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 June. 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	6/13/22	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**  
**April 26, 2022**

**ATTENDEES**

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

**Library Staff:** Interim Library Director Christine Vido; Library Supervisors Laura Treinen, Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory; Human Resources Director Wendy Lang

**THE MEETING CONVENED AT 10:00 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 THE AGENDA.**

Trustee Bonnie Rogers made a motion to approve the agenda. Vice Chairperson Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**3. WELCOME AND INTRODUCTION OF STARLA DOUGHTY, NEWLY APPOINTED LIBRARY BOARD OF TRUSTEE, AND DISCUSSION ON NEW TRUSTEE TRAINING. [Discussion]**

Chairperson Martin Maier welcomed Trustee Starla Doughty to the board. Trustee Doughty introduced herself and described her background and interest in becoming a board member. Vice Chairperson Garrahan explained the public library trustee online training board members are to take through the Nevada State Library, Archives and Public Records. Chairperson Martin Maier stated that she doesn't expect the training to be completed within a week but maybe within six weeks. Once the training is complete Trustee Doughty will receive a certificate of completion and that certificate will be given to Veronica Hallam for filing.

**4. 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 3<sup>RD</sup>, AND SCHEDULING INTERVIEWS BY THE BOARD OF TRUSTEES ON MAY 4, 2022, AND OTHER CANDIDATE EVENTS AS APPROPRIATE. [Action]**

Andrew Nelson and Susan Hildreth with CPS Consulting were present at the meeting by Zoom to give the board an update on the applicants and where the process stands thus far. Andrew is the primary recruiter and Susan, a former library director assisted with the screening. Andrew explained that CPS received 18 applications and 9 moved through to the initial selection and screening process. They interviewed five applicants and selected three finalist. One of those finalist withdrew which left just two moving forward. Of the two one of them couldn't attend an in person interview and was hoping the board would consider conducting a Zoom interview and an in person interview at a later date. He noted that this finalist initially withdrew as he/she didn't think he/she would be a good fit, but after speaking with the finalist, he/she agreed to meet the board and have a conversation about what they expect. He explained that the other candidate that withdrew had much of the same issues as the other finalist who initially withdrew which were questions about the budget allocated for training, the board's interaction with staff and the director and decisions made by the director. Susan indicated that she did the initial preliminary interview with this person and this person did express concern about the diversity situation even though she and Andrew had assured candidates that the library is moving beyond that. This person was concerned about the turnover of the director and the turnover of the interim director and the situation leading to that departure and statements made in the Moss Adams report. This person is coming from a volatile situation and fears he/she would experience the same unstable environment here. Deputy District Attorney Cynthia Gregory stated that the board went with CPS to ensure there were at least three candidates and a minimum of two. The board is down to two candidates. She noted that there are a number of options on the table. The board can take a step back and reevaluate where the board is at in this process and how they want to move forward or are there other candidates who met the qualifications and might be brought forward. The board can consider doing a Zoom meeting for both candidates and then move forward from there. She stated that it is up to the board how they want to move forward in this process. Trustee Elizabeth Tattersall suggested that the board conduct the interviews for the two candidates by Zoom on the date scheduled. Human Resources Director Wendy Lang stated that she realizes doing Zoom interviews wasn't a step the board wanted to take and that in person interviews were what the board wanted, but given the challenges of this recruitment taking that additional step to do Zoom interviews and delaying the meet and greet and in person interviews would be beneficial. She noted that because the board is down to just two candidates and may potentially end up with one, the board should consider the applicant pool and reevaluate those candidates that the recruitment team didn't move forward. Andrew stated that there are three additional candidates in the pool that are ready and willing to interview. As far as the minimum qualifications, two of them don't possess the master's degree and one of them has five years of experience instead of the seven required. Deputy District Attorney Gregory stated that it is her understanding that in the job description it states the person must have an MLS or the equivalent experience. The board can consider an exception and look at candidates in the pool that don't have an MLS but have the equivalent experience. Trustee Rogers stated that the person in this

position should have an MLS and Vice Chairperson Garrahan asked Laura Treinen and Vanna Bells who have their MLS how they would feel if the Director did not have an MLS but had the experience. They both agreed that it would depend on what this person's experience was and how they would work with the staff and the public. There are times when an exception would be appropriate. Interim Library Director Christine Vido stated that regardless of which candidate the board selects, the county has a tuition reimbursement policy so if the board did hire somebody that didn't have the education and the board encouraged this person to pursue that, there is an avenue through the county to help pay for that person to receive that education. Vice Chairperson Garrahan asked Andrew and Susan who they think are qualified from the pool to move forward and Director Lang stated that rather than discuss the candidates qualifications on the record the board could ask the recruiting committee to evaluate those candidates, do some screening and bring forward the candidates that they think are eligible to move forward. Andrew stated that they can do the formal screening of the candidates from the pool this week by Zoom and decide who will be moving forward for interviews next week. Going back to the qualifications, the board, with the exception of Trustee Rogers, agreed to interview the strongest candidates from the pool that meet the requirements but may or may not have the MLS degree. Trustee Rogers stated that even though she doesn't agree she will be objective in her review of the qualifications and experience of the candidates. The board discussed dates and times for the screening, Zoom interviews, meet and greet and the in person interviews and they all came to a consensus. It was agreed that this process should take place quickly with the screening this week and the interviews and meet and greet the following week. It was decided that during the pre-interview, about a half-hour before the interviews Andrew would coach the board on responses, go through the questions and what questions are appropriate to ask and answer any questions or concerns the board may have. Christine noted that Human Resources, Deputy District Attorney Gregory and CPS will be at the public meeting and if a line of questioning does veer off the path toward those prohibited topics or areas where there should be redirection they will be there to assist. Trustee Rogers asked about the interview questions and if they would be different in the Zoom interview and the in person interviews and Andrew answered yes. He suggested that the board come up with questions for both interviews. The Zoom questions should be a little more general and the in person questions may be more specific that touch on a particular topic or subject area that are based on the candidates experience and qualifications. The plan is to allow the candidate to give thoughtful answers and give him/her time to ask questions at the end.

There was no further discussion.

Chairperson Martin Maier asked for public comment.

Barb Wilson commented that she is here to support the library board because the board has an important job in finding a library director. The library has had a lot of challenges over the last few years and now is the time to look toward the future for the library. She noted that creating a new strategic plan has helped the library identify the vision, the mission and the values that are going to carry the library into the future. She stated that Carson City just went through the process of hiring a new superintendent and on their first attempt with a 4-3 vote they decided on someone but that person rejected the contract and they had to start the process over. It's really important that when the board is doing these interviews and talking to the candidates that the board come to a unanimous decision about who's going to be the next library director. She

commented that the last go round was kind of a dismal failure and an embarrassment that the library only had one candidate. She stated that she doesn't want the library to have any more negative press and she wants the paper to be talking about this new director and how the board voted unanimously to offer a contract and that could be the best PR this library has had in a long time. She wants the board to think about the qualities the candidates possess and work very hard to select a candidate that best exemplifies the mission, the vision and the values that have been identified for this library. The community in Douglas County is counting on the board to make a wise decision and she thinks the board will have a successful outcome this time.

**MOTION/VOTE:**

Vice Chairperson Garrahan made a motion that the meet and greet on May 3<sup>rd</sup> is going to be delayed, there will be a Zoom meeting on May 4<sup>th</sup> with additional candidates and there will be a meet and greet on the 13<sup>th</sup> at the library with in person interviews on the 14<sup>th</sup>. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

Andrew reminded the board to take a few minutes between now and this Friday to think of interview questions for the interviews on the 4<sup>th</sup> and the 14<sup>th</sup>.

**RECESSED AT 11:35 A.M.**

**RECONVENED AT 11:42 A.M.**

**5. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MARCH 22, 2022 REGULAR MEETING AND THE APRIL 5, 2022 SPECIAL MEETING.**

Vice Chairperson Garrahan and Trustees Rogers and Tattersall noted some errors in the March 22, 2022 minutes.

**MOTION/VOTE:**

Vice Chairperson Garrahan made a motion to approve the minutes of the March 22, 2022 regular meeting with the corrections and the minutes of the April 5, 2022 special meeting. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**6. CONSENT CALENDAR.**

**a. Approval of Gift fund claims**

**i. March 2022**

**ii. 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 <sup>nd</sup> 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

**MOTION/VOTE:**

Trustee Rogers made a motion to approve the consent calendar. Trustee Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**7. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.**

**a. 3/31/2022**

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

Referring to the budget performance report included in the packet, Christine noted that she reached out to Finance to get clarification on the expenditure of \$18,746 under the grants budget line but she did not receive the information in time for this meeting. Trustee Rogers asked why the library material budget is in deficit and Christine explained that it is due to the encumbered funds for the purchase orders that the library had to request for the purchase of library material. An estimated dollar amount was given for the purchase orders based on previous purchases but the purchase orders may not be fulfilled to that amount and those unused funds can go back into the budget. The \$10,000 expense in professional services is for the strategic plan fee.

**8. 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. [Action]**

Christine stated that the tentative base budget for FY 22-23 was approved by the commissioners at the end of March. The library material budget was approved for \$126,000 but the \$104,000 supplemental request for additional funding for that budget was not approved. She talked with Finance about ways to offset the budget for next year and she was reminded that the library has not been reimbursed yet for the books that were damaged in the flood and when the check comes in those funds will be used to replace material. She noted that later in the meeting the board will consider approving a grant award where funds will be used to purchase digital material. There was a small adjustment of approximately \$12,000 made in the PALS reimbursement that will be reviewed later next fiscal year and additional monies may be forthcoming to the library. She stated that ARPA funds have increased the amount of grants that are available for all organizations but specifically for libraries. She would encourage staff to look into those grant possibilities to help offset the library materials budget. She noted that line items in Services and Supplies can be moved around to offset any funds that may be needed in other budgeted line items as well. She stated that three capital improvement project requests were submitted for the commissioners to consider and the meeting to hear those requests began this morning. One request was for \$1.1 million for an expansion to the building. The other two requests were for \$25,000 for painting and \$20,000 for bathroom renovations at the Minden branch. CFO Terri Willoughby said the commissioners will likely approve the projects but not the funding. The board would have to go to the commissioners to request the funding as it becomes available either from greater than anticipated fund balance or greater than anticipated revenues. In regards to the new director's salary, Christine stated that as the board goes into the final interviews the board needs to consider the salary offer. The approved tentative budget for director salary is \$140,403 for FY 22/23 and if the board elects to increase more than the budgeted salary amount there will have to be a rebalancing of the budget in the next fiscal year. She noted that there are two funded capital projects that were approved by the commissioners and those are \$100,000 for metal shelving and \$120,000 for new flooring.

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

**9. 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. [Discussion]**

Christine stated that she spoke with Dr. Fred Steinmann and he was very apologetic that he could not attend this meeting. He anticipates having the draft report ready to present to the board at the next regularly scheduled meeting.

**10. DISCUSSION ON ACCEPTING THE 2021 AMERICAN RESCUE PLAN COLLECTION DEVELOPMENT GRANT AWARD IN THE AMOUNT OF \$16,200. [Action]**

Christine stated that Julia submitted the application for this grant prior to her departure. This grant will be used to purchase digital material and if the board approves the grant money it will be taken to the commissioners for the adoption of a resolution.

**MOTION/VOTE:**

Trustee Rogers made a motion to approve the grant of \$16,200. Vice Chairperson Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**11. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORT FROM STAFF.**

Library Supervisors Laura Treinen and Vanna Bells provided updates to the board about both branches and the current activities. With the collection at the Zephyr Cove branch Vanna stated that they added additional shelving to Young Adult books, rotated the children's Wonderbooks with the Minden collection, ordered newspapers and additional magazines, moved Reference books and added a study carrel on the floor. She noted they had a scavenger hunt during the schools' spring break with 10 in attendance and will be hosting an upcoming May the 4<sup>th</sup> Be With You Star Wars Day program. The Minden branch will be hosting the same program. Laura stated that at the main branch they have rotated the children's collection to give the area more room for the newly added adult cushion chairs. They are showing Oscar movies throughout the months of April and May and so far those movies have been well received. Adult Librarian Luise Davis and Youth Services Librarian Kira Frederick will be representing the library at the upcoming Carson Valley Business Showcase. She noted that the library has two new programs; Japanese Club and Science Club. Christine explained that the bookmobile is still out of service as Ford is still waiting on a part and that she follows up weekly with fleet on the progress of the bookmobile.

**12. CLOSING PUBLIC COMMENTS.**

Chairperson Martin Maier asked for public comment.

Kurt Hildebrand from the Record Courier stated he has the missing discs from the 2020 newspaper. Those discs were given to Laura for upload.

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

**MEETING ADJOURNED AT 12:18 P.M.**

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 4, 2022**

**ATTENDEES**

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

**Library Staff:** Interim Library Director Christine Vido; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**THE MEETING CONVENED AT 10:01 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

**2. DISCUSSION ON APPROVAL OF THE AGENDA.**

**MOTION/VOTE:**

Trustee Bonnie Rogers made a motion to approve the agenda. Trustee Elizabeth Tattersall made a second.

Deputy District Attorney Cynthea Gregory informed the board that there was a misprint on the agenda noticed after posting. This was a typographical error and did not violate open meeting law. The error was corrected and the agenda was reposted appropriately.

Chairperson Martin Maier asked for public comment. There being no public comment, the motion carried unanimously with a 5-0 vote.

**3. OVERVIEW, DISCUSSION AND TRAINING FOR TRUSTEES ON THE LIBRARY DIRECTOR RECRUITMENT PROCESS, INCLUDING BUT NOT LIMITED TO: THE STRUCTURE OF THE INTERVIEWS, EVALUATION OF APPLICANTS, AND SELECTION OF FINALISTS. PRESENTATION BY CPS HR CONSULTING & DOUGLAS COUNTY HUMAN RESOURCES DEPARTMENT.**

Andrew Nelson with CPS via Zoom provided the board with an outline on how the evaluation process will work and their role during the questioning process. Interview questions were given to the board for their review and it was determined that Interim Library Director Christine Vido would ask the questions. Chairperson Martin Maier stated that she had submitted an interview question about staff development and how that would be handled or pursued but it wasn't on the list of questions for these candidates. Andrew stated that he did not have a record of that question but indicated that this would be a good platform to respond to a question like that. He noted that that question can be added to the list or one question can be dropped and replaced with this one to keep the amount of questions the same. Chairperson Martin Maier read what she had submitted to CPS and Trustee Rogers as she was very explicit on what she wanted for a staff development question. She wrote, "I would like a question relating to how the candidate has fostered staff cohesion, career development and training in the past and how they would propose to do so in the future. This would be more focused on development and training than the broader unifier trait." She stated that she is trying to focus on development and training because it's something that in the past year the trustees have agreed is an area that needs to be more focused on. She noted that this type of question needs to be discussed at some point in the interview process whether it is at this time or at the finalists interview. Andrew suggested swapping out question number nine and address that question at a future opportunity and the board agreed that question nine would be a good question for a finalist. Christine read what the question that Chairperson Martin Maier is requesting. "How have you fostered staff cohesion, career development and training?" It was agreed that this question would replace number nine and the questioning will end at question number eleven. In regards to follow up questions, Andrew went over a list of do's and don'ts that was provided to the board in their packets and noted that when in doubt don't ask at all. The board can always consult with council or HR if they are unsure of a question they may want to ask. Chairperson Martin Maier asked if it would be appropriate to ask the question about the candidate's interest in the area and it was agreed that that would be added to question number 1 that will read, "Tell us about yourself, your qualifications, your interest in this position and in this area?" In regards to ranking the candidates, Andrew stated that the board using a 1 to 3 ranking system, 1 most preferred and 3 least preferred, will rank each candidate on their ranking sheet after the interview is complete. Once all interviews are complete each board member will state their ranking and Andrew will evaluate and review with the board.

**4. INTERVIEW OF APPLICANTS FOR THE LIBRARY DIRECTOR POSITION, SELECTION OF APPLICANTS TO MOVE FORWARD IN THE RECRUITMENT, AND DISCUSSION ON THE NEXT STEPS IN THE PROCESS, INCLUDING CONFIRMING THE SCHEDULING OF AN OPEN HOUSE AND FINAL INTERVIEWS. APPLICANTS TO BE INTERVIEWED ARE: TIMOTHY DEGHELDER, DEBRA GREENACRE, COLLEEN KILBREATH, AND COURTNEY OBERHANSLI. (LISTED IN ALPHABETICAL ORDER.) [Action]**

The board and the candidates introduced themselves and the candidates were given 15 minutes to ask their questions to the board before the interviews took place. The candidates had 40 minutes to answer the questions asked by Christine. The interview questions were as follows:

1. Tell us about yourself, your qualifications, and your interest in the position and in this area?
2. (Statement): Candidates may use this time to ask the board pertinent questions about the Library and the position.
3. As the director, what steps would you take to familiarize yourself with the area to become an active participant in the community as director?
4. Describe your style of leadership and what assets you feel you will bring to the Douglas County Public Library staff?
5. Please share with us what you feel are one or two of your accomplishments that reflect your personality and work style that will influence your role as director?
6. What is your decision-making process to keep the board informed of patron complaints, praise, or concerns?
7. Explain what you feel the working relationship between the Library Board of Trustees and the director should include to provide the best environment for the library?
8. What do you view as the primary relationship with a Friends of the Library organization and how will you cultivate that relationship in Douglas County?
9. How have you fostered staff cohesion, career development and training?
10. Share an example of a time you worked cooperatively with the State Library to deliver programs, services, or resources to your library?
11. Describe a difficult budget or financial experience you've had to overcome and what was your specific responsibility managing the solution?

**LUNCH RECESS AT 12:34 P.M.**

**RECONVENED AT 1:00 P.M.**

Each board member gave their ranking of the candidates on the 1 through 3 ranking scale as described earlier and deliberated after the scoring.

Vice Garrahan – #1 Debra, #2 Tim, #3 Colleen  
Trustee Tattersall – #1 Debra, #2 Tim, #3 Colleen  
Chairperson Martin Maier – #1 Debra, #2 Tim, #3 Colleen  
Trustee Rogers – #1 Tim, #2 Colleen, #3 Debra  
Trustee Doughty – #1 Tim, #2 Colleen, #3 Debra

Andrew compiled a spreadsheet with the boards' rankings and based on the scores Andrew noted that there is a high degree of consensus on Debra and Tim. If the board decides to go with two candidates moving forward, that would take Colleen off the table. The board shared their thoughts on why they ranked some of the candidates higher than others. In summary the board's comments are as follows:

#### Colleen

Trustee Tattersall – She has less experience and no library degree and was the least professional in her demeanor.

Vice Chairperson Garrahan – She's moving on from a personal tragedy and that is not best for staff. Staff needs consistency and leadership.

Chairperson Martin Maier – She's coming from a very small community where the library system doesn't have library cards and the library needs someone who is a closer match in scale.

Trustee Rogers – Has concerns that she doesn't have a library degree but she was the most direct on how she would interact with the community. She has strong business experience and she was positive about working with staff and using their talents and taking staff out into the community.

Trustee Doughty – She has high energy, outgoing and her experience in the business field will help with her relationship with the community. She may not have been the most professional but she will be good with the community and staff and be open to receive direction from staff.

#### Debra

Trustee Garrahan – Extremely professional and looking for direction from the staff and willing to get their input. She has experience working in a library similar in size and that is an asset.

Trustee Tattersall – Agrees but based on the questions she asked and the way she said goodbye she may not accept the position if it is offered to her.

Trustee Rogers – In her opening comments and questions she seemed more concerned about herself and how the board and staff can make her successful. She was very critical towards the board and staff based on the Moss Adams report and she was negative in many of her answers.

Agrees that if the board doesn't make concessions she won't accept the job.

Chairperson Martin Maier – Emotional in the interview with one of her answers. She asked tough questions not in a negative way but a professional way. She kept her answers crisp and on point. Background and experience are relevant to where the library is at. As a candidate she is head and shoulders, 1,000 leagues more qualified and better all-around than the other two.

Trustee Doughty – Concerned about her longevity in her past positions. She'll struggle with the library's budget. The questions she asked the board were good but it came across negatively.

There were a lot of "I's". Concerned that she won't be open with the board.

#### Tim

Trustee Doughty – He had some great ideas. He was enthusiastic and excited to jump in and get out there in the community. He knew what organizations were out there. Concerned about his long term goals here.

Trustee Rogers – Answered the questions in depth and gave examples. He has a library degree and a master's in public administration which will assist him with the county and state library.

He talked about empowering staff and training and giving positive feedback. Liked his comments about the friends and his comments about traditional users and digital users and negotiating with vendors.

Chairperson Martin Maier – He has creative ideas. When he talked about his leadership style he used words like empower and trust. Concerned he would only meet with staff face to face once a month. Overall perception was that he was a little casual in general. Liked that he would be in the community and engage and thinks that most people would take to him. Lining up his career he isn't at the top of the list.

Trustee Tattersall – Liked his enthusiasm and liked what he had to say about getting out in the community; very strong in that area. He seemed a little rambling at times but that could just be his personality. He could be a good director for the library.

Vice Chairperson Garrahan – Liked him too and his community involvement but feels he wouldn't get staff involved in the community outreach. Concerned that he has only been at his current job for nine months and is wanting to change again and taking time off to go to Thailand for his wife. Staff deserves consistency. The library he was at prior was a huge library system and that doesn't compare to this library.

Deputy District Attorney Gregory suggested that the board take public comment and bring it back to the board for discussion and moving candidates forward that the board deems appropriate for the meet and greet and the in person interviews.

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

Chairperson Martin Maier asked that the board discuss which candidates will be brought forward and revisit the dates for the meet and greet and the in person interviews as the board had a request from a trustee to revisit those dates.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to bring forward Tim and Debra. Trustee Tattersall made a second. There being no further discussion, the motion carried unanimously with a 5-0 vote.

Trustee Rogers noted that the board brings both forward in no rank order and it was confirmed that the board will do the in person interviews without disclosing the candidates ranking as it is on public record.

There being no further discussion, the motion carried unanimously with a 5-0 vote.

Chairperson Martin Maier stated the board had a request from Bonnie to reconsider the dates. Trustee Rogers noted that she has had a yearlong commitment on the date the in person interviews were scheduled for and arrangements couldn't be made to accommodate the schedule and she would like the board to discuss new dates. The board had a lengthy discussion about new dates and there seemed to be a conflict with board availability for the meet and greet. Christine suggested that board consider not having a meet and greet and just have the in person interviews as it is a public forum, therefore the public is able to come in and participate. If the board agrees, the interviews can take place on Wednesday the 11<sup>th</sup> which seems to be the date that works for the board and the library can put out publicity and notice to get good attendance from the public at the meeting. The meeting will take place from 9:00 a.m. to noon with a briefing between CPS and the board from 9:00 a.m. to 9:30 a.m. Deputy District Attorney



Gregory informed the board that because the board took a motion last time to set the meet and greet and the interviews, the board needs to take a motion vacating the 13<sup>th</sup> and 14<sup>th</sup> and the board will not be having a meet and greet and will be rescheduling the interviews for May 11<sup>th</sup> beginning at 9:00 a.m.

MOTION/VOTE:

Trustee Tattersall made a motion to cancel the scheduled meet and greet on May 13<sup>th</sup> and the interviews on May 14<sup>th</sup> and replace that with interviews on May 11<sup>th</sup> from 9:00 a.m. to noon. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Andrew wanted to confirm with the board that in the off chance one of the candidates withdraws if the board is okay moving forward with just one candidate. The board discussed and they confirmed that they want to proceed even if it is just one person.

**5. CLOSING PUBLIC COMMENTS.**

Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 2:47 P.M.**

**UNAPPROVED**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 11, 2022**

**ATTENDEES**

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

**Library Staff:** Interim Library Director Christine Vido; Library Supervisors Laura Treinen, Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Cynthea Gregory

**THE MEETING CONVENED AT 9:01A.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 THE AGENDA.**

**MOTION/VOTE:**

Trustee Bonnie Rogers made a motion to approve the agenda. Vice Chairperson Kate Garrahan made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**3. INTERVIEW OF THE LIBRARY DIRECTOR CANDIDATE FINALIST(S) AND DISCUSSION ON THE RECRUITMENT PROCESS INCLUDING: POSSIBLE EXTENSION OF A CONDITIONAL OFFER, DETERMINATION ON SALARY/BENEFITS, OR OTHER APPROPRIATE NEXT STEPS IN THE PROCESS. CANDIDATE FINALIST(S) IS: TIMOTHY DEGHELDER. [Action]**

Mr. DeGhelder was asked ten interview questions and he had 5 minutes to answer each or 50 minutes in total to answer all. There was approximately 10 minutes allotted at the end of the interview for Mr. DeGhelder to ask any questions he may have. The interview questions were as follows:

1. What are three current trends facing libraries and how do you feel those trends would impact the Douglas County Public Library?

2. Tell us about a challenging situation when you worked to earn trust and credibility with your team?
3. Please describe, in detail, the process you would use to develop an annual budget request?
4. What steps would you take to improve the service and visibility of the Zephyr Cove facility?
5. Walk us through the process you'd use to determine service levels, staffing and hours at our facilities?
6. The library welcomes all sorts of uses and patrons. How will you balance the use of the facility with the need for community access?
7. How have you motivated and mentored staff in the past?
8. How do you intend on working with County elected officials and senior management to ensure continued funding, ideally with increases, for the library?
9. How do you determine when a library program has exceeded its life span, needs to be expanded, or get replaced with a new program?
10. What is a major lesson you've learned through your time as a library director? How will you apply that lesson here?

At the conclusion of the interview Chairperson Martin Maier allowed the public to ask questions if they should have any.

Teri Jamin asked Mr. DeGhelder if he was familiar with the READ programs from other libraries, the Reading Education Assistance Dog programs. Mr. Deghelder answered yes and stated that they have this program at his library. They do Pet Partners Read With Me and what makes it so amazing is that they use a variety of pets, not just dogs. He noted he loves to see a child engage with a pet and a book.

There were no further questions.

Interim Library Director Christine Vido noted that the board will now deliberate and make a decision and referred the board to the Action Sheet provided in the packet. She explained to Tim that he is under open meeting law and is welcome to stay in the room but as a courtesy to the board he was asked to leave but to stay in the building.

**RECESSED AT 10:21 A.M.**

**RECONVENED AT 10:30 A.M.**

Before the board deliberated, Chairperson Martin Maier asked for public comment.

Barb Wilson commented that she is here to support the board in their search for a new library director. The library needs leadership. It has been over a year since the former library director gave a 3 day notice to leave for another position. She stated that she hoped there would be three or four candidates but hopes that the candidate the board does interview meets the expectations that the board had for the next library director. Her fear is that if this process drags on indefinitely the county commissioners and the public will lose interest and decide that the library isn't important. The county commissioners decide whether to fund or not fund the library.

Marion Barritt commented that listening to Mr. Deghelder she feels he has the necessary qualifications that the library needs. She stated that she was a little disappointed that he had not researched the community. He had the same impression of the area as she did when she first drove down here 45 years ago on how beautiful it is. She noted that it is important that the commissioners know that the library does need to be funded and they are not doing a very good job of funding the library right now. The library needs a director.

Bonnie Rogers commented that he has gone to the chamber this morning and to take the initiative to do that is really impressive and that he is already making contact with the community.

Vanna Bells commented that as the newest Douglas County hire she was very impressed with Mr. Deghelder's answers in regards to programs. Programs for all ages is what brings new members into the library. She noted that she appreciated his statement that the library has to hit every age group and that is something she would like to do at the Zephyr Cove library is to have programs for all ages.

Margie Donaldson commented that she liked that he had tried contacting the Chamber of Commerce because the direct line to funding has to do with businesses wanting to incorporate the library and how important education and culture is to the area. There is a funding stream that can happen when the library is involved with the Chamber of Commerce and donating to certain library events and combining library events with other organizations within the community.

Laura Treinen commented that she appreciated his commitment in keeping conversation and communication open with staff. As a supervisor she would appreciate a weekly check-in meeting with her boss to not only see how the weeks going to go but to set the agenda. She liked that he considers communication with staff on every issue which will help the library work as a cohesive unit and provide the best service to the community.

Luise Davis commented that she appreciated his commitment to communicating with staff which has been a major issue. There have been a lot of changes and one of the saddest is the broken relationship with the community and she felt very encouraged when he was talking about how the library needs to be connected into the community.

There was no further public comment.

The board shared their thoughts and most agreed to extend an offer to Mr. Deghelder, however there was some concern about when he will be traveling to Thailand to bring his wife back to the states and how long he will be gone.

Andrew stated that he can have that conversation with Tim offline and would recommend having a conditional offer on paper before he approaches the subject with him. He will negotiate a timeframe with Mr. Deghelder in regards to his situation.

MOTION/VOTE:

Trustee Rogers made a motion to extend an offer to Tim Deghelder for the library director position conditioned on passing background and reference check. Trustee Doughty made a second.

Deputy District Attorney Cynthea Gregory stated that the board can negotiate a start date as well and set the outer parameter by extending an offer and allow CPS and HR to negotiate the salary up to mid-point, provide for the moving expenses and a hire date within 4 to 6 weeks. Christine suggested including the salary component in the motion as part of HR's negotiation on how far up in the range the board will permit HR to negotiate salary. Included in the packet is the current salary range for the director and the current budget year has approximately \$97,000 budgeted for salary. She noted that the commissioners in their March 29<sup>th</sup> meeting approved tentatively a 7% across the board pay increase in salary for all county staff that will impact this position as well. The other component is related to the background check. She stated that it is county policy to have a fully completed background check before an employee starts with the county but it is at the pleasure of the board to decide to do a contingent offer where the employee can start before the finger print background screening is complete. Deputy District Attorney Gregory reiterated that there is a motion that the offer is conditioned on passing the background check and subsequently the board can have another motion having HR and CPS do the negotiations and the contingency. The board has approved moving expenses up to \$5,000 but that can be addressed as well.

Trustee Rogers' motion is on the table.

There being no public comment, the motion carried unanimously with a 5-0 vote.

MOTION/VOTE:

Trustee Tattersall made a motion to authorize CPS and HR to negotiate terms with a salary of up to mid-point. Trustee Rogers made a second.

Mid-point salary range is \$111,404.80.

Christine reminded the board that the board can authorize up to mid-point at their discretion, however anything above mid-point to the top of the range needs to go to the commissioners for approval. Andrew added that the mid-point range falls in line with the salary expectations for this position. Christine noted that there is a budget salary of \$97,000 currently in the budget but wanted to remind the board that there has been a vacancy in the director position for 10 months so there are salary savings in the budget. She stated that she is not concerned with potentially offering higher than that amount for this candidate. The budget for next year will have to be adjusted to reflect the offered mid-point salary. She stated there is a library supervisor position

open and the board may elect to work with the director to consider if that position should remain vacant to make up any changes in salaries in the budget. Deputy District Attorney Gregory clarified that when the board allows HR to negotiate this will include the contingency, the start date based on what was expressed as well as the maximum salary the board is willing to offer. Any leave requests from Mr. Deghelder will be negotiated and included in the offer letter. Christine will update the board at the next regular meeting on how the negotiations concluded.

Trustee Tattersall restated her motion that the board authorize CPS and HR to negotiate a contract with Mr. Deghelder up to the mid-point range for library director with a preferred start date within 30 days from today and the latest possible start date would be July 1, 2022. Trustee Rogers seconded that motion.

Having already taken public comment, the motion carried unanimously with a 5-0 vote.

#### **4. CLOSING PUBLIC COMMENTS.**

Chairperson Martin Maier asked for public comment.

Barb Wilson said thank you to the board and Tim for coming and interviewing for this library director position. She knows that the community is looking forward to meeting Tim and welcoming Tim to the Carson Valley.

Marion Barritt commented that she knows St. Louis and Tim will find this will be a refreshing change and he will enjoy the community.

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

**MEETING ADJOURNED AT 11:20 A.M.**

Lib. Board of Trustees Mtg 5/24/22  
Consent Calendar  
Agenda Item 4a

Gift Fund Claims  
April 2022 / May 2022

*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	04080	\$24.96
Amazon	Employee Recognition	04081	\$54.97
*Amazon	Items for Science Club and May the 4 <sup>th</sup> Event	04084	\$ 196.84
*Amazon	May the Fourth Event	04091	\$ 75.79
*Amazon	May the Fourth Event	04094	\$ 82.79
*Amazon	Summer Reading Merchandise	04097	\$ 55.32
*Collaborative Summer Library Program	Items for Baby Lap-Sit Program	04106	\$ 516.74
*Amazon	Tahoe Film Club	04107	\$ 971.21

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 21-22

5/16/2022

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	7/19/2021			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		88.23		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	9/8/2021		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	448.15			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 subscription 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			34.98	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
Amazon	10/21/2021	158.18			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	20.62			Knit and Crochet Club (FOL)
Petty Cash	2/6/2022			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	62.85			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

5/16/2022

Vendor	Date	Programs	Library Materials	All Others	Notes
Do Co Procurement Program - L	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	3/6/2022			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
Amazon	4/14/2022	107.09			Science Club (FOL)
Amazon	4/18/2022	89.75			May the Fourth (FOL)
Amazon	4/27/2022	75.79			May the Fourth (FOL)
Amazon	4/24/2022	82.79			May the Fourth Tahoe (FOL)
Amazon	4/29/2022	971.21			Tahoe Film Club (FOL)
CSLP	5/2/2022	516.74			Summer Reading Program (FOL)
					<b>Grand Total:</b>
<b>TOTALS</b>		13,948.83	10,573.66	5,127.90	<b>\$15,872.25</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$29,650.39</b>

Lib. Board of Trustees Mtg 5/24/22

Agenda Item #5a

Douglas County Public Library

Budget Summary  
Fiscal Year 2021-2022

Month End 4/30/2022

% of Fiscal Year  
85.7%

EXPENDITURE ACCOUNTS

**Salaries & Wages**

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$68,855	\$578,388	63%

**Benefits**

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$31,305	\$272,920	60%

**Services & Supplies**

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$25,770	\$94,099	\$496,418	92%

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	YTD Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

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

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

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



# Library Expense Budget Performance Report

Fiscal Year to Date 04/30/22  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 224 - Library	Department 804 - Library									
	<b>EXPENSE</b>									
	<i>Salaries &amp; Wages</i>									
510.000	Salaries & Wages	920,185.00	.00	920,185.00	60,114.24	.00	469,978.10	450,206.90	51	523,289.08
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	4,986.16	.00	22,645.36	(22,645.36)	+++	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	.00	.00	275.68	133.32	67	14.36
511.171	Holidays	.00	.00	.00	.00	.00	24,778.88	(24,778.88)	+++	28,357.44
511.172	Comp Paid	.00	.00	.00	94.43	.00	5,837.93	(5,837.93)	+++	3,634.11
511.173	Vacation	.00	.00	.00	1,959.39	.00	40,627.03	(40,627.03)	+++	33,246.21
511.174	Sick	.00	.00	.00	1,700.98	.00	14,089.07	(14,089.07)	+++	19,987.76
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
	<b>Salaries &amp; Wages Totals</b>	<b>\$920,594.00</b>	<b>\$0.00</b>	<b>\$920,594.00</b>	<b>\$68,855.20</b>	<b>\$0.00</b>	<b>\$578,387.81</b>	<b>\$342,206.19</b>	<b>63%</b>	<b>\$625,822.19</b>
	<i>Employee Benefits</i>									
511.181	Retirement	264,647.00	.00	264,647.00	17,913.99	.00	156,338.03	108,308.97	59	173,381.31
511.182	Workers Comp	22,987.00	.00	22,987.00	1,621.03	.00	14,273.64	8,713.36	62	15,260.85
511.183	Group Insurance	139,638.00	.00	139,638.00	9,818.38	.00	84,921.52	54,716.48	61	87,887.84
511.184	Unemployment	4,646.00	.00	4,646.00	348.18	.00	2,917.63	1,728.37	63	3,188.94
511.186	Medicare	13,462.00	.00	13,462.00	959.58	.00	8,028.75	5,433.25	60	8,696.75
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	850.00	2,210.00	28	2,550.00
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	5,590.00	1,118.00	83	5,590.00
	<b>Employee Benefits Totals</b>	<b>\$455,734.00</b>	<b>\$0.00</b>	<b>\$455,734.00</b>	<b>\$31,305.16</b>	<b>\$0.00</b>	<b>\$272,919.57</b>	<b>\$182,814.43</b>	<b>60%</b>	<b>\$296,555.69</b>
	<i>Services &amp; Supplies</i>									
520.029	Program Underwriting	7,300.00	.00	7,300.00	.00	.00	2,204.58	5,095.42	30	(529.00)
520.045	Computer System - County Created	60,732.00	.00	60,732.00	9,452.24	.00	53,010.51	7,721.49	87	38,791.13
520.055	Telephone Expense	7,467.00	.00	7,467.00	906.35	.00	9,678.97	(2,211.97)	130	8,881.48
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	18.91	.00	3,260.31	(1,488.31)	184	2,960.99
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 04/30/22  
Exclude Rollup Account

Account	Account Description	Adopted Budget		Amended Budget		Current Month		YTD		Budget - YTD		% Used/ Rec'd	Prior Year YTD
		Budget	Amendments	Budget	Amendments	Transactions	Encumbrances	Transactions	Encumbrances	Transactions	Encumbrances		
520.078	Printing & Binding	600.00	.00	600.00	.00	.00	.00	731.97	.00	(131.97)	122	418.69	
520.085	Communications	3,072.00	.00	3,072.00	.00	498.40	.00	4,458.72	.00	(1,386.72)	145	3,191.80	
520.088	Utilities	29,781.00	.00	29,781.00	.00	1,999.52	.00	27,282.10	.00	2,498.90	92	22,191.21	
520.097	Maint B&G	3,700.00	.00	3,700.00	.00	84.00	.00	3,669.91	.00	30.09	99	1,377.10	
520.098	Janitorial Services	30,912.00	.00	30,912.00	.00	2,538.00	5,076.00	27,251.00	5,076.00	(1,415.00)	105	23,777.51	
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	.00	2,664.00	.00	835.00	76	4,623.21	
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	.00	438.00	.00	4,380.00	.00	876.00	83	4,560.80	
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	.00	765.10	.00	1,734.90	31	.00	
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	.00	.00	.00	2,697.56	.00	402.44	87	3,082.06	
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.00	.00	26,797.25	.00	8,067.75	77	24,203.25	
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	.00	45.00	.00	31.00	59	42.00	
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	12.99	.00	987.01	1	.00	
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	.00	1,644.42	.00	89.58	95	976.32	
520.200	Training & Education	500.00	.00	500.00	.00	.00	.00	215.00	.00	285.00	43	.00	
520.240	Data Lines	3,600.00	.00	3,600.00	.00	489.92	.00	3,548.52	.00	51.48	99	3,054.87	
521.100	Professional Services	.00	10,000.00	10,000.00	.00	3,333.34	.00	10,395.00	.00	(395.00)	104	12,508.43	
521.134	Cataloging	20,000.00	.00	20,000.00	.00	1,089.16	4,982.75	10,321.23	4,982.75	4,696.02	77	8,918.32	
521.500	Central Svcs Cost Allocation	159,123.00	.00	159,123.00	.00	.00	.00	119,342.25	.00	39,780.75	75	130,860.75	
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	157.75	.00	1,782.66	.00	(282.66)	119	4,372.61	
532.003	Gas & Oil	3,000.00	.00	3,000.00	.00	.00	.00	2,198.40	.00	801.60	73	118.05	
532.054	Library Materials	210,000.00	.00	210,000.00	.00	3,728.38	77,903.92	137,530.56	77,903.92	(5,434.48)	103	102,629.01	
532.057	Processing Materials	11,000.00	.00	11,000.00	.00	559.15	6,136.30	6,393.81	6,136.30	(1,530.11)	114	4,999.57	
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
533.800	Office Supplies	2,500.00	.00	2,500.00	.00	8.99	.00	1,449.74	.00	1,050.26	58	1,756.93	
533.802	Small Equipment	500.00	.00	500.00	.00	.00	.00	94.02	.00	405.98	19	8,921.82	
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	430.87	.00	2,204.32	.00	2,895.68	43	2,492.41	
533.817	Small Projects	.00	9,800.00	9,800.00	.00	.00	.00	559.87	.00	9,240.13	6	4,017.51	
540.010	Grants-Services & Supplies	.00	9,449.00	9,449.00	.00	.00	.00	28,195.00	.00	(18,746.00)	298	.00	
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	7,424.46	
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	.00	37.18	.00	309.28	.00	90.72	77	447.62	
<b>Services &amp; Supplies Totals</b>		<b>\$615,589.00</b>	<b>\$29,249.00</b>	<b>\$644,838.00</b>	<b>\$25,770.16</b>	<b>\$54,098.97</b>	<b>\$496,418.10</b>	<b>\$54,320.93</b>	<b>\$496,418.10</b>	<b>\$54,320.93</b>	<b>92%</b>	<b>\$431,084.57</b>	
<b>Capital Outlay/Projects</b>		<b>\$0.00</b>	<b>\$220,000.00</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$220,000.00</b>	<b>0%</b>	<b>\$0.00</b>	
<b>EXPENSE TOTALS</b>		<b>\$1,991,917.00</b>	<b>\$249,249.00</b>	<b>\$2,241,166.00</b>	<b>\$125,930.52</b>	<b>\$94,098.97</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>	<b>64%</b>	<b>\$1,353,462.45</b>	
<b>Department 804 - Library Totals</b>		<b>(\$1,991,917.00)</b>	<b>(\$249,249.00)</b>	<b>(\$2,241,166.00)</b>	<b>(\$125,930.52)</b>	<b>(\$94,098.97)</b>	<b>(\$1,347,725.48)</b>	<b>(\$799,341.55)</b>	<b>(\$1,347,725.48)</b>	<b>(\$799,341.55)</b>	<b>64%</b>	<b>(\$1,353,462.45)</b>	
<b>Fund 224 - Library Totals</b>		<b>\$1,991,917.00</b>	<b>\$249,249.00</b>	<b>\$2,241,166.00</b>	<b>\$125,930.52</b>	<b>\$94,098.97</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>		<b>\$1,353,462.45</b>	
<b>Grand Totals</b>		<b>\$1,991,917.00</b>	<b>\$249,249.00</b>	<b>\$2,241,166.00</b>	<b>\$125,930.52</b>	<b>\$94,098.97</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>	<b>\$1,347,725.48</b>	<b>\$799,341.55</b>		<b>\$1,353,462.45</b>	



# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 04/30/22  
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	584.46	1,035.36	27,697.20	42,051.44	41%	8,668.51
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$70,784.00	\$70,784.00	\$584.46	\$1,035.36	\$27,697.20	\$42,051.44	41%	\$8,668.51
	<b>EXPENSE TOTALS</b>	\$0.00	\$70,784.00	\$70,784.00	\$584.46	\$1,035.36	\$27,697.20	\$42,051.44	41%	\$8,668.51
	Department 800 - Library Gift Fund Totals	\$0.00	(\$70,784.00)	(\$70,784.00)	(\$584.46)	(\$1,035.36)	(\$27,697.20)	(\$42,051.44)	41%	(\$8,668.51)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$70,784.00	\$70,784.00	\$584.46	\$1,035.36	\$27,697.20	\$42,051.44		\$8,668.51
	<b>Grand Totals</b>	\$0.00	\$70,784.00	\$70,784.00	\$584.46	\$1,035.36	\$27,697.20	\$42,051.44		\$8,668.51



# Gift Fund Trial Balance Listing

Through 04/30/22  
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	29,778.40	28,080.77	71,445.40	80,284.49
101.090	Investment-FMV Adjust	1,102.75	.00	2,076.03	(973.28)	2,269.65
121.100	Interest Receivable	430.27	120.34	233.65	316.96	386.49
	<i>Current Assets Totals</i>	<b>\$71,280.79</b>	<b>\$29,898.74</b>	<b>\$30,390.45</b>	<b>\$70,789.08</b>	<b>\$82,940.63</b>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	26,174.99	25,836.79	(158.58)	(195.03)
	<i>Current Liabilities Totals</i>	<b>(496.78)</b>	<b>\$26,174.99</b>	<b>\$25,836.79</b>	<b>(\$158.58)</b>	<b>(\$195.03)</b>
<i>Fund Balance</i>						
253.000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(74,935.23)
	<i>Fund Balance Totals</i>	<b>(\$70,784.01)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$70,784.01)</b>	<b>(\$74,935.23)</b>



# Gift Fund Income Statement

Through 04/30/22

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						
	<b>REVENUE</b>						
	Department 000 - Revenue						
	Miscellaneous Revenue						
367.102	Donations	.00	1,137.67	28,978.78	(28,978.78)	+++	15,206.30
	<i>Miscellaneous Revenue Totals</i>	\$1,208.00	\$1,200.01	\$27,543.69	(\$26,335.69)	2,280%	\$16,195.07
	Department 000 - Revenue Totals	\$71,993.00	\$1,200.01	\$27,543.69	\$44,449.31	38%	\$16,494.00
	<b>REVENUE TOTALS</b>	\$71,993.00	\$1,200.01	\$27,543.69	\$44,449.31	38%	\$16,494.00
	<b>EXPENSE</b>						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	70,784.00	584.46	27,697.20	43,086.80	39	8,668.51
	<i>Services &amp; Supplies Totals</i>	\$70,815.00	\$584.46	\$27,697.20	\$43,117.80	39%	\$8,683.63
	Department 800 - Library Gift Fund Totals	\$71,993.00	\$584.46	\$27,697.20	\$44,295.80	38%	\$8,683.63
	<b>EXPENSE TOTALS</b>	\$71,993.00	\$584.46	\$27,697.20	\$44,295.80	38%	\$8,683.63
	Grand Totals						
	<b>REVENUE TOTALS</b>	71,993.00	1,200.01	27,543.69	44,449.31	38%	16,494.00
	<b>EXPENSE TOTALS</b>	71,993.00	584.46	27,697.20	44,295.80	38%	8,683.63
	Grand Total Net Gain (Loss)	\$0.00	\$615.55	(\$153.51)	(\$153.51)	+++	\$7,810.37

**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2021-2022**

	Fiscal Year-to-Date											
	March 2022						April 2022					
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
<b>Circulation</b>												
Items Checked Out/Renewed	113,489	5,388	3,008	121,885	12,294	608	114	13,016	11,511	549	-	12,060
eCheckouts				36,056				4,651				3,955
New Cards Issued	781	66	98	945	98	12	-	110	83	4	-	87
Patrons*	26,535	3,264	322	30,037	26,454	3,261	322	30,037	26,535	3,264	322	30,121
Library Visits	41,599	6,315	1,773	49,687	5,341	1,097	16	6,454	4,756	849	-	5,605
Curbside Service Pick-ups	352	2	-	354	18	-	-	18	9	-	-	9
Bookmobile Stops				205				3				-
Inventory *	102,581	28,523	2,094	133,198	102,170	28,399	2,088	132,657	102,581	28,523	2,094	133,198
Interlibrary Loans Requested	711	43	2	756	91	3	-	94	83	-	-	83
Interlibrary Loans Loaned	338	39	-	377	43	4	-	47	23	2	-	25
Homebound Patrons *	16	-	-	16	12	-	-	12	12	-	-	12
Homebound Checkouts	957	-	-	957	88	-	-	88	85	-	-	85
Database Sessions				142,672				4,124				3,057
<b>Services</b>												
Meeting Room Use	169	11	-	180	30	3	-	33	42	6	-	48
Meeting Room Attendance	1,528	79	-	1,607	240	50	-	290	336	13	-	349
Kids' Programs	159	3	-	162	29	-	-	29	25	-	-	25
Kids' Program Attendance	2,199	23	-	2,222	365	-	-	365	472	-	-	472
Teen Programs	132	-	-	132	19	-	-	19	20	-	-	20
Teen Program Attendance	450	-	-	450	58	-	-	58	91	-	-	91
Adult Programs	46	-	-	46	5	-	-	5	11	-	-	11
Adult Program Attendance	618	-	-	618	53	-	-	53	366	-	-	366
Total Programs	337	3	-	340	53	-	-	53	56	-	-	56
Total Program Attendance	3,267	23	-	3,290	476	-	-	476	929	-	-	929
Outreach	31	-	-	31	5	-	-	5	6	-	-	6
Public Computer Use	2,336	324	-	2,660	379	26	-	405	345	22	-	367
ADA-pc Use	194	7	-	201	28	3	-	31	32	2	-	34
Wireless Use	21,191	1,908	-	23,099	2,049	297	-	2,346	2,177	275	-	2,452



## Circulation by Collection

April 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	459	10	0
Adult Biography	59	1	0
Adult CD Non-Fiction	21	0	0
Adult DVD	784	23	0
Adult Fiction	2412	81	0
Adult Launchpad	2	0	0
Adult Magazines	156	8	0
Adult Music	85	0	0
Adult Non-Fiction	698	49	0
Adult Spanish	3	0	0
Children's Audiobook	71	10	0
Children's Biography	17	0	0
Children's DVD	170	4	0
Children's Fiction	446	20	0
Children's Launchpad	19	2	0
Children's Magazines	12	0	0
Children's Music	34	0	0
Children's Non-Fiction	647	13	0
Children's Oversize	3	0	0
Children's Spanish	3	2	0
Easy Reader	250	7	0
Equipment	18	1	0
Exam Books	0	0	0
Large Print	485	0	0
Mobile Devices	6	0	0
Nevada	51	4	0
Picture Books	1180	72	0
Video Games	8	0	0
Young Adult	135	1	0
Graphic Novels	82	0	0
Young Adult Launchpad	0	0	0
Young Adult Magazines	1	0	0

### Hoopla

eAudiobook	979	Movie	103
Adult Non-Fiction	204	Adult Non-Fiction	20
Adult Fiction	616	Adult Fiction	60
Juv Non-Fiction	9	Juv Non-Fiction	1
Juv Fiction	150	Juv Fiction	22
eBook	366	Television	80
Adult Non-Fiction	77	Adult Non-Fiction	9
Adult Fiction	255	Adult Fiction	70
Juv Non-Fiction	12	Juv Non-Fiction	1
Juv Fiction	22	Juv Fiction	0
Comics	35	Music	46
Adult Non-Fiction	1	Adult	44
Adult Fiction	16	Juv	2
Juv Non-Fiction	3		
Juv Fiction	15	Total Circulation	1,611

### Overdrive/Libby

eAudiobook	596
eBook	571
Magazines	90
Adult	1082
Juv	17
Young Adult	68
Total Circulation	1,257