

January 29, 2019 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of Tuesday, November 27, 2018 meeting – *Agenda Item 4*
- ❖ Gift Fund Claims November/December 2018/January 2019, Consent Calendar – *Agenda Item 5a*
 - Gift Fund Expenditures Report FY1819, dated 1/17/19
- ❖ Budget Summary/Budget Performance, 11/30/2018 – *Agenda Item 6a*
- ❖ Budget Summary/Budget Performance, 12/31/2018 – *Agenda Item 6b*
- ❖ AOFB Room Tax & Augmentations Jan 2019 (one spreadsheet) - *Agenda Item 6c & 6d*
- ❖ Establishing time limit for public comments supporting doc - *Agenda Item 7*
- ❖ Funds transfer from Gift Fund to Foundation supporting doc - *Agenda Item 8*
- ❖ Annual Report 2019 - *Agenda Item 10*
- ❖ FY18-19 Capital Imp. Projects supporting doc - *Agenda Item 12*
- ❖ January Monthly Report - *Agenda Item 14*
 - DCPL 2018 NV Public Library Survey supplemental doc - *Agenda Item 14, item #5*
- ❖ Library miscellaneous/informational docs
 - Press Releases
 - Newspaper articles

January 23, 2019

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, January 29, 2019 in the Pine Nut Room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

AGENDA

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 or those agenda items where public comment will not be taken as a public hearing is not legally required.

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 you wish to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment.

2. For possible action. Election of Chairperson and Vice Chairperson of Library Board of Trustees for 2019.
3. For possible action. Approval of proposed 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.
4. For possible action. Approval of the minutes of the November 27, 2018 regular meeting.
5. 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. Motion to approve the Consent Calendar, item 5a.
- a. For possible action. Approval of Gift fund claims
i. November/December 2018/January 2019

6. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
 - a. 11/30/2018
 - b. 12/31/2018
 - c. Adjusted Opening Fund Balance, Room Tax FY2017-18 augmented into FY2018-19
 - d. Augmentations submitted January 2019 (FY2018-19)
7. For possible action. Discussion on establishing a time limit for public comments.
8. For possible action. Approval of funds transfer from Library Gift Fund to Library Foundation for bookmobile purchase. Deferred donations of \$36,175 are currently held in the Gift Fund.
9. Update on Bookmobile Project. [Discussion]
10. Annual Report to the Board of County Commissioners from the Library Board of Trustees, January 2019. [Discussion]
11. Annual County Budget. Discussion of annual budget process. [Discussion]
 - a. Operating Budget (Salaries, Benefits, Services & Supplies)
 - b. Capital Budget
12. Review of FY 18-19 Capital Improvement Projects. [Discussion]
 - a. Douglas County's allocation of CIP 2019-23
13. Library staff changes and recruitment. Discussion of staff retirement and update on recruitments. [Discussion]
14. Monthly Report. [Discussion]
 - a. Friends / Foundation
 - i. Friends Board Monthly Meeting – February 11, 2019
 - ii. Foundation Annual Meeting – February 13, 2019
 - b. Completed Library Programs
 - c. Current / Planned Library Programs
 - d. Usage statistics
15. 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.
16. For possible action. Adjournment.

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

Douglas County Libraries, Minden and Zephyr Cove
Douglas County Courthouse
Minden Post Office
Zephyr Cove Post Office
<http://douglascountynv.igm2.com/>
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
kmunson@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 Amy Dodson at 782-9841 before January 29, 2019 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 months of January / February 2019. 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 Annual Reception	1/26/19	11:00 AM	Minden Library
Friends of the Library	2/11/19	4:00 PM	Minden Library
Library Foundation Annual Meeting	2/13/19	10:30 AM	Minden Library
Second Wednesday Book Group	2/13/19	5:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove
Douglas County Courthouse
Minden and Zephyr Cove Post Offices

Agenda Item 4

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
NOVEMBER 27, 2018

ATTENDEES

Library Board Members: Deborah Blackman, Chairperson; Mark Jensen, Vice Chairperson; Melanie Boudreau, Trustee; Bonnie Rogers, Trustee; Charles Wolle, Trustee.

Library Staff: Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager. Kathy Munson took the minutes.

County Staff: Mike Avila, Technology Services and Douglas County Employees Association (DCEA) President.

THE MEETING CONVENED AT 10:04 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA [Action]

Vice Chairperson Mark Jensen made a motion to approve the agenda as presented. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 23, 2018 REGULAR MEETING [Action]

Trustee Bonnie Rogers asked for a correction on Page 9 under Board of Trustee substantive points. She wanted the record to reflect that she did meet with Director Amy Dodson after the November 2017 Board meeting and had a long meeting with her. Trustee Rogers added that she didn't refuse a meeting with Director Dodson, she just did not want to meet to discuss any item already voted on at the November 2017 Board meeting.

Chairperson Deborah Blackman asked for a correction at Page 3, Item 8, line 3, adding the word "discuss" to the two evaluation forms presented to the Trustees under consideration for use in the annual performance evaluation of the library director.

Trustee Charles Wolle made a motion to approve the minutes as corrected. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

4. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. October / November 2018

Amazon.com	Board mtg recording device peripherals	02423	\$ 176.97
Findaway World	Launchpads (Smallwood Grant)	02444	\$ 2,179.83
*Amy Dodson/Petty Cash	ERC, staff birthdays; STEAM Club 11/7/18	02450	\$ 33.98
*DoCoProcurement/MP	TAB Mtg 10/17/18; Frost a Gingerbread Party 12/8/18	02457	\$ 81.07
Baker & Taylor	Library materials (dono from Gardnerville Women's Literary Club)	02479	\$ 26.03

*Funding by Friends of the Library

Trustee Bonnie Rogers made a motion to approve items on the Consent Calendar. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment.

Trustee Melanie Boudreau asked how many Launchpads were in the purchase from Findaway World. Director Amy Dodson replied approximately 100. Trustee Mark Jensen asked why Board of Trustee recording device peripherals were paid out of the Gift Fund. Director Dodson indicated that Board necessities are usually paid out of the Gift Fund. Trustee Rogers asked in the future that items like this be paid out of the library operating budget rather than the Gift Fund account. Director Dodson made note of the request.

There being no further discussion or public comment, public comment was closed and the motion passed unanimously.

5. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY [Discussion]

a. 10/31/2018

We are roughly 4 months into the fiscal year and just under budget in Salaries and Benefits and slightly over in Services & Supplies. Some expenditures are paid once at

the beginning of the fiscal year which is why the percentage used can be high in the early part of the year. Expenditures flatten toward the end of the fiscal year.

Chairperson Deborah Blackman noted that the Finance Dept. had not transferred FY17-18 Capital funds into the current fiscal year. Director Dodson confirmed and noted that they had not transferred Gift Fund monies into the current fiscal year either.

There was no further discussion.

Gift Fund Summary – 10/31/18

Revenue YTD	\$ 6,127.60
Expenditures YTD	\$ 4,954.60
Fund Balance YTD	\$ 0.00

6. UPDATE ON 2011-2020 LONG RANGE PLAN [Action]

a. Review and discussion of 2019 Objectives.

The Board reviewed the 2019 Goal 1 and Goal 2 objectives. There was brief discussion; substantive points are below.

Goal #1 – Objectives comments

- Increase publicity of technology user educational/tutorial offerings
- Patron/non patron surveys should support each other

Goal #2 – Objectives comments

- Objective 2, Item D – change word “finished” with “interim”. Change “by May 1, 2020” to “by September 1, 2019”.
- Objective 2, Item E – change “Inform and train the staff on implementation by September 1, 2020” to “Inform Board of progress by December 1, 2019”.
- Objective 2, Item E – provide quarterly progress updates during the process
- Objective 2, Item F – remove.

b. New 2019 Objectives must be adopted at November 27 meeting.

Trustee Bonnie Rogers made a motion to approve the revised objectives for 2019 as discussed. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed and the motion passed unanimously.

7. LIST OF EVALUATIONS COMPLETED

a. Davis

- b. Pearson
- c. Weber

8. FINAL APPROVAL OF STATE LIBRARY'S COLLECTION DEVELOPMENT GRANT FOR FY18-19 [Action]

- a. Grant amount is \$11,885.00

Director Amy Dodson stated this grant was already submitted but needs retroactive Board approval which has been done in the past. A copy is in Board packets. Trustee Bonnie Rogers asked about the timeline. Director Dodson indicated funds are to be expended by the end of the current fiscal year.

- b. Funds received in November 2018

Director Dodson reported that funds have not been received yet.

Vice Chairperson Mark Jensen made a motion to approve the collection development grant. Trustee Rogers made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

9. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Director Amy Dodson introduced Douglas County Public Library Foundation Chairperson Jill Harper. Jill was there to provide an update on the bookmobile project.

- a. Discussion of recent fundraising.
- b. Update on Foundation and bookmobile

Jill Harper reported the Foundation applied for a Douglas County Community grant in the amount of \$20,000 which they expect to hear about soon, with a realistic expectation of a \$5,000 award. John Carne of the Minden Rotary helped with the grant preparation. Other donations received - the Malkmus Foundation \$5,000; Margaret Thorne committed \$11,000; the Friends of the Library \$5,000; Candy Rooney has spoken to her contact at Bently and we should know about that donation soon. It has all worked out very well and the Foundation is very happy. There are enough funds now to order the bookmobile. Director Amy Dodson and Library Supervisor Linda Wilson have been wonderful to work with.

Trustee Bonnie Rogers asked if the Foundation has signed a contract with the vendor. Director Dodson indicated the Farber representative is drawing up a contract which includes the add-ons the Foundation wanted in the vehicle. Farber is sending it to us any day.

Jill Harper commented that the Foundation discussed Summit and Farber, but using Summit would have taken another full year before delivery.

The Board of Trustees enthusiastically thanked Jill for the Foundation's work on the bookmobile project.

10. DISCUSSION AND POSSIBLE ACTION TO ADOPT 2019 SCHEDULE OF LIBRARY HOLIDAYS [Action]

- a. Draft of proposed library closures for holidays in 2019

Chairperson Deborah Blackman asked for discussion. Director Amy Dodson indicated there would be no extra closure days this calendar year. All the proposed closures mirror Douglas County's official holidays, although an extra day will be used by the library on Saturday, October 26, 2019, the day after the Nevada Day holiday.

Trustee Charles Wolle made a motion to adopt the 2019 schedule of library holidays. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

11. REVIEW OF EXPIRING BOARD TERMS [Discussion]

- a. Deborah Blackman 12/31/2018; 4 years
- b. Melanie Boudreau 12/31/2018; 4 years
- c. Reapplication process
- d. Applications accepted through December 14, 2018

Chairperson Deborah Blackman asked for discussion. Director Amy Dodson explained that this year, the county is asking incumbent applicants to complete a new application form; in the past they've only required a letter. The forms are due to the County Manager's office by December 14th; Director Dodson offered to deliver them to the County Manager's office on behalf of applicants. Two terms are ending, Deborah Blackman's and Melanie Boudreau's. Other Board members have different term ending dates since terms are staggered. There was no further discussion.

12. DISCUSSION AND POSSIBLE ACTION TO ADOPT SCHEDULE OF BOARD MEETING DATES, TIMES AND LOCATIONS IN 2019 [Action]

- a. Draft of schedule includes meeting dates, times: 4th Tuesday of month
- b. Thursday, September 26 at Lake Tahoe library

Chairperson Deborah Blackman asked for discussion. Trustee Melanie Boudreau asked if there was any opposition to her request that the January meeting be pushed one week later, the following Tuesday, January 29. Trustee Bonnie Rogers indicated she had no objection.

Trustee Boudreau made a motion to approve the proposed schedule of Board of Trustee meeting dates for 2019 with the January meeting corrected and scheduled for January 29,

2019. Trustee Mark Jensen made a second. Chairperson Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

13. MONTHLY REPORT [Discussion]

The monthly report is attached and made part of these minutes.

Director Amy Dodson asked the Board of Trustees if they liked the monthly report formatting as presented or if they wanted it changed. The Board mutually agreed it was fine as is but would like the Long Range Plan objective updates added into the report. Director Dodson confirmed that she would add the updates to the monthly reports.

14. DISCUSSION ON THE ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR, AMY DODSON, INCLUDING PERFORMANCE, JOB DESCRIPTION, ACHIEVEMENTS, JOB DUTIES AND MATTERS PROPERLY RELATED THERETO. PURSUANT TO NRS 241.031(1)(B) THE BOARD MAY CONSIDER AND DISCUSS THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MRS. DODSON [Action]

Director Amy Dodson indicated that an oversight in Human Resources resulted in her not receiving official notice of her performance evaluation discussion at today's public meeting. Service of process is required per NRS 241.033. She waived the 5 days' notice requirement since she wanted the evaluation to proceed as scheduled. Director Dodson emailed the official notice to all Trustees on Monday, November 26. The law requires that the Trustees receive a copy of the notice before the meeting but it does not stipulate a date or deadline by which process is served. Continuing, Director Dodson stated that in the past, she left during the Trustees' discussion of her annual performance, but this year made the choice to stay in the event there were any questions.

Chairperson Deborah Blackman opened the discussion by referring to the Library Board of Trustees meeting minutes dated October 23, 2018, page 5, item number 9, where Director Dodson stated she could total the scores from each individual Trustee's evaluation form and come up with an averaged overall score for the final evaluation document. Chairperson Blackman had a serious issue with that and thought it was inappropriate for the Director to do such.

Trustee Bonnie Rogers stated that last year the Trustees totaled the scores during the Board meeting and one final evaluation form was compiled that all the Trustees signed. She felt the Board as a whole should prepare the scoring and compile one official evaluation document.

Trustee Melanie Boudreau expressed that last year it was cumbersome since the Trustees started from scratch at the meeting. At that meeting, Trustee Boudreau suggested streamlining next year's process by having each Trustee prepare their individual evaluation, comments in advance and then do on-the-spot scoring themselves at the meeting.

There was no further discussion. Chairperson Blackman opened public comment.

Mike Avila, Douglas County Employee and Association President (DCEA)

- Director Dodson reached out to him in order to set up a meeting. Scheduling conflicts prevented them meeting in December; he suggested that they meet in January. A meeting between them would encourage a new relationship and open discussion.
- Has kept in contact with several represented library staff members and there has been some thawing (sic). He believed there had been some recognition by Director Dodson as to the severity of the situation. He felt this was a sign she's taking them into account, only with regard to employee relations, but he will continue to monitor the situation throughout the coming year.
- He hopes to resolve the situation amicably and will continue to work with Director Dodson on issues, perceptions, etc.
- DCEA will have de facto stewards, but will establish a more direct line of communication by appointing stewards who represented staff can go to with concerns or issues. The steward would be educated with regard to Weingarten rights, etc., so that staff is informed. He will work with Director Dodson, other management, and the Board so that everyone is educated and informed.

Jill Harper, Chairperson, Library Foundation

- Has been on the Foundation board for 8 years; is now serving as the chairperson.
- Stated she's been working with Director Dodson for four years now and she's been wonderful to work with. Anything asked of her, she's helped, even during her recovery from surgery.
- She passed along a comment from John Carne of Minden Rotary, who stated to her that Director Dodson could not be replaced and that Minden Rotary thinks the world of her.

There was no further public comment. Chairperson Blackman closed public comment.

Board of Trustees

- The Board of Trustees mutually agreed to total their individual scores and results. Board discussion followed.
- Chairperson Blackman then prepared the consolidated annual performance evaluation.
- The combined overall evaluation rating was assessed as "Fully Competent" which merits a salary increase of 2 percent.

Mark Jensen made a motion to conclude the evaluation's final rating of "Fully Competent" and approve a 2 percent merit increase. Melanie Boudreau made a second.

Chairperson Blackman re-opened public comment.

Mike Avila, Douglas County Employee and President of DCEA

- Mr. Avila spoke again indicating he had some comments regarding the evaluation process and the form used by the Trustees.

- He informed the Trustees that Douglas County's evaluation process focuses on the county's six core values and suggested the Trustees use that as the primary format for the evaluation and today's format as the secondary one.
- He also suggested adding a fourth category entitled "needs improvement" and a scoring scale of zero, one, two, and three.

There was no further public comment. Public comment was closed.

The Board of Trustees gave Director Dodson her evaluation. Director Dodson's responses are summarized below.

Director Amy Dodson

- Referencing her evaluation goals, she indicated that goals identified in the evaluation are outside of the Long Range Plan goals. For example, attend management training, etc.
- If the Board preferred, she asked that they provide specifics pertinent to her performance.
- She will prepare a re-write of the document she submitted to the Board in their individual evaluation packets.
- She appreciated the Board's comments and directives and has been collecting Board directives from past meeting, as well as possible items she felt would improve and enhance her performance. She will bring those to the January Board meeting. These are in addition to those items already established in the Human Resources report and separate from the Long Range Plan.
- An example would be to collect new statistics such as for the one-on-one patron sessions. This would capture a better picture of the program's success, needed improvements or revisions. Statistics would be most valuable with a January 1st start date. She will work with staff on collecting new statistics.
- She asked that the Board establish expectations for her. In the past it was possible that those didn't get communicated to her or that she didn't fully understand. She would like to formalize and have everyone agree upon them.
- She commented about the library staff of 17 employees. They are smart, capable and passionate, and also enjoy serving the public. When one starts working in a new position such as she did, they inherit their predecessor's practices and procedures. In the past, there may have been employees who were given excellent evaluations by her predecessor. Since she wants to improve her staff's performance, she has given realistic evaluations to employees who may have had other expectations.
- In closing, Director Dodson stated that she appreciated the Board's comments and their constructive criticisms. She felt this would lead to a more concrete way of discussing Board expectations of her performance and the opportunity for her to meet the goals The Board has established for her. All the commentary today will be very helpful and she appreciated it very much.

There was no further comment. Chairperson Blackman asked for a motion; she was reminded that an open motion was already on the table ("Mark Jensen made a motion to conclude the evaluation's final rating of "Fully Competent" and approve a 2 percent merit increase. Melanie

Boudreau made a second.”). Chairperson Blackman then asked for a vote on the motion. The motion carried unanimously.

15. PUBLIC COMMENTS AND DISCUSSION

Chairperson Deborah Blackman had her own item for public comment summarized below.

When she was recruited for a position on the Library Board of Trustees by former Library Director Linda Deacy she was very excited. She told people in the community she knew that she was a board member and was excited to advocate for the library. Since that time, she’s heard both what’s wrong with the library comments and what’s good with the library comments, and this concerns her.

She was relieved when Wendy Lang, Human Resources Director, came to her with the HR report. She believed the Board could get this fixed. She has been very disappointed, not in the outcome, but that the Board didn’t discuss their fears and concerns. She felt that Mike Avila’s comment about the air of disinterest by the Board was accurate. Chairperson Blackman stated she could not continue, was resigning and would not reapply for a position on the Board of Trustees. She hoped in January that the Board starts over. It was a hard decision, but she will not re-apply for a Board position. The Board of Trustees thanked her for her comments.

Chairperson Blackman asked for additional public comment.

Trustee Bonnie Rogers stated she attended the training session at the Nevada State Legislature on October 24, 2018. It was an excellent meeting and she learned a lot. She learned that if the Board of Trustees creates a subcommittee that will make recommendations to the Board, the subcommittee is also under the requirement of Open Meeting Law (OML).

She also learned that meeting minutes have to be approved within 45 calendar days from the meeting date or at the next meeting of the Board of Trustees. Her concern was that the August meeting minutes were not approved until the October Board meeting, resulting in non-compliance with OML.

Kathy Munson clarified that comment, stating that she was at the same training and asked the training facilitator if exceptions were allowed. The facilitator indicated that exceptions were allowed under certain circumstances. Ms. Munson stated the circumstance under which the August meeting minutes’ approval was delayed was acceptable and fell under unusual circumstances, in this event, that a Board member requested postponement in order to review the tape recording of the meeting. The Board unanimously approved the request for postponement to the next regularly scheduled Board meeting.

There was no further public comment. Public comment was closed.

16. ADJOURNMENT [Action]

The meeting adjourned at 1:20 p.m.

km

DRAFT

Consent Calendar

Agenda Item 5a

Gift Fund Claims
November / December 2018 / January 2019

Baker & Taylor	Library materials (Gardnerville Women's Literary Club donation)	02440	\$ 130.27
Amy Dodson/Petty Cash	Treats for staff birthdays	02480	\$ 15.97
*Swank Movie Licensing	Site license for DLT	02495	\$ 391.00
*Amy Dodson/Petty Cash	Treats for staff birthday; seasonal Decorations for DLT; Trashion Show Materials 11/8	02502	\$ 49.42
*DoCoProcurement/MP	Halloween Boo Bash 10/30; staff mtg Refreshments 11/6; U-Haul rental Fall Book Sale 11/12	02503	\$ 428.79
Davis, Luise	ERC event for staff, Holiday Crafts 12/11	02526	\$ 149.47
DCPL Foundation	Smallwood grant for bookmobile mtl	02543	\$7,500.00
Amy Dodson/Petty Cash	Seasonal library decorations	02544	\$ 42.63
Amazon.com	Seasonal library decorations	02552	\$ 89.99
Amy Dodson/Petty Cash	Seasonal library decorations	02553	\$ 6.98
*Rachael Lambin	Holiday Book Sculpture 11/5	02561	\$ 200.00
*DoCoProcurement/JB	Graham Cracker Ginger house Decorating @ DLT 12/15	02566	\$ 85.91
DoCoProcurement/SB	Seasonal decorations; staff Holiday Craft mtl 12/11	02567	\$ 34.22
DoCoProcurement/KM	ERC Gift cards for On the Spot Awds	02569	\$ 75.00
*DoCoProcurement/MP	Staff mtg refreshments 12/4; Frost a Gingerbread Man 12/8; STEAM Club 12/5; Winter Lego Challenge, Dec; TAB Mtg refreshments 12/9; taxed items refund	02570	\$ 521.64
DoCoProcurement/AD	Seasonal decorations for library	02571	\$ 641.46
Amy Dodson/Petty Cash	Staff mtg refreshments 1/8	02576	\$ 21.74

*Funding/partial funding by Friends of the Library

Agenda Item #6a

Douglas County Public Library

Budget Summary % of Fiscal Year
 Fiscal Year 2018-2019 Month End 11/30/2018 41.6%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$892,706		\$65,515	\$323,453	36%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$428,362		\$32,725	\$162,406	38%

Services & Supplies					
Budgeted	Amend-ments	Current month	Encumber	Year-to-date	% Used
\$370,968	\$10,072	\$59,111	\$32,524	\$207,358	63%

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	0%

Capital Projects ** 234-804-562-000 & 234-804-564-500

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used
\$0	\$27,062	\$285,197	\$268,755	\$285,797	-\$527,490	2049%

**** 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 \$10,000 or more will pass through this account. As augmentations are done only twice per fiscal year, these accounts will often show a negative balance.**

Library Expense Budget Performance Report

Fiscal Year to Date 11/30/18
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 234 - Room Tax										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	858,220.00	.00	858,220.00	52,674.29	.00	273,746.10	584,473.90	32	249,275.57
510.125	Salaries-Other	34,486.00	.00	34,486.00	.00	.00	.00	34,486.00	0	.00
511.170	Overtime	.00	.00	.00	134.51	.00	134.51	(134.51)	+++	.00
511.171	Holidays	.00	.00	.00	6,262.32	.00	12,279.92	(12,279.92)	+++	10,497.36
511.172	Comp Paid	.00	.00	.00	138.64	.00	2,187.22	(2,187.22)	+++	794.95
511.173	Vacation	.00	.00	.00	3,886.29	.00	25,409.44	(25,409.44)	+++	24,584.77
511.174	Sick	.00	.00	.00	2,418.79	.00	9,695.44	(9,695.44)	+++	7,671.86
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$892,706.00	\$0.00	\$892,706.00	\$65,514.84	\$0.00	\$323,452.63	\$569,253.37	36%	\$292,824.51
Employee Benefits										
511.180	Benefits	20,701.00	.00	20,701.00	.00	.00	.00	20,701.00	0	.00
511.181	Retirement	231,457.00	.00	231,457.00	17,646.59	.00	87,340.77	144,116.23	38	77,571.96
511.182	Workers Comp	10,790.00	.00	10,790.00	2,487.26	.00	12,198.49	(1,408.49)	113	10,816.39
511.183	Group Insurance	141,737.00	.00	141,737.00	10,829.40	.00	54,147.00	87,590.00	38	42,516.88
511.184	Unemployment	4,291.00	.00	4,291.00	331.92	.00	1,630.01	2,660.99	38	1,455.72
511.186	Medicare	12,444.00	.00	12,444.00	914.32	.00	4,509.64	7,934.36	36	4,059.06
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Dasdi	750.00	.00	750.00	.00	.00	.00	750.00	0	205.82
511.201	PEBS-Ret. Medical	6,192.00	.00	6,192.00	516.00	.00	2,580.00	3,612.00	42	2,580.00
Employee Benefits Totals		\$428,362.00	\$0.00	\$428,362.00	\$32,725.49	\$0.00	\$162,405.91	\$265,956.09	38%	\$139,205.83
Services & Supplies										
520.029	Program Underwriting	5,000.00	.00	5,000.00	94.67	.00	1,828.43	3,171.57	37	4,113.78
520.045	Computer System	50,000.00	.00	50,000.00	1,843.00	.00	38,838.14	11,161.86	78	43,961.30
520.055	Telephone Expense	5,500.00	.00	5,500.00	604.99	.00	2,450.25	3,049.75	45	1,567.91
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	475.98	.00	1,749.67	1,450.33	55	982.97

Library Expense Budget Performance Report

Fiscal Year to Date 11/30/18
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
520.064	Travel	6,000.00	.00	6,000.00	1,607.67	.00	3,572.84	2,427.16	60	1,181.66
520.072	Advertising	.00	.00	.00	.00	.00	1.22	(1.22)	+++	.00
520.078	Printing & Binding	100.00	.00	100.00	.00	.00	95.41	4.59	95	.00
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	1,320.00
520.088	Utilities	32,000.00	.00	32,000.00	1,930.52	.00	9,389.54	22,610.46	29	10,465.51
520.097	Maint B&G	2,000.00	.00	2,000.00	.00	.00	769.33	1,230.67	38	414.70
520.098	Janitorial Services	30,072.00	10,072.00	40,144.00	.00	32,524.45	2,014.49	5,605.06	86	98.64
520.107	Maint Equip	9,000.00	.00	9,000.00	1,224.28	.00	3,148.28	5,851.72	35	360.00
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.114	Motor Pool Expense	5,840.00	.00	5,840.00	.00	.00	1,460.01	4,379.99	25	1,893.32
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	115.88	.00	763.02	4,236.98	15	923.53
520.156	Risk Mgmt-Co. Insurance	32,014.00	.00	32,014.00	.00	.00	8,003.50	24,010.50	25	8,280.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	90.00	(90.00)	+++	94.50
520.170	Memberships	650.00	.00	650.00	.00	.00	120.00	530.00	18	50.00
520.200	Training & Education	2,000.00	.00	2,000.00	6,400.00	.00	6,835.00	(4,835.00)	342	150.00
520.240	Data Lines	9,000.00	.00	9,000.00	987.93	.00	3,664.33	5,335.67	41	3,657.24
521.100	Professional Services	100.00	.00	100.00	.00	.00	400.00	(300.00)	400	470.00
521.134	Cataloging	25,000.00	.00	25,000.00	4,713.66	.00	10,947.84	14,052.16	44	4,615.56
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	+++	.00
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	127.37	1,372.63	8	3,111.07
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	131,769.00	.00	131,769.00	35,025.02	.00	99,503.01	32,265.99	76	57,231.71
532.057	Processing Materials	3,000.00	.00	3,000.00	1,346.90	.00	4,506.35	(1,506.35)	150	1,691.62
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	.00	3,000.00	562.23	.00	1,370.69	1,629.31	46	367.45
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	2,000.00	.00	2,000.00	160.82	.00	1,927.87	72.13	96	1,248.61
533.813	Office Products Program	4,500.00	.00	4,500.00	997.98	.00	2,761.98	1,738.02	61	924.92
533.817	Small Projects	623.00	.00	623.00	1,019.00	.00	1,019.00	(396.00)	164	1,513.06
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$370,968.00	\$10,072.00	\$381,040.00	\$59,110.53	\$32,524.45	\$207,357.57	\$141,157.98	63%	\$150,689.06

Library Expense Budget Performance Report

Fiscal Year to Date 11/30/18
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
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	2,554.00	2,554.00	285,197.12	268,754.88	285,797.12	(551,998.00)	21713	11,058.14
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	24,508.00	24,508.00	.00	.00	.00	24,508.00	0	24,507.77
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$27,062.00	\$27,062.00	\$285,197.12	\$268,754.88	\$285,797.12	(\$527,490.00)	2049%	\$35,565.91
EXPENSE TOTALS		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$442,547.98	\$301,279.33	\$979,013.23	\$448,877.44	74%	\$618,285.31
Department 804 - Library Totals		(\$1,692,036.00)	(\$37,134.00)	(\$1,729,170.00)	(\$442,547.98)	(\$301,279.33)	(\$979,013.23)	(\$448,877.44)	74%	(\$618,285.31)
Fund 234 - Room Tax Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$442,547.98	\$301,279.33	\$979,013.23	\$448,877.44		\$618,285.31
Grand Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$442,547.98	\$301,279.33	\$979,013.23	\$448,877.44		\$618,285.31

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 11/30/18
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 Total
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	3,035.12	.00	7,989.72	(7,989.72)	+++	12,693.37
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$3,035.12	\$0.00	\$7,989.72	(\$7,989.72)	+++	\$12,693.37
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$3,035.12	\$0.00	\$7,989.72	(\$7,989.72)	+++	\$12,693.37
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$3,035.12)	\$0.00	(\$7,989.72)	\$7,989.72	+++	(\$12,693.37)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$3,035.12	\$0.00	\$7,989.72	(\$7,989.72)	+++	\$12,693.37
<hr/>										
Grand Totals		\$0.00	\$0.00	\$0.00	\$3,035.12	\$0.00	\$7,989.72	(\$7,989.72)		\$12,693.37



Gift Fund Trial Balance Listing

Through 11/30/18
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	108,868.95	8,536.39	8,517.62	108,887.72	88,420.00
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(280.55)
121.100	Interest Receivable	187.18	47.61	23.95	210.84	69.58
155.000	Prepaid Expense	32.95	.00	32.95	.00	.00
	<i>Current Assets Totals</i>	\$108,041.00	\$8,584.00	\$8,574.52	\$108,050.48	\$88,209.03
<i>Current Liabilities</i>						
202.000	Accounts Payable	(502.49)	8,459.26	7,956.77	.00	.00
207.000	Due To Other Funds	(13.06)	13.06	.00	.00	.00
	<i>Current Liabilities Totals</i>	(\$515.55)	\$8,472.32	\$7,956.77	\$0.00	\$0.00
<i>Fund Balance</i>						
253.000	Fund Balance	(87,417.57)	.00	.00	(87,417.57)	(87,417.57)
	<i>Fund Balance Totals</i>	(\$87,417.57)	\$0.00	\$0.00	(\$87,417.57)	(\$87,417.57)

Gift Fund Income Statement

Through 11/30/18
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							
Interest Revenue							
361.211	Invest. Earnings-LGIP	.00	.00	53.26	(53.26)	+++	117.24
361.212	Invest. Earnings-BNY Mellon	.00	.00	248.91	(248.91)	+++	19.18
	<i>Interest Revenue Totals</i>	\$0.00	\$0.00	\$302.17	(\$302.17)	+++	\$136.42
Miscellaneous Revenue							
367.102	Donations	.00	2,387.15	8,212.58	(8,212.58)	+++	5,647.78
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$2,387.15	\$8,212.58	(\$8,212.58)	+++	\$5,647.78
Department 000 - Revenue Totals							
		\$0.00	\$2,387.15	\$8,514.75	(\$8,514.75)	+++	\$5,784.20
	REVENUE TOTALS	\$0.00	\$2,387.15	\$8,514.75	(\$8,514.75)	+++	\$5,784.20
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	.00	3,035.12	7,989.72	(7,989.72)	+++	4,992.74
	<i>Services & Supplies Totals</i>	\$0.00	\$3,035.12	\$7,989.72	(\$7,989.72)	+++	\$4,992.74
Department 800 - Library Gift Fund Totals							
		\$0.00	\$3,035.12	\$7,989.72	(\$7,989.72)	+++	\$4,992.74
	EXPENSE TOTALS	\$0.00	\$3,035.12	\$7,989.72	(\$7,989.72)	+++	\$4,992.74
Grand Totals							
	REVENUE TOTALS	.00	2,387.15	8,514.75	(8,514.75)	+++	5,784.20
	EXPENSE TOTALS	.00	3,035.12	7,989.72	(7,989.72)	+++	4,992.74
	Grand Total Net Gain (Loss)	\$0.00	(\$647.97)	\$525.03	\$525.03	+++	\$791.46

Agenda Item #6b

Douglas County Public Library

Budget Summary % of Fiscal Year
 Fiscal Year 2018-2019 Month End 12/31/2018 49.9%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$892,706		\$64,625	\$388,078	43%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$428,362		\$32,594	\$195,000	46%

Services & Supplies					
Budgeted	Amend-ments	Current month	Encumber	Year-to-date	% Used
\$370,968	\$10,072	\$36,559	\$30,653	\$243,917	72%

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	0%

Capital Projects ** 234-804-562-000 & 234-804-564-500

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used
\$0	\$27,062	\$55,020	\$213,735	\$340,817	-\$527,490	2049%

**** 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 \$10,000 or more will pass through this account. As augmentations are done only twice per fiscal year, these accounts will often show a negative balance.**

Library Expense Budget Performance Report

Fiscal Year to Date 12/31/18
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 234 - Room Tax										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	858,220.00	.00	858,220.00	52,512.90	.00	326,259.00	531,961.00	38	296,317.12
510.125	Salaries-Other	34,486.00	.00	34,486.00	.00	.00	.00	34,486.00	0	.00
511.170	Overtime	.00	.00	.00	.00	.00	134.51	(134.51)	+++	.00
511.171	Holidays	.00	.00	.00	6,278.08	.00	18,558.00	(18,558.00)	+++	16,150.32
511.172	Comp Paid	.00	.00	.00	621.03	.00	2,808.25	(2,808.25)	+++	1,086.49
511.173	Vacation	.00	.00	.00	2,615.07	.00	28,024.51	(28,024.51)	+++	28,110.58
511.174	Sick	.00	.00	.00	2,597.91	.00	12,293.35	(12,293.35)	+++	9,525.62
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
		\$892,706.00	\$0.00	\$892,706.00	\$64,624.99	\$0.00	\$388,077.62	\$504,628.38	43%	\$351,190.13
<i>Salaries & Wages Totals</i>										
<i>Employee Benefits</i>										
511.180	Benefits	20,701.00	.00	20,701.00	.00	.00	.00	20,701.00	0	.00
511.181	Retirement	231,457.00	.00	231,457.00	17,597.85	.00	104,938.62	126,518.38	45	93,437.44
511.182	Workers Comp	10,790.00	.00	10,790.00	2,429.43	.00	14,627.92	(3,837.92)	136	13,021.26
511.183	Group Insurance	141,737.00	.00	141,737.00	10,829.40	.00	64,976.40	76,760.60	46	51,322.32
511.184	Unemployment	4,291.00	.00	4,291.00	325.61	.00	1,955.62	2,335.38	46	1,751.11
511.186	Medicare	12,444.00	.00	12,444.00	895.99	.00	5,405.63	7,038.37	43	4,874.98
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Dasdi	750.00	.00	750.00	.00	.00	.00	750.00	0	246.79
511.201	PEBS-Rat.Medical	6,192.00	.00	6,192.00	516.00	.00	3,096.00	3,096.00	50	3,096.00
		\$428,362.00	\$0.00	\$428,362.00	\$32,594.28	\$0.00	\$195,000.19	\$233,361.81	46%	\$167,749.90
<i>Employee Benefits Totals</i>										
<i>Services & Supplies</i>										
520.029	Program Underwriting	5,000.00	.00	5,000.00	157.18	.00	1,985.61	3,014.39	40	4,404.17
520.045	Computer System	50,000.00	.00	50,000.00	.00	.00	38,838.14	11,161.86	78	45,257.62
520.055	Telephone Expense	5,500.00	.00	5,500.00	497.78	.00	2,948.03	2,551.97	54	2,052.71
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	265.99	.00	2,015.66	1,184.34	63	1,514.95
520.064	Travel	6,000.00	.00	6,000.00	701.45	.00	4,274.29	1,725.71	71	1,887.59

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Page 1 of 3



Library Expense Budget Performance Report

Fiscal Year to Date 12/31/18
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
520.072	Advertising	.00	.00	.00	.00	.00	1.22	(1.22)	+++	.00
520.078	Printing & Binding	100.00	.00	100.00	.00	.00	95.41	4.59	95	.00
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	1,320.00
520.088	Utilities	32,000.00	.00	32,000.00	2,357.75	.00	11,747.29	20,252.71	37	13,027.52
520.097	Maint B&G	2,000.00	.00	2,000.00	.00	.00	769.33	1,230.67	38	20,828.85
520.098	Janitorial Services	30,072.00	10,072.00	40,144.00	1,871.00	30,653.45	3,885.49	5,605.06	86	98.64
520.107	Maint Equip	9,000.00	.00	9,000.00	833.00	.00	3,981.28	5,018.72	44	360.00
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.114	Motor Pool Expense	5,840.00	.00	5,840.00	1,460.01	.00	2,970.02	2,919.98	50	2,839.98
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	115.85	.00	878.87	4,121.13	18	1,499.88
520.156	Risk Mgmt-Co. Insurance	32,014.00	.00	32,014.00	8,003.50	.00	16,007.00	16,007.00	50	16,560.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	90.00	(90.00)	+++	94.50
520.170	Memberships	650.00	.00	650.00	70.00	.00	190.00	460.00	29	285.00
520.200	Training & Education	2,000.00	.00	2,000.00	.00	.00	6,835.00	(4,835.00)	342	300.00
520.240	Data Lines	9,000.00	.00	9,000.00	700.01	.00	4,364.34	4,635.66	48	4,647.05
521.100	Professional Services	100.00	.00	100.00	329.00	.00	729.00	(629.00)	729	835.00
521.134	Cataloging	25,000.00	.00	25,000.00	1,746.96	.00	12,694.80	12,305.20	51	6,509.90
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	+++	.00
530.001	Circulation Supplies	1,500.00	.00	1,500.00	159.30	.00	286.67	1,213.33	19	4,370.47
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	131,769.00	.00	131,769.00	15,852.42	.00	115,355.43	16,413.57	88	92,070.68
532.057	Processing Materials	3,000.00	.00	3,000.00	470.72	.00	4,977.07	(1,977.07)	166	2,409.26
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	.00	3,000.00	103.35	.00	1,474.04	1,525.96	49	491.10
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	2,000.00	.00	2,000.00	(126.90)	.00	1,800.97	199.03	90	1,248.61
533.813	Office Products Program	4,500.00	.00	4,500.00	582.76	.00	3,344.74	1,155.26	74	1,251.11
533.817	Small Projects	623.00	.00	623.00	408.00	.00	1,427.00	(804.00)	229	1,513.06
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$370,968.00	\$10,072.00	\$381,040.00	\$36,559.13	\$30,653.45	\$243,916.70	\$106,469.85	72%	\$227,677.65

Library Expense Budget Performance Report

Fiscal Year to Date 12/31/18
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
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	2,554.00	2,554.00	55,020.20	213,734.68	340,817.32	(551,998.00)	21713	(579.36)
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	24,508.00	24,508.00	.00	.00	.00	24,508.00	0	24,507.77
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$27,062.00	\$27,062.00	\$55,020.20	\$213,734.68	\$340,817.32	(\$527,490.00)	2049%	\$23,928.41
EXPENSE TOTALS		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$188,798.60	\$244,388.13	\$1,167,811.83	\$316,970.04	82%	\$770,546.09
Department 804 - Library Totals		(\$1,692,036.00)	(\$37,134.00)	(\$1,729,170.00)	(\$188,798.60)	(\$244,388.13)	(\$1,167,811.83)	(\$316,970.04)	82%	(\$770,546.09)
Fund 234 - Room Tax Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$188,798.60	\$244,388.13	\$1,167,811.83	\$316,970.04		\$770,546.09
Grand Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$188,798.60	\$244,388.13	\$1,167,811.83	\$316,970.04		\$770,546.09

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 12/31/18
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 Total
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
EXPENSE										
Services & Supplies										
532.061	Library Gift Fund	.00	.00	.00	8,170.31	.00	16,160.03	(16,160.03)	+++	12,693.37
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$8,170.31	\$0.00	\$16,160.03	(\$16,160.03)	+++	\$12,693.37
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$8,170.31	\$0.00	\$16,160.03	(\$16,160.03)	+++	\$12,693.37
	Department 800 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	(\$8,170.31)	\$0.00	(\$16,160.03)	\$16,160.03	+++	(\$12,693.37)
	Fund 235 - Library Gift Fund Totals	\$0.00	\$0.00	\$0.00	\$8,170.31	\$0.00	\$16,160.03	(\$16,160.03)	+++	\$12,693.37
	Grand Totals	\$0.00	\$0.00	\$0.00	\$8,170.31	\$0.00	\$16,160.03	(\$16,160.03)		\$12,693.37

Gift Fund Trial Balance Listing

Through 12/31/18
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	108,868.95	10,386.98	16,687.93	102,568.00	90,656.03
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(280.55)
121.100	Interest Receivable	187.18	47.61	23.95	210.84	40.99
155.000	Prepaid Expense	32.95	.00	32.95	.00	.00
	<i>Current Assets Totals</i>	\$108,041.00	\$10,434.59	\$16,744.83	\$101,730.76	\$90,416.47
<i>Current Liabilities</i>						
202.000	Accounts Payable	(502.49)	16,629.57	16,127.08	.00	.00
207.000	Due To Other Funds	(13.06)	13.06	.00	.00	.00
	<i>Current Liabilities Totals</i>	(\$515.55)	\$16,642.63	\$16,127.08	\$0.00	\$0.00
<i>Fund Balance</i>						
253.000	Fund Balance	(87,417.57)	.00	.00	(87,417.57)	(87,417.57)
	<i>Fund Balance Totals</i>	(\$87,417.57)	\$0.00	\$0.00	(\$87,417.57)	(\$87,417.57)

Gift Fund Income Statement

Through 12/31/18
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>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	.00	.00	53.26	(53.26)	+++	142.24
361.212	Invest. Earnings-BNY Mellon	.00	.00	248.91	(248.91)	+++	98.27
	<i>Interest Revenue Totals</i>	\$0.00	\$0.00	\$302.17	(\$302.17)	+++	\$240.51
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	1,850.59	10,063.17	(10,063.17)	+++	9,980.00
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$1,850.59	\$10,063.17	(\$10,063.17)	+++	\$9,980.00
	Department 000 - Revenue Totals	\$0.00	\$1,850.59	\$10,365.34	(\$10,365.34)	+++	\$10,220.51
	REVENUE TOTALS	\$0.00	\$1,850.59	\$10,365.34	(\$10,365.34)	+++	\$10,220.51
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	.00	8,170.31	16,160.03	(16,160.03)	+++	7,221.61
	<i>Services & Supplies Totals</i>	\$0.00	\$8,170.31	\$16,160.03	(\$16,160.03)	+++	\$7,221.61
	Department 800 - Library Gift Fund Totals	\$0.00	\$8,170.31	\$16,160.03	(\$16,160.03)	+++	\$7,221.61
	EXPENSE TOTALS	\$0.00	\$8,170.31	\$16,160.03	(\$16,160.03)	+++	\$7,221.61
Grand Totals							
	REVENUE TOTALS	.00	1,850.59	10,365.34	(10,365.34)	+++	10,220.51
	EXPENSE TOTALS	.00	8,170.31	16,160.03	(16,160.03)	+++	7,221.61
	Grand Total Net Gain (Loss)	\$0.00	(\$6,319.72)	(\$5,794.69)	(\$5,794.69)	+++	\$2,998.90



FY 2018-19
 BUDGET AUGMENTATIONS

LIBRARY SERVICES & SUPPLIES

Date	Amount	From	To	For	Distribution	Notes
1/17/2019	\$11,885.00	234-000-334-121 State Collection	234-804-540-012 Statewide Coll. Grant	Digital materials (eBooks, eAudio)	\$11,885.00	State Library Collection Dev. Grant FY18-19
1/17/2019	\$3,683.63	234-000-360-904 Reimbursements	234-804-532-054 Library Materials	Library materials	\$952.08	Patron reimbursements
			234-804-533-813 Office Products	Office products & supplies	\$2,731.55	Patron reimbursements
1/17/2019	\$74,325.00	234-000-301-000 Room Tax AOFB FY18-19	234-804-532-054 Library Materials	Library Materials	\$74,325.00	Library Materials
TOTAL					\$89,893.63	

LIBRARY CAPITAL PROJECTS

Date	Amount	From	To	For	Distribution	Notes
1/17/2019	\$850,000	234-000-301-000 Room Tax AOFB FY18-19	234-804-562-000 Capital Projects	Opening Fund Balance	\$850,000	Opens budget FY18-19
TOTAL					\$850,000	



Excerpts taken from Board of County Commissioners January 24, 2019 meeting agenda
(<http://douglascountynv.iqm2.com/Citizens/FileOpen.aspx?Type=14&ID=2571&Inline=True>)

From Page 1:

“It is the intent of the Board of County Commissioners to protect the dignity of citizens who wish to comment before the Board. It is also the County Commissioner’s wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Board for action without interference.”

“In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his or her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on any present or future project.”

From Page 2:

In order to ensure that every citizen desiring to speak before the Board has the opportunity to express his or her opinion, it is requested that the audience refrain from making comments, hand clapping or making any remarks or gestures that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Board. The Board wants to encourage the respectful consideration of all views by members of the public.

PUBLIC COMMENT (No Action)

“At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of County Commissioners or those agenda items where public comment will not be taken as a public hearing is not legally required.

Public Comment is limited to three minutes per speaker unless additional time is granted by the Board Chairperson. The Board of Commissioners uses timing lights to ensure that everyone has an opportunity to speak. You will see a green light when you begin, and then a yellow light which indicates that you have thirty seconds left and should conclude your comments. Once the light turns red, please sit down.

If you are going to comment on a specific agenda item that the Board of Commissioners will take action on, please make your comments when the Board of Commissioners considers that item and the item is opened for public comment.”



Excerpt from minutes of Library Board of Trustees October 20, 2015 meeting

LIBRARY BOARD MINUTES

October 20, 2015

9. UPDATE ON BOOKMOBILE PROJECT [Discussion]

Amy Dodson reported this is moving along well and the fundraising committee is active. She's heard that Mike Gilbert, VP, Park Cattle Co., has located some funds for the bookmobile but she didn't know how much. He is well connected to large sources of funding in the community so this is good news.

Amy also reported that the Library's Deferred Donations account has monies in it that can be turned into funds available for the bookmobile. She hopes to use all the funds in that account for this project.

She explained that the Deferred Donations account is an account where accumulated untargeted donations have been deposited over the years. The county is planning to change the status of all departments' deferred accounts next year and move them into restricted special revenue accounts for each department. She would like to move those funds into the Trustees Gift Fund account and then give them to the Library Foundation for their use in paying for a portion of the bookmobile.

There was some concern by Board members that the County could intervene and close the account. Charles Wolle suggested leaving a minimum amount in the account such as \$100. Amy responded, indicating that the Finance Office advised her that these funds will not be evaluated and reclassified until next year. They will look at accounts under \$50,000 last, and this account has approximately \$37,000 in it. Amy would like to move the funds before the auditors determine where the funds should move.

Amy indicated this is a discussion item and does not need a motion. Barb Wilson felt this was a good opportunity to use these funds for the bookmobile. Amy concluded, indicating that there is a paperwork process to go through and it will be easy.



**DOUGLAS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**2018 Annual Report
Douglas County Board Of Commissioners**

JANUARY 2019

OPERATIONAL

- More than 110,000 people visited the Douglas County Libraries, and checked out 184,236 physical items;
- Ebooks and similar materials were checked out 19,782 times;
- Overall circulation increased by 24.9%, which includes physical materials, Ebooks, electronic resources, and interlibrary loans (total collection usage of 205,798);
- Libraries offered 503 programs and 8,423 adults, teens, and children attended;
- Delivered Summer Reading Program to 827 registrants with a circulation of 28,481 items during the Summer Reading Program;
- Successfully completed conversion to RFID (Radio Frequency Identification) system across all locations;
- Continued READING Paws literacy program, in which primary grade students read aloud with a certified therapy dog and handler;
- DCPL was selected to be a part of the grant-funded State Library Virtual Reality Pilot Project, enabling us to provide Virtual Reality (VR) experience to the community;
- Continued the 2nd Wednesday Book Discussion Group at the Minden Library;
- Continued technology and other non-traditional lending programs, circulating mobile devices, book bags, Frisbees, video games, book club kits, and Launch Pads;
- Enhanced availability of eResources by adding services and subscriptions;
- Acquired license to show movies at Minden and Lake Tahoe Library locations, which has enabled us to offer a variety of movie programs to the public;
- Implemented new children's programs in Minden, such as "Creative Dance for Little Feet" and Saturday Family Movies;
- Implemented new children's programs at Lake Tahoe Branch, such as after-school activities and new story time programs;
- Continued weekly preschool and toddler story time program with local child care centers in the valley and Lake Tahoe areas;
- Continued after-school STEAM program for elementary school children, which includes hands-on projects that promote STEAM-related learning in a teamwork environment;

- Continued Niche Academy service to provide video tutorials on digital product use;
- Added Flipster eMagazine service enabling digital magazine checkout;
- HVAC system replacement began in October 2018, with a projected finish date of April 2019;
- New carpet was installed at the Lake Tahoe branch;
- Volunteers gave 3,725 hours of service to the libraries.

FINANCIAL

- Raised additional \$38,848 in private donations through Library Foundation for the bookmobile
- Acquired grant from The Smallwood Foundation for \$13,500 for Launchpad collection
- Obtained \$11,885 in State Collection Development funding from State Library
- Acquired VR equipment valued at \$2,000 from NV State Library for Virtual Reality Pilot Program

PROMOTIONAL

- Increased marketing of services and programs offered to patrons through community outreach, social media, and third party media outlets;
- Tested new marketing strategies to simultaneously raise awareness of technology devices and eResources;
- Increased community outreach to promote the Library as a center of learning and "more than books";
- Launched new website on October 31, as part of the County's new website;

PARTNERSHIPS

- The Friends of the Library and Library Foundation continued successful partnership to manage biannual book sales, raising \$12,150 in 2018;
- Continued partnership with Minden Rotary Club for the bookmobile project;
- Conducted annual 2nd Grade Project with Douglas County School District;
- Partnership with NV State Library on programs and initiatives, such as Library Board development and Virtual Reality Pilot Program

ORGANIZATIONAL

- Continued yearly review process of Long Range Plan to track progress of 2018 objectives and develop 2019 objectives;
- Purchased and implemented LibStaffer software to improve the scheduling process and increase productivity;

- Continued to evaluate and seek fundraising opportunities for the Library Foundation;
- Revised Circulation Policy to include new types of materials and improve access for all patrons;
- Improved Mobile Device policies and procedures, and prepared for upcoming robotics circulation;

CHALLENGES

- It continues to be an ongoing challenge to secure funding for projects and services. Continuing dependence on donations and fundraising for services, technology projects, and library programs is particularly problematic.
- Current funding does not allow for growth and development of library facilities and services to meet the demands of the growing community;
- Regular heavy use of the libraries has created the need for several renovation projects, including space expansion, staff and volunteer work spaces, restrooms, carpeting, and shelving, none of which can be funded from the regular library budget.
- Lack of adequate public space, work space and storage space has limited the growth of collections, programs and resources;
- Library hours and staffing were cut by 18% in July 2008. The reduction in staff hours and operating hours has impacted our ability to deliver some services. Outreach programs have been deferred, eliminated, or reduced. Some services are being slowly restored, but are still inadequate to meet demand.

Submitted January 18, 2019



CAPITAL IMPROVEMENT PROJECTS SUMMARY
Fiscal Years 2017-18 and 2018-19

Minden Building Improvement Projects

			<i>Additional funds needed</i>
Library Building Expansion	\$ 35,000.00	Initial funding FY17	\$ 500,000.00
Library Carpet Replacement	\$ 25,000.00	Initial funding FY17	\$ 40,000.00
Library Restroom Upgrade	\$ 20,000.00	Initial funding FY17	-
Library Shelving	\$ 50,000.00	Initial funding FY17	\$ 310,000.00
Expenditures to date	\$ -		

Minden Library HVAC Replacement

Library HVAC budgeted from GF	\$ 600,000.00	Initial funding FY17
Additional costs above quote	\$ 208,395.00	Augment in FY18
Expenditures to date	\$ 443,256.37	To be completed Spring 2019



Director's Monthly Report January 2019

1. Friends of the Library. The annual Friends of the Library meeting and reception was held on Saturday, January 26 on the main floor of the Minden Library. The Friends elected new officers and celebrated the accomplishments and events of 2018. The next regular Friends board meeting is on Monday, February 11 at 4:00 p.m.
2. Library Foundation. The Library Foundation's officers have begun taking on more active roles in the organization. Foundation officers are beginning to keep their own records, manage finances, and work on their own documents. Most functions have been maintained by library staff for many years. The transition to more "independence" began mid-2018 and will continue in 2019. The Foundation will be largely self-reliant by the end of the year.
3. Staff Vacancies. We currently have a vacancy for a part-time Library Page. Jana Weirsma resigned in December to accept a full-time position at another library. The job posting closes on January 30, and we will be interviewing candidates within the next three weeks. The new Bookmobile Library Technician begins in February. Dan Doyle has announced his retirement; his last day will be May 4, 2019. Dan has worked for DCPL for 32 years, and is the only employee who has worked under every library director. Dan was recognized by the County for 30 years of public service in 2017.
4. Annual County Budget. The annual budget process began in December for the 2019-20 fiscal year. Department directors were given instructions and deadlines for each segment of the process, though some deadlines will be revised. Requests for additional funding and/or FTE's and Capital Improvement Projects will be submitted in early February. County administration will then review and prioritize those requests. The Cost Allocation Plan has not yet been distributed. I have been meeting with the other Room Tax administrators every week to work on the budget, and this will continue until the final budget is complete. Tentative Budgets are due on February 15, then presented to the County Commissioners in March. Final budget approval takes place in early May.
5. Nevada State Library. Annual statistics and documentation for compliance with state and national library standards were submitted to the State Library in December. See handout, "2018 Nevada Public Library Survey".
6. Heat and Air Conditioning. The first phase of the HVAC project (interior work) at the Minden Library is nearly complete. The next phase is the exterior work, and will begin in the spring – this is entirely dependent on weather. The projected completion is April or May of 2019.
7. Staff Training. In December I enrolled in Douglas County's Supervisory Management Program, presented by UNR. I have attended one session; the second session will take place in February or March.

Douglas County Public Library 2018 Nevada Public Library Survey

Survey Dates #0.1-0.2

0.1	Report period start date	7/1/2017
0.2	Report period end date	6/30/2018

Identification #1.1-1.15

For more information on any question, click on the question mark beside the answer box. Please also consult instructions via the menu bar. Data in fields shaded in gray cannot be changed. If information in a gray-shaded field is incorrect, contact Norma Fowler, nfowler@admin.nv.gov, or 775-684-3407.

1.1	LIB ID	NV0006
1.2	Library name	DOUGLAS COUNTY PUBLIC LIBRARY
1.3	Street address	1625 LIBRARY LANE
1.4	Mailing address	P.O.BOX 337
1.5	City	MINDEN
1.6	Zip code (mailing address)	89423
1.8	Telephone number (enter numbers without punctuation or spacing)	(775) 782-9841

Answer Questions 1.10-1.13 only if someone other than the Director is completing the survey.

1.10	Person completing survey	
1.11	Email address of person completing survey	
1.12	Telephone number of person completing survey	
1.13	Extension number	
1.14	Director's name	Amy Dodson
1.15	Director's email address	adodson@douglas.lib.nv.us

General Information #2.1-2.7

Review and/or update branch profiles in Section 15-Outlet Data.

2.1	Population of legal service area	48,300
2.2	Number of registered users	31,173
2.3	Date of last patron record purge	08/29/2018
2.4	Number of central libraries (Report "0" or "1")	1
2.5	Number of branch libraries	2
2.6	Number of bookmobiles	0
2.7	Number of other outlets	2

Paid Staff #3.1-3.6

Report all responses as Full-Time Equivalents (FTE). Calculate FTE based on 40 hours per week.
Report all paid positions as of June 30, 2018. Include all positions funded in the library's budget

whether those positions are filled or not. To calculate FTE, divide the total number of hours worked in one week by all employees in a category by 40 hours, or divide the total number of hours worked in one year by all employees in a category by 2,080 hours.

3.1	Librarians with an ALA-MLS (FTE)	6
3.2	Certified Librarians (FTE)	0
3.3	Others holding the title of Librarian (FTE)	0
3.4	Total Librarians (FTE) (3.1 + 3.2 + 3.3)	6.00
3.5	Other paid staff (FTE)	10.43
3.6	Total paid employees (FTE) (3.4 + 3.5)	16.43

Volunteers #3.7-3.8

3.7	Total number of volunteers	704
3.8	Total number of volunteer hours	3,725

Library Collection #4.1-4.11

This section collects information on selected types of materials (not microforms, scores, maps, and pictures). Report holdings as of June 30, 2018.

Report number of unique titles for downloadable audio and video. Report number of units, including duplicates, for all other categories. Click on a question number for more information.

4.1	Print materials	118,859
4.2	Electronic Books (E-Books)	277,140
4.3	Audio - Physical Units	8,949
4.4	Audio - Downloadable Units	66,530
4.5	Video - Physical Units	6,717
4.6	Video - Downloadable Units	30,731

Licensed Databases

Report number of licensed databases acquired through payment by the library or by formal agreement with the State Library or a cooperative agreement within the state or region.

4.7	Via local/other cooperative agreements	8
4.8	Via state (state government or State Library)	47
4.9	Total number of databases (4.7 + 4.8)	55
4.10	Other library materials (microforms, scores, maps, pictures)	1,856
4.11	Current print serial subscriptions	121

Services #5.1-5.23

5.1	Number of public service hours per year (Sum of 15.12 from outlet data)	3,994.00
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Report actual yearly values if available or obtain a count for a typical week (see instructions) and multiply by the number of weeks per year the library was open.

5.2	Total reference transactions	0
5.3	Total library visits	110,749

Library Programs

Read the definition of "program" in instructions for Question 5.4.

Count all programs whether held on- or off-site, that are sponsored or co-sponsored by the library. Count each program in a series. For example, a story hour offered once a week for 8 weeks should be counted as 8 programs. Exclude activities delivered one-to-one, such as tutoring or services for the homebound.

5.4	Number of children's programs (for ages 11 and under)	434
5.5	Number of YA programs (for ages 12 through 18)	17
5.6	Number of adult programs (for ages 19 and over)	52
5.7	Total number of library programs (5.4 + 5.5 + 5.6)	503

When reporting attendees, count the entire audience including adults who attend programs intended primarily for children or young adults. For example, a children's program attended by 10 children and 10 adults had an attendance of 20.

5.8	Children's program attendance (all audience members)	7,195
5.9	YA program attendance (all audience members)	294
5.10	Adult program attendance (all audience members)	934
5.11	Total program attendance (5.8 + 5.9 + 5.10)	8,423

Program Partners

5.12	Of the programs reported above, how many were literacy-focused programs (e.g., story hours, summer reading programs, etc.)?	467
5.13	Did you partner with your local school district or other local organizations in developing or providing any literacy-focused programs or services during this reporting period?	Yes
5.14	If so, list literacy-focused partner organizations here:	Douglas County School District
5.15	Of the programs reported above, how many were related to school attainment such as after school programs, homework support, etc.?	137
5.16	Did you partner with your local school district or other local organizations in developing or providing any literacy-focused programs or services during this reporting period?	Yes
5.17	If so, list any school attainment partner organizations:	Douglas County School District
5.18	Of the programs reported above, how many were related to workforce or economic development (e.g., job/career services, small business services, etc.)?	0
5.19	Did you partner with any local organizations in developing or providing workforce or economic development-based library programs or services during this reporting period?	No
5.20	If so, list workforce/economic development partners here:	
5.21	Of the programs reported above, how many were focused on digital literacy (e.g. technology tools and instruction, content creation, online safety, searching and evaluating online resources)?	15
5.22	Did you partner with any organizations outside the library in developing or presenting digital literacy programming?	No
5.23	If so, list digital literacy partners here:	

Access Services #6.1-6.13

6.1	Physical Item Circulation	164,454
6.2	Circulation of children's materials	59,129
6.3	Use of Electronic Materials	19,782
6.4	Loan period of general collection	21
6.5	Total Circulation (6.1 + 6.3)	184,236
6.6a	Successful retrievals from statewide databases	3,514
6.6b	Successful retrievals from local or local consortial databases	18,048
6.6c	Total Successful retrievals of electronic information (6.6a + 6.6b)	21,562
6.7	Electronic Content Use (6.3 + 6.6c)	41,344
6.8	Total Collection Use (6.1 + 6.3 + 6.6c)	205,798
6.9	ILL provided to other libraries	433
6.10	Reciprocal borrowing - Checked out direct to other patrons	0
6.11	ILL received from other libraries	556
6.12	Bookmobile circulation	0
6.13	Bookmobile customer visits	0

Electronic Services #7.1-7.4

Internet Access

7.1	Number of Internet computers used by general public	25
7.2	Number of uses (sessions) of public Internet computers per year	10,399
7.3	Number of Wireless Sessions per year	25,471
7.4	Number of Website Visits per year	433,171

Operating Revenue #8.1-8.17

Enter amounts in whole dollars only. Do not include carryover funds. Do not include E-Rate reimbursements in income or the value of any contributed or in-kind services, or the value of any non-monetary gifts or donations.

Local Revenue

8.1	Local government revenue	\$1,637,094
8.2	Other local revenue	\$92,000
8.2b	Source(s) of other local revenue	Gift Fund, Friends, Library Foundation
8.3	Total local revenue (8.1 + 8.2)	\$1,729,094

State Revenue

8.4	State collection development funds received in FY2018	\$12,289
8.5	Consolidated tax distribution	\$0
8.6	State bookmobile grant	NA
8.7	Other state revenue	\$0
8.7b	Source(s) of other state revenue	
8.8	Total state revenue (8.4 + 8.5 + 8.6 + 8.7)	\$12,289

Federal Revenue

8.9	LSTA grant funds	\$0
8.10	PILT (Payment in lieu of taxes)	\$0
8.11	Other federal revenue	\$0
8.11b	Source(s) of other federal revenue	
8.14	Total federal revenue (8.9 + 8.10 + 8.11)	\$0
Other Revenue		
8.15	Other revenue	\$39,346
8.15b	Source(s) of other revenue	Smallwood Foundation, Library Foundation
8.16	Total other revenue (8.2 + 8.15)	\$131,346
Total Operating Revenue		
8.17	Total operating revenue (8.1 + 8.8 + 8.14 + 8.16)	\$1,780,729

Capital Revenue and Expenditures #9.1-9.11

Include funds received and used for major capital expenditures such as site acquisition; new buildings, additions to buildings or renovation of library buildings; furnishings, equipment and initial collections for new buildings, additions, or renovations; library automation systems; new vehicles; or other major one-time projects. Exclude funds used for replacement and repair of existing furnishings and equipment; regular purchase of library materials; payments for regular operating costs such as utilities or insurance; income passed through to another agency; or funds unspent in the previous fiscal year (e.g. carryover.)

9.1	Local government capital revenue	\$730,000
9.2	State capital revenue	\$0
9.3	Federal capital revenue	\$0
9.4	Debt service	\$0
9.5	Other capital revenue	\$0
9.6	Total capital revenue (9.1 + 9.2 + 9.3 + 9.5)	\$730,000
9.7	Local capital expenditures	\$50,001
9.8	State and federal capital expenditures	\$0
9.9	Other capital expenditures	\$0
9.10	Debt service	\$0
9.11	Total capital expenditures (9.7 + 9.8 + 9.9)	\$50,001

Staff Expenditures #10.1-10.12

Staff Salaries and Wages

10.1	Local funds	\$774,642
10.2	State and federal funds	\$0
10.3	Other funds	\$0
10.4	Total (10.1 + 10.2 + 10.3)	\$774,642
Employee Benefits		
10.5	Local funds	\$364,742
10.6	State and federal funds	\$0
10.7	Other funds	\$0
10.8	Total (10.5 + 10.6 + 10.7)	\$364,742

Total Staff Expenditures

10.9	Local funds (10.1 + 10.5)	\$1,139,384
10.10	State and federal funds (10.2 + 10.6)	\$0
10.11	Other funds (10.3 + 10.7)	\$0
10.12	Total (10.9 + 10.10 + 10.11)	\$1,139,384

Collection Expenditures #11.0-11.26

Include all operating expenditures from the library budget for all materials: print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

11.0	State Collection Development funds expended in FY2018	\$12,289
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Print Materials (exclude serial subscription/microforms)

11.1	Local funds	\$189,051
11.2	State and federal funds	\$12,289
11.3	Other funds	\$0
11.4	Total (11.1 + 11.2 + 11.3)	\$201,340

Serial Subscriptions (current serial subscriptions, serial backfiles, government documents, microforms)

11.5	Local funds	\$4,510
11.6	State and federal funds	\$0
11.7	Other funds	\$0
11.8	Total (11.5 + 11.6 + 11.7)	\$4,510
11.9	Total Print and Serial (11.4 + 11.8)	\$205,850

Electronic Format Materials

11.10	Local funds	\$30,400
11.11	State and federal funds	\$0
11.12	Other funds	\$0
11.13	Total (11.10 + 11.11 + 11.12)	\$30,400

Audiovisual Materials

11.14	Local funds	\$38,425
11.15	State and federal funds	\$0
11.16	Other funds	\$0
11.17	Total (11.14 + 11.15 + 11.16)	\$38,425

Other

11.18	Local funds	\$3,000
11.19	State and federal funds	\$0
11.20	Other funds	\$0
11.21	Total (11.18 + 11.19 + 11.20)	\$3,000
11.22	Total AV and Other (11.17 + 11.21)	\$41,425

Total Collection Expenditures

11.23	Local funds (11.1 + 11.5 + 11.10 + 11.14 + 11.18)	\$265,386
11.24	State and federal funds (11.2 + 11.6 + 11.11 + 11.15 + 11.19)	\$12,289
11.25	Other funds (11.3 + 11.7 + 11.12 + 11.16 + 11.20)	\$0
11.26	Total (11.23 + 11.24 + 11.25)	\$277,675

Other Operating Expenditures #12.1-12.24

Preservation

12.1	Local funds	\$2,800
12.2	State and federal funds	\$0
12.3	Other funds	\$0
12.4	Total (12.1 + 12.2 + 12.3)	\$2,800

Plant Operation and Maintenance

12.5	Local funds	\$50,107
12.6	State and federal funds	\$0
12.7	Other funds	\$0
12.8	Total (12.5 + 12.6 + 12.7)	\$50,107

Furniture and Equipment

12.9	Local funds	\$6,761
12.10	State and federal funds	\$0
12.11	Other funds	\$0
12.12	Total (12.9 + 12.10 + 12.11)	\$6,761

Computer Equipment

12.13	Local funds	\$72,256
12.14	State and federal funds	\$0
12.15	Other funds	\$0
12.16	Total (12.13 + 12.14 + 12.15)	\$72,256

Other

12.17	Local funds	\$176,673
12.18	State and federal funds	\$0
12.19	Other funds	\$0
12.20	Total (12.17 + 12.18 + 12.19)	\$176,673

Total Other Operating

12.21	Local funds (12.1 + 12.5 + 12.9 + 12.13 + 12.17)	\$308,597
12.22	State and federal funds (12.2 + 12.6 + 12.10 + 12.14 + 12.18)	\$0
12.23	Other funds (12.3 + 12.7 + 12.11 + 12.15 + 12.19)	\$0
12.24	Total (12.21 + 12.22 + 12.23)	\$308,597

Total Operating Expenditures #13.1-13.5

13.1	Local funds (10.9 + 11.23 + 12.21)	\$1,713,367
13.2	State and federal funds (10.10 + 11.24 + 12.22)	\$12,289
13.3	Other funds (10.11 + 11.25 + 12.23)	\$0
13.4	Total (13.1 + 13.2 + 13.3)	\$1,725,656
13.5	Percentage of local operating expenditures for local collection development (11.23 ÷ 13.1)	0.15

For State Library Use Only #14.1-14.7

14.1	Interlibrary relationship code	NO
14.2	Legal basis code	CO
14.3	Administrative structure code	MO

14.4	Meets PLSC public library definition?	Y
14.5	Geographic code	COI
14.6	County	DOUGLAS
14.7	Legal service area boundary change?	

Outlet Data #15.1-15.15

Report hours for this location only. Include hours the outlet is open for public service. For bookmobiles, count only the hours during which the bookmobile is open to the public. Exclude hours that the location was closed for holidays and any extensive hours that the library was closed to the public due to natural disasters or other events even if the staff was scheduled to work.

15.1	LIB ID	NV0006-01
15.2	PLSC ID	NV0006
15.3	Outlet name	DOUGLAS COUNTY PUBLIC LIBRARY
15.4	Street address	1625 LIBRARY LANE
15.5	City	MINDEN
15.6	County of the outlet	DOUGLAS
15.7	Zip code	89423
15.8	Telephone number (enter numbers without punctuation or spacing)	(775) 782-9841
15.9	Outlet type code	CE
15.10	Number of bookmobiles (Complete only in the bookmobile record)	
15.11	Square footage	14,617
	(If there is any change in square footage from last year, please put a note in State note.)	
15.12	Number of public service hours per year	2,418
15.13	Number of weeks per year library is open	52
15.14	Type of Internet connection (at this outlet)	Fiber Optic
15.15	Internet connection speed (at this outlet)	6.1Mbps - 10Mbps
15.1	LIB ID	
15.2	PLSC ID	
15.3	Outlet name	LAKE TAHOE BRANCH LIBRARY
15.4	Street address	233 WARRIOR WAY
15.5	City	ZEPHYR COVE
15.6	County of the outlet	DOUGLAS
15.7	Zip code	89449
15.8	Telephone number (enter numbers without punctuation or spacing)	7755886411
15.9	Outlet type code	
15.10	Number of bookmobiles (Complete only in the bookmobile record)	
15.11	Square footage	

(If there is any change in square footage from last year, please put a note in State note.)

15.12	Number of public service hours per year	1,576
15.13	Number of weeks per year library is open	52
15.14	Type of Internet connection (at this outlet)	Fiber Optic
15.15	Internet connection speed (at this outlet)	1.6Mbps - 6.0Mbps

Summer Reading Program #16.1-16.22

Report figures for June, July, August, 2018

Number of Summer Reading Program participants by age group who started the programs:

16.1	Infant to 5 years	222
16.2	6 years to 11 years	405
16.3	12 years through 18 years	109
16.4	19 years and older	91
16.5	Total (16.1 + 16.2 + 16.3 + 16.4)	827

Participants by age who completed the programs

16.6	Infant to 5 years	96
16.7	6 years to 11 years	208
16.8	12 years through 18 years	60
16.9	19 years and older	72
16.10	Total (16.6 + 16.7 + 16.8 + 16.9)	436

Summer Reading Programs - Library Programs

16.11	Number of family programs	21
16.12	Number of programs for toddlers/preschoolers	22
16.13	Number of programs for school aged	19
16.14	Number of programs for young adults	4
16.15	Number of programs for adults	19
16.16	Total (16.11 + 16.12 + 16.13 + 16.14 + 16.15)	85
16.17	Circulation of children's materials during Summer Reading Program	11,767

Funds Supporting Summer Reading Program

16.18	Local Library SRP budget	\$4,000
16.19	LSTA funds used for Summer Reading Program:	
	Include any LSTA grant monies which were used for Summer Reading Program. Do not include funds which were spent for collections.	\$0
16.20	Contributions/Donations	\$2,000
16.21	In-Kind	\$1,000
16.22	Total (16.18 + 16.19 + 16.20 + 16.21)	\$7,000

Veronica Hallam

From: Heather Frueh
Sent: Friday, January 4, 2019 9:22 AM
To: DCPL Publicity
Subject: PSA Martin Luther King Day Closure at the Douglas County Public Library

Contact: Heather Frueh
Douglas County Public Library
Phone 775-782-9841
hfrueh@douglas.lib.nv.us

1625 Library Lane
Minden, Nevada 89423

Douglas County Public Library

Press Release

Martin Luther King Day Closure at the Douglas County Public Library

The Douglas County Public Library in Minden will be closed on Monday, January 21 in observance of Martin Luther King Day. The library will resume its regular schedule on Tuesday, January 22 at 10:00 a.m. Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynv.gov, or call 775-782-9841.

Heather Frueh
Library Technician
Douglas County Public Library
1625 Library Lane * Minden, NV 89423
(775) 782-9841
hfrueh@douglas.lib.nv.us

Veronica Hallam

From: Heather Frueh
Sent: Friday, January 4, 2019 1:16 PM
To: DCPL Publicity
Subject: PSA After School Movie at the Zephyr Cove Library – “Paddington 2”

Contact: Heather Frueh
Douglas County Public Library
Phone 775-782-9841
hfrueh@douglas.lib.nv.us

1625 Library Lane
Minden, Nevada 89423

Douglas County Public Library

Press Release

After School Movie at the Zephyr Cove Library – “Paddington 2”

The Zephyr Cove Library is hosting an After School Movie on Wednesday, January 16 at 3:30 p.m. “Paddington 2” (rated PG) will be shown on a big screen in the meeting room. The movie and popcorn are free. This event is sponsored by the Friends of the Douglas County Public Library.

The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynv.gov, or call 775-588-6411.

Heather Frueh
Library Technician
Douglas County Public Library
1625 Library Lane * Minden, NV 89423
(775) 782-9841
hfrueh@douglas.lib.nv.us

Veronica Hallam

From: Heather Frueh
Sent: Wednesday, January 9, 2019 11:13 AM
To: DCPL Publicity
Subject: PSA Friends of the Library Annual Membership Meeting and Reception

Contact: Heather Frueh
Douglas County Public Library
Phone 775-782-9841
hfrueh@douglas.lib.nv.us

1625 Library Lane
Minden, Nevada 89423

Douglas County Public Library

Press Release

Friends of the Library Annual Membership Meeting and Reception

The public is invited to the Friends of the Douglas County Public Library's annual membership meeting and reception on Saturday, January 26 at 11:00 a.m. Enjoy light refreshments and learn about all the many ways that the Friends support the library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynv.gov, or call 775-782-9841.

Heather Frueh
Library Technician
Douglas County Public Library
1625 Library Lane * Minden, NV 89423
(775) 782-9841
hfrueh@douglas.lib.nv.us

Veronica Hallam

From: Heather Frueh
Sent: Wednesday, January 16, 2019 1:15 PM
To: DCPL Publicity
Subject: PSA First Saturday Family Movie – “Gnomeo & Juliet”

Contact: Heather Frueh
Douglas County Public Library
Phone 775-782-9841
hfrueh@douglas.lib.nv.us

1625 Library Lane
Minden, Nevada 89423

Douglas County Public Library

Press Release

First Saturday Family Movie – “Gnomeo & Juliet”

The Douglas County Public Library is hosting another First Saturday of the Month Family Movie. “Gnomeo & Juliet” (rated G) will be shown on Saturday, February 2 at 10:00 a.m. in the Minden Library meeting room. The movie and popcorn are free. First Saturday Family Movies are sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynv.gov, or call 775-782-9841.

Heather Frueh
Library Technician
Douglas County Public Library
1625 Library Lane * Minden, NV 89423
(775) 782-9841
hfrueh@douglas.lib.nv.us

Veronica Hallam

From: Heather Frueh
Sent: Friday, January 18, 2019 10:07 AM
To: DCPL Publicity
Subject: PSA Valentine Book Sculpture Class at the Library

Contact: Heather Frueh
Douglas County Public Library
Phone 775-782-9841
hfrueh@douglas.lib.nv.us

1625 Library Lane
Minden, Nevada 89423

Douglas County Public Library

Press Release

Valentine Book Sculpture Class at the Library

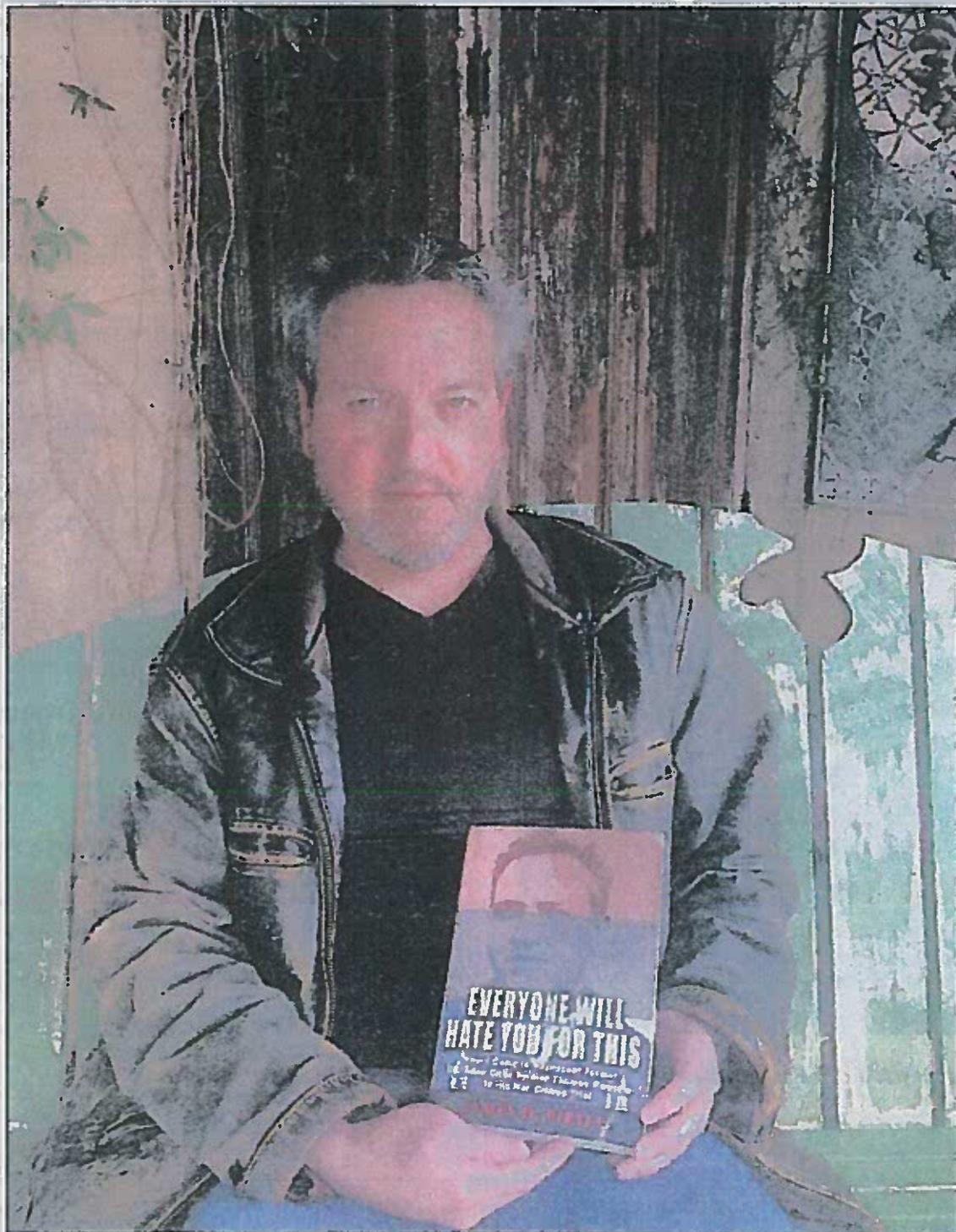
Create a book sculpture for your sweetheart. The Douglas County Public Library is having a Valentine book sculpture class at the Minden Library on Saturday, February 9 at 1:00 p.m. Artists Debbie and Rachel Lambin of My Thousand Words will show participants how to make sculptures from used books. This class is free and designed for adults. The books and sculpting materials will be provided. This program is sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynv.gov, or call 775-782-9841. More information about My Thousand Words can be found at www.MyThousandWords.com.

Heather Frueh
Library Technician
Douglas County Public Library
1625 Library Lane * Minden, NV 89423
(775) 782-9841
hfrueh@douglas.lib.nv.us

Record Courier
Sat. 1/12/18

Author details defending accused war criminal



by Kurt Hildebrand
khildebrand@recordcourier.com

When James Pirtle was graduating from Douglas High School in 1993, his future client was graduating from a child soldier to an adult combatant in the Ugandan rebellion.

Pirtle and Thomas Kwoyelo wouldn't meet until nearly two decades later, when the former Seattle attorney defended him in a war crimes trial.

"Everyone Will Hate You For This," is the true story of how responding to a text message led Pirtle to appear before a war crimes tribunal to "represent somebody who is accused of doing the worst things humans do to one another."

Pirtle said he was an attorney in Seattle with a small successful practice when he received a text message from a friend asking if he had any experience with war crimes.

Pirtle, who was a Naval aviator before he became an attorney, responded and received a link to information about Kwoyelo.

Both men are 43, but their lives couldn't have been more different.

Pirtle grew up in Fish Springs. His mother Klaire Pirtle was principal of Gardnerville Elementary. His sister Belinda was an intern for The R-C in the early 1990s.

While Pirtle was attending Carson Valley Middle School, a 13-year-old Kwoyelo was forced to join The Lord's Resistance Army.

Kwoyelo eventually rose to the rank of commander. He was shot in a government offensive and then kidnapped from the hospital by government agents and tortured for three months before being put in prison.

"I wrote the story about two men, me born on this side of the world and him," he said. "Between the

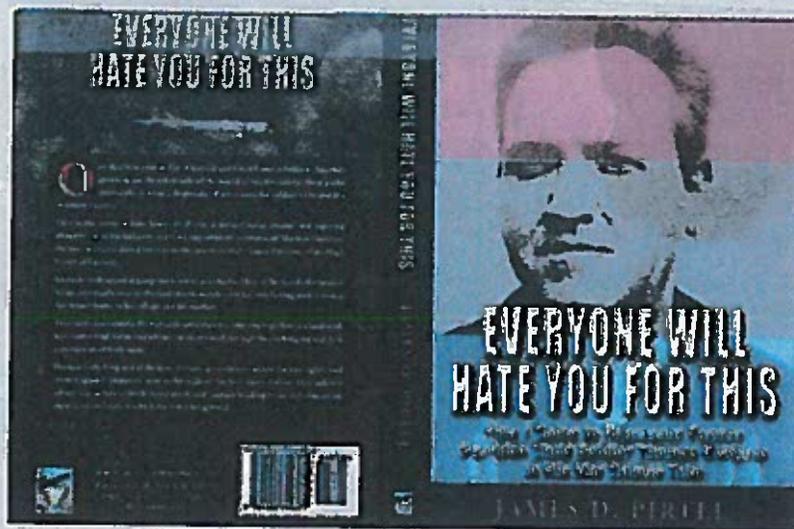
JACK PIRTLE/SPECIAL TO THE R-C

Woodfords resident James Pirtle with his book about defending an accused Ugandan war criminal. Pirtle is a Douglas High School graduate who became an attorney after serving as a Naval aviator.

PIRTLE, 5

1082

"Everyone Will Hate You For This," By James D Pirtle



PIRTLE

From page 1

two of us, it's a dovetailing narrative of his past and my past until our stories collide when I'm invited to become a member of his legal team."

The book details how Pirtle came to defend Kwoyelo, and the result of the case before the International

Crimes Division of the High Court of Uganda.

While Pirtle said he won the case, sometimes that's not enough in a country operating under a dictatorship.

"While we won the case, the government did not like that result and so while I'm sitting here my client is still in prison awaiting

trial," he said "It's one of the most important war-crime cases taking place in the world that nobody knows about. So my last resort was maybe if I wrote a book about it, people would start paying attention."

Pirtle's book is available at www.hellgatepress.com or www.amazon.com by searching his name.

Record Courier
Thurs. 12/27/18

branches of the Douglas County Public Library (DCPL) invite children, teens and adults to showcase their LEGO building skills in this year's winter challenge. The theme is "Many Galaxies."

Each participant is allowed to enter a single, original LEGO brick structure into one of six categories based upon the builder's age. Families can opt to enter a Family Build together. First- and second-place winners will be chosen from each category.

Structures cannot exceed 16 inches wide by 16 inches deep by 12 inches high, and special characters (Super heroes, Star Wars, etc.) are not

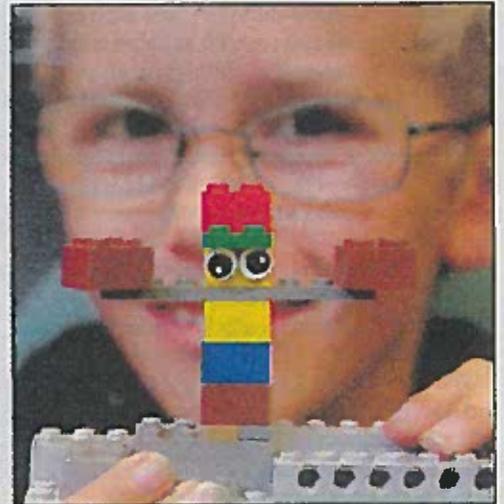
allowed. Participants under the age of four must use DUPLO bricks.

Additional rules and entry forms are available at both library branches and also on the library's website at library.douglascountynv.gov.

The Minden Library is located at 1625 Library Lane. The Zephyr Cove Library is located at 233 Warrior Way in South Lake Tahoe. Call 775-782-9841 for information.

The Winter LEGO Building Challenge is sponsored by the Friends of the DCPL.

Amy Roby can be reached at ranchoaroundup@hotmail.com.



JIM GRANT

Jacob Roth, 8, proudly displays his Lego creation "Buzz" at the library on Tuesday.

WINTER LEGO BUILDING CHALLENGE

Now through Jan. 3, the Minden and Zephyr Cove

Nevada Appeal
Sat. 12/15/15

Friends of the Carson Library asks community to take survey

Nevada Appeal staff report

Friends of the Carson City Library is looking for ways to better serve the community and, in turn, better support the library.

The organization, which provides funding to the Carson City Library, is asking the community to take a survey.

The three-minute survey will ask questions about the participant's knowledge of the organization and familiarity with Browsers Corner Book Store.

The book store is the primary source of income for Friends, which funds programs, such as the Summer Learning Challenge, that aren't covered by tax dollars.

Everyone who completes the survey will receive a free paperback book from the Browsers Corner Book Store.

To take the survey, go to <https://www.surveymonkey.com/r/SPN3CFH> or follow Friends of the Carson City Library on Facebook.

Record Courier
Thurs. 12/20/18

Library has digital media to check out

Staff Reports

It's been a while since the Douglas County Public Library was solely a place to check out a book.

Now the library features an array of free downloadable content that can be used on a smartphone, tablet, or computer. With a library card and password, you can access digital books, audiobooks, videos, magazines, and music from the library's online resources.

RBDigital has a large collection of more than 1,100 digital books (eBooks) and 6,000 digital audiobooks (eAudiobooks). Everything can be borrowed for three weeks and downloaded to your device. There are apps available for iPads, iPhones, Samsung phones, Samsung Galaxy tablets, and Kindle Fires. There is also software to access their offerings from both Windows computers and Macs.

Hoopla has a massive collection of around 60,000 digital audiobooks; 260,000 books; 13,000 comics; 30,000 movies/television programs; and 320,000 musical recordings. Books and audiobooks check

out for three weeks; music is loaned for one week; and videos can be borrowed for three days. These may be downloaded to your mobile device or streamed from your computer.

Hoopla works on most Apple, Android, Kindle Fire, Chromebook, and Chromecast devices. It can also be used with Windows and Mac operating systems. Newer versions of TV systems from FireTV, Apple TV, and Roku are compatible.

Preagal is a music service that allows both streaming and downloading. Their collection includes more than 10,000 albums and 1,000,000 songs. It can be accessed through apps for Apple devices, some Androids, and newer Kindle Fires. It is also available for computers using a web browser such as Internet Explorer, Firefox, or Chrome. Songs may be streamed online or downloaded for the user to keep.

Flipster provides magazine issues that can be viewed online or downloaded to an Apple, Android, Kindle Fire, or computer. Each issue checks out for one week. The library currently subscribes to several magazines

including: Consumer Reports, People, Time, Yoga Journal, Country Living, and National Geographic.

To access these resources you need a Douglas County Library card and password. Cards are issued at the Minden and Zephyr Cove Branch during regular hours. If you have a card but do not know your password, please bring your photo ID to the library to reset it.

If you need help with your new device or if you run into technical difficulties, call the library at 775-782-9841 to set up an appointment for free one-on-one assistance. Visit the "Downloadables" page on the library's website at <https://library.douglascountynv.gov/library/downloadables> for online tutorials. The library also has bookmarks with basic instructions for accessing all the items described in this article.

The Minden Library is located at 1625 Library Lane. The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](https://www.facebook.com/library.douglascountynv), or call 775-782-9841.

Triad presents it's more than just a library

In Plain Sight Marketing

Carson City Nevada Triad presents The Library:



Sena Loyd

It's Not Just for Books Anymore, a presentation designed to help people become more aware about the many resources, programs and activities offered at the library. The

event takes place at the Carson City Senior Center, 911 Beverly Drive, Friday, Dec. 14, at 11:45 a.m.

Sena Loyd, library director, will lead the discussion.

"Everyone who pays taxes contributes to the community resource of the Carson City Library," Loyd said. "You have already paid for it, so why not take advantage of it? We have some services such as large print items, Kindles, which can be viewed in large print, for checkout,

IF YOU GO

What: The Library: It's Not Just for Books Anymore

Who: The event is free of charge and open to the public

When: 11:45 a.m. Friday

Where: Carson City Senior Center, 911 Beverly Drive

and Virtual Reality gadgets that might be particularly interesting."

Loyd said the library is proud to offer Homebound Services, which consists of monthly library services for

those unable to come into the library.

"I will also provide information that can be taken home on all the resources offered at the library and instructions on how to access specific services," she said. "Additional staff members will also be present to issue library cards on the spot or to check current status of library cards."

The presentation is free of charge and open to the public. Raffle tickets will be handed at the door for the chance to win a prize from Intimate Designs Floral Shop in Carson City.

Carson City Triad provides health and safety related information monthly at the Carson City Senior Center. Triad is a collaboration between the Carson City Sheriff's Office, Fire Department and Senior Center.

For information, email Courtney Warner, executive director of the Carson City Senior Center, at CWarner@carson.org, or call the Center at 775-883-0703.

Nevada Appeal
Sat. 11/2/18

Carson City's Reid inducted into Nevada Writers Hall of Fame

Nevada Appeal staff report

Writer, musician and mathematician Robert Leonard Reid of Carson City was inducted into the Nevada Writers Hall of Fame during a reception held on Tuesday at the University of Nevada, Reno.



**Robert Leonard
Reid**

Reid is the author of five books, four works for the theater, and more than 100 essays, articles, and short stories.

Louise Erdrich characterized Reid's essays as "wonderfully fluent, even visionary." Ron Hansen called them "stirring, witty, gorgeously written."

Reid's latest book, "Because It Is So Beautiful: Unraveling the Mystique of the American West," was a finalist for the 2018 PEN/Diamonstein-Spielvogel Award for the Art of the Essay. Reid has received two Artist Fellowships in Literary Arts from the Nevada Arts Council.

A prolific songwriter, he has written and staged three satirical musical revues and the 24-song Bristlecone Mass. For more than a decade he has served as piano accompanist for songstress June Joplin in the Great American Songbook duo, Me and Bobby McGee.

Reid attended Harvard, where he earned a degree in mathematics. He lives in Carson City with his wife, Carol Dimmick Reid. They have a son, Jacob.

Reid's website is www.robertleonardreid.com.