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Minden, NV 89423
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douglas.lib.nv.us

APPROVED 3/22/16
LIBRARY BOARD MINUTES
February 23, 2016

ATTENDEES

Library Board Members: Barb Wilson, Vice Chairperson, Charles Wolle, Deborah Blackman, Melanie Boudreau, and Bonnie Rogers

County and Library Staff: Amy Dodson, Linda Wilson, and Kathy Munson. Scott Morgan, Community Services Director. Kathy Munson took the minutes.

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Barb Wilson, Vice Chairperson, asked for public comment. There being no public comment, public comment was closed.

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2016 [Action]

Nomination of Chairperson

Bonnie Rogers made a motion to nominate Charles Wolle as Chairperson. Deborah Blackman made a second. Vice Chairperson Barb Wilson asked for public comment. There being no public comment and no other nominations, public comment was closed and the motion carried unanimously.

Nomination of Vice Chairperson

Charles Wolle made a motion to nominate Melanie Boudreau as Vice Chairperson. Bonnie Rogers made a second. Vice Chairperson Barb Wilson asked for public comment. There being no public comment and no other nominations, public comment was closed and the motion carried unanimously.

3. APPROVAL OF THE PROPOSED AGENDA [Action]

Bonnie Rogers made a motion to approve the agenda as presented. Melanie Boudreau made a second. Chairperson Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

4. APPROVAL OF THE MINUTES OF THE JANUARY 26, 2016, REGULAR MEETING [Action]

Barb Wilson made a motion to approve the minutes as presented. Deborah Blackman made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

5. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims January / February 2016

Petty Cash/AD	Employee Recognition Event Be A Kid Day, 1/12 & 1/13	00848	\$ 36.89
*AdPlus	Book club kits Book bags	00853	\$ 398.02
*DoCoProcurement/MP	TAB Mtg 1/4/16	00876	\$ 28.00

*Funding/partial funding by Friends of the Library

Barb Wilson made a motion to approve all items on the Consent Calendar. Bonnie Rogers made a second. Charles Wolle asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

6. LIST OF EVALUATIONS COMPLETED

a. Bates

7. PRESENTATION ON ROOM TAX FUND AND FISCAL YEAR 2016-17 BUDGET AND COST ALLOCATIONS [Discussion]

a. Scott Morgan, Director of Douglas County Community Services

Scott Morgan opened the presentation indicating it focuses primarily on Douglas County's cost allocation program and how it affects the departments in the Room Tax Fund. The Board listened and thanked Scott for the thorough presentation.

Amy Dodson indicated that she and Scott spent months reviewing the cost allocations their respective budgets are charged, adding that they are frustrated with the allocations, which seem excessive and/or not pertinent to either of their departments' operations. She continued, stating that every year the library's budget is flat, which doesn't allow for growth or upgrades.

Scott felt that the Library Board is in a better position to work on changing or reducing the cost allocations than his own board since his Board is only advisory. This presentation lays the foundation for the Library Board to act on cost allocations as needed in the future.

Charles Wolle requested a list of recommendations on how the Library Board could modify its budget handling and requests.

Amy responded, indicating she would bring the Board her recommendations when the current fiscal year's allocations are provided to Department Directors. Scott added that he and Amy want to see what their base budget is versus the upcoming allocations. Scott stated he and Amy may come back to the Board to look for input with the upcoming budget.

8. REVIEW OF DOUGLAS COUNTY BUDGET PROCESS AND DEADLINES FOR FY 2016-17 BUDGET [Discussion]

- a. Submission of Department budget – March 7, 2016
- b. Submission of Capital Improvement Budget – March 7, 2016
- c. Budget Hearings – April 4 & 5, 2016 and May 2 & 3, 2016

Amy Dodson indicated this information is being provided to the Board so they are aware of the deadlines this budget season. She will attend budget hearings.

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

- a. 1/31/2016

We are at 53% overall in Salaries and Benefits at 5 months left in the fiscal year. Services & Supplies is at 61% which is where it should be at this time in the fiscal year.

Gift Fund Summary – 1/31/2016

Revenue YTD	\$17,652.35
Expenditures YTD	\$ 7,668.04
Fund Balance YTD	\$37,280.90

- b. Augmentations February 8, 2016
No discussion.

10. DOUGLAS COUNTY MANAGER'S OFFICE [Discussion]

- a. Larry Werner will begin serving as County Manager on March 7.
No discussion.

11. NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS (NSLAPR) [Discussion]

- a. Jeff Kintop, current Nevada Archivist, will serve as Acting State Librarian.

Amy Dodson indicated this was provided for informational purposes. Daphne DeLeon, the State Librarian, resigned abruptly and Jeff Kintop will serve as the Acting State Librarian until the position is filled.

12. DISCUSSION ON CHANGE TO HOURS OF SERVICE AT LAKE TAHOE BRANCH LIBRARY [Discussion]

- a. Proposal to change hours to meet policy requirements and staffing needs.

Amy Dodson indicated she is working on changing hours at the Lake Tahoe Branch Library to allow staff to have time to take a full lunch break. Currently, the branch is manned with two (2) staff members at all times which does not allow each individual staff member to leave the building and enjoy a full lunch break. Amy will put together a plan and bring this forward on another agenda and meeting. No action is required at this time.

13. MONTHLY REPORT [Discussion]

The monthly report is attached to these minutes.

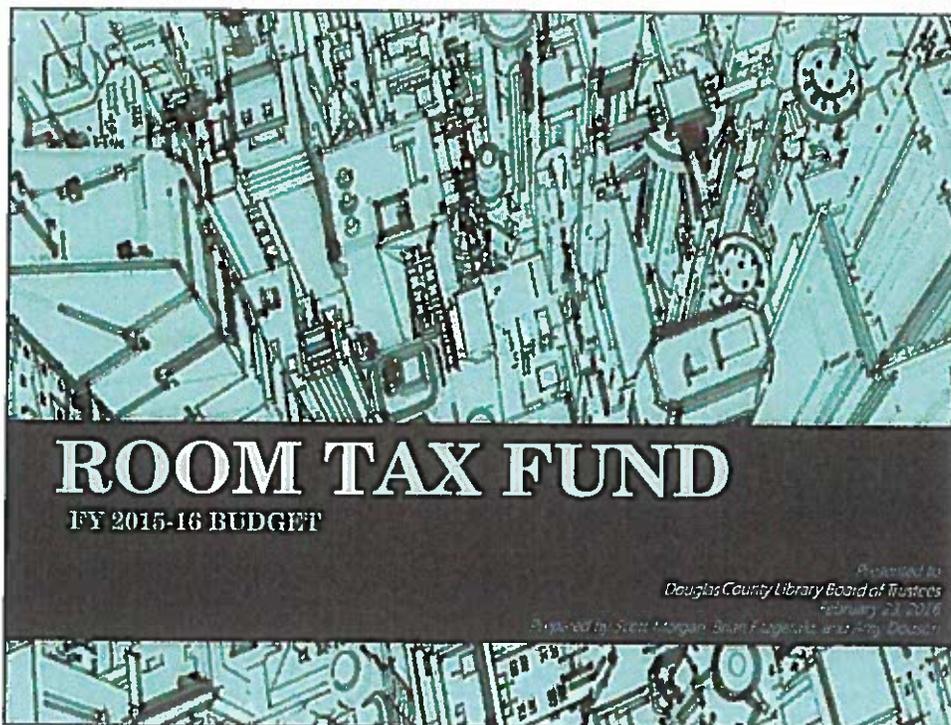
14. PUBLIC COMMENTS AND DISCUSSION

Charles Wolle asked for public comment. There being no public comment or discussion, public comment was closed.

15. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 11:50 a.m.

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ROOM TAX FUND

FY 2015-16 BUDGET

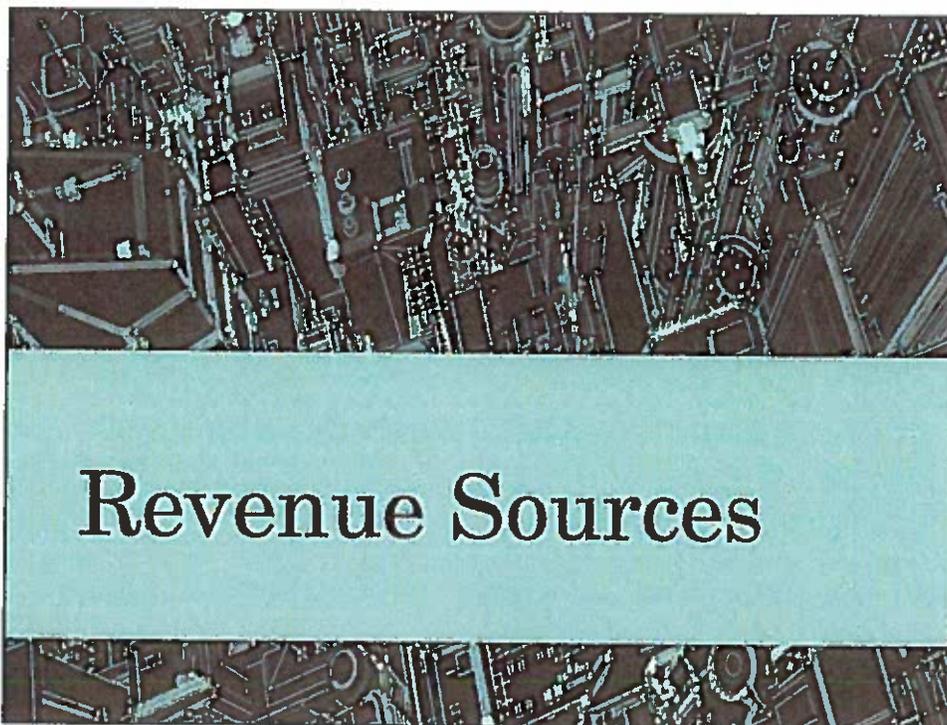
*Presented to
Douglas County Library Board of Trustees*

February 23, 2016

Prepared by: Scott Morgan, Brian Fitzgerald, and Amy Doolittle

ROOM TAX FUND

**dedicated to
PARKS & RECREATION
LIBRARY
PROMOTION**



Revenue Sources

Revenue Sources

- Room Taxes
- Transient Lodgers License Tax
- Sales Tax
- Utility Operator Fee
- Charges For Services
- Transfer In From the General Fund
- Miscellaneous Rents, Leases, and Interest Collected

Revenue Source

ROOM TAXES \$5,057,105

Authorized under the Douglas County Lodgers Tax Law Act

Statutes of Nevada 1969, Chapter 639

Statutes of Nevada 1997, Chapter 496

Discusses the uses of a 10% room tax collection for the following purposes:

- Promotion
- Airport
- Recreation facilities

Revenue Source

TRANSIENT LODGERS LICENSE TAX \$1,758,993

Authorized by County Ordinance, Chapter 3.70

Transient Lodgers License Tax increases room tax by 3% for the following purposes:

- Promotion
- Economic Vitality
- Parks and Recreation Facilities

DOUGLAS COUNTY 13 CENTS ROOM TAX ALLOCATIONS		D.C. PROMO	DOUGLAS COUNTY	STATE PROMO	T.O. TRAVEL DEPT
JULY 1 2015 BUDGETED					
1 CENT TO TOTO & C.V					\$ 906,331
30 CENTS STATE PROMO				\$ 219,874	
LAKE					
TOTAL 7 CENTS	\$ 2,557,812		\$ 35,575		
1% ADMIN FEE	\$ 25,578				
Sub total	\$ 2,583,390				
KAHLE II & AIRPORT					
TOTAL DEBT	\$ -				
SUB TOTAL	\$ 3,521,937				
86% TDVA			\$ 1,232,678		
36% DOUGLAS COUNTY					
1 CENT TO TDVA	\$ 508,216		\$ 508,216		
1% ADMIN FEE	\$ 5,082				
Sub total	\$ 513,298				
50 CENTS PROMO					
75,000 to lake chamber	\$ 75,000				
7 cents promo	\$ 3,583,390		\$ 508,216		
1 cent County	\$ 9,063,331				
TOTAL LAKE	\$ 75,000		\$ 508,216		\$ 9,063,331
VALLEY					
6 CENTS TO COUNTY	\$ 219,874		\$ 219,874		
3 CENTS TO PROMO	\$ 219,874				
50 CENTS TO PROMO	\$ 219,874				
2 cents promo 2011	\$ 71,911		\$ 71,911		
1 cent County	\$ 219,874				
TOTAL VALLEY	\$ 719,874		\$ 291,785		\$ 219,874
GRAND TOTAL BY USE:			\$ 2,250,281		\$ 9,063,331
LAKE & AIRPORT	\$ 1,718,993				
TOTAL 13 CENTS	\$ 1,718,993				

Revenue Source

SALES TAX \$1,671,846

Authorized by the Douglas County Sales and Use Tax Act of 1999

Statutes of Nevada 1999, Chapter 37

(PALS) voter approved – Result of AB 616

Authorized uses:

- Parks and Recreation
- Airport
- Library
- Seniors

Revenue Source

UTILITY OPERATOR FEE \$400,000

Authorized by Ordinance Number 2011-1343
Amending Douglas County Code, Title 3
Section 3.6 0.030

Increases the fee on public utilities by one
half of 1%

Authorized Uses:

Operation maintenance, equipment and
construction needs of the Community and
Senior Center

Revenue Source

CHARGES FOR SERVICES \$1,574,000

- Room Tax Administrative Collection Fees
- Park and Recreation Fees
- Charges as allowed by Policy and NRS

Revenue Source

MISCELLANEOUS

Rents Leases And Interest Collected
\$71,000

TRANSFER IN FROM THE GENERAL FUND

\$941,155

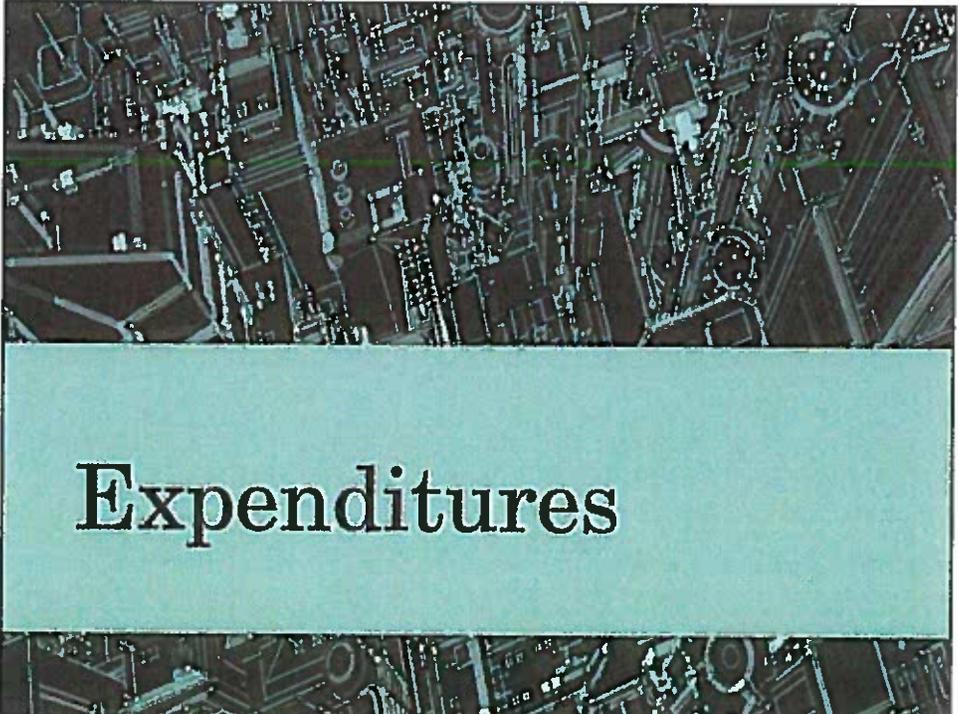
What used to be support from the general fund primarily for the library, is now supported by:

Ordinance 1214 approved in 2007, which raised the utility operator fee to 2% and was exclusively supported by patrons of the library, parks and recreation users, and senior citizens. (The Library was not specifically mentioned in NRS as an allowable use.)

These funds were collected in the general fund and were implemented to support the "transfer in" to the room tax fund. The 2% utility operator fee generates \$1.6 million.

The "transfer in" is also meant to offset the cost of services that the Parks and Recreation Department provides to general fund departments and facilities such as snow removal, use of room tax funded facilities and the employee wellness program.

Total Revenue
\$12,103,452



Expenditures

Expenditures

- Douglas County Promotion, Lake and Valley
- Library
- Parks
- Recreation
- Transfer to the senior center, economic vitality and debt service
- Room Tax Auditing
- Leases and Community Grants
- Administration and Overhead – cost allocation

Expense

Douglas County Promotion Lake and Valley	\$4,560,018
Library	\$1,476,621
Parks	\$1,735,029
Recreation	\$2,699,659
Transfer to the Senior Center, Economic Vitality, and debt service	\$442,432

Expense

Room Tax Auditing \$25,000

- This expense is used to audit the large resort facilities to make sure they are paying the County the proper amount of Room Tax
- It is anticipated this expense will bring in \$30,000 in Room Tax penalties

Expense

Leases and Community Grants \$75,000

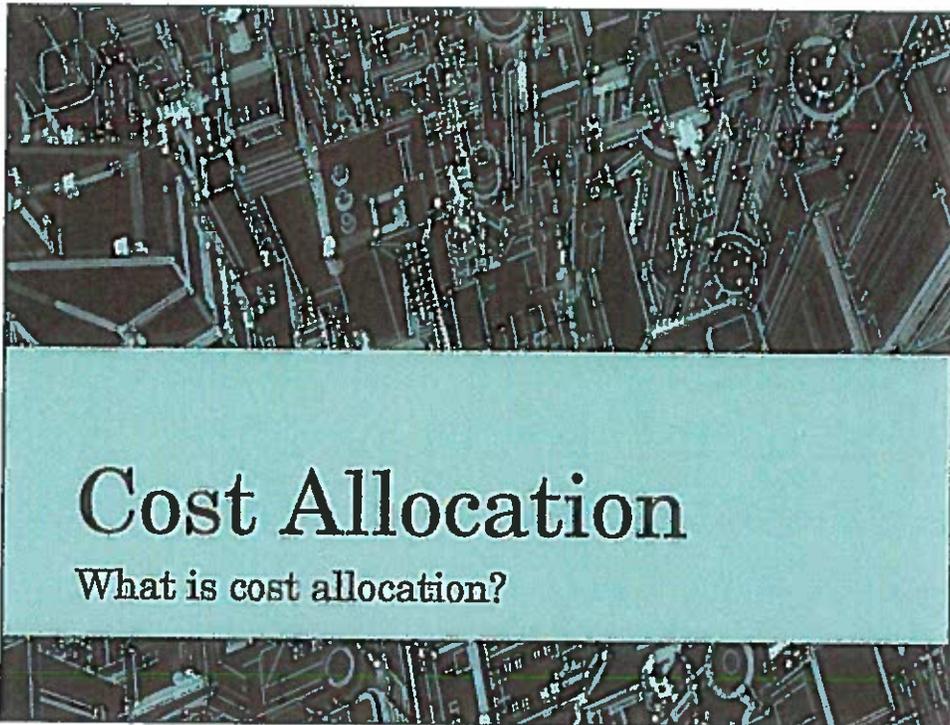
- \$50,000 pays for a portion of the lease to support the Lake Tahoe Visitors Authority and South Lake Tahoe Chamber of Commerce building
- \$10,000 is granted to the Carson Valley Historical Society
- \$15,000 is granted to the Carson Valley Arts Council

Expense

Administration and Overhead – Cost Allocation
\$460,338

To pay for the cost of services provided by general fund departments in support of the Room Tax Fund. Additional information regarding cost allocation will be provided in this presentation.

Total Expenses
\$12,103,452



Douglas County contracted with Mahoney Associates Consulting, LLC to prepare the Cost Allocation Assessment & Plan.

The consultant established functions performed by central service departments and costs associated with each function.

Examples of central service departments include Human Resources, Finance, and GIS.

A double step-down allocation procedure was used to distribute costs among central services to programs and departments that receive benefits.

First Allocation – Actual operating expenditures

Second Allocation – Costs from other central services made subsequent to that section's first allocation

What are the benefits of Cost Allocation?

Is there an impact to the Library?

Are there impacts to other Room Tax Departments?

- Parks
- Recreation

How much has the Room Tax Fund been cost allocated?

10 year history:

FY 15/16	\$460,338	FY 10/11	\$267,709
FY 14/15	\$462,436	FY 09/10	\$267,709
FY 13/14	\$429,841	FY 08/09	\$267,709
FY 12/13	\$496,742	FY 07/08	\$267,709
FY 11/12	\$294,346	FY 06/07	\$267,709

Examples of some Room Tax Fund Cost Allocations

GIS

<u>First Allocation</u>	<u>Second Allocation</u>
Parks \$10,813	\$1,247
Library \$2,190	\$253

Second Allocation subsequent charges
include the following departments:

Telecommunications
General Services
County Administration
Technology Services
Human Resources
Records Management
Building Services
Risk Management
Finance

Telecommunications - Telephone BPX

<u>First Allocation</u>	<u>Second Allocation</u>
Library \$4,424	\$285
Parks Ops \$885	\$57
Parks Temps \$442	\$29
Recreation \$3,097	\$200
Kahle \$4,424	\$285

Second Allocation Subsequent Charges
include the following departments:

Building Use Charge
Treasurer
General Services
County Administration
Technology Services
Human Resources
Building Services
Risk Management
Finance

Telecommunications – Keyless Card Access

<u>First Allocation</u>		<u>Second Allocation</u>
Library	\$533	\$33
Parks Ops	\$535	\$3
Recreation	\$267	\$17
Kahle	\$533	\$33
Room Tax Admin	\$800	\$50

Second Allocation Subsequent Charges include the following departments:

- Building Use Charge
- Treasurer
- General Services
- County Administration
- Technology Services
- Human Resources
- Building Services
- Risk Management
- Finance

Other Cost Allocation Categories

Treasurer	\$42,035
General Services	\$8,586
County Admin	\$93,666
Technology	\$62,871
Human Res	\$61,814
Records Mgmt	\$41
Building Services	\$32,126
Risk Mgmt.	\$14,626
Finance	\$176,445

Department Challenges

RECREATION

- Increased demand; fewer staff
- Reduced hours at Kahle, modification of services and elimination of programs
- Impact of increased fees on users
- Deferred facility and equipment maintenance and replacement

Department Challenges

PARKS

- Increased demand; fewer staff
- Unfilled staff positions; reduced service levels
- Deferred maintenance on infrastructure
- Inefficiencies due to aging equipment
- Start of TLLT collection will assist

Department Challenges

LIBRARY

- Increased demand; fewer staff
- Unfilled staff positions; reduced service levels
- No allocated capital outlay for technology
- Deferred facility maintenance
- Reduced hours, reduced and eliminated services and programs

PARKS

Park Facilities

Lampe Park
 Round Hill Bike Path
 Rancho Aspen Park
 Topaz Lake Recreation Area
 Zephyr Cove Park
 Douglas County Fairgrounds
 Douglas County Shooting Facility
 Douglas County Model Airfield
 Lake Tahoe Library
 Stodick Park Phase I
 Johnson Lane Park
 Kahle Park
 Dangberg Home Ranch
 Brautovich Park
 Topaz Ranch Estates Park &
 Community Building

Added Since 1999:
 Stodick Park Phase II
 Douglas County Skate Park
 Herbig Park
 Carson River Take-out
 Dresslerville Pit
 Faye-Luther Trailhead
 Joli's Peak Trailhead
 Eagle Ridge Trailhead
 Genoa Lane (Willow Bend) River Access
 Waterloo Lane (River Bend) River Access
 Rocky Bend River Access
 Stateline-to-Stateline Bikeway #1
 Lincoln Park Lake Access
 Seeman Ranch

PARKS

Non Park Facilities

Grounds Maintenance and Snow Removal

Offices

Animal Shelter
Judicial Law Enforcement
Minden Inn
Historic Courthouse
911/Communications/GIS
Minden Library
Tahoe Administration
Social Services
Senior Center

Other

Lake Parking Garage
US 50 Pedestrian Walkway (snow removal only)

PARKS

Parks Division Services in support of roads

Additional labor, water, power, fuel, and supply costs

Airport Rd
*Added Since 1999:
N. Mueller Pkwy
S. Mueller Pkwy
Stodieck Pkwy
Toler Rd
Monte Vista Ave
Toler Ave
Mathias Pkwy
S. Mueller Pkwy #2
Pinenut Rd

Positions Eliminated or Downgraded since 1999

Superintendent – Recreation	Recreation Supervisor
Park Ranger III (2)	Recreation Coordinator (1.5)
Park Ranger II (1)	Recreation Specialist
Park Maintenance Asst. (2)	Recreation Leader II (3)
Seasonal:	Recreation Leader I (5)
Maintenance Asst. / Park Aide	Recreation Aide (3)
(14)	Administrative Assistant
	Senior Office Assistant

Librarian II
Sr. Library Technician
Library Page (2)

Service Levels: Recreation

Reductions

- Absorbed costs for having to staff one-on-one for special needs individuals per ADA reasonable accommodation requirements
- Reduction of hours for part time staff at Kahle front counter
- Reduced camp destination expenses
- Reduced camp supply expenses
- Some Contract Classes eliminated
- Contracted Preschool downsized
- Reduced Utilities for Kahle Community Center
- Consolidation of travel for camp destinations

Service Levels: Recreation

Reductions (continued)

- Discontinued Teen Volunteer Program – Valley
- Discontinued Adult Trips
- Discontinued Adult Baseball
- Discontinued Battle of the Bands
- Discontinued Teen Trips
- Discontinued Mother/Son Adventure Quest
- Kahle Summer Hours Extended (Reduction of facility hours of operation)

Service Levels: Increases in Park Duties

	FY98-99	FY12-13	Difference
Regional Parks	2	2	0
Neighborhood Parks	8	11	3
Special Use Parks	1	6	5
Bike Paths (miles)	2	3	1
Athletic Fields	18	22	4
Tennis Courts	16	16	0
Recreation Buildings	3	3	0
Maintenance Buildings	4	4	0
Park Acreage - developed	165	177	12
Park Acreage - undeveloped	490	650	160
Non-Park Facilities	11	20	9
Personnel (FTE)	21.96	11.80	-10.16

Service Levels: Parks

Reductions

- 3 Vacant Full Time Park positions to remain unfilled
- Remaining Park Rangers spread thin to cover additional territory due to vacancies
- Topaz Lake Seasonal positions cut
- Eliminated evening coverage in all parks
- Decreased weekend coverage in all parks
- Transferred infield maintenance and field lining to youth sports/high schools
- Major shift of Topaz Lake Campground operations – unmanned kiosk

Service Levels: Library

Reductions

- 3 positions unfilled since 2007
- All shelving dependent upon 2 part-time staff and volunteers
- 8 hours weekly reduced at Lake Tahoe Branch Library
- 10 hours weekly reduced at Minden Library
- Left statewide library consortium
- Reduced out-of-building programs: health fairs, building industry showcase, Chamber showcase, job fairs
- Eliminated evening meeting room availability
- Eliminated radio program
- Eliminated filming of programs for DCCATV

Service Levels: Library

Reductions

- Reduced outreach programs to preschools, elementary schools, teens
- Reduced length of Summer Reading Program
- Reduced frequency of preschool and toddler programs
- Reduced author appearances, poetry readings, artist demonstrations
- Reduced hours available for test proctoring
- Reduced frequency of community reads



Questions

and

Direction



Director's Monthly Report February 2016

1. Circulating Technology. February 19 was a special day: we began offering mobile devices for patron checkout! We now have iPads, Samsung tablets, and Nintendo 3DS game units available for adult patrons at both library locations. The library technology team has been working on this initiative for several months, and we are very excited to see it come to life. In the near future we will add other mobile technology to the collection.
2. Staff Training Day. The Staff Training Day on February 9 was very successful. The focus of the training was primarily on technology. The staff learned about circulation procedures for the new mobile devices, had "refresher" lessons on patron computers, and learned more about our digital resources. We also covered customer service principles and miscellaneous library procedures. It was a great chance to have the entire staff learning together for an entire day, and we all appreciate the opportunity given to us by the Library Board.
3. Friends of the Library. The annual Friends meeting on January 30 was a wonderful event with nearly double the attendance of the previous year. New members have now brought the total Friends memberships to more than 400. Jamie Rose, a new member of the Friends Board, will also be joining the Book Sale committee. The next regular Friends board meeting is on Monday, March 14 at 5:30 PM.
4. Library Foundation. The Library Foundation met on February 3, 2016. Attendance was noticeably smaller than usual. Based on changes to the program and a significant drop in donations, the board voted to not participate in the Nevada Big Give fundraising drive this year.
5. RFID Conversion Project. The research phase of this project is complete. We have designated the available funds for the project, and we are applying for a Smallwood Foundation grant for the remaining funds. We are working with the County on the details of the bid process. The technology team has been working diligently on the RFID research, led by Mary Wood.
6. Library Programs. The Second Wednesday Book Group continues to thrive, with dedicated and enthusiastic participants. The "Dog Day Afternoons" READING Paws® after school program is going strong this year. A therapy dog and handler work with each child individually. The READING Paws® program helps young students by improving reading skills, building confidence, and reducing anxiety.