

## January 26, 2021 Library Board Meeting

### Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the December 8, 2020 and the December 15, 2020 meetings – *Agenda Item 4*
- ❖ Gift Fund Claims December 2020/January 2021, Consent Calendar – *Agenda Item 5a*  
-Gift Fund Expenditures Report FY2021, dated 1/20/21
- ❖ Budget Summary/Budget Performance, 12/31/2020 – *Agenda Item 6a*
- ❖ FY20-21 Adjusted Opening Fund Balance - *Agenda Item 7*
- ❖ Remote Book Lockers - *Agenda Item 8*
- ❖ Computer and Internet Use Policy - revised at 12/15/20 meeting; third reading – *Agenda Item 9a*
- ❖ Library User Suggestions and Grievances Policy - revised at 12/15/20 meeting; third reading – *Agenda Item 9b*
- ❖ Materials Collection in Detention Facilities – *Agenda Item 9c*
- ❖ Policy On Exhibits And Displays – *Agenda Item 9d*
- ❖ Policy On Gifts – *Agenda Item 9e*
- ❖ Registration Of Borrowers Policy – *Agenda Item 9f*
- ❖ Current Adopted Bylaws (2008) – *Agenda Item 12a*
- ❖ Suggested Revisions (2019) – *Agenda Item 12b*
- ❖ Library Director's Recommendations (2020) – *Agenda Item 12c*
- ❖ December Monthly Report - *Agenda Item 15*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 15*

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library.douglascountynv.gov

January 14, 2021

## NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 AM on Tuesday, January 26, 2021**. Below is an agenda of all items scheduled for consideration.

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. **The Library Board of Trustees will be conducting its meeting electronically to reduce social gatherings and interpersonal contact.** In adherence to Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

The public will be able to participate in the meeting by watching the livestream of the meeting. Members of the public may click on the following link to watch the livestream of the Library Board of Trustees meeting: <https://youtu.be/2ddA3cPOv7Y>

To offer public comment before the Board meeting, members of the public may submit public comments online using the Douglas County Public Library website ([https://library.douglascountynv.gov/contact\\_us](https://library.douglascountynv.gov/contact_us)) or by sending an email to [info@douglas.lib.nv.us](mailto:info@douglas.lib.nv.us). Written public comments may also be mailed to the Douglas County Library at Post Office Box 337, Minden, Nevada 89423.

**To make public comment during the Library Board meeting, the public must call 775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public when public comment is announced. Although the public comment phone line can accommodate multiple incoming calls at once, if a member of the public should get a busy signal, please call back. Because of the possibility for a high volume of telephone calls, there could be an increased potential for technical difficulties. Citizens are therefore encouraged to submit their public comments in writing prior to the date and time of the Board meeting.

- When leaving a voice message, members of the public should begin their public comment by stating and spelling their full name and whether he or she favors, opposes or has no opinion on the agenda item under consideration. No more than one voice message/public comment per person will be played to the Library Board and public during each public comment period.
- Public comment is limited to three (3) minutes per speaker and will only occur at the beginning and end of the Board meeting. Public comment will not be taken on each agenda item during the meeting.

- If members of the public desire to comment on more than one agenda item and believe that their comments will exceed the three minutes offered at both the beginning and end of the Board meeting, they are encouraged to submit written public comments to supplement their verbal public comments.
- The Douglas County Library's Public Comment Phone Line 775-783-6024 will become available to take public comment at **10:00 AM** on the day of the meeting for opening Public Comment. When the Chairperson calls for opening public comment, the line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the County's Public Comment Phone Line. Once the Chairperson closes opening public comment, any voice messages received after that time will be considered closing public comment.
- The Douglas County Library's Public Comment Phone Line will remain open to allow for closing public comment to be recorded as the meeting progresses. When the Chairperson calls for closing public comment, the phone line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the Public Comment Phone Line.
- All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review. Please label the written correspondence as public comment to avoid any uncertainty.
- Any written public comment received after 4:00 PM the day before the meeting, or on the day of the Library Board meeting, will be compiled and added as supplemental material to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. Please label the written correspondence as public comment to avoid any uncertainty.

Pursuant to Governor Sisolak's Declaration of Emergency, copies of the agenda will not be posted at any physical location. However, members of the public may request an electronic copy of the agenda or the supporting materials by contacting Veronica Hallam at [vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us). Electronic copies of the agenda and supporting materials are also available at the following websites:

- ❖ State of Nevada Public Notices website: <https://notice.nv.gov/>
- ❖ Douglas County Meeting website: <https://douglascountynv.igam2.com/Citizens/Default.aspx>

## AGENDA

### Call Meeting to Order

1. Public comments. [No Action]

All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting. To make public comment during the meeting, the public must call 775-783-6024 and leave a voice message which will be played for the Library Board of Trustees and the public.

Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

2. For possible action. Election of Chairperson and Vice Chairperson of Library Board of Trustees for 2021.
3. For Possible Action. Discussion on approval of proposed agenda. The Library Board of Trustees reserves the right to take items out of order, to combine two or more agenda items for consideration, and to remove items from the agenda at any time. All items designated "for possible action" shall include discussion by the Board of Trustees and they may take action to approve, modify, deny, take "no action," or continue the item.
4. For Possible Action. Discussion on approval of the minutes of the December 8, 2020 and the December 15, 2020 meetings.
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.
- a. For possible action. Approval of Gift fund claims
    - i. December 2020
    - ii. January 2021
6. For Possible Action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
- a. 12/31/2020
7. For Possible Action. Discussion and possible action on the FY20-21 Adjusted Opening Fund Balance. Discussion and possible action providing direction to the Library Director on distribution of funds. Douglas County CFO Terri Willoughby will provide additional information about potential actions the Board may take regarding the Adjusted Opening Fund Balance.

8. **For Possible Action.** Discussion and possible action on the proposed purchase of remote Book Locker(s) to provide better service and more options for the public to pick up library materials on hold. Discussion may include potential location(s) for Book Locker(s).
9. **For Possible Action.** Discussion and possible approval, or approval with modifications, of revisions to update the Library policies listed below. Policy revisions are needed to accurately reflect current technology, facilities, and professional practices. The following policies may be discussed:
  - a. Computer and Internet Use Policy - revised at 12/15/20 meeting; third reading
  - b. Library User Suggestions and Grievances Policy - revised at 12/15/20 meeting; third reading
  - c. Materials Collection in Detention Facilities - update policy language to describe current practices
  - d. Policy On Exhibits And Displays - update policy language for clarification and to describe current practices
  - e. Policy On Gifts - update policy language for clarification
  - f. Registration Of Borrowers Policy - update policy language for clarification
10. **For Possible Action.** Discussion and possible action regarding in-person library services, hours of operation, and closures in response to the COVID pandemic.
11. **For Possible Action.** Discussion and possible action regarding Bookmobile budget, services, hours of operation, and programs in response to the COVID pandemic.
12. **For Possible Action.** Discussion and possible action to revise Library Board Bylaws.
  - a. Current adopted Bylaws (2008)
  - b. Suggested revisions (2019)
  - c. Library Director's recommendations (2020)
13. **For Possible Action.** Discussion and possible action on the Library's Long Range Plan. Discussion topics may include consultation options, timeline of creating the new Long Range Plan, and/or the Board members' expectations.
14. **For Possible Action.** Discussion and possible action on scheduling twice-monthly non-quorum meetings with the Library Director and members of the Board.
15. **For Discussion Only.** Library Director's monthly report on library operations and statistical reports from staff.
16. **Closing 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. Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. To make public comment during the meeting,

the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public.

### **Adjournment of Meeting**

Supporting material for the meeting is available by request in writing, via US Mail or email. A request for copies of the agenda and supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
[vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us)

***Notice to Persons with Disabilities:*** Members of the public who are disabled and require special assistance or accommodations are requested to notify Veronica Hallam at PO Box 337, Minden, Nevada 89423 or via email at [vhallam@douglas.lib.nv.us](mailto:vhallam@douglas.lib.nv.us) at least 24 hours in advance of the meeting.

## DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the month of February. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

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

Friends of the Library	2/8/21	4:00 PM	Zoom
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This notice was posted electronically at the following locations prior to meeting days:

State of Nevada Public Notices website: <https://notice.nv.gov/>

Douglas County Meeting website: <https://douglascountynv.iqm2.com/Citizens/Default.aspx>

*Unapproved*  
**LIBRARY BOARD OF TRUSTEES**  
**December 8, 2020**

**ATTENDEES**

**Library Board Members:** Chairperson Kate Garrahan; Vice Chairperson Bonnie Rogers; Trustees Jill Harper, Mark Jensen and Heather Martin Maier

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Carey Rosser; Chief Deputy District Attorney Doug Ritchie; Human Resources Director Wendy Lang

**Guests:** Employment Lawyer Molly Rezac with the law firm of Ogletree, Deakins, Nash, Smoak & Stewart

**THE MEETING CONVENED AT 9:58 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Kate Garrahan asked for public comment. Veronica Hallam stated that she received five public comments by email and one public comment by voicemail. The voicemail public comment was played for the board. Veronica noted that the public comment emails and the transcribed public comment voicemail will be included as supplemental material after the meeting is adjourned.

**2. APPROVAL OF PROPOSED AGENDA. [Action]**

Vice Chairperson Bonnie Rogers asked if it was appropriate or legal to have another item on the agenda that is unrelated to this special meeting because this meeting was scheduled specifically to report on the investigation, referring to Agenda item 4. Deputy District Attorney Carey Rosser answered yes and stated that when a special meeting is called there is nothing to restrict the board from considering any number of items that are unrelated to that specific topic just as long as those items are properly on the agenda.

**MOTION/VOTE:**

Trustee Heather Martin Maier made a motion to approve the agenda. Vice Chairperson Rogers made a second and the motion carried unanimously.

**3. PRESENTATION AND REPORT BY OGLETREE, DEAKINS, NASH, SMOAK & STEWART, P.C. , AN INDEPENDENT FIRM THAT WAS RETAINED BY THE DOUGLAS COUNTY HUMAN RESOURCES DEPARTMENT, AT THE LIBRARY**



**BOARD OF TRUSTEES' DIRECTION, TO INVESTIGATE RECENT EVENTS AND COMMUNICATIONS THAT RESULTED IN COMPLAINTS TO THE LIBRARY AND DOUGLAS COUNTY. THE PRESENTATION MAY INCLUDE INFORMATION REGARDING THE INVESTIGATOR'S PROCESS AND FINDINGS AS WELL AS RECOMMENDATIONS TO THE LIBRARY BOARD OF TRUSTEES. THE BOARD WILL NOT TAKE ACTION ON THIS ITEM.**

**[Presentation]**

Employment Lawyer Molly Rezac shared a PowerPoint presentation with the board with her findings from the investigation and shared her recommendations. She will provide a copy of the report to the board after the meeting and this report will be included as supplemental material.

Chairperson Kate Garrahan asked to make one correction to the report and stated that when the Public Information Officer had directed Amy not to speak with the media, she too had a discussion with Amy regarding that and agreed with the PIO's recommendation and this was relayed to the investigator. She noted that Amy sent a report to the board in August that she would not be speaking to the media anymore at this time. Ms. Rezac commented that she does remember Kate telling her that and noted that Amy spoke to the media anyway without informing the board. Trustee Jensen thanked Ms. Rezac for the presentation and that it laid out the facts very well and noted it helped him understand about the environment in which Director Dodson is making decisions. He stated he appreciated the recommendations on how to move forward.

**4. DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING TOPICS OR ITEMS THAT THE BOARD WOULD LIKE TO INCLUDE ON FUTURE AGENDAS FOR THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETINGS. [Action]**

Vice Chairperson Rogers stated the evaluation of Director Dodson be on the December 15<sup>th</sup> meeting agenda as well as the bylaws and any budget items and noted that Amy had mentioned at a previous meeting that as county policy there are restrictions on the amount of funds the director can approve and that should be on the agenda and trustee Jensen agreed with those agenda items. Chief Deputy District Attorney Doug Ritchie stated that if there is anything that the board would like Amy to bring to the next meeting they need to let her know ahead of time and Chairperson Garrahan stated that the board had done that at the last meeting.

**5. CLOSING PUBLIC COMMENTS.**

Chairperson Garrahan asked for public comment. Veronica stated that she received five public comment voicemails and she played them for the board. She noted that she will transcribe the voicemails and include them as supplemental material.

**THE MEETING ADJOURNED AT 10:59 A.M.**

*UNAPPROVED*  
**LIBRARY BOARD OF TRUSTEES**  
**December 15, 2020**

**ATTENDEES**

**Library Board Members:** Chairperson Kate Garrahan; Vice Chairperson Bonnie Rogers; Trustees Jill Harper, Mark Jensen and Heather Martin Maier

**Library Staff:** Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

**County Staff:** Deputy District Attorney Carey Rosser

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

**1. PUBLIC COMMENTS.**

Chairperson Kate Garrahan asked for public comment. Veronica Hallam stated that she received two emails yesterday after 4:00 p.m. and will make those available to the public and the trustees by submitting them as supplemental material. She noted that she received two public comment voicemails. She played the voicemails for the board and will transcribe them and include them as supplemental material.

**2. APPROVAL OF PROPOSED AGENDA. [Action]**

Chairperson Garrahan stated that for Agenda item #8, policies c. through h. will be moved to the January meeting. Deputy District Attorney Carey Rosser pulled Agenda item #9 from the agenda and explained that there is a conflict with a new county policy.

**MOTION/VOTE:**

Trustee Mark Jensen made a motion to accept the changes to the agenda proposed by Chairperson Garrahan and Deputy District Attorney Rosser. Vice Chairperson Bonnie Rogers made a second and the motion carried unanimously.

**3. APPROVAL OF THE MINUTES OF THE NOVEMBER 24, 2020 REGULAR MEETING. [Action]**

Chairperson Garrahan noted that on page 11, #13 half way through it states, "Vice Chairperson Rogers stated that because the library is a county library and is funded by the "library" it should state funded by the "county" not "library". She also noted on page 12, item #15 half way through it states "...the board is responsible for the "tax" the board is assigned" it should state the "tasks" rather than "tax" the board is assigned. Vice Chairperson Rogers stated that on the

same page #14 in the first sentence it should be “last couple “of” meetings” and not “last couple meetings”.

**MOTION/VOTE:**

Chairperson Garrahan made a motion to approve the minutes of the November 24, 2020 regular meeting with the corrections. Trustee Jill Harper made a second and the motion carried unanimously.

**4. CONSENT CALENDAR. [Action]**

**a. For possible action. Approval of Gift fund claims.**

**i. November / December 2020**

Petty Cash	ERC staff Birthdays	03549	\$ 89.28
*Overdrive	Friends of the Library grant funds – Ebooks	03557	\$ 1,078.83
*Center Point	Donation in honor of MaryAnn Boyd on behalf of Friends of the Library – large print books	03569	\$ 23.25

\*Funding/partial funding by Friends of the Library

**MOTION/VOTE:**

Vice Chairperson Rogers made a motion to approve the consent calendar. Trustee Jensen made a second and the motion carried unanimously.

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

**a. 11/30/2020**

Vice Chairperson Rogers asked about the small equipment expense of \$8,819.64 and Director Amy Dodson explained that those expenditures were for the new phone system. The project was approved in the last fiscal year but was delayed due to the pandemic and freeze in expenditures. She stated that the project was pushed forward to the fall which is why the expense is showing up on the current fiscal year but that the funds will move forward and it will balance out after the audit is completed. Referring to the budget report Director Dodson stated that the library is currently at 41% and is half way through the fiscal year. Chairperson Garrahan asked when the funds will be moved over for the items that are over 100 and 200 percent and Amy answered that the Finance department will be revisiting the budget in January and at that time the library will learn more about the budget in terms of revenue.

**6. DISCUSSION AND POSSIBLE ACTION ON THE FY20-21 ADJUSTED OPENING FUND BALANCE, PROVIDING DIRECTION TO THE LIBRARY DIRECTOR ON DISTRIBUTION OF FUNDS. [Action]**

Referring to the spreadsheet provided to the trustees in their packet, the library will be getting from the Adjusted Opening Fund Balance roughly \$338,000. Director Dodson noted that she has had conversations with the CFO and there are a couple of items in the spreadsheet that the library can't use those funds for. She explained that the funds can be used as one time purchases which would be capital projects, equipment, computers, furniture or carpeting and cannot be used to restore the budget. She stated that a decision needs to be made about which category the board wants to use the funds. The library can use some of the funds for library material only if it would be over and above the library's budget. She noted that the funds can be used for building improvements, small equipment, furniture, circulating technology, some library material, computers and network, portable computer lab and cataloging and processing as it relates to any library material that is purchased. The funds cannot be used for the bookmobile, janitorial services, office supplies and circulation supplies. The board doesn't need to decide on exact items to use the funds for or the exact prices. Director Dodson recommended using some of the funds for an awning for the book drop, carpeting and new shelving. She noted that adding some of the funds to library material for China Spring who is in need of new material would be helpful. She explained that in January revenue will be reviewed and the CFO will go over the budget with department heads to find out what has come in and where the library can fill some of those gaps that were created from the budget cuts such as the office supply budget and janitorial services. Vice Chairperson Rogers asked if the janitorial services is through a contract and Director Dodson explained that it is and the county entered into a new contract with a new service company and the price for that contract went up by \$8,000 for the year. Director Dodson recommends putting \$150,000 in capital projects, \$40,000 to library material for those items the library would not normally get which will include electronic material, \$10,000 to \$20,000 on small equipment and talk about a portable computer lab. She explained that a mobile computer lab consists of laptops that are stored inside a chargeable cabinet and the library can take the laptops anywhere to teach classes. Vice Chairperson Rogers stated that this is a good way to be involved in the community and it tells the community that the library is out there doing something. Director Dodson stated that if the board is in favor of supporting the laptop lab she could add up to \$20,000 to that project and \$34,000 to \$35,000 of the funds would go toward new computers for the library. Trustee Jensen asked Amy to refresh the board about the issue with the shelving and Director Dodson explained the current shelving was acquired at different times and the shelving in the Adult area is a mixture of wood and metal and the entire upper level is wood. She noted that wood is reactive to temperature and climate and eventually the wood will die and collapse, therefore the shelving in the Adult section and upper level will need to be replaced but the shelving in the children's area is fine. Estimates on pricing on both shelving and carpeting still need to be obtained. Trustee Jensen stated that the cost to replace the shelving will be too high and recommends using MLIS grant funds for that. He indicated that he is comfortable in allocating money that Director Dodson is recommending and that the shelving will have to wait. For clarification Director Dodson recommended that for operational the board approve \$20,000 for the computer lab, \$34,000 for the library computer upgrade and network, \$10,000 to \$12,000 for small equipment and furniture, \$1,000 for circulation and technology, \$40,000 for special library material items and the remaining funds go towards capital.

MOTION/VOTE:

Trustee Harper made a motion to approve \$233,000 for capital projects and \$105,000 for operational expenses. Vice Chairperson Rogers made a second and the motion carried unanimously.

Director Dodson reminded the board that she will have to take this to IRC and the county to get final approval.

- 7. DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO THE LIBRARY'S MISSION STATEMENT. THE MISSION STATEMENT DRAFTED AT THE 11/24/20 MEETING IS AS FOLLOWS: "THE MISSION OF THE DOUGLAS COUNTY LIBRARY IS TO PROVIDE A COMPREHENSIVE COLLECTION OF LIBRARY MATERIAL, SERVICES AND PROGRAMS WITH THE SUPPORT OF QUALIFIED STAFF IN ORDER TO MEET THE INFORMATIONAL, EDUCATIONAL, RECREATIONAL AND CULTURAL NEEDS OF ALL RESIDENTS AND VISITORS OF DOUGLAS COUNTY." [Action]**

MOTION/VOTE:

There being no discussion Chairperson Garrahan made a motion to approve the revisions to the library's mission statement. Trustee Jensen made a second and the motion carried unanimously.

- 8. DISCUSSION AND POSSIBLE APPROVAL, OR APPROVAL WITH MODIFICATIONS, OF REVISIONS TO UPDATE THE LIBRARY POLICIES LISTED BELOW. POLICY REVISIONS ARE NEEDED TO ACCURATELY REFLECT CURRENT TECHNOLOGY, FACILITIES, AND PROFESSIONAL PRACTICES. THE FOLLOWING POLICIES MAY BE DISCUSSED: [Action]**

**a. Computer and Internet Use Policy - revised at 11/24/20 meeting; second reading**

Director Dodson stated that this policy was discussed at the last meeting and the board recommended some changes and Amy applied those changes to the policy which was provided to the board in their agenda packet. Vice Chairperson Rogers noted on page one it states that "guest passes are available for out-of-area visitors" and asked Amy if patrons who don't have a library card get a guest pass and Amy answered yes on occasion. Vice Chairperson Rogers stated that that sentence should reflect that not only out-of-area visitors receive guest passes. Vice Chairperson Rogers asked to add the word "technical" before the word "use" in the sentence that reads "Library staff is available to assist patrons in the use of electronic resources..." on that same page. Chairperson Garrahan stated on page 3 under "Wireless Network" the two sentences that talk about battery power and wireless connectivity should be combined to read "Patrons are encouraged to utilize their own battery power and navigate wireless connectivity on their own."

Deputy District Attorney Rosser interrupted the discussion on Agenda item 8 to explain to the board that some of the voicemails that were received during the open public comment period

may have come through before the cutoff time. She noted that there may have been a couple that were received after the cutoff time but the actual call may have predated the cutoff time. She asked that Veronica play those voicemail messages. Veronica played the voicemail comments and will transcribe them and include them as supplemental material after the meeting. The board continued discussion on Agenda item 8.

Chairperson Garrahan asked if any of the other trustees had anything to discuss on policy. There was no further discussion and Chairperson Garrahan asked Amy to make the changes that she and Vice Chairperson Rogers suggested and bring them to the January meeting.

**b. Library User Suggestions and Grievances Policy - revised at 11/24/20 meeting; second reading**

Director Dodson noted that this policy, which was also provided to the board in their agenda packet was discussed at the last meeting and the board had asked her to make some changes by adding a line about meeting with the director when there is a complaint and how to reach the board by email. Vice Chairperson Rogers asked that the complaints that are received in the suggestion box should be collected weekly and not monthly. Chairperson Garrahan suggested to replace the second to last sentence in the second paragraph with the verbiage in red because they are duplicates. Vice Chairperson Rogers asked if there was another way to word the first sentence in the second paragraph without using the words “casual” and “informal”. Director Dodson explained that staff is trained to answer certain questions and know which questions should be passed on to the supervisors or the director and the word “casual” or “informal” is meant for the staff member to use their best judgement when answering questions. She noted that the library gets so many different suggestions that not all of them need to be addressed in a formal way. Vice Chairperson Rogers suggested that Director Dodson reword the sentence by leaving out the word “casual”.

Director Dodson stated that she will make these changes and bring them back to the board’s next meeting in January.

- c. Circulation Of Materials, Mobile Devices, & Equipment Policy - update policy language to describe current practices and to fit to evolving collections
- d. Collection Development Policy - update policy language to describe current practices and to fit to evolving collections
- e. Materials Collection in Detention Facilities - update policy language to describe current practices
- f. Policy On Exhibits And Displays - update policy language for clarification and to describe current practices
- g. Policy On Gifts - update policy language for clarification
- h. Registration Of Borrowers Policy - update policy language for clarification

Policies c. through h. were moved to the library boards January meeting.

**9. DISCUSSION AND POSSIBLE ACTION TO APPROVE RESOLUTION 2020R-02, A RESOLUTION TO DELEGATE AUTHORITY TO THE LIBRARY DIRECTOR TO EXECUTE CONTRACTS IN AMOUNTS LESS THAN \$30,000 ON BEHALF OF THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES. [Action]**

This agenda item was pulled and will be brought to a future meeting.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING ADJUSTED LIBRARY SERVICES AND CLOSURES IN RESPONSE TO THE COVID PANDEMIC. [Action]**

Chairperson Garrahan stated that she wanted this item on the agenda so a discussion could be had about how it is determined when to close the library to the public. Director Dodson explained that this recent closing came from the governor's pause and his call for smaller gatherings inside buildings. She noted that the library also started to receive calls from patrons who said that they have COVID and they just returned a book, or they tested positive for the virus and they were in the library the day before browsing and based on this and safety concerns she made the decision to close the library for browsing. She indicated that she has given thought to extending the hours for curbside at the lake branch based on this closure. Vice Chairperson Rogers noted that the governor limited gatherings inside buildings to 25% capacity and it's important that the library remain visible and continue to provide service while staying within the constraints set by the governor and county and suggested the library be open a couple days a week. Trustee Harper disagreed and stated that the library being open for curbside six days a week and being able to get books is the best the library should do and the library needs to keep the people working at the library as safe as the patrons. Trustee Jensen stated he would defer to the director on this and she should make the decision based on the resources that she has. Director Dodson stated that other libraries are responding similarly and that most of the public understands but noted that she had received two complaints and she let the patrons know that she would inform the board of their complaints about the library not being open. She indicated that she could change the hours of curbside on different days of the week but acknowledged that Trustee Jensen is right that staffing levels are down and that is a factor. Chairperson Garrahan stated that if no one has complained about the hours of curbside service than the hours shouldn't need to be changed. Vice Chairperson Rogers suggested staying open until five so that if someone is working they can pick up their books after five. Director Dodson stated that she could extend the hours on certain days but Trustee Heather Martin Maier noted that the library should stay consistent with their hours every day because it could lead to confusion and frustration and it's easier to publicize. Director Dodson noted that the library is getting a new employee next week and once this person gets some training the library could open one more day of curbside at the lake maybe by mid-January or early February.

**11. DISCUSSION AND POSSIBLE ACTION TO REVISE LIBRARY BOARD BYLAWS. [Action]**

- a. Current adopted Bylaws (2008)
- b. Suggested revisions (2019)
- c. Library Director's recommendations (2020)

Director Dodson stated that at the board's request she submitted her recommendations for revisions and those were included in the packets. Vice Chairperson Rogers suggested that the board refer to the recommended changes that the subcommittee made and indicated that those changes are more consistent with other libraries bylaws and with the legal requirements that the subcommittee received. She stated that the bylaws are so general that any issues that the board receives they have to look them up in the NRS or in the county policy. The bylaws need to be more definitive because that is what the board is governed by as well as the director. She noted that the subcommittee's proposed bylaws are more comprehensive for the board and they cover issues that the board had encountered before and that need to be clarified. Referring to the subcommittee's recommended changes Vice Chairperson Rogers stated on page six under Calendar she would like to change "... new Trustees shall be "selected" to "...new Trustees shall be "appointed" and add to that sentence "and shall take office at the next regularly scheduled meeting." Director Dodson stated that the section under Conflicts of Interest in the bylaws needs to be discussed. She noted that trustees shouldn't serve on more than one library related board and feels that it is a conflict of interest to do so. Vice Chairperson Rogers stated that the subcommittee looked into that and Deputy District Attorney Doug Ritchie said that they could and it is legal. Director Dodson indicated that it was more of a distribution of power rather than a technicality and gave an example that if one person served as the chairperson for the library board and was also the vice president of the friends than it looks like that one person has control over the library when it shouldn't be just one person. Chairperson Garrahan stated that Deputy District Attorney Cynthia Gregory told her that it is not a conflict of interest to serve on more than one board. Trustee Harper agreed with Amy and noted that if the friends wanted to spend money a certain way the person serving on the friends could come back to the board where they also hold a seat and say they want to spend the money the same way and can see the conflict. Trustee Jensen also agreed with Amy and stated a person with roles of responsibility in both organizations at the same time could create potential issues but because the friends is an independent organization the board is bound by the rules that are acceptable for any person.

#### MOTION/VOTE:

Trustee Harper made a motion to move this discussion on Conflict of Interest to the January meeting to get more legal conformation. Trustee Martin Maier made a second and the motion carried unanimously.

#### **12. DISCUSSION OF BUDGET PRIORITIES, IN PREPARATION FOR FISCAL YEAR 2021-2022 BUDGET PLANNING PROCESS. [Action]**

Director Dodson reminded the board that the county will be starting on the budget in January and wanted to discuss with the board what they feel are major priorities for the coming year. Chairperson Garrahan stated that she would like the book mobile back in operation to serve the community. She felt that because the vehicle is so large there had to be some way to get it back up and running even with the OSHA restrictions. Vice Chairperson Rogers agreed and stated that it was a big community effort and they need to see it in the community. She noted that her priority is a comprehensive collection of library material so more money in material and in programs. She stated that the only way the library can gain back the support of the community is to show them that the library is involved with them and are interested in what they are doing and the library has to have the funds to do that. Trustee Harper indicated her priority would be any



type of circulation the library can have and as much as the library can serve the community is what's important. Director Dodson stated that she has written down the board's priorities and will share them with the county when the process begins. Trustee Martin Maier added that the library allocate funds for programs, material and find a way to restart the book mobile program. She noted that publicizing needs to be ramped up for the library and suggested that as the library does programs and other things, the library needs to include money to publicize them. Trustee Jensen stated that the trustees have made good suggestions and deferred to Amy's judgement about priorities. Amy will bring the budget timeline to the board at the January meeting.

### **13. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]**

The monthly report and statistical reports are attached and made a part of these minutes.

### **14. DISCUSSION AND REVIEW OF THE REPORT AND PRESENTATION OF THE INDEPENDENT INVESTIGATOR REGARDING THE RECENT POSTING OF A LIBRARY DIVERSITY STATEMENT. THE PRESENTATION WAS GIVEN DURING A PUBLIC MEETING OF THE LIBRARY BOARD OF TRUSTEES ON DECEMBER 8, 2020. THIS ITEM MAY INCLUDE A DISCUSSION OF WHETHER TO PROCEED WITH ANY OF THE INVESTIGATOR'S RECOMMENDED CHANGES AND WAYS TO IMPLEMENT THE RECOMMENDATIONS. [Action]**

Chairperson Garrahan stated that she knows a lot of people had concerns that the investigation wasn't necessary but there was so much misinformation out there and she herself was tossing up whether the board should follow through with this. She noted that in a newspaper article the Attorney General stated that he had spoken to the board and as far as she knew nobody on the board had spoken to him. When he attended the board meeting in August he said that he agreed with the board's diversity statement and that enforced for her that there was too much misinformation out there and the board needed to proceed with the investigation and have someone else give his or her determination on what happened and if any policies were violated. Trustee Jensen agreed. Vice Chairperson Rogers also agreed and stated that the misinformation caused a lot of questions from the community about the board. She noted that the board received great criticism about taking money from the book budget to pay for this investigation and the board never said that and that is why having this investigation the board would know where they were going and if they were going in the right direction on what was happening. She indicated the big thing that came out of this investigation was the ongoing issue of the board asking for communication and the board needed to know in advance what was happening. Trustee Harper wondered about how much money this will cost the library, where was the money coming from and how much the county was going to pay and as far as she knew the board didn't know this. She stated that Amy did let the board know that she was thinking about putting the statement on Facebook before she did it and noted that nothing would have happened with this had it not been for Dan Coverley threatening not to respond to the library if they needed him. Chairperson Garrahan said that the board and Amy had discussed workplace diversity but nothing like the statement. Trustee Harper stated that Amy sent an email the day before that this was a diversity statement that she was considering and Chairperson Garrahan stated that it was the morning the

statement was posted to social media that they got the email. Trustee Harper suggested that the board talk with other boards to find out how they communicate with their director. She noted that she has never had any trouble talking with Amy and doesn't understand the lack of communication and stated that the board needs to talk about how they need to improve on their communication with Amy. Trustee Jensen commented that communication is a two way street and the investigation doesn't point out how the director might improve communication but it should be saying how the director and the trustees could be improving communication. He noted that before the pandemic he was happy with the communication with Amy. Trustee Harper stated that the board's communication is focused on the negative and that the board needs to work on communicating in a positive way with each other. Chairperson Garrahan stated that had Amy discussed the diversity statement with the board ahead of time she would have gotten an outside perspective because as the investigation states the trustees are not library professionals, they are community members who want to see the best for the library and want to be involved with the library and to get that perspective would have been a good idea ahead of time. Trustee Harper stated that the board should come up with a better policy and a better plan for communication and make that the board's goal, communication between the board and the library director. Vice Chairperson Rogers noted that she was surprised when she received notice that the statement was put out for public communication and her first thought was policy and that the board never asked for a diversity statement but diversity in employment. She stated that the board needs to know what's happening ahead of time to avoid issues like this and Amy is not doing that. Trustee Harper suggested having private meetings with Amy to discuss things ahead of time as Chairperson Garrahan mentioned was being done prior to the pandemic. Deputy District Attorney Rosser explained that the private meetings can be a two on one meeting which would make it a non-quorum of the board. They can look at and discuss the agenda and ask questions but they cannot talk about what was discussed with other board members. Chairperson Garrahan noted that to close some of the gap in communication when Amy receives agenda items for discussion from the board, she will prepare the agenda and then send it to her or whoever the chairperson is and to counsel for their approval. Trustee Harper stated the board needs to move forward with this and be more positive and work better as a team.

MOTION/VOTE:

Trustee Jensen made a motion that the board accept the investigator's findings in the report specifically that there was no violation of policy and that the board and the director should collaboratively improve on communication methods. Trustee Harper made a second and the motion carried unanimously.

Before the vote Trustee Martin Maier noted that because she's been in such short tenure and didn't have the behind the scenes view with any of this she can't speak to any of it that would add any value except to listen and read the material.

**15. 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) AND NRS 241.033, THE BOARD MAY CONSIDER AND DISCUSS THE PROFESSIONAL**

## **COMPETENCE, CHARACTER, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF MS. DODSON. [Action]**

A packet of information and the blank evaluation form was included in the board packet and as supplemental material. The Library Board of Trustees prepared the annual performance evaluation and set next year's goals for Director Dodson. Chairperson Garrahan hand wrote and tallied the evaluation results and goals on the form provided in the packets.

### **GOALS:**

1. Complete County Management training program.  
Reporting requirement: Notify board when training is complete and when and how it will be implemented
2. Report to the Library Board of Trustees, implementing better communication.  
Reporting requirement: Bi-weekly at meeting and one other report.
3. Hold monthly meeting with the chairperson and one other trustee.  
Reporting requirement: Monthly.
4. Begin development of the strategic plan in January 2021.  
Reporting requirement: Place as an agenda item each month to discuss updates on the progress and what steps are needed to continue.
5. Update and revise library policies.  
Reporting requirement: Completed by September 2021.
6. On the weekly summary report include staff information, updates or input from staff.  
Reporting requirement: Weekly reports and include staff information once a month.
7. Develop a system to evaluate programs.  
Reporting requirement: Completed by December 2021.

The overall evaluation rating was totaled at "Meets Expectations", which merits the County established salary increase of 2 percent. The evaluation will be submitted to Human Resources with a Personnel Action Form for the 2 percent merit increase.

### **MOTION/VOTE:**

Trustee Jensen made a motion to accept the evaluation as it was discussed, award a merit increase of 2 percent and authorize the Chairperson to act on the trustees' behalf. Trustee Harper made a second and the motion carried unanimously.

### **16. CLOSING PUBLIC COMMENTS.**

Chairperson Garrahan asked for public comment. Veronica stated that there were three voicemails received one being a duplicate of a statement read at the beginning of the meeting. The voicemails were played for the board and Veronica will transcribe them and include them as supplemental material.

**THE MEETING ADJOURNED AT 1:35 P.M.**

Lib. Board of Trustees Mtg 1/26/21  
Consent Calendar  
Agenda Item 5a

Gift Fund Claims  
December 2020 / January 2021

*OverDrive	Friends of the Library grant funds - Ebooks	03570	\$ 100.50
*OverDrive	Friends of the Library grant funds - Ebooks	03583	\$ 773.84
*Midwest	Friends of the Library grant funds - DVD binge boxes	03584	\$ 525.66
*Midwest	Friends of the Library grant funds - DVD binge boxes	03600	\$ 217.46

\*Funding/partial funding by Friends of the Library

# GIFT FUND EXPENDITURES REPORT FY 20-21

1/20/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
OverDrive	11/12/2020		55.00		Friends of the Library grant funds - ebooks
Midwest Tape	11/12/2020		2,894.02		Friends of the Library grant funds - online digital services
Petty Cash	11/19/2020			89.28	\$13.98, \$19.76, \$27.82, \$27.72 ERC items for staff birthdays
OverDrive	11/28/2020		1,078.83		Friends of the Library grant funds- ebooks
Center Point Large Print	12/5/2020		23.25		Friends Helen Jean Raso Gift- books
OverDrive	12/5/2020		100.50		Friends of the Library grant funds- ebooks
OverDrive	12/31/2020		773.84		Friends of the Library grant funds - ebooks
Midwest Tape	12/31/2020		525.66		Friends of the Library grant funds - dvd binge boxes
Midwest Tape	1/14/2021		217.46		Friends of the Library grant funds - dvd binge boxes
					<b>Grand Total:</b>
<b>TOTALS</b>		0.00	5,668.56	89.28	<b>\$5,757.84</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$5,757.84</b>

*Lib. Board of Trustees Mtg 1/26/21*

*Agenda Item #6a*

**Douglas County Public Library**

Budget Summary		% of Fiscal Year
Fiscal Year 2020-2021	Month End 12/31/2020	49.8%

**EXPENDITURE ACCOUNTS**

Salaries & Wages					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$799,403		\$86,668	\$376,567	47%	

Benefits					
Budgeted	Augments	Current month	Year-to-date	% Used	
\$386,187		\$38,266	\$177,847	46%	

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$480,000		\$23,074	\$0	\$192,237	39%

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

**Capital Outlay \*\***

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

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

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

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

# Library Expense Budget Performance Report

Fiscal Year to Date 12/31/20  
Exclude Rollup Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 224 - Library</b>											
<b>Department 804 - Library</b>											
<b>EXPENSE</b>											
<i>Salaries &amp; Wages</i>											
510.000	Salaries & Wages		799,403.00	.00	799,403.00	70,521.82	.00	314,377.40	485,025.60	39	.00
511.165	Holiday Overtime		.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout		.00	.00	.00	.00	.00	3,938.65	(3,938.65)	+++	.00
511.169	Comp Payout		.00	.00	.00	.00	.00	69.03	(69.03)	+++	.00
511.170	Overtime		.00	.00	.00	14.36	.00	14.36	(14.36)	+++	.00
511.171	Holidays		.00	.00	.00	8,435.12	.00	19,785.68	(19,785.68)	+++	.00
511.172	Comp Paid		.00	.00	.00	259.60	.00	2,470.75	(2,470.75)	+++	.00
511.173	Vacation		.00	.00	.00	6,394.09	.00	25,392.09	(25,392.09)	+++	.00
511.174	Sick		.00	.00	.00	1,043.16	.00	10,519.25	(10,519.25)	+++	.00
511.178	Sick Leave Payoff		.00	.00	.00	.00	.00	.00	.00	+++	.00
			<b>\$799,403.00</b>	<b>\$0.00</b>	<b>\$799,403.00</b>	<b>\$86,668.15</b>	<b>\$0.00</b>	<b>\$376,567.21</b>	<b>\$422,835.79</b>	<b>47%</b>	<b>\$0.00</b>
<i>Salaries &amp; Wages Totals</i>											
<i>Employee Benefits</i>											
511.181	Retirement		227,970.00	.00	227,970.00	24,713.66	.00	106,145.88	121,824.12	47	.00
511.182	Workers Comp		19,795.00	.00	19,795.00	2,123.01	.00	9,363.47	10,431.53	47	.00
511.183	Group Insurance		114,654.00	.00	114,654.00	8,874.88	.00	49,845.50	64,808.50	43	.00
511.184	Unemployment		4,031.00	.00	4,031.00	436.79	.00	1,932.69	2,098.31	48	.00
511.186	Medicare		11,672.00	.00	11,672.00	1,218.71	.00	5,250.83	6,421.17	45	.00
511.189	Cell Phone Stipend		780.00	.00	780.00	340.00	.00	1,955.00	(1,175.00)	251	.00
511.195	Social Security		577.00	.00	577.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret.Medical		6,708.00	.00	6,708.00	559.00	.00	3,354.00	3,354.00	50	.00
			<b>\$386,187.00</b>	<b>\$0.00</b>	<b>\$386,187.00</b>	<b>\$38,266.05</b>	<b>\$0.00</b>	<b>\$177,847.37</b>	<b>\$208,339.63</b>	<b>46%</b>	<b>\$0.00</b>
<i>Employee Benefits Totals</i>											
<i>Services &amp; Supplies</i>											
520.029	Program Underwriting		.00	635.00	635.00	.00	.00	(634.50)	1,269.50	-100	.00
520.045	Computer System		54,291.00	.00	54,291.00	3,492.48	.00	20,501.28	33,789.72	38	.00
520.055	Telephone Expense		5,500.00	.00	5,500.00	644.40	.00	5,333.25	166.75	97	.00
520.060	Postage/Po Box Rent		3,000.00	.00	3,000.00	267.99	.00	1,619.32	1,380.68	54	.00
520.064	Travel		.00	.00	.00	.00	.00	.00	.00	+++	.00
520.072	Advertising		.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding		.00	.00	.00	.00	.00	418.69	(418.69)	+++	.00

# Library Expense Budget Performance Report

Fiscal Year to Date 12/31/20  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month		YTD Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
					Transactions	Amount					
520.085	Communications	5,580.00	.00	5,580.00	290.70	.00	.00	1,480.10	4,099.90	27	.00
520.088	Utilities	30,000.00	.00	30,000.00	2,411.08	.00	.00	10,715.19	19,284.81	36	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	.00	.00	.00	1,291.49	208.51	86	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	.00	.00	.00	935.51	21,517.49	4	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	.00	.00	.00	4,623.21	(123.21)	103	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	456.08	.00	.00	2,736.48	2,736.52	50	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	.00	1,547.47	1,452.53	52	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	8,067.75	.00	.00	16,135.50	16,135.50	50	.00
520.169	EMRB Assessment	100.00	.00	100.00	.00	.00	.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	92.24	.00	.00	552.93	447.07	55	.00
520.200	Training & Education	.00	.00	.00	.00	.00	.00	438.00	(438.00)	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	299.96	.00	.00	1,780.05	2,319.95	43	.00
521.100	Professional Services	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	584.82	.00	.00	4,647.54	2,352.46	66	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	.00	43,620.25	130,860.75	25	.00
530.001	Circulation Supplies	500.00	.00	500.00	873.27	.00	.00	1,728.56	(1,228.56)	346	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	37.31	(37.31)	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	2,416.36	.00	.00	52,552.94	69,798.06	43	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	91.08	.00	.00	2,802.94	(1,802.94)	280	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.000	Office Supplies	500.00	.00	500.00	.00	.00	.00	736.48	(236.48)	147	.00
533.802	Small Equipment	.00	.00	.00	.00	.00	.00	8,819.64	(8,819.64)	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	119.50	.00	.00	1,767.65	(767.65)	177	.00
533.817	Small Projects	.00	8,074.00	8,074.00	2,934.82	.00	.00	3,342.82	4,731.18	41	.00
540.012	Statewide Collection Gran	.00	7,386.00	7,386.00	.00	.00	.00	2,512.01	4,873.99	34	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	31.54	.00	.00	152.64	247.36	38	.00
<i>Services &amp; Supplies Totals</i>					\$23,074.07	\$0.00	\$496,095.00	\$192,236.75	\$303,858.25	39%	\$0.00
<i>Capital Outlay/Projects</i>											
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<b>EXPENSE TOTALS</b>											
		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$148,008.27	\$0.00	\$0.00	\$746,651.33	\$935,033.67	44%	\$0.00
<b>Department 804 - Library Totals</b>		(\$1,665,590.00)	(\$16,095.00)	(\$1,681,685.00)	(\$148,008.27)	\$0.00	\$0.00	(\$746,651.33)	(\$935,033.67)	44%	\$0.00
<b>Fund 224 - Library Totals</b>		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$148,008.27	\$0.00	\$0.00	\$746,651.33	\$935,033.67		\$0.00
<b>Grand Totals</b>					\$1,681,685.00	\$16,095.00	\$1,681,685.00	\$746,651.33	\$935,033.67		\$0.00





# GF Expense Budget Performance Report

Fiscal Year to Date 12/31/20  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	1,299.50	.00	5,540.38	(5,540.38)	+++	6,383.74
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$1,299.50	\$0.00	\$5,540.38	(\$5,540.38)	+++	\$6,383.74
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,299.50	\$0.00	\$5,540.38	(\$5,540.38)	+++	\$6,383.74
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$1,299.50)	\$0.00	(\$5,540.38)	\$5,540.38	+++	(\$6,383.74)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$1,299.50	\$0.00	\$5,540.38	(\$5,540.38)	+++	\$6,383.74
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,299.50	\$0.00	\$5,540.38	(\$5,540.38)		\$6,383.74



# Gift Fund Income Statement

Through 12/31/20  
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
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	93.00	3.26	21.01	71.99	23	67.82
361.212	Invest. Earnings BNY Mellon	439.00	103.13	508.60	(69.60)	116	320.73
	<i>Interest Revenue Totals</i>	\$532.00	\$106.39	\$518.35	\$13.65	97%	\$388.55
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	270.26	12,942.88	(12,942.88)	+++	29,637.98
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$270.26	\$12,942.88	(\$12,942.88)	+++	\$29,637.98
Department 000 - Revenue Totals							
		\$43,073.00	\$376.65	\$13,461.23	\$29,611.77	31%	\$30,026.53
	<b>REVENUE TOTALS</b>	\$43,073.00	\$376.65	\$13,461.23	\$29,611.77	31%	\$30,026.53
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	.00	1,299.50	5,540.38	(5,540.38)	+++	6,383.74
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	9.44
	<i>Services &amp; Supplies Totals</i>	\$98.00	\$1,299.50	\$5,540.38	(\$5,442.38)	5,653%	\$6,393.18
Department 800 - Library Gift Fund Totals							
		\$43,073.00	\$1,299.50	\$5,540.38	\$37,532.62	13%	\$6,393.18
	<b>EXPENSE TOTALS</b>	\$43,073.00	\$1,299.50	\$5,540.38	\$37,532.62	13%	\$6,393.18
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	43,073.00	376.65	13,461.23	29,611.77	31%	30,026.53
	<b>EXPENSE TOTALS</b>	43,073.00	1,299.50	5,540.38	37,532.62	13%	6,393.18
	Grand Total Net Gain (Loss)	\$0.00	(\$922.85)	\$7,920.85	\$7,920.85	+++	\$23,633.35



# Gift Fund Trial Balance Listing

Through 12/31/20  
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	72,578.33	13,431.53	4,492.14	81,517.72	65,827.01
101.090	Investment-FMV Adjust	2,269.65	.00	.00	2,269.65	517.51
121.100	Interest Receivable	327.25	66.82	25.86	368.21	359.47
	<i>Current Assets Totals</i>	<u>\$75,175.23</u>	<u>\$13,498.35</u>	<u>\$4,518.00</u>	<u>\$64,155.58</u>	<u>\$66,703.99</u>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(240.00)	4,480.88	5,540.38	(1,299.50)	(530.22)
	<i>Current Liabilities Totals</i>	<u>(\$240.00)</u>	<u>\$4,480.88</u>	<u>\$5,540.38</u>	<u>(\$1,299.50)</u>	<u>(\$530.22)</u>
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(42,540.42)
	<i>Fund Balance Totals</i>	<u>(\$74,935.23)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$74,935.23)</u>	<u>(\$42,540.42)</u>

<b>Douglas County</b>		<b>Library Fund Calculation:</b>	
<b>Library AOFB Fiscal Year 2019-20</b>		Transfer from Fund 234 to Fund 224 @ 7/1/2020	
			\$338,094
<b>OPTION 1</b>			
Capital Projects	\$150,000	Capital Projects	\$200,000
Minden Building improvements		Minden Building improvements	
<i>Roof over bookdrop</i>		<i>Roof over bookdrop</i>	
<i>New shelving in Minden</i>		<i>New shelving in Minden</i>	
<i>New carpet in Minden</i>		<i>New carpet in Minden</i>	
<b>OPTION 2</b>			
Operations Expenses	\$188,094	Operations Expenses	\$138,094
Small equipment, furniture	12,000	Small equipment, furniture	10,000
Circulating technology	1000	Circulating technology	1000
Library Materials	90,000	Library Materials	90,000
Computers, Network	34,094	Computers, Network	34,094
Bookmobile Operations	3,000	Bookmobile Operations	3,000
Janitorial service	8,000		
Office Supplies	10,000		
Cataloging and Processing	17,000		
Circulation supplies	3,000		
Portable computer lab	10,000		

Douglas County						
Library Funding Schedule						
Fiscal Year 2019-20						
	Adopted Budget	Amendments	Final Budget	Actual	Variance:	
Salaries/Wages	\$ 922,640.00		922,640	810,800	111,840	
Employee Benefits	445,615		445,615	370,681	74,934	
Services & Supplies	645,949	41,594	687,543	627,008	60,535	
Capital Outlay	-	63,682	63,682	7,515	56,167	
Total Expenditures	2,014,204	105,276	2,119,480	1,816,004	303,476	
PALS - 53% distribution	1,096,303	-	1,096,303	1,070,339	(25,964)	
GF Transfer	917,901	-	917,901	917,901	-	
	2,014,204	-	2,014,204	1,988,240	(25,964)	
Library Fund Calculation:						
Agreed upon fund balance: FY 2018-19	165,859					
+ Actual Revenue	1,988,240					
- Actual Expenditures	(1,816,004)					
Ending Fund Balance @ 6/30/2020	338,094					
Transfer from Fund 234 to Fund 224 @ 7/1/2020						
Fund 234:						
Credit Cash	(338,094)					
Resid Equity Transfer Out (234.804.618.900)	338,094					
Fund 224:						
Debit Cash	338,094					
Credit Resid Equity Transfer In(224-000 392.900)	(338,094)					



CUSTOMER FOCUSED.  
Customer first.

Amy Dodson  
Douglas County Public Library

January 14, 2021  
Valid for 30 Days

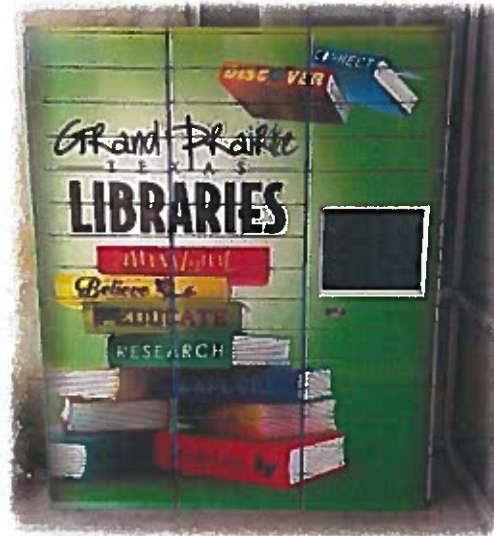
HoldIT™ Quotation external

Item No	Description	Unit Total	Price Total
D-THOLDITM20-external	HoldIT™ secure main unit with a 19" touch screen, patron card barcode reader and receipt printer, 9 Lockers included white finish	1	\$10,995.00
D-THOLDIT-M50-external	HoldIT™ Locker module with integrated returns bin and 8 lockers. Includes RFID reader white finish	1	\$8,495.00
D-THOLDITM40-external	15 bay locker unit, white finish	1	\$8,495.00
D-THOLDITM60E	HoldIT™ Locker finishing side panels white finish	2	\$250.00
Services Color Selector	RAL Color choice <a href="https://d-techinternational.com/us/products/vending/">https://d-techinternational.com/us/products/vending/</a>		\$750.00
SERVICES	Installation and training of all hardware and software to be carried out by qualified D-Tech engineers	1	\$2,700.00

Item No	Description of License, support and hardware maintenance after the first 12 months	Unit Total	Price Total
Services	D-Tech Services License, Support and Maintenance (Applicable following your 12-month warranty). A complete package to cover equipment listed above; includes license fees with software support over the phone and via remote access through TeamViewer as well as on site help at the discretion of D-Tech when required. Includes all updates and upgrades relevant to the application used. If the hardware will breakdown (accidental or deliberate damage precluded) D-Tech will replace it or repair in proper running order within scope of the SLA. Current specified daytime 08:30 – 17:30 hours can be covered (Min screen unit 1x 15 locker unit 1 return bin)	Year 2	\$2,500.00
		Year 3	\$2,500.00
		Year 4	\$2,500.00
		Year 5	\$2,500.00

**Terms and Conditions**

Prices exclude any taxes (if any apply)  
All prices are subject to confirmation prior to order  
Quotation valid for 30 days  
12-months warranty on all equipment specified in quotation  
Payment must be made within 30 days of the date of invoice  
Power, data in location and SIP2 connection on ILS must be setup before installation date. Warranty expires 12 months after installation, installation must take place with 12 month of delivery date



## COMPUTER AND INTERNET USE POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The computer network of the Douglas County Public Library (DCPL) allows access to resources beyond the collection of physical materials. Provision of these resources is consistent with the DCPL Mission, which provides for educational and informational resources to be made available. Individual users are responsible for abiding by the provisions of acceptable use, as detailed below.

### ACCEPTABLE USE

With the privilege to access computer network resources, including the Internet, comes the responsibility to use them in a reasonable and ethical manner. Responsible computer use in the library consists of using resources for educational and informational purposes only, and not for unauthorized, illegal, or unethical purposes. Patrons must observe United States electronic copyright laws.

A valid library card is required to access the public computers. Guest passes are available for out-of-area visitors and anyone who requests a pass.

Library staff is available to assist patrons in the technical use of electronic resources but may be unfamiliar with websites, software, or databases that are located on the Internet. For Internet applications, the DCPL staff may not be able to provide complete technical support.

Printing is available at both libraries for a nominal charge.

Viewing sexually explicit images on public computers creates a hostile environment for other patrons and staff members and is not permitted.

All patrons are prohibited from accessing or attempting to access material that may be harmful to minors, illegal, or sexually harassing

Minors under the age of eighteen may not access or attempt to access material that may be harmful to minors, illegal, or sexually harassing whether any attempt to publicly display is made.

Patrons are prohibited from accessing any library resources under the identity of another person, or misrepresenting oneself as another user. Patrons are also prohibited from attempting to modify or gain access to files or passwords; seeking unauthorized access to any computer system or damaging or altering software

components of any network or database.

The public computer area is a designated quiet space. Cell phones must be turned off or set to silent/vibrate and cell phone conversations are not permitted in computer areas. All cell phone conversations should take place outdoors or in the lobby areas of both libraries.

Only one person may use the database and Internet workstations at any one time, although parents, adult guardians, authorized tutors, and teachers may assist children under the age of 18.

Content and usage of the Internet is largely unmonitored and uncontrolled. Internet resources may contain content of a controversial nature. The DCPL cannot control access to or the availability of information that often changes rapidly and unpredictably. Library staff is available to assist patrons with searches and suggest search strategies. The accuracy of information on the Internet varies widely and the user should critically evaluate such information.

#### **USE BY MINORS**

Children under the age of eight **must** be accompanied by a parent/adult guardian to use the public computers, including the Internet. Parents/adult guardians of children eight and over assume the responsibility of supervising their children's computer usage. Parents are strongly encouraged to prohibit their child from electronically providing any personal information such as name, age, address, school, or telephone number.

#### **WORD PROCESSING:**

Word processors with printers are provided for use within the library building. Patrons are responsible for backing up all work using portable media.

Word processors do not have daily use or time limits. Word processors do not require the patron to log on.

#### **COMPUTER NETWORK AND INTERNET ACCESS:**

Public Internet computer workstations do not have time limits. Patrons may use the Email/Internet workstations until 10 minutes before the library closes.



Express internet computer stations are also available at the Minden library, with a fifteen (15)minute time limit

Reference database workstations do not have daily use or time limits.

*Wireless Network:*

Wireless access to the Internet is provided as a free service to all patrons. Patrons using the wireless network with their own equipment may use the network without time constraints, so long as they abide by all other provisions of this policy. Patrons are encouraged to utilize their own battery power and to navigate wireless connectivity on their own. The Library cannot guarantee that any given device will connect or guarantee any specific level of bandwidth. In order to protect the network, the Library utilizes extensive security measures that may prevent certain activities.

Network and physical limitations within the library buildings are such that the DCPL cannot guarantee privacy for Internet users.

*Liability:*

The Library is not responsible for any damage caused to a patron's computer, device, or property through contact with the Library's Internet stations, computers, electronic resources, or electrical connections.

**POLICY VIOLATIONS:**

Library staff will instruct patrons to cease behavior that violates this policy explaining what the violation is, what behavior needs to be corrected, and the consequences of not correcting the behavior.

If the patron continues the behavior subsequent to a warning, library staff will hand the interaction over to the most senior staff person available. The senior staff person will inform the patron that refusal to cease prohibited behaviors or repeated infractions will result in loss of all computer privileges.

The Library Director will determine how long any such suspension will last. If the suspended patron refuses to agree to abide by the policy restrictions, such suspension may be indefinite.

The Douglas County Sheriff's Office will be contacted to handle any interactions where patron behavior is deemed abusive, illegal, or threatening.

*LIBRARY BOARD OF TRUSTEES*

*ADOPTED APRIL 1997*

*REVISED DECEMBER 1998, MARCH 1999, AUGUST 2000, JUNE 2002, SEPTEMBER 2004,  
APRIL 2005, MARCH 2006, NOVEMBER 2007, MARCH 2009*

**LIBRARY USER SUGGESTIONS AND GRIEVANCES POLICY  
DOUGLAS COUNTY PUBLIC LIBRARY**

As a public entity, the Library assumes a duty to provide services that are responsive to the requests and needs of the community.

It is the responsibility of each staff member to acknowledge and respond to informal verbal complaints or suggestions from Library patrons in a friendly and noncritical manner. Patrons' complaints and suggestions regarding specific Library materials may submit a Request for Reconsideration form.

Patrons are welcome to meet with the Library Director to discuss their concerns. A suggestion box is available in each Library and any submitted suggestions are collected and evaluated weekly.

The Library Director will attempt to reach common ground with the user and to resolve the issue. If the user is not satisfied with the response of the Library Director, the complainant will be given the opportunity to address the complaint or suggestion to the Library Board of Trustees, whose decision will be final. The Library Board of Trustees can be reached by email at [libraryboardoftrustees@douglas.lib.nv.us](mailto:libraryboardoftrustees@douglas.lib.nv.us). The Library Board meeting schedule can be provided upon request, and can also be found on the Library's website.

*LIBRARY BOARD OF TRUSTEES  
APPROVED 1993, 2004, 2008, MAY 28, 2013*

MATERIALS COLLECTION  
DETENTION FACILITIES

- I. China Spring Youth Camp / Aurora Pines Girls Facility
  - a. Materials Collection Policy
  - b. Collection Development Profile
  - c. Request for Reconsideration *Appendix I*
  
- II. Lake Tahoe Juvenile Detention Facility
  - a. Materials Collection Policy
  - b. Collection Development Profile
  - c. Annual Agreement
  - d. Request for Reconsideration *Appendix II*

DOUGLAS COUNTY PUBLIC LIBRARY  
MATERIALS COLLECTION POLICY  
CHINA PRING YOUTH CAMP / AURORA PINES GIRLS FACILITY  
DETENTION FACILITIES

I. Overview

In a joint effort with the China Spring Youth Camp (CSYC) and Aurora Pines Girls' Facility (APGF), the Douglas County Public Library extends library service to residents of the China Spring Youth Camp and Aurora Pines Girls' Facility, ~~in acknowledgment of their restricted access to public libraries.~~ The Library provides services through an on-campus library housed in the Jacobson High School building, and two smaller collections, each of which is housed in the dormitories. The library actively maintains the collections through regularly scheduled visits to the Camp, and through the selection and purchase of new and replacement materials.

In providing this service, both agencies recognize the educational, informational and recreational needs of residents in institutional settings. Library staff selects materials that are supportive of the Camp's and Facility's goals and those that are responsive and representative to the divergent needs of their residents. The Library provides current fiction and non-fiction ~~materials as well as standard authors, titles and subjects.~~ The scope of the collection restricts only materials which present a threat to the security of the Camp and Facility and/or the advancement of treatment programs.

II. Selection:

A. ~~Method:~~

The Douglas County Public Library selects materials based upon suggestions from China Spring Youth Camp and Aurora Pines Girls' Facility staff and residents, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

III. Collection Maintenance:

The Douglas County Library makes a positive effort to keep the collections up to date and maintain the attractiveness of the collections by regularly weeding outdated, unused, and worn materials. Library staff evaluates withdrawn materials for replacement.

IV. Contraband Materials:

The Douglas County Public Library and the China Spring Youth Camp (CPYC) and Aurora Pines Girls' Facility (APGF) recognize the educational, informational and recreational needs of residents in institutional settings. The scope of the ~~three~~ collections is broad, representing the divergent needs of the residents. While the County Library abides by the American Library Association's Library Bill of Rights, "Free Access to Libraries for Minors," it also respects and recognizes the special needs of the Facility and restricts only material which presents a threat to the security of the Camp or Facility and/or the advancement of treatment programs.

*If CSYC or APGF staff wishes to have materials removed from their collections, they should ~~complete the reconsideration form, Appendix I, and submit~~ contact the Youth Services Librarian or Library Director ~~to the CSYC/APGF Director~~. The Camp Director, working with the Library, will make the final decision on the status of the item.*

ADOPTED 5/22/2007; REVISED 1/26/2010

**China Spring Youth Camp / Aurora Pines Girls Facility  
Request for Reconsideration of Library Materials**

Please Provide the Following information on this material:

Title:

Author:

Copyright date:

Publisher/Producer:

Where is this material located? Circle one below:

*High School Library    APGF (Girl's Dorm)    CSYC (Boy's Dorm)*

Please describe how this item presents a threat to the security of the Facility and/or the advancement of programs. Please be specific, citing page numbers, if possible.

Have you read, viewed or listened to the entire work? If not, what parts?

Can you suggest other material to take its place?

What comments would you like to make?

Name:

Date:

Phone:

E-mail:

MATERIALS COLLECTION POLICY  
LAKE TAHOE JUVENILE DETENTION CENTER  
DETENTION FACILITIES

I. Overview

In a joint effort with the Lake Tahoe Juvenile Detention Center (LTJDC), the Douglas County Public Library extends library service to residents of the center, ~~in acknowledgment of their restricted access to public libraries.~~ The Library provides services through a collection housed within the detention center. The library actively maintains the collections through regularly scheduled visits to LTJDC, and through the selection and purchase of new and replacement materials.

In providing this service, both agencies recognize the educational, informational and recreational needs of residents in institutional settings. Library staff selects materials that are supportive of the Center's goals and those that are responsive and representative to the divergent needs their residents. The Library provides reference materials as well as ~~standard authors, titles and subjects~~ fiction and non-fiction. The scope of the collection restricts only materials which present a threat to the security of the Center and/or the advancement of treatment programs.

II. Selection:

A. Method:

The Douglas County Public Library selects materials based upon suggestions from LTJDC staff, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

III. Collection Maintenance:

The Douglas County Library makes a positive effort to keep the collections up to date and maintain the attractiveness of the collections by regularly weeding outdated, unused, and worn materials. Library staff evaluates withdrawn materials for replacement.

IV. Contraband Materials:

The Douglas County Public Library and LTJDC recognize the educational, informational and recreational needs of residents in institutional settings. While the County Library abides by the American Library Association's Library Bill of Rights, "Free Access to Libraries for Minors," it also respects and recognizes the special needs of the Center and restricts only material which presents a threat to the security of LTJDC and/or the advancement of treatment programs.

Following is a list of specific materials which are prohibited, and will not be purchased or delivered to the collections by the Douglas County Public Library. In partnership, the responsibility of monitoring materials falls to LTJDC staff.



If an LTJDC staff member wishes to have materials removed from the collection, ~~they should complete the reconsideration form and send to~~ they should contact the Youth Services Librarian or Library Director. The LTJDC staff, working with the Library, will make the final decision on the status of the item.

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~~Youth Services, Douglas County Public Library via Interoffice mail or fax to 782-6766.~~

ADOPTED 1/26/2010

POLICY ON EXHIBITS AND DISPLAYS  
DOUGLAS COUNTY PUBLIC LIBRARY

As part of its mission to serve the educational, recreational, and cultural needs of the citizens of Douglas County, the Douglas County Public Library provides a limited amount of exhibit and display space. Such space consists of display cases and areas for distribution and posting of community information. Exhibits, displays and postings by the library will take precedence over any other exhibit or, display or posting; of secondary precedence will be materials produced by Douglas County, and materials related to other governmental entities.

The library reserves the right to determine the availability of time and space for all accepted exhibits, displays, and postings. The library does not endorse any ideas expressed in exhibits, displays or postings submitted by non-library individuals or groups.

**EXHIBITS:** Exhibits for the display cases should be of community interest and generally should be of a cultural, recreational, charitable or educational nature. Display cases are located near the circulation desks in both libraries and the exhibits should be appropriate for viewing by all ages.

Anyone wishing to place an exhibit in a library display case should complete an application and waiver of responsibility. The staff member in charge of exhibits will determine if the proposed exhibit meets library guidelines and if so, will schedule the exhibit as space is available. Depending on the library's schedule, exhibits may be placed for a variety of time periods, usually 4 weeks. If an application for exhibit is not accepted, the library staff member in charge of exhibits will so notify the applicant.

The library is not responsible for any damage or loss that may occur to an exhibitor's property while it is on display at the library.

**DISTRIBUTION OF INFORMATIVE MATERIALS:** The library provides space for distribution of materials of community interest and public service such as road maps, college catalogs and schedules, Recreation Department schedules, pamphlets about consumer topics, applications for federal student financial aid, voter registration forms, et al.

**CAMPAIGN MATERIALS:** During campaign periods, the library allots a small area for distribution of informative campaign literature. Candidates and advocates of ballot questions are invited to place their campaign material during the following periods: 30 days prior to the primary election through the date of the primary election; 30 days prior to the general election through the date of the general election. Space is limited and repetitive campaign material may be removed.

**BULLETIN BOARDS:** The library provides a limited amount of space for posting of notices of community interest and public service. Examples of the types of notices generally permitted include notices about public meetings, job announcements for public entities, flyers for concerts and plays, course announcements, and community resource information. Space will not be provided for commerce or for-profit purposes. The library staff may remove a flyer at any time if it does not meet the criteria outlined in these guidelines, if it is outdated, or if there is not sufficient space on the bulletin board. Notices may only be placed by library staff on the bulletin boards specifically set aside for such purposes.

**USE OF LIBRARY FACILITIES:** The library may not be used as a location for fundraising or promotional activities for a non-library organization such as bake sales, craft fairs, car washes, etc. Exceptions may be made at the discretion of the Library Director. ~~At the discretion of the Library Director, the~~ The Library may be used as a collection point for donations of items for community service, such as the Food Closet or Coat Drive, which must be approved by the Library Director.

These guidelines are intended to provide information about the types of exhibits, displays and postings allowed at the library. In any case, library staff may determine whether a particular item meets these guidelines and whether or not it shall be allowed. Library staff may remove items or displays not meeting these guidelines. Protests shall be made in writing to the Library Director, who will respond to the protestor; if the problem is not resolved, the protestor may appeal to the Library Board of Trustees, whose decision will be final.

*LIBRARY BOARD OF TRUSTEES  
APPROVED 1993, 2004, 2006, FEBRUARY 26, 2013*

## POLICY ON GIFTS DOUGLAS COUNTY PUBLIC LIBRARY

It is the policy of the Douglas County Public Library that ~~the operations of the Library~~ be funded publicly through tax revenues. However, the Library Board recognizes a need for private donations to supplement the funds provided by the County and the state and federal governments.

The Library encourages donations of money, items, or service by members of the community. All donations become the property of the Library. Donations will not be accepted if undue conditions are placed on the donation by the donor, such as restrictions on ~~who can use the~~ the use of donated items. The Library reserves the right to accept or reject any gifts of funds, library materials or equipment; materials not added to the library collection ~~are~~ may be given to the Friends of the Library, placed in the book sale, ~~or donated to~~ shared with another library, school or ~~community group~~ or used for another purpose. ~~If that is not acceptable to the donor, materials may be returned to the donor.~~

Donations to the Library are tax deductible. At the request of the donor, library staff will provide an acknowledgement receipt for tax purposes. The library staff is prohibited by law from making any determination of the value of the donated items. Further guidance is available from IRS Publication 561.

Donated monies in the ~~Trustees'~~ Gift Fund may be used for the construction of new Library buildings, capital improvement to existing buildings, Library services or programs, staff development and training, collection development, equipment and furniture, and other identified Library purposes.

In accordance with Douglas County policy, library staff will not accept any personal gifts, consideration, or compensation in connection with their work as library staff. Any such gifts received must be ~~either deposited~~ given to the Library ~~with the Library~~ or returned to the donor.

*LIBRARY BOARD OF TRUSTEES  
APPROVED 1993, 2004, MARCH 25, 2008*

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REGISTRATION OF BORROWERS POLICY  
DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library registers individuals to use the library to fulfill its responsibility for maintaining control of the materials it lends.

All residents of Nevada are eligible for free borrowing privileges from the library. As a courtesy, the library also extends free borrowing privileges to non-residents of Nevada.

The record of all materials loaned requires the use of a "library card," which has a unique number that is assigned to the patron. This card must be presented each time materials are checked out, when items are renewed, or when requesting information about the status of an account (~~fees owed, etc.~~). If a patron is unable to present the library card ~~at the circulation desk~~ and can provide ~~picture~~ [photo](#) identification, the staff member may look up the patron account and proceed with the transaction. ~~The fee for this service is \$1.00; however, the attending staff person may, at his/her discretion, waive this fee.~~

The patron is responsible for all items checked out on his/her card. Card holder's information is updated at least once every two years.

~~Seasonal and temporary cards are available for out-of-area residents who are living or visiting in Douglas County.~~

~~Persons age 16 and over who wish to obtain a library card must complete and submit an application.~~ Children under 16 must complete an application form and submit it, with a parent or [legal](#) guardian present, to a library staff member. The parent or guardian is responsible for all materials checked out by their minor child. (Responsibility for materials checked out by a minor may be assigned to another person or entity with approval of the Library Director or the Library Supervisor.)

\* \* \* \* \*

The following information must be provided in order to receive a library card:

1. Valid ~~picture~~ [photo](#) identification of the patron, or his/her parent or guardian if the patron is under the age of 16. Acceptable forms of identification are: a driver's license, a state-issued or tribal-issued identification card, military identification, employee identification, a passport, a student identification card, or immigration papers. ~~The State of Nevada requires new residents to secure a Nevada driver's license within 30 days.~~

2. A valid current mailing address, including local and permanent addresses if a seasonal or a temporary visitor. If patron's ID does not show a current address, the following documents may be used:

- Rent/lease/property purchase agreement
- Utility bill
- US Mail postmarked within the last 30 days

3. A valid current physical address, if different from mailing address. This is used for statistical purposes.

4. A current telephone number(s) for home, ~~message~~, work or cell (with a United States area code).

5. ~~Birthdate~~ Date of birth. Patron birthdate is used for verifying identity in the absence of the library card and for statistical purposes.

*If all requirements are not provided at the time of registration, the patron will be limited to a 3-item checkout until all information is provided.*

All information collected on a patron's record is confidential except for purposes of collecting overdue library materials and other library uses allowed by law. NRS 230.103

#### Verification of patron information

Cards generally require staff verification of patron information every two years. More frequent verification of patron information may be required for patrons whose stay in the area is indeterminate, such as motel/campground residents, seasonal residents, exchange students, and other temporary residents.

For all new patrons, the initial checkout will be limited to three items. Subsequent checkouts will not generally be limited (~~apart from limits on specific items per subject, etc.~~) unless address verification is incomplete.

Replacement cards are issued for a \$1.00 fee when the patron has lost his/her card. Patrons may request the replacement of an existing card for a fee of \$1.00.

It is the responsibility of the patron to notify the library if the card is lost or stolen or if there is any change of name, address, email address, or telephone number.

Patrons may be prevented from checking out items when a patron's account has significant negative activity such as, but not limited to:

- Invalid, inconsistent information
- Items not returned
- Fees over ~~\$10.00~~ 20.00
- Multiple cards

Waivers, limits, and all changes to patron accounts in special circumstances are at the discretion of the Library Director and Library Supervisor.

BOARD OF TRUSTEES  
BYLAWS  
DOUGLAS COUNTY PUBLIC LIBRARY

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees. The term "Library Board" will be used in these Bylaws interchangeably with the official name.

II. PURPOSE

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

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five members who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law. Applications are available from the County Manager's office.
2. Trustees are appointed for a four year term expiring December 31 of the fourth year. Trustees shall hold office until their successors are appointed and qualified.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. Trustees appointed to fulfill an unexpired term shall serve the remainder of the term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without cause, to attend three successive meetings of the trustees. A recommendation for such removal will be acted upon by the Library Board of Trustees at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action.
6. The Library Board shall serve without compensation.

IV. ABSENCES

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

V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these bylaws, the Nevada Open Meeting Law (NRS 241.020) and Sturgis Standard Code of Parliamentary Procedure.

2. A quorum of three members must be present for business to be conducted at a meeting.

3. A majority vote of the quorum present shall be necessary for any act of the Library Board.

#### VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson to preside over all meetings.

2. The Library Board shall elect any other officers deemed necessary by the group, generally a Vice Chair to substitute for the Chair, as necessary.

3. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board.

4. A nonvoting secretary, usually the department secretary, shall be appointed by the Library Director to take minutes of Library Board meetings.

#### VII. MEETINGS AND RECORDS

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

2. Regular meetings of the Library Board shall be held monthly. A calendar of meeting times, dates, and locations shall be adopted at the January meeting of each year.

3. Special meetings may be called by the Chair, a quorum of the Board, or by the Library Director.

4. Notices of meetings and agendas shall be posted in three public places, the Library's website, and at the location of the meeting, observing the time frames outlined in the Nevada Open Meeting Law (NRS 241.020).

5. Meetings are normally held at the main library in Minden, the branch library at Lake Tahoe, or alternate locations as necessary. The location of each meeting shall be indicated on the agenda for each meeting.

6. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

#### VIII. POWERS AND DUTIES OF TRUSTEES

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



- (a) Establish, supervise, and maintain a library.
- (b) Appoint, evaluate the performance of and, if necessary, dismiss a Librarian.
- (c) Hold and possess the property and effects of the Library in trust for the public.
- (d) Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.
- (h) Establish bylaws and regulations for the management of the Library and their own management.
- (i) Manage all the property, real and personal, of the Library.
- (j) Acquire and hold real and personal property, by gift, purchase, or bequest, for the Library.
- (k) Administer any trust declared or created for the Library.
- (l) Maintain or defend any action in reference to the property or affairs of the Library.

The Library Board may:

- (a) Make purchases and secure rooms.
- (b) Authorize the merger or, subject to the limitations in NRS 379.0221, the consolidation of a town or city library with a county library district.
- (c) Invest the money in the appropriate library fund in accordance with the provisions of Chapter 355 of NRS.
- (d) Do all acts necessary for the orderly and efficient management and control of the library.

#### IX. RELATIONSHIP TO LIBRARY DIRECTOR

The Library Director is appointed by the Library Board and reports to the Board. The Library Director shall be the Executive Director of the Library and subject to the policies adopted by the Library Board. The duties and responsibilities of the Director shall include such duties as the direction and supervision of all staff, the selection of library materials, the administration of library services and management of facilities, the submission to the Library Board of regular reports on the library's status, reports on policy, and budgeting recommendations.

#### X. AMENDMENT

These bylaws may be amended by a majority vote of the Library Board provided written notice of the proposed amendment is submitted to each Trustee at least three days prior to the meeting and placed on the Library Board agenda.

*LIBRARY BOARD OF TRUSTEES  
APPROVED 1997, 2004, FEBRUARY 26, 2008*

BOARD OF TRUSTEES  
BYLAWS  
**OF THE**  
DOUGLAS COUNTY PUBLIC LIBRARY

**I. NAME**

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

**II. PURPOSE**

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

~~II~~ **III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION**

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

6.7. The Library Board shall serve without compensation unless such compensation is set by the Board of County Commissioners pursuant to NRS 379.020.

#### IV. ABSENCES

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

#### V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these ~~Bylaws~~, the Nevada Open Meeting Law (NRS 241.020) and Sturgis Standard Code of Parliamentary Procedure.

2. A quorum of ~~at least~~ three ~~Trustee~~ members must ~~be present~~ be present for business to be conducted at a meeting.

3. A majority vote of the quorum present ~~shall~~ shall be necessary for any act of the Library Board. A tie vote shall result in a failed motion without any action being taken by the Library Board.

4. When necessary, it is permissible for a Trustees to participate remotely via communication technologies. Any Trustee appearing via technology remotely shall be counted in the quorum count.

## VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson to preside over all meetings.

2. The Library Board shall elect any other officers deemed necessary by the ~~Board of Trustees group, such~~ generally a Vice Chairperson to substitute for the Chairperson, as necessary.

3. No Board member shall be eligible to serve more than one term in the same office. A vacancy in an office shall be filled by a vote of the Trustees at the next regularly scheduled meeting of the Library Board after the vacancy occurs. An officer shall serve a term of one year from the date of the annual meeting at which they are elected and until a successor is elected.

2.

4. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board.

5. Ad Hoc committees for the study of special problems may be appointed by the Chairperson, with the approval of the Library Board, to serve until the final report of the work for which the committee was created has been filed. These committees may also include staff and public representatives, as well as outside experts.

3.

~~4.6.~~ A nonvoting secretary, usually the ~~Library department~~ secretary, shall be appointed by the Library Director to take minutes of Library Board meetings.

## VII. MEETINGS AND RECORDS

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

2. Regular meetings of the Library Board shall ~~be~~ held monthly, excluding the month of December.

A calendar of meeting times, dates, and locations shall be adopted at the January meeting of each year.

3. Special meetings may be called by the Chairperson or, upon the written request of at least two Trustees, must be called by the Chairperson to conduct the business for which the special meeting was specifically called, a quorum of the Board, or by the Library Director. Except in cases of emergency, at least 48-hours advance notice must be given by the Chairperson to the Trustees. In no case may a meeting of the Library Board be called with less than two hours' advance notice to the Trustees.

3.4. Any Trustee may cause any relevant topic to be placed on the agenda of an upcoming meeting of the Library Board if the agenda material is provided to the Library Director before the deadline required under the Nevada Open Meeting Law for the next meeting of the Library Board.

4. Notices of meetings of meetings and agendas shall be posted in three public places, the Library's website, and at the location of the scheduled meeting, and each library branch observing the time frames outlined in the Nevada Open Meeting Law (NRS 241.020).

~~5. Meetings are nonnally held at the main library in Minden, the branch library at Lake Tahoe, or alternate locations as necessary.~~ The location of each meeting of the Library Board shall be indicated on the agenda for each meeting.

6. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

## VIII. POWERS AND DUTIES OF TRUSTEES

~~Legal responsibility for the operation of the Douglas County Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.~~ As set forth in NRS 379.025, the Library Board shall:

- (a) Establish, supervise, and maintain a County Library.
- (b) Appoint, evaluate the performance of and, if necessary, dismiss a Librarian.
- (c) Hold and ~~possess~~ possess the property and effects of the Library in trust for the public.
- (d) Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding fiscal year.
- (h) Establish bylaws and regulations for the management of the Library and the conduct of the Trustees their own management.
- (i) Manage all the real and personal property, ~~real and personal,~~ of held by the Library in trust for the public.
- (j) Acquire and hold real and personal property, by gift, purchase, or bequest, for the Library.
- ~~(k)~~ Administer any trust declared or created for the Library.
- (l) Maintain or defend or defend any action in reference to the to the property or affairs or affairs of the Library.
- (m) Cooperate with other public officials and boards and maintain vital public relations.
- (n) Each Trustee must complete the training offered by the Nevada Council on Libraries and Literacy Board within two months of attending the Trustee's first Library Board meeting.
- (o) Regularly review the physical and building needs of the Library to ensure that they meet the requirements of the programs offered by the Library.
- (p) Approve and submit any required report to the State Library or other state agency.

⊕

The Library Board may:

- (a) Make purchases and secure rooms.
- (b) Authorize the merger or, ~~subject to the limitations in NRS 3790221,~~ the consolidation of a ~~own~~ city library with a county library district in accordance with NRS Chapter 355.
- (c) Invest the money in the appropriate library fund in accordance with the provisions of ~~Chapter~~ NRS Chapter 355 of NRS.
- (d) Do all acts necessary for the orderly and efficient management and control of the Library.

#### IX. COMPLIANCE WITH DOUGLAS COUNTY FINANCE DEPARTMENT POLICIES AND PROCEDURES

- a. The Library Board, with the assistance of the Library Director, will prepare, develop and submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next fiscal year.
- b. The Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures, as well as approve all grant submissions by the Library.
- c. Budget transfer requests of more than \$10,000 must be submitted to the Library Board for review and approval prior to, or contemporaneously with, the request's submission to the Douglas County Finance Department.
- d. Any budget transfer request must be accompanied by supporting

- documentation. Budget transfers include: transfers within functions, between functions, funds or contingency accounts that do not increase the total appropriation for any fiscal year, transfers from reserves, and transfers between capital projects.
- e. All budget augmentations must be submitted to the Board of Trustees for review and approval prior to any change. Budget transfers and augmentation requests must be processed consistent with the Douglas County Finance Department's policies and procedures.

## IX. RELATIONSHIP ~~WITH THE~~ LIBRARY DIRECTOR

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

The Library Director shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board of Trustees shall be updated by the Library Director, at a minimum, semi-annually (January and July) during years the Nevada State Legislature is not in session and, at a minimum, quarterly during years the Nevada State Legislature is in session regarding legislation or pending legislative issues, including interim committees and bill draft requests, which may impact the Douglas County Library and as may deemed appropriate by the Library Board. ~~include such duties as the direction and supervision of all staff, the selection of library materials, the administration of library services and management of facilities, the submission to the Library Board of regular reports on the library's status, reports on policy, and budgeting recommendations.~~

## X. WEBSITE

Website emails: Communication with and availability to the public is an essential element to the role of each Trustee. Therefore, the Library website shall have an email address or other electronic avenue which directs public comments and messages directly to the Chairperson of the Board of Library Trustees, which emails shall be discussed at every Library Board meeting. As of 2019, the email address was [www.libraryboardoftrustees@douglas.lib.nv.us](mailto:www.libraryboardoftrustees@douglas.lib.nv.us).

## XI. CALENDAR

1. Every January new Trustees shall be selected by the Board of County Commissioners.
2. Every August the Library Board will start the process of establishing objectives for the achievement of the long range goals.
3. Every September the Library Board will start the development of the upcoming fiscal year's budget in consultation with the Library Director.
4. The Library Board shall, by October of each year, discuss, update, review, and approve:

- a. A 10-year long range plan;
  - b. Set goals and milestones for the upcoming calendar year;
  - c. Set specific expectations and objectives for the Library Director for the upcoming calendar year; and
5. Complete the annual evaluation of the Library Director prior to the annual anniversary of the Director’s date of employment.

XII. CONFLICT OF INTEREST

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

XIII. AMENDMENT

X. AMENDMENT

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

EFFECTIVE THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_ By: \_\_\_\_\_  
\_\_\_\_\_ Chairperson

~~LIBRARY BOARD OF TRUSTEES  
APPROVED 1997, 2001, FEBRUARY 26, 2008~~



BOARD OF TRUSTEES  
BYLAWS  
DOUGLAS COUNTY PUBLIC LIBRARY

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees, located in Douglas County, Nevada. The term "Library Board" will be used in these Bylaws interchangeably with the official name.

~~As a governing board, under NRS 379, the Board establishes bylaws for the management of the Library and the Board.~~

II. PURPOSE

The purpose of the Douglas County Public Library Board of Trustees shall be to carry out the powers and duties and assume the responsibilities set forth for Library Trustees under Nevada Revised Statute 379.

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five members who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law. Applications are available from the County Manager's office.
2. Trustees are appointed for a four year term expiring December 31 of the fourth year. Trustees shall hold office until their successors are appointed and qualified.
3. Vacancies in the office of Library Trustee must be filled by appointment by the Board of County Commissioners. Trustees appointed to fulfill an unexpired term shall serve the remainder of the term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any Trustee who fails, without cause, to attend three (3) consecutive meetings of the Trustees, in accordance with NRS 379.020. A recommendation for such removal will be acted upon by the Library Board of Trustees at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action. It shall be the duty of the chairperson to notify the appointing officials. (NRS 379.020, Section 5)
6. Former employees of Douglas County, including Douglas County Public Library, are not eligible for appointment to the Library Board until a minimum of ten (10) years after the termination of their employment.

7. The Library Board shall serve without compensation.

#### IV. ABSENCES

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

#### V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these bylaws, the Nevada Open Meeting Law (NRS 241.020) and Sturgis' Standard Code of Parliamentary Procedure.

~~2. A quorum of three members must be present at a meeting for the transaction of business at any meeting.~~

~~3. A majority vote of the quorum present shall be necessary for any act of the Library Board.~~

~~4. It is permissible for a Board member to participate remotely via communications technologies, when necessary.~~

4. Pursuant to NRS 241.00 a Library Trustee may take part in a meeting by means of teleconference or videoconference. The Library Board shall ensure that all Trustees and the members of the public who are present at the meeting can hear or observe and participate in the meeting.

#### VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson among the appointed Trustees to preside over all meetings. Nominations may be made from the floor at that time.

2. The Library Board shall elect any other officers deemed necessary by the group, generally a Vice Chair to substitute for the Chair, as necessary. ~~No Board member shall be eligible to serve more than one term in the same office.~~ A vacancy in an office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs. Officers shall serve a term of one year from the date of the annual meeting at which they are elected and until their successors are elected. In the absence of the chairperson, the vice chairperson shall perform all duties authorized for the chairperson.

3. The Library Board may appoint committees as the need arises, in accordance with NRS 241. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board. Committees shall serve the Library Board in an advisory role. ~~No committee shall have authority other than advisory powers.~~

~~4. A nominating committee shall be appointed by the Chair three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may~~

be made from the floor at that time.

~~5. Ad Hoc Committees for the study of special problems shall be appointed by the Chair, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.~~

6. A nonvoting secretary shall be appointed by the Library Director to take minutes of Library Board meetings and serve as Clerk to the Library Board.

## VI. MEETINGS AND RECORDS

1. All meetings of the Library Board shall comply with the provisions of Nevada Open Meeting Law, NRS 241.

2. Regular meetings of the Library Board shall be held ten (10) times a year (monthly, excluding July and December). A calendar of meeting times, dates, and locations shall be adopted at the January November meeting of each year.

3. Meetings are typically held at the Main Library in Minden, the Lake Tahoe Branch Library, or alternate locations as necessary. The location of each meeting shall be indicated on the meeting agenda.

4. Special meetings may be called by the Chair, a quorum of the Library Board, or by the Library Director and shall be called at the written request of two members or more, for the transaction of business as stated in the call for the meeting. ~~Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.~~ Written notice of all meetings must be given at least 3 working days before the meeting in accordance with Nevada Open Meeting Law (NRS 241.020).

5. Notices of meetings and agendas shall be posted in three public places, the Library's website, and at the location of the meeting, ~~and other branch library~~, observing the time frames outlined in the Nevada Open Meeting Law (NRS 241.020). ~~The location of each meeting shall be indicated on the agenda for each meeting.~~

6. Meeting agendas are the responsibility of the Library Director. Trustees may submit agenda items to the Library Director. Items to be included on a meeting agenda should be submitted by the first business day in the week prior to the meeting.

6. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

## VIII. POWERS AND DUTIES OF TRUSTEES

Legal responsibility for the operation of the Douglas County Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

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

1. Appoint and evaluate the performance of the Library Director; and, if necessary, dismiss the Director. (NRS 379.025)

2. Determine the policy of the Library to allow development of the highest possible degree of operating efficiency in the Library.

3. Hold and possess the property and effects of the Library in trust for the public.

4. Submit annual budgets to the board of county commissioners via the Library Director, containing detailed estimates of the amount of money necessary for the operation and management of the Library for the next succeeding year.

5. Supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

5. Study and support legislation which will bring about the greatest good to the Library.

6. Cooperate with other public officials and boards to promote the services of the Library and participate in maintaining vital public relations.

7. Other duties as set forth under NRS 379.025.

~~1. Select, appoint, supervise and evaluate annually a properly certified and competent library director, and determine the duties and compensation of all library employees.~~

~~2. Have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures, as well as approve all grant submissions.~~

~~3. Supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.~~

~~4. Study and support legislation that will bring about the greatest good to the greatest number of library users.~~

~~5. Cooperate with other public officials and boards and maintain vital public relations.~~

~~6. Complete Nevada Council on Libraries & Literacy Board Training within 2 months of attending their first Library Board meeting.~~

~~2. Approve and submit the required annual report to the State Library and to the Douglas County Board of Commissioners.~~

~~3. Other duties as set forth under NRS 379.025, including, but not limited to, the following:~~

~~(a) Hold and possess the property and effects of the Library in trust for the public.~~

~~(b) Prepare the annual operating budget and supplementary requests in consultation with the Library Director and submit a Board approved budget to the Board of County Commissioners, containing~~

~~detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding year.~~

~~(e) Establish bylaws and regulations for the management of the Library and their own management~~

~~(d) Acquire and hold real and personal property, by gift, purchase, or bequest, for the Library.~~

~~(k) Administer any trust declared or created for the Library.~~

~~(e) Do all acts necessary for the orderly and efficient management and control of the library.~~

The Library Board may:

(a) Make purchases and secure rooms.

(b) Authorize the merger or, subject to the limitations in NRS 379.0221, the consolidation of a town or city library with a county library district

(c) Invest the money in the appropriate library fund in accordance with the provisions of NRS 355.

#### IX. LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive **director officer of the Library** under the direction and review of the Board, and subject to the policies established adopted by the Board. The Director shall act as technical advisor to the Board. ~~The director shall be invited to all Board meetings (but may be excluded from closed sessions) and shall have no vote.~~

**The Director shall: direct the general day-to-day operation of the Library's collections, programs, and services; execute the policies adopted by the Board; be responsible for fiscal management and the Library's assets; be responsible for the direction and supervision of all staff members in the performance of their duties; the selection of Library materials, the administration of Library services, and management of the facilities; submit to the Board monthly reports; and recommend to the Board such policies as in the opinion of the Library Director will promote the efficacy of the Library in its service to the people of the community.**

#### X. Conflicts of Interest

Trustees should avoid situations in which a conflict of interest, or the appearance of a conflict of interest, could arise.

1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Douglas County Public Library in which they have a direct or indirect financial interest.

~~A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member is associated has a substantial financial interest.~~

2. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

3. A Trustee has a conflict of interest when the Trustee or any member of his or her family, directly or indirectly: **Has any personal, business or other interest or affiliation that could be construed as being Library-related, such as (but not limited to) serving as a trustee, director, employee or partner of, or owning greater than 5% of the voting stock or controlling interest in, any organization that does business or wished to do business with the Library, or receives a personal, business or other benefit as a result of the Trustee's affiliation with the Library.**

4. A Trustee has a conflict of interest when the Trustee serves on the board of the Library's affiliate organizations, such as the Friends of the Library.

#### XI. General

1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.

2. These bylaws may be amended at any ~~regular~~ meeting of the Board by majority vote of ~~all members~~ of the Library Board, provided written notice of the proposed amendment is submitted to each Trustee at least three days prior to the meeting and placed on the Library Board agenda.

Adopted by the Board of Trustees of the Douglas County Public Library on the \_\_\_\_ day of \_\_\_\_\_, 2021.

LIBRARY BOARD OF TRUSTEES  
APPROVED 1997; 2004; 2008



## Director's Monthly Report – January 2021

### ➤ **Library Operations**

- The curbside pick-up service at both libraries is very popular and successful. From December 7-January 16, which is 32 days of service, we completed 1,392 curbside service transactions. We have received very positive feedback about this service. I plan to keep curbside service in place as a permanent service, beyond the COVID restrictions.
- The annual budget process officially begins on February 1 for the 2021-22 fiscal year. Departments will be given instructions and deadlines for each segment of the process at the first budget meeting on February 1.
- Julia Brown and I visited the Carson City Library on Wednesday, January 6 to see their new remote book lockers and attend their staff training. The lockers are tied to their library system, which is the same as our system. We are exploring the options for DCPL. We are very grateful to Carson City Library for inviting us to their training.

### ➤ **Library Staff**

- A staff meeting was held on January 15. We reviewed various library services and procedures. We discussed the current research on Coronavirus in libraries, specifically the latest information about the viral presence on different types of library materials. We also discussed the public information about vaccinations and how to help people find the information they need.
- Maria Pearson is retiring and her last day is January 30. She is a Senior Library Technician and has worked for the Library for 24 years. She will be greatly missed! We are working on cross-training other staff and otherwise preparing for her departure.
- Scott Spangler, our new full time Senior Library Technician, joined the team on Monday, January 4th. He is in training and learning quickly.
- Two supervisors, Laura Treinen and Julia Brown, have been enrolled in Douglas County's Management Training Program. This is a two year program; the first classes begin in February.

### ➤ **Upcoming holidays**

The Libraries will be closed for the following upcoming holidays:

February 15, 2021 Presidents' Day

**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2019-2020**

	Year-to-Date											
	November 2019						December 2019					
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
<b>Circulation</b>												
Items Checked Out/Renewed	74,231	4,061	345	78,637	11,352	611	50	12,013	10,970	539	56	11,565
eCheckouts				12,217				2,033				2,008
New Cards Issued	698	86	99	883	96	14	7	117	86	8	46	140
Patrons	24,815	3,103	118	28,036	24,729	3,086	51	27,866	24,815	3,094	97	28,006
Library Visits	40,165	7,208	1,039	48,412	6,382	894	37	7,313	3,143	934	281	4,358
Bookmobile Stops				37				12				12
Inventory	110,929	28,853	1,635	141,417	111,031	28,756	1,656	141,443	111,618	28,808	1,643	142,069
Interlibrary Loans Requested	307	8	-	315	35	1	-	36	50	1	-	51
Interlibrary Loans Loaned	120	14	-	134	39	5	-	44	29	4	-	33
Homebound Patrons	20	-	-	20	13	-	-	13	14	-	-	14
Homebound Checkouts	780	-	-	780	137	-	-	137	29	-	-	29
Database Sessions				24,855				3,544				4,324
<b>Services</b>												
Meeting Room Use	207	25	-	232	34	4	-	38	37	3	-	40
Meeting Room Attendance	2,484	270	-	2,754	408	19	-	427	444	38	-	482
Kids' Programs	158	52	-	210	31	10	-	41	28	10	-	38
Kids' Program Attendance	2,352	403	-	2,755	524	80	-	604	265	85	-	350
Teen Programs	31	-	-	31	7	-	-	7	10	-	-	10
Teen Program Attendance	106	-	-	106	23	-	-	23	45	-	-	45
Adult Programs	13	4	-	17	1	-	-	1	1	-	-	1
Adult Program Attendance	340	6	-	346	20	-	-	20	12	-	-	12
Total Programs	202	56	-	258	39	10	-	49	39	10	-	49
Total Program Attendance	2,798	409	-	3,207	567	80	-	647	322	85	-	407
Outreach	24	-	-	24	-	-	-	-	12	-	-	12
Mobile Device Assistance	424	15	-	439	-	-	-	-	367	-	-	367
Public Computer Use	4,380	456	-	4,836	559	57	-	616	762	63	-	825
ADA-pc Use	88	22	-	110	34	2	-	36	44	20	-	64
Wireless Use	17,476	983	-	18,459	1,782	138	-	1,920	1,412	122	-	1,534
Volunteers	112	1	4	117	72	-	3	75	61	-	2	63
Volunteer Hours	1,671	-	14	1,685	458	-	9	467	233	-	5	238





## Circulation by Collection

December 2020

Collection	Location	
	Minden	Lake Tahoe
Adult Audiobook	509	22
Adult Biography	65	7
Adult CD Non-Fiction	34	3
Adult DVD	780	26
Adult Fiction	2461	101
Adult Launchpad	2	0
Adult Music	46	11
Adult Non-Fiction	669	22
Adult Spanish	1	0
Children's Audiobook	57	6
Children's Biography	25	0
Children's DVD	188	7
Children's Fiction	353	15
Children's Launchpad	6	1
Children's Music	2	0
Children's Non-Fiction	527	11
Children's Oversize	7	0
Children's Spanish	11	0
Easy Reader	207	9
Equipment	1	0
Exam Books	2	0
Large Print	717	8
Mobile Devices	2	0
Nevada	46	3
Picture Books	958	100
Video Games	2	0
Young Adult	131	3
Young Adult Graphic Novel	26	1
Young Adult Launchpad	1	0

### Hoopla

<b>eAudiobook</b>	697	<b>Movie</b>	140
Adult Non-Fiction	121	Adult Non-Fiction	39
Adult Fiction	455	Adult Fiction	72
Juv Non-Fiction	2	Juv Non-Fiction	4
Juv Fiction	119	Juv Fiction	25
<b>eBook</b>	318	<b>Television</b>	123
Adult Non-Fiction	75	Adult Non-Fiction	9
Adult Fiction	197	Adult Fiction	112
Juv Non-Fiction	5	Juv Non-Fiction	0
Juv Fiction	41	Juv Fiction	2
<b>Comics</b>	18	<b>Music</b>	43
Adult Non-Fiction	0	Adult	38
Adult Fiction	9	Juv	5
Juv Non-Fiction	1		
Juv Fiction	8	<b>Total Circulation</b>	1339

### Overdrive/Libby

eAudiobook	399
eBook	404
Adult	773
Juv	16
Young Adult	14
<b>Total Circulation</b>	803