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February 17, 2021

NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 AM on Tuesday, February 23, 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/c6Qcl1FmhA8>

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) or by sending an email to 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. 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.iqm2.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. 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.
3. For Presentation Only. Proclamation 2021PL-01, a Proclamation recognizing twenty-eight (28) years of dedicated service to Douglas County by Senior Library Technician Maria Pearson. (Trustee Kate Garrahan)
4. For Possible Action. Discussion on approval of the minutes of the January 26, 2021 and February 4, 2021 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. January 2021
 - ii. February 2021
6. For Possible Action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 1/31/2021
7. 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)

8. For Possible Action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include development of a timeline for creating the new Long Range Plan, previous goals, and/or the Board members' expectations.
9. For Discussion Only. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]
10. For Possible Action. Discussion and possible action regarding approval of FY21-22 Budget.
 - a. Base budget
 - b. Supplemental requests
 - c. New personnel requests
 - d. Capital Improvement Projects
11. For Possible Action. Discussion and possible action to select and approve a vendor for the Book Locker Project to provide better service and more options for the public to pick up library materials on hold.
12. 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. Policy on Cooperation with Other Libraries and Agencies
 - b. Interlibrary Loan Policy
13. For Possible Action. Discussion and possible action to approve a grant application to the Smallwood Foundation in the amount of \$9,250 for a mobile computer lab. The mobile computer lab will be used for programs for adults, teens, and children.
14. For Possible Action. Discussion and possible action on reallocation of funds to the professional services line in order to pay invoice #90358783 to Ogletree, Deakins, Nash, Smoak, and Stewart, P.C. in the amount of \$12,508.43 for an investigation into the facts surrounding a proposed Diversity Statement, as contracted with the Library Board and Douglas County.
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

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 at least 24 hours in advance of the meeting.

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
January 26, 2021

ATTENDEES

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

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 Cynthea Gregory; Chief Finance Officer Terri Willoughby

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

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

2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2021 [Action]

Nomination of Chairperson

MOTION/VOTE:

Trustee Jill Harper made a motion to elect Kate Garrahan as Chairperson. Chairperson Garrahan declined. Chairperson Garrahan made a motion to elect Bonnie Rogers as Chairperson. Vice Chairperson Rogers accepted. Trustee Elizabeth Tattersall made a second and the motion carried unanimously.

Nomination of Vice Chairperson

MOTION/VOTE:

Trustee Kate Garrahan made a motion to elect Heather Martin Maier as Vice Chairperson. Trustee Heather Martin Maier accepted. Chairperson Bonnie Rogers made a second and the motion carried unanimously.

3. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:

Chairperson Rogers made a motion to approve the agenda as presented. Trustee Harper made a second and the motion carried unanimously.

4. APPROVAL OF THE MINUTES OF THE DECEMBER 8, 2020 MEETING AND THE DECEMBER 15, 2020 MEETING. [Action]

MOTION/VOTE:

Trustee Harper made a motion to approve the December 8, 2020 minutes. Chairperson Rogers made a second and the motion carried unanimously.

Trustee Garrahan noted that in the December 15, 2020 minutes on page 8 under Agenda item 14, the sentence that reads in part, "...and that enforced for her...", the word "enforced" should be "reinforced".

MOTION/VOTE:

Trustee Garrahan made a motion to approve the December 15, 2020 minutes with the amendment. Trustee Harper made a second and the motion carried unanimously.

5. CONSENT CALENDAR. [Action]

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

i. 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

MOTION/VOTE:

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

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

a. 12/31/2020

Director Amy Dodson stated that in all categories the library is under budget at the half way point of the fiscal year.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the gift fund summary. Chairperson Rogers made a second and the motion carried unanimously.

7. 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. [Action]

CFO Terri Willoughby explained to the board that fund balance is like a personal savings account that the library wouldn't want to spend all of and the library fund should have a cushion because two library sources are relatively volatile and it's uncertain what the economy is going to do right now. The library doesn't want to spend or augment or add budget for operating expenses from that fund balance just like you wouldn't pay for your electrical bill from your savings account. She stated that operating expenses should be driven from the library's operating revenue. She noted that capital projects is a good use of the fund balance but it would be better to have a list of what the library would like to take on, spread them out and do like a five year plan. The county is expecting additional operating revenues so if the library's operating revenue is up than the library would be able to augment its operating expenses from those. She stated that purchasing material for China Spring would be an appropriate use of those funds because that would be a one time and unusual expense. She noted that typical regular ongoing operating library material would not be an appropriate use of fund balance. Referring to the AOFB expenditure options spreadsheet provided in the board packet, Chairperson Rogers asked if the \$90,000 for library material expenses would be part of the ongoing operating library material and CFO Willoughby answered that part of that is for the one-time purchase of material for China Spring and suggested that Amy segregate that component out of the \$90,000 and request an augment from fund balance for that. She said to determine what the most important capital project is rather than just doing an augment for building improvements because the county tracks capital improvements and has to account for those and add them to the county assets. Director Dodson stated that the fund balance does not need to be spent by the end of the fiscal year. Referring to the spreadsheet, Director Dodson noted that the fund balance can be used toward small equipment and furniture, circulating technology and the portable computer lab. Everything else the library has to wait for its operating revenue to come in. She indicated that she would still like to investigate the possibility of getting a roof over the bookdrop as the weather is causing issues with snow and ice freezing the locks. CFO Willoughby stated that if Amy were to work with building services

and get a quote and have a general idea of what it is going to cost then that would be appropriate. Director Dodson noted that she would like to start circulating Kindles because the new platform is compatible with Kindles whereas the last one the library had was not. She anticipates the demand will be very high. She stated that in the next Agenda item there will be a discussion about book lockers and asked the board to keep that in mind when deciding what to use the fund balance for and that book lockers would be a good use of those funds. Trustee Garrahan asked if \$500 can be set aside for Lake Tahoe Juvenile Detention Facility if the demand for material should arise and Director Dodson answered yes or the library can wait and see what comes in in terms of additional revenue. Trustee Garrahan reiterated that the library can keep the \$10,000 for small equipment and furniture, \$1,000 for circulating technology, \$2,000 for library material for China Spring and \$10,000 for the portable computer lab. Director Dodson noted that the board can set aside the purchase of portable computers and revisit later and Chairperson Rogers agreed that the portable computer lab should be set aside until we have more information and a plan for the use of the lab.

MOTION/VOTE:

Trustee Tattersall made a motion to approve, in addition to the book lockers, \$10,000 on small equipment and furniture, \$1,000 for circulating technology and \$2,000 for China Spring material. Trustee Rogers made a second and the motion carried unanimously.

CFO Willoughby clarified that the remaining amount of the Adjusted Opening Fund Balance will roll into the new fund balance next year.

8. 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). [Action]

Director Dodson noted that the library received one quote from D-Tech which is the same vendor that Carson City Library used for their book lockers and is compatible with the library's integrated library system. She stated that she did request quotes from two other vendors but has only received the one. She explained that a book locker is like a smart parcel locker and similar to an Amazon locker and operates like a branch or a library dispenser. There is a touch screen in the middle of the locker and a scanner for a library card so the patron just scans his/her library card and his/her locker opens with the requested materials inside. She noted that the locker is accessible 24 hours a day and it provides services the library is unable to provide right now especially at the lake. The locker will help expand the library's services and satisfy more customers as well as provide service to those who are unable to come to the library during operating hours. Referring to the quote provided in the board packet, she stated that the initial quote is about \$31,000 which is the same that Carson City paid for their lockers and that includes the graphics that is put on the lockers. Trustee Garrahan asked if there would be difficulty running internet and electricity at the lake and Director Dodson answered no that everything is up to date and running better than it ever has. Trustee Tattersall asked how soon the lockers can be installed and operational and the influence of weather on the operation.

Director Dodson stated that she did not know when they would be installed and operational, possibly a couple months but would learn more after watching the demo this afternoon. As for the weather the lockers are weather resistant but it is probably better to have some shelter over the lockers. Vice Chairperson Martin Maier requested getting more data on the lockers' usage and what it means to patronage at other libraries who have these lockers. Director Dodson noted that if the lockers were put in remote locations it would be difficult to travel and fill the lockers and empty the lockers every day and by having them at the libraries it would be easier and quicker to maintain and easier and quicker to fill when a request for items come in. Chairperson Rogers stated that if the board approves this the library is committing to \$2,500 a year for five years or more and it's coming out of next year's budget. She noted that she thinks it's a good idea but it's important to understand the full costs. Director Dodson suggested to the board that they could vote on a maximum dollar amount so that any other quotes come in the library could immediately reject them or ask for a lower quote and the board wouldn't have to have a special meeting to review any other quotes. She recommended getting one locker for each library to increase services and availability for patrons. She noted the lockers can be moved if the library chooses to place the lockers somewhere else. Chairperson Rogers stated that the exact dollar amount on the quote is \$31,935 so the library would have to set aside \$32,000 and Trustee Tattersall noted that if the library doesn't have the graphics put on the lockers they would save \$750. Director Dodson explained that the library doesn't have to use D-Tech to do the graphics wrapping and can instead find a local vendor who can do it at a far lesser cost. Trustees Harper and Tattersall agree that from an hours of operation stand point the lockers are a good idea to have accessible for the public. Director Dodson stated that if the board approved two lockers it would be roughly \$62,000 and that would be a really good use of the Adjusted Opening Fund Balance. She agrees with CFO Terri Willoughby that some of the funds should be saved into Capital Projects and set aside for the future, but does feel that this purchase is necessary and relevant. Referring to the quote and the first two line items Chairperson Rogers suggested a smaller locker at the lake which would save \$8,495 and the larger locker in Minden referring to the first three line items on the quote.

MOTION/VOTE:

Trustee Tattersall made a motion to approve up to \$55,000 for this project to include installation both at the lake and in the valley. Trustee Garrahan made a second and the motion carried unanimously.

CFO Terri Willoughby reminded the board that this is just a budget and that county purchasing policy will still have to be followed. Director Dodson noted that she will have to take this to IRC and let them know that the board has approved this dollar amount and get their approval to move forward and bring to BOCC.

- 9. 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 12/15/20 meeting; third reading

Director Dodson stated that she implemented the changes that the board wanted see.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the changes. Trustee Garrahan made a second and the motion carried unanimously.

b. Library User Suggestions and Grievances Policy - revised at 12/15/20 meeting; third reading

Director Dodson noted that this is the final version that incorporates all of the changes.

MOTION/VOTE:

Trustee Harper made a motion to approve the final version. Trustee Tattersall made a second and the motion carried unanimously.

c. Materials Collection in Detention Facilities - update policy language to describe current practices

Director Dodson stated that this is the first reading of this policy with the suggested changes. She noted that the system that is in place now is incorporated in this policy with the changes. Trustees Tattersall and Garrahan noted some typos and misspellings. Chairperson Rogers suggested on page 4 and 7 changing the word "wishes" to "recommends".

MOTION/VOTE:

Chairperson Rogers moves to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

d. Policy On Exhibits And Displays - update policy language for clarification and to describe current practices

Director Dodson noted that this policy has been in place for a long time and not many changes were made. Most of the changes were about bulletin boards and facilities. Trustee Tattersall noted some typos. Chairperson Rogers commented that in these policies there are inconsistencies in the spelling of the word "library" with a lower case "l" or an upper case "L" and that the word "library" does not need to be capitalized.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the policy with the changes and the corrections to the typos. Vice Chairperson Martin Maier made a second and the motion carried unanimously.

e. Policy On Gifts - update policy language for clarification

Director Dodson stated that this policy is very out of date and just needed to be cleaned up. She noted that there was a public comment regarding donations being tax deductible and she explained that even though the library is a government library donations are still tax deductible by the IRS. When the library receives donations the patron is given a receipt at their request which does not give any value of the item or items received, just the quantity amount of what was received. She noted that when the library receives cash donations, a thank you letter is sent. Trustee Tattersall noted that the words "county" and "library" shouldn't be capitalized.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

f. Registration Of Borrowers Policy - update policy language for clarification

Director Dodson stated that the changes she made align with the current procedures. Trustee Garrahan noted that the two sentences in regards to replacement cards is repetitive and should be one sentence that reads, "Replacement cards are issued for a \$1.00 fee." Trustee Tattersall commented that number 4 on page two should just read, "A current telephone number with a United States area code." Chairperson Rogers noted that sentences that have the words "the Library Supervisor" should read "a library supervisor" now that there are three library supervisors for the library. Trustee Tattersall noted some typos. Chairperson Rogers asked to change "their minor child" to "the minor child".

MOTION/VOTE:

Chairperson Rogers made a motion to approve the policy with the changes. Trustee Harper made a second and the motion carried unanimously.

10. DISCUSSION AND POSSIBLE ACTION REGARDING IN-PERSON LIBRARY SERVICES, HOURS OF OPERATION, AND CLOSURES IN RESPONSE TO THE COVID PANDEMIC. [Action]

Chairperson Rogers stated that she has been getting comments from the community about why the library isn't following Governor Sisolak's guidelines that gathering in public buildings is at 25% capacity. She commented about Carson City Library's new programs and what they've done for the community throughout the year and how this library should be reaching out to the community and showing them that the library is doing things to benefit the public. Director Dodson stated that she receives a lot of positive feedback about our online programs and all the things the library offers despite the fact that the library is closed for browsing. Vice Chairperson Martin Maier noted that the library should consider opening to the public and commented that an online catalog does not replicate the experience of coming inside the library and browsing the shelves. Trustee Garrahan agrees that the library should be open for browsing and with curbside

and the online services she doesn't feel that there will be a large influx of people coming in. Director Dodson reminded the board that studies in the library profession show different lengths of time the virus lives on various surfaces. If there is one book sitting on a table the virus only lives one to two days but if there are a stack of books together in a bag or in the return bin the virus lives much longer. Trustee Harper asked what other libraries are doing especially in Northern Nevada and Director Dodson answered that the two closest libraries which are Washoe County and Carson City are doing curbside only and believes that most all libraries are doing curbside only or some kind of pick-up service with maybe one or two exceptions. She noted that she has spoken to staff a lot about this and they feel it would be safer to stay closed and she feels the same way. She stated that libraries are different than other businesses because there are so many things in the library that people can touch or sneeze on or cough on and it's concentrated inside of the building. Staff will be extra cautious and probably a little scared. Trustee Tattersall stated that she thinks the library shouldn't rush to have people in the library and noted that 40% of all the cases that existed in the QUAD county area are active today. Trustee Garrahan stated the Governor's guideline for occupancy is a maximum of 25% so the library could choose to do a lesser occupancy at 10%. Vice Chairperson Martin Maier noted that it would be good word of mouth PR if the library shows they are making an effort to make accommodations especially since it is allowed to have a certain percentage of people inside public places as set by the Governor. Director Dodson stated that the library could set a date or set some other benchmark like when certain statistics are met about positivity rate as a goal for when it's safe to reopen. She noted that the issue is not with sanitizing material or touching books and putting them back on the shelf because a system has been developed for that, it's about human risk and risk factors to the staff. This is an issue of science. She stated the library will continue to find innovative ways to serve the public whether the library is closed or not and that a benchmark needs to be set so the board can decide exactly at what point the library will reopen. Trustee Tattersall agreed a benchmark needs to be set based on the number of cases or percentage of vaccines in the county rather than just say the library will be opening back up in 2 weeks. The library could set a benchmark that it will open for browsing when 20% of the county has received the first dose of the vaccine. Trustee Harper commented that setting a benchmark is a good idea and it would be helpful to talk to other libraries and understand what their point of view is and that way the library is more consistent with other libraries. Then the library can do a newspaper article or a press release informing the public why the library is making the decisions that they are with facts and statistics. Trustee Garrahan commented that if the bookmobile can get back in service and out into the community that would alleviate some of the browsing hour needs because people can go to the bookmobile and get the items they need there. Director Dodson reiterated that if the board set some kind of concrete benchmark or statistic the community would be more understanding because some of the people who have complained have asked about so many different factors that it is hard to answer those questions. It would be easier to answer those questions if there was some concrete plan in place and at some point the library can say it is going to open for limited browsing or full-time browsing, whatever the board decides, rather than do more research. Deputy District Attorney Cynthia Gregory stated that the county does follow the Governor's directive of 25% or less occupancy if it is a building accessible to the public. She noted that the county does have a public health officer, Dr. Holman, who would be available to talk to the board about whether there is a reason for the library to vary from that 25%. From a policy perspective the direction is going to be made based on the library's mission statement and focusing on that is to provide comprehensive services whether it be going on line, doing curbside

or coming into the library. She stated that the board needs to determine what the overall policy is that they would like to see followed and Director Dodson can go from there and figure out the operational aspect of how to put that in place. Trustee Harper commented that she thinks there should be some research and make it based on science. Trustee Garrahan suggested that Amy consult with Dr. Holman and come back to the board with the information he provides so the board can make an informed decision. Vice Chairperson Martin Maier stated that she is in favor of scheduling a special meeting in 2 weeks and discuss what guidelines Dr. Holman provides.

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion to schedule a special meeting for February 9th to get the information from the public health officer. Trustee Garrahan made a second and the motion carried unanimously.

11. DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE BUDGET, SERVICES, HOURS OF OPERATION, AND PROGRAMS IN RESPONSE TO THE COVID PANDEMIC. [Action]

Director Dodson stated that during the two on one meeting there was a discussion on ways the library can provide programs through the bookmobile. An idea that was discussed was using the bookmobile for Storytime and having it outside in front of the library depending on the weather. She noted that she has already discussed this with the Youth Services Librarian and they are working on a plan. She stated that for regular operations of the bookmobile there is no money in the budget for operating the bookmobile and that the biggest expense is in gas and maintenance which is roughly \$6,000 a year with \$3,000 to \$4,000 of that going towards gas. If the library has programs at the library through the bookmobile the library would just have a limited amount of people going in the bookmobile. Chairperson Rogers asked if the bookmobile can be taken to the community center and have one or two people in at a time for browsing and Director Dodson answered yes but budget wise money would have to be moved around from one category to another in order to put a budget into the bookmobile line. She noted that it is uncertain if the library will be getting additional revenue. Chairperson Rogers asked if the funds can come out of the gift fund and Amy stated that there is \$74,000 in the gift fund and the funds can come out of that.

MOTION/VOTE:

Trustee Garrahan made a motion to move the \$6,000 from the gift fund into the bookmobile fund. Trustee Harper made a second and the motion carried unanimously.

12. 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)

MOTION/VOTE:

Chairperson Rogers made a motion to move this Agenda item to the next meeting and make it the first item of discussion as there is a lot to discuss. Trustee Harper made a second and the motion carried unanimously.

13. 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. [Action]

Director Dodson stated that Chairperson Rogers and Trustee Garrahan asked her to reach out to UNR's School of Business to learn about their services with helping with long range plans because they had also done the strategic plan for the Carson City Library and the Lyon County Library. The person who would be willing to work with the library on the long range plan is Professor Fred Steinman. The pricing he says varies but is competitive compared to other consultants. He's available to do a presentation on the final plan either to the board or to the commissioners. She noted that other options are using the State Library's consultants to do strategic planning and they will do it at no cost or the board can choose to hire another consultant. Director Dodson stated that the way the budget looks now she is in favor of using the State Library and the only cost the library would incur which would be very low is in marketing and community surveys or focus groups. Trustee Garrahan stated that she is also in favor of using the State Library. Chairperson Rogers agreed but also have the consultants do the community surveys and get the input from the community of what the library's strengths and weaknesses are and what opportunities the library has. Director Dodson stated that she has spoken with the State Library preliminarily to ask about availability and if they would help and they said they would be happy to help. She stated that the timeline for creating the new long range plan would be best set after speaking with the State Library first. Chairperson Rogers suggested that the consultants from the State Library come to a board meeting to set out a plan for what they are going to do.

MOTION/VOTE:

Trustee Garrahan made a motion to direct Amy to reach out to the State Library to have them work on the library's strategic plan and to set up times when they can attend the board's meetings. Trustee Harper made a second and the motion carried unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON SCHEDULING TWICE-MONTHLY NON-QUORUM MEETINGS WITH THE LIBRARY DIRECTOR AND MEMBERS OF THE BOARD. [Action]

Director Dodson stated that it was determined at the last meeting that the two on ones would be the chairperson and rotating members of the board. She asked which days would be best for the twice a month meetings. Trustee Garrahan clarified that the meetings will be once a month. After some discussion Trustee Garrahan suggested that the meetings be the second Thursday of the month at 10:00 a.m. and that Chairperson Rogers would decide which trustee will join her for

the meetings. Director Dodson noted that the next meeting will be on February 11th with Chairperson Rogers and Vice Chairperson Martin Maier and that all meetings will be held at the library.

15. 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.

CLOSING PUBLIC COMMENTS.

Trustee Garrahan asked for public comment. Veronica stated that there were three voicemails received. The voicemails were played for the board and Veronica will transcribe them and include them as supplemental material.

THE MEETING ADJOURNED AT 1:04 P.M.

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
February 4, 2021

ATTENDEES

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

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 Cynthea Gregory

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment. Veronica Hallam stated that she received two public comment emails yesterday before 4:00 p.m. and submitted them as supplemental material before this meeting and distributed to the trustees. She received one public comment email this morning and will submit that email as supplemental material after this meeting and distribute to the trustees.

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

2. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:

Trustee Kate Garrahan made a motion to approve the agenda as presented. Vice Chairperson Heather Martin Maier made a second and the motion carried unanimously.

3. DISCUSSION AND POSSIBLE ACTION ON CONTINUING THE PHASED REOPENING PLAN IN RESPONSE TO THE COVID PANDEMIC, INCLUDING BUT NOT LIMITED TO, GOVERNOR'S EMERGENCY DIRECTIVES, IN-PERSON LIBRARY SERVICES, HOURS OF OPERATION, SAFETY MEASURES, CURBSIDE AND VIRTUAL SERVICES, AND BUILDING CLOSURES/OPENINGS. [Action]

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion to vote to open the library for in person browsing hours beginning next Wednesday, February 8th, Monday thru Saturday from 10:00 a.m. to 4:00 p.m. Trustee Garrahan made a second.

Director Amy Dodson stated that the library needs more time to reopen and suggested Tuesday, February 16th because there are things to get ready to prepare for the reopening such as moving furniture and moving parts of the collection, adding to the display, and stepping up the sanitizing. She noted that the library needs to catch up on sanitizing items that have been in quarantine because she is going to shorten the length of time items stay in quarantine. Referring to the proposed service hours with the shortness of staff worksheet that was provided to the board as supplemental material, Amy indicated that with the three services or locations that the library has which is the library in Minden, the library at the lake and the bookmobile, the library cannot run those services concurrently because there isn't enough staff. She noted that the library is down by 20% of staff. She suggested the library have certain days that are open for browsing and certain days the library is not open for browsing so that all three service locations can be operational. She stated that she would like to keep curbside service hours the same because the community is accustomed to those hours and she doesn't suspect services to go down as there has been a large increase in curbside service. Trustee Tattersall agreed that she doesn't think curbside service will go down if the library were to open for browsing. Chairperson Rogers stated that she doesn't think having patrons in the library for browsing is an issue with the staff shortage because when people are in the library they are looking around for something they want and can still use self-checkout. If they need help they can go to the front desk. Director Dodson explained that not everyone likes to use the self-checkout and that patrons when they do need help come to the front desk to ask about their account, or putting items on hold and wanting items to be checked out so there is still a need for that front desk to be fully staffed with three people. The rest of the staff is answering phones and doing curbside service. She noted that the issue right now is with the shortness of staff and her proposal is based on that and the number of hours in a day. Trustee Elizabeth Tattersall stated that she does support some of the opening as the disease numbers are down and thinks it is reasonable to do a partial opening as opposed to a full opening at this time because of the staff shortage and the extra assignments staff has to undertake with sanitizing library jackets and keeping track of how many people are in the library. Trustee Jill Harper agreed with Trustee Tattersall and to be open in a modified version. Director Dodson noted that her reopening proposal is a phased proposal just like the state has classified everything in phases and down the road the library can open up more fully as things improve. Trustee Garrahan asked if with the staffing is it doable to have services for the bookmobile on Wednesday and Friday and the Minden library Tuesdays, Thursdays and Saturdays and Director Dodson answered that that is fine it just needs to be voted on. Chairperson Rogers asked if the Minden library can be open Monday, Wednesday and Friday and Director Dodson answered yes that is also doable. Director Dodson reiterated that the current motion is for the Minden library to be open Monday thru Friday, 10:00 a.m. to 4:00 p.m., the Tahoe library Tuesday and Thursday 10:00 a.m. to 4:00 p.m. and the bookmobile twice a week. Chairperson Rogers stated that when the board considers the reopening schedule they have to look at the calls from the commissioners and the large portion of the community, tax payers, who are angry that the library isn't open and that if the community doesn't have access to the library they will begin to think the library isn't essential. She stated that if the library doesn't begin to serve the community the library's budget will be a lot more difficult this year with the commissioners because they don't see why the library isn't open to serve the public. Trustee Garrahan stated that she agrees with Bonnie that if the library doesn't start offering in person services people are going to say why does the community need a brick and mortar library and noted that the library is a very important piece to the community and needs to be open for the public to use the facility. Trustee Tattersall commented that the board is in agreement that the library should be open for browsing, just not

in agreement with how many days a week the library should be open for browsing. She stated that she supports the library not being open 5 to 6 days a week for the Minden branch but 3 days a week for the Minden branch and that maybe in a month from now increase the amount of days the library is open. Vice Chairperson Martin Maier stated that being open just three days a week is too few. She will negotiate between three and six days a week but three days is not showing a robust service to the community. The community needs access to the full extent that the library can provide. She stated that she would be in agreement for Trustee Garrahan to amend the motion for the days the Minden branch is open to Monday, Tuesday, Thursday and Friday, the bookmobile in service Wednesday and Friday and the Tahoe branch open Tuesday and Thursday. Director Dodson requested that the board consider Tuesday, Wednesday, Thursday and Saturday for the Minden branch because those are the busiest days and Mondays are difficult with fewer staff and are usually lighter in service. The bookmobile and Tahoe branch services remain as amended.

AMENDMENT TO MOTION/VOTE:

Trustee Garrahan amends the motion to have Tuesday, Wednesday, Thursday and Saturday browsing hours at the Minden branch, Wednesday and Friday for the bookmobile and the Tahoe branch remains at Tuesday and Thursday starting February 11th. All were in favor and the motion carried unanimously.

CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked if there was any public comment. Veronica stated that she had not received any public comment.

Director Dodson stated as public comment that this will be on the agenda for the next regular board meeting which is on February 23rd, at which point the board can evaluate how things are going with these hours and possibly talk about opening more in the months ahead.

THE MEETING ADJOURNED AT 10:52 A.M.

Lib. Board of Trustees Mtg 2/23/21
Consent Calendar
Agenda Item 5a

Gift Fund Claims
January / February 2021

*OverDrive	Friends of the Library grant funds - Ebooks & Eaudio books	03611	\$ 103.00
Center Point Large Print	Helen Raso Memorial donated funds – large print books	03626	\$ 158.21
*Baker & Taylor	Friends of the Library grant funds - Books for China Spring	03627	\$ 1,123.20

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 20-21

2/17/2021

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
OverDrive	1/28/2021		103.00		Friends of the Library grant funds - ebooks & eaudio books
Center Point Large Print	2/9/2021		158.21		Library materials purchased with donated funds- Helen Raso Memorial
Baker & Taylor	2/9/2021		1,123.20		Library materials for China Springs- Friends
TOTALS		0.00	7,052.97	89.28	\$7,142.25
		Programs	Materials	All others	\$7,142.25



Library Expense Budget Performance Report

Fiscal Year to Date 01/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rct'd	Prior Year YTD
Fund 224 - Library										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	799,403.00	.00	799,403.00	49,945.66	.00	364,323.06	435,079.94	46	.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	Camp Payout	.00	.00	.00	.00	.00	69.03	(69.03)	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	14.36	(14.36)	+++	.00
511.171	Holidays	.00	.00	.00	5,808.08	.00	25,593.76	(25,593.76)	+++	.00
511.172	Camp Paid	.00	.00	.00	400.59	.00	2,871.34	(2,871.34)	+++	.00
511.173	Vacation	.00	.00	.00	2,611.10	.00	28,003.19	(28,003.19)	+++	.00
511.174	Sick	.00	.00	.00	1,684.20	.00	12,203.45	(12,203.45)	+++	.00
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$799,403.00	\$0.00	\$799,403.00	\$60,449.63	\$0.00	\$437,016.84	\$362,386.16	55%	\$0.00
Employee Benefits										
511.181	Retirement	227,970.00	.00	227,970.00	17,231.43	.00	123,377.31	104,592.69	54	.00
511.182	Workers Comp	19,795.00	.00	19,795.00	1,502.72	.00	10,866.19	8,928.81	55	.00
511.183	Group Insurance	114,654.00	.00	114,654.00	9,538.36	.00	59,383.86	55,270.14	52	.00
511.184	Unemployment	4,031.00	.00	4,031.00	305.28	.00	2,237.97	1,793.03	56	.00
511.186	Medicare	11,672.00	.00	11,672.00	851.88	.00	6,102.71	5,569.29	52	.00
511.189	Cell Phone Stipend	780.00	.00	780.00	255.00	.00	2,210.00	(1,430.00)	283	.00
511.195	Social Security	572.00	.00	572.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret/Medical	6,708.00	.00	6,708.00	.00	.00	3,354.00	3,354.00	50	.00
Employee Benefits Totals		\$386,187.00	\$0.00	\$386,187.00	\$29,684.67	\$0.00	\$207,532.04	\$178,654.96	54%	\$0.00
Services & Supplies										
520.029	Program Underwriting	.00	635.00	635.00	40.25	.00	(594.25)	1,229.25	-94	.00
520.045	Computer System	54,291.00	.00	54,291.00	1,871.00	.00	22,372.28	31,918.72	41	.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	871.06	.00	6,204.31	(704.31)	113	.00
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	.00	.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 01/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rcd	Prior Year YTD
520.085	Communications	5,580.00	.00	5,580.00	384.75	.00	1,864.85	3,715.15	33	.00
520.088	Utilities	30,000.00	.00	30,000.00	1,373.49	.00	13,886.89	16,113.11	46	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	8.85	.00	1,300.34	199.66	87	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	.00	.00	935.51	21,517.49	4	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	.00	.00	4,623.21	(123.21)	103	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	.00	.00	2,736.48	2,736.52	50	.00
520.116	Veil. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	300.57	.00	1,848.04	1,151.96	62	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	.00	.00	16,135.50	16,135.50	50	.00
520.169	EMRB Assessment	100.00	.00	100.00	.00	.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	91.39	.00	644.32	355.68	64	.00
520.200	Training & Education	.00	.00	.00	.00	.00	438.00	(438.00)	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	374.94	.00	2,154.99	1,945.01	53	.00
521.100	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	897.27	8,116.95	5,564.01	(6,680.96)	195	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	87,240.50	87,240.50	50	.00
530.001	Circulation Supplies	500.00	.00	500.00	57.40	.00	1,785.96	(1,285.96)	357	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	37.31	(37.31)	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	15,817.91	66,423.99	71,487.39	(15,560.38)	113	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	284.54	5,113.05	3,463.27	(7,576.32)	858	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	271.05	.00	1,007.53	(507.53)	202	.00
533.802	Small Equipment	.00	.00	.00	44.21	.00	8,863.85	(8,863.85)	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	220.46	.00	1,988.11	(988.11)	199	.00
533.817	Small Projects	.00	8,074.00	8,074.00	.00	.00	3,342.82	4,731.18	41	.00
540.012	Statewide Collection Gran	.00	7,386.00	7,386.00	.00	.00	7,424.46	(38.46)	101	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	29.63	.00	182.27	217.73	46	.00
<i>Services & Supplies Totals</i>		\$480,000.00	\$16,095.00	\$496,095.00	\$22,938.77	\$79,653.99	\$269,017.96	\$147,423.05	70%	\$0.00
<i>Capital Outlay/Projects</i>										
562.000	Capital Projects	.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	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$113,073.07	\$79,653.99	\$913,566.84	\$688,464.17	59%	\$0.00
<i>Department 804 - Library Totals</i>		(\$1,665,590.00)	(\$16,095.00)	(\$1,681,685.00)	(\$113,073.07)	(\$79,653.99)	(\$913,566.84)	(\$688,464.17)	59%	\$0.00
<i>Fund 224 - Library Totals</i>		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$113,073.07	\$79,653.99	\$913,566.84	\$688,464.17		\$0.00
Grand Totals		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$113,073.07	\$79,653.99	\$913,566.84	\$688,464.17		\$0.00

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 01/31/21
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										
<i>Services & Supplies</i>										
532.061	Library Gift Fund	.00	.00	.00	320.46	.00	5,860.84	(5,860.84)	+++	9,674.76
<i>Services & Supplies Totals</i>		\$0.00	\$0.00	\$0.00	\$320.46	\$0.00	\$5,860.84	(\$5,860.84)	+++	\$9,674.76
EXPENSE TOTALS										
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$320.46)	\$0.00	(\$5,860.84)	\$5,860.84	+++	(\$9,674.76)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$320.46	\$0.00	\$5,860.84	(\$5,860.84)		\$9,674.76
Grand Totals		\$0.00	\$0.00	\$0.00	\$320.46	\$0.00	\$5,860.84	(\$5,860.84)		\$9,674.76



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
Fund Category Governmental Funds							
Fund Type Governmental-Spec Revenue							
Fund 235 - Library Gift Fund							
REVENUE							
Department 000 - Revenue							
Interest Revenue							
361.211	Invest. Earnings-LGIP	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	113.65	97%	388.55
Miscellaneous Revenue							
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
REVENUE TOTALS		\$43,073.00	\$376.65	\$13,461.23	\$29,611.77	31%	\$30,026.53
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
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 & 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
EXPENSE TOTALS		\$43,073.00	\$1,299.50	\$5,540.38	\$37,532.62	13%	\$6,393.18
Grand Totals							
REVENUE TOTALS		43,073.00	376.65	13,461.23	29,611.77	31%	30,026.53
EXPENSE TOTALS		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>	\$75,175.23	\$13,498.35	\$4,518.00	\$84,155.58	\$66,703.99
<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>	(\$240.00)	\$4,480.88	\$5,540.38	(\$1,299.50)	(\$530.22)
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(42,540.42)
	<i>Fund Balance Totals</i>	(\$74,935.23)	\$0.00	\$0.00	(\$74,935.23)	(\$42,540.42)

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. ~~I.~~ 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 ~~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 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 ~~b~~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 ~~a~~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 normally 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 the~~ 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~~ 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 Literary 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 L 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.

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, 2004, 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.~~

~~(c) 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**

Long Range Plan 2011 through 2020:

Goal # 1 - Douglas County residents and visitors will access the digital world using high-speed connectivity, emerging technologies and guidance from specialists in information, media and technology

Goal #2 - Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers

Douglas County Public Library
 Budget FY21-22
 Services & Supplies

Account	Account Description	FY18-19 Actual		FY19-20 Actual		FY21-22 Proposed	
520.029	Program Underwriting	5,443.39	7,323.44	7,300.00	Library programs		
520.045	Computer System	64,312.80	57,200.56	60,000.00	Hardware, software, firewall, server, Polaris useful		
520.055	Telephone Expense	7,296.42	7,466.55	7,467.00	Frontier phone lines for faxes, security & fire alarms		
520.060	Postage/Po Box Rent	4,408.92	1,771.99	1,800.00	PO Box, notices, ILL, mail (*partially reimbursed)		
520.064	Travel	9,027.54	4,831.44	3,000.00	Staff training & mileage		
520.078	Printing & Binding	269.31	679.74	600.00	Outside printing, business cards, name tags		
520.085	Communications	0.00	244.48	3,072.00	VOIP service (previously paid from Data Lines)		
520.088	Utilities	28,798.51	29,780.17	30,000.00	Electric, Gas, Water, Trash		
520.097	Maint B&G	3,281.07	3,741.44	3,700.00	Buildings, grounds, alarms, pest control, carpet cleaning		
520.098	Janitorial Services	23,169.45	22,452.00	31,000.00	New contract \$2,576/month		
520.107	Maint Equip	4,136.75	3,517.00	3,500.00	Small Equip Maint		
520.114	Motor Pool Expense	5,840.06	5,231.00	5,231.00	Library vehicle Ford Escape		
520.116	Veh. Maint-Co Shop	0.00	-629.28	3,000.00	Bookmobile regular maintenance		
520.136	Rents & Leases Equipment	2,863.04	3,096.67	3,100.00	Copier leases & per copy fees (*partially reimbursed)		
520.156	Risk Mgmt-Co. Insurance	32,014.00	32,271.00	32,271.00	P&L Insurance based on FTE		
520.169	EMRB Assessment	90.00	75.13	100.00			
520.170	Memberships	1,033.00	530.00	1,000.00	Staff memberships ALA, PLA, NLA, MPLA		
520.194	Cell phones	502.88	1,733.64	1,733.00	Bookmobile phone and hotspot		
520.200	Training & Education	7,680.00	1,055.00	1,000.00	Training, certifications		
520.240	Data Lines	10,442.34	9,158.80	3,700.00	\$300/mo for Charter internet (*New savings of \$600/mo)		
521.100	Professional Services	1,604.00	2,537.50	0.00			
521.134	Cataloging	24,900.83	17,732.75	20,000.00	Cataloging records, EDI software		
521.500	Admin & Overhead	0.00	174,481.00	171,000.00	Cost allocations		

Douglas County Public Library
 Board of Trustees Meeting 2/23/21
 Supporting Document - Agenda Item #10

Account	Account Description	FY18-19 Actual		FY19-20 Actual		FY21-22 Proposed	
530.001	Circulation Supplies	2,184.23	1,303.85	1,500.00	Library cards, barcodes, labels		
532.003	Gas & Oil	0.00	251.13	3,000.00	Bookmobile & homebound service fuel		
532.054	Library Materials	212,856.29	207,431.41	210,000.00	Books, periodicals, A/V, etc.		
532.057	Processing Materials	11,397.62	10,031.51	11,000.00	Vendor processing		
533.800	Office Supplies	2,093.47	2,540.46	2,500.00	Office supplies		
533.802	Small Equipment	2,766.70	1,152.82	1,000.00	Equip, book carts, office machines		
533.813	Office Products Program	6,849.63	5,110.94	5,500.00	Supplies for printers/copiers		
533.817	Small Projects	1,668.16	12,460.84		Projects, displays, improvements		
540.012	Statewide Collection Grant	11,888.96	0.00	0.00	not budgeted; added later		
550.100	Bank Fees-Credit Card Processir	480.09	443.03	450.00	Credit card processing fees		
TOTALS		\$489,300.68	\$627,008.01	\$628,524.00			



CUSTOMER FOCUSED.
Customer first.

Amy Dodson
Douglas County Public Library

February 17, 2021
Valid for 30 Days

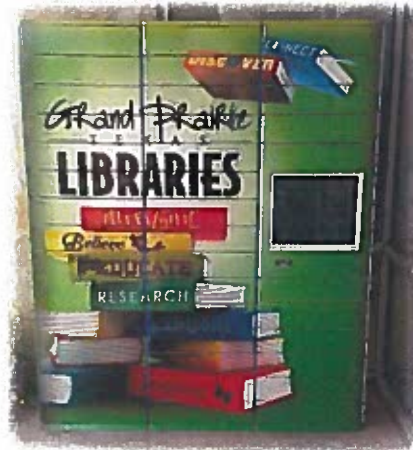
HoldIT™ Quotation Internal and External HoldIT

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	\$11,995.00	\$11,995.00
D-THOLDITM20-internal	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	\$10,995.00
D-THOLDITM40-external	15 bay locker unit. white finish- External	2	\$9,995.00	\$19,990.00
D-THOLDITM40-10ternal	15 bay locker unit. white finish- Internal	1	\$8,995.00	\$8,995.00
D-THOLDITM60E	HoldIT™ Locker finishing side panels white finish	4	\$250.00	\$1,000.00
SERVICES	Installation and training of all hardware and software to be carried out by qualified D-Tech engineers	1	\$3,700.00	\$3,700.00
Total	39 and 24 Locker solution			\$56,675.00

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	\$4,500.00
		Year 3	\$4,500.00
		Year 4	\$4,500.00
		Year 5	\$4,500.00

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



Smiota

B R A D F O R D
S Y S T E M S

Automating the Secure Exchange of Physical Goods

PROPOSAL FOR

Douglas County Public Libraries

February 17, 2021

Dave Bradford
847-344-8989
Dave@BradfordSystems.com



Proprietary & Confidential

Background and Assumptions

Background

The Douglas County Public Library is evaluating Smart Lockers to enable contactless pickup of hold orders for their patrons.

The library operates two branches in northwest Nevada.

The main branch is in Minden. The Lake Tahoe branch is at Zephyr Cove.

There are approximately 25,000 registered patrons.

ILS is Polaris.

Assumptions

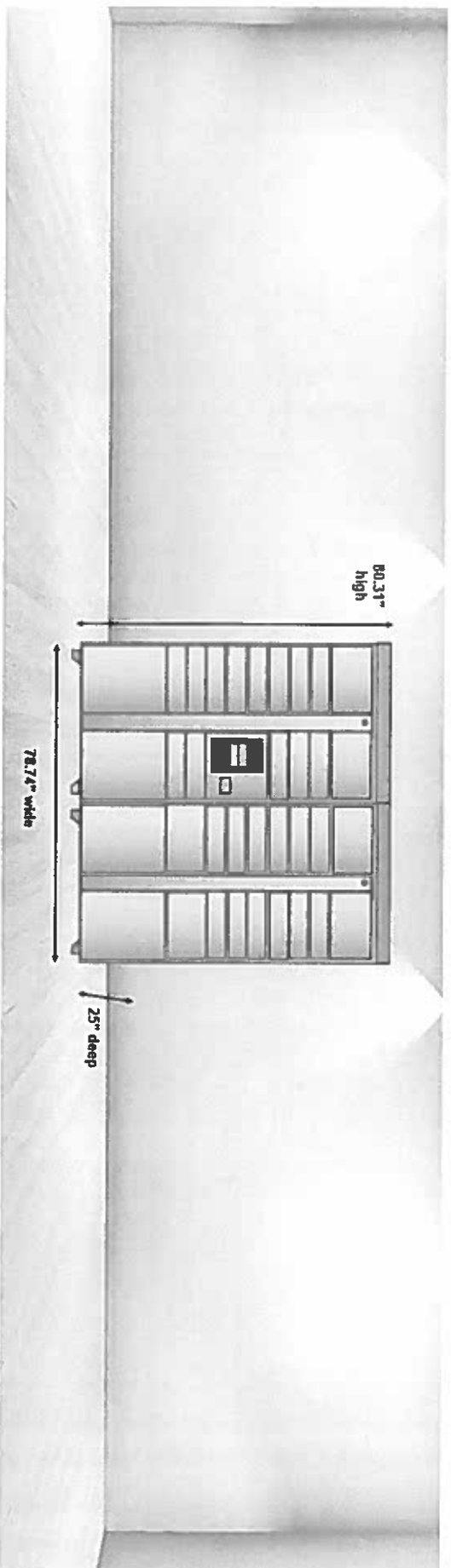
Installation will be indoor.

The libraries will provide standard power and data

Integration will be scripted SFTP upload

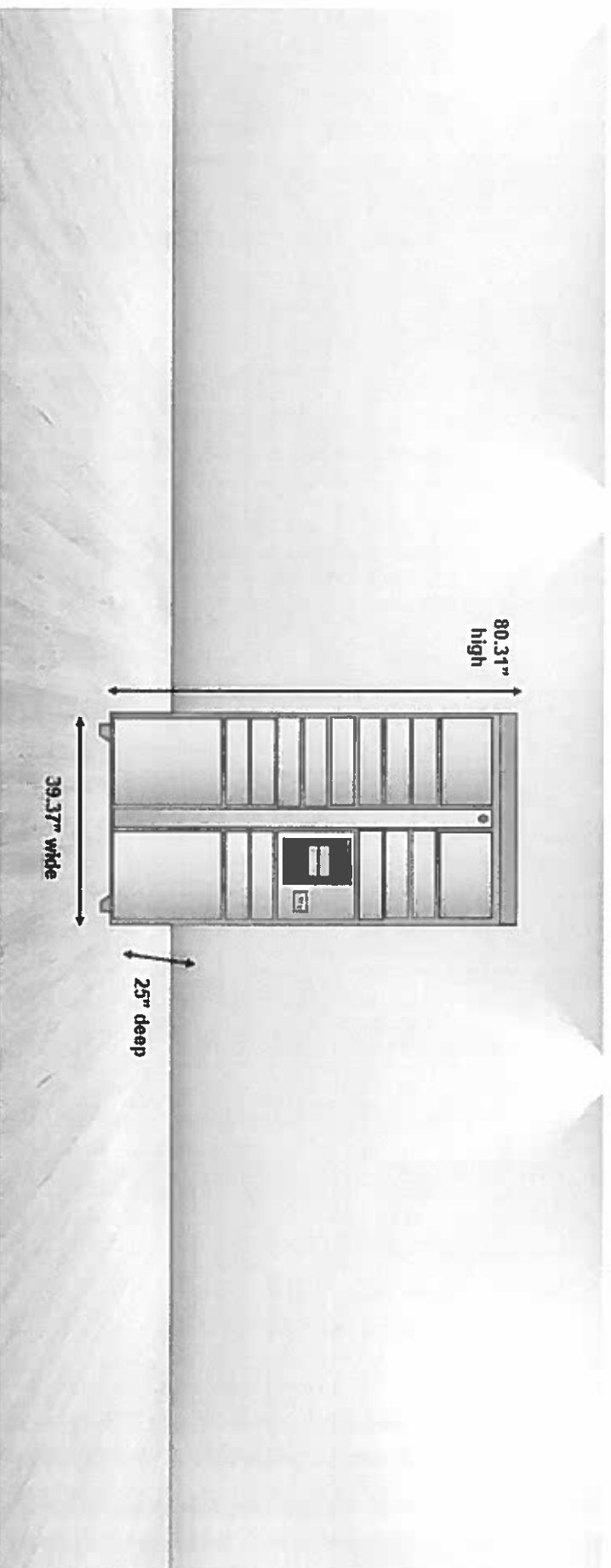
Locker Configuration-Minden

Locker Size	Number of Doors	Size (H, W, D)
Small	25	4.33 x 14 x 24"
Medium	6	9.45 x 14 x 24"
Large	4	20.28 x 14 x 24"
Total	35	



Locker Configuration-Tahoe

Locker Size	Number of Doors	Size (H, W, D)
Small	13	4.33 x 14 x 24"
Medium	2	9.45 x 14 x 24"
Large	2	20.28 x 14 x 24"
Total	17	



Pricing-Minden

Hardware and Software	Price	QTY	Subtotal
17 Door Console(13S, 2M, 2L)	\$7,753.00	1	\$7,753.00
Shipping and Installation			
Shipping & Installation	\$900.00	1	\$900.00

Subtotal **\$8,653.00**
 Discount **-\$432.65**
Total \$8,220.35

Annual Support	Price	QTY	Subtotal
Maintenance & Support (annual)	\$48.00	17	\$816.00

Total \$816.00

Pricing includes Mobile App, Remote Access, Real time Dashboard and Reporting, Email and Text Messaging.
 Maintenance includes all remote and on site software and hardware support for the term of the agreement.



Pricing-Minden

Hardware and Software	Price	QTY	Discount	Subtotal
17 Door Console(13S, 2M, 2L)	\$7,753.00	1	-\$485.00	\$7,268.00
18 Door Additional Locker Bank	\$5,380.00	1	-\$336.00	\$5,044.00
Shipping and Installation				
Shipping & Installation	\$900.00	1	\$0.00	\$900.00

Subtotal **\$13,212.00**
 Discount **-\$660.60**
Total \$12,551.40

Annual Support	Price	QTY	Subtotal
Maintenance & Support (annual)	\$48.00	35	\$1,680.00

Total \$1,680.00

Pricing includes Mobile App, Remote Access, Real time Dashboard and Reporting, Email and Text Messaging.
 Maintenance includes all remote and on site software and hardware support for the term of the agreement.

Pricing-Tahoe

Hardware and Software	Price	QTY	Discount	Subtotal
17 Door Console(13S, 2M, 2L)	\$7,753.00	1	-\$485.00	\$7,268.00
Shipping and Installation				
Shipping & Installation	\$900.00	1	\$0.00	\$900.00

Subtotal **\$8,168.00**
 Discount **-\$408.40**
Total \$7,759.60

Annual Support	Price	QTY	Subtotal
Maintenance & Support (annual)	\$48.00	17	\$816.00

Total \$816.00

Pricing includes Mobile App, Remote Access, Real time Dashboard and Reporting, Email and Text Messaging.
 Maintenance includes all remote and on site software and hardware support for the term of the agreement.

Bringing Patrons Back to Libraries; Safely



In the COVID-19 era, implementing social distancing is a challenge for institutions.
Smiota Smart Lockers can keep staff members and patrons safe with contactless deliveries.

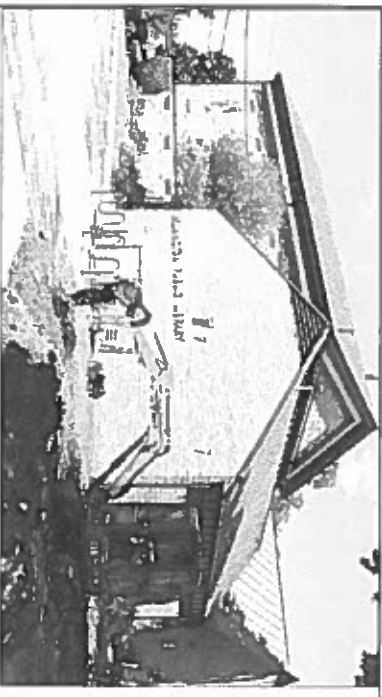
Smiota Smart Lockers make it safe with:

- ✓ Outdoor Lockers with 24/7 access for pickup
- ✓ Secure storage for holds, pickups and returns
- ✓ Automated notifications to patrons
- ✓ Contactless pick up from lockers
- ✓ Integration with popular ILS (Sierra, Polaris and more)



Smiota Smart Lockers at Wilmington Public Library

Smiota Smart Lockers installed at Wilmington Public Library, IL. They constructed a new structure to house the smart lockers and offered complementary services like a free book rack and fax machine.



THE WILMINGTON PUBLIC LIBRARY broke ground this week on a new building that will house smartlockers, so patron cars have 24-hour, contactless access to check out their materials.

Wilmington Library preps for new smartlockers

BY MARLEY SIMON

The Wilmington Public Library is set to reveal more of its new smart locker structure in the coming weeks. The library plans to return to regular hours, but will allow no more than 25 patrons to enter the building at any one time. Patrons, unfortunately, will not be able to browse, but instead will use the materials of use computers for a limited amount of time.

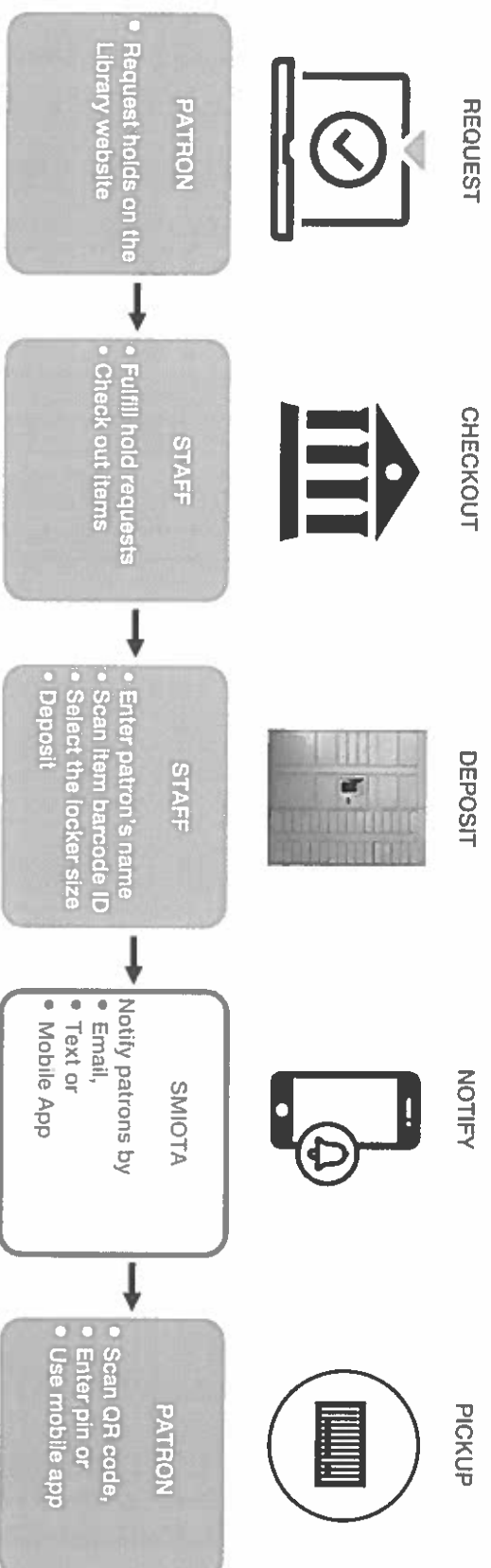
A recent hour with the library's front desk staff revealed a policy to require masks to be worn at all times. The library is taking both issues into account and is taking both issues into account. The library is taking both issues into account.

SEE LIBRARY PAGE 2



"When I was looking for a curbside holds and delivery solution during the pandemic, Smiota was quick to respond and flexible to work with. They understood the need and developed a workflow that would hold library titles and deliver them to our patrons. 24/7 pickup is an excellent service even in good times." - Maria Meachum, Library Director

Smiota Contactless Standard Workflow



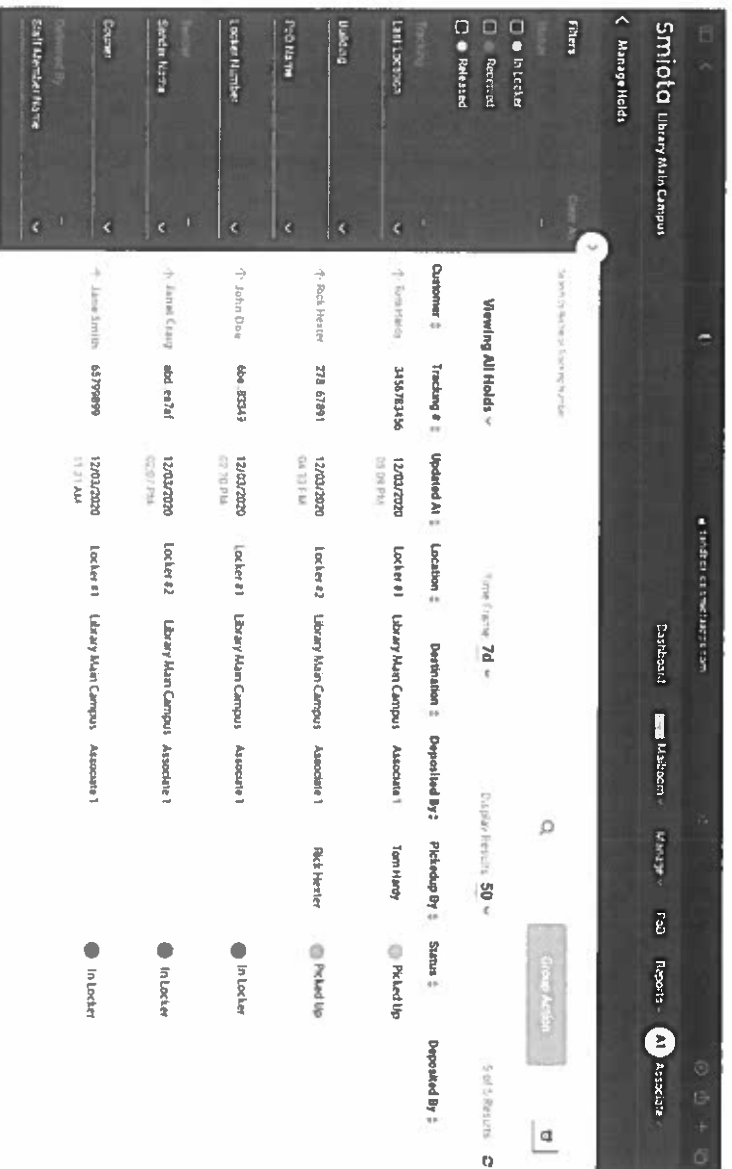
- ☑ Install and setup in a day
- ☑ Easy to use
- ☑ Minimal training required
- ☑ Automatic reminders

Comparing Standard with ILS Integration Workflow

Workflow Comparison	Standard	With ILS Integration
Patron Name Selection	Manually select patron name	Name selected automatically through barcode ID scan
Patron Notification	Sent from Smiota (will include locker number and access code)	From ILS (will include locker number, access code and title name)
Holds Checkout	Item is checked out before it is deposited in the locker	Item is checked out automatically once it is picked up by the patron
Transaction Reports	Transaction reports available only on Smiota Web App	Transaction reports available on ILS

Smiota is currently working on integration with popular ILS like Sierra, Polaris and more. Install the lockers today to use the standard solution and upgrade to an integrated solution later.

Smiota Web App for Library Staff & Admins



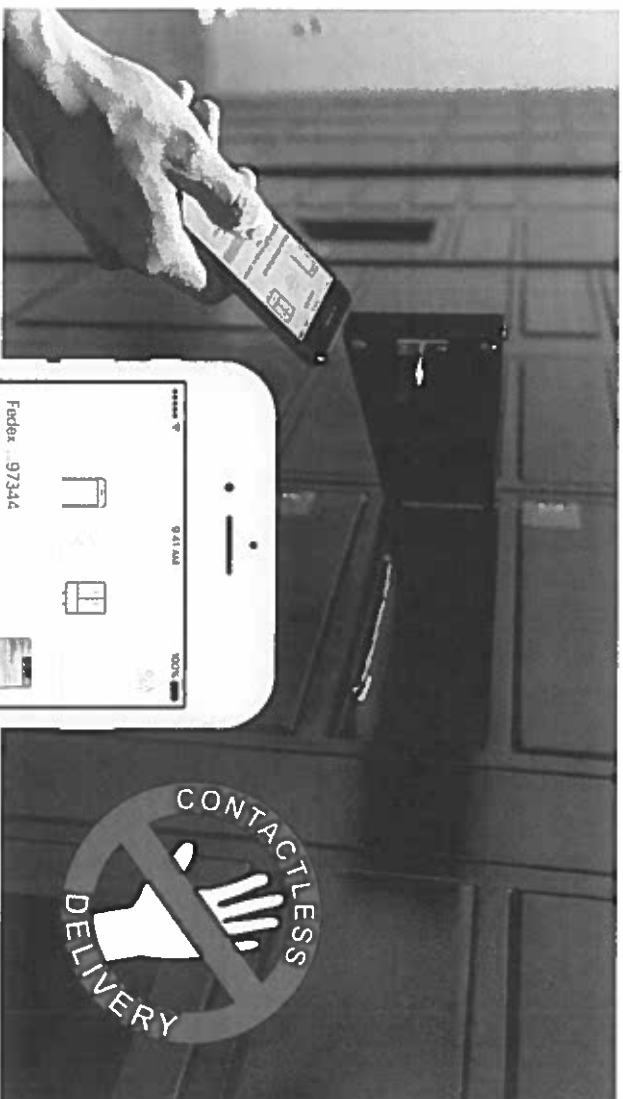
- View transactions in real time from your desktop
- Send notifications and reminders
- Manage and upload patron info
- View real-time measurable outcomes of locker utilization, pick-up efficiency, chain of custody (down to the level of a single locker and particular transaction)

Smiota Mobile App

Delivery and Pickup App: Easy to Register, Use and Manage. Included with all standard installations.

One Click Pickup: Button goes green for pickup when item is available in locker.

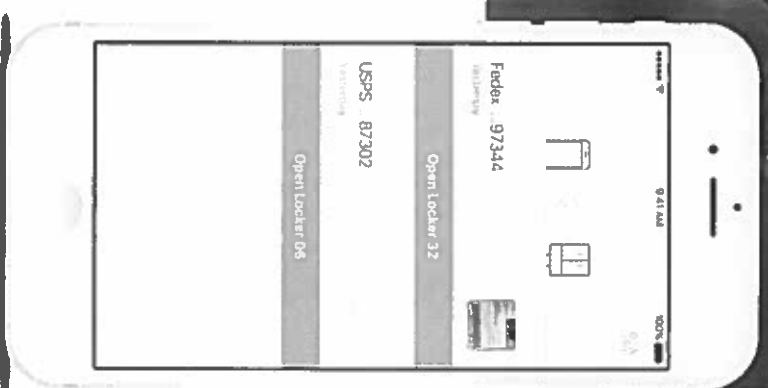
Concurrent Use: Lockers open when user is present in front of lockers. Multiple users can access lockers at the same time. Deposits and pickups can happen concurrently.



Google Play



App Store



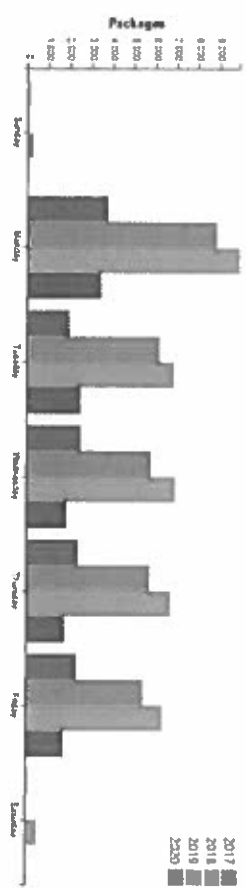
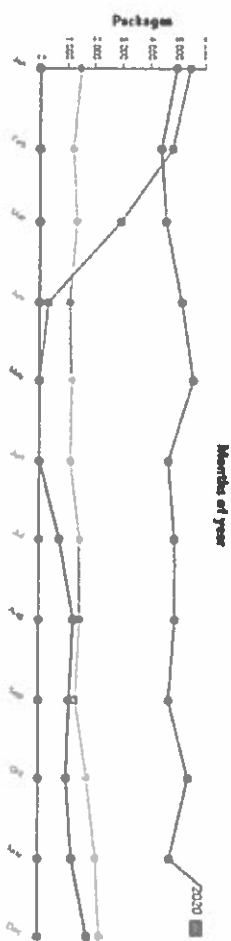
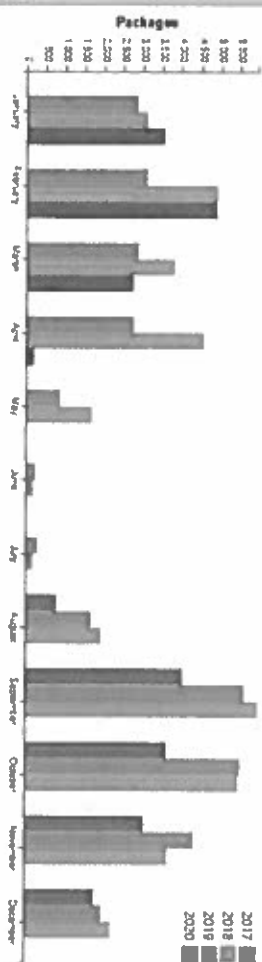
Smiota

Smiota Reports and Dashboards

Service Level Agreement Tracking: Real time SLA dashboards to manage all critical tasks

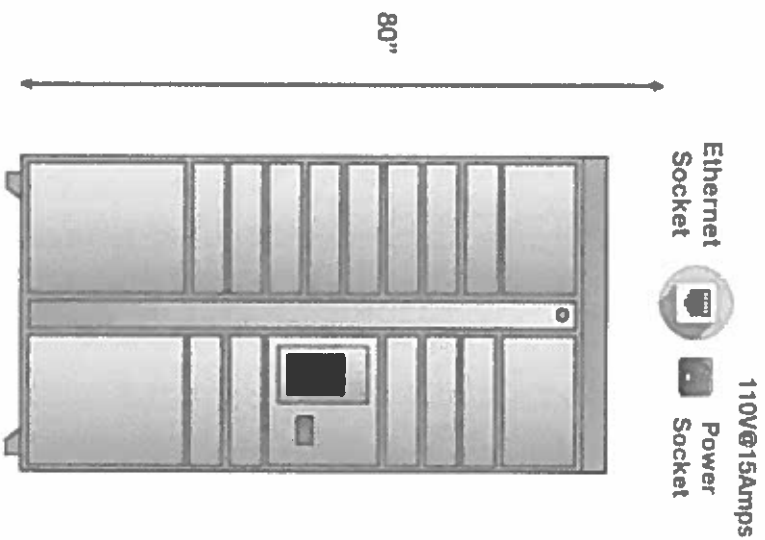
APIs: Ability to export reports into Business Intelligence software for further analysis

Role based logins: Mail staff versus Admins for management of multiple locations



Day of Week	2017	2018	2019	2020
Sunday	61	3	264	0
Monday	3773	8859	9933	3423
Tuesday	2003	6206	6831	2467
Wednesday	2504	5793	6533	1867
Thursday	2407	3728	6758	1778
Friday	2366	5443	6363	1751
Saturday	94	11	496	2

Locker Electrical and Ethernet Requirement



Power requirements:

- each main console unit requires one power socket
- each refrigerated locker unit requires one power socket
- each freezer locker unit requires one power socket

Recommended power outlet location:

- 80" from the ground for the main console
- 90" from the ground for refrigerator or freezer

Data requirements:

- lockers require either Ethernet connection or strong WiFi
- for ethernet - we recommend the data outlet to be located next to the power outlet.

Smiota

Some Customer Success Stories

Fortune 1000 Companies : Trust Smiota technology for penetration tested security and SHA-512 Encryption

24x7 Support: Smiota is there to answer your call

Agility and Flexibility : Remote management of lockers for software updates, new features and upgrades

Highly Competitive Prices: We are cost effective with a unified platform offering many tools and services that keep growing. All tools and apps are included with standard maintenance



FACEBOOK



lendingtree



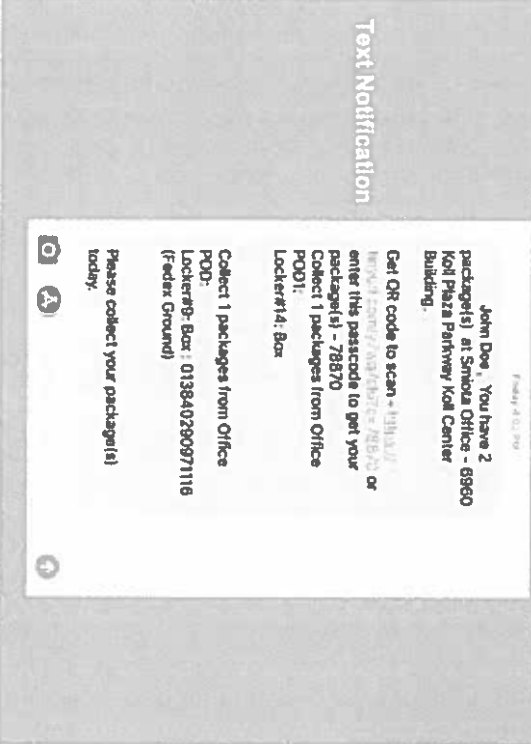
CBRE



100+ Installations and
1,000,000+ Packages
transacted

smiota

Recipient Workflow | How to Pick-up Packages from Smiota Urban PODs



1-Tap



Tap on **'I'm a Recipient'**.

2-Enter Code



Scan the **QR Code** or enter the **5-Digit Pin** received in your notifications.

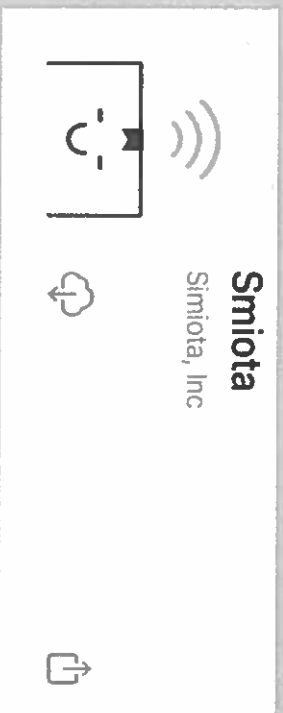
3-Pick-up



Pick-up your package and close the door.

Recipient Workflow | How to Pick-up Packages using Smiota App

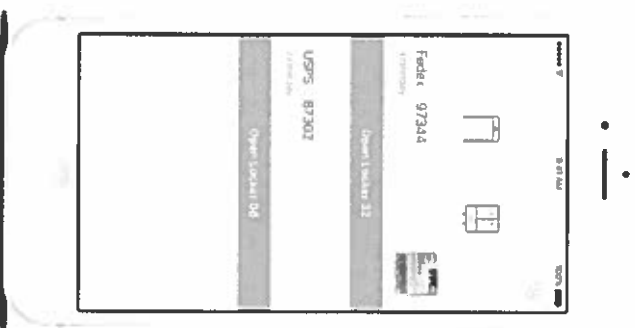
Download and Register



Download, install and authenticate the Smiota App from Google Play Store / Apple App Store. Register using email or phone number.



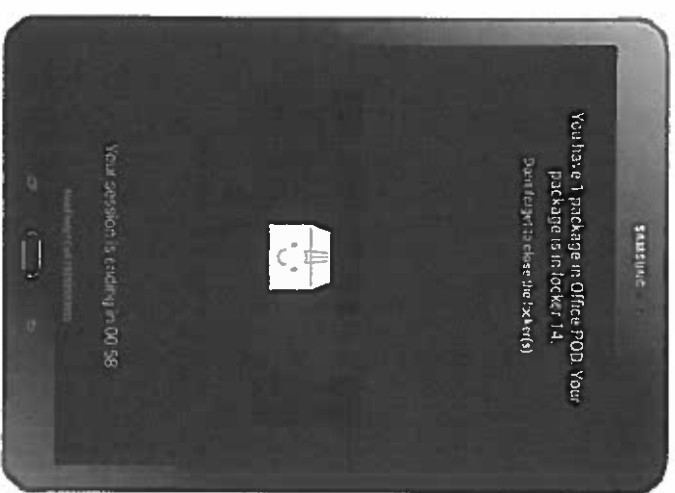
1-Tap



Once you receive a notification on the app, tap on the green tab that says **Open Locker #**.

The locker will automatically open.

2-Pick-up



Collect your package and close the locker.

Smiota

Smiota Products for Enterprise Facilities

Mailroom App: Receive and track thousands of packages daily with complete chain of custody with mobile apps and desktop receiving software.

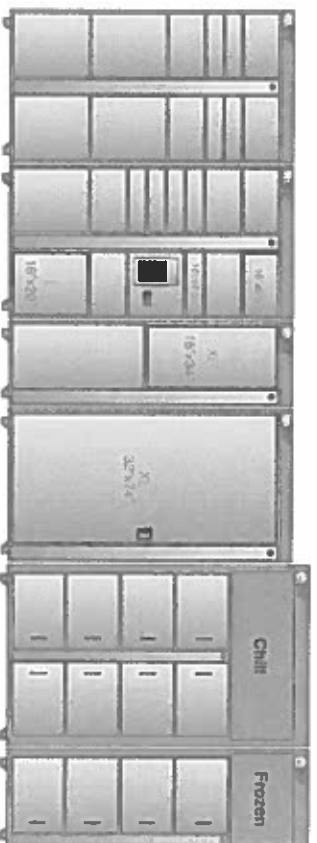
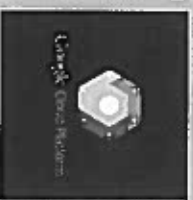
Services App: Create tasks, manage chores, check activity and meet SLAs by servicing conference rooms, copy and print locations, kitchens and more.

Inventory App: Receive, check-in, check-out and manage full chain of custody of office supplies and more using Smiota's Inventory app. Save costs, order supplies only when needed and track usage of office supplies with web app reports.

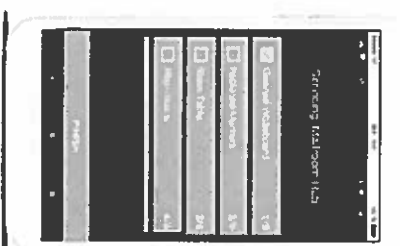
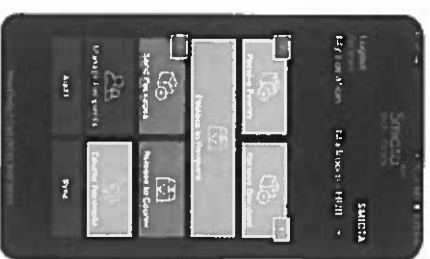
API Integrations: RESTful API and a deep technology stack capable of integrating with any third-party service

Data Security: GCP with encryption on Storage/DB/Instance to protect data.

Virtual Private Cloud with SHA-512 encryption



Urban Pods :
Smart Package
Lockers



Mailroom
and Facilities
Automation

Mailroom

Smiota Applications

- Urban (Locker)
- Mailroom
- Recipient (BLU)
- Service
- Inventory
- Package Room

Service

Integrations

- Property Mgmt, Syskte
- RealPage, Entrata etc
- Ohta
- Google Dir
- SFTP
- CSV
- More

Inventory

Partner Applications

- Cleanly
- Bear River
- Bynka
- More

API Integrations
+ Partnerships

smiota

Customer Official System Quote

Quote Date: 02/08/2021
Quote Number: QUO-158098-T2N5, Rev: 0

Customer Bill To:
Douglas County Library

1625 Library Lane
Minden NV 89423
United States of America

adodson@douglas.lib.nv.us
Tel: (775) 782-5754

Quote Details
REMOTE LOCKERS-3 TOWER

Location Information:

Douglas County Library
Amy Dodson
1625 Library Lane
Minden NV 89423
United States of America

Sales Contact: Brian Gilbert
Sales Phone:
Sales Email: b.gilbert@bibliotheca.com

Prices are in US Dollars
Quote expires (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Safe Price	Sub Total
EDU020011-000-US	Introduction to remoteLocker	1	\$999.000	\$999.00
RML000002-000-US	remoteLocker 100 v3 central tower inc. RFID (wrap)	1	\$11,998.000	\$11,998.00
RML000041-000-US	remoteLocker 115 v3 15 locker tower (wrap)	2	\$7,298.000	\$14,596.00
SLR001050-000-US	remoteLocker™ - Side covers	1	\$299.000	\$299.00
SHP000001-000-US	Freight Standard Service Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$2,070.000	\$2,070.00

Total
(Less Sales Tax): \$29,962.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

Bibliotheca, LLC
3169 Holcomb Bridge Road, NW, Suite 200,
Norcross, GA 30071, USA

Phone No - 877-207-3127
Fax No - 1-877 689 2269
www.bibliotheca.com

Customer Official System Quote

Quote Date: 02/08/2021
 Quote Number: QUO-158096-J4Q3, Rev: 0

Customer Bill To:
 Douglas County Library

1625 Library Lane
 Minden NV 89423
 United States of America

adodson@douglas.lib.nv.us
 Tel: (775) 782-5754

Quote Details
 REMOTE LOCKERS-2 TOWER

Location Information:

Douglas County Library
 Amy Dodson
 1625 Library Lane
 Minden NV 89423
 United States of America

Sales Contact: Brian Gilbert
Sales Phone:
Sales Email: b.gilbert@bibliotheca.com

Prices are in US Dollars
 Quote expires (60) days from Quote Date above.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Sale Price	Sub Total
EDU020011-000-US	Introduction to remoteLocker	1	\$999.000	\$999.00
RML000002-000-US	remoteLocker 100 v3 central tower inc. RFID (wrap)	1	\$11,998.000	\$11,998.00
RML000041-000-US	remoteLocker 115 v3 15 locker tower (wrap)	1	\$7,298.000	\$7,298.00
SLR001050-000-US	remoteLocker™ - Side covers	1	\$299.000	\$299.00
SHP000001-000-US	Freight Standard Service Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$1,495.000	\$1,495.00

Total
 (Less Sales Tax): \$22,089.00

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001



Bibliotheca Book Lockers - Annual Service and Maintenance costs

Software license fee \$175/year (covers both units)

Minden 3-tower unit

Central tower	\$1999
<u>Non-central towers (2)</u>	<u>\$2198</u>
	\$4,197

Lake Tahoe 2-tower unit

Central tower	\$1,999
<u>Non-central tower (1)</u>	<u>\$1,099</u>
	\$3,098

NOTE FROM VENDOR: Service and Maintenance fees typically go up 3-5% per year after first year. You can prepay and lock in prices as well.

POLICY on
COOPERATION WITH OTHER LIBRARIES AND AGENCIES
DOUGLAS COUNTY PUBLIC LIBRARY

As part of its mission to provide the citizens of Douglas County with the greatest access to information resources, the Douglas County Public Library makes every effort to cooperate with other libraries and agencies in the provision of such services. The Library Board recognizes that no single library can meet all demands for information in its community. The sharing of resources across political boundaries allows libraries to optimize services to all users.

This cooperation includes such activities as giving access to interlibrary loan, participating in shared databases such as those provided through the Nevada Legislature [State Library](#), sharing of library resources with other libraries (such as giving [or accepting](#) discarded and/or donated library materials to other libraries when appropriate), ~~providing technical and other support to libraries and other organizations, participating in library and community organizations,~~ promoting library use at every available opportunity, [partnering with community organizations and/or other departments of Douglas County](#), providing meeting space to community organizations, and providing information about community resources and agencies.

[Cooperation also includes maintaining the agreement with Information Nevada, a statewide agreement among Nevada libraries and related institutions to provide access to their resources for all Nevadans.](#) As a component of regional cooperation, DCPL extends borrowing privileges to residents of these neighboring California counties: Mono, Alpine, and El Dorado.

Library cooperation also includes active participation in the affairs of Douglas County government as a department of that government and active cooperation with the Douglas County School District, private [schools](#) and preschools located in Douglas County, homeschooled students, and Western Nevada College as a means of promoting education.

*LIBRARY BOARD OF TRUSTEES
APPROVED 1993, 2004, 2008, MARCH 26, 2013*

INTERLIBRARY LOAN POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library (DCPL) provides resources to meet the informational, cultural, and recreational needs of the community. DCPL participates in Interlibrary Loan (ILL) with other libraries as local resources are not always available to meet these needs.

BORROWING FROM OTHER LIBRARIES

Library staff will determine whether an ILL is requested from another library and from which library the material will be requested. The staff will endeavor to find the needed information or material in the DCPL system before requesting an ILL.

ELIGIBILI TY

All DCPL library patrons are eligible to request ILL with the following requirements:

- a. Hold a current library card issued by DCPL
- b. Account in good standing, i.e., no fees owed, contact information is current, etc.
- c. Complete an ILL request form

LIMITAT IONS

~~1. Library staff will evaluate requests for ILL by considering the impact on the loaning library(s) including whether the quantity is reasonable for the size of the loaning library's collection and the number of items currently checked out, or on request, for the borrowing patron.~~

~~2.1.~~ A specific title cannot generally be ordered more than once for any one patron in a one-year period. Special arrangements may be made by supervising librarians to accommodate researchers.

~~3.2.~~ Materials may not be renewable. Requests for renewal of these materials should be made to ~~ILL~~ library staff at least one week before the item is due to be returned.

~~4.3.~~ Borrowing of ILL materials is subject to DCPL rules and policies and to the rules and policies of the lending library. Some materials are not available for ILL. ~~For instance, most libraries will not loan CDs, audios, or videos.~~

- 5.4. Generally DCPL Library is unable to borrow the following:
- a. current best sellers;
 - b. reference books designated for in-library use only;
 - c. issues of magazines or journals (single article copies may be obtained within copyright);
 - d. rare or manuscript materials, unless available as a copy;
 - e. items on reserve at an educational institution;

- f. items owned by DCPL, unless such items are missing, lost, severely damaged, etc.;
- g. multiple copies of items for classes, book groups, etc.

6.5. Patrons who have failed to pick up an ILL item more than once in a one-year period may lose eligibility for ILL for the subsequent year. Special circumstances will be evaluated by the Library staff.

7.6. As DCPL cannot guarantee renewals on ILL materials, the requesting patron should limit the ILL requests to a quantity that can reasonably be read during an initial checkout period.

TIME FRAME

1. Materials should be requested far in advance of any deadline. The patron should allow a minimum of six (6)-weeks for requests to arrive. The ILL staff cannot guarantee the arrival date of any item.
2. Loan periods are set by the policy of the lending library. Generally, materials are loaned for 2-4 weeks with no renewal.

FEES

The Douglas County Public Library provides ILL as a free service although charges imposed by the lending institution will be passed through to the patron. Charges are rare and libraries that impose charges are approached for borrowing only as a last resort. The patron will be notified of any charges in advance and must pay the charge before the item may be picked up.

NOTIFICATION

Patrons will be notified, by email or telephone, when an ILL item has been received. Patrons will be notified if the item cannot be requested or is unavailable for loan.

PATRON RESPONSIBILITIES

The patron is responsible for picking up the ILL material promptly, for returning the item to DCPL on

time, and for maintaining the material in the condition in which it was received. ILL items should be returned to the main circulation desk.

LOANING TO OTHER
LIBRARIES

The Douglas County Public Library has signed the **Information Nevada** Interlibrary Loan Policy Agreement. The Library agrees to loan without charge, to any library whose request follows the

procedures set forth in **Information Nevada**. Detailed guidelines for **Information Nevada** may be found at <http://dmla.clan.lib.nv.us/docs/nsia/ill/infonv.htm>
<https://nsia.nv.gov/friendly.php?s=information-nevada/introduction>.

The Library will loan materials for a period of one month, ~~with the exception of microfilm, which is loaned for two weeks.~~ The Library does not loan reference books, microfiche, [microfilms](#), bound periodicals, and materials currently in high demand, including materials less than three months old. If the item requested is not on shelf, the Library will notify the requesting library and place holds, if requested to do so. The Library reserves the right to decide whether to loan any specific item at any given time.

LIBRARY BOARD OF TRUSTEES

APPROVED 1992, 1999, 2001, 2004, 2008, APRIL 23, 2013



**OGLETREE, DEAKINS, NASH,
 SMOAK & STEWART, P.C.**

Attorneys at Law

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 www.ogletreedeakins.com

January 25, 2021

Wendy Lang
 Human Resources Director and
 Douglas County, Nevada
 PO Box 218
 Minden, NV 89423

PERSONAL AND CONFIDENTIAL

Bill # 90358783
 Client.Matter # 086963.000001

Re: Douglas County, Nevada - General Advice

For professional services rendered through December 31, 2020, in connection with the above-referenced matter as outlined on the attached detailed billing sheets:

Fees	\$25,016.85
Expenses.....	\$0.00
Total Due This Bill.....	\$25,016.85

<u>Wire Payments</u>		<u>ACH Payments</u>		<u>Check Payments</u>
TD Bank NA	ABA #: 0311-0126-6	TD Bank	ABA #: 053902197	PO Box 89
300 Delaware Ave	Account #: 7100526246	102 South Main St	Account #: 7100526246	Columbia, SC 29202
Wilmington, Delaware 19801	Swift Code: NRTHUS33XXX	Greenville, SC 29601		

Credit to Ogletree Deakins Nash Smoak & Stewart / Please include bill numbers / Federal Tax ID: 57-1044820 / DUNS#: 083421121

Payable upon receipt. Direct inquiries to the billing attorney or the Account Services Department (864) 241-1801.

If you would like to receive your bills via e-mail, please notify Billing2@ogletreedeakins.com

Wendy Lang
Human Resources Director and
Douglas County, Nevada
PO Box 218
Minden, NV 89423

Re: Douglas County, Nevada - General Advice

For professional services rendered through December 31, 2020

Date	Initials	Description	Hours	Amount
08/20/20	MMR	Telephone conference with Wendy Lang.	0.30	N/C
09/01/20	MMR	Telephone conference with Wendy Lang and Cynthea Gregory regarding scope of work.	1.00	N/C
09/01/20	MMR	Revise scope of work.	1.00	N/C
09/02/20	MMR	Revise Contract for Services and prepare Engagement Letter.	0.80	N/C
09/04/20	MMR	Revise contract for services; telephone conference with Wendy Lang regarding contract for services.	0.70	N/C
09/09/20	MMR	Review and revise administrative order; email to Wendy Lang regarding same.	0.40	156.60
09/11/20	MMR	Telephone conference with Wendy Lang and Cynthea Gregory regarding investigation.	0.60	234.90
09/12/20	MMR	Begin review of documents provided by client.	1.60	626.40
09/14/20	MMR	Emails with Wendy Lang regarding witness interviews.	0.10	39.15
09/14/20	MMR	Continue reviewing documents provided by client.	3.20	1,252.80
09/15/20	MMR	Interview Board of Trustees Chair, Kate Garrahan.	1.80	704.70
09/15/20	MMR	Review documents provided by client.	1.20	469.80
09/15/20	MMR	Travel to and from Minden, NV for witness interview.	2.00	N/C
09/17/20	MMR	Interview Bonnie Rogers.	1.50	587.25
09/17/20	MMR	Interview Mark Jensen.	1.10	430.65
09/17/20	MMR	Email with Wendy Lang regarding additional relevant documents; emails to Jill Harper and Doug Ritchie to coordinate interviews.	0.30	117.45
09/17/20	MMR	Travel to and from Douglas County for witness interviews.	2.00	N/C
09/18/20	MMR	Interview Jill Harper via Zoom.	0.90	352.35
09/18/20	MMR	Interview Doug Ritchie via Zoom.	0.90	352.35

Date	Initials	Description	Hours	Amount
09/18/20	MMR	Email with Wendy Lang regarding additional documentation needed.	0.40	156.60
09/25/20	MMR	Email to Wendy Lang regarding witness interviews.	0.20	78.30
09/25/20	MMR	Review letter from Amy Dodson's counsel and forward to Wendy Lang and Cynthia Gregory.	0.20	78.30
09/25/20	MMR	Review email from Amy Dodson's counsel, Maggie McLetchie and forward to Wendy Lang and Cynthia Gregory.	0.30	117.45
09/26/20	MMR	Prepare Jill Harper's witness statement.	0.50	195.75
09/28/20	MMR	Prepare Jill Harper's witness statement.	0.60	234.90
09/29/20	MMR	Telephone conference and email with Jill Harper regarding witness statement.	0.30	117.45
09/29/20	MMR	Review documentation provided by Douglas County and witnesses.	3.20	1,252.80
09/29/20	MMR	Begin preparing witness statements.	0.70	274.05
09/30/20	MMR	Interview with Melissa Blosser.	1.00	391.50
10/02/20	MMR	Several emails with Wendy Lang regarding additional interviews.	0.20	78.30
10/05/20	MMR	Telephone conference with Cynthia Gregory and Wendy Lang regarding status of investigation.	0.80	313.20
10/05/20	MMR	Review and respond to email from Wendy Lang regarding former employee witness.	0.10	39.15
10/06/20	MMR	Emails with Wendy Lang regarding scheduling of witness interviews.	0.10	39.15
10/06/20	MMR	Emails with Doug Ritchie regarding agenda from June 2020 meeting.	0.20	78.30
10/07/20	MMR	Conduct witness interviews.	5.30	2,074.95
10/07/20	MMR	Travel to Douglas County for witness interviews.	1.00	N/C
10/07/20	MMR	Travel to Reno from Douglas County.	1.00	N/C
10/08/20	MMR	Several emails with Amy Dodson's attorney, Maggie McLetchie.	0.20	78.30
10/13/20	MMR	Conduct interview of Larry Wilson.	1.00	391.50
10/13/20	MMR	Several emails with Maggie McLetchie's office regarding discussion of Dodson interview.	0.10	39.15
10/14/20	MMR	Telephone conference with counsel for Amy Dodson, Maggie McLetchie.	0.50	195.75
10/14/20	MMR	Telephone conference with Wendy Lang and Cynthia Gregory regarding status of investigation.	0.60	234.90
10/14/20	MMR	Several emails with Wendy Lang regarding status of investigation.	0.30	117.45
10/19/20	MMR	Several emails with Maggie McLetchie regarding	0.10	39.15

Date	Initials	Description	Hours	Amount
		possible Dodson interview.		
10/21/20	MMR	Email with Maggie McLetchie's office regarding her request to reschedule call regarding Dodson interview.	0.10	39.15
10/22/20	MMR	Email with Maggie McLetchie's office regarding her request to reschedule call.	0.10	39.15
10/23/20	MMR	Telephone conference with Maggie McLetchie regarding Dodson interview.	0.40	156.60
10/23/20	MMR	Emails with Wendy Lang and Cynthea Gregory regarding investigation status.	0.20	78.30
10/29/20	MMR	Email to Maggie McLetchie with zoom invite for Amy Dodson interview.	0.10	39.15
11/01/20	MMR	Prepare for Amy Dodson interview.	1.70	665.55
11/02/20	MMR	Conduct investigation interview of Amy Dodson.	2.60	1,017.90
11/13/20	MMR	Email with Wendy Lang regarding library meeting dates.	0.10	39.15
11/19/20	MMR	Begin drafting report.	1.40	548.10
11/20/20	MMR	Continue drafting report.	1.20	469.80
11/23/20	MMR	Prepare witness statements of all witnesses.	4.20	1,644.30
11/24/20	MMR	Draft Report.	1.30	508.95
11/30/20	MMR	Draft report.	3.70	1,448.55
12/01/20	MMR	Review witness statements; revise report; follow up email to Maggie McLetchie regarding Dodson interview statement.	0.50	195.75
12/02/20	MMR	Emails to witnesses regarding statements; prepare list of documents provided; revise report.	2.80	1,096.20
12/03/20	MMR	Telephone conference with Wendy Lang regarding investigation; email to Bonnie Rogers regarding witness statement; follow up to Maggie McLetchie regarding Dodson statement.	1.30	508.95
12/04/20	MMR	Telephone conference with Wendy Lang and Cynthea Gregory regarding investigation.	1.40	548.10
12/04/20	MMR	Begin preparing presentation.	1.80	704.70
12/06/20	MMR	Revise report.	3.80	1,487.70
12/07/20	MMR	Prepare powerpoint presentation.	1.20	469.80
12/08/20	MMR	Attend and present at Board of Trustees meeting.	1.00	391.50
12/08/20	MMR	Finalize report.	1.20	469.80
12/09/20	MMR	Revise investigation report.	1.30	508.95
Total Services:			73.70	25,016.85

Timekeeper Summary

Timekeeper	Title	Rate	Hours	Amount
Molly M. Rezac	Of Counsel	391.50	63.90	25,016.85
Molly M. Rezac	Of Counsel	0.00	9.80	N/C

TOTAL FEES	\$25,016.85
TOTAL EXPENSES	\$0.00
TOTAL THIS BILL	\$25,016.85



Director's Monthly Report – February 2021

➤ **Library Operations**

- The curbside pick-up service at both libraries is running very well. In the first half of February, we completed 883 curbside service transactions.
- The Library buildings reintroduced browsing hours beginning February 11. During the first 2 days, we had 301 visits and 1,120 items were checked out.
- The Bookmobile has visited the Douglas County Senior Center/Community Center twice, on February 12 and February 17.
- On January 28, a snow plow accidentally hit the outdoor book drop. Repairs are complete.

➤ **Library Staff**

- A staff meeting was held on February 9. We reviewed various library services and procedures. We discussed the tasks to prepare for browsing hours and what was needed to accomplish those tasks before February 11.
- Rachel Soleta was promoted to Senior Library Technician position on February 9. Efforts to fill her former position are underway.
- Two supervisors, Laura Treinen and Julia Brown, have been enrolled in Douglas County's Management Training Program. I will be attending the first class with them on February 25-26, to make up for a class I missed in 2019.
- A performance evaluation was conducted for Laura Treinen this month.
- Youth Services staff attended the annual Summer Reading workshop (virtual this year). Youth Services Librarian Kira Frederick is preparing for the 2021 Summer Reading Program. As the new Senior Technician for Youth Services, Rachel Soleta will work with Kira to create an exciting summer program.

➤ **Library Programs**

- I have renegotiated costs for the CARES Act Grant Project, which is to provide laptops and hot spots for local students. T-Mobile/Sprint changed their rates and submitted a revised quote. (The other vendor's quote was still higher than T-Mobile.) We will be getting a total of 16 devices (8 laptops and 8 hotspots) with the grant. (The Library Board approved the grant and voted to get 22 devices.)

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2019-2020

	Year-to-Date					December 2019					January 2020				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Circulation															
Items Checked Out/Renewed	87,243	4,697	558	92,498		10,970	539	56	11,565		13,012	636	213	13,861	
eCheckouts				14,356					2,008					2,139	
New Cards Issued	812	94	120	1,026		86	8	46	140		114	8	21	143	
Patrons	24,815	3,103	118	28,036		24,815	3,094	97	28,006		24,929	3,103	118	28,150	
Library Visits	47,824	8,309	1,396	57,529		3,143	934	281	4,358		7,659	1,101	357	9,117	
Bookmobile Stops				54					12					17	
Inventory	110,929	28,853	1,635	141,417		111,618	28,808	1,643	142,069		110,929	28,853	1,635	141,417	
Interlibrary Loans Requested	333	12	-	345		50	1	-	51		26	4	-	30	
Interlibrary Loans Loaned	159	19	-	178		29	4	-	33		39	5	-	44	
Homebound Patrons	20	-	-	20		14	-	-	14		14	-	-	14	
Homebound Checkouts	945	-	-	945		29	-	-	29		165	-	-	165	
Database Sessions				29,102					4,324					4,247	
Services															
Meeting Room Use	237	26	-	263		37	3	-	40		30	1	-	31	
Meeting Room Attendance	2,844	285	-	3,129		444	38	-	482		360	15	-	375	
Kids' Programs	181	62	-	243		28	10	-	38		23	10	-	33	
Kids' Program Attendance	2,632	512	-	3,144		265	85	-	350		280	109	-	389	
Teen Programs	42	-	-	42		10	-	-	10		11	-	-	11	
Teen Program Attendance	150	-	-	150		45	-	-	45		44	-	-	44	
Adult Programs	14	4	-	18		1	-	-	1		1	-	-	1	
Adult Program Attendance	357	6	-	363		12	-	-	12		17	-	-	17	
Total Programs	237	66	-	303		39	10	-	49		35	10	-	45	
Total Program Attendance	3,139	518	-	3,657		322	85	-	407		341	109	-	450	
Outreach	40	-	-	40		12	-	-	12		16	-	-	16	
Mobile Device Assistance	819	15	-	834		367	-	-	367		395	-	-	395	
Public Computer Use	5,092	517	-	5,609		762	63	-	825		712	61	-	773	
ADA-pc Use	89	22	-	111		44	20	-	64		1	-	-	1	
Wireless Use	18,874	1,110	-	19,984		1,412	122	-	1,534		1,398	127	-	1,525	
Volunteers	112	1	4	117		61	-	2	63		56	1	4	61	
Volunteer Hours	1,671	5	29	1,705		233	-	5	238		263	5	15	283	

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2020-2021

	Year-to-Date					December 2020					January 2021				
	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Circulation															
Items Checked Out/Renewed	64,954	4,198	-	69,152		7,836	356	-	8,192		5,290	194	-	5,484	
eCheckouts				23,083					2,594					3,498	
New Cards Issued	262	34	-	296		27	2	-	29		31	1	-	32	
Patrons	25,479	3,165	-	28,502		25,450	3,164	-	28,614		25,479	3,165	-	28,644	
Library Visits	12,867	2,560	-	15,427		661	44	-	705		-	-	-	-	
Curbside Service Pick-ups	2,009	53	-	2,062		779	22	-	801		698	28	-	726	
Bookmobile Stops				-					-					-	
Inventory	103,099	29,611	1,727	134,437		112,556	29,506	1,721	143,783		103,099	29,611	1,727	134,437	
Interlibrary Loans Requested	261	2	-	263		44	-	-	44		36	-	-	36	
Interlibrary Loans Loaned	234	37	-	271		32	7	-	39		38	5	-	43	
Homebound Patrons				-					-					-	
Homebound Checkouts				-					-					-	
Database Sessions				33,578					3,151					4,316	
Services															
Meeting Room Use		Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total		Minden	Tahoe	Bkmobile	Total	
Meeting Room Attendance		-	-	-	-				-					-	
Kids' Programs		-	-	-	-				-					-	
Kids' Program Attendance		-	-	-	-				-					-	
Teen Programs		-	-	-	-				-					-	
Teen Program Attendance		-	-	-	-				-					-	
Adult Programs		-	-	-	-				-					-	
Adult Program Attendance		-	-	-	-				-					-	
Total Programs		-	-	-	-				-					-	
Total Program Attendance		-	-	-	-				-					-	
Outreach		-	-	-	-				-					-	
Mobile Device Assistance		-	-	-	-				-					-	
Public Computer Use		-	-	-	-				-					-	
ADA-pc Use		-	-	-	-				-					-	
Wireless Use	3,097	708	-	3,805		509	88	-	597		497	69	-	566	
Volunteers		-	-	-	-				-					-	
Volunteer Hours		-	-	-	-				-					-	

Circulation by Collection

January 2021

Collection	Location	
	Minden	Lake Tahoe
Adult Audiobook	349	11
Adult Biography	56	4
Adult CD Non-Fiction	27	1
Adult DVD	514	29
Adult Fiction	1928	71
Adult Launchpad	1	0
Adult Music	32	0
Adult Non-Fiction	535	32
Adult Spanish	0	0
Children's Audiobook	29	0
Children's Biography	27	4
Children's DVD	84	1
Children's Fiction	252	13
Children's Launchpad	1	0
Children's Music	4	0
Children's Non-Fiction	264	4
Children's Oversize	8	0
Children's Spanish	18	0
Easy Reader	231	6
Equipment	0	0
Exam Books	1	0
Large Print	345	5
Mobile Devices	0	0
Nevada	43	0
Picture Books	382	13
Video Games	2	0
Young Adult	149	0
Young Adult Graphic Novel	4	0
Young Adult Launchpad	4	0

Hoopla

eAudiobook	737	Movie	99
Adult Non-Fiction	184	Adult Non-Fiction	39
Adult Fiction	434	Adult Fiction	42
Juv Non-Fiction	4	Juv Non-Fiction	3
Juv Fiction	115	Juv Fiction	15
eBook	390	Television	167
Adult Non-Fiction	77	Adult Non-Fiction	18
Adult Fiction	263	Adult Fiction	145
Juv Non-Fiction	12	Juv Non-Fiction	1
Juv Fiction	38	Juv Fiction	3
Comics	28	Music	33
Adult Non-Fiction	0	Adult	29
Adult Fiction	18	Juv	4
Juv Non-Fiction	0		
Juv Fiction	10	Total Circulation	1,454

Overdrive/Libby

eAudiobook	456
eBook	435
Adult	848
Juv	22
Young Adult	21
Total Circulation	891