

March 24, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the January 26, 2021 and the February 23, 2020 meetings – *Agenda Item 3*
- ❖ Gift Fund Claims February/March 2021, Consent Calendar – *Agenda Item 4a*
-Gift Fund Expenditures Report FY2021, dated 3/17/21
- ❖ Budget Summary/Budget Performance, 2/28/2021 – *Agenda Item 5a*
- ❖ Revised Library Board Bylaws – *Agenda Item 6*
- ❖ Previous Objectives and Accomplishments of the Long Range Plan – *Agenda Item 7*
- ❖ FY21-22 Budget – *Agenda Item 10*
- ❖ Reopening plan – *Agenda Item 11*
- ❖ Collection Development Policy – *Agenda Item 12a*
- ❖ External Communications Policy – *Agenda Item 12b*
- ❖ Director’s February Monthly Report - *Agenda Item 14*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 14*

Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
F:775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
F:775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

March 11, 2021

NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 AM on Wednesday, March 24, 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/hmzxJwHO3Rs>

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 Public 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]**

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. Public Comment is limited to three minutes per speaker.

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. 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 Possible Action.** Discussion on approval of the minutes of the January 26, 2021 and February 23, 2021 meetings.

4. **Consent Calendar.**

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting.

- a. **For possible action.** Approval of Gift fund claims
 - i. February 2021
 - ii. March 2021

5. **For Possible Action.** Discussion and review of Budget Performance Report summary and Gift Fund summary.

- a. 2/28/2021

6. **For Possible Action.** Discussion and possible action to revise Library Board Bylaws. (second reading)

7. **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.

- a. Summary of previous objectives and accomplishments

8. **For Discussion Only.** Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. [Discussion]

9. For Discussion Only. Update on library-related federal and state legislation in 2021.
10. For Discussion Only. Discussion of annual budget process of FY21-22 Budget.
 - a. Proposed FY21-22 budget
 - b. Capital Improvement Projects
 - c. Tentative Budget Presentations to BOCC: April 5-8, 2021
 - d. Final Budget Hearing: May 20, 2021
11. For Possible Action. Discussion and possible action regarding reopening plans, library services, hours of operation, and bookmobile schedule, in response to the COVID pandemic.
12. For Possible Action. Discussion and possible approval, or approval with modifications, of revisions to update the Library policies or new policies, as listed below. Policy revisions are needed to accurately reflect current technology, facilities, and professional practices. The following policies may be discussed:
 - a. Collection Development Policy (first reading)
 - b. External Communications Policy (new-first reading)
13. For possible action. Discussion and possible action on the format for future Library Board meetings and a discussion of in-person meetings, virtual meetings and hybrid meeting options; review requirements to provide safe access to public meetings for the community and County employees in adherence with State of Nevada directives.
14. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
15. 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. 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.

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.

DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

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

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

Friends of the Library	4/12/21	4:00 PM	Community Center Grandview Dining Room
------------------------	---------	---------	---

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

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

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
February 23, 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 there was no public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA. [Action]

Trustee Kate Garrahan made a motion to approve the agenda as presented. Trustee Jill Harper made a second and the motion carried unanimously.

3. 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)

Chairperson Rogers noted that Maria could not attend the meeting. Trustee Garrahan read aloud the proclamation. Some of the board members provided positive comments about Maria and their experience following her career. Director Amy Dodson stated that although Maria appreciates the thought she does not want the physical proclamation.

4. APPROVAL OF THE MINUTES OF THE JANUARY 26, 2021 AND THE FEBRUARY 4, 2021 MEETINGS. [Action]

January 26, 2021 minutes

Vice Chairperson Heather Martin Maier stated that under Agenda item 10 she feels there were things that she discussed in the meeting that were not recorded in the minutes. She noted that in the minutes it records Amy's statistical discussion but it omits the statistical discussion she provided to the meeting and it should be balanced evenly. She stated that she asked Amy to bring to the next meeting a decision tree which Amy did not and she wanted that on the record. At the suggestion of Chairperson Rogers she will meet with Veronica to listen to the recording and then make what recommended changes she would like to see in the minutes and then the board can approve them at the next meeting. Chairperson Rogers noted on page 7 under e. she would like the sentence that reads in part... "the patron is given a receipt at their request..." be reworded to read... "the person is given a receipt if requested..."

February 4, 2021 meeting

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the February 4, 2021 minutes. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

5. CONSENT CALENDAR. [Action]

a. For possible action. Approval of Gift fund claims

i. January / February 2021

*Overdrive	Friends of the Library grant funds – Ebooks & Eaddio books	0361t	\$ 103.00
Center Point	Helen Roso 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

MOTION/VOTE:

Trustee Harper made a motion to approve the consent calendar. Chairperson Rogers made a second and the motion carried unanimously with a 4-0 vote.

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

a. 1/31/2021

Referring to the budget performance report spreadsheet, Director Dodson stated that the library is about at the half-way mark in Salaries and Benefits which is right on target. She noted that in

Services and Supplies there is a large deduction for Admin. and Overhead - these are the cost allocations that the library has no control over or when the funds go through. The Finance Department does a cost projection at the beginning of the year and they projected \$174,481 for Admin. and Overhead. She noted that \$84,000 has already been charged to the library's account which is a lot more than last month which would explain the jump in percentage. Director Dodson explained that a larger amount in one line item will balance out with a smaller amount in another line item. Just the larger categories like Salaries and Benefits and Services and Supplies have to balance out at the end of the fiscal year. Chairperson Rogers stated that after looking over the deficit she is concerned that the library won't have enough money in other line items to balance those line items that are over because the library doesn't have a lot of money in those accounts. Director Dodson stated that she will speak with the CFO to see if any unexpected revenue has come in that can be applied. She noted that she is not concerned with the line items that are over because some of it is recoverable by the CARES Act which the library hasn't received yet. Meaning that if there is one area that is overspent and doesn't look like it's going to balance she can adjust purchases for another line and it will balance out.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the budget performance report summary. Trustee Harper made a second and the motion carried unanimously with a 4-0 vote.

7. 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)**

Chairperson Rogers discussed the history of the bylaws and stated that the board started working on the revisions to the bylaws in the fall of 2018 with a subcommittee which consisted of Lisa Foley and herself. In the spring of 2019 she and Lisa met with DDA Cynthea Gregory and Chief DDA Doug Ritchie and also spoke with a representative from the state library and they reviewed several different library bylaws to see how they should be written. She noted that the board was going to present the bylaw revisions in early 2000 but it never got on the agenda for approval with other items needing to be on the agenda instead. Referring to the red marked bylaws provided in the packets, Chairperson Rogers stated that those are the recommended revisions done by the subcommittee in 2019 and red marked by DDA Ritchie. She noted Amy's recommended revisions marked in yellow which was done in 2019 and was also included in the packets. From there the board went through the revised bylaws and had a lengthy discussion of what changes or corrections should be made to the bylaws and revisions.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the bylaws. Vice Chairperson Martin Maier made a second.

Trustee Garrahan asked for clarification on the vote and if the motion is to approve the bylaws with the suggested changes as is or to bring the bylaws back with the changes without any red marks, which is what she would recommend.

MOTION/VOTE:

Having withdrawn her motion, Chairperson Rogers asked if the board has a motion to have the bylaws be brought back to the board for action at the next meeting with the revisions. Trustee Tattersall made the motion. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote.

8. 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. [Action]

Director Dodson stated that at the last two on one meeting with Chairperson Rogers and Vice Chairperson Martin Maier it was suggested that she bring to the board the previous goals and achievements throughout the long range plan starting in 2011. Vice Chairperson Martin Maier stated that in the two on one Amy had mentioned that there are existing records of objectives for each of the two goals and there are achievements against those objectives. She noted that it is useful to see what the library signed up for in the past and what the library delivered. If some of the things the library signed up for were postponed or abandoned for whatever reason, it's a good jumping off point for determining what the library's future goals and objectives will be as the board moves forward with the planning process so essentially it is a postmortem. Chairperson Rogers stated that each year she believes in August the board gets a list of what was accomplished under the goals and it would be interesting to see the records of the past 10 years achievements as the library prepares for the next five years. Trustee Garrahan asked if the board could get the objectives that were put in place for the new year and the list of accomplishments so that the board could compare the two and Amy answered yes.

MOTION/VOTE:

Vice Chairperson Martin Maier made a motion that the board request Director Dodson to prepare objectives and achievements against objectives representing the past ten years from 2011 and present to the board in March. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

Chairperson Rogers called for a recess at 11:17 A.M.

Chairperson Rogers resumed the meeting at 11:23 A.M.

9. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]

Chairperson Rogers stated that in 2019 the state library developed a training manual for trustees and all of the trustees at that time completed the modules. Vice Chairperson Maier stated that she received the modules from Amy and she will have them completed in a couple of weeks.

Trustee Tattersall noted that she is part way through and believes she is on module four. Chairperson Rogers noted that even for current trustees it's good to go back and look through them. Director Dodson stated that Trustee Harper has completed eight out of the twelve modules so far.

10. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF FY21-22 BUDGET. {Action}

- a. Base budget**
- b. Supplemental requests**
- c. New personnel requests**
- d. Capital Improvement Projects**

Referring to the Services and Supplies proposed budget spreadsheet provided in the packets, Director Dodson noted that the county asked the departments to start with the base budget which is based on fiscal year 19/20's actual expenditures. The library will use those costs and make whatever increases or changes the board would like and once the board votes to approve the proposed budget it will be taken to the county and then the commissioners. She stated that separate from that base budget there is a possibility of supplemental requests for things that are above and beyond the library's regular Services and Supplies as well as new personnel requests and capital improvement projects. Trustee Garrahan asked if the Voice Over IP was moved out of data lines and into communications and Amy answered yes. She noted that Data Lines went down because the library also saved money on internet services by moving to Charter. She explained that the staff training and mileage and training and certifications are two different line items as the travel budget at \$3,000 is to pay for any travel expenses associated with training and the training and education line is for any training, not county provided training, whether it involves travel or not. Chairperson Rogers asked if under the telephone expense line if Frontier is for the new phone system and Amy explained the telephone expenses are for the library's hard phone lines that are for the fax machine and the alarms. Vice Chairperson Martin Maier said she noticed in the past couple of years the library has incurred a couple thousand dollars in professional services and wanted to know why nothing was budgeted for it for this next year and wondered if there is going to be a need for an entry for professional services or if it's not necessary. Director Dodson explained that professional services is when the library contracts something out like a consultant or a graphic designer and that the graphic designer the library contracted with in the past is gone but did leave the library all the graphics she used for the library. She noted that if the board anticipates needing a consultant at any point during the long range plan process they can move money to that line. Vice Chairperson Martin Maier asked about the small projects line because there is no budget for that listed and Amy explained that small projects is like a catch all for anything that is not covered on the budget but it involves a onetime project or improvement. It's not an annual ongoing expense. Once she sees what the revenue that's been allowed, if there is anything that is left she will put it in small projects and save that there until the library decides what to do with it. She noted that there is nothing specific that she anticipates for that line but it could come up later on. Chairperson Rogers verified that the library's base budget is \$627,008.01 and the proposed budget the library will be submitting is \$628,524 which is roughly \$1,500 over the base budget. Director Dodson stated that the board needs to decide on the proposed budget today. She noted that some of the lines in

the budget that the library has no control over which she highlighted in pink on the spreadsheet is janitorial services as the county does that contract, the motor pool expense which is determined by the motor pool, the risk management line is determined by the county, and admin. & overhead which are cost allocations. She explained that cost allocations are charges from within the county for the various services they provide to the department. But because the library is different from other departments some of the services the library is being charged for the library doesn't use such as IT, so come budget season admin. & overhead can be difficult but it's part of the budget process. Referring to the budget spreadsheet, she explained that the line items that are highlighted in gray are items that can't or shouldn't be changed. Director Dodson stated that this budget does not include the annual cost for the book lockers and that if approval is voted on by the board in the next agenda item which is the board's decision on the book lockers she can include it in the budget under line item maintenance and equipment. She stated that the board also needs to make a decision on supplemental requests she doesn't know of any and new personnel requests which she doesn't recommend. Chairperson Rogers stated that as discussed in the last meeting, new shelving, new carpet and the cover for the book drop should be included as a capital request.

The board taking action to table the purchase of book lockers in agenda item 11, it was not included in the proposed budget.

a. Base budget

MOTION/VOTE:

Trustee Tattersall made a motion to approve the fy21-22 Services and Supplies budget as presented. Vice Chairperson Martin Maier made a second and with no further discussion the motion carried unanimously with a 4-0 vote in favor of the proposed budget.

b. Supplemental requests

MOTION/VOTE:

Trustee Garrahan made a motion for no supplemental requests. Chairperson Rogers made a second and the motion carried unanimously with a 4-0 vote in favor of not submitting supplemental requests.

c. New personnel requests

MOTION/VOTE:

Trustee Garrahan made a motion to not submit for personnel requests. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 4-0 vote in favor of not submitting personnel requests.

d. Capital Improvement Projects

MOTION/VOTE:

Trustee Garrahan made a motion the board do the capital improvement projects for the carpeting, shelving and the cover for the book drop as the board discussed in last month's meeting.

Chairperson Rogers made a second. Three board members are in favor of the motion; Chairperson Rogers, Vice Chairperson Martin Maier, and Trustee Garrahan.

Before her vote Trustee Tattersall wanted clarification on how this motion can pass without having dollar amounts for those capital improvement projects. Director Dodson explained that capital improvement projects are requests that departments submit every year to the board of commissioners. She noted that the money doesn't come out of the Services and Supplies budget and that the library would have to ask to have those funds made available. Deputy District Attorney Cynthia Gregory asked how this works with the budget augment that came forward at the last meeting as she thought that funding was for capital improvement projects. Director Dodson explained that it was specifically for the book lockers as a capital project and that would be in this year's budget and not the one the library is proposing for next year. DDA Gregory stated that it was her understanding that if the library didn't spend all of the opening fund balance it would rollover into capital projects only and Amy responded yes that it does rollover and stated that CFO Terri Willoughby explained at the last meeting that we don't have to spend all of the fund balance now or in a certain amount of time so the library can set those funds aside and tell the commissioners that we would like to set these funds aside for future projects. She noted that anything the library wanted to use now she had to submit for approval which was the \$55,000 for book lockers and the shelving, carpeting and book drop cover the commissioners may look toward the fund balance that was rolled over to fund those capital projects. Trustee Garrahan noted that in that vote at the last meeting the board also approved funding for not only the book lockers but for the small equipment and furniture for \$10,000, circulating technology for \$1,000 and \$2,000 for China Spring. Director Dodson explained that those three amounts are under her approval authority and now that the board has approved the fund balance be used for that the library can go ahead and do that without it being a capital improvement.

After clarification and discussion Trustee Tattersall is in favor of the motion. The motion carried unanimously with a 4-0 vote in favor of the shelving, carpeting and book drop cover as capital improvement projects.

11. 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.

Director Dodson stated that the library received three quotes which were taken to IRC and they approved it to move forward. The next step after today would be to take it to a commissioners meeting for final approval. She explained that all three quotes are for two units, one for Tahoe with 24 locker units and one for Minden with 39 locker units. The board had asked for a smaller unit for Tahoe. Both lockers are a modular system so if the library wanted to add more book boxes the library would add another module. Library staff has seen demos of each of the units from all three vendors and Smiota will not meet the library's needs. They don't meet the library's requirements for patron privacy and it is not a system that is really used for libraries whereas the other two vendors, D-Tech and Bibliotheca, their units are specifically made for libraries. She noted that between those two and after watching the demos the Bibliotheca unit is much better with more functions and it seems to have a better system altogether. D-Tech is also

a really good system. She noted that in D-Tech's new quote which is different than the one the board was provided at the last meeting, they quoted \$1,000 over what the board originally approved and Bibliotheca quoted significantly less than what the board originally approved. She stated that her recommendation and staff's recommendation would be Bibliotheca. Chairperson Rogers commented that she thinks 39 lockers is too much and that the library can always add some later. She thinks the library needs to see how they're used. Trustee Garrahan questioned the yearly maintenance fee and software license of \$7,470 for Bibliotheca and Trustee Tattersall questioned the \$4,500 a year for D-Tech and Amy stated that those amounts are correct and that the first year of service and maintenance are included in the purchase and that those costs wouldn't kick in until another fiscal year. Director Dodson asked that Julia Brown join the conversation to talk about how many holds and hold pick-ups the library has per day which would help the library determine how many lockers we should have. Julia stated that in Minden there are currently roughly 300 items on hold for patrons to pick up so having these lockers would give patrons more flexibility to come and pick up their items at any time. She noted that the libraries in Carson, Elko and Washoe use these lockers and they are very popular. Trustee Tattersall asked whether the library wants to pay more initially and less yearly or less yearly and more initially. Director Dodson noted that she knows the service costs are a concern but to give the board a basis of comparison the library has to pay monthly or annual service fees and licenses for almost half of our budget items. For example, the library's integrated library system which is Polaris for the library's check in/out and inventory system their annual fee goes up every year and this year it was \$21,000 and that was just for software. She noted that annual fees and subscriptions are growing substantially and it's just a fact of life now. Trustee Garrahan stated that she would like to have the locker at the Tahoe branch to see how it is used before putting one at Minden and Trustee Tattersall noted that in the long run it would cost the library more if the library were to add the locker later in Minden for a second installation. Chairperson Rogers commented that there is a lot of discussion in the community about what the library is spending and she is cautious about that because she doesn't want the library to have any more controversy. Vice Chairperson Martin Maier had questions about how the hold system works with the book lockers when the book locker is full and Julia explained that there is an automated feature that tells the patron when it is full and that the book lockers would be set up as branches in Polaris and if the book locker is full it would not trigger the library to pull the item requested or have the hold available for the patron until there was space in the book locker. It would delay the patron's access to what they requested. Director Dodson stated that that would be a good argument to why the library should have larger units. She noted that technically Bibliotheca is a far better unit than D-Tech and that the total quote for Bibliotheca is roughly \$52,000 and the board approved a limit of \$55,000 at last month's meeting and D-Tech's quote is a little over \$56,000. Both the lockers will be inside in the lobby at Tahoe and in the foyer at Minden as both vendors agree that it wouldn't be a good idea to put the lockers outside due to the climate. The doors to the lobby and foyer would be unlocked and the public would have access to the lockers 24 hours a day. Chairperson Rogers commented that she has concerns about the doors being unlocked all the time. She noted that she doesn't want to commit to the annual cost of \$7,400 with Bibliotheca for the next five years and Amy explained that it is not five years and the library could stop paying for maintenance and service at any time and the library could choose to do its own maintenance and service or call the vendor to help with repairs on an as needed basis. Vice Chairperson Martin Maier asked if Amy has heard from other libraries about how often they have had to call in on maintenance and Director Dodson answered that Elko library just purchased their lockers and have had no issues and Carson City installed their about a month ago

and they had minor bugs in the integrated library system and how it talks to the book lockers but it was just a technical issue that they were able to resolve themselves.

MOTION/VOTE:

Trustee Tattersall made a motion to get the Bibliotheca with 39 lockers in Minden and 24 lockers at Zephyr Cove. There being no second the motion fails.

Vice Chairperson Martin Maier stated that she likes the concept of adding something new and innovative and she knows that the board already approved the idea and the money that's been set aside it's just a scary leap because the other libraries that are doing this are as new to it as this library is. She noted that the rationale for doing it is great and it's very compelling when you think of 300 holds and this could be another way of getting the holds. She commented that she would use but the only reason she isn't seconding is because it makes her nervous at a time when the budget is tight and the library is cost cautious. Chairperson Rogers stated that she has reservations about the number of units in Minden and concerns about the annual maintenance and that this library doesn't have to do what other libraries are doing and this library needs to what our community needs. Director Dodson recapped that at the last meeting the board approved lockers at both branches and the maximum expenditure could be \$55,000. She was instructed to get quotes which were provided to the board for this meeting. She recommends 39 lockers for the Minden branch and 29 lockers at the Tahoe branch because that way it's available for more patrons and with the library's restricted hours and even with regular hours patrons can't always come when the library is open and the lockers would provide so many great options for so many people. Chairperson Rogers stated that she understands that at the last meeting the board approved up to \$55,000 but at this meeting the board doesn't have to approve the expenditures for those funds now. She's concerned about the amount and the annual costs. Director Dodson noted that the library can choose to opt out of the annual costs and do its own maintenance. The library has annual costs with almost everything whether it's software or RFID self-checkouts it's just something the library will have to budget for. She noted that it will be worth purchasing the lockers and they will be used very heavily. Trustee Garrahan commented that her biggest issue is that the library is supplanting in the library hours by putting the book lockers out there and she doesn't think that that will be well received until the library is back to full operation. Directed Dodson explained that by the time the lockers get here and get installed the library will probably be back to its full hours because the lead time is a few weeks. They more than likely wouldn't be completely installed and fully functioning until a couple months. She stated that she respectfully disagrees and that she doesn't think it supplants the library's hours, it provides more options for patrons who can't come to library while the library is open. Chairperson Rogers agreed with Kate and that if the library resumes its regular hours and the library sees a need for the lockers then the library can get them, but she doesn't want the perception of the public to be that we have fewer hours but the library is providing an outside source where patrons can get their material and that concerns her. Trustee Tattersall agreed with Bonnie and Kate on the perception issue and noted that had the library bought the lockers last summer the perception might be different than right now as the library is trying to increase hours it might look like the library is trying to avoid increasing its hours. Vice Chairperson Martin Maier stated that it would be a better perception if the library were back to full hours. Director Dodson noted it's about providing options. It's simply an addition. It's the same argument for the bookmobile. Trustee Tattersall commented that she isn't sure the public will understand that it's not a substitution but an addition. Director Dodson stated the library can market it that way

and noted that some people may think that it's one replacing the other but thinks that the majority of the library's patrons who do place holds are going to enjoy the extra option. It's the same as curbside service as the library will be keeping curbside service even when it's fully open because it's an option that people enjoy and is convenient for them. Trustee Tattersall commented that her impression of the board's feeling on this overall is that the majority of the board is not ready to take this leap and the board needs to realize if the board puts this off the upfront costs are probably going to increase. Vice Chairperson Martin Maier stated that she likes the idea of the book lockers and thinks it is very innovative she would use it and she agrees with everything Amy is saying in terms of it being an add it's just that it's scary because it's quite a bit of money and commitment and something new that the library doesn't have a lot of data on and the library is taking a plunge on the sister libraries in the area and common sense would say it would be a smash success. Trustee Garrahan stated that the library also has a bookmobile that is not being fully used and it's just getting back to a schedule and she just sees it as an expense. Until the library is fully utilizing what it has why would the library put out for more? Chairperson Rogers asked the board if they would like to table this action for a future date and Vice Chairperson Martin Maier stated that she would be comfortable with that. DDA Gregory explained that if the board just wanted to table this indefinitely and any member can put it back on the agenda then the board doesn't need a motion, however if the board would like to continue this in maybe 3 months to get some statistics from Carson or Elko or other libraries then the board will need a motion to continue it to a specific date. Director Dodson asked DDA Gregory if this reverses the decision that was made in January and DDA Gregory answered that the \$55,000 was taken out of that opening fund balance and put into capital improvement projects and Amy noted specifically for the book lockers. DDA Gregory stated it's for a period of time and not just for this meeting so it leaves open that option but that's now a designated priority via that capital improvement.

MOTION/VOTE:

Chairperson Rogers made a motion that the board table this item and put back on the agenda in two months for discussion and decide if the board takes action then. Vice Chairperson Martin Maier made a second. The vote was not unanimous and the motion failed with a 2-2 vote.

Trustee Garrahan would like to see the library at full operation in branch and the bookmobile before the board makes any determination on spending this amount of money on another option. Director Dodson asked what changed from last month and Trustee Garrahan stated that she thinks it's a great idea if the library were providing all the services that the library used to have but it will be the perception that the library is supplanting services by getting this. If it were possibly just the Tahoe branch because its hours are so limited and Chairperson Rogers agreed and that up until this year the Tahoe branch had reduced hours and now this year it's reduced down to just two days and she thinks that right now the community feels that the library isn't interested anyway. Trustee Garrahan commented that even committing to that the library is committing to good sizable amount of money up front and then those maintenance fees.

MOTION/VOTE:

Trustee Garrahan made a motion to table this until the library gets back into full operation in branch and in the bookmobile. Vice Chairperson Martin Maier made a second. The vote was not unanimous with a 3-1 vote in favor of tabling the book lockers. Chairperson Rogers, Vice Chairperson Martin Maier and Trustee Garrahan vote aye, Trustee Tattersall vote nay.

12. 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. Policy on Cooperation with Other Libraries and Agencies

Director Dodson stated that there were no real substantial changes to this policy. She updated the language and made it clearer. She explained that the library is part of Information Nevada which is a statewide agreement among all libraries that the libraries will share resources for all people in Nevada. It's an agreement that the library signs for the state library to confirm the library's participation in that effort. Chairperson Rogers suggested to remove "makes every effort" in the first paragraph and remove the parentheses with the language inside in the second paragraph.

MOTION/VOTE:

There being no further discussion, Vice Chairperson Maier made a motion to approve this policy. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

b. Interlibrary Loan Policy

Trustee Garrahan suggested under Borrowing from Other Libraries to remove "or" and add "available".

MOTION/VOTE:

Trustee Tattersall made a motion to approve the Interlibrary Loan Policy revisions. Trustee Garrahan made a second and the motion carried unanimously with a 4-0 vote.

13. 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. {Action}

Director Dodson explained that a mobile computer lab are laptops that are in charging cabinet that rolls around which makes it mobile and they can be taken to anyplace to be set up as a computer lab. This would allow the library to have programs such as computer classes, coding clubs, homework days and the computers can be set up in the meeting room so the library can conduct these classes and hold these programs for all age groups. She noted that the configuration of computers the library has right now are all very public and not conducive for a classroom type setting. The grant money will buy 15 laptops and the charging cabinet. Chairperson Rogers asked if these laptops would be taken out of the building and Director Dodson answered that they could conceivably be taken to the Senior Center or the Lake Tahoe

branch but would mostly stay in the building for programs. Trustee Tattersall noted that there are a number of programs that the library could get involved with that teach young people about cyber security or programming satellites and if the library could find a coach the library could put a library sponsored team together as there are a lot of activities out there particularly for teenagers that require actual computers that have a little more computing power than chromebooks.

MOTION/VOTE:

There being no further discussion, Trustee Tattersall made a motion that Amy move forward and apply for the \$9,250 for a mobile computer lab from the Smallwood Foundation. Trustee Maier made a second and the motion carried unanimously with a 4-0 vote.

14. 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. {Action}

Chairperson Rogers stated that she spoke with CFO Terri Willoughby about this and she said that the money can be transferred from the fund balance into Professional Services.

MOTION/VOTE:

Chairperson Rogers made a motion to transfer the funds to pay for the professional services from Ogletree, et al., from the fund balance to Professional Services in the amount of \$12,508.43. Trustee Garrahan made a second.

Chairperson Rogers asked for discussion.

Director Dodson explained that the Adjusted Opening Fund Balance funds come from previous years of money that was unused such as salary savings or unspent projects as well as greater than expected tax revenue. Chairperson Rogers stated that the CFO said the money is in the library budget and the library could use that rather than transfer money out of the operational accounts. Director Dodson noted that this is an item that perception is even more important. Chairperson Rogers stated that she thinks it's more important that it's perceived that the library is not taking the money out of operational funds.

Chairperson Rogers asked for further discussion. There being no further discussion the motion carried unanimously with a 4-0 vote in favor of transferring funds from the fund balance into professional services.

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.

Chairperson Rogers asked for public comment. Veronica stated that no public comment had been received.

There being no public comment, public comment was closed.

THE MEETING ADJOURNED AT 1:02 P.M.

UNAPPROVED

Lib. Board of Trustees Mtg 3/24/21
Consent Calendar
Agenda Item 4a

Gift Fund Claims
February 2021 / March 2021

*Baker & Taylor	Friends donated funds for book group material and China Springs	03627	\$ 342.21
Petty Cash	ERC – staff birthdays	03636	\$ 36.96
Collaborative Summer Library Program	SRP 2021 staff t-shirts	03640	\$ 122.00
*Center Point	Donated funds in memory of Helen Ruso – large print books	03653	\$ 22.50

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 20-21

3/17/2021

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
Petty Cash	2/25/2021			38.96	\$7.99, \$12.98, \$15.99 ERC items for staff birthdays
CSLP	2/26/2021			122.00	Staff tshirts for summer reading program 2021
Baker & Taylor	3/10/2021		342.21		Library materials for china springs and bookgroup - friends
Center Point Large Print	3/10/2021		22.50		Library materials purchased with donated funds- Helen Raso Memorial
					Grand Total:
TOTALS		0.00	7,417.68	248.24	\$7,665.92
		Programs	Materials	All others	\$7,665.92

Lib. Board of Trustees Mtg 3/24/21

Agenda Item #5a

Douglas County Public Library

Budget Summary
 Fiscal Year 2020-2021 Month End 2/28/2021 % of Fiscal Year 67.1%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$799,403		\$71,686	\$508,703	64%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$386,187		\$29,177	\$236,709	61%

Services & Supplies					
Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$480,000	\$16,095	\$17,284	\$82,387	\$322,223	82%

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

Capital Outlay **

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

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

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

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



Library Expense Budget Performance Report

Fiscal Year to Date 02/28/21
Exclude Rollup Account

Account	Account Description	Fund	224 - Library	Department	804 - Library	EXPENSE	Salaries & Wages	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Salaries & Wages																	
510.000	Salaries & Wages							799,403.00	.00	799,403.00	52,543.47	.00	416,866.53	.00	382,536.47	52	.00
511.165	Holiday Overtime							.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout							.00	.00	1,158.55	1,158.55	.00	5,097.20	.00	(5,097.20)	+++	.00
511.169	Comp Payout							.00	.00	45.95	45.95	.00	114.98	.00	(114.98)	+++	.00
511.170	Overtime							.00	.00	.00	.00	.00	14.36	.00	(14.36)	+++	.00
511.171	Holidays							.00	.00	2,763.68	2,763.68	.00	28,357.44	.00	(28,357.44)	+++	.00
511.172	Comp Paid							.00	.00	.00	.00	.00	2,871.34	.00	(2,871.34)	+++	.00
511.173	Vacation							.00	.00	1,067.48	1,067.48	.00	29,070.67	.00	(29,070.67)	+++	.00
511.174	Sick							.00	.00	2,025.58	2,025.58	.00	14,229.03	.00	(14,229.03)	+++	.00
511.178	Sick Leave Payout							.00	.00	12,081.05	12,081.05	.00	12,081.05	.00	(12,081.05)	+++	.00
Salaries & Wages Totals								\$799,403.00	\$0.00	\$799,403.00	\$71,685.76	\$0.00	\$508,702.60	\$0.00	\$290,700.40	64%	\$0.00
Employee Benefits																	
511.181	Retirement							227,970.00	.00	227,970.00	16,546.47	.00	139,923.78	.00	88,046.22	61	.00
511.182	Workers Comp							19,795.00	.00	19,795.00	1,471.99	.00	12,338.18	.00	7,456.82	62	.00
511.183	Group Insurance							114,654.00	.00	114,654.00	8,858.30	.00	68,242.16	.00	46,411.84	60	.00
511.184	Unemployment							4,031.00	.00	4,031.00	359.32	.00	2,597.29	.00	1,433.71	64	.00
511.186	Medicare							11,672.00	.00	11,672.00	992.52	.00	7,095.23	.00	4,576.77	61	.00
511.189	Cell Phone Stipend							780.00	.00	780.00	(170.00)	.00	2,040.00	.00	(1,260.00)	262	.00
511.195	Social Security							577.00	.00	577.00	.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret.Medical							6,708.00	.00	6,708.00	1,118.00	.00	4,472.00	.00	2,236.00	67	.00
Employee Benefits Totals								\$386,187.00	\$0.00	\$386,187.00	\$29,176.60	\$0.00	\$236,708.64	\$0.00	\$149,478.36	61%	\$0.00
Services & Supplies																	
520.029	Program Underwriting							.00	635.00	635.00	32.50	.00	(561.75)	.00	1,196.75	-88	.00
520.045	Computer System							54,291.00	.00	54,291.00	5,416.62	.00	27,788.90	.00	26,502.10	51	.00
520.055	Telephone Expense							5,500.00	.00	5,500.00	891.07	.00	7,095.38	.00	(1,595.38)	129	.00
520.060	Postage/Po Box Rent							3,000.00	.00	3,000.00	.00	.00	2,137.31	.00	862.69	71	.00
520.064	Travel							.00	.00	.00	13.66	.00	13.66	.00	(13.66)	+++	.00
520.072	Advertising							.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding							.00	.00	.00	.00	.00	418.69	.00	(418.69)	+++	.00

Library Expense Budget Performance Report

Fiscal Year to Date 02/28/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
520.085	Communications	5,580.00	.00	5,580.00	762.85	.00	2,627.70	2,627.70	2,952.30	47	.00
520.088	Utilities	30,000.00	.00	30,000.00	650.08	.00	16,081.20	16,081.20	13,918.80	54	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	76.76	.00	1,377.10	1,377.10	122.90	92	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	2,538.00	10,152.00	18,701.51	18,701.51	(6,400.51)	129	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	.00	.00	4,623.21	4,623.21	(123.21)	103	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	456.08	.00	3,648.64	3,648.64	1,824.36	67	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	2,140.90	2,140.90	859.10	71	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	.00	.00	16,135.50	16,135.50	16,135.50	50	.00
520.169	EMRB Assessment	100.00	.00	100.00	.00	.00	42.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	.00	.00	644.32	644.32	355.68	64	.00
520.200	Training & Education	.00	.00	.00	.00	.00	438.00	438.00	(438.00)	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	224.98	.00	2,379.97	2,379.97	1,720.03	58	.00
521.100	Professional Services	.00	.00	.00	.00	.00	12,508.43	12,508.43	(12,508.43)	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	801.07	7,556.60	6,686.23	6,686.23	(7,242.83)	203	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	87,240.50	87,240.50	87,240.50	50	.00
530.001	Circulation Supplies	500.00	.00	500.00	610.34	.00	2,396.30	2,396.30	(1,896.30)	479	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	37.31	37.31	(37.31)	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	4,111.12	59,956.04	80,532.89	80,532.89	(18,137.83)	115	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	330.94	4,722.19	3,854.13	3,854.13	(7,576.32)	858	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	27.49	.00	1,035.02	1,035.02	(535.02)	207	.00
533.802	Small Equipment	.00	.00	.00	.00	.00	8,921.82	8,921.82	(8,921.82)	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	137.65	.00	2,125.76	2,125.76	(1,125.76)	213	.00
533.817	Small Projects	.00	8,074.00	8,074.00	.00	.00	3,342.82	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	7,424.46	(38.46)	101	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	203.07	.00	385.34	385.34	14.66	96	.00
<i>Services & Supplies Totals</i>		\$480,000.00	\$16,095.00	\$496,095.00	\$17,264.26	\$82,386.83	\$322,223.25	\$322,223.25	\$91,464.92	82%	\$0.00
<i>Capital Outlay/Projects</i>											
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$118,146.64	\$82,386.83	\$1,067,634.49	\$1,067,634.49	\$531,663.68	68%	\$0.00
<i>Department 804 - Library Totals</i>		(\$1,665,590.00)	(\$16,095.00)	(\$1,681,685.00)	(\$118,146.64)	(\$82,386.83)	(\$1,067,634.49)	(\$1,067,634.49)	(\$531,663.68)	68%	\$0.00
<i>Fund 224 - Library Totals</i>		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$118,146.64	\$82,386.83	\$1,067,634.49	\$1,067,634.49	\$531,663.68		\$0.00
Grand Totals		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$118,146.64	\$82,386.83	\$1,067,634.49	\$1,067,634.49	\$531,663.68		\$0.00

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 02/28/21
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									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	158.96	.00	7,301.21	(7,301.21)	+++	13,491.62
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$158.96	\$0.00	\$7,301.21	(\$7,301.21)	+++	\$13,491.62
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$158.96	\$0.00	\$7,301.21	(\$7,301.21)	+++	\$13,491.62
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$158.96)	\$0.00	(\$7,301.21)	\$7,301.21	+++	(\$13,491.62)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$158.96	\$0.00	\$7,301.21	(\$7,301.21)	+++	\$13,491.62
Grand Totals		\$0.00	\$0.00	\$0.00	\$158.96	\$0.00	\$7,301.21	(\$7,301.21)		\$13,491.62

Gift Fund Income Statement

Through 02/28/21
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	3.47	29.96	63.04	32	126.97
361.212	Invest. Earnings-BNY Mellon	439.00	.00	706.02	(267.02)	161	606.97
	<i>Interest Revenue Totals</i>	<u>\$532.00</u>	<u>\$3.47</u>	<u>\$724.72</u>	<u>(\$192.72)</u>	<u>136%</u>	<u>\$733.94</u>
Miscellaneous Revenue							
367.102	Donations	.00	235.38	13,523.26	(13,523.26)	+++	43,830.60
	<i>Miscellaneous Revenue Totals</i>	<u>\$0.00</u>	<u>\$235.38</u>	<u>\$13,523.26</u>	<u>(\$13,523.26)</u>	<u>+++</u>	<u>\$43,830.60</u>
	Department 000 - Revenue Totals	<u>\$43,073.00</u>	<u>\$238.85</u>	<u>\$14,247.98</u>	<u>\$28,825.02</u>	<u>33%</u>	<u>\$44,564.54</u>
	REVENUE TOTALS	<u>\$43,073.00</u>	<u>\$238.85</u>	<u>\$14,247.98</u>	<u>\$28,825.02</u>	<u>33%</u>	<u>\$44,564.54</u>
EXPENSE							
Department 800 - Library Gift Fund							
Services & Supplies							
532.061	Library Gift Fund	.00	158.96	7,301.21	(7,301.21)	+++	13,491.62
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	9.44
	<i>Services & Supplies Totals</i>	<u>\$98.00</u>	<u>\$158.96</u>	<u>\$7,316.33</u>	<u>(\$7,218.33)</u>	<u>7,466%</u>	<u>\$13,501.06</u>
	Department 800 - Library Gift Fund Totals	<u>\$43,073.00</u>	<u>\$158.96</u>	<u>\$7,316.33</u>	<u>\$35,756.67</u>	<u>17%</u>	<u>\$13,501.06</u>
	EXPENSE TOTALS	<u>\$43,073.00</u>	<u>\$158.96</u>	<u>\$7,316.33</u>	<u>\$35,756.67</u>	<u>17%</u>	<u>\$13,501.06</u>
Grand Totals							
	REVENUE TOTALS	<u>43,073.00</u>	<u>238.85</u>	<u>14,247.98</u>	<u>28,825.02</u>	<u>33%</u>	<u>44,564.54</u>
	EXPENSE TOTALS	<u>43,073.00</u>	<u>158.96</u>	<u>7,316.33</u>	<u>35,756.67</u>	<u>17%</u>	<u>13,501.06</u>
	Grand Total Net Gain (Loss)	<u>\$0.00</u>	<u>\$79.89</u>	<u>\$6,931.65</u>	<u>\$6,931.65</u>	<u>+++</u>	<u>\$31,063.48</u>

Gift Fund Trial Balance Listing

Through 02/18/20
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	57,988.00	40,758.37	25,849.43	72,896.94	68,363.07
101.090	Investment-FMV Adjust	517.51	.00	.00	517.51	(1,048.08)
121.100	Interest Receivable	346.16	60.20	65.29	341.07	210.84
	<i>Current Assets Totals</i>	\$58,851.67	\$40,818.57	\$25,914.72	\$73,755.52	\$67,525.83
<i>Current Liabilities</i>						
201.000	Vouchers Payable	(12,845.00)	12,845.00	.00	.00	.00
202.000	Accounts Payable	(3,456.16)	25,829.90	22,519.76	(146.02)	.00
207.000	Due To Other Funds	(10.09)	10.09	.00	.00	.00
	<i>Current Liabilities Totals</i>	(\$16,311.25)	\$38,684.99	\$22,519.76	(\$146.02)	\$0.00
<i>Fund Balance</i>						
253.000	Fund Balance	(42,540.42)	.00	.00	(42,540.42)	(107,525.45)
	<i>Fund Balance Totals</i>	(\$42,540.42)	\$0.00	\$0.00	(\$42,540.42)	(\$107,525.45)

Library Expense Budget Performance Report
 Fiscal Year to Date 02/28/21, with notes

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd	Overages
Fund 224 - Library											
Department 804 - Library											
EXPENSE											
Salaries & Wages											
510.000	Salaries & Wages	799,403.00	.00	799,403.00	52,543.47	.00	416,866.53	382,536.47	52	+++	
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	.00	+++	
511.167	Vacation Payout	.00	.00	.00	1,158.55	.00	5,097.20	(5,097.20)		+++	
511.169	Comp Payout	.00	.00	.00	45.95	.00	114.98	(114.98)		+++	
511.170	Overtime	.00	.00	.00	.00	.00	14.36	(14.36)		+++	
511.171	Holidays	.00	.00	.00	2,763.68	.00	28,357.44	(28,357.44)		+++	
511.172	Comp Paid	.00	.00	.00	.00	.00	2,871.34	(2,871.34)		+++	
511.173	Vacation	.00	.00	.00	1,067.48	.00	29,070.67	(29,070.67)		+++	
511.174	Sick	.00	.00	.00	2,025.58	.00	14,229.03	(14,229.03)		+++	
511.178	Sick Leave Payout	.00	.00	.00	12,081.05	.00	12,081.05	(12,081.05)		+++	
Salaries & Wages Totals		\$799,403.00	\$0.00	\$799,403.00	\$71,685.76	\$0.00	\$508,702.60	\$290,700.40	64%		
Employee Benefits											
511.181	Retirement	227,970.00	.00	227,970.00	16,546.47	.00	139,923.78	88,046.22	61		
511.182	Workers Comp	19,795.00	.00	19,795.00	1,471.99	.00	12,338.18	7,456.82	62		
511.183	Group Insurance	114,654.00	.00	114,654.00	8,858.30	.00	68,242.16	46,411.84	60		
511.184	Unemployment	4,031.00	.00	4,031.00	359.32	.00	2,597.29	1,433.71	64		
511.186	Medicare	11,672.00	.00	11,672.00	992.52	.00	7,095.23	4,576.77	61		
511.189	Cell Phone Stipend	780.00	.00	780.00	(170.00)	.00	2,040.00	(1,260.00)	262		
511.195	Social Security	577.00	.00	577.00	.00	.00	.00	577.00	0		
511.201	PEBS-Ret. Medical	6,708.00	.00	6,708.00	1,118.00	.00	4,472.00	2,236.00	67		
Employee Benefits Totals		\$386,187.00	\$0.00	\$386,187.00	\$29,176.60	\$0.00	\$236,708.64	\$149,478.36	61%		
Services & Supplies											
520.029	Program Underwriting	.00	635.00	635.00	32.50	.00	(561.75)	1,196.75	-88		.00
520.045	Computer System	54,291.00	.00	54,291.00	5,416.62	.00	27,788.90	26,502.10	51		.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	891.07	.00	7,095.38	(1,595.38)	129		1,595.38
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	.00	.00	2,137.31	862.69	71		.00
520.064	Travel	.00	.00	.00	13.66	.00	13.66	(13.66)	+++		13.66
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++		.00
520.078	Printing & Binding	.00	.00	.00	.00	.00	418.69	(418.69)	+++		CARES COVID \$419

Library Expense Budget Performance Report

Fiscal Year to Date 02/28/21, with notes

Douglas County Public Library
Board of Trustees Meeting 3/24/21
Supporting Document - Agenda Item #5a

Account	Account Description	Adopted		Amended		Current Month		YTD		Budget - YTD		Res'd	Overages
		Budget	Amendments	Budget		Transactions	Encumbrances	Transactions	Transactions	% Used/			
520.085	Communications	5,580.00	.00	5,580.00		762.85	.00	2,627.70	2,952.30	47	CARES SoSu TV/COVID	.00	
520.088	Utilities	30,000.00	.00	30,000.00		650.08	.00	16,081.20	13,918.80	54		.00	
520.097	Maint B&G	1,500.00	.00	1,500.00		76.76	.00	1,377.10	122.90	92		.00	
520.098	Jenioratal Services	22,453.00	.00	22,453.00		2,538.00	10,152.00	18,701.51	(6,400.51)	129		6,400.51	
520.107	Maint Equip	4,500.00	.00	4,500.00		.00	.00	4,623.21	(123.21)	103		.00 \$1,993 move to Capital	
520.114	Motor Pool Expense	5,473.00	.00	5,473.00		456.08	.00	3,648.64	1,824.36	67		.00	
520.116	Veh. Maint-Co Shop	.00	.00	.00		.00	.00	.00	.00	+++		.00	
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00		.00	.00	2,140.90	859.10	71		.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		.00	.00	644.32	355.68	64		.00	
520.200	Training & Education	.00	.00	.00		.00	.00	438.00	(438.00)	+++	Grant Grant	.00	
520.240	Data Lines	4,100.00	.00	4,100.00		224.98	.00	2,379.97	1,720.03	58		.00	
521.100	Professional Services	.00	.00	.00		.00	.00	12,508.43	(12,508.43)	+++	.00 Pd by AOFB	.00	
521.134	Cataloging	7,000.00	.00	7,000.00		801.07	7,556.60	6,686.23	(7,242.83)	203		7,242.83	
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		610.34	.00	2,396.30	(1,896.30)	479	CARES COVID \$2,293	.00	
532.003	Gas & Oil	.00	.00	.00		.00	.00	37.31	(37.31)	+++		37.31	
532.054	Library Materials	122,351.00	.00	122,351.00		4,111.12	59,956.04	80,532.89	(18,137.93)	115		.00	
532.057	Processing Materials	1,000.00	.00	1,000.00		330.94	4,722.19	3,854.13	(7,576.32)	858		7,576.32	
532.065	Institutional Supplies	.00	.00	.00		.00	.00	.00	.00	+++		.00	
533.800	Office Supplies	500.00	.00	500.00		27.49	.00	1,035.02	(535.02)	207	CARES COVID \$984	.00	
533.802	Small Equipment	.00	.00	.00		.00	.00	8,921.82	(8,921.82)	+++	.00 Cap Project	.00	
533.813	Office Products Program	1,000.00	.00	1,000.00		137.65	.00	2,125.76	(1,125.76)	213	CARES COVID \$676	.00	
533.817	Small Projects	.00	8,074.00	8,074.00		.00	.00	3,342.82	4,731.18	41	Grant Grant	.00	
540.012	Statewide Collection Grain	.00	7,386.00	7,386.00		.00	.00	7,424.46	(38.46)	101		38.46	
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00		203.07	.00	385.34	14.66	96		.00	
Services & Supplies Totals		\$480,000.00	\$16,095.00	\$496,095.00		\$17,284.28	\$82,386.83	\$322,223.25	\$91,484.92	82%	COVID=\$4,372	\$22,866.01	
Capital Outlay/Projects		\$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		\$118,146.64	\$82,386.83	\$1,067,634.49	\$531,663.68	68%		\$0.00	
Department 804 - Library Totals		(\$1,665,590.00)	(\$16,095.00)	(\$1,681,685.00)		(\$118,146.64)	(\$82,386.83)	(\$1,067,634.49)	(\$531,663.68)	68%		\$0.00	
Fund 224 - Library Totals		\$1,665,590.00	\$16,095.00	\$1,681,685.00		\$118,146.64	\$82,386.83	\$1,067,634.49	\$531,663.68	68%		\$0.00	
Grand Totals		\$1,665,590.00	\$16,095.00	\$1,681,685.00		\$118,146.64	\$82,386.83	\$1,067,634.49	\$531,663.68	68%		\$0.00	

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" or "Board" will be used in these Bylaws interchangeably with the official name. As a governing board under NRS 379.025, the Library Board establishes bylaws for the management of the Library and the Library Board.

II. PURPOSE

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

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five Trustees 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.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. A Trustee appointed to fulfill an unexpired term shall serve the remainder of that term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without a valid reason, to attend three successive meetings of the Library Board. A recommendation for such removal will be acted upon by the Library Board 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.
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.
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 Trustees. If possible, any Trustee unable to attend a 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 meet attendance requirements set forth in Article III, Part 5 of these Bylaws.

V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these Bylaws, the Nevada Open Meeting Law (NRS 241.020) and Robert's Rules of Order.
2. A quorum of at least three Trustees 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. 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 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 among the appointed Trustees to preside over all meetings.
2. The Library Board shall elect any other officers deemed necessary by the Board of Trustees, such as a Vice Chairperson to substitute for the Chairperson.
3. No Board member shall be eligible to serve more than two terms 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 first meeting of the year at which they are elected and until a successor is elected. If a trustee is elected to fulfill an officer vacancy, he or she may only serve until the end of that term.
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.

6. The clerk to the Library Board, usually the Library administrative manager, shall be appointed by the Library Director to take minutes of Library Board meetings.

VII. MEETINGS AND RECORDS

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

1. 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.
2. 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. 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. 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 and agendas shall be posted in three public places, the Library's website, at the location of the scheduled meeting, and each library branch as outlined in the Nevada Open Meeting Law (NRS 241.020). The location of each meeting of the Library Board shall be indicated on the agenda for each meeting.
5. 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

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

1. Establish, supervise, and maintain a County Library.
2. Appoint, evaluate the performance of and, if necessary, dismiss a Librarian.
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 containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding fiscal year.
5. (h) Establish bylaws and regulations for the management of the Library and the conduct of

the Trustees.

6. Manage all the real and personal property held by the Library in trust for the public.
7. Acquire and hold real and personal property by gift, purchase, or bequest, for the Library.
8. Administer any trust declared or created for the Library.
9. Maintain or defend any action in reference to the property or affairs of the Library.
10. Cooperate with other public officials and boards and maintain vital public relations.
11. Each Trustee must complete the training recommended by the Nevada State Library within six (6) months of appointment to the Library Board.
12. Regularly review the physical and building needs of the Library to ensure that they meet the requirements of the programs offered by the Library.
13. Approve and submit any required report to the State Library or other state agency.

The Library Board may:

1. Make purchases and secure rooms.
2. Authorize the merger or consolidation of a city library with a county library district in accordance with NRS Chapter 355.
3. Invest the money in the appropriate library fund in accordance with the provisions of NRS Chapter 354.
4. Do all acts necessary for the orderly and efficient management and control of the Library.

IX. COMPLIANCE WITH DOUGLAS COUNTY FINANCE DEPARTMENT POLICIES AND PROCEDURES

1. 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.
2. The Library Board shall have overall control of the expenditure of all monies 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.
3. 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.
4. 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.
5. 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.

X. RELATIONSHIP WITH THE LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board and shall be responsible to the

Library Board. The Library Director shall be the Executive Director of the Library and subject to the policies and goals adopted by the Library Board. 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 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.

XI. EMAIL COMMUNICATION

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 Library Board. Emails may be discussed at a Library Board meeting. As of 2021, the email address is libraryboardoftrustees@douglas.lib.nv.us.

XII. 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:
 - i. A 5-year long range plan;
 - ii. Set goals and milestones for the upcoming calendar year;
 - iii. Set specific expectations and objectives for the Library Director for the upcoming calendar year; and
 - iv. Complete the annual evaluation of the Library Director prior to the annual anniversary of the Director's date of employment.

XIII. 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.

XIV. 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.

EFFECTIVE THIS _____ day of _____, 2021.

By: _____
Library Board Chairperson

LIBRARY BOARD OF TRUSTEES

APPROVED 1997, 2004, 2008

DCPL Long Range Plan History Objectives and Results 2012-2019

2012 Objectives and Results

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.

Objective #1 – Increase number of internet use sessions by 5% from 07/01/2011 through 06/30/2012 **Not complete. Insufficient staff resources.**

- ~~A. Publicize availability through Job Connect, social services and senior centers~~
- ~~B. Make internet machines more media friendly (ie, flash drive, photo cards, CD roms)~~
- ~~C. Publicize availability through realtors and Chamber with appropriate publicity media~~
- ~~D. Add to web page/Facebook information on wi-fi, public internet~~
- ~~E. Provide handouts to 1862 David Walley's Hot Springs Resort and Spa, The Ridge Tahoe, all hotel concierge stations, sites similar to Lake Tahoe Vacation Rentals Accommodation Station~~
- ~~F. Advertise on Minden Library digital screen~~

Objective #2 - Have counting software for the Library web pages installed by 06/03/2012 **Douglas County migrated to new website for all departments in March 2012. Counting software is included.**

Objective #3 – Create Twitter account for Library by 01/31/2011 **Complete.**

- A. Identify keepers of the site and account **Complete.**
- B. Evaluate retention of Twitter account by 5/30/2011 **Was used during OneBook program to promote events. Will retain and use when appropriate. We do not currently have enough staff to use for daily promotions.**

Objective #4 – Create Facebook page for Library by 02/10/2011 **Complete.**

- A. Identify keepers of the site and account **Complete.**
- B. Link to website **Complete.**
- C. Edit prior postings **Ongoing.**
- D. Identify and implement keeping information current **Ongoing.**

Objective #5 – Evaluate creating a YouTube account for Library by 1/1/2012 **Completed evaluation and decided not to pursue. Video postings are done on Facebook and digital signage.**

- ~~A. Identify keepers of the site and account~~
- ~~B. Create films of programs and events~~

Long Range Plan History 2012-2019

- ~~C. Edit prior postings~~
- ~~D. Explore filter options~~
- ~~E. Identify what will drive site and account~~
- ~~F. Create calendars with parameters of who posts and how often~~
- ~~G. Add photos~~
- ~~H. Link all sites and accounts together~~

Objective #6 – Offer five 1-hour staff training sessions on digital media with follow-up assignments beginning by 9/30/2012 **Completed and ongoing.**

- A. Schedule 5 training sessions on Master Calendar
- B. Prioritize session topics to match roll-out of media services
- C. Create course outline and adding instructor(s)
- D. Create follow up assignments

Objective #7 – Increase use of eBooks by 5% from 07/01/2011 through 06/30/2012
Unknown results. Current vendor does not supply necessary information. New vendor will begin on October 1, 2012.

- A. Ability to access and print from PAC terminals (public access catalog) **Technology does not support.**
- B. Train staff how to access from the PACs **Complete.**
- C. Publicize through appropriate media **Not complete.**
- D. Identify appropriate target audience **Not complete.**

Objective #8 – Create survey to measure awareness of Library technology by 06/30/2011
Not complete. Insufficient staff resources.

- ~~A. Determine survey questions and online/print survey method~~
- ~~B. Distribute survey by 7/20/2011 – 10/31/2011~~
- ~~C. Compile results by 11/30/2011~~

Objective #9 – Retrain all staff to record uses of the ADA computer by 6/30/2011
Complete.

- A. Schedule training in small groups on Master Calendar for 6/2011
- B. Identify instructors
- C. Begin counts of usage statistics by 7/1/2011

Objective #10 – Implement one mobile app by 06/30/2012 **Complete.**

- A. Identify mobile app
- B. Train staff

Long Range Plan History 2012-2019

- C. Publicize through appropriate media

Objective #11 – Deliver one 4-hour technology-focused retreat for Librarians each year, first by 06/30/2012 **Not complete. Insufficient staff resources.**

- ~~A. Schedule date on Master Calendar~~
- ~~B. Determine agenda~~
- ~~C. Ensure sufficient staff coverage~~
- ~~D. Create follow up assignment~~

Objective #12 - Create a shelving plan that reflects emphasis on technology by July 1, 2011 **Complete.**

- A. Calculate shelf space needed including anticipated growth for AV
- B. Calculate shelf space needed including anticipated growth for print collections
- C. Calculate shelf space needed including anticipated growth for combining circulating and reference automotive manuals into one circulating collection
- D. Re-catalog automotive manuals
- E. Create step-by-step shifting plan

Objective #13 – Shift physical collections on main floor by 10/31/2011 **Complete.**

- A. Create labor plan and timeline

Objective #14 – Create floor plan for the computers on the main floor by 1/1/ 2013 **Not complete. Insufficient staff resources.**

- A. Coordinate future furniture and computer locations with possible grantors.
- B. Investigate the requirements for bandwidth, hardware and location needed for a download station.

Objective #15 – Replace children’s Gates computers by 12/31/2012 **Complete.**

- A. Investigate replacement computer options
- B. Explore funding sources

Objective #16 – Inform the community of programs as part of program design **Ongoing.**

- A. Determine best method to reach potential audiences. **Ongoing.**
- B. Update current program and publicity forms by 10/31/2012.

Objective #17 – Determine ways to inform the community of identified library services by 5/30/2014 **Not complete. Insufficient staff resources.**

- A. Match target audiences to appropriate media for service

Long Range Plan History 2012-2019

B. Distribute marketing information at well-attended events

* * * *

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

Objective #1 – Implement lease program for Young Adult (YA) fiction by 2/28/2011
Complete.

A. Evaluate program 12/31/2011 **Evaluations scheduled for 09/12**

Objective #2 – Update floor plan and budget for YA to maximize shelving space by
6/1/2011 **Underway. Re-model scheduled 2013**

- A. Research carpet replacement costs **Included**
- B. Research furniture costs **Included**
- C. Research cabinet removal costs **Included**
- D. Explore lighting options and their costs **Included**

Objective #3 – Create a YA shelving map by 7/1/2011 **Underway. Re-model
scheduled 2013**

- A. Calculate shelf map needed, including anticipated growth for fiction, manga, graphic novels and new books including lease books **Included**
- B. Create a step-by-step moving and storage plan during construction **Included**
- C. Create labor plan and timeline **Included.**

Objective #4 – Complete YA remodel by 12/31/2011 **Re-model scheduled 2013**

Objective #5 – Create an overall system-wide de-selection procedure that is reviewed
annually by the first of June **Not complete. Insufficient staff resources.**

- ~~A. Gather existing selection and de-selection procedures and review~~
- ~~B. Integrate with changing emphasis to stay current with community needs~~
- ~~C. Schedule annual meeting with Librarians and Library Director~~

Objective #6 – Analyze and match programs to meet community needs and wants on a
semi-annual basis through January of 2014 **Ongoing**

- A. Analyze existing programs for costs, resources, attendance and outcome to determine performance measures
- B. Evaluate internal or external programs for projected costs, resources, attendance, outcome and target audience

Long Range Plan History 2012-2019

- C. Review annual calendar for programming with Librarians and Library Director each May and November

Objective #7 – Analyze and match services to meet community needs and wants on an annual basis through January of 2014 **Not complete. Insufficient staff resources.**

- A. Identify current services
- B. Analyze existing services for costs, resources, use and outcome to determine performance measures
- C. Evaluate internal or external services for projected costs, resources, use, outcome and target audience
- ~~D. Review services with Librarians and Library Director each May and November~~
- ~~E. Communicate results to Library Board at their yearly Long Range Planning meeting~~

Objective #8 – Determine appropriate tools for analysis and measurement of programs and services at an annual meeting **Not complete. Will be included in some programs for 2013**

- A. Create surveys for programs and services
- B. Calculate number of users
- C. Compile statistics

Objective #9 – Compile and maintain all program measurements after events beginning 7/1/2013 **Not complete. Insufficient staff resources.**

- ~~A. Invest in database and software options~~
- ~~B. Decide on option and implement~~
- ~~C. Train appropriate staff and volunteers for data collection, input and retrieval~~

Objective #10 – Compile and maintain all service measurements beginning 7/1/2013

Objective #11 – Identify potential partners and/or sponsors for programs **Ongoing**
~~A. Identify potential partners at the annual meetings~~

Objective #12 – Identify potential partners and/or sponsors for services **Ongoing**
~~A. Identify potential partners at the annual meeting on October 31~~

Objective #13 – Identify resource requirements for all programs as part of program design process **Ongoing**

Long Range Plan History 2012-2019

- A. Storage
- B. Potential locations/facilities
- C. Inventory existing supplies
- D. Staff and volunteer availability
- E. Technology and equipment needs
- F. Collections to support the programs
- G. Knowledge and skill sets
- H. Media Sources

Objective #14 – Identify resource requirements for services as part of the decision process
Ongoing

Objective #15 – Inform the community of programs as part of program design **Ongoing**.

- A. Determine best method to reach potential audiences **Ongoing**
- B. Update current program and publicity forms by 10/31/2012

Objective #16 – Determine ways to inform the community of identified library services by
5/30/2014 **Not complete. Insufficient staff resources.**

- C. Match target audiences to appropriate media for service
- D. Distribute marketing information at well-attended events

2013 Objectives and Results

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.

Objective #1 – Increase number of job seeker computers by 06/30/2013 **Not done. Demand has decreased; software problems unresolved.**

- ~~A. Publicize availability through Job Connect and social services~~
- ~~B. Publicize availability through web page and Facebook~~
- ~~C. Publicize on Minden Library digital screen~~

Objective #2 – Enhance technology services offered to patrons through training to enhance the following staff skills by June 30, 2013 **Complete. Additional training ongoing. Tech Tuesdays added in March 2013.**

- A. Digital downloads from OneClick Digital eAudiobooks **Complete.**
- B. Wi-Fi connectivity and Wi-Fi printing **Complete.**

Long Range Plan History 2012-2019

Objective #3 – Evaluate eAudiobook distributors for replacement of existing subscription.

Complete.

- A. Select vendor by September 1, 2012 **Complete.**
- B. Train staff in product use by October 15, 2012 **Complete.**
- C. Introduce product to patrons by October 31, 2012 **Complete and ongoing.**
- D. Offer 4 patron group trainings by June 30, 2013 **Complete and ongoing.**

Objective #4 – Evaluate two additional databases for subscription **Complete.**

- A. Research and evaluate language database by December 31, 2012 **Complete. Rocket Languages added in May 2013.**
- B. Research and evaluate popular eMagazine database by March 31, 2013 **Complete. Zinio added in October 2012.**

Objective #5 – Evaluate eBook distributors for replacement of existing subscription. **Complete.**

- A. Select vendor by October 1, 2013 **Complete.**
- B. Train staff in product use by December 15, 2013 **Training scheduled for October 15, 2013.**
- C. Introduce product to patrons by January 1, 2014 **Scheduled.**
- D. Offer 4 patron group trainings by June 30, 2014 **Scheduled.**

Objective #6 – Create survey to measure awareness of eAudiobooks by January 31, 2013 **Not complete.**

- ~~A. Determine survey questions and online/print survey method~~
- ~~B. Distribute survey 2/1/2013 through 3/31/2013~~
- ~~C. Compile results by June 30, 2013~~

* * * *

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

Objective #1 –Young Adult patrons will have a welcoming area housing YA materials and a bulletin board with the remodel completed by June 30, 2013. **Complete.**

- A. Conduct focus group with TAB members by October 31, 2012 **Complete.**
- B. Create detailed moving and labor plan **Complete.**
- C. Replace carpet, shelving, bulletin board **Complete.**
- D. Remove cabinets **Complete.**
- E. Add lighting, seating **Complete.**

Long Range Plan History 2012-2019

Objective #2 – Book Sale patrons will be offered semi-annual book sales provided by a third-party contractor by April 30, 2013 **Complete and ongoing.**

- A. Locate contractor **Complete.**
- B. Document scope of work **Complete.**
- C. Establish 1-year trial basis contract **Complete.**
- D. Evaluate success of program by October 31, 2013 **Evaluation date 12/31/2013**

Objective #3 – Summer Reading 2013 patrons will have a re-designed Summer Reading Program (SRP) that will incorporate a staff reduction of 2.5 to 2.0 FTE by May 30, 2013 **Complete.**

- A. Evaluate SRP 2012 by September 30, 2012 **Complete.**
- B. Prepare tentative scope for SRP 2013 by October 31, 2012 **Complete.**
- C. Finalize scope for SRP 2013 by November 30, 2012 **Complete.**
- D. Deliver SRP 2013 in June and July 2013 **Complete.**

Objective #4 – Librarians will develop rubric to evaluate effectiveness of (1) programs and (2) services **Not complete. Inadequate staffing levels.**

- ~~A. Develop draft of rubric by February 28, 2013~~
- ~~B. Evaluation points to include costs, resources, attendance and outcome~~
- ~~C. Select 1 program as trial for rubric by March 31, 2013~~
- ~~D. Evaluate usefulness of rubric by December 31, 2013~~

2014 Objectives and Results

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.

Objective #1 – Enhance technology services offered to patrons through training for both patrons and staff.

- A. Train volunteers to assist with Tech Tuesdays **Volunteers trained and assisting; ongoing.**
- B. Identify and train volunteer mentor for Teen Tech Assistants **Volunteer mentors identified; training scheduled.**
- C. Develop Teen Tech Assistant program by December 31, 2014 **Not yet done.**

Objective #2 – Market technology services and programs offered to patrons

- A. Design and distribute broadsheet with technology offerings in newspapers by June 30, 2014 **Project delayed due to recruitment process and the addition of new products. Currently scheduled for Fall 2014.**

Long Range Plan History 2012-2019

- B. Identify and distribute broadsheet to additional locations by December 31, 2014 **Not yet done.**

Objective #3 – Contract with eBook vendor by January 31, 2014

- A. Train staff in product use by February 28, 2014 **Complete.**
- B. Introduce product to patrons by March 31, 2014 **Complete.**
- C. Incorporate eBook training to Tech Tuesdays by April 30, 2014 **Introduced and ongoing.**

Objective #4 – Monitor database industry offerings

- A. Research and evaluate database additions by December 31, 2014 **Ongoing. Currently partnering with Chamber to promote and train on business databases; negotiated substantial reduction in price for major business database.**

Objective #5 – Evaluate vendors for replacement of patron computers

- A. Preview vendors at PLA Conference March 2014 **Complete.**
- B. Select vendor and product by June 30, 2014 **Complete.**
- C. Negotiate contract and identify funding by December 31, 2014 **Complete.**
- D. Complete replacement of patron computers by May 31, 2015 **Complete.**

Objective #6 – Develop replacement schedule for library servers by January 31, 2014

- A. Replace and virtualize servers by April 30, 2014. **Complete.**

* * * *

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

Objective #1 –Develop 2014 programming schedule to identify programs for target groups

Complete and ongoing.

- A. Adults, including Author Nights
- B. Young Adults
- C. Youth
- D. Families

Objective #2 – Develop and implement READING Paws® program at Minden Library

- A. Complete paperwork to establish relationship with Intermountain Therapy Animals by January 31, 2014 **Complete**
- B. Establish and market regular reading hours by January 31, 2014 **Complete**
- C. Evaluate success of program by September 30, 2014 **Complete and ongoing.**

Long Range Plan History 2012-2019

Objective #3 – Summer Reading 2014 patrons will have a Summer Reading Program (SRP) that will incorporate the science theme of Fizz, Boom Read!

- A. Initiate SRP by June 1, 2014 **Complete.**
- B. Evaluate SRP by September 30, 2014 **Complete.**

Objective #4 – Young Adult volunteers will be offered the opportunity to participate in the Tech Teen program.

- A. An adult mentor will be identified and trained to work with the teens. **In process.**
- B. The teens will be taught how to deliver patron technology training under the supervision of their mentor by August 31, 2014 **Not yet done.**
- C. Technology training programs using Teen Tech volunteers will be introduced by October 31, 2014. **Not yet done.**

Objective #5 – The Pine Nut Room will be renovated to incorporate a small conference area and a large screen monitor.

- A. Prepare scope of work by January 31, 2014 **Complete**
- B. Solicit quotes on work by February 28, 2014 **Complete**
- C. Order furnishings by March 15, 2014 **Complete**
- D. Complete renovation by June 30, 2014 **Complete**

Objective #6 – Librarians will develop rubric to evaluate effectiveness of programs and services

- A. Develop draft of rubric by June 30, 2014 **Not yet done.**
- B. Evaluation points to include costs, resources, attendance and outcome **Not yet done.**
- C. Select 1 program as trial for rubric by August 31, 2014 **Not yet done.**
- D. Evaluate usefulness of rubric by December 31, 2014 **Not yet done.**

* * * *

2015 Objectives and Results

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.

Objective #1 – Enhance technology services offered to patrons through training for both patrons and staff. **Complete and ongoing; Heather has informally joined the Tech Team bringing her familiarity with the MacBook.**

- A. Identify and train volunteers to assist with Tech Tuesdays **Not completed.** Program has shifted focus as patron needs have changed. “Tech Tuesday” has been replaced with “Reserve-A-Tech” to provide one-on-one assistance to patrons.

Long Range Plan History 2012-2019

- B. Identify and train volunteer mentor for Teen Tech Assistants **Same as A**
- C. Develop and implement Teen Tech Assistant program **Same as A**

Objective #2 – Market technology services and programs offered to patrons

- A. Design and distribute broadsheet with technology offerings in newspapers by June 30, 2015 **Complete in January 2015**
- B. Identify and distribute broadsheet to additional locations by December 31, 2015
Distributed to service clubs and back to school events; Complete

Objective #3 – Evaluate database offerings

- A. Monitor databases considered by State Electronic Resources Advisory Committee
Complete; staff member served on Nevada Statewide Electronic Resources Advisory Committee and participated in selection of 2015/2016 databases.
- B. Research and evaluate database additions by December 31, 2015
Complete and ongoing

Objective #4 – Increase marketing and programming for eResources

- A. Develop training and introduce hoopla services **Complete and ongoing**
- B. Explore programming
 - i. hoopla for the Friends **Complete**
 - ii. hoopla Night at the Library **(Library not licensed for this; alternate license obtained instead)**
 - iii. hoopla for Teens **Complete**
 - iv. hoopla for Families **Not yet done**

Objective #5 – Introduce marketing and programming for patron self-publishing

- A. Develop training and introduce Fast Pencil
Complete; meager response from public. Service discontinued.
- B. Explore programming
 - i. Booth at Authors' Night **Complete**
 - ii. Local writing groups **Not done**
 - iii. Local high Schools and community college classes **Not done**

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

**Objective #1 –Develop 2015 programming schedule to identify programs for target groups
Complete and ongoing.**

- A. Adults, including Author Nights

Long Range Plan History 2012-2019

- B. Young Adults
- C. Youth
- D. Families

Objective #2 – Explore feasibility of moving to BISAC or BISAC Hybrid classification system

Ongoing; implementation planned for 2016-2017

- A. Establish staff workgroups for Technical Services, Collection Development, Logistics
Not yet done
- B. Compile information from vendors, other libraries who have made transition, school district In progress
- C. Develop process to weigh exploratory information Complete
- D. Prepare recommendation for Library Board of Trustees Not yet done
- E. Present exploration and recommendation to Library Board of Trustees Not yet done

Objective #3 – Summer Reading 2015 patrons will have a Summer Reading Program (SRP) incorporating the theme of Heroes; Children: “Every Hero Has a Story”; Teens: “Unmask!”

- A. Initiate SRP by June 1, 2015 Complete
- B. Evaluate SRP by September 30, 2015 Complete

Objective #4 – Young Adult volunteers will be offered the opportunity to participate in the Tech Teen program.

Not completed. Program has shifted focus as patron needs have changed. “Tech Tuesday” has been replaced with “Reserve-A-Tech” to provide one-on-one assistance to patrons.

- A. An adult mentor will be identified and trained to work with the teens.
- B. The teens will be taught how to deliver patron technology training under the supervision of their mentor by August 31, 2015
- C. Technology training programs using Teen Tech volunteers will be introduced by October 31, 2015

Objective #5 – Research methods to develop a rubric for evaluating the effectiveness of (1) programs and (2) services

Incomplete but ongoing

- A. Identify best practices used in other libraries Identified Google Analytics and Facebook Insights
- B. Locate and evaluate case studies, especially ones from libraries using PLA Results for Long Range Planning Ongoing
- C. Prepare recommendation as to whether such a rubric would assist DCPL staff in evaluating effectiveness In progress

Long Range Plan History 2012-2019

- D. Present exploration and recommendation to Library Board of Trustees **Not yet done**

Objective #6 – Increase the marketing of services and programs offered to patrons

Complete and ongoing; increase in users of Facebook, Twitter, and digital media. Increase in use of third party media outlets (shares)

- A. Initiate participation in Chamber mailings by June 30, 2015
 - i. **Library Foundation participated in the Chamber mailing by adding their ad card for the Big Give in March 2015; Ongoing**
- B. Secure funding for quarterly mailings from Douglas County Public Library Foundation (DCPLF) **Complete for February 2015 mailing**
- C. Request support from DCPLF at annual meeting held February **Completed**

* * * *

2016 Objectives and Results

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.

Objective #1 – Research and evaluate RFID technology for library collections across all locations

- A. Compile information from vendors **Complete**
- B. Identify and select the system that best suits DCPL patrons, collections, existing technology, and staff **Complete**
- C. Prepare and present information and recommendation to Library Board of Trustees **Complete**
- D. If approved, implement RFID system simultaneously with new classification system **Approved; In progress; Vendor is experiencing a supply-chain issue, resulting in an unavoidable delay in implementation.**

Objective #2 – Increase technology available to patrons with circulating technology devices

- A. Evaluate needs for additional devices **Complete**
- B. Develop circulation procedures for technology devices **Complete**
- C. Create marketing materials and strategies to promote the technology collection
 - iv. Use social media and outreach efforts to publicize **Complete**
 - v. Promote technology devices and eResources simultaneously **Complete**

Long Range Plan History 2012-2019

Objective #3 – Enhance technology services offered to patrons through training for both patrons and staff.

- A. Evaluate the “Reserve-A-Tech” program and assess the pros and cons as compared to the “Tech Tuesday” program. **Complete**
- B. Explore feasibility of concurrent “Tech Tuesday” and “Reserve-A-Tech” programs. Identify best option for patrons and implement by June 30, 2016. **Complete and implemented.**

Objective #4 – Evaluate database offerings

- A. Research and evaluate databases provided by Nevada State Library by December 31, 2016. **Complete**
- B. Research and evaluate other database additions/subtractions by December 31, 2016. **Complete and ongoing.**

Objective #5 – Assess, test and streamline eResources

- A. Reevaluate current eBook and eAudiobook offerings **Complete and ongoing.**
- B. Evaluate Axis 360 eBooks and eAudiobooks **In progress**
- C. Evaluate Flipster eMagazine service **Complete and implemented**
- D. Study ways to simplify access to digital resources **Complete and ongoing.**

* * * *

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

Objective #1 – Explore feasibility of moving to BISAC or BISAC Hybrid classification system

- A. Establish staff workgroups for Technical Services, Collection Development, and Circulation. **Complete and ongoing.**
- B. Compile information from vendors, other libraries who have made transition, Douglas County school district. **In progress**
- C. Prepare and present recommendation for Library Board of Trustees **Not yet completed; this has been paused due to delay in RFID project (see Goal #1, Objective #1)**
- D. If approved, implement new system simultaneously with RFID conversion. **To be determined**

Objective #2 – Establish Bookmobile service for valley region of Douglas County

- A. Secure funding through DCPLF and Minden Rotary Foundation **Ongoing; funds raised to date = \$120,000**
- B. Form committee to create service plan for bookmobile **Not yet completed**
- C. Initiate purchase of bookmobile before December 31, 2016 **Not yet completed**

Long Range Plan History 2012-2019

Objective #3 – Improve the marketing of services and programs

- A. Launch the “Learn Something New Every Day” program to raise awareness of library services and resources. **Complete**
- B. Continue rebranding of DCPL as “more than books”. **Complete and ongoing**
- C. Request support from DCPLF at annual meeting held in February **Not done**
- D. Request support from outside sources **Complete and ongoing**
- E. Secure funding for marketing from DCPLF and outside sources **Not needed**

Objective #4 – Summer Reading 2016 patrons will have a Summer Reading Program that features a sports and fitness theme; Children: “On your mark, get set, read”; Teens: “Get in the game: read”

- A. Introduce SRP by June 1, 2016 **Complete**
- B. Evaluate SRP by September 30, 2016 **Complete**

* * * *

2017 Objectives and Results

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.

Objective #1 – Implement RFID technology for library collections across all locations

- A. Finish RFID system installation, while simultaneously converting to new classification system **RFID in progress (tagging started in September); Reclassification postponed**
- B. Introduce RFID and new self-check system to public by December 31, 2017 **In progress and on schedule; date for public introduction is TBD**

Objective #2 – Increase technology available to patrons with circulating technology devices

- A. Evaluate needs for additional devices **Ongoing. Currently exploring options such as iPad dispensing machines. The library will soon begin circulating LaunchPads mobile devices preloaded with educational software**
- B. Evaluate technology in high demand **Ongoing. Primary demand for technology has been for document scanning and individual assistance. Minden Library has a new public copier that provides scanning and wireless printing. Added Niche Academy in September 2017 to provide tutorials**
- C. Design new marketing strategies to promote technology and eResources
 - vi. Use social media and outreach efforts to reach more patrons **Complete**

Long Range Plan History 2012-2019

- vii. Promote technology devices and eResources simultaneously **Complete and ongoing; added Niche Academy in September 2017 to provide tutorials on digital product use**

Objective #3 – Evaluate database offerings

- A. Research and evaluate databases provided by Nevada State Library by December 31, 2017. **The library no longer has a staff member serving on this committee; state databases for fiscal year 2017/2018 have not yet been announced**
- B. Research and evaluate other database additions/subtractions by December 31, 2017. **Complete; due to lack of use, all Reference USA databases will be discontinued at end of current subscription**

Objective #4 – Assess, test and streamline eResources

- A. Reevaluate current eBook and eAudiobook offerings, using trends identified by local and state statistical studies **Total checkouts 9,130; Increased monthly limit for hoopla checkouts after 54% increase in usage**
- B. Evaluate Axis 360 eBooks and eAudiobooks **Partially complete and ongoing; Axis 360 has not yet been implemented**
- C. Study ways to simplify patron access to digital resources **Ongoing; Resources in demand are available on several different platforms**

* * * *

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

Objective #1 – Explore feasibility of moving to BISAC or BISAC Hybrid classification system

- A. Staff workgroups that include Technical Services, Collection Development, and Circulation will collaborate on draft implementation plans **Workgroups began research; project postponed due to staff changes**
- B. Prepare and present recommendation for Library Board of Trustees **Project postponed**
- C. If approved, implement new system simultaneously with RFID conversion.

Objective #2 – Establish Bookmobile service for valley region of Douglas County

- A. Secure funding through DCPLF and Minden Rotary Foundation channels **Complete; raised \$206,000.**
- B. Bookmobile committee will create service plan for mobile services **In progress**
- C. Purchase bookmobile before December 31, 2017 **Bookmobile ordered 8/31/17**

Objective #3 – Introduce one or more new programs for children

Long Range Plan History 2012-2019

- A. Children’s program will be sustainable program that follows STEAM learning concept, parallel to DCSD **Complete and ongoing**. Summer Reading Program incorporated STEAM; children built helicopters and other projects. STEAM Club after-school program launched September 2017.
- B. Program will be in line with rebranding of DCPL as “more than books” **Complete**
- C. Request support from DCFOL as needed **Complete**
- D. Program will be launched by December 31, 2017 **Complete**

Objective #4 – Introduce one or more new programs for adults

- A. Adult program will be sustainable and will not require grant funding **Complete**. Introduced Adult SRP, using minimal funds; program will be offered in future years’ SRP. Presented several individual adult programs as well.
- B. Program will be in line with rebranding of DCPL as “more than books” **New adult programs included movie showings, craft projects, and cooking program**.
- C. Request support from DCFOL as needed **Complete**
- D. Program will be launched by December 31, 2017 **Complete**

Objective #5 – Summer Reading 2017 patrons will have a Summer Reading Program that features a theme of “Build a Better World” for all age groups

- A. Launch SRP by June 1, 2017 **Complete**
- B. Evaluate SRP by September 30, 2017 **Complete**

2018 Objectives and Results

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.

Objective #1 – Implement RFID technology for library collections across all locations

- A. Finish RFID retro-tagging of entire collection by April 30, 2018 **Completed before deadline**
- B. Install security gates and self-check stations by April 30, 2018 **Completed before deadline**
- C. Educate and train staff to use RFID self-check system and train public effectively **Complete**
- D. Educate and train patrons to use RFID self-check system by April 30, 2018 **Complete & ongoing**
- E. Monitor and document use and function of RFID system **Ongoing**

Objective #2– Increase technology available to patrons

- A. Evaluate needs for additional devices **Complete & ongoing**
- B. Evaluate technology in high demand **Complete & ongoing**

Long Range Plan History 2012-2019

- C. Investigate Virtual Reality technology as a possible addition to the library’s collection, using NV State Library as a resource **Completed**
- D. Try new marketing strategies to promote technology and eResources
 - viii. Use social media and outreach efforts to reach more patrons **Complete & ongoing; implemented Facebook ads, redesigning website**
 - ix. Promote technology devices and eResources simultaneously **In progress; exploring options such as iPad dispensing machines. The library will soon begin circulating LaunchPads (Smallwood Grant)**

Objective #3 – Assess, test and streamline eResources

- A. Monitor and evaluate current digital offerings, using statistics and patron feedback **Complete & ongoing**
 - B. Evaluate Axis 360 eBooks and eAudiobooks by December 31, 2018 **not complete yet**
 - C. Simplify patron access to digital resources by December 31, 2018 **not complete yet**
- * * * *

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

Objective #1 – Establish Bookmobile service for valley region of Douglas County

- A. Form a Bookmobile committee by January 31, 2018 to create a service plan for mobile services **Complete; committee will reconvene when new delivery date is known**
- B. Train appropriate staff on bookmobile functions and services within thirty (30) days of delivery **On hold—new delivery date is unknown**
- C. Launch bookmobile service within thirty (30) days of delivery **On hold—new delivery date is unknown**

Objective #2 – Introduce one or more new programs at Lake Tahoe branch

- A. Program(s) will be sustainable **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Objective #3 – Introduce one or more new programs for children

- A. Children’s program(s) will be a sustainable program that follows STEAM model **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books” **Complete & ongoing**
- C. Program will be launched by December 31, 2018 **Complete before deadline**

Long Range Plan History 2012-2019

Objective #4 – Introduce one or more new programs for adults

- A. Adult program(s) will be sustainable **Complete & ongoing**
- B. Program will be aligned with rebranding efforts of DCPL as “more than books”
Complete & ongoing
- C. Investigate possible workforce development programs by September 30, 2018 **Not Complete**
- D. Program(s) will be launched by December 31, 2018 **Complete**

Objective #5 – Summer Reading 2018 patrons will have a Summer Reading Program that features a musical theme of “Libraries Rock” for all age groups

- A. Launch SRP by June 1, 2018 to include children, teens, and adults **Complete**
- B. Evaluate SRP by September 30, 2018 **Complete**

* * * *

2019 Objectives and Results

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.

Objective #1– Increase technology available to patrons

- A. Investigate possible expansion of Virtual Reality technology program at both libraries by March 31, 2020 **Completed**
 - a. Collect information according to NSLAPR grant guidelines
 - b. Utilize the data to determine potential demand at each library location
 - c. Determine cost estimates (software, equipment)
 - d. Consider potential demand and costs to determine feasibility and sustainability
- B. Assess and determine the need(s) for additional mobile devices and resources by January 31, 2020 **Completed**
 - a. Conduct survey of public (users and non-users if possible)
 - b. Examine historical and statistical trends
- C. Evaluate available robotics technology/devices and determine collection possibilities by January 31, 2020 **Completed**
 - a. Perform research of current available technology/devices including their use by other public libraries
 - b. Determine demand and needs for robotics resources
 - c. Create robotics program for 2020 and beyond (based on (b) above)
 - d. Develop assessment protocol for evaluation of program(s)

Long Range Plan History 2012-2019

Objective #2 – Assess and evaluate the demand for technology assistance and education

Incomplete

- A. Collect user data and statistics by March 31, 2020
 - a. Use Polaris to generate reports on usage of mobile devices
 - b. Track Reserve-a-Tech sessions
 - c. Consult staff and document their input
- B. Gather information from patrons and the greater community by March 31, 2020
 - a. Distribute online and paper surveys
 - b. Develop other potential tools for gathering information
- C. Determine possibilities for technology education programs by March 31, 2020
 - a. Compile input from Tech Team and other staff
 - b. Using collected data, develop framework of potential programs
 - c. Determine cost estimates (software, equipment, program supplies)
 - d. Use collected data and staff input to determine feasibility and sustainability
- D. Begin implementing new technology programs by June 30, 2020
 - a. Create new publicity plan to feature each resource or program in a series of monthly promotions (newspaper articles, social media posts, and flyers)
 - b. Develop assessment protocol for evaluation of program(s)

Objective #3 – Assess, test and streamline eResources

- A. Evaluate Axis 360 eBooks and eAudiobooks by March 1, 2019 **Completed**
 - a. Investigate usage by other Polaris libraries
 - b. Meet with vendor
 - c. Determine impacts on library's acquisition/selection processes
 - d. Examine functionality (staff and patrons) and cost to determine feasibility
- B. Monitor and evaluate current digital offerings by January 31, 2020
 - a. Examine statistical trends
 - b. Collect staff input
 - c. Determine if (and which) resources should be added and discontinued
- C. Develop and create learning tools for patrons by March 31, 2020 **Incomplete**
 - a. Design technology education/assistance programs focused on the selected eResources (see Objective #2)
 - b. Develop assessment protocol for evaluation of program(s)

Long Range Plan History 2012-2019

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

Objective #1 – Establish Bookmobile service for valley region of Douglas County

- A. Hire Bookmobile Library Technician by February 1, 2019 **Completed**
 - a. Interview candidates and offer job to top candidate
 - b. Train the new Library Technician on library functions as they apply to bookmobile service
- B. Bookmobile committee will create a service plan for bookmobile (delivery date is TBD) **Completed**
 - a. Bookmobile committee will reconvene by April 1, 2019
- C. Train the Bookmobile Library Technician and other staff on bookmobile functions and services within thirty (30) days of delivery **Completed**
- D. Train Bookmobile volunteers in basic duties within thirty (30) days of delivery **Completed**
- E. Launch bookmobile service within thirty (30) days of delivery **Completed**

Objective #2 – Produce, revise, and improve Library policies, procedures and support documents
Incomplete

- A. Review existing policies and procedures
- B. Establish small staff groups or committees assigned to specific documents
- C. Create and/or update policies and procedures
- D. Interim documents and handbook will be presented September 1, 2019
- E. Inform Board of progress by December 1, 2019

Objective #3 – Develop and implement a standard system of assessment that will be used to measure, evaluate, and track all library programs by May 1, 2019 **Incomplete**

- A. Develop a standard system that will be used to evaluate all library programs by December 31, 2020
 - a. Initiate a staff committee to design the system
 - b. Tracking and evaluation procedures will be digitized and applicable to all program types
 - c. New system will include statistical analysis
- B. Create a procedure for new programs to ensure equal consideration of all ideas
 - a. Design a workflow that will track programs from the “idea” stage to the “evaluation” stage

Long Range Plan History 2012-2019

Objective #4 – Introduce one or more new programs at Minden Library by October 1, 2019

- A. Program(s) will be sustainable (repeatable, cost-effective, realistic) **Completed**
- B. Program will be aligned with the Library’s mission and goals
- C. Program will be launched by September 30, 2019 **Completed**
- D. Evaluate the program using new system (see Objective #5) by January 31, 2020

Objective #5 – Introduce one or more new programs at Lake Tahoe branch by October 1, 2019

- A. Program(s) will be sustainable (repeatable, cost-effective, realistic) **Completed**
- B. Program will be aligned with the Library’s mission and goals
- C. Program will be launched by September 30, 2019 **Completed**
- E. Evaluate the program using new system (see Objective #5) by January 31, 2020

Objective #6 – Summer Reading 2019 patrons will have a Summer Reading Program that features the theme “Space: A Universe of Stories” for all age groups

- A. Launch SRP in June 2019 to include children, teens, and adults **Completed**
- B. Evaluate SRP by December 1, 2019

* * * *

Douglas County Public Library
 Budget FY21-22

Account	Account Description	FY18-19 Actual	FY19-20 Actual	FY21-22 Approved	FY21-22 Tentative
FY22 Salaries & Wages Totals					
					\$884,235
FY22 Employee Benefits Totals					
					\$423,010
520.029	Program Underwriting	5,443.39	7,323.44	7,300	7,300
520.045	Computer System	64,312.80	57,200.56	60,000	60,732
520.055	Telephone Expense	7,296.42	7,466.55	7,467	7,467
520.060	Postage/Po Box Rent	4,408.92	1,771.99	1,800	1,772
520.064	Travel	9,027.54	4,831.44	3,000	1,000
520.078	Printing & Binding	269.31	679.74	600	600
520.085	Communications	0.00	244.48	3,072	3,072
520.088	Utilities	28,798.51	29,780.17	30,000	29,781
520.097	Maint B&G	3,281.07	3,741.44	3,700	3,700
520.098	Janitorial Services	23,169.45	22,452.00	31,000	30,912
520.107	Maint Equip	4,136.75	3,517.00	3,500	3,499
520.114	Motor Pool Expense	5,840.06	5,231.00	5,231	5,296
520.116	Veh. Maint-Co Shop	0.00	-629.28	3,000	2,500
520.136	Rents & Leases Equipment	2,863.04	3,096.67	3,100	3,100
520.156	Risk Mgmt-Co. Insurance	32,014.00	32,271.00	32,271	32,271
520.169	EMRB Assessment	90.00	75.13	100	76
520.170	Memberships	1,033.00	530.00	1,000	1,000
520.194	Cell phones	502.88	1,733.64	1,733	1,734

Douglas County Public Library
 Board of Trustees Meeting 3/24/21
 Supporting Document - Agenda Item #10a

Account	Account Description	FY18-19 Actual	FY19-20 Actual	FY21-22 Approved	FY21-22 Tentative
520.200	Training & Education	7,680.00	1,055.00	1,000	500
520.240	Data Lines	10,442.34	9,158.80	3,700	3,600
521.100	Professional Services	1,604.00	2,537.50	0	0
521.134	Cataloging	24,900.83	17,732.75	20,000	20,000
521.500	Admin & Overhead	0.00	174,481.00	171,000	174,481
530.001	Circulation Supplies	2,184.23	1,303.85	1,500	1,500
532.003	Gas & Oil	0.00	251.13	3,000	3,000
532.054	Library Materials	212,856.29	207,431.41	210,000	210,000
532.057	Processing Materials	11,397.62	10,031.51	11,000	11,000
533.800	Office Supplies	2,093.47	2,540.46	2,500	2,500
533.802	Small Equipment	2,766.70	1,152.82	1,000	500
533.813	Office Products Program	6,849.63	5,110.94	5,500	5,100
533.817	Small Projects	1,668.16	12,460.84	0	0
540.012	Statewide Collection Grant	11,888.96	0.00	0	0
550.100	Bank Fees-Credit Card Processing	480.09	443.03	450	400
550.102	Bank Fees-Checking				153
TOTALS		\$489,300.68	\$627,008.01	\$628,524.00	\$628,546

FY21-22 Capital Improvement Program Project Request

Minden Library Carpet Replacement

PROJECT MANAGER: Amy Dodson

DEPARTMENT: Library

FUND NAME/NUMBER Library Fund 224-804



LOCATION DESCRIPTION: Minden Library, in the adult and reference areas on the main level and the upper level.

Project Budget:						
Project Phase:	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Total
Materials	50,000					50,000
Installation	50,000					50,000
						-
						-
						-
Total	100,000	-	-	-	-	100,000

SCOPE: (Describe Project, including scope, life etc.) This project will replace 49 ranges of wooden shelving in the Minden Library, in the adult and reference areas. The new shelving will last at least 50 years. This project will provide some of the infrastructure necessary to meet service levels.

JUSTIFICATION: (Explain why this is important for County) The current shelving is 20-50 years old, and some shelves have collapsed or needed repair. The shelving is also difficult for patrons to use because of shelf height. New shelving will be steel, which has a much longer life span than wood. (The project should be done concurrently with the replacement of the flooring in the Minden Library if possible.)

Project Financing						
Funding Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Total
Unfunded	100,000					100,000
						-
						-
						-
						-
						-
Total	100,000	-	-	-	-	100,000

OPERATING IMPACTS: List potential costs for maintenance, personnel etc. if the project is completed. There are no anticipated future costs.

ADDITIONAL REVENUE: Will this project generate additional revenue?
 Yes No
 Explanation: _____

FY21-22 Capital Improvement Program Project Request

Minden Library Carpet Replacement

PROJECT MANAGER: Amy Dodson

DEPARTMENT: Library

FUND NAME/NUMBER Library Fund 224-804



LOCATION DESCRIPTION: Minden Library, including reading and study areas, Storytime room, meeting rooms, and offices.

Project Budget:						
Project Phase:	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Total
Materials & install:	120,000					120,000
						-
						-
						-
						-
Total	120,000	-	-	-	-	120,000

SCOPE: (Describe Project, including scope, life etc.) This project will replace the carpet in the Minden Library, including reading and study areas, Storytime room, meeting rooms, and offices. The new flooring will last at least 20 years. This project will provide for the maintenance and infrastructure necessary to meet current and future service levels.

JUSTIFICATION: (Explain why this is important for County) The project will replace carpeting that is approximately 21 years old. Since the carpeting was installed in 2000, this facility has had more than 2.2 million visits. Some areas of existing carpet cannot be cleaned due to the carpet's poor condition.

Project Financing						
Funding Source	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Total
Unfunded	120,000					120,000
						-
						-
						-
						-
						-
Total	120,000	-	-	-	-	120,000

OPERATING IMPACTS: List potential costs for maintenance, personnel etc. if the project is completed. There are no anticipated future costs beyond regular cleaning.

ADDITIONAL REVENUE: Will this project generate additional revenue?

Yes No

Explanation: _____

DCPL Reopening Plan: Phase 3

DRAFT Proposal – March 24, 2021

Introduction

The Douglas County Public Library continues to follow the phased reopening plan, adhering to county, state, and federal mandates, precautions, and guidelines, as well as standards and recommendations provided by professional library organizations and the Nevada State Library.

Phase 1 began on May 16, 2020 with staff returning to work at the libraries on May 11. Book returns were reopened on May 12 so that patrons could begin returning items. Curbside service started on May 16 in Minden and May 19 at the Lake Tahoe branch. Phase 2 operations began on June 23, with ongoing periodic reevaluation and updates. Phase 2B began on February 11, 2021. A Phase 3 Plan for reopening May 1, 2021 is proposed here.

Operations

Phase 3 will begin on Saturday, May 1, 2021. During Phase 3, the Library will continue curbside pickup service at both library locations. Online and email-based services, as well as virtual programs, will also remain in place.

Beginning on May 1, patrons will have full access to the entire physical collection within each of the libraries. Public computers, copiers and fax machines will be available for use. Public seating will be in place.

Staff provides contact-less assistance to patrons for every transaction, both inside the library and curbside. Those procedures will remain in force until otherwise directed by state and/or local authorities. As with Phase 1, the Library will remain flexible and adjust the Phase 3 Plan if and when circumstances within the community change, and/or new directives from County or State officials are issued.

Volunteers will be welcomed back to the library as of May 1, 2021. Volunteers must submit to background and fingerprint checks, in accordance with Douglas County's volunteer requirements.

Proposed hours of operation, beginning on May 1, 2021:

Library Hours

Minden: Monday, Tuesday, Wednesday 10:00-7:00
Thursday, Friday 10:00-6:00
Saturday 10:00-5:00

Lake Tahoe: Tuesday and Thursday
10:00-4:00

Curbside Pickup Hours

Minden: Monday – Saturday
10:00-4:00

Lake Tahoe: Tuesday and Thursday
10:00-4:00

Bookmobile Hours

Douglas County Community Center, Wednesdays and Fridays
Additional hours and routes to be determined

Library Programs

In-person “live” programs such as story time and book groups will resume on June 1, 2021. The Summer Reading Program will proceed as planned, June 5-July 31. Meeting Rooms at both libraries will be available on June 1, 2021. The Homebound Program will be reinstated on June 1, 2021 or when sufficient volunteers are eligible and available to operate the program.

Library Staff

In Phase 3, library staff will return to their assigned library according to the posted schedule. Staff from Minden will help at the Lake Tahoe branch due to staff shortage. Working from home will be determined on a case-by-case basis, compliant with Douglas County policies and directives.

Work Procedures & Safety

All transactions with patrons will continue to be contact-less. Library patrons either scan their own library cards, or provide the card number or identifying information to library staff. The staff will not have contact with library cards or ID, with the exception of issuing new library cards. Common transactions will still be available by phone or email, as an alternative to in-person assistance.

At all times, staff are required to wear masks, face coverings, or face shields, and maintain six (6) feet of physical distance between each other and from members of the public. Employees must wear gloves when handling books and other library materials. High-contact surfaces in public areas – such as front desks, door knobs, computer keyboards and mice – will be sanitized throughout the day during public browsing times. The Library provides PPE and supplies to the employees. Acrylic barriers will remain in place at front desks.

Returned books and other materials, as well as donated materials, will not be quarantined after April 30, 2021. Quarantine periods and sanitizing procedures may be reinstated, based on results of ongoing studies by the REALM Project, and will be adjusted as new information becomes available.

DOUGLAS COUNTY PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Table of Contents:

I. Mission	2
II. Materials Selection Policy	2
Authority of Selection	
Selection Criteria	
Branch Library Collections	
Satellite Collections	
III. Controversial Materials	3
IV. Donations of Materials	4
V. Collection Maintenance	4
VI. Requests for Reconsideration of Library Materials	5
Appendices:	6
I. Library Bill Of Rights	
II. Free Access to Libraries for Minors	
III. Freedom To Read Statement	
IV. Freedom To View Statement	
V. Free Access to Libraries for Minors	
VI. Request For Reconsideration Form	

I. MISSION

The mission of the Douglas County Public Library is to provide a comprehensive collection of library materials, services, and programs with the support of qualified staff to meet the informational, educational, recreational, and cultural needs of all residents and visitors of Douglas County.

To support this mission, library materials are selected, organized and made accessible in order to anticipate and meet the needs of library patrons. As part of the DCPL Long Range Plan, the library endeavors to provide resources designed to stimulate imagination, satisfy curiosity, and create lifelong learners. The library provides access to content in print, multimedia, digital, and other formats to meet the needs of a diverse and growing community.

II. MATERIALS SELECTION POLICY

The purpose of the Collection Development Policy is to concisely state the criteria and responsibility for the selection and deselection of materials, and to provide a framework for procedures to be followed when patrons request materials be considered or reconsidered. The library encourages patrons to suggest items and subjects to be considered for the collection. Serious consideration is given to all requests.

The guiding principles and objectives of collection development and management are as follows:

- To provide resources and information which will enrich, entertain, and educate
- To help people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and support the free expression of ideas
- To provide free and equal access to materials and technology

The DCPL meets or exceeds the Minimum Public Library Standards of Nevada to maintain a collection appropriate to community needs.

The library selects materials, programs, and services in accordance with guidelines stated by the American Library Association in its **Library Bill Of Rights, Freedom to Read and Freedom to View** statements. (Appendices I, II, and III) The DCPL does not practice any form of censorship of library materials.

A. Authority of Selection. The authority for selection of materials is delegated to the Library Director by the Library Board of Trustees. The selections are made by the Library Director and the Director's designated staff who are qualified for this work by education, training, or experience.

B. Selection Criteria. All acquisitions, whether purchased or donated, are evaluated using the following criteria. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

- Present and/or potential relevance to community needs;
- Current, expressed, or anticipated demand;
- Review in one or more appropriate professional journals;
- Accuracy of content;
- Within limits of budgets for materials;
- Relationships to existing materials in the collection;
- Not available, or with limited accessibility, from other lending sources;
- Insufficient materials available on the same subject;
- Author or illustrator is local;
- Enhances a specific collection within the library;
- Literary and artistic merit.

C. Branch Library Collections. Typically, the main library in any system acts as the reference center for the system. Branch libraries maintain collections which specifically serve the residents of the geographic area in which the branch is located, to provide the most popular and requested materials to meet the needs of their immediate community. DCPL currently has two branches; Lake Tahoe Branch library in Zephyr Cove and the Bookmobile, which acts as a branch and serves the valley region of Douglas County.

The general collections at both the Lake Tahoe Branch Library and the Bookmobile include popular fiction, ready reference, and best-selling non-fiction for all age groups.

D. Satellite Collections. The DCPL provides library collections at satellite locations throughout Douglas County. The goal is to support and strengthen the program of the facility where the collection is housed, whether correctional, residential or otherwise. These collections are developed in partnership with the management of the facilities.

III. CONTROVERSIAL MATERIALS

The Douglas County Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: **Library Bill Of Rights, Freedom To Read and Freedom To View** statements.

The selection of materials is characterized by flexibility, impartiality, and responsiveness to the changing needs of the citizens of Douglas County. Materials are evaluated as complete works and not on the basis of a particular passage or specific language. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of artistic expression, or because it is controversial. Materials with different viewpoints on issues will be acquired, including those which may have unpopular, evocative, or unorthodox positions. No item will be discarded solely because it contains contentious topics or unpopular opinions.

IV. DONATIONS OF MATERIALS

All gifts are subject to the general and specific criteria listed in this policy. Donors are informed that any gifts to the library may or may not be added to the collection. Any item which is not added may be donated to another institution, sold in a library book sale, or discarded. Monies from such sales are used to benefit Douglas County Public Library collections, services, and programs. Refer to the DCPL Donation Policy for specific information.

V. COLLECTION MAINTENANCE

The deselection of materials from a collection is as important to systematic collection development as is the acquisition of new materials, improves the overall balance and accessibility of the collection, and maintains its currency while not damaging its depth in important subject areas. The same care, thought, and judgment is exercised in this process as with the original selection.

As materials become worn, outdated, damaged or lost, replacement will be determined by the appropriate staff members.

Periodicals are retained as available space allows.

VI. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Douglas County Public Library recognizes the principles of free library services and free inquiry as fundamental concepts of a democratic society in the United States of America. The latter principle requires the library to offer different, and sometimes widely divergent, points of view in many areas of knowledge. The library does not approve or endorse any particular viewpoint or belief represented in its collection.

Individuals may make the decision whether or not to read or view an item only for themselves, not for the community at large. It is the responsibility of parents and guardians who wish to restrict their children's reading to visit the library with their children

or instruct the children on what they consider to be appropriate. The library does not stand in place of parents/guardians (*in loco parentis*).

Individuals may raise concerns about library materials that do not support their tastes and views. Materials will not be removed from the collection simply because an individual finds something offensive. Suggestions about materials which may provide additional viewpoints are always welcome and will be seriously considered for addition to the collection. Staff is available to discuss concerns and identify alternate material that may be available. Patron concerns will be dealt with promptly, and treated with courtesy, sensitivity, and objectivity. A library user who wishes to register a written concern about an item should complete the **Request for Reconsideration** form, Appendix V of this document. The patron submitting the Reconsideration Form must be a resident of Douglas County and hold a valid Douglas County Library card. The item(s) at issue will not be removed from the library shelf during the reconsideration process.

The Library Director shall respond to any written complaint within thirty (30) days. If the complainants are not satisfied with the response by the Library Director, they may submit their statement of concern to the Library Board of Trustees for consideration. The decision of the Library Board will be final.

LIBRARY BOARD OF TRUSTEES

ADOPTED 1999

REVISED 2007, 2014, 2015

APPENDICES

- VII. Library Bill Of Rights
- VIII. Free Access to Libraries for Minors
- IX. Freedom To Read Statement
- X. Freedom To View Statement
- XI. Free Access to Libraries for Minors
- XII. Request For Reconsideration Form

DRAFT

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

<http://www.ala.org/advocacy/intfreedom/librarybill>

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social

media, online applications, games, technologies, programming, and other formats¹. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them². Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use³.

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “*Libraries: An American Value*” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services”⁴. Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from

ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 "Privacy: An Interpretation of the *Library Bill of Rights*," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 "Libraries: An American Value," adopted on February 3, 1999, by ALA Council.

5 "Rating Systems: An Interpretation of the *Library Bill of Rights*," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of

its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

- 3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

A Joint Statement by:
American Library Association
Association of American Publishers

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

www.ala.org/advocacy/intfreedom/freedomviewstatement



DOUGLAS COUNTY PUBLIC LIBRARY

Request for Reconsideration

Please describe the item in question as fully as you are able:

Title: _____

Author(s): _____

Publisher: _____ Format (Book, DVD, etc.) _____

Call number or location in library: _____

Please state the action you wish taken on this item:

Shelf it elsewhere Remove it from the library Other (specify):

Please explain how such an action would improve the library's service to the community:

Have you read/viewed/listened to the entire work?

If not, then which parts?

How was it brought to your attention?

I am acting as a spokesperson for the following group or association:

Name: _____ Library Card Number _____

Home telephone: _____ Work / Cell telephone: _____

Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Signature: _____ Date: _____

EXTERNAL COMMUNICATIONS POLICY

DOUGLAS COUNTY PUBLIC LIBRARY

A. The Douglas County Public Library Board of Trustees (LBOT) recognizes that external communication, communication with those not employed by the library or in the library community, involves every person who has connection with the Douglas County Public Library. The LBOT urges its own members and every staff member to realize they represent the library in every public contact. Good service supports good public relations.

Public relations goals of the Douglas County Public Library via external communications are:

1. Promote a good understanding of the library's mission, strategic plans, goals and services among governing officials, civic leaders and the general public,
2. Promote active participation in the varied services offered by the library to people of all ages,
3. Have open communication with governing officials, Douglas County department heads, civic leaders and the general public, and
4. Ensure accurate, timely communications by either the Chair of the LBOT or Library Director.

B. The Chair of the Library Board of Trustees (Chair) is the official spokesperson for the LBOT; the Library Director is the official spokesperson for the Douglas County Public Library.

1. Library Director as Spokesperson. The Library Director is responsible for keeping the public and local media informed on a regular basis about the library's day-to-day functions, including but not limited to programs, services, initiatives, activities, operations, projects, employment opportunities, volunteers, and events. The Library Director, or designated staff, is responsible for:

- i. Making presentations and participating in community activities to promote library services and the library's mission statement.
- ii. Cultivating and establishing relationships with local media representatives.
- iii. Coordinating external communications and publicity on matters directly related to the Douglas County Library's day-to-day functions, including but not limited to programs, services, initiatives, activities, operations, projects, employment opportunities, volunteers, and events.
- iv. Responding to questions and inquiries on matters the LBOT has established an official position or policy; the Library Director is authorized to communicate the LBOT's viewpoint consistent with the official position or policy. Subsequently, the

Library Director will report such communications to the LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

v. Referring any questions, inquiries or issues on matters which the LBOT has not established an official position or policy to the LBOT for consultation and possible action at a regularly scheduled or special meeting, when urgency and timeliness are not a consideration.

vi. Notifying the Chair of questions, inquires or issues on matters which the LBOT has not established an official position or policy, and external communication is warranted and needed without the delay caused by referral of the matter to the LBOT at a regular or special meeting. The Library Director and the Chair shall decide who will serve as the spokesperson authorized to communicate or respond. The following factors shall be considered by the Library Director and the Chair on a case-by-case basis:

- a. urgency of need to communicate,
- b. significance of the issue,
- c. scope and impact of the issue on the Douglas County Public Library, Douglas County, patrons, and the public, and
- d. appropriateness of involvement by the Douglas County Community Relations and Public Information Manager.

Subsequently, the Library Director or Chair will report any external communications to the other members of the LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

2. Chair of the Library Board of Trustees as Spokesperson. The Chair is responsible for external communications on the orderly and efficient management and control of the library, including but not limited to: policies, property, overall supervision, library director personnel matters, legislation, budget, and other powers and duties delegated to the LBOT as set forth in NRS Chapter 379. If the Chair externally communicates about the above listed matters, the Chair will subsequently advise the other members LBOT in a timely manner consistent with NRS Chapter 241, Nevada Open Meeting Law.

LIBRARY BOARD of TRUSTEES

APPROVED:



Director's Monthly Report – March 2021

➤ Library Operations

- The curbside pick-up service at both libraries is running well, but usage has dropped this month.
- The Library buildings reintroduced browsing hours beginning February 11.
- The Bookmobile has visited the Douglas County Senior Center/Community Center every Wednesday and Friday since February 12. Usage is low but will improve by summer.

➤ Library Staff

- A staff meeting was held on March 9. We reviewed various library services and procedures.
- Kayleigh Williams is being promoted to Library Technician position on March 20. 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 next class for department directors on March 23.
- In recognition of National Employee Appreciation Day, a staff luncheon was held on Friday, March 5.
- A performance evaluation was conducted for Veronica Hallam this month.

➤ Library Programs

- The CARES Act Grant Project is progressing. Most of the equipment has been delivered, and staff is working on getting the devices ready for the public. We will be getting a total of 16 devices (8 laptops and 8 hotspots) with the grant.
- Youth Services staff are preparing for the 2021 Summer Reading Program. As the new Senior Technician for Youth Services, Rachel Soleta has been working with Kira Frederick, our Youth Services Librarian, to create an exciting summer program that will begin on June 5.

➤ Library Collections

- DCPL is now offering a new free service called Public Library Connect (PLC). Public Library Connect allows all students in the Douglas County School District to access the library's Overdrive eBooks. This became available on March 4. With an app similar to Libby, students can access the digital collections using a library card or student ID. Titles are filtered for maturity level. This service is free for the library and the students. Staff is working on publicity.
- Starting March 5, our social media is featuring a weekly "Staff Pick". Staff members share what they are reading with a short review, and we feature the book and the staff member on our social media pages. It is a voluntary project, but we have several employees already joining the fun. Be sure to check out our Facebook and Instagram pages.