

April 27, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the March 24, 2021 meeting – *Agenda Item 3*
- ❖ Gift Fund Claims March/April 2021, Consent Calendar – *Agenda Item 4a*
-Gift Fund Expenditures Report FY2021, dated 4/19/21
- ❖ Budget Summary/Budget Performance, 3/31/2021 – *Agenda Item 5a*
- ❖ Timeline for Creating the New Long Range Plan – *Agenda Item 6*
- ❖ FY20-21 Adjusted Opening Fund Balance with quotes – *Agenda Item 7*
- ❖ Re-opening Plans and Bookmobile/Programs Schedule – *Agenda Item 8*
- ❖ Confidentiality of Library Records Policy – *Agenda Item 10a*
- ❖ Reading History Retention Policy – *Agenda Item 10b*
- ❖ Unattended Children Policy – *Agenda Item 10c*
- ❖ Work Week & Holidays Policy – *Agenda Item 10d*
- ❖ Director's Monthly Report - *Agenda Item 12*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 12*

April 27, 2021

Special Joint Meeting



Joint Meeting with the Douglas County Public Library Board of Trustees & Douglas County Board of Commissioners Notice and Agenda

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by implementing procedures to minimize contact among individuals and to slow the spread of COVID-19 in adherence with Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings.

The Board of County Commissioners will be sitting jointly with the Douglas County Library Board of Trustees. Agenda items may be taken out of order, may be combined for consideration, or may be removed from the agenda at any time. All items designated "for possible action" may include discussion by the County Commissioners and they may take action to approve, modify, deny, take "no action," or continue the item.

To Watch the Meeting: Members of the public may click on the following link to watch the livestream of the joint Board of County Commissioners and Library Board of Trustees meeting: <https://youtu.be/7wnCWDzwrAY>

Written Public Comment: To offer public comment before the joint Board & Library meeting, members of the public may submit public comments online through the County's public comment form by clicking on the following link: https://www.douglascountynv.gov/government/board_of_county_commissioners/public_comment

Public Comment During the Joint Meeting:

Webinar: Members of the public that want to participate in the joint meeting may use the Zoom® registration link or teleconference access listed below:

https://zoom.us/webinar/register/WN_FTxEI-ghRKKjoQizDPEY3A

Teleconference: Participants that call-in will be muted until it is time for public comment. A moderator will then unmute callers one at a time for public comment.

Phone: +1 669 900 9128

Webinar ID: 919 1181 8366

Passcode: 676331

In Person: Members of the public may attend the joint meeting in person at the following location. Capacity restrictions and procedures to adhere to social distancing will be in place.

CVIC Hall 1604 Esmeralda Ave., Minden, NV

Members of the public may call the County Manager's office at 775-782-9821 to obtain help making public comment using any of the foregoing methods.

9:00 AM

Call to Order

PLEDGE OF ALLEGIANCE

Led by Clerk-Treasurer Amy Burgans

PUBLIC COMMENT (No Action)

Public comment will be taken during the beginning and again at the end of the Board meeting. Additional public comment periods may be allowed on individual agenda items at the discretion of the chairperson. It is requested that members of the public provide public comment on those agenda items when they are considered.

Public comment is limited to three minutes per speaker on matters over which the Board has jurisdiction, supervision or control. It is requested that public comment be respectful of differing viewpoints and that individuals do not engage in personal attacks or become disruptive of the orderly conduct of the meeting.

In addition to opening Public Comment, public comment will also be taken on the following agenda items when they are discussed: Items A & B as presented.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Board of County Commissioners or the Douglas County Public Library Board of Trustees.

APPROVAL OF AGENDA

For possible action. Approval of the proposed agenda. The Board of Commissioners reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda.

ADMINISTRATIVE AGENDA

The Chairman of the Board of County Commissioners will read the agenda title into the public record and will have the discretion to determine how the item will be presented. The timing for agenda items is approximate unless otherwise indicated for a specific item. Agenda items may be considered ahead of or after the schedule indicated by this agenda.

CONVENE AS A JOINT MEETING OF THE BOARD OF COUNTY COMMISSIONERS AND DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

COUNTY MANAGER

A. For Possible Action. Discussion to approve an amendment to the Fiscal Year 2020-21 Internal Audit Plan to replace the Enterprise Resource Planning (ERP) Efficiency Study project with the proposed Library Review Plan. (Patrick Cates and Terri

Willoughby) 10 minute presentation (approximate). PUBLIC COMMENT WILL BE TAKEN.

B. For possible action. Discussion to approve the Fiscal Year 2021-22 Tentative Budget, Supplemental and CIP Requests for the Douglas County Library. (Jenni Cartwright) 1 hour presentation (approximate). PUBLIC COMMENT WILL BE TAKEN.

ADJOURN THE JOINT MEETING OF THE BOARD OF COUNTY COMMISSIONERS AND DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AND RECONVENE NO EARLIER THAN 10:00 A.M. AS THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AT THE MINDEN LIBRARY, MEETING ROOM.

**DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
April 27, 2021
NOTICE AND AGENDA**

The Douglas County Public Library Board of Trustees will meet immediately following the adjournment of the joint meeting with the Public Library Board of Trustees and the Douglas County Board of Commissioner, however in no event will the Library Board of Trustees' meeting begin earlier than 10:00 AM on Tuesday, April 27, 2021 in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be held at a physical location and via electronic means as set forth below.

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by implementing procedures to minimize contact among individuals and to slow the spread of COVID-19 in adherence with Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings. The Library Board of Trustees will be conducting its meeting electronically and in person to reduce social gatherings and interpersonal contact.

To Watch 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/WGDI2GXUqMk>

Written Public Comment: 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. 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. 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.

Public Comment by Phone: To make public comment by telephone 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. Members of the public are therefore encouraged to submit their 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.

In Person: Members of the public may attend the meeting in person at the Minden Library Meeting Room, 1625 Library Lane. Capacity restrictions and procedures to adhere to social distancing will be in place.

**LIBRARY BOARD OF TRUSTEE'S
AGENDA
April 27, 2021**

**The following items will not be heard before 10:00
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 March 24, 2021 regular meeting.
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. March 2021
 - ii. April 2021
5. For Possible Action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 3/31/2021
6. For Possible Action. Discussion and possible action on the Library's Long Range Plan. Discussion topics may include a timeline for creating the new Long Range Plan, next steps in the development of the plan, and assistance from the NV State Library and Archives.

7. For Possible Action. Discussion and possible action on the FY20-21 Adjusted Opening Fund Balance and distribution of funds.
8. For Possible Action. Discussion and possible action regarding COVID-19 reopening plans, including a discussion of progress and preparations to return to full hours of operation at the Minden Library and for the Bookmobile schedule.
9. For Possible Action. Discussion and possible action on establishing a notification process to advise the Library Trustees of library-related items placed on the Douglas County Board of County Commissioners' meeting agenda, including providing copies of related back-up materials.
10. 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. Confidentiality of Library Records Policy (first reading)
 - b. Reading History Retention Policy (first reading)
 - c. Unattended Children Policy (first reading)
 - d. Work Week & Holidays Policy (first reading)
11. For Possible Action. Discussion and possible action on including links to media articles and announcements that mention or feature the Douglas County Public Library.
12. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.
13. 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 by telephone 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

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

Douglas County Library, Minden branch
Douglas County Courthouse
CVIC Hall
Minden Post Office
<http://douglascountynv.igam2.com/>
<https://notice.nv.gov>

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, or at the Minden Library, 1625 Library Lane, Minden, NV.

Reasonable efforts will be made to assist and accommodate members of the public who are disabled and wish to attend the meeting. Please contact Veronica Hallam at 782-9841 before April 27, 2021 for arrangements.

DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

A quorum or greater number of Library Board Trustees may be gathering at any or all of the following organizations' meetings during the month of May. 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	5/10/21	4:00 PM	Community Center Grandview Dining Room
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UNAPPROVED
LIBRARY BOARD OF TRUSTEES MEETING
March 24, 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 Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory; Librarian Luise Davis

ABSENT

Library Staff: Library Supervisor Julia Brown

THE MEETING CONVENED AT 10:02 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked Veronica Hallam if there was public comment. Veronica stated that there was no public comment.

Trustee Jill Harper requested to make public comment. She stated that she finished the library training and it made it very clear that the relationship between trustees and directors should be collaborative, should be a warm relationship, and should be one of mutual support. The director needs to inform the board and the board is to ask questions and make informed decisions based on those questions and answers. She noted that she has been on the board for a little over a year and what she has seen is a lot of negativity, a lot of antagonism, a lot of demanding, a lot of unsupportive comments to the director and to staff and very few positive comments, a lot of criticism and very little praise. She commented that being positive and being supportive people react better and you get more out of them. She stated that what she would like to see is more openness, more working as a team, more catching people being good and being positive. More mutual support and understanding and be part of the solution. She stated that the board should have more subcommittees and focus on positive things that we could be doing for the community would be very helpful and more positive interaction with the county commissioners. The board needs to be more advocates for the library rather being critical about the library. She noted that she had to tell the board how she felt because she knows that this is not normally on the agenda. Deputy District Attorney Cynthea Gregory interrupted Trustee Harper to state that there is an item on the agenda, agenda item 8, which is specific to the training and thinks Trustee Harper's comments are related to that item. She can make her comments under item 8 and have a full discussion because it is specifically listed on the agenda related to the training.

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

2. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the agenda as presented. Trustee Kate Garrahan made a second and the motion carried unanimously with a 5-0 vote.

3. APPROVAL OF THE MINUTES OF THE JANUARY 26, 2021 AND FEBRUARY 23, 2021 MEETINGS. [Action]

January 26, 2021 minutes

MOTION/VOTE:

Trustee Tattersall made a motion to approve the January 26, 2021 minutes as amended. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

February 23, 2021 minutes

Trustee Garrahan noted that the minutes need to reflect the time Trustee Harper left the meeting and the unanimous 4-0 vote in the motions during the time Trustee Harper was in the meeting need to be changed to a 5-0 vote to reflect Trustee Harper’s vote.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the minutes with the corrections. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

Items on the Consent Calendar are as follows:

a. Approval of Gift fund claims

i. 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

MOTION/VOTE:

Chairperson Rogers made a motion to approve the consent calendar. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

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

a. 2/28/2021

Director Amy Dodson stated that the library is within target with all of the budget lines. Referring to the second of the two spreadsheets included in the packet, she noted that the column on the far right indicates which budget lines are over budget and what amount would be needed to bring them current to zero or above. She did make note on the spreadsheet which line items will have the CARES Act refund. She noted that the communication line is over budget due to the use of SoSu TV who livestream the library board's Zoom meetings which the library may not need to use indefinitely. Those funds are COVID reimbursable. She stated that the funds from the fund balance will be transferred into professional services to pay for the investigation but the item to approve this was pulled from the county commissioners' agenda and will have to be revisited at another meeting for approval before those funds can be moved. Trustee Garrahan asked how the lines that are over budget will be balanced and Director Dodson answered that some of the lines will balance out when the library receives the CARES Act refund and other lines will have to balance out with other lines, lines that the library spent less than was predicted. The library doesn't have to transfer those funds as long as those categories are balanced at the bottom line. She noted that the reason the library material budget is over is because Finance put a \$58,000 encumbrance which throws off the balance temporarily. That \$58,000 is on hold for orders that have been placed and once those transactions come in the encumbrances will eventually drop off. She stated that it looks like the library is over budget in library material by \$18,000 but the library has only spent \$80,000 out of \$122,000. This encumbrance applies to the janitorial services as well but because this item is paid for by another department Director Dodson will confirm. Trustee Garrahan mentioned that she would like when it gets closer to the end of the fiscal year to have something that shows we are at budget and not the 479% over budget on some line items that the library is seeing now. She wants to make sure the library has enough funds by the end of the fiscal year to cover the overages. Director Dodson noted that there was a capital project that was paid for out of capital funds which was the new telephone system and the library paid for that system out of small equipment, but that money hasn't transferred from capital to the library's balance yet. Once it does that line should zero itself out and that will make a huge impact on the budget as it is roughly \$8,900.

6. DISCUSSION AND POSSIBLE ACTION TO REVISE LIBRARY BOARD BYLAWS. (SECOND READING) [Action]

Director Dodson stated that she had made the corrections that were given at the last meeting but there may still be some items that need to be cleaned up. The board, Director Dodson and Deputy District Attorney Gregory went through the revised bylaws and had a lengthy discussion on what they would like to see corrected, added and/or changed.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the bylaws as amended at this meeting. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

7. 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. [Discussion]

a. Summary of previous objectives and accomplishments

Reviewing the history, Director Dodson noted that the long range plan was started in 2010 and finalized in 2011. The first time the objectives were developed was in 2012 and every year the library director and the board would develop objectives to match those goals. At the end of that year the library director would give an update on what was accomplished. Referring to the objectives and results of 2012 thru 2019, Vice Chairperson Martin Maier commented that there were a lot of good initiatives that were put forth in the objectives yet puzzling why they would be put forth if there wasn't enough staff to accomplish them. Noting that a lot of the results of incompletions was due to insufficient staff as Chairperson Rogers pointed out. Moving forward with the new long range plan the board needs to be honest with themselves and evaluate themselves and put forth objectives that can be accomplished. Chairperson Martin Maier noted that things do happen that the board can't predict so the board needs to allow some wiggle room to make the plan be realistic but at the same time not be too timid that it looks like the board isn't trying to set goals that will better the library. Director Dodson stated that she has spoken with the consultant from the Nevada State Library and they're happy to provide whatever resources they have, however they are not involved in the beginning of the process. She said it is up to the board to set a timeline and set goals and decide how they want to approach it and then later the state library can come in and talk to the board about what they can do within that parameter. The state library will work around the timeline the board sets.

Vice Chairperson Martin Maier left the meeting at 10:51 A.M. which left a quorum of 4 Trustees at the meeting as they moved forward.

Chairperson Rogers commented that in this process it is very important for the board to be involved in every discussion. Know what opportunities are out there for the library and what are the library's strengths and weaknesses and getting the information about the county's population all help in setting the goals. As a reminder Amy noted that she had spoken to the consultant at UNR, the one who did the strategic planning for Carson City Library and Lyon County Library and that that option is still there if the board would like to bring him in along the way as he is more affordable than an outside consultant or a private firm so that is something the board can elect to do later on if they choose. Chairperson Rogers stated that she thinks it would be helpful if the board had a plan in place and then have the state library consultant come talk to the board about what it is they will be encountering as they move through this process. Amy will bring a timeline and a plan to start the process at the April board meeting.

There was no further discussion.

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

Chairperson Rogers noted that Director Dodson provided in the packets instructions on how to get to the online trustees training and commented that she was going to go back and review the training to see if anything has changed in the two years since she initially took the training. Trustee Tattersall noted

that she has not yet completed the training. Trustee Harper indicated that she had and that is what led her to determine that the board and the director need to become more of a team. She noted that the only thing that came out of the investigation is that they don't communicate well. She suggested that if the trustees had questions ahead of time instead of waiting until the board meeting call Amy and she can clarify anything that may be unclear or she can get more information that she can bring to the board meeting and that could help with making better decisions. She commented that there needs to be more transparency, more teamwork and more positivity and that is what she is working toward. Trustee Tattersall commented that being the newest trustee and having only done the meetings virtually she doesn't feel as though she has any relationship with the other trustees. She stated that she knows nothing about any of the trustees beyond their name and that is what hinders the board working together well as a team. Trustee Harper reiterated that it is important to reach out to Amy because she is the expert and is available to help answer any questions the board may have or clarify any misunderstanding there may be and Director Dodson noted that she will always get back to the board if they reach out within 24 hours.

There was no further discussion.

9. UPDATE ON LIBRARY-RELATED FEDERAL AND STATE LEGISLATION IN 2021. [Discussion]

Librarian Luise Davis, the library's collection development librarian and volunteer coordinator made the presentation. She noted that she has been involved with the Nevada Library Association and the Mountain Plains Library Association and that is how she got involved with Nevada Libraries Legislation Day. During this time NLA gets together as a group and reaches out to the state representatives and asks them to support Nevada libraries specifically the Nevada State Library, Archives and Public Records because they are the core to getting money distributed to Nevada libraries be it at the state level or the federal level. She explained that in 2017 as the state was still coming out of the recession, a bill was passed for \$500,000 to be distributed to Nevada libraries to help them recuperate from the recession. This was a one-time bill and it was the first to fund technology. She noted that for this year's session the NLA couldn't go in as a group this time so they set up a webinar to explain how the libraries can contact their state representatives which for this library is Assemblyman Jim Wheeler and Senator James Settelmeyer. The main goal for this year is to get the Nevada State Library, Archives and Public Records solidly funded at the level that Governor Sisolak has proposed in his budget so that they can help Nevada libraries recover from the pandemic. The library needs Wheeler and Settelmeyer to keep that budget intact. During the pandemic state funding helped pay for the library's virtual storytime toolkit as well as the collection development annual grant. She noted that the Institute of Museum and Library Services (IMLS) is the federal branch that oversees funding for libraries and what they do is work with a designated library in each state who distribute a majority of the funding which for Nevada is the Nevada State Library, Archives and Public Records. LSTA federal funding paid for the library's VR system and the CARES Act federal funding paid for the library's eight laptops and eight hotspots for circulation. The library needs the Nevada State Library as Nevada's coordinating library in order to get at those funds. She noted that there was a library division in the stimulus fund that funded \$200,000,000 to IMLS which is the largest budget they have ever had and it is guaranteed that \$2,000,000 within that fund will go to each state. She mentioned \$178,000,000 is designated to the Grants to State Programs where Nevada libraries do have to have the Nevada State Library, Archives and Public Records to distribute those grant funds. This is why she is reaching out to Nevada State representatives Wheeler and Settelmeyer to get their support for the Nevada State Library and that budget so that things keep moving forward instead of losing

ground. The more they hear from the community the more likely they'll give their support. Luise will give the information to the board so they too can reach out to the representatives. Director Dodson noted that a lot of the databases the library uses are funded by the state library and if the library were to lose the funding to maintain those it would be a big hit to the library. Luise also mentioned that there is another bill going through on both sides, the house and the senate, where they are considering providing funding for the building of libraries, renovations and improvements of libraries which they haven't done in the last 20 years.

10. DISCUSSION OF ANNUAL BUDGET PROCESS OF FY21-22 BUDGET. [Discussion]

- 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**

Director Dodson stated that the annual budget process is underway. This year the county has decided that certain departments will be selected to give a budget presentation. Referring to the budget spreadsheet provided in the packet, Director Dodson noted that there were some adjustments made to the budget the board approved at the last meeting. The adjustments only led to a \$22.00 difference in changes. She commented that one big change was cost allocations which Finance raised by \$3,400 and she had to compensate that change by going through other budget lines and lowering those dollar amounts. She noted to the newer board members that minor changes to the budget after it is submitted is common and if any major change were to take place the board would have to approve. Included in the packet for item b, capital improvement projects, are the forms Amy submitted to Finance for the library's requested capital projects which are new carpet and new shelving. The quoted dollar amount for the carpet is at or below \$100,000 which was received after the forms were submitted. These quotes are for carpet squares and laminate/vinyl flooring which would be easier to clean. The shelving costs is unclear with no quotes received as of yet. Director Dodson talked to maintenance and asked if the library purchases the shelving can they install and the answer was no they can't do that so the library will have to obtain an outside source. The entire library does not need new shelving, only 7 wooden ranges on the main floor and all of the shelving on the upper unit in reference and the law library which is all wooden shelving. Director Dodson stated that the CFO said to submit the capital improvement projects as unfunded and if the BOCC decides they want to approve these requests they will decide where the funding will come from or they may tell the library to come up with the funding in which case the board can decide where to fund those projects. The third project is the roof over the bookdrop which will be under \$10,000 to fund and therefore is not considered a capital improvement project and the board can approve without having to take through the budget process. The company that will be building the roof is very familiar with the county and how the county operates. Director Dodson informed the board that she will let them know if the library is selected to present the budget to the commissioners.

There was no further discussion.

11. DISCUSSION AND POSSIBLE ACTION REGARDING REOPENING PLANS, LIBRARY SERVICES, HOURS OF OPERATION, AND BOOKMOBILE SCHEDULE, IN RESPONSE TO THE COVID PANDEMIC. [Action]

Director Dodson discussed and went over the proposal for the reopening plans, library services, hours of operation and the bookmobile schedule that was provided in detail in the packets. She noted that the governor has said that on May 1st there will be a transition to local authorities meaning that local authorities can make their own decisions on what they're going to do and May 1st is the target date to open the Minden library to its regular hours of operation. The Tahoe library hours will remain the same with Tues. and Thurs., 10-4, with curbside service. She noted that she will have the full schedule for the bookmobile at the next library board meeting. She stated that at the last department head meeting with the county the county manager said that all the counties have been asked to submit a plan to the state about how they want to take over authority on May 1st and those plans will be presented to the state by April 13th. Patrick Cates the county manager is working on the plans for Douglas County with the goal of returning to services on May 1st, however, he noted that masks and social distancing will remain in place and OSHA will still be inspecting places of employment after May 1st. As part of the proposal Amy noted that staff working from home will be determined on a case-by-case basis and Chairperson Rogers commented that that should be left out of the plan and that with the shortage of staff, staff should be at work on a regular basis when they are scheduled to work. Also as part of the proposal Amy stated that staff are required to wear masks, face coverings or face shields and Trustee Tattersall noted that face shields are not effective unless wearing a mask with it and that face shields should be removed from the plan.

MOTION/VOTE:

Chairperson Rogers asked if there is a motion to approve the proposed plan with the revisions. Trustee Harper made the motion. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

12. 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: [Action]

a. Collection Development Policy (first reading)

Director Dodson stated that the collection development policy that was included in the packet is a revision of the one that was written in 2015. For this revision she asked all the librarians as well as Karen Fitzgerald who does all of the library's acquisitions to help revise the policy and make it current. At the end of the policy there are a couple of appendices; one being the Library Bill of Rights and the other Freedom Statements from the American Library Association. She noted that these appendices are important to adopt with this policy. At the very end of the policy is the Request for Reconsideration form which is used when a patron has an objection to something that is on the shelf. She noted this form is given to her and then she will call and have a discussion with the patron. They have the option to talk to the Library Board if they are not satisfied with the resolution she discussed with them; she noted that this has not happened in the last six years. She stated that the changes she made were updating the mission statement on page 2, cleaned up the language and grammar on page 5. She noted that in the policy there was mention of the Lake Tahoe Heritage Collection but that doesn't exist anymore. Any of the local or state history is now in the Pine Nut room as part of the Nevada state collection. She added the bookmobile wherever the branches were mentioned. She noted that Laura Treinen is working with staff on a new weeding policy and that will come to the board in a forthcoming meeting.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the library collection development policy. Trustee Harper made a second. There being no further discussion the motion carried unanimously with a 4-0 vote.

b. External Communications Policy (new-first reading)

Director Dodson noted that this is a new policy that Trustee Garrahan wrote. Trustee Garrahan stated that she asked Deputy District Attorney Gregory to help with the policy because she wanted it to be clear lines of communication of who is responsible for what and how the library interacts with the public. DDA Gregory noted that Trustee Garrahan looked at other jurisdictions but it was ALA that formed the basis for a lot of this policy. She stated that the external communication policy talks about public relations and posting on the website. Ogletree recommended with regards to communication having clear direction as to what can or cannot be communicated. She stated that they tried to bring this policy forward in a simple fashion basically saying that if the library established the policy the director can comment on that but if the library hasn't established a policy and there's a question then that needs to come back to the board. They did try to put in some flexibility in terms of time constraints because sometimes things happen more quickly than the board meets. In that case, the chairperson and the director work on a resolution and determine if other people in the county need to be contacted such as the public information officer. Director Dodson commented that the policy doesn't specifically address contact with the media. She said it does say that the library director is responsible for keeping the public and local media informed but it doesn't say anything about the library board chair or the library board interacting with the media and she wasn't sure if it was implied. DDA Gregory stated that it is clear the library director is spokesperson as written and if there are questions or inquiries on issues or matters which the board has established an official position or policy then Amy can communicate the board's viewpoint and that's for media or any type of online organization that reached out and had questions. It doesn't say media but it is implied and DDA Gregory noted that if Amy thought it would be beneficial to include that then it can be added.

MOTION/VOTE:

Chairperson Rogers made a motion to approve the external communications policy. Trustee Harper made a second. There being no further discussion the motion carried unanimously with a 4-0 vote.

**13. 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.
[Action]**

Chairperson Rogers stated that she would like to have in person meetings because it would help the board understand what is being said and as Trustee Tattersall mentioned it would help us to get to know each other and see how each other works, the board does have a personal relationship then in some sense. She stated that starting May 1st the board can start their monthly in person meetings. Director Dodson stated that at the two on one meeting with Chairperson Rogers and Trustee Garrahan they talked about having a hybrid meeting of "in person" as well as "remote" and each person can decide how they want to participate. This can be done in April. Trustee Garrahan said she would like an in person meeting in April and the option for virtual and Trustee Tattersall agreed. DDA Gregory asked that when the board meets in person does that mean there will be no YouTube and Director

Dodson explained that prior to the pandemic the library board meetings were recorded only with no video. She asked the board if they would like to continue to just do a recording of the meetings and Trustee Tattersall noted that just audio is sufficient and Trustee Harper agreed. Director Dodson clarified that the board meeting in April will be hybrid with the option to have people attend in person at the library or they can participate via Zoom without the broadcast on YouTube. DDA Gregory noted that without the YouTube broadcast, the public might get the impression that public comment could only be made in person, whereas right now they are allowed to call and the message is played via Zoom. That's the other consideration for public comment. So in April the board is allowing the public to call in and/or appear in person and in May they have to come into the library for public comment, and written comment is always an option.

MOTION/VOTE:

Chairperson Rogers asked if someone would like to make the motion to have a hybrid meeting in April and move to full in person meetings in May. Trustee Garrahan made the motion.

Director Dodson asked if they could include in the motion to cease the YouTube broadcast after today's meeting. There was then further discussion about whether the board agrees to have video or no video next month. Trustee Tattersall said she doesn't think the board needs YouTube video and Trustee Harper agreed.

AMENDED MOTION/VOTE:

Trustee Garrahan amended her motion to hold the hybrid meeting in April with no YouTube video and back to in person meetings in May. Chairperson Rogers made a second.

DDA Gregory stated that before the board takes their vote her question is how will the public know when to call in to make public comment if it's not broadcast on YouTube? Director Dodson noted that the public won't know what's happening if they don't see the meeting at home and Trustee Tattersall commented that maybe the board does need to do the video in April. DDA Gregory explained that if the board does the meeting hybrid they need the video but if the board holds the meeting fully in person then she thinks the video isn't necessary. Following DDA Gregory's comments it was recognized by the trustees, a hybrid meeting would legally require the meeting to be posted via YouTube in order to allow timely public comment and therefore the amended motion would not be voted on due to Open Meeting Law considerations. Trustee Tattersall said she is rethinking this and wondered why do hybrid next month and Trustee Garrahan explained that some people still want to participate that way and she thinks that the board needs to give the public fair warning that the board is going back to the way they used to conduct their meetings and this gives the public one more month to participate in this forum that the board has been having for the meetings.

Chairperson Rogers asked if all were in favor of the motion, understanding the motion was to hold a hybrid meeting in April and in person in May. All were in favor and no one opposed and the motion carried unanimously with a 4-0 vote.

14. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.

The monthly report is attached and made a part of these minutes. The statistical reports were not available at this meeting but will be discussed at next month's meeting.

15. CLOSING PUBLIC COMMENTS.

Trustee Garrahan noted that she had received an email from the public. She read the public comment aloud to the trustees and the public. Veronica will include it as supplemental at the end of the meeting.

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

THE MEETING ADJOURNED AT 12:19 A.M.

UNAPPROVED

Lib. Board of Trustees Mtg 4/27/21

Consent Calendar

Agenda Item 4a

Gift Fund Claims

March / April 2021

*Center Point	Donated funds in memory of Helen Ruso – large print books	03664	\$ 90.73
*OverDrive	Friends donated funds for Ebooks and Eaudio books	03665	\$ 2,245.97
*Baker & Taylor	Friends donated funds – book group	03667	\$ 415.92
Petty Cash	ERC – staff birthdays	03683	\$ 8.98
*Baker & Taylor	Friends donated funds for China Spring	03685	\$ 31.72

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 20-21

4/19/2021

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		525.68		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			36.96	\$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
Center Point Large Print	3/26/2021		90.73		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	3/26/2021		2,245.97		Friends gift covid relief for ebooks & eaudio books
Baker & Taylor	3/27/2021		415.92		Book club books purchased with donated funds- friends
Petty Cash	4/9/2021			8.98	ERC items for staff birthday
Baker & Taylor	4/10/2021		31.72		Library materials for China Springs - Friends
					Grand Total:
TOTALS		0.00	10,202.02	257.22	\$10,459.24
		Programs	Materials	All others	\$10,459.24

Lib. Board of Trustees Mtg 4/27/21

Agenda Item #5a

Douglas County Public Library

Budget Summary
Fiscal Year 2020-2021

Month End 3/31/2021

% of Fiscal Year
75.8%

EXPENDITURE ACCOUNTS

Salaries & Wages				
Budgeted	Augments	Current month	Year-to-date	% Used
\$799,403		\$57,909	\$566,611	71%

Benefits				
Budgeted	Augments	Current month	Year-to-date	% Used
\$386,187		\$28,808	\$265,517	69%

Services & Supplies					
Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
\$480,000	\$16,095	\$74,758	\$70,622	\$406,077	96%

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	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 03/31/21
Exclude Rollup Account

Account	Account Description	Fund	224 - Library	Department	804 - Library	EXPENSE	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	50,320.30	.00	467,186.83	332,216.17	58	.00
511.165	Holiday Overtime						.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout						.00	.00	.00	.00	.00	5,097.20	(5,097.20)	+++	.00
511.169	Comp Payout						.00	.00	.00	.00	.00	114.98	(114.98)	+++	.00
511.170	Overtime						.00	.00	.00	.00	.00	14.36	(14.36)	+++	.00
511.171	Holidays						.00	.00	.00	.00	.00	28,357.44	(28,357.44)	+++	.00
511.172	Comp Paid						.00	.00	.00	599.09	.00	3,470.43	(3,470.43)	+++	.00
511.173	Vacation						.00	.00	.00	2,375.79	.00	31,446.46	(31,446.46)	+++	.00
511.174	Sick						.00	.00	.00	4,613.67	.00	18,842.70	(18,842.70)	+++	.00
511.178	Sick Leave Payout						.00	.00	.00	.00	.00	12,081.05	(12,081.05)	+++	.00
<i>Salaries & Wages Totals</i>							\$799,403.00	\$0.00	\$799,403.00	\$57,908.85	\$0.00	\$566,611.45	\$232,791.55	71%	\$0.00
Employee Benefits															
511.181	Retirement						227,970.00	.00	227,970.00	16,325.98	.00	156,249.76	71,720.24	69	.00
511.182	Workers Comp						19,795.00	.00	19,795.00	1,439.98	.00	13,778.16	6,016.84	70	.00
511.183	Group Insurance						114,654.00	.00	114,654.00	9,142.78	.00	77,384.94	37,269.06	67	.00
511.184	Unemployment						4,031.00	.00	4,031.00	292.60	.00	2,889.89	1,141.11	72	.00
511.186	Medicare						11,672.00	.00	11,672.00	792.52	.00	7,887.75	3,784.25	68	.00
511.189	Cell Phone Stipend						780.00	.00	780.00	255.00	.00	2,295.00	(1,515.00)	294	.00
511.195	Social Security						577.00	.00	577.00	.00	.00	.00	577.00	0	.00
511.201	PEBS- Ret. Medical						6,708.00	.00	6,708.00	559.00	.00	5,031.00	1,677.00	75	.00
<i>Employee Benefits Totals</i>							\$386,187.00	\$0.00	\$386,187.00	\$28,807.86	\$0.00	\$265,516.50	\$120,670.50	69%	\$0.00
Services & Supplies															
520.029	Program Underwriting						.00	635.00	635.00	.00	.00	(561.75)	1,196.75	-88	.00
520.045	Computer System						54,291.00	.00	54,291.00	9,126.20	.00	36,915.10	17,375.90	68	.00
520.055	Telephone Expense						5,500.00	.00	5,500.00	891.07	.00	7,986.45	(2,486.45)	145	.00
520.060	Postage/Pro Box Rent						3,000.00	.00	3,000.00	267.99	.00	2,423.29	576.71	81	.00
520.064	Travel						.00	.00	.00	.00	.00	13.66	(13.66)	+++	.00
520.072	Advertisng						.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding						.00	.00	.00	.00	.00	418.69	(418.69)	+++	.00

Library Expense Budget Performance Report

Fiscal Year to Date 03/31/21
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	414.20	.00	3,041.90	3,041.90	2,538.10	55	.00
520.088	Utilities	30,000.00	.00	30,000.00	1,465.02	.00	19,029.24	19,029.24	10,970.76	63	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	.00	.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	7,614.00	21,239.51	21,239.51	(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	4,104.72	4,104.72	1,368.28	75	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rentals & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	2,483.36	2,483.36	516.64	83	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	8,067.75	.00	24,203.25	24,203.25	8,067.75	75	.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	735.77	735.77	264.23	74	.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	374.94	.00	2,754.91	2,754.91	1,345.09	67	.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	588.12	7,068.80	7,735.90	7,735.90	(7,804.70)	211	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	43,620.25	.00	130,860.75	130,860.75	43,620.25	75	.00
530.001	Circulation Supplies	500.00	.00	500.00	425.55	.00	2,821.85	2,821.85	(2,321.85)	564	.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	5,951.74	51,826.89	92,803.31	92,803.31	(22,279.20)	118	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	634.23	4,111.96	4,716.54	4,716.54	(7,828.50)	883	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	117.02	.00	1,303.98	1,303.98	(803.98)	261	.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	349.58	.00	2,475.34	2,475.34	(1,475.34)	248	.00
533.817	Small Projects	.00	8,074.00	8,074.00	(559.98)	.00	2,782.84	2,782.84	5,291.16	34	.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	30.61	.00	415.95	415.95	(15.95)	104	.00
<i>Services & Supplies Totals</i>											
		\$480,000.00	\$16,095.00	\$496,095.00	\$74,758.37	\$70,621.65	\$406,076.89	\$406,076.89	\$19,396.46	96%	\$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											
	Department 804 - Library Totals	\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$161,475.08	\$70,621.65	\$1,238,204.84	\$1,238,204.84	\$372,858.51	78%	\$0.00
	Fund 224 - Library Totals	\$1,665,590.00	(\$16,095.00)	(\$1,681,685.00)	(\$161,475.08)	(\$70,621.65)	(\$1,238,204.84)	(\$1,238,204.84)	(\$372,858.51)	78%	\$0.00
<i>Grand Totals</i>											
		\$1,665,590.00	\$16,095.00	\$1,681,685.00	\$161,475.08	\$70,621.65	\$1,238,204.84	\$1,238,204.84	\$372,858.51		\$0.00



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 03/31/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	<i>Services & Supplies</i>									
532.061	Library Gift Fund	.00	.00	.00	2,784.34	.00	10,450.26	(10,450.26)	+++	13,838.66
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$2,784.34	\$0.00	\$10,450.26	(\$10,450.26)	+++	\$13,838.66
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$2,784.34	\$0.00	\$10,450.26	(\$10,450.26)	+++	\$13,838.66
Department 800 - Library Gift Fund	Totals	\$0.00	\$0.00	\$0.00	(\$2,784.34)	\$0.00	(\$10,450.26)	\$10,450.26	+++	(\$13,838.66)
Fund 235 - Library Gift Fund	Totals	\$0.00	\$0.00	\$0.00	\$2,784.34	\$0.00	\$10,450.26	(\$10,450.26)	+++	\$13,838.66
	Grand Totals	\$0.00	\$0.00	\$0.00	\$2,784.34	\$0.00	\$10,450.26	(\$10,450.26)		\$13,838.66

Gift Fund Income Statement

Through 03/31/21
 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							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	93.00	2.27	32.23	60.77	35	143.86
361.212	Invest. Earnings-BNY Mellon	439.00	.00	706.02	(267.02)	161	715.96
	<i>Interest Revenue Totals</i>	\$532.00	\$2.27	\$726.99	(\$194.99)	137%	\$859.82
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	842.80	14,366.06	(14,366.06)	+++	44,369.76
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$842.80	\$14,366.06	(\$14,366.06)	+++	\$44,369.76
Department 000 - Revenue Totals							
		\$43,073.00	\$1,144.00	\$15,391.98	\$27,681.02	36%	\$45,229.58
	REVENUE TOTALS	\$43,073.00	\$1,144.00	\$15,391.98	\$27,681.02	36%	\$45,229.58
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	.00	2,784.34	10,450.26	(10,450.26)	+++	13,838.66
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	9.44
	<i>Services & Supplies Totals</i>	\$98.00	\$2,784.34	\$10,465.38	(\$10,367.38)	10,679%	\$13,848.10
Department 800 - Library Gift Fund Totals							
		\$43,073.00	\$2,784.34	\$10,465.38	\$32,607.62	24%	\$13,848.10
	EXPENSE TOTALS	\$43,073.00	\$2,784.34	\$10,465.38	\$32,607.62	24%	\$13,848.10
Grand Totals							
	REVENUE TOTALS	43,073.00	1,144.00	15,391.98	27,681.02	36%	45,229.58
	EXPENSE TOTALS	43,073.00	2,784.34	10,465.38	32,607.62	24%	13,848.10
	Grand Total Net Gain (Loss)	\$0.00	(\$1,640.34)	\$4,926.60	\$4,926.60	+++	\$31,381.48



Gift Fund Trial Balance Listing

Through 03/31/21

Detail Listing

Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	235 - Library Gift Fund					
	<i>Current Assets</i>					
101.000	Cash	72,578.33	15,404.41	7,932.30	80,050.44	73,064.39
101.090	Investment-FMV Adjust	2,269.65	.00	.00	2,269.65	517.51
121.100	Interest Receivable	327.25	272.53	273.70	326.08	357.36
	<i>Current Assets Totals</i>	<u>\$75,175.23</u>	<u>\$15,676.94</u>	<u>\$8,206.00</u>	<u>\$82,646.17</u>	<u>\$73,939.26</u>
	<i>Current Liabilities</i>					
202.000	Accounts Payable	(240.00)	7,905.92	10,450.26	(2,784.34)	(17.36)
	<i>Current Liabilities Totals</i>	<u>(\$240.00)</u>	<u>\$7,905.92</u>	<u>\$10,450.26</u>	<u>(\$2,784.34)</u>	<u>(\$17.36)</u>
	<i>Fund Balance</i>					
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(42,540.42)
	<i>Fund Balance Totals</i>	<u>(\$74,935.23)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$74,935.23)</u>	<u>(42,540.42)</u>

2021 Long Range Plan Development

Proposed Timeline

April 27, 2021	Present Timeline to Library Board
May 2021	Internal Planning <ol style="list-style-type: none"> 1. Determine goals of strategic plan and process <ul style="list-style-type: none"> o What do we want to get out of this? o Determine the purpose of strategic planning process 2. Review Library's Mission Statement, Vision Statement, and Key Performance Indicators (vital signs)
May 25, 2021	Library Board meeting
June 2021	Internal Review <ol style="list-style-type: none"> 1. Review staffing, identify demographics/groups in the community, etc. 2. SWOT Analysis
July-September	Listening Tour - Gathering Stakeholder feedback <ol style="list-style-type: none"> 1. Create questions (Meet with State Library, Meet with Board) 2. Outreach to community <ul style="list-style-type: none"> o Surveys o Focus groups o Smaller meetings w/groups
October-December	Build and review the strategic plan <ol style="list-style-type: none"> 1. Review data and feedback (buckets, priorities, themes) 2. Craft/draft plan 3. Write plan
January 2022	Present final Long Range Plan to the Board

(Timeline subject to change as needs require)

1625 HWY 88 STE 404 Minden, NV 89423
NV Lic. # 0084453

Number DTSQ1402

Date Apr 19, 2021

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Minden, NV 89423

Your Sales Rep




Jonathan R Young
775-552-3608
sales@dtsnv.com

Phone
Fax

Phone
Fax

Here is the quote you requested.

Terms	P.O. Number	Ship Via
-------	-------------	----------

Line	Qty	Description	Part #	List Price	Price	Ext. Price
1	1	Barracuda 350 Message Archiver - 1 x 10/100Base-TX	BMA350a	\$6,062.6	\$5,580.35	\$5,580.35
		<p><i>The Barracuda 350 Message Archiver is an integrated hardware and software solution designed to achieve email communication sent and received by user throughout your organization. The Barracuda 350 message Archiver automatically stores and indexes all email messages in real-time while making them immediately available for rapid searching and retrieval by authorized users.</i></p> 				
2	12	MESSAGE ARCHIVER 350 EU SUB 1MO	BMA350A-E	\$136.38	\$122.74	\$1,472.88
3	12	MESSAGE ARCHIVER 350 IR SUB 1M	BMA350A-H	\$111.07	\$99.97	\$1,199.64

SubTotal	\$8,252.87
Tax	\$0.00
Shipping	\$0.00
Total	\$8,252.87

Authorized Party Name: _____

Authorized Party Signature: _____

Date: _____

Payment Options

Select your preferred payment option / purchase terms*:

- Terms Purchase (purchase amount \$8,252.87)
- Credit Card Purchase (purchase amount \$8,252.87)

* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING. HARDWARE SOFTWARE FOLLOWS DTS VENDORS RETURN POLICY.

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NV Lic. # 0084453

Number DTSQ1402-0

Date Apr 22, 2021

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Here is the quote you requested.

Terms	P.O. Number	Ship Via
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Line	Qty	Description	Part #	List Price	Price	Ext. Price
1	1	Barracuda 350 Message Archiver - 1 x 10/100Base-TX	BMA350a	\$6,062.6	\$5,580.35	\$5,580.35
<p><i>The Barracuda 350 Message Archiver is an integrated hardware and software solution designed to achieve email communication sent and received by user throughout your organization. The Barracuda 350 message Archiver automatically stores and indexes all email messages in real-time while making them immediately available for rapid searching and retrieval by authorized users.</i></p>						
2	60	MESSAGE ARCHIVER 350 EU SUB 1MO	BMA350A-E	\$136.38	\$102.29	\$6,137.40
3	60	MESSAGE ARCHIVER 350 IR SUB 1M	BMA350A-H	\$111.07	\$83.30	\$4,998.00



Authorized Party Name: _____

Authorized Party Signature: _____

Date: _____

SubTotal	\$16,715.75
Tax	\$0.00
Shipping	\$0.00
Total	\$16,715.75

Payment Options

Select your preferred payment option / purchase terms*:

- Terms Purchase (purchase amount \$16,715.75)
- Credit Card Purchase (purchase amount \$16,715.75)

* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING. HARDWARE SOFTWARE FOLLOWS DTS VENDORS RETURN POLICY.

Douglas County Public Library

COVID-19 Reopening Plan

Introduction

The Douglas County Public Library continues to abide by 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. The Phase 3 Plan for reopening May 1, 2021 is summarized here.

Operations

Beginning on Saturday, May 1, 2021, the Minden Library will resume full hours (see below). The Lake Tahoe Branch will continue to have reduced hours. The Library will continue curbside pickup service at both library locations.

Beginning on May 1, 2021 patrons at the Minden Library 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.

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

Bookmobile Services

The Bookmobile will run Tuesday through Friday every week. Saturday routes will be added as more opportunities become available. The Bookmobile will also go to special events throughout the Valley.

Library Programs

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

Online and email-based services, as well as virtual programs for children and teens, will remain active.

Library Staff & Volunteers

Staff from the Minden Library will help at the Lake Tahoe branch due to the staff shortage. Working from home will be determined on a case-by-case basis, compliant with Douglas County policies and directives.

Volunteers will be welcomed back to the library after May 1, 2021. Volunteers must follow the procedures and new requirements put forth by Douglas County Human Resources department.

Work Procedures & Safety

The Library will continue to follow the statewide mask requirements. As of May 1, physical distance restrictions will be lifted. Employees may opt to wear gloves when handling books and other library materials.

Returned books and materials, as well as donated materials, will not be quarantined after April 30, 2021. Some items may be sanitized, as needed.



2021 Summer Route Schedule (D R A F T)

Weeks 1 and 3

Tuesday	Wednesday	Thursday	Friday
12:00 – 1:00 Topaz Ranch Estates Community Center Time TBD Esmeralda Farmer’s Market	Time TBD Heritage Park Farmer’s Market 11:00 – 1:00 Douglas County Senior Center and Community Center	10:00 – 11:00 The Chateau Senior Living Center	10:00 – 12:00 Douglas County Senior Center and Community Center

Weeks 2 and 4

Tuesday	Wednesday	Thursday	Friday
12:00 – 1:00 Topaz Ranch Estates Community Center Time TBD Esmeralda Farmer’s Market	Time TBD Heritage Park Farmer’s Market 12:00 – 1:00 Indians Hills Community Center	10:00 – 11:00 The Chateau Senior Living Center	10:00 – 12:00 Douglas County Senior Center and Community Center

Request a visit from the bookmobile! Call 775-782-9841 or email info@douglas.lib.nv.us

More information is available on the library’s website: library.douglascountynv.gov

Possible proposed stops to add through the summer: Carson Valley Community Food Closet; Carson Valley Senior Living Center; Dresslerville Community Center; FISH Ranchos Family Service Center; Topaz Veterans of Foreign Wars Post 3630 pancake breakfast first Saturday of each month; Tillman Center.

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Weekend Warriors 2:00-4:00 pm	2
3	4	5	6	7 Writer's Block 3:30-5:30 pm	8 Weekend Warriors 2:00-4:00 pm	9
10	11	12	13	14	15 Weekend Warriors 2:00-4:00 pm	16
17	18	19 Bookmobile & Storytime At Heritage Park 9 am-12 pm	20	21	22 Weekend Warriors 2:00-4:00 pm	23
24	25	26 Bookmobile & Storytime at Heritage Park 9 am-12 pm	27	28	29 Weekend Warriors 2:00-4:00 pm	30
31						

EVENTS

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
		Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	Bookmobile & Storytime at Minden Park 9:00-10:00 am SRP Kickoff Zephyr Cove Park 2-3 pm; Minden Park 4-5 pm	Writer's Block 3:30-5:30 pm	Teen Kickoff: Virtual Murder Mystery Party 2:00-4:00 pm	
7	8	9	10	11	12	13
	TAB (Teen Advisory Board) 3:30-4:30 pm	Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm Teen Book Club 3:00-4:00 pm	Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm	Tween Book Club 3:00-4:00 pm	Weekend Warriors 2:00-4:00 pm	
14	15	16	17	18	19	20
		Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm		Weekend Warriors 2:00-4:00 pm	
21	22	23	24	25	26	27
		Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm		Weekend Warriors 2:00-4:00 pm	
28	29	30				
		Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm				

EVENTS

July 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm	2 Writer's Block 3:30-5:30 pm	3 Weekend Warriors 2:00-4:00 pm	4
5	6	7 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	8 Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm	9 Tween Book Club 3:00-4:00 pm	10 Weekend Warriors 2:00-4:00 pm	11
12	13 TAB (Teen Advisory Board) 3:30-4:30 pm	14 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm Teen Book Club 3:00-4:00 pm	15 Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm	16	17 Weekend Warriors 2:00-4:00 pm	18
19	20	21 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	22 Bookmobile & Storytime at Minden Park 9:00-10:00 am READING Paws 3:30-5:30 pm	23	24 Weekend Warriors 2:00-4:00 pm	25
26	27	28 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	29 Bookmobile & Storytime at Minden Park 9:00-10:00 am SRP Finale: TBA READING Paws 3:30-5:30 pm	30	31 Weekend Warriors 2:00-4:00 pm	

EVENTS

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	5 Storytime Canceled READING Paws 3:30-5:30 pm	6 Writer's Block 3:30-5:30 pm	7 Weekend Warriors 3:30-5:30 pm	8
9	10 TAB (Teen Advisory Board) 3:30-4:30 pm	11 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm Teen Book Club at Minden Park 3:00-4:00 pm	12 Bookmobile & Storytime at Minden Park 9:00-10:00 am	13 Tween Book Club At Minden Park 3:00-4:00 pm	14 Weekend Warriors 3:30-5:30 pm	15
16	17	18 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	19 Bookmobile & Storytime at Minden Park 9:00-10:00 am	20 Weekend Warriors 3:30-5:30 pm	21	22
23	24	25 Bookmobile & Storytime at Heritage Park 9:00 am-12:00 pm	26 Bookmobile & Storytime at Minden Park 9:00-10:00 am	27 Weekend Warriors 3:30-5:30 pm	28	29
30	31					

EVENTS

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Bookmobile & Storytime at Heritage Park 9 am-12 pm	2	3 Writer's Block 3:30-5:30 pm	4 Weekend Warriors 2:00-4:00 pm	5
6	7 Bookmobile & Storytime at Heritage Park 9 am-12 pm	8	9	10	11 Weekend Warriors 2:00-4:00 pm	12
13	14 Bookmobile & Storytime at Heritage Park 9 am-12 pm	15	16	17	18 Weekend Warriors 2:00-4:00 pm	19
20	21	22	23	24	25 Weekend Warriors 2:00-4:00 pm	26
27	28	29	30			

EVENTS

**CONFIDENTIAL LIBRARY RECORDS POLICY
DOUGLAS COUNTY PUBLIC LIBRARY**

The Douglas County Public Library will comply with the law, including confidentiality laws of federal and state governments and any lawful and appropriate court order or search warrant. We recognize our responsibility to protect the privacy of our patrons. Each order or search warrant will be dealt with on a case-by-case basis in conjunction with our legal counsel to ensure compliance with security concerns and laws as well as our confidentiality obligations.

We do not monitor what library users read or access in the library. We support the freedom to read, to view, to speak, and to participate as guaranteed by the First Amendment. We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. Personal identifiable information that will be protected, as defined by stated and federal law¹, includes circulation and registration records; in-person, telephone, chat, or text reference requests; hold, recall, reserve and interlibrary loan requests; server and client computer logs.

The legal custodian of records for the Douglas County Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

The circulation and registration records of the Douglas County Public Library shall not be made available to any party nor any law enforcement agency of a local, state, or federal government except when a subpoena or court order is presented to the library by the law enforcement agency seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate.

In all circumstances, without exception, employees shall follow the procedures set forth in Douglas County Public Library "Procedures for Responding to Requests for Library Records and User Information", which are appended to this policy.

The Library Director is responsible for ensuring that every library employee and volunteer

¹ NRS 2 CFR §200.79.

is provided with a copy of this policy, and for ensuring that every employee and volunteer agrees to comply with the policy.

All staff shall be familiar with procedures for handling law enforcement requests. Staff training shall emphasize that it is lawful to refer the agent or officer to the Library Director and no request requires an immediate response.

Library staff and the Library's legal counsel shall be familiar with the Nevada confidentiality statute in Chapter 239 of the Nevada Revised Statutes ("NRS") which reads as follows:

"NRS 239.013 Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which he used are confidential and not public books or records within the meaning of [NRS 239.010](#). Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime. " (Added to NRS by 1981, 182)

NRS 239.014 Confidentiality of certain records collected electronically by governmental entity; list; exceptions; report to Legislature.

1. Except as otherwise provided in subsection 3, a record or portion of a record that contains personally identifiable information collected by automated means over the Internet or other digital network by a governmental entity as part of the electronic collection of information from the general public is confidential if the governmental entity determines that the disclosure of the personally identifiable information could potentially create negative consequences, including, without limitation, financial loss, stigmatization, harm to reputation, anxiety, embarrassment, fear or other physical or emotional harm, for the person to whom the information pertains.

...

5. As used in this section, "personally identifiable information" means information that, alone or in combination with other information, may be used to identify a person or an electronic device used by the person. The term includes, without limitation, the name, address, telephone number, date of birth and directory information of a person."

APPENDIX A

Procedures for Responding To Requests for Library Records and User Information

If a member of the public requests library records or personal identifiable information about a library user, employees must deny the request and provide a copy of this policy to the requestor. Library records and information about library users are not public record, and will not be released without a court order.

If a law enforcement officer requests library records or information about a library user:

- Ask for the officer's identification.
- Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires you to refer the officer to the Library Director.
- Refer the officer to the Library Director or to a designated alternate authorized by the Library Director to respond to requests for records and information.
- If a law enforcement officer requests library records or information about a library user or staff member and neither the Library Director nor a designated alternate is present in the library, attempt to reach the library director, a designated alternate, and/or the library's legal counsel in the District Attorney's Office.
- If you cannot reach the Library Director or a designated alternate, utilize the procedures outlined below for use by the Library Director or a designated alternate. A written report describing the officer's inquiry should be provided to the Library Director at the earliest opportunity.

Procedures for the Library Director or a designated alternate:

In all cases, ask for the officer's identification. Record the information from the identity card. If possible, ask a colleague to be present during the interview with the officer. Provide all notes and records to the library's legal counsel.

If the officer does not present a subpoena or court order, and requests voluntary assistance or warrantless searches:

- Explain the library's privacy policy, informing the officer that library records and information about library users are not made available to law enforcement agencies unless a proper court order has been presented to the library.
- If the officer persists, provide the officer with the contact information for the library's legal counsel in the District Attorney's Office, and ask the officer to speak to the library's attorney.
- If the officer claims that an emergency or other circumstance requires the library

to turn over records or provide information without a court order, call the library's legal counsel and ask for assistance.

- If the officer employs force to take possession of library records or other library property, do not obstruct the search in any way. Keep a written record describing the incident. Provide all notes and records to the library's legal counsel. If a library worker is required to respond to a voluntary request or a warrantless search in the absence of the Library Director or a designated alternate, all notes and records should be turned over to the Library Director.

If the law enforcement officer presents a subpoena or similar request for records:

- Ask for the officer's identification.
- Accept the subpoena. Inform the officer that the library's legal counsel responds to subpoenas on behalf of the library.
- Turn the subpoena over to the library's legal counsel. If a library worker accepts service of the subpoena in the absence of the Library Director or a designated alternate, the subpoena should be turned over to the Library Director.
- The Library Director will work with the library's legal counsel to respond appropriately to the subpoena.

If the law enforcement officer presents a search warrant:

- Ask for the officer's identification.
- Immediately ask the library's legal counsel to provide advice and assistance.
- Ask the officer if he or she would be willing to delay the search until the library's legal counsel arrives.
- Read the warrant and any attached documentation. Verify that it is signed by a judge and is issued by a local state or federal court. If you have questions about the validity of the warrant, call the issuing court to verify the validity of the warrant or order.
- Identify the items or records specified in the warrant. If the officer will not wait for legal counsel, you may assist the officer in locating the items or records identified in the search warrant in order to prevent review of records or items not named in the warrant.
- Do not agree to any additional searches, or volunteer information about the items or records in the warrant. Do not sign any documents on behalf of the library without the advice of the library's legal counsel.
- Ask the officers to provide an inventory of the items or records seized. Ask if it is possible to provide copies to the officers or to make copies for the library's own records.
- Do not obstruct the search in any way.
- If the law enforcement officials are unwilling to cooperate with you, simply step

aside and let them do their job. Request that the officer sign an inventory receipt for the materials. Keep a written record describing the incident.

~~Provide all notes and records to the library's legal counsel. If a library worker or volunteer is required to respond to a search warrant in the absence of the Library Director or a designated alternate, all notes and records should be turned over to the Library Director.~~

~~If an agent for the Federal Bureau of Investigation (FBI) presents an order and informs you that the order is issued as part of a terrorism or espionage investigation and is subject to a "nondisclosure order" or "gag order" (Orders issued under the USA-PATRIOT Act):~~

- ~~• Ask for the officer's or agent's identification.~~
- ~~• Library Administration will contact the office of the District Attorney.~~
- ~~• Read the order and any attached documentation. If it provides a period of time to respond to the order, respond to the order in the same manner as a subpoena. Except for legal counsel, do not inform other library staff or any other person about the order until authorized to do so by the library's legal counsel.~~
- ~~• If the order requires the immediate surrender of records or other items, respond to the order in the same manner as a search warrant. Ask the agent if he or she will delay the search until the library's legal counsel arrives.~~
- ~~• If required to turn over records or other items at once, do not notify any library staff except for legal counsel and those staff members necessary for the production of the requested records or other items. (For example, it may be necessary to ask a member of the Information Technology staff to assist with the production of electronic or computer records.) Instruct all staff members who assist in responding to the order that, with the exception of legal counsel, he or she cannot inform other library staff or any other person about the order unless authorized to do so by the library's legal counsel.~~
- ~~• If a library worker or volunteer is required to respond to an order issued under the USA PATRIOT Act in the absence of the Library Director or a designated alternate, they should inform the Library Director as the custodian of records. It is not unlawful for library staff or volunteers to refer the agent to the Library Director or her designated alternate; however, except for legal counsel, the staff member or volunteer should not inform anyone else about the order unless authorized to do so by the library's legal counsel.~~
 - ~~• Refer the agent to the Library Director or other designated staff officer of the institution, even with a court order. If necessary, staff will use the Chain of Command roster to contact the Library Director or Supervisor.~~
- ~~• Library Administration will contact the office of the District Attorney.~~

- ~~The Library Director or designated staff will meet with the agent with library counsel or another library employee in attendance.~~
- ~~If a search warrant is presented, unlike a subpoena, it is executable immediately after the Library Director or designated staff is served with the court's order. Library counsel should be present before the search begins to ensure that the search conforms to the terms of the search warrant.~~
- ~~Only the records identified in the warrant are to be produced. No other users' records should be viewed or scanned.~~
- ~~Library Administration shall retain a copy of the agent's identification and the court order/search warrant for the files.~~

- ~~Upon completion, the Library Director or designee will review the court order with library counsel to ensure that the library complies with any remaining requirements.~~

- ~~Library Administration will review library policies and staff response and make any necessary procedural revisions as needed.~~

- ~~All media communication will be conducted by the Library Director, in adherence with the Library's External Communications Policy.~~

*LIBRARY BOARD OF TRUSTEES
APPROVED 2007, FEBRUARY 26,
2013*

READING HISTORY RETENTION POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library recognizes our responsibility to protect the privacy of our patrons as delineated in Nevada Revised Statute 239.013.

NRS 239.013 Confidentiality of records of library which identify user with property used. Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which he used are confidential and not public books or records within the meaning of [NRS 239.010](#). Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.
(Added to NRS by 1981, 182)

DCPL does not monitor what library users read or access. The Library supports the freedom to read, to view, to speak, and to participate as guaranteed by the First Amendment. Although the circulation system operated by the Douglas County Public Library may allow retention of a Reading History for a particular patron, this reading history will not be retained except under certain narrowly defined conditions. Such conditions include:

- A. Homebound Patrons – Homebound Patrons may request a waiver of this policy ~~for the purpose of allowing library staff to maintain a record of items checked out to the patron.~~ The requesting patron must sign a written waiver which will be kept on file by the Library. Before such a record is compiled, library staff will explain the possibility of such records being seized by law enforcement officials and that, if such records are seized pursuant to the U.S.A. Patriot Act, library staff is enjoined forbidden from notifying the patron of the seizure. ~~The requesting patron must sign a written waiver which will be kept on file by the Library.~~

Any authorized Reading History will be deleted upon request by the patron or upon closure of the patron account.

- B. Internal Patrons – Library staff may use a Reading History feature of the ILS to retain information about items that are checked out on internal library accounts ~~cards~~ such as Programs, Repair, Bindery, and the like that are not associated with an individual borrower.

UNATTENDED CHILDREN POLICY DOUGLAS COUNTY PUBLIC LIBRARY

The Douglas County Public Library welcomes youth of all ages. The library, ~~although a fun and entertaining place to be,~~ is a busy public facility and may present hazards for unsupervised children.

The American Library Association's 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 library is not ~~an appropriate~~ a substitute for child care. ~~Parents must be aware of the following policies:~~

No child aged nine (9) or under may be left unattended in any area of the library. Children nine (9) years of age and younger must be supervised by a **parent, guardian, or caregiver** ~~who is at least thirteen (13) years old~~ who is able to attend to the child's safety and ensure appropriate behavior. Exceptions may be made at the discretion of library management.

Neither Douglas County nor the library staff has custodial responsibility for unattended children. Library staff ~~cannot~~ **does not** assume liability for children who are left unattended.

If a child aged nine (9) years or younger is found to be unattended in the library, staff will attempt to find the child's parent, guardian, **or caregiver**. If the staff cannot locate a parent/guardian, law enforcement officials may be notified.

If any child is left at the library at closing time, the library staff will attempt to reach the parent/guardian. If the parent/guardian cannot be reached, local law enforcement ~~officials will be notified~~ **contacted for assistance.**

LIBRARY BOARD OF TRUSTEES

APPROVED 1992, 1997, 2004, 2008, MAY 28, 2013

DOUGLAS COUNTY PUBLIC LIBRARY WORK WEEK & HOLIDAYS POLICY

As a department of Douglas County, the Douglas County Public Library follows the applicable requirements of the Fair Labor Standards Act, and follows the work week and payday schedule set forth by Douglas County administration.

In following the policies and procedures established by Douglas County, the library's official work week is designated as Saturday through Friday.

Every year by November, the Library Board of Trustees will establish the days the libraries will be closed for holiday observance for the upcoming year.

Because the library's days of operation include Saturdays, and the official Douglas County holiday schedule is based on a Monday through Friday schedule of operation, there are times when the library is closed on different days for holidays. This rule applies to holidays that occur on Saturdays and Sundays. In those cases, the library closes on the County holiday and on the actual holiday. For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will be closed on December 24 and December 25. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the last Friday in October. The Library closes on Nevada Day and the Saturday following Nevada Day. All employees will be given the opportunity to work their full schedules Monday through Thursday of Nevada Day week, or use annual leave hours.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Thanksgiving Day.

Both the main library in Minden and the Lake Tahoe Branch Library close at 2:00 PM on the day before Christmas and the day before New Year's Day. If the library is closed on Christmas Eve and New Year's Eve, then the libraries will close at 2:00 PM on the day before Christmas Eve and the day before New Year's Eve.

*LIBRARY BOARD OF TRUSTEES
APPROVED 1993, 1997, 2002, 2007, 2013, MARCH 28, 2017*



Director's Monthly Report – April 2021

➤ **Library Operations**

- The curbside pick-up service at both libraries shows a small decrease in usage. Patrons continue to praise the service.
- Visits to the Minden Library are increasing steadily to at least 2,100 checkouts per week.

➤ **Library Staff**

- A staff meeting was held on April 9. We reviewed various library services and procedures.
- The library staff are busy getting the library ready for May 1, when the Minden library resumes regular hours. The donations and book sale items are being moved out of the Pine Nut Room.
- We conducted an all-day Staff Training Day on Friday, April 23, to prepare for May 1, to “refresh” our skills, and learn new procedures. County Manger Patrick Cates attended in the morning, and spoke to staff about the Moss Adams assessment.
- The Friends of the Library held their annual meeting on April 12. The Library Director and three staff members attended the meeting and presented information about various programs and activities at the library.

➤ **Library Programs**

- Youth Services staff have been working on the Summer Reading plans. Most of the in-person programs will be held outdoors this year. The Program will run June 5-August 31. (Normally the program ends around July 31.)
- The Director and staff are working on a long-term fiber optic internet connectivity project. Working with the Douglas County School District IT department and Douglas County IT administrators, future broadband improvements throughout the County are being discussed as part of a newly-formed Broadband Action Committee. As part of the discussions, the NV System of Higher Education (NSHE) reached out to the library about connecting the Minden Library to existing fiber optic cables. This would potentially provide the library with free and improved internet service. This could potentially be a wonderful opportunity for the library.

➤ **Library Administration**

- The Library and the Douglas County HR Department have opened applications for volunteers. The HR department now manages and oversees the volunteer program; the library will continue to schedule and train library volunteers. The online application for new and returning volunteers is now available at <https://www.governmentjobs.com/careers/douglasconv/transferjobs>.
- The NV State Library and Archives is assisting with creating a new Long Range Plan. The State Library's Library Consultant and Deputy Administrator met with staff on April 14 to discuss the development of the new plan.

