

July 20, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Amy Dodson's resignation letter and related newspaper article – *Agenda Item 3*
- ❖ Proposal and contract from the University of Nevada, Reno Center for Economic Development for strategic planning services – *Agenda Item 4*
- ❖ Job description for Library Director – *Agenda Item 5*
- ❖ Purchase order requests – *Agenda Item 7*

Minden Branch:
1625 Library Lane
Minden, NV 89423
P:775.782.9841
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Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P:775.588.6411
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P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

Douglas County Public Library Board of Trustees SPECIAL MEETING Notice and Agenda

July 14, 2021

The Douglas County Public Library Board of Trustees will hold a special meeting at 10:30 a.m. on Tuesday, July 20, 2021 in the Meeting Room of the Minden Library, 1625 Library Lane, Minden, NV. The meeting will be in-person and will not be simultaneously streamed via YouTube or Zoom®. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

Agenda

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. 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. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

- #### 2. For possible action. Approval of proposed agenda. The Library Board of Trustees 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.

3. For possible action. Discussion on acknowledging the July 6, 2021, letter of resignation by Amy Dodson as the Douglas County Library Director, with an effective date of July 9, 2021.
4. For possible action. Discussion on a proposal by the University of Nevada, Reno Center for Economic Development (UCED) for strategic planning services, including updating the timeline for the master plan and approving a professional services contract and authorizing the Chair to sign all necessary documents.
5. For possible action. Discussion on filling the Library Director position, including but not limited to making an appointment to fill the vacated position pursuant to NRS 379.025, for an interim period, providing direction on the future selection process for an interim director, authorizing the Chair and Vice Chair to negotiate a professional services contract for an Interim Director with the assistance of Human Resources and the District Attorney's Office, or provide other direction deemed appropriate to fill the position.
6. For possible action. Discussion and update on the timeline, process, and status on recruiting and filling the following positions: Library Supervisor, 2 Library Technicians and Library Page.
7. For possible action. Discussion on approving purchase orders, not to exceed \$210,000 cumulative, for books, materials, cataloging, and processing throughout FY21-22 from the following library vendors: Baker and Taylor, Ingram, Midwest, Overdrive, Hoopla and Ebsco.
8. For possible action. Discussion on authorizing the Chair and Vice Chair to sign contracts up to \$10,000, and approve accounts payable, payroll and budget transfers/augments in accordance with Douglas County Financial Policies until the appointment of an interim or permanent library director.
9. For possible action. Discussion on the bookmobile schedule, including the process for notifying the public of scheduled or cancelled visits or planned stops.
10. For possible action. Discussion and update on the status of ongoing library projects by supervisors Veronica Hallam, Julia Brown, and Laura Treinen, projects include but are not limited to grants, summer reading, bookmobile, adult and juvenile programs, curbside delivery, supervisor schedules/contact information, and internal audit services.
11. Closing public comments.
At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.
12. For possible action. Adjournment.

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, 1625 Library Lane, Minden NV,
<https://library.douglascountynv.gov/>
Douglas County website, <http://douglascountynv.iqm2.com/>
State of Nevada website, <https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
775-782-9841
vhallam@douglas.lib.nv.us

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 July 20, 2021 for arrangements.

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



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douglas.lib.nv.us

July 6, 2021

To Library Board of Trustees:

Bonnie Rogers, Chairperson
Heather Martin Maier, Vice Chairperson
Kathryn Garrahan
Jill Harper
Elizabeth Tattersall

This letter shall serve as notice of my resignation from the Douglas County Public Library. My last day will be Friday, July 9, 2021.

A handwritten signature in black ink that reads "Amy Dodson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Amy Dodson
Library Director

cc: Douglas County Human Resources

The Record-Courier

Douglas librarian takes job in Illinois



Amy Dodson

Staff Reports

Tuesday, July 13, 2021

Douglas County Librarian Amy Dodson has resigned her position to accept a new one with a library district in East Dundee, Ill.

"I resigned from Douglas County last week," she said. "I'm very happy about my decision to leave."

The Fox River Public Library District Board of Trustees named Dodson executive director on June 24, according to a statement issued by the district.

"Amy brings a broad and solid base of library experience to our district, along with a demonstrated commitment to diversity, equity, and inclusion that is so important to our community," said Board of Trustees President Richard Corbett. "Her appointment demonstrates the board's ongoing commitment to providing the highest quality of service to the district."

The Illinois library district cited her receipt of the Paul Howard Award for Courage from the American Library Association in 2021, in relation to last year's effort to include #Black Lives Matter in the library's diversity statement.

The statement was never approved by the Library Board of Trustees, who will begin work to find a new library director.

A response from Douglas County Sheriff Dan Coverley prompted an August 2020 protest and counter protest that brought 1,000 people to Minden.

Dodson also holds the Downs Intellectual Freedom Award from the University of Illinois School of Information Sciences and ALA's Freedom to Read Foundation in 2020, and the Best Small Town Library in America from Library Journal and the Bill & Melinda Gates Foundation in 2014.

She has a Bachelor of Arts degree in English and Women's Studies from the University of Louisville and a Master of Science in Library and Information Science from the University of Kentucky.

"I am passionate about the free and equal access to information and opportunities that public libraries provide," she said in the statement. "Libraries are vibrant knowledge centers that foster lifelong learning, spark curiosity, and bring people together. I am an enthusiastic and experienced director, devoted to equity, diversity, and inclusion for all."

<https://www.recordcourier.com/news/2021/jul/13/douglas-librarian-takes-job-illinois/>



University of Nevada, Reno
Center for Economic Development

**The College of Business
University of Nevada, Reno
Mail Stop 204
Reno, NV 89557
Phone: 775.784.1931
Fax: 775.784.4082**

<http://www.unr.edu/business/research-and-outreach/uced>

Douglas County Public Library Strategic Planning Services

A Proposal by the University Center for Economic Development

June 27, 2021

**Prepared by: Frederick Steinmann, DPPD
Phone: 775.784.1655
Email: fred@unr.edu**

PROJECT PROPOSAL

SECTION 1: PROPOSAL INTRODUCTION

Title:	Douglas County Public Library Strategic Planning Services
Primary Investigator:	Dr. Frederick Steinmann, University Center for Economic Development
Duration:	Six to Eight Months
Amount Requested:	\$10,000

SECTION 2: BACKGROUND

Overview

In June 2021, faculty from the University Center for Economic Development, part of the College of Business at the University of Nevada, Reno, were asked by representatives from the Douglas County Public Library to develop a scope of work outlining a process for the development of a new five-year strategic plan for the Douglas County Public Library. This University Center for Economic Development project proposal outlines the approach by which faculty and staff from the University Center for Economic Development will work collaboratively with representatives from the Douglas County Public Library to develop a new five-year organizational strategic plan.

SECTION 3: PROPOSAL OVERVIEW

This scope of work for the development of a new five-year organizational strategic plan for the Douglas County Public Library has been divided into six separate tasks, including:

- Task 1, (Methodology): University Center for Economic Development faculty will facilitate a strategic planning process for the Douglas County Public Library using methods that are effective for public libraries and similar public sector organizations.

Based on the past strategic planning experience of University Center for Economic Development faculty and staff, the University Center for Economic Development has developed a comprehensive strategic planning process and curriculum that can be and has been used effectively for various public sector, private sector, and even non-profit organizations. This curriculum is based upon the Stronger Economies Together strategic planning curriculum originally developed by the U.S. Department of Agriculture Rural Development in partnership with the Purdue University Center for Regional

Development and the Southern Regional Development Center. This strategic planning curriculum consists of eight separate modules, including: (1) Launching the Strategic Planning Team, (2) Exploring Your Community's Socio-Demographic and Economic Characteristics, (3) Identifying Your Organization's Comparative Advantage, (4) Exploring Potential Strategies, (5) Defining the Vision and Goals, (6) Discovering Assets and Barriers, (7) Planning for Success, and (8) Measuring for Success. Completion of each of these eight modules is done through a series of primary and secondary data collection and analysis efforts and through a series of facilitated strategic planning workshops.

- Task 2, (Environmental Scan): University Center for Economic Development faculty and staff will complete a comprehensive environmental scan of the Douglas County Public Library's internal and external environment through a series of primary and secondary data collection and analysis processes. This effort will involve, but is not necessarily limited to, the collection and analysis of various socio-demographic, economic, and housing characteristics of Douglas County and the surrounding northwestern Nevada region, the completion of internal and external stakeholder meetings and interviews, the use of patron and community surveys, and review and incorporation of past planning documents pertaining to the Douglas County Public Library, Douglas County, and other relevant parts of the northwestern Nevada region.

University Center for Economic Development faculty and staff will work collaboratively with Douglas County Public Library representatives to identify relevant socio-demographic, economic, and housing data categories for expanded analysis. Utilization of the University Center for Economic Development's *Nevada Economic Assessment Project* (NEAP) proprietary database and various secondary datasets will be used to complete this analysis. University Center for Economic Development faculty and staff will also utilize and update as needed various socio-demographic, economic, and housing data that University Center for Economic Development faculty and staff have recently collected, analyzed and prepared for Douglas County as part of Douglas County's recently revised comprehensive masterplan.

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the collected and analyzed socio-demographic, economic, and housing data for use during the strategic planning workshops outlined in Task 3.

University Center for Economic Development faculty and staff will also work collaboratively with Douglas County Public Library representatives to identify relevant internal and external stakeholders for engagement through a series of stakeholder meetings and interviews. Relevant internal and external stakeholders may include, but are not necessarily limited to, Douglas County Public Library staff, Douglas County Public Library Board Members, Friends of the Library, representatives from the government of Douglas County and the Douglas County School District, select Library patrons, representatives from various non-profit organizations and agencies operating within the Library's service area, and appropriate private sector business and industry

representatives. Results of the various internal and external stakeholder meetings will be used to help shape a set of goals and objectives eventually developed as part of the Douglas County Public Library's new five-year organizational strategic plan.

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the internal and external stakeholder meetings including an overview of common themes and key conclusions for use during the strategic planning workshops outlined in Task 3.

The final component of the environmental scan will involve a comprehensive community and patron survey. The survey will be used to evaluate current community opinions regarding the Douglas County Public Library's role in the community, which of the Library's current services and programs are commonly used by community members, and what new services and programs the Douglas County Public Library, as part of its new five-year organizational strategic plan, may choose to develop in order to better serve community needs and interests. University Center for Economic Development faculty and staff will work collaboratively with representatives from the Douglas County Public Library to develop the survey questions and an appropriate survey delivery methodology which may include an online component, a hard-copy component, or some combination thereof.

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the community survey for use during the strategic planning workshops outlined in Task 3.

- Task 3, (Public Workshops): Upon completion of Task 2 (Environmental Scan), University Center for Economic Development faculty and staff will work with representatives from the Douglas County Public Library to develop a series of strategic planning workshops. University Center for Economic Development faculty and staff will work collaboratively with representatives from the Douglas County Public Library to develop a series of dates and locations for each workshop as well as a list of prospective participants that will be invited to each workshop. While additional workshops may be necessary, University Center for Economic Development faculty propose that four strategic planning workshops be initially developed:
 - Strategic Planning Workshop No. 1: The purpose of the first strategic planning workshop for the Douglas County Public Library is to complete the environmental assessment of the Douglas County Public Library's internal and external environment. Results of the completed socio-demographic, economic, and housing data collection and analysis will be presented to participants of Workshop No. 1 as well as an overview of the results of the internal and external stakeholder meetings and the community survey. University Center for Economic Development faculty and staff will facilitate a number of structured small group exercises designed to complete the environmental assessment and complete a

comprehensive organizational strengths, weaknesses, opportunities, and threats (SWOT) analysis.

Deliverable: University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 1 for use during Workshop No. 2.

Deliverable: University Center for Economic Development faculty and staff will develop the first of two University Center for Economic Development technical reports. This first technical report will contain a comprehensive summary of the completed environmental scan completed in Task 2 as well as the results of the internal and external environmental assessment completed by workshop participants during Workshop No. 1.

- **Strategic Planning Workshop No. 2:** Workshop No. 2 will consist of a general overview of the results of Workshop No. 1, a review and evaluation of any relevant past and/or current Douglas County Public Library strategic plans (including any existing core values, mission statement, vision statement, goals and objectives, and actionable items), and will also include the initial development of a new set of organizational core values, strategic mission statement, strategic vision statement, and a draft set of organizational goals and objectives. Workshop participants will complete a number of structured small group exercises designed to complete the evaluation of any past and/or current Douglas County Public Library strategic plans or documents and to develop a draft set of new organizational core values, a draft strategic mission statement, a draft strategic vision statement, and a set of draft organizational goals and objectives.

Deliverable: University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 2 for use during Workshop No. 3.

- **Strategic Planning Workshop No. 3:** Workshop No. 3 will focus on the further development and refinement of a new five-year organizational strategic plan for the Douglas County Public Library. The results of Workshop No. 2 will be used to develop a final set of new organizational core values, a final strategic mission statement, a final strategic vision statement, and a final set of organizational goals and objectives. University Center for Economic Development faculty and staff will also facilitate a number of small group exercises designed to develop the implementation plan, including the identification of needed assets, capital requirements, and possible barriers for each new strategic goal and objective. The implementation plan will also include specific actionable items with a general timeline for accomplishment as developed by workshop participants. Several small group exercises designed to develop specific measures of success and

achievement for each individual strategic goal and objective will be developed as part of this workshop.

Deliverable: University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 3 that will be used to develop the second of two University Center for Economic Development technical reports.

Deliverable: University Center for Economic Development faculty and staff will develop the second of two University Center for Economic Development technical reports. The second technical report will contain each of the elements of the Douglas County Public Library's new five-year organizational strategic plan including the new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and a comprehensive implementation plan including measures of success for achievement of each individual goal and objective.

- **Strategic Planning Workshop No. 4:** The final strategic planning workshop will provide workshop participants an opportunity to evaluate and refine the final set of new organizational core values, the new strategic mission and vision statements, the new organizational goals and objectives, and the final implementation plan and measures for success. The results of Workshop No. 4 and the final refinement of the core values, strategic mission and vision statements, organizational goals and objectives, and implementation plan and measures for success will be used to revise and complete the second of two University Center for Economic Development technical reports.

Deliverable: University Center for Economic Development and staff will revise the second of two University Center for Economic Development technical reports based upon the results of Workshop No. 4 including revisions and refinement of the set of new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and the final implementation plan and measures for success.

- **Task 4, (Evaluation of the Current Strategic Plan):** As part of the strategic planning workshops outlined above in Task 3, University Center for Economic Development faculty and staff will complete a comprehensive evaluation of any relevant past or current Douglas County Public Library strategic plans or documents.

Evaluation of any relevant past or currently strategic plans, documents, or elements will include, but are not necessarily limited to, evaluation of any existing organizational core values or expected 'codes of conduct' the Douglas County Public Library has for Library staff and official representatives, any existing mission or vision statements, any goals or objectives, and an evaluation and assessment of existing services and programs currently offered and administered by the Douglas County Public Library. The completed

evaluation and assessment of any relevant past or existing strategic planning elements will be incorporated into the development of a new five-year organizational strategic plan for the Douglas County Public Library.

- Task 5, (Development of a New Strategic Plan): Final development of a new five-year organizational strategic plan will include the eventual development of a set of new organizational core values, a new strategic mission statement, a new strategic vision statement, a set of new organizational goals and objectives, and an accompanying implementation plan and measure of success in order to determine achievement of the new organizational goals and objectives.

Development of the new five-year organizational strategic plan for the Douglas County Public Library will be completed through the completion of the eight strategic planning curriculum modules outlined in Task 1 of this scope of work. Use of each of the eight strategic planning curriculum modules in the completion of the environmental scan and in each of the four outlined strategic planning workshops will help guide eventual development of the new five-year organizational strategic plan through a series of primary and secondary data collection and analysis efforts and facilitated workshop participant exercises.

- Task 6, (Development of a New Strategic Plan, Deliverables): The specific written deliverables that will be prepared by University Center for Economic Development faculty and staff as part of this scope of work, as already outlined throughout this project proposal, include:

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the collected and analyzed socio-demographic, economic, and housing data for use during the strategic planning workshops outlined in Task 3.

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the internal and external stakeholder meetings including an overview of common themes and key conclusions for use during the strategic planning workshops outlined in Task 3.

Deliverable: University Center for Economic Development faculty and staff will prepare a comprehensive summary of the results of the community survey for use during the strategic planning workshops outlined in Task 3.

Deliverable: University Center for Economic Development faculty and staff will produce a comprehensive summary of the results of Workshop No. 1 for use during Workshop No. 2.

Deliverable: University Center for Economic Development faculty and staff will develop the first of two University Center for Economic Development technical reports. This first technical report will contain a comprehensive summary of the completed environmental

scan completed in Task 2 as well as the results of the internal and external environmental assessment completed by workshop participants during Workshop No. 1.

Deliverable: University Center for Economic Development and staff will revise the second of two University Center for Economic Development technical reports based upon the results of Workshop No. 4 including revisions and refinement of the set of new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and the final implementation plan and measures for success.

A draft copy of each of the various written deliverables outlined above will be provided to the appropriate representatives of the Douglas County Public Library, each in electronic format for review and comment before final publication and use either in the various strategic planning workshops or in other appropriate ways. Appropriate changes to each draft written deliverable will be completed by University Center for Economic Development faculty and staff and these changes will be based upon the feedback received by Douglas County Public Library representatives for each written deliverable. Upon completion of this project, up two (2) printed and bound copies of both University Center for Economic Development technical reports, along with a final electronic copy of each technical report, will be provided to the appropriate representatives of the Douglas County Public Library.

In addition to these specific deliverables, University Center for Economic Development faculty and staff will be responsible for making all logistical and facility arrangements, including catering, the production of handout materials, and the use of miscellaneous supplies, for all four strategic planning workshops outlined in this project proposal. University Center for Economic Development faculty and staff will also be responsible for all logistical arrangements and associated costs needed as part of the development, execution, and administration of the community survey and as needed to complete the internal and external stakeholder meetings.

University Center for Economic Development faculty and staff will make themselves available for up to four (4) public or semi-public presentations including, but not limited to, final presentation of the completed new five-year organizational strategic plan for the Douglas County Public Library to the Douglas County Public Library Board, the Friends of the Library, the Douglas County Board of County Commissioners, or other group(s) to be determined by representatives from the Douglas County Public Library. University Center for Economic Development faculty will be responsible for preparing and providing all presentation materials ahead of each public or semi-public meeting on a date to be determined for each meeting by representatives from the Douglas County Public Library.

The University Center for Economic Development agrees to facilitate up to four (4) additional yearly review half-day workshops. Each of these four additional yearly review half-day workshops will occur annually during the five-year planning horizon upon final

adoption and approval of the new five-year organizational strategic plan for the Douglas County Public Library. The purpose of these yearly review half-day workshops will be to review the progress the Douglas County Public Library has made in regard to implementation of the new five-year strategic plan over the past year and to identify priority actionable items for the coming year. The results of each yearly review half-day workshop will be summarized in a University Center for Economic Development technical report and presented to the Douglas County Public Library. *There is no additional cost for these yearly half-day annual review workshops* and is part of the University Center for Economic Development's continued commitment to building organizational capacity throughout Nevada.

SECTION 4: BUDGET

Total University Center for Economic Development costs for this proposal are outlined on the second-to-last page of this proposal.

Total salaries, wages and benefits costs, including fringe, is \$6,500.00. Dr. Frederick Steinmann will serve as the Primary Investigator and one University Center for Economic Development Graduate Research Assistant will be assigned to the project on a part-time basis.

Total operations and travel costs is \$3,500.00. A total of \$400.00 is budgeted for operations and supplies. This line will cover general material costs (pens, paper, post-it notes, flip-chart paper, etc.) for use in the various strategic planning workshops as outlined above. A total of \$400.00 is budgeted for printing including the printing of agendas, handout packets, technical reports, and other materials. A total of \$1,400.00 is budgeted for survey materials, including online hosting, postage, and materials (paper, envelopes, etc.) used specifically for the survey. Hosting and catering for the various strategic planning workshops is budgeted at \$1,100.00. A total of \$200.00 is budgeted for various travel costs, largely associated with required travel for the various strategic planning workshops and possible public and semi-public meetings as outlined above.

PROPOSED BUDGET

SALARIES, WAGES, and BENEFITS:

Dr. Frederick Steinmann	\$ 5,000
UCED/College of Business Graduate Research Assistant	\$ 1,500

TOTAL SALARIES, WAGES, and BENEFITS **\$ 6,500 (Includes Fringe)**

OPERATIONS and TRAVEL (Use in Workshops)

Operations and Supplies	\$ 400
Printing	\$ 400
Survey Materials	\$ 1,400
Hosting and Catering for Community Workshops	\$ 1,100
Travel	\$ 200

TOTAL OPERATIONS and TRAVEL **\$ 3,500**

TOTAL COST **\$ 10,000**

PRIMARY INVESTIGATOR and CO-INVESTIGATOR BIO

Dr. Frederick Steinmann (Primary Investigator): Frederick currently works for the University Center for Economic Development with expertise in strategic planning, redevelopment, land use planning, public policy, and economic development. Frederick has previously worked on several successful strategic planning processes in Nevada and California, including several Comprehensive Economic Development Strategies (CEDs) for the Northeastern Nevada Regional Development Authority, the Southwest Central Regional Economic Development Authority, and the Western Nevada Development District. Dr. Steinmann has also recently completed a number of organizational strategic plans including a new five-year organizational strategic plan for the Carson City Library and the Lyon County Library System. Previously, Frederick has worked for the City of Reno (NV) Redevelopment Agency, the Nevada Small Business Development Center, and the City of Carson (CA) Business Services Development Department and Carson (CA) Redevelopment Agency. Frederick currently holds a Bachelor's of Science and a Master's of Science in Economics from the University of Nevada, Reno and a Doctorate of Policy, Planning and Development from the University of Southern California.

ABOUT THE UNIVERSITY CENTER FOR ECONOMIC DEVELOPMENT

The University Center for Economic Development (UCED) in the College of Business at the University of Nevada, Reno was established in the fall of 1992 in response to the growing need within the state for economic development research, technical assistance and educational services. UCED's primary objective is fostering economic development throughout Nevada by making the extensive resources of the University of Nevada, Reno available to organizations and areas that can benefit from job and income creation and job retention efforts.

**Agreement For Professional Services:
BETWEEN**

**DOUGLAS COUNTY
ON BEHALF OF THE DOUGLAS COUNTY PUBLIC LIBRARY,
P.O. Box 218
Minden, NV 89423
PH#: 775-782-9821**

AND

**UNIVERSITY OF RENO,
CENTER FOR ECONOMIC DEVELOPMENT
The College of Business
1664 N. Virginia Street
Mail Stop 204
Reno, NV 89557
PH#: 775-784-1655
fred@unr.edu**

This Agreement for Services by an Independent Professional (hereafter “Agreement”) is entered into by and between Douglas County, a political subdivision of Nevada (hereafter “County”) through the Douglas County Public Library Board of Trustees and the University of Nevada, Reno Center for Economic Development (hereafter “Contractor”). The County and Contractor are at times collectively referred to hereinafter as the “Parties or individually as the “Party”; and

WHEREAS, the Douglas County Public Library Board of Trustees is responsible for the development, through a continuing process of planning, a five year master plan which includes plans for levels of library services and resources, and an update to the master plan is required as set forth in NRS 379.003; and

WHEREAS, Contractor has experience in the timely and cost-effective development of new five-year master plans (also referred to as strategic plans) for Nevada libraries consistent with the requirements of NRS 379.003; and

WHEREAS, it is deemed that the services of Contractor herein specified are both necessary and desirable and in the best interests of Douglas County’s Public Library Board of Trustees ; and

WHEREAS, Contractor represents that it is duly qualified, equipped, staffed, ready, willing and able to perform and render the professional services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. EFFECTIVE DATE OF AGREEMENT. This Agreement shall be effective as of July 20, 2021, and will terminate on June 30, 2022. Thereafter this Agreement may be extended as needed to conduct additional services and tasks provided funding is available and both parties agree in writing. If extended, all provisions of this Agreement shall continue.

2. SERVICES TO BE PERFORMED. Contractor shall provide the following professional services: Development of a new master plan, in hard copy and electronic format, compliant with NRS 379.003, which includes including new organizational core values, new strategic mission and vision statements, new organizational goals and objectives, and final implementation plan and measures for success through the implementation of six separate tasks and deliverables, including Methodology; Environmental Scan; Public Workshops (4); Evaluation of the current master plan; Development of a new master plan; Development of a new master plan, deliverables which includes providing comprehensive summaries of the results from technical reports, workshops and evaluations; and be responsible for logistical and facility arrangements and associated costs, as further set forth and described in Exhibit A, which is attached and incorporated herein.

The primary professional services will be performed by Dr. Frederick Steinmann.

3. PAYMENT FOR SERVICES. Contractor agrees to provide the professional services set forth in paragraph 2 pursuant to the fees reflected in Exhibit A. The total cost of the agreement for all services shall not exceed ten thousand dollars (\$10,000.00).

4. INDEPENDENT CONTRACTOR STATUS. The parties agree that the Contractor shall have the status of and shall perform all work under this agreement as an independent Contractor. The parties also agree that this agreement incorporates and applies the provisions of NRS 333.700 et. al., as necessarily adapted, to the parties, including that Contractor is not a County employee and that there shall be:

- (1) No withholding of income taxes by the County;
- (2) No industrial insurance coverage provided by the County;
- (3) No participation in group insurance plans which may be available to employees of the County;
- (4) No participation or contributions by either the Contractor or the County to the public employee's retirement system;
- (5) No accumulation of vacation leave or sick leave provided by the County;
- (6) No unemployment compensation coverage provided by the County; and
- (7) The Contractor is not in the classified or unclassified service of the County and has none of the rights or privileges available to officers, employees or other appointees of the County.

5. INDUSTRIAL INSURANCE.

Contractor further agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the County to make any payment under this appointment and in accordance with NRS §616B.627, to provide the County with the following written statement from a qualified insurer to the County that states the following:

University of Nevada, Reno Center for Economic Development has entered into an agreement with the Douglas County to develop a new master plan for the Douglas County Public Library from July 20, 2021 to June 30, 2022, and is in compliance with the provisions of NRS Chapters 616A to 616D, inclusive. Attached is a certificate of that coverage. Any lapse in coverage or nonpayment of coverage shall be reported to the County by the qualified insurer. The certificate and notice should be mailed to:

*Douglas County
Attn: Human Resource Department
Post Office Box 218
Minden, Nevada 89423*

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the appointment. If Contractor does not maintain coverage throughout the entire term of the appointment, then he must immediately notify the County and must stop work until coverage is provided or the Agreement is terminated. There will be no compensation provided to Contractor during the time the coverage is not provided or has lapsed.

6. PROFESSIONAL LIABILITY INSURANCE. Contractor agrees to maintain professional liability insurance in an amount of not less than one million dollars (\$1,000,000). A copy of Contractor's professional liability coverage shall be provided to the County upon Contractor signing this Agreement.

7. TERMINATION OF AGREEMENT. This Agreement may be terminated by either party his Agreement may be terminated by either party without cause prior to the date set forth in paragraph (1), provided the termination shall not become effective until 15 days after a party has served written notice upon the other party. All monies due and owing up to the point of termination shall be paid by the County.

8. NON-APPROPRIATION. All payments under this Agreement are contingent upon the availability to the County of the necessary funds. In accordance with NRS 354.626 and any other applicable provision of law, the financial obligations under this Agreement shall not exceed those monies appropriated and approved by Douglas County for this Agreement for the then current fiscal year under the Local Government Budget Act. This Agreement shall terminate and Douglas County's obligations under it shall be extinguished if Douglas County fails to appropriate monies. Nothing in this Agreement shall be construed to provide Contractor with a

right of payment over any other entity. Any funds obligated by Douglas County under this Agreement that are not paid to Contractor shall automatically revert to Douglas County's discretionary control upon the completion, termination, or cancellation of the agreement. Douglas County shall not have any obligation to re-award or to provide, in any manner, the unexpended funds to Contractor. Contractor shall have no claim of any sort to the unexpended funds.

9. CONFIDENTIALITY. This Agreement contemplates that Contractor will have confidential information made known to him which is not known to the general public. Contractor is under a duty to retain confidential information disclosed by the County or employees subject only to disclosure as authorized by the client or by court order, court rule or state or federal law.

10. INDEMNITY. Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this Agreement by Contractor.

11. CONSTRUCTION OF AGREEMENT. This agreement shall be construed and interpreted according to the laws of the State of Nevada. There will be no presumption for or against the drafter in interpreting or enforcing the Agreement. In the event a dispute arises between the Parties, the Parties promise and agree to first meet and confer to resolve any dispute. If such meeting does not resolve the dispute, litigation may only proceed before a department of the Ninth Judicial Court of the State of Nevada in and for the County of Douglas and attorney's fees and costs will be awarded to the prevailing party at the discretion of the court. The court will recognize any offers of judgment made by a Party pursuant to Nevada law.

12. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this Agreement, including but not limited to the Fair Credit Reporting Act as set forth 15 USC 1618a, and all federal, state, and local accounting procedures and requirements, and all immigration and naturalization laws.

13. ASSIGNMENT. Contractor shall not assign, transfer, nor delegate any rights or obligations or duties under this Agreement.

14. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this Agreement shall be subject to inspection, examination and audit by Douglas County, including, but not limited to, the contracting agency, the County Manager, the District Attorney, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

15. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents ever submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS

Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 239.030, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against Douglas County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

16. MODIFICATION OF AGREEMENT. This Agreement constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by the Parties.

17. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Agreement.

18. STANDARD OF CARE. Contractor will perform all services in a manner consistent with any applicable licensing or professional rules and with that level of care and skill ordinarily exercised by other members of Contractor's profession currently practicing in the same locality under similar conditions.

19. THIRD PARTY BENEFICIARY. Nothing contained in this Agreement is intended to convey any rights or to create a contractual relationship with any third party or to otherwise allow a third party to assert a cause of action against either Contractor or County.

20. NOTICES. All notices, requests, demands and other communications hereunder must be in writing and will be deemed delivered when sent via certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as set forth above (or any other address that the Party to be notified may have designated to the sender by like notice).

21. CONFLICT OF INTEREST. By signing the Agreement, Contractor agrees that any information obtained from Douglas County, in whatever form, will not be divulged to other competing interests without the permission of the Human Resources Director for Douglas County. In the event of a breach of this provision, County may immediately withdraw, without penalty or any payment, from the Agreement. Contractor must notify County of any other contracts or projects Contractor is working on that may impact Douglas County.

22. BOYCOTT. Contractor certifies that it is not engaged in a boycott of Israel, as defined in Senate Bill 26 of the 79th Session of the Nevada Legislature as incorporated into NRS Chapter 332. Independent Contractor further agrees and certifies that it will not engage in such a boycott of Israel for the duration of this Agreement.

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23. RECITALS. The Recitals are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for professional services between, and Douglas County to be signed and intend to be legally bound thereby.

University of Nevada, Reno, Center for Economic Development (Contractor):

Frederick Steinmann, DPPD (date)
Research Assistant Professor

Douglas County Public Library:

Bonnie Rogers (date)
Chair of the Library Board of Trustees

EXHIBIT A



JOB DESCRIPTION

JOB TITLE:	Library Director	FLSA:	Exempt
DEPARTMENT:	Library Services	JOB CODE:	2520
REPORTS TO:	Library Board of Trustees	DATE:	7/1/2015
		PAY GRADE:	D1

POSITION SUMMARY:

Responsible for planning, organizing and managing the functions, activities and staff of the County's Library services; carries out policies and direction of the Library Board of Trustees.

ESSENTIAL FUNCTIONS:

- Manages assigned staff and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted by the Library Board of Trustees as required in NRS 379.025 (1) (d), monitors the annual budget, prepares financial statements, and approves all purchases and expenditures.
- Locates sources of outside funding, such as grants and donations; manages and writes grants and submits evaluations to grantor; manages disbursements from the Trustees' Gift Fund as directed by the Library Board of Trustees and subject to NRS 379.026 (2), directs collection and accounting of all receipts; allocates and monitors the collection budget; participates in and serves as resident agent for the Douglas County Public Library Foundation, and the Friends of the Douglas County Library, both 501(c)3 public charities.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, homebound services, and branch library operations.
- Oversees building management, including need for space, plans to meet those needs, project funding, and the coordination of building projects; submits recommendations on library plans, policies, services, budget, and building to the Library Board, and implements decisions; manages day-to-day facility operations such as repairs, janitorial maintenance, security issues.
- Selects library materials using a variety of sources; evaluates collection for such factors as accuracy, currency, wide coverage, usage, and balance; examines and selects materials to be discarded, repaired, or replaced; examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials.
- Stays abreast of trends and innovations in the fields of technology management and administration.



JOB DESCRIPTION

LIBRARY DIRECTOR

ESSENTIAL FUNCTIONS: (continued)

- Directs the development and implementation of technology in the library, including such factors as choosing an automated system, determining types and level of technology services, and securing funding for technology development.
- Develops, reviews, and manages departmental goals and objectives; assesses community needs; assures departmental activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports; presents research and proposes policies to Library Board of Trustees; monitors 501(c)3 for compliance in record keeping.
- Acts as advocate for library services to the community, as well as governing bodies such as the Board of Commissioners, community groups, schools, businesses, and State and Federal legislators; responsible for publicizing library services in the media, directing outreach efforts to groups such as day care and homebound, and overseeing in-house communication such as displays, handouts, flyers, and brochures; represents the library to various community and professional groups such as Friends of the Library, the Library Foundation, the Nevada Library Association, and the Chamber of Commerce; promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
- Ensures compliance with all pertinent Federal, State, and Local laws and Minimum Standards for Public Libraries in the State of Nevada; prepares and files Annual Reports to the Board of County Commissioners, Technology Plan, and the annual update of the DCPL Long Range Plan with the Nevada State Library and Archives.
- Works to strengthen regional communication and cooperation, coordinates use of resources for mutual benefit; supports regional and state-wide initiatives relating to literacy; coordinates use of facilities for most effective and cost-efficient use of public resources.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's Degree in Library Sciences, or a closely related field; AND seven (7) years of managerial experience in a public library environment; OR an equivalent combination of education, training and experience.



JOB DESCRIPTION

LIBRARY DIRECTOR

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of finance and accounting, including public bond financing methods, public and private funding sources and complex budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Administering programs and staff through subordinate supervision.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.



JOB DESCRIPTION

LIBRARY DIRECTOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon successful completion of background/screening.*
3. *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 13:07:06 -07'00' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: Ingram VENDOR NUMBER: 14482

REMIT ADDRESS: STREET P O Box 277616 CITY Atlanta ST GA ZIP 30384

QUANTITY: 1 DOLLAR AMOUNT: \$ 48,000.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 40,000.00

G/L ACCOUNT(S): 224-804-532-057 AMOUNT: \$ 8,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:

Purchase of library material which includes processing - physical books

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/14/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 12:59:52 -0700' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: Baker & Taylor VENDOR NUMBER: 6554

REMIT ADDRESS: STREET P O Box 277930 CITY Atlanta ST GA ZIP 30384

QUANTITY: 1 DOLLAR AMOUNT: \$ 24,400.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-521-134 AMOUNT: \$ 4,000.00

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 20,000.00

G/L ACCOUNT(S): 224-804-532-057 AMOUNT: \$ 400.00

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:

Purchase of library material which includes cataloging and processing - physical books

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/14/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 12:58:10 -07'00' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: Midwest VENDOR NUMBER: 12543

REMIT ADDRESS: STREET P O Box 820 CITY Holland ST OH ZIP 43528

QUANTITY: 1 DOLLAR AMOUNT: \$ 20,830.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-521-134 AMOUNT: \$ 130.00

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 20,000.00

G/L ACCOUNT(S): 224-804-532-057 AMOUNT: \$ 700.00

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTIFICATION:

Purchase of library material which includes cataloging and processing - physical audiovisual items

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/14/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 12:58:54 -07'00' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: Hoopla by Midwest VENDOR NUMBER: 12543

REMIT ADDRESS: STREET P O Box 820 CITY Holland ST OH ZIP 43528

QUANTITY: 1 DOLLAR AMOUNT: \$ 48,000.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 48,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTICATION:

Purchase of library material - digital items

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/21/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 13:04:44 -07'00' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: OverDrive VENDOR NUMBER: 34998

REMIT ADDRESS: STREET One OverDrive Way CITY Cleveland ST OH ZIP 44125

QUANTITY: 1 DOLLAR AMOUNT: \$ 36,000.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 36,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTICATION:

Purchase of library material - ebooks & eaudiobooks

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/14/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____

PURCHASE ORDER REQUISITION FORM

CHANGE ORDER: YES NO ORIGINAL PO#: _____

ORIGINAL AMOUNT: _____ CHANGE ORDER %: _____ NEW AMOUNT: _____

County Manager Signature(Required): _____

PERSON REQUESTING PO: Veronica Hallam Digitally signed by Veronica Hallam
Date: 2021.07.15 13:05:53 -07'00' DATE REQUESTED: 7/20/21

REQUESTING DEPARTMENT: Library

VENDOR NAME: EBSCO VENDOR NUMBER: 1202

REMIT ADDRESS: STREET P O Box 204661 CITY Cleveland ST OH ZIP 44125

QUANTITY: 1 DOLLAR AMOUNT: \$ 23,000.00 PROJECT #: _____

G/L ACCOUNT(S): 224-804-532-054 AMOUNT: \$ 23,000.00

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

G/L ACCOUNT(S): _____ AMOUNT: _____

DESCRIPTION / ESSENTIAL PURCHASE JUSTICATION:

Purchase of library material - physical and emagazines, auto repair database and readers advisory database

CONTRACT ATTACHED: YES NO

Authorized Department Signature(Required): _____

UNDER \$10,000: DEPARTMENT HEAD SIGNATURE REQUIRED

UNDER \$50,000: COUNTY MANAGER APPROVAL REQUIRED AT IRC

IRC APPROVAL DATE: 7/14/2021

IF OVER \$50,000: BOCC APPROVAL REQUIRED AT BOCC MEETING

BOCC DATE AND AGENDA ITEM #: _____

FINANCE DEPT USE ONLY

PO ISSUED BY: _____ CFO APPROVAL: _____

PO ISSUE DATE: _____ PO NUMBER: _____