

August 17, 2021 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of the July 20, 2021 special meeting and July 27, 2021 regular meeting – *Agenda Item 3*
- ❖ Gift Fund Claims July/August 2021, Consent Calendar – *Agenda Item 4a*
- Gift Fund Expenditures Report FY2021, dated 8/11/21
- ❖ Budget Summary/Budget Performance, 7/31/2021 – *Agenda Item 5a*
- ❖ August Monthly Report – *Agenda Item 10*
- ❖ Statistical Reports year to date for fiscal years 19-20 and 20-21 – *Agenda Item 10*

Minden Branch:
1625 Library Lane
Minden, NV 89423
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Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
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library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

August 11, 2021

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, August 17, 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.

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.** Discussion on approval of the 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 approval of the minutes of the July 20, 2021 special meeting and the July 27, 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. July 2021
 - ii. August 2021
5. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
 - a. 7/31/2021
6. For possible action. Discussion and update on timeline, process, and status of Library Director recruitment.
7. For possible action. Discussion and update on Strategic Plan first steps, including but not limited to timeline, expectations and needs of library staff and Trustees, and survey and focus group goals.
8. For possible action. Discussion on the Bookmobile schedule, including an update on the addition of south county stops in Gardnerville Ranchos and Dresslerville.
9. For possible action. Discussion and update on carpet and shelving project, including but not limited to status of project quotes and timeline.
10. For discussion only. Interim Library Director's monthly report on library operations and statistical reports from staff.
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>

An electronic copy of the supporting materials is posted on the Douglas County website: <http://douglascountynv.iqm2.com/> and is available for viewing or downloading. Supporting materials are also 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 August 17, 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 August/September. 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	9/13/21	4:00 PM	Minden Library
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**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES
July 20, 2021

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory, Human Resources Analyst Senior Christine Vido

Guest: Dr. Frederick Steinmann with the University Center for Economic Development

THE MEETING CONVENED AT 10:30 P.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked if there was any public comment.

Kurt Hildebrand with the Record Courier introduced himself to the board at Chairperson Rogers' request.

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

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

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

3. 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.

Chairperson Bonnie Rogers read the letter aloud.

MOTION/VOTE:

There being no public comment Trustee Jill Harper made a motion to acknowledge Amy Dodson's letter of resignation. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

4. 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.

[Action]

Dr. Fred Steinmann with the University of Nevada, Reno Center for Economic Development introduced his proposal to the board. Based on the scope of work, Dr. Steinmann noted that the library is looking at a six to eight month time frame to complete the work. He stated that the start date will be determined by representatives of the library with a total cost of \$10,000. Vice Chairperson Heather Martin Maier asked that in terms of other strategic plans Dr. Steinmann has done in the past, is this the full bells and whistles and Dr. Steinmann answered that this is very comparable and based on the size and scale of the organization this proposal is considered to be the full bells and whistles. Dr. Steinmann noted that his department was contracted with the county to complete a comprehensive update to the county's master plan and general land use plan. Their department compiled all the demographic, socio, economic and housing data for the county and they will incorporate that data as appropriate into this project. He noted that he is hopeful that the 2020 decennial census data will be available in September at which case that data will be incorporated as the data that his department will use for this master plan. He stated that by having access to the library's previous long range plan it will give his department a sense of what has been accomplished and what's been the previous direction which will help define any elements that he and the board may want to modify or extend into the next five years of the strategic planning horizon. It will also give him the opportunity to utilize previous strategic planning work in the strategic planning workshops.

MOTION/VOTE:

There being no public comment Trustee Tattersall made a motion to approve the agreement between the Douglas County Public Library and the University of Nevada, Reno Center for Economic Development with the authorization for the chair to sign the contract. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

Deputy District Attorney Cynthea Gregory noted that Dr. Steinmann will take the contract to UNR's legal counsel for review and once it is approved they will sign and bring it back for Chairperson Rogers' signature.

5. 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. [Action]

Chairperson Rogers distributed one letter to the board from Luise Davis expressing interest in the interim position. Trustee Tattersall received two letters suggesting that Julia Brown would be good in the interim position. The general consensus of the board is to find someone internally to fill the position. There are two internal candidates to possibly consider. Luise submitted a letter and Julia was recommended. Because she was recommended, Julia was asked if she would be interested in the position and Julia stated that if appointed by the board she would fulfill the duties of the interim director, but she is not interested in pursuing it permanently as she prefers working in the front with the patrons. Julia gave the board her background. Trustee Harper stated that she thinks Julia would be a good fit and she could help train the full-time director when hired. Chairperson Rogers referring to the letter Luise submitted noted that Luise is very knowledgeable in all the library positions as well as the county positions. She has good leadership skills and is involved in the community which is important to have in this position. Luise was asked to come in and give the board her background which she did. Luise stated that she would be interested in the full time position. Human Resources Analyst Senior Christine Vido went over the compensation policy with the board and explained that the acting assignment does not vacate the position of the person who is taking on the acting position. This person is still responsible to do his/her own duties but as part of working above classification especially in a manager or director capacity, this person would be permitted to delegate those duties to subordinate staff within the department. She noted that at the director level there are a lot of responsibilities that staff may not have including budgetary and personnel considerations but other county departments are here to help to provide direction in those areas not only to the board but the person fulfilling the interim position. Human Resources strongly encourages the board once the interim is selected to put their expectations in writing. It is important for the person in the interim position to know what is expected of him/her.

There was one public comment from Dianne Deadrich and she commented that that she has been involved in the library for many years and was on the Friends of the Library Board for about 20 years and the last time this happened when Linda Deacy left Linda Wilson who had been with the county for many years filled the interim and did a fine job. She noted that it was really helpful to have somebody with extensive experience with the library. She commented that she has known Luise for a long time and she could only say good things about her. She's a very quality person and she is very committed to the community.

Chairperson Rogers closed public comment.

Chairperson Rogers asked Julia what she has done in the community, particularly Tahoe. Julia stated that she did a big overhaul of the collection which was very outdated. She updated the library with new carpets, new paint and new furniture which made the library more welcoming and comfortable for the patrons. She stated that she reached out to different community

organizations at the lake to build better relationships and now the library has a great relationship with both the schools at the lake as well as a couple pre-schools. She noted that she also attended chamber meetings up at the lake. Vice Chairperson Martin Maier stated that in the library's permanent director it is essential that that person be very involved and active in the community in all shapes and forms, but while the library goes through the selection process over the next six months with the interim director, the onus to reaching out to the community in a PR formal way rather than the daily business of the library and running a good, welcoming library will fall on the trustees and not the interim librarian. She noted that community experience while always good and always a plus is maybe not the key to success in the trades the library is looking for in an interim but rather the strength of knowledge of this person's supervisory skills and the processes that are going on in the day to day business of the library. Chairperson Rogers stated that what is important to her is having respect for the board and providing information to the board that is accurate and information from the county that is accurate and the board is given that information. She noted that this is the opportunity to say to the community that the library is positive and the library is serving them and that the library is looking for someone who is knowledgeable of what the library is and what the library is doing and that county officials can be assured that the person is aware of what is happening in the county. Trustee Garrahan agreed with Vice Chairperson Martin Maier that the interim not be the one to rebuild community relations but rather be the one to keep the operations of the library running smoothly and for staff to be on board with what is going on in the library. Trustee Harper commented that Julia's supervisory skills and experience are extremely important and that it is good that she has been working with staff all this time in a supervisory manner. Deputy District Attorney Gregory stated that moving forward the board has a couple of options. If the board feels comfortable appointing someone now the board can do that or if the board wanted to have more of a formal interview with both the candidates that can be done at the next meeting and she will notice the two candidates. Chairperson Rogers stated that the board should consider this and think about it for a week until the next meeting and then the board can come back and ask one or two of the board members to hold an interview with the two candidates or the board can do a more in depth interview at the next meeting and bring back comments so the board can really consider this. Deputy District Attorney Gregory stated that the board individually can talk with staff but if the trustees are going to base the decision on what staff said then it has to be shared with the board at an open meeting. Christine stated that she could work with Cindy McMurray who is HR's recruiter and draft the interview questions using the Korn Ferry method which is a series of behavior based questions. Human Resources will work with Vice Chairperson Martin Maier in developing the questions. As the board was discussing questions and what type of questions identify character it was determined that it wasn't appropriate as one of the candidates was in the room hearing them.

MOTION/VOTE:

Chairperson Rogers made a motion that the board meet with the two candidates at the July 27th meeting and hold interviews and make the determination of who to appoint for interim Director. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

6. DISCUSSION AND UPDATE ON THE TIMELINE, PROCESS, AND STATUS ON RECRUITING AND FILLING THE FOLLOWING POSITIONS: LIBRARY SUPERVISOR, 2 LIBRARY TECHNICIANS AND LIBRARY PAGE. [Action]

Human Resources Analyst Senior Christine Vido stated that the library currently has four vacancies excluding the director position. The library supervisor position has been vacant for over a year mostly due to candidates not completing the process. That position is open and there are some viable candidates in that recruitment. Interviews were completed for the two technician positions, one was made a verbal offer and the other HR has been unable to reach.

Unfortunately, the one who was made a verbal offer backed out. As far as library page goes and potentially the technician positions, HR is moving forward with those positions and pausing on the supervisor position since that position has been vacant for over a year and operations can still continue at the lake branch without a supervisor. She stated that it would be a good opportunity for the new director to come in, look at the operations and organizational structure and understand the objectives of the board. She noted that operationally the technicians and the page may be needed and HR recommends moving forward with those positions, as the technician and page positions are under the purview of the supervisors and they can make the decision to hire. She noted that once an interim director is selected that person can under that appointing authority support the recommendation of the supervisors. There are still 14 viable candidates in the pool for the technician positions. She stated that HR has collected the applications for the page position but they have not been provided to the supervisors as HR is waiting on direction from the board on how to move forward with the vacant positions, whether the board wants to wait on hiring until a new director is selected or do they want to move forward.

MOTION/VOTE:

There being no further discussion, Trustee Tattersall made a motion to put on hold the search for a supervisor until the library has a new permanent library director and that the library proceed with the selection of two library technicians and a page with the caveat that the library won't make any job offers until an interim is selected. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

7. 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. [Action]

Deputy District Attorney Gregory explained that the purchase requests included in the board packets are what Veronica Hallam brought forward to IRC and IRC approved. The purchase orders are encumbering money to pay for library material purchased throughout the fiscal year.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the purchase orders and authorize the chair to sign the requests. Trustee Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

8. 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. [Action]

MOTION/VOTE:

Trustee Garrahan made a motion to give the chair and vice chair signature authority. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

9. DISCUSSION ON THE BOOKMOBILE SCHEDULE, INCLUDING THE PROCESS FOR NOTIFYING THE PUBLIC OF SCHEDULED OR CANCELLED VISITS OR PLANNED STOPS. [Discussion]

Chairperson Rogers asked for public comment.

Dianne Deadrich commented that the Friends of the Library attended many meetings in the planning of the bookmobile and it was discussed that the bookmobile stops were not to be in Minden because the Minden area was being addressed. She noted that she was thrilled when the schedule for the bookmobile came out because that meant it was making stops again. At all the meetings it was said that the bookmobile's purpose was to provide library service to the underserved and it would be redundant to provide library service in Minden. She stated that she was going to write a letter to Amy but didn't know she was gone. She wondered if there was a bookmobile operating policy. She served as county librarian for Alpine and when they ran the bookmobile they went all around the county and never did they think to go down the street a few blocks and offer service. She stated that she is concerned about the bookmobile's schedule and wanted to know why it isn't serving in other areas like Dresslerville and Gardnerville Ranchos.

Library Supervisor Laura Treinen noted that the library is open to making more stops and Ms. Deadrich stated that there are two schools in the Gardnerville Ranchos. Trustee Garrahan commented that before COVID the bookmobile did visit the schools down there. It was noted that in May the current schedule was brought forward to the board. Trustee Harper agreed that the bookmobile should be out in the places where people can't get to the library. Trustee Garrahan noted that she has no problem with the bookmobile being out at Minden Park or Heritage Park during the farmer's market, but she does agree it should be out at the ranchos and Dresslerville. She stated that the book mobile is serving north county in Indian Hills and south county in TRE so the library has expanded service but would like to see it expanded more without cutting out any of the current locations. Trustee Tattersall asked if the bookmobile could visit Kahle Park and Julia commented that the library was told not to take the bookmobile to Tahoe because it would cause mechanical issues to the engine. Chairperson Rogers noted that the bookmobile has scheduled visits at TRE and one week the bookmobile wasn't there and if it's scheduled to be there it has to be there. She was told it wasn't at TRE because there wasn't enough staff. She stated that supervisors need to reallocate staff if the book mobile is scheduled to be at a certain location. Julia explained why the bookmobile visit to TRE was canceled that day on the sixth and took full responsibility for not getting it out on social media or putting out a

press release stating that the bookmobile visit was canceled. Ms. Deadrich asked if there is a policy for the bookmobile and Julia answered no and Trustee Harper commented that there should be one. Julia stated that the library is not having storytime in the branch and that is why it is scheduled with the bookmobile at the park. Once summer reading concludes the library will bring back storytime in the library. Laura stated that they will take the board's location requests going forward when they do the schedule for the fall.

10. 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.]Action]

Chairperson Rogers asked for the supervisors' schedule so the board would know whether they are here at the library and where they are working. She noted that the schedule that was provided to the board as supplemental doesn't give the location of where the supervisors will be working; Lake Tahoe or Minden. Julia explained that the schedule for Lake Tahoe is a rotating schedule and it changes every week. She commented that the supervisors are always available regardless of their location if the trustees call their direct number or email. One of the three supervisors are always at the Minden location. Deputy District Attorney Gregory noted that there was some issues raised about providing the locations since there is a rotating schedule and the thought was to have a supervisor for the day and Human Resources and the District Attorney's Office suggested to provide a schedule that gives the supervisors contact information so the trustees knew who to contact on that day. Julia gave an update on current grants the library is working on and upcoming grants that the library will be applying for. With the mini grants the library has to have a designated program for the funds granted. Trustee Garrahan suggested digital printers. Julia stated that she has been reaching out to staff for different ideas and one suggested idea would be to update the children's AWE computers. She provided the board with participation and completion numbers for the toddler, children, teen and adult summer reading programs and noted that the reviews are posted in Beanstack. Trustee Garrahan commented that it would be nice to see these numbers and the reviews on the website. Julia mentioned that Reading PAWS has returned to the library and that storytime in the park will continue through August and will resume at the Minden branch in September. She noted that the teen and tween programs are going well. Laura Treinen updated the board on the library's ongoing and upcoming adult programs and ideas for adult programs in the future. She noted that Homebound is going well with five to eight stops a week. Julia commented that curbside service has slowed down a bit but recommends the library still provide this service for patrons. Chairperson Rogers stated that Moss Adams is continuing the audit and should have something to provide to the board in August.

11. CLOSING PUBLIC COMMENTS.

Vice Chairperson Martin Maier asked if the press release announcing the board's public statement on Amy's departure was formally released and Chairperson Rogers answered that it was formally released and that the Record Courier had a featured story about Amy leaving and within that article was the last sentence of the board's statement. She stated that the Reno Gazette Journal had a front page article regarding the detailed history and the last two paragraphs was the board's press release. The press release is sent to the papers but the paper decides how they want to feature it in the paper. She noted that she met with Melissa Blosser from the county to make sure that the board was following external communication policy and then the county released the press release that week by email. Deputy District Attorney Gregory stated that she received a public records request from a reporter requesting all of Amy's emails from May thru July and the District Attorney's Office is in the process of responding to that request. Chairperson Rogers and Vice Chairperson Martin Maier also requested Amy's email from the last month because the board hadn't been receiving a weekly summary report within the last several weeks and she wanted to make sure nothing was falling through and unattended. Deputy District Attorney Gregory noted that the first set of those emails had been sent to Bonnie and Heather's email in pdf form which Chairperson Rogers is unable to open and that that request is what triggered the update on projects as an agenda item for this meeting. Chairperson Rogers asked the board to bring back the director's job description to the next meeting.

Dianne Deadrich from the public in regards to putting out the director's publication there must be a history of paperwork as to how the process went when Amy was hired because it was quite an extensive process. The interviewees had participation with the public and the board and HR should use that as guide. Human Resources Analyst Senior Christine Vido stated that Human Resources retention for recruitment files is four years from the close of recruitment. She noted that she and Cindy had been involved in the recruitment for a County Manager and three department head recruitments. Cindy had worked twice with the Town of Genoa for the Genoa Town Manager recruitment and the Town of Gardnerville for Town Manager recruitment. She noted that between Cindy and herself they have a wealth of experience working in this public format and are capable doing these recruitments. Ms. Deadrich commented that the publication needs to go out to the American Library Association and the Nevada Library Association and make sure that HR gets out to those organizations.

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

THE MEETING ADJOURNED AT 12:26 P.M.

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
July 27, 2021

ATTENDEES

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

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

County Staff: Deputy District Attorney Cynthea Gregory; Human Resources Analyst Senior Christine Vido, Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:04 P.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Jill Harper made a motion to approve the agenda. Vice Chairperson Heather Martin Maier made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JUNE 8, 2021 SPECIAL MEETING AND THE JUNE 22, 2021 REGULAR MEETING.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to approve the minutes of the June 8, 2021 special meeting and the minutes of the June 22, 2021 regular meeting. Vice Chairperson Martin Maier made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

i. June 2021

ii. July 2021

*Town of Minden	CVIC rent for Summer Reading Program finale performance (7/29/21)	03730	\$ 50.00
*Swank Movie Licensing	Movie licensing for Minden Branch	03755	\$ 1,438.00
*Petty Cash	Items for Weekend Warriors Teen Program and Storytime in the Park	03757	\$ 49.60
*Dodson, Amy c/o Library	Items for Summer Reading Program	03762	\$ 172.46
*Amazon	Items for Summer Reading Program	03764	\$ 79.43
*Baker & Taylor	Friends donated funds – book group	03765	\$ 45.96
*Petty Cash	Items for Summer Reading Storytime	03766	\$ 29.95
*DoCo Procurement Program	Items for TAB meeting	03768	\$ 38.42
* DoCo Procurement Program	Items for Summer Reading Program	03769	\$ 20.00
* DoCo Procurement Program	Items for Summer Reading Program Kick-off at the lake	03770	\$ 17.46
*DoCo Procurement Program	Items for Summer Reading Program Reading incentives	03772	\$ 122.75
*Center Point Large Print	Donated funds in memory of Helen Ruso – large print books	03775	\$ 48.75
*Demco	Items for Summer Reading Storytime	03785	\$ 366.20
Petty Cash	Employee Recognition	03787	\$ 17.99

Trustee Kate Garrahan asked in regards to the movie license if the Minden branch is showing movies and Laura Treinen answered that management is working on the scheduling to try and find the best time and days to show the movies. Chairperson Rogers noted that the funds for the movie license was provided by the Friends of the Library.

MOTION/VOTE:

Trustee Harper made a motion to approve the consent calendar. Vice Chairperson Martin Maier made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

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

a. 6/30/2021

Veronica Hallam stated that the numbers for FY20-21 are not final yet. The audit still has to take place which will be in mid-August or September and when the fiscal year end closes the numbers for the budget will be more accurate. She noted that the encumbrances from the purchase orders haven't dropped yet and once they do they will go back into the line items they were taken from and that should bring the library at budget. Trustee Garrahan asked if OverDrive charges were per title or if it is a set fee for the services and Julia Brown answered that the library selects by title just like selecting for physical books.

6. DISCUSSION ON THE SELECTION, APPOINTMENT, AND SETTING OF EXPECTATIONS FOR AN ACTING LIBRARY DIRECTOR, INCLUDING CONDUCTING INTERVIEWS OF POTENTIAL CANDIDATES: JULIA BROWN, LIBRARY SUPERVISOR AND LUISE DAVIS, LIBRARIAN. NOTICE HAS BEEN GIVEN TO THE TWO CANDIDATES CONSISTENT WITH NRS 241.033. [Action]

Human Resources Analyst Senior Christine Vido handed out the interview packets to the board and noted that the questions selected by herself and Vice Chairperson Martin Maier will help to determine the values and competencies of the candidates. These are behavior based questions and there are five of them. The questions asked were:

- Tell us about a time you were in charge of a team and needed to get them focused around common goals.
- Tell us about a time you were confronted with an internal or external customer problem.
- Tell us about a time when you accomplished something against strong pushback.
- Tell us about a time when you had to act on something important before you had time to come up with a clear answer or solution.
- Give us an example of how you gained others' confidence when you worked with them for the first time.

Ms. Vido noted that behavior based questions were chosen because behavior is harder to change than performance and the best predictor for future performance is past performance.

The first person to be interviewed was Library Supervisor Julia Brown. At the conclusion of Julia's interview, Chairperson Rogers called a short recess.

RECESS AT 10:47
RESUMED AT 10:55

The second person to interview was Collection Development Librarian Luise Davis. At the conclusion of Luise's interview the board briefly discussed the interviews. Trustee Harper stated

that she had gone to the library to speak with staff and she proceeded to read a list of what she learned about both candidates from staff.

Chairperson Rogers asked for public comment.

There was one public comment from Deborah Blackman. She stated that she was the circulation supervisor for the library for seven years and she was on the Board of Trustees. She commented that she had worked closely with Luise and noted that some of the comments by staff are valid in that Luise likes rules. She stated that she has never seen Luise lose her temper and that when she was working at the library Luise was always positive and they worked so well together because they are very different people. Having the ability to have different types of viewpoints with people you work with is very positive. She commented that she was very impressed with Julia and what she said today and she thinks the library is going to move forward in very good hands, but the comments said about Luise were not fair.

MOTION/VOTE

Trustee Tattersall made a motion to appoint Julia Brown as the interim Library Director. Trustee Harper made a second.

Chairperson Rogers asked for further discussion.

Trustee Garrahan thanked Jill for speaking with staff because the board should rely on staff's input for this interim position. She noted that from what this library has been through the board should take staff's input and give it value because the board is on the outside looking in and staff is day to day. She commented that she appreciates staff giving their honest opinions and Trustee Tattersall thanked Julia and Luise for stepping up to be interim and Chairperson Rogers stated that she appreciates them as well. She noted that there is a lot to do during the next few months and it's about keeping the library operational and keeping the clientele happy.

There being no further discussion or public comment, Chairperson Rogers abstains and the motion carried with 4 ayes and 1 abstention.

The boards expectations of the interim Library Director:

- Be present in the library every day unless it is an authorized leave.
- See that staff are scheduled appropriately and all functions in the library are met including the book mobile.
- Communicate openly and honestly with integrity and respect, and keep the board informed in all actions that are taken.
- Fulfill the functions of the library director.
- Communicate with county staff when appropriate and when necessary and communicate that interaction to the board.
- Review the library board manual and the policies that are included and follow those policies, in particularly the communications policy and outside activity that impact the library and the board.

MOTION/VOTE:

Chairperson Rogers made a motion to adopt the expectations of the interim Library Director and to have Christine Vido with Human Resources draft the expectations and present them to Julia. Trustee Harper made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

7. DISCUSSION ON THE RECRUITMENT, SELECTION PROCESS, AND TIMELINE FOR FILLING THE VACANT LIBRARY DIRECTOR POSITION, INCLUDING REVIEWING AND UPDATING THE CURRENT LIBRARY DIRECTOR JOB DESCRIPTION.

Christine introduced Human Resources Analyst Cindy McMurry to the board and commented that she has been involved in several director recruitments and comes to this meeting with experience and knowledge. Cindy asked the board if they had reviewed the library director job description and the board discussed changes and additions they would like to be made to the job description. Chairperson Rogers stated that she had another expectation to add to the list and that is that all material presented to the board will be checked for accuracy and that grammar and spelling is correct. Christine went over the document she provided to the board that lists budget options for the board to consider when advertising for the library director position and other recruitment cost considerations. Included on the list were price points for online advertising as well as published advertising. One of the items the board reviewed and discussed was the online advertising with the American Library Association and the Association of College & Research Libraries. The options for advertising on the ALA Job List were basic advertising, enhanced advertising and premium advertising. Each have a different level of advertising as well as costs. Christine noted that if the board is a member of ALA there is a reduced cost and the board confirmed that they are. The board discussed posting with other associations and other possible states as well as publicizing in American Libraries magazine and College & Research Library News magazine. Trustee Tattersall stated that the library doesn't need to do printed advertising and Trustee Garrahan agreed. Online advertising is all the library needs as most candidates will go to the job site. The board agreed that they would like to do the premium advertising with ALA and would like to advertise with the State and Local Library Associations as well as Indeed and Governmentjobs.com and will look into resources for schools for additional advertising.

MOTION/VOTE:

Trustee Tattersall made a motion to run a premium online advertisement at the ALA Job List. Trustee Harper made a second. There being no further discussion and no public comment the motion carried unanimously with a 5-0 vote.

Cindy stated that once the job description changes are made she can work with a draft posting. Part of the draft posting is the job description and the other part are the supplemental questions. Supplemental questions are used to ensure minimum requirements are met by the applicant as well as a way to get more out of the applicant which will help the board and HR review the applications. She stated that she would like the board to start thinking about the supplemental questions which do need to relate back to the job description in some way. Christine explained that what they are looking at with the supplemental questions is the minimum qualifications as

well as specific job related duties that the board would like to collect at the application level that shows the candidate is demonstrating that he/she has competency in those areas. She stated that if the board wants to also bring that forward during the interview it would be appropriate to ask the applicant at that time to expand on it and to bring up a specific situation that he/she dealt with or something that further demonstrates that he/she is able to perform the duties. The board discussed some questions and what they would like to see in the applicant; knowledge of, skills in and experience. It was decided that Elizabeth would be the liaison for the board to work with Human Resources during the recruitment process. Deputy District Attorney Gregory explained that Trustee Tattersall can provide information to the board but any response must only go to Trustee Tattersall and not the entire board. Christine noted that in order to move forward with the recruitment and initiate the job posting process a requisition must be submitted through NeoGov which Julia has access to and if the board agrees to allow Julia to make that submission, HR can begin the process and come back to the next meeting with a status update.

MOTION/VOTE:

Trustee Tattersall made the motion to direct Julia to complete the requisition. Trustee Garrahan made a second and the motion carried unanimously with a 5-0 vote.

8. DISCUSSION AND UPDATE ON FEDERAL, STATE AND LOCAL GRANTS WHICH MAY BE APPLIED FOR ON BEHALF OF THE DOUGLAS COUNTY PUBLIC LIBRARY, INCLUDING FUNDING AMOUNTS AND POTENTIAL PROJECTS. [Discussion]

Julia stated that there are two current grants that the library is applying for, and those are the LSTA Mini Grant and the American Rescue Plan Grant. The LSTA Mini Grant is a four cycle grant process and the library will be applying for this grant during cycle three which the deadline is in November. By waiting and not rushing the library can put together a well thought out application and Julia noted that she was reassured by Sulin Jones at the State Library that those funds will not run out and will be available at that time. She noted that this grant is specific project based and she reached out to staff and one favorable idea was a dedicated teen space. There is a need in the community for safe spaces for teens to spend their time and the grant funds could be used for furniture and equipment to make up that space. She mentioned getting a maker space with 3-D printers which will attract teens and all patrons. She noted the library could possibly combine the teen space and the maker space and have it available to the community. She explained that a maker space is a place that has different types of equipment and supplies for the patrons to create. Chairperson Rogers commented that the grant funds should be used in a way that will allow the library to do something for the community. Julia stated that the other grant is the American Rescue Plan Grant and the library opted in for that grant. This grant has a set dollar amount of \$1.8 million and those funds will be distributed to all eligible libraries that opted in. This library should know by September the dollar amount distributed to this library but Julia noted that she was told by Sulin it will be at least \$10,000. She stated that two of the things that would be the most beneficial in the use of the funds would be to update the children's AWE computers to the newest versions which include bilingual capabilities or for eResources which will free up some of the collection development money.

Chairperson Rogers asked for public comment. There was no public comment.

9. DISCUSSION ON CHANGING THE CURRENTLY SCHEDULED AUGUST 24, 2021, LIBRARY BOARD OF TRUSTEES MEETING DATE TO ANOTHER DATE IN AUGUST. [Action]

The board discussed what would be the best date that meets everyone's schedule for the August regular meeting. It was determined that Tuesday, August 17th would be a suitable date. Chairperson Rogers and Vice Chairperson Martin Maier will have a two on one meeting with Julia on Tuesday, August 3rd.

MOTION/VOTE:

Trustee Garrahan made a motion to change the regular meeting in August from Tuesday, August 24th to Tuesday, August 17th. Trustee Tattersall made a second. There being no public comment the motion carried unanimously with a 5-0 vote.

10. STATISTICAL REPORTS FROM STAFF. [Discussion]

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

11. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 1:17 A.M.

Lib. Board of Trustees Mtg 8/17/21
Consent Calendar
Agenda Item 4a

Gift Fund Claims
July / August 2021

*Amazon	Prizes for Summer Reading Program	03792	\$ 30.98
*Town of Minden	CVIC rent for Summer Reading Program finale performance (8/26/21)	03793	\$ 50.00
*Do Co Procurement Program	Items for TAB meeting	03807	\$ 33.47
OverDrive	Ebooks – LSTA Evolving Needs Grant	03809	\$ 2,419.60
*Pioneer Center for the Performing Arts	Magic Show for the SRP finale	03812	\$ 400.00
Midwest Tape	Online digital services – LSTA Evolving Needs Grant	03816	\$ 3,030.93
OverDrive	Ebooks – LSTA Evolving Needs Grant	03817	\$ 1,052.84

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

8/11/2021

Vendor	Date	Programs	Library Materials	All Others	Notes
Town of Minden	5/27/2021	50.00			CVIC rent for SRP 2021 kickoff performance (FOL)
Swank Movie Licensing	6/17/2021	1,438.00			Movie licensing for Minden (FOL)
Demco	7/13/2021	366.20			Crafting bags for Summer reading Storytime in the Park (FOL)
Petty Cash	7/19/2021			17.99	Employee recognition
Town of Minden	7/24/2021	50.00			CVIC rent for SRP 2021 finale performance 7/29/21 (FOL)
Amazon	7/23/2021	30.98			Dice for prizes for SRP 2021
OverDrive	7/31/2021		2,418.60		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Pioneer Center for the Performin	8/3/2021	400.00			Show for Summer Reading Finale (FOL)
Do Co Procurement Program	7/29/2021	33.47			Items for library program
OverDrive	8/4/2021		1,052.84		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Midwest Tape	8/4/2021		3,030.93		Online digital services purchased with LSTA Evolving Need Statewide Grant
					Grand Total:
TOTALS		2,368.65	6,503.37	17.99	\$8,890.01
		Programs	Materials	All others	\$8,890.01

Lib. Board of Trustees Mtg 8/17/21

Agenda Item #5a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 7/31/2021

% of Fiscal Year

8.3%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$62,338	\$62,338	7%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$20,346	\$435,388	4%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$10,884	\$219,885	\$384,820	37%

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

Capital Outlay **

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

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

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

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



Library Expense Budget Performance Report

Fiscal Year to Date 07/31/21
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
Fund 224 - Library											
Department 804 - Library											
EXPENSE											
<i>Salaries & Wages</i>											
510.000	Salaries & Wages	920,185.00	.00	920,185.00	36,000.44	.00	36,000.44	.00	884,184.56	4	47,514.39
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	15,895.03	.00	15,895.03	.00	(15,895.03)	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	409.00	.00	409.00	.00	.00	.00	.00	409.00	0	.00
511.171	Holidays	.00	.00	.00	3,010.32	.00	3,010.32	.00	(3,010.32)	+++	2,958.80
511.172	Comp Paid	.00	.00	.00	755.95	.00	755.95	.00	(755.95)	+++	510.01
511.173	Vacation	.00	.00	.00	4,991.20	.00	4,991.20	.00	(4,991.20)	+++	2,630.84
511.174	Sick	.00	.00	.00	1,685.46	.00	1,685.46	.00	(1,685.46)	+++	568.09
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$920,594.00	\$0.00	\$920,594.00	\$62,338.40	\$0.00	\$62,338.40	\$0.00	\$858,255.60	7%	\$54,181.13
<i>Employee Benefits</i>											
511.181	Retirement	264,647.00	.00	264,647.00	13,300.96	.00	13,300.96	.00	251,346.04	5	15,537.16
511.182	Workers Comp	22,987.00	.00	22,987.00	1,409.11	.00	1,409.11	.00	21,577.89	6	1,354.16
511.183	Group Insurance	139,638.00	.00	139,638.00	3,791.73	.00	3,791.73	.00	135,846.27	3	3,527.38
511.184	Unemployment	4,646.00	.00	4,646.00	312.56	.00	312.56	.00	4,333.44	7	272.61
511.186	Medicare	13,462.00	.00	13,462.00	887.22	.00	887.22	.00	12,574.78	7	769.49
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	85.00	.00	2,975.00	3	255.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	.00	586.00	0	.00
511.201	PERS-Ret. Medical	6,708.00	.00	6,708.00	559.00	.00	559.00	.00	6,149.00	8	.00
<i>Employee Benefits Totals</i>		\$455,734.00	\$0.00	\$455,734.00	\$20,345.58	\$0.00	\$20,345.58	\$0.00	\$435,388.42	4%	\$21,715.80
<i>Services & Supplies</i>											
520.029	Program Underwriting	7,300.00	.00	7,300.00	.00	.00	.00	.00	7,300.00	0	.00
520.045	Computer System	60,732.00	.00	60,732.00	(6,047.61)	.00	(6,047.61)	.00	66,779.61	-10	3,377.60
520.055	Telephone Expense	7,467.00	.00	7,467.00	891.56	.00	891.56	.00	6,575.44	12	642.82
520.060	Postage/Po Box Rent	1,772.00	.00	1,772.00	.00	.00	.00	.00	1,772.00	0	267.99
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	600.00	.00	600.00	.00	.00	.00	.00	600.00	0	47.98



Library Expense Budget Performance Report

Fiscal Year to Date 07/31/21
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
520.085	Communications	3,072.00	.00	3,072.00	.00	.00	.00	3,072.00	0	.00
520.088	Utilities	29,781.00	.00	29,781.00	2,062.29	.00	2,062.29	27,718.71	7	396.64
520.097	Maint B&G	3,700.00	.00	3,700.00	240.20	.00	240.20	3,459.80	6	220.00
520.098	Janitorial Services	30,912.00	.00	30,912.00	2,538.00	27,918.00	2,538.00	456.00	99	.00
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	.00	3,499.00	0	14.99
520.114	Motor Pool Expense	5,256.00	.00	5,256.00	.00	.00	.00	5,256.00	0	456.08
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	.00	.00	.00	3,100.00	0	.00
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.00	.00	34,865.00	0	.00
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	.00	76.00	0	42.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	.00	1,734.00	0	.00
520.200	Training & Education	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
520.240	Data Lines	3,600.00	.00	3,600.00	374.94	.00	374.94	3,225.06	10	348.99
521.100	Professional Services	.00	.00	.00	395.00	.00	395.00	(395.00)	+++	.00
521.134	Cataloging	20,000.00	.00	20,000.00	633.86	4,069.25	633.86	15,296.89	24	36.00
521.500	Admin & Overhead	159,123.00	.00	159,123.00	.00	.00	.00	159,123.00	0	.00
530.001	Circulation Supplies	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
532.003	Gas & Oil	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
532.054	Library Materials	210,000.00	.00	210,000.00	9,170.88	178,910.11	9,170.88	21,919.01	90	11,347.88
532.057	Processing Materials	11,000.00	.00	11,000.00	112.81	8,987.19	112.81	1,900.00	83	311.81
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	79.00
533.802	Small Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.813	Office Products Program	5,100.00	.00	5,100.00	.00	.00	.00	5,100.00	0	713.50
533.817	Small Projects	.00	.00	.00	512.55	.00	512.55	(512.55)	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
<i>Services & Supplies Totals</i>		\$615,589.00	\$0.00	\$615,589.00	\$10,884.48	\$219,884.55	\$10,884.48	\$384,819.97	37%	\$18,303.28
<i>Capital Outlay/Projects</i>										
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$1,991,917.00	\$0.00	\$1,991,917.00	\$93,568.46	\$219,884.55	\$93,568.46	\$1,678,463.99	16%	\$94,201.21
Department 804 - Library Totals		(\$1,991,917.00)	\$0.00	(\$1,991,917.00)	(\$93,568.46)	(\$219,884.55)	(\$93,568.46)	(\$1,678,463.99)	16%	(\$94,201.21)
Fund 224 - Library Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$93,568.46	\$219,884.55	\$93,568.46	\$1,678,463.99		\$94,201.21
Grand Totals		\$1,991,917.00	\$0.00	\$1,991,917.00	\$93,568.46	\$219,884.55	\$93,568.46	\$1,678,463.99		\$94,201.21



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 07/31/21
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									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	816.20	.00	816.20	(816.20)	+++	.00
	<i>Services & Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$816.20	\$0.00	\$816.20	(\$816.20)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$816.20	\$0.00	\$816.20	(\$816.20)	+++	\$0.00
Department 800 - Library Gift Fund	Totals	\$0.00	\$0.00	\$0.00	(\$816.20)	\$0.00	(\$816.20)	\$816.20	+++	\$0.00
Fund 235 - Library Gift Fund	Totals	\$0.00	\$0.00	\$0.00	\$816.20	\$0.00	\$816.20	(\$816.20)	+++	\$0.00
	Grand Totals	\$0.00	\$0.00	\$0.00	\$816.20	\$0.00	\$816.20	(\$816.20)		\$0.00



Gift Fund Income Statement

Through 07/31/21
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	52.00	.00	.00	52.00	0	.00
361.212	Invest. Earnings-BNY Mellon	1,204.00	.00	.00	1,204.00	0	.00
	<i>Interest Revenue Totals</i>	\$1,208.00	\$0.00	\$0.00	\$1,208.00	0%	\$0.00
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	5,166.00	5,166.00	(5,166.00)	+++	360.14
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$5,166.00	\$5,166.00	(\$5,166.00)	+++	\$360.14
Department 000 - Revenue Totals							
		\$82,576.00	\$5,166.00	\$77,410.00		6%	\$360.14
REVENUE TOTALS							
		\$82,576.00	\$5,166.00	\$77,410.00		6%	\$360.14
EXPENSE							
Department 800 - Library Gift Fund							
<i>Services & Supplies</i>							
532.061	Library Gift Fund	.00	816.20	816.20	(816.20)	+++	.00
	<i>Services & Supplies Totals</i>	\$31.00	\$816.20	\$816.20	(\$785.20)	2,633%	\$0.00
Department 800 - Library Gift Fund Totals							
		\$82,576.00	\$816.20	\$81,759.80		1%	\$0.00
EXPENSE TOTALS							
		\$82,576.00	\$816.20	\$81,759.80		1%	\$0.00
Grand Totals							
REVENUE TOTALS		82,576.00	5,166.00	5,166.00	77,410.00	6%	360.14
EXPENSE TOTALS		82,576.00	816.20	81,759.80	81,759.80	1%	.00
Grand Total Net Gain (Loss)		\$0.00	\$4,349.80	\$4,349.80	\$4,349.80	+++	\$360.14



Gift Fund Trial Balance Listing

Through 07/31/21
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	69,748.51	5,298.27	912.98	74,133.80	72,705.19
101.090	Investment-FMV Adjust	1,102.75	.00	.00	1,102.75	2,269.65
121.100	Interest Receivable	425.38	.00	132.27	293.11	320.53
	<i>Current Assets Totals</i>	\$71,276.64	\$5,298.27	\$1,045.25	\$75,529.66	\$75,295.37
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	862.98	766.20	(400.00)	.00
	<i>Current Liabilities Totals</i>	(\$496.78)	\$862.98	\$766.20	(\$400.00)	\$0.00
<i>Fund Balance</i>						
253.000	Fund Balance	(74,935.23)	.00	.00	(74,935.23)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$74,935.23)	\$0.00	\$0.00	(\$74,935.23)	(\$74,935.23)

Circulation by Collection

July 2021

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	665	17	29
Adult Biography	104	3	2
Adult CD Non-Fiction	38	1	0
Adult DVD	1169	39	68
Adult Fiction	3378	177	101
Adult Launchpad	3	0	0
Adult Magazines	199	6	0
Adult Music	83	2	3
Adult Non-Fiction	1058	42	34
Adult Spanish	5	1	1
Children's Audiobook	189	10	19
Children's Biography	18	0	0
Children's DVD	387	16	26
Children's Fiction	842	159	70
Children's Launchpad	10	4	0
Children's Magazines	2	0	0
Children's Music	26	0	1
Children's Non-Fiction	981	31	46
Children's Oversize	7	0	2
Children's Spanish	8	1	0
Easy Reader	663	16	79
Equipment	17	4	0
Exam Books	3	0	0
Large Print	856	31	17
Mobile Devices	6	0	0
Nevada	64	4	3
Picture Books	1416	110	113
Video Games	8	1	0
Young Adult	307	16	7
Graphic Novels	228	3	12
Young Adult Launchpad	2	0	0
Young Adult Magazines	5	0	0

Hoopla

eAudiobook	798	Movie	135
Adult Non-Fiction	153	Adult Non-Fiction	29
Adult Fiction	538	Adult Fiction	84
Juv Non-Fiction	3	Juv Non-Fiction	4
Juv Fiction	104	Juv Fiction	18
eBook	369	Television	97
Adult Non-Fiction	63	Adult Non-Fiction	16
Adult Fiction	254	Adult Fiction	79
Juv Non-Fiction	7	Juv Non-Fiction	0
Juv Fiction	45	Juv Fiction	2
Comics	41	Music	34
Adult Non-Fiction	1	Adult	30
Adult Fiction	30	Juv	4
Juv Non-Fiction	0		
Juv Fiction	10	Total Circulation	1,474

Overdrive/Libby

eAudiobook	407
eBook	405
Adult	761
Juv	25
Young Adult	26
Total Circulation	812



Interim Director's Monthly Report – August 2021

➤ Library Operations

- In accordance with the State of Nevada Emergency Directive 047, all persons, including fully vaccinated, must wear a mask in all indoor facilities. This includes both library buildings and the bookmobile and went into effect on July 30th.
- The Summer Reading program is wrapping up at the end of the month. Participation is up over 2020 numbers, but lower than 2019. Participation includes:
 - Toddlers – 23 active registrants have read 2,574 minutes
 - Kids – 177 active registrants have read 74,361 minutes
 - Teens – 45 active registrants have reviewed 110 books
 - Adults – 65 active registrants have read 589 books
- We partnered with the Pioneer Center and hosted a magic show as part of Summer Reading on July 29th at the Zephyr Cove Park and Minden Park. Both events were well attended with 22 at Zephyr Cove and 87 at Minden Park.
- The wildlife show that was cancelled in June has been rescheduled to Thursday, August 26th. There will be shows at the Lake Tahoe Branch and at the CVIC Hall.
- The week of July 27th, the County began in person assistance for those impacted by the Tamarack Fire at the TRE Community Center. We were able to provide our new hotspots and laptops for those in need of assistance. The Bookmobile is also going to the TRE Community Center now on Friday afternoons with hotspots and laptops to provide additional service to those impacted by the Tamarack Fire.
- The LSTA American Rescue Plan Act Grant award amounts were announced. Douglas County Public Library is eligible for \$25,000 in grant funding. Updated quotes for updating the children's AWE computers and upgrading to bilingual programming has been requested. The grant will go to IRC on Wednesday, August 18th for County approval and then submitted.

➤ Library Staff

- The next staff meeting will be held on August 13th.
- The Library Technician positions have been filled at the Lake Tahoe Branch. Background checks are currently being conducted and we will hopefully have them begin their training in a few weeks.
- Interviews have been completed for the Library Page position and an offer will be made by the end of the day on August 13th.