

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



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

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

Douglas County Public Library Board of Trustees Meeting Notice and Agenda

March 15, 2022

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Tuesday, March 22, 2022** 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 election of Vice Chair of the Library Board of Trustees for 2022.
4. **For possible action.** Discussion on approval of the minutes of the February 22, 2022 regular meeting.

5. Consent Calendar.

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

- a. For possible action. Approval of Gift fund claims
 - i. February 2022
 - ii. March 2022

6. For possible action. Discussion and review of Budget Performance Report summary and Gift Fund summary.

- a. 2/28/2022

7. For possible action. Discussion on recruitment for the Douglas County Library Director position, including reimbursement of moving expenses per County Administrative Policies and Procedures, 200.12

8. For possible action. Discussion and 1 year review of the Library Bylaws, including evaluation of whether sections should be updated or added, such as defining the role of a trustee.

9. For discussion only. Update on Douglas County Newspaper Archive database and microfiche.

10. For discussion only. Update on Long Range Plan progress and timeline.

11. For presentation only. Report on submitted FY 22-23 Budget.

12. For discussion only. Interim Library Director's monthly report on library operations and statistical report from staff.

13. 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.

14. 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, https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1
State of Nevada website, <https://notice.nv.gov>

Supporting materials are available at the Minden Library, 1625 Library Lane, Minden, NV or at the Douglas County website address listed above. 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 March 22, 2022 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 April. At these meetings the Library Board of Trustees is in attendance to observe the proceedings of the organization and to participate in discussions to the extent allowed by the organization.

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

Friends of the Library	4/11/22	4:00 PM	Minden Library
------------------------	---------	---------	----------------

**Meeting dates, times and locations are subject to change.*

UNAPPROVED
LIBRARY BOARD OF TRUSTEES MINUTES
February 22, 2022

ATTENDEES

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

Library Staff: Interim Library Director Julia Brown; Library Supervisor Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Human Resources Analyst Senior Christine Vido; Human Resources Analyst Cindy McMurry

THE MEETING CONVENED AT 10:04 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

3. OVERVIEW AND UPDATE ON THE DOUGLAS COUNTY PUBLIC LIBRARY DIRECTOR RECRUITMENT PROCESS AND PROGRESS, INCLUDING BUT NOT LIMITED TO DEVELOPMENT OF A CANDIDATE PROFILE AND RECRUITMENT OPPORTUNITIES, CHALLENGES, AND STRATEGIES AS IDENTIFIED BY CPS HR CONSULTING AND THE HUMAN RESOURCES DEPARTMENT. [Action]

Senior Executive Director Andrew Nelson with CPS HR Consulting provided the board a PowerPoint presentation highlighting the progress on the recruitment of a library director. Also at the meeting was Susan Hildreth, Project Consultant with CPS. She is working with Andrew in finding ideal candidates for the library director position. In the presentation Andrew mentioned some key dates of tasks that have been completed and dates of tasks that are forthcoming. On February 15th the stakeholder outreach was completed. He noted that he

received a variety of different perspectives which is good when recruiting candidates because it allows CPS to speak more authoritatively about the library as candidates ask very specific pointed questions. On February 25th the recruitment brochure will be completed. He shared the first draft with the board and will send the board the final draft when completed. CPS will launch the recruitment on March 1st and keep it open for 30 days. April 14th is the candidate review. CPS has blocked off some time to provide a presentation of the candidates and that is when the board chooses the top eight to twelve candidates to consider for the position. Susan noted that the recruitment launch date of March 1st is exciting because CPS will be able to advertise the position at the Public Library Association Conference which is being held at the end of March. Based on the Moss Adams report, the four key characteristics that CPS is looking for in the ideal candidate is for that person to demonstrate that he/she is 1. Unifier; someone who can respectfully manage diverging views and unify the community with a common purpose. 2. Community-Oriented; someone who recognizes the community's unique opportunities and challenges and who will be part of that community. 3. Collaboration; someone who will listen, take in feedback from all perspectives, and help people be heard. 4. Data Driven; someone who is skilled in collecting, analyzing, and using data to deliver quality programming. Andrew noted that during the stakeholder interviews there were similar assessments that he heard from the stakeholders. With that he will also be looking for the candidate to have experience in past volunteer management and programming, capital project management which includes planning for renovation of existing spaces and excellent communication and relationship building. He noted that the interview questions will be built around these key characteristics.

The board decided to discuss and add to the agenda the moving expenses for the selected candidate at the March board meeting.

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

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 25, 2022 REGULAR MEETING.

MOTION/VOTE:

Trustee Bonnie Rogers made a motion to approve the minutes. Trustee Elizabeth Tattersall made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

5. CONSENT CALENDAR.

- a. Approval of Gift fund claims
 - i. January 2022
 - ii. February 2022

*Amazon	Adult Saturday Movies	03978	\$ 19.96
*Amazon	Items for Dresslerville STEAM kits	03979	\$ 24.66
Town of Minden	CVIC rental cancelation fee for the FOL Spring Book Sale	03986	\$ 50.00

*Baker & Taylor	Items for Baby Lap-Sit Program	03990	\$ 430.11
*Amazon	Items for The Irregulars Program	03991	\$ 87.09
*DoCo Procurement Program	Refreshments for The Council meeting	03992	\$ 59.97
*DoCo Procurement Program	Items for the Adult Crafters' Club	03993	\$ 51.41
*DoCo Procurement Program	Items for Dresslerville STEAM kits; Snacks for Teen Programs	03994	\$ 538.29
*DoCo Procurement Program	Items for Virtual Reality Program; Employee Recognition	03995	\$ 262.76
*Petty Cash	Items for Knit & Crochet Club; Employee Recognition	03999	\$ 35.59
*Amazon	Items for The Irregulars Program	04000	\$ 87.09

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 1/31/2022

Referring to the budget summary report included in the packet Interim Library Director Julia Brown stated that the library is at 60% into the fiscal year budget and stands at 43% in Salaries and Wages, 40% in Benefits and 52% in Services and Supplies. The report indicates that the library is at 74% in Services and Supplies but that includes the encumbrances for the purchase orders needed to purchase library material from the vendors. Last month Trustee Rogers asked why the library didn't budget for small projects yet there is money spent from that line and Julia explained that that is from a rollover from grant funding that was used to purchase the library's mobile hot spots. Julia noted that the American Rescue Plan Plus competitive grant was posted on Friday with an application deadline in mid-March. Being tied into budget performance she would like the board's approval to apply for this grant and use the grant funds to purchase mobile laptops for in-house classroom teaching. She noted that the Smallwood Foundation gifted the library \$9,000 to purchase mobile laptops but the library still needs about \$13,000 additional funds to complete the purchase.

MOTION/VOTE:

There being no public comment, Trustee Garrahan made a motion to approve the budget performance summary as well as direct staff to apply for the grant to purchase mobile laptops. Vice Chairperson Harper made a second and the motion carried unanimously with a 5-0 vote.

Dr. Steinmann was invited to provide an update on the long range plan but because he had not arrived yet Chairperson Martin Maier moved agenda item #8 here for discussion.

8. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF FY 22-23 BUDGET. [Action]

- a. Base budget**
- b. Capital Improvement Projects**

Included in the packet for the board's approval was the proposed base budget for FY 22-23. Julia noted that the only change she made to the budget based on the discussion in the February meeting was the increase to library material of 10%. She explained to the board why some line items have increased and/or decreased in budget. When Julia submits the approved budget she will add a justification for each line item explaining why the library is asking for that funding amount. Trustee Rogers asked Julia to provide to the board the justification for each line item budget and Julia will have that for the board at the next meeting.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the base budget. Vice Chairperson Harper made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

Included in the packet for the board's approval was a list of three proposed capital improvement projects with estimates of costs. Two are for restroom upgrades at \$20,000 and interior painting at \$25,000. Julia explained that the painting of the interior is considered capital and not maintenance because of the dollar amount. The library is also asking for a building expansion of 7,000 s.f. with an estimated cost of \$1.13 million. Trustee Rogers asked Julia to ask for expansion/remodel rather than just expansion because the commissioners might approve funding for part of it.

MOTION/VOTE:

Trustee Rogers made a motion to approve the submission of the proposed capital improvement projects. Trustee Tattersall made a second.

Trustee Garrahan stated that she has a problem with the building expansion and explained that in Dr. Steinmann's reports that he sent to the board he talks about renovating and reorganizing the library and she wants to know why the board isn't taking that route first. Trustee Rogers explained that the reason she wants to put the expansion in is to start planning and it should be put in every year for the commissioners to consider. Trustee Garrahan stated that when the new director comes in he/she can decide how to reorganize the space and if he/she decides the space isn't going to work and the library needs a bigger space than the director can come to the board and the board can ask for an expansion then. She noted that to request that amount of money without trying first to work with what the library has and making the best use of the space, she can totally see the request for an expansion being shut down. If the commissioners see that the library did everything they could with the building and the use of the space it's more likely they will consider and approve an expansion. What space the library has is oddly used and needs to be reorganized. Trustee Tattersall suggested that a stepped proposal such as step one the library will do the carpet and shelving and step two the library will be renovated and step three the expansion would be more palatable than asking for a lump sum of money. Maybe ask that 5%

be put down for an expansion and then give an amount for a renovation. Vice Chairperson Harper stated that she agrees that the library should get in line to get the money for an expansion because it's not going to happen right away. Trustee Rogers stated that the commissioners can be presented with the data driven facts about the amount of people the library serves and why an expansion is needed. The library needs to start laying out the ground work. Ask for the expansion now and when the new director comes in he/she can decide what the best use of the space is for the library moving forward.

There being no public comment, the motion carried with Vice Chairperson Harper, Trustee Rogers, Trustee Tattersall in favor of the motion and Chairperson Martin Maier, Trustee Garrahan opposed.

The board resumed with the remaining items on the agenda here.

7. DISCUSSION ON THE LIBRARY'S LONG RANGE PLAN, INCLUDING BUT NOT LIMITED TO [Action]:

- a. Update on Long Range Plan progress and timeline from Dr. Fred Steinmann of UNR Department of Economic Development.**
- b. Discussion on how to implement and promote the Long Range Plan once completed, including discussion on a marketing strategy.**

Dr. Fred Steinmann, Assistant Research Professor for the University Center for Economic Development was available to give the board an update on the progress of the strategic plan. The community needs survey was completed and the results of the survey was given to the participants of the two of four strategic planning workshops that have been held so far. Summary reports of the two workshops have been circulated. Socio-demographic, economic and housing data was collected and analyzed and will be incorporated in a draft and final first of the two technical reports. Internal and external stakeholder meetings were completed and the results will also be incorporated into a draft and final first technical report. The second technical report will summarize the new strategic plan with the library's core values, new mission and vision statements, goals and objectives and the final plan and measures for success. The third strategic planning workshop has not been scheduled yet as of this meeting but hopefully by next week there will be a date set. Probably in March or early April. Dr. Steinmann noted that the process for the strategic plan is almost coming to an end and once workshop three and four are complete he should have a draft of the two technical reports to the board within the next one to two months. As far as presenting the strategic plan to the community, Dr. Steinmann stated that per the terms of the agreement the Center of Economic Development, the library, himself and the grad student who has been involved on this project will be available for presentations of the completed strategic plan to this board, Friends of the Library, the commissioners and up to one additional public formal presentation. He noted that in the past he has worked with other organizations in communicating their strategic plan and the hosting of individual open houses, inviting key stakeholders to a board meeting where the strategic plan is being discussed. Another way to promote the strategic plan is posting it on the website, brochures and pamphlets, or reaching out to the local Chamber of Commerce groups and service clubs and asking if the library can present the strategic plan at their next meeting.

Chairperson Martin Maier asked for public comment. There being no public comment the board moved on to discuss part b of this agenda item.

Chairperson Martin Maier reminded the board that previously when the board was searching for a consultant there was mention of possibly hiring a professional marketing firm to do the marketing for the strategic plan and she wanted to know the board's thoughts about that and their ideas about how to reach out to the community. Trustee Garrahan stated that she does not think the board needs a marketing firm and that there are grants the library can receive for putting out brochures, pamphlets and bookmarks to reach out to the community. Trustee Rogers stated that it is important that the board present the strategic plan to the commissioners and then speak with the chamber and stakeholders and hold public meetings at various times. The board are the ones who worked on the strategic plan and it's important that the board present the plan to the community. The new director can be involved in the presentations but initially this person will not be familiar with the five year plan. Trustee Tattersall stated that the board should put together a brochure or Powerpoint presentation that the board can promote. Each trustee can go to the different service clubs because those service clubs are wanting presentations at their meetings. She noted that it is a great opportunity to have that one on one dialogue. Trustee Garrahan stated that she doesn't want to step on the toes of the new director and do all the work and that the new director should have the opportunity to make the decision to reach out to the community and be part of the presentations. She commented that she doesn't want the new director to come in and see a brochure that says the director will be doing this and find out that the board has already done it. Trustee Tattersall noted that it is part of the jobs of the trustees to reach out to the community but that the board should also involve the new director in presenting the new strategic plan. No concrete plan should be put in place until the board knows how the two timelines come together with the presentations and the new director coming in. Trustee Garrahan stated that she sees the board going down the direction of wanting to do everything with the strategic plan and not include the new director because this person wasn't part of the planning process. It needs to be cooperative. She commented that the board should be the ones to present the strategic plan to the county commissioners but not until the new director is in place. Chairperson Martin Maier commented that rather than having a comprehensive mark on plan people are more comfortable with face to face presentations and doing more traditional ad hoc merchandising and that is where the board is at for now. Should the board try to do something on a bigger scale in terms of marketing communications that is way down the road and the board will cross that bridge when they come to it.

Chairperson Martin Maier asked for public comment. There was no public comment.

Agenda item #8 was moved up on this agenda for earlier discussion.

9. UPDATE FROM LIBRARY BOARD OF TRUSTEES CHAIR ON THE SETTING OF THE AGENDAS FOR CALENDAR YEAR 2022.

Chairperson Martin Maier stated that rather than meet in person at the library to set the agenda, meetings will be held via conference call or zoom. She noted that if any of the trustees would like to participate in the meeting to raise their hand otherwise it will default to the vice chair because there can only be two trustees in these meetings. When the new director comes in the board will go back to meeting at the library and continue a rotation so each trustee has an opportunity to be part of

the agenda setting and meet the new director. She stated that if any of the trustees has something for the agenda an email should be sent to Julia or herself and an email reminder will be sent as well asking for suggestions.

10. INTERIM LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF.

The interim director's monthly report and statistical reports are attached and made a part of these minutes.

11. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

Trustee Rogers read aloud written public comment from Michael Fischer which will be submitted as supplemental material for the public to view. He commented in part that it is unfortunate that the library's online newspaper archive's format has changed, is not functioning and does not go beyond 2019. His emails to the library in regards to this are not being answered. Bonnie would like this on the agenda for the next meeting to address this and how it can be resolved. Trustee Rogers commented that 3 weeks ago she had sent emails to Julia in regards to grants and to find out if the library is a member of NNLM and she hadn't gotten a response. She did find out that the library is not a member and therefore not eligible for grants. She commented that she would like this put on the agenda for the next meeting to discuss.

Trustee Garrahan read aloud written public comment from Sara Jacobson. The written comment was included in the board packet. She commented in part that staff is doing a wonderful job under the current temporary leadership and praise to Kira for her welcoming spirit and helpfulness.

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

MEETING ADJOURNED AT 11:54 A.M.

Lib. Board of Trustees Mtg 3/22/22
Consent Calendar
Agenda Item 5a

Gift Fund Claims
February / March 2022

*Baker & Taylor	Items for Baby Lap-Sit Program; 2 nd Wednesday Book Group	04004	\$ 221.09
*Amazon	Items for Tween Art Program	04012	\$ 148.31
*Baker & Taylor	Items for Baby Lap-Sit Program	04018	\$ 160.78
*Amazon	Items for Knit & Crochet Club	04019	\$ 62.85
*Amazon	Sensory bins; items for Knit & Crochet Club	04022	\$ 306.54
*Petty Cash	Employee Recognition; items for Knit & Crochet Club	04024	\$ 52.93
*DoCo Procurement Program	Items for The Council meeting	04025	\$ 40.75
*DoCo Procurement Program	Items for Adult Crafters' Club	04026	\$ 154.98
*Demco	Sitting chairs for Children's area	PO0204	\$ 3,298.31
*Amazon	Sensory bins	04038	\$ 51.10

*Funding/partial funding by Friends of the Library

GIFT FUND EXPENDITURES REPORT FY 21-22

3/16/2022

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		2,419.60		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Pioneer Center for the Performing Arts	8/3/2021	400.00			Show for Summer Reading Finale (FOL)
Do Co Procurement Program	7/29/2021	33.47			Items for library program (FOL)
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
OverDrive	8/26/2021		1,298.05		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Blackstone Audio	8/26/2021		244.78		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/26/2021		68.23		Library materials purchased with donated funds- Helen Raso Memorial
CenterPoint	8/7/2021		45.73		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	8/30/2021	29.58			Items for TAB meeting (FOL)
Do Co Procurement Program	9/7/2021	67.32			Items for the Adult Crafting Club (FOL)
Blackstone Audio	9/8/2021		92.39		Library materials purchased with donated funds- Helen Raso Memorial
OverDrive	9/8/2021		109.00		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
OverDrive	9/27/2021		1,322.04		Library materials: ebooks purchased with LSTA Evolving Need Statewide Grant
Do Co Procurement Program	9/29/2021	446.15			Item for the Adult Crafters' Club
Greater Nevada Credit Union	9/29/2021			87.00	Payment for debt collection due to the foundation not closing account
Do Co Procurement Program	9/29/2021	221.10			\$75.50 Weekend Warriors 1 yr. Anniversary event; \$145.60 Paranormal Mystery Game (FOL)
Do Co Procurement Program	9/29/2021	89.99			Software subscription for VR machine gaming software (FOL)
Do Co Procurement Program	9/29/2021	35.85		93.63	\$93.63 staff training lunch; \$35.85 TAB meeting (FOL)
Baker & Taylor	10/1/2021		118.17		Book Group reading kits (FOL)
Blackstone Audio	10/1/2021		234.39		Library materials purchased with donated funds- Helen Raso Memorial
Conservation Ambassadors	10/1/2021	\$450.00			Summer Reading Finale Wildlife Show (FOL)
Amazon	10/15/2021	30.37			Items for Adult Crafting Club (FOL)
Petty Cash	10/15/2021			34.96	Employee recognition
Do Co Procurement Program - H	11/4/2021			1,000.00	Travel expenses for the Library Director candidate
Amazon	10/21/2021	158.16			Items for Halloween Boo Bash (FOL)
Blackstone Audio	10/21/2021		382.99		Library materials purchased with donated funds- Helen Raso Memorial
Do Co Procurement Program	11/4/2021	33.47			Items for TAB meeting (FOL)
Baker & Taylor	11/9/2021		154.52		Library materials purchased with donated funds-Book Group reading kits
Petty Cash	11/10/2021	53.44		11.98	\$53.44 items for Murder Mystery Game; \$11.98 employee recognition
Amazon	11/17/2021	123.09			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program - L	11/3/2021	123.98			Prizes for the Spooky Story Contest (FOL)
Do Co Procurement Program	11/27/2021	35.85			TAB meeting, library program
Do Co Procurement Program	11/27/2021	49.52			Items for the Adult Crafters Club (FOL)
Do Co Procurement Program	11/27/2021	36.09			Items for Murder Mystery Game, Library Program
Amazon	12/20/2021			35.34	Employee recognition
Amazon	12/15/2021	89.98			Frozen Costumes for Library Program (FOL)
Amazon	1/5/2022	320.85			\$174.30 Baby Lapsit Program; \$146.55 Dresslerville STEAM Kits
Do Co Procurement Program - V	1/5/2022	884.32			\$512.35 Lego Building Contest; \$371.97 Frozen Sing-Along
Do Co Procurement Program - L	1/5/2022	55.45			Snacks for Weekend Warrior appreciation gathering
Do Co Procurement Program - J	1/3/2022	499.19			\$402.90 items for Sensory Bins; \$33.47 items for The Council; \$62.82 supplies for Knit & Crochet Club
Amazon	1/10/2022	151.45			\$31.52 Teen Art Program; \$57.50 Frozen Sing-Along; \$62.43 Baby Lapsit
Demco	1/12/2022	122.07			Doodle Dudes Bags and Create Bags (FOL)
Ingram	1/12/2022	1,033.60			Library Materials (FOL)
Midwest Tape	1/12/2022	277.55			Library Materials (FOL)
Baker & Taylor	1/12/2022	110.28			Library Materials Book Group (FOL)
Becky Spratford	1/19/2022			350.00	Readers Advisory Training - all staff
Amazon	1/20/2022	19.96			Adult Saturday Movies
Amazon	1/20/2022	24.66			Dresslerville STEAM Kits (FOL)
Minden Town of	1/27/2022	50.00			CVIC Hall Spring Book Sale Cancellation (FOL)
Baker & Taylor	1/31/2022	430.11			Baby Lap Sit Program (FOL)
Amazon	1/31/2022	87.09			The Irregulars Program (FOL)
Do Co Procurement Program - L	1/31/2022	51.41			\$40.31 Adult Crafters' Club (FOL); \$11.10 Dresslerville STEAM kits (FOL)
Do Co Procurement Program - V	1/31/2022	538.29			\$341.63 Dresslerville STEAM kits (FOL); \$196.66 Teen programs snacks (FOL)
Petty Cash	2/8/2022	20.62			Knit and Crochet Club (FOL)
Petty Cash	2/8/2022			14.97	Employee recognition
Do Co Procurement Program - L	2/10/2022	59.97			\$40.75 The Council (FOL); \$19.22 Knit and Crochet Club (FOL)
Do Co Procurement Program - V	2/10/2022	110.00		152.76	\$110 games for Virtual Reality; \$152.76 employee recognition
Baker & Taylor	1/26/2022	221.09			\$669.90 Baby Lap Sit; 154.19 Book Club (FOL)
Amazon	2/15/2022	148.31			Tween Art Program (FOL)
Baker & Taylor	2/1/2022	160.78			Baby Lap Sit Program (FOL)
Amazon	2/25/2022	62.85			Knit and Crochet Club (FOL)
Amazon	3/4/2022	106.54			Sensory bins and storage bins for Knit & Crochet items (FOL)
Do Co Procurement Program - V	3/4/2022	40.75			Items for The Council meeting (FOL)

GIFT FUND EXPENDITURES REPORT FY 21-22

3/16/2022

Vendor	Date	Programs	Library Materials	All Others	Notes
Do Co Procurement Program	3/4/2022	154.98			Items for Adult Crafters' Club (FOL)
Petty Cash	3/4/2022	21.97		30.96	\$30.96 employee recognition; \$21.97 Knit & Crochet Club (FOL)
Demco	3/9/2022			3,298.31	Chairs for children's area (FOL)
Amazon	3/10/2022	\$1.10			Bins for Sensory Bins (FOL)
					Grand Total:
TOTALS		10,326.78	10,573.66	5,127.90	\$15,872.25
		Programs	Materials	All others	\$26,028.34

Lib. Board of Trustees Mtg 3/22/22

Agenda Item #6a

Douglas County Public Library

Budget Summary

Fiscal Year 2021-2022

Month End 2/28/2022

% of Fiscal Year
68.5%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$920,594		\$55,030	\$449,150	49%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$455,734		\$28,058	\$211,157	46%

Services & Supplies

Budgeted	Amend-ments	YTD Current month	YTD Encumber	Year-to-date	% Used
\$615,589		\$17,796	\$132,720	\$351,062	75%

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 02/28/22
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 224 - Library										
Department 804 - Library										
EXPENSE										
<i>Salaries & Wages</i>										
510.000	Salaries & Wages	920,185.00	.00	920,185.00	53,084.24	.00	356,012.53	564,172.47	39	416,866.53
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	17,659.20	(17,659.20)	+++	5,097.20
511.169	Comp Payout	.00	.00	.00	.00	.00	155.76	(155.76)	+++	114.98
511.170	Overtime	409.00	.00	409.00	.00	.00	253.44	155.56	62	14.36
511.171	Holidays	.00	.00	.00	.00	.00	22,410.72	(22,410.72)	+++	28,357.44
511.172	Comp Paid	.00	.00	.00	214.84	.00	4,734.60	(4,734.60)	+++	2,871.34
511.173	Vacation	.00	.00	.00	53.37	.00	36,628.95	(36,628.95)	+++	29,070.67
511.174	Sick	.00	.00	.00	1,677.70	.00	11,294.41	(11,294.41)	+++	14,229.03
511.178	Sick Leave Payout	.00	.00	.00	.00	.00	.00	.00	+++	12,081.05
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Salaries & Wages Totals</i>		\$920,594.00	\$0.00	\$920,594.00	\$55,030.15	\$0.00	\$449,149.61	\$471,444.39	49%	\$508,702.60
<i>Employee Benefits</i>										
511.181	Retirement	264,647.00	.00	264,647.00	15,501.88	.00	121,492.64	143,154.36	46	139,923.78
511.182	Workers Comp	22,987.00	.00	22,987.00	1,412.68	.00	11,088.70	11,898.30	48	12,338.18
511.183	Group Insurance	139,638.00	.00	139,638.00	9,468.38	.00	64,934.76	74,703.24	47	60,242.16
511.184	Unemployment	4,646.00	.00	4,646.00	277.32	.00	2,261.85	2,384.15	49	2,597.29
511.186	Medicare	13,462.00	.00	13,462.00	753.97	.00	6,227.37	7,234.63	46	7,095.23
511.189	Cell Phone Stipend	3,060.00	.00	3,060.00	85.00	.00	680.00	2,380.00	22	2,040.00
511.195	Social Security	586.00	.00	586.00	.00	.00	.00	586.00	0	.00
511.201	PEBS-Net, Medical	6,708.00	.00	6,708.00	559.00	.00	4,472.00	2,236.00	67	4,472.00
<i>Employee Benefits Totals</i>		\$455,734.00	\$0.00	\$455,734.00	\$28,058.23	\$0.00	\$211,157.32	\$244,576.68	46%	\$236,708.64
<i>Services & Supplies</i>										
520.029	Program Underwriting	7,300.00	.00	7,300.00	207.48	.00	1,718.53	5,581.47	24	(561.75)
520.045	Computer System	60,732.00	.00	60,732.00	1,716.83	.00	26,911.03	33,820.97	44	27,788.90
520.055	Telephone Expense	7,467.00	.00	7,467.00	876.43	.00	7,896.19	(429.19)	106	7,095.38
520.060	Postage/PO Box Rent	1,772.00	.00	1,772.00	.00	.00	2,232.93	(460.93)	126	2,155.30
520.064	Travel	1,000.00	.00	1,000.00	.00	.00	675.05	324.95	68	13.66
520.072	Advertising	.00	.00	.00	.00	.00	649.00	(649.00)	+++	.00



Library Expense Budget Performance Report

Fiscal Year to Date 02/28/22
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
520.078	Printing & Binding	600.00	.00	600.00	230.89	.00	545.74	54.26	91	418.69
520.085	Communications	3,072.00	.00	3,072.00	498.40	.00	3,465.76	(393.76)	113	2,627.70
520.088	Utilities	29,781.00	.00	29,781.00	1,583.67	.00	21,031.61	8,749.39	71	17,564.22
520.097	Maint B&G	3,700.00	.00	3,700.00	.00	.00	3,456.78	243.22	93	1,377.10
520.098	Janitorial Services	30,912.00	.00	30,912.00	4,409.00	12,690.00	19,637.00	(1,415.00)	105	18,701.51
520.107	Maint Equip	3,499.00	.00	3,499.00	.00	.00	2,664.00	835.00	76	4,623.21
520.114	Moor Pool Expense	5,256.00	.00	5,256.00	80.58	.00	1,002.06	4,253.94	19	3,648.64
520.116	Veh. Maint-Co Shop	2,500.00	.00	2,500.00	.00	.00	469.70	2,030.30	19	.00
520.136	Rents & Leases Equipment	3,100.00	.00	3,100.00	.00	.00	2,087.88	1,012.12	67	2,483.36
520.156	Risk Mgmt-Co. Insurance	34,865.00	.00	34,865.00	.00	.00	18,081.00	16,784.00	52	16,135.50
520.169	EMRB Assessment	76.00	.00	76.00	.00	.00	45.00	31.00	59	42.00
520.170	Memberships	1,000.00	.00	1,000.00	.00	.00	12.99	987.01	1	.00
520.194	Cellular Phones	1,734.00	.00	1,734.00	.00	.00	1,203.32	530.68	69	735.77
520.200	Training & Education	500.00	.00	500.00	.00	.00	215.00	285.00	43	438.00
520.240	Data Lines	3,600.00	.00	3,600.00	498.95	.00	2,698.65	901.35	75	2,379.97
521.100	Professional Services	.00	10,000.00	10,000.00	.00	6,666.67	3,728.33	(395.00)	104	12,508.43
521.134	Cataloging	20,000.00	.00	20,000.00	1,291.31	2,021.40	6,638.06	11,140.54	44	7,147.78
521.500	Central Svcs Cost Allocation	159,123.00	.00	159,123.00	.00	.00	79,561.50	79,561.50	50	87,240.50
530.001	Circulation Supplies	1,500.00	.00	1,500.00	1,214.95	.00	1,598.43	(98.43)	107	2,396.30
532.003	Gas & Oil	3,000.00	.00	3,000.00	188.39	.00	2,058.44	941.56	69	37.31
532.054	Library Materials	210,000.00	.00	210,000.00	3,751.78	105,335.73	108,141.57	(3,477.30)	102	86,851.57
532.057	Processing Materials	11,000.00	.00	11,000.00	424.09	6,006.35	4,076.28	917.37	92	4,082.31
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	2,500.00	.00	2,500.00	481.25	.00	990.22	1,509.78	40	1,186.96
533.802	Small Equipment	500.00	.00	500.00	.00	.00	94.02	405.98	19	8921.82
533.813	Office Products Program	5,100.00	.00	5,100.00	291.12	.00	1,773.45	3,326.55	35	2,125.76
533.817	Small Projects	.00	9,800.00	9,800.00	17.34	.00	612.80	9,187.20	6	3,342.82
540.010	Grants-Services & Supplies	.00	9,449.00	9,449.00	.00	.00	24,651.94	(15,202.94)	261	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	7,424.46
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	33.52	.00	237.31	162.69	59	385.34
<i>Services & Supplies Totals</i>		\$615,589.00	\$29,249.00	\$644,838.00	\$17,795.98	\$132,720.15	\$351,061.57	\$161,056.28	75%	\$331,318.52
<i>Capital Outlay/Projects</i>										
562.000	Capital Projects	.00	220,000.00	220,000.00	.00	.00	.00	220,000.00	0	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$220,000.00	\$220,000.00	\$0.00	\$0.00	\$0.00	\$220,000.00	0%	\$0.00
EXPENSE TOTALS		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,884.36	\$132,720.15	\$1,011,368.50	\$1,097,077.35	51%	\$1,076,729.76
Department 804 - Library Totals		(\$1,991,917.00)	(\$249,249.00)	(\$2,241,166.00)	(\$100,884.36)	(\$132,720.15)	(\$1,011,368.50)	(\$1,097,077.35)	51%	(\$1,076,729.76)
Fund 224 - Library Totals		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,884.36	\$132,720.15	\$1,011,368.50	\$1,097,077.35		\$1,076,729.76
Grand Totals		\$1,991,917.00	\$249,249.00	\$2,241,166.00	\$100,884.36	\$132,720.15	\$1,011,368.50	\$1,097,077.35		\$1,076,729.76



Gift Fund Expense Budget Performance Report

Fiscal Year to Date 02/28/22
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	70,784.00	70,784.00	628.62	3,298.31	21,858.49	45,627.20	36	7,665.92
	<i>Services & Supplies Totals</i>	\$0.00	\$70,784.00	\$70,784.00	\$628.62	\$3,298.31	\$21,858.49	\$45,627.20	36%	\$7,665.92
	EXPENSE TOTALS	\$0.00	\$70,784.00	\$70,784.00	\$628.62	\$3,298.31	\$21,858.49	\$45,627.20	36%	\$7,665.92
Department 800 - Library Gift Fund Totals		\$0.00	(\$70,784.00)	(\$70,784.00)	(\$628.62)	(\$3,298.31)	(\$21,858.49)	(\$45,627.20)	36%	(\$7,665.92)
Fund 235 - Library Gift Fund Totals		\$0.00	\$70,784.00	\$70,784.00	\$628.62	\$3,298.31	\$21,858.49	\$45,627.20		\$7,665.92
Grand Totals		\$0.00	\$70,784.00	\$70,784.00	\$628.62	\$3,298.31	\$21,858.49	\$45,627.20		\$7,665.92



Gift Fund Trial Balance Listing

Through 02/28/22
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	69,747.77	27,603.38	22,019.78	75,331.37	79,428.91
101.090	Investment-FMV Adjust	1,102.75	.00	944.66	158.09	2,269.65
121.100	Interest Receivable	430.27	92.10	223.88	298.49	424.85
	<i>Current Assets Totals</i>	\$71,280.79	\$27,695.48	\$23,188.32	\$75,787.95	\$82,123.41
<i>Current Liabilities</i>						
202.000	Accounts Payable	(496.78)	20,200.81	20,075.97	(371.94)	(523.67)
	<i>Current Liabilities Totals</i>	(\$496.78)	\$20,200.81	\$20,075.97	(\$371.94)	(\$523.67)
<i>Fund Balance</i>						
253.000	Fund Balance	(70,784.01)	.00	.00	(70,784.01)	(74,935.23)
	<i>Fund Balance Totals</i>	(\$70,784.01)	\$0.00	\$0.00	(\$70,784.01)	(\$74,935.23)



Gift Fund Income Statement

Through 02/28/22
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						
	Miscellaneous Revenue						
367.102	Donations	.00	5,420.80	26,910.06	(26,910.06)	+++	13,523.26
	<i>Miscellaneous Revenue Totals</i>	\$1,208.00	\$5,482.01	\$26,490.49	(\$25,282.49)	2,193%	\$14,345.55
	Department 000 - Revenue Totals	\$153,360.00	\$5,482.01	\$26,490.49	\$126,869.51	17%	\$14,345.55
	REVENUE TOTALS	\$153,360.00	\$5,482.01	\$26,490.49	\$126,869.51	17%	\$14,345.55
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	70,784.00	628.62	21,858.49	48,925.51	31	7,665.92
	<i>Services & Supplies Totals</i>	\$70,815.00	\$628.62	\$21,858.49	\$48,956.51	31%	\$7,681.04
	Department 800 - Library Gift Fund Totals	\$153,360.00	\$628.62	\$21,858.49	\$131,501.51	14%	\$7,681.04
	EXPENSE TOTALS	\$153,360.00	\$628.62	\$21,858.49	\$131,501.51	14%	\$7,681.04
	Grand Totals						
	REVENUE TOTALS	153,360.00	5,482.01	26,490.49	126,869.51	17%	14,345.55
	EXPENSE TOTALS	153,360.00	628.62	21,858.49	131,501.51	14%	7,681.04
	Grand Total Net Gain (Loss)	\$0.00	\$4,853.39	\$4,632.00	\$4,632.00	+++	\$6,664.51

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.12
EFFECTIVE DATE: 08/19/93
REVISED: 12/19/02, 06/05/03
AUTHORITY: BOC
COUNTY MANAGER: *Don Helle*
PAGE 1 OF 3

SUBJECT: INTERVIEW AND MOVING EXPENSES

- I. PURPOSE:** To establish guidelines for reimbursement of expenses; to establish consistency; and to encourage applicants for key administrative positions to participate in the interview process.
- II. POLICY:** When it is determined by the County Manager and Human Resources Manager that a key administrative or managerial position requires extensive recruitment and that there are sufficient funds to reimburse interview expenses, this reimbursement policy shall be applicable.
- A. The Human Resources Manager and appointing authority will make an initial determination of the need for the level of recruitment and where and how long the County should advertise for the vacancy.
 - B. Any related costs associated with filling the vacancy, i.e., reimbursement of expenses, or any moving costs if applicable, will be paid by the affected department.
 - C. The Human Resources Division will coordinate with the Comptroller's office to make any necessary budgetary/expenditure transfers to cover such reimbursement costs.
 - D. Reimbursement may be for actual amounts spent, verified by receipts, for transportation costs, hotel/food, and parking. In the alternative, the decision can be made to cap and prorate such costs based on availability of funds.
 - E. The decision to provide moving reimbursement will be made by the County Manager as part of the offer of employment as well as other conditions of employment. There will be a cap of \$ 5,000 for moving reimbursement. Requests above \$ 5,000 require prior approval of the County Commissioners. The reimbursement will be justified by the level of the position and need for the level of recruitment.

- III. **PROCEDURE:** The hiring manager and Department Head/Elected Official shall coordinate with the Human Resources Divisions to pursue reimbursement of expense for position candidates.
- IV. **RESPONSIBILITY FOR REVIEW:** The County Manager and Human Resources Manager shall review this policy as needed or at least once every 5 years.

06/09/03

**REIMBURSEMENT OF INTERVIEW
AND MOVING EXPENSES
FOR KEY ADMINISTRATIVE PERSONNEL**

DATE: _____

DEPARTMENT: _____

KEY POSITION: _____

SUBMITTED BY: _____

MAKE CLAIM OR VOUCHER PAYABLE TO:	ITEM	ACCOUNT NUMBER	AMOUNT	INVOICE DATE	INVOICE NUMBER
TOTAL					

INSTRUCTIONS:

1. Complete this form.
2. Was the position recruited at a national level? YES or NO
3. Obtain the Human Resources Manager justification of the reimbursement.
4. Obtain the Comptroller's signature as verification of salary or vacancy saving.
5. Attach this form to a claim form and complete.

Human Resources Manager's signature

Date

Comptroller's Signature

Date



OFFICE OF THE DISTRICT ATTORNEY
DOUGLAS COUNTY

Mark B. Jackson
District Attorney

March 10, 2022

Heather Martin Maier
1833 Crocket Lane
Gardnerville, NV 89410

Bonnie Rogers
P.O. Box 292
Genoa, NV 89411

Kate Garrahan
550 Old Toll Rd.
Gardnerville, NV 89410

Elizabeth Tattersall
1048 Wisteria Dr.
Minden, NV 89423

Re: Review of Douglas County Public Library Bylaws

Dear Trustees:

A request for an annual review of the Douglas County Public Library Bylaws which were amended in March 2021 has been made. Therefore pursuant to the Section XIV-*Amendment*, notice is hereby given the Bylaws will be reviewed, and if appropriate, may be amended by the Board at its meeting on March 22, 2022. Please see the enclosure for more information.

XIV. AMENDMENT

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all members of the Library Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

If you have any questions or concerns, please feel free to contact me at (775) 782-9803 or by email.

Thank you,

MARK B. JACKSON
Douglas County District Attorney

By: *Is/ Cynthia Gregory*

Cynthia Gregory, Deputy District Attorney

Cc: Julia Brown, Interim Library Director

P.O. Box 218, Minden, Nevada 89423
Civil Division: 775-782-9803 Fax 775-783-6490

Library Board of Trustees

Title: For Possible Action. Discussion and 1 year review of the Library Bylaws, including evaluation of whether sections should be updated or added, such as defining the role of a trustee.

Possible Actions:

This is an action item and thus public comment should be taken.

- 1) Move to adopt a new section or corrections.
- 2) Take no action.
- 3) Continue the item for further discussion.

Background Information:

Approximately 1 year ago the Library Board adopted amendments to its Bylaws. This item is being brought forward as a review to allow the Trustees to evaluate if the amendments function as intended, or if additional corrections or amendments should be made. The review also provides the Trustees an opportunity to assess the functionality of its Bylaws prior to a new Trustee being appointed. Incidentally, on March 3, 2022, the Board of County Commissioners adopted new Norms and Procedures. These Norms and Procedures function similarly to the Library Board of Trustees' Bylaws. Therefore these recently adopted Norms and Procedures are attached as general information for the Board's review and consideration. One area specifically addressed in the Commissioner's Norms and Procedures which is not addressed in the Library Bylaws is the role of the Commissioner, or in this case the role of the Trustee and setting expectations for a Trustee's conduct when dealing with one another, staff, and the public.

Should the Trustees wish to address the role and conduct of Library Board Trustees in its Bylaws, there are any number of options available. For example, Trustees could incorporate the Commissioner's language to the extent it is relevant or simplify the language by selecting and prioritizing the conduct it expects. Any number of alternatives are available. For discussion purposes, below is a condensed example based on language in the Norms and Procedures.

XV. Role of the Trustee

1. Trustees shall treat everyone with courtesy and respect.
2. Inappropriate behavior is derogatory and damages the perception of the Douglas County Public Library.
3. Trustees will practice civility and decorum in discussions and debate.
4. During public meetings, Trustees shall allow staff to respond to questions from the Trustee without interruption and shall not be argumentative with staff. Trustees may always ask for the factual basis for any recommendation staff has made to the Trustees.

Role of the Trustee Example Continued-

5. Trustees shall respect and adhere to the Library's form government, which is a Public Library operating under a Board-Director form of government, with the Trustees acting as the legislative body of the Library. The Board is the visionary policy maker and staff is responsible for implementation of Board policies. Trustees shall not get involved in administrative functions.
6. Trustees should always feel free to speak with the Director on matters of interest or concern to them. When possible, Trustees shall seek answers to questions on an item on the agenda from the Library Director prior to the meeting.
7. Trustees shall treat staff professionally and be respectful of their time. Trustees are encouraged to talk with staff, ask questions, and receive information, but will neither direct staff nor advocate that staff support the goals of individual trustees.
8. Trustees will make the public feel welcome.
9. Trustees should not make snappy or sarcastic comments to the public, staff or each other.
10. Trustees will listen courteously and attentively to all public comments before the Library Board and the information presented by staff.
11. The Chair and the Trustees have the responsibility to intervene when the actions of any Trustee is in violation of the these Bylaws or may be an ethical violation.

Attachments:

BOCC Norms & Procedures adopted 03-03-22
LBOT Bylaws

**Douglas County Commission
Norms and Procedures**

Resolution 2022R-024

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS,
ADOPTING BOARD NORMS AND PROCEDURES**

WHEREAS, it is the intent and desire of the Douglas County Board of Commissioners (“Board”)¹ to conduct its business in an orderly, timely and fair manner; and

WHEREAS, there are certain basic rights of due process and opportunity to address issues with equity, fairness, and equal protection of the law; and

WHEREAS, certain parliamentary procedures have been found to be useful in order to assure that the communication and process of government are fair, reasonable, and just; and

WHEREAS, the County has a duty to proceed with the business of government in a timely, efficient and orderly fashion; and

WHEREAS, the Board desires to establish uniform norms and procedures in order to accomplish these goals (“Norms”).

NOW, THEREFORE, the Douglas County Board of Commissioners does hereby resolve as follows:

SECTION I: Act in the Public Interest

- A. Commissioners and staff shall recognize that stewardship of the public interest must be the primary concern.
- B. Commissioners will work for the common good of the people of Douglas County and not just their district or the political party or constituency that elected them.
- C. Commissioners will ensure fair and equal treatment of all persons, claims and transactions coming before the Board. Commissioners will not discriminate based on someone’s political affiliation, race, color, religion, age or handicap.

SECTION II: Advocacy

- A. Commissioners shall represent the official policies and positions of the Board when designated as delegates for this purpose.
- B. When representing their individual opinions and positions, Commissioners shall explicitly state they do not represent the Douglas County Board of Commissioners, nor will they allow the inference that they do. When Commissioners decide to communicate their individual opinions and positions, Commissioners must not use

¹ The Board of County Commissioners serves as the governing board of several agencies, including the Tahoe-Douglas Transportation District Board and any Douglas County Redevelopment Agency Boards. The terms “Commission” and “Board” refer to all of the agencies that the Board of County Commissioners serve as the governing board.

the title of “Commissioner” or refer to their position as an elected official when communicating with the public.

SECTION III: Role of the Chair

A. Authority of the Chair

1. The Chair, subject to an appeal to the full Board by a Commissioner, shall have the authority to streamline the business of the Board by either seeking clarification of motions which appear to be out of order or by ruling on any such motions. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
2. The Chair's position is as a leader among equals.

B. Chair to Facilitate Board Meetings

1. The Chair is the presiding officer at all Board meetings. In the Chair's absence, the Vice-Chair shall be the presiding officer.
2. All questions and remarks shall be addressed to the Chair.
3. The Chair shall decide all questions of order; subject, however, to an appeal to the Board.
4. As a courtesy to others and to ensure the effective use of the public's time, Commissioners, staff, and citizens desiring to speak will wait until the Chair has recognized them and has allowed them to speak. Once the Chair has recognized someone to speak, that person has the floor until they have finished their comments and turned off their microphone (the light is off) or the Chair has notified them that their time to speak has ended.
5. The Chair will allow other Commissioners to speak first on items before the Board and will then state his/her summary.
6. The Chair shall remind members of the public at the beginning of the meeting to turn off, or switch to silent mode, any electronic equipment such as pagers and cellular telephones.
7. The Chair shall make every effort to protect the dignity of citizens who wish to make comments to the Board at a public hearing. The Chair is encouraged to facilitate the public's respectful discussion of the issues and views before the Board and will discourage unauthorized remarks from the audience including applause, the stamping of feet, whistles, yells, shouting, or similar demonstrations on items that are for possible action by the Board. Citizens should have the ability to freely comment on items and projects that are brought before the Board for action without interference from other members of the public.

8. The Chair may designate a time limit for public comment. Upon the expiration of that time, the Chair shall inform the citizen that his or her time has expired and promptly move on to the next speaker or issue on the agenda. In the event a speaker is given additional time to conclude remarks, the Chair shall specify the amount of additional time given. The timer system shall be used for all public comment.
9. The Chair may call for a short recess in a Board meeting when deemed necessary. If a speaker becomes abusive, boisterous, or discourteous an immediate declaration may be made by the Chair that the Board is in recess. Upon reconvening the meeting, if the prior speaker attempts to resume speaking, the Chair may allow the speaker to complete the balance of the time granted by the Chair to comment or the Chair may inform the speaker that no further time will be granted to the speaker.
10. The Chair will represent the County and the majority opinion of the Board on all actions/positions taken by the Board.

SECTION IV: Role of the Commissioner

A. Commissioner Conduct in General

1. Commissioners shall treat everyone with courtesy and respect.
2. Inappropriate behavior is derogatory and damages the perception of the County.
3. While the Board is in session the Commissioners and County staff shall preserve strict order and decorum. No Commissioner shall delay or interrupt the proceedings of the Board or interrupt any other Commissioner, staff, or a member of the public while they are speaking. The Chair is responsible for ensuring every person has an opportunity to comment in an orderly manner.
4. Commissioners should give a signal to the Chair to indicate they want to speak. The Chair will acknowledge each Commissioner before they begin speaking and a Commissioner should not begin speaking until the previous speaker's microphone light is off and the Chair has recognized them.
5. Any Commissioner shall have the right to express dissent from, protest, or comment upon any action of the Board and have the option to enter the reason into the minutes such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."
6. Once a vote is taken on an issue, each Commissioner will individually support the law or policy made by the Board. If a Commissioner wants the issue to be reconsidered, he or she will inform the Board. When

possible, the Commissioners should attempt to reach a consensus on an issue. When this is not possible, the majority vote shall prevail. However, the Board shall respect the opinion of the minority.

7. Commissioners shall publicly share material information that they may have received from sources outside the public decision-making process that is relevant to a matter under consideration by the Board.
8. When a rumor is involved, it is that Commissioner's responsibility to not validate the rumor or repeat it to others. If a rumor affects the County, then the issue should be brought to the attention of the County Manager or Elected Official.²
9. Commissioners should allow everyone's opinion to be heard and respected, even if they do not win the vote or prevail on the issue. Strive for a win-win situation by respecting diverse opinions.
10. Commissioners will allow room for dialogue. When discussing an agenda item, Commissioners will allow the opportunity to dialogue with each other to build consensus on an item.
11. Any member of the Board may move to require the Chair to enforce the Norms and an affirmative vote of a majority of Commissioners present shall be required to do so.
12. Commissioners will dress and act professionally as representatives of Douglas County and its citizens.

B. Commissioner Conduct with One Another

1. Commissioners will value each other's time.
2. All Commissioners have the opportunity to speak and agree to disagree.
3. Commissioners will avoid negative comments that could offend other Commissioners during public meetings, in the press, or any other time.
4. Commissioners will practice civility and decorum in discussions and debate.
5. Commissioners will honor the role of the Chair in maintaining order.
6. Commissioners may disagree on issues and be on different sides of an issue, but they will always respect and value each other as individuals.

² Elected Officials are the County's constitutional officers and the other elected officers, including the Assessor, Clerk-Treasurer, District Attorney, Public Administrator, East Fork and Tahoe Justice Court Judges, Recorder, and Sheriff.

C. Commissioner Conduct with Staff

1. Commissioners should always feel free to speak directly with the County Manager on matters of interest or concern to them.
2. Commissioners shall respect and adhere to the County's form of government, which is a County, operating under a Board-Manager form of government, with the County Commissioners acting as the legislative body of the County. The Board is the visionary policy maker and staff is responsible for implementation of Board policies.
3. The Board, through a majority vote, directs the County Manager to implement Board policy decisions through the administrative functions of the County.
4. Commissioners shall treat staff professionally and be respectful of their time. Commissioners are encouraged to talk with staff, ask questions, and receive information, but will neither direct staff nor advocate that staff support the goals of individual Commissioners.
5. During public hearings, Commissioners shall allow staff to respond to questions from the Board without interruption and shall not be argumentative with staff. Commissioners may always ask for the factual basis for any recommendation staff has made to the Board, including recommendations from other agencies, such as the Douglas County Planning Commission.
6. Commissioners shall not publicly criticize an individual employee. Any criticism of staff shall be directed to the County Manager or appropriate Elected Official.
7. County Commissioners shall not get involved in administrative functions. The Board collectively establishes policies that are then implemented by the County Manager.
8. When possible, Commissioners shall seek answers to questions on an item on the agenda from the County Manager, Elected Official or Department Head prior to the meeting.
9. Commissioners will not get involved in personnel issues except during a closed session where personnel issues may be discussed. This includes labor negotiations, pay and classification issues, and all other forms of personnel matters. The single exception is the Board's performance reviews of the County Manager, which may include hiring, firing, changing compensation or benefits, disciplining, and other forms of personnel matters related to the position of County Manager.

10. If a Commissioner has a concern about a County department, County service, staff action, or an employee, the Commissioner should discuss the concern with the County Manager or appropriate Elected Official.

D. Commissioner Conduct with the Public

1. Commissioners will make the public feel welcome.
2. Commissioners shall not be partial, prejudiced, or disrespectful toward the public.
3. Commissioners should not make snappy or sarcastic comments to the public or to each other.
4. Commissioners shall treat members of the public equally and refer to citizens by their surnames or an appropriate title such as "Sir" or "Madame."
5. Commissioners must not make promises to the public on behalf of the Board.
6. Commissioners shall not debate issues with members of the public.
7. Commissioners will listen courteously and attentively to all public comments before the Board and the information presented by staff.
8. Commissioners will always clearly disclose whether they are representing the County or their own personal interests when they meet with members of the public.

E. Commissioner Conduct with Other Agencies

1. Commissioners shall clearly disclose whether they are representing the County or their own personal interests when they meet with the members of other agencies.
2. Commissioners shall project a positive image of the County when dealing with other agencies.
3. Individual Commissioners can lobby or discuss with other legislators, government officials, or developers issues that have been adopted by the Board or are Board policy. They should not represent themselves as the County if it is only an individual issue.
4. Commissioners shall show tolerance and respect for other agencies' opinions and issues and agree to disagree with them when necessary.

F. Commissioner Conduct with Committees

1. The Chair works through the committee chairs.
2. Commissioners shall treat all members of the Committees with appreciation and respect.

G. Commissioner Conduct with the Media

1. Commissioners shall never go "off the record," discuss inside information pertaining to closed session, personnel matters, potential or pending litigation, and the acquisition of any real or personal property when dealing with the media.
2. Providing background information is acceptable but Commissioners should attempt to utilize the County's Public Information Officer for any contacts with the media.

H. Obtaining the Floor

1. Members of the Board wishing to speak must first obtain the floor by being recognized by the Chair. The Chair must recognize any Commissioner who seeks the floor when appropriately entitled to do so.
2. With the concurrence of the Chair, a Commissioner holding the floor may address a question to another Commissioner and that Commissioner may respond while the floor is still held by the Commissioner asking the question. A Commissioner may opt not to answer a question while another Commissioner has the floor.
3. Once recognized by the Chair, a Commissioner shall not be interrupted while speaking unless called to order by the Chair or unless another Commissioner raises a point of order or personal privilege. If a Commissioner, while speaking, is called to order, they shall cease speaking until the question of order is determined and if determined to be in order, may proceed.

SECTION V: Role of County Staff

- A. County staff will provide written analysis and information on all agenda items prior to the Board meetings. Additionally, a copy of the materials provided to the full Board of County Commissioners, including technical reports, will be made available to the public.
- B. Staff will be available to answer questions of the Commissioners prior to and during Board meetings.

- C. Staff will respond to questions from the public during Board meetings when requested to do so by the Chair.
- D. Staff will not debate issues with the public or the Board.
- E. During Board meetings, staff shall turn off or switch any electronic equipment such as pagers and cellular telephones to a silent mode.
- F. Commissioners and staff who participate in meetings with outsiders should be apprised of any follow-up correspondence to that party, particularly if there is some controversy. The County Manager and all Commissioners should receive copies of all correspondence.
- G. Staff will remain objective on issues. Staff should not be an advocate for issues unless so directed by Commissioners but may make recommendations based on the information that is available. Staff should promote and assist the efforts of the Board.
- H. Staff will inform Commissioners as soon as possible of upcoming issues, particularly issues that will significantly impact the County and may be coming before the Board on short notice.
- I. If only one or two Commissioners feel something is controversial or a "hot" issue and it may come before the Board, the County Manager, or Elected Official will inform the Chair of the potential issue. It is up to the Chair to inform other members of the Board or provide direction to the County Manager or Elected Official.
- J. The County Manager will advise management to become more aware of and sensitive to potentially political or controversial issues coming before the Board.
- K. Staff will implement all Board policies as directed by the County Manager and staff will not implement any actions for the County without the prior approval of the Board and as directed by the County Manager.

SECTION VI: Role of the Public

- A. The Board will encourage members of the public attending the Board meetings to observe the same rules and decorum applicable to the Commissioners and staff.
- B. Members of the public desiring to speak during the public comment portion of a Board meeting may speak no more than three (3) minutes unless granted additional time by the Chair. Each person addressing the Board is given three (3) minutes to speak. Comments should be addressed to items within the jurisdiction and control of the Board of County Commissioners. The Chair may lengthen, consolidate or shorten the public comment period on action items at his or her discretion in order to conduct an efficient meeting.
- C. All speakers shall approach the podium when recognized by the Chair. Speakers shall sign in and state their name for the record. Members of the public shall only

speaking from the podium. Applause, stamping of feet, whistles, yells or shouting, and/or similar demonstrations are disruptive of the meeting.

- D. Public comments should be directed to the Chair, not to staff or the public. Members of the public shall not make any impertinent or slanderous remarks or become boisterous while addressing the Commissioners or while attending the Board meeting in a manner that impedes the Commissioners' ability to conduct an orderly meeting.
- E. Members of the public shall not be allowed to approach individual Commissioners while the meeting is in progress.

SECTION VII: Commissioner Requests

- A. All requests from Commissioners dealing with policy issues and those requests that may be construed as direction must be directed to the County Manager, except for general inquiries or questions. General inquiries or questions may be presented to the Elected Official, Department Head or key staff in the County Manager's Office. Commissioners will not direct employees or their activities.
- B. Any request from a Commissioner requiring financing or that may have an impact on the budget must go through the County Manager.

SECTION VIII: Presentations and Events

- A. Presentations by a Commissioner during a Board meeting are limited to the item or issue being deliberated. To ensure that the appropriate presentation equipment is available, Commissioners must provide the County Manager's Office with advance notice of their intent to make a presentation.
- B. When there is an accomplishment by one or two Commissioners, it is appropriate for them to be at the opening, groundbreaking, ribbon cutting, etc. to accept the recognition and acknowledgment along with County staff that worked on the project. All Commissioners will be informed of events, activities, groundbreakings, etc. and given the opportunity to attend. If it is a major event and if it is a County-wide accomplishment, particularly those that are positive and acknowledge the County's efforts, all Commissioners will be invited to be present.
- C. The Chair, County Manager, and each Commissioner may present a segment of the County's Annual State of the County Address. The presentations will be in their own style, such as a Power Point, lecture, etc.
- D. During public presentations, the Chair will be the person designated to represent the County. However, all Commissioners will be consulted prior to the presentation and may be asked to represent the County at various events and meetings.

SECTION IX: Board Agenda

- A. Any Commissioner or the Chair can place items on the agenda by contacting the County Manager.
- B. The County Manager, Commissioners, elected officials or staff can present agenda topics.
- C. To the extent possible, agenda items related to the Carson Valley portion of the County should be heard at the 1st Thursday meeting of the Board. Agenda items related to the Lake Tahoe Basin portion of the County should be heard at the 3rd Thursday meeting of the Board. There may be times when this general rule cannot be followed in order to conduct County business in the most efficient and expedient manner. Items pertaining to the entire County may be heard at either meeting, excluding planning matters or those that are required by Nevada law to occur at the County seat.
- D. Items on the consent calendar can be approved with one vote and should be agenda items that are:
 - a. Administrative in nature (follows existing rules, procedures, ordinances, regulations, or Board policy direction);
 - b. Do not require a public hearing;
 - c. Not ordinances;
 - d. Items already approved in the budget; and
 - e. Traditional and/or routine items.
- E. The County Manager will try to research ahead of time any controversial agenda item, what the issues might be, and try to avoid any “surprise” conflicts. In a democratic process it should be recognized that sometimes this is unavoidable.
- F. Commissioners will be given sufficient notice and preparation time for reviewing agenda materials. If substantial materials are presented at the time of the meeting by a proponent of the agenda item, the Board may, in its discretion and within the confines of the law, continue that agenda item until the next meeting.

SECTION X: Public Correspondence

- A. County letterhead with all Commissioners’ names will be used for responses to policy issues.
- B. County letterhead with County seal only will be utilized by individual Commissioners for responses to constituent letters, as long as it is not a policy issue, or as long as the Commissioner indicates it is his/her opinion, not the policy of the Board.
- C. Commissioners should respond to an e-mail inquiry if they are comfortable with the Board’s policy or position on the issue. If the Commissioner is not comfortable with

the Board's policy or position, the Commissioner should refer the inquiry to the County Manager.

- D. Commissioners may forward e-mails, correspondence, and phone calls and their responses to the County Manager's Office who will monitor any responses and track the request, suggestion, issue, etc.
- E. Commissioners shall be aware of and comply with the restrictions of the Open Meeting Law when e-mailing or electronically communicating with other Commissioners.

SECTION XI: Closed Session Confidentiality

- A. All proper matters discussed during Closed Sessions shall be private and confidential, and the disclosure by any person of the topics or details of such matters is expressly prohibited and may violate Nevada's Ethics in Government law.
- B. If a Commissioner feels it is necessary, then preliminary notes should be taken which should not be kept as the Board's permanent record. All Closed Session information, verbal or written, is confidential and private.
- C. Although Board meetings with the County's legal counsel to discuss labor negotiations or pending or threatened litigation may occur during a Closed Session, these meetings are exempt from the requirements of Nevada's Open Meeting Law (NRS Chapter 241) and any information obtained during these meetings must not be disclosed to any person.

SECTION XII: Compliance and Enforcement

- A. Commissioners have the primary responsibility to ensure that ethical standards are understood and met by every Commissioner and that the public can continue to have full confidence in the integrity of government. Commissioners shall abide by the terms of Nevada Revised Statutes Section 281A, Nevada's Ethics in Government law.
- B. The Chair and the Commissioners have the responsibility to intervene when the actions of any Commissioner is in violation of the Board's Norms or may be an ethical violation.

SECTION XII: Administration

- A. The Commissioners will review and revise the Board Norms and Procedures as needed or every two (2) years.
- B. During Board discussions, deliberations, and proceedings, the Chair has been designated with the primary responsibility to ensure that the Commissioners, staff, and members of the public adhere to the Board's norms and procedures.

Douglas County Public Library
Board of Trustee
Bylaws

**BOARD OF TRUSTEES BYLAWS
DOUGLAS COUNTY PUBLIC LIBRARY**

I. NAME

The name of the organization shall be the Douglas County Public Library Board of Trustees. The term "Library Board" or "Board" will be used in these Bylaws interchangeably with the official name. As a governing board under Nevada Revised Statutes ("NRS") 379.025, the Library Board establishes bylaws for the management of the Library and the Library Board.

II. PURPOSE

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

III. APPOINTMENT/TERM/VACANCIES/REMOVAL/COMPENSATION

1. The Library Board shall consist of five Trustees who are residents of Douglas County and are appointed by the Board of County Commissioners in accordance with Nevada law. Applications are available from the County Manager's office.
2. Trustees are appointed for a four-year term expiring December 31 of the fourth year.
3. Vacancies in the office of library trustee must be filled by appointment by the Board of County Commissioners. A Trustee appointed to fulfill an unexpired term shall serve the remainder of that term.
4. Trustees may not be appointed to hold office for more than two consecutive four-year terms.
5. The Board of County Commissioners may remove any trustee who fails, without a valid reason, to attend three successive meetings of the Library Board. A recommendation for such removal will be acted upon by the Library Board at a regularly scheduled meeting and shall be forwarded to the Board of County Commissioners for appropriate action immediately after the public meeting where such recommendation was approved by the Library Board.
6. Pursuant to Douglas County policy on Boards, Committees and Commissions, former employees of Douglas County, including former Douglas County Public Library employees, are not eligible for appointment to the Library Board until one (1) year after their separation of employment.
7. The Library Board shall serve without compensation unless such compensation is set by the Board of County Commissioners pursuant to NRS 379.020.

IV. ABSENCES

Regular attendance at meetings is expected of all Trustees. If possible, any Trustee unable to attend a regularly scheduled meeting of the Library Board should notify the Board Chair or the Library Director in advance of the meeting. The Library Board may recommend to the Board of County Commissioners the removal of a trustee who fails to meet attendance requirements set forth in Article III, Part 5 of these Bylaws.

V. PARLIAMENTARY AUTHORITY

1. Business shall be conducted in accordance with Nevada law, these Bylaws, the Nevada Open Meeting Law (NRS 241.020) and Robert's Rules of Order.
2. A quorum of at least three Trustees must be present for business to be conducted at a meeting.
3. A majority vote of the quorum present shall be necessary for any act of the Library Board. A tie vote shall result in a failed motion without any action being taken by the Library Board.
4. When necessary, it is permissible for Trustees to participate remotely via communication technologies. Any Trustee appearing via technology remotely shall be counted in the quorum count.

VI. OFFICERS

1. Annually, in January, the Library Board shall elect a Chairperson from among the appointed Trustees to preside over all meetings.
2. The Library Board shall elect any other officers deemed necessary by the Board of Trustees, such as a Vice Chairperson to substitute for the Chairperson.
3. No Board member shall be eligible to serve more than two consecutive terms in the same office. A vacancy in an office shall be filled by a vote of the Trustees at the next regularly scheduled meeting of the Library Board after the vacancy occurs. An officer shall serve a term of one year from the date of the first meeting of the year at which he or she is elected and until a successor is elected. If a trustee is elected to fulfill an officer vacancy, he or she may only serve until the end of that term.
4. The Library Board may appoint committees as the need arises. Each committee shall be chaired by a member of the Library Board and shall report all findings and recommendations to the Library Board. Meetings are to be held consistent with NRS Chapter 241 as applicable.
5. Ad Hoc committees for the study of special issues may be appointed by the Chairperson, with the approval of the Library Board, to serve until the final report of the work for which the committee was created has been filed. These committees may also include staff and public representatives, as well as outside experts. Meetings are to be held consistent with

NRS Chapter 241 as applicable.

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

VII. MEETINGS AND RECORDS

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

1. Regular meetings of the Library Board shall be held monthly, excluding the month of December. A calendar of meeting times, dates, and locations shall be adopted no later than the January meeting of each year.
2. Special meetings may be called by the Chairperson or, upon the written request of at least two Trustees, must be called by the Chairperson to conduct the business for which the special meeting was specifically called. Except in cases of emergency, at least three (3) business days of advance notice must be given by the Chairperson to the Trustees. In no case may a meeting of the Library Board be called with less than two hours' advance notice to the Trustees.
3. Any Trustee may cause any relevant topic to be placed on the agenda of an upcoming meeting of the Library Board if the agenda material is provided to the Library Director before the deadline required under the Nevada Open Meeting Law for the next meeting of the Library Board.
4. Notices of meetings and agendas shall be posted in three public places, the Library's website, at the location of the scheduled meeting, and each library branch as outlined in the Nevada Open Meeting Law (NRS 241.020). The location of each meeting of the Library Board shall be indicated on the agenda for each meeting.
5. The Library Director shall be responsible for maintaining an official record of all meetings and Board actions. Records will be retained as specified by the Nevada Open Meeting Law (NRS 241.020) and Nevada Records Retention Schedule (NRS 239.121-125).

VIII. POWERS AND DUTIES OF TRUSTEES

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

1. Establish, supervise, and maintain a County Library.
2. Appoint, evaluate the performance of and, if necessary, dismiss a Librarian.
3. Hold and possess the property and effects of the Library in trust for the public.
4. Submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next succeeding fiscal year.
5. Establish bylaws and regulations for the management of the Library and the conduct of the Trustees.

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

The Library Board may:

1. Make purchases and secure rooms.
2. Authorize the merger or consolidation of a city library with a county library district in accordance with NRS Title 31.
3. Invest the money in the appropriate library fund in accordance with the provisions of NRS Title 31.
4. Do all acts necessary for the orderly and efficient management and control of the Library.

IX. COMPLIANCE WITH DOUGLAS COUNTY FINANCE DEPARTMENT POLICIES AND PROCEDURES

1. The Library Board, with the assistance of the Library Director, will prepare, develop and submit annual budgets to the Board of County Commissioners containing detailed estimates of the amount of money necessary for the operation and management of the library for the next fiscal year.
2. The Library Board shall have overall control of the expenditure of all monies collected, donated or appropriated for the library fund and shall audit and approve all library expenditures, as well as approve all grant submissions by the Library.
3. Budget transfer requests of more than \$10,000 must be submitted to the Library Board for review and approval prior to, or contemporaneously with, the request's submission to the Douglas County Finance Department.
4. Any budget transfer request must be accompanied by supporting documentation. Budget transfers include: transfers within functions, between functions, funds or contingency accounts that do not increase the total appropriation for any fiscal year, transfers from reserves, and transfers between capital projects.
5. All budget augmentations must be submitted to the Board of Trustees for review and approval prior to any change. Budget transfers and augmentation requests must be processed consistent with the Douglas County Finance Department's policies and procedures.

X. RELATIONSHIP WITH THE LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board and shall be responsible to the Library Board. The Library Director shall be the Executive Director of the Library and subject to the policies and goals adopted by the Library Board. The Director shall act as the technical

advisor to the Library Board. The Director shall be invited to all Library Board meetings but may be excluded from closed sessions at the request of any Trustee and shall not vote on the business of the Library Board.

The Library Director shall study and support legislation that will bring about the greatest good to the greatest number of library users. The Board of Trustees shall be updated by the Library Director, at a minimum, semi-annually (January and July) during years the Nevada State Legislature is not in session and, at a minimum, quarterly during years the Nevada State Legislature is in session regarding legislation or pending legislative issues, including interim committees and bill draft requests, which may impact the Douglas County Library and as may be deemed appropriate by the Library Board.

XI. EMAIL COMMUNICATION

Communication with and availability to the public is an essential element to the role of each Trustee. Therefore, the Library website shall have an email address or other electronic avenue which directs public comments and messages directly to the Chairperson of the Library Board. Emails may be discussed at a Library Board meeting. As of 2021, the email address is libraryboardoftrustees@douglas.lib.nv.us.

XII. CALENDAR

1. Every January new Trustees shall be appointed by the Board of County Commissioners.
2. Every August the Library Board will start the process of establishing objectives for the achievement of the long range goals.
3. Every September the Library Board will start the development of the upcoming fiscal year's budget in consultation with the Library Director.
4. The Library Board shall, by October of each year, discuss, update, review, and approve:
 - i. Five-year long range plan annual objectives and results;
 - ii. Goals and milestones for the upcoming calendar year;
 - iii. Specific expectations and objectives for the Library Director for the upcoming calendar year.
5. Complete the annual evaluation of the Library Director prior to the annual anniversary of the Director's date of employment.

XIII. CONFLICT OF INTEREST

1. Trustees may not, in their private capacity, negotiate, bid for, or enter into a contract with Douglas County or the Douglas County Public Library in which they have a direct or indirect financial interest.
2. A Trustee shall withdraw from any Board discussion, deliberation, and must not vote on any

- matter in which the Trustee is associated or has a substantial financial interest.
3. A Trustee may not receive anything of value that could reasonably be expected to influence his or her vote or other official action as a Trustee.

XIV. AMENDMENT

These Bylaws may be amended at any regular meeting of the Library Board by a majority vote of all members of the Library Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

EFFECTIVE THIS 24 day of March, 2021.

By Bonnie L. Rogers
Library Board Chairperson

LIBRARY BOARD OF TRUSTEES

APPROVED 1997, 2004, 2008

ADOPTED March 24, 2021



Budget Worksheet Report

Budget Year 2023

Account	Account Description	2023 Projected	2023 Department Head
Fund 224 - Library			
EXPENSE			
Department 804 - Library			
Services & Supplies			
520.045	Computer System	48,000.00	69,200.00
	Budget Transactions		
Level/	Transaction		
Department Head	Base Budget		48,000.00
Department Head	Increase to \$69,200. 3-yr avg pre-Covid was \$81,078.		21,200.00
	Department Head Totals		\$69,200.00
520.055	Telephone Expense	11,206.00	10,692.00
	Budget Transactions		
Level/	Transaction		
Department Head	Adjust to FY23 projected needs		(514.00)
Department Head	Base Budget		11,206.00
	Department Head Totals		\$10,692.00
520.060	Postage/Po Box Rent	1,575.00	1,772.00
	Budget Transactions		
Level/	Transaction		
Department Head	Base Budget		1,575.00
Department Head	Using FY20 actuals as a better estimate of FY23 need		197.00
	Department Head Totals		\$1,772.00
520.064	Travel	15.00	1,000.00
	Budget Transactions		
Level/	Transaction		
Department Head	Base Budget		15.00
Department Head	Requesting \$1,000 in FY23 to restore budget		985.00
	Department Head Totals		\$1,000.00
520.078	Printing & Binding	514.00	514.00
520.085	Communications	9,211.00	9,211.00
520.088	Utilities	27,113.00	27,113.00
520.097	Maint B&G	1,566.00	3,000.00
	Budget Transactions		
Level/	Transaction		
Department Head	Base Budget		1,566.00
	Department Head Totals		1,566.00



Budget Worksheet Report

Budget Year 2023

Account	Account Description	2023 Projected	2023 Department Head	Number of Units	Cost Per Unit	Total Amount
Fund 224 - Library						
EXPENSE						
Department 804 - Library						
Services & Supplies						
520.200	Training & Education	431.00	1,000.00	1.0000	431.00	431.00
				1.0000	569.00	569.00
				Department Head Totals		\$1,000.00
520.240	Data Lines	3,759.00	4,200.00			
	Budget Transactions					
Level/						
Department Head	Transaction					
Department Head	Base Budget			1.0000	431.00	431.00
	No training in FY21 due to Covid. Prior 3-yr avg \$3,128			1.0000	569.00	569.00
				Department Head Totals		\$1,000.00
521.100	Professional Services	13,134.00	10,000.00			
	Budget Transactions					
Level/						
Department Head	Transaction					
Department Head	Base Budget			1.0000	3,759.00	3,759.00
	FY22 YTD \$2,425, requesting \$4,200 for FY23			1.0000	441.00	441.00
				Department Head Totals		\$4,200.00
521.134	Cataloging	11,243.00	20,000.00			
	Budget Transactions					
Level/						
Department Head	Transaction					
Department Head	Base Budget			1.0000	13,134.00	13,134.00
	Won't need is FY23			1.0000	(3,134.00)	(3,134.00)
				Department Head Totals		\$10,000.00
530.001	Circulation Supplies	4,592.00	1,500.00			
	Budget Transactions					
Level/						
Department Head	Transaction					
Department Head	Base Budget			1.0000	11,243.00	11,243.00
	Increase to \$20k. 3-yr avg pre-Covid was \$22,553.			1.0000	8,757.00	8,757.00
				Department Head Totals		\$20,000.00
	Budget Transactions					
Level/						
Department Head	Transaction					
Department Head	Adjust to FY23 need			1.0000	(1,508.00)	(1,508.00)
	Base Budget			1.0000	4,592.00	4,592.00
	Transfer to 532.057 Processing Materials			1.0000	(1,584.00)	(1,584.00)
				Department Head Totals		\$1,500.00



Budget Worksheet Report

Budget Year 2023

Account	Account Description	2023 Projected	2023 Department Head
Fund 224 - Library			
EXPENSE			
Department 804 - Library			
Services & Supplies			
532.003	Gas & Oil	583.00	4,200.00
	Budget Transactions		
	Level/		
	Department Head		
	Department Head		
	Transaction		
	Base Budget		
	FY22 YTD \$1,870.05. Requesting \$4,200 for FY23		
		Number of Units	Cost Per Unit
		1.0000	583.00
		1.0000	3,617.00
		Department Head Totals	\$4,200.00
532.054	Library Materials	126,756.00	203,113.00
	Budget Transactions		
	Level/		
	Department Head		
	Department Head		
	Transaction		
	3-year avg pre-Covid was \$203113		
	Base Budget		
		Number of Units	Cost Per Unit
		1.0000	76,357.00
		1.0000	126,756.00
		Department Head Totals	\$203,113.00
532.057	Processing Materials	6,832.00	11,000.00
	Budget Transactions		
	Level/		
	Department Head		
	Department Head		
	Department Head		
	Transaction		
	3-yr avg pre-Covid was \$8,967 +5% cost inc \$9,416		
	Base Budget		
	Transfer from 530.001 Circulation Supplies		
		Number of Units	Cost Per Unit
		1.0000	2,584.00
		1.0000	6,832.00
		1.0000	1,584.00
		Department Head Totals	\$11,000.00
533.800	Office Supplies	2,061.00	1,200.00
	Budget Transactions		
	Level/		
	Department Head		
	Department Head		
	Transaction		
	Adjust to FY23 need		
	Base Budget		
		Number of Units	Cost Per Unit
		1.0000	(861.00)
		1.0000	2,061.00
		Department Head Totals	\$1,200.00
533.802	Small Equipment	9,368.00	500.00
	Budget Transactions		
	Level/		
	Department Head		
	Department Head		
	Department Head		
	Transaction		
	Base Budget		
	Transfer to 533.813 Office Products Program		
	Won't need in FY23		
		Number of Units	Cost Per Unit
		1.0000	9,368.00
		1.0000	(2,263.00)
		1.0000	(6,605.00)
		Department Head Totals	\$500.00



Budget Worksheet Report

Budget Year 2023

Account	Account Description	2023 Projected	2023 Department Head	Number of Units	Cost Per Unit	Total Amount
Fund 224 - Library						
EXPENSE						
Department 804 - Library						
Services & Supplies						
533.813	Office Products Program	2,837.00	5,100.00	1.0000	2,837.00	2,837.00
	Budget Transactions					
	Level/					
	Department Head					
	Department Head					
	Transaction					
	Base Budget			1.0000	2,837.00	2,837.00
	Transfer from 533.802 Small Equipment			1.0000	2,263.00	2,263.00
				Department Head Totals		\$5,100.00
533.817	Small Projects	5,393.00	.00			
	Budget Transactions					
	Level/					
	Department Head					
	Department Head					
	Transaction					
	Base Budget			1.0000	5,593.00	5,593.00
	Won't need in FY23			1.0000	(5,593.00)	(5,593.00)
				Department Head Totals		\$0.00
	<i>Services & Supplies Totals</i>					
	Department 804 - Library Totals	\$369,484.00	\$448,370.00			
	EXPENSE TOTALS	\$369,484.00	\$448,370.00			
Fund 224 - Library Totals						
EXPENSE TOTALS		\$369,484.00	\$448,370.00			
Fund 224 - Library Totals		(\$369,484.00)	(\$448,370.00)			
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00			
	EXPENSE GRAND TOTALS	\$369,484.00	\$448,370.00			
	Net Grand Totals	(\$369,484.00)	(\$448,370.00)			

**Douglas County Budget Form C
Non-Personnel Supplemental Requests
Fiscal Year 22-23**

REQUESTORS NAME	Julla Brown	DATE	2/28/22
DEPARTMENT NAME	Library	FUND & DEPT #	224-804
DEPARTMENT PRIORITY #	1		

DESCRIPTION OF REQUESTED ITEM:

Library Materials

JUSTIFICATION OF REQUEST:

In order to continue providing exceptional service and maintain an evolving library collection an increase in funding for library materials is essential. This increase will also help continue expanding our digital collection of ebooks, eaudiobooks, and emagazines as well as exploring additional resources and databases for library patrons. Over the past three years we have seen a 35% increase in digital item circulation. Request approved at Library Board of Trustees meeting on February 22, 2022.

STRATEGIC PLAN GOAL:

The Library's Long Range Plan, Goal #2: Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers.

EXPENDITURES

Account #	Account Description	Capital Equipment/ Vehicles	Services & Supplies
532.054	Library Materials		27,887
Total Requested		\$	27,887

REVENUE/REIMBURSEMENTS

Account #	Account Description	Amount
TOTAL REVENUE		\$ -
	NET COST:	\$ 27,887

IRC DECISION		DATE	
---------------------	--	-------------	--

NOTES for Approval or Denial:



Interim Director's Monthly Report – March 2022

➤ **Library Operations**

- We have had a great response on our new eNewsletters. We have had 200 people sign up to receive the monthly genre emails.
- Our new Prosperity Outreach program has delivered over 300 books to six different area crisis and transitional housing locations.
- The bookmobile repair will take more time than expected to complete. The Ford facilities in the area are not equipped to handle a vehicle of that size. Because of this it will be sent to Roseville for the repair. This will take approximately four weeks for the delivery of the vehicle, parts to be ordered, the repair, and returning the bookmobile to us. The repair is covered under the vehicle warranty.
- New chairs were generously purchased for the Minden Library children's area by the Friends of the Library. Staff will be doing a major reorganization of the children's area in Minden to make room for a more comfortable seating area in the next month.
- The 2021 LSTA ARP Plus competitive Grant was submitted for a total of \$10,217 for a mobile laptop lab. In the grant 12 laptops, a charging cart, and software was requested. This is a competitive grant and we will find out in the next month if we were selected to receive the funds.
- New programs: Tween Pokemon group, Oscar Nominated film series in Minden, resuming movie showings at Lake Tahoe Branch.

➤ **Library Staff**

- Library Supervisor, Vanna Bells has officially started. She is a great addition to the staff.