

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.

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 (Douglas County Public Library Director.)
3. Hold and possess the property and effects of the Library in trust for the public.

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 these Bylaws or may be an ethical violation.

#### X. 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.

#### XI. RELATIONSHIP WITH THE LIBRARY DIRECTOR

The Library Director shall be appointed by the Library Board and shall be responsible to the Library Board. The Library Director shall be the Executive Director of the Library and subject to the policies and goals adopted by the Library Board. The Director shall act as the technical advisor to the Library Board. The Director shall be invited to all Library Board meetings but may be excluded from closed sessions at the request of any Trustee and shall not vote on the business of the Library Board.

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

XV. 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 22 day of March, 2022.

By: Wendy Winters  
Library Board Chairperson

LIBRARY BOARD OF TRUSTEES

APPROVED 1997, 2004, 2008

ADOPTED March 24, 2021

ADOPTED March 22, 2022

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2023-2024**

Circulation	Fiscal Year-to-Date				December 2023				January 2024			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	75,636	5,336	1,710	82,682	9,730	657	108	10,495	11,156	734	259	12,149
eCheckouts				35,434				4,823				5,236
New Cards Issued	644	103	30	777	81	14	-	95	107	9	2	118
Patrons*	196,709	24,721	2,950	224,380	28,261	3,566	427	32,254	28,363	3,576	429	32,368
Library Visits	34,828	9,555	922	45,305	4,327	1,692	37	6,056	5,348	1,030	110	6,488
Tahoe Lobby Visits				5,010				920				840
Curbside Service Pick-ups	20	-	-	20	2	-	-	2	-	-	-	-
Bookmobile Stops				127				14				18
Inventory *	724,997	203,417	15,765	944,179	104,410	29,194	2,284	135,888	104,233	29,215	2,294	135,742
Interlibrary Loans Requested	582	21	29	632	78	2	1	81	85	1	6	92
Interlibrary Loans Loaned	196	25	1	222	32	2	-	34	21	2	-	23
Homebound Patrons *	18	-	-	18	18			18	18			18
Homebound Checkouts	524	-	-	524	62			62	73			73
Database Sessions				12,656				1,421				1,839
<b>Services</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>
Meeting Room Use	339	19	-	358	45	3		48	50	-		50
Meeting Room Attendance	2,712	218	-	2,930	360	34		394	400	-		400
Kids' Programs	181	72	-	253	23	11		34	24	8		32
Kids' Program Attendance	4,178	411	-	4,589	345	56		401	702	7		709
Teen Programs	60	12	-	72	14	2		16	7	-		7
Teen Program Attendance	327	1	-	328	72	-		72	30	-		30
Adult Programs	66	44	-	110	12	6		18	7	10		17
Adult Program Attendance	537	97	-	634	133	20		153	96	22		118
Total Programs	307	128	-	435	49	19		68	38	18		56
Total Program Attendance	5,042	509	-	5,551	550	76		626	828	29		857
Outreach	49	3	-	52	8	-		8	8	-		8
Public Computer Use	4,010	43	-	393	632	50		682	701	37		738
ADA-pc Use	62	4	-	11	5	3		8	11	4		15
Wireless Use	16,465	2,010	-	2,723	2,311	278		2,589	2,375	219		2,594

## Circulation by Collection

January 2024

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	498	15	5
Adult Biography	85	2	0
Adult CD Non-Fiction	35	1	0
Adult DVD	976	38	35
Adult Fiction	2,881	117	49
Adult Launchpad	0	0	0
Adult Magazines	110	0	0
Adult Music	102	5	0
Adult Non-Fiction	1042	61	26
Adult Spanish	14	NA	0
Children's Audiobook	98	15	2
Children's Biography	56	0	0
Children's DVD	335	27	2
Children's Fiction	753	72	28
Children's Launchpad	9	8	0
Children's Magazines	12	0	0
Children's Music	41	0	0
Children's Non-Fiction	883	44	23
Children's Oversize	11	0	0
Children's Spanish	41	1	0
Easy Reader	494	35	25
Equipment	20	0	0
Exam Books	0	0	0
Large Print	857	8	25
Mobile Devices	4	0	0
Nevada	27	2	0
Picture Books	1456	269	17
Video Games	7	0	0
Young Adult	141	11	9
Manga	94	1	9
Graphic Novels	59	2	4
Young Adult Launchpad	2	0	0
Young Adult Magazines	2	0	0

### Hoopla

<b>eAudiobook</b>	1180	<b>Movie</b>	97	<b>Bingepasses</b>	21
Adult Fiction	814	Adult Fiction	75	Adult Fiction	15
Adult Non-Fiction	246	Adult Non-Fiction	16	Adult Non-Fiction	3
Juv Fiction	114	Juv Fiction	6	Juv Fiction	1
Juv Non-Fiction	6	Juv Non-Fiction	0	Juv Non-Fiction	2
<b>eBook</b>	486	<b>Television</b>	130		
Adult Fiction	329	Adult Fiction	119		
Adult Non-Fiction	90	Adult Non-Fiction	9		
Juv Fiction	51	Juv Fiction	2		
Juv Non-Fiction	16	Juv Non-Fiction	0		
<b>Comics</b>	65	<b>Music</b>	42		
Adult Fiction	24	Adult	40		
Adult Non-Fiction	0	Juv	2		
Juv Fiction	34				
Juv Non-Fiction	7	<b>Total Circulation</b>	2,021		

### Overdrive/Libby

<b>eAudiobook</b>	839
<b>eBook</b>	819
<b>Magazines</b>	508
Adult	1,479
Juv	85
Young Adult	94
<b>Total Circulation</b>	2,166