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*APPROVED 2/26/19*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**JANUARY 29, 2019**

**ATTENDEES**

**Library Board Members:** Mark Jensen, Vice Chairperson; Trustees Bonnie Rogers, Charles Wolle, Kate Garrahan, and Lisa Foley.

**Library Staff:** Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager; Clerk to the Board.

**THE MEETING CONVENED AT 10:00 A.M.**

**1. PUBLIC COMMENTS AND DISCUSSION [Discussion]**

Vice Chairperson Mark Jensen asked for public comment. Hearing no public comment, public comment was closed.

**2. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON OF LIBRARY BOARD OF TRUSTEES FOR 2019 [Action]**

Nomination of Chairperson

Vice Chairperson Bonnie Rogers made a motion to elect Mark Jensen for Chairperson. Trustee Charles Wolle made a second. Vice Chairperson Mark Jensen asked for discussion and public comment. There being no discussion and public comment, public comment was closed and the motion carried unanimously.

Nomination of Vice Chairperson

Mark Jensen made a motion to elect Bonnie Rogers for Vice Chairperson. Charles Wolle made a second. Vice Chairperson Mark Jensen asked for discussion and public comment. There being no discussion and public comment, public comment was closed and the motion carried unanimously by a majority of the Board of Trustees; Bonnie Rogers abstained.

**3. APPROVAL OF PROPOSED AGENDA [Action]**

Chairperson Mark Jensen asked for discussion. Trustee Charles Wolle made a motion to approve the agenda as presented. Vice Chairperson Bonnie Rogers made a second. Chairperson Jensen asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**4. APPROVAL OF THE MINUTES OF THE NOVEMBER 27, 2018 REGULAR MEETING [Action]**

Chairperson Mark Jensen asked for discussion. Vice Chairperson Bonnie Rogers made a motion to approve the minutes as presented. Trustee Charles Wolle made a second. Chairperson Jensen asked for public comment.

Deborah Blackman introduced herself for the record. She retired from the Library Board of Trustees recently and is a past library employee. She asked when supplemental materials are submitted at a Board meeting, are those documents not posted online? She made note that at the November 27, 2018 Board meeting her resignation letter was not included in supplemental materials on Douglas County’s Meetings and Agendas website.

Clerk to the Board, Kathy Munson, stated that Ms. Blackman did not distribute said resignation letter to fellow Board members at that meeting, thus the document was not included in the record as supplemental material.

Chairperson Jensen asked for further public comment. There being no more public comment, public comment was closed and the motion passed unanimously.

**5. CONSENT CALENDAR [Action]**

a. For possible action. Approval of Gift fund claims

i. November/December 2018/January 2019

Baker & Taylor	Library materials (Gardnerville Women’s Literary Club donation)	02440	\$ 130.27
Amy Dodson/Petty Cash	Treats for staff birthdays	02480	\$ 15.97
*Swank Movie Licensing	Site license for DLT	02495	\$ 391.00
*Amy Dodson/Petty Cash	Treats for staff birthday; seasonal decorations for DLT; Trashion Show materials 11/8	02502	\$ 49.42
*DoCoProcurement/MP	Halloween Boo Bash 10/30; staff mtg refreshments 11/6; U-Haul rental Fall Book Sale 11/12	02503	\$ 428.79
Davis, Luise	ERC event for staff, Holiday Crafts 12/11	02526	\$ 149.47
DCPL Foundation	Smallwood grant for bookmobile materials	02543	\$7,500.00
Amy Dodson/Petty Cash	Seasonal library decorations	02544	\$ 42.63
Amazon.com	Seasonal library decorations	02552	\$ 89.99
Amy Dodson/Petty Cash	Seasonal library decorations	02553	\$ 6.98
*Rachael Lambin	Holiday Book Sculpture 11/5	02561	\$ 200.00

*DoCoProcurement/JB	Graham Cracker Ginger house Decorating @ DLT 12/15	02566	\$ 85.91
DoCoProcurement/SB	Seasonal decorations; staff Holiday Craft materials 12/11	02567	\$ 34.22
DoCoProcurement/KM	ERC Gift cards for On the Spot awards	02569	\$ 75.00
*DoCoProcurement/MP	Staff mtg refreshments 12/4; Frost a Gingerbread Man 12/8; STEAM Club 12/5; Winter Lego Challenge, Dec.; TAB Mtg refreshments 12/9; taxed items refund	02570	\$ 521.64
DoCoProcurement/AD	Seasonal decorations for library	02571	\$ 641.46
Amy Dodson/Petty Cash	Staff mtg refreshments 1/8	02576	\$ 21.74

\*Funding/partial funding by Friends of the Library

Chairperson Mark Jensen asked for discussion. Vice Chairperson Bonnie Rogers made a motion to approve items on the Consent Calendar. Trustee Charles Wolle made a second. Chairperson Jensen asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

## 6. REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY [Discussion]

### a. 11/30/2018

This report reflects five months into the fiscal year. Salaries & Benefits are below budget. Services & Supplies expenditures are a little higher than five months should normally reflect, but these numbers represent funds available before budget augmentations.

### b. 12/31/2018

This report reflects what's spent out of what funds were budgeted and includes capital items.

Vice Chairperson Bonnie Rogers asked why the County hadn't transferred funds approved into the Library Materials account. She thought the Commissioners had approved the increase to the collections budget (Library Materials). According to this report, we were down to \$15,000 in that account and that's all we have to spend on collections for the rest of the year. Director Amy Dodson stated this report does not show augmentations.

Vice Chair Rogers mentioned when the Commissioners approved the FY18-19 library budget, they approved an increase for this item, but she could not find it in Commissioners' meeting minutes. Director Dodson indicated more funding is added into

the Library Materials account at a future time in the fiscal year when Adjusted Opening Fund Balance (AOFB) funds are distributed. Vice Chair Rogers stated she's trying to figure out if we didn't receive the funding and why it's not reflected. Director Dodson stated she would look into it.

c. Adjusted Opening Fund Balance, Room Tax FY2017-18 augmented into FY2018-19

Director Dodson explained that after end of the fiscal year 17-18 audit, County Finance comes up with the amount of funds not spent and tax revenue over and above projections. Those funds are added at a later time in the process – usually a few months. For instance, the library's portion was \$74,000 which was in addition to the \$850,000 in capital funds not yet expended. Just last week, she submitted the necessary paperwork to augment the AOFB into the fiscal year 18-19 budget so after the Commissioners approve it at their February meeting, Finance will formally make the transfer of those funds into the accounts Director Dodson has designated.

d. Augmentations submitted January 2019 (FY2018-19)

\$11,885 - Collection Development Grant from State Library for library materials purchases.

\$3,683 - reimbursements from patrons for lost library materials and payment for consumables such as printing, copies, flash drives (office products and supplies).

\$74,325 - Room Tax AOFB for library materials.

Director Dodson briefly explained the cycle. Our final fiscal year budget is approved by the County Commissioners. County Finance audits the prior fiscal year. If there are remaining funds from the prior fiscal year, those funds are augmented into the current fiscal year's budget. Director Dodson solicited questions; there were none. Closing, she indicated that augments are done three times per fiscal year. As augments are submitted, the spreadsheet is updated and presented to the Board of Trustees at the next regular meeting.

Chairperson Mark Jensen noted there was no further discussion.

Gift Fund Summary – 12/31/18

Revenue YTD	\$10,365.34
Expenditures YTD	\$16,160.03
Fund Balance YTD	\$ 0.00

## **7. DISCUSSION ON ESTABLISHING A TIME LIMIT FOR PUBLIC COMMENTS [Action]**

Chairperson Mark Jensen indicated he placed this item on the agenda, stating other county boards have established time limits for public comment. If there are attendees who want to speak for extended periods of time, the Board needed a mechanism to accommodate if it's ever needed. He was proposing 5 minutes.

Trustee Lisa Foley proposed 10 minutes.

Director Amy Dodson referred the Board to supporting document #7 - excerpts from a County Commissioner meeting which shows how they handle public comment time limits.

Trustee Kate Garrahan proposed 5 minutes but if members of the public need more time, the item could be agendized for a specific Board meeting, which would then provide no time limit.

Director Dodson noted that if the public wanted something agendized for the next meeting they would need to advise the Chairperson or herself.

Vice Chairperson Bonnie Rogers commented that if the Board had a policy to which they could refer, it would be helpful. She was fine with 5 minutes because 10 minutes seemed too long. If the matter was serious and needed more time, the public could request the item be agendized for the next Board meeting.

Trustee Charles Wolle liked 5 minutes.

Chairperson Jensen made a motion that the Board establishes 5 minutes for each public comment opportunity. Trustee Wolle made a second. Chair Jensen asked for discussion. Vice Chair Rogers asked how this would appear in the Bylaws. Director Dodson stated she would ask the District Attorney for their opinion. If something like this were to be Board approved, language stating such would be placed on every agenda in the future.

Trustee Foley asked for a draft to be submitted at the next Board meeting. Trustee Garrahan commented that if the time allowed varied, it could be seen as favoritism.

Director Dodson asked the Board if they were now voting on public comment time limits or tabling this item until the language was drafted.

In response, Chair Jensen made an amended motion to approve a public comment time limit of 5 minutes per person, per item. Trustee Wolle made a second. Chair Jensen asked for public comment.

Deborah Blackman commented that the verbiage in the Commissioner's meeting excerpt shows language in the first section, but who would make the decision if an item need a longer time allowance?

Director Dodson stated the request would go to the Board Chairperson and then to her for a decision.

Returning to the motion on the table, the Board cast their votes. The motion carried by a majority of the Board members present. Trustee Foley denied the motion.

Director Dodson stated she would prepare the language for the Bylaws and present it to the Board at the next meeting.

**8. APPROVAL OF FUNDS TRANSFER FROM LIBRARY GIFT FUND TO LIBRARY FOUNDATION FOR BOOKMOBILE PURCHASE. DEFERRED DONATIONS OF \$36,175 ARE CURRENTLY HELD IN THE GIFT FUND [Action]**

Chairperson Mark Jensen asked for discussion. He asked if all deferred donations are in the Gift Fund account.

Director Amy Dodson explained that the Deferred Donations account was separate from the Gift Fund account. In the past, the Deferred Donations account was used for donations which were not targeted by the donor for a specific use. Untargeted donations that were received over the years were deposited into this account and were cumulative.

In 2015, Finance undertook a cleanup of all the miscellaneous accounts. It was also at the time that the Gift Fund account was re-classified as a Special Revenue account. The Board of Trustees members involved at that time were Bob Chambers and Barb Wilson. Finance advised they were closing the Deferred Donations account and asked the Library in which account to deposit the funds. Director Dodson asked the Board at that time if the \$36,175 in Deferred Donations could be targeted for the Library Foundation's bookmobile project and they agreed.

Vice Chairperson Bonnie Rogers asked if these monies have been in the Gift Fund since that time. She also asked about the fundraising conducted by the Foundation. Director Dodson indicated that funds the Foundation raised on their own are already in their own bank account, including the funds raised by Minden Rotary who wrote them a check last year. Vice Chair Rogers asked if the Foundation was just getting the \$36,175. Director Dodson replied yes, that the Foundation had been counting on those monies. Their board approved earmarking the \$36,175 for the bookmobile.

Trustee Charles Wolle stated for the record that he is a Foundation member and would not vote on this matter, thereby recusing himself.

Vice Chair Rogers made a motion to approve the transfer of the deferred donations account balance of \$36,175 in the Gift Fund account to the Library Foundation for the bookmobile purchase. Chairperson Jensen made a second.

Chairperson Jensen asked for public comment.

Deborah Blackman commented that the excerpt provided as backup for this item regarding the \$36,175 was from the minutes of a 2015 Board of Trustees meeting and was a Discussion only item. It would have better to have a motion and vote at that time.

Hearing no further public comment, Chairperson Jensen closed public comment and the motion carried by a majority of the Board members present. Trustee Wolle abstained.

## **9. UPDATE ON BOOKMOBILE PROJECT [Discussion]**

Director Amy Dodson provided an update. The bookmobile is on the fast track to the finish line now. Douglas County District Attorney's office is reviewing the contract with vendor Farber Specialty Vehicles. The construction drawings have been approved. They have requested graphics be finalized by end of March.

The Library Foundation is excited and working on unveiling at a grand opening event. At this time, Director Dodson thinks the vehicle will be delivered in July but possibly in June. Several staff members contributed to selecting interior finishes and colors which were then sent to the vendor.

Routes are not yet established or mapped but the bookmobile will travel to locations in the valley region. It will not go to Lake Tahoe since it is not built to travel in the mountains. Valley locations will include North County, South County, Topaz Ranch Estates, schools, the Senior Center, etc. The bookmobile committee had been meeting regularly with regard to routes and programming/services, but temporarily took a break. The committee will start meeting again soon. Staff members on the committee are: Linda Wilson, Dan Doyle, Sarah Bates, and Maria Pearson, along with Director Dodson. The committee will make decisions about routes and services and those will be regularly publicized, possibly also printed in a brochure or bookmark. At this time, there is no plan to solicit public comment with regard to routes and programs/services.

## **10. ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS FROM THE LIBRARY BOARD OF TRUSTEES, JANUARY 2019 [Discussion]**

Director Amy Dodson provided a brief summary of the library's annual report. A copy is in Board packets.

This is the required Annual Report that is submitted to the County Commissioners the first part of each calendar year. It is based on each department's prior fiscal year events, achievements, statistics, etc. All county department directors who have a statutory or advisory board are required to author and submit this report. It includes notable events, statistics, challenges, and issues. Department annual reports are agendaized and heard at a County Commissioners' meeting in February.

Circulation went up 24.9 percent and is primarily due to the increases in eResources such as eBooks, eAudio, and the increase in Hoopla™ subscriptions which are up significantly. Circulation statistics include both electronic and physical materials.

The Library Foundation's activities and their fundraising endeavors have always been included in the annual report since they promote and raise money for significant library projects, such as the bookmobile, item for which the County Commissioners want to stay informed.

Trustee Lisa Foley asked about the cuts in 2008 and if this had changed since then.

Director Dodson stated the library has gained some staff positions back, but hours have not been restored. The verbiage in this section (Challenges) is from previous reports and it will be removed since it's been 10 years. Director Dodson left this information in the report to remind the Commissioners of the library's struggles over the years.

Trustee Foley asked Director Dodson to factor in the staff increases and come up with the percentage and report back to the Board at the next meeting.

Director Dodson responded that the library has added three positions back and created two new positions but could not provide a percentage at the moment; she will prepare that information and report back to the Board.

## **11. ANNUAL COUNTY BUDGET. DISCUSSION OF ANNUAL BUDGET PROCESS** **[Discussion]**

### **a. Operating Budget (Salaries, Benefits, Services & Supplies)**

Director Amy Dodson stated that this budget season began in December for FY19-20. The Finance office kicked off the season at a county-wide meeting with department directors where they identified deadlines, directives, and procedures. Even though Director Dodson reports to the Library Board, she has to adhere to the Finance office budget directives and deadlines.

The first submittal of the draft budget is February 15<sup>th</sup>. The final tentative operating and capital budgets will be presented to the County Commissioners in March; the final budgets in May. Whatever the final approved budget is, as approved by the Commissioners in May, goes to the State for approval; no changes are allowed. Our library's funding comes primarily from sales tax, and some from room tax. If the Commissioners approve anything else they can choose to provide funding or not. If not, then the library would have to find the funding.

Director Dodson will prepare the draft library budget and bring it to the Board meeting next month where she will take Board's input, revise the numbers if needed, and resubmit to Finance.

Supplemental requests have not been discussed yet, but we will discuss them at the next Board meeting. Director Dodson recommended no supplemental requests this budget season but at next month's meeting, if the Board decides to submit, we can still submit



them to Finance. They understand that we cannot make their deadline due to the timing of our Board meetings.

Director Dodson has been meeting with the Room Tax administrators every week since budget season kicked off and is asking for a greater share of Room Tax revenues to fund library operations.

b. Capital Budget

The County Commissioners can give us money for capital projects. Those are decided upon separately from our operating budget. Capital funding can relate to tax projections. The County Treasurer will tell departments what they are expected to be for the coming years (all funds) based on what they get from the state. Those projections then become our bottom line.

**12. REVIEW OF FY 18-19 CAPITAL IMPROVEMENT PROJECTS [Discussion]**

a. Douglas County's allocation of CIP 2019-23

Director Amy Dodson drew the Board's attention to supporting document #12 in their packets. Two budget seasons ago the County Commissioners gave the library \$600,000 from the General Fund for the Minden library HVAC project. Later the construction company advised the county that an additional \$200,008 would be needed to complete the project. The funding for the additional monies came from the Room Tax fund so the county allocated those monies to our Capital account last fiscal year.

The augmentation paperwork we just submitted includes that extra \$200,008. To date, the amount of money spent on the HVAC project out of our Capital account is \$443,000 and we're about half way through. The contractor hopes to be finished in spring 2019. The heating/boiler portion is complete and they will start again as weather permits on the exterior infrastructure (the air handler at the back of building will be replaced with a new one). We are very fortunate to get this new HVAC system since the old system has been in service since 1982.

We asked two fiscal years ago to do some other improvements so the County Commissioners gave us partial funding for a building expansion, restroom upgrade, carpets, and shelving. The numbers seen on the supporting document are partial amounts with the exception of the restroom upgrade – the \$20,000 is enough to complete that project. Additional funds will be requested for the other three projects. The County Commissions could approve partial funding again. When Director Dodson brings the proposed budget to the next Board meeting, she will also bring those Capital Improvement Projects.

### **13. LIBRARY STAFF CHANGES AND RECRUITMENT. DISCUSSION OF STAFF RETIREMENT AND UPDATE ON RECRUITMENTS [Discussion]**

Director Amy Dodson advised that the recently hired bookmobile technician starts Monday, February 4. Her name is Wendy Frogget. She is working on a library degree right now and has been a school library technician but left that position to work for our library.

Dan Doyle, Senior Library Technician at the Zephyr Cove library, who's been with us 32 years, has announced his retirement and we will miss him. He has worked for every library director who worked at the Douglas County Public Library. Director Dodson will start working with Human Resources soon to plan when that recruitment will take place. We are also recruiting a part-time Page. The recruitment period closes tomorrow and we will start interviews soon after.

### **14. MONTHLY REPORT [Discussion]**

The monthly report is attached and made part of these minutes.

- a. Friends / Foundation
  - i. Friends Board Monthly Meeting – February 11, 2019
  - ii. Foundation Annual Meeting – February 13, 2019
- b. Completed Library Programs
- c. Current / Planned Library Programs
- d. Usage statistics

Chairperson Mark Jensen asked if it was possible to prepare year-to-year statistics so that the Board could see usage from the current year-to-date to the prior year. This would enable the Board to see totals for a set of previous years, even just the previous year would work, but Chair Jensen preferred to see a 5-year history. It would be nice to separate statistics by branch, as well. Possibly an additional document could be presented to supplement the way statistics are currently presented. Individual month totals from previous years would not be needed, just totals for the entire year. This would enable the Board to compare statistics by trend, and to libraries of similar size.

Linda Wilson indicated the statistics as presented are how we are required to file them with the State library but she will develop an additional spreadsheet to accommodate this request.

### **15. CLOSING PUBLIC COMMENTS**

Chairperson Mark Jensen asked for public comment. Hearing no public comment, public comment was closed.

Vice Chairperson Bonnie Rogers requested that the Board members introduce themselves and provide some background on them.

Bonnie Rogers

Has been on the Library Board for three years now; was a prior Board member for eight years (2 terms). She feels this is a phenomenal Board who has accomplished a lot and works well together. She appreciates being part of the Board. She was a community college president in three locations in California, a librarian and director of library learning resources at several locations.

Charles Wolle

He lives in Gardnerville and has been on the Board a long time; his term expires the end of the current year.

Mark Jensen

He is Curator of the Dangberg Home Ranch Historic Park and director of that non-profit. He also manages the operations of that park. He has had long periods of time as an archivist and as a museum collections manager, including work at several libraries, one which includes the University of Utah Special Collections Library. He is starting his third year on the Board.

Kate Garrahan

Moved here last August from Calaveras County in California; was a library media specialist at her school district for 21 years. As well, she served as a member of the Calaveras County Library Commission and the Friends of the Library.

Lisa Foley

She is a member of the Douglas County Friends of the Library; is a retired librarian who worked primarily in the academic field, but spent ten years in public librarianship in California. She worked in Reno, Nevada at the community college and the University of Nevada, Reno. She has three children who grew up in the school district here in Douglas County.

Amy Dodson

She has been the Library Director since December 2014. Before that, she was director of a small public library in Colorado; prior, a librarian in Southern California. She's been a librarian now for 23 years. Kathy Munson is the Administrative Services Manager and Clerk to the Library Board. As clerk, Kathy does a lot of work with and for the Board. Linda Wilson is the Library Supervisor and has been at our library for 21 years.

Director Dodson mentioned that Trustee Charles Wolle asked a very good question before the meeting convened and asked him to restate the request.

Trustee Wolle asked the two new Library Board members how the Board could improve during their tenure.

Trustee Kate Garrahan responded that she felt the Board needed to reach out to the public and work toward the library becoming the community's hub of information and activity. She felt the Board needs to address County Commissioner Penzel's remark at a recent Commissioners' meeting about eventually eliminating the county's brick and mortar libraries.

Trustee Foley responded that the Zephyr Cove library is a sleepy library; vibrant is not a word she would use to describe it. She was concerned as a taxpayer that it's seen as a poor use of tax money. It's not good to have a ratio of 3:1 staff to patrons. She asked if she should take her concerns to Director Dodson. Director Dodson answered, yes, that issues could be addressed on a future agenda but noted that Trustee Foley did not mention these concerns on her application to the Board, thus the County Commissioners were not aware of them.

Trustee Garrahan commented that she visited that branch with her grandchildren and saw there were at least fifteen children with their families in the library. She felt that branch had a great collection and usage.

Trustee Wolle stated he'd long been an advocate of full usage of the Zephyr Cove branch though usage there could be considered seasonal. He visits at least every quarter. That branch had become a focus of the Board's attention before Director Dodson arrived. The Zephyr Cove Tennis Club wanted a base location for their club's activities. Scott Morgan, Director of Community Services, worked on this, with others, and provided the tennis community with space for their activities. This has become a resource to many, including the branch.

Vice Chair Rogers stated she appreciated what the new Trustees had to say. When the Board looks at planning the budget and staffing the organization, it helps us to make decisions. The Library Board is the only governing Board in Douglas County other than the County Commission (we are a regulatory board by statute). This Board has been a thoughtful one and has been working to make the best use of the resources available.

Trustee Foley asked about lunch hours at the Zephyr Cove branch – is the branch open? Director Dodson indicated it's only closed when there are not enough staff members available, say if one staff member is out sick, or on vacation, for example. There have to be two staff members in the building at all times and in order to do that we must have three staff members to stay open. We just don't have enough staff to occupy the branch at all times.

Trustee Foley stated that when one telephones that branch, the recording doesn't mention lunch hour closures. She would like to discuss that also. Director Dodson stated that lunch hour closures are made at the last minute because of staff being out sick. We do not have on-call staff or volunteers to help either. Trustee Foley understood this situation but felt there were ways around it. Director Dodson agreed it was an inconvenience, but she stated she couldn't deny staff members a lunch break and closing during lunch hours was the only way to handle the matter. She was happy to hear Trustee Foley's suggestions for staffing during the lunch hour.

Chairperson Jensen suggested Trustee Foley meet with Director Dodson to discuss her concerns and learn more about the history of the Zephyr Cove branch and if there's anything that needs Board discussion, it be agendized for a future meeting. With that said, he recommended adjournment.

## 16. ADJOURNMENT [Action]

There was no further action or discussion. The meeting adjourned at 11:40 a.m.



## Director's Monthly Report January 2019

1. Friends of the Library. The annual Friends of the Library meeting and reception was held on Saturday, January 26 on the main floor of the Minden Library. The Friends elected new officers and celebrated the accomplishments and events of 2018. The next regular Friends board meeting is on Monday, February 11 at 4:00 p.m.
2. Library Foundation. The Library Foundation's officers have begun taking on more active roles in the organization. Foundation officers are beginning to keep their own records, manage finances, and work on their own documents. Most functions have been maintained by library staff for many years. The transition to more "independence" began mid-2018 and will continue in 2019. The Foundation will be largely self-reliant by the end of the year.
3. Staff Vacancies. We currently have a vacancy for a part-time Library Page. Jana Weirsma resigned in December to accept a full-time position at another library. The job posting closes on January 30, and we will be interviewing candidates within the next three weeks. The new Bookmobile Library Technician begins in February. Dan Doyle has announced his retirement; his last day will be May 4, 2019. Dan has worked for DCPL for 32 years, and is the only employee who has worked under every library director. Dan was recognized by the County for 30 years of public service in 2017.
4. Annual County Budget. The annual budget process began in December for the 2019-20 fiscal year. Department directors were given instructions and deadlines for each segment of the process, though some deadlines will be revised. Requests for additional funding and/or FTE's and Capital Improvement Projects will be submitted in early February. County administration will then review and prioritize those requests. The Cost Allocation Plan has not yet been distributed. I have been meeting with the other Room Tax administrators every week to work on the budget, and this will continue until the final budget is complete. Tentative Budgets are due on February 15, then presented to the County Commissioners in March. Final budget approval takes place in early May.
5. Nevada State Library. Annual statistics and documentation for compliance with state and national library standards were submitted to the State Library in December. See handout, "2018 Nevada Public Library Survey".
6. Heat and Air Conditioning. The first phase of the HVAC project (interior work) at the Minden Library is nearly complete. The next phase is the exterior work, and will begin in the spring – this is entirely dependent on weather. The projected completion is April or May of 2019.
7. Staff Training. In December I enrolled in Douglas County's Supervisory Management Program, presented by UNR. I have attended one session; the second session will take place in February or March.