

1/28/20 Lib. Board  
of Trustees Mtg.  
Agenda Item  
8  
"supplemental"

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

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

**AND**

**THE DOUGLAS COUNTY LAW LIBRARY BOARD OF TRUSTEES**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made between the Douglas County Public Library Board of Trustees on behalf of the Douglas County Public Library ("County Library") and the Douglas County Law Library Board of Trustees on behalf of the Douglas County Law Library ("Law Library").

**WHEREAS**, the County Library was created by the Douglas County Board of Commissioners pursuant to the authority granted in Nevada Revised Statutes ("NRS") Chapter 379 to establish, supervise, and maintain a library for the benefit of the citizens of Douglas County;

**WHEREAS**, the Law Library was created by the Douglas County Board of Commissioners via Ordinance 401, enacted on August 5, 1982, pursuant to the authority granted in Nevada Revised Statutes ("NRS") Chapter 380 to establish, supervise, and maintain a law library of the benefit of the citizens of Douglas County;

**WHEREAS**, Douglas County provides facilities to both the County Library and the Law Library for the benefit of the citizens of Douglas County;

**WHEREAS**, the Douglas County Public Library Board of Trustees have the power to appoint, evaluate and establish policies for the Library Director of the County Library;

**WHEREAS**, the Douglas County Law Library Board of Trustees have the power to appoint, evaluate, and establish policies for the librarian for the Law Library;

**WHEREAS**, Law Library Trustees and the County Library Trustees desire to provide the resources of the County Library and Law Library to the public in the most efficient manner possible and to share resources where allowed by law; and

**WHEREAS**, the County Library's hours of operation allow greater public access than the hours the Judicial Law Enforcement Center is open to the public.

**THEREFORE**, based on the foregoing, the parties enter into the following Memorandum of Understanding.

1. The Douglas County Law Library Board of Trustees (“Law Library Trustees”) hereby appoints the Library Director of the County Library as the librarian for the Law Library pursuant to NRS 380.060.
2. It is understood and agreed by the parties that the Library Director is appointed by the Douglas County Public Library Board of Trustees (“County Library Trustees”).
3. The County Library Trustees hereby authorize and direct the Library Director to perform the duties of a Law Librarian pursuant to NRS 380.060.
4. The Law Library Trustees authorize the Library Director to exercise such powers and duties granted to a Law Librarian pursuant to NRS 380.065 including, without limitation, the power to administer all functions of the Law Library, and to ensure the legal books and materials required by NRS 380.153 are available to the public, including those legal books, materials, and internet resources as directed by the Law Library Trustees and the policies established by the Law Library Trustees.
5. The County Library Trustees hereby authorize and grant to the Law Library such space as is necessary to operate the Law Library in the main Minden Library Branch located at 1625 Library Lane, Minden, Nevada and direct the Library Director to take such action as may be necessary to establish the Law Library at the Minden Library Branch.
6. The County Library Trustees understand and agree that the area designated as the Law Library within the Minden Library Branch must be plainly marked, easily accessible to the general public, and sufficiently large to accommodate the legal research needs of the public and the requirements of NRS Chapter 380.
7. The Law Library Trustees hereby authorize the Library Director to expend funds from the Law Library Fund, pursuant to and in accordance with Douglas County Code 2.50.060 and 2.50.070, for the purpose of purchasing law books, journals, periodicals, and other publications or otherwise for the establishment and maintenance of the Law Library such as obtaining subscriptions to online databases such as Thomson Reuters© Westlaw online legal research.
8. The Law Library Trustees and County Library Trustees will remain responsible for establishing their own policies and budgets, submitting budget requests and reports to the Douglas County Board of Commissioners, and otherwise performing all statutory duties imposed upon their respective boards under Nevada law.
9. This MOU will remain in effect for ten (10) years unless terminated sooner by providing notice to the other party, in writing, at least 30 days before the effective date of the termination date.

This Memorandum of Understanding is hereby executed by the duly authorized representatives of the parties as of this \_\_\_\_ day of \_\_\_\_\_, 2020.

Douglas County Public Library Board of Trustees

By \_\_\_\_\_

Douglas County Law Library Board of Trustees

By \_\_\_\_\_

Douglas County

By \_\_\_\_\_  
Patrick Cates, County Manager

# Lake Tahoe Branch Operation Hours Survey

Are the current library hours convenient for you and your family?

Yes	No
27	15
66%	36%

Think about the hours that this branch is open currently. On a scale of 1-5 (5 being the highest), how well do these hours meet your needs?

1	2	3	4	5
1	4	15	13	8
2%	10%	37%	32%	20%

On which days would you be most likely to visit the library?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	22	25	18	13	12
56%	54%	61%	44%	32%	29%

At which times would you be most likely to visit the library?

Mornings	Afternoons	Evenings	Weekends
18	31	14	8
44%	76%	34%	20%

What are the primary times you use this branch?

9am-noon	noon-3pm	3pm-6pm	After 6pm
12	21	19	8
29%	51%	46%	20%

Please provide any additional information you feel might be useful to the library regarding library hours of operation

We love this library!

Parking is impossible in the summer on Saturdays. It would be nice to have another week day to be open instead of Saturdays. It is very frustrating when the library is closed without explanation over lunch hour and when weather and road conditions are not bad. The library hours are great.

Saturdays are hard to get to the library with traffic and parking issues

Would love if the library was open the same days as the high school

Please open on Monday or Tuesday

This library is so cute

There is too much going on during the weekend to come to the library. Open on Monday or Tuesday instead.

1/28/20 Lib. Board  
of Trustees Mtg.  
Agenda Item  
12  
"Supplemental"

If you were open late more than one night that would be fabulous. Can't get to you with my current work hours very often.

The afterschool programs and movies are a treat. Please keep doing these!

I would come to the library more often if the library was open more days

Have more lego events

Never any parking available

Please don't close this library

My kids love coming and playing on the computers

The library is only open 2 days when the kids are in school at Whittell. It would be nice if there were more days they could come after school

Hours are good

Please add Monday or Tuesday hours. Saturdays are no good because there is no parking and people using the bathrooms are very loud.

Being open a few hours on a Monday would be helpful

I like this library

The gap between Saturday and Wednesday is too long to be closed.

Please keep the library open!

We make it work but they aren't completely convenient

**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2019-2020**

	Year-to-Date						November 2019						December 2019							
	Minden		Tahoe		Bkmobile		Minden		Tahoe		Bkmobile		Minden		Tahoe		Bkmobile			
		Total		Total		Total		Total		Total		Total		Total		Total		Total		
<b>Circulation</b>																				
Items Checked Out/Renewed	74,231	78,637	4,061	345	11,352	611	50	12,013	539	56	11,565	10,970	2,033	2,008	86	8	140	28,808	1,643	142,069
eCheckouts		12,217																		
New Cards Issued	698	883	86	99	96	14	7	117	14	7	140	86	117	140	8	8	140	28,808	1,643	142,069
Patrons	27,067	30,158	3,091		24,729	3,086	51	27,866	3,094	97	28,006	24,815	7,313	4,358	3,094	97	28,006	28,808	1,643	142,069
Library Visits	40,165	48,412	7,208	1,039	6,382	894	37	7,313	934	281	4,358	3,143	12		934	281	4,358	28,808	1,643	142,069
Bookmobile Stops		37																		
Inventory	109,264	138,615	28,332	1,019	111,031	28,756	1,656	141,443				111,618	28,808	1,643	142,069					
Interlibrary Loans Requested	307	315	8	-	35	1	-	36				50	1	-	51					
Interlibrary Loans Loaned	120	134	14	-	39	5	-	44				29	4	-	33					
Homebound Patrons	19	19	-	-	13	-	-	13				14	-	-	14					
Homebound Checkouts	780	780	-	-	137	-	-	137				29	-	-	29					
Database Sessions		24,855						3,544												
<b>Services</b>																				
Meeting Room Use	207	232	25	-	34	4	-	38				37	3	-	40					
Meeting Room Attendance	2,484	2,754	270	-	408	19	-	427				444	38	-	482					
Kids' Programs	158	210	52	-	31	10	-	41				28	10	-	38					
Kids' Program Attendance	2,352	2,755	403	-	524	80	-	604				265	85	-	350					
Teen Programs	31	31	-	-	7	-	-	7				10	-	-	10					
Teen Program Attendance	106	106	-	-	23	-	-	23				45	-	-	45					
Adult Programs	13	17	4	-	1	-	-	1				1	-	-	1					
Adult Program Attendance	340	346	6	-	20	-	-	20				12	-	-	12					
Total Programs	202	258	56	-	39	10	-	49				39	10	-	49					
Total Program Attendance	2,798	3,207	409	-	567	80	-	647				322	85	-	407					
Outreach	24	24	-	-	-	-	-	-				12	-	-	12					
Mobile Device Assistance	424	439	15	-	-	-	-	-				367	-	-	367					
Public Computer Use	4,380	4,836	456	-	559	57	-	616				762	63	-	825					
ADA-pc Use	88	110	22	-	34	2	-	36				44	20	-	64					
Wireless Use	17,476	18,459	983	-	1,782	138	-	1,920				1,412	122	-	1,534					
Volunteers	110	110	-	-	72	-	-	75				61	-	-	63					
Volunteer Hours	1,671	1,685	-	14	458	-	9	467				233	-	-	238					

1/28/20 Lib. Board of Trustees Mtg. Agenda Item 13d. "Supplemental"

**DOUGLAS COUNTY PUBLIC LIBRARY**

**Statistical Report**

**FY 2018-2019**

	Year-to-Date			November 2018			December 2018		
	Minden	Tahoe	Total	Minden	Tahoe	Total	Minden	Tahoe	Total
<b>Circulation</b>									
Items Checked Out/Renewed	154,429	9,106	163,535	11,723	786	12,509	11,090	715	11,805
eCheckouts			21,270			1,626			1,602
New Cards Issued	1,256	128	1,384	85	7	92	79	7	86
Patrons	26,923	3,076	29,999	26,231	3,021	29,252	26,309	3,027	29,336
Library Visits	90,444	26,046	116,490	6,738	1,121	7,859	6,279	1,267	7,546
Inventory	109,283	28,209	137,492	107,020	27,695	134,715	107,382	27,785	135,167
Interlibrary Loans Requested	519	21	540	40	3	43	45	-	45
Interlibrary Loans Loaned	501	32	533	38	1	39	38	4	42
Homebound Patrons	15	-	15	21	-	21	20	-	20
Homebound Checkouts	1,671	-	1,671	149	-	149	141	-	141
Database Sessions			34,688			3,441			3,155
<b>Services</b>									
Meeting Room Use	483	85	568	46	5	51	32	7	39
Meeting Room Attendance	5,796	1,231	7,027	552	74	626	384	101	485
Pine Nut Room Use	127	-	127	21	-	21	19	-	19
Pine Nut Room Attendance	635	-	635	105	-	105	95	-	95
Kids' Programs	329	138	467	32	14	46	25	13	38
Kids' Program Attendance	5,566	1,551	7,117	396	135	531	275	161	436
Teen Programs	49	3	52	4	1	5	5	1	6
Teen Program Attendance	250	1	251	6	-	6	18	-	18
Adult Programs	47	9	56	2	-	2	1	4	5
Adult Program Attendance	1,045	45	1,090	35	-	35	19	4	23
Total Programs	425	150	575	38	15	53	31	18	49
Total Program Attendance	6,861	1,597	8,458	437	135	572	312	165	477
Outreach	18	-	18	3	-	3	1	-	1
Public Computer Use	9,207	934	10,141	646	85	731	638	86	724
ADA-pc Use	35	5	40	-	-	-	-	-	-
Wireless Use	26,078	1,476	27,554	1,312	22	1,334	1,904	107	2,011
Volunteers	130	1	131	76	1	77	63	-	63
Volunteer Hours	3,243	35	3,278	527	3	530	230	-	230