

November 27, 2018 Library Board Meeting

Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board
- ❖ Draft Minutes of Tuesday, October 23, 2018 meeting – *Agenda Item 3*
- ❖ Gift Fund Claims October/November 2018, Consent Calendar – *Agenda Item 4a*  
-Gift Fund Expenditures Report FY1819, dated 11/20/18
- ❖ Budget Summary/Budget Performance, 10/31/2018 – *Agenda Item 5*
- ❖ Long Range Plan, draft 2019 Goals 1 & 2 Objectives – *Agenda Item 6*
- ❖ State Library’s State Collection Dev. Grant Appl. FY1819 – *Agenda Item 8*
- ❖ Draft 2019 schedule of library holidays – *Agenda Item 10*
- ❖ Expiring Board members’ terms memo/attachments – *Agenda Item 11*
- ❖ Draft 2019 schedule of Board meeting dates, times, locations – *Agenda Item 12*
- ❖ Monthly Report November 2018 - *Agenda Item 13*
- ❖ Library miscellaneous/informational docs
  - Press Releases
  - Newspaper articles

November 19, 2018

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **November 27, 2018** in the Pine Nut Room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled to be considered. All items **For Possible Action** will include a public comment period.

### AGENDA

1. Public comments and discussion.

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 will not be taken as a public hearing is not legally required.

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 you wish to comment on a specific agenda item scheduled for action, please do so when that item is opened for public comment.

2. For possible action. Approval of proposed 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. Approval of the minutes of the October 23, 2018 regular meeting.

4. Consent Calendar.

Items appearing on the Consent Calendar are items that can be adopted with one motion unless pulled by a Trustee wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed as the next item for discussion or may be continued until another meeting. Motion to approve the Consent Calendar, item 4a.

- a. For possible action. Approval of Gift fund claims
  - i. October/November 2018

5. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]

- a. 10/31/2018

6. For possible action. Update on 2011-2020 Long Range Plan.
  - a. Review and discussion of 2019 Objectives.
  - b. New 2019 Objectives must be adopted at November 27 meeting.
  
7. List of evaluations completed.
  - a. Davis
  - b. Pearson
  - c. Weber
  
8. For possible action. Final approval of State Library's Collection Development Grant for FY18-19.
  - a. Grant amount is \$11,885.00
  - b. Funds received in November 2018
  
9. Update on Bookmobile Project. [Discussion]
  - a. Discussion of recent fundraising
  - b. Update on Foundation and bookmobile
  
10. For possible action. Discussion and possible action to adopt 2019 schedule of library holidays.
  - a. Draft of proposed library closures for holidays in 2019
  
11. Review of expiring board terms. [Discussion]
  - a. Deborah Blackman 12/31/2018; 4 years
  - b. Melanie Boudreau 12/31/2018; 4 years
  - c. Reapplication process
  - d. Applications accepted through December 14, 2018
  
12. For possible action. Discussion and possible action to adopt schedule of Board meeting dates, times and locations in 2019.
  - a. Draft of schedule includes meeting dates, times: 4<sup>th</sup> Tuesday of month
  - b. Thursday, September 26 at Lake Tahoe library
  
13. Monthly Report. [Discussion]
  - a. Friends / Foundation
    - i. Friends Board Monthly Meeting – December 10, 2018
    - ii. Friends Annual Membership Meeting – January 26, 2019
    - iii. Foundation Meeting – February 13, 2019
  - b. Completed Library Programs
  - c. Current / Planned Library Programs
  - d. Facility work
  - e. Usage statistics

14. For possible action. Discussion on the annual performance evaluation of Library Director, Amy Dodson, including performance, job description, achievements, job duties and matters properly related thereto. Pursuant to NRS 241.031(1)(b) the Board may consider and discuss the character, competence, alleged misconduct or physical or mental health of Mrs. Dodson.

15. Public comments and discussion.

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 will not be taken as a public hearing is not legally required.

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.

16. For possible action. Adjournment.

According to the provisions of NRS 241, this notice and agenda has been posted on or before 9:00 am on the third working day before the meeting at the following locations:

Douglas County Libraries, Minden and Zephyr Cove  
Douglas County Courthouse  
Minden Post Office  
Zephyr Cove Post Office  
<http://douglascountynv.iqm2.com/>  
<https://notice.nv.gov>

Supporting material for the meeting is available at the Minden Library, 1625 Library Lane, Minden, NV. A request for copies of the supporting materials may be directed to:

Kathy Munson, Administrative Services Manager  
Douglas County Public Library  
1625 Library Lane, Minden, NV 89423  
775-782-9841  
[kmunson@douglas.lib.nv.us](mailto:kmunson@douglas.lib.nv.us)

Reasonable efforts will be made to assist and accommodate handicapped persons desiring to attend the meeting. Please contact Amy Dodson at 782-9841 before November 27, 2018 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 months of December 2018 / January 2019. 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.

Board of County Commissioners Meeting	12/6/18	1:00 PM	Co. Admin. Bldg.
Friends of the Library	12/10/18	4:00 PM	Minden Library
Second Wednesday Book Group	12/12/18	5:00 PM	Minden Library
Staff Holiday Potluck	12/18/18	11:00 AM	Minden Library
Friends of the Library	1/14/19	4:00 PM	Minden Library
Friends Annual Reception	1/26/19	11:00 AM-1:00 PM	Minden Library

This notice was posted at the following locations prior to meeting days:

Douglas County Libraries - Minden and Zephyr Cove  
Douglas County Courthouse  
Minden Post Office

Agenda Item  
#3

*UNAPPROVED*  
**LIBRARY BOARD OF TRUSTEES MINUTES  
OCTOBER 23, 2018**

**ATTENDEES**

**Library Board Members:** Deborah Blackman, Chairperson; Mark Jensen, Vice Chairperson; Melanie Boudreau, Trustee; Bonnie Rogers, Trustee; Charles Wolle, Trustee.

**Library Staff:** Amy Dodson, Library Director, Linda Wilson, Library Supervisor, and Kathy Munson, Administrative Services Manager. Kathy Munson took the minutes.

**County Staff:** Cynthea Gregory, Deputy District Attorney; Wendy Lang, Human Resources Director; Mike Avila, Technology Services and Douglas County Employees Association President.

**THE MEETING CONVENED AT 10:05 A.M.**

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

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

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

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

**3. APPROVAL OF THE MINUTES OF THE AUGUST 28 AND SEPTEMBER 27, 2018 REGULAR MEETINGS [Action]**

Trustee Mark Jensen requested a correction to the August 28 minutes on Page 11, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence, removing the word "policies". After his review of the recording of the proceedings, he did not use that particular word and requested it be removed from the minutes. Trustee Bonnie Rogers made a motion to approve the minutes as corrected by Trustee Jensen. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

Trustee Jensen made a motion to approve the September 27 minutes as presented. Trustee Charles Wolle made a second. Chairperson Deborah Blackman asked for public comment.

There being no public comment, public comment was closed and the motion passed unanimously.

**4. CONSENT CALENDAR [Action]**

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. September / October 2018

*Amy Dodson/Petty Cash	Creative Dance 9/7; TAB Murder Mystery 9/27	02373	\$ 77.97
*Amy Dodson/Petty Cash	STEAM Club 10/3; Staff Mtg refreshments 10/2	02387	\$ 71.89
*Scholastic, Inc.	2 <sup>nd</sup> Grade Program mtls.	02388	\$ 300.75
*Demco	2 <sup>nd</sup> Grade Program mtls.	02392	\$ 269.84
Demco	Shelf for Launchpads (funded by Smallwood Grant)	02396	\$1,001.97
*DoCoProcurement/MP	Staff Mtg refreshments 9/11; Halloween Boo Bash 10/30; TAB Murder Mystery 9/27; 2 <sup>nd</sup> Grade Program; TAB Mtg 9/19	02412	\$ 249.13
DoGoProcurement/KM	ERC, Gift cards-On the Spot	02413	\$ 50.00

\*Funding by Friends of the Library

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

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

a. 9/30/2018

The budget is on target for this time in the fiscal year. The \$4,800 deficit in Capital Projects is HVAC expenditures. There was no further discussion.

Gift Fund Summary – 9/30/18

Revenue YTD	\$ 5,246.60
Expenditures YTD	\$ 2,993.05
Fund Balance YTD	\$ 0.00

**6. DISCUSSION ON THE REVISIONS AND PROPOSED CHANGES TO THE MEETING ROOM POLICY [Action]**

Director Amy Dodson mentioned that the Trustees conditionally approved the revised meeting room policy at a recent previous meeting pending changes to item 11 regarding religious ceremonies. It was recommended that “religious” be removed from the language and only state “ceremonies” are not allowed.

With respect to charging a fee for room use, Deputy District Attorney Cynthia Gregory indicated that either all users must be charged the fee or none of them, so it was stricken completely and no fee will be charged.

Trustee Bonnie Rogers made a motion to approve the policy as discussed and revised. Trustee Mark Jensen made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

With regard to policy updates, Chairperson Blackman asked Director Dodson to provide the old policy with new policy strikeout language making review of the recommended updates easier to compare with the outgoing policy. Director Dodson agreed.

**7. DISCUSSION AND POSSIBLE ACTION TO APPROVE EXPENDITURE UP TO \$5,000.00 OF THE GIFT FUND FOR THE BOOKMOBILE, IF ADDITIONAL FUNDS ARE NEEDED. DISCUSSION WILL INCLUDE AN UPDATE ON THE BOOKMOBILE PROJECT [Action]**

Director Amy Dodson advised that the Library Foundation would be meeting on October 30 to decide on a vendor. They have been waiting on more details about the quotes and are expected to vote that day. This request is only in case additional funds are needed and would not be used if additional donations or grant funding applied for are received and adequate to finalize the purchase. The Friends of the Library (FOL) have already pledged some funding and the Foundation is talking to other possible donors. Trustee Bonnie Rogers, also President of the FOL, confirmed the pledge of \$5,000.

After discussion by the Trustees, Trustee Charles Wolle made a motion to approve expenditure up to \$5,000 from the Gift Fund if additional funds are needed. Trustee Melanie Boudreau made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion passed unanimously.

**8. DISCUSSION AND REVIEW OF POSSIBLE NEW EVALUATION FORMS TO BE CONSIDERED FOR THE ANNUAL PERFORMANCE EVALUATION OF THE LIBRARY DIRECTOR [Discussion]**

Director Amy Dodson indicated this item was continued from last month’s meeting. At that meeting, four sample forms were reviewed. Trustees mutually agreed on the two forms presented today, 1) the County’s NeoGov form which is used to evaluate other department directors; and 2) the print copy form currently in use for the Library Director and used for many

years past. After Board action on this matter, Director Dodson indicated she would make a copy of the selected form for each Trustee evaluation packet.

Trustee Charles Wolle stated he was comfortable with the long standing form currently in use.

Trustee Bonnie Rogers agreed with Trustee Wolle. She liked that the current form addresses leadership skills. This is a position that reports to the Board of Trustees, not the County Manager, thus the current form is preferred.

Chairperson Deborah Blackman stated the current form gives the Trustees a better foundation and interpretation of the director's performance. She expressed concern whether it was legal at this point to change or revise the evaluation form. She asked county staff present at today's meeting to introduce themselves and weigh in.

Wendy Lang, Human Resources Director, introduced herself. She indicated she had no concerns about the Trustees editing the form, but in fairness to the employee, recommended not changing the rules on the employee evaluation a month out from when it's due, for example, do not add new criteria, but refining the document to make it more efficient to conduct the evaluation would be okay.

Trustee Melanie Boudreau suggested placing review and discussion of the existing evaluation form on the January 2019 agenda for use at the director's next years' evaluation.

Trustee Mark Jensen agreed with a process such as that. He felt that continuity was important and would be helpful to him.

Cynthea Gregory, Deputy District Attorney, introduced herself. She advised it was completely within the Trustees' jurisdiction as long as they were evaluating key components of the form. Shortening or adding to the form is within the Trustees' discretion.

Chairperson Blackman didn't think there was enough time to revise the form for the director's evaluation at the November 2018 meeting but revising it for future use would be appropriate.

Trustee Boudreau made a motion that for the director's 2018 performance evaluation, the Trustees use the current form. Trustee Jensen made a second. Chairperson Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

Trustee Mark Jensen made a second motion. He moved that the Board form a subcommittee to streamline the current form, to be submitted at the January 2019 meeting. Trustee Bonnie Rogers made a second. Chairperson Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

Trustee Rogers recommended that the subcommittee be formed at the January 2019 Board meeting. She specified that the committee should be selected or formed at the January meeting whereas Trustee Jensen had said in his motion that the committee could start now and present a

revised document at the January meeting. Trustee Rogers thought that was a bit too soon because of the holidays.

**9. ANNUAL PERFORMANCE EVALUATION OF LIBRARY DIRECTOR [Discussion]**

- a. A packet of information will be given to each Trustee as soon as Item #8 (above) has been discussed and voted upon.
- b. Performance evaluation will be conducted at the November 27 regular meeting.

Director Amy Dodson requested Trustees stay briefly after today's meeting so that she could place the selected evaluation form in their respective packets. Trustee Bonnie Rogers asked if at the November meeting, the individual evaluation forms would be collected. Director Dodson responded yes, explaining that Trustees should complete their individual form and bring to the November meeting where one consolidated evaluation would be developed. She would total scores from each individual Trustee's form and come up with an averaged overall score to finalize the evaluation.

**10. UPDATE ON 2011-2020 LONG RANGE PLAN [Action]**

- a. Review and discussion of 2018 Goals and Objectives.

As requested by the Board at the September 2018 meeting, Director Amy Dodson presented reports that showed greater detail of results of the 2018 Goal 1 and 2 objectives. There were no comments or questions.

- b. Discussion of possible Goal 1 and Goal 2 Objectives for 2019.

Director Amy Dodson handed out the recommended objectives for 2019.

**Goal #1**

**Objective #1 – Increase technology available to patrons**

Trustee Bonnie Rogers commented that the library needs to monitor, evaluate and get patron feedback. She received information that our online technology products are difficult to understand, navigate through and operate. She suggested the library better explain to patrons how to use these products and as well, make patrons aware of everything we have to offer.

Chairperson Deborah Blackman stated she didn't feel Objective #1 items A through D as presented were measurable, commenting that the Board has no way to know if these items were successful. Each item under this objective needs to be much more specific and measurements provided to the Board during the course of time the product or service is used or conducted. At the November meeting, she would like to see descriptions of how and what products or services will be implemented, measured, and then evaluated. She would also like to see routine updates of each objective item.

Trustee Melanie Boudreau commented that online technology products need written instructions for patrons. Speaking on the matter of measurements, she presumed the statistics showed usage. Library Supervisor Linda Wilson stated the statistics only show numbers.

Objective #2 – Assess, test and streamline eResources

- Item B. Evaluate Axis 360 eBooks and eAudiobooks by December 31, 2019

Chairperson Blackman asked why Axis 360 eBooks and eAudiobooks were not complete in 2018 and now a 2019 objective. Director Dodson explained that this fell to the back burner since there were other projects going on. It is on a different platform by vendor Baker & Taylor.

Trustee Mark Jensen suggested a target completion date given possible financial impact to next year's budget, possibly March or April 2019. Director Dodson responded that March 30, 2019 was reasonable.

Objective #3 – Assess and evaluate the demand for learning technology

- Item A. Gather information from patrons and the community

Trustee Mark Jensen questioned how the library would collect this information from patrons. He noted some items in the objectives had delivery dates, e.g., 30 days, a specific date, etc., but there could be more description as to how items, though not all would be implemented, measured, and evaluated.

There were no further comments about Goal 1 Objectives.

**Goal #2**

Objective #1 – Establish Bookmobile service for valley region of Douglas County

- Items A, B and C.

The Trustees agreed these items were acceptable as presented.

Objective #2 – Introduce one or more new programs at Minden Library

and

Objective #3 – Introduce one or more new programs at Lake Tahoe branch

Trustee Rogers noted that completion/delivery dates are shown but programs are not identified or described, nor how they will be evaluated. If programs are sustainable, how will that be worded in this document? Please come up with some language for Board review.

Director Dodson responded that a program is sustainable and successful if it's something easily repeatable. The Board responded that they liked the verbiage "repeatable".

Director Dodson asked for clarification whether the Board wanted this level of specificity, for instance, the definition of what sustainable means. Sustainability is

generally measured by attendance at a program and how it's being talked about on social media websites. Chairperson Blackman confirmed that's what she is looking for. An example would be the iPads being circulated - she would want to see the cost, number of checkouts, and patron statistics.

There were no further comments about Goal 2 Objectives.

- c. New 2019 objectives must be adopted by November 27 meeting.

Director Dodson indicated she would incorporate all Board comments into the documents and bring them back to the November 2018 meeting. Trustee Jensen suggested improving on this format for the next round of review.

- d. Discussion on new Long Range Plan for 2021 and beyond.

The current plan runs through 2020. Director Dodson indicated next year we need to discuss the library's Long Range Plan for 2021 and beyond, and the steps that we will follow. The library only has one year remaining on the current Long Range Plan.

Trustee Rogers commented that the last time the plan was updated, a consultant was hired at a cost of \$50,000 (grant funded) and what was received from the consultant was garbage which didn't even relate to our library. The Board sat at the Lake Tahoe branch library for an entire day and wrote the current Long Range Plan. It was an effort between the Board, the Library Director and the staff to come up with the two goals you now see in the plan. It's been one of the most workable Long Range Plans she'd ever seen in an organization. Whatever the Board decides for the next 10 years, please keep that in mind.

Chairperson Blackman asked for public comment. Hearing none, public comment was closed. No action was taken by the Board of Trustees on this item.

## 11. REVIEW OF BOARD TERMS [Discussion]

- a. Deborah Blackman 12/31/2018
- b. Melanie Boudreau 12/31/2018
- c. Mark Jensen 12/31/2020
- d. Bonnie Rogers 12/31/2019
- e. Charles Wolle 12/31/2019

Director Amy Dodson stated this is a routine October agenda item. If a Trustee's term is ending, reapplication is required. The Board of County Commissioners will call for recruitment for board assignments in December. Trustee terms are for 4 years.

## 12. LIST OF EVALUATIONS COMPLETED

- a. Brown
- b. Frederick

c. Wilson, Linda

### 13. MONTHLY REPORT. [Discussion]

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

### 14. DISCUSSION ON THE CHARACTER, COMPETENCE, ALLEGED MISCONDUCT OR PHYSICAL OR MENTAL HEALTH OF AMY DODSON, LIBRARY DIRECTOR, PURSUANT TO NRS 241.031 AND RECOMMENDATIONS REGARDING TRAINING, POLICIES AND DEPARTMENTAL COMMUNICATION. THIS ITEM WAS PREVIOUSLY HEARD ON AUGUST 28, 2018 AND CONTINUED TO THE OCTOBER MEETING (ACTION)

Chairperson Deborah Blackman opened the discussion. Vice Chairperson Mark Jensen suggested Director Amy Dodson start since she did not have time to prepare a response before this item came up at the August 2018 meeting.

#### Director Amy Dodson

She appreciated the opportunity to respond. She addressed three items in the Human Resources report briefly identified as 1) the alleged reassignment of staff duties; 2) communication with management and professional staff; and 3) the alleged direction to staff to limit communications with the Board of Trustees. Her comments are summarized below.

- Has discussed with the Human Resources Director, Wendy Lang, and the Deputy District Attorney, Cynthia Gregory, several ways to make improvements in the coming year.
- Most troubling was all of the concerns in the report could have been addressed by simple conversation directly with her and handled immediately but instead have dragged out a long time. She cannot fix something if she's not aware of the problem.
- Felt that the Board of Trustees could and should have stepped in and spoken to her first; open communication applies to all. She received information from several parties, but in some instances, she was completely bypassed though she respected the need for Human Resources to do their job.
- She freely admitted she is imperfect, but is eager to learn and welcomed criticism. She was willing to attend any training necessary to improve her communications.
- Because of the past events and the Human Resources report, problems have come about, some of which have caused a negative effect on the library.
- First, the tone has prevented her from doing her job effectively because most of her time is spent on it and the fallout from it. She was not objecting but this has caused all else to fall to the wayside, affecting not just herself, but staff as well.
- The library workplace has become a culture of gossip, backstabbing, low morale, distrust, and taking sides and it needs to stop. It's reached a level that could undermine her authority and the Trustees' authority.
- The Board of Trustees no longer works together as a cohesive unit as they once did. The guiding of the libraries and Director has now splintered and it has a trickle-down effect. It is not a good environment to foster excellence in service.

- In addition to attending training, she will work hard to improve morale and restore the team environment enjoyed in the past.
- She will improve communications with staff and the Board of Trustees and do whatever is necessary to mend what has been damaged and build an even stronger library organization.
- A few months ago she started recurring one-on-one meetings with staff members to improve communication. She will continue these meetings when she returns to work full time.

Lengthy discussion followed. The substantive points are summarized below.

#### Board of Trustees

- Melanie Boudreau - Director Dodson has committed to attend the County's new management training in December and will attend more classes next year. She asked if the recommended staff training had begun.
- Deborah Blackman/Bonnie Rogers – Director Dodson invited Board of Trustee members to speak with her last year after the November 2017 Board meeting, but Chairperson Blackman and Trustee Rogers declined to meet with her since the item to be discussed was a matter already voted on in the open Board meeting of November 2017.
- Charles Wolle – he was on the Board when Director Dodson was hired. She has performed even better than expected. He will give her very high marks at her next performance evaluation and does not believe any action be taken against her.
- Deborah Blackman – reminder that the Human Resources report outlines the recommendations for training and so forth. She requested clarification why Wendy Lang, Human Resources Director, met with only 10 staff members and not with the entire library staff.
- Mark Jensen – did not suggest requiring further staff training, but thought it would be useful to continue.
- Melanie Boudreau – after refresher staff training, she suggested surveying staff a couple of times per year regarding what is going good, what isn't, what changes they would like to see, etc., not to intimidate staff but for the purpose of moving the library forward, facilitated possibly by a Board of Trustees subcommittee.
- Bonnie Rogers – had concern that in response to current issues, Director Dodson only talked to selective Board members. To increase communication, she needs to meet with all Board members. In meeting with only three Board members, the Board is not acting as a whole unit.

Deborah Blackman asked for public comment.

Mike Avila, Douglas County Employee Association President (DCEA)

- Mike Avila introduced himself. He is the DCEA President.
- His concern is that represented employees are treated equally and equitability.
- He sees a trend with Director Amy Dodson meeting with only three Board members. He felt it underhanded to seek out three members; that actively seeks to affect Board action.

- He's spoken with library employees. There are those who feel they are not liked by Director Dodson and are clearly made to feel uncomfortable. Those employees she likes feel like they are treated with respect. He found this to be an odd dichotomy.
- He listened to minutes from last meeting and concluded that some employees are feeling intimidated and excluded.
- He mentioned Weingarten rights which guarantees an employee the right to representation during an investigatory interview. If one violation occurred, how many others have occurred that are not known?
- He felt overall, the lack of communication was an issue. He is a fan of policy and procedure since it removes ambiguity. He fully supports the recommendations in the Human Resources Director's report.
- He hopes the Board of Trustees takes the time to respect what these employees have said; their comments are not irrelevant and these feelings don't breed a good environment at the library. He stated he feels a little bit of disinterest in these employees' comments by the Board of Trustees and it's concerning to him. He is only out to make sure his employees are treated as they should be. He will be keeping a close eye on the library.

Trustee Mark Jensen stated he wanted to respond to the comment Mr. Avila made earlier that Director Dodson was actively excluding Board members. If one specifically listened to the conversation, Trustee Jensen stated that he himself was not picked out – he made the call to Director Dodson when he came on the Board of Trustees to meet with her and he suspected that the other Board members who have met with Director Dodson did the same thing. The negative remark Mr. Avila made that Director Dodson was being underhanded is clearly negated by that fact.

Trustee Charles Wolle asked Mr. Avila if he had spoken to all sixteen staff members. Mr. Avila responded that he would have only spoken to employee association-represented staff members, off the top of his head, six, roughly about half. He continued that some employees had many concerns, but some had none.

Trustee Wolle asked Mr. Avila what he thought he should do differently because no staff member had come to him and stated he or she was being mistreated by Director Dodson. Chairperson Deborah Blackman stated that it was possible staff members were intimidated – this didn't necessarily mean it wasn't happening.

Mr. Avila stated he hoped if an employee approached a Trustee with major concerns that the Trustee could take in what they were saying, even if the Trustee didn't agree with them. There is a big perception in the library that these people are being treated improperly.

Deputy District Attorney Cynthea Gregory commented the conversation was getting off track with regard to communications with the Board of Trustees, Director Dodson and the staff. What was in front of Trustees today was the Human Resources performance improvement report prepared by Human Resources. If the Trustees want to talk about things that could be done, they could take the recommendations identified in that memo and make them goals and objectives for Director Dodson in the upcoming year.

Chairperson Deborah Blackman indicated another item of public comment was received. She identified the item as a letter written by Mary Wood, a long time former library employee. Chairperson Blackman read the letter into the record.

Chairperson Blackman then asked the Trustees whether they were going to do anything with the recommendations in the report.

Trustee Bonnie Rogers commented that at the August 2018 Board meeting, the Trustees made the recommendation that Director Dodson attend leadership management training and start working on standard operating procedures. At that time, Director Dodson stated she would start those items.

Trustee Melanie Boudreau stated for the record that she was there for the library, not Director Dodson, herself, or the staff. She resented the implication that the director would come to her to try to change her opinion. She came on the Board of Trustees as an independent community member and was serving in the best interest of the library, not anyone else.

Trustee Rogers felt the library operates to serve the community. As a Board member, she operates independently and was not on the Board to support what one person or three persons want to do, but what the community wants done. She feels the Board works together and doesn't want to see division created. She felt she should be able to speak openly and freely about what's going on.

Trustee Mark Jensen commented that it seemed to him that staff morale was the most important thing to fix. Director Dodson had already committed to attend additional management training and conduct additional staff training. As well, the Board set a March 2019 deadline for the standard operating procedures improvements and job descriptions work, but a more aggressive solution to the staff moral issue was needed.

To that end, Trustee Jensen made a motion to direct Director Dodson to work with the Human Resources department to identify additional tools to solve the moral problem. Trustee Melanie Boudreau made a second. Chairperson Blackman asked for public comment.

Director Amy Dodson stated she would meet with DCEA President Mike Avila. She welcomed direction or criticism from the Board, stating it would be very helpful and assist her in doing her job better. She already met with and will continue to work with Human Resources regardless of the Board directive.

Chairperson Blackman asked if there any other comments. Hearing none, public comment was closed and the motion carried unanimously.

**15. DISCUSSION ON ADOPTING A RESOLUTION FORMALLY ACKNOWLEDGING THE DOUGLAS COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES APPLY TO ALL DOUGLAS COUNTY LIBRARY EMPLOYEES. TABLED FROM SEPTEMBER 27, 2018 MEETING [Action]**

Chairperson Deborah Blackman indicated this was tabled from the September 2018 Board meeting for more information and discussion.

Deputy District Attorney Cynthea Gregory opened the discussion stating this resolution was recommended since library staff was unclear whether county administrative policies applied to them. This resolution acknowledges and confirms that they do. If the resolution is not adopted, the confusion will still exist. Adopting this resolution establishes once and for all that the county policies and procedures set by the Board of County Commissioners apply to all library employees.

Director Amy Dodson commented that not all county policy is applicable to the library, for example, the library has a separate network (IT policies), social media policy, and grant policy and process (Library Board of Trustees have regulatory power over financial matters). It's always been her practice to find out if a policy applies to the library by asking the County Manager for clarification. Library policies and procedures have to be functional for the library. If there's something completely outside of something we do, we cannot just blanket accept it. At the top of the resolution document, the title says "County Administrative Policies and Procedures..." which to her means all of them, but in the body of the document, it says "Douglas County Code, Title 2 Administration and Personnel..." Which one is it?

Wendy Lang, Human Resources Director, replied that Title 2 Administration and Personnel is Douglas County code. County Administrative Policies and Procedures are the individual policies and procedures that have been adopted – they are two very different things. This resolution is inclusive of all of those things. Title 2 does not represent all of the policies that Douglas County has adopted, those are separate.

Ms. Lang stated the County Manager is not the authority of Douglas County policy; that belongs to the Douglas County Commissioners. The County Manager does not have the authority to make exceptions to those policies. To that point, if there are exceptions being made, that's all the more reason to formalize the adoption of this resolution and then later address, through formal resolution, to revise the original resolution identifying which policy is specifically excluded. Rather than a handshake agreement it would be more appropriate to formalize in the policy or by a resolution from the Board of Trustees which is clearly differentiated for the library. Ms. Lang expressed concern about the library's grant process in that if it's not a specific policy that's made public and subject to external audit then it is inconsistent with county code with regard to financial matters.

Director Dodson replied that all of the library's financial matters are headed by this Board and not the County Commissioners; that's always been a very clear line. Ms. Lang asked if the library conducts an external audit of financial records. Director Dodson replied the library does not. Ms. Lang then affirmed that the County's external auditor handles that function. Director Dodson indicated that was correct.

Chairperson Blackman noted this is a good example of communication issues surrounding county code. As well, staff was not sure the county code applied to them and given that there are exceptions made within the library is all the more reason to establish formal resolution.

Director Dodson expressed concern that there should be a stipulation for county policies and procedures that are not relevant to the library.

After additional discussion by the Board of Trustees, they acknowledged that exceptions or exclusions could be handled by additional resolution or direction to Director Dodson to go the County Commissioners for clarification or formal request for exemption. As well, including it in Library policy would benefit future employees, the library director and the county manager.

Ms. Gregory reminded everyone that the county administrative policies and procedures are designed to be a comprehensive manual that guide and affect all employees. They are not operating procedures, they are broad policies. Each department has their internal standard operating procedures but those not necessarily exempted from compliance with county code.

Trustee Bonnie Rogers made a motion to adopt Resolution Number 2018R-001. Trustee Melanie Boudreau made a second. Chairperson Blackman asked for public comment.

Mr. Avila reminded the Trustees that the employee contract with DGEA should also be considered when any resolutions are adopted.

There being no further public comment, public comment was closed and the motion carried unanimously.

#### **16. PUBLIC COMMENTS AND DISCUSSION**

Chairperson Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed.

#### **17. ADJOURNMENT [Action]**

There was no further action or discussion. The meeting adjourned at 12:45 p.m.

km

*Consent Calendar*  
*Agenda Item 4a*

Gift Fund Claims  
October / November 2018

Amazon.com	Board mtg recording device peripherals	02423	\$ 176.97
Findaway World LLC	Launchpads (Smallwood Grant)	02444	\$ 2,179.83
*Amy Dodson/Petty Cash	ERC, staff birthdays; STEAM Club 11/7/18	02450	\$ 33.98
*DoCoProcurement/MP	TAB Mtg 10/17/18; Frost a Gingerbread Party baked goods 12/8/18	02457	\$ 81.07
Baker & Taylor	Library materials (donation from Gardnerville Women's Literary Club)	02479	\$ 26.03

\*Funding by Friends of the Library



## Agenda Item #5

### Douglas County Public Library

#### Budget Summary

Fiscal Year 2018-2019

Month End 10/31/2018

% of Fiscal Year

33.2%

#### EXPENDITURE ACCOUNTS

##### Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
\$892,706		\$65,439	\$257,938	29%

##### Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
\$428,362		\$32,586	\$129,680	30%

##### Services & Supplies

Budgeted	Amend-ments	Current month	Encumber	Year-to-date	% Used
\$370,968	\$0	\$36,160	\$10,072	\$148,247	42%

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	Encumber	Year-to-date	Amended Less YTD	% Used
\$0	\$0	\$0	\$0	\$0	\$0	0%

#### Capital Projects \*\* 234-804-562-000 & 234-804-564-500

Budgeted	Amended Budget	Current	Encumber	Year-to-date	Budget less YTD	% Used
\$0	\$27,062	\$0	\$0	\$600	\$26,462	2%

**\*\* 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 \$10,000 or more will pass through this account. As augmentations are done only twice per fiscal year, these accounts will often show a negative balance.**

# Library Expense Budget Performance Report

Fiscal Year to Date 10/31/18  
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
<b>Fund 234 - Room Tax</b>										
<b>Department 804 - Library</b>										
<b>EXPENSE</b>										
<b>Salaries &amp; Wages</b>										
510.000	Salaries & Wages	858,220.00	.00	858,220.00	60,100.49	.00	221,071.81	637,148.19	26	204,969.27
510.125	Salaries-Other	34,486.00	.00	34,486.00	.00	.00	.00	34,486.00	0	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.171	Holidays	.00	.00	.00	.00	.00	6,017.60	(6,017.60)	+++	5,121.76
511.172	Comp Paid	.00	.00	.00	157.54	.00	2,048.58	(2,048.58)	+++	414.98
511.173	Vacation	.00	.00	.00	4,068.29	.00	21,523.15	(21,523.15)	+++	21,338.89
511.174	Sick	.00	.00	.00	1,112.46	.00	7,276.65	(7,276.65)	+++	5,571.82
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>Salaries &amp; Wages Totals</b>		<b>\$892,706.00</b>	<b>\$0.00</b>	<b>\$892,706.00</b>	<b>\$65,438.78</b>	<b>\$0.00</b>	<b>\$257,937.79</b>	<b>\$634,768.21</b>	<b>29%</b>	<b>\$237,416.72</b>
<b>Employee Benefits</b>										
511.180	Benefits	20,701.00	.00	20,701.00	.00	.00	.00	20,701.00	0	.00
511.181	Retirement	231,457.00	.00	231,457.00	17,546.81	.00	69,694.18	161,762.82	30	62,486.47
511.182	Workers Comp	10,790.00	.00	10,790.00	2,455.89	.00	9,711.23	1,078.77	90	8,746.63
511.183	Group Insurance	141,737.00	.00	141,737.00	10,829.40	.00	43,317.60	98,419.40	31	34,412.46
511.184	Unemployment	4,291.00	.00	4,291.00	329.71	.00	1,298.09	2,992.91	30	1,178.24
511.186	Medicare	12,444.00	.00	12,444.00	907.83	.00	3,595.32	8,848.68	29	3,290.14
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.191	Pact Fire/Law Heart/Lung	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.195	Oasdi	750.00	.00	750.00	.00	.00	.00	750.00	0	173.51
511.201	PEBS-Ret/Medical	6,192.00	.00	6,192.00	516.00	.00	2,064.00	4,128.00	33	2,064.00
<b>Employee Benefits Totals</b>		<b>\$428,362.00</b>	<b>\$0.00</b>	<b>\$428,362.00</b>	<b>\$32,585.64</b>	<b>\$0.00</b>	<b>\$129,680.42</b>	<b>\$298,681.58</b>	<b>30%</b>	<b>\$112,351.45</b>
<b>Services &amp; Supplies</b>										
520.029	Program Underwriting	5,000.00	.00	5,000.00	203.94	.00	1,733.76	3,266.24	35	4,084.28
520.045	Computer System	50,000.00	.00	50,000.00	1,022.03	.00	36,995.14	13,004.86	74	43,172.97
520.055	Telephone Expense	5,500.00	.00	5,500.00	546.29	.00	1,845.26	3,654.74	34	1,490.40
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	515.99	.00	1,273.69	1,926.31	40	982.97



# Library Expense Budget Performance Report

Fiscal Year to Date 10/31/18  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.064	Travel	6,000.00	.00	6,000.00	1,355.61	.00	1,965.17	4,034.83	33	1,181.66
520.072	Advertising	.00	.00	.00	.00	.00	1.22	(1.22)	+++	.00
520.078	Printing & Binding	100.00	.00	100.00	41.98	.00	95.41	4.59	95	.00
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	1,320.00
520.088	Utilities	32,000.00	.00	32,000.00	2,310.20	.00	7,459.02	24,540.98	23	8,229.11
520.097	Maint B&G	2,000.00	.00	2,000.00	439.47	.00	769.33	1,230.67	38	414.70
520.098	Janitorial Services	30,072.00	10,072.00	40,144.00	.00	10,072.45	2,014.49	28,057.06	30	98.64
520.107	Maint Equip	9,000.00	.00	9,000.00	.00	.00	1,924.00	7,076.00	21	360.00
520.110	Veh. Maint-Shop Parts	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.114	Motor Pool Expense	5,840.00	.00	5,840.00	.00	.00	1,460.01	4,379.99	25	1,893.32
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	.00	.00	647.14	4,352.86	13	718.89
520.156	Risk Mgmt-Co. Insurance	32,014.00	.00	32,014.00	.00	.00	8,003.50	24,010.50	25	8,280.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	90.00	(90.00)	+++	94.50
520.170	Memberships	650.00	.00	650.00	50.00	.00	120.00	530.00	18	50.00
520.200	Training & Education	2,000.00	.00	2,000.00	210.00	.00	435.00	1,565.00	22	150.00
520.240	Data Lines	9,000.00	.00	9,000.00	700.01	.00	2,676.40	6,323.60	30	3,033.87
521.100	Professional Services	100.00	.00	100.00	125.00	.00	400.00	(300.00)	400	470.00
521.134	Cataloging	25,000.00	.00	25,000.00	3,227.16	.00	6,234.18	18,765.82	25	3,105.87
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	+++	.00
530.001	Circulation Supplies	1,500.00	.00	1,500.00	127.37	.00	127.37	1,372.63	8	3,035.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	131,769.00	.00	131,769.00	23,743.26	.00	64,477.99	67,291.01	49	48,515.80
532.057	Processing Materials	3,000.00	.00	3,000.00	1,265.53	.00	3,159.45	(159.45)	105	743.21
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	.00	3,000.00	152.72	.00	808.46	2,191.54	27	367.45
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	2,000.00	.00	2,000.00	.00	.00	1,767.05	232.95	88	1,220.65
533.813	Office Products Program	4,500.00	.00	4,500.00	123.87	.00	1,764.00	2,736.00	39	924.92
533.817	Small Projects	623.00	.00	623.00	.00	.00	.00	623.00	0	1,513.06
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services &amp; Supplies Totals</i>		\$370,968.00	\$10,072.00	\$381,040.00	\$36,160.43	\$10,072.45	\$148,247.04	\$222,720.51	42%	\$135,451.27

# Library Expense Budget Performance Report

Fiscal Year to Date 10/31/18  
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
<i>Capital Outlay/Projects</i>										
560.010	Capital Outlay- Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.000	Capital Projects	.00	2,554.00	2,554.00	.00	.00	600.00	1,954.00	23	11,058.14
562.200	Buildings	.00	.00	.00	.00	.00	.00	.00	+++	.00
562.500	Infrastructure	.00	.00	.00	.00	.00	.00	.00	+++	.00
563.300	Improvements	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	24,508.00	24,508.00	.00	.00	.00	24,508.00	0	24,507.77
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$27,062.00	\$27,062.00	\$0.00	\$0.00	\$600.00	\$26,462.00	2%	\$35,565.91
EXPENSE TOTALS		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$134,184.85	\$10,072.45	\$536,465.25	\$1,182,632.30	32%	\$520,785.35
Department 804 - Library Totals		(\$1,692,036.00)	(\$37,134.00)	(\$1,729,170.00)	(\$134,184.85)	(\$10,072.45)	(\$536,465.25)	(\$1,182,632.30)	32%	(\$520,785.35)
Fund 234 - Room Tax Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$134,184.85	\$10,072.45	\$536,465.25	\$1,182,632.30		\$520,785.35
Grand Totals		\$1,692,036.00	\$37,134.00	\$1,729,170.00	\$134,184.85	\$10,072.45	\$536,465.25	\$1,182,632.30		\$520,785.35



# Gift Fund Budget Performance Report

Fiscal Year to Date 10/31/18  
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 Total
<b>Fund 235 - Library Gift Fund</b>										
<b>Department 800 - Library Gift Fund</b>										
<b>EXPENSE</b>										
<b>Services &amp; Supplies</b>										
532.061	Library Gift Fund	.00	.00	.00	2,021.55	.00	4,954.60	(4,954.60)	+++	12,693.37
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$2,021.55	\$0.00	\$4,954.60	(\$4,954.60)	+++	\$12,693.37
	<b>EXPENSE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$2,021.55	\$0.00	\$4,954.60	(\$4,954.60)	+++	\$12,693.37
	<b>Department 800 - Library Gift Fund Totals</b>	\$0.00	\$0.00	\$0.00	(\$2,021.55)	\$0.00	(\$4,954.60)	\$4,954.60	+++	(\$12,693.37)
	<b>Fund 235 - Library Gift Fund Totals</b>	\$0.00	\$0.00	\$0.00	\$2,021.55	\$0.00	\$4,954.60	(\$4,954.60)	+++	\$12,693.37
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$2,021.55	\$0.00	\$4,954.60	(\$4,954.60)		\$12,693.37



# Gift Fund Trial Balance

Through 10/31/18  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund 235 - Library Gift Fund</b>						
<i>Current Assets</i>						
101.000	Cash	108,868.95	6,149.24	5,482.50	109,535.69	87,422.21
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(280.55)
121.100	Interest Receivable	187.18	47.61	23.95	210.84	69.58
155.000	Prepaid Expense	32.95	.00	32.95	.00	.00
	<i>Current Assets Totals</i>	<b>\$108,041.00</b>	<b>\$6,196.85</b>	<b>\$5,539.40</b>	<b>\$108,698.45</b>	<b>\$87,211.24</b>
<i>Current Liabilities</i>						
202.000	Accounts Payable	(502.49)	5,424.14	4,921.65	.00	.00
207.000	Due To Other Funds	(13.06)	13.06	.00	.00	.00
	<i>Current Liabilities Totals</i>	<b>(\$515.55)</b>	<b>\$5,437.20</b>	<b>\$4,921.65</b>	<b>\$0.00</b>	<b>\$0.00</b>
<i>Fund Balance</i>						
253.000	Fund Balance	(87,417.57)	.00	.00	(87,417.57)	(87,417.57)
	<i>Fund Balance Totals</i>	<b>(87,417.57)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(87,417.57)</b>	<b>(87,417.57)</b>



# Gift Fund Income Statement

Through 10/31/18  
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
<b>Fund Category Governmental Funds</b>							
<b>Fund Type Governmental-Spec Revenue</b>							
<b>Fund 235 - Library Gift Fund</b>							
<b>REVENUE</b>							
Department 000 - Revenue							
<i>Interest Revenue</i>							
361.211	Invest. Earnings-LGIP	.00	.00	53.26	(53.26)	+++	87.64
361.212	Invest. Earnings-BNY Mellon	.00	.00	248.91	(248.91)	+++	19.18
	<i>Interest Revenue Totals</i>	\$0.00	\$0.00	\$302.17	(\$302.17)	+++	\$106.82
<i>Miscellaneous Revenue</i>							
367.102	Donations	.00	881.00	5,825.43	(5,825.43)	+++	4,529.59
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$881.00	\$5,825.43	(\$5,825.43)	+++	\$4,529.59
<b>Department 000 - Revenue Totals</b>							
		\$0.00	\$881.00	\$6,127.60	(\$6,127.60)	+++	\$4,636.41
	<b>REVENUE TOTALS</b>	\$0.00	\$881.00	\$6,127.60	(\$6,127.60)	+++	\$4,636.41
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	.00	2,021.55	4,954.60	(4,954.60)	+++	4,842.74
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$2,021.55	\$4,954.60	(\$4,954.60)	+++	\$4,842.74
<b>Department 800 - Library Gift Fund Totals</b>							
		\$0.00	\$2,021.55	\$4,954.60	(\$4,954.60)	+++	\$4,842.74
	<b>EXPENSE TOTALS</b>	\$0.00	\$2,021.55	\$4,954.60	(\$4,954.60)	+++	\$4,842.74
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	.00	881.00	6,127.60	(6,127.60)	+++	4,636.41
	<b>EXPENSE TOTALS</b>	.00	2,021.55	4,954.60	(4,954.60)	+++	4,842.74
	<b>Grand Total Net Gain (Loss)</b>	\$0.00	(\$1,140.55)	\$1,173.00	\$1,173.00	+++	(\$206.33)

## **Agenda Item #6**

### **Goal # 1 (2019 objectives)**

**Douglas County residents and visitors will access the digital world using high-speed connectivity, emerging technologies and guidance from specialists in information, media and technology.**

#### **Objective #1– Increase technology available to patrons**

- A. Investigate possible expansion of Virtual Reality technology program at both libraries by September 1, 2019**
  - a. Collect information according to NSLAPR grant guidelines**
  - b. Utilize the data to determine potential demand at each library location**
  - c. Determine cost estimates (software, equipment)**
  - d. Consider potential demand and costs to determine feasibility and sustainability**
- B. Assess and determine the need(s) for additional mobile devices and resources by October 1, 2019**
  - a. Conduct survey of public (users and non-users if possible)**
  - b. Examine historical and statistical trends**
- C. Evaluate available robotics technology/devices and determine collection possibilities by November 1, 2019**
  - a. Perform research of current available technology/devices including their use by other public libraries**
  - b. Determine demand and needs for robotics resources**
  - c. Create robotics program for 2020 and beyond (based on (b) above)**
  - d. Develop assessment protocol for evaluation of program(s)**

#### **Objective #2 – Assess and evaluate the demand for technology assistance and education**

- A. Collect user data and statistics by September 1, 2019**
  - a. Use Polaris to generate reports on usage of mobile devices**
  - b. Track Reserve-a-Tech sessions**
  - c. Consult staff and document their input**
- B. Gather information from patrons and the greater community by October 1, 2019**
  - a. Distribute online and paper surveys**
  - b. Develop other potential tools for gathering information**
- C. Determine possibilities for technology education programs by November 1, 2019**
  - a. Compile input from Tech Team and other staff**
  - b. Using collected data, develop framework of potential programs**
  - c. Determine cost estimates (software, equipment, program supplies)**
  - d. Use collected data and staff input to determine feasibility and sustainability**

## *Agenda Item #6*

- D. Begin implementing new technology programs by December 1, 2019
  - a. Create new publicity plan to feature each resource or program in a series of monthly promotions (newspaper articles, social media posts, and flyers)
  - b. Develop assessment protocol for evaluation of program(s)

### Objective #3 – Assess, test and streamline eResources

- A. Evaluate Axis 360 eBooks and eAudiobooks by March 1, 2019
  - a. Investigate usage by other Polaris libraries
  - b. Meet with vendor
  - c. Determine impacts on library's acquisition/selection processes
  - d. Examine functionality (staff and patrons) and cost to determine feasibility
- B. Monitor and evaluate current digital offerings by December 1, 2019
  - a. Examine statistical trends
  - b. Collect staff input
  - c. Determine if (and which) resources should be added and discontinued
- C. Develop and create learning tools for patrons by December 1, 2019
  - a. Design technology education/assistance programs focused on the selected eResources (see Objective #2)
  - b. Develop assessment protocol for evaluation of program(s)

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*Draft presented to Library Board of Trustees on November 27, 2018.*

## *Agenda Item #6*

### **Goal #2 (2019 objectives)**

**Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers.**

#### **Objective #1 – Establish Bookmobile service for valley region of Douglas County**

- A. Hire Bookmobile Library Technician by February 1, 2019
  - a. Interview candidates and offer job to top candidate
  - b. Train the new Library Technician on library functions as they apply to bookmobile service
- B. Bookmobile committee will create a service plan for bookmobile (delivery date is TBD)
  - a. Bookmobile committee will reconvene by April 1, 2019
- C. Train the Bookmobile Library Technician and other staff on bookmobile functions and services within thirty (30) days of delivery
- D. Train Bookmobile volunteers in basic duties within thirty (30) days of delivery
- E. Launch bookmobile service within thirty (30) days of delivery

#### **Objective #2 – Produce, revise, and improve Library policies, procedures and support documents**

- A. Review existing policies and procedures
- B. Establish small staff groups or committees assigned to specific documents
- C. Create and/or update policies and procedures
- D. Finished documents and handbook will support the Library's goal to provide the public with relevant and innovative services, resources and programs by **May 1, 2020**
- E. Inform and train the staff on implementation by **September 1, 2020**
- F. Complete implementation by **October 1, 2020**

#### **Objective #3 – Develop and implement a standard system of assessment that will be used to measure, evaluate, and track all library programs by May 1, 2019**

- A. Develop a standard system that will be used to evaluate all library programs by March 1, 2019
  - a. Initiate a staff committee to design the system
  - b. Tracking and evaluation procedures will be digitized and applicable to all program types
  - c. New system will include statistical analysis
- B. Create a procedure for new programs to ensure equal consideration of all ideas

## Agenda Item #6

- a. Design a workflow that will track programs from the “idea” stage to the “evaluation” stage

### Objective #4 – Introduce one or more new programs at Minden Library by October 1, 2019

- B. Program(s) will be sustainable (repeatable, cost-effective, realistic)
- C. Program will be aligned with the Library’s mission and goals
- D. Program will be launched by September 30, 2019
- E. Evaluate the program using new system (see Objective #3) by December 1, 2019

### Objective #5 – Introduce one or more new programs at Lake Tahoe branch by October 1, 2019

- A. Program(s) will be sustainable (repeatable, cost-effective, realistic)
- B. Program will be aligned with the Library’s mission and goals
- C. Program will be launched by September 30, 2019
- D. Evaluate the program using new system (see Objective #3) by December 1, 2019

### Objective #6 – Summer Reading 2019 patrons will have a Summer Reading Program that features the theme “Space: A Universe of Stories” for all age groups

- A. Launch SRP in June 2019 to include children, teens, and adults
- B. Evaluate SRP by December 1, 2019

*Draft presented to Library Board of Trustees on November 27, 2018.*

**Agenda Item #8**

**NEVADA PUBLIC LIBRARIES FY 2019  
STATE COLLECTION DEVELOPMENT APPLICATION**

Library	Douglas County Public Library	Date	11/13/18
Address	1625 Library Lane	Telephone	775-782-9841
	Minden, NV	E-mail	adodson@douglas.lib.nv.us

Application is due: Friday, September 28, 2018

<b>For Admin Use Only</b>	
Eligible: _____	No decrease _____
Amt Granted _____	Project ID _____

**FY2019: TITLE: State Collection Development Grant**

**Brief Description of Project (Use additional sheets if necessary to fully describe project):**

The project will add electronic and audiovisual materials to the collections of the Douglas County Public Library. The funds will be spent on print materials, as well as eBooks and eAudiobooks to be delivered through the OneClick Digital platform from Recorded Books. The funds will also contribute to the purchases of Hoopla and Freegal.

**Need for Project:**

Douglas County Public Library's patron base is drawn from the Towns of Minden, Genoa, and Gardnerville, unincorporated parts of the county, Zephyr Cove, Stateline, adjoining Nevada counties, as well as three neighboring California counties. We also provide services to students at China Spring Youth Camp, the Lake Tahoe Juvenile Detention Facility, and our own Homebound Service. The diverse nature of the patron base combined with flat local revenues and increased demand have created the need for the library system to increase and update collections. The demand and growth are far beyond what local revenues can accommodate.

**How the Need was determined:**

Collection evaluation, development, weeding, and analyses of collection usage help us determine the areas in need of additional or updated materials. Patron requests for materials, professional review sources, and analyses of collection usage are also important parts of the ongoing assessment process. Together these factors highlight the growing demand for electronic resources such as eAudiobooks, eMagazines, and eBooks.

**Types of Materials to be purchased:**

Purchases for electronic and audiovisual materials will include adult fiction, biographies, and popular nonfiction titles. These will be acquired through subscriptions (i.e., platforms such as Hoopla and One Click) and specific selections of eBooks.

If additional space is needed, please complete on a separate sheet.

**Termination for Non-Appropriation.** The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

**Please complete and sign the application; scan and return this copy to Norma Fowler at [nfowler@admin.nv.gov](mailto:nfowler@admin.nv.gov), as a PDF once it is signed.**

**CERTIFICATION**

In accepting these funds for collection development, the undersigned agrees and certifies that: 1) they have not supplanted or caused to be reduced any other sources of funding for the public library and 2) narrative reports on the project's progress will be submitted when requested by the State Library.

Deborah Blackman 11/13/18  
President, Board of Trustees Date

[Signature] 11/13/18  
Library Director Date

[Signature] 11/13/18  
Project Director (if applicable) Date

## Agenda Item #10

### Douglas County & DCPL Holidays 2019

*Proposed November 27, 2018*

<b>HOLIDAY</b>	<b>COUNTY CLOSED</b>	<b>LIBRARY CLOSED</b>
New Year's Day	Tuesday, January 1, 2019	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019	Monday, January 21, 2019
President's Day	Monday, February 18, 2019	Monday, February 18, 2019
Memorial Day	Monday, May 27, 2019	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019	Monday, September 2, 2019
Nevada Day	Friday, October 25, 2019	<b>Friday, October 25 and Saturday, October 26, 2019</b>
Veteran's Day	Monday, November 11, 2019	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019	Thursday, November 28, 2019
Family Day	Friday, November 29, 2019	Friday, November 29, 2019
Christmas Holiday	Wednesday, December 25, 2019	Wednesday, December 25, 2019
New Year's Day	Wednesday, January 1, 2020	Tuesday, January 1, 2020

***Proposed to Library Board of Trustees at November 27, 2018 meeting***

## Agenda Item #11



### BOARD OF COMMISSIONERS

1594 Esmeralda Avenue, Minden, Nevada 89423

Lawrence A. Werner  
COUNTY MANAGER  
775-782-9821

**COMMISSIONERS:**  
Barry Penzel, CHAIRMAN  
Steven Thaler, VICE-CHAIRMAN  
Nancy McDermid  
Larry Walsh  
Dave Nelson

### MEMORANDUM

To: Commissioner Appointed Advisory Boards  
911 Surcharge Advisory Committee (Ron Sagen)  
Airport Advisory Committee (Bobbi Thompson)  
Board of Equalization (Kathy Lewis)  
Carson Water Subconservancy District (Edwin James)  
Douglas County Advisory Board to Manage Wildlife (Lorraine Kabat)  
Genoa Historic District Commission (Robert Centanni)  
Law Library Board (Erin Plante)  
Library Board of Trustees (Amy Dodson)  
Parks & Recreation Commission (Scott Morgan)  
Planning Commission (Dave Lundergreen)  
Regional Transportation Commission (Jon Erb)  
Senior Services Advisory Council (Scott Morgan)  
Water Conveyance Advisory Committee (Dave Lundergreen)

From: Natalie Wood, Administrative Services Manager

Re: Terms Expiring December 31, 2018

Date: 11/17/2018

Attached please find a list of advisory board members whose terms of office expire on December 31, 2018. If advisory board members would like to be considered for reappointment, please let them know that they must submit a completed application to the Board of Commissioners prior to December 14, 2018.

Please let me know by the end of day Monday, November 19, 2018 that the information I have provided is correct, or if changes need to be made.

Thank you!

**LIST OF ADVISORY BOARD MEMBERS  
WITH EXPIRING TERMS (12/31/18)**

**911 SURCHARGE ADVISORY COMMITTEE:** County Contact: Ron Sagen, 782-9977

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
David Brady	2/17-12/18	2 years
Jerald Johnson	3/13-12/18	2 years (x3)
Bobbi Thompson	3/13-12/18	2 years (x3)

**AIRPORT ADVISORY COMMITTEE:** County Contact: Bobbi Thompson, 782-9871

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Mike Cowan	1/15-12/18	2 years (x2)
Findel Hernandez	1/17-12/18	2 years
Blayne Osborn	1/15-12/18	2 years (x2)

**AUDIT COMMITTEE:** County Contact: Terri Willoughby, 782-6202

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
NO VACANCIES		

**BOARD OF EQUALIZATION:** County Contact: Kathy Lewis, 782-6273

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Gary Boudreau	1/17 – 12/17	4 years
Roy Darrow	1/07-12/18	4 years (x3)
Timothy Plaehn	1/17-12/18	4 years

**CARSON WATER SUBCONSERVANCY DISTRICT:** Edwin James, GM, CWSD, 887-7450

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Doug Johnson	2/05-12/18	4 years (x4)
Fred Stodieck	1/94-12/18	4 years (x6)

**DO CO ADVISORY BOARD TO MANAGE WILDLIFE:** County Contact: Lorraine Kabat, 782-0029

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Craig S. Burnside	1/06-12/18	3 years (5)
Michael Turnipseed	1/04-12/18	3 years (x5)
Chad Foster	1/16-12/18	3 years

**GENOA HISTORIC DISTRICT COMMISSION:** No County contact: Robert Centanni, 782-0801

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Robert Centanni	1/96 – 12/17	2 years (x11)
Becky Pappenfort	1/14 – 12/17	2 years (x2)
Marian Vassar	9/13 – 12/17	2 years (x3)
Ron Bommarito	1/96-12/18	2 years (x12)
Karen Holmes	1/13-12/18	2 years (x3)

**LAW LIBRARY BOARD:** County Contact: Erin Plante, 782-9951

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Victoria Barrett	1/13-12/18	2 years (x3)
Peter Handy	1/17-12/18	2 years

**LIBRARY BOARD OF TRUSTEES:** County Contact: Amy Dodson, 783-6405

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Deborah Blackman	1/15-12/18	4 years
Melanie Boudreau	1/15-12/18	4 years

**PARKS AND RECREATION COMMISSION:** County Contact: Scott Morgan, 782-9829

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Adam Lewandowski	1/17-12/18	2 years
Kelly Gardner	1/96-12/18	2 years (x10)
Brenda Robertson	1/17-12/18	2 years

**PLANNING COMMISSION:** County Contact: Dave Lundergreen, 782-6201

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Anje de Knijf	1/15-12/18	4 years
Frank Godecke	1/11-12/18	4 years (x2)
Stacy Noyes	10/16-12/18	4 years

**REGIONAL TRANSPORTATION COMMISSION:** County Contact: Jon Erb, 782-6233

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Barry Penzel	1/17-12/18	2 years
Nancy McDermid	1/09-12/18	2 years (x5)
Dan Hamer	6/16-12/18	2 years

**SENIOR SERVICES ADVISORY COUNCIL:** County Contact: Scott Morgan, 782-9829

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Robert Cook	1/04 – 12/18	2 years (x7)
Bruce Beamer	1/17-12/18	2 years
Doug Sonnemann	3/16-12/18	2 years

**WATER CONVEYANCE ADVISORY COMMITTEE:** County Contact: Dave Lundergreen, 782-6201

<b>Name</b>	<b>Years Served</b>	<b>Term</b>
Kurt Alexander Dreyer	1/13-12/18	2 years (x3)
David Hussman	1/93-12/18	2 years (x13)

## Agenda Item #12



### LIBRARY BOARD OF TRUSTEES MEETING TIMES, DATES, LOCATIONS FOR 2019 Proposed 11/27/18

JANUARY	Tuesday, January 22	Library Board	10:00 am
FEBRUARY	Tuesday, February 26	Library Board	10:00 am
MARCH	Tuesday, March 26	Library Board	10:00 am
APRIL	Tuesday, April 23	Library Board	10:00 am
MAY	Tuesday, May 28	Library Board	10:00 am
JUNE	Tuesday, June 25	Library Board	10:00 am
JULY	<b>NO MEETING</b>		
AUGUST	Tuesday, August 27	Library Board	10:00 am
SEPTEMBER	Thursday, September 26	Library Board Long Range Plan	10:00 am
LOCATION: Lake Tahoe Branch Library, Zephyr Cove, NV			
OCTOBER	Tuesday, October 22	Library Board Long Range Plan	10:00 am
NOVEMBER	Tuesday, November 26	Library Board	10:00 am
DECEMBER	<b>NO MEETING</b>		

- ★ Meetings are held 4<sup>th</sup> Tuesday of the month (Thursday in September) ★  
★ All meetings held at Minden Library, unless otherwise noted ★



## Agenda Item #13

### Director's Monthly Report November 2018

- 1) Bookmobile and Library Foundation. In the last two weeks, our bookmobile dreams have come true! Thanks to the incredible efforts of the Foundation and an amazing book sale, the Foundation surpassed their goal by \$2,000. Additional funds could materialize in the next few weeks. The Foundation selected Farber Specialty Vehicles as the vendor to customize the vehicle. The final quoted cost was \$192,600.
- 2) Friends and Foundation Book Sale. The Fall Book Sale (jointly operated by the book sale committee, comprised of Friends and Foundation members) was held November 9-11 at the CVIC Hall. The sale shattered all previous records with a total of **\$6,696.62** in sales. The Friends and Foundation first joined forces in 2015, and raised \$4,000 at their first sale. The book sales were previously managed by a third party. The last book sale through the third party raised \$418 for the library. With three years of experience, the book sale committee and volunteers are functioning very smoothly together, and each sale operates better than the last.
- 3) Heat and Air Conditioning. The HVAC construction at the Minden Library continues. The project started in October and will hopefully be finished in April or May of 2019. Much of the installation is dependent upon weather, so it is too early to pinpoint a completion date.
- 4) Library Website. The Library's new website became "live" on October 31, coinciding with the debut of the County's website. The inevitable bugs and hiccups have been identified, and fixed or are in the process of being fixed. We are very excited to introduce our patrons to the new site. Library Technician Heather Frueh worked on this project for several months, and her efforts have been outstanding.
- 5) Staff vacancies. We currently have a Library Technician position vacancy, and the position is specifically assigned to the bookmobile. We have reviewed applications and we will conduct interviews in December.
- 6) Library Programs. Several programs are scheduled for the holiday season. Children's programs include a showing of "The Polar Express", a gingerbread decorating event, a teen writers' group, the annual LEGO Building Challenge, and family movie programs.

**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Monday, October 29, 2018 11:11 AM  
**To:** DCPL Publicity  
**Subject:** PSA Library Closed November 12 for Veterans Day

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Library Closed November 12 for Veterans Day**

The Douglas County Public Library in Minden will be closed Monday, November 12 in observance of Veterans Day. The Minden library will resume its regular schedule on Tuesday, November 13 at 10:00 a.m.

Connect with the Douglas County Public Library on Facebook and Twitter or call 775-782-9841.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Veronica Hallam**

---

**From:** Heather Frueh  
**Sent:** Thursday, November 1, 2018 9:18 AM  
**To:** DCPL Publicity  
**Subject:** PSA After School Movie at the Zephyr Cove Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **After School Movie at the Zephyr Cove Library**

The Zephyr Cove Library is hosting an After School Movie on Wednesday, November 14 at 3:30 p.m. "Alexander and the Terrible, Horrible, No Good, Very Bad Day" (rated PG) will be shown on a big screen in the meeting room. The movie and popcorn are free. This event is sponsored by the Friends of the Douglas County Public Library.

The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, [douglas.lib.nv.us](http://douglas.lib.nv.us), or call 775-588-6411.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Thursday, November 8, 2018 10:52 AM  
**To:** DCPL Publicity  
**Subject:** PSA Minden and Zephyr Cove Library Closed November 22 and November 23

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Minden and Zephyr Cove Library Closed November 22 and November 23**

The Douglas County Public Library in Minden and Zephyr Cove will be closed Thursday, November 22 and Friday, November 23 for Thanksgiving and Family Day. The Minden library will resume its regular schedule on Saturday, November 24 at 10:00 a.m. The Zephyr Cove library will reopen at 9:00 a.m. on Saturday, November 24.

Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Tuesday, November 13, 2018 11:49 AM  
**To:** DCPL Publicity  
**Subject:** PSA Holiday Family Movie – “The Polar Express”

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Holiday Family Movie – “The Polar Express”**

The Douglas County Public Library is hosting a Holiday Family Movie. “The Polar Express” (rated G) will be shown on Saturday, December 1 at 2:00 p.m. in the Minden Library meeting room. Free hot chocolate and popcorn will be provided. Movie showings are sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

**Veronica Hallam**

---

**From:** Heather Frueh  
**Sent:** Friday, November 16, 2018 10:29 AM  
**To:** DCPL Publicity  
**Subject:** PSA Holiday Movie Matinees at the Zephyr Cove Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775-782-9841  
hfrueh@douglas.lib.nv.us

1625 Library Lane  
Minden, Nevada 89423

Douglas County Public Library

# Press Release

## **Holiday Movie Matinees at the Zephyr Cove Library**

The Zephyr Cove Library is showing holiday movies throughout December! Enjoy free fresh popcorn and a movie every Friday at 10:00 a.m. Movie showings are sponsored by the Friends of the Douglas County Public Library.

The following holiday movies will be shown:

- December 7: *National Lampoon's Christmas Vacation (PG-13)*
- December 14: *White Christmas (not rated)*
- December 21: *A Christmas Story (PG)*
- December 28: *It's a Wonderful Life (PG)*

The Zephyr Cove Library is located at 233 Warrior Way. Connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-588-6411.

Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

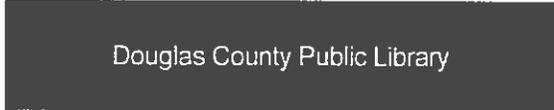
**Veronica Hallam**

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**From:** Heather Frueh  
**Sent:** Monday, November 19, 2018 2:43 PM  
**To:** DCPL Publicity  
**Subject:** PSA Frost a Gingerbread Man at the Minden Library

Contact: Heather Frueh  
Douglas County Public Library  
Phone 775 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

1625 Library Lane  
Minden, Nevada 89423



# Press Release

## **Frost a Gingerbread Man at the Minden Library**

Children ages 4 to 11 are welcome to frost and decorate a gingerbread man at the Minden Library on Saturday, December 8 from 10:00 to 11:00 a.m. Space is limited to 30 participants, so register at the Minden Library by December 6 to participate. Cookies and decorating materials will be provided. This program is sponsored by the Friends of the Douglas County Public Library.

The Minden Library is located at 1625 Library Lane. For more information, connect with the Douglas County Public Library on Facebook and Twitter, [library.douglascountynv.gov](http://library.douglascountynv.gov), or call 775-782-9841.

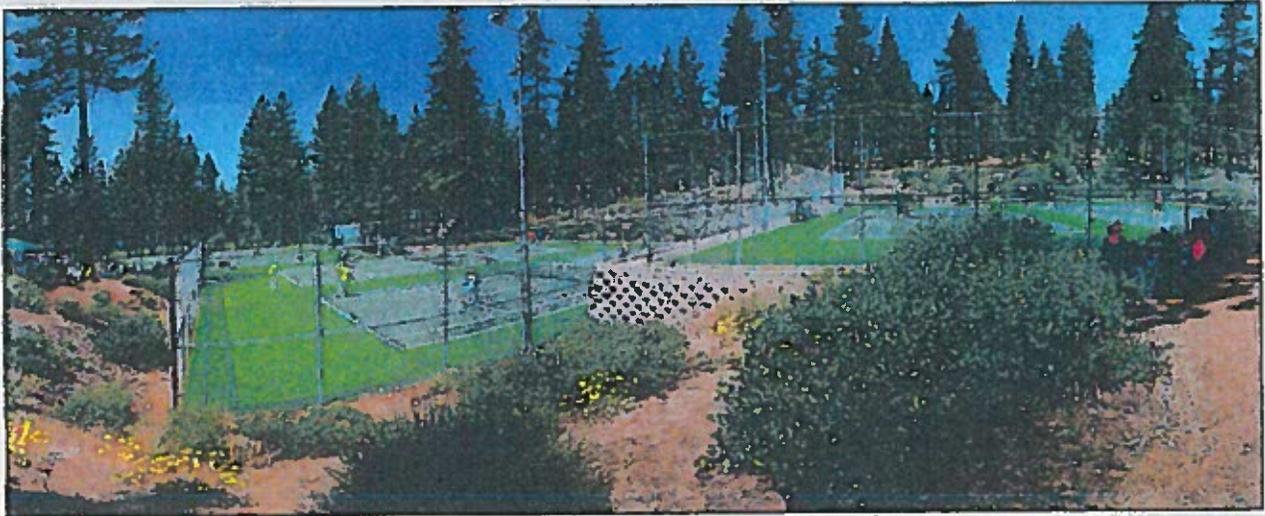
Heather Frueh  
Library Technician  
Douglas County Public Library  
1625 Library Lane \* Minden, NV 89423  
(775) 782-9841  
[hfrueh@douglas.lib.nv.us](mailto:hfrueh@douglas.lib.nv.us)

Record Courier  
Sec. 11/10/18

#### **COUNTY UNVEILS NEW WEBSITE**

Douglas County unveiled a newly redesigned web site that now includes sub-sites for Douglas County Community Services and the Douglas County Library.

County spokeswoman Melissa Blosser said a website team was formed and made up of Douglas County staff. A survey was disseminated to the public to collect feedback on what the new website should encompass. The design was a yearlong collaborative effort between the vendor and CivicLive. The new websites are more easily viewed from mobile devices, including tablets and smartphones – something that was missing from the previous website.



COURTESY

The Zephyr Cove Tennis Club Foundation renewed its contract with Douglas County.

## Douglas County renews contract for Zephyr Cove tennis courts

### Staff Report

This month the Zephyr Cove Tennis Club Foundation begins its second five-year contract with Douglas County. The Douglas County Board of Commissioners on Oct. 18 unanimously voted to approve the contract.

"We are very pleased to be partnered with the Zephyr Cove Tennis Club Foundation for the operation of the Zephyr Cove Park tennis courts. The Zephyr Cove Tennis Club Foundation provides the highest level of service to our visitors and residents," said Scott Morgan, director of

Community Services for the county. "The Zephyr Cove Tennis Club Foundation has been a true recreational enhancement to our community."

He added what the foundation has done is to make the playing experience "among the best in Northern Nevada."

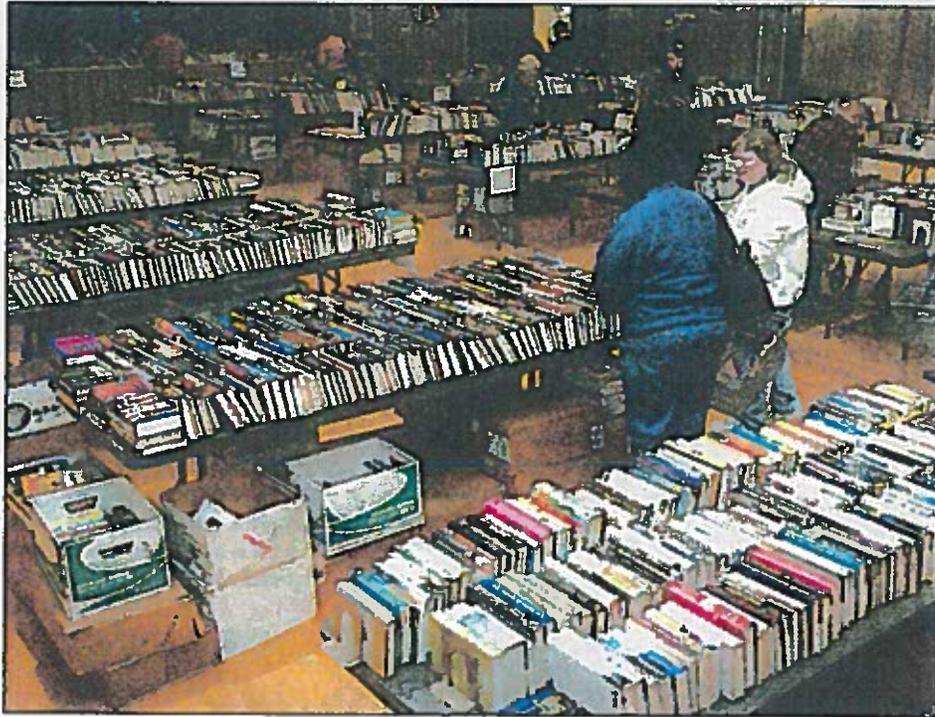
The foundation, which is run by an all-volunteer board of directors, is responsible for the daily maintenance of the courts, hosting events for members and others and hiring a pro to provide instruction.

Long-term goals include developing more courts and possibly covering one or more of them.

"I would have never guessed that the simple desire to have a real bathroom would have led to what the board, members and county have created," Carolyn Wright, president of ZCTCF, said. "We owe a great deal of thanks and gratitude to the library personnel for being willing to share their restrooms and to give up some of their space for our pro shop. Additional appreciation goes to the staff of the county who have tirelessly worked with us to enhance these public facilities for players and the broader community."

For more information, go online: <https://www.zctennis.com/>.

Record-Courier  
Thurs. 10/18/18



SHANNON LITZ FILE PHOTO

The Douglas County Public Library fall book sale is Nov. 9-11 in the CVIC Hall.

## Library hosts annual book sale

### Staff Reports

The Douglas County Public Library Foundation and the Friends of the Douglas County Public Library are hosting their fall book sale on 9 a.m. to 5 p.m. Nov. 10 and 9 a.m. to 2 p.m. Nov. 11.

A members-only preview sale for Friends of the Library members will take place 4-7 p.m. Nov. 9.

Anyone is welcome to join the Friends at the door to take advantage of this special sale and receive a 10 percent discount on all purchases.

The book sale will be held at the CVIC Hall, 1602 Esmeralda Ave., in Minden.

Thousands of used books, children's books, and audio books will be for sale. Individually priced collectible books will be available. There will also be a large selection of DVDs and music CDs.

All proceeds from the sale support the Friends of the Douglas County Public Library and the Douglas County Public Library Foundation. For information, connect with the Douglas County Public Library on Facebook and Twitter, douglas.lib.nv.us, or call 775-782-9841.

## Leisure Hour Club to hear from Carson City author

### Nevada Appeal staff report

On Oct. 17, Leisure Hour Club members will hear about Carson City's lost history from local author and historian Peter Mires.



Peter Mires

Mires, a native of the Green Mountain State (Vermont), received his doctorate in historical geography from Louisiana State University in 1988 and subsequently taught at the University of Minnesota-Duluth and the University

of Delaware. His publications include "Lost Carson City" (2018), "Lake Tahoe's Rustic Architecture" (2016), and "Bayou Built: The Legacy of Louisiana's Historic Architecture" (2010), as well as more than 50 scholarly articles, book reviews, and op-ed pieces.

Mires is retired and lives in Carson City, and when not reading or writing he may be found hiking the Tahoe Rim Trail or exploring the Nevada outback. Copies of "Lost Carson City" will be available for purchase and will be signed by the author.

If you would like to attend this event, contact the Club's

reservation chair at 775-400-2647 no later than 8 p.m. on Sunday to make your reservation. The meeting is preceded by a buffet dinner at 6 p.m. in the Carson Nugget Capitol Ballroom. Reservations for the meeting and dinner are required.

The Leisure Hour Club, established in September 1896, is Carson City's oldest continuously meeting social organization. Celebrating its 123rd year, the organization is focused on its goal of promoting knowledge of important issues, science, music and literature. More information on the club and its activities can be found on its Facebook page.