

## August 27, 2019 Library Board Meeting

### Enclosed:

- ❖ Agenda
- ❖ Public Postings for Library Board, September / October 2019
- ❖ Draft Minutes of Tuesday, June 25, 2019 meeting – *Agenda Item 3*
- ❖ Draft Minutes of Monday, July 8, 2019 meeting – *Agenda Item 3*
- ❖ Gift Fund Claims June / July / August 2019, Consent Calendar – *Agenda Item 4a*
  - Gift Fund Expenditures Report FY1819, dated 8/16/19
  - Gift Fund Expenditures Report FY1920, dated 8/16/19
- ❖ Budget Summary/Budget Performance, 6/30/19 – *Agenda Item #5a*
- ❖ Budget Summary/Budget Performance, 7/31/19 – *Agenda Item #5b*
- ❖ Draft Performance Evaluation form of Lib. Director – *Agenda Item #7*
- ❖ 2019 LRP Objectives proposed deadlines – *Agenda Item #9a*
- ❖ Re: Trustee effectiveness training, list of coordinators – *Agenda Item #12*
- ❖ Monthly Report August 2019 – *Agenda Item #13*
- ❖ Library miscellaneous/informational docs
  - Newspaper articles
  - Press Releases

August 19, 2019

The Douglas County Public Library Board of Trustees will meet at 10:00 a.m. on Tuesday, **August 27, 2019** in the meeting room of the Minden Library, 1625 Library Lane, Minden, NV. Below is an agenda of all items scheduled for consideration. All items **For Possible Action** will include a Public Comment period.

## AGENDA

The Library Board encourages the respectful consideration of all views by members of the public. In order to ensure that every individual desiring to speak before the Library Board has the opportunity to express his or her opinion, it is requested that the audience refrain from disruptive behavior that may interrupt, interfere or prevent the speaker from commenting on items that are for possible action by the Library Board.

1. Public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees. Public comment will not be taken on agenda discussion items because a public hearing is not legally required.

Public Comment is limited to five (5) minutes per speaker. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.

If members of the public wish to comment on a specific agenda item scheduled for action, please make comments when the Library Board of Trustees considers that item and the item is opened for public comment.

2. For possible action. 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 June 25, 2019 regular meeting and the July 8, 2019 special 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.

- a. For possible action. Approval of Gift fund claims.
  - i. June/July/August 2019
5. Review of Budget Performance Report summary and Gift Fund summary. [Discussion]
  - a. 6/30/2019
  - b. 7/31/2019
6. Library Board Bylaws. Discussion of Bylaws and possible revisions. [Discussion]
7. For possible action. Performance Evaluation of Library Director. Discussion and possible action on draft of changes to evaluation form.
8. Discussion of State Library's online training for Nevada Library Trustees and review of completed modules. (Discussion]
9. For possible action. Discussion of 2019 Objectives and deadlines of the Long Range Plan.
  - a. Review and discussion of 2019 Goals and Objectives
  - b. Discussion of deadlines
10. For possible action. Discussion on requesting a financial presentation at a future meeting by Douglas County CFO Terri Willoughby.
11. For Possible Action. Discussion on policies and procedures followed by the Library Director in hiring and recruiting, both internal and outside candidates for, open Library positions including providing an outline of the specific recruitment efforts for the new Library Supervisor positions.
12. For Possible Action. Discussion on possible Library Board of Trustee training, including effectiveness training and contracting with an outside coordinator or facilitator to conduct the training(s).
13. Monthly Report. [Discussion]
  - a. Friends / Foundation
    - i. Friends Board Monthly Meeting – September 4, 2019
    - ii. Foundation Meeting – September 9, 2019
  - b. Completed library programs
  - c. Current or planned library programs
  - d. Usage statistics
14. Closing public comments. [No Action]

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Library Board of Trustees or those agenda items where public comment has not already been taken.

15. For possible action. Adjournment.

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

Douglas County Libraries, Minden and Zephyr Cove  
Douglas County Historic Courthouse  
Minden Post Office  
Zephyr Cove Post Office  
<http://douglascountynv.igm2.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 members of the public who are disabled and wish to attend the meeting. Please contact Amy Dodson at 782-9841 before August 27, 2019 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 September / October 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.

Library Foundation Meeting	9/4/19	10:30 AM	Minden Library
Friends of the Library	9/9/19	4:00 PM	Minden Library
Second Wednesday Book Group - Nevada Reads	9/11/19	5:00-6:30 PM	Minden Library
Fall Local Author Gathering	9/30/19	4:00-5:30 PM	Minden Library
Second Wednesday Book Group	10/9/19	5:00 PM	Minden Library
Friends of the Library	10/14/19	4:00 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 and Zephyr Cove Post Offices

*UNAPPROVED*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**June 25, 2019**

**ATTENDEES**

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

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

**County Staff:** Cynthea Gregory, Deputy District Attorney

**THE MEETING CONVENED AT 10:02 A.M.**

**1. PUBLIC COMMENTS.**

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

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

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

**MOTION/VOTE:**

Trustee Kate Garrahan made a motion to approve the agenda as presented. Trustee Charles Wolle made a second and the motion carried unanimously.

**3. APPROVAL OF THE MINUTES OF THE MAY 28, 2019 REGULAR MEETING. [Action]**

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

Trustee Lisa Foley asked for a correction on page 3, agenda item 6, "LIBRARY BOARD BYLAWS." She stated that she and Vice Chairperson Bonnie Rogers did not draft the "Sample Board Bylaws" document and would like the language indicating that they drafted the document removed.

Trustee Foley asked for a correction on page 3, agenda item 8, “DISCUSSION OF STATE LIBRARY’S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES....” in the first paragraph, last sentence. She stated that she and Trustee Garrahan submitted their completion certificates that day. The sentence should read, “They submitted their certificates of completion to Director Dodson.”

In reference to page 5, agenda item 9, “ANNUAL BUDGET...” subheading “a. Capital Improvement Projects presented April 30, 2019,” Vice Chairperson Bonnie Rogers stated she had an issue with the wording that implied that the Supplemental Requests were not discussed by the Board of County Commissioners (BOCC) at that meeting. For the record, Vice Chairperson Rogers wanted today’s meeting minutes to reflect that the Supplemental Requests were discussed by the BOCC, but the meeting minutes of May 28, 2019, do not need to be changed to reflect this information.

Vice Chairperson Rogers asked for a correction on page 7, agenda item 10, “DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISED LIBRARY ORGANIZATIONAL CHART WITH PLAN FOR REORGANIZATION” in the “MOTION/VOTE” paragraph, remove the word “Vice” from Chairperson Jensen’s title.

Chairperson Jensen noted there was no further discussion and called for a motion.

MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve the minutes with the revisions discussed. Trustee Garrahan made a second and the motion carried unanimously.

**4. CONSENT CALENDAR. [Action]**

Items on the Consent Calendar are as follows:

a. Approval of Gift fund claims.

i. May/June 2019

Amy Dodson/Petty Cash	Staff Mtg refreshments 5/7	02802	\$ 18.97
Demco	SRP staff T-shirts	02820	\$ 134.94
Amazon	May the 4 <sup>th</sup> Be With You event mtls	02836	\$ 174.47
Conservation Ambassadors	2019 SRP wildlife performer	02840	\$ 800.00
DoCoProcurement/LEW	Staff member retirement event 4/27 Chicago Mike’s Pizza	02841	\$ 205.50
DoCoProcurement/JB	2019 SRP prizes @ DCL & DLT	02842	\$ 165.88
*DoCoProcurement/SB	2019 Adult SRP prizes (gift cards)	02843	\$ 230.00

*DoCoProcurement/MP	U-Haul rental May book sale; TAB 5/15; 2019 SRP Children/Teen prizes	02844	\$ 567.24
DoCoProcurement/AD	State annual filing for Foundation; 2019 SRP swag	02845	\$ 1083.80
DoCoProcurement/KM	Gift cards for On the Spot employee awards	02847	\$ 100.00

\*Funding/partial funding by Friends of the Library

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

MOTION/VOTE:

Vice Chairperson Rogers made a motion to approve the Consent Calendar. Trustee Foley made a second and the motion carried unanimously.

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

a. 5/31/2019

Director Amy Dodson reported there was one more month in the fiscal year as of the date of this report and spending reflects that status. There are savings in Salaries & Wages, and Employee Benefits, but the exact savings are unknown at this time.

Services & Supplies are where they should be at this time of the fiscal year. Director Dodson reminded everyone that individual line items do not need to “true up” per the Nevada Revised Statutes.

Gift Fund Summary – 5/31/19

Revenue YTD \$ 23,419.12  
Expenditures YTD \$ 71,752.74  
Fund Balance YTD \$ 84,106.88

**6. LIBRARY BOARD BYLAWS. DISCUSSION OF BYLAWS AND POSSIBLE REVISIONS. [Discussion]**

a. Bylaws examples from other NV libraries

Trustee Foley noted that several examples of Nevada library board bylaws were included in Trustee packets.

b. Draft of possible new bylaws

Trustee Foley stated that she and Vice Chairperson Rogers worked on the draft bylaws, but this version is already out of date. After she and Rogers met with Cynthea Gregory, the Deputy District Attorney, there were more revisions that needed to be made. A revision will be presented and discussed at the next Board meeting.

Director Dodson asked Trustee Foley if she wanted input. Trustee Foley responded yes, and asked when that would be available. Director Dodson stated she could have it ready in a week or so.

Chairperson Jensen asked if there were certain areas of the existing bylaws that need to be addressed, changed, or added to.

Trustee Foley commented that the first item is that in all other Nevada counties, Trustees meet 12 times per year.

Vice Chairperson Rogers added that she and Trustee Foley added more detail in agendas (meetings) and in Board powers and duties.

Trustee Foley pointed out that new language is shown in italics and in a slightly different font. She reiterated that some things will be changed after the next meeting with the Deputy District Attorney.

With regard to bylaws, Chairperson Jensen asked the Deputy District Attorney about the minefields which might be encountered as a public body.

Deputy District Attorney Cynthea Gregory, introduced herself for the record. She explained that bylaws establish guidelines on an ongoing basis on how to run the operation, elect chairs, conduct meetings, that is, housekeeping matters. They also provide the opportunity for overarching responsibilities, policies, best practices for the library's operations, and give notice to the Director and incoming Trustees about policies, goals, and expectations. We've talked about different items that can be included. Henderson's Bylaws are long and specific; Lyon County's, general and very brief. It's up to this Board to decide how much they want in the Bylaws. It's a working document that you can hand new Trustees on how meetings are run, what a new Trustee is subject to and how to operate as a Trustee. It's important for the purpose and overall goals for the library director so that individual understands the expectation and their responsibilities.

Trustee Garrahan questioned Library Trustees holding other positions on boards associated with the library, such as the Foundation or the Friends of the Library. She had a problem with this and feels it's too much control for one person to have. Should it be laid out somewhere that Library Trustees can be members of those organizations, but cannot hold a board position in those organizations?

Deputy District Attorney Gregory responded, using herself as an example, indicating she serves on related boards. Planning Commission board members can only serve on one appointed board. The Friends of the Library and the Foundation are not appointed boards so it's okay for their members to serve on multiple boards. It's not a direct conflict of interest since the person(s) in question would not have a personal interest or receive a benefit to themselves.

Chairperson Jensen asked if there was further discussion. Hearing none, he moved on to the next agenda item.

**7. DISCUSSION ON JULY SPECIAL MEETING OR DAYLONG WORKSHOP TO DISCUSS HOW TO MAKE LIBRARY BOARD MORE COHESIVE. [Action]**

a. COSLA Sample Board Bylaws For Governing Boards

Trustee Foley commented that this handout document could be helpful with regard to effectiveness.

Trustee Foley requested a special meeting or workshop in July, for Board discussion only, not action. She handed out a document that talked about best practices for Board effectiveness. A new bylaws draft would be presented at this meeting which would focus on (1) the revisions to the bylaws, and (2) recommendations on Board effectiveness.

Director Dodson noted the Board does not normally meet in July, it's the busiest month of the year, and because of possible vacations taken by Board members and/or the Director.

Chairperson Jensen's understanding was that the Board determines how many times per year it meets.

Deputy District Attorney Gregory confirmed the number of meetings per year is not in the Nevada Revised Statutes and is a Board decision. The proposed meeting would be subject to open meeting law.

Trustee Garrahan expressed her preference that the proposed agenda items and meeting subject to Open Meeting Law be action items, not just discussion items. Revisions at the proposed meeting could be recorded, read into the minutes, and action taken.

Vice Chairperson Rogers commented that she would hesitate to make final decisions at this type meeting.

Chairperson Jensen remarked that a deadline has not been set on bylaws completion. He was fine with a special meeting but didn't want it daylong. He was content with continuing with the bylaws during regularly scheduled meetings. A Board effectiveness workshop would need a facilitator.

Director Dodson suggested the Board look at the bylaws over two to three meetings then finalize them.

Trustee Charles Wolle had no comment.

Chairperson Jensen asked whether the bylaws needed to be voted on in their entirety or if individual sections could be voted upon.

Deputy District Attorney Gregory indicated sections could be voted on; it's not required to vote on the entire bylaws.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. He called for a motion.

MOTION/VOTE:

Trustee Foley made a motion to meet in July to discuss bylaws and come closer to finalizing them. Trustee Rogers made a second. The motion was voted upon and failed with two (2) in favor: Trustee Foley, and Vice Chairperson Rogers, and three (3) opposed: Chairperson Jensen, Trustee Garrahan, and Trustee Wolle.

Chairperson Jensen concluded, saying the Board will continue to discuss the bylaws revisions at regularly scheduled meetings and will not conduct a special meeting or workshop in July.

**8. PERFORMANCE EVALUATION OF LIBRARY DIRECTOR. DISCUSSION ON DRAFT OF CHANGES TO EVALUATION FORM. [Discussion]**

Chairperson Jensen commented he and Trustee Garrahan have not had much progress to submit in a printed version. They met with Human Resources Director Wendy Lang. Lang emphasized that the job description be the guiding factor and that the evaluation form should be tied to that document. Lang advised against taking library staff reviews. Peer reviews were not advised because the Board is a public body, though Lang offered to be a buffer between parties, if the Board decided on that method. She strongly advised going back to the job description.

Chairperson Jensen asked for discussion. He planned the August Board meeting agenda would include review of both the bylaws and the performance evaluation form.

Vice Chairperson Rogers asked that these draft documents be sent to the Board beforehand so there's adequate time to review them before the meeting. The weekend before the meeting is not enough time to review the Board packets.

Chairperson Jensen reiterated that the Board will review these items over the course of a couple of Board meetings.

**9. DISCUSSION OF STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES AND REVIEW OF COMPLETED MODULES. [Discussion]**

Vice Chairperson Rogers completed the State Library's online training this past weekend and handed her certificate of completion to Director Dodson.

Chairperson Jensen completed the training and sent Director Dodson his certification earlier. He commented that the training demonstrated to him that the expectation was that being a Library Trustee was a full time job.

Trustee Foley asked the Board if they would be interested in a special meeting about being an effective Board and have it facilitated by a professional.

A lengthy Board discussion followed about being a split Board and Board effectiveness. Deputy District Attorney Gregory said this discussion should be about Trustee training and was off topic. She suggested that when the Board discusses long range plans and goals, the issue of being a split Board and Board effectiveness could be an objective in the plan.

Chairperson Jensen asked if there was further discussion about the online training.

Trustee Foley asked for clarification about addressing Board effectiveness.

Deputy District Attorney Gregory suggested to Trustee Foley that she request this item be put on a future agenda. She added that there may be economic impact.

Trustee Foley requested that this be placed on the agenda as an item to discuss, with or without a facilitator.

There was no further discussion.

**10. UPDATE ON BOOKMOBILE PROJECT. [Discussion]**

- a. Grand Opening
- b. Schedule and Routes
- c. Parking

Director Dodson reported the bookmobile arrived June 13. The driver trained all staff members except two who were not working that day. A training recording was received. Dodson passed out a sample route schedule; very rough and subject to change. This represents six weeks during summer. In fall, there would be a different route.

The grand opening event is tentatively set for July 12 at Heritage Park in Gardnerville. This date is the Town of Gardnerville's Movies in the Park night, which attracts 200-300 people, so it's a good opportunity to show off the bookmobile.

The Foundation purchased and has title to the vehicle though it will be donated to the county. The donation process is somewhat more complicated than previously thought. It was discovered that the BOCC may have to approve the donation.

Deputy District Attorney Gregory noted that the Library Board of Trustees can accept the vehicle on behalf of the county but before that happens, it must be paid for and insured first.

Director Dodson advised that July 18 is the BOCC meeting where the donation would be presented and accepted, but it's a few days after the tentative grand opening date.

Chairperson Jensen asked if the recommendation was that the Library Board have a special meeting in July to accept the donation. He was willing to meet again.

Deputy District Attorney Gregory commented from her perspective the Library Board has been empowered by NRS to accept the donation.

Director Dodson said the Board could have a special meeting to accept the donation or wait and have the BOCC accept and approve on July 18; the grand opening would then follow shortly thereafter.

Vice Chairperson Rogers would like to see this Board have a special meeting so that this Board could accept the donation then go through the BOCC process. It's important that the BOCC know that this Board has the direct authority to accept the donation.

Chairperson Jensen asked Deputy District Attorney Gregory if the Board had to have an action item to decide on a date for an extra meeting or would the Director simply propose dates and then the Board would agree.

Deputy District Attorney Gregory responded that the Board didn't need a specific date to decide on an extra meeting. If such a meeting were to be scheduled, it would need to be posted per Open Meeting Law and items on the agenda identified as action items.

Chairperson Jensen asked for further Board discussion. There was no further discussion.

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

- a. Review and discussion of 2019 Goals and Objectives.
- b. Discussion of possible deadline extensions.

Chairperson Jensen asked Director Dodson if she had a presentation.

Director Dodson handed out the 2019 Goal 1 and Goal 2 Objectives with possible deadline extensions identified in red. She stated there were some items for which she's asking for extension of deadlines. Explaining, it was not only the time needed to devote to the bookmobile, but that the library is currently understaffed. It's not realistic that the deadlines can be met as they are currently.

Chairperson Jensen asked for public comment. Hearing no public comment, public comment was closed. He asked for Board discussion.

Trustee Foley didn't understand why the Board receives so many handouts at meetings for which there's no time to review ahead of time. She would like to read and think about proposed matters before she votes on them.

Chairperson Jensen observed some items were complete, though not all.

Trustee Garrahan asked about the consequence of the existing deadlines remaining the same.

Director Dodson responded by saying she didn't want to put undue pressure on the staff. Everyone is working extra time and adjusting their schedules because of staff vacancies.

Chairperson Jensen didn't see that previous deadlines were imminent if the Board wanted to consider the requests.

Director Dodson indicated this item was for possible action, but it's not required, which gives the Board the freedom to vote or not.

Vice Chairperson Rogers asked why Goal 1, Objective 1, Item A, needed to be extended.

Director Dodson responded that the State Library made changes to the program and staff limitations impacted the program as well.

Vice Chairperson Rogers recommended that the Board take this as informational and place it on the August agenda. Chairperson Jensen agreed.

Continuing, Rogers stated the Friends of the Library is interested in purchasing virtual reality equipment for the Zephyr Cove branch library.

Trustee Garrahan asked why the deadline for Goal 2, Objective 3, was delayed 6 months when the others were just 1-2 months.

Director Dodson responded that in talking with staff, Objective 3 is more complex than thought in terms of coming up with something the library can use. Again, staff limitations affect the delay.

Chairperson Jensen asked about the timeline for updating the Long Range Plan.

Director Dodson replied that discussion and review starts at the September Board meeting. Whatever changes are made at that meeting are brought back to the Board at the October meeting to review and make any additional changes, if needed. At the November meeting, the updates are finalized and voted on. This update would be for 2020. The new Long Range Plan is not due until 2021. We will start working on the new plan in its entirety in 2020.

After discussion and input from Board members, Chairperson Jensen concluded that moving this item to the August agenda was agreeable to the Board and no action was taken.

**12. MONTHLY REPORT.**

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

**13. CLOSING PUBLIC COMMENTS.**

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

**14. ADJOURNMENT.**

There was no further action or discussion. The meeting adjourned at 11:52 a.m.

UNAPPROVED

*UNAPPROVED*  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**Special Meeting, 11:00 a.m.**  
**July 8, 2019**

**ATTENDEES**

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

**Absent:** Lisa Foley, Trustee

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

**County Staff:** Cynthia Gregory, Deputy District Attorney

**THE MEETING CONVENED AT 11:03 A.M.**

**1. PUBLIC COMMENTS.**

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

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

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

**MOTION/VOTE:**

Trustee Kate Garrahan made a motion to approve the agenda as presented. Vice Chairperson Bonnie Rogers made a second and the motion carried unanimously

**3. RESOLUTION ACKNOWLEDGING AND ACCEPTING THE DONATION OF BOOKMOBILE FROM DOUGLAS COUNTY PUBLIC LIBRARY FOUNDATION, RESOLUTION NUMBER 2019R-001. [Action]**

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

Director Amy Dodson informed the Board that the Library Foundation spent four (4) years fundraising. The plan has been to donate the bookmobile to the library and the county upon delivery. By accepting the donation, the Library Board will be making the bookmobile county property. Board of County Commissioners' (BOCC) approval is not required since the Nevada Revised Statutes states that the Library Board can own property.

Deputy District Attorney Cynthea Gregory introduced herself for the record. She clarified that the donation is to the county and for use by the library.

Director Dodson indicated she had the resolution document of official acceptance for the Trustees to sign.

**MOTION/VOTE:**

Trustee Charles Wolle made a motion that the Library Board of Trustees accept the bookmobile donation from the Douglas County Public Library Foundation. Trustee Garrahan made a second and the motion carried unanimously.

**4. DISCUSSION TO APPROVE EARLY CLOSURE OF LIBRARIES FOR BOOKMOBILE GRAND OPENING EVENT, TENTATIVELY PLANNED FOR AUGUST 9, WHICH WOULD ALLOW LIBRARY STAFF TO WORK AT THE EVENT. [Action]**

Director Dodson indicated the grand opening event is planned to be at Heritage Park on August 9, 2019. This date and location coincides with the Town of Gardnerville's Movies in the Park event, which is a Friday evening. Large crowds attend movie night, which one of the reasons we planned the grand opening at that event and that location.

The early closure is needed to allow enough time for staff to get to Heritage Park, set up, and be part of the event. It would facilitate our schedule greatly if we could close both libraries at 3 p.m.

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

**Board comments/questions:**

- Time the movie starts.
- Staff overtime factors; all staff to attend?
- Planned activities; staff schedule.
- Closure for Minden library or both libraries?

**Director Dodson comments/responses:**

- Movie event starts at 8:00.
- The bookmobile grand opening would start at 6 p.m. Staff needs to be there early to set up.
- There will no overtime for staff provided the Minden and Zephyr Cove libraries can close early. Staff would take a break from 3-5 p.m. and report to the grand opening location at 5 p.m. and work until 8 p.m.
- Bookmobile open house will be conducted, tours given, materials handed out to event attendees and staff to interface with the public about the bookmobile - routes, programs and materials.

Chairperson Jensen asked if there further questions or comments. Hearing none, he called for a motion.

**MOTION/VOTE:**

Vice Chairperson Rogers made a motion to approve early closure of both libraries for all staff to attend and work the bookmobile grand opening event. Trustee Garrahan made a second and the motion carried unanimously.

**5. DISCUSSION TO APPROVE EXPENDITURE OF \$12,845 FROM THE LIBRARY GIFT FUND FOR BOOKMOBILE PARKING AND CHARGING STATION, TO BE PARTIALLY OR COMPLETELY REIMBURSED BY THE LIBRARY FOUNDATION. [Action]**

Director Dodson advised the Board that a parking location, a concrete pad, was constructed for the bookmobile. It is behind the library and includes a charging pedestal. It was constructed at the end of the HVAC project.

The Library Foundation has expressed their desire to pay the cost of \$12,845, though they may approach the Friends of the Library for financial help. Director Dodson's proposal was to pay for the cost from the Gift Fund account and obtain reimbursement from the Library Foundation later.

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

**MOTION/VOTE:**

Vice Chairperson Rogers felt the Trustees should approve this request, and made a motion to use funds from the Gift Fund account to pay for the bookmobile parking and charging station invoice in the amount of \$12,845. Trustee Garrahan made a second and the motion carried unanimously.

Director Dodson noted that when the Library Foundation meets next, they will look at their checking account balance and determine how they will reimburse the funds to the Gift Fund account.

**6. CLOSING PUBLIC COMMENTS.**

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

**7. ADJOURNMENT.**

There was no further action or discussion. The meeting adjourned at 11:13 a.m.

*Lib. Board of Trustees Mtg 8/27/19  
Consent Calendar  
Agenda Item #4a*

Gift Fund Claims  
June / July / August 2019

Amy Dodson/Petty Cash	ERC Staff Quarterly event 6/18	02866	\$ 17.49
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02873	\$ 196.95
*Amazon	3-D pens supplies; 2019 SRP Grand prizes	02880	\$ 949.75
Core Construction Services Of Nevada, Inc.	Parking pad & power supply for bookmobile	02897	\$ 12,845.00
*DoCoProcurement/MP	TAB 6/19; 2019 SRP kick-off ice cream social	02901	\$ 172.91
*Jacques Magician (Simard)	2019 SRP finale performer	02905	\$ 500.00
*DoCoProcurement/SB	2019 Adult SRP documentary film series & prizes	02906	\$ 74.94
*DoCoProcurement/JB	2019 Adult SRP documentary film series DLT	02907	\$ 17.26
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02909	\$ 2,044.35
Baker & Taylor	Donation in memory of Mary Ann Boyd DLT volunteer	02920	\$ 103.16
*DoCoProcurement/MP	STEAM Club 7/3	02930	\$ 32.00
DoCoProcurement/AD	Bookmobile insurance	02932	\$ 543.60
DoCoProcurement/KM	Gift cards for On the Spot employee awards	02933	\$ 30.00
Amy Dodson/Petty Cash	ERC event (staff birthday 7/2, 8/8)	02951	\$ 20.27

\*Funding/partial funding by Friends of the Library



# GIFT FUND EXPENDITURES REPORT FY 18-19

8/16/2019

Vendor	Date	Programs	Library Materials	All Others	Notes
Petty Cash	7/12/2018			38.15	\$7 treats for Heather's birthday; \$31.15 refreshments for staff meeting
DoCo Procurement/MP	7/10/2018	32.95			\$32.95 mystery kit for TAB
Brown, Julia	7/25/2018	48.28			\$48.28 FOL sponsored Musical instr. Making 7/19/18
Petty Cash	7/27/2018			14.34	ERC items for Nat'l Ice Cream month
DoCo Procurement/MP	8/8/2018	63.00			\$27.04 STEAM Club; \$35.96 TAB meeting
DoCo Procurement/KM	8/9/2018			195.94	\$130 Employee recog. Gift cards; \$65.94 get well flower for AD
Petty Cash	8/8/2018			24.56	Refreshments for staff mtg 8/7/18
Findaway World LLC	9/6/2018		2,469.80		Launch pads - Smallwood grant
DoCo Procurement/MP	9/12/2018	35.03			TAB meeting 8/15/18 (FOL)
DoCo Procurement/KM	9/12/2018			11.00	ERC event for staff birthday VH
Demco	10/8/2018			1,001.97	Shelving for launchpads
Petty Cash	10/3/2018	30.45		41.44	\$30.45 items for STEAM Club (FOL); \$41.44 ERC refreshments monthly staff mtg 10/2/18
Petty Cash	9/26/2018	77.97			\$15.84 items for Creative Dance for Little Feet (FOL); \$60, \$2.13 times for TAB "Murder Mystery Party" 9/27/18 (FOL)
Scholastic	10/3/2018	300.75			2nd grade library program (FOL)
Demco	10/3/2018	269.84			2nd grade library program (FOL)
DoCo Procurement/KM	10/11/2018			50.00	Gift cards for On-the-Spot awards
DoCo Procurement/MP	10/11/2018	229.68		19.45	\$19.45 refreshments for staff mtg. 9/11/18; \$7.76, \$96.86, \$2.67 Halloween Boo Bash 10/30/18 (FOL); \$35.23 TAB Murder Mystery Party 9/27/18(FOL); \$54.19 2nd grade program 9/19/18 (FOL)
Amazon	10/19/2018			176.97	Recording material for board meetings (peripherals)
Findaway World LLC	10/31/2018		2,179.83		Smallwood Grant - launchpads
DoCo Procurement/MP	11/8/2018	81.07			32.47 TAB mtg 10/17/18 (FOL); \$48.60 items for Frost a Gingerbread Man Party 12/8/18
Petty Cash	11/8/2018	17.00		16.98	Petty Cash - \$17 for STEAM Club 11/7/18 (FOL); \$8.99 treats for staff birthday - KW, \$7.99 treats for staff birthday - MP
Baker & Taylor	11/16/2018		26.03		Dono from Gardnerville Women's Literary Club
Petty Cash	11/20/2018			15.97	\$5.99 & \$9.98 treats for staff birthdays - RS, CR
Baker & Taylor	10/31/2018		130.27		Lib. Mtls. (dono from Gardnerville Women's Literary Club)
Swank Movie Licensing	11/27/2018			391.00	DLT Movie licensing 12/18/18 - 12/17/19 (FOL)
DoCo Procurement/MP	12/5/2018	84.96		343.83	\$24.98 circ desk seasonal decorations; \$48.02 items for "Halloween Boo Bash" (FOL); \$36.94 refreshments for "Halloween Boo Bash" (FOL); \$22.46 refreshments for staff meeting 11/6/18, \$296.39 Uhaul rental for Fall 2018 Book Sale 11/9-11/18 (FOL)
Petty Cash	12/5/2018	30.46		18.96	\$13.96 ERC treats for staff birthday KF; \$5 material for DLT holiday display; \$30.46 material for DLT "Trashion Show" (FOL)
Davis, Luise	12/11/2018			149.47	Items for ERC staff "Holiday Crafting" event 12/11, 12/18
Do Co Public Library Foundation	12/18/2018			7,500.00	Monies owed to Foundation from GF Acct (Smallwood dono 6/12/17) for bookmobile lib materials
Petty Cash	12/19/2018			42.63	\$41.94 holiday decorations for children's area; \$69 posterboard for children's library activities
Rachael Lambin	1/8/2019	200.00			Holiday Book Sculpting 11/5/18 (FOL)
DoCo Procurement/KM	1/10/2019			75.00	ERC "On the Spot" employee gift cards
DoCo Procurement/AD	1/10/2019			641.46	\$238, \$135.58, \$267.88 seasonal decorations
DoCo Procurement/JB	1/10/2019	85.91			Graham Cracker Gingerbread House Decorating at DLT (FOL)
DoCo Procurement/SB	1/8/2019			34.22	\$10.22 for Holiday Crafting event; \$24 for seasonal decorations
DoCo Procurement/MP	1/10/2019	502.68		18.96	\$18.96 ERC refreshments for staff meeting 12/4/18; \$73.57 supplies for Frost a Gingerbread Man" party 12/8/18 (FOL); \$12.55 supplies for STEAM Club 12/5/18 (FOL); \$420.95 items for Dec. 2018 "Winter Lego Bldg Challenge" (FOL); \$72.95 supplies for STEAM Club 12/5/18 (FOL); \$11.72 supplies for STEAM Club 12/5/18 (FOL); \$393.04 items for Dec. 2018 "Winter Lego Bldg Challenge" (FOL); \$24.97 TAB meeting 12/9/18 (FOL) - \$12.55, \$420.95, \$73.57 refund for taxed items
Petty Cash	1/3/2019			6.98	LED Christmas lights
Amazon	1/2/2019			89.99	Seasonal decorations
Petty Cash	1/16/2019			21.74	ERC refreshments for monthly staff meeting 1/8/19
Criterion Pictures USA	1/22/2019		175.00		Bohemian Rhapsody movie for Oscar Movie Week program (FOL)
Amazon	1/23/2019			683.17	\$615.13 for light table at DLT; \$68.04 supplies for light table (FOL)
DoCo Public Library Foundation	2/7/2019			36,175.00	Targeted bookmobile funds from GF (former deferred donations acct)
Petty Cash	2/6/2019	1.07		42.31	Petty Cash - \$23.26 ERC refreshments for monthly staff mtg 2/5/19; \$17.98 refreshments for staff birthday (LEW); \$1.07 supplies for Creative Dance for Little Feet (FOL)
Rachael Lambin	2/11/2019	200.00			Valentine's Day holiday book sculpting 2/9/19 (FOL)

## GIFT FUND EXPENDITURES REPORT FY 19-20

8/16/2019

Vendor	Date	Programs	Library Materials	All Others	Notes
Core Const. (VR-02897)	7/10/2019			12,845.00	Bookmobile parking pad inc/electrical
Jacques Magician (VR-02905)	7/15/2019	500.00			2019 SRP finale performer (FOL)
Baker & Taylor	7/25/2019		103.16		Donation in memory of Mary Ann Boyd DLT volunteer
DoCo Procurement Card/AD	8/2/2019			543.60	Insurance for bookmobile
DoCo Procurement Card/MP	8/2/2019	32.00			Items for STEAM Club 7/3/19 (FOL)
DoCo Procurement Card/KM	8/2/2019			30.00	Gift cards for On-The-Spot employee recognition
Petty Cash	8/13/2019			20.27	\$5.28, \$14.99 items for staff birthdays (HF,VH)
					<b>Grand Total:</b>
<b>TOTALS</b>		532.00	103.16	13,438.87	<b>\$14,074.03</b>
		<b>Programs</b>	<b>Materials</b>	<b>All others</b>	<b>\$14,074.03</b>





# Library Expense Budget Performance Report

Fiscal Year to Date 06/30/19  
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	55,210.97	.00	697,625.31	160,594.69	81	669,920.58
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	134.51	(134.51)	+++	6.03
511.171	Holidays	.00	.00	.00	3,099.44	.00	35,000.32	(35,000.32)	+++	30,525.12
511.172	Comp Paid	.00	.00	.00	581.62	.00	6,586.43	(6,586.43)	+++	2,622.35
511.173	Vacation	.00	.00	.00	3,494.11	.00	52,823.07	(52,823.07)	+++	47,092.07
511.174	Sick	.00	.00	.00	1,391.84	.00	25,031.64	(25,031.64)	+++	24,475.91
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>\$63,777.98</b>	<b>\$0.00</b>	<b>\$817,201.28</b>	<b>\$75,504.72</b>	<b>92%</b>	<b>\$774,642.06</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	17,356.84	.00	221,926.72	9,530.28	96	208,770.89
511.182	Workers Comp	10,790.00	.00	10,790.00	1,637.83	.00	16,735.89	(5,945.89)	155	20,762.38
511.183	Group Insurance	141,737.00	.00	141,737.00	9,848.32	.00	127,942.72	13,794.28	90	113,906.30
511.184	Unemployment	4,291.00	.00	4,291.00	324.89	.00	4,157.07	133.93	97	3,875.37
511.186	Medicare	12,444.00	.00	12,444.00	902.70	.00	11,529.97	914.03	93	10,727.53
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	Social Security	750.00	.00	750.00	.00	.00	.00	750.00	0	507.63
511.201	PEBS-Ret-Medical	6,192.00	.00	6,192.00	516.00	.00	6,192.00	.00	100	6,192.00
<b>Employee Benefits Totals</b>		<b>\$428,362.00</b>	<b>\$0.00</b>	<b>\$428,362.00</b>	<b>\$30,586.58</b>	<b>\$0.00</b>	<b>\$388,484.37</b>	<b>\$39,877.63</b>	<b>91%</b>	<b>\$364,742.10</b>
<b>Services &amp; Supplies</b>										
520.029	Program Underwriting	5,000.00	.00	5,000.00	591.68	.00	5,239.13	(239.13)	105	18,872.06
520.045	Computer System	50,000.00	.00	50,000.00	846.13	.00	63,182.96	(13,182.96)	126	72,256.15
520.055	Telephone Expense	5,500.00	.00	5,500.00	606.69	.00	6,664.64	(1,164.64)	121	6,187.79
520.060	Postage/Po Box Rent	3,200.00	.00	3,200.00	282.34	.00	4,140.93	(940.93)	129	3,626.88
520.064	Travel	6,000.00	.00	6,000.00	4,006.76	.00	7,794.07	(1,794.07)	130	3,795.76

# Library Expense Budget Performance Report

Fiscal Year to Date 06/30/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances YTD	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
520.072	Advertising	.00	.00	.00	.00	.00	1.22	(1.22)	+++	28.55
520.078	Printing & Binding	100.00	.00	100.00	131.92	.00	269.31	(169.31)	269	167.92
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	400.00	32,400.00	1,940.24	.00	26,969.61	5,430.39	83	32,433.98
520.097	Maint B&G	2,000.00	.00	2,000.00	653.65	.00	1,521.07	478.93	76	35,907.28
520.098	Janitorial Services	30,072.00	10,072.00	40,144.00	1,871.00	13,814.45	15,111.49	11,218.06	72	14,200.07
520.107	Maint Equip	9,000.00	.00	9,000.00	.00	.00	4,136.75	4,863.25	46	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	5,353.37	486.63	92	5,679.98
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	313.86	.00	2,534.15	2,465.85	51	3,812.99
520.156	Risk Mgmt-Co. Insurance	32,014.00	.00	32,014.00	8,003.50	.00	32,014.00	.00	100	33,120.00
520.169	EMRB Assessment	.00	.00	.00	.00	.00	90.00	(90.00)	+++	94.50
520.170	Memberships	650.00	.00	650.00	119.00	.00	1,033.00	(383.00)	159	708.00
520.194	Cellular Phones	.00	.00	.00	91.79	.00	347.92	(347.92)	+++	.00
520.200	Training & Education	2,000.00	.00	2,000.00	730.00	.00	7,565.00	(5,565.00)	378	650.00
520.240	Data Lines	9,000.00	.00	9,000.00	1,032.04	.00	9,737.06	(737.06)	108	10,239.06
521.100	Professional Services	100.00	.00	100.00	.00	.00	1,604.00	(1,504.00)	1604	1,990.00
521.134	Cataloging	25,000.00	.00	25,000.00	1,750.86	.00	22,860.08	2,139.92	91	20,773.96
521.500	Admin & Overhead	.00	.00	.00	.00	.00	.00	.00	+++	.00
530.001	Circulation Supplies	1,500.00	.00	1,500.00	1,159.92	.00	2,184.23	(684.23)	146	4,655.50
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	131,769.00	75,877.00	207,646.00	17,376.09	.00	200,173.35	7,472.65	96	189,051.48
532.057	Processing Materials	3,000.00	.00	3,000.00	952.37	.00	10,486.16	(7,486.16)	350	8,314.60
532.065	Institutional Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
533.800	Office Supplies	3,000.00	1,185.00	4,185.00	.00	.00	2,041.11	2,143.89	49	1,696.72
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	2,000.00	.00	2,000.00	462.20	.00	2,725.81	(725.81)	136	2,588.49
533.813	Office Products Program	4,500.00	3,732.00	8,232.00	1,035.25	.00	6,849.63	1,382.37	83	7,673.19
533.817	Small Projects	623.00	.00	623.00	.00	.00	1,427.00	(804.00)	229	14,740.57
540.010	Grants-Services & Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	11,885.00	11,885.00	.00	.00	11,888.96	(3.96)	100	13,014.15
<i>Services &amp; Supplies Totals</i>		\$370,968.00	\$103,151.00	\$474,119.00	\$43,957.29	\$13,814.45	\$455,946.01	\$4,358.54	99%	\$507,959.63



# Library Expense Budget Performance Report

Fiscal Year to Date 06/30/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Ret'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	852,554.00	852,554.00	(50,216.77)	90,620.88	629,406.67	132,526.45	84	25,492.94
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	\$877,062.00	\$877,062.00	(\$50,216.77)	\$90,620.88	\$629,406.67	\$157,034.45	82%	\$50,000.71
<b>EXPENSE TOTALS</b>		\$1,692,036.00	\$980,213.00	\$2,672,249.00	\$88,105.08	\$104,435.33	\$2,291,038.33	\$276,775.34	90%	\$1,697,344.50
Department <b>804 - Library Totals</b>		(\$1,692,036.00)	(\$980,213.00)	(\$2,672,249.00)	(\$88,105.08)	(\$104,435.33)	(\$2,291,038.33)	(\$276,775.34)	90%	(\$1,697,344.50)
Fund <b>234 - Room Tax Totals</b>		\$1,692,036.00	\$980,213.00	\$2,672,249.00	\$88,105.08	\$104,435.33	\$2,291,038.33	\$276,775.34		\$1,697,344.50
<b>Grand Totals</b>		\$1,692,036.00	\$980,213.00	\$2,672,249.00	\$88,105.08	\$104,435.33	\$2,291,038.33	\$276,775.34		\$1,697,344.50

# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 06/30/19  
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
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	107,526.00	107,526.00	3,479.32	.00	75,184.79	32,341.21	70	12,693.37
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$107,526.00	\$107,526.00	\$3,479.32	\$0.00	\$75,184.79	\$32,341.21	70%	\$12,693.37
	<b>EXPENSE TOTALS</b>	\$0.00	\$107,526.00	\$107,526.00	\$3,479.32	\$0.00	\$75,184.79	\$32,341.21	70%	\$12,693.37
Department 800 - Library Gift Fund		\$0.00	(\$107,526.00)	(\$107,526.00)	(\$3,479.32)	\$0.00	(\$75,184.79)	(\$32,341.21)	70%	(\$12,693.37)
Fund 235 - Library Gift Fund		\$0.00	\$107,526.00	\$107,526.00	\$3,479.32	\$0.00	\$75,184.79	\$32,341.21		\$12,693.37
	<b>Grand Totals</b>	\$0.00	\$107,526.00	\$107,526.00	\$3,479.32	\$0.00	\$75,184.79	\$32,341.21		\$12,693.37



# Gift Fund Trial Balance Listing

Through 06/30/19  
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	24,295.20	75,853.96	57,310.19	108,868.95
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(1,048.08)
121.100	Interest Receivable	187.18	172.96	23.95	336.19	187.18
155.000	Prepaid Expense	32.95	.00	32.95	.00	32.95
	<i>Current Assets Totals</i>	\$108,041.00	\$24,468.16	\$75,910.86	\$56,598.30	\$108,041.00
<i>Current Liabilities</i>						
202.000	Accounts Payable	(502.49)	75,654.33	75,151.84	.00	(502.49)
207.000	Due To Other Funds	(13.06)	13.06	.00	.00	(13.06)
	<i>Current Liabilities Totals</i>	(\$515.55)	\$75,667.39	\$75,151.84	\$0.00	(\$515.55)
<i>Fund Balance</i>						
253.000	Fund Balance	(107,525.45)	.00	.00	(107,525.45)	(107,525.45)
	<i>Fund Balance Totals</i>	(\$107,525.45)	\$0.00	\$0.00	(\$107,525.45)	(\$107,525.45)

# Gift Fund Income Statement

Through 06/30/19  
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>							
361.200	Interest On Investment	.00	.00	.00	.00	+++	(72.20)
361.205	Investment-FMV Adjust	.00	.00	.00	.00	+++	(767.53)
361.211	Invest. Earnings-LGIP	.00	.00	322.61	(322.61)	+++	282.43
361.212	Invest. Earnings-BNY Mellon	.00	88.99	1,264.06	(1,264.06)	+++	819.34
	<i>Interest Revenue Totals</i>	\$0.00	\$88.99	\$1,586.67	(\$1,586.67)	+++	\$262.04
<i>Miscellaneous Revenue</i>							
367.102	Donations	107,526.00	796.80	22,718.24	84,807.76	21	32,692.56
	<i>Miscellaneous Revenue Totals</i>	\$107,526.00	\$796.80	\$22,718.24	\$84,807.76	21%	\$32,692.56
<b>Department 000 - Revenue Totals</b>							
		\$107,526.00	\$885.79	\$24,304.91	\$83,221.09	23%	\$32,954.60
<b>REVENUE TOTALS</b>							
		\$107,526.00	\$885.79	\$24,304.91	\$83,221.09	23%	\$32,954.60
<b>EXPENSE</b>							
Department 800 - Library Gift Fund							
<i>Services &amp; Supplies</i>							
532.061	Library Gift Fund	107,526.00	3,479.32	75,184.79	32,341.21	70	12,693.37
565.755	Investment Service Fees	.00	.00	47.27	(47.27)	+++	153.35
	<i>Services &amp; Supplies Totals</i>	\$107,526.00	\$3,479.32	\$75,232.06	\$32,293.94	70%	\$12,846.72
<b>Department 800 - Library Gift Fund Totals</b>							
		\$107,526.00	\$3,479.32	\$75,232.06	\$32,293.94	70%	\$12,846.72
<b>EXPENSE TOTALS</b>							
		\$107,526.00	\$3,479.32	\$75,232.06	\$32,293.94	70%	\$12,846.72
<b>Grand Totals</b>							
	<b>REVENUE TOTALS</b>	107,526.00	885.79	24,304.91	83,221.09	23%	32,954.60
	<b>EXPENSE TOTALS</b>	107,526.00	3,479.32	75,232.06	32,293.94	70%	12,846.72
	<b>Grand Total Net Gain (Loss)</b>	\$0.00	(\$2,593.53)	(\$50,927.15)	(\$50,927.15)	+++	\$20,107.88





# Library Budget Performance Report

Fiscal Year to Date 07/31/19  
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>										
Department 804 - Library										
EXPENSE										
Salaries & Wages										
510.000	Salaries & Wages	922,640.00	.00	922,640.00	23,434.05	.00	23,434.05	899,205.95	3	25,671.06
510.125	Salaries-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.171	Holidays	.00	.00	.00	2,807.84	.00	2,807.84	(2,807.84)	+++	2,911.36
511.172	Comp Paid	.00	.00	.00	163.04	.00	163.04	(163.04)	+++	186.63
511.173	Vacation	.00	.00	.00	2,573.81	.00	2,573.81	(2,573.81)	+++	2,679.25
511.174	Sick	.00	.00	.00	443.16	.00	443.16	(443.16)	+++	197.12
516.120	Contract Salaries	.00	.00	.00	.00	.00	.00	.00	+++	.00
		<b>\$922,640.00</b>	<b>\$0.00</b>	<b>\$922,640.00</b>	<b>\$29,544.62</b>	<b>\$0.00</b>	<b>\$29,544.62</b>	<b>\$893,095.38</b>	<b>3%</b>	<b>\$31,645.42</b>
<i>Salaries &amp; Wages Totals</i>										
Employee Benefits										
511.180	Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.181	Retirement	255,979.00	.00	255,979.00	7,941.91	.00	7,941.91	248,037.09	3	8,672.60
511.182	Workers Comp	13,433.00	.00	13,433.00	735.85	.00	735.85	12,697.15	5	1,196.21
511.183	Group Insurance	148,314.00	.00	148,314.00	4,746.78	.00	4,746.78	143,567.22	3	10,829.40
511.184	Unemployment	4,650.00	.00	4,650.00	149.83	.00	149.83	4,500.17	3	159.12
511.186	Medicare	13,475.00	.00	13,475.00	414.96	.00	414.96	13,060.04	3	437.20
511.188	Co. Dependent Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.189	Cell Phone Stipend	1,800.00	.00	1,800.00	65.00	.00	65.00	1,735.00	4	.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	Social Security	1,772.00	.00	1,772.00	.00	.00	.00	1,772.00	0	.00
511.201	PEBS-Ret.Medical	6,192.00	.00	6,192.00	559.00	.00	559.00	5,633.00	9	516.00
		<b>\$445,615.00</b>	<b>\$0.00</b>	<b>\$445,615.00</b>	<b>\$14,613.33</b>	<b>\$0.00</b>	<b>\$14,613.33</b>	<b>\$431,001.67</b>	<b>3%</b>	<b>\$21,810.53</b>
<i>Employee Benefits Totals</i>										
Services & Supplies										
520.029	Program Underwriting	20,000.00	.00	20,000.00	90.60	.00	90.60	19,909.40	0	491.46
520.045	Computer System	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	2,526.72
520.055	Telephone Expense	7,200.00	.00	7,200.00	.00	.00	.00	7,200.00	0	.00
520.060	Postage/Po Box Rent	5,000.00	.00	5,000.00	204.00	.00	204.00	4,796.00	4	182.00

# Library Budget Performance Report

Fiscal Year to Date 07/31/19  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
520.064	Travel	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
520.085	Communications	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	.00
520.088	Utilities	33,000.00	.00	33,000.00	769.60	.00	769.60	32,230.40	2	667.48
520.097	Maint B&G	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
520.098	Janitorial Services	20,000.00	.00	20,000.00	1,871.00	.00	1,871.00	18,129.00	9	.00
520.107	Maint Equip	9,000.00	.00	9,000.00	874.00	.00	874.00	8,126.00	10	1,455.00
520.114	Motor Pool Expense	5,324.00	.00	5,324.00	435.92	.00	435.92	4,888.08	8	486.67
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
520.156	Risk Mgmt-Co. Insurance	32,271.00	.00	32,271.00	.00	.00	.00	32,271.00	0	.00
520.169	EMRB Assessment	100.00	.00	100.00	75.13	.00	75.13	24.87	75	90.00
520.170	Memberships	800.00	.00	800.00	50.00	.00	50.00	750.00	6	50.00
520.194	Cellular Phones	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
520.200	Training & Education	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
520.240	Data Lines	10,000.00	.00	10,000.00	214.98	.00	214.98	9,785.02	2	218.94
521.100	Professional Services	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
521.134	Cataloging	28,000.00	.00	28,000.00	541.13	.00	541.13	27,458.87	2	.00
530.001	Circulation Supplies	4,700.00	.00	4,700.00	.00	.00	.00	4,700.00	0	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	159,873.00	.00	159,873.00	4,069.00	.00	4,069.00	155,804.00	3	4,626.88
532.057	Processing Materials	11,000.00	.00	11,000.00	.00	.00	.00	11,000.00	0	.00
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	.00	.00	.00	3,000.00	0	.00
533.801	Paper Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.802	Small Equipment	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
533.813	Office Products Program	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
533.817	Small Projects	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
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>		\$645,949.00	\$0.00	\$645,949.00	\$9,195.36	\$0.00	\$9,195.36	\$636,753.64	1%	\$10,795.15



# Library Budget Performance Report

Fiscal Year to Date 07/31/19  
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	.00	.00	.00	.00	.00	.00	+++	.00
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	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Capital Outlay/Projects Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Miscellaneous</i>										
563.902	Unanticipated Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Miscellaneous Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<b>EXPENSE TOTALS</b>	\$2,014,204.00	\$0.00	\$2,014,204.00	\$53,353.31	\$0.00	\$53,353.31	\$1,960,850.69	3%	\$64,251.10
	Department 804 - Library Totals	(\$2,014,204.00)	\$0.00	(\$2,014,204.00)	(\$53,353.31)	\$0.00	(\$53,353.31)	(\$1,960,850.69)	3%	(\$64,251.10)
	Fund 234 - Room Tax Totals	\$2,014,204.00	\$0.00	\$2,014,204.00	\$53,353.31	\$0.00	\$53,353.31	\$1,960,850.69		\$64,251.10
	<b>Grand Totals</b>	\$2,014,204.00	\$0.00	\$2,014,204.00	\$53,353.31	\$0.00	\$53,353.31	\$1,960,850.69		\$64,251.10

# Gift Fund Expense Budget Performance Report

Fiscal Year to Date 07/31/19  
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
Fund 235 - Library Gift Fund										
Department 800 - Library Gift Fund										
	EXPENSE									
	Services & Supplies									
532.061	Library Gift Fund	.00	.00	.00	500.00	.00	500.00	(500.00)	+++	91,485.95
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$500.00)	+++	\$91,485.95
	<b>EXPENSE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$500.00)	+++	\$91,485.95
Department 800 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	(\$500.00)	\$0.00	(\$500.00)	\$500.00	+++	(\$91,485.95)
Fund 235 - Library Gift Fund Totals		\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$500.00)	+++	\$91,485.95
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$500.00)		\$91,485.95



# Gift Fund Trial Balance Listing

Through 07/31/19  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund 235 - Library Gift Fund						
<i>Current Assets</i>						
101.000	Cash	57,988.00	2,531.45	16,801.16	43,718.29	108,966.11
101.090	Investment-FMV Adjust	(1,048.08)	.00	.00	(1,048.08)	(1,048.08)
121.100	Interest Receivable	346.16	.00	.00	346.16	187.18
	<i>Current Assets Totals</i>	\$57,286.08	\$2,531.45	\$16,801.16	\$43,016.37	\$108,105.21
<i>Current Liabilities</i>						
201.000	Vouchers Payable	(12,845.00)	12,845.00	.00	.00	.00
202.000	Accounts Payable	(3,456.16)	16,801.16	13,345.00	.00	.00
207.000	Due To Other Funds	.00	.00	.00	.00	(13.06)
	<i>Current Liabilities Totals</i>	(\$16,301.16)	\$29,646.16	\$13,345.00	\$0.00	(\$13.06)
<i>Fund Balance</i>						
253.000	Fund Balance	(107,525.45)	.00	.00	(107,525.45)	(107,525.45)
	<i>Fund Balance Totals</i>	(\$107,525.45)	\$0.00	\$0.00	(\$107,525.45)	(\$107,525.45)

# Gift Fund Income Statement

Through 07/31/19

Detail Listing

Exclude Rollup Account

Account	Account Description	YTD Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year YTD Total
Fund Category	Governmental Funds						
Fund Type	Governmental-Spec Revenue						
Fund	235 - Library Gift Fund						
	REVENUE						
	Department 000 - Revenue						
	Miscellaneous Revenue						
367.102	Donations	.00	2,531.45	2,531.45	(2,531.45)	+++	637.80
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$2,531.45	\$2,531.45	(\$2,531.45)	+++	\$637.80
	Department 000 - Revenue Totals	\$0.00	\$2,531.45	\$2,531.45	(\$2,531.45)	+++	\$637.80
	REVENUE TOTALS	\$0.00	\$2,531.45	\$2,531.45	(\$2,531.45)	+++	\$637.80
	EXPENSE						
	Department 800 - Library Gift Fund						
	Services & Supplies						
532.061	Library Gift Fund	.00	500.00	500.00	(500.00)	+++	71.10
	<i>Services &amp; Supplies Totals</i>	\$0.00	\$500.00	\$500.00	(\$500.00)	+++	\$71.10
	Department 800 - Library Gift Fund Totals	\$0.00	\$500.00	\$500.00	(\$500.00)	+++	\$71.10
	EXPENSE TOTALS	\$0.00	\$500.00	\$500.00	(\$500.00)	+++	\$71.10
	Grand Totals						
	REVENUE TOTALS	.00	2,531.45	2,531.45	(2,531.45)	+++	637.80
	EXPENSE TOTALS	.00	500.00	500.00	(500.00)	+++	71.10
	Grand Total Net Gain (Loss)	\$0.00	\$2,031.45	\$2,031.45	\$2,031.45	+++	\$566.70



**Douglas County Public Library  
Director's Annual Performance Evaluation**

**Employee Name:**

**Review Date:**

**Rating Period:** (example: 12/01/17-12/01/18)

**Evaluating Supervisor:** Library Board of Trustees

**INSTRUCTIONS:** Use the following scale to rate the employee's performance.

- Superior: Meets or exceeds all performance standards.
- Fully Competent: Meets or exceeds most performance standards.
- Below Standards: Does not meet most performance standards.
- Failed: Does not meet all performance standards.

Performance Standards	Superior	Fully competent	Below standards	Failed
<b>Leadership</b>				
<b>Manages Staff</b> The Director manages and directs human resources effectively, according to approved policies and procedures, ensuring staff are trained, equipped, and contribute to achieving the Library's mission; addresses performance issues fairly and consistently, completes performance reviews in a professional manner; develops plans and follows standards for performance improvement and skills development; and helps employees understand standards, policies, procedures and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sets Expectations</b> The Director establishes the tone and direction for the Library's success, motivating others to accomplish a shared vision by establishing goals for the growth and development of the Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Development</b> The Director leads by example, seeking out and participating in training and other professional development opportunities to improve their skills and stay informed about developments in information science and practice, including technological tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Count</b> ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.				
<b>Administration</b>				
<b>Policy</b> The Director understands and complies with the policies and laws of the Library, Douglas County and Nevada, including reporting obligations at all levels of government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Budget and Finances</b> The Director develops an appropriate budget in a systematic manner; manages internal and external resources effectively; identifies cost-effective ways to achieve goals; manages disbursements from the Gift Fund; acts as resident agent for the Library Foundation and the Friends of the Library; and upholds financial standards, policies, procedures and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p><b>Library Board of Trustees</b> The Director responds positively to guidance from the Board and provides the Board with the information needed to make decisions; understands and complies with the statutory requirements for Library governance; and provides guidance to the Board on open meeting laws and other procedural matters.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Facilities and Collection</b> The Director ensures that the Library's buildings and equipment are safe and well-maintained, and that the various materials comprising the Library's circulating, reference and other collections are cared for according to professional standards.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Communication</b>				
<p><b>Communication</b> The Director ensures open dialogue through proactive listening and sharing of information throughout the organization and the community; respects differences of opinion; and is clear and concise with oral and written presentations and other communications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Community Relations</b> The Director represents the Library in a professional and non-partisan manner; advocates for the Library in the community and before governing bodies; and directs publicity that effectively promotes Library materials, services and programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Teamwork</b>				
<p><b>Intergovernmental</b> The Director interacts with government representatives in a manner that reflects well on the Library; facilitates cooperative efforts between various agencies and the Library; and works effectively with other Douglas County personnel.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Library Staff</b> The Director works cooperatively with staff to improve the performance of the organization; leads meetings and cross-functional teams; and fosters collaborative relationships with and between others.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.</p>				
<b>Integrity</b>				
<p><b>Conduct</b> The Director demonstrates honest and ethical conduct; speaks positively about the County, the Library, peers, and co-workers; is cooperative and adaptable; maintains confidentiality; responds to and meets commitments; demonstrates an understanding and respect for cultural, religious, and gender differences; maintains a professional image with the public; and fulfills responsibilities and duties in accordance with the Code of Ethics of the American Library Association.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Judgment and Decisiveness</b> The Director is self-assured of abilities, is self-directed and motivated, handles criticism constructively, takes responsibility for mistakes, and confidently makes decisions and takes action without undue supervision from the Library Board of Trustees.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.				
<b>Customer Service</b>				
<b>Materials and Programs</b> The Director oversees the management and maintenance of library materials in all formats, as well as programming, that informs and entertains library users; and ensures that programs, services and materials meet the needs and request of all library users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Service Points and Facilities</b> The Director ensures public access to properly equipped facilities and trained personnel, enabling access to Library materials, equipment, facilities and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b> Count ratings for this category and enter the totals on this line and in the Overall Rating matrix and the end of the Performance Standards.				

<b>Totals</b>	Transfer ratings totals from each Performance area to the appropriate space below.			
<b>Leadership</b>				
<b>Administration</b>				
<b>Communication</b>				
<b>Teamwork</b>				
<b>Integrity</b>				
<b>Customer Service</b>				
<b>Total</b> Enter the total of the ratings from each Standard on this line and in the Overall Performance matrix, below.				

**Overall Performance** (rating with the high number)

Rating	Description	Total Numbers	Suggested Merit
Superior	Exceeded most Performance Standards		3%
Fully Competent	Met or exceeded most Performance Standards		2%
Below Standards	Did not meet many Performance Standards		1%
Failed	Failed to meet Performance Standards		0%



**Performance Goals and Progress Reporting**

Goal	Reporting
1.	
2.	
3.	
4.	
5.	
6.	
7.	

**Employee Comments:**

**Signatures**

**Employee:**

Date \_\_\_\_\_

**Trustees:**

\_\_\_\_\_ Date \_\_\_\_\_

## **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 **Proposed deadline June 1, 2020**
  - 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 **Proposed deadline January 31, 2020**
  - 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  
**Proposed deadline March 31, 2020**
  - 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  
**Proposed deadline May 31, 2020**
  - 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  
**Proposed deadline May 31, 2020**
- 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
- D. Begin implementing new technology programs by December 1, 2019 **Proposed deadline June 30, 2020**
- 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 **Completed**
- 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  
**Proposed deadline January 31, 2020**
- 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  
**Proposed deadline May 31, 2020**
- a. Design technology education/assistance programs focused on the selected eResources (see Objective #2)
  - b. Develop assessment protocol for evaluation of program(s)

## 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 **Completed (new hire pending)**
  - 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) **Completed**
  - 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 **Completed**
- D. Train Bookmobile volunteers in basic duties within thirty (30) days of delivery **Proposed deadline October 1, 2019**
- E. Launch bookmobile service within thirty (30) days of delivery **Proposed deadline October 1, 2019**

### 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. Interim documents and handbook will be presented September 1, 2019 **Proposed deadline May 31, 2020**
- E. Inform Board of progress by December 1, 2019 **Proposed deadline March 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 **Proposed deadline December 31, 2020**
  - 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
    - 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 #5) by December 1, 2019
- Proposed deadline January 31, 2020**

**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 #5) by December 1, 2019
- Proposed deadline January 31, 2020**

**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 **Completed**
- B. Evaluate SRP by December 1, 2019

\*\*\*\*\*

*New proposed deadlines presented to the Library Board on August 27, 2019*



*Provided by Lisa Foley, Library Trustee*

From Norma Fowler, Nevada State Library:

The consultants listed below have worked with libraries in Nevada:

Ruth Metz is an excellent facilitator who has worked with several library organizations and libraries in Nevada, including the State Library. She is currently working with the Nevada Library Cooperative (CoOp, formerly CLAN) on developing and implementing a strategic plan for the organization.

Ruth Metz Associates  
101 SW 5th Ave., Suite 1100  
Portland OR 97204  
877-393-5918

The North Las Vegas Library District worked with Professionals in Philanthropy on board assessment and training for both the District Board of Trustees and the library's Friends of the Library Board.

Professionals in Philanthropy  
10624 S. Eastern Ave., Suite A704  
Henderson NV 89052  
702-896-4915  
[PiPAdvisor@profinphil.com](mailto:PiPAdvisor@profinphil.com)

A couple of library districts have worked with the University Center for Economic Development at UNR, specifically with Dr. Fred Steinmann, and were very pleased with the outcome.

Dr. Fred Steinmann  
UNR University Center for Economic Development  
[fred@unr.edu](mailto:fred@unr.edu)

Another out of state consultant with whom I have worked is Penny Hummel in Portland. I worked with her in connection with facility planning, but she also works in organizational development and is very well respected in Oregon libraries. So far as I know, she hasn't worked with any Nevada libraries.

Penny Hummel  
<http://www.pennyhummel.com/>

## Director's Monthly Report August 2019

1. PALS Tax Resolution. At the August 15, 2019 regular meeting, the Board of County Commissioners adopted Resolution 2019R-038, establishing a distribution of the proceeds from the Douglas County Sales and Use Tax of 1999 (PALS Sales Tax) in order to allow the benefiting entities to plan and project revenues for budgeting purposes. At the time the tax was enacted, the specific allocation to the various benefiting entities was not identified. This resolution established the distribution as follows: Library 55%, Senior Services 25%, Parks & Recreation 20%, and Airport 0%.
2. Library Reorganization. On August 15, I presented a request to the Board of County Commissioners at their regular meeting. I requested the replacement of one vacant Librarian position and one Library Branch Supervisor position with two Library Supervisor positions, as part of an internal restructuring of the library. The Commissioners approved the request unanimously. This presentation to the BOCC was the final step in implementing the library's organization chart approved by the Library Board on May 28, 2019.
3. Staff Changes and Vacancies. Recruitment for the Bookmobile Library Tech position is complete; background checks are in progress. The Lake Tahoe Library Tech position is vacant, and we are working with Human Resources to fill that position as soon as possible. Linda Wilson has announced her retirement, and her last day is September 5. Recruitment for her position will begin soon. We are also working with Human Resources on the recruitments for the new Library Supervisor positions that were approved by the Board of County Commissioners on August 15. Having three or four vacant positions simultaneously is atypical. This results in significant challenges for the staff. Therefore the recruitments are top priority.
4. Bookmobile. The Bookmobile Grand Opening took place on August 9. The event was attended by approximately 100 visitors; everyone was excited about the new bookmobile. We have selected a candidate for the Library Tech position that will operate the bookmobile, and the candidate, we hope, will start by September 1.
5. Staff Meetings and Training. Staff meetings are held monthly on the first Tuesday of each month. Due to staff shortages, monthly training sessions have been temporarily suspended.
6. Summer Reading Program. This year's "Universe of Stories"-themed Summer Reading Program concluded on August 3. This year we adopted the Beanstack app that enabled readers to keep track of their reading, enter drawings for prizes, and post book reviews. We have received very positive feedback from patrons. Staff advised that the app has been a tremendous help.
7. Staff Development. Kitty Weber and Luise Davis attended the annual conference of the American Library Association (ALA) in Washington, DC, June 21-26. The next conference of the Nevada Library Association (NLA) is in Reno, November 3-4.



8. Progress on Improvement Plans. I meet with individual employees on a regular basis, and hold monthly staff meetings. Some committees and projects are on hold until vacant positions are filled. I meet with County administration and department heads on an as-needed basis.
  
9. Evaluations. The list of recently completed performance evaluations:
  - a. Rachel Soleta
  - b. Sonjia Wahab
  - c. Linda Wilson

Nevada Appeal  
Wed. 6/19/19

## Library continues search for director

### Nevada Appeal staff report

The Library Board of Trustees decided to continue recruiting for a library director after the top two candidates from an earlier search declined the job offer.

The board met briefly at a special meeting on Friday and decided to begin an expedited recruitment for candidates rather than pick from the pool of remaining applicants from the previous recruitment.

The job listing has been posted and will run for

30 days, after which the board will meet to select their top candidates to interview. The board also plans to hold a meet-and-greet, as it did before, for the public to meet candidates.

The job listing has been updated with a new annual salary range between \$102,731.20 and \$164,361.60, a 1.75 percent increase for the new fiscal year. The listing also requires applicants to have a master's in library science instead of an equivalency.

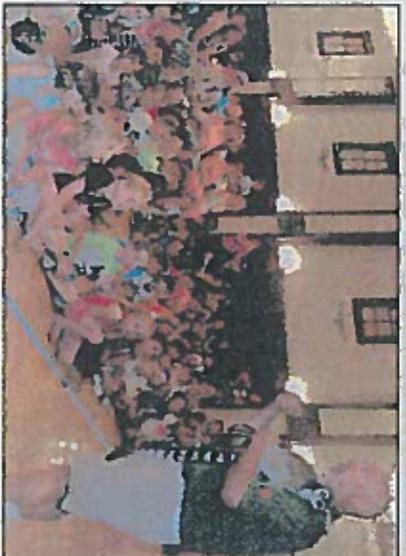
# Snakes alive! Douglas Public Library hosts animal show

## Staff Reports

As part of the summer reading program, the Douglas County Public Library is providing two wildlife shows on Wednesday. The first show is 3 p.m. at the Zephyr Cove Library, 233 Warrior

Way in Zephyr Cove. The second show is 6:30 p.m. at the CVIC Hall, 1602 Esmeralda Ave., in Minden. "Children of all ages will meet amazing, live animals presented by Conservation Ambassadors, Inc.," librarians said. "These

wildlife shows are free, and seating is available on a first come, first served basis. Grab a seat early." Connect with the Douglas County Public Library on Facebook and Twitter, library.douglascountynev.gov, or call 775-782-9841.



BRAD COMAN

Ringo the Lemur is displayed by Gabe Kerschner last year at the CVIC Hall.

# Grow with Google event held at library

By Anne Knowles  
aknowles@nevadaportal.com

The Carson City Library on Wednesday hosted a day of digital training for businesses, non-profits and individuals.

More than 150 people participated in four training classes and one-on-one coaching provided by 20 Google volunteers.

The event was part of the Grow with Google 50-state tour. The tech giant is working with the American Library Association to host the trainings at libraries across the country.

Nevada was the 15th state on the tour and featured stops in Las Vegas and Carson City.

## Why Carson City?

"Because we know businesses here are eager to diversify their business," said Katherine Williams of communications and public affairs at Google in San Francisco.

Mayor Bob Crowell was on hand to kick off the day.



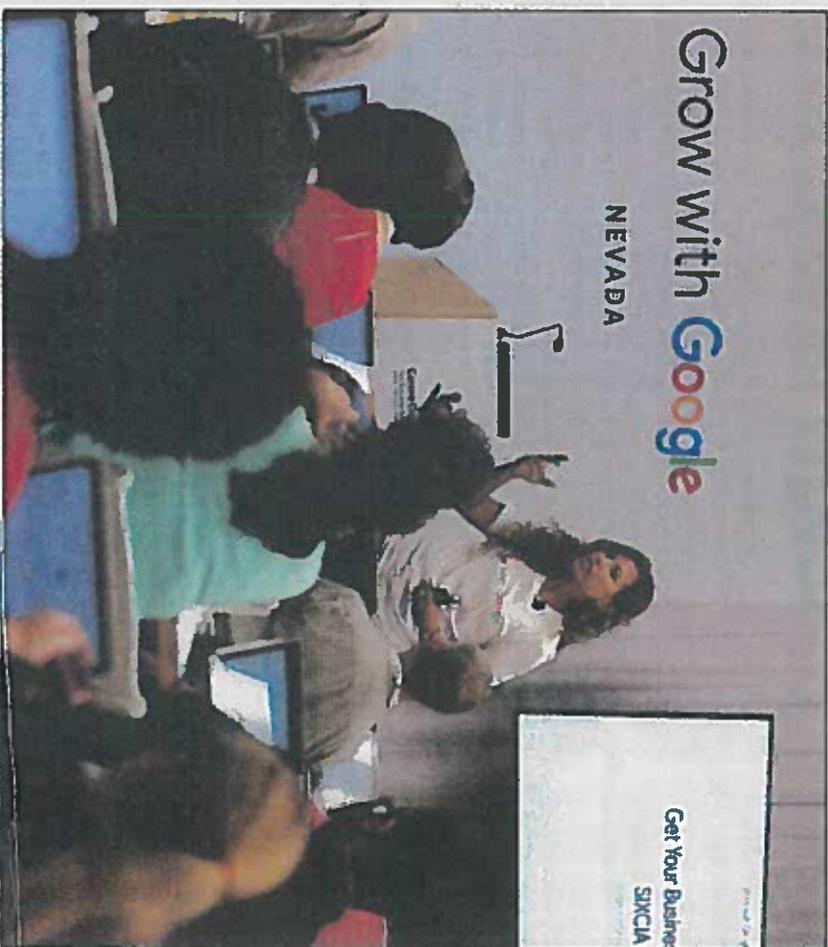
CATHLEEN ALLISON/NEVADA MOMENTUM  
Participants from around Northern Nevada attended the Grow with Google event at the Carson City Library.

"We are proud that Grow with Google choose our very own Carson City Library to present this timely and useful program on how to navigate the fast moving changes in the digital world for our labor force members, entrepreneurs, non-profits and of course our small business community," said Crowell, after the event.

"Carson City is one of only two sites chosen in Nevada where this program is being offered. A tip of the hat for our Library, Google and all the sponsors of this event." The day included four

workshops: for non-profit community empowerment, putting your business online, reaching customers online, and job searches using Google Tools.

Google partnered with Northern Nevada Development Authority, the Carson City Chamber of Commerce, and other regional organizations to market the event. Google also committed \$1 million to a micro grant program. Nevada libraries can now apply for grants between \$1,000-\$1,500 to support their own digital skills training.



CATHLEEN ALLISON/NEVADA MOMENTUM

Sixcia Devine speaks to participants in a workshop at the Grow with Google event at the Carson City Library on Wednesday. Google representatives are visiting public libraries across the country offering free workshops on digital skills and one-on-one sessions on the use of Google business tools.

Nevada Appeal  
Wed. 6/26/19

## Application period for Library Board of Trustees has been extended until July 18

### Nevada Appeal staff report

The Carson City Board of Supervisors is seeking

applications from persons interested in serving on the Carson City Library Board of Trustees. This committee oversees all library policy and budgets. Applicants must be willing to serve approximately six to eight hours a month.

There's one open position for a term that will expire June 2023.

The Board of

Supervisors will interview and appoint the qualified person to the commission. Applicants must be a Carson City registered voter to qualify. All members will serve without compensation. The city's boards, committees, and commissions policy and procedures can be viewed online at [www.carson.org/volunteer](http://www.carson.org/volunteer). Let it be known all applications

submitted to this office will be considered public information.

Applications will be accepted until July 18. Interviews for this volunteer position are tentatively planned to be held at the regularly scheduled Board of Supervisors meeting on Aug. 1.

For information, e-mail [revanson@carson.org](mailto:revanson@carson.org) or call 775-887-2100.

Record-Courier  
Thurs. 6/27/19

# Library celebrates moon landing's 50th

## Staff Reports

Fifty years ago, Carson Valley residents joined the rest of the nation in watching from their homes as the first humans set foot on the moon.

Valley Insurance Agent Doug Neddenriep told The Record-Courier that he spent so many hours watching the astronauts that his television's picture tube went out.

"It was a tremendous advance for human society," diamond cutter Leonard Ludel said in the July 24 edition of The R-C. "Even in view of the tremendous expenditure, it's still an achievement that's overwhelming."

The 50th anniversary of the famous Apollo 11 landing is being celebrated at the Douglas County Public Library.

The library is hosting a virtual reality experience 1:30-4:30 p.m. July 20.

"With the help of the library's virtual reality equipment, participants will experience the historic mission from the perspective of the astronauts," according to the library. "Witness the launch from inside the rocket, take control of the command module, land the lunar module, and take those first



R-C FILE PHOTO

Douglas County Librarian Yvonne Saddler stands in an exhibit at the library in honor of the moon landing. Fifty years later, the library is celebrating the landing using virtual reality technology that wouldn't have been envisioned in 1960s Minden.

steps on the surface of the Moon."

Participants must be ages 13 and older to wear the virtual reality headset.

However, anyone can

watch the experience on the library's big screen television. Those age 13-17 must have a signed parental

permission form to use the virtual reality equipment.

Permission forms are available at the library.

## Nevada librarians catalog virtual reality content for worldwide access

By Teri Vance | Nevada Momentum

Librarians from two states — joined by volunteers across the country — spent the day Thursday cataloging virtual reality en masse as part of the XRCatalog Hack-a-thon.

Nevada participants gathered at the Nevada State Library, Archives and Public Records to input the first virtual reality content into WorldCat - OCLC, the world's largest library catalog.

"As a state library, part of our job is to drive continuing education," said Deputy State Librarian Tammy Westergard. "We've convened a group of motivated workers to catalog our virtual reality content, which gives access to libraries around the world."

Libraries across the state have adopted virtual reality programs over the past two years, using one-time funding allocated by the 2017 Nevada Legislature.

"That funding has kick-started a powerful opportunity for Nevada libraries," Westergard said.

The \$500,000 was used over the last biennium for collection development, bookmobile services, statewide databases and emerging technology.

The Nevada Library Association asked this year's Legislature for \$1.5 million in permanent funding to continue the programs put in place over the past two years.

Lawmakers approved \$450,000 in permanent funding during this year's session, which concluded earlier this month.

While it was less than what the association asked for, libraries will

be served.

"It's so important for all the libraries throughout Nevada to have a permanent funding source," said Cyndi O, director of the Nevada Library Cooperative, which represents many of the libraries participating in XR educational initiatives locally and who participated in the Hack-a-thon. "This reinforces and validates the value of the information services that libraries deliver on a daily basis."

"Hackers" cataloged virtual reality content created by Lifeliqe, the nation's leader in 3D STEM education, which has been implemented in Nevada libraries and classrooms.

Once cataloged, the content will be discoverable to libraries worldwide and accessible to those who wish to subscribe.

"This is huge for us," said Mark Andersen, co-founder and president of Lifeliqe. "This is the most efficient way for libraries around the world to learn about the content we have."

The Nevada State Library, Archives and Public Records partnered with the Marin County Free Library, with stations at both locations dedicating the entire day to cataloging. Volunteers across the country also joined in virtually.

Sara Jones, former Nevada state librarian and former director of the Carson City Library, has led the initiative to adopt virtual reality in library systems.

"We're really trying to close the digital divide and get marketable, high-value skills for folks," said Jones, director of the Marin County Free Library and president of Calif,



CATHLEEN ALLISON/NEVADA MOMENTUM

Kelly Robertson, government publications librarian with the Nevada State Library & Archives, left, and Joan Dalusung, assistant director of the Washoe County Library System, catalog virtual reality content in a day-long event in Carson City on June 13. The XRCatalog Hack-a-thon helps make Nevada's virtual reality STEM educational programs available to libraries worldwide.

California's consortium of libraries. "We think the library is the natural place to do that because it's free and open to everyone."

Westergard said the Hack-a-thon is changing the landscape of library services.

"Library materials have continued to change over the last 100 years," she said. "If this new information format is not put into the WorldCat catalog, it does not exist for librarians. To say that we are making library history is an understatement."

*Editor's note: This is the final story in a series of articles to highlight library programs funded by the Nevada Legislature. The Nevada Library Association sought permanent funding in this year's legislative session.*



SPECIAL TO THE R C

The Minden Library will be offering classes in using a 3D pen to create objects with plastic.

## Modern day sorcery?

**C**reating with 3D pens for adults. Meet the 3D pen that extrudes heated or warm plastic from the pen's nozzle. You don't need any software. There are no files to transfer, and no difficult technology to master. Whatever you imagine, you can draw. It goes from your brain, to your hand, to reality. Millions of users have discovered that this remarkable invention is real, creative and fun. With a 3D pen you can draw a raised graphic on a piece of paper or any flat surface. Just imagine having the ability to "draw" in mid-air, allowing you to instantly form 3D



Anita Kornoff

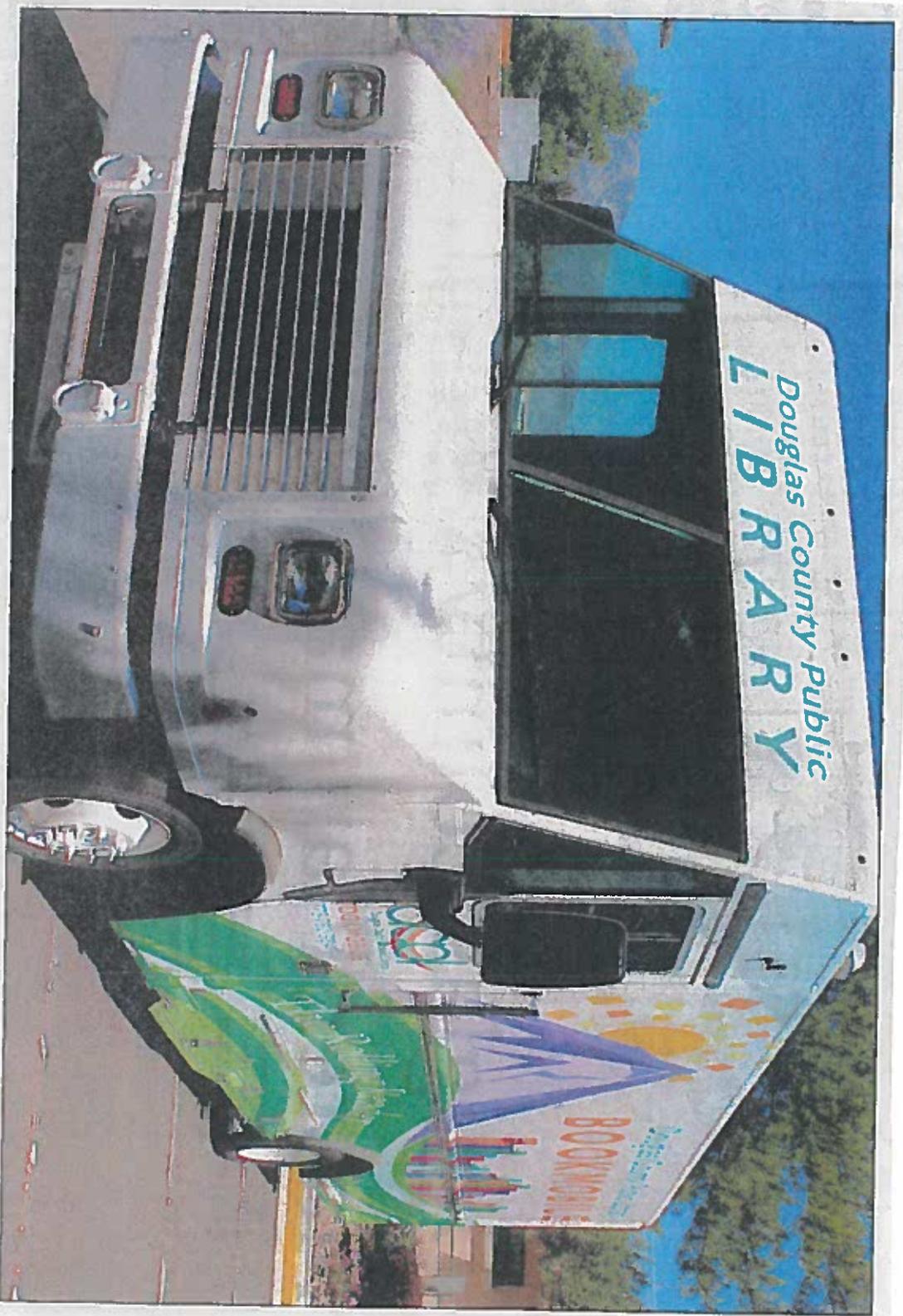
structures right in front of you, which you can pick up and hold in your hand. Working in a similar way to 3D printers, the pen allows a practiced user to produce sophisticated three-dimensional shapes.

The Douglas County Public Library is providing a free program about how

to draw and create with 3D pens. It will be held at the Minden Library at 4 p.m. July 23 and at the Zephyr Cove Library on Thursday, July 25 at 3 p.m. The library will provide 3D pens, plastic filament, and art templates. Just imagine how impressed your children or grandchildren will be with your new found skill in this technology.

The Minden Library is located at 1625 Library Lane. 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 775-782-9841.

Record Courier  
Thurs. 7/11/19



The new Douglas County Library Bookmobile has arrived and will be open for tours on Aug. 9.

KURT HILDEBRAND

# Bookmobile arrives at Minden library

by Kurt Hildebrand  
khildebrand@recordcourier.com

After four years the Douglas County Public Library officially took possession of its new bookmobile Monday.

Library trustees voted to accept

the donation of the bookmobile from the library's foundation, which raised the money to purchase the vehicle.

First proposed in 2015, Library Director Amy Dodson said it was one of her priorities after taking the job in 2014.

The Library Foundation raised the almost \$200,000 needed to purchase and equip the bookmobile.

"The total cost was \$192,000," Dodson said. "The funds were raised by the Library Foundation and the Minden Rotary Club.

Our partnership with the Minden Rotary and the Library Foundation has been magnificent. The bookmobile and its contents were 100 percent funded by private donations and grants. Donations

**BOOKMOBILE, 4**

1 of 2

Reed Courrier  
Thurs. 7/11/19

## BOOKMOBILE

From page 1

ranged from \$10 to \$50,000. We are so fortunate to have such a generous community."

The vehicle will have Wi-Fi, computers and books to deliver to home-bound seniors the Douglas County Senior Center, schools and other service that are far from the library branches.

Service clubs aided raising money to pay for the bookmobile including Minden Rotary and Minden Fortnightly.

Rotary donated more than \$90,000 toward the project, which librarians hoped would be ready to go last summer.

However the company that was supposed to build the bookmobile went out of business and more money had to be raised to replace the deposit.

"The first company we chose to build the bookmobile went out of business unexpectedly," she said. "This did set us back a little bit and we had to raise an additional \$37,000. The vendor we chose to build and

customize the vehicle is Farber Specialty Vehicles in Ohio."

Residents who want to get a peek inside the bookmobile will have their chance 6 p.m., on Aug. 9.

Librarians will have the bookmobile at Heritage Park where those attending the free movie in the park will be able to check out the bookmobile.

Dodson said the schedule for the bookmobile will be made public as soon as it's ready.

"Expect to see the bookmobile at community gathering places, schools, and residential areas," she said.

The bookmobile will be staffed by a library technician and a volunteer.

"There will always be two people on board when the bookmobile is in service," she said.

On Monday, library trustees agreed to close the Minden and Zephyr Cove libraries at 3 p.m. on Aug. 9 to staff the event. They also agreed to pay \$12,845 for the bookmobile parking and charging station.

That cost may be reimbursed by the foundation.

2 of 2

## Board Installed



Your 2019-2020 Board of Directors took their oath and officially began their year of leadership at the luncheon at Genoa Lakes yesterday. What's important to you as members is that these 17 Board members serve as your bridge to the Chamber for your questions and welcome hearing from you.

## Douglas County Library Happenings

There has been no shortage of media programming focusing on the 50<sup>th</sup> Anniversary of the Apollo Moon Landing and in that spirit, the Douglas County Library is providing a Virtual Reality Experience allowing participants to experience the mission from the perspective of the astronauts. It happens Saturday from 1:30 to 4:30 at the Main Branch on Library Lane and the details are here.

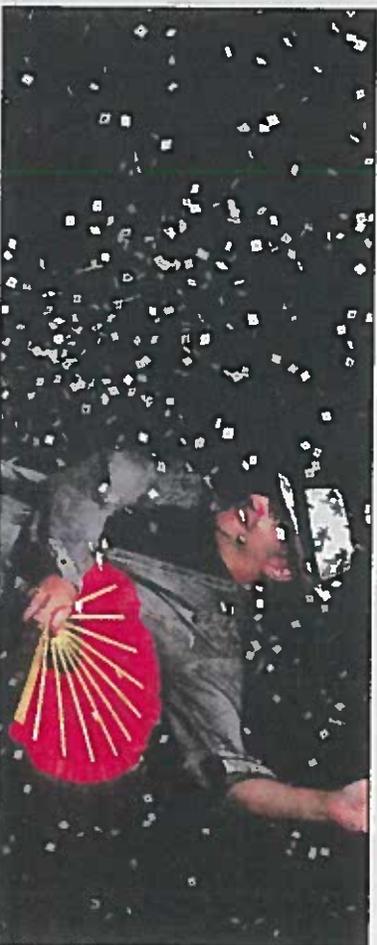
# Jacques the Magician big summer reading finish at Public Library

## Staff Reports

The Douglas County Public Library celebrates the success of its Children's Summer Reading Program with a visit from Jacques the Magician. As a professional magician, Jacques Simard has amused and astonished audiences around the world. This free show will take place on Thursday, July 30 at 6:30 p.m. in the CVL C. Hall, 1602 Esmeralda Ave.

## in Minden.

The Summer Reading finale is sponsored by the Friends of the Douglas County Public Library and made possible in part by funding from the Institute of Museum and Library Services and the Nevada State Library, Archives and Public Records. Connect with the Douglas County Public Library on Facebook and Twitter: library.douglascountynv.gov, or call 775-782-9841.



Jacques the Magician makes it snow during his magic show on Aug. 1.

JIM GRANT

Nevada Appeal  
Wed. 8/7/19

## Finalists to be interviewed for library director position

By Teri Vance  
Nevada Momentum

The finalists for the director of the Carson City Library position will be interviewed during a board meeting Friday evening, with a portion dedicated to questions from the public.

Interviews will begin in the Sierra Room of the Carson City Community Center at 1:30 p.m., with the final candidate's interview beginning at 4:30 p.m.

After a brief recess, the Carson City Library Board will reconvene at 6 p.m. when the final four candidates will take questions from the public.

The board is expected to make a selection around 7 p.m.

The four finalists are Lavinia Busch, Tod Colegrove, Marta Wiggins and Gail Zachariah.

Busch is the head of access services at California Institute of the Arts in Valencia, a position she's held since 2012.

She was also the Performing Arts Librarian at Cal Arts. She was a recent participant in the Library Leadership Institute at the Harvard Graduate School of Education. Busch is an author and also owns and publishes through Mystic Cookie Publishing.

Colegrove is the administrator of the Nevada State Library, Archives and Public Records.

He was formerly the director of the DeLaMare Library at the University of Nevada Reno, on the @One Learning Commons development team at the Knowledge Center and served as faculty for the Honors College and Physics department at UNR.

He has also worked in the



BRAD COMAN/NEVADA APPEAL

The finalists for the director of the Carson City Library position will be interviewed during a board meeting this Friday.

telecommunications industry and computer systems administration.

Wiggins is the branch manager of the La Crescenta branch of the Los Angeles County Library Systems, which received the 2019 Library of the Year award for the LA County Library Systems. She was also the managing director for the Institute of Intensive English in Hawaii.

Gail Zachariah has been the head of engagement, outreach and youth services for the Keen Public Library in New Hampshire since 2000 and has been recognized for outstanding service to youth.

She has previously served as the technical services librarian at the Springfield Town Library in Vermont, library consultant for the Ohio Valley Area Libraries and youth

services librarian at the Las Vegas-Clark County Library District.

This is the second round of interviews in the search for the new Carson City Library director.

Board trustees decided to go back to the drawing board after determining in the May 30 meeting to offer the position to Cyndi O, director of the Nevada Library Cooperative.

However, O turned down the offer. It was then extended to alternate Joe Schweiss, library director in Bullitt County, Ken., who also declined.

The new director will replace Sena Loyd, who resigned the post in February to take a job in the private sector. Loyd served in the position since January 2014.

The salary for the position ranges from \$102,731 to \$164,361 annually.

**Veronica Hallam**

---

**From:** Heather Frueh  
**Sent:** Tuesday, July 2, 2019 10:03 AM  
**To:** DCPL Publicity  
**Subject:** PSA Creating with 3D Pens for Adults

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

## **Creating with 3D Pens for Adults**

Build three-dimensional objects using a 3D printer pen and plastic filament. The Douglas County Public Library is providing a free program about how to draw and create with 3D pens. It will be held at the Minden Library on Tuesday, July 23 at 4:00 p.m. and at the Zephyr Cove Library on Thursday, July 25 at 3:00 p.m. The library will provide 3D pens, plastic filament, and art templates.

The Minden Library is located at 1625 Library Lane. 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 775-782-9841.

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:** Monday, July 15, 2019 10:25 AM  
**To:** DCPL Publicity  
**Subject:** PSA Jacques the Magician and the Summer Reading Finale

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

## **Jacques the Magician and the Summer Reading Finale**

The Douglas County Public Library celebrates the success of its Children's Summer Reading Program with a visit from Jacques the Magician. As a professional magician, Jacques Simard has amused and astonished audiences around the world. This free show will take place on Tuesday, July 30 at 6:30 p.m. in the C.V.I.C. Hall, 1602 Esmeralda Ave. in Minden.

The Summer Reading Finale is sponsored by the Friends of the Douglas County Public Library and made possible in part by funding from the Institute of Museum and Library Services and the Nevada State Library, Archives and Public Records.

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:** Wednesday, July 24, 2019 10:20 AM  
**To:** DCPL Publicity  
**Subject:** PSA Celebrating the Douglas County Public Library's New Bookmobile

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

## **Celebrating the Douglas County Public Library's New Bookmobile**

The Douglas County Public Library is pleased to announce the arrival of our new bookmobile. The "Rolling Reader" will bring the services of the library to all corners of the Carson Valley by visiting schools; parks; community and senior centers; neighborhoods; and special events.

Stop by the bookmobile's Grand Opening event at Heritage Park on Friday, August 9 from 6:00 p.m. to 8:00 p.m. to explore the inside and outside of the bookmobile! The bookmobile was made possible by the generous contributions of the Douglas County Public Library Foundation, the Rotary Club of Minden, the Smallwood Foundation, and private donors.

The Minden and Lake Tahoe Branches of the library will be closing early on Friday, August 9 at 3:00 p.m.

Heritage Park is located in Gardnerville. 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:** Wednesday, July 24, 2019 10:22 AM  
**To:** DCPL Publicity  
**Subject:** PSA Both Library Branches Closing Early for Bookmobile Grand Opening

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

## **Both Library Branches Closing Early for Bookmobile Grand Opening**

The Minden and Lake Tahoe Branches of the Douglas County Public Library will be closing early on Friday, August 9 at 3:00 p.m. to prepare for the Grand Opening of the library's new bookmobile. The Grand Opening event will take place at Heritage Park on Friday, August 9 from 6:00 p.m. to 8:00 p.m.

The Minden Branch will resume its regular schedule on Saturday, August 10 at 10:00 a.m., and the Lake Tahoe Branch will reopen on Saturday, August 10 at 9:00 a.m.

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:** Thursday, July 25, 2019 8:47 AM  
**To:** DCPL Publicity  
**Subject:** PSA Crafting Hour for Kids at the 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

## **Crafting Hour for Kids at the Library**

The Minden Library will be hosting a Crafting Hour for Kids on the first and third Tuesday of each month from 4:00 to 5:00 p.m. Children will listen to a story and make a craft project related to the story. For the month of August, Crafting Hour will be held on August 6 and August 20. This program is sponsored by Kate Garrahan.

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)

## Veronica Hallam

---

**From:** Heather Frueh  
**Sent:** Monday, July 29, 2019 3:35 PM  
**To:** DCPL Publicity  
**Subject:** PSA School Year Storytime Schedule 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

Douglas County Public Library

# Press Release

## **School Year Storytime Schedule at the Minden Library**

The Minden Library's storytime schedule will change to the school year schedule starting on August 6. Toddler storytime for children 18 months to 2 years of age will be on Tuesdays and Wednesdays at 10:30 a.m. Children will participate in music and felt-board stories. Preschool storytime for children ages 3 to 4 years will be on Tuesdays at 11:15 a.m. Music and crafts will be included.

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)

**Veronica Hallam**

---

**From:** Heather Frueh  
**Sent:** Tuesday, August 13, 2019 10:06 AM  
**To:** DCPL Publicity  
**Subject:** PSA READING Paws School Year Schedule

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

## **READING Paws School Year Schedule**

Reading with animals can help children feel calm, gain confidence, and become strong readers. Starting August 15, a READING Paws therapy dog will be available at the Minden Library every Thursday afternoon between 3:30 and 5:00.

Children of all ages and reading levels are invited to read with a registered therapy dog and the dog's handler. Each child will spend 15 minutes with a dog. Time slots are available on a first come, first served basis. Parental permission is required, and permission forms are available at the library. This program is offered in partnership with READING Paws, a local affiliate of Intermountain Therapy Animals.

The Douglas County Public Library is located at 1625 Library Lane in Minden. Find us 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:** Monday, August 19, 2019 12:45 PM  
**To:** DCPL Publicity  
**Subject:** Resend: PSA 2019 Nevada Reads Book Discussion with author Willy Vlautin

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

## **2019 Nevada Reads Book Discussion with author Willy Vlautin**

Nevada Reads is a statewide book club that invites Nevadans to read selected works of literature and come together in their communities to share the ideas and perceptions inspired by the books they have read. Willy Vlautin, author of the 2019 Nevada Reads book "Don't Skip Out On Me" will discuss his book at the Minden Library on Wednesday, September 11 from 5:00 to 6:30 p.m.

Born and raised in Reno, Vlautin started playing guitar and writing songs as a teenager and quickly became immersed in music. It was a Paul Kelly song, based on Raymond Carver's "Too Much Water So Close to Home" that inspired him to start writing stories. He has published five novels: "The Motel Life" (2007), "Northline" (2008), "Lean on Pete" (2010), "The Free" (2014), and "Don't Skip Out On Me" (2018).

This year there are three Nevada Reads books. In addition to "Don't Skip Out On Me," they include "Educated" by Tara Westover and "Heavy: An American Memoir" by Kiese Laymon. All three titles are available for loan from the Minden and Zephyr Cove Branches.

Nevada Reads is a program of Nevada Humanities and is made possible with support from Nevada State Library, Archives, and Public Records; the Institute of Museum and Library Services; and the National Endowment for the Humanities.

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:** Tuesday, June 25, 2019 9:25 AM  
**To:** DCPL Publicity  
**Subject:** PSA Apollo 11 Virtual Reality Experience at the Minden 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

## **Apollo 11 Virtual Reality Experience at the Minden Library**

To commemorate the 50<sup>th</sup> Anniversary of the Apollo 11 moon landing, the Minden Library is providing an Apollo 11 Virtual Reality Experience on Saturday, July 20 from 1:30 to 4:30 p.m. With the help of the library's virtual reality equipment, participants will experience the historic mission from the perspective of the astronauts. Witness the launch from inside the rocket, take control of the command module, land the lunar module, and take those first steps on the surface of the Moon.

Participants must be ages 13 and up to wear the virtual reality headset. However, anyone can watch the experience on the library's big screen television. Teens ages 13 - 17 must have a signed parental permission form to use the virtual reality equipment. Permission forms are available at the 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:** Monday, June 24, 2019 11:27 AM  
**To:** DCPL Publicity  
**Subject:** PSA Saturday Family Movies at the Minden 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

## **Saturday Family Movies at the Minden Library**

The Minden Library is showing family movies on Saturdays at 10:00 a.m. in the meeting room! The movies and fresh popcorn are free. Saturday Family Movies are sponsored by the Friends of the Douglas County Public Library.

- July 6: *Spider-Man: Into the Spider-Verse* (Rated PG)
- July 13: *How to Train Your Dragon: The Hidden World* (Rated PG)
- July 20: *Hotel Transylvania 3: Summer Vacation* (Rated PG)
- July 27: *Smallfoot* (Rated PG)
- August 3: *The House with a Clock in Its Walls* (Rated PG)

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)