September 30, 2020 Library Board Meeting

Enclosed:

- Agenda
- Public Postings for Library Board
- Draft Minutes of Tuesday, June 1, 2020 regular meeting and August 25, 2020 regular meeting – *Agenda Item 3*
- Budget Summary/Budget Performance, 7/31/2020 – *Agenda Item 4a*
- Budget Summary/Budget Performance, 8/31/2020 – *Agenda Item 4b*
- COVID-related expenditures – *Agenda Item 4c*
- Current Long Range Plan – *Agenda Item 8a*
- September Monthly Report – *Agenda Item 11*
- Statistical Reports year to date for fiscal years 19-20 and 20-21
- Library miscellaneous/informational docs
    - Newspaper articles
- Public Comment Letter addressed to the board from Scott Doyle

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1625 Library Lane
Minden, NV 89423
P:775.782.9841
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Douglas County Public Library

Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
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P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

September 24, 2020

NOTICE

The Douglas County Public Library Board of Trustees will meet at **10:00 a.m.** on **Wednesday, September 30, 2020.** A meeting of the Library Board of Trustees was held on September 22, 2020, which was not made accessible to the public at a physical location, through teleconferencing or via videoconferencing. The Douglas County Public Library Board of Trustees is committed to ensuring its actions are taken openly and its deliberations be conducted openly and therefore intends to take corrective action in conformity with Nevada Revised Statute, Chapter 241. **Attached is the Library Board of Trustee's agenda for Wednesday, September 30, 2020, at 10:00 a.m., which includes all items scheduled for corrective action and consideration consistent with NRS 241.020 and 241.0365.**

Douglas County is actively monitoring and managing the COVID-19 level of risk in our community by closing public offices to minimize contact among individuals and to slow the spread of COVID-19. **The Library Board of Trustees will be conducting its meeting electronically to reduce social gatherings and interpersonal contact.** In adherence to Governor Sisolak's Declaration of Emergency and Directive 006 on public meetings, there will be no physical location designated for this meeting.

The public will be able to participate in the meeting by watching the livestream of the meeting. Members of the public may click on the following link to watch the livestream of the Library Board of Trustees meeting: https://youtu.be/-Mx9kZzMBvc

To offer public comment before the Board meeting, members of the public may submit public comments online using the Douglas County Public Library website (https://library.douglascountynv.gov/contact_us) or by sending an email to info@douglas.lib.nv.us. Written public comments may also be mailed to the Douglas County Library at Post Office Box 337, Minden, Nevada 89423, but all public comments must be received prior to the date of the meeting if the comments are to be included in the supplemental materials.

To make public comment during the Library Board meeting, the public must call 775-783-6024 and leave a voice message which will be played for the Library Board of Trustees and the public when public comment is announced. Although the public comment phone line can accommodate multiple incoming calls at once, if a member of the public should get a busy signal, please call back. Because of the possibility for a high volume of telephone calls, there could be an increased potential for technical difficulties. Citizens are therefore encouraged to submit their public comments in writing prior to the date and time of the Board meeting.

- When leaving a voice message, members of the public should begin their public comment by stating and spelling their full name and whether he or she favors, opposes or has no opinion on the agenda item under consideration. No more than one voice message/public comment per person will be played to the Library Board and public during each public comment period.

- Public comment is limited to three (3) minutes per speaker and will only occur at the beginning and end of the Board meeting. Public comment will not be taken on each agenda item during the meeting.

- If members of the public desire to comment on more than one agenda item and believe that their comments will exceed the three minutes offered at both the beginning and end of the Board meeting, they are encouraged to submit written public comments to supplement their verbal public comments.

- The Douglas County Library's Public Comment Phone Line will become available to take public comment at **10:00 AM** on the day of the meeting for opening Public Comment. When the Chairperson calls for opening public comment, the line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the County's Public Comment Phone Line. Once the Chairperson closes opening public comment, any voice messages received after that time will be considered closing public comment.

- The Douglas County Library's Public Comment Phone Line will remain open to allow for closing public comment to be recorded as the meeting progresses. When the Chairperson calls for closing public comment, the phone line will remain open for at least five minutes to allow members of the public to call or until the last caller has finished leaving a voice message on the Public Comment Phone Line.

- All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review. Please label the written correspondence as public comment to avoid any uncertainty.

- Any written public comment received after 4:00 PM the day before the meeting, or on the day of the Library Board meeting, will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. Please label the written correspondence as public comment to avoid any uncertainty.

Pursuant to Governor Sisolak's Declaration of Emergency, copies of the agenda will not be posted at any physical location. However, members of the public may request an electronic copy of the agenda or the supporting materials by contacting Veronica Hallam at vhallam@douglas.lib.nv.us. Electronic copies of the agenda and supporting materials are also available at the following websites:

- State of Nevada Public Notices website: https://notice.nv.gov/
- Douglas County Meeting website: https://douglascountynv.iqm2.com/Citizens/Default.aspx

AGENDA

Call Meeting to Order

1. Public comments. [No Action]
   All written public comments that are received prior to 4:00 PM the day before the Library Board meeting will be compiled and will be added as supplemental material for the Library Trustees and the public to review prior to the meeting. To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public.

   Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting.

2. For possible corrective action. Discussion on approval of proposed agenda. The Library Board of Trustees reserves the right to take items out of order, to combine two or more agenda items for consideration, and to remove items from the agenda at any time. All items designated "for possible action" shall include discussion by the Board of Trustees and they may take action to approve, modify, deny, take "no action," or continue the item.

3. For possible corrective action. Discussion on approval of the minutes of the June 1, 2020 regular meeting and August 25, 2020 regular meeting.

4. For possible corrective action. Discussion and review of Budget Performance Report summary and Gift Fund summary.
   a. 7/31/2020
   b. 8/31/2020
   c. COVID-related expenditures

5. For possible corrective action. Discussion on revising the format, contents, and delivery of board meeting materials, including but not limited to changing the delivery of packets to the board from electronic mail and US Mail to strictly electronic mail, resulting in a savings on postage and supply costs.

6. For possible corrective action. Discussion on scheduling a December 2020 meeting of the Library Board of Trustees.

7. For possible corrective action. Discussion on revisions and/or introductions of policies and procedures.

8. For possible corrective action. Discussion of the Library's Long Range Plan, and planning for 2021.
   a. Review of Goals in current Long Range Plan.
   b. Discussion on possible continuance of current Goals and Long Range Plan.
   c. Decision must be made by November 24, 2020 meeting.

9. For Discussion Only. Update on the appointment of a new Trustee to the Library Board.

10. For Discussion Only. Update on vacant positions and recruitment of Library staff.

11. For Discussion Only. Library Director's monthly report on library operations and statistical reports from staff.

12. 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. Any written public comment received after 4:00 PM the day before the Library Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Library Board of Trustees within 24 hours after the meeting. To make public comment during the meeting, the public must call **775-783-6024** and leave a voice message which will be played for the Library Board of Trustees and the public.

Adjournment of Meeting

Supporting material for the meeting is available by request in writing, via US Mail or email. A request for copies of the agenda and supporting materials may be directed to:

Veronica Hallam, Administrative Services Manager
Douglas County Public Library
1625 Library Lane, Minden, NV 89423
vhallam@douglas.lib.nv.us

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations are requested to notify Veronica Hallam at 1625 Library Lane, Minden, Nevada 89423 or via email at vhallam@douglas.lib.nv.us at least 24 hours in advance of the meeting.

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 month of October. 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.

Friends of the Library	10/12/20	3:00 PM	Minden Park

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

State of Nevada Public Notices website: https://notice.nv.gov/
Douglas County Meeting website: https://douglascountynv.iqm2.com/Citizens/Default.aspx

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LIBRARY BOARD OF TRUSTEES MINUTES
June 1, 2020

ATTENDEES

Library Board Members: Kate Garrahan, Chairperson, Bonnie Rogers, Vice Chairperson, Trustees Mark Jensen, Lisa Foley, and Jill Harper.

Library Staff: Amy Dodson, Library Director, Julia Brown and Laura Treinen, Library Supervisors, Veronica Hallam, Administrative Services Manager; Clerk to the Board

County Staff: Doug Ritchie, Chief Deputy District Attorney

THE MEETING CONVENED AT 11:07 P.M.

1. PUBLIC COMMENTS.

Chairperson Kate Garrahan asked for public comment.

Director Amy Dodson stated that a written public comment was included in the board packet from a former Library Board Trustee and who is the current president of the Friends of the Library. She commented that with public comment the board does not have to respond.

There being no further public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:
Vice Chairperson Bonnie Rogers made a motion to approve the agenda as presented. Trustee Jill Harper made a second and the motion carried unanimously.

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2020 REGULAR MEETING AND APRIL 14, 2020 SPECIAL MEETING.]Action]

Referring to the February 25, 2020 minutes, Agenda Item #7, on page 4, first paragraph, Vice Chairperson Rogers commented that she would like the role of the officers of the board be placed on a future agenda. Referring to Agenda Item #10b, on page 6, bulleted items 2, 3 and 5, Vice Chairperson Rogers noted that when we are discussing one person, singular pronouns must be used rather than plural pronouns which have been used in the noted bulleted items. The words their, they're and they need to be changed to he/she or this person or remove the plurals altogether and rewrite the sentence. Referring to Agenda Item #10d, on page 8, bulleted item 1, Vice Chairperson Rogers stated that neither "Room" nor "Tax" should be capitalized. Director Dodson commented that the room tax mentioned refers to a room tax group and not the tax itself and can

be reworded. Referring to Agenda Item #11, on page 9, bulleted item 4, Vice Chairperson Rogers noted that "Federal Government" doesn't need to be capitalized. She stated that we are a professional organization and official documents should be grammatically correct. Director Dodson explained from Vice Chairperson Rogers' comments to Agenda Item #7, on page 4, first paragraph that the minutes reflect what is said and it was said that the role of the officers of the board will be placed on a future agenda. Vice Chairperson Rogers clarified that she asked for documents that explain each officer's role but never received anything.

MOTION/VOTE:
Trustee Lisa Foley made a motion to approve the February 25, 2020 minutes. Chairperson Garrahan made a second and the motion carried unanimously.

Referring to the April 14, 2020 minutes, Agenda Item #3b, on page 3, Vice Chairperson Rogers asked that the pronouns be changed again.

MOTION/VOTE:
Chairperson Garrahan made a motion to approve the April 14, 2020 minutes. Trustee Harper made a second and the motion carried unanimously.

4. **FOR POSSIBLE ACTION. DISCUSSION TO APPROVE FY20-21 BUDGET REVISIONS AS APPROVED BY THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS, AND THE IMPACT ON LIBRARY SERVICES, PROGRAMS, AND FUNCTIONS. [Action]**

   a. Revised revenue projections

      Director Dodson's comments:

      - We have moved into the PALS sales tax fund and out of the room tax fund starting July 1, 2020.
      - Referring to FY21 PALS Sales Tax Projections spreadsheet, initial projections for the FY21 PALS Sales Tax started at $2.2 million and with the latest revision the library's projected budget is $951,522.
      - These projections come from NACO, Nevada Association of Counties, with the initial reduction scenario to our budget at 10% and a second scenario at 20% which ended up being 22% for the PALS sales tax; therefore, the $951,522 is 22% less than what was originally projected from the sales tax fund.
      - NACO also gets projections from the state in order to come up with the best projection possible which is usually pretty reliable.
      - The last few years before the pandemic the sales use tax came in higher than what was projected and these projections are what we rely on every year.
      - Referring to the memo received on May 18 from the Finance Department it shows our reductions in personnel with the three frozen positions and the eliminated position, which brings our total savings in personnel to $245,432.
      - The memo also shows a reduction in Services and Supplies for a total savings of $487,200.

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- Our tentative budget started at $2,148,408 and then Finance asked us to come up with a 10% reduction scenario and a 20% reduction scenario and based on this memo our budget was reduced by $732,632 for a total reduction of 34.1%.
- The indication from CFO Terri Willoughby from the memo was that they needed to make some changes in order for the General Fund to meet their obligation.
- Within a couple of days of the memo the county posted a department wide summary of the changes to FY20-21 General Fund, referenced, which lists all departments funded under the General Fund, and in this summary it shows an average reduction in budget for these departments at 5.9%.
- Half of the library's revenue comes from the General Fund and within a couple days of the budget hearings our General Fund contribution was reduced by 50%.
- If we are losing 22% of our PALS income and 50% of our General Fund income it is a total reduction of 34%.
- Those are our only sources of funding and those are the cuts that were projected and then approved by the Board of Commissioners last week.
- In the hearings CFO Willoughby stated that the library board approved the 20% budget reduction discussed in the special meeting on April 14th with the 10% and 20% scenarios while referring to the 34% budget reduction document and that caused some confusion.

Board Comments:

- Chief Deputy District Attorney Doug Ritchie (DDA) noted that the state has revenue estimates available online showing at 20% for next year.
- Vice Chairperson Rogers stated that while listening to the board hearings CFO Willoughby said the budget that was submitted to her on May 18th, the 34% reduction, had been approved by the board on April 14th. That was not accurate because the board never approved that budget.
- Vice Chairperson Rogers commented that a correction needs to be made because the board never approved the deeper reduction of 34%.
- Chairperson Garrahan asked DDA Ritchie if the board can compose a written statement and have it posted on the Library Board of Trustees part of the website to let the public know that the board did not approve a 34% reduction but approved the 10% and 20% scenarios presented to them at the special meeting.
- Chief Deputy District Attorney Ritchie answered yes to Chairperson Garrahan's question and suggested to also send a letter to the County Manager's office to clarify the miscommunication to the Board of County Commissioners and pass the letter around for all board members to sign.
- Chairperson Garrahan will draft the letter and send it to the trustees to make any changes if needed.
- Chief Deputy District Attorney Ritchie stated a formal motion can be made for the record but it is clear to everyone that is listening that a unanimous decision has been made to draft the letter and send out to the trustees.

b. Library Budget reduction

Director Dodson's comments:

- Referring to the Potential Restorations from General Fund FY2020-21 spreadsheet, the county did restore $89,351 from the General Fund but that is from the deepest cut of the budget and not from the 10% or 20%.
- Director Dodson believes the restoration came after the phone calls and emails from the library board and the public and after the county looked at our Services and Supplies for FY16 through FY19 they came up with an average, and once they restored that $89,351 it would bring us closer to that average.
- The commissioners said that they will look at the budget after the first quarter in October upon the County Manager's recommendation, determine if revenues are coming back, and then rework the budget from there.
- In the budget hearing they mentioned carry over funds and that anything we don't spend in our current fiscal year will rollover into the next fiscal year, however, we need to take into consideration that there may be a shortfall in tax revenue for this current fiscal year which may cut into the money that we might carry over into the next fiscal year.
- Referring to FY21 Final Budget – Reduction Detail spreadsheet, our actual projected budget for FY20-21 with the reduction is $1,679,608 compared to what was originally projected as discussed in our February meeting with no cuts at $2,148,408.
- The changes made to our budget to meet the county's reduction requirement was submitted to CFO Willoughby and presented to the BOCC for their approval and was approved at the May 27th hearing.
- Almost all of the library's accounts were affected by the reduction with some funds being eliminated completely or reduced significantly.
- Some costs could not be cut, for example, cost allocations cannot be reduced because it is for services the county provides. It is budgeted at $174,481 every year for the last 3 years, yet there is no documentation that shows a list of what goes into that total which may be costs for services we are not using.
- Initially the budget for library material was down to $33,000 but when the county restored the $89,000 those funds were put toward library material which brought the budget back up to $122,000.
- In our new fund we have a beginning balance of $165,869 and those funds will be available to our budget on July 1st. That number may drop depending on what the tax revenue looks like for the current fiscal year.
- The beginning balance was negotiated with Scott Morgan, Director of Community Services, when it was decided we were moving in to our own fund. CFO Willoughby confirmed that the $165,869 would be our starting balance but Director Dodson will check again to be sure there was no misunderstanding of her confirmation.
- FEMA will reimburse for expenses incurred for supplies needed as they relate to COVID-19.
- IMLS is offering a grant for $25,000 and up for the recovery from COVID-19 that will fund almost everything except for books. The grant will be applied for

before the board's approval since the announcement was made after the agenda was posted but will be on the agenda for the next meeting.

- The funds received from IMLS must be used for technology. Because of the closure we had to supply computers for people to work from home and had to perform technology upgrades to provide expansive online services for patrons.
- Due to the significant reduction to the budget, we may need to rely on the Friends to help fund programs and rely on donations for bookmobile service and homebound service.
- We need a minimum of $7,000 to run the bookmobile for gas and maintenance services.
- The budget presented here is the final adopted budget and no changes can be made. Changes to specific expense lines can be requested after July 1st and it's just a matter of doing a budget transfer and requesting to move funds from one line item to another. The commissioners don't have to approve this type of request.
- Because we are short staffed due to the 3 frozen positions we can't provide the same type of services we could if we were fully staffed and that has a big impact on how the library runs.
- We still would not have the funding for normal hours of operation even if we didn't have government directed closure because two of the positions that are frozen are at Lake Tahoe. If we were going to keep the normal hours at Tahoe we would need to redirect staff from the Valley to the lake which would create short staffing at the Valley. Having the minimum number of people to cover both branches is going to be very difficult but with the limited hours that we have now we can sustain.
- Being open on Saturdays is important at both libraries and when we have a discussion about potentially changing the hours of operation, we might need to look at other days to be open.
- The reason for going over each line item was to see what we need in order to function and where things are going to hurt the most, which is in library material and outreach.

Board Comments:

- Vice Chairperson Rogers noted that the restoration of Services and Supplies that average the actual expenses for FY16 – FY19 didn't happen with any other department, referring to the Potential Restorations from General Fund FY2020-21 spreadsheet.
- Chief Deputy District Attorney Ritchie suggested we ask CFO Willoughby for the library's actual budget for FY19-20 and compare it to the approved budget for FY20-21 because the intent of the restoration was to restore the library's Services and Supplies to what the average actual expense has been.
- DDA Ritchie stated that we can ask for augmentations as the year goes on if there is additional revenue that will bring Services and Supplies up to what the library's actual needs are versus the average over the last four years.

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- Vice Chairperson Rogers asked if the board can ask for documentation that lists what services are being charged to the library for cost allocations.
- DDA Ritchie stated that the library should ask for a list of cost allocations and that in the past the county would have an outside consultant conduct a cost allocation study but would likely not spend the money to do that now.
- Trustee Foley requested that CFO Willoughby attend a future board meeting to discuss the cost allocations and other items with the entire board.
- DDA Ritchie stated that the BOCC has a policy that for the general fund money that transfers in, any money that is left will go back to the board for allocation and we need to confirm that the beginning balance in the new fund is available to the library.
- Vice Chairperson Rogers asked if Director Dodson could check and see if the IMLS grant will include bookmobile services.
- Trustee Mark Jensen commented that the bookmobile services and homebound services is something that needs to be a priority.
- Chairperson Garrahan agreed with Trustee Jensen and stated that she would be in favor of moving some money from library materials to keep those services going since we aren't purchasing anything new while the library is closed.
- Chairperson Garrahan suggested we move $10,000 out of library material and move it into the two funds needed to keep bookmobile and homebound services running once we are able to begin services again.
- Vice Chairperson Rogers stated that until we get into the next fiscal year and see where we are on funds and restrictions, the board would be able to make more informed decisions.
- Trustee Foley agreed with Vice Chairperson Rogers that this is a very important discussion that should be addressed at a future meeting when the board is better informed and requests that there be no cuts to any hours without the board's approval.
- Trustee Foley stated that the lake library should be open on Saturdays for parents to bring their children and make it a family visit. She commented that the survey that was taken was unscientific and to say people don't want the library open on Saturdays is taking a huge leap of faith.
- Vice Chairperson Rogers commented that the way the library stays vital to a community is through our services and the community recognizes that. The more we take away from the visibility in the community the more support we lose and that is something we need to keep in mind when we decide what we can and cannot do with the resources we have.
- Chairperson Garrahan agreed with Vice Chairperson Rogers on the services aspect of it and that the bookmobile is a service that the community raised the funds for, and when we are able to get the bookmobile running and then say it is not a priority that will really damage the image of the library with the public.

<u>MOTION/VOTE:</u>
Vice Chairperson Bonnie Rogers made a motion to approve the FY20-21 budget as approved by the board of commissioners and presented to the library. Trustee Foley made a second and the motion carried unanimously.

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5. **DIRECTOR'S REPORT ON CURRENT AND PLANNED LIBRARY OPERATIONS WITHIN THE COUNTY, STATE, AND FEDERAL MANDATES AND GUIDELINES, IN RESPONSE TO THE CORONAVIRUS PANDEMIC. [Discussion]**

Director Dodson's comments:

- We started curbside services on May 16th Monday thru Saturday here in the Valley and Tuesday and Thursday at the lake from 10:00 to 4:00. This is a no contact transaction following the Governor's guidelines for curbside service.
- In just two weeks we had almost 1,600 items checked out, 1,600 online requests, over 600 phone calls and almost 4,000 items returned which are being quarantined for three days. We've had 417 emails since we've closed and 600 items donated.
- We will continue to offer curbside services when we reopen.
- Online services are going well with story time, teen activities, and downloadable material. Staff is doing a great job creating fun and interesting content online for our website.
- Both libraries will open on June 22nd for limited browsing which means we will allow in a small number of patrons to browse the collection. This will remain in place until August 31st. If things are back to normal by then we can fully open on September 1st.
- We should be able to sustain this level of operation throughout the summer with the budget that we have.
- The Governor has maintained the Open Meeting Law guidelines until June 30th.
- If we do meet in June we do not have to provide physical locations for meetings and we don't need to post at physical locations. We can post and meet entirely online. We can legally meet in person by maintaining 6ft. of distance and as long as it is under 50 people but we're not required to do so. If there is a disagreement with the board we can do the meeting partially online and partially in person.
- At the time of the next meeting we can talk about possible service changes and suspensions but this is not permanent so we will keep that in mind when we think about what changes we want to make to save some money.
- If we do meet in June and it is online we will make it so it is more routine and the discussion of the more major changes we would like to have in person possibly in July.
- Director Dodson will ask the state library if the state is relaxing the rules and extending our deadline about providing an update to our strategic plan.

Board Comments:

- Trustee Foley commented that at the beginning of the year we discussed different possibilities for meeting dates and that the meeting schedule would be sent to the board but one was never received.

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- Vice Chairperson Rogers stated that the Governor said that we could have meetings of up to 50 people and with the topics we have to discuss it would be better to meet in person and Trustee Foley agreed.
- Chairperson Garrahan stated that she agrees with Vice Chairperson Rogers that we have very important items to discuss and should be discussed at an in person meeting but will not meet in person at the June meeting. She suggested that if these decisions don't need to be made immediately we can wait another month.
- Trustee Jensen commented that he is in favor of the online virtual meetings and Trustee Harper agreed.
- Vice Chairperson Rogers stated that if we do meet online to limit what is put on the agenda.

6. CLOSING PUBLIC COMMENTS.

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

7. ADJOURNMENT. [Action]

There was no further action or discussion. The meeting adjourned at 12:35 p.m.

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LIBRARY BOARD OF TRUSTEES

August 25, 2020

ATTENDEES

Library Board Members: Kate Garrahan, Chairperson, Bonnie Rogers, Vice Chairperson, Trustees Jill Harper, Mark Jensen, and Lisa Foley.

Library Staff: Amy Dodson, Library Director, Julia Brown, Library Supervisor, Laura Treinen, Library Supervisor, Veronica Hallam, Administrative Services Manager; Clerk to the Board

County Staff: Doug Ritchie, Deputy District Attorney, Wendy Lang, Human Resources Director, Natalie Wood, Administrative Services Manager, County Manager's Office

Guests: Tod Colegrove, President Elect of the Nevada Library Association, Aaron Ford, Attorney General of Nevada, Deborah Caldwell-Stone, Director of the American Library Association's Office of Intellectual Freedom, Tammy Westergard, Administrator of Nevada State Library, Archives and Public Records

THE MEETING CONVENED AT 9:59 A.M.

1. PUBLIC COMMENTS.

Chairperson Kate Garrahan asked for public comment. Director Amy Dodson stated that if any of the guests would like to make public comment they may do so now.

Attorney General Aaron Ford commented that he supports the library board's draft diversity statement. He stated that it could arguably be reworded more as a proposition rather than a support for a particular organization but one that could acknowledge that black lives matter. Attorney General Ford stated that he has expressed the need for a better relationship between law enforcement and the community they serve. He quoted Attorney General William Barr's statement that black Americans are treated with extra suspicion and maybe not given the benefit of the doubt. He stated that saying black lives matter does not reflect the belief that all law enforcement are corrupt and racist and that it doesn't connote the support of violence and doesn't ask for it to happen in any particular community. It expresses the desire to eliminate violence especially those that are experienced in the black community at the hands of some members of law enforcement. He commented that all Nevadans have the constitutional right to voice that position and so does the Douglas County Library. Attorney General Ford stated that he believes as well as his many fellow elected officials and many members of law enforcement that black lives do indeed matter and that someone doesn't have to belong to an organization to believe that black lives matter and they can pronounce it any way that they like. He noted that no government official should issue a threat to withhold public service because someone believes it and says it. He welcomed Sheriff Coverley's statement that he will continue to provide the

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library police service but it never should have come from that because the first amendment allows for the proposition to be said out loud that black lives matter. He concluded by reiterating his support for the library board's draft diversity statement in support of the notion that black lives matter, his support for law enforcement in general and his support of the first amendment.

Deborah Caldwell-Stone commented that she would like to draw the Trustees' attention to the letter that was submitted and signed by Julius Jefferson, President of the American Library Association, Forest Lewis, President of the Nevada Library Association and David Page, President of United for Libraries that explains that libraries have been engaged in the work of ridding the libraries of racism and policies that reflect racism either implicitly or explicitly and to ensure that everyone receives fair treatment and equal access to the library. She noted that in the letter it states that this is not a political stance but an important mission and goal of libraries around the country to go beyond the absence of discrimination and ensure that the library is providing a welcome and inclusive environment. She indicated that the signers of the letter are in support of the diversity statement and they will offer any services or resources of help that may be needed in facilitating a community conversation around these issues.

Tammy Westergard commented that the Nevada State Library under NRS 379 has a responsibility for all public library trustees to have training and stands committed to engage with the library director, with staff and the board to help better understand civic fears and talk clearly about civic truths and talk together about civic goals. She stated that she hopes that this will draw a circle around the community convening an opportunity to engage in the opportunity to talk with Sheriff Coverley to better understand his civic fears and talk about civic truths and come together to talk about civil goals. She indicated that this could be done by relying on input from the Douglas County community members and have important conversations that could inspire positive change, promote personal and community responsibility and local progress towards a healthy civic engagement. She noted that the best outcome for this current situation is an authentic and local synchronized step to foster what Nevada's Attorney General has already begun.

Director Dodson asked if there was any further comment before Natalie Wood plays the recordings of public comment. There was none. Natalie stated that she will begin playing the voicemails that have been received.

Jan Muzzy commented that Director Dodson has her own self-serving agenda causing a great financial expense to Douglas County and that she either purposely brought black lives matter into the community to cause disruption and possible destruction or that she is incapable of making those decisions required of that position. She noted that Amy is unfit to be the library director and should probably be removed. Ms. Muzzy stated that Amy was not authorized to make any county policy and that alone should merit item 3 to be removed from the agenda and support Director Dodson's dismissal.

Natalie stated that Jan Muzzy's public comment was the only one to come in as a voicemail and was received at 10:02 A.M.

There being no further public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA. [Action]

MOTION/VOTE:
Vice Chairperson Bonnie Rogers made a motion to approve the proposed agenda. Trustee Mark Jensen made a second and the motion carried unanimously.

3. DISCUSSION TO AUTHORIZE THE DOUGLAS COUNTY HUMAN RESOURCES DEPARTMENT TO RETAIN THE SERVICES OF AN INDEPENDENT FIRM TO INVESTIGATE RECENT EVENTS AND COMMUNICATIONS THAT HAVE RESULTED IN MULTIPLE COMPLAINTS TO THE LIBRARY AND DOUGLAS COUNTY, DIRECT THE LIBRARY DIRECTOR AND STAFF TO FULLY COOPERATE WITH THE HUMAN RESOURCES DEPARTMENT AND THE INDEPENDENT INVESTIGATOR, AND AUTHORIZE CHAIRPERSON GARRAHAN TO ISSUE AN ADMINISTRATIVE DIRECTIVE TO THAT EFFECT.

Trustee Lisa Foley stated that the board must not and should not launch this investigation. She noted that it is a waste of taxpayers' money and that there is nothing to investigate and that firing or investigating the Director would make the library a national pariah and put the library on the wrong side of history. She indicated that this investigation would make the public and peers believe the library is attacking the Director for promoting diversity and that the term #BlackLivesMatter is not a political organization but a movement for racial equality. Investigating the Director now would view the library as defending racial intolerance and punishing a person who wanted the library to speak out against it. Trustee Foley stated that libraries stand for all points of view, people are represented and not just the ones with the loudest voices. Trustee Jensen asked what is the scope of the investigation and is the library board included in their actions as well as what the cost is and how the library will pay for that if the board decides to accept that offer. Wendy Lang answered that the cost on the high end would be around $40,000. She indicated that she did speak with one investigator who stated it would cost from $20,000 to $25,000 but it is difficult to determine cost because they don't know how much effort will need to be placed in getting the information and the volume of that information which could lead to a cost discrepancy. Wendy stated that the scope is a fact finding effort which would include gathering information, directives from the board, conducting in person interviews, evaluating the effectiveness of communication, leadership and the fulfillment of job duties and responsibilities of any party that was involved. At the conclusion there will be a fact finding report in writing as well as a closing session with this board which will include findings, recommendations and potential solutions for this board to consider. Vice Chairperson Rogers stated that she recommends the board have this investigation because it will give them an objective view of what happened and directly answer any comments from the community and mostly show the library, library staff, the users, the county officials and residents of the county that the library is taking this seriously and are taking an objective report that they can supply to the county. Trustee Jill Harper asked if it is worth spending the money and is it going to change anything. She stated that it wasn't meant as a political statement but as a human statement but too she wants to make sure the library, the board and Amy are protected and provide the community with the right information. She commented that she is kind of up in the air about the investigation. Chairperson Garrahan stated that the library board and the director have lost

public trust and isn't sure if its reputation can ever be untarnished. If they can't appease people's fear that the board is ignoring the situation, that they are being biased in their opinions about it, they may not get the communities trust back. Trustee Jensen quoted the word Attorney General Ford used "conundrum" fits the situation the library is in right now. He stated a review should not only be looking at the library director and staff but also the trustees and the system under which they are operating, their policies and a third party objective about themselves in addition to everything else is why he would support a review. Director Dodson stated that the library is in a severe budget crunch and any money that is spent for this investigation is coming out of book money which means fewer books on the shelf and fewer books in the hands of the community. She noted that the book budget is half of what it used to be and any big expenditure to that budget will have a very big negative impact on the collection and on the level of service. She commented that when the board says that the library is doing this to show the community that the board has done something it sounds like the primary concern is how the board looks. She noted that a small percentage of the community have commented and that everyone is too focused on the negative comments and should also be looking at the positive comments. The negative comments alone should not be a factor in doing this investigation. Vice Chairperson Rogers commented that the small percentage of comments that Amy is referring to are only those who have taken the time to send emails or write and that there are many in the community who have spoken their concerns and feel strongly about what the board is doing and that can't be dismissed. Trustee Foley noted that this is a learning opportunity for the community that the library can take leadership in rather than cowering behind these comments and that this could be used as an opportunity for the community to see each other's points of view and differences in a positive light. Trustee Jensen agreed with Trustee Foley and asked if the company hired to do this investigation has the expertise in their report to provide the tools to start those conversations with the community in regards to what Trustee Foley commented about. Wendy Lang stated that the board can certainly add certain elements to the scope and specify what they would like the investigation to look into and that it is appropriate for the items that have been discussed here as ideas for consideration. Wendy noted that she has not specifically identified a firm but has been targeting highly qualified legal firms who have worked with public entities and do have the expertise in this area. She stated that the board could set the cost for the investigation and recommends not to exceed $40,000 but if the board feels more comfortable lowering the cost to $30,000 or $25,000 it may truncate the scope of the work. She indicated that the board can give the investigator a not to exceed price and the investigators can come to the board with an estimated dollar amount and then the firm can come back to the board to justify anything beyond what the board felt comfortable spending. She stated that as Risk Manager for Douglas County she oversees the budget for Risk Management purposes and they would be able to split the cost which is generally what they do for large scale investigations and can commit to 50% of up to $40,000. Chairperson Garrahan addressed Director Dodson's comment that the board is wanting this investigation to protect themselves or make them feel like they are doing something. She stated that it's about protecting the library and the director and this is the best way moving forward to show that the board supports the director, the library and show that the board is actively involved in the community and doing the best by the community through what they do with the library. She indicated that this investigation is to get the facts because there is so much misinformation out there, so many untruths and that the board is doing their due diligence to protect the library. Vice Chairperson Rogers commented that with the budget for next year we can go to the commissioners and say that this is a real factual report and not individual opinions

or comments and we can look at that and set what actions we need to take and that way we may get our budget reinstated for next year. Director Dodson asked if Vice Chairperson Rogers thinks that the commissioners won't give us an adequate budget because of this circumstance. Vice Chairperson Rogers commented that there is a possibility because the commissioners serve the public as well and they've heard the same comments and because they control the budget they can make any decision they choose with the library's budget. Trustee Harper noted that she wants to protect the library and protect Director Dodson and that discussions were had and that this circumstance was taken seriously. Director Dodson commented that she has great concern for the staff and that morale is low and that having this investigation will cause morale to drop even lower and that it won't make staff happier or better or more committed. She stated that it will cause a divide and it will impact the staff. Chairperson Garrahan commented that this has already impacted the staff and something needs to be done to stop the negative comments directed at the library, the board, the director and the staff, thus we need to preserve the library and the staff and that is the goal.

MOTION/VOTE:
Vice Chairperson Rogers made a motion to move that the Library Board of Trustees authorize the Douglas County Human Resources Department to retain the services of an independent firm to investigate recent events and communications that have resulted in multiple complaints to the library and Douglas county, direct the library director and staff to fully cooperate with the Human Resources Department and the independent investigator, and authorize Chairperson Garrahan to issue an administrative directive to that effect.

Trustee Jensen asked if the board needs to consider the budget for the investigation and where that money is coming from as part of this agenda item or is this a question outside of the agendized item. Trustee Foley stated there was no discussion about the scope of this investigation and asked if there was something positive that the board can do outside of the investigation, as this is harming the library. Trustee Jensen asked if there is a process to where the scope of work is prepared and brought to the Chairperson or the board as a whole for refinement. Deputy District Attorney Ritchie stated that there is a pending motion and Vice Chairperson Rogers could amend her motion to include specific scope items as well as budget items. He clarified that the money does not have to come from books and that this board determines what the budget is and what will be funded and those recommendations will go to the county commissioners for instance for budget augmentation. He answered Trustee Jensen's question and stated that there could be a friendly suggested amendment to the agenda by any trustee or Vice Chairperson Rogers could amend her motion or complete it to include a not to exceed amount and specific scope items. He stated that the board could give specific parameters for the scope of work and give to Chairperson Garrahan to work with Human Resources Department to further define the scope of work. Vice Chairperson Rogers stated that she is not comfortable making an amendment to the agenda and would prefer the Chairperson look at the parameters and work with HR and then bring it back to another meeting for approval. She then asked if the scope of work that is discussed by Chairperson Garrahan and HR could be circulated to the board for approval. Deputy District Attorney Ritchie noted that the board could not collectively take action but each one could provide feedback to Chairperson Garrahan who would then provide direction to Wendy Lang from HR, but the board couldn't deliberate as a body and trust Chairperson Garrahan with her decision. Vice Chairperson Rogers suggested a

limit of $30,000 for the investigation. Director Dodson asked for clarity regarding Deputy District Attorney Ritchie's comment about making augmentations to the budget and stated that there isn't anything to augment to the budget and was there something he had in mind. Deputy District Attorney Ritchie stated that the library has had some salary savings, they have asked the county for reassignment for budget items, and if the library had additional funds that come into the library, for instance gifts we can ask for a budget augmentation. He noted that the library could submit a request to the Board of County Commissioners for an augmentation to help pay for the investigation. There are many options. He commented that the library board is not powerless as they control the budget and they make recommendations to the BOCC. Director Dodson explained that the reason she said the money would have to come out of books is because the library doesn't have any other funds to take it from as every dollar that the library has is committed and stretched so that would be our only option in this current budget unless as DDA Ritchie said the library could go to the county commissioners for other options. She recommended that the library not take the money from a donation because when people donate money to the library sometimes they ask that the money go towards something specific and even if they don't she doesn't think their expectation is that they are paying for an investigation rather they are expecting the money to go towards books, programs and services. Trustee Harper asked if there was anything different we could do to mitigate the situation, to support the library, the board, Amy and the community without going through this investigation, for instance tell the public the library is doing some training, working together to look through our procedures, and are reevaluating the by-laws to make things clearer. Deputy District Attorney Ritchie stated that this presupposes that the library knows all the facts, they know how it was drafted, how it came out, how the communication with other various departments occurred, what went wrong or what didn't go wrong. He noted that the community may think that the board viewed this as nothing went wrong or nothing happened but that it presupposes that the board knows what corrective steps need to be taken. He indicated that an outside party can come in and look at this without any bias or preconceived notion, look at the complaints, look at the facts objectively and come back to the board with their findings and recommendations and this board can decide what steps, what training, what changes in policy can occur. Trustee Jensen commented that the board as a whole have been discussing the by-laws and seeing the need for updating and maybe this is a useful thing at this point in time in the library's history to bring things up to date and make sure they are working for everyone. Trustee Jensen asked if the board needs to authorize an amount to pay for the investigation and authorizing the library's portion of that cost but not authorize where the money is coming from during this meeting. Deputy District Attorney Ritchie confirmed Trustee Jensen's question and that the board can authorize the action and work with Risk Management on how the funds will be divided. He stated that the motion could limit how much the library is going to pay for this. Chairperson Garrahan asked Vice Chairperson Rogers if she would like to retain her motion to authorize $30,000 or amend it to a lower amount for just the library or $30,000 total including HR's part. Vice Chairperson Rogers answered $30,000 total to be divided between Risk Management and the library. Wendy Lang clarified that the intention is for Risk Management and the library split the cost of the investigation 50/50.

MOTION/VOTE:

Vice Chairperson Rogers amended her motion to approve the cost of the investigation not to exceed $30,000 and be divided equally between Risk Management and the library. Trustee Jensen made a second.

Chairperson Garrahan asked if there was any further discussion.

Trustee Foley commented that staff's opinion was correctly conveyed by Amy that this feels like an attack on staff and that the other staff people who may or may not have read the statement should be protected 100% as they've done nothing wrong and she can't see what the benefit is to investigate the staff. She stated that Amy would be in favor of her taking responsibility for what happened and have the discussion of what went wrong or what could have been done better; the staff does not need to be investigated and that is part of the scope. Trustee Jensen stated that that could be part of the scope direction when the board gives input to Chairperson Garrahan to communicate with Wendy Lang and noted that not every staff member needs to be interviewed but senior staff probably should. Director Dodson noted that on the agenda it does state that the director and staff need to fully cooperate so it should specify which staff. Chairperson Garrahan commented that she looks at this as staff's opportunity to tell this objective person what they may feel the board did wrong as well and that it's not just for laying blame on someone it's to define all the facts and give everybody the opportunity to speak to it; that is what an investigation is. Deputy District Attorney Ritchie clarified that this agenda item does not talk about discipline; this is fact finding, for example if the entire library staff decided to quit tomorrow this would still be a helpful process to figure out what policies, communication, changes in by-laws might be helpful moving forward; this is a learning opportunity. He indicated that this investigation isn't intended to be punitive it is intended to be a fact finding mission with founded information to be presented to the board and the board can do what they choose with that information.

Chairperson Garrahan asked if there was any further discussion.

MOTION/VOTE:
Hearing no further discussion, Chairperson Garrahan confirmed that there has been a motion and a second and the motion carried by a majority of the Library Board of Trustees: Chairperson Garrahan, Vice Chairperson Rogers and Trustee Jensen (3) in favor; Trustees Foley and Harper (2) opposed.

DISCUSSION TO APPROVE REVISIONS TO THE FY2020-21 BUDGET WITHIN THE CATEGORY OF SERVICES AND SUPPLIES CONSISTENT WITH THE ALLOCATION OF $480,000 APPROVED BY THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS, AND A DISCUSSION ON THE IMPACT ON LIBRARY SERVICES, PROGRAMS, AND FUNCTIONS. DISCUSSION MAY INCLUDE A DISCUSSION ON CURRENT AND POTENTIAL GRANT OPPORTUNITIES. [Action]

Vice Chairperson Rogers asked if line items for internet service and internet data lines were the same thing. Director Dodson answered no and that internet data lines is the phone line expense and the internet service is the internet expense and each expense includes maintenance and upgrades. Director Dodson stated that the county obtained a new janitorial service and the cost for their services is $8,000 higher this year compared to last year and indicated she is unsure where those funds will come from. Trustee Foley asked why there was $1,000 for the bookmobile phone, referring to cellular phone line item. Director Dodson explained that the bookmobile phone has been disconnected and that line item is dedicated to staff mobile phones

and hot spots. She stated that the OSHA guidelines are still in effect and there can only be one person per work vehicle. Trustee Jensen asked if this is the budget that was approved by county commissioners and if the board is now to approve. Director Dodson answered that this is the budget the county commissioners approved in May and the board approved in June so no approval is needed at this time. The board can choose to reallocate line items throughout the fiscal year at any time.

MOTION/VOTE:
Trustee Jensen made a motion to approve the Services and Supplies budget as presented. Trustee Harper made a second and the motion carried unanimously.

DISCUSSION OF THE LIBRARY'S LONG RANGE PLAN, AND PLANNING FOR 2020-2021. [Action]

Vice Chairperson Rogers recommended to the board that they adopt the current strategic plan for the next two years, fiscal years 20-21 and 21-22. She stated that with the current events it would be difficult to revisit the current strategic plan and if we adopt the current strategic plan we can bring it to the State Library and tell them we have an adopted working strategic plan in place and we've made the decision to extend it for the next two years, and by doing this it gives the board time to develop a strategic plan for the next 10 years. Director Dodson stated that she would like to ask the state librarian Tammy Westergard about a deadline being possibly extended for the long range plan due to the current circumstances with COVID-19 and the closures. Tammy Westergard explained that the responsibility is to have a long range plan on file for five years with the Nevada State Library and Archives so it's a five year increment not ten and the State Library would like the board to revisit the plan at the halfway point and see if it needs to be modified. She recommended the board look at their plan in five year increments and discuss how they would modify their current plan and have it on record with the State Library and inform them what their intention is to refine it is acceptable. She noted that they're happy to help with contemplating a framework to help get started on the process. Director Dodson stated that a two year or five year extension would be helpful as the current long range plan expires at the end of the year. She recommended choosing five years to renew the current plan and revisit it in 2025. Trustee Foley stated that just to renew the current plan is a missed opportunity given all the changes and the situation were in right now. Chairperson Garrahan asked Tammy Westergard if the board could extend the current plan for one year to give the board time to work on a new five year plan. Tammy stated it is up to the board but recommended the board put together a subcommittee to engage in a little more discussion before deciding how to extend their plan. Trustee Jensen agreed with extending the plan but not for too long. Vice Chairperson Rogers indicated that without in person discussion within the next few months when the plan expires the board couldn't come up with a change to the plan and that the plan doesn't address changes in technology and the increase in students' access to the internet. Tammy commented that if the board takes some time to look at their existing plan they might find that their priorities are in line in these areas of focus and are relevant in how they put programs and strategies behind the goals and what they will go through in a strategic planning process. She stated that the board meet and decide that the framework is good and they might extend their plan and with that they are going to go through a process where they identify some of the programming and the priorities on how to deploy it. Director Dodson recommended to follow the five year increment, review

the current plan and work on a new plan that would go into effect in 2025. Trustee Foley asked how many people can form a subcommittee without breaking open meeting law. Deputy District Attorney Ritchie answered no more than two if it is members of the board but stated that recently legislature made changes to the open meeting law in regards to subcommittees and would have to get back to the board on what exactly those changes are. Director Dodson stated that she will be happy to meet with the subcommittee if one is formed or assign a member of staff to work with the subcommittee or both and will bring anything concerning the strategic plan to the next board meeting; a framework for the board to work with.

MOTION/VOTE:
Vice Chairperson Rogers made a motion to approve placing the library's long range plan for 20-21 on the September meeting agenda and the library director will bring a framework for board consideration. Trustee Jensen made a second and there being no further discussion the motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION REGARDING PUBLICLY ACCESSIBLE LIBRARY EMAIL ACCOUNTS FOR LIBRARY TRUSTEES. [Action]

Chairperson Garrahan stated that she has obtained a library email account as Chairperson because the public felt the board was unreachable and asked the trustees if they would like an email account created for them and if so the email can be posted to the website for public accessibility. Director Dodson commented that the email currently on the website is a group email to the board that may be inactive and the agenda item here is to establish individual accounts for each trustee if they should want one. Trustee Harper stated that she thinks only the Chairperson should have an account through the library and any email that is received she can let the board know rather than having somebody target each trustee. Trustee Foley commented that she would also like one email and that the Chairperson is required to share the email content with the board because she has felt uninformed of public comment. Chairperson Garrahan noted that the board is very diverse in their opinions and if the public felt more comfortable talking to one trustee rather than another they should have that right but if the trustees do not want individual emails that's fine. Director Dodson commented that the trustees do not have to decide the same thing and that if one board member would like an email account and another does not that is acceptable. She noted that a benefit to having an email is that it would be maintained on the library's server and if there were any problems they would be fixed immediately as we have dedicated staff to work on that. Chairperson Garrahan mentioned that the board has been communicating very well this year and that any email that goes to the board email as a group will be shared and discussed. Trustee Jensen addressed Deputy District Attorney Ritchie to inform the board of the public record implications with emails that are hosted on the county's equipment. Deputy District Attorney Ritchie explained that county emails are public record and that if the board members use their personal email to transact business as a trustee it is also public record. Trustee Jensen stated that he would like a library email account for his trustee position. Vice Chairperson Rogers agreed. Trustee Harper stated she would not like to set up an email. Trustee Foley stated she is resigning effective today and commented that as a Tahoe resident the issues there have not gotten better but have only declined, every vote made by the board she has always opposed and that goes a long way of demoralizing somebody. Chairperson Garrahan referred back to the agenda and reiterated that Vice Chairperson Rogers and Trustee

Jensen would like a library email address and inquire about the current group board email address. Director Dodson stated that she will check the current status of the generic board email address and that Larry Wilson will be in contact with the members who want an email account to help get it set up and working.

PRESENTATION ON THE CURRENT LIBRARY OPERATIONS WITHIN THE COUNTY, STATE, AND FEDERAL MANDATES AND GUIDELINES, IN RESPONSE TO THE CORONAVIRUS PANDEMIC.

Director Dodson stated that curbside service and browsing is still going strong and that the public was very happy we opened for public browsing even with the limited hours. She noted that we have had no real issues or resistance with patrons wearing masks. She commented that there has been a new study about sanitizing library material and how long the virus lives on different material. When OCLC performed this study they found that the virus lives the longest on magazines, at least 4 days; therefore, the library has increased the length of time they quarantine items from 3 days to 5 days even with the length of time the virus lives on other material from 2 to 3 days. She indicated that the magazines and newspapers have been removed temporarily from the browsing area and lobby because they are handled so frequently by the public it would be difficult to sanitize them quickly enough; however, the library has been promoting Flipster which is our online magazine subscription service and the public seems to like it. Director Dodson commented that the library has gotten an enormous amount of donations and since the Friends of the Library has not scheduled a book sale staff has been taking those donations to Thrift Books. They sell the books online and give half of the profits to the Friends of the Library. She noted that the staff is stretched very thin and the library now has four open positions as Heather Frueh, who had very unique talents, resigned from the library. She stated that she has been authorized by the IRC to recruit for Heather's position but the 3 other open positions remain frozen. She indicated that because of the current state of the Coronavirus she would like to extend library's current services to September 30th, which was originally scheduled to end August 31st, unless the trustees feel differently. She will reevaluate in a month. Trustee Foley commented that the Tahoe branch is only open 12 hours two days a week and would like it to be more accessible by being open on Saturdays and evenings. Director Dodson stated that she has spoken to the supervisors about that and would like to figure out a way to change or supplement the hours up at the lake but with the four open positions it makes it very difficult. She noted that they could change the hours in Minden to add hours up at the lake but it's challenging right now to get staff where they are needed. She stated that she agrees that the library up at the lake should have either Saturday or evening hours and that she is looking into it. Vice Chairperson Rogers asked if the staff person who drove the bookmobile is gone and Director Dodson answered yes and that the IRC approved the transfer of another county employee to fill that position. Because the bookmobile's future is uncertain, the new employee is functioning as a regular Library Technician staff member and is doing a great job. Trustee Harper thanked Director Dodson for everything she has done for the library during this difficult time and that staff have all risen to the occasion. Trustee Foley thanked the staff as she knows they are bearing a lot of stress right now and that she would like to personally thank them for all their hard work. Vice Chairperson Rogers agreed. Deputy District Attorney Ritchie commented that the Carson City Library is open from 1:00 – 6:00 Monday through Friday and asked how they are doing that with the sanitizing. Director Dodson deferred the question to the Director of

Carson City Library Tod Colgrove. Mr. Colgrove clarified that he is here at this meeting in the capacity as the President elect of the Nevada Library Association and not as the Director of the Carson City Library. He stated that the way the Carson City Library is open Monday through Friday from 1:00 – 6:00 is by cannibalizing 50% of the staff and that is what it takes to accommodate all of the requisites of disinfecting and cleaning of surfaces as they've been touched, and to try to adhere to guidelines that the Carson City Library is operating under per the Governor's directive and for the local community. He stated that the Carson City Library is not operating under the stricture that the Douglas County Library has and as he understands the Douglas County Library is down four positions which in any library is huge but in Carson City Library's capacity four open positions would shut the library down, full stop. . She noted that the four vacant positions were for Sr. Library Technician in Minden, Library Supervisor in Tahoe, Library Technician in Tahoe and a Library Page in Minden and with these vacancies staff has taken on a lot of extra work. She stated that it is very difficult to maintain the hours that the library does have which is why if the library had to change the hours in one location it would have to change the hours in the other location as it is all intertwined. She added that the curbside service is Monday through Saturday and is hugely successful.

CLOSING PUBLIC COMMENTS.

Amy Poole with the County Manager's Office stated she had received one closing public comment so far.

Linda Miller commented that she does not agree that #BlackLivesMatter should be placed on the agenda and does not feel it is necessary to do this in Douglas County. She asked if there is anyone here who could tell her about any incidences that happened at the public library in Minden that showed prejudices against people of color. She stated that if the board were to look up #BlackLivesMatter on their website they would see they are a Marxist organization that want to dismantle the nuclear family, remove husbands, men from the family home, and defund law enforcement. She indicated that she would like a call and someone tell her what incidences occurred at the Minden library and if any staff discriminated against people of color.

Amy Poole stated that that was the only voicemail received for closing public comment at this time.

Tod Colgrove, in the capacity here as President elect for the Nevada Library Association, also as an emeritus professor at the University of Nevada at Reno, and former Nevada State Librarian, commented that he would like to thank personally not just this board for its deliberation but also Debra Caldwell-Stone, the American Library Association, the Nevada Library Association and the United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations who have all collectively pulled together over the last month to draft the letter that recognizes the issues that everyone is working through today and the issues that everyone is working on now. He stated that as libraries, as communities everyone is pulling on the same rope and wrestling with the same problems and by reaching out to one another there is a chance, rather than isolating and hunkering down and getting whittled away. He commented that as a Nevadan he comes from a family that goes back to long before Nevada was a state in this area and that he cares deeply about what becomes of the Douglas County Library, of what comes

from libraries in Nevada and that is why he became a librarian because everyone wants to help, and everyone is in this together. He noted that the issues the library is dealing with are changing the lives of little boys and girls that come wandering into the library and he has had long, rewarding, multiple careers because of the library and the bookmobile. He shared that these are hard services to keep going and that he just wanted to remind everyone of that and to be a voice from outside to say that the work the library is doing matters. He thanked the library for that work, thanked Trustee Foley even beyond the Douglas County Public Library Board but on behalf of libraries across the state, and thanked in particular Tammy Westergard who has been tap dancing through a mine field trying to be of support as is everyone. He stated to reach out to him if he could be of any support and thanked everyone again for doing what they are doing to move this forward.

Natalie Wood stated that she has received two additional public comment voicemails.

Jan Muzzy commented that the board choosing to go forward with an investigation reminds her of a house that is tipping over a ledge and the homeowner rather than addressing the foundation chooses to replace the leaky roof and this is what's happening at the library. She commented that Amy Dodson should be removed from her position and that she is not a good foundational person for the county library.

Adrienne Sawyer commented that defunding the library is as ridiculous as defunding the police and is disappointed to hear that there is going to be a costly investigation into the diversity statement. She commented that she doesn't see that an investigation by DCSO into the sheriff's perceived threat to withhold services is necessary because he came out and clarified his statement as did the library director. She stated that libraries all across the country have released similar statements of diversity to let the community know that they matter and instead of an investigation a community roundtable with the library, DCSO and community members would be helpful as there is so much diversity in this community, so much anger and hurt. She stated that instead of placing blame everyone needs to understand why these divisions exist and work to come together as this is a beautiful community with different backgrounds and different political views and all call Douglas County home.

Natalie Wood stated that that was the last public comment to come in and it came in at 11:55 A.M.

ADJOURNMENT. [Action]

There was no further action or discussion. The meeting adjourned at 12:01 P.M.

UNAPPROVED

Douglas County Public Library

Budget Summary
Fiscal Year 2020-2021 Month End 7/31/2020 % of Fiscal Year 8.3%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
$799,403		$54,182	$54,182	7%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
$386,187		$21,716	$21,716	6%

Services & Supplies

Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
$480,000		$17,315	$0	$17,315	4%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **

Budgeted	Amend ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used
$0	$0	$0	$0	$0	$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
$0						

*** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing $50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.*

Library Expense Budget Performance Report

Fiscal Year to Date 07/31/20
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
Fund 224 - Library										
Department 804 - Library										
	EXPENSE									
Salaries & Wages										
510.000	Salaries & Wages	799,403.00	.00	799,403.00	47,514.39	.00	47,514.39	751,888.61	6	.00
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.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	2,958.80	.00	2,958.80	(2,958.80)	+++	.00
511.172	Comp Paid	.00	.00	.00	510.01	.00	510.01	(510.01)	+++	.00
511.173	Vacation	.00	.00	.00	2,630.84	.00	2,630.84	(2,630.84)	+++	.00
511.174	Sick	.00	.00	.00	568.09	.00	568.09	(568.09)	+++	.00
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries & Wages Totals	$799,403.00	$0.00	$799,403.00	$54,182.13	$0.00	$54,182.13	$745,220.87	7%	$0.00
Employee Benefits										
511.181	Retirement	227,970.00	.00	227,970.00	15,537.16	.00	15,537.16	212,432.84	7	.00
511.182	Workers Comp	19,795.00	.00	19,795.00	1,354.16	.00	1,354.16	18,440.84	7	.00
511.183	Group Insurance	114,654.00	.00	114,654.00	3,527.38	.00	3,527.38	111,126.62	3	.00
511.184	Unemployment	4,031.00	.00	4,031.00	272.61	.00	272.61	3,758.39	7	.00
511.186	Medicare	11,672.00	.00	11,672.00	769.49	.00	769.49	10,902.51	7	.00
511.189	Cell Phone Stipend	780.00	.00	780.00	255.00	.00	255.00	525.00	33	.00
511.195	Social Security	577.00	.00	577.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	.00	.00	.00	6,708.00	0	.00
	Employee Benefits Totals	$386,187.00	$0.00	$386,187.00	$21,715.80	$0.00	$21,715.80	$364,471.20	6%	$0.00
Services & Supplies										
520.029	Program Underwriting	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.045	Computer System	54,291.00	.00	54,291.00	2,845.60	.00	2,845.60	51,445.40	5	.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	642.82	.00	642.82	4,857.18	12	.00
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	267.99	.00	267.99	2,732.01	9	.00
520.064	Travel	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	.00	.00	.00	47.98	.00	47.98	(47.98)	+++	.00

Library Expense Budget Performance Report

Fiscal Year to Date 07/31/20
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
520.085	Communications	5,580.00	.00	5,580.00	.00	.00	.00	5,580.00	0	.00
520.088	Utilities	30,000.00	.00	30,000.00	396.64	.00	396.64	29,603.36	1	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	220.00	.00	220.00	1,280.00	15	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	.00	.00	.00	22,453.00	0	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	14.99	.00	14.99	4,485.01	0	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	.00	.00	.00	5,473.00	0	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	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	42.00	.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
520.200	Training & Education	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	348.99	.00	348.99	3,751.01	9	.00
521.100	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	36.00	.00	36.00	6,964.00	1	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	.00	174,481.00	0	.00
530.001	Circulation Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	11,347.88	.00	11,347.88	111,003.12	9	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	311.81	.00	311.81	688.19	31	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	79.00	.00	79.00	421.00	16	.00
533.802	Small Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	713.50	.00	713.50	286.50	71	.00
533.817	Small Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
	Services & Supplies Totals	$480,000.00	$0.00	$480,000.00	$17,315.20	$0.00	$17,315.20	$462,684.80	4%	$0.00

Library Expense Budget Performance Report

Fiscal Year to Date 07/31/20
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
Capital Outlay/Projects										
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay/Projects Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	EXPENSE TOTALS	$1,665,590.00	$0.00	$1,665,590.00	$93,213.13	$0.00	$93,213.13	$1,572,376.87	6%	$0.00
	Department 804 - Library Totals	($1,665,590.00)	$0.00	($1,665,590.00)	($93,213.13)	$0.00	($93,213.13)	($1,572,376.87)	6%	$0.00
	Fund 224 - Library Totals	$1,665,590.00	$0.00	$1,665,590.00	$93,213.13	$0.00	$93,213.13	$1,572,376.87		$0.00
	Grand Totals	$1,665,590.00	$0.00	$1,665,590.00	$93,213.13	$0.00	$93,213.13	$1,572,376.87		$0.00

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 07/31/20
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
Fund	**235 - Library Gift Fund**									
Department	**800 - Library Gift Fund**									
	EXPENSE									
Services & Supplies										
532.061	Library Gift Fund	.00	.00	.00	.00	.00	.00	.00	+++	500.00
	Services & Supplies Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$500.00
	EXPENSE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$500.00
	Department **800 - Library Gift Fund** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($500.00)
	Fund **235 - Library Gift Fund** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$500.00
	Grand Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$500.00

Gift Fund Income Statement

Through 07/31/20
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**						
Interest Revenue							
361.211	Invest. Earnings-LGIP	93.00	.00	.00	93.00	0	.00
361.212	Invest. Earnings-BNY Mellon	439.00	.00	.00	439.00	0	.00
	Interest Revenue Totals	$532.00	$0.00	$0.00	$532.00	0%	$0.00
Miscellaneous Revenue							
367.102	Donations	.00	360.14	360.14	(360.14)	+++	2,531.45
	Miscellaneous Revenue Totals	$0.00	$360.14	$360.14	($360.14)	+++	$2,531.45
	Department **000 - Revenue** Totals	$43,073.00	$360.14	$360.14	$42,712.86	1%	$2,531.45
	REVENUE TOTALS	$43,073.00	$360.14	$360.14	$42,712.86	1%	$2,531.45
EXPENSE							
Department	**800 - Library Gift Fund**						
Services & Supplies							
532.061	Library Gift Fund	.00	.00	.00	.00	+++	500.00
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	.00
	Services & Supplies Totals	$98.00	$0.00	$0.00	$98.00	0%	$500.00
	Department **800 - Library Gift Fund** Totals	$43,073.00	$0.00	$0.00	$43,073.00	0%	$500.00
	EXPENSE TOTALS	$43,073.00	$0.00	$0.00	$43,073.00	0%	$500.00
	Grand Totals						
	REVENUE TOTALS	43,073.00	360.14	360.14	42,712.86	1%	2,531.45
	EXPENSE TOTALS	43,073.00	.00	.00	43,073.00	0%	500.00
	Grand Total Net Gain (Loss)	$0.00	$360.14	$360.14	$360.14	+++	$2,031.45

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Gift Fund Trial Balance Listing

Through 07/31/20
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**						
Current Assets						
101.000	Cash	72,578.33	366.86	240.00	72,705.19	43,718.29
101.090	Investment-FMV Adjust	2,787.16	.00	.00	2,787.16	517.51
121.100	Interest Receivable	327.25	.00	6.72	320.53	346.16
	Current Assets Totals	$75,692.74	$366.86	$246.72	$75,812.88	$44,581.96
Current Liabilities						
202.000	Accounts Payable	(240.00)	240.00	.00	.00	.00
207.000	Due To Other Funds	.00	.00	.00	.00	(10.09)
	Current Liabilities Totals	($240.00)	$240.00	$0.00	$0.00	($10.09)
Fund Balance						
253.000	Fund Balance	(42,540.42)	.00	.00	(42,540.42)	(42,540.42)
	Fund Balance Totals	($42,540.42)	$0.00	$0.00	($42,540.42)	($42,540.42)

Douglas County Public Library

Budget Summary
Fiscal Year 2020-2021 Month End 8/31/2020 % of Fiscal Year 16.6%

EXPENDITURE ACCOUNTS

Salaries & Wages

Budgeted	Augments	Current month	Year-to-date	% Used
$799,403		$62,695	$116,877	15%

Benefits

Budgeted	Augments	Current month	Year-to-date	% Used
$386,187		$30,231	$51,947	13%

Services & Supplies

Budgeted	Amend-ments	Current month	YTD Encumber	Year-to-date	% Used
$480,000		$20,895	$0	$38,211	8%

Some individual lines are paid only once per year, in July and will therefore show a higher than expected percentage of disbursements in the early months of a fiscal year.

Capital Outlay **

Budgeted	Amend ments	Current	Encumber	Year-to-date	Amended Less YTD	% Used
$0	$0	$0	$0	$0	$0	0%

Capital Projects ** 224-804-562-000 & 224-804-564-500

Budgeted	Amended Budget	Current	YTD Encumber	Year-to-date	Budget less YTD	% Used
$0						

*** These are pass-through accounts. During the year money will be transferred from Services & Supplies lines or money will be augmented by grant payments. Any single item costing $50,000 or more will pass through this account. Augmentations are done as needed per fiscal year, and so these accounts can show a negative balance.*

Library Expense Budget Performance Report

Fiscal Year to Date 08/31/20
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
Fund 224 - Library										
Department 804 - Library										
	EXPENSE									
Salaries & Wages										
510.000	Salaries & Wages	799,403.00	.00	799,403.00	50,618.19	.00	98,132.58	701,270.42	12	.00
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	3,938.65	.00	3,938.65	(3,938.65)	+++	.00
511.169	Comp Payout	.00	.00	.00	69.03	.00	69.03	(69.03)	+++	.00
511.170	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.171	Holidays	.00	.00	.00	.00	.00	2,958.80	(2,958.80)	+++	.00
511.172	Comp Paid	.00	.00	.00	355.46	.00	865.47	(865.47)	+++	.00
511.173	Vacation	.00	.00	.00	5,169.91	.00	7,800.75	(7,800.75)	+++	.00
511.174	Sick	.00	.00	.00	2,543.96	.00	3,112.05	(3,112.05)	+++	.00
511.178	Sick Leave Payoff	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Salaries & Wages Totals	$799,403.00	$0.00	$799,403.00	$62,695.20	$0.00	$116,877.33	$682,525.67	15%	$0.00
Employee Benefits										
511.181	Retirement	227,970.00	.00	227,970.00	16,811.96	.00	32,349.12	195,620.88	14	.00
511.182	Workers Comp	19,795.00	.00	19,795.00	1,458.94	.00	2,813.10	16,981.90	14	.00
511.183	Group Insurance	114,654.00	.00	114,654.00	9,872.92	.00	13,400.30	101,253.70	12	.00
511.184	Unemployment	4,031.00	.00	4,031.00	316.92	.00	589.53	3,441.47	15	.00
511.186	Medicare	11,672.00	.00	11,672.00	871.67	.00	1,641.16	10,030.84	14	.00
511.189	Cell Phone Stipend	780.00	.00	780.00	340.00	.00	595.00	185.00	76	.00
511.195	Social Security	577.00	.00	577.00	.00	.00	.00	577.00	0	.00
511.201	PEBS-Ret.Medical	6,708.00	.00	6,708.00	559.00	.00	559.00	6,149.00	8	.00
	Employee Benefits Totals	$386,187.00	$0.00	$386,187.00	$30,231.41	$0.00	$51,947.21	$334,239.79	13%	$0.00
Services & Supplies										
520.029	Program Underwriting	.00	.00	.00	(634.50)	.00	(634.50)	634.50	+++	.00
520.045	Computer System	54,291.00	.00	54,291.00	3,107.98	.00	5,953.58	48,337.42	11	.00
520.055	Telephone Expense	5,500.00	.00	5,500.00	857.82	.00	1,500.64	3,999.36	27	.00
520.060	Postage/Po Box Rent	3,000.00	.00	3,000.00	11.38	.00	279.37	2,720.63	9	.00
520.064	Travel	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.072	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.078	Printing & Binding	.00	.00	.00	370.71	.00	418.69	(418.69)	+++	.00

Library Expense Budget Performance Report

Fiscal Year to Date 08/31/20
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
520.085	Communications	5,580.00	.00	5,580.00	.00	.00	.00	5,580.00	0	.00
520.088	Utilities	30,000.00	.00	30,000.00	2,367.53	.00	2,764.17	27,235.83	9	.00
520.097	Maint B&G	1,500.00	.00	1,500.00	.00	.00	220.00	1,280.00	15	.00
520.098	Janitorial Services	22,453.00	.00	22,453.00	935.51	.00	935.51	21,517.49	4	.00
520.107	Maint Equip	4,500.00	.00	4,500.00	1,368.00	.00	1,382.99	3,117.01	31	.00
520.114	Motor Pool Expense	5,473.00	.00	5,473.00	.00	.00	.00	5,473.00	0	.00
520.116	Veh. Maint-Co Shop	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.136	Rents & Leases Equipment	3,000.00	.00	3,000.00	312.59	.00	312.59	2,687.41	10	.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	.00	.00	42.00	58.00	42	.00
520.170	Memberships	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.194	Cellular Phones	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
520.200	Training & Education	.00	.00	.00	.00	.00	.00	.00	+++	.00
520.240	Data Lines	4,100.00	.00	4,100.00	304.21	.00	653.20	3,446.80	16	.00
521.100	Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.134	Cataloging	7,000.00	.00	7,000.00	1,123.74	.00	1,159.74	5,840.26	17	.00
521.500	Admin & Overhead	174,481.00	.00	174,481.00	.00	.00	.00	174,481.00	0	.00
530.001	Circulation Supplies	500.00	.00	500.00	855.29	.00	855.29	(355.29)	171	.00
532.003	Gas & Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
532.054	Library Materials	122,351.00	.00	122,351.00	9,327.12	.00	20,675.00	101,676.00	17	.00
532.057	Processing Materials	1,000.00	.00	1,000.00	37.32	.00	349.13	650.87	35	.00
532.065	Institutional Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.800	Office Supplies	500.00	.00	500.00	72.78	.00	151.78	348.22	30	.00
533.802	Small Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
533.813	Office Products Program	1,000.00	.00	1,000.00	448.56	.00	1,162.06	(162.06)	116	.00
533.817	Small Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
540.012	Statewide Collection Gran	.00	.00	.00	.00	.00	.00	.00	+++	.00
550.100	Bank Fees-Credit Card Processing	400.00	.00	400.00	29.34	.00	29.34	370.66	7	.00
	Services & Supplies Totals	$480,000.00	$0.00	$480,000.00	$20,895.38	$0.00	$38,210.58	$441,789.42	8%	$0.00

Library Expense Budget Performance Report

Fiscal Year to Date 08/31/20
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
Capital Outlay/Projects										
562.000	Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Capital Outlay/Projects Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$0.00
	EXPENSE TOTALS	$1,665,590.00	$0.00	$1,665,590.00	$113,821.99	$0.00	$207,035.12	$1,458,554.88	12%	$0.00
	Department 804 - Library Totals	($1,665,590.00)	$0.00	($1,665,590.00)	($113,821.99)	$0.00	($207,035.12)	($1,458,554.88)	12%	$0.00
	Fund 224 - Library Totals	$1,665,590.00	$0.00	$1,665,590.00	$113,821.99	$0.00	$207,035.12	$1,458,554.88		$0.00
	Grand Totals	$1,665,590.00	$0.00	$1,665,590.00	$113,821.99	$0.00	$207,035.12	$1,458,554.88		$0.00

Gift Fund Expense Budget Performance Report

Fiscal Year to Date 08/31/20
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
Fund	**235 - Library Gift Fund**									
Department	**800 - Library Gift Fund**									
	EXPENSE									
Services & Supplies										
532.061	Library Gift Fund	.00	.00	.00	.00	.00	.00	.00	+++	1,477.12
	Services & Supplies Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$1,477.12
	EXPENSE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$1,477.12
	Department **800 - Library Gift Fund** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	($1,477.12)
	Fund **235 - Library Gift Fund** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,477.12
	Grand Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,477.12

Gift Fund Income Statement

Through 08/31/20
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**						
Interest Revenue							
361.211	Invest. Earnings-LGIP	93.00	5.58	5.58	87.42	6	18.05
361.212	Invest. Earnings-BNY Mellon	439.00	106.54	106.54	332.46	24	80.17
	Interest Revenue Totals	$532.00	$112.12	$112.12	$419.88	21%	$98.22
Miscellaneous Revenue							
367.102	Donations	.00	782.76	1,142.90	(1,142.90)	+++	15,723.96
	Miscellaneous Revenue Totals	$0.00	$782.76	$1,142.90	($1,142.90)	+++	$15,723.96
	Department **000 - Revenue** Totals	$43,073.00	$894.88	$1,255.02	$41,817.98	3%	$15,822.18
	REVENUE TOTALS	$43,073.00	$894.88	$1,255.02	$41,817.98	3%	$15,822.18
EXPENSE							
Department	**800 - Library Gift Fund**						
Services & Supplies							
532.061	Library Gift Fund	.00	.00	.00	.00	+++	1,477.12
565.755	Investment Service Fees	98.00	.00	.00	98.00	0	.00
	Services & Supplies Totals	$98.00	$0.00	$0.00	$98.00	0%	$1,477.12
	Department **800 - Library Gift Fund** Totals	$43,073.00	$0.00	$0.00	$43,073.00	0%	$1,477.12
	EXPENSE TOTALS	$43,073.00	$0.00	$0.00	$43,073.00	0%	$1,477.12
	Grand Totals						
	REVENUE TOTALS	43,073.00	894.88	1,255.02	41,817.98	3%	15,822.18
	EXPENSE TOTALS	43,073.00	.00	.00	43,073.00	0%	1,477.12
	Grand Total Net Gain (Loss)	$0.00	$894.88	$1,255.02	$1,255.02	+++	$14,345.06

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Gift Fund Trial Balance Listing

Through 08/31/20
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**						
Current Assets						
101.000	Cash	72,578.33	1,255.79	240.00	73,594.12	56,030.81
101.090	Investment-FMV Adjust	2,787.16	.00	.00	2,787.16	517.51
121.100	Interest Receivable	327.25	5.95	6.72	326.48	337.16
	Current Assets Totals	$75,692.74	$1,261.74	$246.72	$76,707.76	$56,885.48
Current Liabilities						
202.000	Accounts Payable	(240.00)	240.00	.00	.00	.00
	Current Liabilities Totals	($240.00)	$240.00	$0.00	$0.00	$0.00
Fund Balance						
253.000	Fund Balance	(42,540.42)	.00	.00	(42,540.42)	(42,540.42)
	Fund Balance Totals	($42,540.42)	$0.00	$0.00	($42,540.42)	($42,540.42)

Purchases related to COVID-19

Date	Vendor	Item	Amount	Voucher #
FY19/20				
4/23/2020	Amazon	Printer/scanner to work from home	$260.04	03335
		Disposable gloves	$117.68	"
5/26/2020	Office Depot	Alcohol cleaning wipes	$22.30	03367
5/26/2020	Amazon	Tall kitchen bags	$17.51	03368
		Spray bottles	$31.98	"
		Alcohol cleaning wipes	$184.95	"
		Disinfectant cleaner	$89.99	"
		Disposable gloves	$49.98	"
		Funnel set	$8.99	"
5/28/2020	Office Depot	Tall kitchen bags	$82.15	03371
6/17/2020	Office Depot	Tall kitchen bags	$44.60	PO 2020-0243
		Alcohol cleaning wipes	$82.15	"
		Discount	-$1.27	
6/18/2020	DEMCO	Book bags for curbside	$367.90	PO 2020-0252
		Floor decals for 6' distance	$79.99	"
		Shipping & Handling	$44.79	
6/20/2020	Petty Cash	Alcohol cleaning wipes	$122.98	03398
6/23/2020	Amazon	Face masks	$109.98	03400
		Thermometers never rec'd*	$230.96	"
		Cotton gloves	$24.63	"
		Alcohol cleaning wipes	$72.93	"
		Spray bottles	$15.99	"
		Microfiber cleaning cloths	$44.85	"
		Tall kitchen bags	$17.99	"
		Face masks	$59.98	"
6/25/2020	Office Depot	Disposable gloves	$14.80	PO 2020-0290
		Hand sanitizer	$45.24	"
		Paper towels	$29.51	"
6/25/2020	Amazon	Face masks	$99.95	PO 2020-0291
6/25/2020	ABE Printing	Curbside signs	$254.00	03403
6/29/2020	DoCo Procurement/JB	Alcohol cleaning wipes/alcohol	$20.41	03412
6/29/2020	DoCo Procurement/LEW	Protective sheets	$631.80	03414
7/16/2020	Factory Motor Parts	Disposable gloves	$129.90	03442
7/21/2020	Amazon	Disposable gloves	$87.96	03447
		Thermometers never rec'd* CREDIT	-$230.96	"
		Cleanable keyboards	$55.56	"
		Printer/scanner to work from home	$641.05	"
		Computer laptop to work from home	$700.00	"

		FY19/20 Total	**$4,663.24**	
FY 20/21				
7/17/2020	Office Depot	Disposable gloves	$15.35	03445
		Ink cartridges - all colors - work from hom	$339.17	"
7/21/2020	Amazon	Disposable gloves	$48.80	03448
7/17/2020	Office Depot	Disposable gloves; ink cartridges for AD	$354.52	03443
8/19/2020	Office Depot	Tall kitchen bags	$49.29	03478
8/20/2020	Amazon	Tall kitchen bags	$49.11	03479
8/20/2020		Alcohol cleaning wipes	$30.20	PO 2021-0019
8/25/2020	Janway	Retractable banners with safety msg	$330.00	03482
		Shipping & Handling	$40.71	
8/26/2020	DEMCO	Book bags for curbside	$735.80	
		Shipping & Handling	$73.58	
9/3/2020	SoSu TV Corp	Record and livestream for the LBOT mtg held 8/25/20	$285.00	03493
9/3/2020	Office Depot	Alcohol cleaning wipes	$39.95	03492
		FY 20/21 Total	**$2,391.48**	

Grand Total **$7,054.72**

Long Range Plan Overview

The Public Library Association has developed a set of Library Service Responses that define what a library does for, or offers to, the public in an effort to meet a set of well-defined community needs. As part of the planning process, the Library Board of Trustees and library staff reviewed the PLA Library Service Responses, identified the ones most applicable to our community needs, tailored the language of the responses to reflect our community, and prioritized our responses. The prioritization identifies the relative order in which resources will be allocated to achieve the identified Goals.

The DCPL commitment to excellence in library services and its development and utilization of technology in the last decade has placed the organization at the forefront of rural Nevada libraries. DCPL environmental scans and continuous review of its operations look to best practices not only in libraries and the government sector but to best practices in the business world as well.

The major assets of DCPL are:

- Dedicated and skilled staff
- Comfortable facilities
- Enthusiastic volunteers
- Appealing programs

The major challenges of DCPL are:

- Unreliability of continuing financial support
- Lack of facilities and physical space to serve future needs
- Size and geographic distribution of population throughout a large county

The DCPL Long Range Plan has been developed for an implementation period of 10 years. The Douglas County population of 46,997, as of the 2010 census, is anticipated to grow moderately to approximately 50,000 by 2022. This population information is valuable to establish appropriate Level of Service (LOS) guidelines.

Implementation of the current Long Range Plan over the past ten years has included declines in hours of operation, staffing and library materials acquisition at the same time patron demands have steadily increased.

DCPL will continue to seek improvements over the next ten years that maintain quality service, value and convenience for our patrons. We will continue focused planning that may see projects extend from what may have been a few months to projects that may take years.

Future Level of Service projects should include the following elements in the Douglas County Master Plan Update 2011 for facility-related service levels:

- Seating capacity of 185 or 4.1 seats for every 1,000 people served
- Increased public computer access, utilizing both desktop and laptop technology, to provide 65 workstations or 1.5 computers for every 1,000 people served
- Enhanced public programming space, including a large meeting room, dividable into three separate spaces with seating capacity for 300, adequate storage and current AV projection technology
- A computer lab to offer hands-on technology training
- A Teen Zone to provide space specifically for teenagers
- Two enclosed group study rooms for students, tutoring and similar uses
- Shelving to accommodate an increase to the physical collection of books and AV media at total collection size of 190,000, excluding digital collections
- Increased incorporation of self-service technologies for improved staff productivity
- Increased volunteer workspaces

Options as to where such facility-related service levels might be delivered are included in the section entitled Library Facilities Tomorrow.

Douglas County Public Library Long Range Plan 2011-2020

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 March 31, 2020 ***Completed***
   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 January 31, 2020 ***Completed***
   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 January 31, 2020 ***Completed***
   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 ***Incomplete***

A. Collect user data and statistics by 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 March 31, 2020
   a. Distribute online and paper surveys
   b. Develop other potential tools for gathering information
C. Determine possibilities for technology education programs by March 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 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 January 31, 2020 ***Incomplete***
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 March 31, 2020 ***Incomplete***
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***
   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 ***Completed***
E. Launch bookmobile service within thirty (30) days of delivery ***Completed***

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

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
E. Inform Board of progress by December 1, 2019

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 ***Incomplete***

A. Develop a standard system that will be used to evaluate all library programs by 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

A. Program(s) will be sustainable (repeatable, cost-effective, realistic) ***Completed***
B. Program will be aligned with the Library's mission and goals
C. Program will be launched by September 30, 2019 ***Completed***
D. Evaluate the program using new system (see Objective #5) by 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) ***Completed***
B. Program will be aligned with the Library's mission and goals
C. Program will be launched by September 30, 2019 ***Completed***
E. Evaluate the program using new system (see Objective #5) by 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 deadlines adopted by the Library Board on August 27, 2019

*Objectives updated in **blue**, November 2019*

*Objectives updated in **red**, September 2020*

Long Range Plan Summary

The Library Board of Trustees and library staff have developed this Long Range Plan to guide the Library through the next ten years with a yearly review and adjustment of objectives and action plans. The plan is designed to identify achievable goals with a commitment to meeting the needs of the residents of Douglas County.

The 2010-2011 planning process has identified two goals to pursue from 2D11 through 2020:

Goal # 1 - 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

Goal #2 - Douglas County residents will have services, resources and programs designed to stimulate imagination, satisfy curiosity and create young readers

These goals, the rationale used to develop the goals, their associated objectives and action planning are described in detail within this document.

Douglas County Public Library Long Range Plan
Possible Goals for 2021-2026

Goal # 1

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.

Possible Objectives:

- Develop a technology education program for adults
- Assess and evaluate the need for circulating technology devices
- Increase number of job seeker computers
- Train/retrain staff on digital media, databases, and Polaris functions

Goal #2

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

Possible Objectives:

- Develop, revise, and improve Library policies, procedures and support documents
- Develop and implement an assessment process to be used to measure, evaluate, and track library programs
- Deliver annual Summer Reading Programs that align with the CSLP (Collaborative Summer Library Program) themes and guidelines, for all age groups

Elko-Lander-Eureka County Library System

Strategic Plan

2018-2022

Mission Statement

The Elko-Lander-Eureka County Library System will provide materials to all members of our communities to meet their educational, informational, recreational and cultural needs, utilizing both print and non-print technology. We are dedicated to providing quality service to all.

Adopted by the Library Board of Trustees, December 12, 2006

INTRODUCTION

This document contains the five-year plan for the Elko-Lander-Eureka County Library System, covering the years 2018 - 2022. This plan builds upon the previous five year plan that was developed according to the Community Needs Assessment completed in 2012.

This plan focuses on goals and objectives connected to these areas:

1) Library collection and services;
2) Lifelong learning;
3) Community hubs;
4) Technology;
5) Utilization of resources; and
6) Staff Development.

Some of the objectives listed in this plan are already underway, while others will eventually come to fruition. There are some objectives that will only happen if the necessary funding and personnel are allotted to the library.

The library's staff will do their part to work toward the successful fulfillment of all goals listed in the plan. The library will continue to focus on activities and services that benefit the community, as well as positioning itself as an important, integral part of the community. The achievement of the goals and objectives laid out in this plan will go a long way toward maintaining the library as a major component in the recreational and educational lives of area residents.

Approved by the Library Board of Trustees, June 20, 2017

Initiative #1
Provide readily accessible library services (virtual and physical) to all residents living throughout the Elko-Lander-Eureka County Library System service area

Goal 1 Provide a variety of materials, resources and information to meet patron needs and respond to trends

- **Objective 1** Provide diverse and balanced physical and electronic collections
- **Objective 2** Increase circulation by creating, modifying and merchandizing collections to meet the needs and interests of community members
- **Objective 3** Rotate books among all branches at least once a year
- **Objective 4** Expand collections to represent the varying ethnicities
- **Objective 5** Evaluate the physical reference and non-fiction collections at all facilities

Goal 2 Provide rich programming to support learning, recreation and entertainment for all patrons

- **Objective 1** Develop vigorous, innovative and dynamic programming of broad interest to the communities
- **Objective 2** Increase attendance at adult/family programs at each facility
- **Objective 3** Develop culturally specific programs to reflect the diversity of the population and to encourage all to visit the library

Goal 3 Provide online resources that meet patron needs and improve patron service

- **Objective 1** Research and evaluate available online resources
- **Objective 2** Survey patrons to ascertain their needs

Goal 4 Explore opportunities that will improve operational efficiencies

- **Objective 1** Investigate the feasibility of self-check machines at branch locations
- **Objective 2** Implement a suggestion box at each facility

Approved by the Library Board of Trustees, June 20, 2017

Initiative #2
Provide and support learning by children, youth and adults through robust collections and programming

Goal 1 Support and encourage young children (birth to 5 years) in their efforts to become readers through programs and collections

- **Objective 1** Provide a variety of materials, resources and information to support children's learning
- **Objective 2** Develop and provide robust programming to support children's learning
- **Objective 3** Increase the number of branches offering programs for children
- **Objective 4** Assess current marketing efforts for programs and events

Goal 2 Partner with local schools to encourage the use of the library

- **Objective 1** Contact local schools on a regular basis and look for opportunities to make presentations to teachers, librarians and students.

Goal 3 Increase the library's online programs/games (databases) to build critical thinking skills

- **Objective 1** Offer dedicated teen computers where feasible and necessary
- **Objective 2** Provide software programs

Goal 4 Support life-long learning for adults through collections and programs

- **Objective 1** Provide different avenues for patrons/community members to make suggestions of titles to be considered for purchase
- **Objective 2** Assess interests and develop programming
- **Objective 3** Develop a list of volunteers who have a skill and the willingness to conduct related programming

Initiative #3
Provide an inviting and welcoming physical space and serve as a community hub

Goal 1 Provide a welcoming and comfortable environment where patrons can easily locate their information

- **Objective 1** Provide an environment where patrons feel welcomed and can easily navigate through library facilities
- **Objective 2** Maintain the physical appearance of library facilities to include cleanliness and beautification
- **Objective 3** Provide an environment where all patrons and staff feel safe and secure
- **Objective 4** Repurpose current space to meet community needs
- **Objective 5** Monitor population changes in order to review facility needs and the possibility for expansion

Goal 2 Increase library traffic

- **Objective 1** Research the feasibility of being a community hub/resource center for all communities
- **Objective 2** Provide community bulletin boards at branch locations in the smaller communities
- **Objective 3** Serve as a referral source for community members about community events and activities
- **Objective 4** Utilize statistics to market toward demographics prevalent in each area and increase patrons at each facility

Initiative #4
Update and improve technology in order to meet patron needs and provide efficient and effective patron service

Goal 1 Utilize technology to enhance patron service and ease

- **Objective 1** Provide Wi-Fi access at branches where feasible
- **Objective 2** Increase library website usage
- **Objective 3** Research costs and possibility of the implementation of an RFID system

Goal 2 Provide appropriate and timely technology training for patrons and staff

- **Objective 1** Provide a variety of digital literacy classes for patrons
- **Objective 2** Provide continuing technology training to staff so they are able to respond to patron questions and utilize library technologies more effectively

Goal 3 Maintain an inventory of high-tech, high-quality equipment

- **Objective 1** Assess status of screens, printers, computers and other technology at each facility, making sure equipment is functional and up-to-date
- **Objective 2** Research feasibility of having mobile devices for in-house checkout

Initiative #5
Enhance the library's internal capacity to implement the strategic initiatives outlined in the strategic plan

Goal 1 Partnership with organizations that complement or enhance library collections, programs, and/or services

- **Objective 1** Foster partnerships with local senior centers, childcare providers, appropriate human service organizations and others
- **Objective 2** Staff at all levels regularly participates in or regularly contacts local established community and business groups

Goal 2 Continue partnerships with elected and appointed government officials

- **Objective 1** Foster partnerships with the County Commissioners
- **Objective 2** Develop and foster partnerships with other local government officials by inviting them to branch events and activities and meeting with them to provide updates

Goal 3 Develop a fundraising plan, in coordination with the Friends Group that generates funding to help support or augment library collections, programs, and / or services

- **Objective 1** Develop a fundraising plan that includes information on fundraising strategies
- **Objective 2** Identify and utilize the services of a grant writer to help research and secure grant funding on a project-by-project basis
- **Objective 3** encourage the establishment of Friends Groups in other branch communities

Goal 4 Create a coordinated marketing plan that 1) positions the library in the community and 2) increases the awareness of library services

- **Objective 1** Develop a comprehensive marketing plan to market library programs and services to the community
- **Objective 2** Utilize web resources, including the website, social media sites and video streaming to market library programs and services
- **Objective 3** Research the possibility of installing more prominent signage at library facilities

Goal 5 Improve patron service and support with enhanced staffing

- **Objective 1** Develop a patron service philosophy and train staff in it to ensure consistency of application
- **Objective 2** Ensure library policies and procedures support programs and services provided by the library and are applied consistently across departments and branches
- **Objective 3** Recruit volunteers to enhance staffing

Goal 6 Evaluate and review the implementation of the strategic plan

- **Objective 1** Develop an evaluation plan to assess progress and activities of the strategic plan
- **Objective 2** Annually update the strategic plan

Initiative #6
Inspire excellence in library services by developing a well-rounded and trained staff

Goal 1 Develop a staff able and empowered to connect people with the information and resources they need

- **Objective 1** Work on maintaining and updating the staff manual (policies and procedures); policies will be developed and presented to the Board of Trustees for approval as needed
- **Objective 2** Review job descriptions to accurately reflect each position's duties and improve understanding of roles and responsibilities
- **Objective 3** Provide ongoing staff training so staff have the knowledge and skills they require to succeed in their jobs

Goal 2 Strive to meet the Minimum Public Library Standard for Nevada

NEVADA LIBRARY COOPERATIVE

STRATEGIC PLAN 2019-2023

ADOPTED BY THE BOARD, MAY 21, 2019

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INTRODUCTION

Together, rural Nevada libraries cost-effectively climbed the 1980s curve of automating their libraries. Their success in making library operations efficient and library collections easily accessible to Nevadans endures. Individual collections are networked to a system-wide collection of 1.1 million items. They have collectively advanced library services in a digital age. They have perpetuated the presence of libraries to serve residents across 95,000 square miles (87% of Nevada's landmass.)

This is a time to intensify our efforts to engage our communities, to grow our reach and resources, to advance our technology, and to operate with ingenuity and efficiency. We envision thriving libraries that Nevadans use, love, and support. We connect, support, and empower libraries in service to Nevadans.

ABOUT THE NEVADA LIBRARY COOPERATIVE

Collaboration is powerful. It leverages the resources of individual entities to create something much bigger than the sum of the parts. Every individual library in the cooperative benefits, every local resident benefits, and every Nevadan is better served by having access to the entirety of the collections and the human expertise of many of Nevada's public and heritage libraries.

The Cooperative is a regional network of libraries that formed in 1981 under the Nevada Revised Statutes. This network touches all but one of Nevada's counties. Its formation made it possible for libraries of every size and level of sophistication to convert manual card catalogs and attendant operations to microcomputers, commonly known as integrated library systems (ILS). By pursuing an ILS together, these libraries economically created a network that makes finding and using the collections of these libraries a one-stop shop for Nevadans.

Being able to easily access the collections and collective knowledge and expertise of library personnel throughout the network improves the lives of individuals and families and builds communities for the better. The historical collections of its heritage libraries--the research library of the Nevada State Library, Archives, and Public Records (NSLAPR) in Carson City, the Nevada Historical Society Library in Reno, and the Nevada State Museum Library at Las Vegas--have the added advantage of advancing knowledge and inspiring curiosity about all the people, places, and events that have shaped Nevada. The collective of items include books of course, but also artifacts, photographs, maps, textiles, artworks, manuscript materials, films, and oral histories. The collective memory of Nevada is accessible through these expansive and unique items.

WHAT WE DO

We provide a collective database, currently numbering 1.1 million items and growing, that anyone can search online from anywhere in the world. We make it easy for people to find and to use the items in this database.

We increase our purchasing power and stretch our public dollars by negotiating collective buying of print and digital resources. We lower operational costs for each member library and for the totality of members across Nevada.

We provide an online portal to the collections, programs, and services of our member libraries, now numbering 41 locations in 16 of 17 Nevada counties. We help Nevadans and researchers worldwide through our libraries and with our Cooperative's virtual portal.

We network to advance our individual library operations--teaching, mentoring, and coaching one another. We strive to continuously raise the bar of quality, accessibility, and equity in library services throughout Nevada.

OUR VALUES

TRAIL-BLAZING

Our ingenuity in facing the future is our hallmark. We are passionate about the power of our libraries to transform lives and build community.

COLLABORATION

We enthusiastically work together and with others In our organization and in our communities. We sustain relationships through good times and bad. We leverage resources and opportunities for the benefit of Nevadans.

INTEGRITY

We are committed to honest communication, transparency, and managing resources in a trustworthy and accountable manner.

DIVERSITY AND INCLUSION

We celebrate the distinctive heritage of Nevada and the diverse people who make up our great state. We promote an accessible, safe and welcoming environment for all.

LEARNING

We encourage the exploration of new ideas and perspectives. We recognize that willingness to change our minds improves our organization and ultimately, library services for all.

ACCOMPLISHMENTS AND CHALLENGES

The ingenuity of the Cooperative founders four decades ago resulted in the automation of the essential library processes of most of Nevada's libraries. The Cooperative has successfully networked most of Nevada's rural libraries and provided public access to their collective holdings (now at 1.1 million).

The Cooperative has made it possible for libraries to do more with their resources than would otherwise have been possible. For nearly four decades, each member has benefitted from the lower costs of back-of-house processes and has cost-effectively expanded collections to include databases and ebooks. The CoOp has saved millions of dollars statewide.

The Cooperative faces several critical challenges. Funding for libraries suffered greatly during the 2008-13 recession and the set-back continues to hurt library operations in nearly every member library. Many of the member libraries' staff are over-extended; this is a barrier to their organizational participation and a threat to keeping members. Technology must continuously advance in all member libraries for the collective to sustain its services to Nevadans.

The structure of the organization needs to be examined through the lens of this strategic plan: the roles, relationships, and authority of the member libraries, their Boards of Directors, their Trustees, the NSLAPR as fiscal agent, and the Cooperative headquarters. The Cooperative policies, procedures, and protocols for the database and resource sharing need to be uniformly maintained by the members. The backlog of Cooperative headquarter projects, member training, and tasks need timely attention.

PLANNING FOR THE NEXT FIVE YEARS

The membership as a whole realizes that the Cooperative is at an important cross-roads. The membership is positive about the Cooperative and wants to move forward. The NSLAPR, the Cooperative's fiscal agent, is on board to help the organization move forward. Everyone is looking forward to the strategic plan providing direction and renewed vitality to this pioneering enterprise.

STRATEGIC ENVIRONMENT

Several influential trends and developments are shaping the operating environment: ubiquitous technology is re-shaping how we live, learn, work, and how we participate in civic and cultural life. Technological change is a constant. Digital technology is enhancing the visitor experience and broadening accessibly beyond library walls. Programming has grown exponentially in libraries and through libraries in community partnerships.

Libraries are becoming more community-centered and are collaborating with community partners to bring attention to the library as a community asset. They are becoming savvy about advocacy,

marketing, and telling their stories in terms that relate to those who do not know about or use the library.

The funding landscape is challenging as libraries try to recover from the 2008-2013 recession and compete with other local and state priorities. Changes in federal tax law, state and local budget pressures, competition for philanthropic resources, and generational shift is changing how people approach volunteering and charitable giving.

The state of education in Nevada continues to be a high priority of state government. Newly elected Governor Sisolak has said that addressing mental health, educational accountability (school districts and academic); teacher's heavy workloads and low salaries, and improving and diversifying the state's economy, focusing on bringing small businesses to Nevada instead.

OUR VISION

THRIVING LIBRARIES THAT NEVADANS USE, LOVE, AND SUPPORT.

OUR MISSION

COMMUNITY

We build community by connecting libraries throughout Nevada.

LITERACY

We support libraries in their promotion of literacy, learning, knowledge and connection.

TECHNOLOGY

We empower libraries by providing tools and resources which help them meet the needs of their residents and communities.

STRATEGIC DIRECTION

To move towards our vision while addressing key challenges, we will pursue these goals and strategic priorities. We intend to first focus on getting our core services and our organization in order and then begin to focus on community engagement and expanding our reach and resources.

ENGAGE OUR COMMUNITIES

- Increase awareness of libraries as sources of connection, knowledge, and community.
- Broaden the user base in our service area.
- Improve the end user experience in our service area.

GROW OUR REACH AND RESOURCES

- Become a visible and valued resource for all of Nevada.
- Expand access to information and human resources by broadening the network of members, clients, and partners.
- Maintain and grow our funding, including public and private support.

ADVANCE OUR TECHNOLOGY

- Maintain and update core services to the member libraries.
- Secure reliable telecommunications and enhance the technology infrastructure.
- Increase our reach, amplify our impact, and improve the customer experience.

OPERATE WITH EFFICIENCY AND INGENUITY

- Strengthen the organization.
- Strengthen core services.
- Strengthen headquarter operations.

PLANNING CYCLE

Our planning cycle will promote continual action, reflection, and accountability as we implement the strategic plan. To ensure a "living plan" and alignment across our organization, we will have regular review sessions and an annual Summit to celebrate accomplishments, monitor progress, and make plan updates.

Goals, Strategic Priorities, Milestones

GOALS, STRATEGIC PRIORITIES (FIVE YEAR HORIZON)		ACTIONABLE MILESTONES (WITHIN 18 MONTHS)	ACTIONABLE MILESTONES (WITHIN 36 MONTHS)	ACTIONABLE MILESTONES (WITHIN 60 MONTHS)
ENGAGE OUR COMMUNITIES	Increase awareness of libraries as sources of connection, knowledge, and community.	Professional quality Cooperative Strategic Plan produced in quantity for member libraries. Promotional training and peer coaching of Member Trustees and Staff. Performance dashboard established.	Advocacy Campaign plan in collaboration with the State Library and the Nevada Library Association.	1st Statewide Advocacy campaign completed.
	Broaden the user base in our service area.	Round of Sub-regional member meetings focused on increasing the percentage of residents using their local library.	Collective practices, mentoring, and coaching program for member staff and trustees	
	Improve the end user experience in our service area.		Round of sub-regional member meetings focused on how to know the local library market and improve the visitor experience.	

GOALS, STRATEGIC PRIORITIES (FIVE YEAR HORIZON)		ACTIONABLE MILESTONES (WITHIN 18 MONTHS)	ACTIONABLE MILESTONES (WITHIN 36 MONTHS)	ACTIONABLE MILESTONES (WITHIN 60 MONTHS)
GROW OUR REACH AND RESOURCES	Become a visible and valued resource for all of Nevada.	The Cooperative and the State Library have a grant to fund a feasibility analysis and plan for growing reach and resources.	A completed feasibility study of the options for expanding reach and resources.	A completed implementation plan for expanding reach and resources.
	Expand access to information and human resources by broadening the network of members and partners.	Six of the several public libraries in the region that are not members have become members.	The potential for suburban and urban systems joining, affiliating, or collaborating has been determined. The potential for additional academic, special, and school libraries has been determined.	
	Maintain and grow our funding, including public and private support.	The Cooperative has a hypothetical revenue and expenditure budget document that would fully implement the Strategic Plan.	The CoOp has developed a comprehensive and detailed funding model and implementation strategy.	The Cooperative, the State Library, the Nevada Library Association legislative action plan for rural library funding. CoOp 501c3 Foundation established.

GOALS, STRATEGIC PRIORITIES (FIVE YEAR HORIZON)		ACTIONABLE MILESTONES (WITHIN 18 MONTHS)	ACTIONABLE MILESTONES (WITHIN 36 MONTHS)	ACTIONABLE MILESTONES (WITHIN 60 MONTHS)
ADVANCE OUR TECHNOLOGY	Maintain and update core services to the member libraries.	The integrity of the Polaris database and the customer experience has improved measurably. The integrity of the LibGuides and the customer experience has improved measurably.	An ILS product, migration plan, and funding plan have been approved by the membership and is ready to launch.	The new ILS has measurably improved services to members and the end user.
	Secure reliable telecommunications and enhance the technology infrastructure.	Decided on a virtual meeting product that provides reliable connection and dependable fidelity.	Partnerships have been forged to fund ubiquitous broadband throughout the Cooperative.	Broadband is robust throughout the Cooperative.
	Increase our reach, amplify our impact, and improve the customer experience.	An LSTA application is submitted for a CoOp-wide Edge Assessment subscription.	Technology Plan is adopted.	CoOp Technology Plan is implemented.

GOALS, STRATEGIC PRIORITIES (FIVE YEAR HORIZON)		ACTIONABLE MILESTONES (WITHIN 18 MONTHS)	ACTIONABLE MILESTONES (WITHIN 36 MONTHS)	ACTIONABLE MILESTONES (WITHIN 60 MONTHS)
OPERATE WITH EFFICIENCY AND INGENUITY	Strengthen the organization.	Documentation of roles, responsibilities, authority, and accountability of the members and fiscal agent. Stakeholder Summit 1 on roles, responsibilities, authority, accountability, services, costs, benefits to the members. Informal peer coaching and mentoring protocol in place.	Stakeholder Summit 2 on hypothetical budget and funding model	
	Strengthen core services.	Shared resource sharing policy adopted. Updated cataloging standards adopted.		
	Strengthen headquarter operations.	Proposed budget for the CoOp 2020-2023 aligns with Strategic Plan.		

ACKNOWLEDGMENTS

- Library Services and Technology Act
- Nevada State Library, Archives, and Public Records
- Nevada Library Cooperative Board of Directors
- Nevada Library Cooperative Member Library Trustees, elected officials, community members, and staff that participated in the December 2018 focus groups.

Director's Monthly Report – September 2020

➢ Library Operations

- Saturday browsing hours at the Minden library were reduced to 10:00-2:00 (previously 10:00-4:00), effective September 12.
- The curbside service and browsing hours at both libraries continue to be successful. Patrons continue to provide positive feedback about the convenience of the curbside pickup service. We have a steady stream of traffic for both of those services. Overall, library operations are running smoothly.
- In July we modified our quarantine procedures, after professional studies revealed that the Coronavirus was present on various library materials at different time intervals. Previous studies showed that the virus only lived for 24-48 hours on any surface, so we were quarantining all library materials for three days. The results of the most recent study showed that the virus was present for a minimum of four days, therefore we extended the quarantine for all library materials to five days. We put this into practice during the week of July 20.
- Because magazines are the highest risk material type for coronavirus, we removed all magazines from the shelves and temporarily stopped the free "magazine swap" in the lobby. We are encouraging patrons to use the Flipster eMagazine service.
- Donations of used books are still arriving daily. Since the book sales are on hold, we are sorting the donations and taking most of them to Thrift Books. We have also added some of the better donations to our collection.

➢ Library Staff

- A staff meeting was held on September 4. We reviewed current services and COVID-related procedures. I updated the staff on the status of the Senior Library Technician position recruitment.
- Julia Brown and Laura Treinen will attend the American Library Association's Core Virtual Conference, Tuesday, November 18 and 20, 2020. The State Library is providing funding for this virtual conference, so there will be no cost for the library.
- Veronica Hallam attended Personnel Recruitment training provided by the Human Resources Department on September 11.
- Performance evaluations were conducted for the following staff within the last three months:

  Brown, Julia
  Burgess, Jeff
  Fitzgerald, Karen
  Hallam, Veronica
  Soleta, Rachel
  Treinen, Laura
  Wahab, Sonjia
  Williams, Kaleigh

- **Projects**
  The new telephone system has been installed and will be fully functional before September 30. The installation process has been done in stages. We kept both phone systems, old and new, in place so that troubleshooting and testing could take place without losing telephone service. All library phone numbers will remain the same.

- **Law Library migration**
  The Law Library Board's quarterly meeting was held on September 16. The Board decided to dispose of the old computer that was located in the Justice Center building in the former Law Library. That computer was found to be too old and outdated to repair. Once the Public Library reopens and we can evaluate the needs of the Law Library in its new location, we will determine if the Law Library needs to purchase a dedicated computer. If that is the case, the Law Library Board will be asked to provide the funds for the purchase.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2019-2020

	Year-to-Date				July 2019				August 2019			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	27,221	1,628	87	28,936	14,309	736	-	15,045	12,912	892	87	13,891
eCheckouts				4,273				2,229				2,044
New Cards Issued	295	29	16	340	148	15	-	163	147	14	16	177
Patrons	24,815	3,103	118	28,036	27,067	3,091	-	30,158	24,413	3,038	10	27,461
Library Visits	15,927	3,061	306	19,294	8,131	1,555	-	9,686	7,796	1,506	306	9,608
Bookmobile Stops				3								3
Inventory	110,929	28,853	1,635	141,417	109,264	28,332	1,019	138,615	109,381	28,403	1,664	139,448
Interlibrary Loans Requested	111	5	-	116	47	2	-	49	64	3	-	67
Interlibrary Loans Loaned	1	-	-	1	1	-	-	1	-	-	-	-
Homebound Patrons	20	-	-	20	15	-	-	15	15	-	-	15
Homebound Checkouts	315	-	-	315	142	-	-	142	173	-	-	173
Database Sessions				9,098				4,516				4,582
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	66	11	-	77	37	7	-	44	29	4	-	33
Meeting Room Attendance	792	135	-	927	444	73	-	517	348	62	-	410
Kids' Programs	45	14	-	59	23	5	-	28	22	9	-	31
Kids' Program Attendance	724	72	-	796	498	26	-	524	226	46	-	272
Teen Programs	8	-	-	8	6	-	-	6	2	-	-	2
Teen Program Attendance	17	-	-	17	13	-	-	13	4	-	-	4
Adult Programs	7	4	-	11	6	3	-	9	1	1	-	2
Adult Program Attendance	119	6	-	125	108	4	-	112	11	2	-	13
Total Programs	60	18	-	78	35	8	-	43	25	10	-	35
Total Program Attendance	860	78	-	938	619	30	-	649	241	48	-	289
Outreach	3	-	-	3	-	-	-	-	3	-	-	3
Mobile Device Assistance	37	9	-	46	21	5	-	26	16	4	-	20
Public Computer Use	1,594	207	-	1,801	714	86	-	800	880	121	-	1,001
ADA-pc Use	7	-	-	7	-	-	-	-	7	-	-	7
Wireless Use	7,284	413	-	7,697	3,967	212	-	4,179	3,317	201	-	3,518
Volunteers	112	1	4	117	57	-	-	57	54	-	-	54
Volunteer Hours	506	-	-	506	283	-	-	283	223	-	-	223

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2020-2021

	Year-to-Date				July 2020				August 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	19,852	1,683	-	21,535	9,386	908	-	10,294	10,466	775	-	11,241
eCheckouts				7,655				4,031				3,624
New Cards Issued	85	10	-	95	39	5	-	44	46	5	-	51
Patrons	25,311	3,136	-	28,447	25,267	3,142	-	28,409	25,311	3,136	-	28,447
Library Visits	4,178	1,112	-	5,290	1,132	592	-	1,724	3,046	520	-	3,566
Bookmobile Stops				-								
Inventory	110,546	28,995	1,659	141,200	110,275	29,080	1,672	141,027	110,546	28,995	1,659	141,200
Interlibrary Loans Requested	71	-	-	71	38	-	-	38	33	-	-	33
Interlibrary Loans Loaned	56	9	-	65	30	3	-	33	26	6	-	32
Homebound Patrons		-	-	-	-	-	-	-	-	-	-	-
Homebound Checkouts	-	-	-	-	-	-	-	-	-	-	-	-
Database Sessions				-								
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	-	-	-	-	-	-	-	-	-	-	-	-
Meeting Room Attendance	-	-	-	-	-	-	-	-	-	-	-	-
Kids' Programs	-	-	-	-				-				-
Kids' Program Attendance	-	-	-	-				-				-
Teen Programs	-	-	-	-				-				-
Teen Program Attendance	-	-	-	-				-				-
Adult Programs	-	-	-	-				-				-
Adult Program Attendance	-	-	-	-				-				-
Total Programs	-	-	-	-				-				-
Total Program Attendance	-	-	-	-				-				-
Outreach	-	-	-	-				-				-
Mobile Device Assistance	-	-	-	-				-				-
Public Computer Use	-	-	-	-	-	-	-	-	-	-	-	-
ADA-pc Use	-	-	-	-	-	-	-	-	-	-	-	-
Wireless Use	612	218	-	830	136	91	-	227	476	127	-	603
Volunteers	-	-	-	-	-	-	-	-	-	-	-	-
Volunteer Hours	-	-	-	-	-	-	-	-	-	-	-	-

Record Courier Thursday, August 27, 2020

Library board pursues investigation

by Kurt Hildebrand
khildebrand@recordcourier.com

With about 60 listeners, Library Board Trustees voted 3-2 to conduct a $30,000 investigation into the circumstances that led to the inclusion of #Black Lives Matter in a proposed diversity statement.

Nevada Attorney General Aaron Ford spoke in support of the library's diversity statement.

"I believe that Black lives do matter," he said. "You don't have to belong to an organization or even support it to believe that Black lives matter."

Ford said his office has received 70 complaints about Douglas County Sheriff Dan Coverley's response to the statement and the Aug. 8 demonstration that saw 750-1,000 residents, mostly supporting the sheriff.

Half of the money will come from the library's book fund, while the other half will come from the county's risk management fund.

Board member Lisa Foley announced she was planning to

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LIBRARY

From page 1

resign from the board on Tuesday.

The Lake Tahoe resident argued against conducting the investigation.

"There is nothing to discover here," she said during the debate. "Firing the library director will make us a national pariah and put us on the wrong side of history."

Douglas County Human Relations Director Wendy Lang estimated the high end of the investigation would be $40,000.

The investigation would create a fact-finding report.

Lang talked to one investigator who estimated the cost is about $20-25,000.

"It's difficult because you don't know how much an investigation will cost, yet," Lang said.

Deputy District Attorney Doug Ritchie said the investigation will look at how everything came about and include recommendations for the future.

"When you have an outside party come in and look at complaints and say 'This is what I discovered' and then this board can determine what steps can take place."

Board member Mark Jensen, who voted for the investigation, pointed out that the library has been discussing updating its bylaws.

"This might be a useful point to bring things up to date," he said.

Trustee Bonnie Rodgers was concerned that taking no action to address the issue would harm the library in the long run.

"My concerns are that we're able to directly answer any comment from our community," she said. "Most of all it shows the library and the library board and staff has taken this seriously. The impression I get that people is that we didn't do anything and don't intend to do anything."

Chairwoman Kathryn Garrahan said she was concerned that the library has lost public trust.

"If we don't go through this, I don't know if the library's or the board's reputation can survive this," she said. "It is our responsibility to perpetuate the library for future generations."

Record Courier Thursday, September 3, 2020

#Black Lives Matter not limited to library

by Kurt Hildebrand
khildebrand@recordcourier.com

Even as scores of counter-protesters were preparing to descend on Minden in response to a proposed diversity statement that included the phrase #Black Lives Matter, the U.S. Department of Justice was awarding a $500,000 grant to a Minden organization with a similar statement on its web site.

Minden's Rite of Passage was awarded $499,000 to provide housing to victims of human trafficking, according to an Aug. 4 announcement issued by U.S. Attorney Nicholas Trutanich.

Rite of Passage's anti-racism commitment states, "Rite of Passage values diversity, condemns racism and supports #Blacklivesmatter," according to riteofpassage.com

The organization has been in Douglas County since the 1980s.

Last week, Douglas County Library trustees voted 3-2 to fund a $30,000 investigation into how a diversity statement came to be placed on their agenda.

Bonnie Rogers, who voted for the investigation, argued in favor of some sort of diversity statement during a discussion of librarian Amy Dodson's review in September 2019.

"We need something in the evaluation that we have diversity as a goal; our library is not diverse," according to the minutes for that meeting. "As a board we'd like the director to be inclusive and seek diversity as well as comply with county policy and all state and federal laws. Maybe a statement that we don't favor one group over another."

The item was part of a long-running discussion over the forms used to evaluate library Director Amy Dodson.

Deputy District Attorney Doug Ritchie replied that if the library board felt strongly about it they should add a diversity statement to the evaluation form.

The forms were approved in October after discussing them for several months and Dodson received a positive evaluation in November 2019.

Then the coronavirus outbreak hit and the March meeting was canceled, as were the May and June meetings.

In April, the library trustees met virtually to discuss the budget hit the library would receive due to the virus attack.

The diversity statement was originally on the library board's une 23 agenda meeting, which was canceled.

It was posted to the library board's social media on June 25, but was taken down at the advice of the Douglas County District Attorney's Office.

It returned on the agenda for the July 25 meeting, which was canceled after a letter from Sheriff Dan Coverley went public that told the Library Board "not to bother calling the Sheriff's Office," if they approved it.

In the interim, the U.S. Office of Special Counsel issued a ruling that the phrase Black Lives Matter "is not inherently political activity."

Relating the movement to the TEA Party, the office ruled that "phrases related to issues — even politically charged issues — generally do not meet the definition of political activity."

The office recognized that Black Lives Matter is a sensitive issue.

"But BLM terminology is issue-based, not a campaign slogan," the office concluded. "Therefore using BLM terminology, without more, is not political activity."

Scott Doyle
Post Office Box 2404
Minden, Nevada 89423-2404
August 30, 2020
Via email on August 31, 2020

Board of Trustees
c/o Amy Dodson, Library Director
Douglas County Public Library
1625 Library Lane
Minden, Nevada 89423

Re: The investigation authorized on August 25, 2020

Dear Library Trustees,

Please place this letter on the agenda of the Trustees' next meeting for discussion, consideration and possible action. It concerns your Board action taken at your recent meeting on August 25, 2020 authorizing an investigation.

The Scope of the Trustee-authorized investigation

On Tuesday, August 25, 2020, by a 3 to 2 vote, the Trustees authorized an investigation into the events starting in late July when the Library Board posted notice of a public meeting to consider a proposed draft diversity statement. This investigation apparently is to cover related events through the August 25, 2020 meeting at which the investigation was authorized. While the preliminary work is to be performed by the Douglas County's Human Resources Department, the Trustee's authorization includes selection of an outside or third-party investigator. The expense of the outside third-party investigator apparently could cost as little as $25,000 or it may be somewhere between $30,000 and $40,000. The varying estimates show how premature commitment to this investigation is.

The Library's budget for the current fiscal year does not include an item to pay the expenses of this investigation. The money to pay the cost of this investigation will need to be transferred from another approved budget item, like the funds budgeted for library's the book and collection fund.

The minutes of the meeting are unavailable, but news reports are available. **See** *The Record Courier, Vol. 140, Issue no. 69 pages 1 and 4.*

The facts are available from public sources—there is nothing new to investigate

The pertinent facts are known and readily confirmed from public sources. They have been reported extensively by the media. All the information needed to follow the

recommendations explained at the end of this letter is literally "under the noses" of the Trustees. Using the recommendations explained at the end of this letter, the solution to this controversy can be achieved by the Trustees at a meeting noticed in the near future. This Trustee action being recommended here does not require the expenditure of other library budget category amounts or county risk management funds up to $40,000 to pay the costs of performing this recently authorized investigation.

On July 22, 2020, library staff posted an agenda to notice a public meeting of the Board of Trustees scheduled for July 28, 2020. One item on that agenda was discussion and consideration of a proposed library diversity statement. The proposed statement was prepared by the library director. The full diversity statement noticed for discussion is five paragraphs long. The second paragraph is the part that has sparked community controversy. It reads:

> The Douglas County Public Library denounces all acts of violence, racism, and disregard for human rights. We support #Black Lives Matter. We resolutely assert and believe that all forms of racism, hatred, inequality, and injustice don't belong in our society.

There are no other references to the BLM movement elsewhere in the proposed draft diversity statement. It is the second sentence in the quoted text that sparked the sheriff's controversial initial written response and controversary in our community like the demonstration in downtown Minden on August 8, 2020. The full text of this proposed draft diversity statement is part of the library online records and is available for public inspection, download and copying under state law. Given the nature of the record, it is readily available to the Trustees and does not require the efforts of the County's Human Resources Department or an outside investigator to produce for Trustee review.

This proposed draft diversity statement is not extraordinary or unique. The library director referred to earlier, existing statements on the role of public libraries nationally helping to dismantle systematic racism in our country. By looking at and using other similar statements the library director prepared the proposed draft diversity statement noticed for the Trustees' consideration at their July 28th meeting.

At least two of the statements used by the library director to prepare the proposed draft diversity statement for our library are the Urban Libraries Council's (ULC) diversity statement and another diversity statement regarding violence and racism towards Black Americans and People of Color prepared by the Black Caucus of the American Library Association (ALA). The library director has referred people to these online sources when responding to patron inquiries about where the ideas in the proposed draft statement of diversity originated. The citations to these statements and their associated press releases are part of the library director's information records concerning the draft statement and readily available to the Trustees without the need for outside help.

The statement issued by the ULC specifically references #Black Lives Matter just like the proposed draft diversity statement prepared by the Library director. The Statement issued by the Black Caucus of the ALA does not mention #Black Lives Matter. This distinction is important in resolving this controversary. The difference between the two diversity statements will be discussed in more detail in the recommendations at the end of this letter.

The online version of the press release issued by ULC concerning their Statement on Race and Social equity states in part: "In a strong act of commitment to a more equitable society, 183 public libraries across North America have signed the Urban Libraries Council's Statement on Race and Social Equity." In the listing of signatory libraries at the foot of the release under the heading "Nevada" shows the Douglas County Public Library, the Las Vegas-Clark County Library District and the Washoe County Library System are listed as signatories. The link to this ULC press release is part of the library director's information records regarding sources for the ideas contained in the proposed draft diversity statement prepared for the Trustees' consideration at a noticed open meeting. Records of the library's endorsement of the ULC's statement would be found in the official and business records of the library. None of these documents and none of the information contained in them require efforts by the County Human Resources Department or an outside investigator to help make them available for the Trustee's review.

The library director's draft diversity statement itemized in the July 22, 2020 agenda was not considered by the Library Trustees on July 28, 2020. The meeting was cancelled due in large part to the strong reaction of the Douglas County Sheriff. The sheriff prepared and posted to the sheriff's portion of the county's website a letter conflating the Black Lives Matter movement with efforts to defund local law enforcement agencies in other parts of the country. The content of the sheriff's website posting was largely borrowed from similar letters prepared by attorneys general elsewhere in the country. The sheriff also said in his website posting:

> To support this movement is to support violence and to openly ask for it to happen in Douglas County. Due to your support of Black lives Matter and the obvious lack of support or trust with the Douglas County Sheriff's Office, please do not feel the need to call 911 for help. I wish you good luck with disturbances and lewd behavior, since those are just some of the recent calls my office has assisted you with in the past.

The last two sentences of the quote above are, at a minimum, an implied threat not to respond to calls for service coming from the library in the future for at least two categories of service calls that can, under the right circumstances, be criminal in nature. Do not underestimate the import of this observation.

The sheriff is responsible for enforcing a wide variety of laws including crimes involving lewd behavior and disturbing the peace. He takes an oath of office to uphold both the state and federal constitutions as well as the laws of this state. When a sheriff impliedly threatens to withhold performance of his official duties and subsequently acts on that threat, he violates his

oath of office and his legal duties placed on him by the laws of our state. Had the sheriff *not* changed his position on his implied threat to withhold response to future service calls emanating from the library pertaining to disturbances and lewdness *and* then acted on that threat by declining to have deputies respond to the library when needed, the sheriff *could* have been subject to a finding of malfeasance and a district court order of removal from office provided the elements in this sentence were proven by clear and convincing evidence in judicial proceedings conducted in the district court under applicable state statutes.

Our community is very fortunate because ensuing discussions convinced the Sheriff to modify his position on the last two sentences of the quoted material. As a result of these discussions the sheriff gave assurances that sheriff's deputies would respond to future calls for service emanating from the library. What the sheriff is guilty of in all of this is faulty judgment. He engaged his fingers on his computer keyboard to prepare and post his letter on the website before putting his good judgement in gear. Elected officials must never threaten withhold performance of their legal duties of office in their effort to "win" anything, in this case a debate about the contents of a proposed library policy.

These discussions to change the sheriff's position first involved local officials. One of the earlier discussions was between the sheriff and the library director. If the Trustees want to learn what was said between these two officials, the first step would be to ask the library director what was said. The second step would be to ask the sheriff for his version of the conversation. This can be done by the Trustees at a properly noticed open meeting. This type of straight-forward question and answer information gathering does not require the services of the County's Human Resources Department or an expensive outside investigator. It is done by elected and appointed board members at all levels of government in our state all the time.

Later these discussions included the attorney general's office. The attorney general issued a public statement about his involvement in the matter that included his evaluation of this situation. His statement was widely covered by the press. The attorney general spoke to the Trustees by telephone during the Trustee's meeting on August 25th. The attorney general's thoughts on this controversy are a matter of public record both in his initial published statement and his subsequent remarks made directly to the Trustees. Gathering this information does not require the services of the County's Human Resources Department or an outside investigator to learn.

Had the noticed meeting scheduled for July 28, 2020 taken place, the sheriff could have supplied detailed written and oral comment to the Trustees. His comments would be like most of what he posted to his portion of the county website, except perhaps his threat to withhold future response for service calls coming from the library. Members of the public could have done the same by supplying the Trustees with their thoughts and concerns both orally and in writing. Any other officials, like the attorney general, could have weighed in on the content of the proposed diversity statement if they chose to do so in response to the posted notice of the meeting. Under the Nevada Open Meeting Law, the Trustees, assuming sufficiently descriptive

wording in their agenda item concerning the proposed statement could have rejected the proposed statement, amended the statement and then approved it as amended, or approved it as submitted by the library director. Had the July 28, 2020 meeting taken place and the proposed draft diversity statement been considered in the manner just described, this entire matter could have been decided in an orderly way by our officials after full public comment.

Because of the sheriff's initial position posted to the website, the ensuing cancellation of the library trustee's July 28, 2020 meeting and the intense media scrutiny these events received, a protest and counter protest took place in Minden on August 8, 2020. The protestors were supportive of the Black Lives Matter movement. The counter protestors were supportive of the sheriff's actions concerning the draft diversity statement, the Blue Lives Matter movement and expressing support for law enforcement officers generally, among other issues.

The Black Lives Matter movement means different things to different people. To some, BLM is a civil rights organization seeking change and justice through peaceful action. This was the apparent position of about 30 protestors at the August 8th demonstration in Minden. To others, the BLM movement is a Marxist, anarchist or terrorist organization. This is the view of some Carson Valley neighborhood bloggers and apparently some of the counter protestors at the August 8th protest. Fortunately, the Trustees do not have to choose which meaning is correct but merely recognize from recent experience that the mention of BLM in a draft of a proposed policy document elicits strong community response.

I walked from my home in Minden to the Minden Post Office during the demonstration to retrieve my mail and I was able to view a large part of the demonstration during that walk. I have watched video of other portions of the protest created by media representatives who covered the demonstration. From my view of the demonstration and from watching the video, I did not see Marxists, anarchists or terrorists. The 30 or so people who assembled under the BLM movement appeared to be attempting to express their constitutional rights of assembly and expression. The BLM protestors were jeered, taunted, shouted at and shoved by counter protestors who were also exercising their constitutional rights of assembly and expression in such a way as to ensure the BLM movement protestors' identical constitutional rights were largely thwarted.

Things apparently got sufficiently tense during the demonstration that a man in a white cowboy hat appeared to be attempting, unsuccessfully, to dissuade the counter protestors from their unruly behavior by accosting some of counter protestors and shouting for them to show respect toward the BLM protestors. Just like in the aftermath of the sheriff's initial letter posted to his portion of the county website, our community was once more in the glare of unflattering media attention. One would think we have had enough after these two episodes.

But no, we are now in autopsy mode and the library trustees are performing the *post mortem*. On August 25, 2020 a bare majority of the library trustees authorized expenditure of

up to $40,000 of public funds, likely to be taken in substantial part from the library's book budget, for their investigation of the events just described. These events have been reviewed by local officials, discussed with the attorney general and explained by him both in a written report and to the Trustees telephonically at their meeting on the 25th.

Nothing in this potentially expensive outside investigation is going to alter the facts just explained here. These facts have also been the subject of widespread and intense media coverage that is consistent with what has been catalogued here. So, couple of important questions come to mind that must be asked of the Trustees and answered by them before this investigation moves forward. What purpose does this newly authorized investigation really serve? What new and pertinent information will this newly authorized investigation actually produce that alters what we already know?

There is a less costly and more reasonable way to move our community beyond this controversy than pursuit of this expensive investigation. After proper notice under the Open Meeting Law, at a meeting of the Trustees conducted in the near future, reconsider and rescind the authorization for the investigation conducted initially by the County's Human Resources Department and then completed by an outside third-party investigator. There is nothing new the Library Trustees need to know that will come from this effort given what the Trustees still have to do.

As taxpayers we are all going to pay for the law enforcement overtime and related costs to police the August 8th demonstration. Asking taxpayers to absorb upwards of another $40,000 unbudgeted expenditure to learn what we already know is wasteful and ridiculous, especially if some of that money comes from the library's book and collection maintenance portion of the budget. The Trustees need to ask themselves why they are diminishing library funds used to maintain the library collection in the middle of a governmental financial crisis to hire an outsider to look at what we already know or can be developed from readily available existing sources. It is a very good question that is currently searching in vain for a decent answer.

Recommendations

As suggested by the Attorney General both in his initial public statement and to the Trustees in his telephonic comments at the meeting on August 25th, just revise the proposed diversity statement. The choice between support of law enforcement and effecting change to remove systematic racism from our society is not mutually exclusive. The first recommended change is to remove the #Black Lives Matter sentence from the second paragraph of the draft statement prepared by the library director. After this amendment is made, the second paragraph of the proposed diversity statement would read:

> The Douglas County Public Library denounces all acts of violence, racism and disregard for human rights. We resolutely assert and believe that all forms of racism, hatred, inequality, and injustice don't belong in our society

This revision removes the sheriff's objection to the proposed diversity statement because it eliminates any mention of the Black Lives Matter movement and it is difficult to oppose the remaining ideals embodied in this paragraph as stated above. This change should also remove objections to the proposed draft diversity statement made by the counter protestors at the August 8th demonstration if they truly support the sheriff's objection about inclusion of #Black Lives Matter in the diversity statement.

It should also remove all other objections to the diversity statement, except perhaps for those made by people who say library policy should only cover specific operational aspects like hours and days of operation, card issuance procedures and rules of conduct inside the facility. On the other hand, if the library is attempting to show it is an inclusive public service operation where service is provided in an even-handed, fair and professional manner, there is no reason why the Trustees cannot adopt this type of policy statement if a majority or more of the Trustees choose to do so. Other existing documents like the library's long-range plan and library policies have statements in them that are consistent with the proposed draft diversity statement, particularly if it is changed as suggested by the attorney general and explained here. Consideration of this issue is the stuff of a properly noticed public meeting, in a hearing with full public comment and a definitive decision made by the Trustees.

If this simple revision somehow places the library in difficulty with the ULC because of its earlier endorsement of the statement prepared by ULC, just draft an explanatory preamble to the draft diversity statement saying the library has decided to follow the approach used by the Black Caucus of the ALA and not make any reference to any organization or movement. Any preamble of this sort could be as simple as:

> Preamble
>
> Recent national and local events prompt the Board of Trustees of the Douglas County Public Library to consider policies of diversity.
>
> The Library Board of Trustees chooses to state our policy on this sensitive community issue by using the approach employed by the American Library Association and not referencing any organization or movement in the operative language of our statement of diversity policy below.
>
> (policy text here)

Again, this is what the attorney general has suggested the Trustees do both in his initial public statement and his comments made during the meeting on August 25th. These textual revisions are straight-forward, can be accomplished through a properly noticed meeting and public hearing process that embraces the opportunity for full public comment. Importantly,

they don't cost upwards of $40,000 probably to be taken from the library's book fund and the county's risk management fund.

The Trustees have library staff prepare their meeting agendas and the backup materials routinely so there was nothing wrong in posting the July 22, 2020 agenda for the July 28, 2020 meeting that was cancelled.

The Library was one of 183 public libraries that "signed on" to the diversity statement issued by the ULC according to the ULC's press release. The ULC's statement on the role of libraries in dismantling systematic racism was issued and is dated June 1, 2020. The ULC's statement on the role of libraries in dismantling systematic racism expressly references "# Black Lives Matter." There was nothing wrong with the library director preparing the draft of our library's proposed draft diversity statement by making precisely the same express reference to the same movement almost two months after the library was listed as a signatory library to the ULC's statement.

The facts do not support the suspicion of wrongdoing by the library staff and director. There is no justification for either an internal investigation or an external investigation and the Trustees' supplied no justification for either type of investigation before authorizing the library's investigation on August 25th. At worst what happened here in the preparation of the proposed draft diversity statement was a failure to discern community sentiments which, is less serious than the sheriff's faulty judgement in posting a letter to his website containing a threat to withhold performance of his legal duties of office.

The Trustees have yet to properly notice any sort of a closed meeting to discuss their understanding of any alleged misconduct, then come into a properly noticed open session to authorize and justify the need for either an internal investigation performed by the County's Human Resources Department or an external investigation to be done by the third-party investigator. The Trustees should properly use the intra-governmental remedies first to learn if there truly is any justification to go outside of government for investigative assistance which, in this situation comes with a very hefty price tag. Pursuing the investigation authorized by the Trustees' on August 25th abuses recognized and established administrative process to determine possible misconduct committed by public officials. The investigation as authorized on August 25th is nothing more than an unnecessary, expensive, time-killing fishing expedition.

Cost concerns are extremely critical here. Online records of the library's agendas, back-up materials and minutes from meetings conducted earlier this spring to develop a budget show the carnage the Covid-19 pandemic has had on tax receipts used to fund the library's budget and the resulting budget cost-cutting measures the library had to effectuate to create a budget that balances with much smaller tax revenues. Authorizing an expensive, unnecessary investigation now when revenues have been gutted, when the facts to be investigated are already known and when there is no factual basis for conducting either an internal or external investigation for alleged wrongdoing, is not only imprudent it is the hallmark of governmental

foolishness. Be leaders, rescind the action taken on August 25th authorizing this investigative boondoggle.

Two Trustees are reported to have said this investigation is not about uncovering misconduct or finding new facts, it is necessary to restore the library's reputation or confer public trust on the library. *The Record Courier, supra at 4.* Here is food for thought on those points. Reputations and trust are earned. How is it going to look when the library spends a big portion of its book budget on an unnecessary investigation instead of maintaining the library's collection and the proper access to that information? What will the library's reputation be then? Maintaining the collection and the access to it, also known in government parlance as "service levels" are important to library patrons. Big spending on unnecessary investigations perhaps are not so widely favored.

If the Trustees take properly noticed open meeting law compliant action to revise the proposed diversity statement and then take a definitive action on the ultimate disposition of that diversity statement, not everyone will agree with the Trustees' ultimate action. But that course of action doesn't cost the library a big chunk of its book budget. It is a much better result than if the library pursues its present course of action to waste a lot of tax dollars on an unnecessary investigation and then the Trustees will have to deal with the still-dangling proposed draft diversity statement originally noticed on July 22nd for consideration and possible action on July 28th.

Being an elected or appointed officer is always a privilege. Sometimes discharging the privilege is easy, other times it is a difficult job. These are difficult times, they necessitate that officials to do the right thing despite the difficulty and finish in some fashion what was started over a month ago.

Rescind the authorization of the investigation, revise the draft diversity statement and then take definitive action on the statement in a public meeting after listening to the public. Put this controversy behind us. Thank you.

Sincerely,

Scott Doyle

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