

July 22, 2020

The Douglas County Public Library Board of Trustees will hold a **special meeting** at **10:00 a.m. on Tuesday, July 28, 2020**. Below is an agenda of all items scheduled for consideration.

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 submitting public comment prior to the Library Board meeting. Public comment can be submitted 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.
- 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.
- Any written public comment received 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.

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

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.

Any written public comment received 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.

2. For possible action. 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 action. Discussion to approve revisions to the FY20-21 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.

a. Current and potential grant opportunities

4. For possible action. Discussion to establish books and other library materials as essential to library operations, and to provide direction to the Library Director regarding the purchase of books and other library materials for FY20-21 consistent with the \$120,000 budget approved by the Douglas County Board of County Commissioners.

5. For possible action. Discussion of the Library's Long Range Plan, and planning for 2020-2021.

6. For possible action. Discussion of possible Diversity Statement.

7. Discussion on the current library operations within the County, State, and Federal mandates and guidelines, in response to the coronavirus pandemic. [Discussion]

8. 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 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.

9. For possible action. Adjournment.

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.

FY20-21 Budget - Services & Supplies

Account Number	Account Description	FY20-21 Budget		Details/Explanation	\$ typically needed	additional \$ needed
		BOCC ADOPTED				
Fund: 224 - Library						
EX20 - Services & Supplies						
520.029	Program Underwriting	\$0		Program supplies	\$15,000	\$5,000
520.045	Computer System	\$54,291		Hardware, software, RFID		
520.055	Telephone Expense	\$5,500		Phones, faxes, security & fire alarms		
520.060	Postage/PO Box Rent	\$3,000		PO Box, patron notices, Board packets, ILL (partially reimbursed)		
520.064	Travel	\$0		Staff training & mileage between branches		
520.078	Printing & Binding	\$0		Name badges, library literature, binding		
520.085	Communications	\$5,580		Internet service \$465/month		
520.088	Utilities	\$30,000		Electric, Gas, Water, Trash		
520.097	Maint B&G	\$1,500		Buildings, grounds, alarms, pest control, carpet cleaning	\$3,200	\$1,000
520.098	Janitorial Services	\$22,453		Currently \$1,871/month; new contract coming soon		unknown
520.107	Maint Equip	\$4,500		Tech licenses, small contracts for Equip Maint	\$9,570	\$4,000
520.114	Motor Pool Expense	\$5,473		Library vehicle		
520.116	Veh. Maint-Co Shop	\$0		Bookmobile maintenance	\$3,300	\$3,300
520.136	Rents & Leases Equipment	\$3,000		Copier leases & per copy fees (partially reimbursed)		
520.156	Risk Mgmt-Co. Insurance	\$32,271		P&L Insurance based on FTE		
520.169	EMRB Assessment	\$100				
520.170	Memberships	\$0		Staff memberships ALA, PLA, NLA, MPLA		
520.194	Cellular Phones	\$1,000		Bookmobile phone, staff phones, and hotspot		
520.200	Training & Education	\$0		Eliminates training, certifications		
520.240	Data Lines	\$4,100		Internet data lines (new savings of \$600/month)		
521.100	Professional Services	\$0		Any professional services such as consultants or graphic design		
521.134	Cataloging	\$7,000		Cataloging records, EDI software	\$26,250	\$6,000
521.500	Admin & Overhead	\$174,481		Cost allocations		
530.001	Circulation Supplies	\$500		Lib cards, barcodes, labels		
532.003	Gas & Oil	\$0		Fuel for bookmobile & homebound service	\$3,600	\$3,600
532.054	Library Materials	\$122,351		Books, periodicals, A/V, etc.	\$223,500	\$100,000
532.057	Processing Materials	\$1,000		Vendor processing	\$11,967	\$4,000
533.800	Office Supplies	\$500		General office supplies (partially reimbursed)	\$2,200	\$1,500
533.802	Small Equipment	\$0		Equipment, book carts, office machines	\$2,500	\$1,000
533.813	Office Products Program	\$1,000		Supplies: paper, filing, ink	\$4,500	\$3,000
533.817	Small Projects	\$0		Projects, displays, improvements		
550.100	Bank Fees-Credit Card Processing	\$400		Credit card processing fees		
						\$132,400

Account Classification Total: EX20 - Services & Supplies \$480,000

Possible Diversity Statement for discussion:

Everyone is welcome at the Douglas County Public Libraries. We offer free and equal access to information, services and programs for everyone regardless of race, age, religion, sexual orientation, gender identity, political persuasion, disability, status, national origin or income level. Public libraries change lives and create opportunities for all those who inquire.

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.

The Douglas County Public Library joins the American Library Association and the Urban Libraries Council in condemning violence and racism towards Black, Indigenous, and People of Color. We are steadfastly dedicated to equality, freedom to read, and freedom of expression. For that reason, we have joined more than 170 public libraries across North America in signing the Urban Libraries Council's Statement on Race and Social Equity.

Together we can move toward change and progress so that everyone may live and thrive surrounded by the kindness, support, and safety of our community.