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APPROVED 5/25/2021
LIBRARY BOARD OF TRUSTEES MINUTES
April 27, 2021

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper, Kate Garrahan, Elizabeth Tattersall

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

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Library Supervisor Laura Treinen

THE MEETING CONVENED AT 11:06 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked Veronica Hallam if there was public comment. Veronica stated that there was no public comment.

Trustee Elizabeth Tattersall requested to make public comment. She stated that the board and the director need to plan an event where the county commissioners come to the library to learn what they do here. She asked that it be put on the May agenda.

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

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

Trustee Jill Harper made a motion to approve the agenda as presented. Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

3. APPROVAL OF THE MINUTES OF THE MARCH 24, 2021 REGULAR MEETING.

Trustee Tattersall noted that the time the meeting adjourned was incorrect.

MOTION/VOTE:

Trustee Kate Garrahan made a motion to approve the March 24, 2021 minutes as amended. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

- i. March 2021
- ii. April 2021

*Center Point	Donated funds in memory of Helen Ruso – large print books	03664	\$ 90.73
*OverDrive	Friends donated funds for Ebooks and Eaudio books	03665	\$ 2,245.97
*Baker & Taylor	Friends donated funds – book group	03667	\$ 415.92
Petty Cash	ERC – staff birthdays	03683	\$ 8.98
*Baker & Taylor	Friends donated funds for China Spring	03685	\$ 31.72

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Garrahan made a motion to approve the consent calendar. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

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

a. 3/31/2021

Director Dodson noted that the library is ahead in Salaries and Benefits and there are only two months left in the fiscal year. Services and Supplies are at 96% but that is from encumbrances that have not been cleared out yet as was discussed last month. She stated that if next month the library still sees a shortfall she will talk with Finance to see how that can be rectified. CFO Willoughby said that sales tax is performing better than expected so there are existing funds and if the library needs those funds Director Dodson will ask for an augmentation to receive those funds to balance out Services and Supplies but there may be a way to balance without asking for anything additional. She noted that tax revenue is doing well and that this is all based on projected revenue and not actual revenue. Trustee Garrahan asked under Services and Supplies what are the amendments and Director Dodson answered those are for any grant funds that come in, reimbursements received and that she is still not clear when the library will receive the COVID reimbursement. Chairperson Rogers noted that she is concerned about the Service and Supplies budget because it is the library's responsibility to balance and not ask for more funds and Director Dodson stated that it's not really asking for more it's asking for actuals to be realized and that this is based on projected revenue which is a lot lower than actual revenue. Chairperson Rogers commented that this budget is based on the budget that was approved at the end of the year and the library needs to balance out.

There was no further discussion.

MOTION/VOTE:

Based on the motion from agenda item 7 to go back to this agenda item for approval, Trustee Garrahan made a motion to use the gift fund to pay the five year plan for the Barracuda software and maintenance. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

6. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE A TIMELINE FOR CREATING THE NEW LONG RANGE PLAN, NEXT STEPS IN THE DEVELOPMENT OF THE PLAN, AND ASSISTANCE FROM THE NV STATE LIBRARY AND ARCHIVES. [Action]

Director Dodson stated that she met with the State Library Consultant, Norma Fowler who also coordinates board training. She also met with Deputy State Librarian, Denise Frolich and spoke with both in depth about the library's long range plan and what the board hopes to get out of it. They made a lot of great suggestions and together they devised a timeline that was included in the packets. She noted in May the board will start internal planning which means the board needs to decide what they want to get out of the strategic plan and determine the purpose of the strategic planning process. Next is reviewing the library's mission statement which has been updated so the board has something to work with as well as the vision statement and the key indicators. She noted that the two people she spoke with at the state library will be helping with the internal planning. In June the board will start the internal review which involves staffing review, identifying demographics and the community groups as well as the SWOT analysis which stands for strengths, weaknesses, opportunities and threats. The state library will help with the SWOT analysis and help develop questions that the board wants to ask the community. They asked if the board would like this done during regular board meetings or have special meetings or workshops just for the strategic planning. The board will discuss. In July through September begins the listening tour which is when the board interacts with the public and gets their feedback on library services. She stated that in October through to December is when the board will start building the plan based on all the feedback which the state library will help with and in January present the final plan to the library board. She noted that this timeline is a proposed timeline that the state library thought was a little tight but realistic. Chairperson Rogers commented that she would like someone from the outside help with the SWOT analysis and Director Dodson stated that the state library will help. Vice Chairperson Heather Martin Maier stated the SWOT analysis should be done twice; once before the listening tour where the board discusses strengths and weaknesses and again after the listening tour where the board can review the feedback from the community and what they have determined the library's strengths and weaknesses to be. Chairperson Rogers stated that October through December to build and write the long range plan wasn't a lot of time and Trustee Garrahan suggested to move the presenting of the plan in January 2022 to March 2022 so the board has more time to prepare the final plan with a draft of the plan completed by February. Trustee Garrahan stated that the board should have a special meeting with the state library in June so they can help with the SWOT analysis and the internal review and meet with them again at a special meeting in January to go over all the data with the board. Deputy District Attorney Cynthia Gregory explained to the board that special meetings still have to abide by the open meeting law requirements. The days of the special meetings with the state library was determined to be held Tuesday, June 8th at 2:30 pm and Chairperson Rogers suggested to have a special meeting with just the board in May to discuss the previous plan, the vision statement and performance indicators. It was determined Thursday, May 6th at 9:00 am this meeting would be held. Director Dodson reiterated that at the May 6th meeting the only topic of discussion is the internal planning portion of the strategic plan, discuss the

board's desired outcomes of the strategic planning process, review the mission statement and talk about a vision statement.

MOTION/VOTE:

Trustee Garrahan made the motion to approve the timeline with the amendments. Chairperson Rogers made a second. There being no further discussion the motion carried unanimously with a 5-0 vote.

7. DISCUSSION AND POSSIBLE ACTION ON THE FY20-21 ADJUSTED OPENING FUND BALANCE AND DISTRIBUTION OF FUNDS. [Action]

Director Dodson noted that this was something the board had voted on in the past but that before the commissioners meeting the commissioners were concerned because they were given a spreadsheet that included the book lockers which the board voted to put on hold. CFO Willoughby asked that the board vote on this again to solidify the board's plans and make it clear what the board wants to do with this money. Director Dodson added an item to the list of what was discussed in the past to this fund which is a total of \$338,094. She noted that the bulk of this fund the board would like to save for future projects and spend on items identified that were discussed at previous meetings. She stated that the item she added to this list is an email server. She explained that the library is required by law to archive emails for five years because the library is a public entity. Without the library's knowledge the previous IT service company the library worked with, JFG, outsourced and contracted this process to another company. She noted that when the library discontinued service with JFG the contract they entered into with this company expired and now the library needs to find a company that will archive the emails. The board were given two quotes in their packets and Amy explained what each quote means. She noted that the library can use the funds from the Adjusted Opening Fund Balance for the hardware because it is a one-time purchase but cannot use those funds for the software or the extended warranty. She stated that the board needs to decide if the library would pay for the hardware out of the Opening Fund Balance and if so what the board wants the library's licensing to look like for the software. She recommended the first quote. Chairperson Rogers asked that for those emails that were dropped by the previous company how does the library get those back. Director Dodson called in the library's IT Coordinator Larry Wilson to come in to explain to the board what happened with the previous company who was archiving the library's emails and how the archive email Barracuda server works. He noted that there are two fees; one is the server that runs the appliance that sorts all the emails and the other is what is called an overnight replacement of the device which is the extended warranty. He stated that the library doesn't need to have this extended warranty but he highly recommends it. Chairperson Rogers commented that the library would have to take \$2,700 out of the budget every year with this service and asked which line item the library would take this from. Director Dodson stated that the library could take it out of any budget line but if the library takes it out of computer systems and if there is any shortfall the library can make up with travel, membership or training and education. The library can also take it from circulation supplies or the gift fund which is a good option if the library doesn't take it from any of the other budget lines. The server itself of \$5,000 can be paid out of the Adjusted Opening Fund Balance. She explained that the items the board discussed in the past for the Adjusted Opening Fund Balance were the small equipment and furniture for \$10,000, circulating technology for \$1,000, extra material for China Spring for \$2,000 and the investigation for \$12,000.

MOTION/VOTE:

Chairperson Rogers asked if there was a motion to pay for the hardware out of the carry over funds. Trustee Garrahan made a motion to approve. Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

Trustee Garrahan made a motion to pay the \$2,672.52 for the software and maintenance on an annual basis out of the gift fund. Chairperson Rogers made a second.

There was some confusion about how to buy the software and Larry explained that the library can buy the software warranty three different ways; 1 year, 3 years or 5 years. There is really no difference except for the discount the library will get if the library buys the 3 year warranty but a bigger discount for the 5 year warranty.

Trustee Garrahan made a motion that the board go back to agenda item 5 to discuss putting the five year plan in the gift fund. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

8. DISCUSSION AND POSSIBLE ACTION REGARDING COVID-19 REOPENING PLANS, INCLUDING A DISCUSSION OF PROGRESS AND PREPARATIONS TO RETURN TO FULL HOURS OF OPERATION AT THE MINDEN LIBRARY AND FOR THE BOOKMOBILE SCHEDULE. [Action]

MOTION/VOTE:

Chairperson Rogers made a motion to approve the reopening plan with the removal of the sentence that reads, "Working from home will be determined on a case-by-case basis, compliant with Douglas County policies and procedures." Trustee Garrahan made a second. Chairperson Rogers asked for discussion.

Director Dodson noted that part of this agenda item is the draft for the bookmobile schedule and a calendar of children and teen events coming up. It's nothing the board needs to approve. Amy stepped out to get the bookmobile coordinator to report to the board what is in the works for the bookmobile. Referring to the calendar of events that was included in the packets, Library Supervisor Julia Brown informed the board of the children and teen events and programs coming in the summer and the schedule for storytime in the park with the bookmobile. Director Dodson indicated that having the bookmobile at the park during storytime is not just convenient its visibility and people will benefit from having the bookmobile there. Chairperson Rogers asked why the bookmobile isn't going to other areas in the county where the library could have that visibility and not just in areas a short distance away from the library. The commissioners gave indications of where they think the bookmobile should go. Trustee Garrahan suggested to have the bookmobile at Topaz when the kids get off from school so they can visit the bookmobile down there. Chairperson Rogers asked that the library reconsider the locations of the bookmobile and rather than have it in one location every Thursday divide it so it's in another location on a Thursday, this way the bookmobile can visit more places within the county as the commissioners had indicated. Trustee Garrahan agreed that the library needs to offer bookmobile services in the farther locations especially for the kids. At this time Amy introduced Karen Myers who is the bookmobile technician to the board. She discussed with the board what came before this draft bookmobile schedule that was included in the packets as well as what she is working on now. She indicated that she is using the past bookmobile schedule and building on that, basically reinventing the wheel. The library's goal with the bookmobile is to get maximum exposure

with the most amount of patrons and circulation by getting the books in their hands. Director Dodson reminded the board the schedule they have now is just a draft. The library continues to work on the schedule, there are plans in place and other locations will be added. Chairperson Rogers stated that the board should get some more information before the schedule is publicized. The trustees gave some suggestions of where they think would be good locations for the bookmobile for that exposure. Trustee Tattersall asked that in terms of staffing what are the limits on how much the bookmobile can be out in the community in a week and Director Dodson answered that when the library first started running the bookmobile there was a staff member driving and a volunteer helping and right now volunteers need to be recertified so there are two staff members that go and that does limit the library's ability to go to more places. She noted that once the volunteers get recertified the bookmobile will be able to go to more locations and stay longer at those locations. At this time Amy explained the new volunteer policy by the county. Deputy District Attorney Gregory explained that this new policy was put in place through Human Resources and Risk Management because volunteers are a liability to the county and the county doesn't always know what is in the background of the person volunteering especially the library because the library works with two very vulnerable groups. If the background check is done every five years as opposed to once every year, offenses may not be caught. It's for safety purposes.

Chairperson Rogers asked if all were in favor of the reopening plan with the revisions. All were in favor and the motion carried unanimously with a 5-0 vote.

9. DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A NOTIFICATION PROCESS TO ADVISE THE LIBRARY TRUSTEES OF LIBRARY-RELATED ITEMS PLACED ON THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS' MEETING AGENDA, INCLUDING PROVIDING COPIES OF RELATED BACK-UP MATERIALS. [Action]

Chairperson Rogers asked that this be on the agenda because there was an item on the commissioners February agenda for the approval of the opening fund balance and included the \$55,000 which would go toward the book lockers and \$10,000 for small equipment. She noted that she had received calls from the community asking how this item is on the agenda for the commissioners meeting when the board voted to not purchase the book lockers. She was able to straighten things out with the county manager and the item was removed from the agenda. She noted that the board shouldn't have to go through the commissioners' agenda to find out if there is library related items on their agenda. When Amy sends an item to the county that has to go to the county commissioners for approval it should also go to the library board so they are informed that this item will be on the agenda for the commissioners meeting. The board should also know when a request form is submitted to make changes to any items before it is approved by the commissioners. Director Dodson explained that the form she submitted was for the Adjusted Opening Fund Balance and after the library board met she had to submit a new form to the county so that they knew the change was made and somehow that did not make it to the agenda and the previous form was used that was incorrect. Trustee Garrahan agreed that if the board had seen the one form that was resubmitted they could have explained to the public that an error was made on the county's part. Chairperson Rogers noted that the board approved the funds but did not approve the purchase of the book lockers, therefore it should not have been on the commissioners' agenda and Amy should have informed the board that she resubmitted to have that item removed.

MOTION/VOTE:

Chairperson Rogers made a motion to establish this as policy that if a library item is going to the board of commissioners for approval the director informs the board of trustees and gives copies of the material that is going to be on that agenda.

Trustee Garrahan explained that if this policy was in place Amy would have sent the trustees the first submittal that ended up in the commissioners packets and then she would have sent the trustees the resubmittal with the changes.

Trustee Harper made a second. There being no further discussion the motion carried unanimously with a 5-0 vote.

10. DISCUSSION AND POSSIBLE APPROVAL, OR APPROVAL WITH MODIFICATIONS, OF REVISIONS TO UPDATE THE LIBRARY POLICIES OR NEW POLICIES, AS LISTED BELOW. POLICY REVISIONS ARE NEEDED TO ACCURATELY REFLECT CURRENT TECHNOLOGY, FACILITIES, AND PROFESSIONAL PRACTICES. THE FOLLOWING POLICIES MAY BE DISCUSSED: [Action]

a. Confidentiality of Library Records Policy (first reading)

Director Dodson stated that this is an important policy and she made some significant changes. She discussed these changes with the board. She noted that it is very important that library records remain confidential. It is something that staff and volunteers are held to. She stated that it is very important that the library abide by this policy and that it is something she talks to staff with frequently. She explained that every item that is checked out is confidential. Even a visit to the library is confidential. She stated that she can only release confidential information with a court order, subpoena or search warrant which is included in the policy. There were a few errors noted and Amy will make those corrections to bring back to the next board meeting.

MOTION/VOTE:

Trustee Garrahan moved to approve the Confidentiality of Library Records Policy with corrections. Trustee Harper made a second. There being no further discussion the motion carried unanimously with a 5-0 vote.

b. Reading History Retention Policy (first reading)

Director Dodson noted that the library doesn't keep a reading history on record except for Homebound patrons who request the library keep a record of their reading history. The library has them sign a waiver and the library will keep track of what they read in written record. Homebound patrons ask to read a particular author or genre and not a particular book. Every other patron the library does not monitor what he/she reads just a record of what the patron is currently reading. The trustees suggested some changes and to exclude "first reading" on future agendas when reviewing policies to avoid having to bring back and vote twice. Amy will make the changes and bring back to the board at the next meeting.

NOTE: Trustee Harper stepped out of the room before the vote and returned after the vote.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the Reading History Retention Policy with the corrections. Chairperson Rogers made a second and the motion carried with a 4-0 vote.

c. Unattended Children Policy (first reading)

Director Dodson noted that not a lot of changes were made to this policy except for the addition of “parent, guardian” with caregiver and removing the age limit for the babysitter or caregiver. She stated that it is not up to her to determine the appropriate age to babysit a child, that it is the parent or guardian who determines the age of the person caring for or babysitting his/her child. She added that children 10 and up do not need to be supervised. If a child is misbehaving library staff will try and locate the child’s caregiver and ask him/her to correct the child’s behavior but if it’s something minor the child is doing staff will address the child and gently ask them to stop. The trustees suggested some changes to the wording and Amy will make those changes and bring back to the board at the next meeting.

MOTION/VOTE:

Trustee Harper made a motion to approve the Unattended Children Policy with the corrections. Trustee Martin Maier made a second and the motion carried unanimously with a 5-0 vote.

d. Work Week & Holidays Policy (first reading)

Director Dodson stated that every year in November the library board approves the holidays for the following year. There are holidays set by the county and the federal government and the library abides by those holidays, however if the library closes on a day that is not a county holiday or if the library closes early on a day that is not a county holiday staff have many options. They can use leave time, stay and work at the library when it is closed or they can make up the time on a day that falls in the same pay period. This way staff is not violating the employee agreement with DCEA. Director Dodson gave an example. If the 4th of July fell on a Saturday the county will be closed on that Friday the 3rd. But since the library is open on Saturday, the library based on this policy would be closed on Friday and Saturday and staff has the options stated above. She asked the board if they wanted to make closing the library at 2:00 pm on the eve of a holiday a permanent part of this policy and they agreed yes. Some suggestions for changes were made by the trustees and Amy noted this and will bring back this policy with the changes to the board at the next meeting.

MOTION/VOTE:

Trustee Garrahan made a motion to approve the Work Week & Holidays Policy with the changes. Trustee Harper made a second and the motion carried unanimously with a 5-0 vote.

11. DISCUSSION AND POSSIBLE ACTION ON INCLUDING LINKS TO MEDIA ARTICLES AND ANNOUNCEMENTS THAT MENTION OR FEATURE THE DOUGLAS COUNTY PUBLIC LIBRARY. [Action]

Trustee Garrahan explained to the board that in the past newspaper articles that mentioned the library were included in the packet. She noted that since that is no longer done the board should still be aware of any articles or announcements that feature the library and thought the best way to do this was to

provide the board with links to those media sites. It can be part of the packet or Amy's monthly report. It was concluded that it would be part of the director's monthly report.

MOTION/VOTE:

Trustee Garrahan made a motion to include links to featured articles or announcements on the director's monthly report. Chairperson Rogers made a second and the vote carried unanimously with a 5-0 vote.

12. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]

The monthly report and statistical reports are attached and made a part of these minutes.

13. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment. Veronica stated that no public comment had been received.

There being no public comment, public comment was closed.

THE MEETING ADJOURNED AT 1:06 P.M.



Director's Monthly Report – April 2021

➤ **Library Operations**

- The curbside pick-up service at both libraries shows a small decrease in usage. Patrons continue to praise the service.
- Visits to the Minden Library are increasing steadily to at least 2,100 checkouts per week.

➤ **Library Staff**

- A staff meeting was held on April 9. We reviewed various library services and procedures.
- The library staff are busy getting the library ready for May 1, when the Minden library resumes regular hours. The donations and book sale items are being moved out of the Pine Nut Room.
- We conducted an all-day Staff Training Day on Friday, April 23, to prepare for May 1, to “refresh” our skills, and learn new procedures. County Manager Patrick Cates attended in the morning, and spoke to staff about the Moss Adams assessment.
- The Friends of the Library held their annual meeting on April 12. The Library Director and three staff members attended the meeting and presented information about various programs and activities at the library.

➤ **Library Programs**

- Youth Services staff have been working on the Summer Reading plans. Most of the in-person programs will be held outdoors this year. The Program will run June 5-August 31. (Normally the program ends around July 31.)
- The Director and staff are working on a long-term fiber optic internet connectivity project. Working with the Douglas County School District IT department and Douglas County IT administrators, future broadband improvements throughout the County are being discussed as part of a newly-formed Broadband Action Committee. As part of the discussions, the NV System of Higher Education (NSHE) reached out to the library about connecting the Minden Library to existing fiber optic cables. This would potentially provide the library with free and improved internet service. This could potentially be a wonderful opportunity for the library.

➤ **Library Administration**

- The Library and the Douglas County HR Department have opened applications for volunteers. The HR department now manages and oversees the volunteer program; the library will continue to schedule and train library volunteers. The online application for new and returning volunteers is now available at <https://www.governmentjobs.com/careers/douglasconv/transferjobs>.
- The NV State Library and Archives is assisting with creating a new Long Range Plan. The State Library's Library Consultant and Deputy Administrator met with staff on April 14 to discuss the development of the new plan.

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2019-2020

	Year-to-Date				February 2020				March 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	111,684	5,788	1,087	118,559	12,089	566	284	12,939	12,352	525	245	13,122
eCheckouts				19,573				2,248				2,969
New Cards Issued	1,026	111	156	1,293	119	15	27	161	95	2	9	106
Patrons	25,142	3,120	155	28,417	25,047	3,118	146	28,311	25,142	3,120	155	28,417
Library Visits	47,824	8,309	1,903	58,036			400	400			107	107
Bookmobile Stops				74				14				6
Inventory	110,392	28,815	1,657	140,864	111,105	28,741	1,650	141,496	110,392	28,815	1,657	140,864
Interlibrary Loans Requested	386	18	-	404	45	4	-	49	8	2	-	10
Interlibrary Loans Loaned	224	25	-	249	50	5	-	55	15	1	-	16
Homebound Patrons	20	-	-	20	14	-	-	14	12	-	-	12
Homebound Checkouts	1,186	-	-	1,186	169	-	-	169	72	-	-	72
Database Sessions				35,209				3,842				2,265
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	265	28	-	293	22	2	-	24	6	-	-	6
Meeting Room Attendance	3,180	297	-	3,477	264	12	-	276	72	-	-	72
Kids' Programs	210	68	-	278	21	4	-	25	8	2	-	10
Kids' Program Attendance	2,999	520	-	3,519	287	8	-	295	80	-	-	80
Teen Programs	52	-	-	52	9	-	-	9	1	-	-	1
Teen Program Attendance	180	-	-	180	26	-	-	26	4	-	-	4
Adult Programs	24	10	-	34	6	4	-	10	4	2	-	6
Adult Program Attendance	421	28	-	449	52	19	-	71	12	3	-	15
Total Programs	286	78	-	364	36	8	-	44	13	4	-	17
Total Program Attendance	3,600	548	-	4,148	365	27	-	392	96	3	-	99
Outreach	54	-	-	54	12	-	-	12	2	-	-	2
Mobile Device Assistance	1,173	15	-	1,188	304	-	-	304	50	-	-	50
Public Computer Use	6,084	586	-	6,670	748	50		798	244	19	-	263
ADA-pc Use	89	22	-	111				-	-	-	-	-
Wireless Use	23,280	1,384	-	24,664	3,000	212		3,212	1,406	62	-	1,468
Volunteers	112	1	4	117				-				-
Volunteer Hours	1,671	5	29	1,705				-				-

DOUGLAS COUNTY PUBLIC LIBRARY												
Statistical Report												
FY 2020-2021												
	Year-to-Date				February 2021				March 2021			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	84,380	5,123	19	89,522	7,679	407	7	8,093	11,747	518	12	12,277
eCheckouts				28,673				2,753				2,837
New Cards Issued	348	41	-	389	39	3	-	42	47	4	-	51
Patrons	25,562	3,172	155	28,889	25,518	3,169	155	28,842	25,562	3,172	155	28,889
Library Visits	16,476	2,670	18	19,164	960	42	5	1,007	2,649	68	13	2,730
Curbside Service Pick-ups	2,009	53	-	2,062	774	9	-	783	392	2	-	
Bookmobile Stops				13				4				9
Inventory	103,144	29,677	1,772	134,593	103,335	29,658	1,770	134,763	103,144	29,677	1,772	134,593
Interlibrary Loans Requested	402	3	-	405	43	-	-	43	98	1	-	99
Interlibrary Loans Loaned	303	51	-	354	30	5	-	35	39	9	-	48
Homebound Patrons		-	-	-				-				-
Homebound Checkouts	-	-	-	-				-				-
Database Sessions				40,211				2,822				3,811
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	15	-	-	15	5			5	5			5
Teen Program Attendance	88	-	-	88	27			27	32			32
Adult Programs	-	-	-	-				-				-
Adult Program Attendance	-	-	-	-				-				-
Total Programs	15	-	-	15	5	-	-	5	5	-	-	5
Total Program Attendance	88	-	-	88	27	-	-	27	32	-	-	32
Outreach	-	-	-	-				-				-
Mobile Device Assistance	-	-	-	-								
Public Computer Use	-	-	-	-	-	-	-	-				-
ADA-pc Use	-	-	-	-	-	-	-	-				-
Wireless Use	4,162	864	-	5,026	561	94	-	655	504	62	-	566
Volunteers	-	-	-	-				-				-
Volunteer Hours	-	-	-	-				-				-