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APPROVED 3/27/18
LIBRARY BOARD MINUTES
FEBRUARY 27, 2018

ATTENDEES

Library Board Members: Deborah Blackman, Chairperson, Mark Jensen, Vice Chairperson, Charles Wolle, Melanie Boudreau, and Bonnie Rogers. Melanie Boudreau excused herself from the meeting at 11:40 a.m.

County and Library Staff: Amy Dodson, Library Director, Linda Wilson, and Kathy Munson. Kathy Munson took the minutes.

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS AND DISCUSSION [Discussion]

Deborah Blackman asked for public comment. There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA [Action]

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

3. ONLINE VIDEO COURSE NEVADA TRUSTEE ACADEMY: SHORT TAKES FOR TRUSTEES. VIDEO PRESENTATION “WHAT IT MEANS TO BE A TRUSTEE” (Presentation)

Amy Dodson drew the Board’s attention to the handout that accompanied the video. She advised the Board that this video series was by United for Libraries, a division of the American Library Association (ALA). The Nevada Library Association purchased this series for all Nevada libraries to view. The Board then viewed the video presentation.

Afterwards, Bonnie Rogers asked if the County provided insurance for the Library Board of Trustees and the Friends of the Library. Amy Dodson replied she would check with the County and get back to the Board.

4. APPROVAL OF THE MINUTES OF THE JANUARY 23, 2018 REGULAR MEETING [Action]

Charles Wolle made a motion to approve the minutes. Mark Jensen made a second. Mark pointed out duplication on Pages 10 and 11 in agenda items 14 and 15. He requested the duplication be corrected.

Because Deborah Blackman lost her mobile phone connection during discussion of agenda item 14 on Page 10, she asked that the minutes be revised to reflect her comments just before she lost connectivity. Referring to her follow-up email dated January 25, she stated that she agreed with Mark Jensen’s sentiment that Amy should not delay necessary medical procedures. She clarified that the comments regarding absences did not specify sick or medical leave. There was question regarding the process of signing leave slips and how absences are reported to the County.

Bonnie Rogers mentioned agenda item 8.a., Douglas County’s allocations of CIPs 2018-2022, on Page 5, stating she thought Amy said that the bid for the HVAC had gone out in January. She asked if it went out in December. Amy Dodson replied, indicating that information turned out to be in error; she later found out the bid for the CMAR portion of the project went out but not the construction project itself. The February meeting clarified this fact.

Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion to approve the minutes with the changes noted passed unanimously.

5. CONSENT CALENDAR [Action]

Items on the Consent Calendar are as follows:

a. Gift fund claims

i. January / February 2018

*Amy Dodson/Petty Cash	DLT holiday movie 12/20	01947	\$ 19.46
*Julia Brown	DLT Bird feeder craft program 1/31	01958	\$ 61.87
*Amy Dodson/Petty Cash	DLT after school movie program 1/24; seasonal deco for DLT	01962	\$ 26.48
*DoCoProcurement/MP	Staff Mtg refreshments 1/9; TAB Mtg 1/17	01973	\$ 50.20
Amy Dodson/Petty Cash	ERC staff birthday refreshments	01993	\$ 16.37

*Funding/partial funding by Friends of the Library

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

6. REVIEW OF DOUGLAS COUNTY BUDGET PROCESS AND DEADLINES FOR FY 2018-19 BUDGET [Discussion]

a. Submission of Department tentative budget: February 16, 2018

Amy Dodson reported that the Library's tentative budget was submitted on time.

b. Tentative Budget Presentations to BOCC: March 26-30

This is the first opportunity for the Board of County Commissioners (BOCC) to consider department budgets. Adjustments are made then if needed.

These dates were just changed by Finance yesterday, February 28. The new dates are Monday, March 26, Tuesday, March 27, Monday, April 2, Tuesday, April 3, and Wednesday, April 4.

c. Final Budget Hearings: April 30-May 1

Once the final budgets are approved by the BOCC, they are submitted to the State.

Board members asked general questions about items the BOCC may ask about during the department presentations and hearings. Amy Dodson indicated that it's routine for the BOCC to ask questions, but they are simple questions and done for clarification purpose. No changes are passed without scrutiny. General Fund departments get more questions since they typically have more funding requests that are not routine. The BOCC doesn't ask specific questions, but will ask for a description of the line item expenditure, its purpose, where the budget is going in the long range, as well as how a line item may align with the County's Strategic Plan.

d. Update on Cost Allocations

These are charges that County Finance assess against departments for services provided. Costs are based on several things which are established and calculated by a consultant. The consultant has been doing this for several years for the County. The allocation costs are calculated in arrears.

Every year when the Room Tax Fund departments' cost allocations are issued, they are inaccurate so Amy and the two other Room Tax department directors meet to go over them, identifying mistakes. Those are then taken to the County Manager where he is asked to correct or reduce the costs. County Finance also charged the Gift Fund account excess cost allocations this year, but most of those have been rescinded because of Amy's research and request for reduction.

In 2014, library cost allocations totaled \$96,000; this year they total \$148,000. Amy handed out cost allocation plan documents that show each allocation amount, its

description, where each allocation increased/decreased, and the percentage of change. Amy stated the last pages in the handout are tedious, but she asked Board members to please read them anyway. They explain what each cost allocation is for and how Finance calculates the charge (its basis).

Bonnie Rogers commented that the library's webpage is on the County's website and asked if this cost is in the "network" category. Amy responded it wasn't but was possibly for our share of payment to the website vendor, CivicPlus.

Amy added that the good news this budget year was that she convinced Finance to remove \$23,000 of costs out of the grand total cost allocation amount.

Deborah Blackman asked why Building Services changed so much. Amy responded that Finance didn't say but she thought it may be because East Fork Fire Protection District separated from the County resulting in more costs to allocate to fewer county departments.

Amy informed the Board that the library pays for janitorial service directly from the Services & Supplies budget at \$30,000 per year. The charge that's in the Cost Allocation plan is for the Public Works Department to manage and administer the vendor's contract.

Melanie Boudreau asked if the same vendor does this every year, why does Finance continue to increase these costs. Amy replied she didn't know, adding that it's all formula driven. Amy didn't think that Finance had communicated to the consultant these problems.

Bonnie Rogers asked if the reduction of \$23,000 that the county agreed to would come out of our operating budget. Amy replied that it would not, that it would come out of Room Tax Fund's main revenue account, meaning that it trickles down to the library's operating budget.

Mark Jensen asked if there was anything the Board could do to help at the budget hearings. Amy replied that she has a meeting tomorrow about this and the budget and she'd have a sense of how it's going then. What the Board could do is go to the budget hearings and address the BOCC about this issue. Amy will send an email to the Board updating them with the outcome of tomorrow's meeting.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE TENTATIVE DOUGLAS COUNTY LIBRARY BUDGET FOR FY 2018-19 BUDGET [Discussion]

Amy Dodson explained that the budget goes through several steps. First the Finance Department enters numbers based on last year's expenditures and projections. Second, County department heads enter actual amounts in the 2019 Dept. Head column. Those numbers are refined and submitted back to Finance. The last step is for tentative budgets to go before the BOCC for consideration and changes, if needed.

Bonnie Rogers asked if this budget includes current and/or future staff. Amy indicated that it includes current staff (which includes the two new recently hired staff members). It also includes the employees association's negotiated costs on behalf of represented employees.

Bonnie asked about Program Underwriting. Amy replied that it's for any expense related to a program for which the library's budget covers. The Friends of the Library have been raising more funds lately resulting in them sponsoring more program and related material costs.

Bonnie also asked about Computer Systems and why the budget was reduced by \$5,000. Amy stated that last fiscal year we updated most of our computer equipment and didn't have the need in the coming fiscal year for additional equipment. This consists of staff and patron computer equipment.

Bonnie asked if Telephone Expense was going up. Amy replied yes, adding that the County is moving the library to VOIP (voice over internet protocol) service soon.

Bonnie observed that Janitorial Services went up. Amy confirmed it did. She added that the Vehicle Maintenance budget will also be impacted once the bookmobile goes into service.

Deborah Blackman asked where bookmobile maintenance expense will be located in the budget. Amy stated it would be under Vehicle Maintenance, as mentioned, but she's been talking to Minden Rotary about them helping with regular maintenance. Motor Pool costs will also increase next year because of the bookmobile.

Bonnie asked why Training & Education went up. Amy replied that it was to cover additional training that staff may need during the year.

Bonnie saw that Library Materials was only increased by \$5,000. Amy stated she had nowhere else from where to take funds to put into that account. Bonnie brought up that \$60,000 was taken from the Library Materials budget in 2016 and would be presenting a recommendation later for this situation.

Deborah asked if Cataloging was costing more because of RFID. Amy stated it was because we pay for preprocessing with two vendors, but have recently added a third vendor who will charge us for cataloging. Deborah noticed that Small Projects went down and asked why that was. Amy replied that Small Projects is a catch-all account, used to procure items that are a one-time cost of \$5,000 or less.

Bonnie asked why we don't show Capital Outlay. Amy stated that Capital is handled by Finance by a budget augment.

Going back to agenda item 6 budget timelines, Deborah asked if this is what was submitted in February and will then go to the BOCC in March, but can be changed at that time. Amy replied yes; after the tentative hearing, Finance can go back into the software and make changes according to BOCC directive. That will be the budget which will go before the BOCC in April/May for finalization.

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

8. DISCUSSION OF EMAIL FOR LIBRARY TRUSTEES FOR PUBLIC COMMUNICATION [Discussion]

Last month the Board expressed comments about trustee email addresses on our website. Amy Dodson checked other counties' websites to see how they handled this. None of them listed email addresses for trustees, except one that showed a single group email address for public use. In the past, trustees' email always forwarded to the Director, though Amy stated she has never received one in the past 3 years she's been at the library. Amy explained that Linda Wilson will tell you about some options we've explored, so if you decide on something, we can put it into place and let you know when it's up and running. This is just a possible action item. If you want to think about it, you can vote later.

Linda Wilson stated this started with former Director Linda Deacy who decided to create alias email accounts that Board members could give out to the public. Names would be updated as Trustees came and went. The emails forwarded automatically to the Director. Linda stated that in talking to JFG Systems, our IT vendor, there are several options to consider, as follows.

- JFG could set up email addresses so that they link to the library's email naming convention though if you as Board members were to reply, it would display your personal email address. We may also need licenses for the library's email server and email account.
- Set up full email accounts on our email server and show you how to check email regularly; this would require licensing. All incoming and outgoing email would be archived.
- Set up just one account, for example, and have it direct to the chairperson. The chair could then forward to other board members.
- Create a form-fill document on the library webpage that would be forwarded to the chair, or have patrons send the Board postal mail which you would then pass along to whomever you designate.

Amy Dodson suggested Board members could also set up free alias email accounts on Yahoo or Google. She advised the Board that the library has its own email server that does not go through the County network. The email address on our webpage, info@douglas.lib.nv.us, goes to Heather and Linda. Linda stated that a lot of questions are received from patrons at this email address.

Bonnie Rogers asked if the alias emails would forward to whatever email the Board members wanted. She thinks postal mail is too slow and that email addresses are a good way for the public to reach the Board directly.

Mark Jensen asked if other County boards have email addresses. Amy indicated the Planning Commissioners and the BOCC have County email addresses.

Deborah Blackman commented that the Board only wants the ability for the public to reach them. She thinks that one alias email address would be adequate.

Amy asked if there were any more comments. Bonnie Rogers suggested the Board think about it for a month. Melanie Boudreau asserted she didn't want any more emails and liked the idea of one alias.

Charles Wolle didn't understand any advantage to changing what the Board currently has and will not vote for a change at this time.

Mark Jensen liked the alias idea.

Amy indicated that setting up email accounts wouldn't be a problem. She will ask the Deputy District Attorney to answer the Board's questions.

Melanie Boudreau made a motion to table discussion or action on this item until next month's Board meeting. Charles Wolle made a second. Deborah Blackman asked for public comment. There being no public comment, public comment was closed and the motion carried unanimously.

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

a. 1/31/2018

Some line items may appear overspent but it's because the augmentations are being held up by Finance. That said we are right on target in Salaries & Benefits at 50%. Services & Supplies is at 86% for the reason indicated above.

Bonnie Rogers asked why Capital Projects went up to \$753,000. Amy stated it was because other projects are included in that number, such as the RFID project and the Lake Tahoe library carpet.

b. Update on January augmentations; will be presented to BOCC on March 15, 2018

The list of augments in your packets has been submitted but the County Manager decided to hold these. Details are not known, but it has to do with roads and infrastructure. Scott Morgan, Community Services Director, reminded the County Manager that these funds cannot be used for expenditures of that nature. Amy will know know more after tomorrow's meeting with the County Manager.

Gift Fund Summary – 1/31/18

Revenue YTD	\$11,199.84
Expenditures YTD	\$ 7,907.80
Cash Balance YTD	\$90,637.41

10. UPDATE ON BOOKMOBILE PROJECT [Discussion]

a. Update on bookmobile

Our vendor, OBS Vehicles, has closed their business due to a serious family illness. They have handed the project over to two companies to look at. These two companies are now vying for our project. Amy will choose whichever one is best for the library. Minden Rotary and Foundation have been notified.

The vehicle will be identical; it's just a matter of which company will perform customization. It is built and almost finished though just a shell and empty now. Whichever vendor we choose will finish the customization to our specifications. The companies are Summit Bodyworks in Colorado and the other is Farber Specialty Vehicles in Columbus, Ohio.

b. Bookmobile Planning Committee meets March 6

The committee has added Travis Lee, the County's Director of Senior Services. Travis will give input about services, routes and programs.

11. UPDATE OF RFID PROGRESS [Discussion]

a. Tagging completed January 26

No discussion.

b. Installation begins March 12

This includes training and testing on March 12. We are trying to decide when to unveil to the public and are thinking the week of April 9, National Library Week.

Melanie Boudreau expressed that this was great and done ahead of schedule.

Bonnie Rogers thanked Linda Wilson for accelerating the project. Linda Wilson gave credit to staff. Amy added that staff worked on it continuously and that it was a team effort.

Melanie Boudreau left the Board meeting at this time; 11:40 a.m.

12. UPDATE AND INFORMATION ABOUT NV STATE LIBRARY'S VIRTUAL REALITY PROGRAM [Discussion]

There have been two webinars so far that Amy attended. She learned about the program and equipment needs. The State Library is working with initiative SB549, the funding approved from last legislative session.

The grant process will start March 1; that's when applications will be available. All Nevada public libraries are eligible to apply. Each library granted funds will get two vendor headsets and a computer with all the necessary software. This is a pilot program. The State Library will announce which libraries are awarded grants on April 13. For the remaining schedule in the process, please refer to the document included in Board packets.

Each library will get to keep the equipment after the pilot program is over at the end of this year. It won't cost our library anything. The State Librarian is confident that every library that applies will be granted the equipment and software.

Bonnie Rogers stated she wanted to make a motion that Douglas County Public Library apply for the State Library grant. Amy indicated that a motion was not necessary because she will bring the grant application before the Board at the March 27 Board meeting. As well, the Board already approved this in the Long Range Plan update late last year.

Mark Jensen concluded that the equipment would not circulate. Amy replied he was correct, adding that we just need a 5' x 7' space for it. She has a location in mind.

13. LIBRARY STAFF RECRUITMENT. UPDATE ON RECRUITMENTS FOR LIBRARY PAGE AND IT COORDINATOR [Discussion]

The IT Systems Coordinator position was offered to Larry Wilson and he accepted. We offered the Library Page position to Jana Wiersma and she accepted. They were both excellent candidates. Larry has a military, law enforcement, and IT background. He is starting work in mid-March. Jana is starting a week before. The IT position is full time and the Library Page position is 19 hours per week.

14. DISCUSSION OF SUPPLEMENTAL REQUESTS FOR PERSONNEL, SUBMITTED TO DOUGLAS COUNTY FOR CONSIDERATION FOR FY 2018-19 [Discussion]

These are the additional staffing requests submitted to Finance on December 22. A Board member requested this be placed on today's agenda. There is still time to make changes because it's included as part of the new fiscal year budget process. Both would be funded with monies outside the library's budget. If approved, it would be up to the County to find the funding which means it would be above and beyond what's already budgeted for the library. The funds would come from either the General Fund or Room Tax Fund.

Supplemental Requests are rarely granted the first time around, similar to Capital Improvement Project requests, so it could be a decade before these get approved. All we can do is submit a

request and hope that funding is granted. This process is routine for County departments every budget year.

a. Library Technician, full-time

This is the same position as our current Library Technician position but the sole purpose of this request is to hire a person who would be assigned to the bookmobile. The Library Technician starting salary for this position was included. Job duties would include driving, working with volunteers, and delivering programs. It's a 40-hour full time position. If the County decides to not fund this request, we would have to find a way for current staff to carry out the responsibilities of the position. This could strain other library services and we may have to rotate staff, reassign, and/or re-delegate workloads.

For the Board's information, Amy stated that when all County departments turn in Supplemental Requests, the County Manager and the Finance Dept. prioritize them and try to find funding. The Strategic Plan is part of the process. For instance, when the new position for Library Branch Supervisor was created for the Lake Tahoe branch, it was known that the BOCC had a lot of priorities. Mark Jensen suggested that since Minden Rotary put a lot into the bookmobile project, maybe they could bring something to the BOCC. Amy agreed.

b. Deputy Director, full-time

Amy stated the reason she submitted this request is because it's a position that could take years and years to get approved. As well, other libraries of similar size in Nevada (specifically Carson City) have Deputy Directors. The Deputy Director would directly supervise the bookmobile and take on more operational tasks, thereby giving Amy better opportunity to focus on the big picture such as grant funding, legislation, or new locations. A Deputy Director could focus on day-to-day operations and free Amy to focus on bigger projects.

Deborah Blackman asked how this would fit with remaining staff. She felt that there were other staff members that could take on these responsibilities. Deborah stated she was very unhappy this wasn't brought to the Board before it was submitted.

Amy responded, stating the level of the position is M1, a management level. There are no other M level positions in our department but there are several S level positions but the M level is above the S level. The reason it wasn't brought up to the Board was because of the unexpected earlier deadlines established by Finance this budget season.

Bonnie Rogers commented that she finds this request offensive, adding that she thought it would change the entire structure of the library. Bonnie preferred it be considered next year and did not see a need for a deputy director at this time, noting that we currently have two supervisors who are librarians.

Amy explained that when an existing position reclassifies, it first has to be presented to, and reviewed by, the Internal Review Committee. The committee then makes the decision whether to take the reclassification request to the BOCC.

Amy expressed an important point to the Board. She stated that positions, job descriptions, and the tasks that staff performs are operational matters and under the responsibility of the Director and not something the Board oversees. When it comes to changing staff duties, or changing to whom a staff member reports, it's something the Director does directly with County management and for which the Board has no oversight.

Bonnie Rogers responded, stating that she was not implying that the Board was involved in these type activities.

Amy continued that we have 5 librarians who work the Circulation Desk. She feels it's important that librarians work with the community; it's a decision she makes as Director. This submittal was not to offend or upset in any way; rather it was strategic in terms of timing. For example, Linda Deacy, the former director and Amy herself tried for years to get approval of needed library capital improvement projects that took approximately 6 to 7 years to get approved. Amy stated it was her thought that if she submitted it now, it might get approved in 3 or 4 years. There is a strong probability it won't get approved.

Deborah Blackman expressed concern that if the BOCC were to approve this position how it would be funded. It's not part of our budget and it's not been approved by the Board. This is what our issue was in the past with communication. The Board relies on Amy to run the library and bring them suggestions that will make the library look better and work better for the community. When Amy doesn't, the Board doesn't get a chance to be part of that process.

Bonnie stated she wanted to make a motion because she thinks organizational structure is the responsibility of the Board. She doesn't buy into submitting a request in the hope it is granted. The Deputy Director is a high level position and would report to this Board. If ever the Director was gone, the Deputy Director would be in charge. As a Board, we have not had any discussion about this; the Board needs a thorough discussion about this position as well as the organizational structure of the library.

Deborah Blackman asked for a motion.

Bonnie made a motion to submit a revised Supplemental Request to delete the Deputy Director full-time position in the 18-19 budget year and as part of that process, submit another Supplemental Request for reinstatement of the reductions made in the Library Materials budget over past recent years in the amount of \$60,000 or whatever the level was previously.

Mark Jensen then asked if the \$110,000 in the current tentative year's budget for Library Materials was a much lesser amount than it was a few years ago. The Board collectively

responded yes it was. Mark asked Amy what it meant on the document where it states, “working title”. Amy replied Human Resources said to add it, but it’s just what the position is named for now.

Mark then asked, from Amy’s perspective, if she wanted the position to have the management pay grade to accomplish certain high level tasks and if it would require the title of Deputy Director. Amy replied that the position would require a management pay grade but it could be named something else.

Mark agreed with Bonnie’s concern of public perception and what that money would be used for since the title carries a lot of weight with the public. Mark could foresee there could be a need for more professional staff, but that would require justification, correct? Amy stated that was correct.

Deborah reminded the Board there was a motion by Bonnie Rogers that had not been seconded. Mark’s questions indicate that this needs a lot more Board discussion. She asked for a second to the motion on the table.

Amy asked Charles Wolle if he had any questions. Charles responded that he was confused since this was not an action item, it was just for discussion and he was not prepared to vote on it one way or another even if a motion was made.

Amy indicated since it’s not listed as an action item, the Board can hear it next month or just issue a directive for her to submit the change and addition as requested.

Bonnie stated with her motion, she was just asking that we submit a revision of this Supplemental Request so that monies for the Library Materials budget could be considered instead of the request for the Deputy Director position. She clarified that was her motion.

Deborah Blackman seconded the motion.

Mark Jensen asked that the motion be restated.

Bonnie clarified her proposed motion, stating she would like for Amy to submit revised Supplemental Requests to the Chief Financial Officer and the County Manager for additional funds in the coming budget year for the Library Technician position, deleting the request for the Deputy Director position, and adding a request to reinstate funds for the Library Materials budget to its highest point before it was reduced in past recent years.

Amy stated she would revise these forms and tomorrow morning when she meets with the County Manager to discuss the budget, she would advise him of the Board’s decision. She would then prepare and submit the revised/new requests to Finance.

There was no further discussion.

Deborah Blackman asked for public comment. Hearing no public comment, public comment was closed. The motion passed with three Trustees in favor, Mark Jensen, Bonnie Rogers, and Deborah Blackman, and one opposed, Charles Wolle. The motion carried with a majority vote by the Board of Trustees in attendance.

Amy indicated she would send the Board a copy of the requests and advise them of the outcome.

15. MONTHLY REPORT [Discussion]

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

16. PUBLIC COMMENTS AND DISCUSSION

Deborah Blackman asked for public comment. There being no public comment or discussion, public comment was closed.

17. ADJOURNMENT [Action]

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

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Director's Monthly Report February 2018

1. Friends of the Library. The annual Friends meeting on January 27 was a delightful event attended by new and long-standing Library Friends. The next regular Friends board meeting is on Monday, March 13 at 4:00 PM.
2. Library Foundation. The next Foundation meeting is scheduled for Wednesday, February 28, 2018 at 10:30 a.m. at the Minden Library. The Foundation will be discussing the bookmobile, book sales, and fundraising efforts and activities for the coming year.
3. Staff Vacancies. We have successfully filled our two vacancies. Larry Wilson will be the Library Systems IT Coordinator, and Jana Weirsma will be our new Library Page. Both new team members will start in mid-March.
4. Minden Library. We are applying for a Smallwood Foundation grant again this year. The Library applies for this grant nearly every year, to fund a special project or program, or purchase equipment. Recent grants from Smallwood include funds to buy books and materials for the bookmobile, and partial funding of the RFID conversion. This year's grant is seeking \$13,546 to purchase a large collection of Launchpads, a product from Playaway. Launchpads are pre-loaded tablets with educational material for all ages. These tablets can be used anywhere, because they do not need internet connectivity. They feature a wide variety of learning tools and content, such as test prep, language learning, brain games, and STEAM learning. If the grant is awarded, the Launchpad collection will be showcased on its own shelving unit, and we will create specialized marketing.
5. Lake Tahoe Branch Library. The Lake Tahoe branch library's new carpet will be installed at the end of March. Though this will cause temporary changes to the building and workflow, we will keep the disruption minimal.
6. Virtual Reality. I recently attended two required webinars about the NV State Library's new initiative to bring virtual reality technology to public libraries. Applications will be available March 1. Please see attached information sheet.
7. New Website. Douglas County is in the process of developing their new website. The new website will include a subsite for the Library. I am on the County committee that is working on this project, along with Heather Frueh, who maintains the library's site. We are in the design phase at this time. The new website will probably be unveiled this summer.