



**DOUGLAS COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Annual Report  
Douglas County Board Of Commissioners

**JANUARY 2017**

OPERATIONAL

- Nearly 118,000 people visited the Douglas County Libraries, and checked out 179,129 items;
- Delivered Summer Reading Program to 650 registrants with a circulation of 33,179 children's materials during the Summer Reading Program;
- Continued fundraising for a bookmobile to serve County residents;
- Improved access to READING Paws Dog Day Afternoons program, in which primary grade students read with a certified therapy dog and handler;
- Updated Registration Of Borrowers policy to improve overall access for patrons ;
- Continued the 2<sup>nd</sup> Wednesday Book Discussion Group at the Minden Library;
- Enhanced technology services offered to patrons through training for both patrons and staff;
- Increased technology available to patrons with circulating mobile devices;
- Enhanced availability of eResources by adding services and subscriptions;
- Obtained license to show movies at Minden Library location, which enabled us to offer movie programs to the public;
- Implemented new children's story time and other programs at Lake Tahoe Branch;
- Created a monthly movie program for teens and adults;
- Initiated weekly preschool and toddler story time program with local child care centers;

FINANCIAL

- Secured donation of \$2,000 from Malkmus Foundation to purchase encyclopedias for China Spring Youth Camp;
- Secured more than \$20,000 in private donations for Library Foundation for the bookmobile;
- Secured grant from The Smallwood Foundation for \$13,630 for the RFID project;
- Secured LSTA funding of \$2,800 for Summer Reading Program;
- Secured \$5,018 in State Collection Development funding from State Library;

- Secured e-rate discounts of 60% on telecommunications and network costs;
- Secured donation of \$1,000 from Malkmus Foundation to remodel the lobby of the Minden Library;
- Received \$6,000 donation from the Friends of the Library, in memory of Bob Chambers, former member and President of the Library Board of Trustees, for library materials;
- Secured \$2,000 donation from the Library Foundation for the purchase of computer equipment;

#### PROMOTIONAL

- Developed new logo, which began the launch of gradual rebranding of the Library as a center of learning and “more than just books”;
- Initiated the “Learn Something New Every Day” program to raise awareness of library services and resources;
- Increased the marketing of services and programs offered to patrons using social media and third party media outlets;
- Continued strategies for increased publicity in Record Courier, Nevada Appeal, Tahoe Tribune;

#### PARTNERSHIPS

- The Friends of the Library and Library Foundation continued successful partnership to manage biannual book sales, raising more than \$12,300 this year;
- Continued partnership with Minden Rotary Club to raise funds for the bookmobile;
- Worked with China Spring Youth Camp to overhaul library collections in school and dormitories;
- Conducted evaluation of 2nd Grade Project with Douglas County School teachers and librarians;
- Partnered with In ‘N Out – Cover to Cover as a spring reading promotion;

#### ORGANIZATIONAL

- Hired Lake Tahoe Branch supervisor and Youth Services librarian;
- Continued yearly review process of Long Range Plan to track progress of 2016 objectives and develop 2017 objectives;
- Researched the feasibility to convert to non-Dewey classification system for possible implementation;
- Added Flipster eMagazine service for better patron access;
- Implemented Freegal, a streaming music service for patrons to download music;
- Developed staff committees for continuous review of programs and budget reductions;
- Revised goals for the Douglas County Public Library Foundation;
- Continued to evaluate and seek fundraising opportunities for the Library Foundation.

- Completed staff reorganization to reallocate resources made available by retirements and other staff changes;

### CHALLENGES

- It continues to be an ongoing challenge to secure funding for projects.
  - Continuing dependence on donations and fundraising for services, technology projects, and library programs is particularly problematic.
  - The lack of capital funding available to Room Tax departments for more than 14 years has resulted in the use of obsolete equipment and has impacted efficiencies that might be incorporated into our workflow.
- Heavy use of the libraries, particularly Minden, has resulted in the need for several refurbishing requests, including restrooms, carpeting, and shelving, none of which can be funded from the regular library budget. Although these projects have been submitted for several years in the CIP plan, none have been funded.
  - The Minden Library public areas were last carpeted in 2001. Since that time, the library has had more than 2,620,000 visits.
  - The meeting room restrooms were opened to the public in 1982. Since that time, the meeting room facilities have been used by more than 400,000 persons. The restrooms need significant updating.
  - Most of the shelving units in the adult areas of the Minden Library were originally purchased in 1967. Parts are no longer available and they do not meet seismic guidelines.
- Lack of adequate public space, work space and storage space has limited the growth of collections, programs and resources;
- Library hours and staffing were cut by 18% beginning July 2008. The reduction in staff hours and operating hours has impacted our ability to deliver some services. Outreach programs have been deferred, eliminated, or reduced. They are being slowly restored, but are still inadequate to meet demand.
- Statewide, reduced library budgets and hours have impacted our ability to participate in resource sharing.
- Providing appropriate, targeted services for patrons of the Lake Tahoe Branch Library and developing joint use opportunities for partner agencies in the use of the Lake Tahoe Branch Library.

*Submitted January 23, 2017*

WORK WEEK & HOLIDAYS POLICY  
DOUGLAS COUNTY PUBLIC LIBRARY

**DRAFT PROPOSED to LIBRARY BOARD OF TRUSTEES – January 24, 2017**

As a department of Douglas County, the Douglas County Public Library follows the applicable requirements of the Fair Labor Standards Act, and follows the work week and payday schedule set forth by the County.

~~The library's official work week is designated as Monday through Sunday.~~  
In following the policies and procedures established by Douglas County, the library's official work week is designated as Saturday through Friday.

Because the library's days of operation include Saturdays, and the official Douglas County holiday schedule is based on Monday through Friday days of operation, there are times when the library is closed on different days for holidays than official Douglas County holidays. ~~This rule applies to the following holidays: New Year's Day, Independence Day, Veteran's Day, and Christmas Day.~~ This rule applies to holidays that occur on Saturdays. ~~In those cases, the library closes on the actual holiday.~~ In those cases, the library closes on the County holiday and on the actual holiday. ~~For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will remain open on December 24 and close instead on December 25.~~ For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will close on December 24 and December 25.

~~During the month of April, both the main library in Minden and the Lake Tahoe Branch Library may close early on one day in order to host the annual Volunteer Reception. The precise date each year will be determined by library staff and the recommended closing date/time will be brought to the Library Board of Trustees for approval.~~

~~Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the fourth Friday in October and close on the Saturday following Nevada Day.~~ Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the last Friday in October. The Library closes on Nevada Day and the Saturday following Nevada Day. All employees will be offered the opportunity to work their full schedules Monday through Thursday of Nevada Day week.

Both the main library in Minden and the Lake Tahoe Branch Library close at 5:00 PM on Thanksgiving Eve.

Both the main library in Minden and the Lake Tahoe Branch Library close at 5:00 PM on Christmas Eve and New Year's Eve.

*LIBRARY BOARD OF TRUSTEES*  
*APPROVED 1993, 1997, 2002, 2007, FEBRUARY 26, 2013*

ABC-CUO Usage Report		Year-to-date		July 2016		August 2016		September 2016		October 2016		November 2016		December 2016	
Douglas County Public Library		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Fiscal year 2016-2017															
Measured by number of record views															
Database	ABC-CUO Multi Product Page	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	ABC-CUO Digital Collections	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Social Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	American Government	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	American History	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	State Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World at War: Conflict & Society	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World History : Ancient & Medieval	5	0	0	0	5	0	0	0	0	0	0	0	0	0
	World History : The Modern Era	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	U.S. Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	U.S. at War : Understanding Conflict	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	7	0	0	0	6	0	0	0	0	0	1	0	0	0
Measured by number of searches															
Database	ABC-CUO Multi Product Page	9	0	0	5	0	0	0	0	0	4	0	0	0	0
	ABC-CUO Digital Collections	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Social Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	American Government	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	American History	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	State Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World at War: Conflict & Society	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	World History : Ancient & Medieval	6	0	0	6	0	0	0	0	0	0	0	0	0	0
	World History : The Modern Era	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	U.S. Geography	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	U.S. at War : Understanding Conflict	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	15	0	0	11	0	0	0	0	4	0	0	0	0	0

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2016-2017**

<b>Circulation</b>	Year-to-Date			November 2016		
	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	66,875	4,689	71,564	12,501	824	13,325
eCheckouts			4,243			808
New Cards Issued	580	60	640	94	7	101
Patrons	27,799	3,431	31,230	27,799	3,431	31,230
Library Visits	41,635	6,991	48,626	7,482	1,046	8,528
Inventory	104,386	26,508	130,894	104,386	26,508	130,894
Interlibrary Loans Requested	224	34	258	31	2	33
Interlibrary Loans Loaned	120	10	130	28	2	30
Homebound Patrons	23	-	23	23	-	23
Homebound Checkouts	792	-	792	147	-	147
Database Sessions			12,246			2,163
<b>Services</b>	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	157	19	176	28	5	33
Meeting Room Attendance	1,884	249	2,133	336	35	371
Pine Nut Room Use	44	-	44	10	-	10
Pine Nut Room Attendance	220	-	220	50	-	50
Kids' Programs	119	9	128	27	6	33
Kids' Program Attendance	2,622	142	2,764	402	41	443
Teen Programs	1	1	2	-	-	-
Teen Program Attendance	125	4	129	-	-	-
Adult Programs	20	1	21	6	-	6
Adult Program Attendance	356	16	372	67	-	67
Total Programs	140	11	151	33	6	39
Total Program Attendance	3,103	162	3,265	469	41	510
Outreach	11	-	11	2	-	2
Public Computer Use	4,473	361	4,834	783	61	844
ADA-pc Use	39	6	45	6	-	6
Wireless Use			7,427			1,347
Volunteers	291	5	296	62	1	63
Volunteer Hours	1,352	96	1,448	338	65	403

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<b>Circulation</b>	Year-to-Date			December 2016		
	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	78,212	5,494	83,706	11,337	805	12,142
eCheckouts			5,092			849
New Cards Issued	680	68	748	100	8	108
Patrons	27,897	3,438	31,335	27,897	3,438	31,335
Library Visits	49,017	8,449	57,466	7,382	1,459	8,840
Inventory	104,551	26,609	131,160	104,551	26,609	131,160
Interlibrary Loans Requested	262	36	298	38	2	40
Interlibrary Loans Loaned	147	11	158	27	1	28
Homebound Patrons	24	-	24	24	-	24
Homebound Checkouts	1,017	-	1,017	225	-	225
Database Sessions			13,854			1,608
<b>Services</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Total</b>
Meeting Room Use	183	21	204	26	2	28
Meeting Room Attendance	2,196	271	2,467	312	22	334
Pine Nut Room Use	52	-	52	8	-	8
Pine Nut Room Attendance	260	-	260	40	-	40
Kids' Programs	144	15	159	25	6	31
Kids' Program Attendance	2,988	215	3,203	366	73	439
Teen Programs	1	1	2	-	-	-
Teen Program Attendance	125	4	129	-	-	-
Adult Programs	22	1	23	2	-	2
Adult Program Attendance	379	16	395	23	-	23
Total Programs	167	17	184	27	6	33
Total Program Attendance	3,492	235	3,727	389	73	462
Outreach	12	2	14	1	2	3
Public Computer Use	5,363	450	5,813	890	89	979
ADA -pc Use	43	6	49	4	-	4
Wireless Use			8,819			1,392
Volunteers	345	80	425	54	75	129
Volunteer Hours	1,540	284	1,824	188	188	376

**Useful Use November 2016**

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	57	Internet & Office	638	Extended use	5
Large Print (LP)	4	Large Print (LP)	42	Restricted LP	1
		15-minute Internet & Office	78		
		Word processing	25		
<b>Total</b>	<b>61</b>	<b>Total</b>	<b>783</b>	<b>Total</b>	<b>6</b>



Useful Use December 2016					
DLT		DCL			
Internet		Internet	ADA		
Internet & Office	87	Internet & Office	711	Extended use	4
Large Print (LP)	2	Large Print (LP)	79	Restricted LP	0
		15-minute Internet & Office	84		
		Word processing	16		
<b>Total</b>	<b>89</b>	<b>Total</b>	<b>890</b>	<b>Total</b>	<b>4</b>