

Minden Branch:
1625 Library Lane
Minden, NV 89423
P: 775.782.9841
F: 775.782.5754



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
P: 775.588.6411
F: 775.588.6464

P.O. Box 337 • Minden, NV 89423

library.douglascountynv.gov

APPROVED 11/29/2022
LIBRARY BOARD OF TRUSTEES MINUTES
October 25, 2022

ATTENDEES

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

Library Staff: Library Director Timothy DeGhelder; Library Supervisors Laura Treinen, Vanna Bells; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Heather Martin Maier asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Kate Garrahan made a motion to approve the agenda. Trustee Starla Doughty made a second and the motion carried unanimously with a 5-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2022 REGULAR MEETING.

Vice Chairperson Garrahan noted an error.

MOTION/VOTE:

Trustee Bonnie Rogers made a motion to approve the minutes of the September 27, 2022 regular meeting with corrections. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. Approval of Gift fund claims

i. September 2022

ii. October 2022

*Amazon	Supplies for Cosmic Ink & Fright Night; Pricing gun for book sale donations	04254	\$ 406.35
DoCo Procurement Program	Items for Banned Books Jeopardy	04256	\$ 6.99
Do Co Procurement Program	One time showing movie license	04258	\$ 118.00
DoCo Procurement Program	Employee Recognition	04259	\$ 395.67
DoCo Procurement Program	Employee Recognition; items for Fright Night & Tuesday Tea Party	04260	\$ 459.83
*DoCo Procurement Program	Uhaul rental & gas for book sale; Lunch as part of the Youth Supervisor Interview meet & greet	04255	\$ 241.58
Amazon	3D Pen refills for 3D Pen Program	04265	\$ 119.96

*Funding/partial funding by Friends of the Library

Vice Chairperson Garrahan noted an error.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the consent calendar with corrections. Trustee Rogers made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**5. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT
SUMMARY AND GIFT FUND SUMMARY.**

a. 9/30/2022

Vice Chairperson Garrahan asked why there was no budget for telephone expenses and Veronica Hallam explained that the telephone expenses line item was eliminated and all those expenses now go under the communications line item. Veronica also explained that the deficit to library materials is due to the encumbrances from the purchase orders and any library material expense

goes toward the purchase order budget. Chairperson Martin Maier noted that under Services and Supplies the year to date transactions of \$107,027 do not match the year to date percentage used of 43%. Veronica stated that she will reach out to Finance to get explanation why the numbers are so different and report back to the board. She explained that the \$22,454 under Grants – Services & Supplies is a credit from grant funds the library received.

MOTION/VOTE:

Trustee Elizabeth Tattersall made a motion to accept the budget performance report and gift funds. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

6. DISCUSSION ON APPROVING THREE PURCHASE ORDERS TO REPLACE FLOOD DAMAGED TITLES, MATERIALS AND OTHER ITEMS WITH PREVIOUSLY APPROVED BUDGET AUGMENTED INSURANCE PROCEEDS AS FOLLOWS: BAKER & TAYLOR IN AN AMOUNT NOT TO EXCEED \$50,000, INGRAM LIBRARY SERVICES IN AN AMOUNT NOT TO EXCEED \$50,000, AND CENTER POINT LARGE PRINT IN AN AMOUNT NOT TO EXCEED \$17,323.

Chairperson Martin Maier asked for public comment. There was not public comment.

MOTION/VOTE:

Trustee Tattersall made a motion to approve the three purchase orders. Trustee Rogers made a second and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION AND UPDATE ON THE COUNTY'S BUDGET CALENDAR FOR FISCAL YEAR 2023-24.

Trustee Rogers asked that this be put on the agenda because the board approves the budget and supplemental requests that are submitted to the commissioners and now is a good time to start thinking about what the budget should look like. Director Tim DeGhelder commented that he reached out to Finance to ask if a budget calendar has been created and he was told that the county is waiting on the audit to be completed and then the budget process will begin. It looks like in January. The board suggested looking at library material and programs, and staff development and a teen area which are both part of the strategic plan goals. Tim stated that he will put a PowerPoint presentation together categorizing each budget line item tying the library's current needs together and what the library wants to expand on. It was agreed that the board would think about what they want and would like to see and come together at a later date to share their thoughts.

Chairperson Martin Maier asked for public comment. There was no public comment.

8. DISCUSSION ON ACCEPTING THE FY 2023 STATE COLLECTION DEVELOPMENT GRANT-IN-AID AWARD IN THE AMOUNT OF \$6,711.

Director DeGhelder noted that the state gives a percentage of money to Nevada libraries to help with the collection and the library's percentage is \$6,711. These funds will be used for library material.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Rogers made a motion to accept the State Collection Development Grant. Trustee Tattersall made a second and the motion carried unanimously with a 5-0 vote.

9. DISCUSSION ON THE NOVEMBER 4TH AND NOVEMBER 9TH, 2022 TINY ART SHOW AND RECEPTION, INCLUDING BUT NOT LIMITED TO FINALIZING PROGRAMS, DISPLAYS, HOSPITALITY AND INFORMATIONAL HANDOUTS.

Director DeGhelder provided in the packet a list of what has been accomplished in preparation for the Tiny Art Show and what still needs to be done. He commented on the schedule of particular activities, the placement of the art and the set-up of tables for the food and the wine, for publicity, Friends material, the store merchandise and for one page flyers listing the goals for the strategic plan. Chairperson Martin Maier suggested binding five copies of the strategic plan for those who may want to take one with them. If not all are taken than they can be distributed to the county commissioners. Having the strategic plan bound and displayed makes it look professional and indicates the hard work the board, staff, the Friends and the community put in to developing the plan. Tim noted that around 260 canvases have been returned to Minden and Vanna Bells noted 30 canvases at the lake. Any leftover refreshments from the art show reception in Minden will be taken to the lake for the reception there. Tim will be introduced by the board and Chairperson Martin Maier asked Tim to provide her with a list of bullet points that he would like mentioned at his introduction. Tim commented that publicity has gone out from email blasts, the Record Courier to posting on the Chamber calendar. It should be a good turn out and a successful reception.

Chairperson Martin Maier asked for public comment. There was no public comment.

10. DISCUSSION ON SETTING SPECIFIC EXPECTATIONS AND OBJECTIVES FOR THE LIBRARY DIRECTOR FOR THE 2023 CALENDAR YEAR.

Director DeGhelder provided the board a list of six goals to accomplish between October 2022 and October 2023. Tim noted that these goals were established from his old job in Paris, TX and what's nice about these goals is that when he accomplishes something he compartmentalizes what was achieved under each goal. It's a good way to keep track. Trustee Rogers suggested adding a goal to develop a working relationship with the County Manager and Terri Willoughby with Finance to work on the library budget and funding to accomplish some of the goals from the strategic plan. They need to understand that the library funding process needs to continue and how important that funding is to the county. Chairperson Martin Maier noted that on Tim's list of goals numbered 1-6, numbers three and four are very similar and suggested eliminating

number four and keep three and replace four with manage the budget process and develop relationships with Finance and County Manager. She suggested that on item six to include underneath it an A, B, C and D specific list of goals from the strategic plan that tie into 2023. A – Increase public library usage by 5%. B – Complete modifications and improvements of the Pine Nut room to support expanded teen and young adult services. C – Develop a comprehensive PR campaign including staff training on the development and execution of various marketing strategies. D – Expand existing partnership and engagement with the Washoe Tribe to include participation in tribal events. She noted that some of these things don't have to solely land on Tim's shoulders as he can administer them out and delegate to his team. She commented that with these goals as the year goes on if something needs to be changed and Tim finds that a goal is not tangible than he can bring it forward to the board and they can work through any issues. Vice Chairperson Garrahan noted that in goal six it should read Douglas County Public Library and not Douglas County Library District.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve the director's goals for 2022 to 2023 as amended. Trustee Doughty made a second and the motion carried unanimously with a 5-0 vote.

11. PRESENTATION AND DISCUSSION ON THE LIBRARY AND FRIENDS OF THE LIBRARY JOINT, ON-LINE STORE OFFERING A WIDE VARIETY OF MERCHANDISE FOR PURCHASE.

Director DeGhelder gave a brief presentation and tour of the new merchandise online store called Redbubble. He introduced the products that can be sold with the art the staff has created. The online store will be advertised on the county's public library website and other social media sites with 20% of all proceeds going to the Friends of the Library. The friends will use those profits to help fund programs and other library events. Tim stated that he will provide the board with a monthly financial report of all the money that has been generated from the store.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Doughty made a motion to authorize the Friends of the Library to use the Douglas County Public Library's marketing resources with monthly reporting of distribution of funds. Vice Chairperson Garrahan made a second and the motion carried unanimously with a 5-0 vote.

12. DISCUSSION AND UPDATE ON VOLUNTEER OUTREACH BY THE LIBRARY INCLUDING TRAINING AND OPPORTUNITIES.

Director DeGhelder commented that he reached out to the new volunteers and invited them to a one hour training to go over their responsibilities and schedules. Luise Davis reached out to the volunteers who have volunteered at the library in the past. Referring to the volunteer schedule

handed out to the board at the start of the meeting, he noted that volunteers will work two hour shifts on the day and time of their choosing beginning November 1st. There are 38 total volunteers that have completed the volunteer application process and Tim was able to reach out to ten. Because the contact information for these volunteers took so long it's a matter of reaching them and asking if they are still interested in volunteering. Trustee Tattersall asked if there will be volunteers at the Zephyr Cove branch and Vanna stated that they will revisit that next year. Tim noted that there are some new volunteer responsibilities that he will explore such as visiting the senior homes and bringing the seniors books that they would enjoy reading or being read to, being a book buddy on the bookmobile or reaching out to schools. He commented that he would like to recognize the volunteers with a spring luncheon or a monthly open house and award them with a certificate that has their name and the number of hours they have volunteered. Some kind of recognition for the time they offered to their community. He commented that he is excited to get the process started again.

Chairperson Martin Maier asked for public comment. There was no public comment.

13. DISCUSSION ON REVISITING THE ADOPTED 2022 HOLIDAY SCHEDULE ESTABLISHING THE DAYS THE LIBRARY WILL BE CLOSED FOR CHRISTMAS EVE AND NEW YEAR'S EVE DAY, BOTH OF WHICH FALL ON A SATURDAY, CONSISTENT WITH THE LIBRARY'S WORK WEEK AND HOLIDAYS POLICY.

Director DeGhelder explained that the adopted holiday schedule approves the library to close at 2:00 PM on Saturday, Christmas Eve and 2:00 PM on Saturday, New Year's Eve. By closing early staff have to use their own vacation time of 3 hours or make up the time. He noted that if the library is closed those two eves, staff can use flex time and use that day as an in lieu of day on that Monday which is a countywide holiday. Staff who are normally off on Monday and a holiday falls on that Monday he/she takes an in lieu of for the holiday on a different day. The board had a lengthy discussion whether to stick with the policy and close at 2:00 PM, or close on Christmas Eve but close at 2:00 PM on New Year's Eve, or close on both eves as Tim is suggesting. Trustee Rogers stated her concern that if staff doesn't make the time up taking the Saturday off due to closure than they are not in compliance with the contract. Deputy District Attorney Cynthia Gregory explained that staff will take flex time and as long as the work week ends at 40 hours and they give ample time if their schedule changes than staff are in compliance. Vanna noted that Douglas County Kahle Community Center which is normally open on Saturdays will be closed on both Saturdays. Tim commented that there are not many things that can be done to boost morale when working a government job and for the board to consider people's holiday life and extra time with family it shows a big commitment. Chairperson Martin Maier agreed that there is little that can be done to promote staff and if the board has the opportunity to show goodwill to staff by giving them extra time with family it is worth it.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Trustee Doughty made a motion to accept Tim's proposal to close completely on Saturday for both Christmas Eve and New Year's Eve as presented. Vice Chairperson Garrahan made a second. All in favor were Chairperson Martin Maier, Vice Chairperson Garrahan, Trustees Doughty and Tattersall. Trustee Rogers opposed. The vote did not carry unanimously with a 4-1 vote yea, and 1-4 vote nay.

14. DISCUSSION ON RESCHEDULING THE NOVEMBER 22, 2022, LIBRARY TRUSTEE'S MEETING, INCLUDING POSSIBLY RESCHEDULING TO NOVEMBER 29TH, DECEMBER 6TH, OR OTHER APPROPRIATE DATE.

Chairperson Martin Maier commented that Tim will be in Thailand at the time of the next library board meeting and zooming in would be unrealistic as it will be midnight his time. Understanding that the meeting date has already been posted, she stated that as long as the library gives the public ample notice rescheduling the meeting a week or two later would be feasible. The board discussed the best time for everyone and it was decided November 29th at 9:00 AM due to an appointment Trustee Rogers has would be best.

Chairperson Martin Maier asked for public comment. There was no public comment.

MOTION/VOTE:

Vice Chairperson Garrahan made a motion to approve moving the meeting to November 29, 2022 at 9:00 AM. Chairperson Martin Maier made a second and the motion carried unanimously with a 5-0 vote.

15. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORT FROM STAFF.

The director's monthly report and staff's statistical reports are attached and made a part of these minutes.

Chairperson Martin Maier asked for public comment. There was no public comment.

16. CLOSING PUBLIC COMMENTS.

Chairperson Martin Maier asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:51 A.M.

Director's Report for Board Meeting- October 25, 2022

Our Bookmobile was put in the shop for a few days. It needed some cosmetic work done around the tires. This was fixed by the county.

Vanna will be working on a grant from the state that supports library equipment. She will work with Larry on a larger list. The state will grant up to \$10,000 per grant.

The Friends Meeting was held at Minden Library on October 10th. They gave grants in support of library programming in the amount of \$4,300. The main amount of money was for library book club titles. They also increased the budget for the Tiny Art Show to \$700 for food and beverages.

The Friends of the Library will also be co-hosting the Morning Chamber Coffee at the library on November 9th. This gives us a turnout of almost 40 businesses, making connections to our community through our local businesses.

November 30th from 5:30pm to 6:30pm will be our first Washoe Tribe program. Discussion about tribal culture with books available for sale will be part of the program.

Nevada Career Explorer- Delivered new VR equipment that will give citizens a chance to explore new careers. Customers will use the headsets in the library. They will then be able to explore careers that are in high demand. We will then work with Western Nevada College for training.

All of our carpet bids should be ready to present at our November board meeting.

The bid will include new carpet and tile for the entire branch, movers that move shelves and one week of library closing to complete the carpeting. Staff will help unloading the materials off the shelf so everything stays in order. We are working with a carpet decorator to show us some options.

Working on promotions to get the Affordable Connectivity Program some county marketing. I have been asked to serve on a committee to help promote internet to the low income citizens.

A college student is interested in doing an internship at the library. I have done a few of these. It can be a very rewarding experience for the library and the student. We might do something over the summer.

I will meet with Alex Wood (Boy Scout) on 10-28-22. We will go over a Tiny Free Library Box. He wants to build one for the library for his Eagle Scout project. This will also be the time for me to find all of the free tiny library boxes in the county. People have been building them on their own and putting them in their neighborhoods. I would like to see about partnering with these library boxes around the county.

Library Director taking time off November 16th to November 25th. I will take a combination of vacation, administrative leave and some comp time on my timesheet.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

	Fiscal Year-to-Date				August 2022				September 2022			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	36,758	2,508	785	40,051	12,930	900	249	14,079	11,166	692	224	12,082
eCheckouts				13,769				4,932				4,093
New Cards Issued	303	56	22	381	97	29	-	126	115	11	14	140
Patrons*	80,637	10,036	1,041	91,714	26,872	3,352	342	30,566	26,988	3,362	357	30,707
Library Visits	15,972	4,333	481	20,786	5,502	1,524	107	7,133	5,458	1,222	141	2,221
Tahoe Lobby Visits								5,024.0				4,024
Curbside Service Pick-ups	17	-	-	17	4	-	-	4	6	-	-	6
Bookmobile Stops				74				22				24
Inventory *	312,797	85,895	6,303	404,995	104,275	28,547	2,070	134,892	104,871	28,659	2,097	135,627
Interlibrary Loans Requested	231	9	32	272	80	3	17	100	74	4	7	85
Interlibrary Loans Loaned	93	15	3	111	37	8	2	47	24	3	-	27
Homebound Patrons *	15	-	-	15	15	-	-	15	14	-	-	14
Homebound Checkouts	245	-	-	245	82	-	-	82	96	-	-	96
Database Sessions				6,954				2,065				2,866
Services												
Meeting Room Use	102	13	-	115	36	4	-	40	37	7	-	44
Meeting Room Attendance	816	265	-	1,081	288	47	-	335	296	44	-	340
Kids' Programs	82	28	-	110	29	10	-	39	28	7	-	35
Kids' Program Attendance	1,451	210	-	1,661	400	31	-	431	570	98	-	668
Teen Programs	55	6	-	61	20	1	-	21	15	2	-	17
Teen Program Attendance	107	-	-	107	35	-	-	35	37	-	-	37
Adult Programs	30	11	-	41	8	2	-	10	13	4	-	17
Adult Program Attendance	213	36	-	249	60	3	-	63	86	16	-	102
Total Programs	167	45	-	212	57	14	-	71	56	13	-	69
Total Program Attendance	1,771	246	-	2,017	495	34	-	529	693	114	-	807
Outreach	23	3	-	26	5	-	-	5	10	2	-	12
Public Computer Use	1,169	135	-	901	380	65	-	445	403	75	-	478
ADA-pc Use	58	5	-	27	18	3	-	21	15	2	-	17
Wireless Use	6,695	861	-	5,038	2,361	283	-	2,644	2,217	301	-	2,518

Circulation by Collection

September 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	538	30	0
Adult Biography	62	6	1
Adult CD Non-Fiction	52	7	0
Adult DVD	852	29	23
Adult Fiction	3057	188	42
Adult Launchpad	3	0	0
Adult Magazines	124	9	0
Adult Music	98	0	2
Adult Non-Fiction	1049	85	9
Adult Spanish	3	NA	0
Children's Audiobook	142	5	6
Children's Biography	41	0	0
Children's DVD	278	16	6
Children's Fiction	741	29	30
Children's Launchpad	7	4	2
Children's Magazines	12	0	0
Children's Music	32	1	0
Children's Non-Fiction	986	35	10
Children's Oversize	10	1	0
Children's Spanish	7	2	0
Easy Reader	408	29	11
Equipment	17	5	0
Exam Books	0	0	0
Large Print	651	17	41
Mobile Devices	5	3	0
Nevada	41	5	2
Picture Books	1623	178	25
Video Games	12	0	0
Young Adult	199	6	0
Graphic Novels	106	2	2
Young Adult Launchpad	3	0	0
Young Adult Magazines	5	0	0

Hoopla

eAudiobook	937	Movie	120
Adult Non-Fiction	149	Adult Non-Fiction	20
Adult Fiction	651	Adult Fiction	76
Juv Non-Fiction	8	Juv Non-Fiction	5
Juv Fiction	129	Juv Fiction	19
eBook	415	Television	92
Adult Non-Fiction	92	Adult Non-Fiction	7
Adult Fiction	282	Adult Fiction	80
Juv Non-Fiction	7	Juv Non-Fiction	0
Juv Fiction	34	Juv Fiction	5
Comics	52	Music	51
Adult Non-Fiction	0	Adult	50
Adult Fiction	30	Juv	1
Juv Non-Fiction	1		
Juv Fiction	22	Total Circulation	1,670

Overdrive/Libby

eAudiobook	740
eBook	582
Magazines	79
Adult	1,215
Juv	52
Young Adult	55
Total Circulation	1,401