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APPROVED 3/8/2023
LIBRARY BOARD OF TRUSTEES MINUTES
January 24, 2023

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers, Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid, Kimberly Estee

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

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Library Supervisor Vanna Bells

THE MEETING CONVENED AT 10:03 A.M.

1. PUBLIC COMMENTS.

Library Director Timothy DeGhelder asked for public comment.

Barb Wilson, President of the Friends of the Library welcomed the new board members and thanked them for volunteering to do this job. She commented that the library has a new strategic plan that is already in place and it has a lot of great things in it and she stated the new members will enjoy working with Tim, Bonnie and Starla.

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

2. DISCUSSION ON ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2023. [Action]

MOTION/VOTE:

Trustee Starla Doughty made a motion to nominate Trustee Bonnie Rogers for Chair. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried

unanimously with a 5-0 vote. Trustee Rogers made a motion to nominate Trustee Doughty for Vice Chair. Trustee DeGraffenreid made a second and the motion carried unanimously with a 5-0 vote.

At this time introductions were made by the new board members, Trustees Robert Conner, Theresa DeGraffenreid and Kimberly Estee as well as staff, Library Supervisors Holly Traxler and Laura Treinen, Library Director Tim DeGhelder, Administrative Services Manager Veronica Hallam and Deputy District Attorney Cynthea Gregory.

Chairperson Rogers explained to the new members that this board is responsible for overseeing the management of the library and has a fiduciary responsibility on the expenditures of funds and noted that this board doesn't get into the day to day operations of the library. She stated that the county funds the library and a few years back the board passed a resolution that states the board follow county policies and procedures in finance, personnel and everything else but that the board sets up their own internal policies for operating the library.

3. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Starla Doughty made a motion to approve the agenda. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 29, 2022 REGULAR MEETING.

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the minutes of the November 29, 2022 regular meeting. Trustee Kimberly Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

5. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

- i. November 2022
- ii. December 2022
- iii. January 2023

*Baker & Taylor	2 nd Wednesday Book Group	PO0093	\$ 317.75
Do Co Procurement Program	Items to display from the Redbubble Merchandise store	04305	\$ 103.56

*DoCo Procurement Program	Items for Science Club; gift cards for Employee Recognition	04311	\$ 98.00
*DoCo Procurement Program	Items for Adult Crafters' Club	04312	\$ 153.85
*DoCo Procurement Program	Items for Gingerbread House Decorating; items for Tahoe Chamber's Holiday Tree Lane	04313	\$ 251.73
Petty Cash	Space heater for Director's Office	04324	\$ 22.99
DoCo Procurement Program	Items for The Council Meeting	04335	\$ 40.36
DoCo Procurement Program	Supplies for Science Club	04336	\$ 19.22
*DoCo Procurement Program	Items for Gingerbread House Decorating	04337	\$ 3.54
DoCo Procurement Program	Supplies for book repair machine	04338	\$ 31.26
*Baker & Taylor	DLT Book Club	PO0093	\$ 572.66
Amazon	Supplies for storytime crafting; Material for Dungeons & Dragons	04341	\$ 132.26

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

6. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.

- a. 11/30/2022**
- b. 12/31/2022**

Director DeGhelder explained the budget summary report to the board and the board's responsibility to review and report back with any questions or concerns. Chairperson Rogers asked about the computer systems line item and what that is budgeted for and Tim explained that that budget is used for countywide computer system software needed for required department processing and submission. Trustee DeGraffenreid inquired about the cellular phones line item and Tim informed the board that only himself and library supervisors have county issued cell phones used for library business only. If business is conducted using a personal cell phone, a stipend can be provided. Deputy District Attorney Cynthea Gregory noted that there is a county policy on cell phones, county issued and stipend, and any business conducted on a county issued phone and a personal stipend phone is public record.

MOTION/VOTE:

Trustee Estee made a motion to approve the budget performance report. There being no public comment, Vice Chairperson Doughty made a second and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT. [Action]

a. Grant Applications

- i. American Library Association, Libraries Transform Communities Engagement Grant
- ii. W K Kellogg Foundation
- iii. ProQuest/Clarivate
- iv. Dollar General
- v. CostCo
- vi. Walmart
- vii. Target
- viii. Other possible foundations

Director DeGhelder explained the grant process to the board and stated that they will be updated on any grant funds that the library is seeking. The library will be very transparent and will present to the board who the library is pursuing grants from, how much and what the grant funds will be used for. The board will receive updates on the progress of the grants awarded to the library. They will learn of any grants applied for and denied as well. Tim noted that grant information moving forward will be a routine line item on the agenda and the board will approve all grants before they are applied for. Trustee Estee asked if there is a grant writer for the county and Tim answered no and noted that staff writes their own grants. He stated that the library is developing a grants committee and that committee will work together to apply for grants when a grant opportunity arises. Vice Chairperson Doughty asked if Tim would accept outside help from a board member who has the experience and Tim answered yes and that if a board member has an interest in a particular field that is related to the grant, for example the library is seeking funds to add country music to the collection and a board member has a background in country music that member would be a good fit to help write the grant.

b. Grant Awards

- i. Rotary Club of Minden, NV
- ii. Nevada State Library, Federal 2022 LSTA Grant-In-Aid Award

Tim updated the board on the awarded grants and stated that the Rotary Club awarded the library \$2,000 to be used for the library's Mango Languages subscription. The federal grant from the State Library awarded the library funding for the library's collection development. Chairperson Rogers explained to the new members that the Nevada State Library Federal LSTA grant comes from the federal government every year which goes to the State Library and then those funds are disseminated to libraries statewide.

MOTION/VOTE:

Trustee Conner made a motion to approve the grant applications and the grant awards. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**8. DISCUSSION ON THE STATUS OF THE FISCAL YEAR 23-24 TENTATIVE BUDGET PROCESS, INCLUDING BUT NOT LIMITED TO THE TENTATIVE LIBRARY BUDGET, POSSIBLE AUGMENTS AND SUPPLEMENTAL REQUESTS.
[Action]**

Chairperson Rogers explained to the new board members that the library board is responsible for submitting the library budget proposal to the county commissioners and if the board wants anything added to that budget, which would include personnel or increases in any of the line items, the board will include that in supplemental requests. Tim provided to the board his proposed fy 23-24 budget numbers, in particular the increases he is asking for in some of the library's budget line items as well as capital improvement projects for painting the interior of the library, remodeling the bathrooms and creating a new teen room. He explained to the board why he is asking for these increases and how it will help to reach some of the goals in the strategic plan like staff development and a furnished teen area. He also provided to the board the budget augments request based on the fy 22-23 Adjusted Opening Fund Balance. These augments will increase certain line items in the budget for this fiscal year. Tim noticed on the proposed budget he provided to the board that program underwriting was listed twice but under two different accounts and the line item under account 533.806 should be software and not program underwriting. One of the line items Tim is proposing to increase is memberships and Trustee DeGraffenreid questioned the increase and commented that when paying for memberships it's more reasonable that the employer pay for half of the membership fees rather than the whole thing, because if the employee were to leave they take that membership with them and then that employer has to pay another membership to a new employee. Tim noted that it is important to keep staff current and allow them to develop themselves through conference associations and other training options and because that is now part of the strategic plan it's important to give staff the opportunity. In regards to the requested increase in the travel budget, Trustee Conner asked Tim if he thinks that is enough with the costs of airfare, room and board and other fees. Tim noted that it is a reasonable request and that he was looking at sending just three people in a year and staff would rotate. It would not be the same person traveling for conferences every year. Tim stated that the increase in the software line item is for Polaris which is the library's collection and catalog software and the library pays a platform cost every year of approximately \$22,000. He originally proposed an increase of \$15,000 but later learned the actual dollar amount and will be requesting \$22,500 instead.

The meeting recessed at 11:04 A.M.

The meeting resumed at 11:10 A.M.

Trustee Estee asked if there were any cuts to the budget or were there only additions and Tim explained that a few years back the whole county was cut and he's trying to get the budget back to where it was before. Chairperson Rogers added that some of the line items in the library's

budget are determined by the county and are county services and the library is charged back for those services. She stated that the materials budget was cut by \$100,000 and the programs, travel and professional development budgets were also cut and the library is trying to get some of that budget back. Tim stated that the proposed budget he is reviewing with the board today will need to be approved by the board so he can present it to the commissioners in February. He will make the corrections that were discussed and provide the commissioners the exact dollar amount that he is requesting for the line items presented, as advised by Trustee DeGraffenreid.

MOTION/VOTE:

Trustee Conner made a motion to change the number of line item 533.806 from \$15,000 to \$22,500 which brings the total of \$187,000 to \$194,500. Vice Chairperson Doughty made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

9. 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.

Director DeGhelder provided the board with the job description of the Library Supervisor position and noted that based on this description and the additional duties placed on this position there is room for an Assistant Director. Chairperson Rogers wanted more information and to review the current organizational chart in advance and asked that this be on the agenda for the next board meeting.

10. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

Vice Chairperson Doughty thanked Chairperson Rogers for accepting the position of chair and welcomed the new board members.

Trustee Conner questioned why the agenda packet was both emailed and sent via regular mail and commented that just an email is preferred.

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

MEETING ADJOURNED AT 11:35 A.M.

Director Report- January 2023

Welcome new board members. This is an exciting time to bring in new public members of our community. You should have information on your yearly board training (email sent by Veronica). You can simply return the signed form to her after you view the documents and watch the videos.

I am setting up a board orientation for the new board members. It will cover how the library operates. By the end of the orientation you will understand the library mission and how it fits into the new strategic plan. The board orientation will take about 90 minutes. I will use email to setup some dates and times.

The weather has been absolutely terrible when it comes to snow at our two branch locations. We try to keep our staff and community safe. Road conditions, parking lot, sidewalks and entryways are the main concern for safety.

Ebook sharing- Overdrive- Nevada Library Cooperative. I am looking into a possible ebook sharing opportunity. There are 20 libraries in Nevada that share ebook content. We would pay into the group. We would get full access to all of the titles that the group buys.

I am attending Leadership 2023. This is a county wide leadership program that will last one year. I will attend all day programs on the third Tuesday of each month. The goal is for the library to connect and look for opportunities within our community. It will also help me better understand how Douglas County works and gets things done.

Attended the budget kickoff meeting on 1/12/2023. I will add numbers to our budget to support our strategic plan.

The entire county did a job description assessment that was completed in early January. We looked at all of our positions and what each staff member was doing on the job. Then we looked at how it fit into the organization. The Human Resources department will work with the County Manager's Office and compare our results to other counties to see if personnel positions are above or below average pay.

Looking at developing one supervisor position to Assistant Library Director. This has many benefits. Helps with everyday operations. Helps with customer relations and decisions. (Like weather conditions.) Helps when the library director is unavailable. Keeps a consistent chain of command. Looks for ways to get input for improvement and development. (Something to work on for July 1.)

Legislative Day for the Library, Thursday March 4th. I am interested in state money for sharing e-resources. (Mainly ebooks and eaudiobooks.)

I did have a conversation with Kari Ward, Director of Nevada Library Cooperative. They have 20 members willing to start an ebook sharing group. I did this in Texas, where libraries joined together and purchased materials from Overdrive (Libby app). I gave the library 10 times the content. This might be something we could have in place by July 1st, when we start a new budget cycle. There would be a library agreement in place where we would have full access to content purchased by other library districts.

Customer Appreciation Survey (Quilt). We are giving away a new quilt for anyone who gives us their opinion on what services they use at the library. Currently, we have 58 responses. I will share the information in the February meeting.

State Parks Department- Library Checkout. There is a new program where we can checkout state park passes. The library customer can checkout a park pass for a week and receive free entry into a state park.

New Carpet Dates- There was a problem with the factory that makes the carpet brand. They shut down the factory for maintenance. The carpet should be ready to ship at the end of February. Our carpet layers have an opening at the end of March. As noted, the library board did vote to have the Minden Branch closed during the carpet process since all of the book shelves will be taken down and moved.

Look at our store report- \$16.75 in sales for December.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

	Fiscal Year-to-Date				November 2022				December 2022			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	67,919	4,172	1,337	73,428	10,440	523	233	11,196	10,093	620	212	10,925
eCheckouts				27,260				4,404				4,410
New Cards Issued	533	91	28	652	74	12	3	89	79	11	1	91
Patrons *	169,558	13,412	1,400	122,509	27,136	3,386	362	30,884	27,216	3,398	363	30,977
Library Visits	29,142	7,637	844	37,623	2,542	1,016	125	3,683	4,128	1,204	155	5,487
Tahoe Lobby Visits				7,140				1,436				1,490
Curbside Service Pick-ups	29	-	-	29	2	-	-	2	6	-	-	6
Bookmobile Stops				132				20				18
Inventory *	690,948	114,176	8,406	540,819	105,700	28,350	2,107	136,157	106,127	28,318	2,109	136,554
Interlibrary Loans Requested	433	16	40	489	90	2	1	93	59	4	5	68
Interlibrary Loans Loaned	185	21	4	210	36	2	-	38	33	2	1	36
Homebound Patrons *	15	-	-	15	13	-	-	13	13	-	-	13
Homebound Checkouts	537	-	-	537	90	-	-	90	104	-	-	104
Database Sessions				13,168				2,112				2,205
Services												
Meeting Room Use	215	29	-	244	41	5	-	46	33	6	-	39
Meeting Room Attendance	1,720	372	-	2,092	328	42	-	370	264	44	-	308
Kids' Programs	137	51	-	188	16	9	-	25	20	6	-	26
Kids' Program Attendance	2,579	323	-	2,902	215	14	-	229	294	82	-	376
Teen Programs	97	16	-	113	13	3	-	16	11	2	-	13
Teen Program Attendance	259	12	-	271	36	-	-	36	31	1	-	32
Adult Programs	60	21	-	81	10	4	-	14	9	3	-	12
Adult Program Attendance	471	88	-	559	84	33	-	117	88	3	-	91
Total Programs	294	88	-	382	39	16	-	55	40	11	-	51
Total Program Attendance	3,309	423	-	3,732	335	47	-	382	413	86	-	499
Outreach	38	8	-	46	5	2	-	7	4	2	-	6
Public Computer Use	2,563	135	-	901	461	52	-	513	483	43	-	526
ADA-pc Use	81	5	-	27	5	2	-	7	10	1	-	11
Wireless Use	13,623	1,959	-	5,038	2,479	421	-	2,900	2,254	349	-	2,603

Circulation by Collection

November 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	629	21	0
Adult Biography	87	2	0
Adult CD Non-Fiction	40	1	0
Adult DVD	814	26	15
Adult Fiction	2902	118	38
Adult Launchpad	3	0	0
Adult Magazines	132	0	0
Adult Music	77	0	0
Adult Non-Fiction	836	40	12
Adult Spanish	2	NA	0
Children's Audiobook	121	9	17
Children's Biography	31	3	1
Children's DVD	274	10	5
Children's Fiction	679	54	29
Children's Launchpad	14	2	2
Children's Magazines	9	0	0
Children's Music	36	0	0
Children's Non-Fiction	645	43	30
Children's Oversize	8	2	0
Children's Spanish	9	0	0
Easy Reader	400	28	20
Equipment	12	2	0
Exam Books	2	0	0
Large Print	600	4	30
Mobile Devices	5	0	0
Nevada	41	8	2
Picture Books	1741	141	28
Video Games	7	0	0
Young Adult	171	9	1
Graphic Novels	109	0	3
Young Adult Launchpad	1	0	0
Young Adult Magazines	3	0	0

Hoopla

eAudiobook	1030	Movie	195
Adult Non-Fiction	182	Adult Non-Fiction	44
Adult Fiction	705	Adult Fiction	117
Juv Non-Fiction	3	Juv Non-Fiction	15
Juv Fiction	140	Juv Fiction	19
eBook	452	Television	121
Adult Non-Fiction	105	Adult Non-Fiction	12
Adult Fiction	306	Adult Fiction	95
Juv Non-Fiction	1	Juv Non-Fiction	0
Juv Fiction	40	Juv Fiction	14
Comics	55	Music	37
Adult Non-Fiction	0	Adult	36
Adult Fiction	33	Juv	1
Juv Non-Fiction	1		
Juv Fiction	21	Total Circulation	1,895

Overdrive/Libby

eAudiobook	639
eBook	594
Magazines	72
Adult	1,120
Juv	60
Young Adult	50
Total Circulation	1,305

Circulation by Collection

December 2022

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	576	23	0
Adult Biography	84	4	2
Adult CD Non-Fiction	33	0	0
Adult DVD	849	42	13
Adult Fiction	2853	113	21
Adult Launchpad	2	0	1
Adult Magazines	164	13	0
Adult Music	79	0	0
Adult Non-Fiction	804	65	8
Adult Spanish	8	NA	0
Children's Audiobook	96	6	11
Children's Biography	26	1	2
Children's DVD	196	8	4
Children's Fiction	662	73	43
Children's Launchpad	6	1	3
Children's Magazines	13	2	0
Children's Music	34	0	0
Children's Non-Fiction	579	50	22
Children's Oversize	10	0	0
Children's Spanish	11	0	0
Easy Reader	349	22	25
Equipment	19	1	0
Exam Books	0	0	0
Large Print	677	4	26
Mobile Devices	8	0	0
Nevada	10	5	2
Picture Books	1641	159	28
Video Games	5	0	0
Young Adult	202	25	0
Graphic Novels	92	3	1
Young Adult Launchpad	3	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1046
Adult Non-Fiction	167
Adult Fiction	740
Juv Non-Fiction	7
Juv Fiction	132
eBook	427
Adult Non-Fiction	107
Adult Fiction	277
Juv Non-Fiction	11
Juv Fiction	32
Comics	39
Adult Non-Fiction	0
Adult Fiction	26
Juv Non-Fiction	0
Juv Fiction	13

Overdrive/Libby

eAudiobook	636
eBook	640
Magazines	75
Adult	1,168
Juv	53
Young Adult	54
Total Circulation	1,351

Movie	207
Adult Non-Fiction	37
Adult Fiction	142
Juv Non-Fiction	7
Juv Fiction	21
Television	109
Adult Non-Fiction	35
Adult Fiction	74
Juv Non-Fiction	0
Juv Fiction	0
Music	51
Adult	51
Juv	0
Total Circulation	1,881