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APPROVED 3/28/2023
LIBRARY BOARD OF TRUSTEES MINUTES
March 8, 2023

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers, Vice Chairperson Starla Doughty, Trustees Robert Conner, Theresa DeGraffenreid, Kimberly Estee (NOTE: Trustee Estee did not arrive at the meeting until 10:22 A.M.)

Library Staff: Library Supervisors Laura Treinen, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Library Director Timothy DeGhelder

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

Supervisor Vanna Bells commented that the Lake Tahoe branch is closed because the library is short staffed and because she is here at this meeting and not at the lake.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Starla Doughty made a motion that because Tim is not at this meeting due to extenuating circumstances, the board move the discussion of agenda item #8 to a further time when Tim is available to discuss and moved to approve the agenda with the change. Chairperson Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JANUARY 24, 2023 REGULAR MEETING.

MOTION/VOTE:

Trustee Robert Conner made a motion to approve the minutes of the January 24, 2023 regular meeting. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. January 2023

ii. February 2023

*Amazon	Art Supplies for Tween Art	04344	\$ 274.11
*Baker & Taylor	DLT Book Club	PO0093	\$ 266.60
Petty Cash	Rotary Club meeting fees and Semi-Annual Club dues	04353	\$ 200.00
DoCo Procurement Program	Lights for the 2023 Parade of Lights with the bookmobile; table tapestry with library logo for event visits	04354	\$ 140.45
Amazon	Items for Saturday movies	04355	\$ 31.95
*DoCo Procurement Program	Items for Adult Crafters' Club; Refreshments for The Council	04357	\$ 180.30
DoCo Procurement Program	Items for DLT Tea Party program	04358	\$ 42.64
DoCo Procurement Program	Items for Adult Crafters' Club; supplies for book repair machine; registration, flight and hotel stay for the OLA Annual Conference in Norman, OK - LD	04360	\$ 1,662.67
*Amazon	Items for Tween Art	04363	\$ 132.32
*Amazon	Items for DLT Knit & Crochet Club; Supplies for DLT Storytime; items for Tween Art	04364	\$ 56.03

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee 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 4-0 vote.

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

a. 1/31/2023

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the budget performance report. Chairperson Rogers made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT.

a. Grant Applications

- i. Summer Reading Programming and Prizes, Walmart
- ii. Ty Beanies and Plushes for READING Paws and Reading Programs, Ty Corporation
- iii. Rotary Club of Minden, NV – READING Paws Scholarship

b. Grant Awards

- i. None at this time

c. Awarded Grants Update

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

Library Supervisor Holly Traxler explained to the trustees what the grant funding will be used for. Trustee Conner noted that because he is a member of the Rotary Board and approves the grants the Rotary awards to the library he will abstain from voting as a Library Board of Trustee.

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the grant applications. Chairperson Rogers made a second. There being no public comment, the motion carried with a 3-0 vote to approve and a 1-0 vote to abstain.

7. DISCUSSION OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES, INCLUDING SETTING AN EXPECTATION TRUSTEES, WHO HAVE NOT ALREADY COMPLETED THE TRAINING, WILL DO SO WITHIN 90 DAYS.

Trustee Conner asked how this online training is different than the information that was provided in the trustee handbook. Deputy District Attorney Cynthea Gregory explained that the online training is more interactive and specific to library board of trustees. Chairperson Rogers noted that the library board of trustees is a governing board and different from other boards. Administrative Services Manager Veronica Hallam will send the new trustees the link to the online training. There is nothing in the bylaws that state the online training is a requirement for

trustees to complete within 90 days but Vice Chairperson Doughty would like to make a motion that trustees do need to complete the training within 90 days as soon as Veronica sends the new trustees the link.

MOTION/VOTE:

Vice Chairperson Doughty made a motion that the trustees will complete the State Library's online training for Nevada Library Trustees, and the training will be completed within 90 days after receiving the link. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

8. DISCUSSION ON THE RECLASSIFICATION OF ONE LIBRARY SUPERVISOR POSITION TO ASSISTANT DIRECTOR, INCLUDING APPROVING A REVISION TO THE DOUGLAS COUNTY PUBLIC LIBRARY ORGANIZATIONAL CHART.

Board approved to table this agenda item. SEE AGENDA ITEM #2.

9. DISCUSSION AND UPDATE ON THE FISCAL YEAR 23-24 TENTATIVE LIBRARY BUDGET, INCLUDING SUPPLEMENTAL REQUESTS.

Veronica Hallam discussed the tentative budget with the board and explained that one column is the 23-24 base budget entered by Finance and the second column is the tentative amended budget entered by the library director with the increases in the line items discussed at the January library board meeting. Director DeGhelder went just over 17% of the budget from the 22-23 fiscal year budget. She explained that \$198,269 is asked to be budgeted for library material – books and \$35,000 for library material – digital which brings the library back to the original budget for library material from a couple years back.

MOTION/VOTE:

Trustee Conner made a motion to approve the tentative budget for FY 23-24. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

10. DISCUSSION ON LIBRARY CAPITAL IMPROVEMENT PROJECTS BASED ON FISCAL YEAR 22-23 ADJUSTED OPEN FUND BALANCE AUGMENTATIONS, INCLUDING BUT NOT LIMITED TO AUTHORIZING THE EXPENDITURE OF FUNDS FOR REMODELING OF RESTROOMS AND PAINTING OF THE BUILDING, CONSISTENT WITH THE COUNTY'S PURCHASING POLICY. THE PURCHASING POLICY DICTATES THE TYPE OF BIDDING WHICH NEEDS TO OCCUR BASED ON THE DOLLAR AMOUNT.

At this time Trustee Kimberly Estee joined the meeting.

Supervisor Laura Treinen noted that at this time the library is working on obtaining three competitive bids for the remodel of the bathrooms and the interior painting of the building following the county's purchasing policy procedures. Deputy District Attorney Gregory

explained that the money for the bathrooms and paint is from the adjusted opening fund balance based on this year's audit which augments this fiscal year 22-23 budget by \$90,000.

MOTION/VOTE:

Trustee Conner made a motion to approve the augmentation to the FY 22-23 budget. Vice Chairperson Doughty made a second. There being no public comment, the motion carried with a vote of 4 ayes and one nay.

11. UPDATE ON THE OCTOBER FRIENDS OF THE LIBRARY FUNDRAISING GALA AND THE INCORPORATION OF THE TINY ART SHOW AS PART OF THE FUNDRAISING ACTIVITIES.

Vice Chairperson Doughty noted that the committee had their first meeting to discuss the upcoming fundraising gala and that several people attended. Trustee Estee commented that she would like to be on the committee. The gala will be at the Carson Valley Inn on October 7th. Holly noted that the Tiny Art Show and the Summer Reading Program theme of "All Together Now" will be incorporated into the gala fundraiser and explained that the Tiny Art Show will include the library distributing and putting together a mosaic of a variety of art decorated puzzle pieces to auction off at the gala. The raised funds will go towards improvement projects at both the Minden and Lake Tahoe library branches.

12. DISCUSSION AND UPDATE ON THE CARPET REPLACEMENT, INCLUDING RESCHEDULING THE MARCH 28, 2023 LIBRARY BOARD OF TRUSTEE'S MEETING AS IT CONFLICTS WITH THE CARPET INSTALLATION.

Veronica explained to the board the process and timeline for the carpet replacement and that there will be some replacement taking place while the library is open. She noted the library plans to be closed March 25th through April 1st. This will affect the March 28th Library Board of Trustees Board meeting as the meeting room will be used as a storage area during the re-carpeting. The trustees discussed whether to reschedule the meeting or have the meeting at another venue. Veronica volunteered to research another venue to hold the meeting.

MOTION/VOTE:

Trustee Conner made a motion to approve holding the March 28th meeting at another venue and if another venue is not available to combine the March 28th and April 25th meeting at the April 25th meeting held at the Minden library. Trustee Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

13. DISCUSSION ON REVISING THE LAKE TAHOE BRANCH HOURS, INCLUDING CLOSING ONE HOUR DURING LUNCH, DUE TO STAFFING/SCHEDULING CONCERNS.

Library Supervisor Vanna Bells explained the situation at the lake currently and that one library technician who is assigned at the lake has resigned. This would mean that staff from the Minden library, where they are already short staffed, will have to rotate to cover lunches at the lake

branch. This will create extra travel time and travel expenses and time away from the Minden library. Vanna stated that the lake library is requesting to be closed for lunches temporarily until someone is hired from 1:00 to 2:00 P.M. which is a quieter time for the library. Trustee DeGraffenreid noted that on a personal level she would come to the library after her work at 1:30 and closing during those hours would be impactful but hopes that the closure during lunches is a very temporary fix. Vanna assured her that it is.

MOTION/VOTE:

Trustee Conner made a motion to close the Lake Tahoe branch temporarily for an hour during lunch from 1:00 P.M. to 2:00 P.M. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

14. 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 Rogers commented that the Friends of the Library will be funding the library an annual amount of \$15,000 for programming. This is different from the library requesting a certain amount for programs on a monthly basis. If funding goes above the annual amount funded the library can request additional funding from the friends. Holly stated that the library is keeping a log of what is being expended and is maintaining the expenditures within the budget the friends has funded for the library. Trustee Estee stated that she would like it if board members can participate in some of the programs and reach out to the community to promote the programs and the supervisors stated that they will send the trustees a list of the programs that the library is hosting.

15. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:05 A.M.



Director Report- February 2023

Great programs at Tahoe Location. Health and wellness programs plus a snowshoe walking book discussion event.

All \$90,000 augmented budget approved-

Scout Project finalized- Free Tiny Library. I met with Alex Woods and his scout project has been approved. Our tiny free library will be put in front of CC Meneley Elementary School. There will be an additional free library area put in Mr. Bubbles laundry mat. This is a project the library will build upon and have a network for future locations.

Collected- Coats and Food- big success. Both library locations collected warm coats, hats, blankets and gloves to share with other community members.

Working on Summer Reading- now. Teams are meeting and planning for reading and events for the summer.

Making the Tiny Art Show- part of Summer Reading. All Together Now is the summer reading theme. I have changed the tiny art show into decorating a puzzle piece. Each customer will decorate one puzzle piece and return it to the library. The puzzle pieces will be put together into 2ft x 3ft collage. (there are 35 pieces for each puzzle) Timing on the TAS will be: July- handout pieces to be decorated, August- get puzzle pieces back, September- have art gala, Oct- auction off the puzzle pictures. Based on the popularity of the event last year, we will probably have about 15 full puzzle images that will be put together and sold.

Library Annual Report for the state complete. I was sent a digital form to be filled out for the state. The staff helped me gather statistics to enter into the forms.

Library Gala- meeting. We had our first planning meeting of Feb. 10th. We have a nice group of volunteers from the FOL that want to make this a success. As of right now, we have a project for the Lake Branch, an outdoor reading/activity deck. (we are going to set a goal of \$20,000 to \$25,000 to be raised) Make sure to keep Oct. 7th open on your calendar for the library event.

FOL- different reporting. The FOL is going to give the library a set amount for the year. \$15,000 will be the start amount. The library will then tell the FOL what was purchased and for how much. (The old way we had to ask first for each item)

Working on a shed outside for book storage. We also might move to a FOL book sale every 4 months in the library meeting room on a Saturday. We will need to purchase an extra work shed out back before this can be started. The current annual book sale from the FOL is in May of 2023.

We are weeding our collection before the carpet project. We are trying to get some of the old non-circulating materials off the shelves so there are less items to move during the recarpet process. This will also make the shelves more attractive.

FOL annual meeting was a huge success. We had over 45 people attend the annual meeting. It was nice to have things in our location. The guest speaker spoke fondly of growing up using the Douglas County Public Library.

Working on giving Dresslerville children- library cards for the bookmobile. This will be a special situation where the kids will keep the library books on site. We currently have 15 cards for the kids.

Short library survey for the entire month of January complete. Something fun to do when we had a quilt to give away. I thought I would gather stats on what customers loved most about the library. Other surveys can be developed. The Lake Branch is currently using hearts to gather information about what customers love about the library at that location.

Safety Training with Neogov- how to create a safe workplace. Staff are going through a 30 minute training on how to have a safer workplace. Most is common sense but it is good to have a reminder on knowing that accidents can be reduced.

I registered to become a lobbyist for library legislation day March 9th. However, my mother passed away and her funeral is on March 9th.

Holly attended the health fair at Gene L. Scarselli Elementary School and it was a big success. She had 74 people approach the library booth. She also reached out to new social contacts for future programming. More to come.

Circulation by Collection

January 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	512	20	0
Adult Biography	92	5	1
Adult CD Non-Fiction	37	0	0
Adult DVD	1042	41	15
Adult Fiction	3043	120	11
Adult Launchpad	3	0	1
Adult Magazines	137	1	0
Adult Music	106	0	0
Adult Non-Fiction	982	66	13
Adult Spanish	10	NA	0
Children's Audiobook	94	13	5
Children's Biography	44	3	1
Children's DVD	255	12	2
Children's Fiction	608	40	28
Children's Launchpad	13	6	3
Children's Magazines	1	0	0
Children's Music	31	0	0
Children's Non-Fiction	851	35	9
Children's Oversize	6	2	0
Children's Spanish	2	0	0
Easy Reader	468	8	21
Equipment	27	2	0
Exam Books	7	0	0
Large Print	656	3	16
Mobile Devices	4	1	0
Nevada	28	5	0
Picture Books	1741	140	8
Video Games	13	0	0
Young Adult	186	11	0
Graphic Novels	124	8	1
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1069	Movie	165
Adult Non-Fiction	216	Adult Non-Fiction	28
Adult Fiction	721	Adult Fiction	111
Juv Non-Fiction	5	Juv Non-Fiction	0
Juv Fiction	127	Juv Fiction	26
eBook	490	Television	163
Adult Non-Fiction	116	Adult Non-Fiction	33
Adult Fiction	315	Adult Fiction	127
Juv Non-Fiction	8	Juv Non-Fiction	3
Juv Fiction	51	Juv Fiction	0
Comics	84	Music	53
Adult Non-Fiction	1	Adult	51
Adult Fiction	28	Juv	2
Juv Non-Fiction	3		
Juv Fiction	52	Total Circulation	2,029

Overdrive/Libby

eAudiobook	737
eBook	721
Magazines	125
Adult	1,305
Juv	72
Young Adult	81
Total Circulation	1,583

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

Circulation	Fiscal Year-to-Date				December 2022				January 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	79,043	4,714	1,472	85,229	10,093	620	212	10,925	11,124	542	135	11,801
eCheckouts	32,094				4,410				4,834			
New Cards Issued	647	98	28	773	79	11	1	91	114	7	-	121
Patrons*	196,957	16,822	1,768	215,547	27,216	3,398	363	30,977	27,399	3,410	368	31,177
Library Visits	33,896	8,442	920	43,258	4,128	1,204	155	5,487	4,754	805	76	5,635
Tahoe Lobby Visits	7,140				1,490				1,064			
Curbside Service Pick-ups	30	-	-	30	6	-	-	6	1	-	-	1
Bookmobile Stops	139				18				7			
Inventory *	794,978	142,667	10,519	948,164	106,127	28,318	2,109	136,554	104,030	28,491	2,113	134,634
Interlibrary Loans Requested	467	19	42	528	59	4	5	68	34	3	2	39
Interlibrary Loans Loaned	218	23	4	245	33	2	1	36	33	2	-	35
Homebound Patrons *	15	-	-	15	13	-	-	13	13	-	-	13
Homebound Checkouts	571	-	-	571	104	-	-	104	34	-	-	34
Database Sessions	14,681				2,205				1,513			
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	255	32	-	287	33	6	-	39	40	3	-	43
Meeting Room Attendance	2,040	397	-	2,437	264	44	-	308	320	25	-	345
Kids' Programs	158	57	-	215	20	6	-	26	21	6	-	27
Kids' Program Attendance	2,894	372	-	3,266	294	82	-	376	315	49	-	364
Teen Programs	108	18	-	126	11	2	-	13	11	2	-	13
Teen Program Attendance	317	12	-	329	31	1	-	32	58	-	-	58
Adult Programs	67	24	-	91	9	3	-	12	7	3	-	10
Adult Program Attendance	550	102	-	652	88	3	-	91	79	14	-	93
Total Program Attendance	333	99	-	432	40	11	-	51	39	11	-	50
Total Program Attendance	3,761	486	-	4,247	413	86	-	499	452	63	-	515
Outreach	42	8	-	50	4	2	-	6	4	-	-	4
Public Computer Use	3,065	135	-	901	483	43	-	526	502	32	-	534
ADA-pc Use	90	5	-	27	10	1	-	11	9	2	-	11
Wireless Use	15,634	2,184	-	5,038	2,254	349	-	2,603	2,011	225	-	2,236