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APPROVED 4/25/2023
LIBRARY BOARD OF TRUSTEES MINUTES
March 28, 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, Vanna Bells, Holly Traxler; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthia Gregory

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

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

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MARCH 8, 2023
REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Conner made a motion to approve the minutes of the March 8, 2023 regular meeting. Vice Chairperson Doughty made a second and the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

- i. February 2023**
- ii. March 2023**

Gift Fund Claims
February / March 2023

*Amazon	Items for Summer Reading	04373	\$ 244.88
*Amazon	Items for Tiny Art Show	04376	\$ 86.89
DoCo Procurement Program	Items for Adult Crafters' Club	04377	\$ 42.77
DoCo Procurement Program	Items for Adult Crafters' Club; Refreshments for The Council	04378	\$ 126.90
DoCo Procurement Program	Items for Tea Party program	04379	\$ 35.75
*DoCo Procurement Program	Refreshments for new board members; Items for Tiny Art Show	04381	\$ 37.93

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Vice Chairperson Doughty made a motion to approve the consent calendar. Trustee Conner 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. 2/28/2023

Library Director Tim DeGhelder stated that his only concern with the budget is inflation and that the cost of living is up 8% and that may affect some of the library's line items. He noted though that the library's budget is on target to finish up in June. County allotted a 5% increase to next fiscal year's budget to account for the cost of inflation. Trustee Conner commented about the cell phone stipend line item and if there is enough in the budget to cover those costs and Tim explained that cell phone costs are coming out of the communications line.

MOTION/VOTE:

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

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

Director DeGhelder explained to the board that he is not adding a new position but reclassifying a current library supervisor position to the assistant director by adding responsibilities to this persons existing duties. The library supervisor job description would be developed into an assistant library director position. Tim provided the board with a draft job description for the assistant position along with a list of expectations and benefits. He noted that the library currently has three library supervisors; adult supervisor, youth supervisor and children's supervisor. Each supervisor would have the opportunity to apply for the assistant director position and are prepared to take on the additional responsibilities as Trustee Estee inquired. Whichever supervisor were to get offered the position this person would retain the current duties assigned and remain the supervisor in this persons department along with the extra duties to make this person the assistant library director. Tim provided the board with a draft organizational chart with the assistant director position included and went over the hierarchy of the chart with the board. The assistant position would oversee all departmental supervisory staff. Tim noted that the assistant position would not only oversee his/her department but would have supervisory duties across the other departments within the library as well. The assistant position would act in place of the library director during temporary absences and while acting will perform the duties of the library director and will report to the board as is the responsibility of the director. Tim reiterated that this position will not grow the staff because the library would already have someone in the position, with a new title and added responsibilities who, as time progresses, will develop the skills needed to perform in this position. No outside training with added costs is necessary as Trustee DeGraffenreid had asked. Tim noted that the additional salary costs for the assistant director position is between \$6,000 and \$7,500 annually as opposed to adding a brand new position to the organizational chart. Chairperson Rogers noted that this request has been proposed to the board in the past and each time the board did not approve. She explained to the trustees the reasoning to this and why Tim's proposal is much more reasonable. Tim is not asking for more staff as was done in the past, he is asking for a current position take on additional responsibilities with a new title. Vice Chairperson Doughty asked who would be on the interview panel and Tim answered himself, Human Resources, possibly another department head and since the assistant position will report to the board in the director's absence, a board member should be a part of the panel. Referring to the organizational chart, Chairperson Rogers asked which positions report to Veronica and Tim explained the duties of those who Veronica supervises, one of whom does cataloging, and Chairperson Rogers thought that the person who does the cataloging should report to a library supervisor. Tim noted that the person is doing the cataloging temporarily until the library hires a replacement for the acquisitions librarian position who reports to the adult library supervisor. Tim informed the board that this assistant library director position, if approved by the trustees, will have to go to the county manager, IRC and the commissioners before moving forward.

MOTION/VOTE:

Trustee Estee made a motion to approve the reclassification of one library supervisor position to assistant director as well as the revision to the Douglas County Public Library organizational chart. Trustee Conner made a second. There being no further discussion or public comment, the motion carried unanimously with a 5-0 vote.

Trustee DeGraffenreid commented that moving forward, as Bonnie mentioned, this position will report to the board in the absence of the director.

7. DISCUSSION AND UPDATE ON THE SUBMITTED 23-24 FISCAL YEAR BUDGET.

Director DeGhelder explained to the board that the budget the trustees approved in January he submitted to IRC and the only items they wanted the library to look into is the \$25,000 in professional services for a marketing consultant and the \$7,500 in small projects for the Story Walk project. Everything else they approved. IRC recommended that the library reach out to the marketing team in the county manager's office and learn how they do the marketing for the county and work with them to develop a marketing plan. He stated that IRC requested the library to reach out to the public art committee and see if this project can be combined with the public art plan. He noted that he spoke with Lisa Granahan with the committee and asked if they might have some funding. She said that this project would be the perfect kick-off to the public art campaign. Tim indicated if the library cannot get funding this way the gala event will try to raise funding for this project. He stated that the library will look into grant funding as well. Chairperson Rogers commented about the presentation Vanna gave at the Genoa Book Club and how well received it was and how it made a difference on how the group viewed the library. She stated that this is the best kind of marketing for the library and it is good to market to adults as well. Tim stated that he is looking to develop a Hoopla book club that will be digital. Another good way to market the library's digital material.

Chairperson Rogers asked for public comment. There was no public comment.

8. 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.

Tim stated that he and Luise will be making plans to visit with the county's legislative representative and discuss his concerns on the banning and censoring of books as well as funding for digital materials. In regards to banning books, Trustee DeGraffenreid commented there are books that are not appropriate for certain people and that she is concerned about certain material being available to everyone. She noted that there could be sections in the library that are age appropriate. Not banning she commented, but not allowing certain age groups to have access to certain material.

9. CLOSING PUBLIC COMMENTS.

Vice Chairperson Doughty commented that Tim's presentation at the commissioners meeting was received very well and that Tim did a great job. She noted that someone in the audience said that he hasn't been to the library and after hearing the presentation he said he would be going now. Chairperson Rogers commented that the community is glad Tim is reaching out and being

present in the community. Trustee Conner thanked Veronica for finding another venue for this meeting.

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

MEETING ADJOURNED AT 10:58 A.M.

Library Director Update- March 2023

I attended the BOCC on March 2nd and introduced Alex Wood. Alex is working on his Eagle Scout project that will include Tiny Free Library Boxes support by DCPL. The start of this project will include 2 tiny free library boxes.

Weeding collection for carpet project- we were able to update much of the collection by using statistics on materials that were no longer checking out. Much of this was due to age of the materials and relevant information. It is quite shocking when you find a large list of materials that have not checked out in five years or more. Staff worked hard with volunteers to help with this project.

BOCC annual report from the library. Every year the library submits an annual report to the BOCC. They were so impressed with the library that they asked me to do a live presentation for the March 16th meeting. They wanted the citizens of Douglas County to hear what was happening at the library. It was fun to do a year in review for the BOCC. It basically covered my first six months on the job. Thanks to library board member Starla Doughty for co-presenting.

School Health Fair- attended by Holly Traxler. We did get a thank you letter from Carson Valley Medical Center for attending and sharing knowledge about how a public library can help with health to our community.

We also received a thank you letter for being involved in the Coat Drive to help collect warm clothes for citizens of Douglas County.

Friends of the Library meeting- they set a base program budget of \$15,000 for library programs in 2023.

Carpet Project- currently going on March 20- April 1. We will try and keep the branch open while we are doing staff areas. We might have limited access to collections if we are moving things around. Our idea was to try and still give public service to a large majority during this project. (This is taking up most of our time during March)

Two scholarship donations for ReadingPaws. We got two donations of \$200 each to support new dog reading teams. Donations were designated for the cost of training and memberships costs for the reading teams. This is important to keep new reading dog team members.

Law Library Board Meeting took place on March 15th. It was agreed to work on some form of outdoor signage to help the community identify where the law library is located.

Leadership class project- I am attending leadership Douglas County for 2023. I am excited about our class project. We are going to put on a county wide talent show. This will allow Douglas County residents to show what kind of talent they have.

Library Legislation Day- Laura and Veronica were able to attend Nevada Library Legislation Day. This is a special day dedicated to libraries in Nevada. I will schedule a follow up meeting with our legislators to get more input on libraries in Nevada.

Budget Update- The county asked if \$25,000 for marketing consultant could be done with input from our county marketing team. The county also asked if our Story Walk project (\$7,500) could be done with public arts funds. (more to come on this)

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

Circulation	Fiscal Year-to-Date				January 2023				February 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	89,214	5,240	1,701	96,155	11,124	542	135	11,801	10,171	526	229	10,926
eCheckouts	36,506				4,834				4,412			
New Cards Issued	732	103	33	868	114	7	-	121	85	5	5	95
Patrons*	224,444	20,235	2,139	215,547	27,399	3,410	368	31,177	27,487	3,413	371	31,271
Library Visits	38,270	9,257	1,213	48,740	4,754	805	76	5,635	4,374	815	293	5,482
Tahoe Lobby Visits	7,140				1,064				892			
Curbside Service Pick-ups	33	-	-	33	1	-	-	1	3			3
Bookmobile Stops	157				7				18			
Inventory *	896,852	171,209	12,626	948,164	104,030	28,491	2,113	134,634	101,874	28,542	2,107	132,523
Interlibrary Loans Requested	538	30	46	614	34	3	2	39	71	11	4	86
Interlibrary Loans Loaned	241	24	4	269	33	2	-	35	23	1	-	24
Homebound Patrons *	16	-	-	15	13	-	-	13	15	-	-	15
Homebound Checkouts	623	-	-	623	34	-	-	34	52	-	-	52
Database Sessions	19,681				1,513				5,000			
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	300	34	-	334	40	3	-	43	45	2	-	47
Meeting Room Attendance	2,400	407	-	2,807	320	25	-	345	360	10	-	370
Kids' Programs	177	65	-	242	21	6	-	27	19	8	-	27
Kids' Program Attendance	3,300	389	-	3,689	315	49	-	364	406	17	-	423
Teen Programs	119	20	-	139	11	2	-	13	11	2	-	13
Teen Program Attendance	359	16	-	375	58	-	-	58	42	4	-	46
Adult Programs	75	31	-	106	7	3	-	10	8	7	-	15
Adult Program Attendance	614	119	-	733	79	14	-	93	64	17	-	81
Total Programs	371	116	-	487	39	11	-	50	38	17	-	55
Total Program Attendance	4,273	524	-	4,797	452	63	-	515	512	38	-	550
Outreach	45	10	-	55	4	-	-	4	3	2	-	5
Public Computer Use	3,443	135	-	901	502	32	-	534	378	15	-	393
ADA-pc Use	94	5	-	27	9	2	-	11	4	1	-	5
Wireless Use	17,621	2,371	-	5,038	2,011	225	-	2,236	1,987	187	-	2,174

Circulation by Collection

February 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	463	18	0
Adult Biography	92	2	0
Adult CD Non-Fiction	31	0	0
Adult DVD	793	43	58
Adult Fiction	2801	139	30
Adult Launchpad	6	0	0
Adult Magazines	147	0	0
Adult Music	98	0	0
Adult Non-Fiction	1181	82	9
Adult Spanish	3	NA	0
Children's Audiobook	122	3	6
Children's Biography	43	0	0
Children's DVD	220	5	5
Children's Fiction	628	61	41
Children's Launchpad	14	3	0
Children's Magazines	4	0	0
Children's Music	20	0	0
Children's Non-Fiction	916	21	19
Children's Oversize	3	1	0
Children's Spanish	3	1	0
Easy Reader	354	11	8
Equipment	14	3	0
Exam Books	1	0	0
Large Print	506	9	25
Mobile Devices	4	0	0
Nevada	32	4	0
Picture Books	1392	107	28
Video Games	12	0	0
Young Adult	156	11	0
Graphic Novels	111	2	0
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1059	Movie	171
Adult Non-Fiction	229	Adult Non-Fiction	38
Adult Fiction	716	Adult Fiction	109
Juv Non-Fiction	4	Juv Non-Fiction	6
Juv Fiction	110	Juv Fiction	18
eBook	496	Television	196
Adult Non-Fiction	145	Adult Non-Fiction	33
Adult Fiction	289	Adult Fiction	143
Juv Non-Fiction	5	Juv Non-Fiction	0
Juv Fiction	57	Juv Fiction	20
Comics	72	Music	55
Adult Non-Fiction	0	Adult	54
Adult Fiction	27	Juv	1
Juv Non-Fiction	13		
Juv Fiction	32	Total Circulation	2,052

Overdrive/Libby

eAudiobook	672
eBook	660
Magazines	99
Adult	1,222
Juv	58
Young Adult	51
Total Circulation	1,431