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***APPROVED 5/23/2023***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**April 25, 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 Cynthea 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 28, 2023 REGULAR MEETING.**

**MOTION/VOTE:**

Trustee Conner made a motion to approve the minutes of the March 28, 2023 regular meeting. Trustee Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

**i. March 2023**

**ii. April 2023**

Gift Fund Claims  
March / April 2023

*Amazon	Items for DLT Knit & Crochet; Price gun labels for donations; Items for Tiny Art Show; supplies for storytime crafting	04393	\$ 181.51
*Collaborative Summer Library Program	SRP merchandise	04404	\$ 821.63
DoCo Procurement Program	Items for DLT Tea Party program	04409	\$ 14.98
DoCo Procurement Program	Items for Adult Crafters' Club	04411	\$ 37.62
*Swank Movie Licensing	Copyright compliance movie licensing FY 22-23 2 months 5/1 – 6/30/23	04413	\$ 74.17
*Amazon	Items for May the 4 <sup>th</sup> and Tiny Art Show	04418	\$ 450.71
*Amazon	Items for Tiny Art Show	04420	\$ 314.31

\*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. FOR POSSIBLE ACTION. DISCUSSION AND REVIEW OF BUDGET PERFORMANCE REPORT SUMMARY AND GIFT FUND SUMMARY.**

**a. 3/31/2023**

Director Timothy DeGhelder explained to the board that the insurance money for the flood damage and loss of books has its own special line item in the budget associated with its own project number. He noted that the library has been holding on buying books to replace the flood damaged books until the recarpet and now that that project is done the library will begin buying replacement books. He stated that the budget next month will appear to have a lot of expending from library material but tracking the flood expenses by project number the budget will balance in the end. He explained the process the library goes through to purchase digital items on Overdrive and Hoopla and what steps the library can take in the process to save money in the budget for digital material.

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 AND REVIEW OF LIBRARY GRANT SUMMARY REPORT.**

**a. GRANT APPLICATIONS**

**i. Summer Reading Program Sponsors**

Director DeGhelder stated that he is reaching out to local businesses to obtain donations for free passes and gift cards to be given to patrons who sign up for Summer Reading. Vanna Bells is reaching out to local businesses at the lake. By giving the library these gifts it helps these local businesses get recognized and acknowledged as a summer reading partner.

**7. DISCUSSION AND UPDATE ON THE FY 23-24 LIBRARY BUDGET, INCLUDING SUPPLEMENTAL REQUESTS, CAPITAL IMPROVEMENT PROJECTS, AND IMPLEMENTATION OF THE STRATEGIC PLAN.**

Director DeGhelder, referencing the two handouts that were submitted to the board, noted that the supplemental material that the library requested was approved but has not been funded. He stated that once the audit has been completed in November, any additional funds will go toward financing the supplemental items. He referred to the FY23-24 budget report that was provided to the board and stated that the budget was approved with the numbers discussed and approved by the trustees in a previous meeting. The library is up about \$250,000 from the FY22-23 budget. Chairperson Rogers noted that she is concerned with the library material budget and that it is still under what was budgeted in previous fiscal years. She stated that any additional funding that comes in to the library needs to go toward library material; both physical and digital as they are now separate line items.

MOTION/VOTE:

Trustee Theresa DeGraffenreid made a motion to approve the FY 23-24 library budget. Vice Chairperson Doughty made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**8. DISCUSSION ON THE EVALUATION PROCESS FOR LIBRARY DIRECTOR TIMOTHY DEGHELDER WHICH WILL TAKE PLACE IN MAY.**

Chairperson Rogers noted that the evaluation form that was provided in the packet is not the same form used for the previous director. Trustee Conner commented that he had a problem with the form and that it is very subjective. Chairperson Rogers stated that the form that was previously used was more comprehensive and she explained the process that was taken while completing the form during the last evaluation. There was concern about approving the evaluation form that was provided to the board at this meeting as Tim's evaluation is taking place at next month's board meeting. It was agreed the board recess while Veronica looks for the form previously used that Chairperson Rogers is speaking of.

The meeting recessed at 10:28 A.M.

The meeting resumed at 10:37 A.M.

Veronica located the previous evaluation form and handed it out to the trustees. Chairperson Rogers confirmed that this was the correct form. The board agreed that this form is much better and more comprehensive than the form the county uses. Trustee Conner commented that it would be preferable that Tim set some goals with the board's approval and when he meets those goals the board will evaluate him on those goals. If Tim accomplishes the goals that he set the board will reset the goal or reevaluate the goal into something different. Director DeGhelder stated that he will provide the board with the goals that were set forth when he was hired for this position and the progress that he has made in accomplishing those goals. He noted that he will have this information ready for the board two weeks prior to the next board meeting and then the board can make comments on the evaluation form, with scores, and then discuss with Tim during his evaluation in May.

**MOTION/VOTE:**

Trustee Conner made a motion that the board use the current form that has been distributed as of today, the director's annual performance evaluation for the board's evaluation of Tim's performance to date, versus the one that the county has provided to the board. Trustee Estee made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**9. DISCUSSION ON THE STATUS OF STAFFING LEVELS, INCLUDING AN UPDATE ON THE ASSISTANT LIBRARY DIRECTOR POSITION AND RECRUITMENT TO FILL TWO VACANT POSITIONS: LAKE TAHOE LIBRARY TECHNICIAN AND ACQUISITIONS LIBRARIAN.**

Director DeGhelder stated that the library conducted interviews for the Lake Tahoe position and made an offer of employment and the offer was accepted. He noted that this person has an IT background. The acquisitions librarian position posting has been extended until May 1<sup>st</sup> in hopes of getting more qualified applicants with a masters in library science. Tim stated that he needs to meet with human resources to work on the job description verbiage for the assistant library director position. When that is complete it will be submitted to the commissioners for approval. If the commissioners approve the library will move forward with interviews and if it is not approved the library will continue to run as it is currently.

**10. DISCUSSION AND UPDATE ON THE STATUS OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES, INCLUDING THE ROLE OF LIBRARY BOARD TRUSTEES.**

Chairperson Rogers asked the new trustees if they have completed the training. It was noted that Trustee Conner is the only one who has completed the training. Chairperson Rogers reminded the board that this board is a governing board and they have the fiduciary responsibility for the overall maintenance of the library and the management and how it runs. She advised the board that it is important to read the trustees manual, particularly the policies and the bylaws. In

regards to agenda setting, Chairperson Rogers stated that if a board member wants something placed on the agenda they are to go to Tim or the board chair. Cynthea does not place items on the agenda but provides legal advice on how the agenda is set. Chairperson Rogers noted that the external communication policy states that the chair of the board is the official spokesperson for the Library Board of Trustees and the library director is the official spokesperson for the library. If a trustee other than the chair or library director is approached to make a statement in regards to the library or board, referral is to be made to the chair or library director. She also noted that Tim is responsible for the staff and if a trustee would like assistance from a staff member that is out of their assigned job responsibilities, they are to go to Tim first. Chairperson Rogers reminded the board that the trustees are to follow all county policies as well. As in a previous meeting the new trustees were to complete the state library's online training within 90 days and it was determined that the trustees who have not completed the training will do so within the next thirty days.

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

## **11. 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 informed the board that he and the supervisors created an "introduction to the library video series" and he will be sending a link to the trustees and the commissioners. In this video members will hear what supervisors and the director do and how those responsibilities work in the library's day to day successes. Members will also receive a tour of the library's website and a tutorial on how the library's digital material is checked-out. Vice Chairperson Doughty noted that once the trustees receive the link an action item will be put on the agenda before the link is available to the public.

## **12. CLOSING PUBLIC COMMENTS.**

Chairperson Rogers announced that this will be her last meeting because she is moving. She commented that she has enjoyed the years she has worked with the library and watching it thrive.

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

**MEETING ADJOURNED AT 11:18 A.M.**

## Library Director Report- April 2023

I have been working with the Friends of the Library to help them setup a PayPal account so they can take credit cards at the book sale. We have tested it and the deposit went straight into the FOL bank account.

FOL May Book Sale- this event takes four days to complete. Thursday to Sunday. The FOL might be reaching out to you- to see if you want to get involved and show support in this event.

Gala Planning- we had a planning meeting on 4/19/2023. We are solid on dates/times and cost. We are now working on brochures, online ticket sales, auction items and event volunteers. We meet with Larry Wilson our magician on May 10<sup>th</sup>. We hope to start ticket sales on June 1<sup>st</sup>.

Tiny Free Libraries- two set to go. We have one setup at C.C. Meneley Elementary School and the other in Mr. Bubbles Laundromat

Candy Dance- I will start making candy with the volunteer groups in July.

Rotary Golf Tournament coming up Saturday, May 20<sup>th</sup> in Genoa. All day event.

The library purchased some new promotional items for outreach events. This allows us to give away a small item with library marketing information.

Book Sale- I will be working Thursday to Sunday to help with whatever is needed.

Interviews for Lake Location- April 20. We will have spent all day interviewing candidates in person.

Had to extend the librarian position until May 1<sup>st</sup>. (We only received four applications that had the MLS degree.) We will see how many qualified candidates we have to look at for the position.

Summer Reading- All Together Now- Planning. Official Start Date- June 19<sup>th</sup>.

We will do something special for the Washoe Tribe. They have summer school for language. We might do something with them in September.

Paint your puzzle piece- Library Staff- Friends of the Library- Library Board or Trustees will be working together to paint a puzzle piece for a sample collage for Summer Reading. (I primed 10 full puzzles. 35 pieces per puzzle for 350 pieces)

Working with HR on specifics on the Assistant Library Director. They will help with the job description and salary requirements. It will then have to have BOCC approval.

Star Wars- May the 4<sup>th</sup> coming up. We will be celebrating all things Star Wars.

April 20<sup>th</sup> we attended a county wide business expo. I want to let our customers know about library programs. We will be marketing electronic books and showing people how to sign on. We will also focus on Homebound book delivery.

April 27<sup>th</sup> Volunteer Expo. We will promote volunteer opportunities with the library district and FOL. We will also promote- Book Sale, Summer Reading and our GALA.

We have a light duty temp worker from another department. She will be helping with special projects and other duties as assigned.

I went to Carson City for the Leadership Class and learned about state government. This was very informative and I enjoyed learning about each branch of state government.

Holly will be attending another Health Fair event on April 27<sup>th</sup>

The library will be contacting local painting companies to see about getting the Minden branch painted in August or September.



**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2022-2023**

	Fiscal Year-to-Date				February 2023				March 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
<b>Circulation</b>												
Items Checked Out/Renewed	100,261	5,833	1,953	108,047	10,171	526	229	10,926	11,047	593	252	11,892
eCheckouts				41,132				4,412				4,626
New Cards Issued	810	115	37	962	85	5	5	95	78	12	4	94
Patrons*	251,936	23,655	2,511	278,102	27,487	3,413	371	31,271	27,492	3,420	372	31,284
Library Visits	43,405	9,895	1,440	54,740	4,374	815	293	5,482	5,135	638	227	6,000
Tahoe Lobby Visits				7,140				892				1,032
Curb-side Service Pick-ups	34	-	-	34	3			3	1	-	-	1
Bookmobile Stops				170				18				13
Inventory *	998,622	199,606	14,739	1,212,967	101,874	28,542	2,107	132,523	101,770	28,397	2,113	132,280
Interlibrary Loans Requested	591	43	50	684	71	11	4	86	53	13	4	70
Interlibrary Loans Loaned	270	26	5	301	23	1	-	24	29	2	1	32
Homebound Patrons *	16	-	-	15	15	-	-	15	15	-	-	15
Homebound Checkouts	694	-	-	694	52	-	-	52	71	-	-	71
Database Sessions				23,729				5,000				4,048
<b>Services</b>												
Meeting Room Use	334	35	-	369	45	2	-	47	34	1	-	35
Meeting Room Attendance	2,672	412	-	3,084	360	10	-	370	272	5	-	277
Kids' Programs	194	74	-	268	19	8	-	27	17	9	-	26
Kids' Program Attendance	3,552	402	-	3,954	406	17	-	423	252	13	-	265
Teen Programs	127	23	-	150	11	2	-	13	8	3	-	11
Teen Program Attendance	385	16	-	401	42	4	-	46	26	-	-	26
Adult Programs	83	33	-	116	8	7	-	15	8	2	-	10
Adult Program Attendance	676	128	-	804	64	17	-	81	62	9	-	71
Total Programs	404	130	-	534	38	17	-	55	33	14	-	47
Total Program Attendance	4,613	546	-	5,159	512	38	-	550	340	22	-	362
Outreach	50	10	-	60	3	2	-	5	5	-	-	5
Public Computer Use	3,765	135	-	901	378	15		393	322	20		342
ADA-pc Use	96	5	-	27	4	1		5	2	2		4
Wireless Use	19,272	2,536	-	5,038	1,987	187	-	2,174	1,651	165	-	1,816



## Circulation by Collection

March 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	496	19	0
Adult Biography	78	3	0
Adult CD Non-Fiction	54	1	0
Adult DVD	976	46	14
Adult Fiction	3113	120	20
Adult Launchpad	2	0	0
Adult Magazines	118	7	0
Adult Music	80	3	0
Adult Non-Fiction	1130	106	9
Adult Spanish	4	NA	0
Children's Audiobook	155	10	11
Children's Biography	23	0	0
Children's DVD	185	17	3
Children's Fiction	776	49	60
Children's Launchpad	16	6	0
Children's Magazines	5	0	0
Children's Music	30	0	0
Children's Non-Fiction	828	39	29
Children's Oversize	6	2	0
Children's Spanish	9	1	0
Easy Reader	483	16	41
Equipment	17	0	0
Exam Books	2	0	0
Large Print	702	11	17
Mobile Devices	7	0	1
Nevada	14	0	0
Picture Books	1453	119	37
Video Games	9	0	0
Young Adult	171	12	1
Graphic Novels	101	6	7
Young Adult Launchpad	4	0	0
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	1017	<b>Movie</b>	145
Adult Non-Fiction	184	Adult Non-Fiction	23
Adult Fiction	709	Adult Fiction	99
Juv Non-Fiction	3	Juv Non-Fiction	4
Juv Fiction	121	Juv Fiction	19
<b>eBook</b>	467	<b>Television</b>	152
Adult Non-Fiction	117	Adult Non-Fiction	16
Adult Fiction	280	Adult Fiction	126
Juv Non-Fiction	12	Juv Non-Fiction	2
Juv Fiction	58	Juv Fiction	8
<b>Comics</b>	47	<b>Music</b>	69
Adult Non-Fiction	0	Adult	61
Adult Fiction	12	Juv	8
Juv Non-Fiction	5		
Juv Fiction	30	<b>Total Circulation</b>	1,898

### Overdrive/Libby

eAudiobook	712
eBook	721
Magazines	94
Adult	1,295
Juv	78
Young Adult	60
<b>Total Circulation</b>	1,527