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APPROVED 8/22/2023
LIBRARY BOARD OF TRUSTEES MINUTES
July 25, 2023

ATTENDEES

Library Board Members: Chairperson Starla Doughty, Vice Chairperson Robert Conner, Trustees Theresa DeGraffenreid, Jimayne Merkow

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

Absent: Trustee Kimberly Estee

THE MEETING CONVENED AT 10:00 A.M.

1. PUBLIC COMMENTS.

Chairperson Starla Doughty asked for public comment.

Library Director Timothy DeGhelder informed the board that County Manager Jenifer Davidson is in a meeting until 10:20 A.M. and will be arriving soon after.

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

2. DISCUSSION ON APPROVAL OF THE AGENDA.

MOTION/VOTE:

Vice Chairperson Robert Conner made a motion to approve the agenda. Trustee Jimayne Merkow 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 JUNE 27, 2023
REGULAR MEETING.**

MOTION/VOTE:

Trustee Merkow made a motion to approve the minutes of the June 27, 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. June 2023

ii. July 2023

Gift Fund Claims
June / July 2023

*Swank Movie Licensing	Movie license for DLT (7/1/23-4/30/24)	04413	\$ 370.83
*Swank Movie Licensing	Movie license for DCL (7/1/23-6/30/24)	04482	\$ 1,438.00
*ABE Printing & Copy	Flyers for READING Paws and SRP to give to the schools	04485	\$ 658.00
*Amazon	DLT SRP prizes	04494	\$ 70.98
Scholastic Inc	Library material from Dollar General funding	04499	\$ 1,751.32
*DoCo Procurement Program	Items and prize baskets for SRP; Refreshments for The Council; Souvenir license plates for FOL Gala	3849	\$ 344.17
*DoCo Procurement Program	Grand prizes and toys and decorations for SRP	8543	\$ 159.94
*DoCo Procurement Program	Gift cards and teen prizes for SRP; Items for the Summer Reading Kick-off; Program reading kits; items for storytime	5774	\$ 549.75
Amazon	Items for Science Club from Dollar General funding	04506	\$ 38.25
*Town of Minden	CVIC Hall rental for SRP finale	04507	\$ 50.00
*Petty Cash	DLT Summer Reading grand prizes	04510	\$ 27.00
Amazon	3D printer supplies from grant funds	04519	\$ 214.77

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to approve the consent calendar. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

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

a. 6/30/2023

Referring to the budget performance report, Chairperson Doughty asked if this is the final budget for fiscal year 22-23 and Director DeGhelder answered no and that more expenses will come in for items received before July 1st. Tim noted that the acquisitions librarian will be starting July 31st and that there are currently page positions open. When asked about the progress of opening an assistant library director position, Tim stated that he created a new salary structure along with an updated job description and submitted to Human Resources but he has yet to hear back. Human Resources has been busy with negotiations. He noted that the salary savings from FY22-23 due to all the vacant positions will not affect the salary budget for the current fiscal year.

MOTION/VOTE:

There being no public comment, Trustee DeGraffenreid made a motion to approve the budget performance report. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE FRIENDS OF THE LIBRARY DONATION.

a. DONATION AWARD:

i. FRIENDS OF THE LIBRARY DONATION OF A STORAGE SHED VALUED AT APPROXIMATELY \$3,500. SHED WILL STORE USED BOOKS, AND OTHER LIBRARY MATERIALS/EQUIPMENT.

Director DeGhelder stated that the friends will be starting a quarterly book sale in the meeting room of the library and the books and other items that are donated to the library and the friends will need a place to be stored in preparation for the book sale. The shed will be all weather, 12 x 10 in size and shingled. He noted that the purchase of the shed will have to go to IRC so they are aware of the purchase as it may affect other departments as far as placement of the shed.

MOTION/VOTE:

There being no public comment, Trustee Conner made a motion to accept the donation of a storage shed valued at approximately \$3,500. Trustee Merkow made a second and the motion carried unanimously with a 4-0 vote.

7. PRESENTATION ON THE DOUGLAS COUNTY STRATEGIC PLAN AND THE PROCESS TO UPDATE THE PLAN BY JENIFER DAVIDSON, DOUGLAS COUNTY MANAGER, AND DISCUSSION ON HOW THE LIBRARY'S CURRENT STRATEGIC PLAN MIGHT ALIGN WITH DOUGLAS COUNTY'S OVERALL GOALS AND VISION.

This item to be moved to next month's meeting. The County Manager had a double booking and was unable to attend.

8. DISCUSSION ON ADOPTING A DOUGLAS COUNTY LIBRARY 3D-PRINTER POLICY.

Vanna Bells explained the process on how prints will be requested and the hierarchy in which staff will participate. She noted that the person who is requesting a print must have a library card and in good standing with the library. They must be over 13 years old and will submit their request using Google forms. She stated that there will be an instruction video with written instructions to provide guidance to those who request a print. Completed prints can only be picked up at the lake branch or Minden and prints are paid for at the time of pick up. Vanna explained that if there is a power outage or some other reason the print may fail, patrons do not have to pay for the print. The library is treating the prints like an item in the catalog. Tim stated that the library would like to put a policy in place now so that the 3D printer can be introduced to the public in September.

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to approve the 3D printer policy. Trustee DeGraffenreid made a second and the motion carried unanimously with a 4-0 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.

Chairperson Doughty called for a recess at 10:45 A.M. as the board waits for the county manager to arrive.

The meeting reconvened at 11:07 A.M. and Deputy District Attorney Cynthea Gregory informed the board that the county manager would not be able to attend the meeting. Refer to agenda item 7.

10. CLOSING PUBLIC COMMENTS.

Chairperson Doughty asked for public comment.

There being no public comment, public comment was closed.

MEETING ADJOURNED AT 11:08 A.M.

Douglas County Director Report- July 2023

Out of town- Aug 10-14 (emergency contacts) during hours 775-782-5754 ask for supervisor on duty. I will forward my emails and texts if needed.

Food Closet- Tiny Free Library. They are ready for a second refill. We started by giving them cookbooks and some adult novels. The materials lasted for about six weeks. They have two book carts in their training room.

Summer Reading- We are working very hard. We finish up in mid-August and then we are doing back to school.

Training Schedule- I have more than six listed.

- August- Every Child Ready to Read
- September- Marketing
- October- First Aid, CPR & Naloxone Training
- November –Included in the staff meeting- Fire training with the fire department
- January – Reader’s Advisory with Becky Spratford (digital on zoom for a few hours)
- March- Strength Finders (hoping to get some help from the Chambers on this one)
- May- Active Shooter Training
- July – Mental health issues

Grant writing seminar with the county resources- anytime
Crucial conversations- anytime on-line

Library Pages- we will be hiring two library pages in August. Our new acquisitions librarian starts on July 31.

Magic Show- We had over 100 people enjoy Spellbinders magic show. These are the types of activities we want to focus on in the future. Holly is working on a teen author talk for that age group.

SCORE- business class. We had our first partnership with SCORE on July 15th. We had small attendance, but it was a successful partnership. I plan on working with SCORE for our marketing training with staff.

Teen Room- Update- Our new tables and chairs have been put together. Our new desk and shelves have been ordered. The camera system is updated. We will probably install a new glass door. Then we will paint and install curtains. Working on new gaming system with mounted large screen. Looking at PC for student work.

Tiny Art Show- We have given out half of the puzzle boxes. If we have a lot left, I am thinking of extending this program.

Gala Update- We are getting silent auction items. We are working on table decorations. We have a credit card machine (FOL). Now we need ticket sales.

Checked out- VR job training at high school. We actually checked out all of our units. (18 of them)

Book Sale- update- Our first quarterly book sale will be August 18 and 19th. We will get our storage unit back to zero after the sale.

Carson City Library Tour- I am touring this library system on July 20th. I want to meet the library director and learn about a few things they are doing.

Leadership Douglas County- It was government services month at leadership. It was nice to tour and meet some people that keep things going.

Branch Painting- we will work on getting bids for October. We will get three bids.

In a future meeting- September I would like to look at policy on area sponsorships in the library. I would like to get a sponsor for the new teen room. The community center has many sponsors.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

	Fiscal Year-to-Date				May 2023				June 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	132,944	8,030	2,815	143,789	10,562	604	263	11,429	11,023	1,011	259	12,293
eCheckouts				55,883				5,435				4,589
New Cards Issued	1,059	165	65	1,289	77	20	10	107	91	19	12	122
Patrons*	334,873	34,004	3,677	309,475	27,641	3,450	388	31,479	27,731	3,469	400	31,600
Library Visits	58,617	13,963	2,239	74,819	4,803	1,466	305	6,574	5,174	1,566	227	6,967
Tahoe Lobby Visits				7,140				3,612				4,870
Curbside Service Pick-ups	36	-	-	36	-	-	-	-	1	-	-	1
Bookmobile Stops				243				24				24
Inventory *	1,304,886	285,085	21,160	1,346,327	102,057	28,489	2,147	132,693	102,432	28,539	2,140	133,111
Interlibrary Loans Requested	807	65	65	937	66	10	9	85	72	7	3	82
Interlibrary Loans Loaned	354	33	5	392	43	3	-	46	25	-	-	25
Homebound Patrons *	17	-	-	17	16			16	16			16
Homebound Checkouts	890	-	-	890	63			63	65			65
Database Sessions				31,876				3,573				1,802
Services												
Meeting Room Use	479	41	-	520	48	2	-	50	52	2		54
Meeting Room Attendance	3,832	456	-	4,288	384	22	-	406	416	2		418
Kids' Programs	275	107	-	382	32	13	-	45	24	12		36
Kids' Program Attendance	4,830	591	-	5,421	443	64	-	507	463	109		572
Teen Programs	164	28	-	192	12	1	-	13	13	3		16
Teen Program Attendance	552	29	-	581	65	-	-	65	53	13		66
Adult Programs	112	48	-	160	9	4	-	13	11	6		17
Adult Program Attendance	938	179	-	1,117	69	9	-	78	96	17		113
Total Programs	551	183	-	734	53	18	-	71	48	21		69
Total Program Attendance	6,320	799	-	7,119	577	74	-	651	612	139		751
Outreach	69	10	-	79	7	-	-	7	7	-		7
Public Computer Use	4,815	135	-	901	333	32	-	365	350	28		378
ADA-pc Use	153	5	-	27	19	5	-	24	15	3		18
Wireless Use	25,537	3,030	-	5,038	2,234	161	-	2,395	2,197	172		2,369

Circulation by Collection

June 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	496	16	0
Adult Biography	69	9	0
Adult CD Non-Fiction	44	2	0
Adult DVD	858	33	52
Adult Fiction	2905	192	32
Adult Launchpad	2	0	1
Adult Magazines	143	20	0
Adult Music	109	9	2
Adult Non-Fiction	821	76	20
Adult Spanish	2	NA	0
Children's Audiobook	138	13	5
Children's Biography	25	0	2
Children's DVD	258	8	6
Children's Fiction	932	134	35
Children's Launchpad	16	4	0
Children's Magazines	8	2	0
Children's Music	13	0	0
Children's Non-Fiction	791	87	31
Children's Oversize	4	1	0
Children's Spanish	5	6	0
Easy Reader	593	28	26
Equipment	22	6	0
Exam Books	2	0	0
Large Print	702	13	5
Mobile Devices	10	0	0
Nevada	21	2	0
Picture Books	1633	266	14
Video Games	16	0	0
Young Adult	232	83	7
Graphic Novels	140	1	21
Young Adult Launchpad	5	0	0
Young Adult Magazines	6	0	0

Hoopla

eAudiobook	1010	Movie	126
Adult Non-Fiction	183	Adult Non-Fiction	15
Adult Fiction	706	Adult Fiction	88
Juv Non-Fiction	5	Juv Non-Fiction	4
Juv Fiction	116	Juv Fiction	19
eBook	462	Television	96
Adult Non-Fiction	120	Adult Non-Fiction	23
Adult Fiction	253	Adult Fiction	69
Juv Non-Fiction	29	Juv Non-Fiction	2
Juv Fiction	60	Juv Fiction	2
Comics	48	Music	33
Adult Non-Fiction	1	Adult	32
Adult Fiction	24	Juv	1
Juv Non-Fiction	2		
Juv Fiction	21	Total Circulation	1,779

Overdrive/Libby

eAudiobook	839
eBook	713
Magazines	108
Adult	1,376
Juv	108
Young Adult	68
Total Circulation	1,660