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**APPROVED 9/26/2023**  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**August 22, 2023**

**ATTENDEES**

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

**THE MEETING CONVENED AT 10:04 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Starla Doughty asked for public comment.

There being no public comment, public comment was closed.

**2. DISCUSSION ON APPROVAL OF THE AGENDA.**

MOTION/VOTE:

There being no public comment, Vice Chairperson Robert Conner made a motion to approve the agenda. Trustee Jimayne Merkow made a second and the motion carried unanimously with a 3-0 vote.

NOTE: With the absence of Trustees Kimberly Estee and Theresa DeGraffenreid and a quorum of three board members present, a unanimous vote will be 3-0.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE JULY 25, 2023  
REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to approve the minutes of the July 25, 2023 regular meeting. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

**i. July 2023**

**ii. August 2023**

Gift Fund Claims July / August 2023			
*Amazon	Supplies for Tween Art program	04524	\$ 100.82
Amazon	Monitor for 3D printer	04526	\$ 149.99
Amazon	Items for Bilingual Storytime from Dollar General funding	04529	\$ 116.30
Amazon	3D printer supplies from grant funds	04542	\$ 43.98
Amazon	Sign for “The Nook” manga area	04544	\$ 86.96
*DoCo Procurement Program	Items for Tea Party and Reading FURends	8543	\$ 175.15
*DoCo Procurement Program	Gift cards for Employee Recognition; items for Adult Crafters’	3849	\$ 85.26
*DoCo Procurement Program	Shipping costs for new library program material	5774	\$ 7.15
*Funding/partial funding by Friends of the Library			

MOTION/VOTE:

There being no public comment, Trustee Merkow made a motion to approve the consent calendar. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

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

**a. 7/31/2023**

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

Referring to the budget performance report, Vice Chairperson Conner noted that the office supplies line item seems high at 46%. Director DeGhelder explained that at the beginning of the new fiscal year the library stocks up on office supplies, such as copy paper, ink cartridges and maintenance supplies which quickly takes up the budget for that line item. Trustee

Merkow noted that the small projects line item is over budget and Tim stated that he will bring back to the board what was expensed using those funds.

MOTION/VOTE:

Trustee Merkow made a motion to approve the budget performance report. Vice Chairperson Conner made a second and the motion carried unanimously with a 3-0 vote.

**6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE DOLLY PARTON'S IMAGINATION LIBRARY.**

**a. GRANT AWARD:**

**i. ACCEPTANCE OF THE DOLLY PARTON'S IMAGINATION LIBRARY BOOK-GIFTING PROGRAM AND AGREEING TO COOPERATE WITH THE UNITED WAY TO CHAMPION THE PROGRAM WITHIN DOUGLAS COUNTY.**

Director DeGhelder stated that the United Way donated several books to the library for the Summer Reading Program and after receiving a positive report from Holly on how the books supported and benefitted the community, they reached out to Tim to see if they could partner with the library for the Dolly Parton Imagination Library. This is a book gifting program that with sign-ups from birth to five years old, children will receive a free book in the mail. Tim explained that by accepting the grant the board is approving the library to reach out to the preschools in Douglas County, supply information kits about the program and encourage parents to sign-up to receive free books for their children. The United Way will be funding the program and the library will do the outreach to make the program successful.

MOTION/VOTE:

There being no public comment, Vice Chairperson Conner made a motion to accept the offer from the United Way to support the Dolly Parton Imagination Library book gifting program with the library. Trustee Merkow made a second and the motion carried unanimously with a 3-0 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 ALIGNS WITH DOUGLAS COUNTY'S OVERALL GOALS AND VISION.**

County Manager Jenifer Davidson presented the board with the county's strategic plan objectives and discussed how the county's goals and objectives might align with the library's strategic objectives. She reviewed the six major objectives that the county has identified and asked that the board provide feedback on each objective as it relates to the library's strategic goals. She will share this feedback with the county commissioners. The six objectives that were identified are: Organizational Sustainability, Safe Community, Financial Stability, Infrastructure, Natural Resources, Culture, QOL, and Economic Vitality. She stated that some of the feedback the county received from their last strategic plan was that there wasn't enough public input and enough stakeholder engagement. She commented that because the library is so well ad versed in

reaching the community of all social and ethnic backgrounds and all age groups that she hoped with the board's permission the library would assist the county by encouraging patrons to participate in the strategic planning process. She asked that the library share information on the survey the county will provide and assist patrons in utilizing the computers to take the survey and also share information on the county's public workshops and employ library events to share information. To conclude her presentation, she stated that all the feedback she received from the board will be brought to the county commissioners and noted that the more information the county commissioners have, the better off the decisions are going to be.

## **8. DISCUSSION AND UPDATE ON THE STATUS OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES.**

Chairperson Doughty noted that the two trustees who were left to complete the training were absent from this meeting and will move to discuss at the next meeting.

## **9. DISCUSSION ON THE PROGRESS OF THE OBJECTIVES, GOALS, AND ACHIEVEMENTS ESTABLISHED FOR CALENDAR YEAR 2023 PER THE LIBRARY'S STRATEGIC PLAN; AND ESTABLISHING OBJECTIVES AND GOALS FOR CALENDAR YEAR 2024.**

Chairperson Doughty went through the goals established for 2023 and what may need to rollover into and continue through 2024.

### FI Goal No. 1

Holly stated that the teen space is 90% complete and depending on when the interior painting will be done the room should be complete in December. Chairperson Doughty asked if the library needs to roll this goal over into 2024 and it was agreed the board would revisit this goal in October when the goals need to be in place.

### FI Goal No. 2

Chairperson Doughty stated that she didn't think this was an attainable goal at this point and that the funding to accomplish this goal can be better used. Director DeGhelder noted that he would like to keep this as part of the strategic plan and see how it aligns with the county's strategic plan for both branches. Chairperson Doughty stated that the board can discuss this at the next board meeting when all of the trustees are present.

### OPRS Goal No. 1

Holly noted that staff is still examining ways to expand participation in the Summer Reading Program. Some of the things that staff has discussed is to start planning as early as next month and by December have something in place. She stated that the library will find a larger venue for the performances as participation is exceeding capacity at the current location. Summer Reading will extend to the tribes next year as well which will increase participation. Laura stated that she will be focusing on adding more adult programs and promoting programs that will benefit new adults. Chairperson Doughty noted that this goal can be discussed further at the next meeting.

### COE Goal No. 1

Tim noted that in September library staff will be doing training on marketing with SCORE. He encouraged the trustees to attend this training as well.

### COE Goal No. 2

Chairperson Doughty stated that this is a challenging goal and sees that staff has already begun the groundwork. This goal will carry over into 2024. Holly noted that there is a new outreach person at Dresslerville. She is working with this person to expand outreach to adults as well as the children the library has already reached. The bookmobile will continue its visits at this location. The library is looking to have a tribe leader visit the library and give a presentation. Vanna stated that last year she attended South Lake Tahoe's second annual multicultural celebration and noted that there are a lot of tribes at the lake that the library wants to reach out to. She commented that the library will continue to research other cities and libraries to see what they are doing within the tribal community.

### COE Goal No. 3

Chairperson Doughty noted that the library has already done some amazing things and has had some wonderful events that she has attended. People have been very excited with what the library is doing for the community. She stated that this will be revisited at the next meeting and that in October the board will finalize these goals.

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

## **10. DISCUSSION AND UPDATE ON THE NEW TEEN ROOM, INCLUDING BUT NOT LIMITED TO SUPERVISION, LAYOUT, EQUIPMENT, AND APPLICABILITY OF THE LIBRARY'S PATRON CONDUCT POLICY.**

In regards to a letter the board received from a concerned patron about the teen room, Director DeGhelder explained that based on the location of the teen room staff can see who goes in the room at all times. There is a camera in the teen room and the door, which is being replaced with a tempered glass door, is open at all times except when there is a program and at least one staff member will be in the room during that time. Chairperson Doughty noted that although the letter was addressed to the board it was appropriate to ask Tim to reply as he manages the day to day operations of the library. She stated that Tim answered all the questions very graciously but he has yet to receive a response back after explaining the layout of the room and how it works. Holly noted that the majority of patrons who see the teen room are excited about it and ever since the library created the teen room the library has seen an increase in literacy and positive social outcomes and circulation has more than doubled. The room is meant to be a safe place where teens can come to enjoy a video game, have snacks, do their homework and communicate with other teens. Trustee Merkow asked about the sanitation process for the room and Holly stated that the library will spray the room with sanitizer every week and will take the pillows and weighted blankets to the cleaner once a month.

## **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.

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

Chairperson Doughty asked for public comment.

Holly Traxler commented that she is excited about the bilingual storytime and the young author meet and greet that is upcoming. Vanna Bells stated the 3D printer will launch in September. She reminded the board that the Tiny Art Show reception is on September 13<sup>th</sup> at the lake and September 15<sup>th</sup> in Minden.

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

**MEETING ADJOURNED AT 12:06 P.M.**

## Director Report- August 2024

Friends of the Library- purchased a shed. (10x10 Tuff Shed-same as our current shed behind the library) Hoping for installation late September.

Boy Scouts- will be helping with shed base, painting and pathways for the shed.

Economic Development Day for Leadership Douglas County. Toured companies that are unique for Douglas County.

Douglas County working on strategic plan. Open meetings start August 24<sup>th</sup>

The county wants public input for this meeting. Our goal is to present the current library strategic plan so our goals can be recognized for overall county goals.

Dolly Parton's Imagination Library- coming to September 9<sup>th</sup> story time. Kickoff celebration. The United Way of Northern Nevada is supporting this program. They want library systems to help with signups.

Friends of the Library- Book Sale (with credit card machine) Two day event. We are going to try and promote the Gala during the book sale. The FOL have been working hard on this program. We will have another sale in November.

Very busy at the Lake- tennis tournament. The annual tennis tournament was held in August. Our customer count for the lobby use and library use were up for one week.

Traffic Light construction is being done for the Lake Branch library. Hopefully the traffic light will be installed by September 2023.

Staff are getting trained on 3-D printing when they work a shift at the Lake location. We still plan on giving access to the public in September.

Page Interviews- We need to fill three page positions in August. We will do the interviews and then wait for background checks. This is still taking six weeks.

Staff prepping carts for volunteers. During the hiring period for the new pages, staff will be helping our volunteers get materials back on the shelves.

Every Child Ready to Read- training for staff will be in August. All staff will attend and understand the bigger picture for serving children and parents.

Working on painting bids. We will gather painting bids in August for the library board to choose during our September meeting.

I went to a deck open house up at the lake area. This was a possible Gala fund-raising option. The committee did not choose this project to be funded. I still want to gather more information about adding a reading deck to the Lake location. This process will start with a deck design and a cost estimate. We do not have to commit to contracts to get this information. Free bid and cost estimate.

I toured Carson City Library. They have some interesting things happening at their library. They have a legal kiosk and a large maker station area.



Nevada Library Association conference in Carson City- November 6 & 7. Libraries from across the state will present on new ideas for libraries and staff. My goal is to send professional staff to this since it is close.

Summer Reading update- we gave away a lot of books and prizes. (Holly will have numbers) We exceeded our 5% increase goal.

Getting more money for Reading Paws program. (Kiwanis Club) This will be on the September agenda.

Business expo conference- Leadership September 27<sup>th</sup>. Leadership is going to pay for my ticket to learn more about economic development in Nevada.

Solar glasses will be ordered in case we want to do programming for the eclipse.

Baker-Tilly reclassifying job positions- this is affecting our Assistant Director position. They want to rework all of the current positions before the county adds new ones.

Part of strategic plan- departments working together (community center and 4H club want to look at our full year of programming and look for partnerships.

**Circulation by Collection**  
 July 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	520	18	1
Adult Biography	63	5	0
Adult CD Non-Fiction	37	1	0
Adult DVD	857	22	22
Adult Fiction	3,139	162	49
Adult Launchpad	7	0	2
Adult Magazines	138	8	0
Adult Music	78	4	1
Adult Non-Fiction	912	72	10
Adult Spanish	6	NA	0
Children's Audiobook	191	26	3
Children's Biography	26	0	0
Children's DVD	303	28	3
Children's Fiction	1175	157	29
Children's Launchpad	27	2	0
Children's Magazines	4	2	0
Children's Music	16	0	0
Children's Non-Fiction	1037	83	14
Children's Oversize	9	3	0
Children's Spanish	10	2	0
Easy Reader	670	36	29
Equipment	14	9	0
Exam Books	1	0	0
Large Print	727	6	2
Mobile Devices	4	0	1
Nevada	32	2	0
Picture Books	1570	271	43
Video Games	4	0	0
Young Adult	223	34	3
Manga	125	0	4
Graphic Novels	66	0	0
Young Adult Launchpad	3	0	1
Young Adult Magazines	0	0	0

**Hoopla**

<b>eAudiobook</b>	1023	<b>Movie</b>	96	<b>Bingepasses</b>	17
Adult Non-Fiction	183	Adult Non-Fiction	15	Adult Non-Fiction	2
Adult Fiction	719	Adult Fiction	65	Adult Fiction	15
Juv Non-Fiction	8	Juv Non-Fiction	2	Juv Non-Fiction	0
Juv Fiction	113	Juv Fiction	14	Juv Fiction	0
<b>eBook</b>	442	<b>Television</b>	122		
Adult Non-Fiction	86	Adult Non-Fiction	9		
Adult Fiction	276	Adult Fiction	104		
Juv Non-Fiction	19	Juv Non-Fiction	0		
Juv Fiction	61	Juv Fiction	9		
<b>Comics</b>	44	<b>Music</b>	30		
Adult Non-Fiction	0	Adult	28		
Adult Fiction	24	Juv	2		
Juv Non-Fiction	6				
Juv Fiction	14	<b>Total Circulation</b>	1,774		

**Overdrive/Libby**

eAudiobook	865
eBook	747
Magazines	110
Adult	1,416
Juv	145
Young Adult	51
<b>Total Circulation</b>	1,722

**DOUGLAS COUNTY PUBLIC LIBRARY**  
**Statistical Report**  
**FY 2023-2024**

Circulation	Fiscal Year-to-Date				June 2023				July 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	11,994	951	217	13,162					11,994	951	217	13,162
eCheckouts				4,867								4,867
New Cards Issued	104	11	7	122					104	11	7	122
Patrons*	27,831	3,482	3,677	309,475					27,831	3,482	408	309,475
Library Visits	5,125	1,443	114	6,682					5,125	1,443	114	6,682
Tahoe Lobby Visits				5,010								5,010
Curbside Service Pick-ups	8	-	-	8					8	-		8
Bookmobile Stops				21								21
Inventory *	102,952	28,820	2,140	133,912					102,952	28,820	2,140	133,912
Interlibrary Loans Requested	72	8	9	89					72	8	9	89
Interlibrary Loans Loaned	34	4	1	39					34	4	1	39
Homebound Patrons *	16	-	-	16					16			16
Homebound Checkouts	55	-	-	55					55			55
Database Sessions				1,466								1,466
<b>Services</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>	<b>Minden</b>	<b>Tahoe</b>	<b>Bkmobile</b>	<b>Total</b>
Meeting Room Use	43	1	-	44					43	1	-	44
Meeting Room Attendance	344	20	-	364					344	20	-	364
Kids' Programs	19	13	-	32					19	13		32
Kids' Program Attendance	325	75	-	400					325	75		400
Teen Programs	13	2	-	15					13	2		15
Teen Program Attendance	82	1	-	83					82	1		83
Adult Programs	9	6	-	15					9	6		15
Adult Program Attendance	61	11	-	72					61	11		72
Total Programs	41	21	-	62					41	21		62
Total Program Attendance	468	87	-	555					468	87		555
Outreach	3	-	-	3					3	-		3
Public Computer Use	350	43	-	393					350	43		393
ADA-pc Use	7	4	-	11					7	4		11
Wireless Use	2,444	279	-	2,723					2,444	279		2,723