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***APPROVED 11/28/2023***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**October 24, 2023**

**ATTENDEES**

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

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

**County Staff:** Deputy District Attorney A.J. Hames

**Absent:** Chairperson Starla Doughty; Library Director Timothy DeGhelder

**THE MEETING CONVENED AT 10:00 A.M.**

NOTE: In Chairperson Starla Doughty's absence, Vice Chairperson Robert Conner chaired the meeting.

**1. PUBLIC COMMENTS.**

Vice Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

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

**MOTION/VOTE:**

Trustee Theresa DeGraffenreid made a motion to approve the agenda. Trustee Jimayne Merkow made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

**3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE SEPTEMBER 26, 2023 REGULAR MEETING.**

MOTION/VOTE:

Trustee Merkow made a motion to approve the minutes of the September 26, 2023 regular meeting. Trustee DeGraffenreid made a second and the motion carried unanimously with a 3-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

**i. September 2023**

**ii. October 2023**

Gift Fund Claims September / October 2023			
*Amazon	Items for Pokemon & Japanese Clubs	04581	\$ 96.24
*Amazon	Supplies for Trick or Treat at the Library	04584	\$ 55.85
Amazon	3D Printer supplies	04585	\$ 42.84
Amazon	Technology items for 3D Printer	04586	\$ 346.89
*DoCo Procurement Program	Year-round holiday decorations; Refreshments for Tea Party	8543	\$ 416.64
*DoCo Procurement Program	Items for Tiny Art Show and Trick Or Treat at the Library	3849	\$ 802.47
DoCo Procurement Program	Sidewalk Tiny Free Library used with Donated funds	5774	\$ 389.00
Amazon	Halloween decorations for DLT	04592	\$ 53.96
*Amazon	Replacement 3D pens	04596	\$ 89.94
*Swank Movie Licensing	One-time showing movie license	04598	\$ 125.00

\*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

**a. 9/30/2023**

Vice Chairperson Conner asked for public comment. There was no public comment.

Vice Chairperson Conner noted that at the last board meeting there were a lot of questions in regards to some of the line items. Referring to the budget performance report he stated that the same line items that were discussed still have high percentages but as Tim mentioned the library will be getting the finals on the audit next month and the board can bring up questions then. Holly discussed items purchased for the Teen Room and where that fits into the budget and noted that only minor purchases need to be made to complete the Teen Room.

**6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT.**

**a. Grant Applications**

- i. Nourishing Minds Initiative – Estimated amount \$6,000**
- ii. Dollar General Literacy Foundation – Estimated amount up to \$10,000**

Laura explained that the Dollar General Literacy Foundation grant will be geared more toward seniors to help fund senior computer classes and more large print material to add to the collection. Holly noted that she has already applied for the Nourishing Minds Initiative grant because the deadline was before this meeting. She discussed this with Chairperson Doughty and she was given the approval to move forward. She is hoping to hear something back by December.

Vice Chairperson Conner asked for public comment.

Barb Wilson, president of the Friends of the Library commented that she is happy the library is writing grants and looking outside of the community. She noted that the Friends of the Library provided the library with a \$15,000 program grant and is hoping to do that again next year. When the library writes grants it expands what's available for programs because programs are not part of the budget that is funded. She commented that it is a good enhancement and is happy the library is doing that.

**MOTION/VOTE:**

Trustee Merkow made a motion to approve the grant applications. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 vote.

**7. DISCUSSION AND UPDATE ON THE FRIENDS OF THE LIBRARY OCTOBER 7, 2023 FUNDRAISING GALA PRESENTED BY BARB WILSON, PRESIDENT OF THE FRIENDS OF THE LIBRARY.**

Barb Wilson provided the board with a brief summary of how the gala came about and what the results were from the gala event. She presented the board with a draft financial report that shows

expenses made for the gala and what was fundraised at the gala. She noted that the fundraising goal was to raise \$10,200 and referring to the report they exceeded that goal. She explained that the money raised will go toward 16 movable stands for the book walk project at \$3,000, \$1,200 for bilingual books for the book walk project, two digital family game tables, one for each library, at \$1,000 each, and \$4,000 for 10 tiny free libraries. The remainder of the funds will go toward grant funding for library programs. Those at the table who attended the event stated that they really enjoyed the event and the activities surrounding it. Barb commented that she's gotten a lot of positive feedback from people who attended and from the gala volunteers, as well as constructive feedback that will be used to improve next year's gala which is scheduled for October 5, 2024.

**8. UPDATE AND REVIEW OF THE FIVE-YEAR STRATEGIC LONG-RANGE PLAN ANNUAL OBJECTIVES AND RESULTS, INCLUDING ESTABLISHING THE GOALS AND MILESTONES FOR THE UPCOMING CALENDAR YEAR.**

The board decided to table this agenda item until the November board meeting when all members are available.

MOTION/VOTE:

Trustee Merkow made a motion to move this agenda item to the November meeting. Trustee DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 3-0 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.

In Director DeGhelder's absence Laura Treinen, Vanna Bells and Holly Traxler answered questions the board had in regards to Tim's director's report. They updated the board on current programs and new programs they are preparing for the library.

**10. CLOSING PUBLIC COMMENTS.**

Vice Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 10:50 A.M.**

## Director Report for October 2023

Strategic Goals- meeting summary October 4. We met with Dr. Fred Steinmann and we conducted an analysis of meeting our goals for 2023 and setting our goals for 2024.

I attended my final strategic planning goal setting for Douglas County at Lake Tahoe on October 9<sup>th</sup>.

Marketing intern- email sent to UNR for information. As outlined, a possible solution to our marketing goals was to see about getting an intern through UNR to help plan and facilitate some of our marketing and branding needs for the library. If I create a job description, we can use a contract from UNR.

Kiwanis donation for ReadingPaws \$400 scholarship. We have our first applicant to become a new reading team. I also put a thank you note in the Record Courier since I had to submit an article for my leadership class.

I had an interesting time volunteering for Candy Dance in Genoa. Three bears ran right by me. One small cub got separated from momma bear and cried in a tree by my volunteer station.

Final Gala- numbers will be reported at the next Gala meeting. We raised almost twice our goal. The feedback from the event has been very positive. Save the date- Oct 5<sup>th</sup>, 2024 for our 2<sup>nd</sup> Annual Gala.

When my new goals are set next year in May of 2024, it might be beneficial to look at starting back the Library Foundation. (there might be strong support from our business community)

Budget adjustments- 2023. In the November board meeting, we can go over some budget adjustments. Normally these are line items that were not funded during the normal budget cycle.

Minden Library Branch painters. We have a new list of painters for the branch painting. This time we are going to get five or six bids.

Shed Painted by the Boy Scouts troop 495. The new friends shed was painted 10/7/2023. The final step is for the scouts to add a walkway for all season access to the shed.

Genoa Storytime on October 25<sup>th</sup>. Time for the final outdoor fall story time in Genoa. Kids will be encouraged to wear costumes.

Mental Health- staff went to a mental health fair at Minden Elementary. (331 people were contacted)

We hope to start our Dolly Parton Imagination Library kickoff with the Washoe Tribe. They might need 100 kids signed up in that age group. We have recently got a marking kit from the United Way to further market this program.

Halloween Party at the library will take place on October 31. We will have activity stations and treats for all kids. We will also have our ReadingPaws team available during our party.

NLA- November \$50 person (Carson City) Nov. 6&7. To get as many staff members to the event, supervisors will attend two days of training and librarians will attend one day of training.

I did find out, First Aid training is voluntary since it is not in the job description. The county is organizing a voluntary training coming soon in the fall.

The Washoe Tribe will be using our display case in November. They were very excited with our bookmobile services, Summer Reading and Dolly Parton book opportunities. We are making some good connections.

The staff are thinking we might want to have a potluck the week of Thanksgiving. It might be nice to have a few cockpots during that week.

Children's staff are looking at a Christmas party. We hope a bell ringing group, Christmas activities and Santa will make the event fun.

Winter Read is in the planning stages. It will probably be simple- Read two Books- get an entry to win a quilt. (they can repeat with every two books). I want to get the Senior Center involved as a full partner. I will give them entries and forms. I will also ask the swim center to join our Winter Read. This will allow them to fully sign people up and take entry forms for prizes.

Vanna and I have a grants meeting on October 24th. We are going to talk with the grant writing company. We have grants divided by department and age groups.

Our three new pages started!

SCORE wants a New Year- start your business in January 2024. SCORE will also host a training for us on customer service. We are working on a 5 star customer service model.

We will be working with the senior center with our Friends of the Library Annual meeting in January 2024. We will have an author as our speaker and we want to invite the community to this event.

We are still planning on a Thank You Volunteers- spring 2024 event.

Our November book sale is in the works. November 17th and 18th. I have a coffee trailer coming on Saturday. It might be nice to sell hot drinks.



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

Circulation	Fiscal Year-to-Date				August 2023				September 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	34,240	2,583	809	37,632	11,921	917	199	13,037	10,325	715	393	11,433
eCheckouts				14,430				4,792				4,771
New Cards Issued	302	41	18	361	103	20	4	127	95	10	7	112
Patrons*	83,796	10,495	1,239	95,530	27,936	3,501	412	31,849	28,029	3,512	419	31,960
Library Visits	15,449	4,494	498	20,441	5,647	1,655	87	7,389	4,677	1,396	297	6,370
Tahoe Lobby Visits				5,010				3,788				1,003
Curbside Service Pick-ups	12	-	-	12	3			3	1			1
Bookmobile Stops				70				20				29
Inventory *	309,020	86,833	6,574	402,427	102,944	28,998	2,155	134,097	103,124	29,015	2,279	134,418
Interlibrary Loans Requested	214	14	20	248	65	3	5	73	77	3	6	86
Interlibrary Loans Loaned	105	9	1	115	43	1	-	44	28	4		32
Homebound Patrons *	18	-	-	18	18			18	18			18
Homebound Checkouts	232	-	-	232	103			103	74			74
Database Sessions				5,831				1,959				2,406
<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	137	6	-	143	48	2	-	50	46	3		49
Meeting Room Attendance	1,096	36	-	1,132	384	4	-	388	368	12		380
Kids' Programs	77	34	-	111	32	11		43	26	10		36
Kids' Program Attendance	1,921	273	-	2,194	766	93		859	830	105		935
Teen Programs	24	6	-	30	9	2		11	2	2		4
Teen Program Attendance	150	1	-	151	38	-		38	30	-		30
Adult Programs	29	16	-	45	9	5		14	11	5		16
Adult Program Attendance	208	26	-	234	62	4		66	85	11		96
Total Programs	130	56	-	186	50	18		68	39	17		56
Total Program Attendance	2,279	300	-	2,579	866	97		963	945	116		1,061
Outreach	21	3	-	24	11	1		12	7	2		9
Public Computer Use	1,304	43	-	393	341	38		379	613	103		716
ADA-pc Use	27	4	-	11	9	2		11	11	3		14
Wireless Use	7,153	834	-	2,723	2,397	256		2,653	2,312	299		2,611

## Circulation by Collection

September 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	567	14	3
Adult Biography	78	10	1
Adult CD Non-Fiction	21	3	0
Adult DVD	866	24	25
Adult Fiction	2,606	158	98
Adult Launchpad	1	0	1
Adult Magazines	86	0	0
Adult Music	75	6	9
Adult Non-Fiction	875	66	15
Adult Spanish	5	NA	0
Children's Audiobook	75	5	23
Children's Biography	41	2	0
Children's DVD	191	18	11
Children's Fiction	761	80	49
Children's Launchpad	21	8	0
Children's Magazines	2	0	1
Children's Music	18	0	0
Children's Non-Fiction	934	54	52
Children's Oversize	31	1	0
Children's Spanish	15	0	0
Easy Reader	490	32	39
Equipment	12	0	0
Exam Books	4	0	0
Large Print	729	9	12
Mobile Devices	2	0	1
Nevada	65	4	0
Picture Books	1432	197	40
Video Games	8	0	0
Young Adult	133	17	5
Manga	133	0	0
Graphic Novels	46	7	0
Young Adult Launchpad	1	0	1
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	1117	<b>Movie</b>	95	<b>Bingepasses</b>	24
Adult Fiction	802	Adult Fiction	69	Adult Fiction	19
Adult Non-Fiction	201	Adult Non-Fiction	14	Adult Non-Fiction	4
Juv Fiction	111	Juv Fiction	11	Juv Fiction	1
Juv Non-Fiction	3	Juv Non-Fiction	1	Juv Non-Fiction	0
<b>eBook</b>	439	<b>Television</b>	110		
Adult Fiction	290	Adult Fiction	85		
Adult Non-Fiction	96	Adult Non-Fiction	12		
Juv Fiction	46	Juv Fiction	13		
Juv Non-Fiction	7	Juv Non-Fiction	0		
<b>Comics</b>	21	<b>Music</b>	41		
Adult Fiction	2	Adult	30		
Adult Non-Fiction	0	Juv	11		
Juv Fiction	18				
Juv Non-Fiction	1	<b>Total Circulation</b>	1,847		

### Overdrive/Libby

eAudiobook	790
eBook	698
Magazines	217
Adult	1,342
Juv	77
Young Adult	69
<b>Total Circulation</b>	1,705