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***APPROVED 2/27/2024***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**January 23, 2024**

**ATTENDEES**

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

**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 10:03 A.M.**

**1. PUBLIC COMMENTS.**

Chairperson Starla Doughty asked for public comment.

Chairperson Doughty wanted to welcome new trustee Theresa Oliveira to the board. She was appointed in December.

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

**2. DISCUSSION ON THE ELECTION OF CHAIR AND VICE CHAIR OF THE LIBRARY BOARD OF TRUSTEES FOR 2024.**

**MOTION/VOTE:**

Chairperson Doughty made a motion to nominate Vice Chairperson Robert Conner for Chair. Trustee Jimayne Merkow made a second. There being no discussion or public comment the motion carried unanimously with a 5-0 vote. Chairperson Robert Conner made a motion to nominate Trustee Merkow for Vice Chair. Trustee Theresa DeGraffenreid made a second. There being no discussion and no public comment the motion carried unanimously with a 5-0 vote.

### 3. DISCUSSION ON APPROVAL OF THE AGENDA.

#### MOTION/VOTE:

There being no public comment, Trustee DeGraffenreid made a motion to approve the agenda. Vice Chairperson Jimayne Merkow made a second and the motion carried unanimously with a 5-0 vote.

### 4. DISCUSSION ON APPROVAL OF THE MINUTES OF THE NOVEMBER 28, 2023 REGULAR MEETING.

#### MOTION/VOTE:

There being no public comment, Trustee Starla Doughty made a motion to approve the minutes of the November 28, 2023 regular meeting. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

### 5. CONSENT CALENDAR.

#### a. APPROVAL OF GIFT FUND CLAIMS

- i. November
- ii. December
- iii. January

		Gift Fund Claims November / December 2023 / January 2024	
Amazon	Supplies for Teen Room	04648	\$ 39.76
Do Co Procurement Program	Patron registration to Sterling Volunteers for READing Paws using donated funds	3849	\$ 20.00
*DoCo Procurement Program	Items for Adult Crafters' Club	3849	\$ 47.84
DoCo Procurement Program	Storage containers for Book Club Books	5774	\$ 99.98
*DoCo Procurement Program	Items for NaNoWriMo Program	5774	\$ 82.43
*DoCo Procurement Program	Items for Crochet Club	8543	\$ 47.84
Becky Spratford	Reader's Advisory Training	04652	\$ 350.00
*Amazon	Game tables using Gala funds	04655	\$ 1,998.98
*DoCo Procurement Program	Items for Graham Cracker House Decorating	8543	\$ 249.72
DoCo Procurement Program	Items and registration fee for Parade of Lights - bookmobile	3849	\$ 87.84
*DoCo Procurement Program	Items for Adult Crafters' Club	3849	\$ 148.50

*DoCo Procurement Program	Santa and Mrs. Claus Storytime	3849	\$ 228.75
*DoCo Procurement Program	Incentives and prize items for 2024 Summer Reading Program	5774	\$ 1,055.03
*DoCo Procurement Program	READING Paws guided dog manual using donated funds	5774	\$ 87.13
*ABE Printing	Bookmarks for Winter Read; posters for Every Child Ready to Read	04657	\$ 286.50
*Amazon	Items for DLT Artists Way Program; Supplies for 3D Printer	04667	\$ 252.54

\*Funding/partial funding by Friends of the Library

MOTION/VOTE:

There being no public comment, Trustee DeGraffenreid made a motion to approve the consent calendar. Trustee Oliveira made a second and the motion carried unanimously with a 5-0 vote.

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

- a. 11/30/23
- b. 12/31/23

Chairperson Conner noted that he, Tim and Veronica met with the library’s accountant from Finance to go over some of the numbers and get a better understanding of how the budget works and where the numbers come from. He stated that when the board discusses the budget further on in the agenda, the numbers may make more sense.

MOTION/VOTE:

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

**7. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE BOLGER CHARITABLE FUND AT SCHWAB CHARITABLE AND THE LSTA CONTINUING EDUCATION GRANT-IN-AID AWARD.**

**a. Grant Award:**

- i. In acknowledgement of Steve and Sandy Bolger, the Bolger Charitable Fund at Schwab Charitable awarded the Friends of the Library a \$2,000 grant and the Friends of the Library have donated the grant funds to the library. Acceptance of the Bolger Charitable Fund at Schwab Charitable in the amount of \$2,000 will be used for the purchase of material for the Passive Homeschool Program, Every Child Ready to Read and 1000 Books before Kindergarten.

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

- ii. Acceptance of the LSTA Continuing Education Grant-In-Aid Award in the amount of \$3,000, which will fund the Library Director, Timothy DeGhelder's and Library Supervisor, Vanna Bells' attendance at the Public Library Association Conference, April 2 – 5, in Columbus, OH.

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

MOTION/VOTE:

Vice Chairperson Merkow made a motion to approve the grant summary report. Trustee Oliveira made a second and the motion carried unanimously with a 5-0 vote.

**8. DISCUSSION ON THE STATUS OF THE FISCAL YEAR 24-25 TENTATIVE BUDGET PROCESS, INCLUDING BUT NOT LIMITED TO THE TENTATIVE LIBRARY BUDGET, POSSIBLE AUGMENTS AND SUPPLEMENTAL REQUESTS.**

Director DeGhelder provided the board with an expense budget worksheet report of the library's services and supplies. Tim explained that there will be a 3% increase from fiscal year 22-23 (FY23) actual services and supplies expenses which will form the fiscal year 24-25 (FY25) base budget. The worksheet lists what the library's budget was in FY23 and what the base budget will look like in FY25 based on the 3% increase. There was a long discussion amongst the board on what these numbers look like, why they look the way they do, what the library has expensed so far in this year's budget and what adjustments in the FY25 base budget Tim will be requesting. Some of the line items that are of concern in this fiscal year that Tim will be asking for adjustments in are travel at \$5,000, advertising he will keep at the same budget, motor pool he will be asking for \$8,000 to cover bookmobile maintenance expenses. To keep up with the strategic plan he will be asking for \$3,000 in training and education. He noted that there was a line item that was removed by county and any funding that would have been used in that budget will now go to software, therefore he will be asking for \$40,000 in that budget. Most of that budget will be used to fund the library's Polaris cataloging system. For Tahoe improvements he will make a one-time ask of \$4,000 to small equipment and \$25,000 to small projects to make the meeting room at Tahoe accessible to the community 24 hours a day. He noted this is a significant project that will take some time to accomplish. In addition to the \$25,000 for small projects he will need \$2,000 for cameras and security at the lake and he noted that he would also like digital signage for the Minden branch and the cost for that would be \$35,000 which totals small projects at \$62,000 at a one-time ask. He stated that based on current fiscal year expenses for circulation, cataloging, processing and library material he will be asking for a 10% increase to the budget for those line items. Vanna Bells noted some possible cost savings. She stated that Community Services recommended the library reach out to county IT to see if they have money in their budget to help with the costs to put into place an RFID system for the meeting room at the lake. She also noted that Carson City Library's digital signage was furnished by a foundation grant and that may be something to look into and perhaps some gala money can help fund some of these projects as well. Tim will be submitting the tentative budget in February and presenting the library's FY25 budget to the commissioners in March.

MOTION/VOTE:

Trustee Doughty made a motion to approve the tentative budget as presented and discussed. Trustee DeGraffenreid made a second. There being no public comment or further discussion, the motion carried unanimously with a 5-0 vote.

**9. DISCUSSION OF THE STATE LIBRARY'S ONLINE TRAINING FOR NEVADA LIBRARY TRUSTEES, INCLUDING AN UPDATE ON THE STATUS OF THE COMPLETION OF THE NEVADA ETHICS IN GOVERNMENT AND OPEN MEETING LAW TRAINING.**

Chairperson Conner stated that new trustees are to complete the state library's online training and Trustee Oliveira believed this to be part of the ethics and open meeting law training. She will complete both. Deputy District Attorney Cynthea Gregory confirmed that she has 6 months to complete the online training.

**10. 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.

**11. CLOSING PUBLIC COMMENTS.**

Chairperson Conner asked for public comment.

Vanna encouraged the board to come to the Friends of the Library annual meeting at the community center. There will be an author talk.

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

**MEETING ADJOURNED AT 11:15 A.M.**

## Director Report- December 2023 and January 2024

Christmas Bells at Minden- Bells were ringing at the library with Christmas music. We had a small concert on December 2<sup>nd</sup>. Many people enjoyed listening to bells ringing out Christmas music in the center area of the library.

Santa and Mrs. Claus at Minden on December 15<sup>th</sup>. Christmas listened to stories and had the chance to talk with Santa. It was a very festive event. Kids also got the chance to send a note to Santa about good things happening in their lives.

Bookmobile in Christmas Parade. The bookmobile was lighted up and drove through town to celebrate the kickoff to Christmas. It was nice to be part of a community event and show our community we support them.

Luise Davis- 25 year anniversary at Douglas County Public Library. Luise had a milestone event celebrated at a BOCC meeting. Thanks Luise for your service.

Digital Game Tables purchased from Library Gala funds put out Jan 2<sup>nd</sup>. Our digital game tables are being played! People are enjoying classic board games with a digital spin put on them.

Donation for Reading Paws- working on new teams and rewards. The library received a small donation towards our program where kids read to pet teams. We are going to use the money to create special reading trading cards for the kids to collect. They will earn a card when they read to a specific pet. We hope they will collect them all.

Going to Public Library Association Conference- April applied for state grant. PLA is a wonderful conference focused on what libraries are doing around the country. Vanna Bells and Tim DeGhelder will be attending the conference April 3 to April 5. We were able to get a grant from the state of NV in the amount of \$3,000 to help cover costs for this conference.

Annual report due to state on January 1, 2024. Our report has been filed with the state to keep our library in good standing with the state. This report shares collection size, circulation and programming information.

Graduated Leadership of Douglas County in December. I attended outreach meeting the third Tuesday of every month for the entire year of 2023. This program also includes homework to get involved in the community and a class project. In 2024 I will be in charge of organizing Education Day for the next class of Leadership. I hope to include the public library as a resource for lifetime learning.

Ordered materials for 1000 Books before Kindergarten. Holly was able to order posters, SWAG and books for this new program. Access to this program will be posted on our webpage with flyers leading people to our webpage for signups.

Winter Read- Starts Jan 1. (Working with Community Center). We are telling people, read two books and get an entry for a new quilt. So far, we're getting a good response.

Intern position posted at UNR. The marketing position has been posted and will run through the end of January. Then I will look at who has applied and see what kind of marketing experience they have.

Dolly Parton kickoff Jan. 12, we had a county wide event to invite Douglas County to learn about kids programs and signup for Dolly's reading program. The Washoe Tribe came and read two books in English and the Washoe Language. Parents also learned about Every Child Ready to Read and 1,000 Books before Kindergarten.

Law Library Annual Report. The law library is a section of our public library. We helped give a report on owning materials to the county. There are minimal requirements we need to have according to state law. NOTE: this is a separate budget in the county for the law library.

Reader's Advisory Training – Jan 19. Staff will train for 1.5 hours on helping customers find interesting books to read.

New World Books with Friends of the Library. The Friends have an account with New World Books. They will be able to scan books not sold in the library and ship them off to get a little extra money. This will give the FOL another opportunity to raise some money for the library.

Gala Meetings starting up in January. We are starting to plan again for October 5 which is the date for our Second Annual Gala event.

SCORE is back for another training on January 20, The Basics of Starting a Business.

The library is in the planning stages of working with the Arts Council to help host a new Douglas County Chess Club. We are working on an MOU and they will be a new partner in our programming for the community.

Author Book Talk- Jan 27- Clare Frank with her book "Burnt" will be a part of the FOL Annual Meeting at the Community Center at 11am.

The library will give an annual report to the BOCC. (due in January). If we give a presentation at the BOCC, the new library board president normally attends this meeting.

The assistant library director has been submitted for approval by the BOCC. (We will not have to ask for a budget increase for this position to be created)

The library staff has asked that we look at policy to include leering, staring and customers following each other as part of the inappropriate customer action policy. More to come in February 2024.

The following are Public Library Association sessions that Vanna and I will be attending.

**Tim DeGhelder- PLA sessions**

**Wednesday, 4/3 – 10:15am**

Telling Meaningful Stories: Sharing the Impact of Library Business Services



**11:30am**

RA Meets AI: Building and Launching a Reader's Advisory Kiosk

**2:00pm**

Too Big to Flail: Community Engagement across 41 Libraries

**Thursday, 4/4 – 10:15am**

Unbannable: How Libraries Are Ensuring Access to Banned Books

**11:30am**

Public Library Leaders Share Perspectives, Lessons Learned, and Key Takeaways

**2:00pm**

Building Leadership and Equity with Staff Mentorship

**4:00pm**

Dedicated Sustainable Funding: A \$30 Million Advocacy Success Story

**Friday, 4/5 – 10:15am**

Activating AI Education and Algorithmic Literacy at Toronto Public Library

**11:30am**

Food Is a Right: Libraries and Food Justice

**2:15pm**

Film Production and Storytelling as a form of Community Dialogue, Engagement, and Advocacy

**3:30pm**

Engaging Beyond Our Walls: Making Neighborhood Games and Outdoor Storytelling

**Vanna Bells PLA Sessions**

**Wednesday, 4/3 – 10:15am**

Leadership by Design: Human-centered Approach for Library Leaders

**11:30am**

How to Weather the Turbulence of a Video Auditor

**2:00pm**

Older Adults Need Job! Empowering Seniors to Rejoin the Workforce

**Thursday, 4/4 – 10:15am**

Indigenizing the Library: How Idaho Created a Statewide Training for Indigenous Inclusion

**11:30am**

Trans Staff and Patrons: Where to Begin and Next Steps

**2:00pm**

The Promise of Public Spaces: Building Community with Our Neighbors

**4:00pm**

The Future's So Bright: Supporting the Next Generation of Librarians

**Friday, 4/5 – 10:15am**

Three Must-Have Activities for New Employee Training

**11:30am**

Reimagining Public Service and Staffing Models with Flexibility Top of Mind

**2:15pm**

Working Together: Developing Neurodivergent and IDD Inclusive Volunteer Opportunities

**3:30pm**

Library Resilience from Coast to Coast: Lessons from Disaster Research

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

Circulation	Fiscal Year-to-Date				November 2023				December 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	64,480	4,602	1,451	70,533	9,963	723	258	10,944	9,730	657	108	10,495
eCheckouts				30,198				5,614				4,823
New Cards Issued	537	94	28	659	74	20	2	96	81	14	-	95
Patrons*	168,346	21,145	2,521	192,012	28,182	3,552	428	32,162	28,261	3,566	427	32,254
Library Visits	29,480	8,525	812	38,817	4,863	1,062	71	5,996	4,327	1,692	37	6,056
Tahoe Lobby Visits				5,010				850				920
Curbside Service Pick-ups	20	-	-	20	2	-	-	2	2	-	-	2
Bookmobile Stops				109				12				14
Inventory *	620,764	174,202	13,471	808,437	103,917	29,112	2,325	135,354	104,410	29,194	2,284	135,888
Interlibrary Loans Requested	497	20	23	540	113	3	1	117	78	2	1	81
Interlibrary Loans Loaned	175	23	1	199	25	6	-	31	32	2	-	34
Homebound Patrons *	18	-	-	18	18			18	18			18
Homebound Checkouts	451	-	-	451	80			80	62			62
Database Sessions				10,817				1,579				1,421
<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	289	19	-	308	54	6		60	45	3		48
Meeting Room Attendance	2,312	218	-	2,530	432	65		497	360	34		394
Kids' Programs	157	64	-	221	27	9		36	23	11		34
Kids' Program Attendance	3,476	404	-	3,880	362	20		382	345	56		401
Teen Programs	53	12	-	65	6	2		8	14	2		16
Teen Program Attendance	297	1	-	298	20	-		20	72	-		72
Adult Programs	59	34	-	93	9	6		15	12	6		18
Adult Program Attendance	441	75	-	516	49	15		64	133	20		153
Total Programs	269	110	-	379	42	17		59	49	19		68
Total Program Attendance	4,214	480	-	4,694	431	35		466	550	76		626
Outreach	41	3	-	44	5	-		5	8	-		8
Public Computer Use	3,309	43	-	393	701	90		791	632	50		682
ADA-pc Use	51	4	-	11	10	2		12	5	3		8
Wireless Use	14,090	1,791	-	2,723	2,433	361		2,794	2,311	278		2,589

**Circulation by Collection**  
November 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	610	17	0
Adult Biography	69	2	1
Adult CD Non-Fiction	27	1	0
Adult DVD	995	33	31
Adult Fiction	2,583	109	31
Adult Launchpad	1	1	0
Adult Magazines	84	0	0
Adult Music	152	1	0
Adult Non-Fiction	803	71	4
Adult Spanish	8	NA	0
Children's Audiobook	110	11	9
Children's Biography	47	1	1
Children's DVD	218	23	8
Children's Fiction	631	41	52
Children's Launchpad	12	11	0
Children's Magazines	6	0	0
Children's Music	15	1	0
Children's Non-Fiction	747	78	33
Children's Oversize	25	4	0
Children's Spanish	17	0	0
Easy Reader	460	53	34
Equipment	14	3	0
Exam Books	1	0	0
Large Print	640	5	7
Mobile Devices	2	0	0
Nevada	34	10	0
Picture Books	1343	238	26
Video Games	11	0	0
Young Adult	145	7	6
Manga	105	0	15
Graphic Novels	37	2	0
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

**Hoopla**

<b>eAudiobook</b>	1144	<b>Movie</b>	137	<b>Bingepasses</b>	21
Adult Fiction	857	Adult Fiction	101	Adult Fiction	14
Adult Non-Fiction	179	Adult Non-Fiction	21	Adult Non-Fiction	3
Juv Fiction	102	Juv Fiction	14	Juv Fiction	4
Juv Non-Fiction	6	Juv Non-Fiction	1	Juv Non-Fiction	0
<b>eBook</b>	424	<b>Television</b>	73		
Adult Fiction	272	Adult Fiction	67		
Adult Non-Fiction	80	Adult Non-Fiction	6		
Juv Fiction	56	Juv Fiction	0		
Juv Non-Fiction	16	Juv Non-Fiction	0		
<b>Comics</b>	61	<b>Music</b>	52		
Adult Fiction	32	Adult	47		
Adult Non-Fiction	1	Juv	5		
Juv Fiction	27				
Juv Non-Fiction	1	<b>Total Circulation</b>	1,954		

**Overdrive/Libby**

eAudiobook	791
eBook	687
Magazines	428
Adult	1,333
Juv	77
Young Adult	68
<b>Total Circulation</b>	1,906

### Circulation by Collection

December 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	514	21	0
Adult Biography	60	2	0
Adult CD Non-Fiction	32	1	0
Adult DVD	986	50	7
Adult Fiction	2,370	102	22
Adult Launchpad	1	1	0
Adult Magazines	124	0	0
Adult Music	97	1	0
Adult Non-Fiction	867	66	1
Adult Spanish	6	NA	0
Children's Audiobook	100	3	8
Children's Biography	37	0	0
Children's DVD	209	13	6
Children's Fiction	648	60	14
Children's Launchpad	7	11	0
Children's Magazines	2	0	0
Children's Music	39	1	0
Children's Non-Fiction	707	45	8
Children's Oversize	20	0	0
Children's Spanish	26	3	0
Easy Reader	324	29	20
Equipment	16	7	0
Exam Books	2	0	0
Large Print	682	5	9
Mobile Devices	3	0	0
Nevada	27	4	0
Picture Books	1503	224	10
Video Games	11	0	0
Young Adult	148	8	1
Manga	123	0	4
Graphic Novels	29	0	0
Young Adult Launchpad	1	0	0
Young Adult Magazines	0	0	0

#### Hoopla

<b>eAudiobook</b>	1115	<b>Movie</b>	115	<b>Bingepasses</b>	29
Adult Fiction	828	Adult Fiction	74	Adult Fiction	24
Adult Non-Fiction	190	Adult Non-Fiction	26	Adult Non-Fiction	5
Juv Fiction	91	Juv Fiction	14	Juv Fiction	0
Juv Non-Fiction	6	Juv Non-Fiction	1	Juv Non-Fiction	0
<b>eBook</b>	405	<b>Television</b>	104		
Adult Fiction	247	Adult Fiction	86		
Adult Non-Fiction	91	Adult Non-Fiction	10		
Juv Fiction	52	Juv Fiction	8		
Juv Non-Fiction	15	Juv Non-Fiction	0		
<b>Comics</b>	55	<b>Music</b>	49		
Adult Fiction	29	Adult	47		
Adult Non-Fiction	0	Juv	2		
Juv Fiction	25				
Juv Non-Fiction	1	<b>Total Circulation</b>	1,872		

#### Overdrive/Libby

eAudiobook	747
eBook	751
Magazines	412
Adult	1,338
Juv	77
Young Adult	83
<b>Total Circulation</b>	1,910