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***APPROVED 4/23/2024***  
**LIBRARY BOARD OF TRUSTEES MINUTES**  
**March 26, 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; Assistant Library Director Laura Treinen;  
Supervisors 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 Robert Conner asked for public comment.

Chairperson Conner thanked the library supervisors for applying for the Assistant Director position and thanked Laura for accepting the position and the additional work that will entail. The board is happy Laura accepted the position and congratulated her as well.

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

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

**MOTION/VOTE:**

Trustee Starla Doughty made a motion to approve the agenda. Vice Chairperson Jimayne Merkow 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 FEBRUARY 27, 2024 REGULAR MEETING.**

MOTION/VOTE:

There being no public comment, Trustee Theresa Oliveira made a motion to approve the minutes of the February 27, 2024 regular meeting. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

**4. CONSENT CALENDAR.**

**a. APPROVAL OF GIFT FUND CLAIMS**

- i. February**
- ii. March**

Gift Fund Claims  
February / March 2024

Amazon	Book funded with READING Paws Donation	04721	\$ 9.46
*DoCo Procurement Program	Tiny Free Library; supplies for book Repair Machine	5774	\$ 1,428.86
*DoCo Procurement Program	Items for Tea Party	8543	\$ 42.89
DoCo Procurement Program	Rotary Club Membership dues	0374	\$ 550.00
*DoCo Procurement Program	Items for Dr. Seuss Birthday Extravaganza; items for Adult Crafters' Club	3849	\$ 93.79
*Amazon	Items for Adult Crafters' Club	04746	\$ 93.79

\*Funded/partially funded by the Friends of the Library

Trustee Doughty asked for clarification in regards to the \$1,400 purchase for the tiny free library and supplies for the book repair machine. Director Timothy DeGhelder explained that that is a combination of one statement and the supplies for the book repair machine are paid from the gift fund since the friends funded the machine. Tim noted that the library is starting to purchase tiny free libraries to place in certain locations throughout the community and commented that Allie and Friends is the library's first preschool location. Trustee Theresa DeGraffenreid commented that having the first tiny free library at this preschool location is a conflict of interest. Tim explained that this location is a beta site and the library already has a working relationship with this school because of the library's storytime visits. The library will distribute to other preschools when more of the tiny free libraries are purchased.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the consent calendar. Vice Chairperson Merkow made a second. Trustee DeGraffenreid opposed. The motion carried with 4 ayes and 1 nay.

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

**a. 2/29/24**

Trustee Doughty commented on her concern with the services and supplies budget and that the discussion on the overages and encumbrances have been discussed in past meetings but the library still needs to keep an eye on the expenditures so the library doesn't go over budget. The library needs to pay attention to that for next year's budget. Deputy District Attorney Cynthea Gregory explained that the library enters into contracts with the book manufacturers at the beginning of the fiscal year and the budget for those contracts are encumbered and set aside strictly for the library material expenditures. This way the library doesn't go over the amount allocated for that budget. Laura noted that the library consistently monitors the book budget throughout the year and will halt purchasing if it looks like funding is tight. Chairperson Conner stated that Tim will go over more of the budget at a later agenda item.

MOTION/VOTE:

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

**6. DISCUSSION AND REVIEW OF LIBRARY GRANT SUMMARY REPORT AND ACCEPTANCE OF THE FRIENDS OF THE DOUGLAS COUNTY PUBLIC LIBRARY PROGRAM SUPPORT GRANT.**

**a. Grant Award**

- i. Acceptance of the 2024 Library Program Support Grant from the Friends of the Douglas County Public Library in the amount of \$15,000. The purpose of the grant is to provide funds to support Douglas County Public Library programs for all ages.

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

Vice Chairperson Merkow asked if the funding will be used for specific programs and Laura explained that the funds will be used for general programs. Trustee Oliveira noted that the librarians will come to a friends meeting and report quarterly on the expenditures and how the library is spending the money.

MOTION/VOTE:

Trustee Doughty made a motion to approve the Friends of the Douglas County Public Library Program Support Grant. Trustee Oliveira made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**7. DISCUSSION ON AMENDMENTS TO THE DOUGLAS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS.**

In reference to the Open Meeting Law section, Chairperson Conner asked about the change from NRS 241.020 to Chapter 241 and Deputy District Attorney explained that typically NRS 241 is always going to be Open Meeting Law, but the legislature makes changes to various sections within Chapter 241 at every legislative session so the change was to broaden it to capture any future changes.

MOTION/VOTE:

There being no public comment, Trustee Oliveira made a motion to approve the amendments to the Douglas County Public Library Board of Trustees Bylaws. Vice Chairperson Merkow made a second and the motion carried unanimously with a 5-0 vote.

**8. DISCUSSION ON ESTABLISHING PERFORMANCE GOALS FOR LIBRARY DIRECTOR TIMOTHY DEGHELDER FOR JUNE 2024-2025, FOR INCLUSION INTO THE UPCOMING DIRECTOR'S 2024 ANNUAL PERFORMANCE EVALUATION.**

Chairperson Conner read through Director DeGhelder's goals that were established at his last evaluation and asked the board to think about what goals the board would like to implement for next year at Tim's upcoming evaluation that will take place in May. The board will review Tim's goals for last year and evaluate him based on his accomplishments. The board decided that they will think about goals for Tim for next year and bring ideas to the next board meeting in April to discuss. Tim will suggest some goals as well.

**9. DISCUSSION AND UPDATE ON THE FISCAL YEAR (FY) 24-25 LIBRARY BUDGET TO BE PRESENTED TO THE BOARD OF COUNTY COMMISSIONERS, INCLUDING PROPOSED NEW REDUCTIONS BASED ON REVISED REVENUE PROJECTIONS PER THE FINANCE DEPARTMENT AND COUNTY MANAGER'S OFFICE.**

Director DeGhelder explained to the board that when he met with the Assistant County Manager and the Finance Director he was told that the county revenue is flat and the county has to supply more money to the state which means the library's budget for next fiscal year will be cut \$331,000. He noted he spoke with Laura and Holly and discussed how this will affect the library's budget and where some areas of the budget can be cut. He stated he also sat down with Bob, Jimayne and Laura and went over every line item in services and supplies and made adjustments where practical. Due to some miscalculated revenue the library got \$54,000 back to the budget and the county was able to give the library \$165,000 in cash reserves to assist in meeting the library's budget goal. He stated that the county recommended department's project up to five years what their budget will look like if the county is struggling or prevailing and prepare for what areas cuts or supplements can be made. Tim added that because the library had to make such a big cut he is not asking for supplemental. Chairperson Conner noted that there are areas in the library's budget that the library has no control over and that the county regulates and Tim added that the library could not make any adjustments to salaries and wages.

At this time Tim shared with the board the FY 24-25 library budget slides that he will be presenting to the Board of County Commissioners later that afternoon. He noted that he wanted

to present more to the commissioners than just the library's proposed budget but why the library is important to the community and why the library needs the budget the library is suggesting. He presented on the library's performance measurers and workload indicators, as well as the library's goals and achievements.

The board took a short recess at 11:07 A.M. and reconvened at 11:14 A.M.

Tim went over the tentative adjusted base budget he will be proposing to the commissioners and explained where the cuts are coming from and how this will look in FY 24-25. The board asked questions and suggested potential solutions to help bring additional money into the library such as fundraising and partnerships.

MOTION/VOTE:

Trustee Oliveira made a motion to accept the presentation to the county commissioners. Vice Chairperson Merkow made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

**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.

In reference to the weeding that is being done in the children's section that Tim mentioned in his director's report, Laura commented that the library is also weeding in the adult section.

**11. CLOSING PUBLIC COMMENTS.**

Chairperson Conner asked for public comment.

There being no public comment, public comment was closed.

**MEETING ADJOURNED AT 11:33 A.M.**

## Director Report- March 2024

Winter Read- numbers! 886 total entries. That is an amazing number!

Possible Summer Author Talk- Your Heroes, My Grandparents: A Granddaughter's Love by Julie Rogers Pomilia. (A book about Roy Rogers and Dale Evans)

Dr. Seuss Party- A fun time for all celebrating the stories of Dr. Seuss.

Cover to Cover Reading with In-N-Out Burger (March 11- April 22). Kids age 4 to 12 can read 5 books to earn a gift card for a free burger. They can earn up to three burgers.

More Tiny Free Library Boxes have come in. (We now have a total of 5 that are ready to go out).

Douglas County Chess Club- first class instruction March 9<sup>th</sup>.

Author Night on April 24<sup>th</sup>. The full slate is:

Todd Borg

Jill Derby

Karen Dustman

Clare Frank

Mike White

Monroe Wildrose

Volunteer Luncheon on April 25<sup>th</sup>. Our location will probably be Carson Valley Inn. Time will be from 12 noon to 1:30pm.

Children's weeding collection. We are going through materials that are in need of a replacement. (Condition and content). What is checking out?

Strength Finders for staff- April 12<sup>th</sup>. Staff will do an in depth survey to see their strengths. Library Board will also be able to take survey and get a strength report.

FOL- voted to give \$15,000 grant for programs- to be given in April 2024.

Grant Funding Services for the county. There was only three grants recommended by the grant service. However, the state has posted some new grant opportunities.

Laura Treinen has been promoted to the new Assistant Library Director. Laura's first experience was an intensive budget balance discussion. This will be part of the board meeting agenda. When I am at the Public Library Association Conference April 2 to 6, Laura will take care of things.



We placed our first Tiny Free Library from the Gala at Allie and Friends. (PIC)

I have attended quite a few budget meetings. The county wants to start planning for a five year budget plan that mirrors how much the county projects the tax revenue.

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

Circulation	Fiscal Year-to-Date				January 2024				February 2024			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	87,034	6,007	2,005	95,046	11,156	734	259	12,149	11,398	671	295	12,364
eCheckouts				40,835				5,236				5,401
New Cards Issued	749	115	31	895	107	9	2	118	105	12	1	118
Patrons*	225,176	28,308	3,380	224,380	28,363	3,576	429	32,368	28,467	3,587	430	32,484
Library Visits	40,392	10,818	1,077	52,287	5,348	1,030	110	6,488	5,564	1,263	155	6,982
Tahoe Lobby Visits				5,010				840				940
Curbside Service Pick-ups	23	-	-	23	-	-	-	-	3			3
Bookmobile Stops				149				18				22
Inventory*	826,761	232,699	18,062	944,179	104,233	29,215	2,294	135,742	101,764	29,282	2,297	133,343
Interlibrary Loans Requested	694	25	30	749	85	1	6	92	112	4	1	117
Interlibrary Loans Loaned	233	31	2	266	21	2	-	23	37	6	1	44
Homebound Patrons*	18	-	-	18	18			18	18			18
Homebound Checkouts	589	-	-	589	73			73	65			65
Database Sessions				14,514				1,839				1,858
<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	385	24	-	409	50	-		50	46	5		51
Meeting Room Attendance	3,080	238	-	3,318	400	-		400	368	20		388
Kids' Programs	207	73	-	280	24	8		32	26	1		27
Kids' Program Attendance	4,669	436	-	5,105	702	7		709	491	25		516
Teen Programs	68	13	-	81	7	-		7	8	1		9
Teen Program Attendance	362	1	-	363	30	-		30	35	-		35
Adult Programs	75	52	-	127	7	10		17	9	8		17
Adult Program Attendance	642	108	-	750	96	22		118	105	11		116
Total Programs	350	138	-	488	38	18		56	43	10		53
Total Program Attendance	5,673	545	-	6,218	828	29		857	631	44		675
Outreach	58	3	-	61	8	-		8	9	-		9
Public Computer Use	5,012	43	-	393	701	37		738	1,002	28		1,030
ADA-pc Use	75	4	-	11	11	4		15	13	2		15
Wireless Use	18,388	2,209	-	2,723	2,375	219		2,594	1,923	199		2,122



## Circulation by Collection

February 2024

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	570	14	7
Adult Biography	101	4	0
Adult CD Non-Fiction	34	3	0
Adult DVD	1009	54	44
Adult Fiction	2,810	100	62
Adult Launchpad	1	4	0
Adult Magazines	92	2	0
Adult Music	138	0	0
Adult Non-Fiction	1103	81	18
Adult Spanish	10	NA	0
Children's Audiobook	124	14	8
Children's Biography	62	0	0
Children's DVD	300	26	12
Children's Fiction	726	44	23
Children's Launchpad	24	6	0
Children's Magazines	0	0	0
Children's Music	26	0	0
Children's Non-Fiction	863	41	29
Children's Oversize	16	0	0
Children's Spanish	16	0	0
Easy Reader	539	45	50
Equipment	21	2	0
Exam Books	1	0	0
Large Print	725	8	8
Mobile Devices	4	0	0
Nevada	50	3	2
Picture Books	1602	204	16
Video Games	4	0	0
Young Adult	178	14	9
Manga	161	0	2
Graphic Novels	76	1	5
Young Adult Launchpad	0	1	0
Young Adult Magazines	0	0	0

### Hoopla

<b>eAudiobook</b>	1149	<b>Movie</b>	110	<b>Bingepasses</b>	22
Adult Fiction	815	Adult Fiction	84	Adult Fiction	18
Adult Non-Fiction	209	Adult Non-Fiction	11	Adult Non-Fiction	1
Juv Fiction	117	Juv Fiction	11	Juv Fiction	1
Juv Non-Fiction	8	Juv Non-Fiction	4	Juv Non-Fiction	2
<b>eBook</b>	469	<b>Television</b>	124		
Adult Fiction	298	Adult Fiction	112		
Adult Non-Fiction	95	Adult Non-Fiction	3		
Juv Fiction	70	Juv Fiction	9		
Juv Non-Fiction	6	Juv Non-Fiction	0		
<b>Comics</b>	43	<b>Music</b>	48		
Adult Fiction	19	Adult	45		
Adult Non-Fiction	0	Juv	3		
Juv Fiction	24				
Juv Non-Fiction	0	<b>Total Circulation</b>	1,965		

### Overdrive/Libby

eAudiobook	856
eBook	773
Magazines	483
Adult	1,410
Juv	113
Young Adult	106
<b>Total Circulation</b>	2,112