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APPROVED 7/25/2023
LIBRARY BOARD OF TRUSTEES MINUTES
June 27, 2023

ATTENDEES

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

THE MEETING CONVENED AT 10:01 A.M.

1. PUBLIC COMMENTS.

Chairperson Starla Doughty asked for public comment.

Director Timothy DeGhelder informed the board that part of his leadership training is for members to attend other county department board meetings and that there is an attendee here at this board meeting. Sophia who is in the leadership training introduced herself and noted how involved Tim is in the community. Chairperson Doughty welcomed new board member Jimayne Merkow and all members and staff introduced themselves.

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 Theresa DeGraffenreid made a second. There being no public comment, the motion carried unanimously with a 5-0.

3. DISCUSSION ON APPROVAL OF THE MINUTES OF THE MAY 23, 2023 REGULAR MEETING.

Chairperson Doughty asked if the public comment on page five that reads, “He commented that Tim is doing an excellent job and with rotary he is a great volunteer in the community”, was worded correctly or if that is what was actually said. Veronica Hallam confirmed that that is what was actually said.

MOTION/VOTE:

Trustee DeGraffenreid made a motion to approve the minutes of the May 23, 2023 regular meeting. Vice Chairperson Conner made a second. There being no public comment, the motion carried unanimously with a 5-0 vote.

4. CONSENT CALENDAR.

a. APPROVAL OF GIFT FUND CLAIMS

i. May 2023

ii. June 2023

Gift Fund Claims May / June 2023

*Town of Minden	CVIC Hall rental for Summer Reading	04445	\$ 50.00
*Amazon	Books for 2 nd Wednesday Book Club	04462	\$ 1,174.11
*Amazon	SRP adult incentives & prizes	04469	\$ 190.17
Amazon	Austin House incentives; Washoe Tribe incentives	04472	\$ 237.45
Amazon	3D printer gifted by former trustee	04475	\$ 877.61
*Amazon	SRP grand prizes; items for Science Club; items for 2 nd Wednesday Book Group	04476	\$ 933.20

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

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

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

a. 5/31/2023

Referring to the gift fund summary, Trustee DeGraffenreid asked if the library usually pays for supplies for programs. Director DeGhelder explained that the friends often pay for the supplies for programming and commented how important programs are to get the community to come in to the library and participate without having to bring their own supplies. He noted that the friends funded the library \$15,000 to support programming. Holly Traxler and Laura Treinen commented that the library is very meticulous when spending for programs and Vanna Bells noted that the lake branch gets donations from patrons for some of their programs. Chairperson Doughty noted that a past board member donated money to purchase a 3D printer and is very grateful for that gift.

MOTION/VOTE:

There being no public comment, Trustee Estee made a motion to approve the budget performance report and the gift fund summary. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

**6. DISCUSSION ON ESTABLISHING PERFORMANCE GOALS FOR LIBRARY
DIRECTOR TIMOTHY DEGHELDER TO BE EVALUATED AS PART OF THE
DIRECTOR'S 2024 ANNUAL PERFORMANCE EVALUATION.**

Included in the packet Director DeGhelder provided the board with the list of annual goals he's prepared to accomplish within this next year, and after the board reviewed and discussed the board agreed that the goals he has set are not measureable because they are ongoing goals. The board considered each goal that Tim listed, limited the list to six and revised the goals to have a measurable outcome. Trustee DeGraffenreid asked about the goal for developing a training schedule for staff and refers to the training classes he listed on his Director's report. Tim explained that the training classes he lists on his report is just a start. He and supervisors will develop and implement training for staff and create a schedule to share with the board moving forward. Trustee Merkow noted that Tim can conduct research on marketing plans on libraries and incorporate that into staff training. SCORE will be providing training and the county manager's office will provide tips on their marketing plan. Tim noted that for staff training rather than close the library for a day specifically for training, he plans to have a training session every other month in the morning before the library opens. Referring to youth goals and new programs, Trustee Estee stated that a good start is to get the programs implemented and in place, reach out to the preschools and schools, and get families enrolled and engaged. Develop and implement new adult programs as well. Chairperson Doughty mentioned one of the goals Tim had listed was to increase by 5% gate counts, circulation, programs, digital media and social media and noted that that is a good measurable goal. Trustee Merkow stated that social media presence is an extremely important goal and that it ties in to a lot of the other goals by promoting and getting the library's vision and programs out into the population. Vice Chairperson Conner noted that another goal to add is monitoring the strategic plan goals as Tim works to accomplish his goals.

After discussion, Chairperson Doughty asked for public comment. There was no public comment.

Goal #1

MOTION/VOTE:

Trustee Estee made a motion for goal #1 the approval to develop and implement new youth programs to challenge kids and families to read books before kindergarten and Every Child Ready to Read in schools and preschools. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #2

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #2 the approval to increase the overall circulation between the two library locations using gate counts, programs, digital media and social media contacts within the next year. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #3

MOTION/VOTE:

Trustee Estee made a motion for goal #3 the approval to conduct research and educate staff on a marketing plan starting with SCORE and the county manager's plan. Trustee Merkow made a second, and the motion carried unanimously with a 5-0 vote.

Goal #4

MOTION/VOTE:

Trustee Merkow made a motion for goal #4 the approval to develop and implement a new adult reading program. Vice Chairperson Conner made a second, and the motion carried unanimously with a 5-0 vote.

Goal #5

MOTION/VOTE:

Vice Chairperson Conner made a motion for goal #5 the approval to develop and implement a training schedule for staff and present the training schedule and the timelines to the board by the next board meeting. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

Goal #6

MOTION/VOTE:

Trustee DeGraffenreid made a motion for goal #6 the approval to continue to monitor and look for ways to complete the strategic plan goals. Trustee Estee made a second, and the motion carried unanimously with a 5-0 vote.

7. DISCUSSION ON PROFESSIONAL DEVELOPMENT AND TRAINING OPTIONS FOR LIBRARY EMPLOYEES, INCLUDING SCHEDULING AND ECONOMIC IMPACTS.

Chairperson Doughty noted that this was discussed in depth in the previous agenda item. All trustees were in agreement to move forward to the next agenda item.

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

Chairperson Doughty stated that the 90 days to complete the online training has expired and asked if everyone has completed their training. Vice Chairperson Conner is the only trustee who has completed the training and there was some confusion as to what exactly the trustees had to complete. Veronica will send the trustees the link to the online training and Chairperson Doughty will extend the completion to another 90 days. All trustees will be assigned a county email address.

9. DISCUSSION AND UPDATE ON THE FRIENDS OF THE LIBRARY FUNDRAISING GALA SCHEDULED FOR OCTOBER 2023.

Director DeGhelder provided the board with a tour of the library's webpage with information about the gala. He introduced them to the Zeffy app which is where the community goes to purchase gala tickets or make donations to the gala. He walked the board through that process and noted that the gala event is going out on social media and reminder eBlasts are going out to all patrons who have an account with the library. Chairperson Doughty noted that the event is on the chamber calendar and encouraged the board to purchase their tickets or gift a donation.

10. DISCUSSION AND UPDATE ON THE VOLUNTEER COMMUNITY ENGAGEMENT PROGRAM, INCLUDING RECOGNIZING THE VOLUNTEERS AT AN APPRECIATION RECEPTION.

Referring to his report that was included in the packet, Director DeGhelder explained how many volunteers the library has this year compared to last year and his goal to reach even higher numbers next year. As said in the report, he explained the hour's volunteers commit and the duties they perform, one being book repair which saves the library money rather than having to repurchase new material. Holly stated that the library will be introducing a new Spanish speaking storytime program and to properly run the program the library will need a Spanish speaking volunteer. The county will be reaching out to all the volunteers within the county to find a person who would be willing to do that. This community is very diverse and she noted that every quarter the library will highlight a different language for storytime. Tim stated that he will be having an appreciation luncheon for the volunteers in January of next year.

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.

Tim commented that there was a typing error in his director's report in regards to the donation made to the lake library from the Zephyr Cove Tennis Club Foundation. In the report it says that the tennis club donated \$200 but they in fact donated \$250.

12. CLOSING PUBLIC COMMENTS.

Chairperson Doughty asked for public comment.

Chairperson Doughty again welcomed Trustee Merkow to the board.

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

THE MEETING ADJOURNED AT 11:31 A.M.

Director Update- June 2023

Summer Reading Program- We had our official Summer Reading Program kickoff on June 20th, we had 190 signups on the first day. We had the Sheriff Posse out front greeting our customers. We had an afternoon Japanese Drum Program around 2pm. Our reading prizes are in our display case. Our Tiny Art Show puzzle is displayed and we already gave out our first box of puzzle pieces. We have signups digital and paper copy signups.

New staff member starts at Zephyr Cove. Our new team member started this month. We are back to normal hours, no lunch break. Our new team member has extensive IT experience.

Librarian Interviews- we also hired a new librarian for our acquisitions position. He will start after his background check is complete. Theodore (Theo) Kaleel has been offered and has accepted the position.

Ticket Sales- Gala. Our library gala link is up on our webpage.
<https://library.douglascountynv.gov/>

Picking up trash at Zephyr Cove. The library was supporting a program where people pick-up trash and get rewards.

SCORE business program. The library will be working with SCORE in July and do our first program- The Basics of Starting Your Own Business. Saturday July 15th from 1pm to 3pm.

New Library Board Member- I attended the BOCC meeting and let all of the potential board candidates know they can volunteer at the library or volunteer with the Friends of the Library. All of the candidates were ready to make an

impact on the library. Jimayne Merkow was chosen to serve the remainder of Bonnie Rogers' term until Dec. 2023.

3D Printer- The library had a donation from Kate Garrahan to purchase a 3-D printer. The printer was purchased. We are in the process of training staff on how this works. We will bring a policy suggestion to a future board meeting for approval before we give public access to the printer.

Backpack Buddies and Food Closet- We have had food donations every other week for our new teen zone.

Chamber Coffee- I attended coffee at Sierra Chef and was joined by Barb Wilson, president of the Friends of the Library.

Tiny Art Show- started June 15, we have created the puzzle pieces with a barcode. They will be checked out like a book so we can get all of the puzzle pieces returned by August 15. So far, the public seems to be excited about having another art show.

Quarterly Book Sales- coming soon! August and November (August 16 and 17) Will be our first sale at the library in 2023. (November 15 and 16) Will be our second book sale at the library. This sale will prepare on Friday morning and have an afternoon FOL book invite in the evening. Then there would be an all-day sale on Saturday.

We might have a sponsor for our First Tiny Free Library Box. We would have this box be a sample during our Library Gala.

Bookmobile at Farmer's Market. This will be a summer stop for the library.

Storytime in the park. We will have a children's story time during the summer school break. Wednesday mornings. (This will also include crafts)

Looking to bring back Author Nights to the Minden location. More information coming on this for 2024.

We are also planning a thank you lunch for our volunteers- early January. Our volunteers

We are looking at January and February for an Adult Winter Read Program. We want to give our 18+ crowd a special reading program. We might create a bingo card with different types of reading materials for adults to get a bingo and then get an entry for a prize.

Four new security cameras have been added. The newer cameras cover the teen room, children's area, adult table area and the meeting room.

Tiles cleaned at the front- looks cleaner but not perfect.

Free fishing licenses for kids age 12-17. We posted on our FB for the state of NV.

Looking at training classes for the next 12 months- our current list.

1. First Aid & CPR (2 to 4 hours)
2. Every Child Ready to Read (2 hours)
3. Marketing basics (SCORE- 2 hours)
4. Dealing with mental issues (1 hour)
5. Active Shooter Training (2 hours)
6. Strength Finders (2 hours)
7. Novel-list Reader's Advisory (2 hours)
8. Naloxone training

A new volunteer will do Zoom Programming- Possible after-hours. We might have an on-line program run by a volunteer on a Friday or Saturday night. (still working out the details.)

Celebration of Pollinator Week- learning more about bees.

Storytime at Genoa- Working with Sierra Chef to have a couple of outdoor story times with crafts in July and August. We would simply do the repeat the story-time at the Minden Park.

Extra donations given for Summer Reading

\$200 from the Zephyr Cove Tennis Club Foundation

\$75 from the Animal Arc Wildlife Sanctuary

Updated to my workplace training completed in June

Course Name: Douglas County Policy 100.12, Anti-Harassment

Course Name: Whistleblower's Protection

Upcoming dates that could be supported by the library board-

July 18th Spellbinders Magic, August 16th& 17th book sale at library, September 13 Lake and 15 Minden (Tiny Art Show- public viewing event)

Library tour- available before or after board meeting in July. Show all the current space we have and meet staff.

Circulation by Collection

May 2023

Collection	Location		
	Minden	Lake Tahoe	BKM
Adult Audiobook	543	20	2
Adult Biography	70	7	1
Adult CD Non-Fiction	56	0	0
Adult DVD	838	31	44
Adult Fiction	2860	142	49
Adult Launchpad	5	0	0
Adult Magazines	119	18	0
Adult Music	121	0	0
Adult Non-Fiction	865	81	8
Adult Spanish	6	NA	0
Children's Audiobook	115	12	4
Children's Biography	30	0	1
Children's DVD	166	17	1
Children's Fiction	805	26	40
Children's Launchpad	11	5	0
Children's Magazines	1	0	0
Children's Music	26	0	0
Children's Non-Fiction	769	54	32
Children's Oversize	8	0	0
Children's Spanish	9	6	0
Easy Reader	545	13	21
Equipment	15	19	0
Exam Books	0	0	0
Large Print	681	5	13
Mobile Devices	5	0	1
Nevada	49	15	0
Picture Books	1528	124	28
Video Games	17	0	0
Young Adult	157	9	5
Graphic Novels	142	0	10
Young Adult Launchpad	0	0	0
Young Adult Magazines	0	0	0

Hoopla

eAudiobook	1053	Movie	149
Adult Non-Fiction	194	Adult Non-Fiction	26
Adult Fiction	735	Adult Fiction	97
Juv Non-Fiction	5	Juv Non-Fiction	5
Juv Fiction	119	Juv Fiction	21
eBook	430	Television	151
Adult Non-Fiction	85	Adult Non-Fiction	41
Adult Fiction	274	Adult Fiction	107
Juv Non-Fiction	16	Juv Non-Fiction	0
Juv Fiction	55	Juv Fiction	3
Comics	52	Music	36
Adult Non-Fiction	0	Adult	33
Adult Fiction	31	Juv	3
Juv Non-Fiction	3		
Juv Fiction	18	Total Circulation	1,873

Overdrive/Libby

eAudiobook	764
eBook	711
Magazines	132
Adult	1,356
Juv	71
Young Adult	48
Total Circulation	1,607

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2022-2023

	Fiscal Year-to-Date				April 2023				May 2023			
	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Circulation												
Items Checked Out/Renewed	121,921	7,019	2,556	131,496	11,098	582	340	12,020	10,562	604	263	11,429
eCheckouts				51,294				4,727				5,435
New Cards Issued	968	146	53	1,167	81	11	6	98	77	20	10	107
Patrons*	307,142	30,535	3,277	309,475	27,565	3,430	378	31,373	27,641	3,450	388	31,479
Library Visits	53,443	12,397	2,012	67,852	5,235	1,036	267	6,538	4,803	1,466	305	6,574
Tahoe Lobby Visits				7,140				1,356				3,612
Curbside Service Pick-ups	36	-	-	36	2	-	-	2	-	-	-	-
Bookmobile Stops				219				25				24
Inventory *	1,202,454	256,546	19,020	1,345,327	101,775	28,451	2,134	132,360	102,057	28,489	2,147	132,693
Interlibrary Loans Requested	735	58	62	855	78	5	3	86	66	10	9	85
Interlibrary Loans Loaned	329	33	5	367	16	4	-	20	43	3	-	46
Homebound Patrons *	17	-	-	17	16	-	-	16	16			16
Homebound Checkouts	825	-	-	825	68	-	-	68	63			63
Database Sessions				30,074				2,772				3,573
Services												
Meeting Room Use	Minden 427	Tahoe 39	Bkmobile -	Total 466	Minden 45	Tahoe 2	Bkmobile -	Total 47	Minden 48	Tahoe 2	Bkmobile -	Total 50
Meeting Room Attendance	3,416	454	-	3,870	360	20	-	380	384	22	-	406
Kids' Programs	251	95	-	346	25	8	-	33	32	13	-	45
Kids' Program Attendance	4,367	482	-	4,849	372	16	-	388	443	64	-	507
Teen Programs	151	25	-	176	12	1	-	13	12	1	-	13
Teen Program Attendance	499	16	-	515	49	-	-	49	65	-	-	65
Adult Programs	101	42	-	143	9	5	-	14	9	4	-	13
Adult Program Attendance	842	162	-	1,004	97	25	-	122	69	9	-	78
Total Programs	503	162	-	665	46	14	-	60	53	18	-	71
Total Program Attendance	5,708	660	-	6,368	518	41	-	559	577	74	-	651
Outreach	62	10	-	72	5	-	-	5	7	-	-	7
Public Computer Use	4,465	135	-	901	367	54		421	333	32	-	365
ADA-pc Use	138	5	-	27	23	3		26	19	5	-	24
Wireless Use	23,340	2,858	-	5,038	1,834	161		1,995	2,234	161	-	2,395