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APPROVED 7/27/2021
LIBRARY BOARD OF TRUSTEES MINUTES
June 22, 2021

ATTENDEES

Library Board Members: Chairperson Bonnie Rogers; Vice Chairperson Heather Martin Maier; Trustees Jill Harper and Elizabeth Tattersall

Library Staff: Library Director Amy Dodson; Library Supervisors Julia Brown and Laura Treinen; Administrative Services Manager Veronica Hallam, Clerk to the Board

County Staff: Deputy District Attorney Cynthea Gregory

Absent: Trustee Kate Garrahan

THE MEETING CONVENED AT 10:01 P.M.

1. PUBLIC COMMENTS.

Chairperson Bonnie Rogers asked for public comment.

There being no public comment, public comment was closed.

2. APPROVAL OF PROPOSED AGENDA.

MOTION/VOTE:

There being no public comment, Trustee Jill Harper made a motion to approve the agenda. Trustee Elizabeth Tattersall made a second and the motion carried unanimously with a 4-0 vote.

3. APPROVAL OF THE MINUTES OF THE MAY 6, 2021 SPECIAL MEETING AND THE MAY 25, 2021 REGULAR MEETING.

MOTION/VOTE:

There being no public comment, Trustee Harper made a motion to approve the minutes of the May 6, 2021 special meeting and the May 25, 2021 regular meeting. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

4. CONSENT CALENDAR.**a. Approval of Gift fund claims****i. May 2021****ii. June 2021**

*Petty Cash	Items for Summer Reading Program	03717	\$ 138.80
*Petty Cash	Items for Children's Storytime; ERC Staff birthday	03706	\$ 20.50
Do Co Procurement Program	ERC - staff training/recognition	03715	\$ 133.56
*Baker & Taylor	Friends donated funds – book group	03724	\$ 158.37
*Petty Cash	Items for Summer Reading Storytime	03722	\$ 20.00
*Petty Cash	Items for Summer Reading Program	03729	\$ 32.89
*Town of Minden	CVIC rent for the Summer Reading performance events	03730	\$ 50.00
*Petty Cash	ERC – Kira's baby shower; items for Summer Reading Program	03737	\$ 161.85
*Do Co Procurement Program	Items for Summer Reading Program	03738	\$ 22.50
*Do Co Procurement Program	Items for Summer Reading Program Murder Mystery Party	03741	\$ 44.95
*Do Co Procurement Program	NRS Chapter 82 Nonprofit Annual List of Officers and Director's	03739	\$ 50.00
Digital Technology Solutions	Barracuda email back-up appliance software & support \$11,135.40	03744	
*Baker & Taylor	Friends donated funds – book group	03752	\$ 224.12
*Center Point	Donated funds in memory of Helen Ruso – large print books	03751	\$ 46.48

*Funding/partial funding by Friends of the Library

MOTION/VOTE:

Trustee Tattersall made a motion to approve the consent calendar. Trustee Harper made a second. There being no public comment, the motion carried unanimously with a 4-0 vote.

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

a. 5/31/2021

Referring to the budget performance report, Director Amy Dodson noted that 90% of the library's budget has been expended. She spoke with Finance yesterday and there are a couple of augments that have still not been entered and are not reflected in the report. Those include the \$12,000 for the investigation and the transfer to clean up some purchase orders. By the end of the week those augments will be posted and reflected in the budget. She noted that the purchase orders will be closed on or before June 30th and those encumbrances will be released and put back into the fund.

6. DISCUSSION AND POSSIBLE ACTION ON THE LIBRARY'S LONG RANGE PLAN. DISCUSSION TOPICS MAY INCLUDE OBJECTIVES, NEXT STEPS IN THE DEVELOPMENT OF THE LONG RANGE PLAN, SELECTION OF A CONSULTANT AND AUTHORIZING THE LIBRARY DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT IN AN AMOUNT NOT TO EXCEED \$30,000. [Action]

The board discussed the consultants' presentations and it was agreed that the board would work with Dr. Fred Steinmann with the University of Nevada, Reno Center for Economic Development moving forward with the strategic plan. Chairperson Rogers noted that Trustee Kate Garrahan stated to her that she would be fine hiring Dr. Steinmann. The board also agreed that working with In Plain Site to assist the library with a marketing plan would be beneficial once the strategic plan is in place.

MOTION/VOTE:

There being no public comment, Chairperson Bonnie Rogers made a motion that the board select Dr. Frederick Steinmann as a consultant for the strategic plan and authorize the library director to negotiate into an agreement an amount not to exceed \$12,000. Trustee Tattersall made a second and the motion carried unanimously with a 4-0 vote.

7. DISCUSSION AND POSSIBLE ACTION ON ORGANIZING AND SELECTING A DATE FOR A TOUR OF THE MINDEN LIBRARY BY MEMBERS OF THE DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS.

Director Dodson stated that she reached out to County Manager Patrick Cates and his assistant to give her a range of dates for a tour but has not heard back. She suggested the board discuss a

time when the tour should take place and Trustee Tattersall recommended the fall which would give the board adequate time for planning. October at the latest. Trustees Harper and Heather Martin Maier agreed. Trustee Harper commented that it's important that the bookmobile be present for the tour and it would also be good for the commissioners to see the bookmobile in action out in the field. Director Dodson can schedule that as a separate event as soon as she hears back from Patrick.

There was no further discussion.

8. LIBRARY DIRECTOR'S MONTHLY REPORT ON LIBRARY OPERATIONS AND STATISTICAL REPORTS FROM STAFF. [Discussion]

The monthly report and statistical reports are attached and made a part of these minutes.

9. CLOSING PUBLIC COMMENTS.

Chairperson Rogers asked for public comment.

There being no public comment, public comment was closed.

THE MEETING ADJOURNED AT 10:37 A.M.



Director's Monthly Report – June 2021

➤ **Library Operations**

- Visits to the Minden Library, Lake Tahoe Library, and the bookmobile continue to increase every week, especially since the school year ended in the Valley.
- Bookmobile visits are increasing each week. The Minden Farmer's Market has been the most-visited on the routes so far.

➤ **Library Staff**

- A staff meeting was held on June 11. We reviewed various library services and procedures, upcoming programs, and the strategic planning process.
- The supervisors and Director attended training on performance evaluations on June 11.
- Performance evaluations were completed for Karen Myers and Karen Fitzgerald this month.
- Requisitions to fill previously frozen positions were approved for the upcoming 2021-2022 fiscal year. The job postings were added to the county website on June 7. We are recruiting for four vacancies total: Library Supervisor at the Lake Tahoe branch, two Library Technicians at the Lake Tahoe branch, and a part-time Page at the Minden library. The start dates for all of the positions will be after July 1. Once the Lake Tahoe positions are filled and the new staff is trained, we can make plans for the Lake Tahoe Library to resume full hours of operation.

➤ **Library Programs**

- The Summer Reading Program began on June 1 and is going very well. So far, 176 patrons have signed up, including 109 children, 27 teens and 40 adults. The Wildlife Show was unfortunately cancelled on June 3, but the staff pulled together a great kickoff event with only 48 hours of notice.
- The Teen Advisory Board started meeting again on June 10. We have a great group of teens this year. Rachel Soleta, who was recently promoted to Youth Services Senior Tech, is leading the teen and tween programs with help from the Youth Services Librarian. Rachel has also started a new Tween Book Club this month.
- In partnership with Churchill County's Fallon Food Hub, the Minden Library is a new pick-up point for customers of the Farm Share program. This means that customers who subscribe to the Farm Share, also known as "community supported agriculture", will come to the Minden Library on Thursdays to pick up their produce. This is a great way to bring new people to the library and gain

visibility. Farm Share boxes are distributed in Carson City, Reno, and Douglas County. This is a seasonal program, and we are excited to welcome new library users.

➤ **Library Administration**

- The Library and the Douglas County HR Department are working together to bring volunteers back to the library. The HR department has centralized the program and now manages and oversees the volunteer program for all County departments. The online application for new and returning volunteers is available on the Douglas County website at <https://www.governmentjobs.com/careers/douglasconv/transferjobs>. Some volunteers are struggling with the new requirements. Background checks and fingerprinting have always been required, but the online application is a new element. The new process also requires background and fingerprint checks every year. Currently, we are waiting for the results of the background checks of volunteers who have recently applied. The background checks are essential for the safety of our patrons and staff.
- The Organizational Review by Moss Adams is underway. The interviews of staff and library trustees have begun and will continue through the end of June. The review should be completed by August.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2019-2020

	Fiscal Year-to-Date				April 2020				May 2020			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	115,913	5,874	1,087	122,874	-	-	-	-	4,229	86	-	4,315
eCheckouts				27,740				3,937				4,230
New Cards Issued	1,079	114	156	1,349	31	1	-	32	22	2	-	24
Patrons	25,193	3,125	155	28,417	25,173	3,121	155	28,449	25,193	3,125	155	28,473
Library Visits	48,293	8,335	1,903	58,531	-	-	-	-	469	26	-	495
Bookmobile Stops				74				-				-
Inventory	110,752	28,878	1,658	141,288	110,456	28,815	1,657	140,928	110,752	28,878	1,658	141,288
Interlibrary Loans Requested	386	18	-	404	-	-	-	-	-	-	-	-
Interlibrary Loans Loaned	224	25	-	249	-	-	-	-	-	-	-	-
Homebound Patrons	20	-	-	20	-	-	-	-	-	-	-	-
Homebound Checkouts	1,186	-	-	1,186	-	-	-	-	-	-	-	-
Database Sessions				44,130				3,010				5,911
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	265	28	-	293				-	-	-	-	-
Meeting Room Attendance	3,180	297	-	3,477	-			-	-	-	-	-
Kids' Programs	210	68	-	278				-	-	-	-	-
Kids' Program Attendance	2,999	520	-	3,519				-	-	-	-	-
Teen Programs	52	-	-	52				-	-	-	-	-
Teen Program Attendance	180	-	-	180				-	-	-	-	-
Adult Programs	24	10	-	34				-	-	-	-	-
Adult Program Attendance	421	28	-	449				-	-	-	-	-
Total Programs	286	78	-	364	-	-	-	-	-	-	-	-
Total Program Attendance	3,600	548	-	4,148	-	-	-	-	-	-	-	-
Outreach	54	-	-	54				-	-	-	-	-
Mobile Device Assistance	1,173	15	-	1,188				-	-	-	-	-
Public Computer Use	6,084	586	-	6,670				-	-		-	-
ADA-pc Use	89	22	-	111				-	-		-	-
Wireless Use	23,280	1,384	-	24,664				-			-	-
Volunteers	112	1	4	117				-				-
Volunteer Hours	1,671	5	29	1,705				-				-

DOUGLAS COUNTY PUBLIC LIBRARY

Statistical Report

FY 2020-2021

	Fiscal Year-to-Date				April 2021				May 2021			
Circulation	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Items Checked Out/Renewed	105,083	6,288	161	111,532	9,980	524	19	10,523	10,723	641	123	11,487
eCheckouts				35,645				3,192				3,780
New Cards Issued	464	58	23	545	48	5	-	53	68	12	23	103
Patrons	25,673	3,189	177	29,039	25,606	3,177	155	28,938	25,673	3,189	177	29,039
Library Visits	22,342	3,238	212	25,792	2,542	164	16	2,722	3,324	404	178	3,906
Curbside Service Pick-ups	4,939	53	-	4,992	287	1	-	288	74	-	-	74
Bookmobile Stops				38				9				16
Inventory	101,983	29,447	1,837	133,267	103,205	29,746	1,770	134,721	101,983	29,447	1,837	133,267
Interlibrary Loans Requested	484	5	-	489	38	1	-	39	44	1	-	45
Interlibrary Loans Loaned	362	59	-	421	26	2	-	28	33	6	-	39
Homebound Patrons	8	-	-	8	-	-	-	-	8	-	-	8
Homebound Checkouts	54	-	-	54	-	-	-	-	54	-	-	54
Database Sessions				62,481				2,418				19,852
Services	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total	Minden	Tahoe	Bkmobile	Total
Meeting Room Use	4	-	-	4	-	-	-	-	4	-	-	4
Meeting Room Attendance	48	-	-	48	-	-	-	-	48	-	-	48
Kids' Programs	2	-	-	2	-	-	-	-	2	-	-	2
Kids' Program Attendance	9	-	-	9	-	-	-	-	9	-	-	9
Teen Programs	26	-	-	26	5	-	-	5	6	-	-	6
Teen Program Attendance	145	-	-	145	23	-	-	23	34	-	-	34
Adult Programs	-	-	-	-	-	-	-	-	-	-	-	-
Adult Program Attendance	-	-	-	-	-	-	-	-	-	-	-	-
Total Programs	28	-	-	28	5	-	-	5	8	-	-	8
Total Program Attendance	154	-	-	154	23	-	-	23	43	-	-	43
Outreach	-	-	-	-	-	-	-	-	-	-	-	-
Mobile Device Assistance	-	-	-	-	-	-	-	-	-	-	-	-
Public Computer Use	-	-	-	-				-				-
ADA-pc Use	-	-	-	-				-				-
Wireless Use	6,141	1,046	-	7,187	556	81	-	637	1,423	101	-	1,524
Volunteers	-	-	-	-				-				-
Volunteer Hours	-	-	-	-				-				-

Circulation by Collection

May 2021

Collection	Location	
	Minden	Lake Tahoe
Adult Audiobook	675	20
Adult Biography	115	1
Adult CD Non-Fiction	42	2
Adult DVD	1011	61
Adult Fiction	2887	167
Adult Launchpad	3	0
Adult Magazines	152	16
Adult Music	90	24
Adult Non-Fiction	1125	52
Adult Spanish	2	0
Children's Audiobook	85	15
Children's Biography	60	1
Children's DVD	282	6
Children's Fiction	619	46
Children's Launchpad	7	0
Children's Magazines	7	0
Children's Music	13	0
Children's Non-Fiction	675	16
Children's Oversize	3	2
Children's Spanish	8	2
Easy Reader	472	16
Equipment	7	0
Exam Books	2	0
Large Print	716	10
Manga	74	0
Mobile Devices	1	0
Nevada	78	9
Picture Books	1231	161
Video Games	5	0
Young Adult	186	14
Graphic Novels	88	0
Young Adult Launchpad	1	0
Young Adult Magazines	1	0

Hoopla

eAudiobook	807	Movie	94
Adult Non-Fiction	146	Adult Non-Fiction	18
Adult Fiction	573	Adult Fiction	61
Juv Non-Fiction	4	Juv Non-Fiction	1
Juv Fiction	84	Juv Fiction	14
eBook	348	Television	138
Adult Non-Fiction	70	Adult Non-Fiction	41
Adult Fiction	253	Adult Fiction	94
Juv Non-Fiction	6	Juv Non-Fiction	0
Juv Fiction	19	Juv Fiction	3
Comics	45	Music	49
Adult Non-Fiction	3	Adult	47
Adult Fiction	26	Juv	2
Juv Non-Fiction	1		
Juv Fiction	15	Total Circulation	1,481

Overdrive/Libby

eAudiobook	407
eBook	418
Adult	786
Juv	23
Young Adult	16
Total Circulation	825