



LIBRARY BOARD OF
TRUSTEES MEETING
8/28/18
SUPPLEMENTAL MATLS

Director's Monthly Report August 2018

1. Summer Reading Program. This year's Summer Reading Program ran June 11-August 4 with the theme "Libraries Rock!" The staff (especially Youth Services and Adult Services) worked hard to create an exciting and fun summer. Programs for teens and children focused on literacy and creativity, such as Lego building, making musical instruments, family movie showings, magic shows, and wild animal encounters. We included an Adult SRP element again, and it was very popular at both libraries. Special adult programs included 3D pen art, book sculpture, genealogy classes, and coffee tastings. We have received positive feedback from patrons of all ages.
2. Friends of the Library. The Friends generously sponsored a significant portion of the Summer Reading Program again this year, including funds for books, programs, and supplies.
3. Staff position vacancies. We have filled the part-time Library Page position. Rachel Soleta started on August 6. Rachel had been working as a Shelver at UNR, so we are confident her training will go quickly.
4. Douglas County. County Manager Larry Werner is retiring as of August 31. Assistant County Manager Jenifer Davidson was appointed the Interim County Manager at the Board of County Commissioners meeting on August 16.
5. NV State Library. Jeff Kintop, the State Library administrator (more commonly known as the State Librarian) is retiring in September. The Nevada State Library, Archives & Public Records (NSLAPR) is one of twelve divisions of the state's Department of Administration.
6. Staff Development. Connie Rivera-Gibson from the Lake Tahoe branch attended the annual conference of the American Library Association (ALA) in New Orleans, June 21-26. The next conference of the Nevada Library Association (NLA) is in Las Vegas, October 12-14.
7. Book Returns. The Library offers four locations for patrons to return items, in addition to the Minden and Lake Tahoe Libraries. We have book drops at Fire Station #12, Albite Road in the TRE area, and the Kahle Community Center. We added a book return to the Indian Hills GID office in 2015, but this location was rarely used. Average return rates were fewer than 10 items per month. In June we moved this book return to the Community and Senior Center in Gardnerville.

DOUGLAS COUNTY PUBLIC LIBRARY						
Statistical Report						
FY 2017-2018						
	Year-to-Date			June 2018		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	155,589	8,865	164,454	13,952	801	14,753
eCheckouts			16,815			1,685
New Cards Issued	1,314	151	1,465	141	13	154
Patrons	27,880	3,293	31,173	27,880	3,293	31,173
Library Visits	93,381	17,368	110,749	8,331	1,714	10,045
Inventory	110,125	26,987	137,112	110,125	26,987	137,112
Interlibrary Loans Requested	528	28	556	64	3	67
Interlibrary Loans Loaned	392	41	433	35	-	35
Homebound Patrons	25	-	25	25	-	25
Homebound Checkouts	2,056	-	2,056	135	-	135
Database Sessions			4,133			143
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	482	58	540	44	9	53
Meeting Room Attendance	5,784	879	6,663	528	96	624
Pine Nut Room Use	206	-	206	22	-	22
Pine Nut Room Attendance	1,030	-	1,030	110	-	110
Kids' Programs	319	115	434	26	15	41
Kids' Program Attendance	6,245	950	7,195	1,185	150	1,335
Teen Programs	13	4	17	2	1	3
Teen Program Attendance	252	42	294	89	3	92
Adult Programs	34	18	52	7	3	10
Adult Program Attendance	884	50	934	234	23	257
Total Programs	365	130	495	35	19	54
Total Program Attendance	7,375	1,042	8,417	1,508	176	1,684
Outreach	16	-	16	1	-	1
Public Computer Use	9,181	1,161	10,342	972	163	1,135
ADA-pc Use	52	5	57	2	-	2
Wireless Use			25,471	2,092	329	2,421
Volunteers	691	13	704	65	1	66
Volunteer Hours	3,650	75	3,725	313	7	320

Useful Use June 2018					
DLT		DCL			
Internet		Internet	ADA		
Internet & Office	157	Internet & Office	832	Extended use	2
Large Print (LP)	6	Large Print (LP)	51	Restricted LP	0
		15-minute Internet & Office	60		
		Word processing	29		
Total	163	Total	972	Total	2

DOUGLAS COUNTY PUBLIC LIBRARY						
Statistical Report						
FY 2018-2019						
	Year-to-Date			July 2018		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	14,493	823	15,316	14,493	823	15,316
eCheckouts			1,591			1,591
New Cards Issued	110	20	130	110	20	130
Patrons	27,990	3,313	31,303	27,990	3,313	31,303
Library Visits	8,457	1,455	9,912	8,457	1,455	9,912
Inventory	111,133	27,227	138,360	111,133	27,227	138,360
Interlibrary Loans Requested	27	-	27	27	-	27
Interlibrary Loans Loaned	39	9	48	39	9	48
Homebound Patrons	24	-	24	24	-	24
Homebound Checkouts	165	-	165	165	-	165
Database Sessions			206			206
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	37	4	41	37	4	41
Meeting Room Attendance	444	33	477	444	33	477
Pine Nut Room Use	15	-	15	15	-	15
Pine Nut Room Attendance	75	-	75	75	-	75
Kids' Programs	25	4	29	25	4	29
Kids' Program Attendance	460	39	499	460	39	499
Teen Programs	1	-	1	1	-	1
Teen Program Attendance	4	-	4	4	-	4
Adult Programs	7	1	8	7	1	8
Adult Program Attendance	133	9	142	133	9	142
Total Programs	33	5	38	33	5	38
Total Program Attendance	597	48	645	597	48	645
Outreach	-	-	-	-	-	-
Public Computer Use	996	113	1,109	996	113	1,109
ADA-pc Use	11	-	11	11	-	11
Wireless Use	3,739	334	4,073	3,739	334	4,073
Volunteers	54	1	55	54	1	55
Volunteer Hours	264	3	267	264	3	267

Useful Use July 2018

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	108	Internet & Office	831	Extended use	0
Large Print (LP)	5	Large Print (LP)	52	Restricted LP	11
		15-minute Internet & Office	90		
		Word processing	23		
Total	113	Total	996	Total	11

DCL Item Circulation By Collection fy 2017-2018

7/1/2017 To 6/30/2018

Minden Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	539	699	31	730
Adult Audiobook	4,090	12,103	1,909	14,012
Adult Biography	695	1,224	190	1,414
Adult CD Non-Fiction	3	5	-	5
Adult DVD	2,975	16,149	1,084	17,233
Adult Fiction	12,319	32,057	3,946	36,003
Adult Magazines	1,124	2,312	13	2,325
Adult Music	911	2,158	267	2,425
Adult Non-Fiction	6,947	11,544	2,541	14,085
Adult Oversize	1	2	-	2
Adult Reference	1	1	-	1
Adult Spanish	50	78	16	94
Adult Video	7	12	1	13
Children's Audiobook	422	1,108	179	1,287
Children's Biography	229	352	41	393
Children's DVD	1,217	4,815	513	5,328
Children's Fiction	3,324	9,603	1,268	10,871
Children's Magazines	125	213	6	219
Children's Music	124	409	58	467
Children's Non-Fiction	3,834	8,565	1,104	9,669
Children's Oversize	58	98	19	117
Children's Spanish	65	98	7	105
Children's Video	6	46	10	56
Computer Disc	2	3	1	4
Easy Reader	1,229	6,405	548	6,953
Equipment	55	711	128	839
Exam Books	23	38	12	50
Large Print	3,203	8,395	819	9,214
Mobile Devices	13	109	-	109
Nevada	295	424	56	480
Picture Books	4,010	14,836	1,420	16,256
Professional Collection	6	6	2	8
Video Games	33	211	37	248
Young Adult	1,289	2,935	435	3,370
Young Adult Graphic	511	1,029	126	1,155
Young Adult	31	49	-	49
Total For Organization:	49,742	138,802	16,787	155,589
			Total Children's Circulation during fy 2017-2018	56,295

DLT Item Circulation By Collection fy 2017-2018

From 7/1/2017 To 6/30/2018

Lake Tahoe Branch Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	31	36	2	38
Adult Audiobook	357	548	75	623
Adult Biography	45	57	15	72
Adult DVD	319	628	66	694
Adult Fiction	1,444	2,408	456	2,864
Adult Magazines	84	94	1	95
Adult Music	89	118	28	146
Adult Non-Fiction	527	628	163	791
Adult Reference	5	6	-	6
Adult Spanish	1	1	-	1
Adult Video	2	7	1	8
Children's Audiobook	11	13	2	15
Children's Biography	4	4	-	4
Children's DVD	120	186	18	204
Children's Fiction	520	644	83	727
Children's Magazines	4	4	-	4
Children's Music	2	1	1	2
Children's Non-Fiction	379	482	39	521
Children's Oversize	13	17	1	18
Children's Spanish	5	5	4	9
Easy Reader	83	101	12	113
Equipment	20	41	5	46
Exam Books	1	1	1	2
Large Print	213	501	36	537
Mobile Devices	2	5	-	5
Nevada	75	89	14	103
Picture Books	702	949	44	993
Video Games	10	28	3	31
Young Adult	119	129	36	165
Young Adult Graphic Novel	17	16	12	28
Total For Organization:	5,204	7,747	1,118	8,865
			Total Children's Circulation during fy 2017-2018	2,834

Good Morning Ms. Blackman,

I am forwarding this email to you for your information. Ms. Dodson is welcome and encouraged to participate in the Douglas County Supervisory Management Program. An invitation was extended to her on August 20th.

Please let me know if you have questions or require additional information.

Thank you,

Jenifer Davidson
Assistant County Manager
Douglas County, Nevada
1594 Esmeralda Ave.
Minden, NV 89423
Office: 775-782-9821

From: Davidson, Jenifer
Sent: Monday, August 20, 2018 11:13 AM
To: Ellison, Karen; For_Judge_Glasson; Gilbert, Paul; Gregory, Tom; Jackson, Mark; Lewis, Kathy; Perkins, Tom; Pierini, Ron; Sonnemann, Doug; Young, Nathon Tod; Dodson, Amy; Coverley, Dan
Cc: Werner, Larry; Lang, Wendy
Subject: Supervisory Management Program

Good Morning Elected Officials,

Your departments has been invited to participate as a member of the inaugural class of the Douglas County Supervisory Management Program. It is with your assistance that we hope to utilize this program to help shape the future of our organization. The classes will be book ended with a program kick off prior to the first class, and a program debrief at the end. The first course is scheduled for September 17th-18th.

The program will cover aspects of management critical for our employee's success. It will be broken out into two phases. Phase I will consist of basic management skills and those who complete will be eligible to participate in Phase II. For FY 18/19, only Phase I will be offered with both programs being offered in subsequent years.

PHASE I (presented in the order recommended by UNR)	PHASE II
1) Effective Communication (2 days)	1) Problem Solving: Creating Solutions
2) Managing and Supervising People (2 days)	2) Critical Skills for Supervisors: Managing Today's Workforce
3) Effective Discipline and Documentation (1 day)	3) Managing Organizational Conflict
4) Legal Aspects and Liability Issues (2 days)	4) Coaching Skills for Managers

For the initial offering of this program, spaces are reserved for Department Heads and Elected Officials. After these individuals or their designees complete Phase I, the intent is for the graduates to