

Minden Branch:
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Lake Tahoe Branch:
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douglaslib.nv.us

**DOUGLAS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

2015 Annual Report
Douglas County Board Of Commissioners

OPERATIONAL

- Nearly 121,000 people visited the Douglas County Libraries, and checked out 171,022 items;
- Delivered Summer Reading Program to 829 registrants with a circulation of 13,982 children's materials during the Summer Reading Program;
- Began planning and fundraising for a bookmobile to serve County residents;
- Expanded a training program for patrons to learn use of mobile devices and electronic resources;
- Improved access to READING Paws Dog Day Afternoons program, in which primary grade students read with a certified therapy dog and handler;
- Updated Collection Development policy to allow for purchase of DVD and CD media, which expanded audiovisual collection by more than 5,000 items;
- Removed extensive collection of VHS and audiocassette media, allowing room for growth and development of audiovisual collection;
- Continued the 2nd Wednesday Book Discussion Group at the Minden Library;
- Participated in Nevada's Big Give in March 2015 with the Library Foundation;
- Enhanced technology services offered to patrons through training for both patrons and staff;
- Participated in State Electronic Resources Advisory Committee, to research and evaluate database additions for public libraries across Nevada in 2016;
- Added a drive-up book return to Minden Library; placed a new book return at the Indian Hills GID office; moved the south county book return to Albite Road in the Topaz Ranch Estates area for increased visibility and patron convenience;
- Painted and redecorated the interior of the Lake Tahoe Branch in Zephyr Cove;
- Painted sections of interior and the children's castle walls at the Minden Library, adding a chalkboard wall for "open art" space for children and story time activities;
- Obtained license to show movies at both library locations, which enabled us to offer movie programs to the public;

FINANCIAL

- Secured donation of \$3,000 from Malkmus Foundation to purchase books for China Spring Youth Camp;
- Secured \$10,000 anonymous donation for Library Foundation for bookmobile;
- Secured \$25,000 donation from Dean Seeman Foundation for Library Foundation for the bookmobile;
- Secured grant from Raley's for \$4,166 for books and materials for Lake Tahoe Branch;
- Secured LSTA funding of \$2,900 for Summer Reading Program;
- Secured \$5,299 in State Collection Development funding from State Library;
- Secured e-rate discounts of 60% on telecommunications and network costs.

PROMOTIONAL

- Developed new logo, which began the launch of gradual rebranding of the Library as a center of learning and "more than just books";
- Increased the marketing of services and programs offered to patrons using social media and third party media outlets;
- Updated Library Foundation page on Nevada Big Give website;
- Library Foundation participated in the Chamber of Commerce mailing by adding their ad card for the Big Give in March 2015;
- Continued strategies for increased publicity in Record Courier, Nevada Appeal, Sierra Scoop, Reno Gazette Journal, Tahoe Tribune;
- Distributed grant-funded Long Range Plan brochure for county-wide dissemination;
- Distributed brochure to market all Library digital offerings;

PARTNERSHIPS

- Brought the Friends of the Library and Library Foundation together to form a partnership to take over biannual book sales;
- Worked with China Spring Youth Camp to overhaul library collections in school and dormitories;
- Conducted evaluation of 2nd Grade Project with Douglas County School Librarians;
- Partnered with In 'N Out – Cover to Cover as a spring reading promotion;
- Provided advertising for VITA Tax Assistance program;
- Hosted 2015 VITA Tax Assistance program at Minden Library;

ORGANIZATIONAL

- Continued yearly review process of Long Range Plan to track progress of 2015 objectives and develop 2016 objectives;
- Continued research of feasibility to convert to non-Dewey classification system for possible implementation in 2016;

- Began study and exploration of RFID (Radio Frequency Identification) systems for probable installation in 2016;
- Changed preschool and toddler story time schedules to accommodate parent requests;
- Developed staff committees for continuous review of programs and budget reductions;
- Revised goals for the Douglas County Public Library Foundation;
- Continued to evaluate fundraising opportunities for the Library Foundation.

CHALLENGES

- It continues to be an ongoing challenge to secure funding for projects.
 - Continuing dependence on donations and fundraising for new services, technology projects, and library programs is particularly problematic.
 - The lack of capital funding available to Room Tax departments for more than 13 years has resulted in the use of obsolete equipment and has impacted efficiencies that might be incorporated into our workflow.
- Heavy use of the libraries, particularly Minden, has resulted in the need for several refurbishing requests, including restrooms, carpeting, and shelving, none of which can be funded from the regular library budget. Although these projects have been submitted for many years in the CIP plan, none have been funded.
 - The Minden Library public areas were last carpeted in 2001. Since that time, the library has had more than 2,500,000 visits.
 - The meeting room restrooms were opened to the public in 1982. Since that time, the meeting room facilities have been used by more than 300,000 persons. The restrooms need significant updating.
 - Most of the shelving units in the adult areas of the Minden Library were originally purchased in 1967. Parts are no longer available and they do not meet seismic guidelines.
- Library hours and staffing were cut by 18% beginning July 2008. The reduction in staff hours and operating hours has impacted our ability to deliver some services. Outreach programs have been deferred, eliminated, or reduced. They are being slowly restored, but are still inadequate to meet demand.
- The 2015 Compensation and Classification study resulted in the loss of a full-time Librarian position, which has restricted the level of services and programs available to the public.
- Statewide, reduced library budgets and hours have impacted our ability to participate in resource sharing.
- Providing appropriate, targeted services for patrons of the Lake Tahoe Branch Library and developing joint use opportunities for partner agencies in the use of the Lake Tahoe Branch Library.

Submitted January 21, 2016

hoopla usage report
 Douglas County Public Library
 Fiscal year 2015-2016

	Year to date	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015
Audiobooks	696	88	135	140	112	102	119
Comics (new May 2015)	61	9	6	8	6	22	10
Ebooks (new May 2015)	174	14	24	25	33	41	37
Movies	296	38	35	26	56	64	77
Music	313	28	76	48	79	40	42
Television programs	106	6	41	25	8	19	7
Total checkouts	1646	183	317	272	294	288	292
Total patrons	399	316	330	345	346	378	399

Year-to-date patron total is not cumulative.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2015-2016

Year-To-Date

October 2015

	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	54,678	3,428	58,106	13,382	746	14,128
Electronic Checkouts	3,352	-	3,352	830	-	830
New Cards Issued	536	46	582	162	8	170
Library Visits	35,080	5,252	40,332	8,376	1,144	9,520
Meeting Room Use	96	11	107	25	6	31
Meeting Attendance	1,152	202	1,354	300	63	363
Pine Nut Room Use	24	-	24	5	-	5
Pine Nut Room Attendance	120	-	120	25	-	25
Children's Programs	76	10	86	17	5	22
Children's Program Attendance	1,328	239	1,567	245	73	318
Teen Programs	5	-	5	3	-	3
Teen Program Attendance	80	-	80	44	-	44
Total Programs	88	11	99	22	6	28
Total Program Attendance	1,573	281	1,854	330	115	445
Inventory	105,989	26,900	132,889	105,989	26,900	132,889
Patrons	28,022	3,603	31,625	28,022	3,603	31,625
Interlibrary Loans Requested	161	12	173	37	1	38
Interlibrary Loans Loaned	66	1	67	17	1	18
Internet Use	4,130	421	4,551	909	89	998
ADA-pc use	30	-	30	7	-	7
Homebound Patrons	22	-	22	22	-	22
Homebound Checkouts	681	-	681	179	-	179
Receipts:						
Reimbursement:						
Lost, Copier, PCR	2,313.17	110.65	2,423.82	301.19	21.50	322.69
Gift Fund:						
Book Sales/Donations	11,947.85	417.35	12,365.20	3,189.65	26.50	3,216.15

DOUGLAS COUNTY PUBLIC LIBRARY
 Statistical Report
 FY 2015-2016

Year-To-Date

November 2015

	Minden	Tohoe	Total	Minden	Tohoe	Total
Items Checked Out/Renewed	67,394	4,169	71,563	12,716	741	13,457
Electronic Checkouts	4,227	-	4,227	875	-	875
New Cards Issued	613	54	667	77	8	85
Library Visits	42,508	6,094	48,602	7,428	842	8,270
Meeting Room Use	122	11	133	26	-	26
Meeting Attendance	1,464	202	1,666	312	-	312
Pine Nut Room Use	32	-	32	8	-	8
Pine Nut Room Attendance	160	-	160	40	-	40
Children's Programs	91	13	104	15	3	18
Children's Program Attendance	2,494	296	2,790	1,166	57	1,223
Teen Programs	7	-	7	2	-	2
Teen Program Attendance	101	-	101	21	-	21
Total Programs	108	14	122	20	3	23
Total Program Attendance	2,801	338	3,139	1,228	57	1,285
Inventory	106,281	26,735	133,016	106,281	26,735	133,016
Patrons	28,115	3,610	31,725	28,115	3,610	31,725
Interlibrary Loans Requested	204	17	221	43	5	48
Interlibrary Loans Loaned	78	1	79	12	-	12
Internet Use	4,997	530	5,527	867	109	976
ADA-pc use	139	-	139	109	-	109
Homebound Patrons	21	-	21	21	-	21
Homebound Checkouts	839	-	839	158	-	158
Receipts:						
Reimbursement:						
Lost, Copier, PCR	4,772.43	137.15	4,909.58	2,459.26	26.50	2,485.76
Gift Fund:						
Book Sales/Donations	12,807.57	502.95	13,310.52	859.72	85.60	945.32

Bksale
 11/13-
 15/15=
~~\$117,85~~ \$4,119.86
 or 4,047
 books

Useful Use October 2015

DLT		DCL			
Internet		Internet		ADA	
Internet & Office	87	Internet & Office	723	Extended use	7
Large Print (LP)	2	Large Print (LP)	79	Restricted LP	
		15-minute Internet & Office	61		
		Word processing	46		
Total	89	Total	909	Total	7

Useful Use November 2015

DLT		DCL	
Internet		Internet	ADA
Internet & Office Large Print (LP)		Internet & Office Large Print (LP) 15-minute Internet & Office Word processing	Extended use Restricted LP
Total	0	Total	Total
		0	0